

2010 Annual Report

Bedford, Massachusetts

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2010 Annual Report

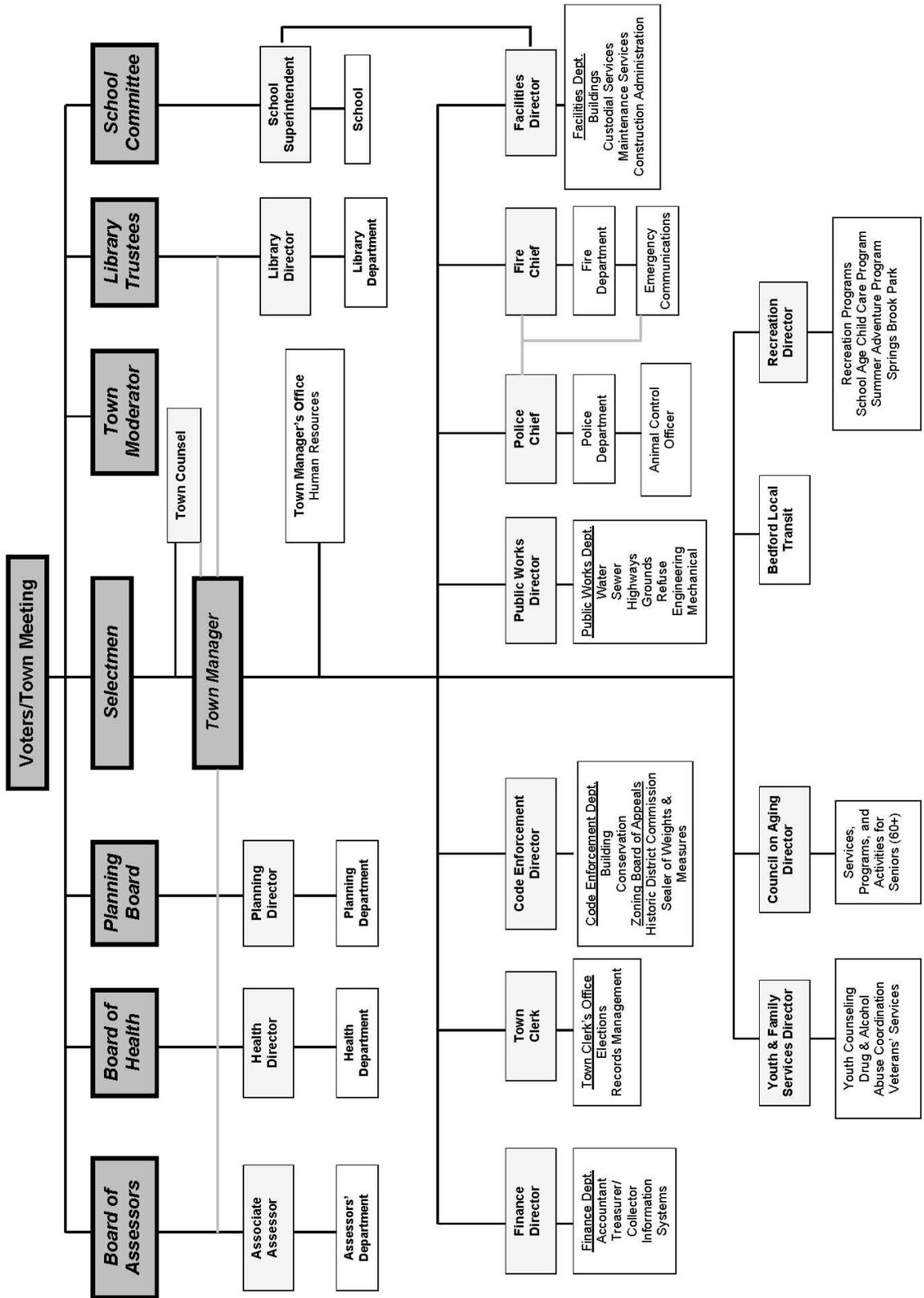
Bedford, Massachusetts

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Cover designed by Bedford resident Jean Hammond. Photographs show Bedford Garden Club plantings within public ways and near public buildings at various locations throughout Bedford. The Bedford Garden Club's efforts to beautify the public areas of the community each summer demonstrate exemplary civic spirit and are appreciated by all.

Photos were taken by Patricia Hurd, Administrative Assistant, Town Manager's Office.

Town of Bedford Organization Chart



Town of Bedford Directory

Town Departments & Services

Bedford Cable Access TV.....	16 South Road	781-275-5004
Bedford Local Transit.....	314 Great Road	781-275-2255
Bedford Public Library.....	7 Mudge Way	781-275-9440
Bedford Public Schools.....	97 McMahon Road	781-275-7588
Superintendent.....	97 McMahon Road	781-275-7588
Assistant Superintendent.....	97 McMahon Road	781-275-2155
Bedford High School.....	9 Mudge Way	781-275-1700
Eleazer Davis Elementary.....	410 Davis Road	781-275-6804
Job Lane Elementary.....	62 Sweetwater Ave.	781-275-7606
John Glenn Middle.....	99 McMahon Road	781-275-3201
Department of Public Works.....	314 Great Road	781-275-7605
Facilities Department.....	101 McMahon Road	781-275-5290
Fire Department - Non-Emergency.....	55 Great Road	781-275-7262
Emergency - 911		
Police Department - Non-Emergency.....	2 Mudge Way	781-275-1212
Emergency - 911		
Town Center.....	12 Mudge Way	781-275-4880
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

Population

13,765 (January 1, 2010 census)

Elevation

Highest, 280 feet above sea level

Lowest, 110 feet above sea level

Assessed Valuation for FY10

Total Assessed Value \$3,207,552,170

FY10 Tax Rates

Residential \$13.08

Open Space \$9.81

Comm., Ind., & Personal Property \$29.51

FY10 Water Rates

Water Base Rate Minimum Bill \$35.00

0-2000 cubic feet = \$1.00/100 CF

Over 2,000 cubic feet = \$5.00/100 CF

FY10 Sewer Rates

Sewer Base Rate Minimum Bill \$45.00

0-2000 cubic feet = \$3.00/100 CF

Over 2000 cubic feet = \$9.10/100 CF

Town Hall, 10 Mudge Way

Town Clerk's Phone:

781-275-0083

Town Manager's Phone:

781-275-1111

www.bedfordma.gov

Senators in Congress

Scott Brown, 617-565-3170

John F. Kerry, 617-565-8519

Representative in Congress

John F. Tierney (6th District), 978-531-1669

State Senator

Susan Fargo (3rd Middlesex District), 617-722-

1572

Member of Governor's Council

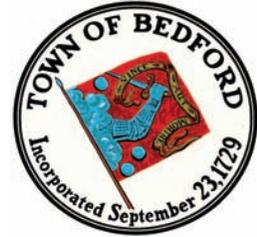
Marilyn Petitto Devaney (3rd Middlesex District),

617-725-4015

Representative in General Court

Charles Murphy (21st Middlesex District), 617-

722-2990



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.

Town Administration

July 1, 2009-June 30, 2010

Elected Officers

Bedford Housing Authority		Selectmen		School Committee	
William S. Moonan	7/8/06	Angelo Colao (res 3/10)	2010	Noreen O'Gara	2011
Susan Ellis	2011	Mark Siegenthaler	2011	Edward Pierce	2011
Jane Puffer	2012	Michael A. Rosenberg	2011	Abigail Seibert	2012
Stephen Hanna (res 10/09)	2013	Walter J. St. Onge III	2012	Anne Bickford	2013
Eugene J. Clerkin (eff 3/10)	2013	Catherine B. Cordes	2013	Brad Hafer	2013
Patricia Ross	2014	William S. Moonan (eff 3/10)	2013		
Board of Assessors		Moderator		Trustees-Bedford Library	
John Linz	2011	Betsey J. Anderson	2013	Sarah Getty (dec'd 11/09)	2010
Sheldon Moll	2011			Rachel Field	2011
Robert B. Murphy	2013	Planning Board		Lynne O'Connor	2011
		Stephen Spector (res 3/10)	2010	Robert L. Batt	2012
		Lisa Mustapich	2011	Michael Pulizzi	2012
Board of Health		Sandra Hackman	2011	Lorrie Dunham (eff 3/10)	2013
Kevin Wormstead	2011	Janet Powers	2012	Howard Cohen	2013
Thomas J. Kinzer III	2011	Jonathan Silver (eff 3/10)	2013	Abigail Hafer	2013
Lea Susan Ojamaa	2012	Margot Fleischman	2013		
Mary Seymour (eff 9/09)	2012				
Richard Kenahan (res 7/09)	2012	Regional Voc. School District			
Beatrice A. Brunkhorst	2013	Mark Trifiro	2011		
Janet Powers (PB)		Donald Drouin	2013		

Appointed Committees - July 1, 2009-June 30, 2010

Affirmative Action Monitoring		Bedford Housing Partnership		Robert Batt	2012
Nancy Moore (res 6/10)	2010	<i>Members Aff'd/bl Hsng Comm</i>		William S. Moonan (Sel)	
Lois Pulliam	2011	<i>Members Fair Hsng Comm</i>			
Francis Fornaro	2012	Christina Wilgren	2011	Capital Expenditure	
Virginia Spencer	2013	Linda Hludzik	2013	Peter Bentley (res 6/10)	2010
Lora Goldenberg (VCC)		Michael A. Rosenberg (Sel)		David Sukoff (res 10/09)	2011
Walter J. St. Onge III (Sel)		Lisa Mustapich (PB)		Jean-Marc Slak	2011
				Alma Hart (eff 10/09)	2012
Affordable Housing		Bicycle Advisory		Brian Devellis (eff 10/09)	2012
Paulette Everitt	2012	Ray Ruetenik (res 9/09)	2010	Ralph Zazula (res 10/09)	2012
Zoe Pierce	2012	Joel Parks (res 5/10)	2011	James O'Neil	2012
Irma Carter	2013	Peter Weichman (eff 12/09)	2011	Jon O'Connor	2013
Trudy Last	2013	Alec Ellsworth (eff 6/10)	2011	Michelle Matteo	2013
Susan Ellis (BHA)		Brian O'Donnell	2012	Barbara Perry (Fincom)	
Lisa Mustapich (PB)		Christopher Lennon	2012	Brad Hafer (Sch Cm)	
Michael A. Rosenberg (Sel)		Terry Gleason (eff 12/09)	2012	Mark Siegenthaler (Sel)	
		Donald Blake	2013		
Arbor Resource		Ralph Hammond	2013	Charter & Bylaw Review	
Carol Kelly	2011	Jonathan Silver (PB)		Betsey J. Anderson	2010
Jacqueline Edwards	2011	Mark Siegenthaler (Sel)		Joan C. Bowen	2010
Ralph Hammond	2011			Terrance J. Cullen	2010
Kenneth Prescott	2011	Cable Television Advisory		George Dalrymple	2010
Michael A. Rosenberg (Sel)		Jeffrey Pelletier	2009	Lora Goldenberg	2010
Dennis Freeman (DPW)		S. Brown Pulliam	2011	Noreen O'Gara	2010
Janet Powers (PB)		James Shea	2011	Mark Siegenthaler	2010
		John Monahan	2012	Dawn Theodore	2010
				Lisa Mustapich	2010

Appointed Committees - July 1, 2009-June 30, 2010 (Continued)

Community Preservation

William S. Moonan (HA) (res 5/10)	2010
Christina Wilgren (BHP)	2011
Myles McDonough @ Ig	2011
Suzanne Johnson (Rec)	2011
Eugene Clerkin (HA) (eff 5/10)	2012
Margot Fleischman (PB)	2012
Stephen Hanna (BHA) (res 10/09)	2012
Catherine B. Cordes (Sel)	2013
Donald Corey (HPC)	2013
Vito LaMura	2013
Andreas Uthoff (CC) (eff 8/09)	2013

Conservation Commission

James Harrington (res 2/10)	2010
Andreas Uthoff	2011
Arthur Black Smith	2011
Allan Wirth	2012
Brenda Kelly	2012
Myles McDonough (res 8/09)	2012
Tim Gray	2012
John Willson (eff 6/10)	2013
Lori Eggert	2013
Walter J. St. Onge III (Sel)	

Constables

Barbara Hartnett	2013
Sheila Howard	2013
Lewis Putney	2013
Anthony J. Saia	2013

Council on Aging

Armand Malo	2011
John Gerdes	2011
Margaret Schowalter	2011
Leslie Gabriele	2012
Maureen Pomeroy	2012
Pauline Salter	2012
Cynthia Rider	2013
George Dalrymple	2013
Roberta Ennis	2013
Sandra Hackman (PB)	
William S. Moonan (Sel)	

Cultural Council

Doris Smith (res 6/30/10)	2010
Nancy Willett (eff 8/09)	2011
Mary Johannessen	2011
Kathleen Byrnes	2012
Susan McCombs (eff 8/09)	2012
Virginia Packer	2012
Kenneth Gordon (eff 10/09)	2012
Jane Franklin	2013
Catherine B. Cordes (Sel)	

Depot Park Advisory

Donald Corey @ Ig	2011
James Shea (Fr Dep Pk)	2011
Joseph Piantedosi @ Ig	2011
Richard T. Reed (staff)	
Richard Warrington (staff)	
William S. Moonan (Sel)	

Energy Task Force (Ad Hoc)

Jessica Watro (res 10/09)	2010
Abigail Hafer	2011
Arthur Walsh	2011
Brenda Kelly (eff 11/09)	2011
Carolyn Sarno	2011
Juliette Costa	2011
Kimberly Siebert	2011
Walter J. St. Onge III (eff 5/09)	2011
Richard Jones (Fac Dir)	
Janet Powers (PB)	

Fair Housing

Alice Sun	2012
Lisa Mustapich (PB)	
Susan Ellis (BHA)	
Michael A. Rosenberg (Sel)	

Finance Committee

Brian Hart (res 1/10)	2011
Michael Seibert	2011
Richard Bowen (eff 3/10)	2011
William Cimino	2011
Barbara Perry	2012
Robert Kenney	2012
Teri Morrow	2012
Meredith McCulloch	2013
Peter Bentley	2013
Thomas Busa	2013

Fiscal Planning/Coordinating (Ad Hoc)

Catherine B. Cordes (Sel) (eff 1/10)	2010
Edward Pierce (Sch Cm) (eff 1/10)	2010
John Linz (Assessor) (eff 1/10)	2010
Mark Siegenthaler (Sel) (eff 1/10)	2010
Michael Pulizzi (Lib) (eff 1/10)	2010
Teri Morrow (Fincom) (eff 1/10)	2010
Bruce Murphy (Assessor) (eff 6/10)	2011
Thomas Kinzer (BOH)	2011
Michelle Matteo (CEC)	2011
Tom Busa (Fincom)	2011
Peter Bentley (Fincom) (eff 6/10)	2011
Peter Naum (Fin Dir)	2011
Abigail Hafer (Lib) (eff 6/10)	2011
Abigail Seibert (Sch Cm) (eff 6/10)	2011
Brad Hafer (Sch Cm)	2011
David Coelho (Sch Bus)	2011
Maureen LaCroix (Sch Supt)	2011
Michael A. Rosenberg (Sel) (eff 6/10)	2011
Walter J. St. Onge III (Sel) (eff 6/10)	2011
Richard T. Reed (TM)	2011

Appointed Committees - July 1, 2009-June 30, 2010 (Continued)

Historic District Commission

Robert Slechta (res 6/10)	2010
William S. Moonan	2011
Karen Kalil Brown	2012
Alan Long (eff 6/09)	2013
Carol Carlson	2013

Associates

Kevin Latady	2011
Lorraine Dunham (eff 6/09)	2013
William S. Moonan (Sel)	
Janet Powers (PB)	

Historic Preservation Commission

Rose Pappert	2011
Neil Leary (res 6/10)	2011
Suzanne Koller	2011
Robert Slechta	2012
Alethea Yates	2012
Charles French	2013
Donald Corey	2013
Catherine B. Cordes (Sel)	

Land Acquisition (Ad Hoc)

Myles McDonough (res 6/10)	2010
Randi Currier	2011
James Harrington	2011
William Speciale	2011
Andreas Uthoff (eff 5/10)	2011
Walter J. St. Onge III (Sel)	

Municipal Affordable Housing Trust

Irma Carter	2011
Lisa Mustapich	2011
Michael A. Rosenberg (Sel)	2011
Alice Sun	2012
Christina Wilgren	2012
Mark Siegenthaler (Sel)	2012
Richard T. Reed (TM)	2012

Patriotic Holiday (Ad Hoc)

Bob Hansen	2011
Fredrick Gordon (Vet Agent)	2011
Joseph Piantedosi	2011
Oscar S. DePriest III	2011
Paul Purchia	2011
Sebastian Marcus	2011
Vincent Fay	2011
James Corcoran (HAFB)	
Michael A. Rosenberg (Sel)	

Petitioners Advisory

Joan Bowen	2011
Patricia Leiby	2011
Stuart Liss	2011

Recreation Commission

Mark A. Pare (res 9/09)	2010
David Ellis	2011
Suzanne Johnson	2011
Stacy Schalick	2012
Robin Steele (eff 1/10)	2013
Ron Richter	2013
Jonathan Silver (PB)	
Michael A. Rosenberg (Sel)	

Registrars of Voters

Doreen Tremblay (Town Clerk)	
Anita Feld	2011
J. W. Martin (eff 8/08)	2012
Diane Cameron	2013

Trails Committee (Ad Hoc)

Arthur Black Smith	2011
Daniel Hurwitz	2011
Edith Baxter	2011
Harold Ward	2011
Mark Levine	2011
Ralph Hammond	2011
Adrienne St. John (DPW)	

Transportation Advisory (Ad Hoc)

Arthur Black Smith	2011
Brian O'Donnell	2011
Margot Fleischman	2011
Mark Siegenthaler	2011
Ralph Hammond	2011
Richard Daugherty	2011
Robert M. Dorer	2011

Volunteer Coordinating

Gail Black Smith (res 11/09)	2011
Ilsa Gottlieb (eff 12/09)	2011
Lora Goldenberg	2012
Dawn Theodore	2013

Wilson Mill Park Planning (Ad Hoc)

Dorothy Africa	2011
Janice Weichman	2011
Myles McDonough (res 6/10)	2011
Philippe Kelty	2011
Thomas Pinney	2011
Alethea Yates (HPC)	
Richard Warrington (staff)	
Michael A. Rosenberg (Sel)	

Youth & Family Services

Amy Mason	2011
Kevin Wormstead (BOH)	2011
Kristin Philipson (eff 6/1/09)	2011
Noreen O'Gara (Sch Cm)	2011
Alison L. Malkin	2012
Dave Ellis (Rec)	2012
Thomas Pinney	2012
Sheryl Barkan	2013
Jeff Wardwell (Police)	
Catherine B. Cordes (Sel)	

Zoning Board of Appeals

Full Members

Paul Bauer (res 12/09)	2010
Jeffrey Cohen	2011
Jeffrey Dearing	2011
Herbert Aumann	2012
Angelo Colasante (eff 6/10)	2013
Brian Gildea	2013

Associate Members

Robert Barton	2011
Carol Amick (eff 5/10)	2012
Walter J. St. Onge III (Sel)	

Appointed Committees - July 1, 2009-June 30, 2010 (Continued)

Eastern Middlesex Mosquito Control Commission

John Zupkus

Election Officers to 8/31/10

Argon, Donna Enz
 Baker, Betty M.
 Barker, Annette M.
 Batt, Robert L.
 Blitz, Melvin H.
 Blitz, Sandra D.
 Busa, Dianne M.
 Buxton, Ann M.
 Buxton, J. Raymond
 Callahan, Joanne R.
 Chase, Lois
 Chopelas, Vivian
 Clark, John G.
 Clayton, G. Kenneth
 Collins, Aline M.
 Connarton, Marion
 Connors, Carol M.
 Cullen, Susan Marie
 Cummings, Sharon E.
 DiClemente, Emidio L.
 Donahue, Cynthia M.
 Donahue, Peter
 Dyer, Rosemary M.
 Ferland, Michele D.
 Forrest, Nancy
 Freni, Joan Marie L.
 Gallagher-Reid, Jane
 Hansen, Eileen L.
 Hardy, Carolyn
 Hayward, Keith
 Huxsaw, Charles F.
 Janet, Dorothy J.
 Jarvis, Kathryn E.
 Kane, Mercedes A.
 Kenney, Pauline R.
 Kerr, Bruce K.
 Kohm, James R.
 Kupfrian, Barbara
 LaLiberte, Dorothea
 Larsen, Deborah L.
 Larsen, Joan B.
 Lathrop, Leatha
 Lawless, Mary
 Leiby, Patricia N.
 LeSchack, A. Richard
 Lomot, Fatima M.
 Lundberg, Helen K.
 McClatchey, Robert A.
 McClatchey, Sharon S.
 Miller, William D.
 Moll, Gloria B.
 Morgan, Jr., Joseph
 O'Connor, Jon
 O'Neil, Barbara C.
 Perez, David J.
 Pespisa, Constance C.
 Pruyn, Emily M.
 Pruyn, Kenneth T.
 Raffa, Anita
 Reid, Diane M.
 Rose, Lois N.

Rosenberg, Charles W.
 Scheyder, Ernest L.
 Scheyder, Ruth L.
 Schimelfenyg, Janet
 Suggs, Zarouhi Minasian
 Sullivan, Rita A.
 Tynan, Barbara Ann
 Valbona, Gail
 Vernon, Roberta F.
 Walker, Cecile D.
 Weinschenk, Ernest
 Weinschenk, Jeanette
 Wittman, Paul J.
 Yasi-Seno, Marie B.

Forest Warden

David Grunes

Hazardous Waste Coordinator

David Black

Hanscom Field Advisory Committee

Michael A. Rosenberg 2011

HATS II

Jon O'Connor
 Lisa Mustapich
 Michael A. Rosenberg (Sel)

Metropolitan Area Planning Council

Sandra Hackman (Alt) 2013
 Walter J. St. Onge III (Sel) 2013

MBTA District Representative

Mark Siegenthaler 2012

N.E. Solid Waste Committee

Richard Warrington

Town Manager

Richard T. Reed

Assistant Town Manager

Joanna Nickerson (ret 10/09)
 Jessica Porter (eff 10/09)

Town Counsel

Michael Lehane 2011

Town Historian

John Dodge 2012

Tree Warden

Richard Warrington

Veterans' Graves Officer

Paul Purchia 2011

Veterans' Officer

Fredrick Gordon 2011

SuAsCo River Stewardship Council

Joseph Piantedosi
 Karen Santucci (res 8/09)
 Ralph Hammond (eff 11/09)

Part I: Reports from Committees, Departments, and Boards

BEDFORD ARBOR RESOURCE COMMITTEE

Jacqueline 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 our goals.



FY10 Highlights

Fittingly, BARC established an exciting new interactive website with links to information on the best practices for tree care (both planting and maintenance), threats to trees, news about local projects that impact our arbor resources, and local and state regulations regarding trees. Eventually it will also include notices about pending tree hearings and hazard removal programs, a list of "preferred" trees, links of general arbor-related interest, and more.

We anticipate the website will be effective in facilitating our prime goal of community education. In addition to this, BARC submitted three articles on the subject of invasive species that were published prominently (including on the front page) in the *Bedford Minuteman*. BARC continued to distribute and review responses to our Tree Questionnaire to ensure the committee shapes its activities to community preferences. The committee is also working with the Planning Board and Department of Public Works on a list of native tree species that they would like to see planted in town. The list will include preferred trees and information about which grow best in or are most suitable for different situations, such as near power lines or in the Historic District. All will be linked to the website for informational purposes.

Over the past year, BARC participated in the Town's celebrations of Arbor Day and Bedford Day. The committee's display in the window outside the children's room at the public library commemorating Arbor Day was a wonderfully conceived and illustrated presentation of the different kinds of trees that are used to make a piano. At BARC's Bedford Day booth, information was distributed about general arbor care, as well as Bedford's arbor resources in particular. This included the U.S. Forest Service's *Tree Owner's Manual* (to be linked on the website) and our Tree Questionnaire.



Due to several residents' interest regarding the DPW's Hazard Tree Project, BARC worked actively with Public Works representatives, the Selectmen, and the Tree Warden to help resolve concerns; several improvements have already taken effect. Trees slated for removal are marked clearly with a bright yellow sign that includes DPW contact information. Tree hearings are scheduled in the evening, when interested parties are more available to attend, and are displayed prominently on the DPW's website. In addition, BARC is notified of hearings directly from the DPW when they are scheduled.

The long-anticipated inventory of Town trees began this summer with a com-

Bedford Arbor Resource Committee*Continued from previous page*

pleted review of the trees around Town campus, an historic area with a great deal of pedestrian, especially youth, and vehicular traffic. The results are being compiled and will be added to the DPW's website. The inventory is to be the basis of a Tree Care Management Plan, including a long-term tree disease and pest management program that will permit better budgeting and planning for a safer, more aesthetic community forest. The first outcome will be to identify hazardous trees that need to be removed for public safety.

During Fiscal Year 2010, BARC consulted with other Town committees, departments, and residents on a number of issues, such as:

- the redevelopment of North Road, including participating in a Conservation Commission hearing about the project;
- Massport's proposal to remove trees at Jordan Conservation Area, with members continuing to support the Conservation Commission by attending hearings, meetings, and a site walk;
- tree removal in the Historic District, providing help by conducting a site visit and offering recommendations.

For more information about the Bedford Arbor Resource Committee, or to download a copy of the U.S. Forest Service's *Tree Owner's Manual*, visit our website at <http://www.bedfordarbor.org>.

BEDFORD ENERGY TASK FORCE

Juliette Costa, Chair

The Bedford Energy Task Force is an ad hoc committee authorized by the Town's Selectmen. Terms are one-year and renewable.

Purpose

Working in conjunction with Town leadership, the Energy Task Force will proactively seek to identify strategies and potential funding partnerships in order to lower municipal and school energy expenditures and community greenhouse emissions.

Members (Employee Statistics)

Juliette Costa, Chair	2010	Abigail Hafer	2010
Kimberly Siebert, Clerk	2010	Walter J. St. Onge III	2010
Carolyn Sarno	2010	Richard Jones (Facilities Director)	
Arthur Walsh	2010	Abbie Seibert (School Committee Liaison)	
Brenda Kelly	2010	Janet Powers (Planning Board Liaison)	

FY10 Highlights

- Awarded \$150,000 grant for Lane School energy conservation updates.
- Audits and analysis of municipal/school building energy use.
- Negotiating with NSTAR for energy-efficient lighting retrofits.
- Research into "best practices" in other communities.

FY11 Projections

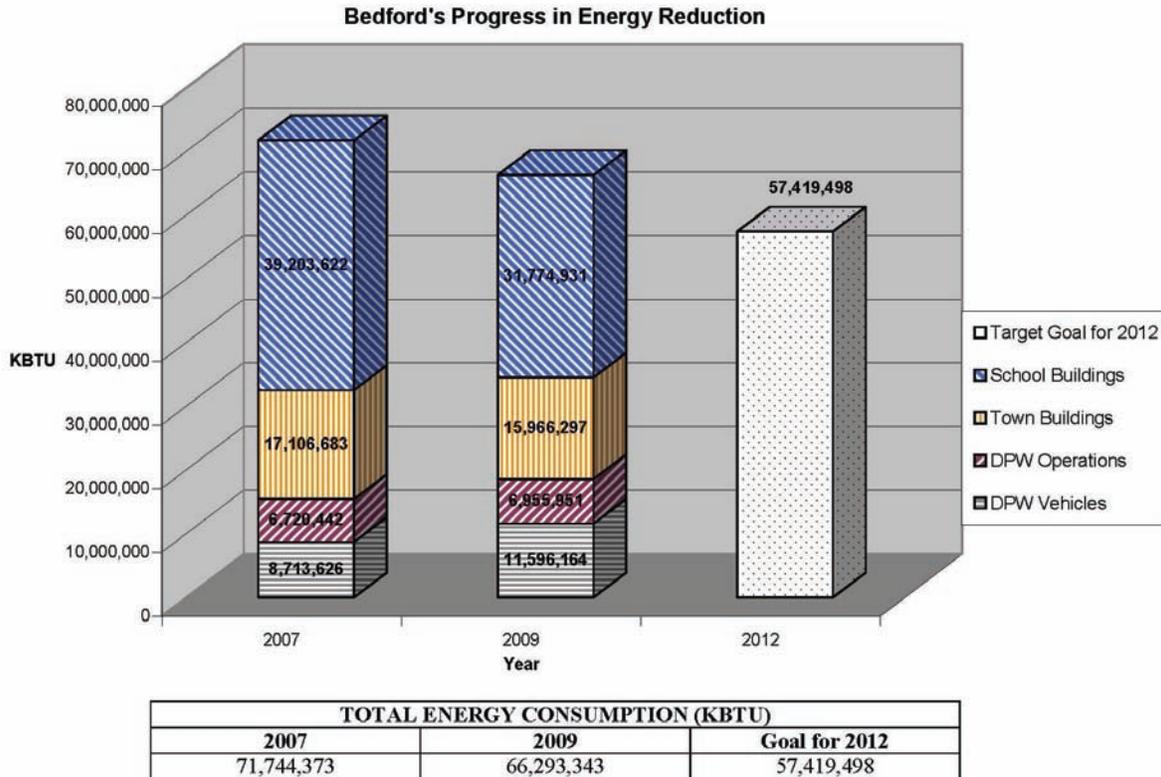
- The Energy Task Force is working to have Bedford designated a Green Community through Town Meeting's vote to adopt the Massachusetts Stretch Energy Code (780 CMR 120.AA).
- Town Energy Policy is being developed in collaboration with Town administration and committees, and with approval by the Selectmen.

Bedford Energy Task Force

Continued from previous page

Bedford's Energy Reduction Progress

Many variables affect energy usage during any individual year. Changing Town needs, weather conditions, etc. influence energy requirements. Though comparing expenditures from different years without context does not give a complete story, the general trend is important: overall, energy consumption is consistently being reduced.



BICYCLE ADVISORY COMMITTEE

Terry Gleason, *Chair*

Purpose

The purpose of the Bicycle Advisory Committee (BAC) is to encourage the use of bicycles by Bedford residents, workers, and visitors in order to decrease traffic congestion and air pollution, and increase recreational opportunities. Responsibilities include monitoring activities on current bike paths; planning additional bike paths, signage, and facilities for bikers; and working to make bicycle use in Bedford safe.

Members and Activities

The Bicycle Advisory Committee meets monthly and leads or participates in numerous events during the year. Our seven members, including 3 new appointees, represent a wide spectrum of bicycle expertise, experiences, and interests. The BAC often works closely with its sister organization, the Bedford Friends of the Minuteman Bikeway, especially on bike path issues. Jon Silver, a knowledgeable and active participant at BAC meetings, is the Planning Board liaison.

Bicycle Advisory Committee*Continued from previous page***Yearly Regular Events/Activities**

- Bike Helmet Day in collaboration with the Police Department and Rotary Club.
- Bedford Day: booth, bicyclist surveys, 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 Count Surveys for the state (2-6 times a year).
- Attendance at local and regional meetings when bicycle issues are being addressed, e.g. Minuteman Advisory Group on Interlocal Coordination (MAGIC).



Bicyclists at Bedford’s Depot Park (left) and on the Minuteman Bike Path (right).

New Activities

- Four “bike to school” events in the spring and fall as part of the Safe Routes To School (SRTS) Program started at Job Lane.
- Snowplowing the Minuteman Bikeway Study.

GreenDOT Initiative

As part of the state's GreenDOT Policy Directive (2010), the state's Transportation Department is promoting the “healthy transportation options of walking, bicycling, and public transit.” This is another step in the series of policy changes the state has enacted since the Bicycle Accommodation Directive (“Paulsen Bill,” 1997), directed towards making Massachusetts a national leader in greening the state transportation system.

The state's GreenDOT Policy and Bicycle Accommodation Directives are helpful guidelines for the BAC when it advises on road and bike path projects. Understanding the connections between alternative transportation and a healthier environment and community is a key part in valuing the role the BAC can serve.

FY10 Highlights

- Planning Board, Transportation Committee, and Selectmen endorsed BAC's proposal for a “paved” Minuteman Extension Design.
- CPA funding was approved for Minuteman Bikeway Extension Design at Town Meeting 2010.
- Bedford SRTS Program was recognized for their efforts and achievements at state workshop.
- BAC chair was invited as a panelist to the SRTS state workshop.

Bicycle Advisory Committee*Continued from previous page*

- BAC asked the Selectmen to review the Middlesex Turnpike Project Design (Phase II) for violation of Paulsen Bill, Spring 2009.
- One hundred students bicycled to Job Lane on Bike/Walk to School Day, Spring 2010.
- Town recognized the importance and unique contributions of BAC by defeating article to merge it into the new Transportation Committee at Special Town Meeting 2009.
- Over 100 helmets were distributed and fitted on Bike Helmet Day by volunteers from the Police Department, Rotary Club, and BAC.

Collaborations

Because bicycling has recreational, fitness, and transportation components, the BAC often partners with a variety of other committees and groups to make our streets and bike paths safer and available to users of all ages and abilities. Examples of these partnerships include:

- **Safe Routes to School Program:** Board of Health, Youth and Family Services
- **Minuteman Bikeway:** Lexington and Arlington Bicycle Committees, Friends of Bedford Depot Park
- **Driver/Bicyclist Education:** Police Department, MassBike
- **Bicycle Accommodation on New Road Projects:** MassBike, Livable Streets Alliance
- **Bicycle Clinic Assistance:** Bikeway Source, MassBike
- **Livable Streets:** Bedford Arbor Resource Committee



Students commuting to class on the bike path.

FY11 Projects and Goals

- Partner with Police Department to produce "Share the Road" articles and educate motorists and bicyclists on new rules of the road.
- Advance Minuteman Bikeway snowplowing initiative.
- Provide bicyclist-related input for Town's new Comprehensive Plan.
- Inventory Bedford roads, identify level of bicyclist accommodation, and create a prioritized list of desirable improvements.
- Collaborate with Lexington and Arlington on maintenance of and improvements to the Minuteman Bikeway.
- Continue and expand support to Safe Routes to School Program.
- Provide Bedford bike community with a bi-annual newsletter.

BOARD OF HEALTH

David R. Black, Director of Public Health

The Board of Health, consisting of five elected members, meets monthly in the Town Center Building. Community participation in these meetings is welcomed; call 781-275-6507 in advance to confirm date, time, and place of meeting. We also invite everyone to visit the Board of Health website at www.bedfordma.gov.

Purpose

The Board of Health has adopted the following Mission Statement: "Helping neighbors lead healthy lives in Bedford." The Health Department staff has adopted the following Mission Statement: "We are dedicated to helping people lead healthy lives in Bedford through knowledge and education while safeguarding the public's health."

Board of Health

Continued from previous page

Full-Time Employee Statistics

1.0	Director
1.0	Administrative Assistant
4.65	School RN
0.8	Community RN
1.0	Inspector



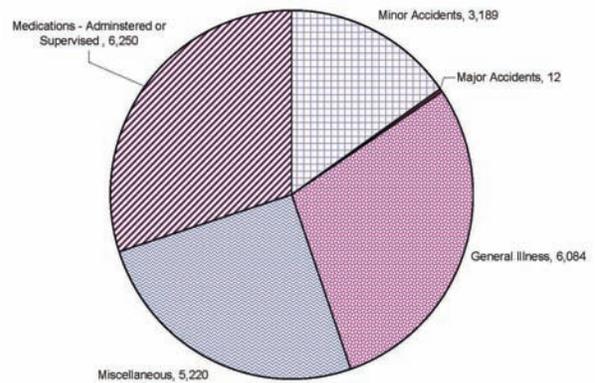
School Health Program

Referrals to the school nurses in school system:

Reasons for school nurse contact:

Minor accidents	3,189
Major accidents	12
General illness	6,084
Miscellaneous	5,220
Medications-administered/supervised	6,250
Conferences-	
School personnel	2,210
Students	3,684
Parents	3,354
Chapter 766-CET meetings	0
Chapter 766-Parent conferences	1
Tuberculin testing	0
School team meeting	39

Reasons for School Nurse Contact



Total school health contacts: 30,043

Additionally, 454 school physicals were conducted by school physician staff and school nurse staff (including transfers, sports, conferences, and postural screenings).

Community Nurse Program

Client Base	037
Number of Clients Admitted	003
Number of Clients Discharged	007
Number of Home Visits	185
Number of Office Visits	435
Attendance at Blood Pressure Clinics	176

Communicable Diseases/Reportable Diseases

Lyme	040
Chronic Hepatitis B	002
LTBI (Latent Tuberculosis)	003
Campylobacter	003
Salmonella	001
Erlchiosis	001
Chronic Hepatitis C	005
Shiga-Toxin	001
Tuberculosis	001

Board of Health*Continued from previous page*

Group A Streptococcus	001
Mumps	001
Strep Pneumonia	002
Pertussis	002
Giardia	001
Toxoplasmosis	001
Varicella	003
Anaplasmosis	001

Community Education Projects/Health Screenings

ABCs of Allergies – COA
 TB Testing – Fire Department
 Medical Equipment Loan Program
 Medical Reserve Corps/Emergency Planning
 Immunization Information Session re: H1N1 Vaccine Administration/Schools
 EOC Training
 Qi Gong Exercise Program – COA
 Flu Clinics
 Cholesterol Screenings – COA
 H1N1 Program – COA
 Right Brain/Left Brain Program – COA
 Coaguchek Training
 Student Nurse Mentoring
 Heart Healthy Chocolate Program – COA
 Circle of Safety Program – COA
 Employee Benefits Fair
 Summer Adventures Epi-Pen Training/First Aid/Universal Precautions
 Vaccine Management with Administrative Assistant

Food Protection/Environmental Health and Sanitation Program

<i>Area of Program Management</i>	<i>No. of Inspections</i>
a) Food	210
b) Beach/Pool	34
c) Complaints	40
d) Other (i.e. housing, animals, odor, dust, refuse, garbage, etc.)	47

FY10 Highlights

The emergence of the novel H1N1 influenza virus required considerable effort, time, and energy of many Town staff and officials. We were very pleased in our collaboration with our local pediatric practices and our school administration as we offered the appropriate H1N1 vaccinations for our students. We are indebted to the many resident nurse volunteers and administrative volunteers who helped make our many successful clinics possible.

Also notable, we continue to strive to keep our website current. We hope you might take some time to review the Health Department's website from the Town's main page at www.bedfordma.gov.

FY11 Projections

With continuing assistance from the many volunteer members of our Bedford Medical Reserve Corps, the Bedford Board of Health anticipates a very busy FY11.

If you wish to discuss a public health issue, you may contact the Health Department Office by calling 781-275-6507.

BOARD OF REGISTRARS OF VOTERS

Doreen Tremblay, Clerk

Diane Cameron
Anita T. Feld
James W. Martin

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 2010 board had 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, Republican, and Libertarian. 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, Massachusetts Independent Party, Natural Law Party, New Alliance Party, New World Council, Prohibition Party, Reform Party, Socialist Party, Timesizing Not Downsizing Party, Veterans Party of America, We The People Party, 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, Republican, and Libertarian) must take their "recognized party" ballot in order to participate. Unenrolled voters may choose any ballot.

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.

FY10 Highlights

Elections

Voters at the Special Town Meeting held in August approved increasing the hotel and meals tax mandated by law. The Massachusetts Legislature increased the meals tax by 1.25% and the hotel tax by 2%. The Special Town Meeting also approved collective bargaining agreements, budget adjustments, and the Community Preservation surcharge.

Massachusetts mourned the death of Senator Ted Kennedy in August 2009. The Governor set the date for the Special State Primary for December 8, 2009 and the Special State Election for January 19, 2010.

The Town Clerk prepared for the election season in September by mailing postcards to the election workers for scheduling. She also prepared the election calendar to be released to all departments and the general public.

With a demanding election schedule, the Town Clerk was unable to provide on-site voting and voter registration for the Veterans Hospital and Carleton-Willard Nursing Home. She offered to coordinate with both facilities to work with the staff to hand-carry applications and provide ballot delivery. The Town

Board of Registrars of Voters

Continued from previous page

Clerk met with the administration at the Veterans Hospital to discuss procedures to handle voter registration and voting for the patients. The management complimented the Town on providing the veterans with excellent service and continuing to build on the strong working relationship.

The voters at the November Town Meeting approved miscellaneous Charter amendments for placement on the Town Election ballot in March. Key changes to the Charter included the elimination of the secret ballot at Town Meeting for bonding and the elimination of placement of the Charter changes on the Town Election ballot. Additionally, Town Meeting approved the Town Center North Wing construction project and allowed revision of the covenant with the First Parish Church. The church plans on reconfiguring their Elm Street entrance to replace the elevator.

The Town Clerk verified nine hundred twenty-nine signatures on petitions for questions on the State Ballot in November 2010. She also checked one thousand seventy-two signatures on nomination papers for the State Primary in September 2010.

On the final day for voter registration for the Special State Primary, twenty-one new voters registered. Thirteen of the new registrations were veterans. There was a twenty-six percent turnout at the Special State Primary. The Town Clerk worked with the vendor to reduce machine jams with one machine.

For the Special State Election in January, one hundred thirty-nine residents of Carleton-Willard Nursing Home voted by absentee ballot. The Town Clerk worked with the nursing home staff to ensure smooth operation of the process. The total number of absentee ballots processed was five hundred sixty-six. The Secretary of State increased the absentee ballot issuance due to heavy advertisements on the television and radio.

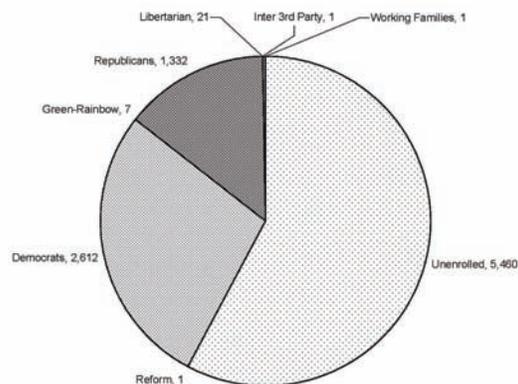
At the Special State Election, one thousand voters came to vote in the early morning. The Town Clerk requested additional ballots from the Secretary of State's Office; these arrived at the polls by mid-afternoon. The turnout at the Special State Election was sixty-three percent. There were minor issues with machines and voters. The Town Clerk received a letter from a resident expressing appreciation of the election workers and the Town Clerk's Office for honoring the democratic process.

The Secretary of State requested certification of January election results within three days. The Town Clerk complied with the request. Senator Scott Brown took the oath of office with certification of the election results of all communities in Massachusetts. The Secretary congratulated the Town Clerks.

At the voter registration for the Annual Town Election in March, four new residents registered to vote during the day. There were no registrations at the night session. There was a sixteen percent turnout at the Town Election with minor machine problems, notably jams from wet ballots. Considering the rainy day, the turnout was excellent. The normal turnout for a Town Election is five to seven percent.

Registered Voters for Fiscal Year 2010:

Unenrolled	5460
Democrats	2612
Green-Rainbow	7
Republicans	1332
Working Families	1
Libertarian	21
Reform	1
Inter 3 rd Party	1
Total:	9435



BEDFORD CABLE TELEVISION COMMITTEE

James Shea, *Chair*

Purpose

The Cable Television Committee is an advisory group that is appointed by the Selectmen. Its members are Robert Batt (Clerk), John Monahan, Jeffrey Pelletier, S. Brown Pulliam, and James Shea (Chair). As stated in Article 27 of the General Bylaws, the committee's main responsibilities are to:

- Actively monitor the cable operators' licenses and the PEG (Public, Educational, and Governmental) access service provider's contract for compliance.
- Inform relevant parties of instances of license or contract noncompliance.
- Investigate and work to resolve any problems relating to the operation of cable television.

The committee met 11 times during fiscal year 2010. Many of these meetings focused on preparations for an annual performance review of the cable operators that was held in May. This work included preparation of a web-based survey to invite public input in advance of the hearing. The committee conducted a review of both the Comcast and Verizon licenses to check that the operators are in compliance with their obligations.

FY10 Highlights

Online Survey

The survey's goal was to gather information about subscriber experiences with cable and PEG access services. To guide its design, the committee studied cable TV questionnaires that were developed by our counterparts in other towns. The survey was deployed online between the months of January and April. Its aggregated results and comments helped the committee prepare for its meeting with Comcast and Verizon representatives at the Annual Performance Review Hearing that was held on May 6.

The survey's response rate was approximately 2% of the total number of Bedford's cable subscribers. A little more than half the respondents indicated that they had technical problems with their cable service within the past year. Loss of picture was rated the foremost issue. About 60% of the respondents expressed that the dollar amount they pay for service is too high. More than half said they are satisfied with the quality of customer service they receive from their provider. About 71% reported that they have seen at least one PEG access program during the past year, and 13% said they have created or supplied an access program at least one time.

The entire results are posted online at <http://www.cable-survey.info>.

Annual Performance Review

Comcast and Verizon representatives met with the committee on May 6 to review and discuss the performance of the companies in meeting their license obligations. Several members of the public also were in attendance. Although the committee did not identify any areas of license noncompliance with either Comcast or Verizon, we did pose questions to the operators concerning their definitions of a "service outage" and a "subscriber complaint." Also, we requested a summary of each operator's most recent technical proof-of-performance results.

Verizon's representative assured the committee that the company would have cable service available to all of Bedford's residential households – with the possible exception of multiple dwelling units (apartments and condominiums) – by the three-year anniversary date of the license in June. The committee asked Verizon to furnish an update concerning installation of free cable drops to Town-owned buildings that are required in its license.

A subscriber in attendance complained to the committee that their DVR box has become incompatible

Bedford Cable Television Committee*Continued from previous page*

with Comcast's network. Comcast's representative and the subscriber discussed the matter privately after the hearing.

Bylaws Update

At the invitation of the Charter and Bylaw Review Committee, we recommended minor updates and clarifications concerning the committee's responsibilities. These changes were presented in Article 14 at Annual Town Meeting and subsequently adopted.

PEG Access Services

Bedford Community Access Television, Inc. (BCAT) has been Bedford's PEG access service provider since April 2004. During FY10, the Town paid BCAT \$151,201.05 to provide PEG access services to Bedford. This amount represents a 7.8% increase over FY09 payments. BCAT returned a portion of its PEG access support funds to Bedford as rent for office and studio space in the Old Town Hall.

As of June 30, the Town's award of a contract for PEG access services continues to be held in abeyance.

FY11 Projections

The committee will be paying close attention to Verizon's performance as it relates to providing cable service to the entire Town and installing free cable drops at municipal and school buildings as required by its license.

An Annual Performance Review Hearing will be scheduled to allow subscribers an opportunity to comment on the services rendered by Comcast, Verizon, and BCAT. This hearing is tentatively scheduled for May 2011. The committee intends to conduct a thorough review of the Comcast and Verizon licenses prior to the hearing. We anticipate posting a web-based online survey to gather feedback from subscribers.

Also during the next year, the committee plans to continue monitoring Comcast and Verizon for compliance with their licenses, help resolve any subscriber complaints, and make recommendations to the Selectmen regarding any proposed expenditures of Bedford's PEG access capital funds.

The public is welcome to attend our meetings that are ordinarily held on the first Thursday of each month at 7:30 p.m.

CHARTER & BYLAW REVIEW COMMITTEE

Betsey Anderson, Chair

Purpose

The committee was appointed by the Selectmen as required by the Charter to study the working of Town government and to recommend revisions and amendments considered advisable. This review is required every five years. In addition, review of the Bylaws is required every ten years and coincided with the review of the Charter in fiscal years 2009 and 2010.

FY10 Highlights

The committee reviewed Bedford's Charter and those bylaws relating to the structure of Town government. All elected and appointed boards and committees were asked for their input on the current Charter and Bylaws. In addition, several meetings were held to receive comments and suggestions from the community at large. All of these recommendations were considered during the review process.

Charter & Bylaw Review Committee*Continued from previous page*

Initially, the committee reviewed the Charter and proposed several amendments for consideration at the November 2009 Special Town Meeting. Proposed Charter amendments included housekeeping articles changing language and order of sections of the Charter, allowing for multiple consent articles at Town Meeting, deleting the Public Ceremonies Committee from the Charter, adding the Youth and Family Services Committee to the Charter, and eliminating the duties of the Capital Expenditure Committee and replacing it with responsibilities. Following Special Town Meeting's approval, voters approved these amendments at the March 2010 Town Election.

After completing its review of the Charter, the committee reviewed the Bylaws for consistency with the Charter and current practices, as well as considering other changes. This culminated in seven articles proposing Bylaw amendments at the March 2010 Annual Town Meeting.

These changes included housekeeping articles correcting language and references to certain state organizations, adding the revision and update of the comprehensive plan to the Planning Board's responsibilities, adding administration of relevant state laws to the Conservation Committee's responsibilities, and clarifying the Treasurer's responsibilities related to retention of municipal borrowing and public official surety bonds and the Town Clerk's responsibilities for surety bonds related to developments within the Town.

Responsibilities were changed for the Youth and Family Services Committee and the Cable Television Committee. Corrections to the language and clarification of the designated person to determine an emergency condition was added to the Scenic Roads Bylaw. A new bylaw was added prohibiting the use of marijuana on public property.

With passage of the Bylaw amendments at the Annual Town Meeting, the committee's work was completed.

CODE ENFORCEMENT DEPARTMENT

Christopher Laskey, *Director of Code Enforcement*

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 Bylaws. These bylaws 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 Bylaws, such as the Sign Bylaw. Lastly, the Code Enforcement Department provides clerical support to the Conservation Commission, Zoning Board of Appeals, Historic District Commission, and the Historic Preservation Commission.

Number of Employees

Full-Time: 6
Part-Time: 4

Code Enforcement Department

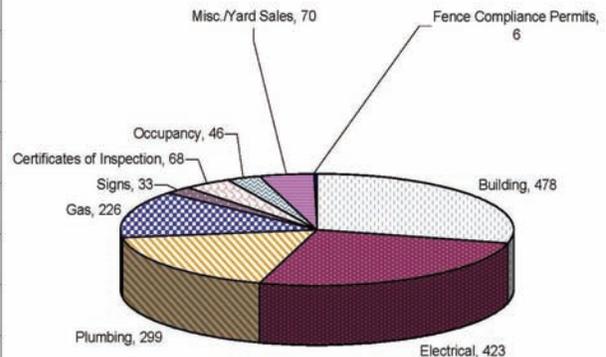
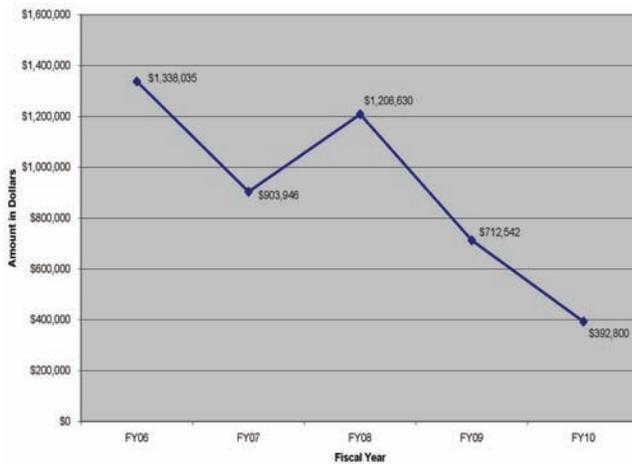
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FY10 Highlights

Single-family residential development was slow and consistent with last year, with permits issued for only seven (7) new single-family dwellings. The LIP development at 447 Concord Road was completed in mid FY10, while the Habitat for Humanity project continues to move forward at a slow pace with three out of the eight units completed.

Commercial projects were a big part of revenues collected this year. Commercial building permits were slightly down from last year, but there were two substantial tenant fit-outs in FY10. In late FY10, Acme Packet completed a \$4.6M renovation project at 100 Crosby Drive, while MRSI also completed their \$1.4M fit-out at 8 Oak Park Drive in late FY10. The Boardroom Bistro started a fit-out in late FY10 at 54 Middlesex Turnpike and hopes to open in early FY11. Also, MITRE performed approximately \$2M in interior renovations in two of their buildings.

The Code Enforcement Department saw a substantial drop this year with respect to revenues collected by pulling in slightly under \$400K in permit/misc. fees. Although the volume of permits diminished slightly, work was steady and kept the Code Enforcement Office busy. The number of permits issued in the major permit categories dropped slightly from last year's numbers. Single-family dwellings remained consistent with 7 units this year. The enforcement of the Zoning and Sign Bylaws is also an important aspect of the department's responsibilities and is always a large part of the day-to-day activities of the office.



Left: Revenues for the Code Enforcement Department; Right: Number of Permits Issued in FY10

FY11 Projections

While the economic picture is still unsure, the Code Enforcement Department remains hopeful that a few potential projects will improve our revenue stream from last year. Already residential construction seems to be on the rise in early FY11, where we have almost surpassed the number of new single-family dwellings built in FY10. There is steady movement on the residential parcel of land located next to Instrumentation Labs on Hartwell Road, where there is a proposal to build seventy-five (75) townhouses starting in early/mid FY11.

On the commercial side, MITRE will be starting an approximately 80,000 square foot office building in mid FY11. The Bedford Market Place has been ready to start the building permit process but is still moving cautiously given the economic forecast; there is hope that the developer will move forward in mid/late FY11 with some development of the site. There are still vacant commercial buildings along Crosby Drive and Middlesex Turnpike available for future tenant fit-outs.

Code Enforcement Department*Continued from previous page*

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 fiscal year. Ongoing Zoning and Sign Bylaw enforcement will continue to be a priority for this office.

The Code Enforcement Office hopes to continue our strong commitment to customer service and be a source of information and knowledge to the homeowners and contractors doing work in the Town of Bedford. The building codes and Town Bylaws can be confusing at times, so we 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 feel free to visit the Code Enforcement webpage for a wealth of building, zoning, and Historic District information.

Code Enforcement Department Statistics

<u>Permits Issued</u>	<u>Number</u>	<u>Fees Collected</u>
Building	478	\$271,428
Electrical	423	\$ 62,104
Plumbing	299	\$ 25,085
Gas	226	\$ 8,590
Signs	33	\$ 8,307
Certificates of Inspection	68	\$ 2,995
Occupancy	46	\$ 2,350
Misc./Yard Sales	70	\$ 330
Fence Compliance Permits	6	\$ 300
Subtotal	1,649	\$381,489
<u>Petitions Filed</u>		
Historic District Petitions	22	\$ 285
Zoning Board of Appeals Petitions	44	\$4,700
Subtotal	66	\$4,985
<u>Miscellaneous</u>		
Admin./Fines	12	\$1,196
W&M Services	18	\$4,320
Site Plan Reviews	1	\$ 300
Misc./Copying Fees	*	\$ 510
Subtotal	31	\$6,326
Grand Total		\$392,800

Revenues for the last five years for the Code Enforcement Department are:

2006	\$1,338,035
2007	\$903,946
2008	\$1,208,630
2009	\$712,542
2010	\$392,800

COMMUNITY PRESERVATION COMMITTEE

Myles McDonough, *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 fiscal year 2002.

The Community Preservation Committee (CPC) was formed to study and recommend how Bedford's CPA revenues should be spent. The committee, appointed by the Selectmen, consists of two at large members (Myles McDonough and Vito LaMura) and representatives of the Town's Conservation Commission (Andreas Uthoff), Historic Preservation Commission (Don Corey), Housing Authority (Steve Hanna), Housing Partnership (Christina Wilgren), Planning Board (Margot Fleischman), Recreation Commission (Suzanne Johnson), and Selectman Cathy Cordes. Steve Hanna left the committee in October 2009 and was replaced by Eugene Clerkin in March. The committee wishes to thank Steve Hanna for his expertise and contributions to this committee.

The CPC reviews and updates the Community Preservation Program and Plan twice a year. 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.

FY10 History

Administrative Costs

- Each year \$25,000 is appropriated for potential CPC administrative costs. Unspent monies are returned to the general CPC fund for the following year. Since 2001, \$43,318 has been expended for administrative costs.

Open Space

- Spring 2010: \$350,000 was appropriated to repair the Old Reservoir Dam; the project is partially completed.
- Since 2004, \$8,865,482 was appropriated for the Land Acquisition Fund. To date, \$8,397,814 has been either expended or encumbered, leaving a balance of \$467,668.

Historic Preservation

- Spring 2010: \$25,000 was appropriated for the Town Hall Mechanical, Engineering, and Plumbing Study; work is partially completed.
- Spring 2010: \$7,200 was appropriated for the National Registry Project; the project is partially completed.
- Since 2001, \$1,007,732 has been appropriated to establish an Historic Properties Preservation Fund. Currently, \$130,568 has been expended, leaving a balance of \$875,326. Not more than \$75,000 can be used on any single property in any fiscal year.

Affordable Housing

- The Affordable Housing Reserve Fund has a balance of \$267,722.

Community Preservation Committee*Continued from previous page***Recreation**

- Fall 2010: \$500,000 appropriated for new sidewalks.
- Spring 2010: \$210,000 appropriated for the Reformatory Branch Trail improvements; the project is partially completed.

FY10 Highlights

The 2010 Annual Town Meeting voted to authorize the expenditure of Community Preservation funds in FY11 as follows:

<u>Appropriations</u>	<u>Total Recommended</u>
Administrative	\$25,000.00
Reformatory Branch Trail Improvements	\$210,000.00
Old Reservoir Dam - Preservation of Open Space	\$350,000.00
Affordable Housing Consultant	\$10,000.00
Land Acquisition Fund	\$250,000.00
National Registry Project (partial grant)	\$7,200.00
New Trails on Conservation Land	\$36,583.89
Old Town Hall (bond payment)	\$315,038.00
Sidewalk Project	\$200,000.00
Town Hall Mechanical, Engineering, and Plumbing (MEP) Study	\$25,000.00
Town Center North Wing Project (bond payment)	\$4,984.00
RESERVES	
Affordable Housing	\$117,722.00
Field Creation (Recreation)	\$150,000.00
TOTAL	\$1,701,527.89

The 2010 Special Town Meeting voted the following adjustments and one addition to the FY11 appropriations voted in Article 19 of the 2010 Annual Town Meeting:

Amended Appropriation	Previous FY11 Appropriation	CP Fund Balance/Transfer	Total FY11 Recommended
Land Acquisition	\$533,185	(\$164,814)	\$368,371
Sidewalk Project	\$200,000	(\$100,000)	\$100,000
Town Center North Wing (bond payment)	\$ 4,984	\$ 36,020	\$ 41,004
Recreation Reserves (field creation)	\$150,000	(\$100,000)	\$ 50,000
New Appropriation			
350A Concord Road (bond payment)		\$128,794	\$128,794

Don Corey applied for a FY10 Survey and Planning Grant with the Massachusetts Historical Commission (MHC) and the National Park Service to amend the Old Bedford Center Historic District to include an additional eight properties and the removal of four properties. The MHC granted the request and funded \$10,800 toward this project, and the CPA funded \$7,200.

The committee was able to help the Town with its purchase of 350A Concord Road using Land Acquisition funds.

CONSERVATION COMMISSION

Arthur Black Smith, *Chair*
Elizabeth Bagdonas, *Administrator*

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 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 ATM 1995). 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 upon completion issues Certificates of Compliance. 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.



Bedford's Fawn Lake

FY10 Highlights

Wetland Applications and Permitting

Major wetland application review included the Massport vegetation removal project at the Jordan Conservation Area, the proposed Wilson Mill Dam reconstruction at Old Burlington Road, the Hartwell Farms development at 182-184 Hartwell Road, and the Rosewood Lane development at 350 Concord Road. Two extensive wetland delineations were reviewed and approved at 10 Green Street and 7 Liljegren Way. Considerable site monitoring was carried out at the Jordan Conservation Area during the winter for the vegetation removal activities.

The commission received 23 Notice of Intent applications for both residential and commercial development projects. Orders of Conditions were issued for 27 applications, and Amendments to existing Orders were issued for 7 previously permitted projects. Determinations of Applicability were issued for 28 smaller projects. Enforcement actions were pursued at three residential properties and one commercial development for unauthorized impacts to buffer zones and wetland resource areas. The commission met and conducted site visits on several occasions to discuss mitigation for these impacts with owners and developers of the lands. The number of applications for major projects was significantly above that of FY09; there were fewer applications for minor residential projects.

Land Acquisition

The Town was fortunate to receive three parcels of land comprising 6.1 acres as a partial gift or "conservation purchase" from the Anthony family. The parcels are located along Elm Brook, Old Middlesex Road, and adjacent to the Lillian Carlson Conservation Area off Dudley Road. All have distinct conservation and open space values, and add to the Town's protected natural heritage.

Additional natural resource protection and trail opportunities in West Bedford were achieved through a long-term agreement with the Massachusetts Port Authority as mitigation for the alterations to the Jordan Conservation Area for airport vegetation management. The lands to be protected include upland

Conservation Commission

Continued from previous page

and wetland areas of significant water resource importance within close proximity to Elm Brook. The development restrictions on these lands are accompanied by the designation of existing and proposed public access trails on the Massport property, linking existing trails on conservation lands in West Bedford with Massport trails, with the intention of extending this trail system to Virginia Road in Concord.

Through another gift from the Brown family, the Town acquired a trail easement from Washington Street across Elm Brook to the Elm Brook Conservation Area. This is an important passive recreational link in the Town's trail network.

The commission continues to work with the Land Acquisition Committee to identify parcels of open space and natural resource importance to the Town, and to contact owners regarding land protection options.

Conservation Area Projects

In accordance with an environmental study completed for the long-term planning of aquatic vegetation control at the Fawn Lake Conservation Area, a contract for the second phase of the hydroraking project was awarded in the spring of 2010, with work to be carried out in the summer of the same year. Discussions also began on alternatives for repairing the Fawn Lake Dam. Beaver control at the lake continues to be a challenging priority.

In both wetland and upland areas at the Altmann Conservation Area, the control of glossy buckthorn continued with the assistance of the New England Wild Flower Society.



Murray Otis York Conservation Area Sign

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. Portions of the Lindau Farmland were also mowed, and a butterfly station was established there.

A new sign commissioned by the York family was installed and dedicated at the Murray Otis York Conservation Area on National Trails Day. This event was in association with the dedication of the Bay Circuit Trail in Bedford, and was followed by a trail walk.

An Eagle Scout project at Hartwell Town Forest was carried out to improve the fireplace and install new benches at the picnic/camping area.

Monitoring, Maintenance, and Public Information

The Trails Committee continued its programs of trail walks and bog bridge installation.

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 continued to result in improvements to the open space areas, due to the excellent efforts of the summer crew.

The Town website now includes a link to new trail maps developed by the Trails Committee and the Department of Public Works. The commission's home page includes links to all Bedford conservation areas, their histories, and natural resource features.

Conservation Commission

Continued from previous page



O'Connor Conservation Area Trail

Because of the many efforts and projects of the Trails Committee, the commission looks forward to increased use and enjoyment of Bedford's conservation areas through significant trail improvements, increased maintenance, and better access, signage, and public information. One of the commission's major goals, as illustrated at Fawn Lake, is to manage the existing conservation areas for increased wildlife habitat diversity, water quality, and passive recreational opportunities.

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. The commission also welcomes any observations and photographs of reptiles, amphibians, and unusual animals, birds, and native plants within the

Town. Several rare turtles 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, and conservation land protection options. Some materials are free, and others may be borrowed or purchased for the cost of the publications.

The commission continues to manage the Conservation Fund to allow the purchase of small parcels and appraisals of larger properties. The fund is also used to carry out the increasing land maintenance requirements. 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. It is a primary role of the commission to plan land acquisition efforts to protect these areas, and to expand public awareness of 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 Conservation Commission should contact the Volunteer Coordinating Committee, the Town Manager's Office at Town Hall, or the Conservation Administrator at (781) 275-6211.

COUNCIL ON AGING

Roberta Ennis, *Chair*

Pat LeVan, *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 approximately 3,400 residents 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

Council on Aging

Continued from previous page

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 and their families, professionals who serve elders, businesses, and others, 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 and recreational activities.
- 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.

Number of Employees

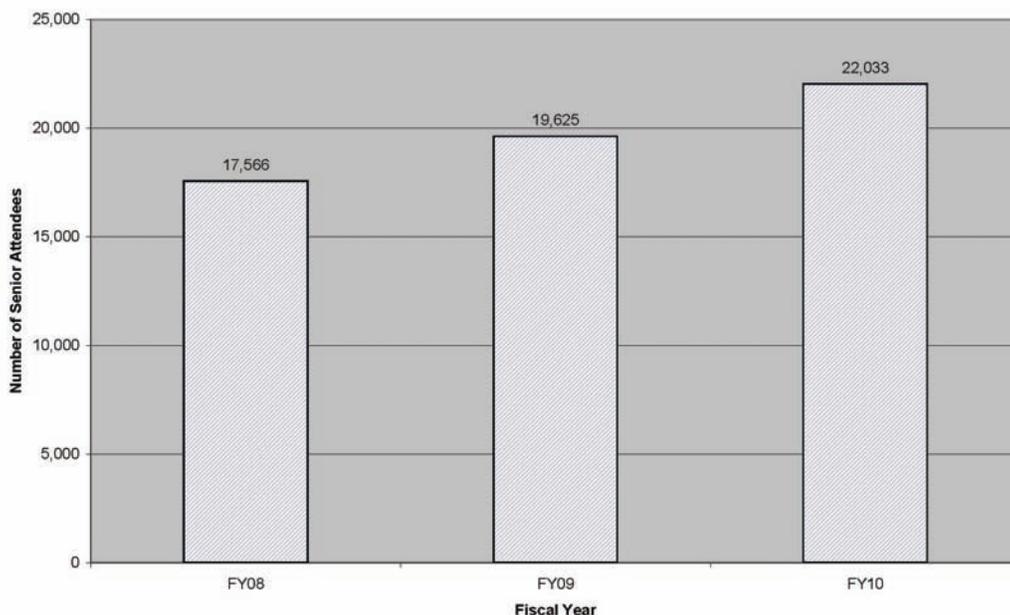
Full-Time: 2
Part-Time: .85

Highlights and Achievements of FY10

Senior Center Programming

We had an overall attendance at COA activities of 22,033 for FY10, which is a 12.2% increase over last year. This averages to about 75 people per day using the Senior Center and/or our services with an unduplicated count of 1,062 seniors. With the current over-60 population at approximately 3,400, such numbers reflect that almost 30% of the senior population has used our center or services at least once within the past year.

Attendance at COA Activities



Council on Aging*Continued from previous page*

We continue to have significant increases in many key areas. The areas in which we had the greatest increases were in our health services/education and our tax counseling. Our counselors saw a 33% increase in the amount of returns filed for the tax year 2009 from the previous year. Health concerns and health benefits continue to be of major interest to all seniors. Programs concerning the Health Care Reform Act drew large audiences and generated much dialogue in the Senior Center throughout the year.



Left: Ken and Emily Pruyne enjoyed a recent trip to Heritage Plantation in Sandwich, MA. Right: The Bedford Council on Aging Pool Team had a great season! Senior member Al Berwick was a gold medal winner in the 85 and over division of the Senior Olympics held at the Senior Center last June.

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

- We celebrated our seniors' artistic endeavors in our "Places We Call Home" project and exhibition funded by a Bedford Cultural Council grant. Beginning in January, we solicited pieces of art, photography, poetry, and prose by seniors on the theme of "What Home Means to Me." The month-long exhibit at the COA brought together a variety of artists and an assortment of quality pieces.
- We hosted for the second year in a row the statewide Senior Olympics pool tournament, drawing elders from all over the state.
- We brought together a panel of experts in the field to present "The Driving Dilemma" as various legislation was being debated regarding senior driving, an issue which received much media attention this past year.
- We introduced wireless internet to our Senior Center, expanding capacity of the already busy computer area and bringing the COA even further into the 21st century.
- We successfully completed a third season of *COA on the Air*, our cable TV program with a balance of programming for seniors. We aired separate programs on the intense yet important topics of the grieving process and hospice services, and we also filmed a lively, entertaining show featuring two local service dogs and their owner/trainer.
- We continued our support of the Minuteman Senior Services meal site, the Bedford Café, during its significant increase by working to address the issues that go with rapid growth such as seating capacity, over-booking, diner rotation, and making the experience fair and equitable.
- We distributed approximately \$500 in grocery and pharmacy gift cards to needy seniors this holiday season after a very generous response to our holiday giving project.
- We offered two information sessions on the swine flu and one on infectious diseases with the Board of Health Community Nurse to educate the seniors regarding precautions and to underscore the seriousness of the situation.
- We presented a very well-attended two part series, one evening and one afternoon, led by a

Council on Aging*Continued from previous page*

- local headhunter to assist seniors seeking employment in these difficult economic times.
- We persevered with a local and very enthusiastic instructor to make our tap dancing for seniors a successful and fully-subscribed program.

Transportation

After careful study of the schedule through passenger tracking and rider input, we introduced a new, improved schedule for the Bedford Local Transit in September 2009. The new schedule included out-of-town shopping trips two days a week and three days dedicated to in-town only transportation. We are pleased to report that the new schedule has been quite successful and ridership has been strong and consistent. The COA will continue to oversee the operation and expand it as resources allow.

Services for Frail Elders

We were especially concerned this year about the ability of frail elders, many of whom also have low incomes, to pay for fuel, food, and medication. For our annual holiday donation period we asked for gift cards to give to vulnerable elders who may not have money for food or medication. We continued our ongoing service, funded by a private grant, to give emergency fuel to those whose oil tanks were empty. Finally, we made arrangements with local vendors to provide emergency services, paid for by the senior if they have the means or the grant if not, for when the heat goes off for reasons other than a lack of fuel. Each of these services was used over the season by elders in need in our community.

Look-Back and FY11 Projections

With the resignation in September 2009 of one of the Co-Directors, a long-time employee of the Town (six years as single Director and eight years as Co-Director), the COA Board had the opportunity to assess the staffing pattern, search for ideal candidates, and study options for change. This opportunity became a six-month process and eventually yielded a new staff configuration for the department to include both a Director and an Assistant Director. We are optimistic that such staffing design at this time will greatly benefit the COA delivery of service, and in 2011 we look forward to building a strong senior staff which will oversee daily operations, monitor the elder service network, enhance our facilities, initiate new ideas, and continue to respond to the diverse group of seniors with emerging needs and interests.

CULTURAL COUNCIL**Mary Johannessen, Co-Chair****Sue McCombs, Co-Chair****Purpose**

The Bedford Cultural Council (BCC) is a local agency which is supported by the Massachusetts Cultural Council (MCC). We are part of the largest grassroots cultural funding network in the nation - one that supports thousands of community-based projects in the arts, humanities, and sciences annually. Local grants are awarded through a competitive process, and as a part of the Local Cultural Council network, our mission is to promote the availability of rich cultural experiences for every Bedford citizen.

Volunteers

The membership of the Bedford Cultural Council is made up of the following dedicated volunteers: Kathleen Byrne, Jane Franklin (Secretary), Breena Gordon, Ken Gordon, Mary Johannessen (Co-Chair), Sue McCombs (Co-Chair), Ginny Packer (Treasurer), and Nancy Willett. Our liaison with the Selectmen is Catherine Cordes.

FY10 Highlights

The Bedford Cultural Council approved the following grant applications during the 2010 grant cycle:

Cultural Council*Continued from previous page*

- Bedford Arts and Crafts Society – Artist Demonstration
- Bedford Center for the Arts – Commemorative Plaque
- Bedford Farmers' Market Film – Movie Screening
- Bedford Garden Club – VA Hospital Planting
- Bedford Historical Society – Rufus Porter, Artisan, Entrepreneur
- Girl Scout Troop #77209 – Eco-Fair
- Pollock-Fusi, Mindy – A Book of Creative Writing by Bedford Residents
- Shawsheen Valley Technical High School – Museum Tickets, Museum of Science
- Shawsheen Valley Technical High School – Museum Tickets, Fruitlands Museum

More information can be found on the BCC webpage: <https://www.mass-culture.org/Bedford>.

The Cultural Council teamed up with the Bedford Center for the Arts on Bedford Day to offer hands-on bubble making activities for all ages. BCC members also visited numerous local organizations' booths to introduce ourselves and explain our role in the Town.

The Cultural Council is in the process of recruiting members; researching Town and local organizations for possible related activities and encouraging them to submit grant applications; working with the Town of Bedford Archivist to preserve historical BCC materials; and creating a record of council duties, deadlines, and interactions with the MCC, as well as the Town of Bedford, to insure a seamless transition as current members retire and incoming members assume their responsibilities.

FY11 Projections

Building on previous outreach efforts of the council, BCC members will be asked to meet with groups and individuals that might not be aware of the resources the council offers. Encouraging interaction between the BCC and local organizations is one goal for the upcoming year; we also hope to discover and build connections between Town groups to collaborate on projects where they may have overlapping interests.

DEPARTMENT OF PUBLIC WORKS

Richard Warrington, 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 and sewer services, vehicle fleet maintenance, maintenance and improvement of roads and public property, maintenance of Springs Brook Park, cemetery maintenance, and engineering services. The Department of Public Works is comprised of eight major divisions including Administration, Water, Sewer, Highway, Mechanical, Grounds, Refuse/Recycling, and Engineering.

**Highway**

The Highway Division is responsible for the maintenance and improvements to the Town's infrastructure of eighty miles of roads and thirty-one miles of sidewalks and bikeways. Integral functions of the division include snow and ice removal, pavement management, stormwater and drainage management, roadway striping, traffic signal maintenance, sidewalk repairs, and mosquito and beaver control measures.

Department of Public Works*Continued from previous page*

As a part of the Pavement Management Program, the following roads were paved:

- Sweetwater Avenue and the entrance to the Job Lane School
- Page Road from Brooksbie Road to Pine Hill Road and all of Pine Hill Road
- North Road from Pine Hill Road to Dudley Road
- South Road from Hartwell Road to Tilden Street
- Summer Street
- Wiggins Avenue
- Fox Run Road
- Glen Ora Drive
- Springs Road from Fawn Circle to the Billerica town line
- Finished Concord Road at the Concord town line

The Highway Division installed new drainage at the following locations:

- Page Road at Reeves Road
- Page Road at Kingsley Terrace
- Dunster Road
- The Tot Lot at the Davis School

The Highway Department, in connection with the Engineering Department, installed 2 rain gardens at Cedar Ridge Drive and Cedar Ridge Terrace. The Highway Department also provided a newer parking area and an additional sidewalk access to the School Superintendent's Office at the John Glenn Middle School.

During the winter months, the Town measured 53 inches of snow, which comprised a total of 25 days of plowing and sanding operations. Major efforts of the Highway Division concentrated on routine and emergency repair of roadways due to winter-related damage. The flooding in March was caused by 19 inches of rain, at which time road crews responded to emergencies from high levels of standing water and streams.

Mechanical

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.

Sewer

The Sewer Division maintains the sewerage system, which encompasses 29 pump stations and 78 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. During FY10, efforts focused on the installation of an extension of the wastewater collection system on Springs Road near Fox Run Road and ongoing inflow and infiltration reduction programs.

Water

The primary function of the Water Division is to maintain and operate the Town's water distribution and treatment system, which includes three Town wells, three water storage tanks, eight hundred fire hydrants, and approximately 4,500 meters. The Water Division performs approximately 1,200 back flow inspections per year at commercial and industrial businesses to protect the water distribution system from non-potable sources. Other primary functions of the Water Division include ensuring water quality by routine testing and performing emergency repairs to the distribution system. New projects in 2010 included the installation of 3,500 feet of new 8-inch ductile iron water main and house services along North Road between Carlisle Road and Pine Hill



Harvard Drive Drain Outfall

Department of Public Works*Continued from previous page*

Road to improve water quality and fire flow capabilities. Design of a new well to replace Well #2 at the Shawsheen Wellfield was completed and submitted to the Department of Environmental Protection for approval. Installation of the new well is scheduled for the fall of 2010.

The Town of Bedford is a member of the MWRA community. Approximately 80% of the water consumed by the Town of Bedford is supplied by the MWRA. On May 1, 2010, a catastrophic water main break occurred in an MWRA water pipe that supplies water to eastern Massachusetts. At that time, Public Works officials were able to immediately implement the emergency backup plan of obtaining water from our neighboring community of Burlington. Thus, the Town of Bedford was not restricted by a four-day boil water ban that affected some 30 communities.



Wilson Mill Dam (left); tree work along Davis Road (right).

Grounds

The Grounds Division maintains 70 acres of playgrounds, parks, and athletic fields, which are utilized by the School Department, the Recreation Department, and various other Town and volunteer sponsored programs. 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. 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 twenty-one acres of grounds within the Shawsheen Cemetery. Some of the most significant accomplishments of 2010 were the construction of "E" Softball Field at Town Center, bike path improvements consisting of installation of benches and plantings, landscaping at Depot Park, and the installation of solar powered trash compactors at various Town locations. During the upcoming year, major projects include lights on "E" Field and the building of soccer fields on South Road.

Completed projects during FY10 include a Hazard Tree Removal Program, which resulted in 80 hazard trees taken down around town. Another accomplishment was the tree inventory of 400 trees in the Town government/education campus area.

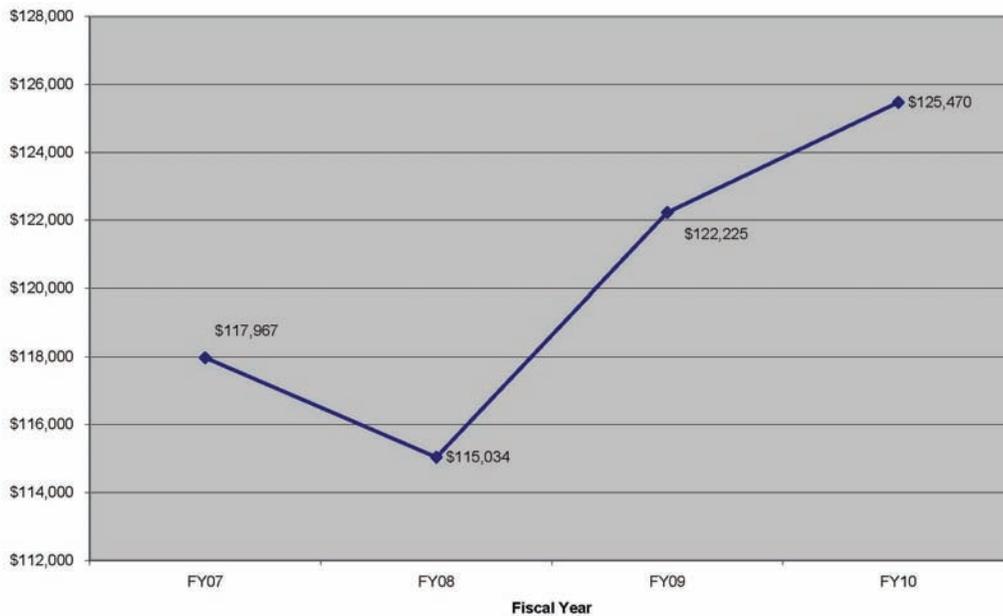
Administration

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 engineering services. The Administration Division also administers all refuse and recycling programs and contracts. During FY10, the community efforts diverted 1,719 tons of recycling materials from going to the incinerator and realized a cost savings of \$125,470 in disposal fees. In total, 4,724 tons of refuse were disposed of at the Wheelabrator waste-to-energy plant in North Andover. Beginning July 1, 2010, the Town entered into a 5-year contract with Covanta Haverhill Associates for the disposal of trash at the Haverhill waste-to-energy plant. There was a 9% savings over the previous contracted price for waste processing.

Department of Public Works

Continued from previous page

Cost Savings Realized by Recycling



Engineering

The Engineering Division was responsible for the design and permitting of capital improvement projects such as new sewer systems on Springs Road and Minuteman Drive, replacement of the drainage system on Summer Street, preliminary layout of a sidewalk on North Road, and the water main replacement project on North Road. The Engineering Division created a comprehensive map of the Town’s sewer system and worked with Code Enforcement, Planning, and Conservation to review the new FEMA Flood Maps which became effective in early June. These maps will be added to the numerous data layers on the Town’s GIS website. Through a grant awarded by the Massachusetts Department of Environmental Protection, the Engineering Division provided the design for the installation of two rain gardens to treat stormwater. A rain garden is a vegetated, shallow depression used to collect, treat, and infiltrate rainwater before it eventually discharges to the Shawshen River. Removing pollutants from stormwater keeps our rivers and wetlands cleaner and flowing more efficiently. The Engineering Division also provided project coordination for the completion of the Page Road Bridge, and the ongoing Wilson Mill Dam and Old Reservoir Dam replacement projects.



Cedar Ridge Terrace Rain Garden

The Administration Division, along with all other divisions within Public Works, assists in the annual events of the Town, including Pole Capping, Memorial Day, Veterans Day, Independence Day, Bedford Day, Arbor Day, and Concerts on the Common.

Full-Time Employee Statistics

Grounds	7.0	Water	4.0
Highway	7.0	Administration and Engineering	13.0
Mechanical	4.0	Seasonal Labor	2.3
Sewer	5.0	Total:	42.3

DEPOT PARK ADVISORY COMMITTEE

Joseph R. Piantedosi, Chair

Purpose

Depot Park is a complex of historic buildings, public amenities, and a vintage railroad car at the Minuteman Bikeway terminus on South Road. The project that began in 1995 was largely funded by the federal and state governments' Transportation Enhancement Program. Approximately \$2.5 million in federal and state funding was allocated towards property acquisition, site improvements, building renovations, and reconstruction of the intersection.



Bedford's Depot Park

The Selectmen established the Depot Park Advisory Committee to seek funding for the project, oversee its completion, provide general oversight of the complex, develop financial reports, and recommend policies for use of the Revolving Fund and the rental and usage of the buildings. Current appointed members of the committee are Donald Corey, Joseph Piantedosi (Chair), and James Shea (Clerk). Ex-officio members are Facilities Director Richard Jones, Town Manager Richard Reed, and Department of Public Works Director Richard Warrington. William Moonan is the Selectmen Liaison. Eleven meetings were held during the year.

Revolving Account

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, 2010 was \$37,415.74. For FY10, operating expenses totaled \$26,229.33 and revenues were \$13,851.01.

FY10 Highlights

Primary Tasks

The committee focused on five main activities during the past year:

1. Complete the interior fit-out of the Freight House.
2. Complete the railroad car renovations.
3. Solicit tenants for the Depot Building.
4. Make efforts to reduce operating expenses and increase revenues.
5. Promote rentals of the railroad car.

Freight House Renovations

The Freight House at 120 South Road was built in 1877. Originally, it was the Engine House for the two-foot-gauge Billerica & Bedford Railroad. The building was acquired by the Town in 1999 and is listed on the National Register of Historic Places.

Although a state project to rehabilitate the building concluded in June 2009, several relatively small tasks were left to be performed by the Town. The Facilities Department made progress throughout the year to paint, install new flooring, and replace restroom fixtures on the second floor. Expenses were paid by the Historic Properties Stabilization Fund. Completion of telephone/data wiring and installation of a door access card reader are slated for the future.

Depot Park Advisory Committee*Continued from previous page***Railroad Car 6211**

Rail Diesel Car 6211 was built by the Budd Company in 1955 and ran in passenger service throughout the Boston & Maine Railroad, including on the Bedford Branch, for 25 years. In 1998, the Town acquired the vintage railway vehicle as an exhibit for Depot Park.

A total of \$121,613.00 from the Community Preservation Program and Historic Properties Stabilization Fund was allocated to renovate the car. A small balance of this money that remains will help pay for completion of the car's electrical wiring and possibly a fire alarm system.

The railroad car is normally open for the public to visit on weekends during the bikeway season when the Freight House is open. Much positive feedback has been received from visitors about the car and its renovations and historical exhibits.

Number 6211 is available for rent as a venue for meetings and festivities. The committee supported a colorful flyer designed by Jim Shea to promote the car's rental opportunities. A total of \$904.60 in rental revenue from the car was deposited into the Revolving Fund in FY10.



Rail Diesel Car 6211 Located at Depot Park

Depot Rental

In October, the committee advertised an RFP for rental of up to four office units in the Depot Building; two proposals were received. Babe Ruth Baseball proposed to rent Unit 2 on a five-year lease with a total payment of \$24,000.00. JRM Antiques proposed to rent Unit 1 on a three-year lease with a total payment of \$19,248.00. After completion of an evaluation process, the Town awarded leases to both proposers in December. The tenants are assessed prorated charges for common area maintenance and utilities.

In May, representatives of The Glass Works, Inc., a non-profit collaborative of stained glass artists, proposed to rent Unit 4. An agreement was reached to rent this space on a one-year lease beginning on July 1 with an option to renew for a second year. The rent is \$436.17 per month.

The Facilities Department made repairs and improvements to the Depot's rental units and common areas at a total charge of \$6,098.06. Work included painting, millwork, new stairway railings, and cleaning.

One unit remains available for rent. The committee is seeking an additional qualified tenant to bring the Depot to full occupancy. We project that when the building is fully rented, the Depot Park complex budget will become balanced.

Information Center at the Freight House

Under a nonexclusive license granted by the Town, the Friends of Bedford Depot Park organization operates an information and refreshment center inside the Freight House. It is primarily open on weekends during the bikeway season and when the Bedford Farmers' Market occurs at Depot Park on Monday afternoons. Proceeds from the sale of snacks and beverages are conveyed to the Revolving Fund. Between mid-June and December 2009, the Friends raised a total of \$2,685.80 from refreshment sales to help support the Depot Park complex.

Exhibits at the Freight House and inside the Budd Car highlight the Town's railroad heritage. A donated

Depot Park Advisory Committee*Continued from previous page*

HO-scale model railroad illustrates Bedford's rail transportation facilities as they were during the 1950s.

Public Restrooms

This was the first year when the new restrooms at the rear of the Freight House Building became available to the public. They are open from sunrise to sunset during the bikeway season. The total labor charge for restroom custodial services in FY10 was \$3,818.26.

Objectives for FY11

We intend that the Depot Park complex be financially self-supporting, is kept well-maintained and attractive, and remains a resource that the public will enjoy. In the year ahead, the committee plans to continue the oversight and guidance necessary to achieve these goals.

FACILITIES DEPARTMENT

Richard B. Jones, Director

Purpose

The Facilities Department, serving all Town departments, was established in 1997 to protect the capital investment made by the 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 Construction Administration. Administrative responsibilities include budget management of both operating and capital projects, purchasing, accounts payable, maintenance management system administration, energy management, and environmental and regulatory compliance. Many of these responsibilities require keeping duplicate accounts to separately track services provided to both schools and Town departments.

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 a scope of work for each capital project, procuring and managing design services, reviewing design documents, bidding of projects, construction contract management, and overall project management.

FY10 Highlights**Administration**

In FY10, the Facilities Department worked with school administration and an educational planning consultant to complete the educational space study. This work identified immediate low-cost changes to space use that can be implemented using current funding sources, short-term changes that will require capital budget appropriations, and long-term renovation or addition of space primarily to accommodate anticipated or proposed changes in special education programming.

Energy use at all four schools decreased for the fifth year in a row. Using FY05 as the base year, energy use in these buildings has decreased 39% during this period, even with the addition of 40,000 square feet of space at the high school. This, in addition to a decrease in the cost of energy, resulted in

Facilities Department

Continued from previous page

an avoided cost of \$532,908 in FY10 when compared to the base year use. The majority of Town buildings also experienced a decrease in use since FY05. The exceptions, both DPW buildings and Kids' Club, experienced maintenance or utility metering problems that were corrected in FY10, which should result in less energy being used at these facilities in FY11.

Working with the Energy Task Force, the Town was successful in getting a \$150,000 federal grant to upgrade the HVAC controls at Lane School. The \$179,000 project will upgrade the system with current technology, which is expected to achieve additional energy efficiency at the school.



Job Lane Elementary School

Additional work included updating the Capital Budget Plan for all buildings and meeting with the School Committee, Selectmen, Capital Expenditure Committee, and Fiscal Planning & Coordinating Committee to review funding requirements for long-term capital maintenance needs of Town facilities. The use of Community Preservation Act funds to pay for some of the planned maintenance at eligible Town buildings was discussed, along with a more comprehensive plan for borrowing money to do this work.

Maintenance

The Facilities Department uses a 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.

	FY08	FY08	FY08	FY09	FY09	FY09	FY10	FY10	FY10
	Received	Completed	% Completed	Received	Completed	% Completed	Received	Completed	% Completed
Repair Requests	1,298	1,285	98.99%	1,190	1,189	99.91%	680	726	106.76%
PM Requests	1,383	1,171	84.67%	1,642	1,257	76.55%	1,944	1,375	70.73%
Total Requests	2,681	2,456	91.61%	2,832	2,446	86.37%	2,624	2,101	80.06%

The total number of requests over the past three years has been relatively consistent. Of particular note is the dramatic increase in the amount of preventive maintenance work compared to repair requests in FY10. As the number of planned maintenance requests increased over the past three years, the number of unscheduled repair requests decreased. Renovation of the high school is, in part, responsible for the decreased repair requests, as the new facility requires fewer unscheduled repairs. At the end of FY10 there were 153 open repair requests.

Capital Projects

Bedford High School: Miscellaneous site work was completed in September 2009. All other work is complete. Final payment has been made to the general contractor.

Town Center North Wing: Renovation of the North Wing was approved at the Special Town Meeting in November 2009. Bids were received in April 2010 with construction starting on June 1st. The project includes replacement of windows, flooring, and heating system; bathroom renovation; modifications to accommodate the Teen Center program; asbestos abatement; and a new coat of paint.

Other capital projects completed in FY10 include flooring replacement and painting at Davis School, repair of the North Wing boiler at Town Center, installation of a standby generator at Town Hall, installation of a new uninterruptible power supply in the server room at Town Hall, and a new fire/security alarm system at Job Lane House.

Facilities Department*Continued from previous page***FY11 Projections****Administration**

-Work with the Energy Task Force to develop a 5-year plan to reduce energy use by 20%.

Custodial

-Increase recycling at Town facilities.

-Revise cleaning procedures to increase the use of green chemicals and improve the appearance of all facilities.

Maintenance

-Continue expansion of preventive maintenance program to minimize the need for unplanned repairs and extend the life of critical building systems.

Capital Projects

-Complete renovation of the Town Center North Wing (Kids' Club) space.

-Work with various Town committees to develop a long-term funding plan for planned capital maintenance projects to provide for timely maintenance and renovation of all Town facilities.

-Work with the School Committee to develop a long-term plan for addressing educational space needs.

Staffing Statistics

Functional Area	Town Funded FTE	School Funded FTE	Total FTE
Administration	1.0	3.0	4.0
Maintenance	3.4	3.0	6.4
Custodial	3.5	19.5	23.0
Capital Project Mgmt.	0	0	0
Total	7.9	25.5	33.4

Building Statistics

	Square Feet
Town Buildings (17)	194,127
School Buildings (4)	510,053
Total	704,180

FIRE DEPARTMENT

David Grunes, Fire Chief

Purpose

The Bedford Fire Department was established 180 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 over 2,500 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

Fire Department

Continued from previous page

diversity of the community presents a set of challenges to the department that we strive to meet.

Fire Department Mission

Provide the best possible fire, rescue, and emergency medical service to our community.

The mission of the Bedford Fire Department is to improve the quality of life within the Town and the Fire Department by providing a high quality emergency fire/rescue service, an excellent fire prevention program including public education, fire investigation, and a firefighting/rescue force capable of handling any type of emergency that threatens life or property within our community.



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.

FY10 Highlights

FY10 was our busiest year in department history, with the department responding to 3,017 incidents. A contributing factor to this was the March floods; at the peak the department responded to 182 incidents over a 72-hour period.

The rest of the breakdown of emergencies is as follows:

	<u>FY10</u>	<u>FY09</u>	<u>FY08</u>
Fires and/or Explosions	54	44	44
Rescue and Emergency Medical Service	1251	1154	1125
Hazardous Conditions (No Fire)	197	129	138
Service Calls	440*	169	188
Good Intent Calls	89	95	83
False Alarms and False Calls	338	338	374
Other Types of Incidents	648	602	550

* Includes 217 Water/Property Protection Incidents

The most notable increases were with fires, emergency medical responses, and hazardous conditions, which include electrical issues, wires down, hazardous material incidents, and natural gas leaks.

FY10 was also highlighted by the promotions of four members of the department to positions that were vacated due to retirement or created with the promotion of other members. Mark Sullivan was promoted to Captain to fill the role vacated by David Grunes upon his promotion to Chief. Scott Ricker was promoted to Lieutenant to fill the role vacated by Mark Sullivan upon his promotion to Captain. David Bauman was promoted to Lieutenant to fill the void created with the retirement of Lt. David Hansen, and John Daniels was promoted to fill the void created upon the retirement of Lt. Paul Joy. Mark Radwich was hired as a recruit firefighter to maintain our staffing levels. Firefighter Radwich attended the 12-week recruit training program at the Massachusetts Fire Academy.

Through the dedication of Firefighter Chris Springer and assistance from a state grant, the department was able to enhance our Fire Safety Program. The program was delivered to more than 800 students in grades K-6 and we were able to reach out and offer a modified program to the pre-school and special education programs in the community.

Fire Department*Continued from previous page*

The Fire Prevention Division keeps a busy schedule with plan review and inspections of construction projects and the oversight of the overall community fire safety plan. Fire Prevention is actively working to establish relationships with the high hazard buildings in town and assisting with emergency planning for those occupancies. We have a comprehensive inspection program of all occupancies with flammable storage permits. These inspection programs have produced great results in reducing the fire problem and alerting the department to possible hazards.

The department is also working to establish a partnership with the high hazard occupancies in the community. All of the department officers participated in a hazardous materials course with members from the Department of Public Works, Police Department, and representatives from nine businesses within the community. This course proved a great way to open dialogue with our peers and understand each others' needs in the event of a hazardous material emergency.

FY11 Projections

During the upcoming year we will continue developing the Fire Department into a highly professional, service oriented, excellently trained, and proactive team.

The department will be placing two new vehicles in service in FY11. This includes a mini-pumper/rescue vehicle, which is more versatile and could be used for vehicle fires, dumpster fires, rescue situations, outside investigations, and for initial attack at a structure fire as well as the typical brush fire. The purpose for this vehicle is to reduce the wear and tear on our large vehicles. While we always have to staff and maintain the large fire engines in preparation for structure fires, our goal is to send the appropriate level of response to each incident. The department will also be placing a new ambulance in service. This is also going to be constructed on a smaller, lighter chassis than we currently use.

In keeping with planning *before* disaster strikes, the Fire Department hopes Bedford residents will make fire safety a daily activity. The Fire Department urges residents to keep smoke detectors and carbon monoxide detectors clean and working properly, test them once a month, never leave candles unattended, maintain gas grills, store flammables in proper spaces and containers, and change the smoke detector batteries when we change the clocks.

HISTORIC DISTRICT COMMISSION

William S. 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. The commission is the guardian of the Bedford Historic District, and, as stated in their enabling act, their purpose 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."

Employee Statistics

One full-time employee, working in the Code Enforcement Department in Town Hall.

FY10 Highlights

Some highlights for FY10 include approval of the construction of a historically appropriate garage, complete with suitable landscaping, at 16 North Road; a new addition at the First Parish Church, at 75 Great Road; and the finalization of Notices of Determination for the Blake Block, a culmination of two years of

Historic District Commission*Continued from previous page*

planning and design. When constructed, this new Blake Block will be a beautiful and historically appropriate addition to a revitalized Town Center.

FY11 Projections

The commission will continue to ensure the preservation of historic houses and buildings in the Historic District, including overseeing the changing of signs, windows, additions, and landscaping.

HISTORIC PRESERVATION COMMISSION

Alethea Yates, Chair**Purpose**

The purposes of the Historic Preservation Commission (HPC) are the preservation, protection, development, and management of Bedford's historical, archaeological, and cultural assets. Like other local historical commissions throughout Massachusetts, Bedford's HPC is authorized to undertake historic preservation planning, inventory the Town's historic properties, prepare National Register of Historic Places nominations, apply for Survey and Planning Grants from the Massachusetts Historical Commission (MHC), participate in the Massachusetts Preservation Projects Fund program to preserve municipal properties, comment on state or federal projects that may affect historical or archeological resources, advise the Selectmen and various Town boards, administer the provisions of the Demolition Delay By-law, and engage in various activities to educate the public about the Town's historic resources. In addition, Bedford's HPC is responsible for overseeing the management of the Town-owned Job Lane House at 295 North Road.

The seven HPC members are volunteers who are appointed by the Selectmen. The members for FY10 were Donald Corey (Clerk), Charles French, Suzanne Koller, Neil Leary, Rose Pappert, Robert Slechta, and Alethea Yates (Chair). We regret to note that Neil Leary was obliged to resign from the commission near the end of the year because he and his wife had moved to a new home in another town. We are grateful to Neil for his many years of service to the commission and to Bedford, and we miss his wise counsel and guidance.

Donald Corey was the appointed representative of the HPC to the Community Preservation Committee and to the Depot Park Advisory Committee. Charles French was the HPC representative to the Freedom's Way Heritage Association. Alethea Yates was the HPC representative on the Board of Directors of the Friends of the Job Lane House and to the Wilson Mill Park Planning Committee.

The operating budget of the commission for FY10 was \$1,220.

FY10 Highlights**Old Bedford Center National Register District**

HPC applied for and won a Survey & Planning Grant of \$10,800 from the Massachusetts Historical Commission (MHC) for a project related to the Old Bedford Center National Register District, which was added to the National Register of Historic Places in 1977. The MHC grant will pay for 60% of the total project cost of \$18,000, with the remainder to come from Town funds. The project consists of preparing and updating of MHC Inventory Forms for resources currently in the National Register District and those proposed to be added, followed by a public information meeting and a proposal for the revised boundaries of the National Register District.

It should be noted that National Register listing is an honorary designation that does not place any restrictions on private property owners.

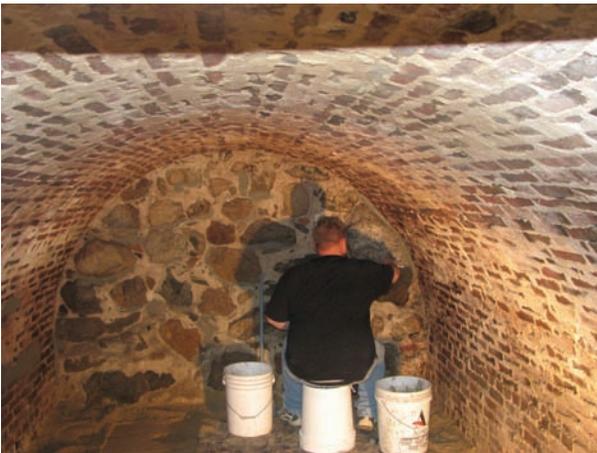
Historic Preservation Commission*Continued from previous page***Two Brothers Rocks**

Following HPC's submission of an application in FY09, the Two Brothers Rocks/Dudley Road Area was approved by MHC for nomination to the National Register of Historic Places, and then sent to the National Park Service for final approval. This area includes some 230 acres in Bedford and Billerica along a portion of Dudley Road and reaching through a portion of the Great Meadows Wildlife Refuge to the Two Brother Rocks on the Concord River. A public information meeting was held on May 11, with presentations by Kathy Broomer, the researcher who prepared the nomination forms, and Phil Bergen of MHC.

An information kiosk was built and installed at the trailhead on Dudley Road near the intersection of Emery Road to guide hikers to the Two Brothers Rocks. HPC sought and obtained approval from Huckins Farm's Board of Trustees to place the kiosk on land belonging to them.

Old Burying Ground

HPC participated in the final stages of a project, funded in 2008 by a grant from the Massachusetts Historical Commission and matching CPA funds, for the repair of tombs and gravestones. HPC also arranged for minor repairs to a fallen sign and two small gravestones.



Brick work being done at the Old Burying Ground (left); Job Lane House (right).

Job Lane Farm

HPC worked with the Facilities Department and the Department of Public Works to ensure that the house and grounds were well-maintained. An ongoing problem with false alarms was resolved by the Facilities Department. HPC also coordinated activities with the Friends of the Job Lane House, a private nonprofit group that provides house tours, programs, and activities on the property.

The Bedford Rotary coordinated with HPC to hold a work day at the property, planting blueberry bushes and annuals, placing stone dust and pavers in front of the barn, and painting the signboard near the road. HPC funding provided materials used for the work day.

Wilson Mill Site

HPC participated in planning and review of plans for replacing the condemned dam at the Wilson Mill site on Wilson Road. In particular, HPC worked to ensure that the stonework and other remnants of the 17th century mill will not be damaged or obscured by construction of the new dam. HPC members also performed maintenance tasks on the two wooden signs at the site.

Shawsheen Cemetery

HPC provided a letter of support for a proposal by the Bedford Rotary to place a "Welcome to Bedford" sign on the grounds along the Great Road, as well as to repair the ornamental gates and redo the landscaping at the main entrance.

Historic Preservation Commission*Continued from previous page***Demolition Delay Bylaw**

One of HPC's more important responsibilities is administering the Town's Demolition Delay Bylaw. Under this bylaw, when a property built before January 1, 1943 or built at an unknown date is proposed for demolition, the demolition application comes before HPC for review (unless the property is in the Bedford Center Historic District, in which case it comes before the Historic District Commission). HPC then determines whether the property has historical significance and designates it as either Significant or Not Significant. If Significant, HPC must hold a public hearing and then vote to determine whether the property is Preferably Preserved. If it is, then HPC may impose a demolition delay of up to one year. This year, two demolition requests came before HPC with the following results:

- A garage at 112 North Road was voted to be Not Significant. The demolition application was allowed to proceed.
- A house at 10 Hartford Street was voted to be Significant. A public hearing was held on June 30. HPC voted the property to be Preferably Preserved and imposed a one-year demolition delay on the property, except for garage and rear entry addition to the house.

Other Activities

HPC also took part in a variety of other activities during the year:

- Exhibited a display concerning the original Job Lane House on Bedford Day.
- Sent letters expressing opposition to a proposed telecommunication tower at Page Place and another on North Road because of the proximity of both sites to several historic properties.
- Maintained contact with the Freedom's Way Heritage Association.
- Nominated the Job Lane House, the Two Brothers Rocks, and the Bedford Flag on the "1000 Great Places" website (<http://www.massvacation.com/1000/index2.php>).
- Assisted in helping Bedford maintain its status as a Certified Local Government, which gives Bedford priority in obtaining certain types of grant funding from the state.
- Held an annual joint meeting with the Historic District Commission.
- At the request of the Army Corps of Engineers, signed a Memorandum of Agreement concerning requirements for historic documentation of water towers and a smokestack at the VA Hospital before they were demolished.
- Signed off on the use of Historic Properties Preservation funds to stabilize the Fawn Lake dam.

HOUSING AUTHORITY

William S. Moonan, *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 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 7 rental assistance vouchers within the community. More information and applications are available online at www.bedfordhousing.org.

The Board of Commissioners of the Housing Authority is the policy-making body of the agency and is

Housing Authority*Continued from previous page*

legally responsible for the overall operation of the authority. The Board of Commissioners are: Chairman William S. Moonan, Vice-Chairman Susan Ellis, Treasurer Patricia Ross, Member Jane Puffer, and Member Gene Clerkin. 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 7:30 p.m. at the Community Building on Ashby Place. The meeting schedule is posted in the Bedford Town Hall. Special meetings are held when necessary.

FY10 Highlights**Ashby Place**

As of September 2010, there were 35 eligible applications on file for elderly/handicapped housing at Ashby Place, 10 of which were Bedford residents. There were 11 vacancies filled, all of which were 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 \$45,100 for one occupant and \$51,550 for two occupants. This year the average rent received in this program is \$370 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.

On February 28, 2010 the BHA hosted a Candidates Coffee, giving the Ashby Place and Elm Street residents a chance to talk with the Town Election candidates and to ask questions.

Elm Street

Family housing tenants pay 27% of their net income towards rent. The average rent received in this program is \$438 per month. The tenants pay for all of the utilities, but are given a heat allowance as a deduction from their rent. The authority provides routine maintenance and repairs. There were 3 vacancies in the program this year.

The Ch. 200 family waiting list was opened from May 10, 2010 through May 28, 2010. During that time, 162 family housing applications were submitted, 13 of which were from people currently living or working in Bedford.

In October 2009, as part of our efforts to provide energy efficient and safe housing, dead bolts were installed on both the front and back doors of all of our Elm Street units.

In November 2009, a kickoff meeting was held for the start of the energy efficiency and safety upgrades project. Then in February 2010, the BHA was awarded \$110,000 from the Department of Energy's Weatherization Assistance Program for the replacement of 11 of the 12 boilers. The Department of Housing and Community Development also awarded the BHA \$9,100 toward the boiler replacement project soft costs. The total project cost came to \$137,000.

FY11 Projections

In the spring of 2011, the Ch. 200-1 family housing energy and safety upgrades will continue with the replacement of the siding, installation of insulation, and new entryways, front steps, and bulkheads. This project is being funded primarily by the CPA and Affordable Housing Reserve Funds. Thank you again to all who support the BHA in this endeavor.

In the spring of 2011, students from Shawsheen Valley Technical High School will be installing double doors leading out to a handicapped-accessible deck where the tenants of Ashby Place can host their annual cookouts.

Housing Authority*Continued from previous page*

Long-term projects include upgrading all of the kitchens and bathrooms and installing new floors and windows at our Ashby Place elderly/handicapped housing units, and the replacement of all of the oil tanks at our Elm Street housing units.

We plan on continuing the "English as a Second Language" program at Ashby Place to benefit our non-English-speaking residents, and we would like to thank the Bedford Council on Aging for sponsoring this course.

HOUSING PARTNERSHIP

Christina Wilgren, *Chair*

Purpose

The Bedford Housing Partnership (BHP) is a joint committee composed of the Affordable Housing Committee, the Fair Housing Committee, and members at large. All of the members are appointed by the Selectmen, and meet once a month. The purpose of the BHP is to implement affordable housing programs and encourage the growth of the supply of affordable housing within the Town of Bedford. The BHP works cooperatively with the other local government boards and committees, state agencies, and local groups such as the Bedford Municipal Affordable Housing Trust (BMAHT).

Employee Statistics

The BHP does not have any dedicated employees; the staff of the Town Manager's Office provides support. During FY10, Community Preservation Act (CPA) funds allocated for affordable housing consulting services were expended to compensate the consultant, but no new funds were allocated. These services are invaluable in navigating the rules of affordable housing development, analyzing proposed developments, developing new programs, managing existing programs, and monitoring the existing affordable housing stock.

FY10 Highlights

Bedford has exceeded the threshold that 10% of a community's housing stock be included in the subsidized housing inventory that is kept by the state; therefore, Bedford is no longer subject to Chapter 40B. However, this does not mean that the Town has met all of its affordable housing needs. The Zoning Board of Appeals (ZBA) and Planning Board are guiding development in town without the possibility of overrides from the state's Housing Appeals Committee. Bedford's exemption from Comprehensive Permit appeals is secure as long as the Town's subsidized housing inventory remains above 10%. The BHP is working to ensure we never fall below this state-mandated benchmark, and continues to look for opportunities to encourage the development of affordable housing that meets the needs of low- and moderate-income households. Most affordable housing developments have a maximum income limit of 80% of Area Median Income, which, for a family of four, is currently \$64,400. The Area Median Income is determined by the U.S. Department of Housing and Urban Development and is published annually. However, there are many for whom this housing is not affordable. Some developments have a maximum income limit of 50% of median income, which, for a family of four, is currently \$45,900 (the income limits are adjusted for household size).

Although the state inventory shows over 10% subsidized housing in town, 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; however, the net effect is that only a quarter or less of the units in mixed-income rental developments, such as 40B developments, are actually affordable. The state is giving credit for

Housing Partnership

Continued from previous page

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 making it harder to meet these needs. Based on an analysis of census data for Bedford, surveys, and other sources, the Housing Partnership has identified several areas of need: moderately-priced senior housing and affordable family housing (3 bedrooms). The BHP will work to encourage the development of such housing.

All of the BHP's activities are conducted in the context of furthering the Town's Comprehensive Affordable Housing Plan (developed in 2001 and reflected and updated in the Comprehensive Plan and other documents since then). 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. To implement these plans, the BHP uses an affordable housing strategy and identifies specific action plans and task groups, helping us organize and track our efforts.



Affordable Housing in Bedford: Bedford Village (left); Shawsheen Ridge (right).

FY10 Activities and Accomplishments

Review of Housing Developments – The BHP carefully reviewed several proposed housing developments with an affordable component. In FY10, the BHP reviewed or sent memos to the ZBA or Planning Board with analysis and advice on the Habitat for Humanity North Road development, Chestnut Row and Elm Street renovations and repairs, the Planned Production Plan, and the Comprehensive Plan implementation. BHP also reviewed and suggested minor changes to the bylaws pertaining to affordable housing.

Volunteer-Based Affordable Housing – Habitat for Humanity of Greater Lowell continued work on the 8 units of affordable housing on North Road in Bedford. With new leadership in Habitat for Humanity of Greater Lowell, the 130 North Road project is progressing. The farmhouse renovation, the handicapped-accessible unit attached to the farmhouse, and two new single family units have all been completed and families have moved in, joining the Bedford community. Additionally, the foundations for the remaining units have been poured. In order to complete this 8-unit project in these difficult economic times, Habitat has had to find new ways to finance the project. Green technology will be used under the guidance of the architectural firm Building Sciences. Due to economic restraints being felt by Habitat, they will not be seeking LEED certification on most of the units, but will continue to try to implement green technology as financially possible. They will not incur the cost of actually undertaking the LEED certification testing of each unit though they will build to LEED standards. Shawsheen Technical School students have contributed greatly to the work on the project, as well as IBEW Local 130. The Housing Partnership continues to encourage the adoption of green technology. This offers an ideal method to

Housing Partnership*Continued from previous page*

gain small scale, truly affordable housing which is also environmentally sensitive and sustainable.

447 Concord Road – The Town of Bedford oversaw the development of 14 affordable rental units on Town-owned land. The 14 units were completed and the units are occupied. The project received funding from a variety of sources including the state, Bedford Community Preservation funds, and \$95,705 from Bedford's HOME funds. Bedford receives the HOME funds from the U.S. Department of Housing and Urban Development (HUD) through the Town's membership in the Metro West HOME Consortium.

Princeton Properties – As this project was worked through the judicial and ZBA processes, the Selectmen and Princeton developed an agreement by which Bedford was able to purchase most of this property for \$5 million. The original large scale project is now replaced with a plan for open space and only a few market rate homes. Princeton did not come before the BHP this year but BHP watched this development with intent interest.

HOME – The BHP continued to manage the Town's participation in the Metro West HOME Consortium, which will provide funds for local affordable housing. Some of these funds went to support the 447 Concord Road project. We held hearings on the CAPER, the annual report of HOME activities, and on the FY10 Home Annual Action Plan. The Five-Year Consolidated Plan, covering years 2011-2015, was adopted this year and acknowledged that the current housing market and economy creates prediction challenges.

Chestnut Row – The BHP heard two iterations of proposals and understood the developer was requesting Community Preservation funds in support of an affordable unit. The renovation of the farmhouse and the construction of two duplex Cape-style units with some affordable component were first presented, and then the possibility of a second location also being developed with a second affordable unit was presented. The BHP listened, asked questions, and provided a forum for concerned residents to make inquiries and express their perspectives. There was a great deal of discussion and a great amount of community interest. As of fiscal year end, no further information or action was requested of the BHP as we awaited the return of the project before our committee.

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 two in FY10), the BHP has adopted many proactive strategies for promoting diversity. We encourage the development of housing that meets a variety of needs (designed for families, seniors, handicapped, veterans, and different income levels). We require affirmative marketing plans for all affordable housing, and we conduct an ongoing education campaign against housing discrimination, including distribution of a pamphlet at Town events.

CHAPA Forum – Two BHP members attended the January 22, 2010 CHAPA event on expiring use in Boston and reported back some information to the members.

Shawsheen Unit – The owner of an affordable unit was interested in selling their condo. As of the fiscal year end, the unit was being marketed through such means as newspaper advertisements, widespread distribution of fliers and information, and an open house.

Zoning Review – BHP undertook a preliminary review of the Accessory Apartment Bylaw to consider whether Bedford is inadvertently losing out on affordable housing opportunities through unnecessarily difficult restrictions. The Planning Board then reviewed these concerns, but drew the conclusion that 22 residents had applied and were successfully granted permission; thus, the existing bylaw did not pose too great a hurdle. Further discussion and greater information is required. Toward that end, using the Planning Board Intern's comprehensive report and other resources, a comparison of accessory bylaws in similarly situated communities may be enlightening. Plans were made to determine which towns to

Housing Partnership*Continued from previous page*

use for comparison and that inquiry will go forward.

Charter Review – A BHP subcommittee met with Planning Board Director Richard Joly to review and discuss any changes to articles relevant to affordable housing. The full committee then reviewed those points of discussion with Richard Joly and voted to make some changes for correction, clarification, and minor refinement of the articles.

FY11 Projections

We have the hard-earned opportunity to direct development in a manner that furthers the Town's goals as expressed in the Comprehensive Plan, and to ensure that the development addresses local and regional needs. The Housing Partnership is working with the Zoning Board of Appeals, the Planning Board, and the Selectmen to make sure we seize this opportunity and maintain local control over housing development while meeting the needs for various kinds of truly affordable housing. The state counts market rate units as well as affordable units in rental properties – classifying them all as affordable. The eligibility for many affordable housing developments is a maximum of 80% of area median income. Prices are set a bit below that threshold, so that a household earning 80% of area median income can afford the unit. Notwithstanding, we need to assess what Bedford is doing to address local affordable housing needs and thus continue to be a leader in the commonwealth.

We will continue to review development proposals presented to the Zoning Board of Appeals and Planning Board and to provide these bodies with advice and analysis of the housing aspects of these developments. We have encouraged these boards to consider carefully how to address needs for affordable housing while ensuring that these developments address local and regional needs and concerns. Previously, we encouraged the adoption of an inclusionary zoning bylaw or similar provisions to ensure that all new housing developments over a given size include a significant amount of affordable housing. We will continue to look at the Town's Charter and General Bylaws to ensure that they promote affordable housing consistent with Bedford's Town Plan and are sensible to follow. This will help us avoid falling below the 10% guideline and again becoming vulnerable to Comprehensive Permits. We will continue to ask developers about, and encourage, the employment of green technology in their projects in Bedford.

We appreciate the ongoing support of the townspeople as evidenced by their continuing support for Community Preservation Act (CPA) funding. Tight government budgets make it increasingly difficult to develop affordable housing without large, dense market rate developments to pay its way. The CPA is one of the few funding sources available to help Bedford implement our strategy and create affordable housing on our own terms. All of our local CPA funds were matched 30.46% by the state in FY10. Other than this, state funding for affordable housing is very competitive and difficult to attain.

The BHP has openings for volunteers on the Fair Housing Committee, Affordable Housing Committee, and as at large members of the BHP. If you would like to help us create more affordable housing in Bedford and ensure that the housing created is consistent with community needs and desires, please contact the Town Manager's Office in the Bedford Town Hall.

LAND ACQUISITION COMMITTEE**William G. Speciale, *Chair***

The Land Acquisition Committee is an ad hoc 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, to include passive 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.

Land Acquisition Committee*Continued from previous page*

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 Plans. 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.

In 2010 the committee met with individual landowners, developed improved GIS maps for potential acquisitions, and revised the lists of areas of interest.

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. The BMAHT works cooperatively with the other local government boards and committees, state agencies, and local non-profits.

Employee Statistics

The BMAHT does not have any dedicated employees. 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. The staff of the Town Manager's Office provides support.

FY11 Projections

There is no immediate plan for the BMAHT to take action beyond taking stock of the new data that will be coming forth from the census. An assessment of assets and liabilities will be undertaken and an examination of what, as a municipal entity, we are capable of or permitted to address would be of use.

PATRIOTIC HOLIDAY COMMITTEE

Paul Purchia, Chair**Purpose**

The Patriotic Holiday Committee's (PHC) primary focus is planning ceremonies for Memorial Day, Veterans Day, and other patriotic holidays and events, with a focus on recognizing veterans of the U.S. Armed Services. The committee provides advice and recommendations to the Selectmen concerning Town-owned veterans memorials on the Town Common and in 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.

Memberships

The Patriotic Holiday Committee consists of seven volunteer members appointed by the Selectmen. Committee members are Bob Hansen, Butch Marcus, Fred Gordon, Al Fay, Brig. General Oscar DePriest, Joseph Piantedosi (Vice-Chair), and Paul Purchia (Chair).

Patriotic Holiday Committee*Continued from previous page***FY10 Highlights**

- Veterans Day – November 11, 2009: Ceremonies were held at Veterans Memorial Park to honor all veterans. The Bedford Police Honor Guard escorted ceremony attendees along the walkway to the monuments. Ceremonies included an opening prayer, Pledge of Allegiance, and singing of “God Bless America,” accompanied by the Bedford High School (BHS) Band. Several speeches were made, followed by the presentation of a memorial wreath and the placing of small American flags, as well as the opportunity to remember departed veterans by any attendee wishing to do so. The ceremony concluded with volleys fired by the BHS Air Force Junior R.O.T.C., the sounding of TAPS, singing of our national anthem, and a closing prayer.
- Working with the Selectmen, Bedford officially recognized the name of Veterans Memorial Park in February 2010.
- Committee members participated on the BHS Fallen Veterans Memorial Plaza Committee over the past two years to erect a memorial at the high school to honor the sacrifices made by four BHS graduates killed in Iraq and Vietnam, and fellow veterans who have made the ultimate sacrifice. Dedication of the memorial plaza took place on May 30, 2010.
- Memorial Day – May 31, 2010: The committee organized the morning events and committee members joined the American Legion and VFW, Selectmen, and attendees in memorial services held at the American Legion Hall, Shawsheen Cemetery, and Shawsheen River. The ceremony included prayers, placing of wreaths, firing squad volleys, and the playing of TAPS. PHC invited 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 the Concerned Black Citizens, the Bedford Historical Society, and the Bedford Minutemen. Committee members later assembled parade participants, including Keynote Speaker Col. Chas. Thompson (USAF) and Grand Marshal and WWII veteran John Dodge, and marched in the Memorial Day Parade starting at Mudge Way. The parade proceeded to the WWI Memorial at Bedford Common. Remarks about the memorial were made by the Bedford Historical Society, followed by a prayer, rifle volleys, and TAPS. The parade then proceeded to Veterans Memorial Park where further Memorial Day ceremonies included an invocation, high school band members playing “God Bless America,” and speeches by local dignitaries. The winning Memorial Day school essay was read by middle school student Erin Lee. All veterans attending the ceremonies were recognized, including those from WWII, Korea, and Vietnam. Additionally, a roll call of Bedford veterans who passed on during the past year was read. Poppies were placed on each plaque remembering Bedford veterans killed in action in WWII, Vietnam, and Iraq. The BHS Band played our national anthem, and a closing prayer and the sounding of TAPS concluded our ceremonies. The Patriotic Holiday Committee gratefully recognizes 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 Bedford School Committee liaison, as well as 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 School Committee.

*Veterans Memorial Park***FY11 Projections**

The Patriotic Holiday Committee will continue to plan and conduct meaningful ceremonies to recognize and honor the sacrifices of our veterans in FY11. The committee will replace and add new committee

Patriotic Holiday Committee*Continued from previous page*

members in the coming year. The committee will lead the effort to raise funds for a new sign designating Veterans Memorial Park, and will increase its efforts to honor our veterans and to promote patriotism in its citizens by working through local media outlets and with Town committees, such as the Bedford Historical Society and School Committee. We will continue to coordinate the committee's efforts by working with Bedford's Veterans' Agent. Finally, the committee will work with the School Committee and school administration during the coming school year to help our students better understand and appreciate the sacrifices made by our veterans.

PLANNING BOARD

Sandra Hackman, Chair**Purpose**

The Planning Board is an elected, five-member board established under the provision of M.G.L. Ch. 41, § 81A. The Planning Board is responsible for administering the Subdivision Control Law; reviewing commercial development and site plans; drafting Zoning Bylaw revisions; undertaking planning studies within the Town; revising and updating the Town's Comprehensive Plan; approving special permits for residential cluster developments, planned residential developments, and industrial mixed-use developments; and holding public hearings for designated scenic roads if trees and/or stone walls are to be removed or relocated.

Number of Employees

Full-Time: 2

FY10 Highlights

One preliminary/concept site plan was presented to the board:

- Carleton-Willard Village – proposal for 5 duplexes consisting of 10 independent living units.

Two site plans were reviewed by the Planning Board and approval was granted with conditions:

- 209 Burlington Road Site Plan (in conjunction with 213 Burlington Road Special Permit Amendment) – proposed modifications/renovations to industrial and commercial property.
- 11 Oak Park (Progress Software) – proposed to install a new driveway connection and re-configure the parking lot.

One cluster subdivision was reviewed and approved by the Planning Board:

- 350 and 350A Concord Road (Rosewood Lane Cluster Subdivision)

The board approved of the following bond releases:

- Freedom Estates (located off of South Road)
- Sorens Way

The board held the following public hearings and other development review meetings:

- **209 Burlington Road Site Plan** (in conjunction with 213 Burlington Road Special Permit Amendment) – to include additional parking in front of the two sites.
- **182-184 Hartwell Road** (Hartwell Farms Condominium Development Special Permit Amendment) – modification of the plans to increase the number of downstairs master bedroom units from 30 to 40.
- **49 Wilson Road** – Scenic Road Public Hearing (stone wall relocation).
- **Village at Taylor Pond** (59 Middlesex Turnpike) – Special Permit Amendment for outdoor refrigeration units.

Planning Board*Continued from previous page*

- **54 Middlesex Turnpike** – return to the Planning Board with an amended plan that satisfied all conditions in the Special Permit decision.
- **Depot Park Special Permit Public Hearing** – received Planning Board approval to allow business and professional offices, retail store, personal service shop, municipal use, and repair or trade shop at 80 Loomis Street & 110 South Road.
- **Zoning Bylaw Amendments—Flood Plains** – public hearing held for Zoning Amendments to adopt flood plain management regulations that meet the standards of the National Flood Insurance Program, including adopting the current effective Flood Insurance Study report and the Flood Insurance Rate Map issued by the Federal Emergency Management Administration.
- **Blake Block** – joint meeting with Historic District Commission (HDC) to review a minor amendment to the Special Permit request. The developer wanted to expand the footprint of the building and locate just residential units on the second floor.
- **Rosewood Lane Cluster Subdivision Special Permit** – 350 and 350A Concord Road (4) lot subdivision, including open space land deeded to the Town.
- **Depot Park Special Permit** – minor amendment to add lodge, club, or assembly use to the list of allowed uses at this site.

The Planning Board made a positive recommendation on two articles at Special Town Meeting:

- Article 5 – add provisions for the Transportation Advisory Committee (TAC) to the General Bylaws.
- Article 8 – provide additional Community Preservation funding for sidewalks, land acquisition, and historic properties preservation.

The Planning Board presented the following Zoning Bylaw Amendment at 2010 Annual Town Meeting:

- Article 7—Zoning Bylaw Amendment—Flood Plains – the Planning Board gave its recommendation of approval on Article 7 at Annual Town Meeting. Article 7 received Town Meeting approval.

The Planning Board spoke in support of Article 18—Former Reformatory Branch Improvement/Extension of the Minuteman Bikeway at Annual Town Meeting as follows:

- The Comprehensive Plan supports the construction of a bikeway in the Town-owned right-of-way to the Concord boundary under recommendation 6-4. The Comprehensive Plan also recommends building bikeways as an alternative mode of transportation, for additional recreation use, and to serve as a link to open space areas. The extension of the Minuteman Bikeway fulfills these recommendations.
- The Planning Board recommended approval of the option for a bituminous asphalt paved bike path because a paved path would provide access for a larger number of users, including those with special needs.



Minuteman Bike Path

ANR Plans (Approval Not Required) – Any person who wants to record a plan of land and believes it does not require approval under the Subdivision Control Law can submit the plan with a *Form A* Application to the Planning Board for review.

The Planning Board reviewed 4 ANR plans and made a finding on each of these plans that approval under the Subdivision Control Law was not needed:

1. 8 Maple Street
2. 75 Hartwell Road and 16 Beacon Street

Planning Board*Continued from previous page*

3. One Oak Ridge Lane
4. 350A Concord Road

Members of the Planning Board continue work with many other committees as follows:

Sandra Hackman – Minuteman Advisory Group on Interlocal Coordination (MAGIC); Metropolitan Area Planning Council (MAPC); Council on Aging (COA) Liaison

Margot Fleischman – Community Preservation Committee (CPC); Transportation Advisory Committee (TAC); Chamber of Commerce Liaison (alternate); Selectmen Liaison

Jonathan Silver – Bicycle Advisory Committee; Recreation Commission Liaison; Chamber of Commerce Liaison (alternate)

Lisa Mustapich – Hanscom Area Towns Committee (HATS); Affordable Housing Committee; Fair Housing Committee; Bedford Housing Trust; Bedford Housing Partnership

Janet Powers – Bedford Arbor Resource Committee (BARC); Historic District Commission (HDC) Liaison; Energy Task Force; Board of Health

Items on the Planning Board Website:

Comprehensive Plan; Bedford Comprehensive Affordable Housing Plan; Bedford Community Development Plan; Street Tree Policy; Tree Preservation Policy; Agenda Policy; Architectural Design Review Guidelines; Green Building Resources; Subdivision Rules & Regulations and Forms; Meetings/Agendas/Minutes; U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodations, Regulations, and Recommendations; 2009 Summary of Comparative Housing Analysis of Bedford to the State, County, and Other Towns; 2009 Fiscal Impact Analysis of (5) 40B Developments; Mixed-Use Zoning Opportunities PowerPoint Presentation; Mixed-Use Zoning Citizen's Guide Technical Appendix; Mixed-Use Citizen's Guide; Zoning Bylaws; and an Interactive Zoning Map.

Other points of interest that the Planning Board has discussed and reviewed during FY10:

- **Habitat For Humanity** – affordable housing project on North Road.
- **Mid-Block Crosswalks** – Town-wide study provided by VHB and DPW.
- **Elm Street** – neighborhood housing project.
- **Strategies to Promote/Improve Public Health in the Built Environment** – joint discussion with the Board of Health to discuss these strategies.
- **Walkable Community Workshop** – co-sponsored by the Planning Board, Selectmen, Board of Health, Transportation Advisory Committee, and Chamber of Commerce.
- **Fiscal Impact Analysis of Chapter 40B Affordable Housing Units** – Planning Intern project.
- **Housing Stock Study** – an analysis of the housing stock diversity in Bedford (Planning Intern project).
- **Friends of Minuteman Bikeway Presentation** – reviewed article to extend the bikeway to west Bedford.
- **Hanscom Local Zoning** (discussed House Bill 3252) – if passed it would require all non-aviation development proposed at Hanscom to be subject to local zoning. Planning Board sent a letter of support to local State Senators and Representatives regarding this bill.
- **Princeton Property** – the Planning Board provided input to the Zoning Board of Appeals (ZBA) regarding a proposed amendment to the original Comprehensive Permit Plan for property located at 350 Concord Road.
- **Hazardous Trees** (Amendment to General Bylaw) – a resident brought forth a petition to make an amendment to the General Bylaw regarding hazardous trees and asked for Planning Board support.
- **General Bylaw Review Committee** – Planning Board reviewed and shared comments with the General Bylaw Review Committee regarding amendments to the General Bylaws.
- **Biking and Walking** – Planning Board review on federal policy.
- **Chamber of Commerce Economic Development Event** – discussion(s) regarding the

Planning Board*Continued from previous page*

Chamber's request to use \$20,000 that was contributed to the Town for economic development efforts toward a proposed Economic Development Event.

- **Transportation Study** – MAGIC Suburban Mobility Study and Mass Central Bike Trail with Bus Rapid Transit Analysis.
- **Safe Road Designs**
- **Adopting Stretch Code in Bedford** – discussion regarding the appropriateness of moving forward with this.
- **Green Communities Act** – Planning Board discussions regarding Green Community Compliance.
- **Sustainable Communities Initiative** – discussion re: the Metropolitan Area Planning Council (MAPC) proposal to apply for a federal grant under the Sustainable Communities Initiative.
- **Pedestrian Access** – discussion regarding the potential technical assistance from MAPC to develop a walkability plan for Bedford.

FY11 Projections

- Review the Comprehensive Plan to determine what sections need to be updated and the best method to carry out the update.
- Develop expedited permitting provisions for appropriate areas in industrial districts.
- Develop an inventory of vacant sites in industrial districts to help market these sites to potential businesses that might locate in Bedford.
- Continue the careful analysis of the broad range of development applications that come before the Planning Board to ensure that new development meets the goals of the Comprehensive Plan and the requirements of the Town's Bylaws and regulations.

POLICE DEPARTMENT

James G. Hicks, *Chief of Police*

Purpose

The Bedford Police Department is a 24-hour, 7 day a week public safety emergency service organization for the Bedford community. The department has an authorized strength of 28 full-time police officers and 8 full-time emergency communication dispatchers, all who are trained to meet state Criminal Justice Standards and Communications Standards. Our goal is to identify the services needed by the residents and provide those services in a professional manner.

Number of Employees

Full-Time Officer	28.0
Administrative	1.5
School Crossing Guard	0.5
Animal Control Officer	0.5
Emergency Communications Officer	8.0
Special Police Officer	13.0

**FY10 Highlights**

FY10, as with the previous fiscal year 2009, presented challenges to the organization to continue to deliver necessary services with a decrease in funding and resources. Staffing was again a major hurdle to our overall operations. We again experienced long-term illnesses and injuries, as well as resignations and extended military commitments. The members of the organization in all areas continued to provide

Police Department*Continued from previous page*

exceptional core services throughout these periods of absences and shortages. The Bedford Police Department has always been proud of our outreach services and community policing programs that are above and beyond the core services. In FY10, our community policing funding from the Commonwealth of Massachusetts was completely eliminated. This put us in the position of prioritizing those programs we felt were critical to continue and finding the funding to sustain them. Unfortunately, that meant many of our efforts that have been successful in the past had to be eliminated. The backlash of this action was that officers had less opportunity to interact with the community in a non-threatening and casual manner. These are the types of interactions that build bonds and trust between the communities that police serve and the officers that serve them. We must continue to be creative in how we increase these opportunities in our community.

The Bedford Police Department prioritized those programs for which we have received positive responses and results. Traffic remains the biggest concern of the residents that we encounter. A recent Town-wide survey indicated to us that we must remain diligent on this issue. In FY10 we 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. Through this funding we concentrated on speeding, drunk driving, and seatbelt usage. Other programs we continued to offer were child passenger seat installation, bicycle safety day, school bus safety, stranger danger, and child identification. During our prioritization process we committed to support and deliver programs that relate to the safety and education of the youth of the community. In maximizing our efforts, we partnered with other Town departments in their efforts towards anti-bullying programs, youth activity programs and the new youth center, all night graduation, and the R.I.S.E. Program. Our biggest effort to support youth programs and activities continues to be our School Resource Officer Program. Of all the programs and activities that we must evaluate annually as funding and resources are strained, we remain committed to this crucial program as our top priority. The partnership that has been built between the Bedford Police and the Bedford Public Schools has proven to have a value beyond our imagination. This program will prove to have a tremendous impact as the youth of the community grow and mature.

Fiscal year 2010 reversed a trend that had occurred the last 4 fiscal years in that we experienced a 9.4% decrease in total calls for service for the Bedford Police Department. We saw decreases in property crimes, such as breaking and entering of motor vehicles, vandalism, and attempted breaking and entering of buildings. We also experienced decreases in other crimes, such as larcenies/thefts. We did have slight increases in domestic disputes, although our total number of protection orders decreased compared to FY09, as well as our violations of protective orders. We continue to see an increase in our responses to encounters/incidents involving the elderly of the community. These incidents may include abuse, referral for assistance, or checking well-being. In FY10 we experienced an 83% increase over FY09; this was after we experienced a 57% increase in FY09. We have also seen a 17% increase in our calls for disturbances and neighbor disputes. The majority of these calls are occurring in our multi-family residents that are new to our community. For the first time in two years we also experienced an increase in false alarms (9.9%). These trends indicate that although our overall calls for service have decreased, those calls for service that rely heavily on resource allocation per call (multiple units to respond) have continued to increase. Traffic issues and safety continue to be a high priority for the department, as well as the source of many complaints. Although the total number of accidents continues to decrease (20% in FY09), the number of accidents with injury continues to increase slightly (5.6%). The Bedford Police Department, Fire Department, Department of Public Works, and Town Manager continue to meet regularly to evaluate and address the traffic concerns of residents and the motoring public.

The Bedford Police Department continues to place a high value on training. The job of the law enforcement officer at present is complex and continues to change. We are committed to developing and maintaining the best trained officers to serve the community of Bedford. The staff of the Bedford Police Department has received training in crisis and conflict, domestic violence, victimization, crime scene management, leadership, drug investigation, traffic enforcement, firearms, use of force, and risk management, as well as many other subjects to prepare them for the incidents they may encounter.

Police Department

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FY10 Statistics

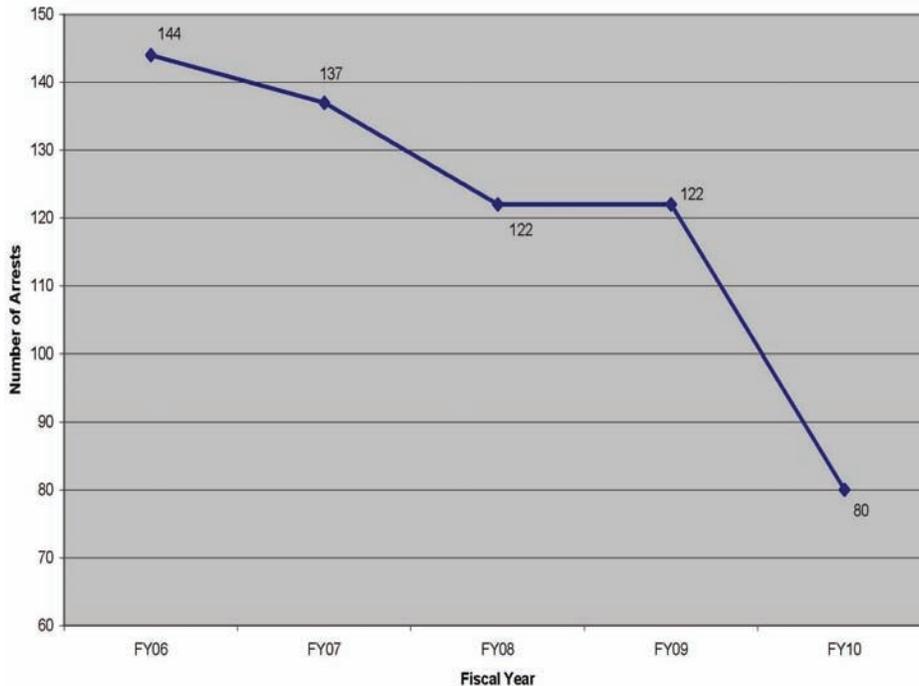
Motor Vehicle Violations

Citations Issued	1882
Warnings	1435
Civil	361
Criminal	64
Arrests	22
Total Fines Collected	\$122,955

Calls for Service

MV Accidents	361
Alarms	741
Larceny	120
Domestic Disputes	101
Child Passenger Seats	62
Service Protection Orders	62
Disturbances	92
Breaking and Entering	36
Breaking and Entering MV	34
Breaking and Entering Attempt	6
Vandalism	95
Elder Affairs Encounters	55
Total Calls for Service	12,207

Arrests – 80 Total



Arrests Made in Bedford, FY06-FY10

FY11 Projections

FY11 will continue to be a challenging year. As with many municipal departments and organizations, we will have to develop methods and strategies to deliver key resources and meet the needs of the community while at the same time having fewer resources and funding to complete this task. The Bedford Police Department foresaw these challenges and has developed a strategic plan to assist us in our task. This plan has goals that focus on traffic, community partnerships, training, community education, emergency communication, staffing, and equipment. The Bedford Police Strategic Plan will help us focus on those areas that have been determined to have the highest priorities for the internal operations of the organization, as well as the services that we provide to the community. We cannot use lack of funding as the reason for not providing crucial services needed by the community, but we must also be realistic in that we cannot do all that we want. The Bedford Police Strategic Plan is on the Bedford Police De-

Police Department*Continued from previous page*

partment's website (www.bedfordpd.org) for all to view. We hope FY11 will be a tremendous milestone for the organization. We have been working towards becoming an Accredited Police Department and hope to accomplish the first, and biggest, hurdle to this goal by attaining Police Certification. We are scheduled for our onsite evaluation by the Massachusetts Police Accreditation Commission in early FY11. Successful completion of this step will make us one of only 17 Police Departments that have achieved this milestone. The next step upon achieving certification is full accreditation, of which only 29 Police Departments in the commonwealth have achieved. There are over 364 Police Departments in the Commonwealth of Massachusetts.

It remains our strong belief that this department is comprised of dedicated and driven individuals who come together as a team when difficult tasks are brought forward, and we are prepared to move forward and look for a successful and fruitful year. The Bedford Police Department still remains true to our motto of "Serving the Community with Pride." We are dedicated to be partners of the community to the best of our abilities and resources, as well as ambassadors of knowledge and goodwill.

PUBLIC LIBRARY

Richard Callaghan, Director

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 comprehensive collection in all formats, providing 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 to act as a professional interface between the library user and the rapidly evolving world of information."



The Bedford Free Public Library is open 69 hours a week, 7 days a week (except Sundays during the summer). A reference librarian is available every hour the library is open. Free programs for all ages and story times for children are held year-round. Computers with access to the Internet, library catalog, online databases, and Microsoft Office software are available for use. Internet access is also available to those with a Wi-Fi enabled device via wireless or cable connection. The Minuteman Library Network Catalog, online databases, and individual patron accounts can be accessed from our home page at www.bedfordlibrary.net.

FY10 Annual Statistical Report

Total Circulation

Total number of residents with library cards	9,224
Materials borrowed from other libraries	41,829
Materials loaned to other libraries	48,580
Total Collection Holdings	119,287

Professional Library Services

Number of reference questions answered	13,501
Number of items added to the collection	11,489
Number of attendees at library programs	8,545

Facility

Meeting and Conference Room use	681
Use of Study Rooms 1 & 2	2,683

Number of Employees (FTE)

Professional Librarians	5.92
Senior Lib. Technicians	2.50
Library Assistants	4.17
Library Pages	0.95
Bldg. Super. / Custodial	1.91
Admin. Assistant	1.00

Total	16.45

Number of Employees (Actual)

Full-Time	7
Half-Time or Above	7
Part-Time	25

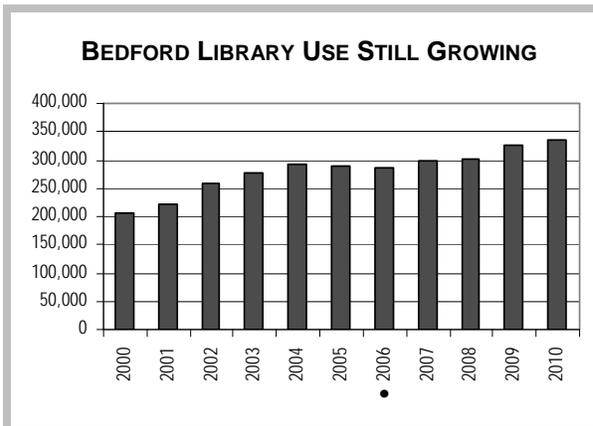
Public Library

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FY10 Highlights

Library Circulation Breaks Another Record

The library reached its highest circulation ever, with 336,717 items checked out in FY10. This represents an increase of 3.25% over FY09 circulation. Room use, borrowing of museum passes, and lending of materials to other libraries also increased over the last year. We continue to rank as the second busiest library for our size population in the state.



• Regional interlibrary delivery services disrupted.

Time Management Software for Internet Computers Upgraded

The library switched to Cassie computer timing software this year. This has provided a tremendous improvement in service and reliability over our former software. The library utilizes time management software to make sure that our computer users are granted at least one hour of time on the Internet each day, and to ensure that the allotted time is distributed in the most equitable manner possible.

After School Activities and Events for Teens

Our Teen Advisory Group (TAG) got teens involved in the library, as participants recommended books, movies, and other materials for the teen collection; offered suggestions on improving the Teen Area; and helped to plan programs of interest to teens in coordination with our Teen Services Librarian. Events held this year include an Open Mike Night, Yoga for Teens, Wii Dance Dance Revolution Competition, Book Cart Art, and a Chocolate Fountain Party.

New Resources: Databases

The library added the downloadable audiobook and ebook service Overdrive this year. The Overdrive's catalog supplements the audiobook titles available for download from our Recorded Books Database. Both databases are available from home. Reference added a new genealogical database this year from the New England Historic Genealogical Society, New England Ancestors. This resource provides access to additional materials not available through our other genealogical databases, Ancestry and HeritageQuest.

New Resources: Technology

The library expanded its circulating equipment this year to include Kindle ebook readers, portable DVD players, and laptops for in-library use. Our Teen and Children's Departments started video game collections for Wii and XBox360 console players, which has proved to be extremely popular.

Special Events

Olive Kitteridge by Elizabeth Strout was the selection for this year's seventh annual "One Book, One Bedford" Community-Wide Reading Event. Lively book discussions in the library and around town were topped off by a live phone interview with the author herself. Over 200 children participated in our annual Summer Reading Program; the theme this year was Undersea Library. For the first time, our Teen Services Librarian developed a "Summerama!" summer event series for teens in cooperation with Bedford Youth & Family Services.

First-Ever National Study on Computer and Internet Use in Public Libraries

A groundbreaking study released in March reveals that people use library computers and Internet access to perform life-changing and life-enhancing tasks in the areas of education, employment and entrepreneurship, health and wellness, e-government and legal services, civic engagement, household finances, and communication. This study was performed by the University of Washington and funded by the Bill & Melinda Gates Foundation and the Institute of Museum and Library Services. For a more com-

Public Library*Continued from previous page*

plete summary, visit www.ims.gov/pdf/OpportunityForAll_2pg.pdf.

FY10 Community Connections**Library Trustees**

Sarah Getty, a treasured friend and Library Trustee, passed away this year. It is a great loss to the entire community. Lorrie Dunham was elected to fill the opening in March.

FY10 Library Trustees: Michael Pulizzi, Chair; Robert Batt; Howard Cohen; Lorrie Dunham; Rachel Field; Sarah Getty; Abigail Hafer; and Lynne O'Connor.

FY10 Library Corporation: Howard Cohen, Rachel Field, and Lynne O'Connor.

Friends of the Bedford Free Public Library

Using funds raised through membership fees and book sales, our hardworking Friends generously supplied the library with funding for museum passes, public performance movie licenses, television series on DVD, BookPage monthly subscription, posters, bookmarks, support for "One Book, One Bedford" and other special events, art displays, and refreshments at library programs.

In FY10, the Friends provided funds for new chairs for the meeting room, two laptops for public use, two portable DVD players, two Kindles, a camcorder, an iPod and speakers for Children's Department story times, display furniture, and art for the teen space. They also added three new museum passes to the TD Garden Sports Museum and the JFK Presidential Library & Museum, both in Boston, and to the Orchard House in Concord.

FY10 Officers: Kay Spofford, President; Kim Seibert, Vice President and Membership Chair; Beverly Matthews, Secretary; and Rick Spofford, Treasurer.

Library Volunteers

The library enjoyed the invaluable assistance of 24 regular volunteers, who, along with a handful of short-term community service volunteers, contributed over 1,500 hours of service in FY10. Volunteers worked at the circulation desk, called patrons about reserves, repaired books, delivered materials to homebound patrons, shelved items, contributed to special projects, and performed routine office tasks.

FY10 Library Volunteers: Betty Baker, Betsy Boschetto, Nancy Campbell, Wally Campbell, Anne Dawson, Snehal Gajeshwar, Ruth Greenberg, Nan Hoeflich, Ken Konkle, Pat Konkle, Dorothea Laliberte, Mary Narcisi, Erica Neff, Sam Petrecca, Smitha Prasad, Luana Read, Elaine Shwimmer, Sally Sutherland, Ruth Thompson, Pat Watson, Chrissie Webb, Pat White, Lynne Wolf, and Lori Yutzy.

A special thanks to:

- David Savir, an AARP-trained tax specialist, who provided assistance with tax questions and forms from February through April.
- The Daniel R. Nickerson Foundation, for their continued support for our special collection on learning and developmental disabilities.
- TD Bank, for the "traffic control" portable posts and ropes.
- Peter Lanzetti, for his opera collection.
- The members of the Bedford Garden Club, who once again volunteered their time, energy, and resources for the beautification of library grounds.
- The wonderful sixth grade volunteers who assisted our Children's Librarians during the Summer Reading Program.

Arts Steering Committee

Members of the Arts Steering Committee generously donated their time and talents in the selection and

Public Library*Continued from previous page*

organization of artwork by local artists for display throughout the library.

FY10 Arts Steering Committee: Madeleine Altmann, Ronnie Gould, Jean Hammond, Sing Hanson, Mary Johannessen, Sue Keroes, Astrid Reischwitz, and Carol Rissman.



Plants and flowers along the walkway at the library (left); Bedford Public Library's Children's Librarians lead a summer story time on the lawn in August 2010 (right).

FY11 Projections**Head of Reference & Adult Services Retirement**

Joanne Poage will be retiring in July, after 22 years of service to the library. She started out as a part-time librarian, was promoted to half-time, and eventually became the full-time Head of Reference & Adult Services in 1999. She will be greatly missed.

Freegal

We will be offering a new service to Bedford residents this upcoming year called Freegal. Freegal Music offers access to the entire Sony Music Catalog, which users can download for free. It's a free and legal way to build your music library, and the digital files work with any MP3 player, PC, or Mac. The only limit will be on the number of downloads available per week per user. All that will be required to use this service is a valid library card.

Wireless Internet Access Upgrade

Demand for wireless Internet grew exponentially in FY10, as patrons began bringing their laptops, PDAs, and smart phones to the library in record numbers. To compensate for increased demand, we will be completely upgrading our service and vastly expanding the broadband currently available. We hope patrons will be pleased with the much-improved service. We will also continue to maintain the second floor stacks as a designated Quiet Area, so patrons can find a quiet space to work as the library becomes ever-busier and noisier.

Regional Library Services Consolidated

On July 1, 2010 the new Massachusetts Library System (MLS) will begin operating as the sole provider of regional library services for the more than 1,700 public, school, academic, and special libraries across the state. These services were previously delivered by six regional library systems, but FY11 state budget reductions necessitated restructuring and consolidation into one system that will provide core library services.

Bedford will continue to receive the same level of statewide services for summer reading, interlibrary loans, delivery, electronic resources, and cooperative purchasing. Some services, such as training and technical assistance for library staff, will continue, but at a reduced level.

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 Annual Town Meeting, as well as by funds generated through program fees.

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. Office hours are Monday - Friday, 9:00 a.m. - 4:00 p.m.

Recreation Programs

Five Town-wide mailings are made each year to distribute program brochures to each residence. Recreation information is also posted on the department's website: www.bedfordrecreation.org. Recreation programs are typically held in the Town Center Building rental space, public school facilities, various rental facilities, at Springs Brook Park, or on fields maintained by the Department of Public Works. Throughout the year, recreation programs include: dance, gymnastics, art, music, soccer, basketball, volleyball, golf, fitness, tennis, skiing, and science. A variety of adult special interest programs are offered as well. In addition, special events and trips to shows and places of interest are offered to residents of all ages.

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 childcare program for children in grade kindergarten through grade five. Housed in Town Center rental space, it operates all year and not only meets the childcare needs of residents, but also offers children wonderful activities in a safe and caring environment.



Springs Brook Park in Bedford

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, and Lexington/Bedford Youth Hockey.

Number of Employees

Full-Time: 2

Additional staff funded by the Recreation Revolving Fund (program fees).

FY10 Highlights

- The Corner, a drop-in activity center for John Glenn Middle School (JGMS) students,

Recreation Department

Continued from previous page

- opened in September 2009. The Corner was very well-received by the JGMS community.
- Renovations began in late FY10 to refresh and enhance the North Wing that houses the Kids' Club and The Corner. Improvements include new floors, ceilings, restrooms, and heating/cooling system.
- A Springs Brook Park water quality study was completed. The recommendations are under review by the Recreation Commission and the Department of Public Works.
- Adult program offerings and participation increased in FY10.
- Middle school recreation basketball participation was at an all-time high in FY10.
- A Fields Partnership Committee was established to address maintenance and enhancement of this valuable resource. The partnership has representation from the Selectmen, the Department of Public Works, the Recreation Department, and the School Department.

FY11 Projections

- Continued development and enhancement of The Corner.
- Continued development and enhancement of adult programming.
- Improved playing conditions on the South Road Fields (DPW renovation plans involve grading and irrigation).
- Conversion of "H" Field to soccer/lacrosse only as new baseball field was developed at Page Field (small diamond).
- Continued review and implementation of changes at Springs Brook Park consistent with water study results.
- Relocation of Kids' Club to the renovated Town Center North Wing.

The Recreation Department looks forward to involvement with the residents of Bedford in FY11. Those interested in teaching programs, coaching, or volunteering for the Recreation Department should contact the Recreation Office at 781-275-1392.

SELECTMEN

Michael A. Rosenberg, *Chair*

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. They include Bedford Local Transit, Code Enforcement, Council on Aging, Facilities (shared management with School Department), Finance, Fire, Police, Public Works, Recreation, Town Clerk, and Youth & Family Services. These departments and offices are staffed by 141 full-time employees. There are also approximately 32 part-time employees; their hours are equivalent to 10.31 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).



The Selectmen's Meeting Room at Town Hall

Angelo Colao completed a distinguished four-decade career as a municipal official in March 2010 when he chose not to seek re-election to a third term as Selectman. William Moonan was elected to the open seat, joining Cathy Cordes, Walter St. Onge, Mike Rosenberg, and Mark Siegenthaler. We thank Mr. Colao for his insight, wisdom, and community spirit, exemplified by two separate stints as a Selectman, service on the Planning Board and Finance Committee, and leadership of Bedford's 275th Anniversary Celebration.

The Town continued to navigate the challenges presented by the struggling state and national economy

Selectmen*Continued from previous page*

throughout the fiscal year. Low interest rates and moribund residential and business growth constrained traditional sources of local revenues, such as investment income and building permits. These conditions limited the growth potential of the Town's operating and capital budgets. The Town continued to rely on reserves, astute financial management, and specific opportunities to offset potential reductions in municipal services (see details below). In December, the Selectmen approved fiscal 2010 tax rates of \$13.10 for residential property, \$9.83 for open space, and \$29.55 in the commercial/industrial category.

FY10 Highlights**Finance**

In August 2009, the Selectmen, after inviting comments from restaurant and motel management, successfully proposed that Special Town Meeting implement tax increases in meals and lodging. These local options were approved by the legislature to help offset declining local aid. The Town was one of only a handful in the state poised to benefit from the 2 percent rooms tax increase and 0.75 local share of the meals tax when they became effective on October 1st.

Selectmen approved two leasing arrangements for space in the Town-owned former railroad station at Depot Park. In December 2009 an agreement was approved with an antique shop, and in June 2010 space was leased to a glassmaking cooperative.

In February, Town Manager Richard Reed announced an alternative Town employee health insurance proposal from Tufts Health Plan. The 2.94 percent increase would be significantly lower than the 14 percent premium increase in store for the current plan, although co-payments would be higher. The alternative must be accepted by each collective bargaining unit to be effective for those employees. The school nurses accepted the new arrangement. Selectmen agreed that it should be implemented for retirees, management, and non-union employees.

In April, the Finance Department presented the Selectmen with a plan to refinance two outstanding municipal bonds at lower interest rates, saving the Town \$1.5 million in interest payments over the next 11 years. The Selectmen approved the refunding, with the first year's savings of \$150,000 targeted for free cash. The refinancing opportunity is one of the benefits of the Town's AAA bond rating.

In May, the Selectmen approved the Department of Public Works' recommendations for increased fees for gravesites and other cemetery services. Changes in cemetery regulations are under consideration.

Strategic Communications

Throughout the year the Strategic Communications Task Force, composed of representatives from the Selectmen, School Committee, and Finance Committee, with staff support, pursued possible state and federal sources of increased reimbursement for the education of military dependents. In November, Special Town Meeting approved additional funding for consultant services. Thanks to the leadership of Bedford's Legislator in the House of Representatives, Charles Murphy, as well as the Town's State Senator, Susan Fargo, the legislature passed and the Governor signed legislation to aid communities in fiscal year 2011 with the costs of educating military dependents.

Awards and Recognition

The Selectmen acknowledged a Program Excellence Award for Strategic Leadership and Governance from the International City Management Association, in recognition of the Town's efforts in the area of affordable housing.

Agreement with Massport

Culminating years of efforts, the Selectmen endorsed a 50-year agreement in December giving the Massachusetts Port Authority (Massport) access to Bedford's Jordan Conservation Area for vegetation management, specifically in relation to maximum tree altitude. In exchange, townspeople will gain access to Massport forested acreage in the western part of Hanscom Field, which will be restricted from develop-

Selectmen*Continued from previous page*

ment. The Port Authority will also develop a network of trails there connecting to the Town system. The Conservation Commission hammered out this agreement with Massport after years of painstaking deliberations, and the final agreement was executed in February 2010.

Transportation Studies

In May and June, the Selectmen approved contracts with a traffic consultant, not only for Minuteman Bikeway extension design services approved by Town Meeting, but also for transportation studies of School Way and the Historic District along The Great Road and North Road. The goal of the latter includes a global analysis of walking, cycling, and driving, as well as features of the landscape.



Bedford's Town Hall (left); completed work at Page Road Bridge (right).

North Road Improvements

In June, the Selectmen began a review of proposed improvements to North Road between Carlisle and Pine Hill Roads, including reconstruction of the roadway and addition of bicycle lanes and a sidewalk on one side of the street.

Energy Conservation

In the spring, the Selectmen authorized the Energy Task Force to pursue steps that would lead to a proposal to gain Green Communities status. Commitments would include municipal energy reductions and adoption of building code amendments promoting energy savings.

Land Acquisition

For some nine years, municipal boards had contested plans for an affordable apartments development proposed for 46.4 acres in the area of 350 Concord Road. Beginning in January 2010, the Selectmen began discussions with Princeton Properties about municipal purchase of the land. Those efforts culminated with Annual Town Meeting's unanimous approval of the purchase in March, through appropriation of Community Preservation funds.

Miscellaneous

In October 2009, the Selectmen accepted \$37,500 in funds raised privately by the Bedford Turf Association, matching a 2009 Town Meeting appropriation and setting the stage for seeking design services for synthetic turf installation on the high school's Sabourin Field.

The Selectmen noted the reopening of the Page Road Bridge over the Shawsheen River in November. The state-funded replacement project took one year and finished on time and on budget.

Work began on the last building renovation in the municipal inventory. Community Preservation funds financed work on the North Wing of the Town Center complex. Also approved was a contract for design services on repairs to the Summer Street Bridge.

TOWN CENTER/OLD TOWN HALL

William S. Moonan, *Chair*
Fay Russo, *Consultant*

Town Center of Bedford, Inc., a non-profit 501(c)(3) organization, has managed rentals in the Town Center Building since July of 1985, and it assumed rental management of the Great Room at Old Town Hall in FY05, as well as rentals of Car #6211 at the Bedford Depot in the fall of the current fiscal year.



Old Town Hall (left); the Town Center Building (center); and Rail Car #6211 (right).

Town Center

In addition to Town departments, non-profit organizations such as Minuteman Senior Services, Bedford Chamber of Commerce, Bedford Community Table/Pantry, Inc., and Iskwelahang Pilipino occupy various locations in the building. The Town departments include the Council on Aging, Board of Health, Recreation Department, and Youth & Family Services. Kids' Club, a Recreation Department sponsored program, continues operations in the brick wing portion of Town Center.

Activities such as dance and exercise classes and other programming are sponsored by the Council on Aging and Recreation Department during daytime hours. The multi-use spaces become available for rental in the evenings and principally on weekends. There are five of these multi-use spaces of varying sizes. The Shawsheen Room (cafeteria and kitchen) holds up to 120 people; the second floor Union School Room has a wooden floor and is used principally for dance and exercise classes; the Flint Room, normally set up in theater style for speakers and similar programming, provides space for 50; the Fitch Room, set apart from other rental spaces, holds about 20; and the Mudge Room, located next to Youth & Family Services, holds up to 10 for mini-conferences.

The Bedford Community Table/Pantry, Inc. continued its long-standing operation of serving Thursday evening meals and distributing groceries. The Bedford Community Table is discontinued over the summer while groceries from the Food Pantry are given out most Thursdays throughout the summer months.

The Bedford Arts & Crafts Society continues to hang paintings by local artists in the Flint Room. Paintings that are for sale are marked accordingly. The organization sponsors an art show on Bedford Day in the second floor Union School Room.

Town Center Project: A renovation of the wing building of Town Center began in June, with the completion date scheduled for the end of August. This space is occupied by Kids' Club, the Recreation Department's before and after school childcare program. Included in the renovations will be new heating and air conditioning systems, windows, updated bathrooms, etc. During the month of June (and before school ended), the Kids' Club program was incorporated into the daily activity of the main building.

Town Center/Old Town Hall

Continued from previous page

Once school ended, the program was transferred to Lane School and will remain there until the end of August.

It was with regret that the Town Center Board accepted Judith L. McConnell's resignation as a member of the board due to health problems. In appreciation of many years of service both as a member of the Town Center Building Committee and as a 24-year member of the Town Center Board, Judith was honored with trees planted in her name as part of an Arbor Day ceremony. Department of Public Works Director Richard Warrington and Town Center Chairman and Selectman William Moonan spoke of her years of service to the community.



William Moonan, Judith McConnell, and Richard Warrington at the tree planting ceremony held on Arbor Day.

Old Town Hall

Renovations and a small addition to the rear of the 1856 building were completed in 2004. Tenants include the Bedford Center for the Arts and Bedford Community Access Television/BCAT, now known as Bedford TV. The attractive third floor Great Room has frequent occasional rentals.

A request for use of the Great Room was received from 20th Century Fox for the filming of a scene for *Knight and Day*. After meetings with the production crew they decided upon another location in Massachusetts. Western Psychological Services, with a branch location in Watertown, has rented the Great Room for three five-day conferences; the purpose is the certification of occupational therapists in their dealings with children with autism and related conditions. The Great Room was also the scene of the Citizen of the Year reception and the retirement party for Joanna Nickerson, the Assistant Town Manager.

Signage, approved by the Bedford Historic Commission, will be affixed to the front portion of Old Town Hall directing visitors to the main entryway at the rear of the building. Additionally, the rental fee schedule for occasional rentals of the Great Room has been revised and will be effective on July 1st.

Other Examples of Party/Meeting Rentals

Town Center (with five meeting spaces) and Old Town Hall's Great Room have been the scene of many birthday parties. The Great Room has also been rented for weddings/receptions, anniversary parties, sports banquets, church gatherings, conferences, bar/bat mitzvahs, etc. Town Center has been rented for meetings, parties, and many cultural gatherings.

Leases

Space is leased in Town Center by the Bedford Chamber of Commerce in its third year of a lease approved by the Selectmen; the current lease with Iskwelahang Pilipino will expire in August 2010, and Minuteman Senior Services is in its third year of a lease for a 9:00 a.m. to 1:00 p.m. usage of the kitchen on a weekday basis.

A two-year lease was approved by the Selectmen for the Bedford Center for the Arts; they are located on the first floor of Old Town Hall. The option extension for 4½ years that commenced on January 1, 2010 has been approved by the Selectmen for Bedford TV.

The four-unit Bedford Depot now has three tenants: Babe Ruth Baseball and Softball League, JRM Antiques, and the Glass Cooperative.

Town Center/Old Town Hall

Continued from previous page

Many communities, including Medford, Lexington, Grafton, Duxbury, Westford, Stockbridge, etc., have contacted Town Center relating to interest in converting their former school or Town buildings into community centers. To assist their representatives, a fact sheet was prepared by Don Corey relating to the CPA funding of Old Town Hall. An additional fact sheet is also available relating to Town Center.

A review of rental rates, requested by the Selectmen, was prepared after seeking charges from other function hall sites in surrounding communities. In addition, a new policy was put into effect relating to teen parties, requiring either a police detail or one chaperone per 10 teens.

Rail Car #6211

Parties and meetings have been held in the rail car located at the Bedford Depot. There have been children’s birthday parties, a party for a 100-year-old, and other activities. The Mystery Walk programming, led by Mary Hurley, selected the train as the site of one of its walks, and John Dodge and Jim Shea served as speakers. An all-day rental was also held by a company preparing an energy survey.



Rail Car #6211 at Bedford Depot

A former conductor of the Boston and Maine Railroad who now performs as a magician was hired by several of the renters to entertain the guests. A future goal of the Town Center Board is to institute a means of serving dinner on the car and/or showing movies, travelogues, etc.

Maintenance

Major maintenance work included ceiling replacement over the spiral stairway in Old Town Hall and roof work on Town Center to prevent ice dams.

Number of Employees

One full-time consultant.

Administrative

Revenue from occasional party/meeting functions and leases exceeded the estimate by nearly \$13,000. The invoicing and handling of revenue from leases and occasional rentals continues to be the domain of 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 filed within five months of the end of the fiscal year, along with the requirement of the Secretary of State to file an annual report by non-profit organizations. Monthly and end-of-year revenue reports are submitted to the Facilities Director and Town Center Board of Directors. A listing of occasional rentals is submitted on a monthly basis to the Facilities Department and its custodian.

Town Center Board of Directors elected at its Annual Meeting in September 2009:

- | | |
|------------|-------------------|
| Chair | William S. Moonan |
| Vice-Chair | Keith Backman |
| Secretary | Geraldine Welch |
| Treasurer | Suzanne Neal |
| Members: | Thomas Larkin |
| | Sheldon Moll |

TOWN CLERK

Doreen Tremblay, *Town Clerk*

The Town Clerk's Office primarily provides information and keeps records for the citizens of Bedford. The Town Clerk is the administrator of all elections and a Registrar of Voters. The additional services provided by this office are copies of vital records; voter registration; fishing and wildlife licenses; dog licenses; marriage licenses; business certificates; raffle permits; Zoning, General, and Sign Bylaws; Town Meeting article certifications, and archival research. The Town Clerk is also the clerk of all Town Meetings and the 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 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.

FY10 Highlights

Census 2010

Information Systems Director Sherwood Ives upgraded the existing Tiger software to assist with the completion of the address list review for Census 2010. In addition, the Town Clerk completed the list of new construction projects from March 2009 to April 2010. She sent the results via Federal Express to the Regional Census Office in Boston. The Town Clerk's Office assisted the federal census takers in researching non-respondents.

Elections

See Board of Registrars of Voters, page 17.

Office

In September, the Town Clerk received notification that changes in the State Ethics Law mandated her to inform and track departments' and committees' completion of the online ethics test required every two years. The Town Clerk requested that the committees and departments sign an acknowledgement notice stating that they received the new ethics mandate and that they will comply with the requirements.

The Town Clerk outlined changes in the Open Meeting Law effective July 1, 2010 in a letter to all committees and departments, including information on alternate posting methods. Departments attended a training session at the June 2010 Records Management meeting.

Records Management

The Town Clerk met with Fire Chief David Grunes to review the Fire Department's response procedures during an emergency. This information provided guidance in completing the final stages of the Records Disaster Plan. The Fire Chief suggested that the building layouts in each office be labeled with the location of all priority records to expedite the recovery of these records.

The Archivist completed the Minutes Policy, which the Records Management Committee approved. The Town Clerk forwarded the policy to the Selectmen and Town Manager for review and approval.

New England Archives successfully completed the pilot project for the Department of Public Works cemetery microfilm project. After the Archivist's approval, the vendor prepared to start microfilming the full record series.

Town Clerk*Continued from previous page*

The Town Clerk revised the listing of priority records for the Records Disaster Plan and developed a set of instructions for labeling priority records. She purchased the labels for the priority records project after the Town Manager's approval. Scott Gould of the Code Enforcement Office and Cathy Silvestrone of the Planning Board managed the priority records project. All departments except one labeled their files by the end of April.

The Archivist reorganized the files of terminated employees for the Town Manager's Office. The record series is now segregated by destruction date. In addition, a database of all employee files was developed. Records are now housed in archival quality folders with archival labels.

The Finance Department scheduled a meeting with Facilities to discuss the release of building plans to complete the Records Disaster Plan. Facilities agreed to provide plans of six buildings, including plumbing plans for the Records Management Committee's June meeting.

The Archivist accepted donated plans from the Department of Public Works for the archives. Plans were repaired and integrated into existing files, and the database was updated.

Kids' Club contacted the Archivist to review their records in preparation for the move prior to construction of the North Wing in Town Center. The Archivist assisted with providing storage in the vault for important files.

The Town Clerk purchased shelving to increase the archival storage in the vault. Supplies are stored on the new shelving to save on archival space.

The Secretary of State's Office released new retention schedules in June. The cities and towns are required to utilize these schedules to determine proper destruction and retention of records. A representative from the Secretary of State's Records Management Unit plans on attending a future Records Management Meeting to explain the new schedules.

Town Meeting

The Town Clerk cooperated with the Massachusetts Department of Revenue to prepare a final list of restaurants for the increase in meals tax. She also prepared certified votes from Special Town Meeting for the Massachusetts Department of Revenue.

The Town Clerk met with key Finance Department personnel to discuss bylaw changes for the March Annual Town Meeting. The Town Clerk acknowledges the hard work of the Charter and Bylaw Review Committee and is appreciative of inclusion in the process.

To ensure all newly-elected officials were sworn in after the Annual Town Election, the Town Clerk developed a list of elected officials to be sworn in by precinct for Annual Town Meeting. Each check-in clerk kept track and notified the Town Clerk when the official checked in.

FY10 Projects

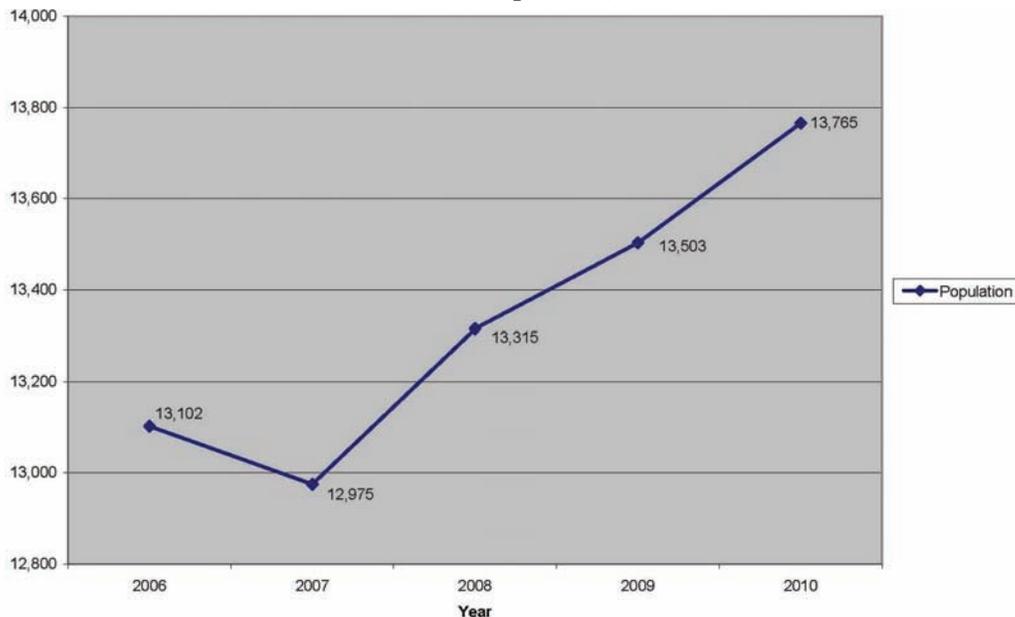
Special projects include:

1. Development of a Vital Records Protection Plan.
2. Completion of various projects for the Census Bureau and Metropolitan Area Planning Council for Census 2010.
3. Reorganization of the Bedford Room at the Bedford Public Library.



Town Clerk*Continued from previous page***FY10 Budget Information**

Operating Budget – Town Clerk	\$189,891
Operating Budget – Elections/Registrations	\$22,224
Number of Employees Full-Time	3
Number of Hours - Part-Time Employees	15
Vital Statistics 2009:	
Births	130
Deaths (includes VA Hospital)	232
Marriages	61
January 1, 2010 Town Population	13,765

Town of Bedford Population, 2006-2010**YOUTH & FAMILY SERVICES****Sue Baldauf, Director****Alison Malkin, Advisory Committee Chair****Purpose**

As a result of our strategic planning process last year, we have been living our revised mission this year and used the opportunity to also revise our 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.

Youth & Family Services*Continued from previous page*

- Assistance with local entitlement programs, e.g. 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
- Provide positive alternatives for youth through after school programs; tobacco, alcohol, and substance use education, prevention, and diversion programs; and the Job Match Program.
 - Promote the development of a strong and positive youth voice through the youth website, the Peer Mentoring Program, and collaboration with schools, Bedford Police, and other youth-serving organizations.

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, the Police Department, community agencies, citizen groups, and the courts.

Youth and Family Services continues to be 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 at large.
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.

Employee Statistics

Number of Employees:

Full-Time: 2
Part-Time: 2

FY10 Highlights

The department successfully met or actively worked on its strategic goals, as well as its special projects for the year. We remained active partners with several Town departments, all the schools, parent groups, and citizen groups, such as the Violence Prevention Coalition, the Bedford Community Partnership, the Regional Early Childhood Advisory Council (formerly Community Partnership for Children), and the Chamber of Commerce. We continued to promote inclusiveness, diversity, and cultural competence in both our individual and programmatic dealings. We managed our resources with frugality and sought outside funding for special projects to offset Town budget expenditure. Our honed mission statement

Youth & Family Services*Continued from previous page*

and strategic goals 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 continued 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 are grateful to the Town and its residents for continued support of our work.

Our office has had over 9,000 resident contacts this year in several of our services and youth events. We documented 4,000 specific contacts with approximately 400 residents, and have fielded over 1,500 calls, over 500 emails, and over 300 visits to the office. We distributed almost 100 new resident packets.

This year marked the twentieth successful year collaborating with Eliot Community Human Services in Concord on the provision of counseling services to Bedford residents. Services are provided by four 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 approximately 100 different people over the course of the year with about 600 contacts, from a low of 43 to a high of 61 people each month. The four clinical staff have held almost 1,600 sessions during the year at our Bedford site, the low being 97 sessions per month and the high being 174. Slightly fewer sessions have been reported in Concord, with about 75 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. Our relationship with Eliot Community Human Services was enhanced this year by their nomination of us for a **Peer Provider Award** through the Massachusetts Council of Human Service Providers, the professional association to which we both belong. We were honored to be one of five Massachusetts programs honored at the 34th Annual Convention and Expo in Boston in October.

Our Parent Education Series was quite successful this year, with 14 different offerings reaching about 700 parents and professionals and involving collaboration among 9 different Bedford groups. Additionally, we were honored to have received the **Kenneth E. Pickard Municipal Innovation Award** for this series from the Massachusetts Municipal Association at their Annual Meeting in January in Boston. We printed our fifth Celebrating Parenting Weekly Engagement Calendar and distributed it to residents of Bedford and Hanscom Air Force Base at meetings, Bedford Day, back to school nights, local childcare centers, and our offices.

We continued our sixteenth year of school and Town collaboration on prevention services. Our full-time Prevention Services Coordinator has the responsibility of not only the prevention work but also the after school programs, peer mentoring, and the youth website. The Safe Homes Program, designed to support parental limit-setting at teen parties, entered its eighth year with a stable enrollment of about 260 families. This year marked the eleventh 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. We arranged for the sixth



Fox25 News Anchor Maria Stephanos and YFS Director Sue Baldauf at the Peer Provider Awards in October.

Youth & Family Services*Continued from previous page*

Youth Risk Behavior Survey to be done in March 2010 in collaboration with the school and Social Science Research and Evaluation (SSRE). We continued our regular prevention programming at all schools and gave successful offerings of tobacco, drug, and alcohol education and diversion programs with both the Police Department and the school system, particularly the high school. We continued the fourth year of our Volunteer Opportunities Book with listings from Bedford organizations and made the information available to Bedford youth and other residents looking for community service possibilities.

Our Prevention Coordinator continued collaboration with the middle school on a successful after school program. We again offered fall, winter, and spring programs for a total of 60 registrations. We were fortunate to have a total of 2 middle school teachers/staff, and 2 community instructors to offer a total of 11 classes and activities. The Peer Mentoring Program was quite successful this year, both as an after school option and as part of the activities offered in The Corner, the new 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. The Prevention Coordinator also continued responsibility aiding residents with the fuel assistance application process, completing 17 of the 37 total applications, 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, a job made more challenging this year due to the Town's transition to the bedfordma.gov format.

Job Match continues to be an important resource for residents and a rewarding learning experience for teens. We have had over 140 contacts related to the services with the number of matches increasing 43% over last year, for a total of around 95 matches, with 60 students signed up to work and many of our satisfied residents being repeat users of this program.

Working under the auspices of the Bedford Community Partnership (BCP) and its Youth Task Force, we continued the work with the Bedford Public Schools, Police Department, Recreation Department, and Board of Health on our local policy on youth. We received a \$6,000 grant from the Northwest Suburban Health Alliance/CHNA 15 DoN funds from Lahey Clinic for a Safe Routes to School program. This grant supports an initiative begun last year in collaboration with the Board of Health, Job Lane Elementary School, and the Bicycle Advisory Committee, which involved 3 designated days for students to walk or bike to school. We worked with the schools, the Police Department, and the Board of Health to plan monthly walk and bike to school events involving students at Lane School. Our Safe Routes to School Coalition won a **MassRides Certificate of Recognition** in November at the state conference for its community collaboration at Lane School.

We were honored to have continued as one of the **100 Best Communities for Young People**, and to have applied for that honor a third time this spring. For the sixth year in a row, we coordinated the "Bedford Families Unplugged" event in November. This involved a calendar for the month and one night designated as an evening of no homework, no sports events, and no night meetings, encouraging families to "unplug" and spend time together in face-to-face interaction.

We continued to work with the Town Manager to secure additional community efforts towards Bedford's continued efforts to fight hate and bigotry in collaboration with the Violence Prevention Coalition of Bedford (VPC). We publicized and disseminated "A Guide to a Successful Neighborhood" Block Party Guide and also coordinated a community education forum on cyber safety.

On behalf of the Selectmen, we successfully continued the collaboration 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 Com-

Youth & Family Services*Continued from previous page*

merce 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 collaborated with the Bedford Police Department on alcohol and drug diversion, domestic violence response, a school resource officer grant, and a community education program on the new marijuana law offered by the Middlesex District Attorney's Office.

This year marked a successful year providing Veterans Services for Bedford residents. With the marked increase in veterans residing in the community and increased need for services, we have been able to provide high visibility, regular Bedford hours, some newspaper coverage, and regular visits to community settings for educational and support purposes. We have had over 600 face-to-face contacts on veterans-related issues, fielded over 800 phone calls, and participated in several community support sessions at the Council on Aging, the VA Hospital, and other community sites, involving over 2,200 participants. We have been very involved with the sixty units of veterans housing developed and occupied at the Bedford Veterans Hospital and had the majority of new clients from that site. We participate regularly with the Patriotic Holiday Committee and in Veterans Day and Memorial Day remembrances, and have attended 15 funerals for veterans this past year.

We continued 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 through participation in a regular newsletter produced by the Health Department for all the citizen volunteer response teams. We met monthly with the School Crisis Team and volunteered in 2 flu clinics.

In response to citizen need and request, we have collaborated with our local Women, Infants, Children Nutrition Program to provide space once a month in our office since January 2007. Though the program had increased its hours of service and has been quite successful serving about 20 local families with small children each month, changes in the technology requirements of the federal government forced the closing of these field sites in September 2009.

Regionally, we continued to be active in the Northwest Suburban Health Alliance, or CHNA 15, the 12-town public health region that serves Bedford, and were pleased to have completed the Safe Routes to School mini-grant from them this year, and to have reapplied for a continuation grant for FY11. We continued to sit on the Young Adult Initiative Board of the Metro South West Regional Employment Board, and participated in their grant review process this year. Statewide, we were active with Local Officials Human Services Council, or LOHSC, the human services arm of the Massachusetts Municipal Association, and served as president this year. In that capacity we coordinated two regional trainings, one on financial sustainability and another on community youth suicide prevention, and one workshop at the MMA Annual Meeting in January. We also frequently wrote the monthly LOHSC article for the Beacon Newsletter. We served on the Regional Early Childhood Advisory Council, reconfigured from the Advisory Board of First Connections in Concord and the Bedford Community Partnership for Children, which provided childcare assistance for working families of pre-school children. We also served on the Gould Farm Boston Advisory Committee in consultative capacity for their community-based psychiatric rehabilitation program about Boston area resources, such as mental health services, housing, and vocational programs.

FY11 Projects

We are continuing our efforts to maintain our accessibility to the community at large. We plan to continue to expand public information about our services through enhancement of our quarterly newsletter, website updates, regular press releases, and new resident packets. We plan to continue to be on the

Youth & Family Services*Continued from previous page*

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 Department, and the community in their response to the ongoing need for youth space, following up on the success of The Corner this year for middle school youth. In addition to continuing our ongoing projects, such as disseminating the results of the Youth Risk Behavior Survey, sponsoring the Safe Homes Program and the Peer Mentor Program, and coordinating Business Diversity Training, we are planning the following special tasks for next year:

1. Distribute the seventh edition of the Community Social Services Reference Guide.
2. Enhance parent education offerings for the community based on the previous year's success through collaborations with other Bedford parent groups and interested parties.
3. Coordinate the seventh Bedford Families Unplugged event November 2010 in conjunction with Bedford Community Partnership, Selectmen, Bedford Public Schools, parent associations, and new partners Three Apples Storytelling Festival and the Bedford Historical Society.
4. Plan and coordinate with Violence Prevention Coalition and other community groups events and activities ensuring Bedford as a community free of hate and bigotry.
5. Provide administrative oversight and support of the Safe Routes to School initiative in conjunction with the Board of Health and on behalf of the Youth Task Force.

ZONING BOARD OF APPEALS

Jeffrey Cohen, 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.

Employees

One full-time employee, working in the Code Enforcement Department in Town Hall.

FY10 Highlights

Some highlights for FY10 include the approval of the addition at the First Parish Church, 75 Great Road, and the finalization of the Princeton Properties project at 350 Concord Road, with approval of four affordable houses under Chapter 40B.

FY11 Projections

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

Part II: Schools

BEDFORD PUBLIC SCHOOLS

Edward Pierce, *Chair of School Committee*
Maureen LaCroix, *Superintendent of Schools*

Purpose

Mission

The Bedford Public Schools will develop lifelong learners who will think critically and creatively and who will become informed, responsible, and productive members of society. The school community will provide a safe, respectful, and inclusive environment in which the intellectual, social, ethical, and emotional growth of all learners will flourish.

Operations

The Bedford Public Schools consists of two elementary schools, a middle school, and a high school. In addition, the Bedford Public Schools is a member of two special education collaboratives, and the Town of Bedford is one of five founding members of the Shawsheen Valley Regional Vocational/Technical High School. The student body reflects an increasing diversity with students from Bedford, Hanscom Air Force Base, and Boston (the latter via METCO, a volunteer desegregation program). 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, Dr. Maureen LaCroix. The policy-making body for the Bedford Public Schools is the Bedford School Committee. The Bedford School Committee consists of five (5) members, each elected on a non-partisan ballot by the people for terms of three (3) years. Members of the committee and their terms of office are: Edward Pierce, Chairperson, 2011; Brad Hafer, Vice-Chairperson, 2010; Abigail Seibert, Secretary, 2012; Anne Bickford, 2010; and Noreen O'Gara, 2011.

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



Lt. Eleazer Davis Elementary School

Grade	# Students per Class Goal	Actual 2009-2010	FY10 Budget Projection
K	20	19 to 22	19
Grades 1-3	23	17-22	24
Grades 4-5	25	22-24	25
Middle School – 6-8	25	To 31	To 31
High School – 9-12			
Level 3	18	To 20	To 19
Level 4 & 5	25	To 25	To 25

Bedford Public Schools*Continued from previous page***Selected Statistical Information:**

Professional Staff Non-Professional Staff	240.9 FTEs 119.2 FTEs	October 1, 2009 Enrollment -High School -Middle School -Lane School -Davis School Total	771 559 564 506 2400
BHS Graduation Rate Class of 2010	99%	Post-Secondary Education – 2009 4-Year College 2-Year College	78% 15%
SAT Scores: Class of 2009	SAT by Mean 1715 (Out of 2400)	SAT by Subject Area: Critical Reading: Mathematics: Writing:	572 586 557

*FTE: Full-Time Equivalent

Selected System Highlights for Fiscal Year 2010**Curriculum and Instruction**

- Completed the ten-year accreditation process for Bedford High School with the New England Association of Schools and Colleges' (NEASC) evaluation by a visiting team in November 2009. Highlights from the visiting team report included the following commentary:
 1. "The Bedford community should be extremely proud of the newly-renovated and larger facility that was recently completed at the high school. The extraordinary commitment by the community to support this project during difficult and unsure economic times shows what can be done if you are dedicated to high-quality education for all. There are large display areas showcasing student work, the hallways and classrooms are spacious and light, and the equipment and accessibility are state of the art. The technology, including SMART Boards and numerous computer labs, makes it possible to infuse 21st century skills into every classroom for all students. The facility houses numerous labs and large teaching spaces to accommodate a variety of programs and courses, including a pre-school program, ROTC program, collaborative special education program, and technology education programs. Offices and space for small and large group discussions are available for meetings and presentations. The Bedford community should be extremely proud of what they've accomplished for the benefit of the children attending the high school."
 2. "Bedford High School has much to be proud of in a state-of-the-art facility, beautiful grounds, many talented and engaged faculty and staff members, and an actively involved community. The students of Bedford High School are wonderful ambassadors for the building and exemplify the mission of the school. They are well-spoken, honest, inquisitive, confident in their own abilities and skills, and extremely enthusiastic about their school environment. Students are actively engaged in challenging classroom experiences at all levels because of the hardworking, dedicated teaching staff. The depth of community service projects and the involvement of students in a wide range of interesting clubs, sports, and activities is very impressive. The partnership formed with local, regional, and state organizations and businesses has enabled students to explore the world beyond their classrooms and community. The technology available to students and staff members has opened opportunities for all students at Bedford High School."

Bedford Public Schools*Continued from previous page*

- Completed the visiting team process for the program reviews in Science and Foreign Language.
- Completed comprehensive self-study program review of the K-12 English Language Arts Curriculum and Social Studies Programs in preparation for an independent peer review in 2010-2011.
- Continued to meet the federal guidelines of No Child Left Behind, making Adequate Yearly Progress (AYP) in English and Mathematics.

Personnel and Professional Development

- Continued implementation of Aspen (X 2), the new student management software that provides middle and high school parents and students with online access to grades, report cards, and interim reports.
- Welcomed Cyndy Taymore, the Director of Special Education, and Phil Banios, Davis School Principal.
- Concluded the eighth year of a professional development technology initiative for teachers (MEET), designed to support the integration of technology into the curriculum in new and innovative ways, encouraging a focus on 21st century skills.
- Trained staff on the use of the new Department of Elementary and Secondary Education (DESE) Data Warehouse.
- Established a District Equity Committee to support school-based work on the achievement gap.
- Launched WordPress blog site for hosting blogs for Principals and the Superintendent to enhance communication with the community.

New Program Initiatives and Planning

- Implemented the Safe Routes to School Program at Lane School.
- Presented the Graduation Requirements Committee recommendation to the Bedford School Committee. New graduation requirements were approved starting with the graduating class of 2014.
- Presented the recommendation to add a Mandarin Program as part of our Foreign Language offerings. This recommendation is on hold pending the availability of additional funding.
- Adopted a regional approach for the hiring of a Data Analyst in partnership with the LABBB Collaborative Districts.
- Piloted a district-wide writing/scoring continuum as part of K-12 continuum.

Fiscal Management

- Developed an FY11 budget designed to meet the School Committee's ongoing commitment to limit, if possible, the annual increase in the operating budget for core educational services to a target of 4%. The increase in the FY11 budget was limited to 3.28%.



Track and field at Bedford High School (left); John Glenn Middle School (right).

Bedford Public Schools*Continued from previous page*

- Continued work with the Strategic Communications Task Force, in partnership with key Town officials, to identify a long-term solution to ensuring an appropriate annual reimbursement for the operating cost for the students who attend Bedford High School from Hanscom Air Force Base. Additional financial support has been included in the state's FY11 approved budget.

Facilities Management

- Completed the final audit for the Massachusetts School Building Authority to secure the final payment on the Bedford High School Project.
- Dedicated the Veterans Memorial Plaza at the entrance to Bedford High School.
- Completed a comprehensive space needs study of the Davis, Lane, and John Glenn Middle Schools to assess future space needs, particularly in terms of specialized areas such as Special Education and English Language Learning.
- Completed a ten-year enrollment study to project future enrollment for the schools.
- Received a competitive grant in the amount of \$150,000 from DOER to replace the HVAC controls at Lane School. The total project cost is \$179,000.
- Worked with the Town Finance Committee to initiate a process for long-term funding of capital projects. Of specific concern is the need to fund planned maintenance repairs totaling approximately \$222,633 per year for the next 6 years in the schools.
- Worked with the Bedford Energy Task Force to develop an energy use reduction plan. The plan is being developed as part of a Town-wide effort to qualify as a Green Community under the State Green Communities Act. The plan is expected to be complete for review in fall 2010.

Projections for FY11

- With the significant FY11 budget shortfalls at the state level, we will be working collaboratively with all of the Town departments to manage limited financial resources in a challenging financial environment. The additional funding from the state for the Hanscom students will help to alleviate some of the strain in FY12.
- Presentation of the Space Utilization and Enrollment Study to Special Town Meeting in the fall of 2011 in an effort to inform residents about the short- and long-term facility needs.
- Expansion of the information available in the longitudinal database that was piloted in FY10 as an ongoing initiative designed to track individual student performance.
- Development of a comprehensive Anti-Bullying Plan in response to the new state law that was passed in May 2010.
- Continuation of the implementation of Response to Intervention (RTI) strategies for students who are struggling academically and/or behaviorally.
- Creation and training of school-based data teams in an effort to evaluate and support the use of Aspen to improve instruction and to tie assessment information to intervention information in Aspen.

*Job Lane Elementary School*

SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

Charles Lyons, Superintendent/Director

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2010 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 40th 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: Mark Trifiro, Chairman, and Donald Drouin, Secretary, from Bedford; Kenneth L. Buffum and Bernard F. Hoar from Billerica; Paul V. Gedick, Vice-Chairman, and Robert Gallagher from Burlington; J. Peter Downing and Patricia W. Meuse, Treasurer, from Tewksbury; and James M. Gillis and Robert G. Peterson 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 twenty-four (1,324) high school students were enrolled in SVTHS's day school programs in October of 2010, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2010, SVTHS graduated 290 seniors. Over 67% of the graduates planned to attend college or other post-secondary schooling in the fall. Slightly less than 20% of the students intended to continue working in their trade with another 6% working in another field after graduation. In addition, 1.5% entered the military forces.

Academic Programs

MCAS Performance: In the Spring of 2010, the 321 sophomores comprising SVTHS's Class of 2012 distinguished themselves among all other vocational-technical high school students, among all sophomores within the five-town district, and, most impressively, among all sophomores throughout the commonwealth, earning a special commendation from the Department of Elementary and Secondary Education (DESE) in the latter analysis.

With only one exception, SVTHS sophomores outperformed all other vocational-technical sophomores on all MCAS performance measures (English Language Arts, Mathematics, and Science/Technology/Engineering) during the 2010 test period. Blackstone Valley Technical High School outperformed Shawsheen (only) on the Mathematics test.

The district analysis paralleled the vocational analysis. With the exception of Wilmington (Mathematics only), SVTHS sophomores outscored or equaled all of their district peers on the three performance measures.

Curriculum Revision: Throughout the school year, members of the Social Studies Department continued their redesign of SVTHS's Honors, College-Preparatory, and Support-Services U.S. History offerings. The restructured courses will be offered in grade 10 (Colonization to the Civil War) and grade 11 (Reconstruction to the present). The two-year format will allow students to explore topics in greater depth and breadth while providing instructional time for written-response training – a critical element of MCAS preparation. Curriculum planners believe that the expanded format will enhance the test performance of SVTHS students, as did the prior and parallel change in the Biology Curriculum.

In response to the increasing demand for College-Preparatory electives, members of the Science Department continued to design a College-Preparatory Physical Science course, which joins the Science Curriculum alongside Honors and College-Preparatory Chemistry, Honors and College-Preparatory

Shawsheen Valley Regional Vocational/Technical School District*Continued from previous page*

Physics, and Honors and College-Preparatory Biology. In a parallel effort to expand College-Preparatory offerings in Mathematics, members of that department continued to design a College-Preparatory Statistics course, which joins rigorous upper-class offerings in Honors and College-Preparatory Trigonometry and Honors and College-Preparatory Calculus.

Summer School: In the summer of 2010, the SVTHS Summer Program enrolled approximately 116 students from ten surrounding school systems, who had failed an aggregate 139 academic courses.

Infrastructure Renovations: The extensive summer renovations to the school's infrastructure included, in part, the ongoing installation of ceiling-mounted LED projectors and white boards in many academic classrooms, the refurnishing of the school library, and the expansion of one PC lab.

Clubs and Organizations

Highlights of the school year from clubs and organizations included the Eleventh Annual Shawsheen Turkey Bowl – the much-anticipated flag football game between the junior and senior girls, the induction of 35 students into the National Honor Society, the expansion of the Student Council Recycling Program, a trip to Barcelona and Italy by members of the International Travel Club, and two sold-out performances of improvisational theater by the Performing Arts Club. Seniors also enjoyed a well-attended, all-night party sponsored and organized by the SVTHS Parent Advisory Council.

Various honors included the receipt of the All-Columbia Honors Award from Columbia University Scholastic Press Association for Shawsheen's literary magazine, *Ramblings*, and medals awarded to members of the Oratory Club in district and state level competitions.

Support Services

The SVTHS Support Services Department services the second-largest population of students with special needs in vocational education within Massachusetts. Nevertheless, SVTHS has the highest graduation rate of special-needs students in the state for schools with nearly one hundred special education students in each grade. The graduation average for students on Individual Educational Plans (IEPs) at SVTHS is over 90 percent – compared to the state average of 64 percent. The Support Services Department continues to implement various forms of technology that allow for equal access to the curriculum for all learners.

In addition to their work on MCAS, the Support Services staff has continued with extensive training to support the IEP process and the identification of specific learning disabilities for our special needs population based on new federal and state guidelines. Shawsheen is now using eSped software to write Individualized Educational Plans (IEPs). Following training, the staff transferred all IEPs into this system and has fully integrated this technology into all facets of the IEP process.

Athletics

Over 450 Shawsheen students participated in interscholastic athletics, capturing dual Meet Titles for the Boys and Girls Cross Country Teams. Commonwealth Athletic Conference Titles were won by Boys Ice Hockey, Wrestling, Softball, Boys Lacrosse, Golf, Boys Cross Country, Girls Soccer, and Football. State Vocational Title winners included Girls Swimming, Boys Ice Hockey, Wrestling, Golf, and Girls Soccer. The SVTHS Division 1 Wrestling Program also won the North Sectional Title, and the Football Team concluded a best-ever 11-1 season, culminating with the school's first Super Bowl Title.

For an unprecedented eighth time in nine years, SVTHS has earned the Markham Award from the *Boston Globe* for the most outstanding vocational technical high school program in Massachusetts. The award is a reflection of the commitment and talent of all those associated with the SVTHS athletic program.

Shawsheen Valley Regional Vocational/Technical School District*Continued from previous page***Community Services**

Community services are highlighted by the Adult Evening School; the School of Practical Nursing, with 33 graduates of the LPN program this year; Project Explore, with nearly 450 middle school students; the Swim Program, including interscholastic high school sports; and the Culinary Arts Programs for and with the Billerica House of Corrections and Middlesex Community College. New this year to the Billerica House of Corrections program is a 10-hour General Industry OSHA course. The Non-Traditional By Gender Advisory Committee continued its pursuit to support initiatives for students enrolled in occupational areas that are non-traditional for their gender.

Computer Services

During the 2010 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, SSSR (School Safety and Discipline Report) data, the Technology Report data, and the VTCTS (Vocational Technical Competency Tracking System) data.

The computer labs for Business Technology, Drafting, Internet Technology, Graphic Arts, and Design & Visual Communications received upgrades during 2010. In each area, computers were replaced with the latest models.

Computer Services has continued to migrate additional physically-hosted servers to the virtualized solution that was installed in the previous year. Computer Services established a more energy-efficient infrastructure as part of the long-term plan to add virtualized server equipment in place of older servers.

Guidance

Admissions: Applications once again exceeded 600 for 335 seats in the Class of 2014. This year, presentations occurred in all the Billerica, Wilmington, Tewksbury, Bedford, and Burlington middle schools.

9th Grade Orientation: A new program was offered this year to incoming freshman – the 9th grade orientation program, Fresh Start, 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 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.

Scholarships and Awards: Despite the tough economy, SVTHS students were awarded over \$80,000 in scholarship funds.

Cooperative Education Program: Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more.

School Council

An important agency of school governance, the 2010-2011 SVTHS School Council is made up of three parents, three community members, two SVTHS faculty members, and the Assistant Superintendent-Director/Principal. The three primary functions of the School Council are to meet with the Superintendent-Director when he presents the school budget, make additions and revisions to the SVTHS Student Handbook, and develop the annual School Improvement Plan.

Technical Programs

Skills USA: Skills USA is a national non-profit organization preparing students for careers in trade, tech-

Shawsheen Valley Regional Vocational/Technical School District*Continued from previous page*

nology, and skilled-service occupations. SVTHS earned seventy-five medals at the 2010 district competition and twenty-five medals at the state competition. Eleven Shawsheen students went on to the national competition in Kansas City, MO, with all the students placing in the top twenty.

Transportation Cluster

Automotive Technology: The senior students from the Diesel Program were merged into the Automotive Program. The program embarked on several post-secondary career days and industry field trips, exposing students to career opportunities and new technologies in the field. Through the capital budget process, the Automotive Program acquired a new, technologically-advanced Hunter High-Speed GSP9700 Wheel Balancer.

Autobody: A new paint mixing room and a ramp for the paint spray booth – the latter of which was built by the Metal Fabrication Program – were approved through the capital budget process.

Service Cluster

Health Service and Technology: The Health Services and Technology Program is preparing for a new location and an expansion into three Chapter 74 programs – Medical and Laboratory Assisting, Health Assisting, and Dental Assisting. These three programs will move into a new Life-Science wing in the autumn of 2011.

Culinary Arts: An articulation agreement with Johnson and Wales University has provided opportunities for senior Culinary Arts students to attend classes full time through their FAST (Freshman Advanced Study Track) option. Through the capital budget process and at the recommendation of its Craft Advisory Board, the Culinary Arts Program purchased a new rotary oven for the bakery as well as a six-door, reach-in refrigerator. Both purchases added to another successful year of providing meals and bakery goods to the public.

Cosmetology: Students traveled off-campus to provide community service at senior centers and assisted-living communities. In addition to community service, students visited the Catherine Hinds Institute of Esthetics as an educational experience and to learn about pursuing additional licenses in related fields.

Construction Cluster

Carpentry, Plumbing, Electrical, Heating Ventilation and Refrigeration, and Masonry: All five construction programs continued to provide a strong work-based curriculum by completing projects throughout the district's five towns. Some of the projects this year include a single-family dwelling in Bedford for Habitat for Humanity of Greater Lowell, the renovation of the Grandview Farm Building for the Town of Burlington, the construction of masonry stairs for the Veterans of Foreign Wars in Billerica, and the construction of storage cabinets for Wilmington High School's Music Department.

Arts and Communication Services Cluster

Business Technology: Students continue to thrive in the Business Professionals of America, medaling at both the state and national levels. Field trips to Framingham State College for the third annual Career Day and to the American Institute of Certified Public Accountants (AICPA) conference at Bentley College were just two of many career opportunities presented to the students.

Informational Support Services & Networking: Lab C received an upgrade of twenty new Dell personal computers and a PC management program. All three computer labs are now energy efficient with a new Comcast high-speed network to simulate security/remote-based services for our Security Curriculum and new firewall to protect and enforce our security policy.

Design & Visual Communications: The department took on the major school initiative this year of redesigning and launching the new SVTHS website. With the advent of the website, the program will continue to grow and expand its digital media curriculum.

Shawsheen Valley Regional Vocational/Technical School District*Continued from previous page*

Graphic Communications: Graphics produced a record number of live jobs for schools, town governments, and non-profit organizations. Through these endeavors, students had an excellent opportunity to experience the real world pressures and rewards of working in a printing company. The program received a national literary magazine award for their publication of *Ramblings*.

Electro/Mechanical Cluster

Computer Aided Design & Drafting: SVTHS has recently worked on numerous drafting projects that supported the construction cluster. These major projects included the Marion Tavern, Field House, Dugout, and Library Drop Box.

Electronics: The Electronics Program benefited greatly with the addition of the after school Robotics Club, finding success at the First Tech Challenge (FTC) competitions at Pathfinder Vocational High School and Kingswood-Oxford School in West Hartford, CT. A group of electronic students won the New England Trebuchet competition in Windham, NH for a second consecutive year.

Machine Technology: The upperclassmen had the chance to work on a windmill project with engineering students from UMass Lowell, gaining valuable skills and career opportunities.

Metal Fabrication and Welding: Metal Fabrication has worked on numerous welding and sheet metal projects that supported multiple school clusters and the community at large. This work included ductwork for new related room, a library drop box project, new Autobody ramps, a stool repair for M.C.I. Bilerica, and the go-cart project.

Conclusion and Acknowledgement

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.

The district is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2010. Those retirees are: Gary Baker, Placement Coordinator; Paula Blanchette, Special Education; Mary Brooks, Mathematics; Duane Cleak, Science; John Fusco, Metal Fabrication; John Havens, Diesel; and Jack Landers, Electrical.

Part III: Elections and Town Meetings

SPECIAL TOWN MEETING AUGUST 3, 2009

The Special Town Meeting convened at 7:39 p.m. in the Bedford High School Auditorium. A quorum of one hundred nine registered voters was present. The Town Clerk read the return of service. The Moderator stated that the Town Meeting is the business meeting of the Town; proper decorum must be maintained at all times. The Moderator stated the rules of Town Meeting as follows: The Moderator must recognize all voters before speaking. Voters must come to the microphone to be recognized. The voter must give their name and address when speaking. A voter may not speak more than twice on a debate without specific permission from the Moderator unless to correct a statement. Amendments should be in writing for the Town Clerk and Moderator. Questions are directed through the Moderator. No booing or clapping. The debate should be kept within the scope of the motion. The Moderator stated that all cell phones must be turned off. A bright green slip is required tonight for voting; if the voter did not obtain one at check-in, they need to go and pick one up. Cable is taping tonight; there won't be taping during the voting.

The Moderator named the tellers for the evening: Cynthia Donahue, Peter Donahue, Charles Rosenberg, and Janet Schimelfenyg.

Tom Busa presented the Finance Committee Report.

Article 1 – Debate Rules

Angelo Colao 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 the motion adopted by two-thirds vote.

Article 2 – Funding of the Bedford Public Health Nurses Collective Bargaining Agreement Effective July 1, 2009

Walter St. Onge made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$10,590 to be added to Article 25, Operating Budgets Fiscal Year 2010, Account #5000, Board of Health, Salaries segregation therein, as voted at the 2009 Annual Town Meeting, and that said sum shall be transferred from Account #1310, Financial Committees, Reserve Fund of said Article 25 to fund the cost items contained in a Collective Bargaining Agreement between the Town of Bedford and the Bedford Public Health Nurses Professional Unit of the Massachusetts Nurses Association effective July 1, 2009.

Special Town Meeting - August 3, 2009*Continued from previous page***Recommendations:**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared this motion adopted.

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

Voted, that Articles 3, 4, 6, and 7 be moved and discussed together and voted upon separately in advance of Article 5.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared this motion adopted.

Article 3 – Acceptance of M.G.L. Provision for Local Option Meals Tax of 0.75% to be assessed in Bedford

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

Voted, that the Town accept General Laws, Chapter 64L, Section 2(a) as adopted by the General Court under Chapter 27, Section 60 of the Acts of 2009 so as to impose a local sales tax upon the sale of restaurant meals originating within the Town of Bedford by a vendor at the rate of .75 percent of the gross receipts of the vendor from the sale of restaurant meals, to take effect October 1, 2009.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared this motion adopted.

Article 4 – Acceptance of M.G.L. Provision to Increase Local Room Occupancy Tax from 4% to 6% in Bedford

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

Voted, that the Town amend the local excise tax upon the transfer of occupancy of any room or rooms in a bed and breakfast establishment, hotel, lodging house or motel located within the Town of Bedford by any operator as approved under Article 13 at the 1986 Annual Town Meeting, by increasing said tax from a rate of four percent (4%) to a rate of six percent (6%) of the total amount of rent for each such occupancy, in accordance with the provisions of Massachusetts General Laws, Chapter 64G, Section 3A, as amended by the General Court under Chapter 27, Section 51 of the Acts of 2009, said increase to take effect October 1, 2009.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared this motion adopted.

Special Town Meeting - August 3, 2009*Continued from previous page***Article 6 – Amendment to FY10 Capital Projects Plan**

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

Voted, that the Town amend the Fiscal Year 2010 Capital Projects Plan as voted under Article 16 of the 2009 Annual Town Meeting so as to eliminate Project 10-11 Road Resurfacing in the amount of \$415,000 and Project 10-15 Finance Department Tape Library in the amount of \$7,800 for a total reduction of \$422,800;

and further, that the Town amend said Article 16 by transferring from Article 11, Capital Projects Plan – Fiscal Year 2008 as voted at the 2007 Annual Town Meeting the sum of \$2,583.61 from Project 08-18, Davis School Emergency Lights Ballast Replacement, and the sum of \$12,570.00 from Project 08-20, Schools Water Flow Monitoring, so as to fund in part the remaining projects within said Fiscal Year 2010 Capital Projects Plan;

and further, that the Town amend the amount to be raised from the tax levy to \$844,026.39.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared this motion adopted unanimously.

The Moderator stated that any items may be held for the operating budget; voters may please feel free to do so. The vote on the unheld items would be taken first. The held items would be discussed and voted on separately.

Article 7 – Amendment to FY10 Operating Budget

Tom Busa made the following motion and the motion was seconded.

Voted, that the Town amend Article 25 of the 2009 Annual Town Meeting, Operating Budgets – Fiscal Year 2010 for expenditures by Officers, Boards, Committees, and for the Reserve Fund in the fiscal year beginning July 1, 2009 by amending the following specified accounts with the following revised amounts:

Account #1220	Selectmen – Amend by reducing the original appropriation by \$410 for a new sum of \$508,262.
Account #1300	Finance/Administrative Services – Amend by reducing the original appropriation in the Capital Outlay segregation by \$246 for a new sum of \$32,600 and thus reducing Account #1300 to the total amount of \$885,951.
Account #1303	Principal & Interest – Amend by increasing the transfer from the Stabilization Fund by an additional amount of \$339,000 to a new total amount of \$639,000.
Account #1310	Financial Committees – Amend by revising the current appropriation in the Reserve Fund segregation as previously voted under Article 2 of this Special Town Meeting by a further reduction of \$30,000 to a new sum of \$457,984 and thus reducing Account #1310 to the total amount of \$459,598.
Account #1410	Board of Assessors – Amend by reducing the original appropriation by \$1,375 for a new sum of \$250,672.

Special Town Meeting - August 3, 2009*Continued from previous page*

Account #1750	Planning Board – Amend by reducing the original appropriation by \$699 for a new sum of \$126,860.
Account #2360	Town Center – Amend by reducing the original appropriation by \$7,852 for a new sum of \$125,112.
Account #2400	Code Enforcement – Amend by reducing the original appropriation for the Salaries segregation therein by \$250 for a new Salaries segregation of \$369,103 and a new total appropriation of \$397,495.
Account #3000	School Department – Amend by reducing the original appropriation by \$137,269 for a new sum of \$30,030,492 and increasing the transfer from Impact Aid/ Defense Aid by an additional amount of \$129,000 to a new total amount of \$449,000.
Account #3500	Facilities Department Municipal – Amend by reducing the original appropriation by \$22,306 for a new sum of \$716,046.
Account #4000	Public Works – Amend the MWRA segregation by increasing the appropriation by \$10,735 to a new total of \$2,929,353; amend the Refuse/Recycling segregation by reducing the appropriation by \$21,000 to a new total of \$978,551; and amend the transfer from the Sewer Fund by increasing the transfer by \$10,735 to a new total of \$3,553,426.
Account #5000	Board of Health – Amend by reducing the current appropriation as previously voted under Article 2 of this Special Town Meeting by \$2,705 for a new sum of \$503,485.
Account #5001	Hazardous Waste – Amend by reducing the original appropriation by \$250 for a new sum of \$13,250.
Account #6100	Public Library – Amend by reducing the original appropriation by \$6,040 for a new sum of \$1,100,219.
Account #6300	Recreation Commission – Amend by reducing the original appropriation by \$25,000 for a new sum of \$144,555.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

The Moderator stated the following items were held: Principal and Interest, Town Center, School Department, and Public Works. Account numbers 1220, 1300, 1310, 1410, 1750, 2360, 2400, 3500, 5000, 5001, 6100, and 6300 were adopted unanimously.

Account number 1303 – Principal and Interest was adopted unanimously.
 Account number 2360 – Town Center was adopted unanimously.
 Account number 3000 – School Department was adopted unanimously.
 Account number 4000 – Public Works was adopted unanimously.

Stephen Hanna of 3 Beverly Road made the following motion and the motion was seconded.

I move we amend Article 5 to reduce the property tax surcharge from 3% to 1%.

Special Town Meeting - August 3, 2009*Continued from previous page*

The Moderator declared the amendment defeated (Yes-75, No-90).

Article 5 – Community Preservation Surcharge Effective July 1, 2010

Catherine Cordes made the following motion and the motion was seconded.

To determine whether the Town will vote to reduce the property tax surcharge of three percent of the taxes assessed annually on real property which shall be dedicated to the Community Preservation Fund to a new property tax surcharge of half of one percent such reduced surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2010.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Pres. Committee:	No position

The Moderator declared the motion defeated after a voice vote. Seven voters questioned the Moderator. After a hand count, the Moderator declared the motion defeated (In Favor-39, Opposed-95).

Tom Busa made the following motion and the motion was seconded.

Voted, that the Town reconsider Article 7 due to a typo on the School Department budget.

The Moderator declared the motion adopted.

Tom Busa made the following motion and the motion was seconded.

Voted, that the Town amend the School Department budget account number 3000 to a new total of \$31,030,492.00. Increase the transfer from Impact Aid/Defense Aid by an additional amount of \$129,000 to a new total amount of \$449,000.

The Moderator declared the motion adopted.

Mark Siegenthaler made a motion to adjourn the Special Town Meeting sine die. The Moderator declared the motion passed. The Special Town Meeting adjourned at 10:18 p.m.

SPECIAL STATE PRIMARY RESULTS DECEMBER 8, 2009

Registered Voters 9237 - Cards Cast 2416
26.16%

Num. Report Precinct 4 - Num. Reporting 4
100.00%

SENATOR IN CONGRESS	DEM		
		<u>Total</u>	
Number of Precincts		4	
Precincts Reporting		4	100.0 %
Vote For		1	
Total Votes		1963	
Number of Uncast Votes		0	
<hr/>			
MARTHA COAKLEY		980	49.92%
MICHAEL E. CAPUANO		435	22.16%
ALAN A. KHAZEI		380	19.36%
STEPHEN G. PAGLIUCA		163	8.30%
Write-in Votes		5	0.25%

SENATOR IN CONGRESS	REP		
		<u>Total</u>	
Number of Precincts		4	
Precincts Reporting		4	100.0 %
Vote For		1	
Total Votes		452	
Number of Uncast Votes		0	
<hr/>			
SCOTT P. BROWN		389	86.06%
JACK E. ROBINSON		61	13.50%
Write-in Votes		2	0.44%

SENATOR IN CONGRESS	LIB		
		<u>Total</u>	
Number of Precincts		4	
Precincts Reporting		4	100.0 %
Vote For		1	
Total Votes		1	
Number of Uncast Votes		0	
<hr/>			
Write-in Votes		1	100.00%

2010 TOWN CAUCUS JANUARY 12, 2010

Town Clerk Doreen Tremblay called the Town Caucus to order at 7:06 p.m. A quorum of seventy-two voters was present.

Nominations for Chairperson of the Caucus took place, and Mike Rosenberg was elected Chairperson by unanimous vote.

Chairperson Rosenberg explained the basic rules of the Caucus. The quorum is twenty-five voters. There are separate seats for non-voters at the front. The rules are in compliance with M.G.L. Chapter 53, Section 121.

The Chairperson asked for nominations for Secretary of the Caucus. Michele Ferland was unanimously voted Secretary of the Caucus.

Chairperson Rosenberg explained the procedures to follow in nominating candidate(s) to each open public office. He reminded the audience that all interested candidates must be present at the Caucus in order to be nominated. The upcoming election is March 13, 2010. The Chairperson reviewed the open positions.

Having heard the proposed rules of procedure for the 2010 Caucus, a motion was made and seconded to adopt all rules of procedure. The Chairperson declared the procedures accepted.

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 – One Vacancy – One 3-Year Term**
Incumbent Nomination: Robert B. Murphy – 435 Concord Road
Nominators: Sheldon H. Moll – 10 Sherwood Drive; John McCulloch – 3 Evans Ave; Jacqueline S. Edwards – 11 Wildwood Drive

No further nominations; **Robert B. Murphy's** nomination was accepted and approved.
- **Board of Health – One Vacancy – One 1-Year Term**
Nomination: Kevin F. Wormstead – 46 Neillian Street
Nominators: Paul S. Bellany – 42 Neillian Street; Robert B. Murphy – 435 Concord Road

No further nominations; **Kevin F. Wormstead's** nomination was accepted and approved.
- **Board of Health – One Vacancy – One 2-Year Term**
Nomination: Mary E. Seymour – 12 Sheridan Road
Nominators: Patti Ann Collins – 473 North Road; Catherine B. Cordes – 3 Jeffrey Circle

No further nominations; **Mary E. Seymour's** nomination was accepted and approved.
- **Board of Health – One Vacancy – One 3-Year Term**
Incumbent Nomination: Beatrice A. Brunkhorst – 135 Page Road
Nominators: Thomas J. Kinzer III – 226 Old Billerica Road; Margot R. Fleischman – 145 Page Road

2010 Town Caucus - January 12, 2010

Continued from previous page

No further nominations; **Beatrice A. Brunkhorst's** nomination was accepted and approved.

- **Housing Authority – One Vacancy – One 3-Year Term**

Nomination: Eugene J. Clerkin – 46 Elm Street

Nominators: Irma C. Carter – 6 Glenridge Drive; Catherine B. Cordes – 3 Jeffrey Circle

No further nominations; **Eugene J. Clerkin's** nomination was accepted and approved.

- **Library Trustees – Three Vacancies – Three 3-Year Terms**

Nomination: Lorraine B. Dunham – 13 School Avenue

Nominators: Robert L. Batt – 338 South Road; Catherine B. Cordes – 3 Jeffrey Circle

No further nominations; **Lorraine B. Dunham's** nomination was accepted and approved.

Incumbent Nomination: Abigail A. Hafer – 260 Davis Road

Nominators: Jacqueline S. Edwards – 11 Wildwood Drive; Catherine B. Cordes – 3 Jeffrey Circle

No further nominations; **Abigail A. Hafer's** nomination was accepted and approved.

Incumbent Nomination: Howard D. Cohen – 5 Arbella Road

Nominators: Kimberly Siebert – 69 South Road; Kathleen E. Spofford – 1 Great Road

No further nominations; **Howard D. Cohen's** nomination was accepted and approved.

- **Moderator – One Vacancy – One 3-Year Term**

Incumbent Nomination: Betsey J. Anderson – 64 Wildwood Drive

Nominators: Pauline M. Herz – 27 Independence Road; John McCulloch – 3 Evans Avenue

No further nominations; **Betsey J. Anderson's** nomination was accepted and approved.

- **Planning Board – Two Vacancies – Two 3-Year Terms**

Incumbent Nomination: Margot R. Fleischman – 145 Page Road

Nominators: Lea Susan Ojamaa – 34 Genetti Circle; Catherine B. Cordes – 3 Jeffrey Circle

No further nominations; **Margot R. Fleischman's** nomination was accepted and approved.

Nomination: Jonathan Silver – 6 Harvard Drive

Nominators: Steven Spector – 43 Old Stagecoach Road; Margot Fleischman – 145 Page Road

No further nominations; **Jonathan Silver's** nomination was accepted and approved.

- **Regional School Committee – One Vacancy – One 3-Year Term**

Incumbent Nomination: Donald G. Drouin – 4H Ashby Place

Nominators: Jacqueline S. Edwards – 11 Wildwood Drive; Pauline M. Herz – 27 Independence Road

No further nominations; **Donald G. Drouin's** nomination was accepted and approved.

- **School Committee – Two Vacancies – Two 3-Year Terms**

Incumbent Nomination: Bradford G. Hafer – 1 Selfridge Road

Nominators: Ann Marie Bernardo – 2 Anthony Road; Angelo A. Colao – 5 Page Road

No further nominations; **Bradford G. Hafer's** nomination was accepted and approved.

2010 Town Caucus - January 12, 2010

*Continued from previous page***Incumbent Nomination: Anne E. Bickford – 197 North Road***Nominators:* Kathryn Erickson Jarvis – 22 Dunster Road; Zoe Current Pierce – 5 Norma RoadNo further nominations; **Anne E. Bickford's** nomination was accepted and approved.• **Selectmen – Two Vacancies – Two 3-Year Terms****Incumbent Nomination: Catherine B. Cordes – 3 Jeffrey Circle***Nominators:* Michelle F. Matteo – 7 Benjamin Kidder Lane; Noreen M. O'Gara – 35 Glenridge Drive; Joanna Nickerson – 77 South RoadNo further nominations; **Catherine B. Cordes'** nomination was accepted and approved.**Nomination: William S. Moonan – 18 Crescent Avenue***Nominators:* Jane M. Puffer – 235 Great Road; Noreen M. O'Gara – 35 Glenridge DriveNo further nominations; **William S. Moonan's** nomination was accepted and approved.

The 2010 Town Caucus adjourned at 9:00 p.m.

Respectfully submitted,

Secretary of the Caucus
Michele Ferland**SPECIAL STATE ELECTION RESULTS
JANUARY 19, 2010**Registered Voters 9276 - Cards Cast 5928
63.91%Num. Report Precinct 4 - Num. Reporting 4
100.00%**SENATOR IN CONGRESS**

		<u>Total</u>	
Number of Precincts		4	
Precincts Reporting		4	100.0 %
Vote For		1	
Total Votes		5928	
Number of Uncast Votes		0	
<hr/>			
SCOTT P. BROWN	REP	2900	48.92%
MARTHA COAKLEY	DEM	2976	50.20%
JOSEPH L. KENNEDY	LIB	46	0.78%
Write-in Votes		6	0.10%

ANNUAL TOWN ELECTION RESULTS MARCH 13, 2010

Registered Voters 9276 - Cards Cast 1386
14.94%

Num. Report Precinct 4 - Num. Reporting 4
100.00%

SELECTMEN

	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	2443	
<hr/>		
CATHERINE B. CORDES	945	38.68%
WILLIAM S. MOONAN	952	38.97%
ROBERT M. AVAKIAN	536	21.94%
Write-in Votes	10	0.41%

ASSESSORS

	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	974	
<hr/>		
ROBERT B. MURPHY	966	99.18%
Write-in Votes	8	0.82%

BOARD OF HEALTH - 3yrs

	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	982	
<hr/>		
BEATRICE BRUNKHORST	979	99.69%
Write-in Votes	3	0.31%

BOARD OF HEALTH - 2yrs

	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	952	
<hr/>		
MARY E. SEYMOUR	949	99.68%
Write-in Votes	3	0.32%

Annual Town Election Results - March 13, 2010

Continued from previous page

BOARD OF HEALTH - 1yr		
	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	929	
<hr/>		
KEVIN F. WORMSTEAD	926	99.68%
Write-in Votes	3	0.32%

HOUSING AUTHORITY		
	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	1091	
<hr/>		
LEWIS M. PUTNEY	278	25.48%
EUGENE J. CLERKIN	808	74.06%
Write-in Votes	5	0.46%

PLANNING BOARD		
	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	1800	
<hr/>		
JONATHAN SILVER	878	48.78%
MARGOT R. FLEISCHMAN	913	50.72%
Write-in Votes	9	0.50%

LIBRARY TRUSTEE		
	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	2865	
<hr/>		
LORRIE DUNHAM	957	33.40%
ABIGAIL A. HAFER	979	34.17%
HOWARD D. COHEN	920	32.11%
Write-in Votes	9	0.31%

Annual Town Election Results - March 13, 2010

Continued from previous page

MODERATOR		
	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	1020	
<hr/>		
BETSEY J. ANDERSON	1015	99.51%
Write-in Votes	5	0.49%

REGIONAL SCHOOL COMMITTEE		
	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	932	
<hr/>		
DONALD DROUIN	929	99.68%
Write-in Votes	3	0.32%

SCHOOL COMMITTEE		
	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	2027	
<hr/>		
BRADFORD G. HAFER	1012	49.93%
ANNE E. BICKFORD	1003	49.48%
Write-in Votes	12	0.59%

BALLOT QUESTION		
	<u>Total</u>	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Times Counted	1386/9276	14.9 %
Total Votes	1075	
<hr/>		
YES	957	89.02%
NO	118	10.98%

ANNUAL TOWN MEETING MARCH 22, 2010

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:38 p.m. in the Bedford High School Auditorium. A quorum of one hundred forty-two registered voters was present. The Town Clerk read the return of service. The Bedford Minutemen posted the colors. Reverend Frank Fornaro from St. Paul's Church gave the invocation. The Moderator stated that the Town Meeting rules are published in the back of the Warrant, starting on page fifty. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone; name and address are required to speak. A voter may not speak more than twice in debate unless they have permission from the Moderator or they have a question. Questions must be directed through the Moderator. Amendments must be in writing for the Town Clerk and Moderator. There is no clapping or booing. Local cable is taping the meeting, but will not tape during the voting. All cell phones must be turned off; if you need to talk, please go into the lobby. The Moderator said that a blue card is required for hand counts; if a voter did not pick one up, they should go out to check-in to obtain one. The Moderator announced that Section 4.4.9 of the Charter, requiring bonding votes at Town Meeting by secret ballot, was eliminated.

The tellers for the evening are: Rosemary Dyer, Gloria Moll, Charles Rosenberg, and Janet Schimelfenyg.

Michael Rosenberg read the Memorial Resolution for Annual Town Meeting 2010.

Whereas, since the Annual Town Meeting of 2009, employees and officers of the Town have passed 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 22, 2010, mourn their passing and extend sincere sympathy to the families of:

Barbara Chase – Election Officer 1978-1981

Joseph Genetti – Future School Building Needs 1962-1963; Finance Committee 1963

Sarah S. Getty – Library Trustee 2007-2009

William L. Hennrikus – Veterans' Agent and Burial Agent 1976-1996; Fuel & Chemical Storage Committee 1986-1994; Wood, Bark, and Manure 1984

Robert Hentz – Teacher, Principal, and Assistant to the School Superintendent 1958-1997

Thomas McNeany – Police Officer 1965-2001; Sealer of Weights and Measures 1985-1997; Ad Hoc Affordable Housing 1988-1991; Bedford Housing Authority 1989-1991; Special Police Officer 2000-2009

Louis Mercurio – Custodian 1969-1986

Patrick O'Donnell – Custodian 1976-1987

John F. Perkins, Jr. – Planning Board 1960-1963; Future Building Needs 1962-1963; Building Board of Appeals 1964-1968; Special Police Officer 1964-1974; Transportation Coordinating Committee 1965-1974; Selectman 1966-1969; Finance Committee 1966-1969; Hanscom Field Community Council 1966-1969; Regional Disposal Study Committee 1967; Home Rule Study Committee 1968-1973; Bedford Housing Authority 1971-1980; Historical Commission 1973; Citizen of the Year 1985

Annual Town Meeting - March 22, 2010*Continued from previous page*

Pasquale Russo – Center School Study Committee 1981-1984; Fiscal Planning Committee 1992; Capital Expenditure Committee 1990-1992; Finance Committee 1990-1992; School Committee 1971; Sidewalk Committee 1968; Shawsheen Technical Committee 1989-1993

Mary Ruetenik – Personnel Board 1993-1999; Council on Aging 1986-1989

Maureen Warner – Historic District Commission 1983-1985; Sign Bylaw Committee 1991; Fence Viewer 1996

And be it further resolved that this Resolution be inscribed in the permanent record of this meeting, and notification thereof be sent to members of their families.

Reports of Town Committees:

Alison Malkin presented the Youth and Family Services Report.

Beatrice Brunkhorst presented the Board of Health Report.

Thomas Busa presented the Finance Committee Report.

Article 2 – Debate Rules

Michael Rosenberg 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 stated that this motion requires a two-thirds vote. Moderator declared this motion adopted unanimously.

Article 3 – Consent Article

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

Voted, that the Town:

- 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, 2010 in accordance with the provisions of General Laws, Chapter 44, Section 4, and to issue a note or notes therefore, 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 General Laws, Chapter 44, Section 17, or Section 17A, as may be appropriate;
- B. Raise and appropriate the sum of \$47,000 for an audit of Fiscal Year 2010 and related services;
- C. 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 ex-

Annual Town Meeting - March 22, 2010*Continued from previous page*

- emption 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 2011;
- D. 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 2011;
- E. Authorize the Selectmen, during Fiscal Year 2011, to accept any and all easements for sidewalk, drainage, or other utility purposes, as they may deem in the Town's best interests.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator stated that this motion requires a two-thirds vote. Moderator declared this motion adopted unanimously.

Article 4 – Reauthorization of Revolving Funds

Walter St. Onge made the following motion and the motion was seconded.

Voted, that the Town:

- A. Establish, pursuant to Massachusetts General Laws, Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 2011;
- B. Establish, pursuant to M.G.L., Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 2011;
- C. Establish, pursuant to M.G.L., Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 2011;
- D. Establish, pursuant to M.G.L., Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 2011;

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- E. Establish, pursuant to M.G.L., Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 \$125,000 for said Fiscal Year 2011.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared this motion adopted unanimously.

Article 5 – Bills of Prior Years

Walter St. Onge made the following motion and the motion was seconded.

Voted, that Article 5 is indefinitely postponed.

Recommendations:

Selectmen:	No position
Finance Committee:	Recommended indefinite postponement

The Moderator stated that the motion requires a two-thirds vote. Moderator declared Article 5 indefinite postponement adopted unanimously.

Ruth Robinson of 38 Hillside Avenue made a motion to pass Article 6 as presented in the Warrant. Michael Rosenberg stated that Town Counsel advised the postponement of the article due to the inconsistency with the provisions of state law.

Article 6 – General Bylaw Amendment – Hazardous Trees

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that Article 6 is indefinitely postponed.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

The Moderator stated that the motion requires a two-thirds vote and is not debatable. Moderator declared Article 6 indefinite postponement passed by two-thirds vote.

Article 7 – Zoning Bylaw Amendments – Flood Plains

Janet Powers made the following motion and the motion was seconded.

Voted, that the Town amend the Bedford Zoning Bylaws as follows:

Delete the following from Section 2.2:

- Flood Plain District, Town of Bedford Flood Insurance Rate Map (FIRM), Zone A, A1-30,

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and the Flood Boundary and Floodway Map, Effective date: June 15, 1983, as amended.

and replace it with the following:

- 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.

Delete the following from Section 2.2:

- Wetland District, Town of Bedford, February 1982 (Scale 1"=100' consisting of 82 matched sheets including the index and designated as Wetlands Map, I.E.P. Inc.).

and replace it with the following:

- 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.

Delete Section 2.3.5 and replace it with the following:

2.3.5 Flood plain boundaries

The exact boundaries of the Flood Plain District shall be located on the ground, as determined by an actual field survey, of the (100 year) flood contours shown for Zone A and AE on the Flood Insurance Rate Maps and further defined by the Flood Insurance Study, both with effective dates June 4, 2010, as amended.

Add new Section 2.3.5.1 with the following:

2.3.5.1 Notification of watercourse alteration

In a riverine situation, the Zoning Enforcement Officer shall notify the following of any alteration or relocation of a watercourse:

Adjacent Communities

NFIP State Coordinator at Massachusetts Department of Conservation and Recreation

NFIP Program Specialist at Federal Emergency Management Agency, Region 1

Add the following to the end of the first sentence in Section 2.3.6:

and the current Department of Environmental Protection Wetlands Protection Regulations.

Delete Section 7.2.4 and replace it with the following:

7.2.4 Floodway and Base Flood Elevation Data

In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the

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best available federal, state, local, or other floodway data shall be used by the board to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge. Base flood elevation data is required for subdivision proposals or other developments.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval unanimously

Moderator stated that this motion requires a two-thirds vote. Moderator declared this motion adopted unanimously.

Article 8 – General Bylaw Amendment – Clearing of Obstructions on Sidewalks, Placing Snow on Public Way or Town Property

Catherine Cordes made the following motion and the motion was seconded.

Voted, that the Town amend the General Bylaws of the Town of Bedford under Article 47, Section 47.10 by deleting the existing sentence as follows:

“This section may be enforced by the Director of Public Works or designee thereof through the provisions of M.G.L. c40 S.21D, and the penalty for each violation shall be one hundred dollars (\$100.)”

and replacing it with the new sentence as follows:

“This section may be enforced by the Director of Public Works or designee, or the Chief of Police or designee, thereof through the provisions of M.G.L., C. 40, § 21D, and the penalty for each violation shall be one hundred dollars (\$100.00).

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared the motion adopted.

Article 9 – General Bylaw Amendment – Placing of Refuse or Recycling Materials at Curb for Municipal Collection

Walter St. Onge made the following motion and the motion was seconded.

Voted, that Article 9 is indefinitely postponed.

Recommendations:

Selectmen:	No position
Finance Committee:	No position

The Moderator stated that the motion is not debatable and requires a two-thirds vote. Moderator declared Article 9 indefinite postponement adopted by two-thirds vote.

Article 10 – General Bylaw Amendment – Sewer System

Michael Rosenberg made the following motion and the motion was seconded.

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Voted, that the Town amend the General Bylaws of the Town of Bedford under Article 52, replacing it with the following revised Article 52 in its entirety:

ARTICLE 52. SEWER SYSTEM

The Town of Bedford Sewer System was established under Chapter 223 of the Acts of 1947, as amended by Chapter 131 of the Acts of 1952, and under M.G.L., Chapter 83.

52.1 Massachusetts Water Resources Authority

The Town is a member of the Massachusetts Water Resources Authority (MWRA) and is subject to the MWRA Sewer Use Regulations (360 CMR 10.000). No industrial discharge shall be allowed without permits from both the MWRA and the Town.

52.2 Administration

The sewer functions and services, including maintenance of the public sewers and sewerage systems, shall be performed by the Department of Public Works in accordance with these rules and regulations of the Town of Bedford and Massachusetts Water Resources Authority including, but not limited to, the requirements of 360 CMR 10.000 and regulations and amendments thereof.

52.3 Definitions

Authority - shall mean Massachusetts Water Resources Authority.

Authority Sewerage System - shall mean the sewerage works under the control of the Authority including sewers, pump stations, treatment plants, and all other works under the control of the Authority used in collection, storage, transport, treatment, and discharge of waters and wastes and in the operation of the residuals program.

BOD (Biochemical Oxygen Demand) - shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter.

Building Sewer/Drain - shall mean that pipe which receives the discharge of wastewater from inside the walls of the building. The extension from the building to the public sewer or other place of disposal, also called house or building connection. The property owner owns the building sewer up to and including its intersection with the public sewer, and its maintenance, repair, and replacement are the sole responsibility of the property owner.

Commonwealth - shall mean the Commonwealth of Massachusetts and its regulatory departments.

Cooling Water - shall mean the water discharged from any system of condensation, air conditioning, cooling, refrigeration, or other system of heat transfer.

Contact Cooling Water - shall mean water used in a process for cooling purposes that has come in direct contact with a raw material, intermediate product, waste product, or finished product.

Easement - shall mean an acquired legal right for the specific use of land owned by others.

EPA - shall mean the United States Environmental Protection Agency.

DEP - shall mean the Massachusetts Department of Environmental Protection.

Department - shall mean the Department of Public Works.

Director - shall mean the Director of Public Works, who is the administrative authority for the wastewater collection system in the Town of Bedford. In the absence of the Director, the Director's designee shall be authorized to perform the Director's duties and responsibilities.

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DPW - shall mean the Department of Public Works.

Floatable Oil - shall mean oil, fat, or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. Wastewater shall be considered free of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.

Grease, Oil, and Sand Interceptors - shall mean devices used to prevent grease, oil, and sand from entering the wastewater stream.

Industrial Wastes - shall mean the wastewater from industrial processes, trade, or business as distinct from domestic (sanitary) wastes.

Infiltration - shall mean water other than wastewater that enters any sanitary sewer (including building sewers) from the ground through means which include, but are not limited to, defective pipes, pipe joints, service connections, or manholes. Infiltration does not include, and is distinguished from, inflow.

Inflow - shall mean water other than wastewater that enters a sewer (including building sewers) from sources which include, but are not limited to, roof leaders, cellar drains, yard drains, area drains, sump pumps, drains from springs and swampy areas, manhole covers, cross connections between storm sewers and sanitary sewers, catch basins, cooling towers, storm waters, surface runoff, street wash waters, or drainage. Inflow does not include, and is distinguished from, infiltration.

Infiltration and Inflow - (I/I) shall mean the quantity of water from both infiltration and inflow.

May - is permissive (see "Shall").

MWRA - shall mean Massachusetts Water Resources Authority.

Natural Outlet - shall mean any outlet, including storm sewers into a watercourse, pond, ditch, lake, or other body of surface or ground water, without any wastewater flow.

Non-Residential - includes agricultural, commercial, hospital, industrial, institutional, nursing care, school, and religious.

Person - shall mean any individual, firm, company, association, society, corporation, partnership, group, any political subdivision of the Commonwealth, or entity of any sort.

pH - shall mean the negative logarithm of the hydrogen ion concentration. The concentration is the weight of hydrogen ions, in grams, per liter of solution. Neutral water, for example, has a pH value of 7 and a hydrogen ion concentration of 10^{-7} .

Private Sewer - shall mean the building drain and the building sewer, which shall be owned, operated, and maintained by the owner of the property on which the private sewer is located.

Properly Shredded Garbage - shall mean the wastes from the preparation, cooking, and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch in any dimension.

Public Sewer - shall mean a common sewer controlled by a governmental agency or public entity. The public sewer extends to the property or easement line.

Residential Sewer - includes both single family and multiple family buildings. A mixed-use building is defined as a building with both residential and non-residential use. See non-residential use for "sewer unit" calculation.

(Sanitary) Sewer - shall mean a conduit that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with minor quantities of groundwater, stormwater, and surface waters that are not admitted intentionally.

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Septage - shall mean the wastes from holding tanks such as chemical toilets, campers, or trailers, and wastes from septic tanks and cesspools.

Sewage - is the used water of a community. The preferred term is "wastewater" (see "wastewater").

Sewer - shall mean a pipe or conduit that carries wastewater.

Sewer Unit (Non-Residential) - each building not used for residential purposes shall be assessed for the total number of sewer units produced by the following formula: one sewer unit for the first 10,000 square feet or fraction of gross building floor area; one additional sewer unit for each additional 10,000 square feet or fraction of gross building floor area, up to a maximum of 50,000 square feet; and one additional sewer unit for each additional 25,000 square feet or fraction of gross building floor area in excess of 50,000 square feet.

Sewer Unit (Residential) - Each single family residence shall be assessed as one sewer unit. Each dwelling unit in a multiple family building shall be assessed as one sewer unit. As used herein, the term "multiple family building" shall include, without limitation, apartment houses, complexes, townhouses, condominiums, and other buildings or groups of buildings containing more than one single family dwelling unit.

Shall - is mandatory (see "May").

Sludge - shall mean solid and semi-solid residuals and concentrated contaminants removed by treatment of wastewater.

Slug - shall mean any discharge of water or wastewater which, in concentration of any given constituent or in quantity of flow, exceeds five (5) times the average twenty-four (24) hour concentration of normal operating flow for more than fifteen (15) minutes and adversely affects the collection system and/or the performance of the wastewater treatment works.

Storm Drain - ("storm sewer" or "building storm drain" or "public storm drain") shall mean a conduit for conveying stormwater, groundwater, subsurface water, or unpolluted water from any source.

Suspended Solids - shall mean total suspended matter that either floats on the surface of, or is in suspension in, water, wastewater, or other liquids, and that is removable by laboratory filtering as prescribed in "Standard Methods for the Examination of Water and Wastewater" and referred to as nonfilterable residue.

Town - shall mean the Town of Bedford, Massachusetts or any duly authorized officer, agent, or representative of the Town of Bedford.

Unpolluted Water - is water of quality equal to or better than the treated effluent criteria in effect, or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sewers and wastewater treatment facilities provided.

Users - shall include all persons connected to the Town of Bedford sewer system whether resident within the Town, or not, and all users of MWRA (see "MWRA").

Wastewater - shall mean the used water of a community. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with any groundwater, surface water, and stormwater that are not admitted intentionally.

Wastewater Facilities - shall mean the structures, equipment, and processes required to collect, transport, and treat domestic and industrial wastes and dispose of the effluent.

Wastewater Treatment Works - shall mean an arrangement of devices and structures for treating wastewater, industrial wastes, and sludge. Sometimes used as synonymous with "wastewater treatment facility" or "water pollution control facility."

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Watercourse - shall mean a natural or artificial channel for the passage of non-wastewater either continuously or intermittently.

52.4 When Bills for Sewer Charges are to be Sent Out, etc.

The Director of Public Works shall cause to be made out and placed in the hands of the Bedford Treasurer/Collector, bills for such charges at least twice in each year, and at the same time shall cause to be sent to the persons from whom such sewer charges are due a notice stating the amount due for payment thereof. The Director of Public Works shall also cause to be kept in suitable books the names of all persons from whom such sewer charges are payable, the name and number of the street, and the amount charged.

52.5 Sewer Charges – Payable

Such sewer charges shall be payable on or before the date published on each bill, and shall bear the assigned interest from said date, if they are not paid within 30 days after issuance.

52.6 Rates for Use of Public Sewer

The Selectmen shall establish a schedule of rates for use of the public sewer. In addition to all other betterment assessments and fees provided for in this bylaw, the Town shall charge each owner or designated tenant of a building or dwelling unit using the Town sewer system such fees as are in effect.

52.7 Assessment on Uniform Unit Method

The Town, through its Selectmen acting as the Sewer Commissioners, shall assess owners of land abutting a sewer line installed by the Town at a rate based upon a uniform unit method. Such assessments shall be made regardless of whether an owner makes a connection to the sewer line. As used in this bylaw, the terms "uniform unit method," "sewer unit," "general benefit facilities," and "special benefit facilities" shall have the same meanings as set forth in M.G.L., C. 83, § 515.

52.8 Application/Inspection Fee

Residential	\$ 200/unit
Non-Residential	\$1,000/service
Replacement/Repair/Abandonment	\$ 200/service

Such fees will apply to all connections to the public sewer system and to rebuilt, repaired, and replacement of existing connections as set annually by the Selectmen.

52.9 Betterment Unit Cost

The betterment assessment made under this bylaw shall be \$5,000.00 per sewer unit.

52.10 Calculation of Assessment

Existing sewer units shall be calculated with respect to existing buildings or any building for which a building permit has been issued as follows:

- a) Each single family residence shall be assessed as one sewer unit.
- b) Each dwelling unit in a multiple family building shall be assessed as one sewer unit. As used herein, the term "multiple family building" shall include, without limitation, apartment houses, complexes, townhouses, condominiums, and other buildings or groups of buildings containing more than one single family dwelling unit.
- c) Each building not used for residential purposes shall be assessed for the total number of sewer units produced by the following formula:

One sewer unit for the first 10,000 square feet or fraction of gross building floor area; one addi-

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tional sewer unit for each additional 10,000 square feet or fraction of gross building floor area, up to a maximum of 50,000 square feet; and one additional sewer unit for each additional 25,000 square feet or fraction of gross building floor area in excess of 50,000 square feet.

52.11 Collection of Assessments

The provisions of the Massachusetts General Laws relative to the assessment, apportionment, division, re-assessment, abatement, and collection of sewer assessments, and collection of sewer assessment liens and interest, shall apply to assessments made under this bylaw. The Bedford Treasurer/Collector shall have all of the powers conveyed by the Massachusetts General Laws.

52.12 Connection in Lieu of Betterment

If a private developer or person other than the Town constructs sewer facilities in an approved subdivision, the Town shall charge a connection fee in lieu of a betterment assessment against each lot in such subdivision in an amount equal to one-half the amount that would have been assessed under Section 52.9. The assessments shall be made at the time of the installation of the sewer facilities.

52.13 New Connections

Where any property not previously bettered is connected to the public sewer, the Town shall charge a connection fee for one sewer unit in an amount equal to the betterment assessment under Section 52.9.

52.14 I/I Mitigation Fee

All new connections to the municipal sanitary system or changes in use that have an expected increase in wastewater discharge shall be charged a one-time I/I fee in accordance with the following fee schedule:

(Title 5 (310 CMR 15) shall be used to determine flow rates.)

<u>Use</u>	<u>Required Fee</u>
Residential	
Less than 2,201 gallons per day (20 bedrooms)	No Fee
Non-Residential	
Less than 2,201 gallons per day	\$10.00/gallons per day
Residential/Non-Residential	
2,201 gallons per day – 50,000 gallons per day	\$10.00/gallons per day

Residential/Non-Residential

Greater than 50,000 gallons per day - Applicant must remove four (4) gallons of I/I from the sewer for each one (1) gallon of wastewater flow requested in the permit. If DEP requires a different removal ratio, then the larger of the two (2) ratios shall be used. Any I/I removed from the sewer system as part of the I/I Mitigation Fee shall be the property of the Town of Bedford and may not be applied to future removal requirements without the written authorization of the Director.

52.15 Undeveloped Land

Potential sewer units with respect to undeveloped land shall be calculated as set forth in Section 52.10 based upon the maximum number and size of buildings that could be built on such land under the Zoning Bylaw then in effect, assuming no further subdivision of such land. However, the potential sewer units with respect to land having frontage on the street or way in which the sewer is installed shall be calculated on the basis of the number of lots into which such land

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could be divided without approval of the Planning Board.

52.16 Building Sewers and Installation

No person shall uncover (excavate), connect or cause to be connected to, or make any opening into, use, alter, or disturb any building sewer, public sewer, or appurtenances thereof except by written permit from the Director of Public Works. The permit shall be obtained in accordance with the current regulations. Any person proposing a new discharge into the public sewer or a substantial change in the volume or character of pollutants that are being discharged into the public sewer shall submit plans and calculations for the connection, stamped by a Massachusetts Registered Professional Engineer in accordance with these regulations. A permit must also be obtained for any repair work to existing building sewers.

Permits are not transferable and are valid for ninety (90) days from the date of issue. If no work commences within said ninety day period, a new permit must be obtained as described above.

For non-residential building sewers, the Director may require any or all of the following:

- A. Limits on rate, time, and characteristics of discharge or requirements for flow regulation and equalization;
- B. Installation of inspection, flow measurement, and sampling facilities, including access to such facilities;
- C. Monitoring programs which may include flow measurement, sampling, chemical and biological testing, recording of data, and a reporting schedule;
- D. Any other conditions as deemed appropriate by the Director to ensure compliance with these regulations and with applicable requirements of federal or state law.

The Director may require an evaluation of a proposed sewer connection, performed by a Massachusetts Registered Professional Engineer selected by the Director, to assess the impact the additional flow or characteristics of the pollutants would have on the public sewer. The cost of said evaluation shall be borne by the applicant. A permit application may be denied if the additional flow is determined to have an adverse effect on the public sewer. The applicant shall make all recommended improvements to accommodate the proposed connection.

A separate and independent building sewer shall be provided for every building or dwelling unit except where one building stands at the rear of another on the same lot or a duplex condo unit. In this case, the front building sewer may be extended to the rear building and this shall be considered as one building sewer. No such connection shall be made without a connection permit. Any connection made without such a permit shall be discontinued and any fees paid shall be forfeited. The Town does not and will not assume any obligation or responsibility for damage caused by or resulting from any such single connection.

Existing building sewers shall not be used in connection with new building sewer construction, except by written permission of the Director. New building sewers shall include a watertight connection to the public sewer.

Building sewers shall be of such size and material as the department shall determine on each application and built in accordance with department sewer construction standards. The building sewer shall be furnished and installed by a competent contractor who has been approved by the Director. The connection of the building sewer to the public sewer shall conform to the requirements of these regulations and the building and plumbing code or other applicable rules and regulations of the Town. In the absence of code provisions or in amplification thereof, the materials and procedures as set forth in appropriate specifications of the American Society of Testing Materials (ASTM), the Water Pollution Control Federation (WPCF) Manual of Practice No. 7 "Operation and Maintenance of Wastewater Collection Systems," WPCF Manual of Practice No. FD-5, the American Society of Civil Engineers (ASCE) Manuals and Reports in Engineering Practice No. 60 "Gravity Sanitary Sewer Design and Construction," and WPCF Manual of Prac-

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tice No. FD-4 "Design of Wastewater and Stormwater Pumping Stations" shall apply. All such connections shall be made gastight and watertight, and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved by the Director before installation. Non-approved material will be required to be removed and replaced at the expense of the applicant.

Whenever possible, the building sewer shall be installed to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, the wastewater carried by such building drain shall be pumped by an approved means and discharged to the building sewer or public sewer. Shop drawings of proposed pumping equipment must be submitted for approval by the Director.

A proper manhole or clean-out must be installed at any change in the line or grade of a building sewer. A manhole must be installed if the sewer is longer than 100 feet. The manhole shall conform to department construction standards.

The applicant for the building sewer permit shall notify the Director when the sewer is ready for inspection and connection to the public sewer. The connection and testing shall be made under the supervision of the Director, and no backfilling shall be permitted until all appropriate inspections are made. If the appropriate inspections are not completed, the Director may require an internal television inspection of the service connection or may require re-excavation of the building sewer. Any defects in the service shall be repaired prior to discharging wastewater.

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Any person who, during the installation of a sewer connection, shall excavate or otherwise disturb the roadway and/or sidewalk shall obtain a street opening permit and trench permit from the department prior to the commencement of the work. A performance bond of \$5,000 or the cost of restoring said roadway and/or sidewalk to its prior condition, whichever is greater, shall be required before a permit is granted. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored to its original condition in a manner satisfactory to the Director. The bond amount shall be determined by the Director.

The DPW reserves the right to shut off the public sewer for the purpose of making alterations or repairs.

No person shall make connection of roof downspouts, foundation drains, sump pumps, area drains, or other sources of surface runoff or groundwater to a building sewer or building drain, which in turn is connected directly or indirectly to the public sewer. Any persons found discharging said sources shall be subject to penalties as set forth in Section 52.21 of these regulations. The removal and rerouting of any of these types of sources shall be completed in accordance with the Department of Public Works.

The DPW reserves the right to internally inspect building sewers and internal building plumbing prior to the time of transfer of title. Inspection shall be performed to ensure the building sewer is in compliance with Town Bylaws and that illegal connections (e.g. sump pumps) to the sewer system do not exist. Any defects in the building sewer shall be repaired at the owner's sole expense. Any repairs made to building sewers shall be done in accordance with Section 52.16. The Director shall inspect and approve all repair methods and repairs in accordance with Department of Public Works standards.

52.17 Use of the Public Sewers

No person shall discharge or cause to be discharged any unpolluted waters such as stormwater, surface water, groundwater, roof or surface runoff, subsurface drainage, uncontaminated cooling water, unpolluted industrial process waters, non-contact cooling water, or non-contact industrial process waters to any public sanitary sewer.

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No person shall discharge or cause to be discharged substances, materials, waters, or wastes if it appears likely, in the opinion of the Director, that such wastes can harm either the sewers, sewage treatment process, maintenance personnel, or equipment; have an adverse effect on the receiving stream; or can otherwise endanger life, limb, public property, or constitute a nuisance.

Unless otherwise stated herein, the provisions of 360 CMR 10 and any supplementary revisions shall govern all discharges to the sanitary sewer system.

A grease interceptor shall be installed in the waste line leading from sinks, drains, or other fixtures where grease can be introduced to the sewer system if, in the opinion of the Director, they are necessary for the proper handling of liquid wastes containing floatable oils and greases in excessive amounts.

Grease interceptors shall be properly sized and approved by the Director. Approved grease removal methods shall be within an interior automatic grease removal unit or a properly sized external underground tank complete with a passive point-of-use grease trap.

A manhole or other sampling part shall be installed on the discharge line of the grease trap for sampling of the grease trap effluent. Sampling shall be performed to ensure compliance with MWRA regulations.

Grease interceptors shall be equipped with devices to control the rate of water flow through the interceptors so that the flow rate does not exceed the rated design flow of the interceptors.

The waste from food and waste grinders shall not discharge to the sewer system through a grease interceptor.

The use of water-cooled grease interceptors is prohibited.

In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal, by appropriate means, of the captured material, and shall maintain records of the dates and means of disposal. These records shall be submitted to the Director annually. Licensed waste disposal firms must perform any removal and handling of the collected materials.

All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in these regulations shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, and shall be determined at the control structure provided, or upon suitable samples taken at said control structure. In the event that no special structure has been required, the control structure shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb, and property.

All industries discharging into a public sewer shall perform such monitoring of their discharges as the Director and/or other duly authorized employees of the Town may reasonably require, including installation, use, and maintenance of monitoring equipment, keeping records, and reporting the results of such monitoring to the Director. Such records shall be made available, upon request by the Director, to other agencies having jurisdiction over discharges to the receiving waters.

52.18 Protection from Damage

No person(s) shall maliciously, willfully, wantonly, intentionally, or negligently break, damage, destroy, uncover, deface, or tamper with the structures, mains, or other appurtenances or equipment which is a part of the sewerage system or wastewater facilities or public storm drain. Any person(s) violating this provision shall be subject to all civil or criminal penalties as provided by Massachusetts General Laws or these regulations.

Annual Town Meeting - March 22, 2010*Continued from previous page***52.19 Powers and Authority of Inspectors**

The Director and other duly authorized employees or agents of the Town bearing proper credentials and identification shall be permitted to enter, at reasonable times, all private properties connected with public sewers for the purposes of inspection, observation, measurement, sampling, and testing pertinent to discharge to the wastewater facilities in accordance with the provisions of these regulations.

The Director or other duly authorized employees or agents are authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater facilities.

While performing the necessary work on private properties, the Director or duly authorized employees or agents of the Town shall observe all safety rules applicable to the premises established by the companies.

52.20 Validity

The invalidity of any section, clause, sentence, or provisions of these regulations shall not affect the validity of any other part of these regulations, which can be given effect without such invalid part or parts.

52.21 Penalties

In addition to penalties provided under 360 CMR 2.00, any person found to be violating any provision of this bylaw shall be served by the Town with written notice stating the nature of the violation and a reasonable time limit for satisfactory correction.

Any person who shall continue any violation beyond the time limit provided shall be subject to enforcement of non-criminal penalties, as provided in M.G.L. Chapter 40, Section 21D. The penalty for such violation shall be \$100.00 for the first offense and each subsequent offense. Each day in which any such violation shall continue shall be deemed a separate offense.

Any person violating any of the provisions of this bylaw shall be liable to the Town for any expense, loss, or damage caused to the Town by reason of such violation.

All penalties, fines, or fees related to Article 52, Sewer System, shall be collected as described in Section 52.11 of this article, Charges to Constitute Lien Upon Real Estate.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared this motion adopted.

Article 11 – General Bylaw Amendments – Miscellaneous Bylaw Amendments

Joan Bowen made the following motion and the motion was seconded.

Voted, that the Town propose the following amendments to the Town of Bedford Bylaws:

A. Article 1, Town Elections - Section 2.2 - Delivery of printed warrant to voters*Current*

At least seven days prior to the date of the Annual Town Election or any Special Election, the Town Administrator shall cause a printed copy of the warrant to be delivered to each household in the Town.

Annual Town Meeting - March 22, 2010*Continued from previous page**Proposed*

At least seven days prior to the date of the Annual Town Election or any Special Election, the Town ~~Administrator~~ **Manager** shall cause a printed copy of the Warrant to be delivered to each household in the Town.

B. Article 3, Town Meeting - Section 3.4 - Delivery of printed warrant*Current*

At least seven days prior to the date of Annual Town Meeting, and 14 days for any Special Town Meeting, the Town Administrator shall cause a printed copy of the warrant to be delivered to each household in the Town.

Proposed

At least seven days prior to the date of Annual Town Meeting, and 14 days for any Special Town Meeting, the Town ~~Administrator~~ **Manager** shall cause a printed copy of the Warrant to be delivered to each household in the Town.

C. Article 5, Officers of the Town - Section 5.9 - Annual Report*Current*

All boards, committees, commissions and officers of the Town shall annually submit a written report to the Town Administrator's office not later than September 15 following the close of the fiscal year. This report shall contain a statement of the activities of their department for the past fiscal year.

Proposed

All boards, committees, commissions, and officers of the Town shall annually submit a written report to the Town ~~Administrator's~~ **Manager's** office not later than September 15 following the close of the fiscal year. This report shall contain a statement of the activities of their department for the past fiscal year.

D. Article 9, Planning Board - Section 9.3 - Responsibility*Current*

The duties of the Planning Board are outlined in M.G.L. Ch 40A and 41. The Board shall make rules and regulations relating to subdivision control, initiate Zoning Bylaws, hold public hearings on all Zoning Bylaws submitted to the Selectmen, and from time to time make studies of the resources and needs of the Town.

Proposed

The duties of the Planning Board are outlined in M.G.L., ~~Ch C.~~ **Ch C.** 40A and 41. The ~~Board~~ **board** shall make rules and regulations relating to subdivision control, initiate Zoning Bylaws, hold public hearings on all Zoning Bylaws submitted to the Selectmen, ~~and~~ from time to time make studies of the resources and needs of the Town, **and revise and update the comprehensive plan.**

E. Article 10, School Committee - Section 10.4.a - Responsibilities*Current*

The School Committee's responsibilities include but are not limited to the following:

- a. The School Committee shall establish educational policy and educational standards that are consistent with the requirements of the law and statewide goals and standards of the Massachusetts Board of Education.

Proposed

The School Committee's responsibilities include but are not limited to the following:

- a. The School Committee shall establish educational policy and educational standards that are consistent with the requirements of the law and statewide goals and standards of

Annual Town Meeting - March 22, 2010

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the Massachusetts ~~Board of Education~~ **Department of Elementary and Secondary Education**.

F. Article 11, Selectmen - Section 11.11 - Traffic rules and regulations*Current*

The Selectmen, with the assistance of the Chief of Police, shall establish Traffic Rules and Regulations for the Town and such Traffic Rules and Regulations shall be filed with the Clerk of the Court having jurisdiction. The Clerk of the Selectmen or the Town Administrator shall keep up to date, in the office of the Selectmen, at least two copies of the Traffic Rules and Regulations, including all amendments.

Proposed

The Selectmen, with the assistance of the Chief of Police, shall establish Traffic Rules and Regulations for the Town and such Traffic Rules and Regulations shall be filed with the Clerk of the Court having jurisdiction. The Clerk of the Selectmen or the Town ~~Administrator~~ **Manager** shall keep up to date, in the office of the Selectmen, at least two copies of the Traffic Rules and Regulations, including all amendments.

G. Article 12, Trustees of the Bedford Free Public Library - Section 12.4 - Responsibilities*Current*

- To establish policies with respect to the programs and services of the Library
- To receive and administer all funds and personal property bequeathed or donated to the Library

Proposed

- **To appoint a Library Director to supervise the operation of the library.**
- To establish policies with respect to the programs and services of the ~~Library~~ **library.**
- To receive and administer all funds and personal property bequeathed or donated to the ~~Library~~ **library.**

H. Section 13, Finances - Section 13.1 - Finance Department*Current*

The Town Administrator shall appoint a Director of Finance. This Director shall oversee the general operations of the Finance Department, Treasurer, Town Collector, and Town Accountant. The offices of Treasurer and Town Collector may be held by the same person. The Town Administrator may appoint assistants to the offices as needed for continuity of operations within the appropriations for the various agencies.

Proposed

The Town ~~Administrator~~ **Manager** shall appoint a Director of Finance. This Director shall oversee the general operations of the Finance Department, Treasurer, Town Collector, and Town Accountant. The offices of Treasurer and Town Collector may be held by the same person. The Town ~~Administrator~~ **Manager** may appoint assistants to the offices as needed for continuity of operations within the appropriations for the various agencies.

I. Section 19, Conservation Commission - Section 19.3 - Purpose*Current*

The purpose of the Commission is to protect the Town's environmental resources through enforcement of relevant State law and Town Bylaws and through management of properties acquired for conservation purposes.

Proposed

The purpose of the ~~Commission~~ **commission** is to protect the **environmental resources in the**

Annual Town Meeting - March 22, 2010

Continued from previous page

~~Town through administration and Town's environmental resources through~~ enforcement of relevant ~~State state~~ law and Town Bylaws and through management of properties acquired for conservation purposes.

J. Article 43, Dog Regulations - Section 43.1(c) - Definitions*Current*

(c) "Dog Control Officer" means any person designated by the Town Administrator to enforce the requirements of this bylaw. Dog Control shall include all duties of the Dog Officer as listed in MGL and additional duties as specified by the Town Administrator.

Proposed

(c) "Dog Control Officer" means any person designated by the Town ~~Administrator~~ **Manager** to enforce the requirements of this bylaw. Dog Control shall include all duties of the Dog Officer as listed in MGL and additional duties as specified by the Town ~~Administrator~~ **Manager**.

K. Article 46, Scenic Roads - Section 46.9 - Emergency and/or exempt work*Current*

Nothing in this Bylaw shall prevent any work being performed as the result of emergency conditions that threaten the lives and/or safety of the public.

Proposed

Nothing in this ~~Bylaw~~ **bylaw** shall prevent any work being performed as the result of emergency conditions that threaten the lives and/or safety of the public, **as determined by the Director of Public Works or his/her designee.**

L. Article 46, Scenic Roads - Section 46.10.c - Enforcement*Current*

Non-criminal Disposition - In addition to the procedure for enforcement as described above, the provisions of this bylaw penalty for such violation shall be not more than \$300.00 per tree, or per incident may also be enforced by non-criminal disposition, as provided in M.G.L., Ch. 40, Sec. 21D. The resulting in the destruction of stone walls. No penalty shall be imposed for destruction of or damage to any tree of less than three inches caliper measured one foot from the ground.

Proposed

Non-criminal Disposition - In addition to the procedure for enforcement as described above, the ~~provisions of this bylaw~~ penalty for such violation shall be not more than \$300.00 per tree, or per incident **that results in the destruction of stone walls.** It may also be enforced by non-criminal disposition, as provided in M.G.L., ~~Ch. C. 40, Sec. § 21D.~~ **Ch. C. 40, Sec. § 21D.** ~~The resulting in the destruction of stone walls.~~ No penalty shall be imposed for destruction of or damage to any tree of less than three inches caliper measured one foot from the ground.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Charter & Bylaw Rev. Comm.:	Recommended approval

Moderator declared this motion adopted unanimously.

Article 12 – General Bylaw Amendments – Finances

Joan Bowen made the following motion and the motion was seconded.

Annual Town Meeting - March 22, 2010

Continued from previous page

Voted, that the Town propose the following amendments to the Town of Bedford Bylaws:

A. Article 13, Finances - Section 13.1.1 - Treasurer

Current

The Treasurer shall be the custodian of all bonds and insurance policies belonging to the Town, except that the surety bonds of the Treasurer and Town Collector shall be in the custody of the Town Accountant.

Proposed

The Treasurer shall be the custodian of all **Town insurance policies, bonds related to municipal borrowings, and all public official surety bonds.** ~~bonds and insurance policies belonging to the Town, except that the surety bonds of the Treasurer and Town Collector shall be in the custody of the Town Accountant.~~

B. Article 13, Finances - Section 13.1.2 - Town Collector

Current

The Town Collector shall collect taxes when a tax list and warrant are furnished by the Assessors. The Collector shall transfer these receipts to the Treasurer and inform the Assessors of the tax collection status of all properties. The Collector shall perform all the duties of a Collector of Taxes established by the General Laws of the Commonwealth of Massachusetts.

Proposed

The Town Collector shall collect taxes when a tax list and warrant are furnished by the Assessors, **and revenue from water and sewer bills as generated by the Department of Public Works.** The Collector shall transfer these receipts to the Treasurer and inform the Assessors of the tax collection status of all properties. **The Collector shall inform the Department of Public Works of the collection status of water and sewer revenue.** The Collector shall perform all the duties of a Collector of Taxes established by the General Laws of the Commonwealth of Massachusetts.

C. Article 13, Finances - Section 13.1.3 - Town Accountant

Current

The Town Accountant shall have custody of all uncompleted contracts, agreements, and any attachments. Upon completion of a contract or agreement the Accountant shall maintain them as a part of the permanent records of the Town. A signed copy of an executed contract shall be filed with the Town Accountant promptly. This shall apply to all documents, including amendments and attachments.

Proposed

The Town Accountant shall have custody of all uncompleted contracts, agreements, and any attachments. Upon completion of a contract or agreement **for either the Town or School Department,** the Accountant shall maintain them as a part of the permanent records of the Town. A signed copy of an executed contract shall be filed with the Town Accountant promptly. This shall apply to all documents, including amendments and attachments.

D. Article 17, Town Clerk - Section 17.4 - Custody of original documents

Current

The Town Clerk shall keep all deeds, bonds and other original documents with their attachments relating to the affairs of the Town. The Town Clerk shall not allow deeds, bonds and other original documents of the Town to be taken from the Town Clerk's office except as they remain in the Town Clerk's custody or by authority of law.

Annual Town Meeting - March 22, 2010*Continued from previous page**Proposed*

The Town Clerk shall keep all deeds, **surety** bonds **relating to developments**, and other original documents with their attachments relating to the affairs of the Town. The Town Clerk shall not allow deeds, bonds, and other original documents of the Town to be taken from the Town Clerk's office except as they remain in the Town Clerk's custody or by authority of law.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Charter & Bylaw Rev. Comm.:	Recommended approval

Moderator declared this motion adopted unanimously.

Article 13 – General Bylaw Amendments – Housing Related

Lisa Mustapich made the following motion and the motion was seconded.

Voted, that the Town propose the following amendments to the Town of Bedford Bylaws:

A. Article 22, Affordable Housing Committee - Section 22.4 - Responsibilities*Current*

The Affordable Housing Committee shall develop criteria for eligibility and shall determine eligible applicants for affordable housing under the provisions of the Zoning Bylaw.

Proposed

The Affordable Housing Committee shall develop criteria for eligibility and shall determine eligible applicants for affordable housing ~~under the provisions of the Zoning Bylaw.~~

B. Article 23, Bedford Housing Partnership - Section 23.4 - Responsibilities*Current*

The Housing Partnership shall:

- Develop criteria for eligibility and assist in the determination of eligible applicants for affordable housing under the provisions of the zoning Bylaw
- Investigate methods of land acquisition and affordable housing development
- Investigate sources of funding for land acquisition and affordable housing development.

Proposed

The Housing Partnership shall:

- Develop criteria for eligibility and assist in the determination of eligible applicants for affordable housing. ~~under the provisions of the zoning Bylaw~~
- Investigate methods of land acquisition and affordable housing development.
- Investigate sources of funding for land acquisition and affordable housing development.
- **Review all affordable housing proposals and make recommendations.**

C. Article 41, Subsidized and/or Affordable Housing - Section 41.1.C - Option in lieu of reservation*Current*

- (1) As an alternative to reservation of land for Town purchase, the subdivider may elect to enter into partnership agreement with the Town, through the Board of Selectmen, to build subsidized and/or affordable housing units on the area of the tract which would have been reserved under Section 1/A. Provided that the Board of Selectmen agree to enter into such a partnership, Section 4 shall govern the maximum number of units which may be built.

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- (2) As an alternative to reservation of land for Town purchase, the subdivider may elect to provide an alternate cash contribution to the Town or to a non-profit housing assistance corporation or trust designated by the Board of Selectmen to receive such funds in lieu of payment to the Town; such funds to be used to provide subsidized and/or affordable housing. The alternative cash contribution shall be calculated by multiplying five thousand dollars times each buildable acre or fraction thereof of the entire proposed subdivision.
- (3) The definition of "subsidized" and "affordable" housing shall be as follows:
- a. "Subsidized" shall refer to dwelling units which are made available to the Bedford Housing Authority either for purchase within the price of limits allowed by the Executive Office of Communities and Development, or for lease under federal or state rental assistance programs, through a long-term contractual agreement.
 - b. "Affordable" shall refer to dwelling units which are available for rent or purchase to households earning up to one-hundred fifty (150) percent of the median income for the Boston Metropolitan Area as determined by the most recent calculation of the U.S. Department of Housing and Urban Development.

Proposed

- (1) As an alternative to reservation of land for Town purchase, the subdivider may elect to enter into partnership agreement with the Town, through the ~~Board of Selectmen~~, to build subsidized and/or affordable housing units on the area of the tract which would have been reserved under Section 1/A. Provided that the ~~Board of Selectmen~~ agree to enter into such a partnership, Section 4 shall govern the maximum number of units which may be built.
- (2) As an alternative to reservation of land for Town purchase, the subdivider may elect to provide an alternate cash contribution to the Town or to a non-profit housing assistance corporation or trust designated by the ~~Board of Selectmen~~ to receive such funds in lieu of payment to the Town; such funds to be used to provide subsidized and/or affordable housing. The alternative cash contribution shall be calculated by multiplying five thousand dollars times each buildable acre or fraction thereof of the entire proposed subdivision.
- (3) The definition of "subsidized" and "affordable" housing shall be as follows:
- a. "Subsidized" shall refer to dwelling units which are made available to the Bedford Housing Authority either for purchase within the price of limits allowed by the ~~Executive Office of Communities and Development~~ **Department of Housing and Community Development**, or for lease under federal or state rental assistance programs, through a long-term contractual agreement.
 - b. "Affordable" shall refer to dwelling units which are available for rent or purchase to households earning up to ~~one-hundred fifty~~ **one hundred twenty** (150 ~~150~~ **120**) percent of the median income for the Boston ~~Metropolitan Area~~ **metropolitan area** as determined by the most recent calculation of the U.S. Department of Housing and Urban Development.

Recommendations:

Selectmen:

Recommended approval

Annual Town Meeting - March 22, 2010*Continued from previous page*

Finance Committee:	Recommended approval
Charter & Bylaw Rev. Comm.:	Recommended approval unanimously
Bedford Housing Partnership:	Recommended approval unanimously
Affordable Housing Committee:	Recommended approval unanimously

Moderator declared this motion adopted unanimously.

Article 14 – General Bylaw Amendments – Cable Television Committee

Joan Bowen made the following motion and the motion was seconded.

Voted, that the Town propose the following amendments to the Town of Bedford Bylaw, Article 27 – Cable Television Committee:

A. Article 27, Cable Television Committee - Section 27.3 - Purpose*Current*

The purpose of the Committee is to advise the Selectmen on licensing and operation of cable television in the Town.

Proposed

The purpose of the ~~Committee~~ **committee** is to advise the Selectmen on licensing and operation of cable television in the Town, **including matters pertaining to Public, Educational, and Governmental (PEG) access.**

B. Article 27, Cable Television Committee - Section 27.4 - Responsibilities*Current*

The committee responsibilities are to:

- Monitor the Cable Operators' License
- Insure the Cable Operators' compliance with the license requirements
- Investigate any unresolved problems and complaints consumers have with the Cable Operator

Proposed

The committee responsibilities are to:

- Monitor the Cable Operators' ~~License~~ **license and the PEG Access Service Provider's contract for compliance;**
- **Inform relevant parties of instances of license or contract noncompliance;** ~~Insure the Cable Operators' compliance with the license requirements~~
- Investigate **and work to resolve** any ~~consumer unresolved problems relating to the operation of cable television.~~ **consumer unresolved problems relating to the operation of cable television.** ~~and complaints consumers have with the Cable Operator~~

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Charter & Bylaw Rev. Comm.:	Recommended approval

Moderator declared the motion adopted.

Article 15 – General Bylaw Amendments – Youth and Family Services Committee

Joan Bowen made the following motion and the motion was seconded.

Annual Town Meeting - March 22, 2010

Continued from previous page

Voted, that the Town propose the following amendments to the Town of Bedford Bylaws:

A. Article 35, Youth and Family Services Committee - Section 35.2 - Membership*Current*

The Youth and Family Services Committee shall consist of nine members appointed by the Selectmen for three year terms. At least four members shall be at-large and the remaining members should be representatives from constituent Town Departments such as Police, Schools, Public Health, Recreation or Selectmen.

Proposed

The Youth and Family Services Committee shall consist of nine members appointed by the Selectmen for three year terms: ~~At least~~ four members shall be at-large and the remaining **five** members ~~should~~ shall be representatives from constituent Town ~~Departments~~ **departments** such as Police, Schools, Public Health, Recreation, ~~or~~ **and** Selectmen.

Additional advisory members from a broad base of constituencies such as parent associations, Hanscom Air Force Base, other community groups, youth, and veterans will be actively solicited. Such advisory members shall be non-voting members of the committee.

B. Article 35, Youth and Family Services Committee - Section 35.3 - Purpose*Current*

The purpose of Youth and Family Services is to coordinate and carry out programs designed to provide education and counseling about family development issues and to enhance community awareness about healthy lifestyles.

Proposed

~~The purpose of Youth and Family Services is to coordinate and carry out programs designed to provide education and counseling about family development issues and to enhance community awareness about healthy lifestyles.~~ **The purpose of the Youth and Family Services Committee is to advise the Town about programs and services in support of its mission, which is to identify and address the social, emotional, and developmental needs of children, youths, adults, and families in Bedford through programs and services that support and nurture.**

C. Article 35, Youth and Family Services Committee - Section 35.4 - Responsibilities*Current*

Youth and Family Services shall

- Identify and assess the social and emotional concerns of youths, families, and adults, focusing on those in distress and with limited resources
- Develop and implement counseling services and educational programs for this population, coordinating with other town departments and the schools as well as other area resources
- Initiate educational programs for the public at-large about issues and choices related to a healthy family life, including the hazards of alcohol and drug use
- Solicit advisory members from a broad base of constituencies such as parent associations, Hanscom Air Force Base, other community groups, youth and veterans
- Provide linkage to entitlement programs such as veterans' benefits, fuel assistance, and medical assistance.

Proposed

The Youth and Family Services Committee shall provide advice related to its primary functions:

Annual Town Meeting - March 22, 2010

Continued from previous page

- ~~Identify and assess the social and emotional concerns of youths, families, and adults, focusing on those in distress and with limited resources~~
- Develop and implement counseling services **for residents**, and educational programs ~~for this population~~, coordinating with other ~~town~~ **Town** departments and the schools, as well as other area resources.
- Initiate educational programs for the public at-large about issues and choices related to a healthy family life, including the hazards of alcohol and drug use.
- ~~Solicit advisory members from a broad base of constituencies such as parent associations, Hanscom Air Force Base, other community groups, youth and veterans~~
- Provide **information about linkage to area resources, as well as** entitlement programs such as veterans' benefits, fuel assistance, and medical assistance.
- **Promote youth empowerment through programs designed to educate in collaboration with Schools, Police, and other youth-serving organizations.**

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Charter & Bylaw Rev. Comm.:	Recommended approval

Moderator declared the motion adopted unanimously.

Article 16 – General Bylaw Amendment – Prohibition of Marihuana Use on Public Property

Terence Cullen made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Town of Bedford Bylaws:

Article 47, Streets, Sidewalks and Public Property - Section 47.18

Current

Create new Section 47.18 entitled "Public Consumption of Marihuana or Tetrahydrocannabinol" and re-number remaining sections accordingly.

Proposed

47.18.1 Public Consumption Forbidden

No person shall smoke, ingest, otherwise use or consume marihuana or tetrahydrocannabinol (as defined in M.G.L., C. 94C, § 1, as amended) while in or upon any street, sidewalk, public way, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the Town; or in any place accessible to the public.

47.18.2 Enforcement

The Police Department shall enforce this bylaw. This bylaw may be enforced, in the sole discretion of the enforcing agent, through any lawful means in law or in equity including, but not limited to, enforcement by criminal indictment or complaint pursuant to M.G.L., C. 40, § 21, or by noncriminal disposition pursuant to M.G.L., C. 40, § 21D. The fine for violation of this bylaw shall be three hundred dollars (\$300) for each offense. Any penalty imposed under this bylaw shall be in addition to any civil penalty imposed under M.G.L., C. 94C, § 32L.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Charter & Bylaw Rev. Comm.:	Recommended approval

Moderator requested the voters hold up the blue card for a hand count. Moderator declared this motion

Annual Town Meeting - March 22, 2010*Continued from previous page*

adopted (In Favor-96, Opposed-93).

The Moderator stated that the capital project article is similar to the budget article. The voter may call out a hold to place a hold on an item. The items that were not held would be voted on. The held items would be discussed and voted on separately. The Moderator announced that no secret ballot is required on the bonding articles, but Bond Counsel wants a counted vote.

Article 17 – Capital Projects Plan – Fiscal Year 2011

Mark Siegenthaler 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 2011 Capital Projects Plan:

Project	Project Name	Appropriation
11-01	Equipment Vehicle Replacement	\$270,677.
11-02	School Facilities Capital Maintenance	\$80,000.
11-03	Wireless Networks – Lane and Davis Schools	\$33,000.
11-04	Computer Server and Network Equipment	\$23,000.
11-05	Road Resurfacing	\$250,000.
11-06	Public Safety Video Surveillance System Upgrade (Phase 2)	\$43,039.
11-07	Auto Scrubber – John Glenn Middle School	\$8,645.
11-08	Site Lighting – John Glenn Middle School	\$6,660.
11-09	School Furniture and Equipment Replacement	\$38,500.
11-10	Interior Painting – Fire Station	\$6,489.
11-11	Kitchen and Day Room Refurbishing – Fire Station	\$15,000.
11-12	HVAC Equipment Purchase – Facilities	\$5,000.
11-13	Soccer/Lacrosse Field Turf Replacement	\$10,000.
11-14	Sewer Force Main Evaluation	\$65,000.
11-15	Water Leak Detection	\$5,000.

And to fund said projects the sum of \$790,010 be raised from the tax levy for Projects 11-01 through 11-13; the additional sum of \$65,000 be transferred from the Sewer Fund for Project 11-14; and the additional sum of \$5,000 be raised in the water rates for Project 11-15;

And further that the Town appropriate the sum of \$170,000 for the rehabilitation of sewer pump stations as specified under Project 11-16 – Sewer Pump Station Rehabilitation; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$170,000 under Massachusetts General Laws, Chapter 44, Section 7(1), or any other enabling authority; and that the Selectmen are authorized to take any other action to carry out this project;

And further that the Town appropriate the sum of \$550,000 for water main improvements as specified under Project 11-17 – Water Main Improvements; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$550,000 under Massachusetts General Laws, Chapter 44, Section 8(5) or any other enabling authority; and that the Selectmen are authorized to take any other action to carry out this project;

And further that the Town appropriate the sum of \$204,500 for the purchase of an ambulance as specified under Project 11-18 – Ambulance Replacement; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$204,500 under Massachusetts General Laws, Chapter 44, Section 7(9) or any other enabling authority; and that the Selectmen are authorized to take

Annual Town Meeting - March 22, 2010*Continued from previous page*

any other action to carry out this project.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared those projects adopted unanimously: 11-02, 11-03, 11-04, 11-08, 11-10, 11-11, 11-12, 11-13, 11-14, and 11-15. The held items were then voted on. Projects 11-01 and 11-06 were adopted. Projects 11-05, 11-07, and 11-09 were adopted unanimously. Project 11-16 was adopted unanimously (In Favor-180, Opposed-0). Project 11-17 was adopted unanimously (In Favor-185, Opposed-0). Project 11-18 was adopted (In Favor-174, Opposed-8). The Moderator declared all three bonding articles to be adopted by two-thirds vote.

Walter St. Onge made a motion to pass Article 18 and the motion was seconded.

Joel Parks of 13 Ledgewood Drive made the following motion and the motion was seconded.

To amend Article 18 by adding after the words "1.67 miles" the words "from Concord Road to the Town boundary with Town of Concord, a distance of less than 0.3 miles."

Jerome W. Pfeffer of 28 Battle Flagg Road made a motion to adjourn the Annual Town Meeting until tomorrow night at 7:30 p.m. in the High School Auditorium. The motion was seconded. The Annual Town Meeting adjourned at 11:01 p.m.

Jerome Pfeffer gave a notice of reconsideration for Article 16.

**ANNUAL TOWN MEETING
CONTINUED – MARCH 23, 2010**

The Moderator called the Town Meeting to order at 7:35 p.m. A quorum of one hundred sixty voters was present. The Moderator announced that Jerry Pfeffer gave a notice of reconsideration for Article 16.

The Moderator reviewed the rules of Town Meeting: The Town Meeting is the business meeting of the Town. The rules are in the back of the Warrant. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone; name and address are required to speak. A voter may not speak more than twice in debate unless they have permission from the Moderator or they have a question. Questions must be directed through the Moderator. Amendments must be in writing for the Town Clerk and Moderator. The Moderator said that a green card is required for hand counts; if a voter did not pick one up, they should go out to check-in to obtain one. If the participant is not registered to vote, they must sit in the taped-off section behind the tellers. The tellers are the same election workers as last night; they did a great job. They will be required to assist with several hand counts tonight. The tellers for the evening are: Rosemary Dyer, Gloria Moll, Charles Rosenberg, and Janet Schimelfenyg.

The Moderator updated the voters on where they are tonight. She said it is unusual to adjourn in the middle of an article. A motion is on the floor, presented by Walter St. Onge, to create an asphalt bike path.

Joel Parks of 13 Ledgewood Drive made the following motion and the motion was seconded.

To amend Article 18 by adding after the words "1.67 miles" the words "from Concord Road to the Town boundary with Town of Concord, a distance of less than 0.3 miles."

The Moderator stated that before any other amendments are presented, a vote will be taken on Joel Parks' amendment. The amendment will amend the original motion. If a voter wishes to present amendments, they should use the language in the Warrant or create their own. Town Meeting will vote on one amendment at a time, which will determine whether the bike path will be asphalt, stone dust, or as is – earth and gravel.

The Moderator announced the vote on Joel Parks' amendment to extend the bike path to Concord. The Moderator declared the amendment defeated. Seven voters questioned the Moderator. A hand count was taken. The Moderator announced the amendment adopted (In Favor-121, Opposed-80).

Rachel Field of 380 Concord Road made the following motion.

I move to amend Article 18 to replace the original motion with the following language:

To determine whether the Town will vote to authorize the services for refurbishment of the former Reformatory Branch of the Middlesex Central Railroad bed from a point near Railroad Avenue to its intersection with Concord Road, a distance of 1.67 miles, said services being for the purpose of maintaining the property so as to foster its continued use as an unpaved trail, said services subject to later appropriation.

The Moderator declared the motion defeated (In Favor-109, Opposed-125).

Jerome W. Pfeffer of 28 Battle Flagg Road made the following motion and the motion was seconded.

To amend the amendment to delete the following words:

"from Concord Road to the Town boundary with Town of Concord, a distance of less than 0.3 miles."

Annual Town Meeting - March 23, 2010*Continued from previous page*

The Moderator declared the motion defeated (Yes-96, No-119).

The Moderator announced that after Rachel Field's and Jerome W. Pfeffer's amendments, they are back to the original motion.

Kenneth A. Hall of 7 Sheridan Road made the following motion and the motion was seconded.

I move to make the following changes to Article 18 as presented:

- Change from: "...design services for the construction of bituminous asphalt paved bike path..."

Change to: "...design services for the construction of bituminous asphalt paved bike path or a stone dust surface bike path..."

- Change from: "...and from Railroad Avenue to South Road, a distance of 0.30 miles..."

Change to: "...and from Railroad Avenue to South Road, a distance of 0.30 miles, and a connecting asphalt sidewalk from Sheridan Road to the bike path, a distance of 0.2 miles..."

The Moderator declared the motion defeated.

Janet L. Powers of 10 School Way made the following motion and the motion was seconded.

I move to amend Article 18 to include the following wording:

That an ad hoc committee, appointed by the Selectmen, be created to make recommendations to accommodate all users safely and to retain the rural nature of West Bedford. The committee shall be comprised of at least one member of the Selectmen, Transportation Advisory Committee, the Bicycle Advisory Committee, Community Preservation, Planning Board, and two members from the community at large who are concerned for pedestrian access and safety and upholding the goal of retaining the "small town character" of the path.

The Moderator declared the motion defeated.

The Moderator stated that they will now vote on the main motion adding the language to the Concord line. Moderator declared the motion adopted.

Article 18 – Former Reformatory Branch Improvement

Walter St. Onge made the following motion and the motion was seconded.

Voted, that the Town authorize the design services for the construction of a bituminous asphalt paved bike path upon the former Reformatory Branch of the Middlesex Central Railroad from a point near Railroad Avenue west to its intersection with Concord Road, a distance of 1.67 miles, from Concord Road to the Town boundary with the Town of Concord, a distance of less than 0.3 miles and from Railroad Avenue to South Road, a distance of 0.30 miles, said design services subject to later appropriation at this Town Meeting under Article 19 – Community Preservation Fund – Fiscal Year 2011, Item 2 – Reformatory Branch Trail Improvements.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Annual Town Meeting - March 23, 2010*Continued from previous page*

Bicycle Advisory Committee:	Recommended approval
Transportation Adv. Comm.:	Recommended approval

The Moderator declared this motion adopted (In Favor-149, Opposed-80).

Catherine Cordes made the following motion and the motion was seconded.

Voted, that Article 20 is advanced for consideration so as to precede Article 19.

Moderator declared the motion adopted unanimously.

Article 20 – Community Preservation Land Acquisition Fund Amendment & Bond Authorization

Catherine Cordes made the following motion and the motion was seconded.

Voted, that the Town amend the vote taken under Article 10 – Community Preservation Land Acquisition Fund of the 2004 Annual Town Meeting as later amended by Article 8 – Community Preservation Land Acquisition Fund of the 2005 Special Town Meeting and further amended by Article 11 – Community Preservation Land Acquisition Fund of the 2006 Special Town Meeting by amending the real property specified for acquisition in said articles so as to add Parcel 54 on Assessors Map 48, located at 135 Old Burlington Road consisting of 1.7 acres +/-, and Parcel 93 on Assessors Map 68, located at 350 Concord Road consisting of 3.6 acres +/-, and, in so amending, thereby authorize the purchase of all or any portion of the parcels so specified, as well as any real property interest in the parcels so specified;

And further that the Town appropriate the sum of \$5,000,000 under the Community Preservation Program, including the cost of the issuance of bonds or notes, for the acquisition of any parcel or parcels of land specified for acquisition in said Community Preservation Land Acquisition Fund; that to meet this appropriation the Treasurer, with the approval of the Selectmen, be authorized to borrow said sum of \$5,000,000 under the General Laws, Chapter 44, Section 7(3) or Chapter 44B, Section 11, or any other enabling authority.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Pres. Committee:	Recommended approval
Planning Board:	Recommended approval
Conservation Commission:	Recommended approval

Moderator stated that this motion requires bonding, which requires a two-thirds vote. A hand count was taken. Moderator declared this motion adopted by two-thirds vote and unanimous vote (In Favor-219, Opposed-0).

Catherine Cordes presented the Community Preservation Committee Report.

The Moderator announced the Community Preservation Budget is similar to the operating budget and capital budget. Indicate a hold to ask a question. The items not held will be voted on. The held items will be discussed and voted on separately.

Article 19 – Community Preservation Budget – Fiscal Year 2011

Catherine Cordes made the following motion and the motion was seconded.

Annual Town Meeting - March 23, 2010*Continued from previous page*

Voted, that the Town appropriate the following amounts from the Community Preservation Fund for the following purposes, utilizing FY11 Community Preservation funds unless otherwise specified:

1.	Administrative	\$25,000
2.	Reformatory Branch Trail Improvements	\$210,000
4.	Old Reservoir Dam – Preservation of Open Space	\$350,000
5.	Affordable Housing Consultant	\$10,000
6.	Land Acquisition Fund	\$533,185 with \$133,185 transferred from CPA Open Space reserves and \$400,000 transferred from the Community Preservation available fund balance
7.	National Registry Project (partial grant)	\$7,200
8.	New Trails on Conservation Land	\$36,583.89 transferred from Item G. within Article 12 of the 2004 Annual Town Meeting
9.	Old Town Hall (bond payment)	\$315,038
10.	Sidewalk Project	\$200,000
11.	Town Hall Mechanical, Engineering, and Plumbing (MEP) Study	\$25,000
12.	Town Center North Wing Project (bond payment)	\$4,984
13.	Affordable Housing Reserves	\$117,722
14.	Recreation Reserves (Field Creation)	\$150,000

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Comm.:	Recommended approval

Moderator declared motion to vote on the unheld items to be adopted unanimously. Moderator declared that Item 7 was adopted unanimously. Moderator declared that Item 14 was adopted.

Article 21 – Supplement Operating Budgets for Fiscal Year 2010

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that Article 21 is indefinitely postponed.

Recommendations:

Selectmen:	No position
Finance Committee:	No position

The Moderator stated that the motion requires a two-thirds vote and is not debatable. Moderator declared Article 21 indefinite postponement adopted unanimously.

Article 22 – Supplement Articles of Annual Town Meeting of 2009

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that Article 22 is indefinitely postponed.

Annual Town Meeting - March 23, 2010*Continued from previous page***Recommendations:**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

The Moderator stated that the motion requires a two-thirds vote and is not debatable. Moderator declared Article 22 indefinite postponement adopted unanimously.

Article 23 – Salary Administration Plan Bylaw Amendment – Classification and Wage Schedule

Michael 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, 2010, unless another effective date is set forth herein.

A. Management / Professional Schedule (Annual)

	Min.	Mid.	Max.
M-21 DPW Director Fire Chief Police Chief	81,748	99,120	116,491
M-20 Facilities Director Finance Director	77,855	94,400	110,944
M-18 Capital Project Manager	70,013	84,015	98,018
M-17 Code Enforcement Director / Building Inspector DPW Engineer Library Director	66,121	78,519	90,917
M-16 Accountant Associate Assessor Health Director Information Systems Manager Planning Director Treasurer / Collector	61,796	73,382	84,969
M-15 Assistant Town Manager Council on Aging Director DPW Business Manager Grounds Operations Manager Highway Operations Manager Human Resources/Management Analyst Recreation Director Town Clerk Water & Sewer Operations Manager Youth & Family Services Director	57,827	67,947	78,066

Annual Town Meeting - March 23, 2010*Continued from previous page*

M-14 Assistant Library Director	53,543	62,913	72,284		
M-13 Civil / Environmental Engineer Community Nurse Conservation Administrator Facilities Information and Procurement Analyst Facilities Operations Manager GIS Analyst Local Building Inspector Assistant Recreation Director Senior Librarian Technical Support Specialist	49,651	57,719	65,787		
M-12 Assistant Assessor Building & Systems Superintendent Elder Services Coordinator Engineering Technician Health Agent Librarian Prevention Services Coordinator School-Age Child Care Director	45,551	52,953	60,355		
M-11 Archivist Assistant to the Accountant Assistant to the Treasurer / Collector Engineering Assistant Human Services Assistant Youth & Family Services Counselor	41,860	48,139	54,418		
M-10 Respite Care Coordinator Senior Library Technician Youth Worker	38,055	43,763	49,471		
M-9 Animal Control Officer School Traffic Supervisor	34,660	39,426	44,192		
M-7 Assistant Youth Worker	28,190	31,713	35,237		
B. Secretarial Clerical (35 hr/wk)	Min.	Mid.	Max.		
Administrative Assistant II	722.58	821.93	921.29		
Administrative Assistant I	669.26	761.29	853.31		
Department Assistant III	627.22	705.62	784.02		
Department Assistant II	580.52	653.09	725.65		
Department Assistant I	544.03	605.24	666.44		
C. Library (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5
Library Assistant II	15.69	16.32	16.94	17.64	18.35
Library Assistant I	14.53	15.11	15.69	16.33	16.99
Library Page	8.51	8.83	9.14	9.46	9.77
Custodian	14.47	15.03	15.65	16.28	16.91

Annual Town Meeting - March 23, 2010*Continued from previous page*

D. Public Works (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	
Chief Water System Operator (c.)	904.60	949.83	997.33	1,047.21	1,099.57	
Chief Sewer System Operator (c.)	904.60	949.83	997.33	1,047.21	1,099.57	
Working Foreman (c.)	904.60	949.83	997.33	1,047.21	1,099.57	
Electrician (c.)	889.32	924.92	961.90	1,000.39	1,040.40	
Maintenance Craftsman (c.)	873.37	908.31	944.65	982.44	1,021.74	
Mechanic (c.)	873.37	908.31	944.65	982.44	1,021.74	
Water System Operator (c.)	873.37	908.31	944.65	982.44	1,021.74	
Sewer System Operator (c.)	873.37	908.31	944.65	982.44	1,021.74	
Assistant Working Foreman (c.)	873.37	908.31	944.65	982.44	1,021.74	
Heavy Equipment Operator (c.)	791.81	823.48	856.42	890.68	926.31	
Summer Laborer (interim / seasonal)	11.60/hr					
E. Public Health (c.)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
School Registered Nurse - licensed (annual)	40,659	42,488	44,400	46,398	48,486	50,668
	Step 7	Step 8				
	52,948	55,331				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
School Registered Nurse - unlicensed (annual)	37,046	38,898	n/a	n/a	n/a	n/a
School Registered Nurse - licensed (PT hourly)	31.22	32.63	34.10	35.64	37.24	38.92
	Step 7	Step 8				
	40.67	42.50				
	Step 1	Step 2				
School Registered Nurse - unlicensed (PT hourly)	28.45	29.88				
F. Public Safety - Fire (42 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain Fire Prep. (40 hr/wk) (c.)	1,232.03	1,265.02	1,358.65	1,394.05	1,429.96	1,465.07
Lieutenant - Fire (c.)	1,048.96	1,068.12	1,137.52	1,157.64	1,177.85	1,212.95
Private - Fire (c.)	893.77	910.05	968.86	985.90	1,003.02	1,038.12
Student Firefighter	659.53	/wk.				
Call Lieutenant	2,970.40	/yr. max	3,184.17	/yr. max with EMT		
	15.00	/hr.	15.77	/hr. Spec. Assign.		
Call Firefighter	2,531.78	/yr. max	2,687.24	/yr. max with EMT		
	13.62	/hr.	14.28	/hr. Spec. Assign.		
G. Public Safety - Police (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	
Lieutenant - Police (c.)			1,357.25	1,381.19	1,405.23	
Sergeant - Police (c.)			1,170.04	1,190.68	1,211.41	
Patrol Officer - Police (c.)	935.15	952.23	1,013.95	1,031.84	1,049.80	
Student Police Officer	659.53	/wk.				
Police Matron	18.50	/hr.	20.08	/hr. nights and weekends		
H. Public Safety - Dispatch (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer (c.)	678.91	712.85	748.49	785.92	825.21	866.47
I. Recreation Programs						
School-Age Child Care Program (40 hr/wk)			Min.	Mid.	Max.	
Assistant Director			16.00	18.50	21.00	
Group Leader			12.00	15.93	19.86	
Aide (High School)			8.00	9.00	10.00	

Annual Town Meeting - March 23, 2010*Continued from previous page***Youth Center Staff (Hourly - effective September 1, 2009)**

Supervisor	17.00
Adult Staff (H.S. Graduates)	15.00
Junior Staff (H.S. Students)	10.00

**Springs Brook Park Program
(Hourly - effective May 15, 2010)**

	Min.	Mid.	Max.
Director/Manager	20.55	27.76	34.96
Aquatics Director	18.00	21.50	25.00
Assistant Director	14.00	17.00	20.00
Supervisor	12.00	13.00	14.00

	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 IV	9.30	9.50	9.70	9.90	10.10
Crew III	8.30	8.50	8.70	8.90	9.10
Crew II	7.30	7.50	7.70	7.90	8.10
Crew I	6.50	6.65	6.80	6.95	7.10

**Summer Adventures/Summer Recreation Programs
(Hourly - effective May 15, 2010)**

	Min.	Mid.	Max.
Director	19.51	24.09	28.66
Program Leader	15.37	18.80	22.22
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	17.66
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 (H.S. Grad) *	8.50	9.00	9.50	10.00	10.50
Counselor (H.S.) *	7.50	7.75	8.00		
Assistant Counselor	7.25	7.50	7.75		
Aide	6.00	6.25			
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	50.00
Program Instructor I	15.00	20.00	25.00

	Level A	Level B	Level C	Level D	Level E
Program Aide	10.00	11.25	12.50	13.75	15.00

J. Miscellaneous

	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation Oper./Coord. (40 hr/wk)	832.97	848.31	863.54	877.95	892.59
Recording Secretary	15.47	/hr.	Alt./Asst. Inspectors		26.87 /hr.
Temporary Clerk II	9.72	/hr.	Wiring Inspector		29.34 /hr.
Temporary Clerk I	8.51	/hr.	Plumb./Gas Inspector		27.95 /hr.
Substitute Local Transportation Oper.	17.48	/hr.			
Youth Leader	8.51	/hr.			

	Min.	Mid.	Max.
Temporary Painter	22.60/hr.	23.49/hr.	24.38/hr.

(c.) Per Labor Contract

Annual Town Meeting - March 23, 2010

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Recommendations:

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared the motion adopted unanimously.

The Moderator announced as items are read on the budget, place a hold to ask a question. Vote on the items not held first. Discuss and vote on the held items individually.

Article 24 – Operating Budgets – FY11

Thomas Busa made the following motion and the motion was seconded.

Voted, that the Town appropriate for expenditures in the fiscal year beginning July 1, 2010 the following sums to be raised in the tax levy unless otherwise herein specified:

FISCAL YEAR 2011 OPERATING BUDGET		MOTION	
#	Account Department	FY 2011 Recommended	Segregations Description Amount
1220	Selectmen	486,225	Salaries: Chairman 2,000 Clerk 1,500 Other Selectmen, each 1,200 Office 348,659
1300	Finance/Administrative Services	913,869	Salaries 673,044 Capital Outlay 32,600 From Sewer Fund 69,300
1301	Insurance & Benefits	9,459,367	From Sewer Fund 113,196 From Pension Trust Fund 190,031
1303	Principal & Interest	7,923,829	Non Exempt Principal 2,438,711 Non Exempt Interest 1,216,325 Exempt Principal 2,190,000 Exempt Interest 1,758,771 CPA Debt Costs 320,022 From Stabilization Fund 800,000 From Debt Stabilization Fund 105,772 From Overlay Surplus 500,000 From Sewer Fund 93,320 From CPA Fund 320,022
1310	Financial Committees	443,614	Reserve Fund 442,000 Capital Expenditures Committee 260
1410	Board of Assessors	260,736	Salaries: Stipend, each Assessor 1,600 Office 204,467
1510	Legal Services	175,000	

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#	Account Department	FY 2011 Recommended	Segregations Description	Amount
1610	Town Clerk	190,934	Salaries: Office Stipends	167,160 310
1620	Elections & Registrations	48,853	Personnel Costs Stipends	30,418 1,350
1750	Planning Board	129,948	Salaries	125,789
2010	Police Department	3,156,946	Salaries Capital Outlay	3,022,073 14,330
2200	Fire Department	2,196,540	Salaries Capital Outlay	2,046,452 15,200
2360	Town Center	129,026	Salaries	41,771
2400	Code Enforcement	412,969	Salaries	383,827
3000	School Department	31,968,135	From Impact Aid/Defense Aid	381,317
3001	Vocational Education	450,000		
3500	Facilities Department Municipal	750,027	Salaries	394,949
4000	Public Works	9,348,157	Salaries Snow Removal Overtime Snow Removal Materials MWRA Water Purchase Refuse/Recycling Energy Equipment/Materials Capital Outlay From Sewer Fund From Cemetery Fund	2,500,101 116,700 199,430 2,872,130 1,287,742 961,300 611,478 792,231 7,045 3,559,184 80,000
5000	Board of Health	509,750	Salaries	495,598
5001	Hazardous Waste	13,250		
5003	Mosquito Control	33,489		

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#	Account Department	FY 2011 Recommended	Segregations Description	Amount
5400	Bedford Local Transit	56,070	Salaries	55,388
5410	Council on Aging	166,158	Salaries MMHC Capital Outlay	154,494 2,756 1,332
5420	Youth & Family Services	340,183	Salaries	171,983
6100	Public Library	1,130,265	Salaries Capital Outlay	767,428 5,000
6300	Recreation Commission	150,720	Salaries	150,720
6910	Historic Preservation Commission	1,220		

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

The Moderator declared the items not held in that portion of the budget adopted unanimously. The following held items were adopted unanimously: 1220 Selectmen, 1301 Insurance & Benefits, 1303 Principal and Interest – requires a two-thirds vote due to the Stabilization Fund, 2010 Police, 3001 Vocational Education, 5003 Mosquito Control, 5400 Bedford Local Transit, 6300 Recreation Commission, and 3000 School Committee.

The Moderator announced the budget is complete.

The Moderator requested the voters stay to finish three articles.

Article 25 – Salary Plan Additional Funding

Walter St. Onge made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$141,318 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 this motion adopted unanimously.

Article 26 – Fund Post Retirement Benefits Liability

Thomas Busa made the following motion and the motion was seconded.

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Voted, that the Town raise and appropriate the sum of \$150,000 for the Post Retirement Insurance Liability Fund as further specified in the printed Warrant.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval strongly

Moderator declared this motion passed unanimously.

Michael Rosenberg made a motion to waive Item C of the Debate Rules and the motion was seconded. The Moderator declared the motion adopted.

Article 27 – Free Cash

Thomas Busa made the following motion and the motion was seconded.

Voted, that the Town will transfer the sum of \$1,894,000 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2010.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared the motion adopted unanimously.

Michael Rosenberg made a motion to adjourn the Annual Town Meeting sine die. The motion was seconded. The Annual Town Meeting adjourned at 10:49 p.m.

Part IV: Finance

BOARD OF ASSESSORS

Robert B. Murphy, *Chairman*
John C. Linz, *Clerk*
Sheldon Moll, *Member*

John B. Speidel, *MAA, Associate Assessor*
Robert Hilsinger, *Assistant Assessor*
Mary Morris, *Administrative Assistant I*
Korrienne Bardsley, *Administrative Assistant I*

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 Assessors' Office 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 the 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 re-inspected 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 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 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 Selectmen voted to continue classification of 175%. The FY10 tax rates were \$13.08 per thousand dollars of assessed value for residential property, \$9.81 for open space, and \$29.51 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 FY10, 114 real and personal property abatement applications were filed and acted upon by the Assessors, and 27 appeals were filed at the Appellate Tax Board in Boston. The Assessors are responsible for granting personal exemptions and CPA surcharge exemptions. The Assessors' Office also administers the motor vehicle excise tax, a significant source of revenue for the Town.

Board of Assessors*Continued from previous page***FY10 Highlights**

Fiscal year 2010 was another transitional year for the Assessors' Office. Longtime Administrative Assistant Jo Ann Washburn retired after 9 plus years of service and was replaced by former Weston Assessors' Office Administrative Assistant Korrienne Bardsley.

Formal training and professional development remain a top priority in the Assessors' Department, and this year the Assessors and their staff stayed current in their knowledge of a rapidly changing science through attendance at various courses, seminars, and conferences.

The Board of Assessors and Associate Assessor would like to recognize the competence and dedication of the office staff. Mary Morris, with over 28 years of experience in the Assessors' Office; Korrienne Bardsley, who has 8 years of Assessors' Office experience; and Robert Hilsinger, with 23 years as an Appraiser, are committed to providing valuable support to the board, as well as pleasant and efficient service to the public.

2010 Fiscal Data**Number of Employees**

Full Time – 4

Valuation

Real Estate	\$3,137,098,070
Personal Property	\$70,454,100
Total Valuation	\$3,207,552,170

Tax Levy	\$46,476,193.10
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Betterments and Liens Added to Taxes

Sewer with Committed Interest	\$3,059.75
Water Liens	\$89,890.72
Sewer Liens	\$96,371.29
Total Betterments and Liens	\$189,321.76

Motor Vehicle Excise Committed (7/1/09-6/30/10)	\$1,671,461.88
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Total FY10 Taxes	\$48,336,976.74
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FINANCE DEPARTMENTPeter P. Naum, *Finance Director***Purpose**

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

- Accounts payable for all departments.
- Preparation of all payrolls.
- Cash flow and investment management for all funds.

Finance Department

Continued from previous page

- 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, general insurance, and worker's compensation budgeting and management in conjunction with Human Resources.
- 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.
- Provide technical financial assistance to various Town boards and committees.

Number of Employees

Full-Time: 11
Part-Time: 1

FY10 Highlights

For the sixth 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, 2009.

Moody's Investor's Services elevated the Town to a bond rating of AAA and Standard & Poor's affirmed our AAA rating, received in 2006. These 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.

Because of an initiative from the Massachusetts School Building Authority, who made a lump sum payment of \$9,931,452 to meet its reimbursement obligations, we conducted a municipal bond refunding, the majority of which had to do with previous debt for the Davis and Lane Schools. By refunding this debt, which takes advantage of the low interest rate environment, the Town will have a net savings of \$1,563,222 over the next eleven fiscal years.

On an ongoing basis, throughout fiscal year 2010, the Finance/Administrative Services Department continued to implement, enhance, and expand operational efficiencies and services, both internally and throughout all Town departments. Other activities included:

- Continued refinement of all Governmental Accounting Standard Board (GASB) and Depart-



Entrance to Town Campus

Finance Department*Continued from previous page*

ment of Revenue (DOR) financial reporting requirements, as well as the automation of many processes.

- Conducted a variety of municipal bond sales.
- Conducted selection processes for audit services for FY10-FY14 and an updated actuarial study.

Technology Matters

- Virtualized 2 new servers and moved the main financial server to a virtual server to provide for easier backup and greater protection from hardware issues.
- Added a second storage array with disks with a much greater capacity (20 Tb) than the production disks. They are used primarily for backups and snapshots of active servers.
- Created a separate isolated network for wireless access. For security purposes, this network connects through our system only to the Internet. Also created a DMZ network for web servers and the like that is exposed to the public Internet.
- Transitioned Bedford Town users from the old email domain of town.bedford.ma.us to the new bedfordma.gov.
- Created a new website for the Town of Bedford (www.bedfordma.gov), while still allowing some flexibility in design.
- The servers and wiring have been rearranged in the Town Hall basement. They are now attached to a large, new uninterruptible power supply (UPS). This will provide uninterrupted power in the event of a power outage until the generator engages.
- Created server and helped coordinate the installation of the new Assessors' program; developed the process for cross-walking the data from that system to the tax collection system.

FY11 Projections

During FY11, the work plan and initiatives of the department include:

- Apply for consideration for another CAFR award, for the fiscal year ended June 30, 2010.
- Continuing enhancement of the operating budget process per directive of the Town Manager.
- Coordinate all data for the development of an updated actuarial study.
- Continuing refinement of all financial forecasting and modeling tools.
- Partner with the new Town auditors to ensure a smooth transition for the FY10 audit, and implement new auditing standards, controls, and procedures as required by the Governmental Accounting Standards Board (GASB).
- Explore the possibility of adopting enterprise accounting for one or more Town operations.
- Ongoing assistance with the development of an enhanced capital program and budget for FY13 forward.
- Conduct bond sales as necessary and constant updating of debt capacity schedules.

Technology Matters

- Upgrade new website, create operating procedures, and host the site in-house.
- Implement new collections module in Oracle.
- Document operating procedures, including disaster recovery and business continuity.
- Establish programs and procedures to monitor network and other systems performance.
- Review and perhaps replace the Code Department's permitting & inspection program.
- Identify program to manage Town records archiving.
- Complete Fire Department vehicle wireless laptop project.
- Assist, as directed, in efforts to enhance future capital programming.

Collections and Unpaid Balances June 30, 2010

		Uncollected 6/30/2009	Commitments & Adjustments	Abatements & Adjustments	Adjusted Collectable	Transf. to Tax Title/Deferral	Collections	Refunds	Uncollected 6/30/2010
Real Property									
Real Estate	FY10	0	44,435,339	(345,850)	44,089,489	(96,638)	(43,753,271)	139,795	379,374
	FY09	361,284	0	(230,194)	131,090	(109,115)	(279,103)	257,128	0
	FY08	6,889		(7,974)	(1,085)	(6,378)	(509)	7,972	0
Personal Property	FY10	0	2,237,968	(169,923)	2,068,046	0	(2,119,749)	73,970	22,266
	FY09	43,847	0	(31,334)	12,513	0	(14,561)	2,605	557
	FY08	390	0	(4,168)	(3,778)	0	(354)	4,132	0
Motor Vehicle	FY10	0	1,468,761	(44,811)	1,423,950	0	(1,366,228)	12,555	70,276
	FY09	43,083	203,456	(23,360)	223,180	0	(218,514)	16,488	21,154
	FY08	28,279	547	(3,768)	25,058	0	(11,357)	2,102	15,803
	FY07	19,490	0	(2,363)	17,127	0	(2,237)	1,597	16,488
Prior Years Motor Vehicle		34,429	0	(588)	33,841	0	(1,147)	332	33,026
					0				
Total		537,691	48,346,072	(864,333)	48,019,430	(212,131)	(47,767,030)	518,677	558,946
FY10									
Apport Sewer Added to Tax		0	1,875	0	1,875	0	(1,750)	0	125
Sewer Comm Interest		0	1,185	824	2,009	0	(1,968)	0	41
Water Lien Added to Tax		0	89,891	(805)	89,086	(945)	(71,933)	1,591	17,798
Sewer Lien Added to Tax		0	96,371	(917)	95,454	(1,001)	(80,701)	0	13,752
FY09									
Apport Sewer Added to Tax		125	0	0	125	0	(125)	0	0
Sewer Comm Interest		50	0	0	50	0	(50)	0	0
Water Lien Added to Tax		10,225	0	0	10,225	(1,053)	(9,172)	0	0
Sewer Lien Added to Tax		10,085	0	0	10,085	(696)	(9,389)	0	0
Total		20,485	189,322	(898)	208,908	(3,695)	(175,089)	1,591	31,716
Water/Sewer Rates									
						Water/Sewer Liens			
Water		363,269	2,511,884	(112,260)	2,762,894	(63,458)	(2,413,049)	11,191	297,577
Sewer		449,441	4,006,558	(166,127)	4,289,872	(87,315)	(3,708,126)	5,830	500,262
Total		812,710	6,518,442	(278,386)	7,052,766	(150,773)	(6,121,174)	17,021	797,839

**TOWN OF BEDFORD
COMBINED BALANCE SHEET - ALL FUNDS & ACCOUNT GROUPS FOR FISCAL YEAR ENDING JUNE 30, 2010**

	General Fund	Special Revenue	Capital Projects	Trust/Agency Funds	Deferred Assessments	Long-Term Debt Accounts	Total (Memorandum)
Assets							
Cash/Investments	10,329,491	12,244,788	1,797,650	10,830,170			35,202,099
Petty Cash	1,285	0					1,285
Receivables:							0
Taxes	402,197						402,197
Excise	156,749						156,749
User Charges & Liens	329,016	550,894					879,910
Tax Liens/Possessions	463,266	35,427			66,706		463,266
Special Assessments							102,133
Departmental	-35,701						-35,701
State/Federal Grants							0
Reserve-Uncollected Funds	96,148						-520,411
Reserve Abatements & Exemptions	-1,339,582	-549,853			-66,706		-1,339,582
Loans Authorized			4,253,359				4,253,359
Loans Authorized and Unissued			-4,253,359				-4,253,359
Amounts to be Provided for Payments of Notes						45,100,184	45,100,184
Total Assets	10,402,869	12,281,256	1,797,650	10,830,170	0	45,100,184	80,412,129
Liabilities							
Warrants Payable	242	383					625
Payroll Withholdings	1,270,386						1,270,386
Notes Payable		200,000	17,415,200				17,615,200
Deferred Revenue		36,714					36,714
Agency	0						0
Bonds Payable						45,100,184	45,100,184
Tailings	639,104						639,104
Total Liabilities	1,909,732	237,097	17,415,200	0	0	45,100,184	64,662,213
Fund Balance							
Reserved Petty Cash	1,285						1,285
Reserved Expenditures	1,894,000		0				1,894,000
Reserved Tax Foreclose							0
Reserved Encumbrances	2,174,248						2,174,248
Reserved for Abate/Exemp-Overlay Surplus	525,000						525,000
Reserved Court Judgment							0
Reserved Approp. Deficit	-111,411						-111,411
Reserved for Open Space		133,185					133,185
Reserved for Community Housing		150,000					150,000
Reserved for Historic Resources		0					0
Reserved for Recreation Land		0					0
Unrestricted	4,010,015	11,760,974	-15,617,550	10,830,170			10,983,609
Total Fund Balance	8,493,137	12,044,159	-15,617,550	10,830,170	0	0	15,749,916
Total Liabilities/Fund Balance	10,402,869	12,281,256	1,797,650	10,830,170	0	45,100,184	80,412,129

**TOWN OF BEDFORD
BALANCE SHEET - GENERAL FUND JUNE 30, 2010**

Assets		
Cash	10,329,491	
Petty Cash	<u>1,285</u>	10,330,776
Receivables		
Real Estate Tax 2010	379,374	
Real Estate Prior	<u>0</u>	379,374
Personal Property Tax 2010		
Personal Property Tax Prior	22,266	
	<u>557</u>	22,823
Motor Vehicle Excise 2010	70,276	
Motor Vehicle Excise Prior	<u>86,473</u>	156,749
User Charges & Liens		
Water Rates	297,578	
Water Liens	17,798	
Water Cross Connection	<u>13,640</u>	329,016
Tax Possessions	53,769	
Tax Title	324,464	
Tax Title C1.41A	<u>85,033</u>	463,266
Departmental		
Ambulance	0	
Miscellaneous	<u>-35,701</u>	-35,701
Reserved for Uncollected		
Property Tax	999,541	
Provision for Tax Abatement	-1,339,582	
Excise Tax	-156,749	
User Fees/Liens	-327,334	
Tax Title/Possessions	-466,074	
Departmental	46,764	
		-1,243,434
Total Assets		<u><u>10,402,869</u></u>
Liabilities		
Warrants Payable	242	
Payroll Withholding	1,270,386	
Accounts Payable		
Prepaid Tower Rentals		
Bid Deposits		
Agency		
Tailings	<u>639,104</u>	1,909,732
Total Liabilities		1,909,732
Fund Balance		
Reserve for Petty Cash	1,285	
Reserve for Expenditures	1,894,000	
Desig Over/Under Assess		
Reserve for Encumbrances	2,174,248	
Res. Abate/Exempt-Overlay Surplus	525,000	
Unrestricted	4,010,015	
Reserve for Tax Foreclosure		
Res. Appropriation Deficit	-111,411	
Res. Subsequent Years		
		<u>8,493,137</u>
Total Fund Balance		8,493,137
Total Liabilities and Fund Balance		<u><u>10,402,869</u></u>

**TOWN OF BEDFORD
BALANCE SHEET - SPECIAL REVENUE JUNE 30, 2010**

	Total	School Lunch	Grants	Gifts	Revolving	Sewer	Community Preservation
<u>Assets</u>							
Cash	12,244,788	20,515	680,362	704,711	1,047,304	5,623,060	4,168,836
Petty Cash	0						
<u>Receivables</u>							
User Charges	550,894					514,180	36,714
Special Assessments	35,427					35,427	
Amount to be Provided Through Payment of Notes	0						
Reserved Uncollected Receivables	-549,853					-549,853	
Loans Authorized	0						
Loans Authorized & Unissued	0						
Total Assets	12,281,256	20,515	680,362	704,711	1,047,304	5,622,814	4,205,550
<u>Liabilities</u>							
Notes Payable - BAN's	200,000						200,000
Warrants Payable	383		383				
Deferred Revenue	36,714						36,714
Total Liabilities	237,097	0	383	0	0	0	236,714
<u>Fund Balance</u>							
Reserved Petty Cash	0						
Reserved for Expenditures	0						
Reserved for Encumbrances	0						
Reserved for Open Space	133,185						133,185
Reserved Community Housing	150,000						150,000
Reserved for Historic Resources	0						
Reserved for Recreation Land	0						
Unrestricted	11,760,974	20,515	679,979	704,711	1,047,304	5,622,814	3,685,651
Total Fund Balance	12,044,159	20,515	679,979	704,711	1,047,304	5,622,814	3,968,836
Total Liabilities/Fund Balance	12,281,256	20,515	680,362	704,711	1,047,304	5,622,814	4,205,550

TOWN OF BEDFORD
BALANCE SHEET - CAPITAL PROJECT FUND - JUNE 30, 2010

<u>Assets</u>	
Cash & Investments	1,797,650
Loans Authorized	4,253,359
Loans Author. & Unissued	-4,253,359
Amount to be Provided for Payment of BANs/GANs	_____
Total Assets	1,797,650
<u>Liabilities</u>	
Warrants Payable	
Notes Payable	17,415,200
Accounts Payable	_____
Total Liabilities	17,415,200
<u>Fund Balance</u>	
Unrestricted	-15,617,550
Reserved for Expenditures	
Reserved for Encumbrances	_____
Total Fund Balance	-15,617,550
Total Liabilities & Fund Balance	1,797,650

TOWN OF BEDFORD
BALANCE SHEET - TRUST FUNDS - JUNE 30, 2010

<u>Assets</u>	
Cash & Investments - Town	10,187,075
Cash & Investments - Library	643,095

Total Assets	10,830,170
<u>Liabilities</u>	
Warrants Payable - Town	0
Warrants Payable - Library	0

Total Liabilities	0
<u>Fund Balance</u>	
Reserved for Encumbrances - Town	10,187,075
Reserved for Encumbrances - Library	643,095
Unrestricted - Town	
Unrestricted - Library	_____
Total Fund Balance	10,830,170
Total Liabilities & Fund Balance	10,830,170

**TOWN OF BEDFORD
BALANCE SHEET - DEFERRED ASSESSMENTS - JUNE 30, 2010**

Assets**Apportioned Assessment Not Due**

Sewer	61,293
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Suspended Assessments

Sewer	5,198
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Sewer Entrance Fee	215
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Total Assets

	66,706
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Reserves**Apportioned Assessments Due**

Sewer 2004-2013	61,293
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Suspended Assessments

Sewer	5,198
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Sewer Entrance Fee	215
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Total Reserves

	66,706
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**TOWN OF BEDFORD
BALANCE SHEET - GENERAL LONG TERM DEBT - JUNE 30, 2010**

Inside Debt Limit

Sewer Bonds	410,245
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Other General Bonds	42,500,000
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Total Inside Debt Limit

	42,910,245
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Outside Debt Limit

Water Bonds	2,189,939
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Sewer Bonds	0
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Total Outside Debt Limit

	2,189,939
--	-----------

Net Funded or Fixed Debt

	45,100,184
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TOWN OF BEDFORD
ANALYSIS OF CASH RECEIPTS - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2010

<u>Taxes</u>		
Real Estate	43,586,274.43	
Personal Property	2,053,894.05	45,640,168.48
	<hr/>	
<u>Tax Title</u>	231,396.13	231,396.13
<u>Motor Vehicles Excise</u>		
Previous Years	212,684.57	
FY 2010	1,352,515.06	1,565,199.63
	<hr/>	
<u>Other Excise</u>		
Hotel/Motel	396,288.00	
Meals	152,560.05	
Jet Fuel	194,566.47	743,414.52
	<hr/>	
<u>Departmental Revenue</u>		
Board of Selectmen - Tower Rental	185,311.73	
Board of Selectmen	52,718.94	
Finance Department	179,629.28	
Code Enforcement	14,533.10	
Board of Assessors	1,202.00	
Town Clerk	43,794.15	
Planning Board	1,970.10	
Police Department	51,363.03	
Fire Department	365,016.51	
Board of Health	8,193.00	
Department of Public Works	41,193.50	
Cemetery	14,240.00	
Library	17,056.00	
School Department	63,762.70	1,039,984.04
	<hr/>	
<u>Court Fines</u>		
Police Department	136,328.91	136,328.91
<u>PILOT</u>		
Payment in Lieu of Taxes	1,418,586.69	1,418,586.69
<u>Licenses & Permits</u>		
Board of Selectmen	60,065.00	
Town Clerk	2,610.00	
Police Department	1,850.00	
Fire Department	20,896.87	
Code Enforcement	380,549.25	
Board of Health	23,360.70	489,331.82
	<hr/>	
<u>Earnings on Investments</u>		
	1,847,798.53	1,847,798.53
<u>Water</u>		
Rates	2,401,071.30	2,401,071.30
<u>Water Liens</u>		
	79,514.81	79,514.81
<u>Miscellaneous Water</u>		
	35,732.39	35,732.39
<u>Street</u>		
	9,298.00	9,298.00
<u>Miscellaneous</u>		
	10,385.15	10,385.15
<u>Intergovernmental</u>		
Exemptions: Elderly, Veterans, Blind, & Surviving Spouse	13,554.00	
Construction - School Projects	1,795,835.00	
Chapter 70	2,965,603.00	
Local Aid	1,011,392.00	
Police Career Incentive	20,786.00	
State Owned Land	674,867.00	
Medicaid - Special Needs	88,028.62	
Fisheries & Wildlife	5,958.00	
Veterans Benefits	62,128.00	6,638,151.62
	<hr/>	
<u>Total</u>		<hr/> <hr/> 62,286,362.02

**TOWN OF BEDFORD
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2010**

Articles	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Variances
Insurance / Benefits	30,000.00	8,794,720.00	-50,000.00	8,346,625.63			11,500.00	386,594.37
Insurance / Benefits				8,053.71				21,946.29
A16-07/10 Assessment Software		40,000.00		40,000.00			13,586.74	0.00
A3B/10-Audit		45,000.00		31,413.26			98,973.30	0.00
A27/10 Salary Plan Addtl Funding		168,700.00	-69,726.70	7,500.00			67,500.00	0.00
A16-01/10 Middlesex Tpk Mitigation		75,000.00		7,500.00			5,000.00	0.00
A16-05/10 Financial System Software		5,000.00						0.00
A16-08/10 Computer Server & Equipment		18,500.00		18,487.86	12.14			0.00
A16-15/10 Finance/IT-Tape Library		7,800.00	-7,800.00	13,693.24				0.00
A 3B/09--Audit	13,693.24							0.00
A 17-05/09 Town Hall Copier Repl	7,500.00						7,500.00	0.00
A 17-08/09 Town Info Sys-Financial Software	10,000.00					1,912.84		0.00
A 23/09 Design BHS Synth Turf Field	37,500.00			8,087.16			37,500.00	0.00
A 30/09 Salary Merit Plan	83,878.36		-83,878.36					0.00
A 11-08/08 Town Information Systems	3,130.34			3,070.18	60.16			0.00
A 15-05/06 Town Copiers								0.00
A 3-I/03 Sick Leave	356,891.53						356,891.53	0.00
Total General Government	572,934.19	12,001,259.00	-217,673.03	10,801,676.15	72.30	15,472.78	614,670.98	924,627.95
<u>PUBLIC SAFETY</u>								
Police Department								
Salaries		2,914,549.00	49,734.52	2,964,283.52				0.00
Expenditures		120,543.00		116,462.05			3,512.52	568.43
Expenditures	2,359.81			2,223.71				136.10
Capital Outlay / Equipment		14,330.00		2,549.29			11,780.71	0.00
Fire Department								
Salaries		2,053,555.00	6,396.31	2,023,730.73				36,220.58
Expenditures		134,888.00		133,553.05			229.56	1,105.39
Expenditures	425.00			391.08				33.92
Capital Outlay		15,200.00		15,200.00				0.00
Capital Outlay								0.00
Code Enforcement								
Salaries		369,353.00	12,379.98	376,414.30				5,318.68
Expenditures		28,392.00		23,766.92			3,270.79	1,354.29
Expenditures	5,463.08			5,448.45				14.63
Articles								
A26-23/07 Police Outdoor Range	1,833.50			1,833.50				0.00

**TOWN OF BEDFORD
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2010**

Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Variances
	33,000.00		10,717.00			22,283.00	0.00
	38,000.00		37,342.95			657.05	0.00
							0.00
							0.00
Total Public Safety	5,721,810.00	68,510.81	5,713,916.55	0.00	0.00	41,733.63	44,752.02
<u>HIGHWAY</u>							
Department of Public Works							
Salaries	2,421,432.00	32,070.61	2,393,895.24				59,607.37
Overtime - Snow Removal	116,600.00		120,638.55				-4,038.55
Snow Removal Expenses	199,330.00		304,803.28				-105,473.28
Snow Removal Expenses	733,331.00		565,865.01		78,539.23	17,631.64	1,000.00
Expenditures	31,316.37		17,388.49		23.39		71,295.12
Utilities	119,171.18		580,439.48		19,751.92	55,386.60	13,904.49
Utilities	655,578.00		17,364.49				0.00
Refuse Disposal	999,551.00	-21,000.00	932,518.94		8,140.00	34,564.04	101,806.69
Refuse Disposal	1,226,421.00		4,950.00				3,328.02
Water Purchase	7,045.00		1,045,634.61			124,692.46	47,376.39
Water Purchase			108,102.34				56,093.93
Capital Outlay / Equipment			4,863.03				3,897.66
Capital Outlay / Equipment							2,181.97
							0.00
Articles							
A 16-6/10 DPW Hazardous Tree Removal	62,000.00		61,533.00	467.00			0.00
A 16-11/10 DPW Road Resurfacing	415,000.00	-415,000.00					0.00
A 16-13/10 DPW Equip/Veh Replacement	401,296.00		357,391.19			43,904.81	0.00
A 16-18/10 DPW Fuel Management System	42,000.00				42,000.00		0.00
A 17-03/09 DPW Veh/Equip Retirement Program			7,615.30		2,549.29	8,123.24	0.00
A 17-10/09 DPW Underground Fuel Tank Inspec			6,380.54	619.46			0.00
A 17-14/09 DPW Road Resurfacing			76,612.71		12,479.33	2,945.56	0.00
A 17-16/09 DPW Sewer Sump Pump Stations			2,329.84			169,971.58	0.00
A 3 11/08 Water Supply Pond Dam-PhII investig			31,000.00			6,250.00	0.00
A 26-03/07 Water System Leak			1,229.72			8,384.61	0.00
A 26-04/07 Shawshheen Rd Wells						49,518.75	0.00
A 26-05/07 Sewer Pump Sta Repl			31,804.48		7,913.56	56,935.16	0.00
A 9-17/05 Water System			5,017.78				0.00
A 9-18/05 Shawshheen Wells						17,152.49	0.00
A 9-19/05 Sewer Pump Station				19,100.00			0.00

**TOWN OF BEDFORD
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2010**

	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Variances
A 15-2/00 Shaw-sheen Wells	7,000.00					7,000.00		0.00
A 11 STM 10/98 Drainage	6,150.59					6,150.59		0.00
Total Highway	852,897.93	7,279,584.00	-403,929.39	6,677,378.02	20,186.46	184,547.31	595,460.94	250,979.81
<u>FACILITIES</u>								
Facilities								
Salaries		370,769.00	5,706.21	376,475.21				0.00
Expenditures		367,583.00	-25,515.85	317,726.26		22,535.96		1,804.93
Expenditures	35,479.98			26,881.01		2,266.27		6,332.70
Articles								
A 16-02/10 Fac/Fire Gas Monitoring System		5,995.00		3,906.49		797.98	1,290.53	0.00
A 16-9/10 Facil-Tn Hall MP RM Stairs RCN		5,765.00					5,765.00	0.00
A 16-10/10 Fac/School-Copier Replacement		33,405.00		30,457.10			2,947.90	0.00
A 16-12/10 Fac/SCH-Mdl Sch Door Hdw-audg		19,817.00					19,817.00	0.00
A 16-14/10 Fac/Sch-Midl Sch Corr secu Doors		12,600.00					12,600.00	0.00
A 16-16/10 Fac/Fire Public Safety		23,112.00		24,465.60			23,112.00	0.00
A 21/10 Fac/School Emrlmt Proj/Space Pln		41,250.00		444.99			16,784.40	0.00
A 17-01/09 Davis Phone System Repl	1,756.32			11,062.37			1,311.33	0.00
A 17-09/09 Davis/Lane Repaint	33,278.97				32,055.00		22,216.60	0.00
A 17-11/09 Town Cir N.Wing Bathroom	33,925.00			1,870.00			21,490.58	0.00
A 17-12/09 Davis Floor covering	46,353.50			24,862.92		810.00	28,139.18	0.00
A 17-15/09 Town Hall Emergency Generator	75,650.00			46,700.82			1,928.38	0.00
A 11-13/08 Police Station HVAC Repairs	3,290.38			1,362.00				0.00
A 11-19/08 Town Cir HVAC Impr-North	11,575.00			750.00	10,825.00			0.00
A 11-22/08 Town Hall Phone Replacement	3,372.00			2,544.00	828.00			0.00
A 11-23/08 Town Cir Window Repl-North	6,453.00			1,398.00	5,055.00			0.00
A 11-24/08 Davis Carpet Replacement	3,813.82			3,813.82				0.00
A26-07/07 PublicSafety Bldg Sec	71,423.00						71,423.00	0.00
A26-13/07 Fire Station Roof	1,000.06			1,000.06				0.00
A26-18/07 Town Ctr Wing Roof	4,749.50			4,749.50				0.00
A 9-08/05 TH Emergency Gen.	33,589.02			60.75				0.00
A 9-16/05 Hartwell Rd	15,000.00			4,687.50				0.00
Total Facilities	380,709.55	880,296.00	-19,809.64	908,248.86	59,260.81	36,722.71	228,825.90	8,137.63
<u>HEALTH</u>								
Board of Health								
Salaries		471,428.00	18,899.99	478,582.31			7,534.83	4,210.85
Salaries	7,310.78			7,310.78			808.51	0.00
Expenditures		24,172.00	-2,705.00	20,376.96				281.53
Expenditures	670.17			431.63				238.54
Hazardous Waste		13,500.00	-250.00	8,733.82				4,516.18

**TOWN OF BEDFORD
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2010**

	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Variances
Hazardous Waste Services - Animal & Pest	3,000.00	33,489.00		1,025.31 33,489.00				1,974.69 0.00
Total Health	10,980.95	542,589.00	15,944.99	549,949.81	0.00	0.00	8,343.34	11,221.79
<u>HUMAN SERVICES</u>								
Recreation Commission								
Salaries		164,555.00	-14,048.30	150,597.60				-90.90
Expenditures		5,000.00	-5,000.00					0.00
Council On Aging								
Salaries		155,430.00		151,872.91				3,557.09
Expenditures		7,576.00		6,930.35				645.65
MMHC		2,756.00		2,756.00				0.00
Capital Outlay		1,332.00		458.01				873.99
Youth & Family Services								
Salaries		165,255.00	6,075.52	168,757.24				2,573.28
Expenditures		168,200.00		128,227.33				39,972.67
Expenditures								0.00
Bedford Local Transit								
B.L.T. Salary		54,423.00		52,248.53				2,174.47
B.L.T. Expenditures		682.00		461.47				220.53
Total Human Services	0.00	725,209.00	-12,972.78	662,309.44	0.00	0.00	0.00	49,926.78
<u>SCHOOL</u>								
School								
Expenditures		31,167,761.00	-137,269.00	30,582,493.19			394,170.31	53,828.50
Expenditures	310,481.16			310,481.16				0.00
A 16-17/10 School-Wireless Netwk-Lane/Davis		43,690.00		4,559.03			39,130.97	0.00
A 17-07/09 Davis School Network Upgrades	152.00						152.00	0.00
A 17-13/09 Davis/Lane Furniture Repl	859.97			859.97				0.00
A 11-05/08 School Copier Replacements	4,319.00			4,319.00				0.00
A 11-06/08 School Computer System Replacements	195.92						195.92	0.00
Vocational Education		489,967.00		489,090.00				877.00
Total School	316,008.05	31,701,418.00	-137,269.00	31,391,802.35	0.00	0.00	433,649.20	54,705.50
<u>LIBRARY</u>								
Library								
Salaries		738,814.00	22,533.56	761,341.81				5.75
Expenditures		362,445.00	-6,040.00	341,056.99			8,348.83	6,999.18

**TOWN OF BEDFORD
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2010**

	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Variances
Expenditures Capital Outlay / Equipment Capital Outlay / Equipment	4,624.79	5,000.00		3,569.53 4,930.71				1,055.26 69.29 0.00
A11-14/08 Library Carpet Replacement								0.00
Total Library	4,624.79	1,106,259.00	16,493.56	1,110,899.04	0.00	0.00	8,348.83	8,129.48
<u>OTHER</u>								
Historic Preservation Expenditures Expenditures		1,220.00		1,212.38				7.62 0.00
Town Center Salaries Expenditures Expenditures		39,665.00 93,299.00	-7,852.00	39,665.00 81,696.29 7,353.78		3,637.88 284.78		0.00 112.83 1,931.53
Total Other	9,570.09	134,184.00	-7,852.00	129,927.45	0.00	3,922.66	0.00	2,051.98
<u>MATURING DEBT & INTEREST</u>								
Maturing Debt & Interest Maturing Debt Interest Community Preservation Act		3,538,571.00 3,400,977.00 325,113.00	-132,000.00	3,508,571.00 3,015,063.87 325,112.50				-102,000.00 385,913.13 0.50
Total Maturing Debt & Interest	0.00	7,264,661.00	-132,000.00	6,848,747.37	0.00	0.00	0.00	283,913.63
<u>INTERGOVERNMENTAL</u>								
Intergovernmental Mwra State/County		2,918,618.00 283,011.00	10,735.00	2,929,353.00 289,171.00				0.00 -6,160.00
Total Intergovernmental	0.00	3,201,629.00	10,735.00	3,218,524.00	0.00	0.00	0.00	-6,160.00
GRAND TOTAL	2,157,806.94	70,558,898.00	-819,821.48	68,013,379.04	79,519.57	240,665.46	1,931,032.82	1,632,286.57

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2010

	Balance 7/1/2009	Revenue	Expenditures	Transfers	Balance 6/30/2010
SCHOOL LUNCH					
School Lunch Program	37,987.10	629,404.85	646,876.88		20,515.07
Total School Lunch	37,987.10	629,404.85	646,876.88	0.00	20,515.07
FEDERAL GRANTS					
<u>Public Safety</u>					
Bullet Proof Vest Grant	-479.00				-479.00
G.T.E.A. Grant	-70,949.55	217,248.31	146,298.76		0.00
Police Emerg Medical Dispatch Grant 07	10,000.00		10,000.00		0.00
EOPSS FFY10 Traffic Enforcemt/Equipment Grant-Police	0.00	2,029.74	3,139.18		-1,109.44
COPS Secure Our Schools (SOS) DOJ Grant-Police	0.00	2,906.58	2,906.58		0.00
Firefighting Equipment Grant	245.43				245.43
Total Public Safety	-61,183.12	222,184.63	162,344.52	0.00	-1,343.01
<u>Facilities</u>					
ARRA-Mass DOER--Lane School HVAC	0.00	75,000.00			75,000.00
	0.00	75,000.00	0.00	0.00	75,000.00
<u>D.P.W.</u>					
Tree Planting	0.00				0.00
Flooding - FEMA	2,461.91				2,461.91
Total D.P.W.	2,461.91	0.00	0.00	0.00	2,461.91
<u>School</u>					
09 Fed SPED 94-142 (240) Entitlement	24,597.98		37,481.98		-12,884.00
09 Fed SPED-Program Improv (274)	128.00				128.00
09 Secondary Sch Impl Reading (267A)	0.00				0.00
09 Fed Title IV (331)-Drug Free Schools	4,621.00		3,716.00		905.00
09 Fed Title I (305)	949.01		1,527.19		-578.18
09 Fed Title IIA (140)-Teacher Quality	-4,588.68	5,437.00	848.32		0.00
09 Fed Title IID (160)-Enh Ed through Tech	889.28		889.28		0.00
09 Fed Title I (302)	-0.36				-0.36
09 ARRA/SFSF Chapter 70	0.00				0.00
10 ARRA/IDEA Early Childhood/SPED (762)	0.00	191,917.85	11,167.63		180,750.22
10 ARRA/IDEA (760)	0.00	384,840.00	252,888.93		131,951.07
10 Fed SPED 94-142 (240) Entitlement	0.00	217,581.00	450,790.83		-233,209.83
10 Fed Title IIA (140)-Teacher Quality	0.00	36,362.00	37,457.62		-1,095.62
10 Fed SPED-Program Improvement (274)	0.00				0.00
10 Fed Title IV (331)-Drug Free Schools	0.00	4,853.00	1,180.00		3,673.00
10 Fed Title I (305)	0.00	16,224.00	47,577.72		-31,353.72
10 Fed Title IID (160)-Enhanced En through Tech	0.00		935.00		-935.00
10 Fed Title V (302)	0.00				0.00
Total School	26,596.23	857,214.85	846,460.50	0.00	37,350.58
Total Federal Grants	-32,124.98	1,154,399.48	1,008,805.02	0.00	113,469.48

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2010

	Balance 7/1/2009	Revenue	Expenditures	Transfers	Balance 6/30/2010
STATE / MISCELLANEOUS GRANTS					
<u>General Government</u>					
Cultural Council - Arts Lottery	7,635.30	4,042.48	1,665.58		10,012.20
Primaries/Election	23,589.64	18,603.00	17,803.06		24,389.58
MA Historic Preservation Comm.	319.23				319.23
North/South Bikeway	19,920.00				19,920.00
Metro West Home Consortium	-17,727.30				-17,727.30
Depot Building-MHC	0.00				0.00
Two Brothers Rock/Dudley Road-National Register Doc	-7,999.97	8,000.00			0.03
Medicare	-3.79		-0.02		-3.77
FY09 MEMA EMPG-Emergency Mgmt Perf Grant	0.00	2,500.00			2,500.00
Total General Government	25,733.11	33,145.48	19,468.62	0.00	39,409.97
<u>Public Safety</u>					
Hazmat	1,377.73				1,377.73
S.A.F.E. Grant - Fire	1,501.37	4,100.00	3,024.75		2,576.62
F.F. Safety Grant Misc-Fire	191.55		191.00		0.55
Bullet Proof Vest	0.00				0.00
School Resource Officer	22.64	20,000.00	20,022.61		0.03
"Cert" Grant - Fire	-164.20				-164.20
Department of Fire Services Grant	0.00				0.00
Crosby Drive Project	5,211.96				5,211.96
Police Training Gr State Emergency	0.00				0.00
EOPS Traffic Enforcement '07-'08	0.00		34.79		-34.79
FEMA Firefighters Assistance Grant '08	160.00		160.00		0.00
09 SETB Police Training Grant/Emerg	-1,522.97		-1,522.97		0.00
EOPSS FFY09 Underage Alcohol Enforcement-Police	-1,432.70	1,432.64			-0.06
09 State 911 Support/Incentive Grant	-10,711.04	10,711.04			0.00
EOPSS FFY09 Traffic Enforcement/Equipment Grant-Police	-2,702.62	5,640.10	4,354.59		-1,417.11
FY10 State 911 DPT Training Grant-Police	0.00	3,410.32	5,719.32		-2,309.00
FY10 State 911 Support/incentive Grant-Police	0.00	30,733.27	31,110.56		-377.29
Total Public Safety	-8,068.28	76,027.37	63,094.65	0.00	4,864.44
<u>D.P.W.</u>					
Chapter 90	-17,164.14	357,835.54	466,040.19		-125,368.79
Recycling Grant	12,613.59		1,705.00		10,908.59
Underground Storage Tank	132.50				132.50
Curbside Recycling	8,695.31				8,695.31
Flooding	18,809.87		10,000.00		8,809.87
DEP Grant-Ch319, Proj 06-08/319-NPS	-4,929.76	12,533.90	25,629.34		-18,025.20
MAPC Regional Bike Parking Program Grant	-3,765.00				-3,765.00
MTC Clean Energy Choice Grant	0.00				0.00
Old Burying Ground Preservation Grant	0.00	47,109.00			47,109.00
Total D.P.W.	14,392.37	417,478.44	503,374.53	0.00	-71,503.72
<u>Human Services</u>					
COA-Formula Grant	0.00	20,783.00	20,783.00		0.00
COA-Corporate Grants	7,943.01		438.40		7,504.61
YFS-Friday's Free	5,444.83		12.32		5,432.51
YFS-Parenting Wisely	980.47		250.00		730.47
YFS-Partnership For Children	1,900.00				1,900.00
YFS-Kids Who Care	264.87				264.87
COA-Progress Grant	2,028.94		77.93		1,951.01
YFS-Peer Mentor Grant (moved from Public Safety)	3,837.96	125.00	295.47		3,667.49
YFS-Safe Routes to School-Greater Lowell Cm	0.00	6,000.00	5,500.00		500.00
Total Human Services	22,400.08	26,908.00	27,357.12	0.00	21,950.96

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2010

	Balance 7/1/2009	Revenue	Expenditures	Transfers	Balance 6/30/2010
Health					
Smoking Cessation	4,975.47				4,975.47
Emergency / Planning-Public Health	0.00	22,172.20	22,032.06		140.14
MA Assoc Health Boards Grant	360.84				360.84
Total Health	5,336.31	22,172.20	22,032.06	0.00	5,476.45
Library					
Incentive/Equalization	38,323.36	8,028.72	13,457.04		32,895.04
Non Resident Circulation	64,608.95	11,741.61	9,518.69		66,831.87
Construction Grant	9,635.41				9,635.41
Community Languages	0.00				0.00
Total Library	112,567.72	19,770.33	22,975.73	0.00	109,362.32
School					
Impact Aid	491,596.86	234,787.10		-449,000.00	277,383.96
N. D. A.A.	131,270.72				131,270.72
Drug Free Sch. '98	1,839.06				1,839.06
Teacher Training '00	105.00				105.00
Smoking Cessation '00	19,998.10				19,998.10
Title VI '01	-2,376.18				-2,376.18
Tech. Literacy Challenge	1,038.98				1,038.98
Project Meet #613	-276.00				-276.00
Tec. Literacy '02	424.32				424.32
Gifted & Talented Grant	1,848.35				1,848.35
Eisenhower/Content Institute	-246.70				-246.70
BBEA/Bedford Education Foundation	-802.75	20,519.60	22,247.48		-2,530.63
School Circuit Breaker	-61,067.15	655,516.00	572,919.89		21,528.96
Title II Teacher Quality '05	-8,578.00				-8,578.00
Fed Spec. Educ. Entitlement '05	9,178.00				9,178.00
Title I'05 <i>Missing crosspost FY07? Should be \$0</i>	9,785.03				9,785.03
METCO '05	136.00				136.00
Academic Support FY 05	30.00				30.00
State Foundation Reserve Aid	250,000.00		250,000.00		0.00
Fed Spec. Educ. Entitlement (262) '06	-600.00				-600.00
Fed Spec. Educ. Entitlement (240) '06	-4,509.98				-4,509.98
SPED Program Improvement (274) '06	-249.76				-249.76
Title I (305) '06	-4,795.86				-4,795.86
METCO '06	-26,939.95				-26,939.95
Mental Health-Davis School '06	-329.17				-329.17
M.S. Reading (267) '06	-2,068.40				-2,068.40
Academic Support Services '06	-138.01				-138.01
"Game to be Fit" Grant	29.00				29.00
Content Institutes (171) '06	2,136.33				2,136.33
Title II (140) Teacher Quality '07	-8,926.88				-8,926.88
Title II (160) Enhanced Ed through Tech. '07	9,547.14				9,547.14
Fed SPED Entitlement (240) '07	-70,091.47		7,029.00		-77,120.47
Early Child-SPED (262) '07	-5,114.30				-5,114.30
SPED-Program Improvement (274) '07	1,231.81				1,231.81
Title I (305) '07	388.27				388.27
Title IV Safe / Drug (331) '07	150.94				150.94
METCO '07	22,609.16				22,609.16
Content Institutes (171) '07	0.14				0.14
Secondary Sch Reading (267) '07	3,906.58				3,906.58
Academic Support Svcs (MCAS) '07	908.64				908.64
SPED Corrective Action '07	-5,179.91				-5,179.91
METCO '08	-2,067.20		-0.12		-2,067.08

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2010

	Balance 7/1/2009	Revenue	Expenditures	Transfers	Balance 6/30/2010
Fed SPED Entitlement (240) 94-142, '08	9,125.50				9,125.50
Early Childhood-SPED (262) '08	-911.00				-911.00
SPED-Program Improvement (274) '08	5,015.00				5,015.00
Title I (305) '08	-265.81	34,798.00			34,532.19
Secondary Sch Reading (267) '08	1,455.00				1,455.00
Title II Part A-140 '08	-1,500.14				-1,500.14
Title IV Safe / Drug (331) '08	1,991.99				1,991.99
Secondary Sch Reading (267) '08	-6,347.39		399.00		-6,746.39
Academic Support Service (632) School Yr	44.00				44.00
09 METCO	22,436.19	100.00	20,645.37		1,890.82
09 SPED Early Childhood (252)	124.20		242.79		-118.59
09 Academic Support services (632) School Year	-266.72				-266.72
09 Safe Schools Program-Gay/Lesbian Student-Grant	1,500.00		1,500.00		0.00
10 METCO	0.00	523,299.00	480,424.27		42,874.73
10 SPED Early Childhood (262)	0.00	4,839.75			4,839.75
10 Academic Support Services (632) School Year	0.00	7,935.00	6,390.92		1,544.08
Total School	786,201.58	1,481,794.45	1,361,798.60	-449,000.00	457,197.43
Total State / Miscellaneous Grants	958,562.89	2,077,296.27	2,020,101.31	-449,000.00	566,757.85
GIFTS					
<u>General Government</u>					
Energy Conservation	103.41				103.41
Bedford Community Playground	1,494.08	8.98			1,503.06
Cultural Council	-187.75				-187.75
Sidewalk Construction	5,750.00				5,750.00
Gift/General	78.56				78.56
Page Hill Gift	20.99				20.99
Homestead Estate	5,000.00				5,000.00
Planning-Parking Spec. Permit	29,700.00				29,700.00
Telecommunications	-9,999.97				-9,999.97
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	43,520.00	23,520.00			67,040.00
Planning-Criterion	221,700.00			-20,000.00	201,700.00
A23/09 Design BHS Synthetic Turf Field	0.00	37,500.00			37,500.00
Land Acquisition-W.Bedford/Concord Rd	0.00	2,553.33			2,553.33
Planning-Criterion-Economic Development	0.00			20,000.00	20,000.00
Total General Government	384,828.20	63,582.31	0.00	0.00	448,410.51
<u>Public Safety</u>					
Gift Police/Fire	307.41				307.41
Gift Fire	0.00				0.00
Millipore/Computer	0.00				0.00
Daniel Oates	287.54				287.54
Police Contribution	1,185.47	850.00	732.98		1,302.49
CPR Course	631.25	555.00	529.00		657.25
Anthony Busa Memorial	318.33		93.11		225.22
Total Public Safety	2,730.00	1,405.00	1,355.09	0.00	2,779.91

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2010

<u>School</u>	Balance 7/1/2009	Revenue	Expenditures	Transfers	Balance 6/30/2010
Bedford Hockey	5,111.93		5,000.00		111.93
Football/Cheerleading-Glenn	-530.87	1,177.50	75.00		571.63
Schools General Gift	130.05	300.00	2,849.02		-2,418.97
High School General Gift	3,664.10	5,023.78			8,687.88
Middle School General Gift	5,430.37	6,000.00	1,328.46		10,101.91
Job Lane School General Gift	1,194.94	1,000.00	1,318.68		876.26
Davis School General Gift	464.40		473.07		-8.67
METCO General Gift	554.00	1,190.00			1,744.00
Educational Scholarships	15,000.00				15,000.00
Thomas Nolan Make My Day Gift	1,580.00				1,580.00
FBHS Fallen Soldiers Gift	28,317.00	6,668.00	24,849.14		10,135.86
Total School	60,915.92	21,359.28	35,893.37	0.00	46,381.83
<u>Library</u>					
Video Cassettes	54.53				54.53
General	5,621.12	8,623.79	9,332.91		4,912.00
Prabha Sridharan	1,782.89	200.00			1,982.89
Library Building	2,197.91			-2,197.91	0.00
Daniel Nickerson	526.92	1,000.00	1,084.89		442.03
Martha Hoo	71.47				71.47
Kent Stickney	22.80				22.80
Andy Zuckerman Memorial Collection	18,805.00	665.00	1,116.00		18,354.00
Total Library	29,082.64	10,488.79	11,533.80	-2,197.91	25,839.72
<u>Library Corporation</u>					
Building Fund	-1,627.46	7.62		2,197.91	578.07
McDonald's Publication	541.28	100.00			641.28
Total Library Corporation	-1,086.18	107.62	0.00	2,197.91	1,219.35
<u>Health</u>					
Recombinant DNA	10,000.00				10,000.00
General	2,250.00	469.00	500.00		2,219.00
Total Health	12,250.00	469.00	500.00	0.00	12,219.00
<u>Human Services</u>					
COA-Gift General	13,176.82	720.00	1,966.21		11,930.61
COA-Gift Transportation	9,966.45	10,000.00	14,835.00		5,131.45
YFS-Violence Prevention Coalition	1,080.16				1,080.16
YFS-Progress Gift (Child / Needy)	4,092.20	3,616.45	634.04		7,074.61
COA-Emergency Fund	6,933.45	1,000.00	248.00		7,685.45
COA-CWV Safe at Home Gift-Carleton Willard V	0.00	6,000.00	618.00		5,382.00
Total Human Services	35,249.08	21,336.45	18,301.25	0.00	38,284.28
<u>Other</u>					
Public Ceremonies	24,252.18	3,750.00			28,002.18
Conservation-Jordan Gardens	1,211.09	230.00	25.77		1,415.32
Conservation-General	-29.81				-29.81

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2010

	Balance 7/1/2009	Revenue	Expenditures	Transfers	Balance 6/30/2010
Recreation Commission Ice Skating	475.06				475.06
Recreation Revolving General	6,000.00				6,000.00
Recreation-Springs Brook Park Project	-135.47				-135.47
Recreation-Barbara Davis Campership	2,585.00		500.00		2,085.00
447 Concord Road Gift	163.92	0.97			164.89
Recreation-The Corner-Youth Center-Gift	0.00	50.00			50.00
Total Other	34,521.97	4,030.97	525.77	0.00	38,027.17
<u>D.P.W.</u>					
Gift/General	3,203.33				3,203.33
C. Midgett Memorial	755.00				755.00
Ball Field Improvement	432.51	4,121.00			4,553.51
Tree Planting Gift	0.00				0.00
Avalon Drainage Review	8,604.71	261.86			8,866.57
Avalon Drainage	0.00				0.00
Town Common	1,538.47				1,538.47
Cemetery Plaque	25.00				25.00
Street Trees	3,037.00				3,037.00
In Memory-Elizabeth Little	0.00				0.00
Babe Ruth Athletics	262.00				262.00
Freedom Estates - Sewer Review	0.00				0.00
Memorial Park Lighting	0.00				0.00
Kawalski Tree Memorial	175.00				175.00
Avalon Bay Pump Station	10,000.00				10,000.00
Avalon Bay Wilson Park Study	25,000.00				25,000.00
Concord Fld Sewer Pump Station	10,708.00		4,420.00		6,288.00
DPW Curbing Restoration Fund	4,804.24		1,600.00		3,204.24
Irving R Baird, Jr. Memorial	0.00				0.00
Middlesex Turnpike Corridor Study	10,000.00				10,000.00
Criterion Offsite Mitigation Consult	105.28				105.28
Great Road Traffic Peer Review	5,144.98		5,144.98		0.00
John Brown/Old Burying Ground	0.00				0.00
54 Middlesex Tpk Entrance Consult Services	14,620.00				14,620.00
Bog Bridge Construction-DPW Gift	0.00	1,528.00	1,528.00		0.00
Total D.P.W.	98,415.52	5,910.86	12,692.98	0.00	91,633.40
Total Gifts	656,907.15	128,690.28	80,802.26	0.00	704,795.17
REVOLVING / RESERVED FUNDS					
<u>General Government</u>					
Penalties/Fines/Rest/Selectmen	18,796.12				18,796.12
Penalties/Fines/Rest/Fire Dept	0.00				0.00
Penalties/Fines/Rest/Finance	2,387.25	1,275.00			3,662.25
Penalties/Fines/Rest/TownClerk	10,695.35	1,920.00			12,615.35
Penalties/Fines/Rest/Legal	0.00				0.00
Penalties/Fines/Rest/Planning	16,835.63				16,835.63
Depot Park	45,960.47	13,851.01	24,566.45		35,245.03
Cable Television Revolving	27,068.98	34,764.00			61,832.98
Total General Government	121,743.80	51,810.01	24,566.45	0.00	148,987.36

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2010

	Balance 7/1/2009	Revenue	Expenditures	Transfers	Balance 6/30/2010
<u>Finance Department</u>					
Medicare	506.99		0.36		506.63
Total Finance	506.99	0.00	0.36	0.00	506.63
<u>Public Safety</u>					
Gun Permits	150.00	5,250.00	5,250.00		150.00
Penalties/Fines Restitution - Police	2,740.91	386.00	1,089.04		2,037.87
IRS Revolving-Police	-18,947.24	403,375.66	407,495.81		-23,067.39
Penalties/Fines Restitution - Fire	580.08	6,305.81	7,895.15		-1,009.26
IRS Revolving-Fire	3,009.23	7,585.50	9,084.72		1,510.01
Hydrant Markers	0.00				0.00
Police OT Reimbursement	-87.23	24,501.75	22,587.58		1,826.94
Liquor IDs	3,378.56	600.00	1,721.81		2,256.75
Total Public Safety	-9,175.69	448,004.72	455,124.11	0.00	-16,295.08
<u>School</u>					
Adult Practical Arts	6,355.89	6,720.00	2,103.32		10,972.57
Athletic Revolving	35,348.26	38,439.37	30,200.00		43,587.63
IRS Revolving	7,492.55		2,753.92		4,738.63
Lost Books CH 88	-99.27	281.78			182.51
School Rental	106,395.28	67,847.81	55,197.51		119,045.58
Vandalism	5,499.84	6,750.00	9,579.84		2,670.00
Meal Tax	-6.51	898.94	898.95		-6.52
Penalties/Fines/Restitutions	8,833.25	9,276.40	9,276.40		8,833.25
E-Rate Reimb.	67,425.34	18,817.04	23,000.00		63,242.38
High School Nursery Program	10,354.52	38,464.89	35,497.76		13,321.65
Total School	247,599.15	187,496.23	168,507.70	0.00	266,587.68
<u>Library</u>					
IRS Revolving	766.90	1,631.00	1,204.00		1,193.90
Library Revolving	11,806.69	13,844.75	3,073.53		22,577.91
Total Library	12,573.59	15,475.75	4,277.53	0.00	23,771.81
<u>Agency</u>					
Sporting Licenses	466.20	3,272.10	3,159.25		579.05
Total Agency	466.20	3,272.10	3,159.25	0.00	579.05
<u>Facilities</u>					
Penalties/Fines/Restitutions	220.12				220.12
Old Town Hall/Town Center Facilities Revolving Fund	21,761.84	102,951.94	105,406.38		19,307.40
Total Facilities	21,981.96	102,951.94	105,406.38	0.00	19,527.52

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2010

	Balance 7/1/2009	Revenue	Expenditures	Transfers	Balance 6/30/2010
<u>D.P.W.</u>					
Penalties/Fines/Restitutions	6,899.30	29,613.51	28,491.46		8,021.35
Total D.P.W.	6,899.30	29,613.51	28,491.46	0.00	8,021.35
<u>Human Services</u>					
Recreation Revolving	401,860.03	596,424.47	536,004.22		462,280.28
Recreation Revolving Day Camp	55,999.23	230,253.04	182,372.07		103,880.20
Recreation Revolving Teen Center/After School program	566.36	1,455.00	1,479.00		542.36
Recreation Revolving Day Care	35,655.77	522,787.27	513,074.90		45,368.14
Recreation Revolving Springs Brook	-58,193.06	250,427.37	257,595.51		-65,361.20
Recreation Revolving COA	10,492.26	29,706.25	20,708.40		19,490.11
Total Human Services	446,380.59	1,631,053.40	1,511,234.10	0.00	566,199.89
<u>Other</u>					
Conservation/Wetlands	20,328.51	5,777.50	3,688.43		22,417.58
Conservation By-Law Consulting	276.03				276.03
Conservation/WPA Consulting	8,217.97	48.90	192.50		8,074.37
Penalties/Fines/Restitutions-Town Ctr	607.29		2,329.75		-1,722.46
Total Other	29,429.80	5,826.40	6,210.68	0.00	29,045.52
<u>Community Preservation</u>					
Community Preservation	3,451,707.84	1,601,775.31	759,533.93	-325,113.00	3,968,836.22
Total Community Preservation	3,451,707.84	1,601,775.31	759,533.93	-325,113.00	3,968,836.22
Total Revolving / Reserved Funds	4,330,113.53	4,077,279.37	3,066,511.95	-325,113.00	5,015,767.95
General Government	532,812.10	148,537.80	44,035.43	0.00	637,314.47
Public Safety	-75,697.09	747,621.72	681,918.37	0.00	-9,993.74
School	1,159,299.98	3,177,269.66	3,059,537.05	-449,000.00	828,032.59
Library	153,137.77	45,842.49	38,787.06	0.00	160,193.20
Agency	466.20	3,272.10	3,159.25	0.00	579.05
Facilities	21,981.96	102,951.94	105,406.38	0.00	19,527.52
Highway / DPW	122,169.10	453,002.81	544,558.97	0.00	30,612.94
Human Services	521,616.06	1,701,939.05	1,579,424.53	0.00	644,130.58
Other	63,951.77	9,857.37	6,736.45	0.00	67,072.69
Community Preservation	3,451,707.84	1,601,775.31	759,533.93	-325,113.00	3,968,836.22
Total All Special Revenue	5,951,445.69	7,992,070.25	6,823,097.42	-774,113.00	6,346,305.52

TOWN OF BEDFORD
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
CAPITAL PROJECTS - JUNE 30, 2010

	Balance 7/1/09	Revenue	Expenditures	Transfers/ Other	Balance 6/30/10
A 20/04 Land & Easement	30,176.00		9,125.00		21,051.00
A11/10 Land Acquisition-75/155 Middlesex Tpk	-790,000.00				-790,000.00
A26-01/07 Fire Rescue Pumper	-409,944.00	410,000.00			56.00
A 3STM 10/97 Davis School	4,141.46				4,141.46
A 18/99 & A14 STM 10/98 Lane School	18,409.23		12,459.47		5,949.76
A 6 STM 10/00 Glenn Sch.	1,747.73				1,747.73
A 6 STM 11/04 H.S. Design	433,503.92		433,503.92		0.00
A 5/07 HS Renovation	-36,542,429.17	23,290,000.00	451,231.31		-13,703,660.48
A 29-4/94 Intersection	18,914.51		18,914.51		0.00
A 8 STM 10/98 Middlesex Tnpk.	-98,804.05		36,760.55		-135,564.60
A 14/00 Sidewalk Construction	19,110.77		3,260.35		15,850.42
A 32/01 Water Main Design	6,312.88		3,450.26		2,862.62
A13/02 MWRA Water Main Des/Construction	-10,000.00				-10,000.00
A 27/04 Water Mains	140,557.50		140,557.50		0.00
A 9 20/05 Water SCADA System	26,943.18		18,515.95		8,427.23
A 9 22/05 Water Main Replace	136.26		136.26		0.00
A 18/06 Infiltr/Inflow Reduction	12,588.33	366.27			12,954.60
A 26 02/07 Water Main Project	70,046.60		70,046.60		0.00
A12/08 Sewer Infil/Inflow	14,018.64		13,966.65		51.99
A11/08-01 Water Main Project	-32,873.57		71,313.30		-104,186.87
A11/08-06 Sewer System Expansion	-1,600.00		124,394.67		-125,994.67
A13/08 Road Resurfacing	-422,255.00	750,000.00	997,656.43		-669,911.43
A2 STM 11/08 Sewer Infil/Inflow Recon	15,663.59		15,663.59		0.00
A 21/03 DPW Facility	40,365.43				40,365.43
A 22/03 Town Ctr Facility	88,397.27		3,981.84		84,415.43
A 22/04 H.S.Schematic	21,673.80		21,673.80		0.00
A17-17/09 Water Standpipe Paint/Prep	-75,620.85		3,600.00		-79,220.85
A17-18/09 Shawsheen Well-Constr/Rep	0.00		59,165.06		-59,165.06
A17-09/09 Water Main Improvement	-322,389.60		137,936.86		-460,326.46
A18/09 Sewer Infil/Inflow-Impr/Study	0.00				0.00
A16-20/10 Middlesex Tpk Water Main Repl	0.00				0.00
A16-21/10 North Rd Water Main Repl	0.00		78,693.18		-78,693.18
A16-22/10 Crosby Dr Water Standpipe Painting	0.00				0.00
A16-23/10 Summer St Drainage Improvements	0.00		180,000.00		-180,000.00
A17/10 Sewer Infiltr/Inflow work	0.00	581,300.00			581,300.00
Total Capital Projects	-37,743,209.14	25,031,666.27	2,906,007.06	0.00	-15,617,549.93

TOWN OF BEDFORD SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE TRUST FUNDS - JUNE 30, 2010
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	Balance 7/1/2009	Revenue	Expenditures	Transfers In/Out	Balance 6/30/2010
<u>Non Expendable Trust Funds:</u>					
<u>Health</u>					
George & Clara Blinn Cemetery	1,621.49	38.89			1,660.38
Lillian Dutton Memorial	891.32	21.38			912.70
Emma J. Phelps Cemetery	14,652.12	331.65			14,983.77
Shawsheen Cemetery Chapel	17,677.22	423.82			18,101.04
Total Health	34,842.15	815.74	0.00	0.00	35,657.89
<u>Human Services</u>					
Goodwin Charity	71,139.54	1,973.36	1,852.00		71,260.90
Total Human Services	71,139.54	1,973.36	1,852.00	0.00	71,260.90
<u>Library</u>					
George & Clara Blinn	9,059.99	135.58			9,195.57
Edwin Brooks	28,374.39	474.87			28,849.26
Sarah Hartwell Bryant	1,222.81	18.31			1,241.12
Kirsten Carr	6,745.56	100.96	17.77		6,828.75
Lawrence Braverman	1,336.75	20.00			1,356.75
Fannie S. Cutler	70,173.74	1,532.73	3,768.16		67,938.31
Samuel Davis	2,751.66	41.18			2,792.84
Jeremiah Fitch	18,793.08	331.45			19,124.53
Franklin S. Lane	3,080.41	58.63			3,139.04
Lawrence	1,328.44	19.88			1,348.32
E. G. Loomis	2,113.46	31.65			2,145.11
William J. Niles	111,503.79	2,339.45			113,843.24
James Salloway	1,138.66	17.05			1,155.71
Nell Seften Stegmaier	4,201.01	62.88			4,263.89
William C. Britton	30,886.75	462.28			31,349.03
Total Library	292,710.50	5,646.90	3,785.93	0.00	294,571.47
<u>School</u>					
Ellen A. Boynton	22,333.72	615.83			22,949.55
John Glenn Memorial Scholarship	4,894.94	117.34			5,012.28
Marion E. Hunt Scholarship	8,904.37	213.48			9,117.85
Total School	36,133.03	946.65	0.00	0.00	37,079.68
<u>Other</u>					
Founders & Patriots	6,031.42	144.62			6,176.04
Hartwell House	71,682.08	1,718.57			73,400.65
Total Other	77,713.50	1,863.19	0.00	0.00	79,576.69
Total Non-Expendable Trust Funds	512,538.72	11,245.84	5,637.93	0.00	518,146.63
<u>Expendable Trust Funds:</u>					
<u>Health</u>					
Sale of Lots	895,798.81	28,899.83	6,844.72	-100,000.00	817,853.92
Cemetery Improvement	30,953.40	5,986.76	4,052.25		32,887.91
Total Health	926,752.21	34,886.59	10,896.97	-100,000.00	850,741.83

TOWN OF BEDFORD
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
TRUST FUNDS - JUNE 30, 2010

	Balance 7/1/2009	Revenue	Expenditures	Transfers In/Out	Balance 6/30/2010
<u>Library</u>					
Wallace Gleason Webber	4,912.14	98.60			5,010.74
Fannie Wood Prescott	275,041.81	6,183.61			281,225.42
General Fund	17,071.42	2,398.65	550.00		18,920.07
A.E. Brown-Reprint	1,986.54	57.73			2,044.27
Mansur Estate	21,658.32	324.14			21,982.46
Tirzah J. Sweet	19,054.85	285.19			19,340.04
Total Library	339,725.08	9,347.92	550.00	0.00	348,523.00
<u>School</u>					
Harriet M. Mudge	204,550.68	5,556.25			210,106.93
High School Scholarships	5,603.34	1,127.09	2,000.00		4,730.43
Total School	210,154.02	6,683.34	2,000.00	0.00	214,837.36
<u>Other</u>					
Hanscom Area Traffic	1,319.73	31.63			1,351.36
Conservation Fund	63,861.46	1,381.59	8,456.29		56,786.76
Industrial Area Sewer	10,784.46	258.56			11,043.02
Stabilization Fund	3,048,328.00	52,052.23		-639,000.00	2,461,380.23
Pension Fund	1,485,450.68	40,349.43			1,525,800.11
Bedford Munic Afford Housing Trust	197,842.88	4,277.47	25.00		202,095.35
BMAHT-Condo Buydown	142,664.90		2,568.00		140,096.90
BMAHT-Village/Bedford Woods Foreclosure	175,446.00				175,446.00
Law Enforcement Trust-State	552.89	1,677.22			2,230.11
Law Enforcement-DEA	150,617.41	64,720.97	116,343.56		98,994.82
Post Retirement	1,985,297.06	45,129.13			2,030,426.19
Dental Claims Trust Fund	148,869.35	381,724.13	392,488.03		138,105.45
Health Claims Trust Fund	310,034.16	1,047,643.96	956,896.99		400,781.13
Bond Premium Stabilization Fund	0.00			942,477.49	942,477.49
Total Other	7,721,068.98	1,639,246.32	1,476,777.87	303,477.49	8,187,014.92
Total Expendable Trust Funds	9,197,700.29	1,690,164.17	1,490,224.84	203,477.49	9,601,117.11
Total All Trust Funds	9,710,239.01	1,701,410.01	1,495,862.77	203,477.49	10,119,263.74
<u>Agency Funds-Performance Bonds</u>					
Freedom Estates LLC	198,300.00				198,300.00
McDonough Subdivision	6,037.00				6,037.00
Selfridge Road Extension	12,500.00				12,500.00
Page Hill Subdivision-Yvon Cormier	152,060.00				152,060.00
Page Hill Lot Rel-Shandel Investments	204,940.00				204,940.00
Pine Realty Trust	37,400.00				37,400.00
Trinity Realty Trust-Thomas Murray	44,915.00				44,915.00
Deer Meadow	31,700.00				31,700.00
McDonough Subdivision	82.90				82.90
Deer Meadow	7,971.09				7,971.09
Bedford Municipal Afford Housing Trust	15,000.00				15,000.00
Total Agency Funds	710,905.99	0.00	0.00	0.00	710,905.99
TOTAL--TRUST/AGENCY FUNDS	10,421,145.00	1,701,410.01	1,495,862.77	203,477.49	10,830,169.73

Volunteer Opportunities and the Appointment Process

Opportunities for Volunteer Appointments in Bedford

All Town boards and committees consist of volunteers who live in Bedford and are registered Bedford 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; their descriptions are found in the Town's Bylaws at www.bedfordma.gov:

Arbor Resource Committee	Historic Preservation Commission
Cable Television Advisory Committee	Land Acquisition Committee
Cultural Council	Sign Bylaw Review Committee
Housing (Fair, Partnership)	Wilson Mill Park Planning Committee
Historic District Commission (Alternate)	Zoning Board of Appeals (Alternate)

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.

For questions, please call a member of the Volunteer Coordinating Committee:

Dawn Theodore
781-275-9243

Lora Goldenberg
781-275-7354

Ilsa Gottlieb
781-275-0953

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 _____ Business Phone _____ e-mail _____

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. # of yrs. lived in town: _____ 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 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. You may complete this form and mail it to the Town Manager's Office, Town Hall at 10 Mudge Way. You will get a reply.

Dawn Theodore – 781-275-9243

Lora Goldenberg – 781-275-7354

Ilsa Gottlieb – 781-275-0953

Office Use Only

Registered Voter _____ Acknowledged _____ Attended Meetings _____

Interviewed _____ Appointed _____ Appointment Letter _____