

# 2012 ANNUAL TOWN REPORT

## Bedford, Massachusetts

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# 2012 ANNUAL TOWN REPORT

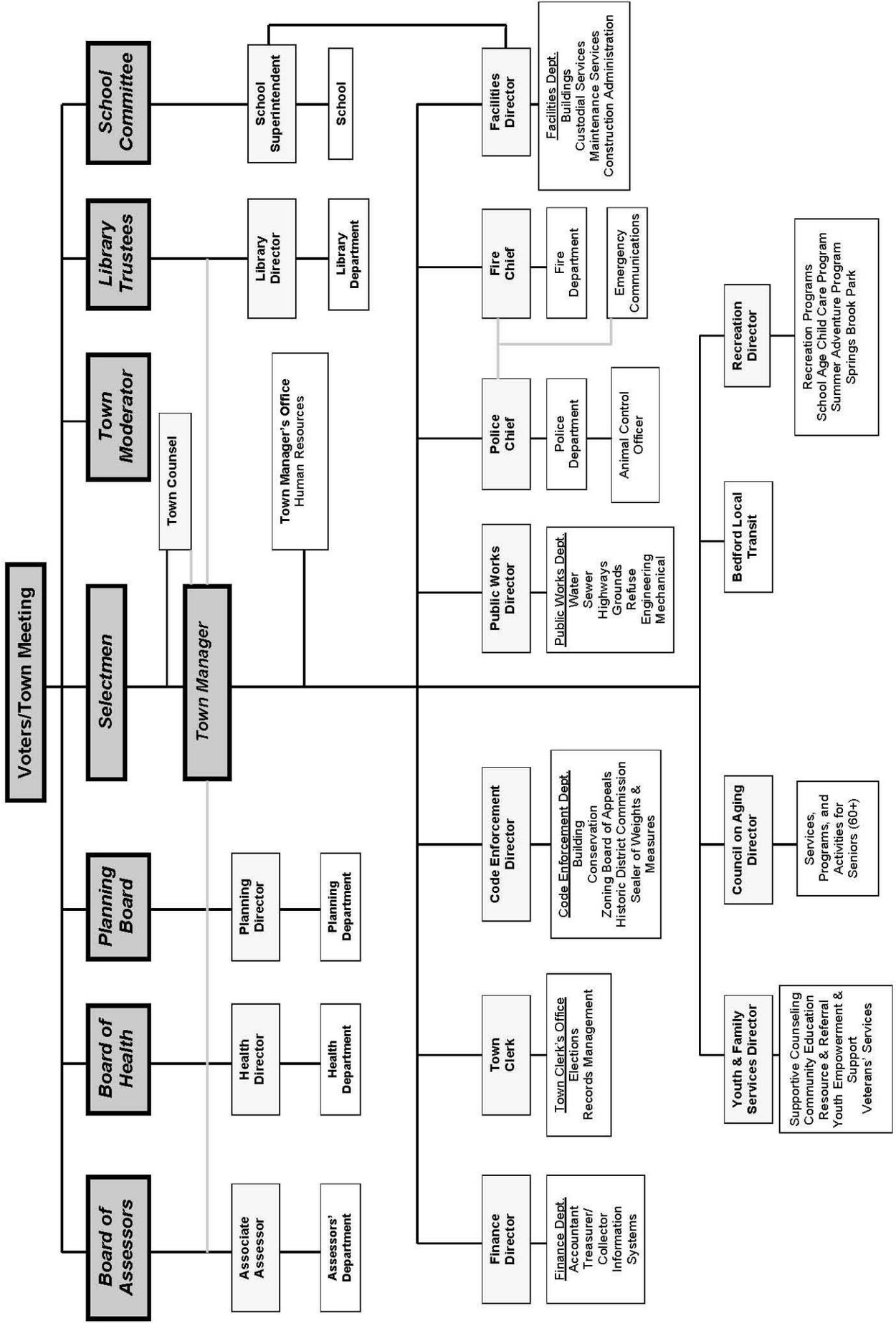
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*Cover designed by Bedford resident Jean Hammond.  
Photograph of New Wilson Mill Dam by Town Engineer Adrienne St. John  
Painting of the Old Wilson Mill Dam by Edwin Graves Champney (c. 1880s) courtesy of Bea Brown  
and the Bedford Historical Society*

# Town of Bedford Organization



# TOWN OF BEDFORD DIRECTORY

## TOWN DEPARTMENTS & SERVICES

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

# OUR TOWN

## Situation

About 15 miles northwest of Boston

## Population

14,503 (January 1, 2012 census)

## Elevation

Highest, 280 feet above sea level

Lowest, 110 feet above sea level

## Assessed Valuation for FY12

Total Assessed Value \$2,755,593,345

## FY12 Tax Rates

Residential \$15.21

Open Space \$11.40

Comm., Ind., & Personal Property \$33.21

## FY12 Water Rates

Water Base Rate Minimum Bill \$35.00

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

Over 2,000 cubic feet = \$4.80/100 CF

## FY12 Sewer Rates

Sewer Base Rate Minimum Bill \$45.00

0-2000 cubic feet = \$3.30/100 CF

Over 2000 cubic feet = \$9.70/100 CF

## Town Hall, 10 Mudge Way

Town Clerk's Phone:

781-275-0083

Town Manager's Phone:

781-275-1111

[www.bedfordma.gov](http://www.bedfordma.gov)

## Senators in Congress

Scott Brown, 617-565-3170

John F. Kerry, 617-565-8519

## Representative in Congress

John F. Tierney (6<sup>th</sup> District),

978-531-1669

## State Senator

Susan Fargo (3<sup>rd</sup> Middlesex District),

617-722-1572

## Member of Governor's Council

Marilyn Petitto Devaney (3<sup>rd</sup> Middlesex District),

617-725-4015

## Representative in General Court

Charles Murphy (21<sup>st</sup> 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](http://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

## ELECTED OFFICERS

<b>Bedford Housing Authority</b>		Jeffrey Cohen (PB)	Edward Pierce	2014
Eugene J. Clerkin	2013	Margot Fleischman (Sel)	Abigail Seibert	2015
Patricia Ross	2014			
Lewis Putney	2016	<b>Moderator</b>	<b>Selectmen</b>	
Jane Puffer	2017	Betsey J. Anderson	Walter J. St. Onge III	2012
William S. Moonan			Term (exp. 3-12)	
		<b>Planning Board</b>	Catherine Cordes	2013
<b>Board of Assessors</b>		Janet Powers (Term exp. 3-12)	William S. Moonan	2013
Sheldon Moll (res 7-11)	2011	Shawn Hanegan (appt 4-12)	Mark Siegenthaler	2014
Richard P. Boffa (eff 8-11)	2012	Jonathan Silver	Michael Rosenberg	2014
Robert B. Murphy	2013	Margot Fleishchman (res 3-12)	Margot Fleischman (eff 3-12)	2015
John Linz	2014	Lisa Mustapich		
Ronald M. Cordes (eff 3-12)	2015	Sandra Hackman	<b>Trustees - Bedford Library</b>	
		Jeffrey Cohen (eff 3-12)	Lorrie Dunham	2013
<b>Board of Health</b>			Howard Cohen	2013
Lea Susan Ojamaa		<b>Regional Voc. School District</b>	Abigail Hafer	2013
(Term exp. 3-12)	2012	Mark Trifiro (res 5-11)	Rachel Field	2014
Mary Seymour (Term exp. 3-12)	2012	Donald Drouin	Lynne O'Connor	2014
Beatrice A. Brunkhorst	2013	Glenn McIntyre (Appt. 8-11)	Michael Pulizzi	2015
Kevin Wormstead	2014		Robert L. Batt	2016
Thomas J. Kinzer III	2014	<b>School Committee</b>		
Anita Raj (eff 3-12)	2015	Anne Bickford		
Sarah B. Thompson (eff 3-12)	2015	Brad Hafer		
		Noreen O'Gara		

## APPOINTED COMMITTEES

<b>Affirmative Action</b>		Lisa Mustapich (PB)	Christina Wilgren	
Virginia Spencer	2013	Alice Sun (AFF HSN)	Michael Roseberg (Sel)	2014
Lois Pulliam	2014	Michael Rosenberg (Sel)	Lisa Mustapich (PB)	
Francis Fornaro	2015			
Lora Goldenberg		<b>Arbor Resources (Ad Hoc)</b>	<b>Bicycle Advisory</b>	
Walter J. St. Onge III (Sel)		Ruth Robinson	Christopher Lennon (res 6-12)	2012
(res -12) (Term exp. 3-12)		Carol Kelly	Ralph Hammond	2013
Margot Fleischman (Sel)		Jacqueline Edwards	David Enos	2013
(eff 3-12)		Ralph Hammond	Peter Weichman	2013
		Kenneth Prescott	Alec Ellsworth	2014
<b>Affordable Housing</b>		Michael Rosenberg (Sel)	Brian O'Donnell	2014
Paulette Everitt (res 6-30-12)	2012	Dennis Freeman (DPW)	Terry Gleason	2015
Zoe Pierce (res 6-12)	2012	Sandra Hackman (PB)	Walter J. St. Onge (Sel)	
Shawn Hanegan (eff 10-11)			(Term exp. 3-12)	
(res 6-19-12)	2013	<b>Bedford Housing Partnership</b>	Margot Fleischman (Sel)	
Irma Carter	2013	<i>Members Aff Hsng Comm</i>	(eff 3-12)	
Ellis Kriesberg	2015	<i>Members Fair Hsng Comm</i>	Jonathan Silver (PB)	
Jane Puffer (BHA)				

**APPOINTED COMMITTEES***Continued from previous page*

<b>Cable Television Advisory</b>		<b>Council on Aging</b>		<b>Fair Housing</b>	
John Monahan (res 6-12)	2012	Leslie Gabriele (res 1-12)	2012	Stephen Boyd (eff 10-11)	2014
Robert Batt (res 6-12)	2012	Maureen Pomeroy (res 8-11)	2012	Alice Sun	2015
S. Brown Pulliam (res 3-12)	2014	George Dalrymple (res 6-12)	2013	Jane Puffer (BHA)	
James Shea	2014	Luigi DiNapoli (eff 6-12)	2013	Lisa Mustapich (PB)	
Charles French	2015	Cynthia Rider	2013	Michael Rosenberg (Sel)	
William Moonan (Sel)		Roberta Ennis	2013		
		Armand Malo	2014	<b>Finance Committee</b>	
<b>Capital Expenditure</b>		Rosemary Dyer (eff 8-11)	2014	Thomas Busa	2013
Jon O'Connor	2013	Mary Pine (eff 6-12)	2015	Meredith McCulloch	2013
Michelle Matteo	2013	Arthur E. Walsh (eff 8-11)	2015	Benjamin Thomas (eff 11-11)	2013
Jean-Marc Slak	2014	Pauline Salter	2015	Peter Bentley (res 10-11)	2013
Mary Ellen Carter (eff 6-12)	2014	Sandra Hackman (PB)		Stephen D. Steele	2014
Abbie Seibert (Sch)	2014	William Moonan (Sel)		Richard Bowen	2014
Brian DeVellis	2015			Michael Seibert	2014
James O'Neil	2015	<b>Cultural Council</b>		Robert Kenney	2015
Barbara Perry (Fincom)		Susan McCombs (res 6-12)	2012	Barbara Perry	2015
Anne Bickford (Sch)		Jane Franklin	2013	Stephen Carluccio (eff 8-11)	2015
William Moonan (Sel)		Breena R. Daniell	2013	<b>Fiscal Planning &amp; Coodinating</b>	
		Cheryl Blalock-Harris	2013	Peter Naum (Fin Dir)	
<b>Community Preservation</b>		Mary Johannessen	2014	(retired 8-11)	2012
Margot Fleischman (PB)		Barbara Purchia	2014	Thomas Busa (Fincom)	
(res 3-12)	2012	Tim Garland (eff 8-11)	2014	(Term exp. 6-12)	2012
Catherine Cordes (Sel)	2013	Linda Connelly (eff 9-11)	2014	Walter J. St. Onge III (Sel)	
Donald Corey (HPC)	2013	Virginia Packer	2015	(Term exp. 3-12)	2012
Andreas Uthoff (CC)	2013	Kenneth Gordon	2015	Maureen LaCroix (Sch Supt)	
Robin Steele (Rec)	2014	George Epple (eff 6-12)	2015	(Retired 6-12)	2012
Christina Wilgren (BHP)	2014	Catherine Cordes (Sel)		Abigail Seibert (Sch Cm)	
Angelo Colao @ Ig (eff 12-11)	2014			(Term exp. 6-12)	2012
Eugene Clerkin (HA)	2015	<b>Depot Park Advisory (Ad Hoc)</b>		Abigail Hafer (Lib)	
Vito LaMura @ Ig	2015	John Peterson @Ig (eff 6-12)	2013	(Term exp. 6-12)	2012
Shawn Hanegan (PB) (eff 5-12)	2015	James Shea (Fr Dep Pk)	2013	Michelle Matteo (CEC)	
Meredith McCulloch (Fincom liason)		Joseph Piantedosi @ Ig	2013	(res 10-11)	2013
		Richard Warrington (Staff)		Jean-Marc Slak (CEC) (eff 6-12)	2013
<b>Conservation Commission</b>		Richard T. Reed (Staff)		Bruce Murphy (Assessor)	2013
John Willson	2013	William Moonan (Sel)		Thomas Kinzer (BOH)	2013
Lori Eggert	2013			Richard Bowen (Fincom)	
Andreas Uthoff	2014	<b>Energy Task Force (Ad Hoc)</b>		(eff 7-12)	2013
Arthur Black Smith	2014	Kimberly Seibert (res 11-11)	2012	Stephen Steele (Fincom)	
Allan Wirth	2015	Abigail Hafer	2013	(eff 7-12)	2013
Tim Gray	2015	Andreas Uthoff (eff 10-11)	2013	Howard Cohen (Lib) (eff 6-12)	2013
Steve Hagan	2015	Brenda Kelly	2013	Richard T. Reed (TM)	
Mark Siegenthaler (Sel) (eff 3-12)		Carolyn Sarno	2013	David Coelho (Sch Dept)	
Walter J. St. Onge III (Sel)		Suzy Enos (eff 7-11)	2013	Catherine Cordes (Sel)	
(Term exp. 3-12)		Walter J St. Onge III (Sel)		Victor Garofalo (Fin Dir)	
		(Term Exp.3-12)	2012		
<b>Constables</b>		Margot Fleischman (Sel)	2013	<b>Historic District Commission</b>	
Barbara Hartnett	2013	(eff 6-12)		<b>Full Members</b>	
Sheila Howard	2013	Richard Jones (Fac Dir)		Alan Long	2013
Lewis Putney	2013	Jeffrey Cohen (PB)		Carol Carlson	2013
Anthony J. Saia	2013			Kevin Latady	2013
				William Moonan	2014

APPOINTED COMMITTEES		<i>Continued from previous page</i>	
<b>Historic District Commission</b>		<b>Patriotic Holiday (Ad Hoc)</b>	
Karen Kalil Brown	2015	Bob Hansen (res 6-12)	2012
<b>Associate Members</b>		Oscar S. DePriest III (Appt 6-12)	2013
Lorraine Dunham	2013	Frederick Gordon (Vet Agent)	2013
George Dalrymple (res 6-12)	2014	Joseph Piantedosi	2013
William Moonan (Sel)		Paul Purchia	2013
Jeffrey Cohen (PB)		Sebastien Marcus	2013
		Vincent Fay Jr.	2013
		John Monahan	2013
<b>Historic Preservation Commission</b>		Gerald Hartmann (eff 6-12)	2013
Alethea Yates (res 6-12)	2012	James Corcoran (HAFB)	
Charles French (res 7-11)	2013	Michael Rosenberg (Sel)	
Donald Corey	2013		
Gaye Carpenter (eff 3-11)	2013	<b>Petitioners Advisory</b>	
Rose Pappert (res 1-12)	2014	Patricia Leiby	2013
Lorrie Dunham (eff 9-11)	2014	Joanna Nickerson	2013
Robert Slechta	2015	Val Asbedian (eff 8-11)	2013
Catherine Cordes (Sel)			
		<b>Recreation Commission</b>	
<b>Land Acquisition (Ad Hoc)</b>		Robin Steele	2013
Randi Currier	2013	Ron Richter	2013
William Speciale	2013	Michael O'Shaughnessy	2014
Andreas Uthoff	2013	Caroline Fedele	2014
Marguerite Debbie	2013	Thomas Mulligan	2015
Thomas Mulligan	2013	Jonathan Silver (PB)	
Walter J. St. Onge III		Michael Rosenberg (Sel)	
(reappt 6-12)	2013		
Walter J. St. Onge III (Sel)		<b>Registrars of Voters</b>	
(Term exp. 3-12)		Doreen Tremblay (Town Clerk)	
Catherine Cordes (Sel) (eff 5-12)		Diane Cameron	2013
		Anita Feld	2014
		J.W. Martin	2015
<b>Municipal Affordable Housing Trust</b>		<b>Sign Bylaw (Ad Hoc)</b>	
Alice Sun	2014	Pam Brown (eff 7-11)(res 11-11)	2012
Christina Wilgren	2014	Jeffrey Cohen (eff 7-11)	2012
Irma Carter	2014	Kevin Latady (eff 7-11)	2012
Lisa Mustapich	2014	Lisa Mustapich (eff 7-11)	2012
Michael Roseberg (Sel)	2014	Mark Siegenthaler (Sel)	
Mark Siegenthaler (Sel)	2014	(eff 7-11)	
Richard T. Reed (TM)	2014		
		<b>Trails Committee (Ad Hoc)</b>	
<b>Outdoor Recreation Area Study Committee (Ad Hoc)</b>		Tim Gray (eff 11-11)	2013
Brian Bartkus (eff 7-12)	2013	Arthur Black Smith	2013
Tara Capobianco (eff 6-12)	2013	Daniel Hurwitz	2013
Elizabeth Cowles (eff 6-12)	2013	Harold Ward	2013
James Harrington (eff 6-12)	2013	Mark Levine	2013
Michael Hayes (eff 6-12)	2013	Ralph Hammond	2013
James Lespasio (eff 6-12)	2013	Paul Marcus	2013
David E. Powell (eff 6-12)	2013	Michael Barbehenn	2013
David Sukoff (eff 6-12)	2013	Adrienne St. John (DPW)	
Ronald Taylor (eff 6-12)	2013		
		<b>Transportation Advisory (Ad Hoc)</b>	
		Mary Ellen Carter (Term up 6-12)	2012
		Ralph Hammond	2013
		Robert M. Dorer	2013
		Brian O'Donnell	2013
		Shawn Hanegan (PB) (eff 5-12)	2013
		Mark Siegenthaler (Sel) (res 4-12)	2012
		Margot Fleischman (Sel) (eff 4-12)	2013
		<b>Volunteer Coordinating</b>	
		Patricia Carluccio (eff 3-12)	2013
		Carol Amick (eff 2-12)	2014
		Joseph Piantedosi (eff 6-12)	2015
		Margot Fleischman (Sel)	
		<b>Wilson Mill Park Planning (Ad Hoc)</b>	
		Alethea Yates (HPC) (res 6-12)	2012
		Dorothy Africa	2013
		Janice Weichman	2013
		Philippe Kelty	2013
		Thomas Pinney	2013
		Robert Slechta (HPC) (eff 6-12)	2013
		Richard Warrington (Staff)	
		Michael Rosenberg (Sel)	
		<b>Youth and Family Services</b>	
		Sheryl Barkan	2013
		Kevin Wormstead (BOH)	2013
		Catherine Cordes (Sel)	2013
		Kristin Philipson	2014
		Noreen O'Gara (Sch Com)	2014
		Alison Malkin	2015
		Thomas Pinney	2015
		Jeff Wardwell (Police)	
		<b>Zoning Board of Appeals</b>	
		<b>Full Members</b>	
		Angelo Colasante	2013
		Brian Gildea	2013
		Jeffrey Cohen	2014
		Jeffrey Dearing	2014
		Kenneth Gordon	2015
		<b>Associate Members</b>	
		Stephen Henning	2013
		Todd Crowley (eff 3-12)	2014
		Carol Amick	2015
		Margot Fleischman (Sel)	
		<b>Eastern Middlesex Mosquito Control Commission</b>	
		John Zupkus	

**APPOINTED COMMITTEES***Continued from previous page***Election Officers to 9/1/12**

Baker, Betty M.  
 Blitz, Melvin H.  
 Buxton, Ann M.  
 Buxton, J. Raymond  
 Callahan, Joanne R.  
 Chase, Lois  
 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, Janet  
 Hansen, Eileen L.  
 Hardy, Carolyn  
 Harrison, Jean M.  
 Huxsaw, Charles F.  
 Jarvis, Kathryn E.  
 Kane, Mercedes A.  
 Kenney, Pauline R.  
 Kohm, James R.  
 Kupfrian, Barbara  
 LaLiberte, Dorothea  
 Larsen, Deborah L.  
 Larsen, Joan B.  
 Lawless, Mary  
 Leary, Muriel P.  
 Leary, Richard E.  
 Leiby, Patricia N.  
 LeSchack, Richard A.  
 Lomot, Fatima M.  
 McClatchey, Robert A.  
 McClatchey, Sharon S.  
 Miller, William D.  
 Moll, Gloria B.  
 O'Neil, Barbara C  
 Pespisa, Constance C.  
 Pruyn, Emily M.  
 Pruyn, Kenneth T.  
 Raffa, Anita  
 Reid, Diane M.  
 Rose, Lois N.  
 Rosenberg, Charles W.

**Election Officers (cont)**

Salzer, Elizabeth A.  
 Scheyder, Ernest L.  
 Scheyder, Ruth L.  
 Schimelfenyg, Janet  
 Sullivan, Rita A.  
 Tynan, Barbara Ann  
 Valbona, Gail  
 Vernon, Roberta F.  
 Wittman, Paul J.

**Forest Warden**

David Grunes

**Hazardous Waste Coordinator**

Heidi Porter

**Hanscom Field Advisory Committee**

Michael Rosenberg 2013  
 Mark Siegenthaler 2013

**HATS II**

Jon O'Connor  
 Lisa Mustapich  
 Michael Rosenberg (Sel)

**Metropolitan Area Planning Council**

Sandra Hackman (eff 5-12) 2013  
 Margot Fleischman (Sel)  
 (eff 4-12) 2013

**MBTA District Representative**

Mark Siegenthaler 2013

**N.E. Solid Waste Committee**

Richard Warrington

**Town Manager**

Richard T. Reed

**Assistant Town Manager**

Jessica Porter

**Town Counsel**

Robert S. Mangiaratti (eff 12-11) 2013

**Town Historian**

John Dodge 2013

**Tree Warden**

Richard Warrington 2013

**Veteran's Grave's Officer**

Paul Purchia 2013

**Veteran's Officer**

Frederick Gordon 2013

**SuAsCo River Stewardship Council**

Joseph Piantedosi Unspec

Ralph Hammond Unspec

# PART I: REPORTS FROM COMMITTEES, DEPARTMENTS, & BOARDS

## 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 its goals.

### FY12 HIGHLIGHTS

This year, BARC worked on ongoing and new projects, developed policies, participated in Town celebrations; expanded the website; and responded to community concerns.

The revitalization of the Jenks Nature Trail, a direct outgrowth of the BARC/DPW inventory, continuing interest to BARC. Several BARC members participate directly in the Jenks Nature Trail Working Group, an *ad hoc* committee dedicated to the arboretum. Other members of the Jenks Nature Trail committee include the Tree Warden, current and former representatives of the Library Trustees, the Historic Preservation Commission, the DPW, Planning Board and Conservation Commission. Efforts included historical research at the Arnold Arboretum, field work to assess plans for revitalization and research regarding best candidates for planting. Updates and relevant topics are routinely discussed at BARC meetings and the Jenks Trail was a focus of several BARC projects this year. BARC presented and proposed policies to the Planning Board for its Comprehensive Plan Update. The policies were well received and BARC began focusing on a selection: encouraging the reintroduction of heritage trees, the development of rain gardens and the use of rain barrels and developing a tree replacement policy for the Town. To promote the reintroduction of heritage trees, BARC members are developing a Native Tree list for use by the community, participating in the revitalization planning for the Jenks Nature Trail and exploring the possibility of creating a demonstration nursery on Town land. As a step toward introducing a policy of replacing Town trees that are removed for private purposes, BARC argued for such a resolution at a tree hearing where Town trees would be lost as a result of private actions. BARC distributes information to the community with articles on its website, on Bedford Day and through local media outlets. The committee also receives concerns from and responds directly to residents.

This year's Eighth Annual Arbor Day Talk was special in that it was sponsored jointly by the Jenks Nature Trail Working Group, and the usual sponsors, BARC and the DPW, and also because it was presented by noted Bedford resident and local historian, Don Corey. A slide show titled "Bedford's Shade Tree Legacy: Growing our Small Town Charm," provided a history of Bedford through the lens of its trees was well-attended and well-received. It helped widen community knowledge of the Jenks Trail, as well as provided general information about the functions trees can perform, such as natural home heating and cooling. The talk was taped for Bedford TV. The DPW distributed whips free to the community, always a favored part of the Town's Arbor Day celebration, and planted a Japanese Stewartia tree and a Paperbark Maple tree. The highly-praised, month-long Arbor Day display in the window outside the Children's Room of the Public Library was an interactive presentation about the history of Jenks Nature Trail. BARC also participated in the Jenks Nature Trail re-dedication Celebration on Pole Capping Day,

**ARBOR RESOURCES COMMITTEE***Continued from previous page*

which was boosted by the presence of the Bedford Minutemen. On Bedford Day, BARC shared a booth location grouping with the Bicycle Committee, the Transportation Committee and the Transition Towns and Complete Street groups to publicize the idea that communities need to build roads for multiple purposes. We also distributed information about rain gardens, rain barrels, mulching and arbor resources in general; had appealing activities for children; and offered responses to resident questions.

BARC maintained its routine activities, regularly coordinating with other committees, departments, and residents on a variety of issues, including the following:

- Review of inventory process, with notes for improvement to the process
- Participation in tree hearings by the Tree Warden for Willard Circle, Orchard Lane and the Old Reservoir Dam
- Educating the public about proper mulching techniques, rain gardens and rain barrels by distributing information at Bedford Day booth, on its website and through local media
- Participation by members in an invasives removal project
- Assisting residents with arbor-related concerns, including trees on North Road and Page Road and continuing concerns about mulching.

**FY13 PROJECTIONS**

For FY13, BARC anticipates continuing work on the Comprehensive Plan policies, flushing out details such as rationale, methodology, and particulars, where appropriate and continuing participation with the Jenks Nature Trail Working Group to develop a maintenance and restoration plan for Jenks Nature Trail that will be submitted to the joint Jenks Committee for approval. BARC's website will continue to expand it's content as it works on widening readership. BARC will continue its annual celebrations of Bedford Day and Arbor Day, as well as responding to development issues and resident concerns.

**BEDFORD 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/Handicapped housing at Ashby Place and 12 units of Chapter 200 Veterans/Family housing on Elm Street. The Authority oversees a property on Railroad Avenue, which is run by the Department of Mental Health. In addition, the Authority also subsidizes 19 units for low-income voucher holders at Bedford Village and administers a contract for 6 rental assistance vouchers within the community. Visit the Housing Authority's website at [www.bedfordhousing.org](http://www.bedfordhousing.org) for more information and online applications.

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

The board meets on the second Wednesday of each month at 7:00 p.m. at the Community Building on

**BEDFORD HOUSING AUTHORITY***Continued from previous page*

Ashby Place. The meeting schedule is posted in the Bedford Town Hall. Special meetings are held when necessary.

**FY12 HIGHLIGHTS****Ashby Place, Elderly/Handicapped Housing**

As of August 2012, there were 60 eligible applications on file for elderly/handicapped housing at Ashby Place, 23 of which are Bedford residents. There were two vacancies filled, 1 by a Bedford resident and 1 by a Bedford Veteran. Bedford residents receive a local preference and are placed first before out-of-town applicants. Currently, 1% of total assets are calculated in with other sources of income for rent calculation purposes. There is no asset limit for applicants of Chapter 667 housing; however, applicants must meet the annual income limits of \$45,500 for one occupant and \$52,000 for two occupants. This year the average rent received in this program is \$416 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.

**Exterior Lighting Project**

The current pole lights at Ashby Place do not provide sufficient lighting, are bent and have to be turned on and off by an old time clock. Therefore, the 21 pole lights are being replaced. This project should be complete by late November, 2012. Funding for this project is being provided by the Department of Housing and Community Development and from the BHA operating funds.

**MassSAVE**

An Energy Audit was conducted in all 80 units at Ashby Place, common areas and the community building by the MassSAVE program. Through this program, over 250 light bulbs were replaced with energy efficient compact fluorescent light bulbs, 38 old refrigerators were replaced with energy star refrigerators and all of the common hallway lights and outside flood lights were replaced with energy efficient light fixtures with motion detectors.

**Verizon Fios**

Until now, Comcast was the only option for BHA residents for internet, cable television and telephone service. Verizon Fios is beginning the process of installing wiring to all of the buildings and units which will give the residents at Ashby Place an option and potentially a lower contract rate. There is no charge to the BHA or the residents for the initial wiring.

**Elm Street, Family Housing**

Family housing tenants pay 27% of their net income toward rent. The average rent received in this program is \$712 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 no vacancies in the program this year.

**Elm Street Energy Efficiency and Safety Project**

The energy efficiency and safety project began on April 11, 2011 and in August 1, 2011. This project consisted of:

- Replacing all 12 boilers, chimney cleaning, lining and capping, installation of insulation in the walls, attics and basements, replacement of deteriorating cement steps and railings on the front and back of each unit, replacing old vinyl siding with fiber cement siding and installing gutters and roof vents on each building
- Also added as alternates were the replacement of all bulkheads and rerouting of cable and telephone wires into the walls behind the siding

Substantial funding for this project was awarded to the BHA by the Community Preservation Commission, along with the following other funding sources; the Department of Energy's Weatherization Assis-

**BEDFORD HOUSING AUTHORITY***Continued from previous page*

tance Program, the Department of Housing and Community Development, and the BHA's Operating Reserves.

**Elm Street Beautification Project**

After construction was complete, New England Nurseries were hired to beautify the landscape around the property. New trees, shrubs and mulch were added which completed the property upgrades. Thank you Nat Brown, Jr. and all of the staff of New England Nurseries who helped put the finishing touches on this project. This project was funded fully by Bedford Housing Authority.

**FY13 PROJECTIONS**

The BHA's goal moving forward is to begin updating the units at the Ashby Place Elderly/Handicap Housing complex with new kitchens, baths, floors, wiring, plumbing, walkways and building entries. These units have not been updated since construction in 1969 for Phase 1 and 1974 for Phase 2.

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.

Brenda Peacock, Executive Director and Cheryl McDonald, Administrative Assistant of the Bedford Housing Authority will continue to volunteer at the Food Pantry in Town in order to reach out to families and the elderly who may not be aware of the type of low-income housing available in Bedford.

Thank you to all who support the BHA in providing safe and affordable housing to our Bedford residents.

**BEDFORD 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. The Regional Housing Service Office (RHSO) serving Acton, Bedford, Concord, Lexington, Sudbury and Weston has been adding great value to our affordable housing efforts. During FY12, Community Preservation Act (CPA) funds allocated for affordable housing consulting services were expended to compensate the consultant and 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.

**FY12 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 ZBA and Planning Board are guiding development in town without the possibility of overrides from the state's

**BEDFORD HOUSING PARTNERSHIP***Continued from previous page*

Housing Appeals Committee. Bedford's exemption from Comprehensive Permit appeals is secure as long as the town's subsidized housing inventory remains above 10%. We are working to ensure we never fall below this State-mandated benchmark. We continue 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 \$67,350 and for a single-person family is currently \$47,150. The Area Median Income is determined by the U.S. Department of Housing and Urban Development and is published annually. There are many for whom this housing is not affordable. We were fortunate to have Habitat for Humanity build homes in Bedford, which offered six homes to those with a maximum income limit of 50% of median which for a family of four currently is \$47,200 (the income limits are adjusted for household size).

Additionally, 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. The net effect is that only a quarter or less of the units in mixed income rental developments, such as 40B's, are actually affordable. The state is giving credit for far more affordable units than actually exist in Bedford. For homeownership projects, the state only counts the units that are actually affordable to households making up to 80% of the Area Median Income.

There are still affordable housing needs in town and the economy is still making it harder to meet these needs. The BHP continues to reassess ongoing needs within Town and will work to encourage the development of a variety of affordable housing stock.

All of our 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, identifies specific action plans and task groups, helping us organize and track our efforts. The following is a summary of the major activities and accomplishments of the BHP during FY12.

**Regional Housing Services Office**

During FY11, the Regional Housing Services Office was established and began digging into the work. This office is designed to streamline housing services and is funded through the consulting funds set aside through the CPA. Each month the RSHO provides updates on their efforts on Bedford's behalf. Among the big agenda items were a "self certification" process for affordable homeowners, collecting information, and cleaning up files ensuring possession of correct regulatory agreements, deed riders, re-sale information, double checking that there were no unauthorized refinancing without notification; verifying income eligibility of renters, monitoring and bringing to light three situations in which landlords were incorrectly billing residents too much rent or for utilities that should have been included in the rent. This information enabled the correction of the improprieties thus making the units more affordable for the residents in accord with the rules. Review and corrections are in progress now. Bedford wants to ensure that there are no fair housing issues of any kind. We also discussed our housing goals, how to maximize the impact of our limited financial resources to improve lives presently while understanding that we must maintain and increase our savings to be able to take advantage of significant improvements requiring capital as opportunities arise.

**Education and Outreach**

BHP is interested in providing educational information on affordable housing, the necessities for it and affordable housing opportunities, energy efficiency improvement opportunities, managing home ownership and condo ownership, and other potential areas of interest to people trying to live in Bedford either as a new resident or current resident. Toward that end there was a joint Bedford Housing Authority,

**BEDFORD HOUSING PARTNERSHIP***Continued from previous page*

BHP, Planning Board Affordable Housing presentation to the Council on Aging which provided an opportunity to share information with interested citizens and some people from other towns and respond to inquiries. It was a wide ranging and lengthy discussion including many topics such as the status of housing in Bedford, elucidation of partially unmet and completely unmet housing needs, the inherently inaccurate meaning and goal of the Commonwealth's 10% target, potential goals for increasing affordable housing, ways to best spend our precious housing funds, and focused heavily on the concerns of seniors about limited senior housing, long waiting lists for public housing, lack of moderately priced housing options, and increased real estate taxes.

**Review of Housing Developments**

The BHP carefully reviews any proposed housing developments with an affordable component. In FY12, the BHP continued to monitor the progress at Pulte Homes development on Hartwell Road after having previously reviewed the Pulte Homes proposal and marketing materials. The BHP also reviewed and suggested minor changes to the Comprehensive Plan pertaining to affordable housing.

**New Developments**

Pulte Homes is currently developing affordable and market rate housing on Hartwell Road. One lottery for 6 of the 12 affordable units was held in FY12 and the people who moved in were delighted. With only 12 of the 72 units being affordable, there were more than enough families needing affordable housing to fill the units with eligible families. This is a beautiful development adding to Bedford's market rate and affordable rate housing stock in a manner that honors Pulte Homes, the residents of the development, and all of Bedford.

**Volunteer-Based Affordable Housing**

The BHP supported the Bedford Municipal Affordable Housing Trust's efforts to initiate and sustain a volunteer-based affordable housing project in Bedford. Habitat for Humanity of Greater Lowell continued work on their construction of eight units of affordable housing in Bedford located on Carter Way off of North Road. In order to complete this project in these difficult economic times, Habitat has had to think outside the box and try to find new ways to finance the project. Habitat has repeatedly come before BHP to request assistance with funding, either through the support of a CPC request or through use of HOME funds. The BHP previously voted to allocate \$36,902 of Home Funds toward this project but Habitat proved impossible to qualify due to the Home Fund requirements conflicting with Department of Housing and Community Development (DHCD) requirements. Previously two of the units were sold to families making up to 80% AMI with a commercial loan, rather than Habitat's normal 50% AMI with the loan being through Habitat. Another home closed June 4, 2012, and Habitat was on schedule to complete the eighth and final home before December 2012. This project relied heavily on the people of Bedford to unite to make this effort a success and the people of Bedford came through for our new families. Fortunately, Shawsheen Valley Technical School students have contributed greatly to the work on the project as well as IBEW Local 130 and, of course, the many crucial hours of donated architectural work by Betsy Pettit and her firm.

**HOME**

The BHP, with the assistance of the RHSO, continued to manage the Town's participation in the Metro West HOME Consortium, which provides federal funds for local affordable housing. We are still operating under the 5 year Strategic Plan (2010 to 2015), which 2 years ago was reviewed acknowledging the current housing market and economy creates prediction challenges. Unfortunately federal HOME funds were cut in half thus limiting the amount of funds each town has to work with to an almost unworkably small amount. Some towns in the consortium were considering dropping out in no small part to the difficulty of meshing federal and state guidelines such as the length of affordability – "in perpetuity" is what Bedford requires - versus a time limited term of affordability under HOME which would mean losing hard earned affordable units which is unacceptable. HOME Funds are more readily spent in rental programs. Fortunately, we were able to direct our HOME funds to improve BHA housing including replacing ancient and inefficient boilers and a driveway that was impassable for those with limited mobility and the work will be done in FY13.

**BEDFORD HOUSING PARTNERSHIP***Continued from previous page***Fair Housing**

The BHP is committed to fair housing and works actively to oppose any sort of illegal discrimination in housing and encourage diversity in our housing stock and population. In addition to receiving and pursuing any fair housing complaints (of which there were none in FY12), 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 and need to begin to consider the fastest growing population, that of single adults). We require affirmative marketing plans for all affordable housing and we conduct an ongoing education campaign against housing discrimination, including a pamphlet distributed at town events. At the HOME consortium we provided education trainings for real estate agents free of charge.

**Resale**

Given the current housing market, a number of affordable units came up for resale during FY12. The Town and its housing consultant worked diligently to locate new buyers for these units, with ads placed around Town and on the Town's website. All units were settled with new occupants.

**Zoning Review**

BHP undertook a preliminary review of the Accessory Apartment Bylaw to consider whether Bedford is losing out on affordable housing opportunities inadvertently 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. Some discussion of what it would take to have accessory apartments count on our Subsidized Housing Inventory (SHI) and of the idea of allowing detached (above garage) structures. Further discussion and greater information is required. Toward that end, using a comprehensive report compiled by the Planning Office's intern, and other resources, a comparison of accessory bylaws in similarly situated communities may be enlightening. Plans were made to determine which towns to use for comparison, towns were selected, and that inquiry will go forward. This review remains on the agenda for FY 13 and may indeed provide fruitful in expanding the type of affordable units in town even if they cannot be counted toward the SHI; if people can develop and utilize this creative housing options that enable them to live better lives in Bedford with reduced economic stress of expensive housing costs, we would consider it a goal worth attaining.

**FY13 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 BHP 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 in their percentages and allows a relatively high "affordability" standard. Notwithstanding, there is a need to assess what Bedford is doing to address local affordable housing needs and thus continue to be a leader in the Commonwealth.

The BHP would be interested in multi-party discussions to understand the needs of seniors and the feasibility of possible proposals to develop housing which is consistent with those needs where possible. We will continue to work towards being sensitive to and fulfilling other housing needs as determined. We will continue to a focus on low-income housing and hopefully more seriously consider the needs of low income single people in need of affordable housing; the smallest family size of one is too often overlooked. We would welcome working with local non-profits to develop housing for low-income and moderate-income homeownership.

The BHP 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.

**BEDFORD HOUSING PARTNERSHIP***Continued from previous page*

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 Charter and General Bylaws to ensure that they promote affordable housing consistent with Bedford's plan and are sensible to follow. Though the agreement in the 1960s for a 10% target was at best a political compromise at the time, we need to assess whether that target really reflects the actual need for affordable housing or whether it should be revised upward based on reality of life in current times. However, our actions 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 29.86% by the state this year. Other than this, state funding for affordable housing in suburbs is almost non-existent.

The BHP currently does not have openings for volunteers on the Fair Housing Committee, Affordable Housing Committee, nor as at-large members of the BHP. We have a fantastic group of people who want to help create more affordable housing in Bedford and ensure that the housing created is consistent with community needs and desire and find ways to increase the affordability of living in Bedford.

**BICYCLE ADVISORY COMMITTEE**

**Terry Gleason, *Chair***

**PURPOSE**

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

Responsibilities include monitoring conditions on current bike paths, promoting and planning additional bike paths, signage and facilities for bicyclists, and working to make bicycling in Bedford safe and more accessible for all types and levels of users.

The Bicycle Committee currently has six members, one new and five returning, as of November, 2012. We meet monthly and lead or participate in numerous events during the year. The BAC often works closely with its sister organization, the Bedford Friends of the Minuteman Bikeway, especially on bike path issues. Jon Silva, a knowledgeable and active participant at BAC meetings is the Planning Board liaison. Margot Fleischman, also an avid bicyclist, is our new Selectmen liaison.

**FY12 HIGHLIGHTS**

- Bicycle Safety Classes program started at Job Lane
- New Minuteman (MM) Bikeway Map design started as a collaboration by the three MM towns
- Toole Design selected for the MM 'Navigational Aids' Design Grant
- First Annual 'Bike Safety Week' promoted in Bedford and four neighboring towns

**BICYCLE ADVISORY COMMITTEE***Continued from previous page***Regular Events**

- Bike Helmet Day in collaboration with the Police Department and Rotary Club
- Bedford Day: booth, bicyclist surveys, information, and bike corral ('valet parking')
- Regular meetings and exchanges with our Minuteman Bikeway counterparts in Lexington and Arlington
- Attendance at the Moving Together Conference, the Commonwealth's annual statewide walking and bicycling conference
- Trail or Road Count Surveys for the State (two to six times a year)
- Attendance at local and regional meetings when bicycle issues are being addressed, e.g., MAGIC
- 'Bike to school' events spring and fall as part of the Safe Routes To School (SRTS) Program
- In collaboration with the Bedford Friends of the Minuteman Bikeway, Bicycle newsletter emailed to Bedford Bicycle community

**FY13 PROJECTIONS**

- Continue Bicycle Safety Classes for all 4<sup>th</sup> graders at Job Lane School
- Offer bicycle safety classes at the Middle School
- Move the Minuteman Extension (Reformatory Branch) to the next design/review stage
- Present Selectmen with a sharrow proposal
- Complete the new Minuteman Tri-town map in collaboration with Arlington and Lexington
- Adopt new 'easement' options and identify trail connections that would help create a Bedford Bicycle and Pedestrian Greenway

**BOARD OF HEALTH**

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

**PURPOSE**

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

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

**EMPLOYEE STATISTICS****Number of Employees**

Full-Time: 7  
 Part-Time: 2

**FY12 HIGHLIGHTS**

During FY12 the Board of Health added two new members to its roster. With the departure of Mary Seymour and Lea Susan Ojamaa after 3 and 7 years of valuable contribution to the Board, respectively; two

**BOARD OF HEALTH***Continued from previous page*

new members were elected to the Board, Anita Raj and Sarah Thompson. Anita and Sarah join Beatrice Brunkhorst, Tom Kinzer, and Kevin Wormstead as they continue the mission of the Board to promote and protect public health and the environment in Bedford.

In FY12, the Board of Health received a \$5,000 grant to provide a shelter training exercise to the Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC) volunteers. Both of these volunteer groups provided assistance during the October 2011 storms when a shelter was opened in Bedford. The training exercise and the after action discussion provided helpful feedback and best practice development for future sheltering events in town. As a follow-up to this exercise, the Board of Health has been the recipient of subsequent grant funds to update the Town's Shelter Plan and develop and administer an electronic shelter supply inventory system in FY13.

Given a new state law that went into effect in July 2012 banning the disposal of home sharps in household trash, the Board of Health developed a policy and initiated a collection event of home medical sharps for Bedford residents. Sharps containers and free collection and disposal services were provided by the Board of Health.

Additionally, the Board of Health revised their Youth Access Tobacco Regulation in FY12. The revisions included a permit requirement for sale of nicotine delivery products, including but not limited to e-cigarettes; a ban on the sale of tobacco and nicotine delivery products at educational institutions and in establishments that provide retail pharmaceutical goods and services; and a requirement for all permittees to post signage on referral information for smoking cessation.

The Board of Health hosted two graduate nursing student interns this year. The student nurses provided outreach and education on the importance of having emergency medical information updated and organized in your home in the event of a medical emergency and prepared the Board of Health Medical Sharps Collection Policy.

The Board of Health manages two very important Town programs on behalf of the Selectmen: the Household Hazardous Waste Collection and Mosquito Control Program. East Middlesex Mosquito Control Project (EMMCP), the regional agency that provides mosquito control services to Bedford, treats mosquito larvae in wetlands with aerial and portable sprayers and provides larvicide to treat over 400 catch basins in town. Additionally, mosquitoes are collected from four trap locations in town to determine population numbers and types of mosquitoes. The collected mosquitoes are tested for the presence of disease. Also in FY12, in an effort to control adult mosquito populations, seven truck mounted aerosol spraying events were conducted.

The School Nurses, Board of Health and the Director of Public Health participated in the School Wellness Committee which, in FY12, focused its efforts on making policy recommendations to the School Committee based on regulatory requirements on the types of competitive foods that can be provided in the schools. Additionally the School Nurses provided nursing services to the 4 schools in town and conducted required health screenings of the school children.

**FY12 STATISTICS****Community Nurse Program**

Client Base 29

Number of Clients Admitted	3
Number of Clients Discharged	4
Number of Home Visits	106
Number of Office Visits	209
Attendance at Blood Pressure Clinics	84

**BOARD OF HEALTH***Continued from previous page***Communicable Disease Cases - Evaluation/Follow-up**

Babesiosis	1	Legionellosis	<b>3</b>
Campylobacter	3	Lyme	<b>26</b>
Ehrlichiosis	2	Pertussis	<b>2</b>
Giardiasis	1	Salmonella	<b>1</b>
Hepatitis B	4	Group A Streptococcus	<b>1</b>
Hepatitis C	9	Varicella	<b>4</b>
Human Granulocytic Anaplasmosis	2	Vibrio Sp.	<b>1</b>
Influenza	3		

**Community Education Projects and Health Screenings:**

- Cholesterol Screenings
- Vaccine Management with Administrative Assistant
- Medical Equipment Loan Program
- Bedford Day – coordinated health screenings by Emerson Hospital
- Flu Clinics – 9 events with 916 doses administered
- Medical Reserve Corps/Emergency Planning
- Mediterranean Diet/Nutrition Program – COA
- Heart Healthy Chocolate Program – COA
- Keeping Memory Sharp Program – COA
- Sharps Collection Event – Town Event
- High Blood Pressure Program - COA
- Medical Sharps Information Session - COA
- Healthy Skin Program – COA
- Urinary Health Program – COA
- Cleaning up Clutter for the Fall Program – COA
- Nutrition Program – COA
- High-Dose Flu Vaccine Program – COA
- Summer Adventures – Epi-Pen training/First Aid/Universal Precautions
- Student Nurse Mentoring – Development of Healthy Vending Machines Policy

**School Health Program**

Referrals to the School Nurses in the School System

<b>Reasons for School Nurse "Contact</b>	<b>Number of Contacts</b>
Minor Accidents	4,208
Major Accidents	41
General Illness	8,680
Miscellaneous	3,441
Medications- administered or supervised	6,199
School Team Meetings	33
Conferences:	
School Personnel	1,853
Students	5,985
Parents	3,155
<b>Total School Health Contacts</b>	<b>33,595</b>

<b>BOARD OF HEALTH</b>	<i>Continued from previous page</i>
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Additionally, 314 School Physicals were conducted by School Physician and School Nurse Staff (including transfers, sports, conferences and postural screenings).

**Food Protection/Environmental Health and Sanitation Program**

Area of Program Management	No. of Inspections
<b>Food Establishments (Retail and Service)</b>	198
<b>Beach/ Pools</b>	36
<b>Camps</b>	6
<b>Complaints</b>	45
<b>Other (i.e. housing, animals, odors, dust, refuse, garbage, etc.)</b>	65

**Hazardous Materials Program**

Hazardous Materials Registrations for Bedford businesses	25
Recombinant DNA Permits for Bedford businesses	7
Household Hazardous Waste Collected (in pounds)	2,050

**FY13 PROJECTIONS**

Throughout FY13, the Board of Health will be reviewing and updating existing regulations to incorporate and reflect new health information and data. The Board of Health staff and other town staff will work towards expansion of a safe housing task force. This task force will address sanitary code requirements and utilize the services of mental health, senior service and public safety professionals to ensure that the residents of Bedford have safe and sanitary housing.

The Board of Health will continue to work with Youth and Family Services and the steering committee formed as part of the current Towards a Healthier Bedford grant to identify health and wellness needs in Bedford and work towards implementation of programs and/or policies to address those identified needs.

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

<b>BOARD OF REGISTRARS OF VOTERS</b>
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- Doreen Tremblay, Clerk**
- Diane Cameron**
- Anita T. Feld**
- James W. Martin**

**PURPOSE**

The Board of Registrars of Voters consists of the Town Clerk and three citizens appointed by the Selectmen with recommendations from the Democratic and Republican Town Committees. Under present law, there cannot be a majority of any party represented. Our 2012 Board has two Republicans and two Democrats. The primary purpose of the Board is to protect the integrity of the Voters' List by insuring proper additions, subtractions, addresses and political designations. The Board can also hold hearings if there are any questions about voters' rights.

**Political Parties**

The recognized political parties in Massachusetts are Democratic, Republican, and Green-Rainbow.

**BOARD OF REGISTRARS OF VOTERS***Continued from previous page*

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, Libertarian Party, Massachusetts Independent Party, Natural Law Party, New Alliance Party, New World Council, Pirate Party, Prohibition Party, Rainbow Coalition, Reform Party, Socialist Party, Timesizing Not Downsizing Party, Veterans Party of America, We The People Party, Working Families and World Citizens Party. The Independent Voters Party no longer exists but "Unenrolled" is still being used as the designation for independent status.

**Primary Elections**

Since primary elections are only for "recognized party" members, every enrolled party voter (Democratic, Republican Party and Green-Rainbow) 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.

**FY12 HIGHLIGHTS****Elections**

The Town Clerk deleted two hundred and forty-eight inactive voters from the computer. The Secretary of State requested a signed notification at the completion of the voter deletion process.

The Town Clerk presented two talks at the Council on Aging on the upcoming elections and the future of elections. Both discussions received favorable feedback.

The Town Clerk setup a planning meetings with the Veteran's Hospital and Carleton-Willard Village to provide voter registration and voting for the Presidential Primary and Presidential Election. Thirteen residents at the Veteran's Hospital expressed interest in registering to vote for the Presidential Primary.

The Secretary of State announced a second date change for the State Primary to September 6, 2012. The Democratic Convention was not considered in preparing the State Election calendar. The first change occurred for the Jewish holiday. The Town Clerk contacted all parties to advertise the change in the Primary date and change all voter registration and voting on the Town election calendar accordingly.

The Town Clerk's Office completed certification of twelve hundred signatures on petitions for Presidential Election ballot questions. Eighty residents received voter registration forms.

At the Special Town Meeting in November, the voters ratified the continuation of the community preservation surcharge.

Walter St. Onge announced the retirement of Town Counsel Michael Lehane. Michael served the Town for eighteen years. The voters and the Town thanked Michael Lehane for his service.

With the approval of the redistricting plan by the State, the Secretary of State's Office proceeded to update the precincts in the computer. The Town Clerk reviewed the changes and signed the approval form. The Town Clerk also compared her list of street changes to the reprecincted voter's list to uncover errors in the precincts updated in the computer. Voters with precinct changes received notification by mail.

Cable TV taped a segment for airing on the Town Caucus process and vacancies for the Town Election.

<b>BOARD OF REGISTRARS OF VOTERS</b>
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<i>Continued from previous page</i>
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The Town Clerk received positive comments from residents after watching the segment.

At the Presidential Primary, seventeen percent of the voters turned out. The election staff educated first time voters on the voting process. For the Democratic Town Committee, voters wrote in names for the committee.

With the Town Election within four days of the Presidential Primary, the Town Clerk certified the Presidential Primary election results and submitted the information to the Secretary of State. Breakdown of the Presidential Primary and setup for the Town Election occurred efficiently.

For the Town Election, sixteen percent of the voters turned out. With the large turnout for a Town Election, there was a close race for the Assessor's seat. With a five vote margin for the Assessor position, one candidate considered a recount but did not file a recount petition to start the recount process.

At the Annual Town Meeting, eight percent of the voters turned out for the discussion and vote on synthetic turf. The synthetic turf and Town Hall municipal improvements to the parking lot and sidewalks articles were defeated.

Registered voters for the fiscal years 2012:

Unenrolled	5552
Democrats (D)	2581
Green-Rainbow (J)	7
Republicans (R)	1286
American Independent (Q)	1
Working Families (Z)	1
Libertarian (L)	20
TOTAL	9448

<b>CABLE TELEVISION COMMITTEE</b>
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**James Shea, *Chair***

**PURPOSE**

The Cable Television Committee is comprised of members Robert Batt, Charles French (Clerk), John Monahan and James Shea (Chair). S. Brown Pulliam resigned from the committee in March. The committee met 11 times during fiscal year 2012. Its main responsibilities are to:

- Actively monitor the cable operators' licenses and the PEG (Public, Educational and Governmental) access service operator'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

**PEG ACCESS SERVICE PROVIDER**

The failed execution of a contract with Bedford Community Access Television, Inc., in May 2011 prompted work on a new procurement during the summer. Bedford advertised a new RFP on September 2. The sole proposal came from BCAT. On October 24, the Selectmen awarded a three-year contract to BCAT that was backdated to commence on July 1. BCAT was paid \$176,512.69 for its services during this fiscal year. The committee supported BCAT's capital requests of \$24,850.69 and \$10,954.80 that were made in November and May, respectively.

**ANNUAL PERFORMANCE REVIEWS**

In May, the committee conducted hearings to evaluate the performance of BCAT, Comcast and Verizon

**CABLE TELEVISION COMMITTEE***Continued from previous page*

in meeting their contract or license obligations. The hearings were attended by representatives of the companies and several members of the public. Subsequently, the committee prepared a report to the Selectmen that provides an analysis of the evaluations and recommendations. A summary is shown below.

**Comcast**

- A resident requested that a specific cable network be provided. The municipality has no control over content on the subscriber networks.
- BCAT expressed that the image quality of the PEG access channels on Comcast is inferior to the same channels on Verizon. Comcast agreed to check that the signal path that is under its control is operating properly.
- Comcast's representative correlated most of its local service outages in 2011 to storm events.

**Verizon**

- The number of outages that Verizon reported for 2011 seems excessive compared with the number of outages on Comcast's system. The committee asked Verizon for an explanation.
- The Final License requires that Verizon conduct an annual technical proof-of-performance test. Verizon's representative said that the company does not conduct this test because it uses a fiber-optic versus coaxial cable architecture. The committee recommends a follow-up with Verizon on this matter.

**Bedford Community Access Television, Inc.****Commendations**

- BCAT has become proactive in producing local programming.
- Programs are placed on BCAT's web site for the benefit of people who do not subscribe to cable television.
- Membership in BCAT is no longer required to utilize the access facilities.

**Recommendations**

- Some reports required by the contract are currently past due. Reports ought to be provided to the Town in a timely manner.
- BCAT reported that it has cash reserves of approximately \$180,000. A meeting ought to occur among the Selectmen, Cable Television Committee and BCAT to discuss the application of this money and an appropriate amount to hold in reserve.
- BCAT's bookkeeping ought to adhere to GAP (good accounting practices). The committee recommends that the Town exercise its option to examine the contractor's financial practices and accounts.

**COMCAST LICENSE RENEWAL**

Comcast's current Renewal License is to expire in March 2014. In September, a Comcast representative met with the committee to preview the steps for reaching agreement on a new Renewal License. A public hearing and an ascertainment of governmental, educational and community cable needs will be part of this process.

**FY13 PROJECTIONS**

The committee intends to prepare for upcoming license renewal discussions with Comcast by reviewing the state's cable television licensing regulations and evaluating renewals that have recently occurred in other towns.

An Annual Performance Review Hearing is to be scheduled to allow subscribers an opportunity to comment on the services rendered by Comcast, Verizon and Bedford's PEG access contractor. This hearing is tentatively scheduled for May 2013. The committee is to conduct a review of the Comcast and Verizon licenses and BCAT's contract prior to the hearing. Also during the next year, the committee

**CABLE TELEVISION COMMITTEE***Continued from previous page*

plans to continue monitoring BCAT, Comcast and Verizon for compliance with their agreements, help resolve any subscriber complaints, and make recommendations to the Selectmen regarding any proposed expenditures of Bedford's cable television funds.

The public is welcome to observe our meetings that are ordinarily held on the first Thursday of each month at 7:30 P.M.

**CODE ENFORCEMENT DEPARTMENT**

**Christopher Laskey, *Director of Code Enforcement***

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.

**EMPLOYEE STATISTICS****Number of Employees**

Full-time: 6  
Part-time: 4

**FY12 HIGHLIGHTS**

Single-family residential development remained consistent with last year's number which is positive news. This office issued permits for twenty-one (21) new single-family dwellings; including six (6) for the Abbott Lane sub-division. The Hartwell Farms project by Pulte Homes is still moving forward at a steady pace. Sixteen (16) of the twenty-three (23) buildings have either been completed or under construction. The project consists of seventy-five (75) townhouses being constructed on Hartwell Road located next to Instrumentation Labs. The Habitat for Humanity project has finally been completed. All eight (8) units have been constructed and are now occupied. Final site clean-up and finished paving are anticipated to follow.

As always, commercial projects were a big part of revenues collected this year. Actual commercial building permits remained very consistent with last year. However, there were fewer *substantial* projects this year which in turn did not bring in the same revenue stream as the previous year. Some notable commercial projects this year were the Blake Block project which was substantially completed at the end of the fiscal year, Acme Packet on Crosby Drive completed a \$9M renovation project in late FY12 and Instrumentation Labs wrapped up their \$1M project at around the same time.

With no large construction projects over the past fiscal year, the Code Enforcement Department saw a slight decrease this year with respect to revenue collected by pulling in approximately \$790K in permit/misc. fees. Again, the volume of permits increased, work was steady and kept the Code Enforcement Office busy. Number of permits issued increased in almost all of the major permit categories. The en-

**CODE ENFORCEMENT DEPARTMENT***Continued from previous page*

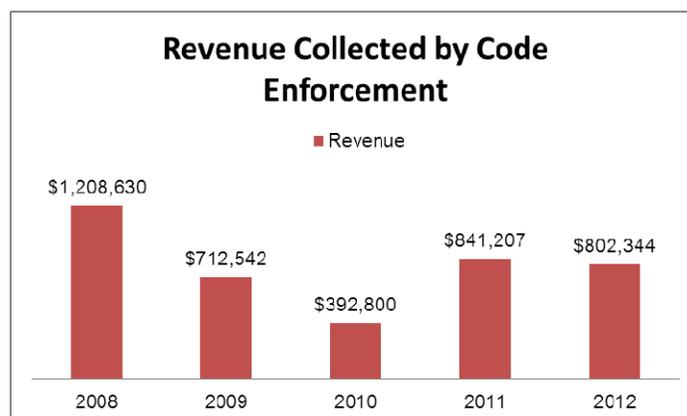
forcement of the zoning and sign by-laws is also an important aspect of the department's responsibilities and is always a large part in the day-to-day activities of the office

**FY12 STATISTICS**

<b>Permits Issued</b>	<b>Number</b>	<b>Fees Collected</b>
Building	597	\$615,178
Electrical	613	\$109,842
Plumbing	401	\$ 37,720
Gas	287	\$ 12,055
HVAC	39	\$ 2,749
Signs	18	\$ 3,753
Certificates of Inspection	59	\$ 3,352
Occupancy	86	\$ 4,450
Misc./Yard Sales	63	\$ 305
Fence Compliance Permits	16	\$ 800
<b>Subtotal</b>	<b>2,179</b>	<b>\$790,204</b>
<b>Petitions Filed</b>		
Historic District Petitions	7	\$ 75
Zoning Board of Appeals Petitions	29	\$ 3,600
<b>Subtotal</b>	<b>36</b>	<b>\$ 3,675</b>
<b>Miscellaneous</b>		
Admin./Fines	20	\$ 1,830
W&M Services	19	\$ 4,890
Site Plan Reviews	2	\$ 600
Zoning Opinions	4	\$ 400
Misc./Copying Fees	*	\$ 745
<b>Subtotal</b>	<b>41</b>	<b>\$ 8,465</b>
<b>Grand Total</b>		<b>\$802,344</b>

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

<b>2008</b>	<b>\$1,208,630</b>
<b>2009</b>	<b>\$712,542</b>
<b>2010</b>	<b>\$392,800</b>
<b>2011</b>	<b>\$841,207</b>
<b>2012</b>	<b>\$802,344</b>

**FY13 PROJECTIONS**

There seems to be a light at the end of the tunnel from a development point of view. The Hartwell Farms project has been well received and they are planning on moving forward with the final phase of the project this fiscal year, possibly completing the project by the end of FY13. We are currently on pace to exceed the number of single-family dwellings constructed last year which is a very good sign.

On the commercial side, I anticipate a very big development year. Entegris on Crosby Drive recently

**CODE ENFORCEMENT DEPARTMENT***Continued from previous page*

came into town and has started a \$20M renovation project at 9 Crosby Drive. Chipotle restaurant will occupy the old Friendly's restaurant this fiscal year and Panera Express is anticipated to open mid FY13 at 213 Burlington Road. Other notable eateries anticipated to be opening this coming fiscal year are Ginger's Sushi restaurant, NY Deli, Subway and B Good Burger. Hopefully, there will be some movement at the old Travel Lodge site; however there are no plans in sight at the time of this report. I would anticipate a few tenant fit-outs planned for the Crosby Drive/Middlesex Turnpike areas in FY13.

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 by-law enforcement will continue to be a priority for this office.

This office is committed to customer service and to be a source of information and knowledge to the homeowners and contractors doing work in the Town of Bedford. The building codes and town by-laws can be confusing at times so I welcome anyone who has a question or is uncertain as to whether or not they need a building permit to please call our office so we can assist you or if you have access to the internet simply enter [www.bedfordma.gov](http://www.bedfordma.gov) and under the *Departments* header select *Code Enforcement* to view a wealth of building, zoning and Historical District information.

**COMMUNITY PRESERVATION COMMITTEE**

**Vito LaMura, Chair**

**PURPOSE**

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

The committee, appointed by the Selectmen, currently consists of two at-large members, (Vito LaMura and Angelo Colao) and representatives of the Town's Conservation Commission (Andreas Uthoff), Historic Preservation Commission (Don Corey), Housing Authority (Eugene Clerkin), Housing Partnership (Christina Wilgren), Planning Board (Shawn Hanegan replaced Margot Fleischman), Recreation Commission (Robin Steele), and Selectman/Park Commissioner (Catherine Cordes).

Twice each year the CPC reviews and updates the Community Preservation Program and Plan. Presentations are heard on the progress of plans in each of the targeted Community Preservation areas. Proposals are solicited and received, using a well-defined process that allows the committee to hear in-depth presentations from proponents of the various projects. Based on the information gathered during this process, the committee votes on preliminary recommendations for CPA spending and distributes a draft Community Preservation Program and Plan, incorporating the preliminary recommendations. A public hearing is held to review the draft Program and Plan and the preliminary recommendations. In response to comments received at the public hearing, the Committee makes revisions and the final recommendations are submitted to Town Meeting for approval. Only those recommendations approved by Town Meeting are actually funded.

**FY12 HIGHLIGHTS****Special Town Meeting**

The fall 2011 Special Town Meeting voted to continue the 3% Community Preservation Fund surcharge and also approved the following adjustments to FY12 CPC expenditures:

**COMMUNITY PRESERVATION COMMITTEE***Continued from previous page*

- Affordable Housing Consultant increased from \$10,000 to \$30,000
- Affordable Housing Reserves was funded \$145,000
- New sidewalks added \$200,000
- Recreation Reserves added \$100,000
- Interest for Land Acquisition Fund (FY10 & FY11) \$2,445
- Interest for Historic Properties Preservation Fund (FY10 & FY11) \$4,650

**Annual Town Meeting**

As a result of CPC work, parcels of land at 1,3,5,6,7,8, and 9 Alcott Street; 11A Bandera Drive; 56 Evergreen Avenue; and 1,2,3,4,5,6,7,8,9,10, and 10A Pollard Inn Lane were added to the land acquisition list at Annual Town Meeting. The following Community Preservation Committee FY12 recommended expenditures were also approved:

- |                           |              |
|---------------------------|--------------|
| • Wilson Mill Dam Project | \$180,000.00 |
| • Springs Brook Park      | \$120,787.00 |

\*The Land Acquisition Fund was comprised of \$133,185 transferred from CPA Open Space Reserves and \$400,000 transferred from the Community Preservation available fund balance.

The Community Preservation Committee concluded its FY12 work by recommending the following FY13 expenditures for consideration by Annual Town Meeting:

- |  |               |
|--|---------------|
| • Administrative   | \$ 10,000.00  |
| • Town Center Wood Floor Replacement                       | \$ 20,105.00  |
| • Town Center Exterior Painting                            | \$ 31,528.00  |
| • Town hall Multi-Purpose Room Rehab                       | \$ 76,865.00  |
| • Job Lane House Reroofing South Side                      | \$ 30,000.00  |
| • Old Bedford Center National Register                     | \$ 5,000.00   |
| • Conservation Area signs                                  | \$ 6,305.00   |
| • Old Water Supply Reservoir Dam and Ring Well Restoration | \$ 281,213.00 |
| • Old Water Supply Reservoir Dam Signage                   | \$ 5,000.00   |
| • Affordable Housing Consulting Services                   | \$ 22,500.00  |
| • Town Center North Wing Project (Bond payment)            | \$ 211,900.00 |
| • 350A concord Road (Bond payment)                         | \$ 502,937.50 |
| • RESERVES   |               |
| • Affordable Housing Reserves                              | \$ 175,000.00 |

Town Meeting approved these recommendations in March 2012.

**CONSERVATION COMMISSION**

**Tim Gray, 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 for the benefit and enjoyment of the citizens of Bedford. The Commission derives its jurisdiction from the Conservation Commission Act (Massachusetts General Laws Chapter 40, section 8C), the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, section 40) and the Town of Bedford Wetlands Protection Bylaw (General Bylaws,

**CONSERVATION COMMISSION***Continued from previous page*

Section 36 as adopted at the 1987 Annual Town Meeting and amended through ATM95).

The Act and the Bylaw require the Commission to review applications for projects within 100 feet of wetlands, water bodies, waterways and floodplains, and within 200 feet of perennial streams and rivers. The Commission holds public hearings, issues Orders of Conditions permitting work, inspects the work in progress, and 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.

**EMPLOYEE STATISTICS**

The Conservation Office is part of the Code Enforcement Department. The conservation staff consists of one full-time administrator and one part-time department assistant.

**FY12 HIGHLIGHTS****Wetland Applications, Permitting and Construction Monitoring**

The Commission received 25 Notice of Intent applications for both residential and commercial development projects. Orders of Conditions were issued for these applications, setting legal and construction standards as well as post-construction maintenance requirements. One Order of Resource Area Delineation was issued for an approved wetland boundary. Determinations of Applicability were issued for 33 smaller projects. The number of applications for Determinations was approximately the same as for the previous year. The number of larger projects was double that of FY 2011. One Order of Conditions was appealed by the applicant.

The most significant projects in Bedford were the residential house construction projects at 450 North Road, 350 Concord Road (Lavender Lane), 184 Hartwell Road (Hartwell Farms). Other projects requiring detailed review and monitoring were located at 160 Middlesex Turnpike, 100 Hanscom Field (Hartwell Road), and 131 Shawsheen Road (the Old Water Supply Dam).

The 3.6-acre floodplain and riverfront area restoration project at Hartwell Farms was completed, resulting in the transformation of a pre-existing paved parking area into a hydrologically and ecologically functioning wetland ecosystem. Subject to several years of future monitoring, this new wetland merges naturally into the wetlands and floodplain bordering Elm Brook to the south, providing significant new flood storage area. Reclamation of lost floodplain and wetland areas is critical to enhancing flood protection for the Town.



**Riverfront and Floodplain Restoration Area: Hartwell Farms, Hartwell Road, Fall 2011**

The dam reconstruction at the Wilson Mill Site at Old Burlington Road and the Vine Brook Mill Pond continued, with minimal downstream impacts and substantial completion of site reconstruction.

**CONSERVATION COMMISSION***Continued from previous page***Land Acquisition**

Recent efforts in land acquisition, both gifts and funded projects, have increased the amount of conservation and other protected Town-owned lands to over 800 acres. 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**

Beaver control continues to be an annually funded effort at the Fawn Lake Conservation Area, necessary to limit rises in the water level and prevent flooding. In both wetland and upland areas at the Altmann Conservation Area, the control of glossy buckthorn continued with the assistance of the summer work crew. Maintenance and improvement of other conservation lands was conducted as funds and volunteer assistance allowed. Annual mowing to benefit wildlife habitat and passive recreation was completed at the Clark, Little Meadow, Altmann, Minnie Reid and Jordan Conservation Areas. Portions of the Lindau Farm-land were also mowed, and the recently established butterfly station was maintained by several volunteers.



*Trail Walk to Two Brothers Rocks, Concord River, 2012*

**Trail Projects**

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

The new trail link from the Governor Winthrop Conservation Area to Springs Road and the Middlesex Community College/Bay Circuit Trail was completed. 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.

**Monitoring, Maintenance and Public Information**

The Bedford Conservation Land Stewards continued their commitment to monitoring the conservation areas and contributing their time and effort to the land. Residents interested in outdoor volunteer activities are encouraged to contact the Commission or the Stewards. The summer land and trail maintenance program provides annual improvements to the open space areas, due to the excellent efforts of the summer crew. One of the Commission's major goals, as illustrated at Fawn Lake, is to manage the existing conservation areas for a balance of habitat diversity and passive recreational opportunities.

**FY13 PROJECTIONS**

The Commission hopes to introduce residents to the new conservation areas and trails, and welcomes local amateur naturalists to participate in planning and leading interpretive walks. Links to various areas, views and natural resource features will be added to the Commission web site - observations and photographs of reptiles, amphibians, and unusual animals, birds and native plants within the Town are welcome. Several rare turtle species occur 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

## CONSERVATION COMMISSION

*Continued from previous page*

maintenance, native plants, native shrub plantings, regional watersheds, priority habitats, non-native, invasive species control, and conservation land protection options.

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

## COUNCIL ON AGING

**Roberta Ennis, *Chair***

**Lori Wittner, *Director***

### PURPOSE

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

- Arranging and coordinating in-home services for frail elders and providing information and referral to elders and their caregivers to assist them to remain safely and independently in our community or to find an appropriate assisted living or nursing facility when staying at home is no longer an option
- Educating the community, including elders, their families, professionals who serve elders, and businesses, about aging, the health, legal and financial challenges of the transitions of midlife and older age, and how the needs of elders can be met with community resources.
- Offering on-site health services, health education programs, wellness screenings, and fitness programs
- Providing individual counseling, consultation, information, and education to elders and their family caregivers about aging-related issues, services, and resources.
- Offering social, educational, and recreational activities
- Developing and coordinating volunteer and employment programs to benefit elders, businesses, and the community



**Heather Clerkin, Ella Gentile, Judy Atherton  
(Minuteman Senior Services)**

**COUNCIL ON AGING***Continued from previous page*

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

**EMPLOYEE STATISTICS****Number of Employees**

Full-Time	3
Part-Time	.14

**FY12 HIGHLIGHTS****Senior Center Programming**

Active attendance at COA activities continues to remain consistent. Our total attendance of 24,168 for FY'12 is almost exactly the same as last year. An average of about 75 people per day used the senior center and/or our services with an unduplicated count of 943 seniors. With the current 60 plus population at approximately 3,300, such numbers reflect that almost 35% of the Town's senior population has used our center or services at least once within the past year. We continue to expand and innovate our programming in response to the emerging needs of a diverse group of seniors with encouragement of senior-driven programs.



***Bedford Residents Martha Maloney, Mary Lawless, Mary Narcisi and Pat Ardito***

Our focus this year was on health. We continued to add to our growing fitness program based on interest expressed by seniors and varying ability levels. We also offered a variety of nutrition education programs, including a seminar on the Memory Preservation Nutrition Program. Both fitness and nutrition are important to the seniors, which was reflected in attendance at such classes.

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

- We persevered as a staff through two major retirements (Director and Administrative Assistant) and hired a new, full-time Administrative Assistant. The transition period was challenging; however, we maintained our attendance and continued to provide exceptional service.
- We held a very successful event in collaboration with the DPW regarding the Town's New Refuse Collection program. The Director of Public Works stood before 85 seniors to explain the program time line, the reason for changing the program, the expanded possibilities to recycle, and to show and tell the new containers and overflow bags.
- We offered an updated presentation to explain how our Senior Employment Program works, resulting in two new participants. In addition, we have six returning participants.
- We helped several seniors this year through our Safe at Home fund. Assistance included emergency fuel, removal of dangerous shrubbery debris, and the purchase and set up of a new mattress and bed for a disabled homebound senior. We are grateful to Carleton-Willard Village for continuing to fund this important program!
- We hosted a unique seminar about the Memory Preservation Nutrition Program. Dr. Nancy Emerson Lombardo, PhD and professor of neurology at Boston University spoke about which foods we should eat to support healthy aging and which ones we should avoid. Participants were treated to a brain-healthy lunch sponsored by Concord Park Assisted Living.
- We received a grant from Progress Software in the amount of \$3,000. This money will potentially be used to fund a new employment assistance program ("Reinventing Retirement").
- We tripled attendance to our Saturday Movies from about 6 to about 20 seniors. We have re-

**COUNCIL ON AGING***Continued from previous page*

ceived plenty of positive feedback from those who are attending.

- Following a period of low enrollment, the COA finally had a very successful and well-attended trip. 47 seniors went to the Newport Flower Show. In addition, the next two trips scheduled for this summer are full and have a waiting list. We are so pleased that the trips program seems to have been rejuvenated.

**Fitness**

As a result of requests made by seniors, we introduced a Gentle Chair Exercise class. This class meets one time per week and is geared towards those who have difficulty with range of motion, flexibility, and balance. Those who have had recent surgeries or experienced falls have benefited immensely. Attendance has been consistent and has also lead to the possibility of offering a second day of Yoga and Meditation.

**Transportation**

We were awarded funding from the DOT for a new Bedford Local Transit (BLT) bus, which arrived in January. This new state-of-the-art vehicle has space for 12 passengers, with wider aisles, and heated steps. This is truly a gift considering the condition of the older bus. Our ridership continues to grow and those who utilize the BLT are excited about having a fully functional, more spacious bus.

**Services for Frail Elders**

We served as an emergency shelter at the end of October, following a debilitating winter storm. Many residents, including seniors were left without electricity or heat for several days. The COA worked in collaboration with the Town's Emergency Response Team to provide a place for people to stay warm and have something to eat. We stressed safety by canceling senior center activities and encouraged seniors to stay at home. Staff provided telephone support and collaborated with police and fire personnel when home visits were necessary. Some seniors spent the night at the emergency shelter and many more utilized the Senior Center during the day for warming. The BLT provided transportation to the shelter for residents of Ashby Place as an additional service.

**FY13 PROJECTIONS**

In FY13, we anticipate continuing to encourage more senior-driven programming. Our Mah Jongg group has flourished over the past year and it would be great to see more of such endeavors. Also, we plan to investigate some new trip ideas. In offering some new travel opportunities, we hope to reach a broader circle of seniors. As the age of our participants seems to be shifting, we will be looking more at the trending issues and interests of the incoming seniors.

Additionally, by making some changes to our budget this year, we are looking forward to utilizing State Formula Grant funds for senior programming rather than solely for salaries. Some of the projects that will be funded include a Healthy Breakfast program as well as an expansion of our Yoga classes to multiple days.

**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 supply and distribution, sewage collection and pumping, vehicle fleet maintenance, maintenance and improvement of roads and public property, maintenance of Spring Brook Park, Shawsheen Cemetery and the Old Burying Ground, and engineering services. The Department of Public Works is comprised of eight major divisions including Highway, Mechanical, Sewer, Water, Grounds, Refuse/

**DEPARTMENT OF PUBLIC WORKS** *Continued from previous page*

Recycling, Engineering, and Administration.

**EMPLOYEE STATISTICS**

**Number of Employees**

Full-Time Grounds:	7.0
Full-Time Sewer:	5.0
Full-Time Highway	7.0
Full-Time Water:	4.0
Full-Time Mechanical:	4.0
Full-Time Seasonal Labor:	2.3
Full-Time Administration and Engineering:	13.0



***Road Resurfacing Project***

**FY12 HIGHLIGHTS**

**Highway Division**

The Highway Division is responsible for the maintenance and improvements to the Town’s infrastructure of 80 miles of roads and 31 miles of sidewalks and bikeways. Integral functions of the division include snow and ice removal, pavement management, drainage system infrastructure, roadway striping, traffic signal maintenance and sidewalk repairs.

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

- Alcott Street
- Balsam Drive entrance
- Benjamin Kidder Lane
- Concord Road from Wilson Park to easterly Davis Road
- Dewey Road
- Gould Road
- Jonathan Lane
- Lantern Lane
- Minuteman Drive
- Old Stagecoach Road
- Rueben Duran Way
- Temple Terrace
- Wagon Wheel Drive
- Willard Circle



***Drainage work***

The Highway Division installed drainage upgrades at the following locations:

- Alcott Street
- Concord Road
- Gould Road
- Parker Road
- Easement between Great Road and Dunster Road

The Highway Division also constructed a new parking area for the O’Connor Conservation Land off Old Billerica Road.

In late August, Hurricane Irene impacted the Town with downed trees, power outages and minor flooding. The Highway Division assisted with debris pick-up and roadway sweeping for the next two weeks. During the winter, the Town only experienced a couple of minor snow events, totaling only 23 inches of snow.

**DEPARTMENT OF PUBLIC WORKS***Continued from previous page***Mechanical Division**

The Mechanical Division is responsible for the preventive and emergency maintenance of approximately 100 Town vehicles. This includes purchasing, diagnosing, and repairing the Town's fleet of automotive, specialized, small and heavy equipment. In FY12, a new fuel management system was installed on all Town vehicles. This system monitors fuel consumption, tracks mileage and operating hours, and provides a security system for dispensing fuel.

**Sewer Division**

The Sewer Division maintains the sewerage system which encompasses 30 pumping stations and 90 miles of sewage collection infrastructure. The Division provides routine maintenance to ensure a free-flowing system and responds to emergencies to correct clogged or surcharged sewers. During FY12, the Division assisted with pump station rehabilitation contracts, including the replacement of the Norma Road pump, and re-laid a section of sewer main related to the Middlesex Turnpike widening project. The Sewer Division also oversees the filter system pumps at Springs Brook Park and continues to investigate the integrity of the force main from the Main Sewer Pump Station into Lexington. The last components of the Inflow/Infiltration removal project were installed in sewer easements to removing extraneous water from the sewer system; this reduces the Town's wastewater pumping cost and associated charge from the Massachusetts Water Resources Authority (MWRA).

**Water Division**

The primary function of the Water Division is to maintain and operate the Town's water distribution and treatment system, which includes three wells, three water storage tanks, approximately 811 fire hydrants and 6,000 water meters. The Water Division annually performs approximately 1,300 back flow inspections to protect the water distribution system from non-potable sources. Other primary functions of the Water Division include ensuring water quality by routine testing, leak detection and emergency repairs to the distribution system. The Town of Bedford is a member of the MWRA. Approximately 85% of the water consumed is supplied by the MWRA, with the other 15% coming from the Shawsheen Road Wellfield. The Water Division staff treats this well water with sodium hydroxide to adjust pH levels throughout the distribution system, sodium hypochlorite for disinfection, and sodium fluoride for enhanced dental and bone health. During FY12, a new well to replace Well #2 at the Shawsheen Wellfield was installed and 4,500 feet of 8-inch diameter water main was cleaned and lined along Concord Road and 5,000 feet of 12-inch diameter main was replaced on Middlesex Turnpike.

**Grounds Division**

The Grounds Division is responsible for the maintenance for 130 acres of athletic fields, parks, school grounds and historic sites. The Grounds Division also maintains five playgrounds, 10 hard courts and the bike paths. These areas are utilized by Town residents, the School Department, the Recreation Department and various other Town and volunteer-sponsored programs. The Division's responsibilities for these areas include turf maintenance, landscape maintenance, trash collection, as well as site amenity maintenance. The Grounds Division maintains all public trees along the Town's roadways and publicly owned areas to sustain an aesthetic environment while protecting the community from any hazardous situations. Tree planting is an integral part of this process. Another primary function of this division is to maintain the operations at the Shawsheen Cemetery and the Old Burial Ground by performing interments, and maintaining 21 acres of grounds within the Shawsheen Cemetery.



**Page Road Baseball Field**

**DEPARTMENT OF PUBLIC WORKS***Continued from previous page*

During FY12, major projects completed by the Grounds Division included the renovation of three soccer fields at South Road and the construction of a new baseball field at Page Field. The Grounds Division also renovated the beach and pond at Springs Brook Park, allowing it to continue as a desirable park to visit. A new lighting system was added to the newly renovated "E" Softball Field. In October, the Town suffered substantial tree damage during the Halloween snow storm. The Grounds Division cleared 1400 cubic yards of vegetative debris from Town roadways. The division also performed 65 internments at the Shawsheen Cemetery.

**Construction of South Road Soccer Fields****Engineering Division**

The Engineering Division was responsible for the design and permitting of capital improvement projects such as the water main replacement along Gould Road and Dewey Road, new athletic fields at South Road and Page Field, the North Road sidewalk and rehabilitation of the Winchester Drive sewer pumping station. The Engineering Division worked to develop a Stormwater Bylaw to effectively control construction methods so that pollutants are kept out of our natural streams and water bodies. The Division routinely reviews and inspects both public and private projects for adherence to good stormwater practices. The Geographical Information System, GIS, continues to expand data layers and coordination with the Department's new work order system. The Division has done extensive research to develop a list of roadways which were never formally accepted as public ways by Town Meeting. The Engineering Division also provided coordination for the Wilson Mill Dam and Old Reservoir Dam replacement projects.

**Downstream of the Culvert at Wilson Mill Dam****Administration Division**

The Administration Division is responsible for the management of the entire public works operation, which includes fiscal budget control, capital improvement planning and project management, utility billing and outside engineering services. 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, 4th of July, Bedford Day, Arbor Day and Concerts on the Common.

**Refuse and Recycling Division**

The Administration Division also administers all refuse and recycling programs and contracts. During FY12, the community efforts diverted 1,807 tons of recycling materials from going to the incinerator and realized a cost savings of \$126,522 in disposal fees. In total, 4,004 tons of refuse were disposed at the Covanta waste-to-energy plant in Haverhill. One of the major accomplishments of the Department of Public Works during FY11 was the implementation of an automated trash collection program which began in October of 2012. After a twelve month analysis, trash tonnage has decreased by 21% and recycling has increased by 11%, making Bedford's overall recycling rate 36%. The Massachusetts Department of Environmental Protection has recognized the Town of Bedford as a leader in solid waste collection innovation. Approximately \$120,000 in savings has been made from the implementation of the automated collection program of which some will assist in funding additional recycling programs for residents, schools and Town buildings. The Department of Public Works would like to extend their sincere thanks to the residential community who cooperated with the transition into the new program.

## DEPOT PARK ADVISORY COMMITTEE

**Joseph R. Piantedosi, *Chairman***

### **PURPOSE**

The committee's job is to oversee the operation and finances of the Depot Park complex, seek sources of funding for future improvement projects, and recommend policies for use of the Depot Park Revolving Fund and the rental and usage of the buildings. Citizen members are Joseph Piantedosi (chair), John Peterson and James Shea (clerk). Ex-officio members are Facilities Director Richard Jones, Town Manager Richard Reed, and DPW Director Richard Warrington. William Moonan is the selectman liaison. Eight meetings were held during the year.



***Depot Park***

### **Primary Activities**

- Make progress on a "punch list" of work to be completed on the Freight House and railroad car
- Keep the Depot building rented at full occupancy
- Find methods to reduce operating expenses and increase revenues
- Develop plans to restore the facade of the Depot building
- Create a paper map for the public that highlights Bedford's rail-trails and points of interest
- Provide coordination with the health inspector and occasional food vendors at the site

### **Revolving Fund**

Depot Park's revenues and operating expenses are transacted through a revolving account that is managed by the Facilities Director with input and oversight from the committee. The account's balance as of June 30, 2012, was \$37,715.43. For FY 2012, operating expenses totaled \$29,847.36 and revenues were \$31,601.23.



***Inside the Budd Rail Car***

### **Railroad Car**

Rail Diesel Car 6211 was open for the public to visit on weekends during the bikeway season when the Freight House was open. It is available for rent as a venue for meetings, events and festivities. A total of \$641.63 in rental income from the car was received during FY 2012. The Freight House fire alarm system was extended to the railroad car by Facilities Department electricians.

### **Depot Building**

The Depot is now at full rental occupancy. Tenants are Babe Ruth Baseball, JRM Antiques, the Glass Cooperative, and JM Custom Creations, LLC. Total rent, including maintenance and utility charges,

collected from these tenants in FY 2012 amounted to \$25,828.69. The building is in good general condition. The committee met with a Menders, Torrey & Spencer architect to discuss options to further renovate the building and to update the 2007 Preservation Plan and cost estimates.

### **Freight House Building**

Under a nonexclusive license from Bedford, the Friends of Bedford Depot Park organization continued to operate a welcome center and museum inside the Freight House, primarily on weekends during the bikeway season. Proceeds from the sale of snacks and beverages are given to the Revolving Fund. During calendar year 2011, the Friends raised \$5,130.91 in support of the Depot Park complex.

**DEPOT PARK ADVISORY COMMITTEE***Continued from previous page***Public Restrooms**

Restrooms at the rear of the Freight House building were open from sunrise to sunset, spring through fall, as a courtesy to bikeway and Depot Park users. The total labor expense for restroom custodial services in FY 2012 was \$4,731.64.

**Conversion to Energy-Efficient Lighting**

The committee is consulting with the DPW to replace the exterior lighting at Depot Park with energy-efficient fixtures and bulbs. We anticipate at least a 50% savings in electricity expenses once the conversion occurs.

**Bedford Rail-Trail Map**

The committee worked with the DPW to create a map that highlights Bedford's rail-trails, historic properties and points of interest. The map is available at the Freight House for \$2.00 with proceeds going to the Revolving Fund.

**FY13 PROJECTIONS**

We intend that the Depot Park complex continues to be financially self-supporting, is kept well maintained and attractive, and remains a resource that the public will enjoy. High priorities continue to be to paint the building's exterior in the same historic "cream and maroon" color scheme as seen on the Freight House, make masonry repairs to the Depot's foundation, and develop plans for an historical restoration of the building's facade. 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 was established in 1997 to protect the capital investment made by residents of Bedford in their public facilities. The department provides maintenance, custodial and construction management services in a cost-effective, customer-oriented manner while working to maintain a safe, comfortable and functional environment for all building occupants.

The department is organized into four functional areas: administration, building maintenance, custodial services and construction administration. Administrative responsibilities include operating and capital budget management, purchasing, accounts payable, maintenance management system administration, energy management, and environmental and regulatory compliance. Many of these responsibilities require keeping separate accounts to track both school and town operating and revolving fund expenses.

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

**EMPLOYEE STATISTICS****Number of Employees**

Town Funded Full-Time:	7.9
School Funded Full-Time:	24.5

**FACILITIES DEPARTMENT***Continued from previous page***Building Statistics**

Town Buildings (17): 194,127 sq. ft.

School Buildings (4): 510,053 sq. ft.

*Total:* 704,180 sq. ft.**FY12 HIGHLIGHTS****Administration**

The Facilities Department was part of the Capital Asset Management Team that selected a vendor to provide capital asset management software and consulting services. The asset management procedures developed as part of this project and asset management software will help staff and committees plan for future capital needs of the town.

The Facilities Staff working with the Energy Task Force applied for and received from the Department of Energy Resources a grant in the amount of \$150,000 to upgrade the heating, ventilation and air conditioning controls at Lane School. The upgrade was completed prior to the start of school in 2011.

The Department of Energy Resources official designated Bedford as a *Green Community* which made the town eligible for grant funding to implement various energy efficiency projects listed in the Town's energy reduction plan. The Facilities Department submitted a grant application and received a grant award of \$148,150. In December the first of six grant funded energy efficiency projects, a complete lighting upgrade of Lane School was completed. The remaining projects are scheduled to be completed before the end of 2012. Total construction cost of these projects is \$211,185. Utility incentives and grant funds will be used to pay for all but \$1,921 of the construction cost. The annual projected savings when these projects are complete is \$53,778.

Energy efficiency projects proposed by the Facilities Department as part of the FY13 Capital Budget were approved at annual town meeting in March 2012. These projects are scheduled to be completed before the end of December 2012 with a projected annual savings of \$88,362.

The Town's energy reduction plan has a goal of reducing total energy use by 20% over five years. A comparison of FY12 actual energy use to the FY09 Base Line year indicates a town wide reduction of 19%. However when this number is adjusted to account for the difference in degree days the total reduction is only 7%. Energy efficiency projects schedule for completion in FY13 will significantly reduce overall energy use making the five year goal much more achievable.

**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.

**Capital Projects**

The following projects were completed during the past year: Kitchen and Day Room improvements at the Fire Station, interior painting at Davis, Lane and John Glenn schools, heating system controls upgrade and replacement of the phone and voice mail systems at Lane School, replacement of emergency light battery packs at Davis School, space modifications in three classrooms to accommodate changing program needs and exterior painting at John Glenn Middle School, building access security system upgrade at Bedford High School.

**FY13 PROJECTIONS****Administration**

Work with the Capital Asset Management Team, other town departments and committees to implement the capital asset management program during the FY14 budget cycle.

**FACILITIES DEPARTMENT***Continued from previous page*

Hire a part time Shared Energy Manager to prepare reports required by the Green Communities Act, track energy use, work with building occupants to reduce energy use and assist in preparing grants for energy related projects.

**Custodial**

In FY13 the Facilities Department will be working with staff to provide education programs and make modifications to operating procedures that will reduce energy use and maximize recycling at all town and school buildings.

**Maintenance**

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

**Capital Projects**

Completion of all grant and town funded energy efficiency projects before the end of 2012.

Implement the capital asset management program as part of the FY14 budget cycle.

**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's 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 1900's, the department responded to an average of 10 fires a year; 50 years later, in the late fifties, the department was averaging 225 calls a year. We now respond to approximately 3000 incidents annually protecting the citizens of Bedford, as well as the thousands of people who enter the Town each day to work in the many commercial and industrial firms located here. The diversity of the community presents a set of challenges to the department that we strive to meet.



*Bedford Fire Engines Past and Present*

**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; do them to the best of our ability every time; and protect

**FIRE DEPARTMENT***Continued from previous page*

the lives and the property of the people who reside, work, and pass through Bedford.

**FY12 HIGHLIGHTS**

The organizational structure of the department was adjusted during FY12 to better define the chain of command and provide additional coverage during peak hours and days. The Fire Prevention Lieutenant (Lt.) position has been redefined as Captain of Training and Operations. The department will now operate with a Captain assigned to Fire Prevention and a Captain assigned to Training and Operations. Each Captain also has additional responsibilities including responding to emergency incidents, inspections and supervision of personnel. Lt. Chuck Stone was promoted to the new Captain role. Captain Stone has been with the Department for over 19 years. This promotion concludes a transitional period that the department has experienced over the past three years which has included the retirement of three senior officers and a senior firefighter, the promotions of David Bauman, John Daniels and Scott Ricker to lieutenant and the promotions of Mark Sullivan and Chuck Stone to Captain. These fire officers bring energy and enthusiasm to the command staff of the department and are prepared work with the chief and senior officer to lead the department forward.

Through a variety of federal and state mini-grants the fire department had been working with other town departments to review and update the town's emergency plan with a focus on continuity of operations in the event of disaster. Through the same grant programs Captain Sullivan has been providing training to the community emergency response team which is comprised of trained citizen volunteers to assist during large emergencies and disasters.

FY12 has also highlighted the general trend that the department has been experiencing with an increased demand for emergency medical services.

	<b>FY12</b>	<b>FY11</b>	<b>FY10*</b>	<b>FY09</b>
Fires and/or Explosions	35	44	54	44
Rescue and Emergency Medical Service	1315	1230	1251	1154
Hazardous Conditions (No Fire)	311	189	197	129
Service Calls	226	197	440*	169
Good Intent Calls	102	86	89	95
False Alarms and False Calls	352	371	338	338
Other Types of Incidents	701	674	604	602

\* Includes 217 Water/Property Protection Incidents.

The Fire Prevention Division conducts plan review and inspections of construction projects and the oversight of the overall community fire safety plan. Fire Prevention has worked with other Town departments to identify companies with hazardous materials and established a program in which representatives from appropriate Town departments meet with these companies as a group to discuss safety planning and upcoming projects.

**FY13 PROJECTIONS**

The fire department is transitioning to an enterprise accounting system for emergency medical services. This system provides a in depth analysis of the costs associated with the ambulance service and provides a clear picture of the finances necessary to offer this service.

The department will continue to work on a strategic plan to provide high level service as the demand increases particularly in the areas of emergency medical services and hazardous materials.

**FIRE DEPARTMENT***Continued from previous page*

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 the clocks are changed at daylight savings time.

**HISTORIC DISTRICT COMMISSION****William Moonan, *Chair*****PURPOSE**

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

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

The HDC members are appointed by the Selectmen for a three (3) year term. There are five (5) full members and two (2) alternates. The alternate members are encouraged to attend all meetings, participate, and be ready to step in as a voting member as needed. The Commission meets the first Wednesday of each month (more often as needed to help an applicant) for business meetings and public hearings, and follows the Open Meeting Laws. The Acts mandate that the Commission consist of a member of the Historical Society or Historical Preservation Commission, an architect or person in the building trade, and a resident of the Historic District. The rest are Town residents who have an interest and/or background in historic preservation.

**EMPLOYEE STATISTICS**

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

**FY12 HIGHLIGHTS**

The hearings for Fiscal Year 2012 included signage for the new Bedford cupcakery, Café Darling; exterior renovations and landscaping for several businesses; and final approvals for the Blake Block (including awnings, wall lanterns, and a cornerstone reading BLAKE BLOCK 2012).

**FY13 PROJECTIONS**

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

## HISTORIC PRESERVATION COMMISSION

**Donald Corey, *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 Mass. Historical Commission (MHC); participate in the Mass. 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 town boards; administer the provisions of the Demolition Delay bylaw; 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. At the beginning of FY12 the members were Donald Corey, Rose Pappert, Robert Slechta (Clerk), and Alethea Yates (Chair), with the other three positions vacant. Lorrie Dunham was appointed to the board in October and Gaye Carpenter was appointed in March. For personal reasons, Rose Pappert resigned in February. We are grateful to Ms. Pappert for her contributions to the work of the Commission.

Donald Corey was the appointed representative of the HPC to the Community Preservation. 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 FY12 was \$1,250.

### **FY12 HIGHLIGHTS**

#### **Old Bedford Center Historic District**

HPC continued its project related to the Old Bedford Center (OBC) Historic District. To recap, in FY 2010 the Bedford Historic Preservation Commission received a Survey & Planning grant from the Massachusetts Historical Commission (MHC) to conduct an intensive survey of historic resources in and adjacent to the Old Bedford Center Historic District, which was listed in the National Register of Historic Places in 1977. (It should be noted that National Register listing is an honorary designation that does not place any restrictions on private property owners.)

In FY2011, HPC hired preservation consultant Kathleen Kelly Broomer to carry out the survey. The survey project documented historically and/or architecturally significant buildings, objects, and landscapes constructed at Bedford's town center from circa 1729 through the early 1960s. Ms. Broomer prepared 70 MHC area inventory forms with detailed information on properties in the current OBC Historic District as well as a number of properties proposed to be added to the district.

This year, the completed Old Bedford Center survey was submitted to the Massachusetts Historical Commission. In addition, HPC submitted forms to MHC to support the claim that the OBC Historic District, with enlarged boundaries, qualifies for designation as a National Register District. MHC approved this claim.

Annual Town Meeting has approved \$5,000 of CPC funding to hire a consultant to do the additional detailed work of preparing National Register nomination forms for the enlarged OBC Historic District. HPC has hired Kathleen Kelly Broomer for this task. It is anticipated that the work would be completed early in FY2013.

**HISTORIC PRESERVATION COMMISSION***Continued from previous page***Old Burying Ground**

HPC arranged and paid for repair of the gravestone of Solomon Stearns, a veteran of the Battle of Concord, in the Old Burying Ground. HPC also arranged for DPW to reset a number of other gravestones that needed to be straightened.

**Comprehensive Plan**

HPC participated in a joint meeting with the Planning Board to suggest updates to the history-related sections of the Comprehensive Plan.

**Farley-Hutchinson-Kimball House**

HPC assisted the Bedford Historical Society in having the Farley-Hutchinson-Kimball House on North Road listed on the National Register of Historic Places and in creating a Preservation Restriction Agreement for the house. The former owners of this property, the late Mina and Larry Kimball, left it as a legacy to the Bedford Historical Society. The Preservation Restriction Agreement will ensure that the property's historic appearance will be maintained, no matter who owns it. Under the terms of the agreement, Historic Preservation Commission will oversee and regulate changes to the property. The Agreement will not take effect until it is approved by the Massachusetts Historical Commission.



***Farley – Hutchinson – Kimball House.***

***Photo by Julie McCay Turner***

**Job Lane Farm**

HPC, DPW, the Facilities Department, and the Friends of the Job Lane House (FJLH) signed a Memorandum of Understanding (MOU) that clarifies the division of responsibilities for the Job Lane House among these organizations.

HPC arranged for DPW to carry out a number of small maintenance jobs on the property. 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.

Planks that make up the ceiling of the shed room behind the kitchen at the Job Lane House were found to be in poor condition and are being replaced with historically appropriate, aged planks.

HPC and FJLH continued discussions with the Facilities Department about upgrading the electrical service in the Job Lane Barn to make it more usable as a venue for meetings and events. The Bedford Rotary agreed to provide funding and labor. The work is expected to be completed in late 2012.

HPC paid for plant labels to be installed by the Bedford Garden Club in the herb garden that they maintain at the Job Lane House.

**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. 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. (Note that properties in the Bedford Center Historic District are exempt from the provisions of the Demolition Delay bylaw.)

**HISTORIC PRESERVATION COMMISSION***Continued from previous page*

This year five properties came before HPC under the terms of the Demolition Delay bylaw:

- 306 Davis Road
- 216 Great Road
- 144 North Road
- 20 Masardis Street
- 44 Hancock Street

In each case, HPC found the property to be Not Significant and therefore did not impose any demolition delay.

**Other Activities**

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

- Acquired a memorial plaque to honor the late Miriam "Mimi" Adler and had the plaque affixed to a bench purchased for the purpose in FY2011. The bench has been installed at Fawn Lake, close to a garden created by Ms. Adler.
- At the request of other town boards, provided a set of guidelines on the ways that CPA money can be used for historic preservation projects.
- Reviewed the Bedford portion of a National Register nomination request that, if approved, will place a number of Veterans' Administration hospitals on the National Register of Historic Places.
- Advised on the wording and paid for a new interpretive sign for the Jenks Nature Trail.
- Gave a historical talk at Two Brothers Rocks as part of the Riverfest celebrations.
- Revised the application forms related to the Demolition Delay bylaw.

**LAND ACQUISITION COMMITTEE**

**Walter J. St. Onge III, *Chair***

**PURPOSE**

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

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

**FY12 HIGHLIGHTS**

In FY12, the Committee continued to evaluate Bedford real estate parcels that the Town may want to obtain by gift or purchase. Several property owners contacted and met with the committee to discuss their parcels. The committee members went on site visits during the year and reached out to certain landowners to see if they were interested in donating or selling their land. One parcel at 306 Davis Road was transferred to the Town during FY12. This parcel contains both forested upland and wetland. It abuts the existing Clark Conservation Area and offers a bucolic buffer to surrounding homeowners. The Committee also reviewed during the year possible trail interconnections and easements under consideration by the Trails Committee.

## PATRIOTIC HOLIDAY COMMITTEE

**Paul Purchia, *Chair***

### **PURPOSE**

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

The Patriotic Holiday Committee consists of nine volunteer members appointed by the Selectmen. Committee members are Bob Hansen, Butch Marcus, Fred Gordon, Al Fay, Brig. General Oscar DePriest, Ben French, Selectman Mike Rosenberg (committee liaison), John Monahan, *Recording Secretary*, Joseph Piantedosi, *Vice-Chair*, and Paul Purchia, *Chair*.

### **FY12 HIGHLIGHTS**

#### **Veterans' Day - November 11, 2011**

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, the Pledge of Allegiance, singing of God Bless America accompanied by the Bedford High School band, followed by several speeches. Remarks by Stephen O'Neill before the dedication of a memorial stone honoring his brother, PFC. Dennis O'Neill, a young Bedford man killed in action in Vietnam. The presentation of a Veterans' Memorial Wreath, placing of small American flags, and an opportunity to remember departed veterans by attendees wishing to do so was followed by volleys fired by the Bedford High School Air Force Junior R.O.T.C., sounding of TAPS, singing of our National Anthem, and a closing prayer.

#### **Memorial Day - May 28, 2012**

The committee organized the morning events and committee members joined the American Legion, the V.F.W., the Selectmen, and attendees in memorial services held at the American Legion Hall, Shawsheen Cemetery, and Shawsheen River, including prayers, placing of wreaths, firing squad volleys, and playing of TAPS. The Patriotic Holiday Committee members invited a member of the Bedford Historical Society to talk about Bedford's Civil War Veterans buried at Shawsheen Cemetery. Separate ceremonies were held at the Old Burying Ground by Concerned Black Citizens, Bedford Historical Society and the Bedford Minutemen. Committee members and parade participants including Keynote Speaker, Col. David Hiltz (US Air Force) and Grand Marshal Duke Stefanelli, assembled at the Fallen Veterans Memorial Plaza at Bedford High School prior to the start of the parade to remember Bedford High School graduates who gave their lives in service to their country. Following the ceremony, the Memorial Day Parade started at Mudge Way and proceeded to the WWI Memorial at Bedford Common. Remarks about the WWI Memorial by Bedford Historical Society member and Town Historian John Dodge, prayer, rifle volleys, TAPS, and then the parade proceeded to Veterans Memorial Park. Memorial Day ceremonies included Invocation, High School Band members playing "God Bless America" and speeches by local dignitaries. The winning Memorial Day school essay was read by BHS student Maddy Allen. WWII, Korea, Vietnam and all veterans attending ceremonies were recognized. A Roll Call was read of Bedford veterans who passed on during the past year. Poppies were placed on each plaque remembering Bedford veterans killed in action in WWII, Vietnam, and Iraq. The Bedford High School Band played our National Anthem. A closing prayer and the sounding of TAPS concluded our ceremonies. The Patriotic Holiday Committee gratefully recognized the contributions of Jon O'Connor in designing and producing the Memorial Day Observance brochures which were distributed throughout Bedford and at the Town's Memorial Day ceremonies. The committee continued to work with our Selectmen and School Committee liaisons, and school administrators. Our goal is to effectively communicate and interact with Bedford's

**PATRIOTIC HOLIDAY COMMITTEE***Continued from previous page*

school administrators, teachers, and students with the help and advice of the Bedford School Committee.

**FY13 PROJECTIONS**

The Patriotic Holiday Committee will continue to plan and conduct meaningful ceremonies to recognize and honor the sacrifices of our veterans in FY13. The committee will identify and recruit new committee members as needed in the coming year. The committee will investigate the raising of funds for signage designating Veterans Memorial Park. We will continue to increase our efforts to honor our veterans and to promote patriotism in our community by working through local media outlets, with town committees such as the Bedford Historical Society and the Bedford School Committee, and local veterans groups. We will continue to coordinate the committee's efforts with Bedford's Veterans Agent. The committee also will work with the Bedford School Committee and school administration during the coming school year to help our students better understand and appreciate the sacrifices made by our veterans.

**PLANNING BOARD**

**Jonathan Silver, *Chair***  
**Glenn Garber, *Director***

**PURPOSE**

The Planning Board is an elected, five-member board established under the provision of MGL C 41, § 81 A. The Planning Board is responsible for administering the Subdivision Control Law, reviewing commercial development 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.

**EMPLOYEE STATISTICS****Number of Employees**

Full-Time            2

**FY12 HIGHLIGHTS**

- Hired new Planning Director, Glenn Garber, who began work in July, 2011.
- Comprehensive Plan Update, the major long range planning effort of the Board was launched and continues to progress
- Solicited consultants (via RFP process) to assist with Comprehensive Plan update in FY13
- Interviewed candidates for and hired newly created Assistant Planner position and tendered a successful offer to Catherine Perry (available FY13)
- Interviewed candidates jointly with Selectmen to successfully fill a Planning Board vacancy
- Reviewed several plan modifications in conjunction with approved site plans, subdivisions or special permits
- Two new development projects received site plan review by the Planning Board.
- Established Planning Facebook page to create a social media presence.
- Strengthened content and navigability of the Planning web page on the town web site, especially for Comprehensive Plan information and posting of materials.
- Established the town's most comprehensive statistical and mapping data base for use in the comprehensive plan and other initiatives and applications.

**PLANNING BOARD***Continued from previous page***Zoning Amendments:****Carleton Willard Village (CWV)**

Representatives of CWV continued discussions regarding a proposal for a zoning change that would allow 10 new independent living units. A Zoning Article for Annual Town Meeting involved a use change, as well as modification of allowable proportions of wetlands to uplands. Developer placed its request for a zoning amendment on hold.

**Three Special Permit Modification** requests were reviewed in FY12; all 3 amendments were determined to be minor.

- Blake Block/64-68 Great Road: reviewed a special permit minor amendment package to modify design details pertaining to: architectural detailing, landscaping and street trees, parking supply, as well as to provide final authorization of special accessory use.
- Hartwell Farms Town Houses/182-184 Hartwell Road: reviewed a request for a special permit determination if a modification for conversion of approved decks to optional three-season porches is a minor or major amendment to the existing special permit.
- 54 Middlesex Turnpike/Boardroom Bistro: reviewed a request for a special permit determination if allowing further use of the existing restaurant space, particularly for functions, and to do so with authorized parking capacity, is a minor or major change to the existing December 2008 Special Permit.

**Two Site Plan Modification** requests were reviewed in FY12; both amendments were declared minor and received approval with conditions.

- Boston Buddha Vararam Temple/125 North Road: applicant requested two minor changes to their approved site plan; 1) elimination of a paved overflow parking area, and 2) to change the manufacturer of the pervious surfacing materials for the emergency driveway.
- MITRE Corporation/new electronics lab/Building E: applicant proposed a new parking area resulting from the construction of the new lab building and demolition of building L/old Lab.

**One Subdivision Modification** request was reviewed and approved in FY12;

- Abbott Lane: Correction was made on plans to grant proper easement rights along each homeowner's frontage.

**Approval Not Required (ANR) Plans**

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 and made findings on the following seven ANR plans that did not require Subdivision Control Law approval:

- 196 Concord Road at Turf Meadow Rd.
- 450 North Road
- 463/461A North Road
- 142R Page Road
- 201 Carlisle Road

**Subdivision Surety Bond Actions**

The Planning Board approved the following Bond Releases in FY12:

- Abbott Lane Subdivision
- Freedom Estates Cluster Subdivision
- Page Hill Subdivision

**Site Plan Review Approvals**

- 285 Great Road (former Travel Lodge)/Site Plan Review: Planning Board gave a recommendation of site plan approval with **several conditions** to the Code Enforcement Director relating to the construction of a new building, along with associated site improvements.

**PLANNING BOARD***Continued from previous page*

- FW Webb Company/160 Middlesex Turnpike/Site Plan Review: Planning Board gave a recommendation of site plan approval with conditions to the Code Enforcement Director for the construction of an addition to the existing building, along with associated landscaping and significantly parking.

**Development Review Discussions**

The Planning Board held the following development review meetings:

- Proposed housing for homeless veterans at the Bedford Veteran's Hospital site; preliminary discussion regarding permitting jurisdiction-- (Town of Bedford versus Federal Government)
- 100 Plank Street (Office Building)/ the Board engaged in many discussions (including an informal zoning discussion) with the property owner regarding alternative solutions to develop this site.
- 54 Loomis Street began preliminary discussions regarding a potential mixed-use development at this site.
- Carleton Willard concept plan for adding ten independent living units.

**General Bylaw Amendments (2012 Annual Town Meeting)****Article 11—Stormwater Bylaw**

The Planning Board unanimously recommended support for Article 11—Stormwater Bylaw

**Article 12—Soren's Way Street Acceptance**

The Planning Board unanimously recommended support of Article 12—Sorens Way Street Acceptance

**Comprehensive Plan Update**

The Planning Board reported to Annual Town Meeting the status of its progress to update the town's Comprehensive Plan, also known as a Master Plan. A master plan typically includes chapters on specific areas, such as housing, land use, economic development, open space and recreation, with goals, strategies and action steps to fulfill the overall vision in each of these areas. The new plan is being done largely on an in-house basis, with only a small consulting appropriation to assist in this major undertaking. The Board received Finance Committee approval to hire a consultant that will be on board in FY13 to assist planning staff with synthesizing information that has been gathered from the public, board and committees; and also help write key chapters of the plan.

Following months of individual dialogue with an array of town boards and committees to obtain their concerns and ideas about the town's future, the Board conducted two structured public workshops, in March and May, 2012. These sessions widely publicized the Comprehensive Plan update; got citizens and businesses involved and provided valuable insights into people's perceptions of Bedford's challenges.

At the beginning of FY13, the Planning Board was beginning efforts to establish an advisory committee , to help the Board consider and select goals, strategies and actions for inclusion in the Plan; this committee will meet between September and the end of calendar 2012.

The staff has been organizing the whole effort, creating a major statistical and graphic data base describing Bedford's population, economy, land use, housing, natural and cultural resources and more. The Board hopes to have an adopted Plan by the end of FY13.

**Collaborative Committee Work**

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

- **Sandra Hackman:** MAGIC (Minuteman Advisory Group on Inter-local Coordination); MAPC (Metropolitan Area Planning Council); Council on Aging (liaison); BARC (Bedford Arbor Resource Committee)
- **Jonathan Silver:** Bicycle Advisory Committee (liaison); Recreation Commission (liaison); Chamber of Commerce (alternate liaison)

**PLANNING BOARD***Continued from previous page*

- **Lisa Mustapich:** HATS (Hanscom Area Towns Committee); Affordable Housing Committee; Fair Housing Committee; Bedford Municipal Housing Trust; Bedford Housing Partnership; ad hoc Sign Bylaw Review Committee
- **Jeffrey Cohen:** HDC (Historic District Commission); Energy Task Force; Board of Health; Chamber of Commerce (alternate liaison)
- **Shawn Hanegan:** Community Preservation Committee; Transportation Advisory Committee; Chamber of Commerce (alternate liaison)

**The Planning Board Website**

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

**Other Items of interest that the Planning Board discussed or reviewed during FY12:**

- Hartwell Avenue Transportation Area Plan: continued to strategize ways to work cooperatively with Lexington regarding Lexington's transportation plan for the Bedford Street/Hartwell Avenue area
- Boston Regional Pedestrian Plan: continued discussions regarding this plan prepared by MAPC
- Sustainable Communities Initiative: continued discussions regarding the MAPC proposal to apply for a federal grant under Sustainable Communities Initiative
- Pedestrian Access: continued discussions regarding the potential technical assistance from MAPC to develop a walkability plan for Bedford
- Made progress on resolution for four incomplete subdivisions
- CLURPA (Comprehensive Land Use Reform and Partnership Act): reviewed proposed legislation that would update state land use laws continued its work to update the CP
- Great Road Master Plan and School Way Improvements: Planning Board continued discussions regarding the status of these proposed projects
- Edge Sports Center, 191 Hartwell Road: discussed proposal to include additional turf fields at their current site, one that; that would be enclosed by a bubble during cold weather months and the other which would be devoted to outdoor use exclusively.
- 53 Carlisle Road, brief discussion regarding the potential to build a cluster subdivision
- Bedford Woods Business Park, discussions regarding a potential expansion and build-out

**FY13 PROJECTIONS**

The Planning Board will continue the full update of the Comprehensive Plan in all aspects, including the visioning and goal-setting process with the Advisory Committee, data collection and analysis, public participation, and drafting of plan elements.

The Board will also continue the careful analysis of the broad range of development applications that come before it to ensure that all new developments meet the goals of the Comprehensive Plan and the requirements of the Town's Bylaws, regulations and design guidelines.

The Planning Board will consider carefully selected major amendments to the Zoning Bylaws that will provide further incentives for desired development and land use mixes, and/or facilitate more flexible or efficient permitting.

The Planning Board will work with other departments, boards and committees in Town to pursue implementation measures in The Great Road Master Plan.

Finally, the Planning Board hopes to take steps to enhance public knowledge and awareness of the Board's initiatives and solicit community input (particularly with the Comprehensive Plan update, major zoning amendments, and plan review and monitoring of major development projects), using website-based, internet, print, and broadcast media.

## POLICE DEPARTMENT

**Robert Bongiorno, *Police Chief***

**PURPOSE**

Throughout FY12, the Police Department continued to take on more challenges in an effort to meet the demands of the citizens of Bedford. The Department will continue to evolve in FY13 to meet the changing needs of our community. We continue to improve community partnerships; intelligence led policing initiatives, and refining training to maximize the effectiveness of our organization, all the while continuing our commitment to ensure the safety of all members of our community. The department operates under a community policing philosophy that encourages citizen participation in solving problems of crime, fear of crime and quality of life issues.

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

**EMPLOYEE STATISTICS**

**Number of Employees**

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



***Pictured here from left to right Det. Richard Vitale, Officer Michael Sullivan, Officer Gary Martin, and Officer Thomas Devine***

**FY12 HIGHLIGHTS**

FY12 was a very busy year for the men and women of the Bedford Police Department. The Bedford Police Department formed a new Community Services Unit. The Unit is committed to identifying causes of crime, disorder and quality of life issues in the Town of Bedford. It is responsible for traffic initiatives, crime prevention, public relations, and the support of community problem solving activities by the Police Department Patrol Division. During FY12, the Unit supported and sponsored such popular programs as RAD, Citizens Police Academy, Bicycle Safety, Safe Driving, Alcohol Awareness, Safe Routes to School, Child Safety Seat Installations, Council on Aging Programs, Community CPR and many more. Also the Unit conducted tours of the station, public speaking and met with citizens, religious organizations and business groups. The Department launched its new website, on the site, the Department now posts the monthly call logs, video, news, photos and much more. The Department continues to use a number of social media initiatives to communicate with and keep the public informed. The Department has been using Twitter, Facebook and YouTube to post press releases, photos, scam information as well as video Public Service Announcements. Also, the Department has a new Smartphone App that the public can download, called MYPD, it can be downloaded from an Apple or Android App stores. Through this App, you can get directions to the station, email a member of the Department, follow our latest tweets, or link to our mobile website.

The Department will continue to utilize 21<sup>st</sup> century technology to stay connected with our residents and we will continue to build community bonds that foster trust between the police and the community we serve. The Bedford Police Department partnered with Communities for Restorative Justice (C4RJ) which is a community-police partnership that offers restorative justice to those affected by crime. This program allows for Bedford to address victim’s needs and treat offenders in a new way. The Bedford Police Department also collaborates with ten police departments and the Domestic Violence Service

**POLICE DEPARTMENT***Continued from previous page*

Network (DVSN) to provide outreach and direct support to victims of domestic abuse.

The Bedford Police Department will continue to prioritize these programs that will advance our community policing philosophy, goals and initiatives. Traffic continues to remain one of the biggest concerns for the residents of Bedford. In FY12 the Department continued to partner with the Governor's Highway Safety Program to receive funding to conduct increased traffic enforcement in the areas that create the biggest hazards on the roadways throughout our community. Through this limited state funding, we were able to concentrate on speeding vehicles, drunk driving and seat belt usage. The department continued to partner with other Town departments in our efforts toward anti-bullying programs, youth activities programs, and the all night graduation. The largest effort to support our youth in Town continues to be our School Resource Officer Program. This remains a top priority in our commitment to provide the youth a safe and healthy environment in the school setting. The Bedford Police Department will continue to maintain, and enhance the partnership we have formed with the Bedford Public Schools. We will also seek to maintain and enhance partnerships with all Town departments with the goal of providing the best service to the residents of our community.

**FY12 STATISTICS**

Fiscal Year 2012 showed a significant increase in the total number of calls to service for the Bedford Police Department. The Police Department logged 12,735 calls for service, the majority of which involved services other than responding to crimes. Customer service will continue to be a priority within the Bedford Police Department. Our motto of "Serving the Community with Pride" will continue to guide this department through the 21<sup>st</sup> century. In FY12, 99 people were arrested. Seven people were taken into protective custody. Protective custody is a statute that allows police officers to take into custody persons who, due to ingestion of alcohol, is incapacitated or a danger to themselves or others. Although authority gives the police the option of taking a person to his residence or a treatment facility, the police station is often the most viable option. In FY12, 2,878 citations were issued, a significant increase over FY11. The Department continues increased traffic and parking education to meet the growing concerns of our citizens. Traffic continues to be one of the greatest areas of complaints to the department. We will continue to partner with the Bedford Fire Department, Department of Public Works and Town Manger and continue to meet regularly to evaluate and address the traffic concerns of our residents and commuting public.

<b>Calls For Service*</b>	<b>FY11</b>	<b>FY12</b>
<b>Motor vehicle crashes</b>	<b>410</b>	<b>356</b>
<b>Hit and run investigations</b>	<b>70</b>	<b>63</b>
<b>Alarms</b>	<b>594</b>	<b>584</b>
<b>Larceny</b>	<b>132</b>	<b>139</b>
<b>Domestic/Family Disputes</b>	<b>110</b>	<b>117</b>
<b>Child Passenger seat installs</b>	<b>44</b>	<b>56</b>
<b>Restraining Orders</b>	<b>80</b>	<b>144</b>
<b>Disturbances</b>	<b>88</b>	<b>97</b>
<b>Noise Complaints</b>	<b>71</b>	<b>135</b>
<b>Breaking and Entering</b>	<b>31</b>	<b>41</b>
<b>Breaking and Entering M/V</b>	<b>32</b>	<b>31</b>
<b>Attempt Breaking and Entering</b>	<b>7</b>	<b>8</b>
<b>Vandalism</b>	<b>59</b>	<b>68</b>
<b>Elder Affair Encounters</b>	<b>32</b>	<b>21</b>
<b>Totals Calls for Service</b>	<b>11,390</b>	<b>12,735</b>

\*The Calls for Service chart is a sample of police responses in FY11 and FY12

**POLICE DEPARTMENT***Continued from previous page*

	<b>FY11</b>	<b>FY12</b>
<b><u>Citations Issued</u></b>	<b>2681</b>	<b>2878</b>
<b><u>Warnings</u></b>	<b>2030</b>	<b>1867</b>
<b><u>Civil</u></b>	<b>523</b>	<b>744</b>
<b><u>Criminal</u></b>	<b>98</b>	<b>110</b>
<b><u>Arrests</u></b>	<b>30</b>	<b>47</b>
<b><u>Total Fines Collected</u></b>	<b>\$126,619</b>	<b>\$124,012</b>

**FY13 PROJECTIONS**

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

The Bedford Police Department will continue to participate in traffic safety grant mobilizations. Through-out FY13 we will seek state and federal grant funding to increase police patrols to target aggressive drivers, drunk drivers and seat belt violators. The goal is to participate in these grants, making the streets of our community safer to travel. The Bedford Police Department embraces and is committed to the philosophy of community policing. The concept of partnering with the community to solve problems of crime, fear of crime and the quality of life issues has been institutionalized in the department. In FY13, the department will continue to offer a number of community policing programs to the public designed to provide citizens with tools, information and skills in solving those problems. We will continue to partner with other Bedford Town departments to expand and create new programs in the community. The Bedford Police Department will continue to partner with the Bedford Fire Department and the Middlesex County Sheriff's department in providing another free summer camp for Bedford children at the Sheriff's Academy in Billerica. The Bedford Police Department will also continue to install child passenger car seats. Our certified technicians will thoroughly inspect child car seats for wear and effectiveness and install them properly to assure the safest ride for our children.

Unfortunately, with the ongoing state budget cuts the community policing grant has been eliminated for police agencies state wide and most of our communities policing programs face elimination in FY13. Although we are faced with this realization, it will not deter the Bedford Police Department from facilitating open dialogue with residents to address issues and challenges facing our community.

**Accreditation**

In FY14, The Bedford Police Department will seek full accreditation by the Massachusetts Police Accreditation Commission. This process will involve a self-assessment of the department to achieve compliance with hundreds of national law enforcement standards as set forth by the Commission.

**Regional Police Initiatives***North Eastern Massachusetts Law Enforcement Council (NEMLEC)*

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

**POLICE DEPARTMENT***Continued from previous page*

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

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

**School Threat Assessment and Response System**

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

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



**Bedford Police Motorcycle**

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

**Awards and Ceremonies**

The Bedford Police Department held its first annual awards ceremony in FY12. It is essential for a police department to impose internal discipline as well as promote outstanding performance. In recognition of actions taken by our police officers, we commended several individuals who performed outstanding tasks to support the police department's mission and to make our community stronger and safer. Two officers received Departmental Certificates of Commendation for outstanding and distinguished performance of police duty. Officer Gary Martin successfully and safely apprehended a violent suspect possibly armed with a knife that had violently assaulted his pregnant girlfriend and fled the scene. Officer Michael Sullivan successfully and safely apprehended a suspect involved in a high speed chase which started in Billerica by using tire deflation devices to stop the vehicle that was traveling at a high rate of speed followed by a short foot chase.

The capture of these two dangerous individuals was successful due to each officer's leadership and demonstrated ability to perform in an exemplary manner in a stressful situation. In each situation, the capture of each suspect was done quickly and safely protecting all of our citizens from the potential danger of allowing their escape.

In keeping with the spirit of community policing in the Bedford Police Department, two officers who display their inspiration, motivation and dedication to the police service were also recognized. The Team Spirit Awards were presented to Sgt. Jeffrey Wardwell and Officer Alex Hernandez. Both of these police officers display leadership and teamwork that is essential to the accomplishment of our mission to the maintenance of public safety.

**POLICE DEPARTMENT***Continued from previous page*

Finally, our Officer of the Year Award for 2011 was presented to Officer Steven Waite. Officer Waite has consistently displayed sound judgment and the highest quality of service as a Police Officer and a creative problem solver. His personal appearance, demeanor and interaction with coworkers and members of the community reflect a high level of personal commitment and professionalism. Officer Waite affirmatively promotes and supports the mission of the Bedford Police Department as he performs police service as a Patrol Officer, School Resource Officer, Traffic Enforcement Officer as well as an Information Technology Officer. He is truly proven to be an asset to the Bedford Police Department on a daily basis.

**Closing**

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

**PUBLIC LIBRARY****Richard Callaghan, *Library Director***

The Bedford Free Public Library is open 69 hours a week, 7 days a week (except summer Sundays). A Reference Librarian is available every hour the Library is open. Free programs for all ages, storytimes for children, and after-school events for teens are held year-round. Computers with Internet, online databases, and popular office software are available for use. Wireless Internet is available throughout the building. The Minuteman Library Network Catalog, online databases, downloadable materials, and individual patron accounts can be accessed through our web site: [www.bedfordlibrary.net](http://www.bedfordlibrary.net).

**Library Mission Statement**

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

**EMPLOYEE STATISTICS****Number of Employees**

Full-Time:	7
Half-Time or above:	7
Part-Time:	25

**FY12 STATISTICS***Circulation*

Total Circulation	367,656*
Materials borrowed from other libraries	43,671
Materials loaned to other libraries	52,068

*\*Includes downloaded e-books, e-audiobooks, and e-music*

**PUBLIC LIBRARY***Continued from previous page**Professional Library Services*

Number of reference questions answered	20,277
Number of items added to the collection	10,563
Number of attendees at library programs	9,386

*General*

Total physical collection holdings	115,196
Number of downloadable e-titles available	12,288
Total number of residents with library cards	9,459

**FY12 HIGHLIGHTS****Fine and Loan Changes**

We updated our overdue fines in order to simplify and equalize the rules across all materials. The most important change was to reduce the unpopular \$1.00 a day overdue fine for DVDs to \$0.25 a day. Despite reducing the overdue fees on several popular formats, small increases on other materials countered the loss effectively; as a result, we actually took in more fine money in FY12 than in FY11.

As of November, here is our new fine schedule:

- Print Materials (books, magazines, etc.): 10 cents per day per item
- Non-Print Materials (DVDs, audiobooks, music CDs, etc.): 25 cents per day per item
- Maximum fine for any item: \$4.00 (except equipment)
- Maximum amount to pay at time of returning overdue items: \$20.00\*

*\*This excludes fines from previously returned items, items from other libraries, and equipment.*



***Murphy the Turtle***

**Murphy the Turtle**

We added a new member to our library staff this year: Murphy the Turtle! Murphy is a Southern Painted Turtle that lives in a large aquarium in our Children's Room. He joined us in August and has been a big hit with visitors of all ages!

**One Book, One Bedford**

*You Know When the Men Are Gone* by Siobhan Fallon (2011) was this year's selection for our ninth-annual "One Book, One Bedford" community-wide reading event in April. The highlight of the month was the author herself coming to speak on April 29. Lively book discussions in the Library and around Town were supplemented with other special programs; standouts include a documentary and discussion event lead by Veterans'

Agent Fred Gordon and Veteran Paul Purchia and a discussion panel with several military wives from Hanscom AFB. There was a real connection and understanding forged between those present about military life and what people can do to help support our veterans, troops, and their families.

**E-Books**

Demand for e-books exploded this year, with downloaded e-books surpassing e-audiobooks for the first time. When the Amazon Kindle® became compatible with our download service in the fall, electronic book circulation and reserves skyrocketed – with the biggest jump occurring immediately after the winter holidays. Our Reference Staff was kept very busy helping patrons use the online digital media catalog service and troubleshoot the downloading of items to a wide variety of e-readers, tablet computers, and

**PUBLIC LIBRARY***Continued from previous page*

smartphones. Almost every instructional training session and one-on-one appointment our staff offered about how to download e-books filled up quickly.

**Cookbook Book Club**

A new monthly event began this year in October: the Cookbook Book Club! It has rapidly become one of our most popular adult programs. Each month's event is based on a specific cookbook and food theme. Recipes are brought in as well as prepared at each event for sampling. There is also discussion about the merits of the cookbook and each recipe. Sometimes culinary professionals are brought in to lead the program.

**Peeps® Diorama Contest**

This new event has become a hit with kids and adults alike! Inspired by *The Washington Post's* now famous Annual Peeps® Diorama Contest, the Library hosted our own contest for the second time in March. People of all ages submitted entries individually or as part of a group, and patrons were invited to vote on their favorite. This year's "Peep-le's Choice Award" went to *Peeps at the Polecapping!*



**2011 Peeps Diorama Contest Winner**

**General Programs**

Our annual and highly popular Winter Lecture Film & Discussion Series with Dr. Daniel Breen covered the history of Prohibition this year. For teens, there were 34 fun after-school events and activities on Wednesday afternoons in which to participate. And over 360 children signed up for our annual summer reading program in June, with the theme of 'Dream Big – READ!'. Monthly book discussions, weekly film series, children's storytimes and other special events rounded out our programming year.

**New Scanner**

The Library added a self-service public scanner this year. The BookScan Station offers an easy-to-use touch screen interface that guides users through the entire process. Once an image is scanned into one of six different formats, it can be saved to a USB drive, sent via email, or posted to Google Docs.

**Special Collections**

Our Local History Collection continued to undergo a full and complete inventory through the dedication of Town Archivist Al Bartovics, with assistance from library staff. Any materials not already protected on acid-free, archival paper and boxes have now been done so. Out-dated or superseded materials were removed. Any gaps in our collection are being filled (if possible) and materials with no relationship to Bedford have been moved to other locations.



**Residents taking advantage of the heat and electricity at the Library during Snowtober**

The Library started a Spanish-language collection of adult books, thanks to the efforts of a volunteer librarian, Laura Koehn.

**October Snowstorm**

During "Snowtober" (as the event came to be called), when the power went out for up to a week or more for many residents, people poured in the Library to power their electronics, get on the Internet, or to simply get warm. The first few days (Sunday-Tuesday), it was standing room only – every seat in the Library was taken. Many people took to simply sitting on the floor near any available outlet with their laptop or tablet computer. The Library also provided reading materials for visitors to en-

**PUBLIC LIBRARY***Continued from previous page*

joy at the Town Center as it served as an overnight warming facility for residents without heat.

**FY12 Staff Changes, Trustees, Friends, and Volunteers****Staff Changes**

Reference & Teen Services Librarian Dee Clarke retired in May, and Jessica Borchetta was hired to fill the position in June. Jessica has a Bachelor of Arts in English and a Master's in Library and Information Science from Simmons College.

**Library Trustees**

In March, Lorrie Dunham, Abigail Hafer, and Howard Cohen were each re-elected to another three-year term on the board.

The FY12, the Library Trustees were: Abigail Hafer, *Chair*, Robert Batt, Howard Cohen, Lorrie Dunham, Rachel Field, Lynne O'Connor, and Michael Pulizzi. Trustees Howard Cohen, Rachel Field, and Lynne O'Connor managed the Library Corporation.

**Friends of the Bedford Free Public Library**

The Friends of the Bedford Free Public Library celebrated 50 years this year!

Using funds raised through membership fees and the sale of used books, the hardworking Friends generously supplied the Library with funding for: programs, museum passes, public performance movie licenses, television series on DVD, *BookPage* monthly subscription, posters, bookmarks, 'One Book, One Bedford', art displays, and refreshments at library programs. In FY12, the Friends also provided funds for the purchase of: the BookScan scanner station, the flat-screen TV in the Conference Room, a color Nook® for the Children's Librarians, 16 new chairs, "Murphy the Turtle" expenses, and an outdoor display sign.

The FY12, the Friends Officers were: Beverly Matthews, *President*; Diane Bennett, *Vice-President* and *Membership Chair*; Chris Cupurdija, *Secretary*; and Jerry Wolf, *Treasurer*.

**Library Volunteers**

The Library enjoyed the invaluable assistance of 20 regular volunteers, who contributed over 1,700 service hours this year. Volunteers helped at the circulation desk, called patrons about reserves, repaired books, delivered materials to the homebound, shelved items, contributed to special projects, and performed routine office tasks.

The FY12, the Library Volunteers were: Betty Baker, Betsy Boschetto, Nancy Campbell, Wally Campbell, Anne Dawson, Ruth Greenberg, Nan Hoeflich, Laura Koehn, Ken Konkle, Pat Konkle, Dorothea Laliberte, Erica Neff, Sam Petrecca, Elaine Shwimer, Ruth Thompson, Pat Watson, Chrissie Webb, Blanche Wentworth, Sue Wiczorek, and Lynne Wolf.

A special thanks to:

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

**Arts Steering Committee**

Members of the Arts Steering Committee generously donated their time and talents in the selection and organization of artwork by local artists for display throughout the Library.

The FY12, the Arts Steering Committee members were: Susan Grieb, Jean Hammond, Sue Keroes, Astrid Reichswitz, and Carol Rissman.

**PUBLIC LIBRARY***Continued from previous page***FY13 PROJECTIONS****Electronic Collections**

It is expected that demand for free downloadable electronic books (“e-books”), electronic audiobooks and music through the Library will continue to grow, as users become more accustomed to the convenience of reading on portable digital devices and of downloading these items at home or on the go at any time of day. This will mean increasing the percentage of our materials collection budget into more electronic copies, which may over time translate into fewer duplicate physical copies in the Library.

**Self-Checkout**

The Library plans to add a self-checkout station to the lobby next year, which will give patrons the option of checking out their own materials. When this happens, reserves will be moved into the lobby so that patrons may pick up their holds themselves. Library Staff will continue to be fully available for all Circulation services, in addition to assisting users at the self-checkout station.

**Databases**

Don't forget the wonderful, rich sources of information freely available to you online through the Library! We offer access to sources not available on the Internet (or not available for free) that can help you with investing, understanding health issues, researching topics for school, work, or life, historical newspapers, and reliable information resources for most topics of interest, such as business, health & medicine, current events, social issues, biography, genealogy, education, history, newspapers, science, books, resources for students, general information and reference.

Some state-wide databases were not renewed for FY13: LitFinder, Massachusetts Newsstand, RDS Business Suite, and Student Resources in Context. The Library purchases some databases individually, but most are paid for by the state or our network.

**New Research & Information Databases Added for FY13:**

- Britannica Annals of American History
- Britannica Online Public Library Edition
- Britannica Public Library Edition for Kids
- Britannica Online School Edition
- Britannica Learning Zone (early childhood)
- Britannica Spanish Reference Center
- Britannica World Data Analyst
- Criminal Justice Collection
- Culinary Arts Collection
- Environmental Studies & Policy Collection
- Gardening, Landscape and Horticulture Collection
- Hospitality, Tourism and Leisure Collection
- Nursing & Allied Health Collection Resource Center
- Nursing Resource Center
- Physical Therapy and Sports Medicine Collection
- Vocations and Careers Collection

**Continuing Improvements**

After years of very little outdoor seating, several more benches will be added around the Library for the enjoyment of all. We are also working on improving our adult periodical display and browsing areas to make both spaces even more inviting for users.

## RECREATION DEPARTMENT

**Ronald Richter, *Recreation Commission Chair***  
**Amy Hamilton, *Director***

### **PURPOSE**

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

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



***Concert on the Common***

Four or 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 at [www.bedfordrecreation.org](http://www.bedfordrecreation.org).

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



***Springs Brook Park Spray Park***

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

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

## RECREATION DEPARTMENT

*Continued from previous page*

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

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

Private organizations offering recreational programs for Bedford youth include Bedford Babe Ruth Baseball and Softball, Lexington/Bedford Pop Warner Football, Bedford Youth Lacrosse, Bedford Travel Basketball, and Lexington/Bedford Youth Hockey. Bedford Recreation works with these private organizations to understand their field requirements, schedule the fields, permit the field use, and develop forward looking infrastructure requirements. The Recreation Department offers guidance to these programs based on years of programming experience. Interaction with these organizations, as well as ongoing communication with families involved with the Recreation programs, enables the Recreation Department to understand the ever changing needs of the Town. This connection with the families of Bedford is a true partnership.

### **EMPLOYEE STATISTICS**

#### **Number of Employees**

Full-Time: 2\*

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



***Springs Brook Park***

### **FY12 HIGHLIGHTS**

- Improvements were made to Springs Brook Park to address water clarity issues
- A Town Recreation Sportsmanship Policy was adopted to govern users of the Town of Bedford's athletic facilities
- A Fields Policy document was adopted, establishing policies and procedures that outline the use of the Town of Bedford's athletic facilities.
- Improvements were made to the Kids' Club play yard with the addition of a small basketball court
- Youth participated heavily at The Corner
- Participation was heavy in youth programs including dance, basketball, skiing, soccer
- There were a tremendous number of volunteers without whose support many programs would not exist

### **FY13 PROJECTIONS**

- Continued development and enhancement of The Corner
- Involvement with the Town's Comprehensive Plan update
- Support of the newly formed Outdoor Recreation Area Study Committee
- Involvement with Springs Brook Park improvement plans with continued attention to water clarity

The Recreation Department looks forward to involvement with the residents of Bedford in FY12. Those interested in teaching programs, coaching or volunteering for the Recreation Department should contact the Recreation Office at 781-275-1392.

## SELECTMEN

**Catherine Cordes, *Chair***

### **PURPOSE**

The Selectmen are the executive branch of Bedford's Town government and oversee all municipal departments and offices that serve under the leadership of Town Manager Richard Reed. 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).

### **FY12 HIGHLIGHTS**

#### **Awards and Recognition**

In January 2012 the Massachusetts Municipal Association awarded Bedford, Sudbury, Lexington, Lincoln, Concord, and Weston the Pickard Award for Innovation for a Regional Housing Services Office. This program provides excellent consulting, implementation and monitoring services for affordable housing. By sharing the costs of the Office each town receives high-quality professional services directly matched to local needs, at a much lower cost to any one municipality. This is a model of regionalization that is now being copied by other communities.

In FY12, Bedford once again achieved designation as one of the "100 Best Communities for Young People". This was the fourth consecutive year that Bedford earned this designation. There is a small cash award with this prize that is being used to fund Friday night programs for middle school students at the youth center.

#### **Personnel Changes**

Due to the resignation of Police Chief James Hicks an intensive search was conducted for a new Police Chief. Robert Bongiorno, formerly a Captain in the Arlington Police Department, was appointed Chief in July 2011. During his first year, his professional expertise and gregarious personality have shown that he is a great fit for Bedford. He has reached out to the community in general and community organizations including the VA Hospital, Hanscom Air Force Base and Middlesex Community College. He has been well received by the Police Department. His presence is a great asset to the professional management team in Bedford.

Finance Director Naum retired in August 2011 after 26 years of service to Bedford. His leadership in all financial matters was exemplary. His influence in financial management and policy continues to this day and the Selectmen honor him for his many years of service.

Upon his retirement, Town Manager Richard Reed took the opportunity to reorganize the Finance Department. The positions in the department were redefined to provide better service to the Town. In January 2012 the positions of Finance Director and Treasurer/Collector were combined and Victor Garofalo, formerly Treasurer/Collector was appointed to the new position along with the newly reorganized department.

Council on Aging (COA) Director Pat LeVan retired in September 2011. She had served the COA well for 9 years. Part-time Assistant COA Director Lori Wittner was promoted to COA Director and the positions were merged in to one full-time position.

The Town Manager and Assistant Town Manager also assisted with the recruitment of a new Associate Assessor during the year. Associate Assessor Bruce Morgan assumed his position with the Town in

**SELECTMEN***Continued from previous page*

December 2011. Also, the office assisted with recruitment and orientation of the new Planning Director, Glenn Garber who assumed his duties in July 2011.

**Changes in Town Officers**

Town Counsel Michael C. Lehane retired December 31, 2011. Mr. Lehane served with grace as Town Counsel for many years. He was truly a gentleman's gentleman. The Town continues to receive legal services from the same firm and his successor, Robert Mangiaratti, was appointed effective January 1, 2012. Attorney Mangiaratti is a pleasure to work with and continues to provide the excellent legal service the town has come to expect.

Selectman Angelo Colao decided to not seek re-election after two successive terms in office that were preceded by an earlier 3-year term from 1989 to 1992. His volunteer service to the Town spans some 30 years. He has given much to the Town and the Selectmen are indebted to him for his service.

**FY12 PROGRAMS****Refuse and Recycling**

After extensive review of costs and benefits and several hearings for the public, a new Refuse and Recycling Contract was negotiated with Allied Waste Management. This contract included an automated pick up system for refuse, introduced a limit on amount of free weekly refuse and expanded materials that can be recycled. In the first 9 months of operations the program has increased recycling by 36 percent, reduced our refuse stream by 1560 tons and saved the Town approximately \$120,000.

**Health Insurance Benefits**

Over the previous several years, health insurance benefits have been a major budget driver, with double digit increases occurring frequently. Health Insurance Benefits were restructured this year when the Town joined the State's Group Insurance Commission (GIC) health insurance program when the Selectmen accepted MGL Ch. 32B, Sections 21-23 in October 2011. Negotiations were conducted with employee groups and retirees in December 2011/January 2012. The final agreement with groups was approved by the Selectmen on January 30, 2012. Open enrollment in the new program occurred during the spring with a July 1, 2012 implementation of the new benefits program; long-term savings for Town government are projected to be \$1.3 Million annually. This change has the added benefit of reducing the Town's long-term liability for other post-employment benefits (OPEB). The projected reduction of these benefits will be known when a new actuarial study is undertaken in the fall of 2012.

**Solar Energy**

The Selectmen investigated an opportunity to purchase solar energy from Syncarpha Solar, LLC that planned to build solar array outside of Bedford. The project stopped when the entity was not successful in receiving permits in the community where the solar entity was proposed to be built.

**Ambulance Enterprise Fund**

The Ambulance Enterprise Fund was established when the March 2011 Annual Meeting adopted the provision. The implementation, with revised budgets for the Fire Department and Ambulance Enterprise Fund were put in place this fiscal year. This program allows the department to capture all the costs associated with the ambulance service, thus providing more accurate billing and recovery of costs.

**Sign Bylaw Review Committee**

An ad hoc Sign Bylaw Review Committee was appointed in September 2011 to review and make recommended changes to the town's Sign Bylaw. A report and recommendations are expected in time for consideration at the 2013 Annual Town Meeting.

**Springs Brook Park Improvement**

Springs Brook Park experienced clarity problems during the 2011 summer season. In an effort to improve the situation for the 2012 summer season an ad hoc committee was formed. The committee made

**SELECTMEN***Continued from previous page*

several recommendations for improvements for the 2012 summer season. These were implemented and the 2012 season saw considerable improvements. Continuing efforts are underway to incorporate further improvements for the 2013 season.

**Outdoor Recreation Area Study Committee**

An ad hoc Outdoor Recreation Area Study Committee was established and appointed in June 2012. The charge to the committee is to assemble a comprehensive inventory of current playing fields with demand level by season, develop comparisons between Bedford and other municipalities in the area, develop and provide cost estimates for a five-year field expansion plan, ascertain best practices for field maintenance and research health, and safety issues connected with synthetic turf. A full report and recommendations are expected in the fall of 2012.

**Contracts**

A contract between the town of Bedford and Bedford Cable Access Television, Inc. was approved in October 2011, for a 3-year term retroactive to July 1, 2011. Bedford Cable Access Television will continue to provide public access services for the Town's cable TV systems during this term.

South Road and Page Field Athletic Field Construction contract was awarded to JNJ Sacca, Inc. of Arlington in August 2011 to construct new soccer fields at South Road and add a softball field at Page Field. This project was funded with Community Preservation Funds.

The Wilson Mill Dam Replacement contract was awarded to New England Infrastructure, Inc. of Hudson in February 2012 to construct the new dam, preserving the existing dam and make amenity improvements to the Wilson Mill Dam Park. This project was funded with Community Preservation Funds for open space and historic properties preservation.

Funds from the Community Preservation budget provided two additional projects for town properties. Town Center Floor Replacement awarded to O'Sullivan Flooring of North Quincy in May 2012 to replace original wood flooring in main hallway and Union School Room of Town Center. A Mechanical, Engineering & Plumbing Study of Town Hall contract was awarded to C.A. Crowley of Taunton in June 2012. This study will provide recommendations on the Town Hall systems which have been in use for more than 24 years.

**Other**

The Town of Bedford is also grateful for the over 150 volunteers serving on boards, committees and task forces. The Selectmen wish to extend their thanks to all of the volunteers who work tirelessly all year long to make Bedford a wonderful community in which to live and conduct business.

The official Facebook Page for the Town of Bedford can be found at: <http://www.facebook.com/BedfordMA>. We encourage all citizens to visit our page for Town updates as well as the Town's website, which may be accessed at [www.bedfordma.gov](http://www.bedfordma.gov).

**TOWN CENTER**

**Keith Backman, *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. Rental management of the Great Room in Old Town Hall was assumed in FY05, as well as rentals of Rail Diesel Car #6211 at the Bedford Depot Park in the fall of 2009.

**PURPOSE**

The purpose of Town Center of Bedford, Inc. is 1) to preserve the former Union/Center School (Town

**TOWN CENTER***Continued from previous page*

Center), Old Town Hall, and RDC #6211; 2) to provide space at Town Center for town departments, non-profit organizations and individual rentals; 3) to provide space at Old Town Hall for tenants and occasional rentals; to provide a unique setting for small parties and meetings at RDC #6211; 4) to make a contribution to the quality of life in the Town of Bedford. (From the Mission Statement)

**Town Center****EMPLOYEE STATISTICS****Number of Employees**

Full-Time Consultant: 1

**FY12 HIGHLIGHTS****Town Center**

The lessees in Town Center include Minuteman Senior Services, Iskwelahang Pilipino, Kids' Club (under the sponsorship of the Recreation Department), and the Bedford Chamber of Commerce.

The Bedford Community Table/Pantry continues its long-standing operation of serving Thursday evening meals (except during the summer months) and distributing groceries year-round, with extended distributions to those housed at the Bedford Plaza.

Evening and weekend rentals are booked in the Shawsheen Room/Kitchen, the Union School Room, and several conference rooms. Examples of such rentals include ZAGBA, Iskwelahang Pilipino, Small Impressions, College Prep, and Sahaja Meditation. The Iris Society and Alternative Leisure enjoy the Shawsheen Room three to five times a year each. Birthday parties are most popular, particularly for youngsters with the adjacent Bedford Community Playground.

The Recreation Department's adult and youth programming and Council on Aging make good use of the Union School Room with many dance and exercise classes. COA also books the Shawsheen Room for additional exercise. Other dance and exercise classes complete a nearly full-time schedule.

**Maintenance**

Of particular interest to employees and rentals alike was the installation of new maple, pre-finished wood flooring in the Union School Room and hallways adjacent. Creaking floors are now a thing of the past.

**Old Town Hall**

The lessees in Old Town Hall include the Bedford Center for the Arts and Bedford T.V. A new lease was executed between the town and BCA for a two-year term.

Occasional rentals included such events as wedding receptions, showers, birthday and anniversary celebrations, holiday parties, bar and bat mitzvahs, school sports banquets, memorial services, and conferences, etc.

**Old Town Hall**

**TOWN CENTER***Continued from previous page*

A video was filmed by high school students under the auspices of Bedford T.V. that show the various rental spaces including the Great Room in Old Town Hall, the four rental areas in Town Center and the rail diesel car #6211 at Depot Park. The video is available for viewing on the town's website, [www.bedfordma.gov](http://www.bedfordma.gov).

The annual refinishing of the wooden floor in the Great Room was completed.

The Bedford Garden Club continues its great work with flowers/plants maintained at the front and rear of Old Town Hall.

**Bedford Depot Park**

The lessees in the four units of the Bedford Depot Building include JRM Antiques, Babe Ruth Baseball and Softball League, Inc., The Glass Cooperative, and JM Custom Creations (occupancy in April).

A new lease for The Glass Cooperative was executed for a one-year term with an option to renew for an additional year.

Inquiry is often made for children's birthday parties in the rail diesel car on display and adjacent to the Freight House. Other varying requests for booking of the train included a photography shoot and a birthday celebration for a former employee of the B&M Railway. A collation following a funeral was held for a late employee of the town.

Word was received from the company who shot a rock video in the train that they had won "Best Pop/Rock" in its category.

**Administrative**

Total gross receipts from four leases in Town Center, two in Old Town Hall, and three (with a fourth lease executed on March 27) in the Bedford Depot Building was \$68,310. Revenue from occasional rentals totaled \$60,595.

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

The tax returns of Town Center, Inc., the managing agent, are completed and filed within 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-the-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 custodians.

Town Center Board of Directors elected at its Annual Meeting in October of 2011: Keith Backman, Chair, Thomas Larkin, Vice-Chair, Geraldine Welch, Secretary, Suzanne Neal, Treasurer, and William Moonan.

**FY13 PROJECTIONS**

With publicity in local publications and website, and, most importantly, word-of-mouth recommendations, we look forward to increased party and corporate meeting rentals.

The purchase of additional tables in the rental areas of Old Town Hall and Town Center are a priority to accommodate our current bookings and those that we anticipate.

## TOWN CLERK

**Doreen Tremblay, *Town Clerk***

### **PURPOSE**

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

### **Annual Census**

Census forms are mailed to all households on January 1 of each year. The purpose of these surveys is to gather statistical information about the Town citizens and to provide the basis for the State aid. Citizens are instructed to list all members of the household and dogs and then return the completed form to the Town Clerk's Office by the first week in February. A second mailing to non-respondents requires a postage paid confirmation card to be returned promptly. The resident listed in the previous year is requested to return the card signed stating whether he/she lives in Bedford with the current address noted. Failure to respond to the census affects our State aid status and eventually voter eligibility. Ninety-five percent of our residents return their census forms.

### **FY12 HIGHLIGHTS**

#### **Elections**

See Board of Registrars

#### **Office**

During the summer, organizing projects included labeling all vault stored election supplies from the Secretary of State. In addition, our office cleaned and inventoried supplies located in the attic cabinet. Changes in the open meeting law allowed the option of posting agendas to the web site for twenty-four hour public access. In addition, copies of minutes are also posted.

The State Fish and Wildlife Office discontinued sending the paper fish and game licenses. The Town officials determined based on a cost/revenue analysis that selling online licenses would not in the best interest of the Town. The State Fish and Wildlife Office required insurance to sell the licenses which is expensive.

#### **Records Management**

The Town Clerk purchased a computer interface to allow the capture of microfilm records as an electronic archival record. The Archivist demonstrated the process at the October Records Management Meeting.

The proposal to purchase a Town-wide electronic records management system met the approval of all committees and Town Meeting. The system will be purchased in FY2014.

The proposal to submit vital records to the microfilm vendor to prepare preservation quality microfilm for all births, deaths and marriages was approved by the Records Management Committee. The records will be delivered in the summer to the vendor.

#### **Research**

Selectmen Moonan requested statistics on the number of households grouped by the number of residents in each household. This information assisted in ensuring that the new rubbish program would meet the needs of residents.

**TOWN CLERK***Continued from previous page*

Research on the acceptance of Wyman Road ensued due to litigation. Records of the Town indicated the road was not accepted by the Town since the conditions of acceptance were never met. The Attorney requested an affidavit from the Town Clerk's Office stating the conditions were not met.

Street list research continued to issue residency certificates for residents interested in burial plots at Shawsheen Cemetery. Also, military personnel requested completion of the residency certificates to receive the Welcome Home Bonus.

**Vital Records**

The Town Clerk contacted State Vital Records to resolve the issue of Hanscom Field births (zip code 01731) appearing in the Bedford electronic birth registration queue. The State developed a procedure to reject any birth records that should not be included in the resident community registration queue.

**FY12 BUDGET INFORMATION**

Operating Budget - Town Clerk	\$196,151
Operating Budget - Elections /Registrations	\$32,821
Number of Employees Full Time	3
Number of Hours - Part-time Employees	15
Vital Statistics 2011:	
Births	121
Deaths (includes VA Hospital)	228
Marriages	55
January 1, 2012 Town Population	14,503

**FY13 PROJECTIONS**

Special projects include:  
Planning for the State Primary and Presidential Election

**TOWN HISTORIAN**

**John B. Dodge, *Historian***

**PURPOSE**

The Town Historian is a source of information whenever questions arise about the life, families, buildings, and events in Bedford from its incorporation in 1729 to the present. The Town Historian responds to requests for speaking engagements, newspaper articles, genealogical data, source material for students, and answers specific questions from residents.

**FY12 HIGHLIGHTS**

1. Interviewed many of Bedford's older citizens on local TV, the most notable being the touching performance of Arthur "Pat" Genetti, who was the Town Treasurer for many years, was completed just weeks before his passing at 99 years. Another TV program featured George Swallow, John McMahan and the late Charlie Genetti, Superintendent of the Highway Department for

**TOWN HISTORIAN***Continued from previous page*

- many years.
2. Set up and manned the Town Historian booth on Bedford Day till closing. I plan to do this again on Bedford Day showing many of the Town's historical documents and photos.
  3. Moved many photographs to the archives at the Bedford Historical Society.
  4. Hand colored a number of historic photographs and put them on permanent display at the Police Station and Town Hall.
  5. Participated in a Memorial Day program at the World War I boulder on the Common, speaking of the Bedford soldiers serving in that war, recalling how the boulder was moved to the spot where it still rests.
  6. Had discussions at the Job Lane House Annual Meeting relating to farming in Bedford, and the histories of the Police and Fire Departments, which was well received.

**FY13 PROJECTIONS**

I am working on an extensive program of the Town during the Depression years.

**CLOSING**

It has been my continuous pleasure to serve as Bedford's Town Historian the past year. There is so much to do and so little time in which to do it!

<b>VOLUNTEER COORDINATING COMMITTEE</b>
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**Carol Amick, Chair**

**PURPOSE**

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

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

**FY12 HIGHLIGHTS**

A new VCC was appointed by the Selectmen in February and March, 2012. The new committee members quickly began their work to help the Town Manager's office contact individuals on all Town committees whose terms of office were ending as of June 30, 2012. In addition, because of the backlog of vacancies, the VCC met twice a month to find candidates for vacancies on 20 separate standing and ad hoc committees.

In addition, after the Selectmen established a new Outdoor Recreational Area Study Committee to gather and analyze information and identify a five-year plan for recreation field maintenance and expansion, the VCC recruited townspeople for consideration to serve on that committee.

Through the course of the VCC's work, it adopted some new principles to provide greater transparency in meeting its goals of identifying and recruiting potential committee appointees. The VCC:

- Established informal VCC "liaisons" with each appointive committee in Town, so that the VCC would be more aware of what type of criteria the candidates for any open committee position should possess, regarding background and interests, that would be beneficial to a particular committee.

**VOLUNTEER COORDINATING COMMITTEE***Continued from previous page*

- Agreed to treat equally all appointees who meet the minimum qualifications for appointment.
- Agreed to urge all potential applicants to read the most recent Bedford Annual Town Report and the Town Bylaws to understand the missions and activities of the committee of interest.
- Agreed to urge all potential candidates for appointment to attend a meeting of the committee of interest.
- Agreed that it would inform the appointing authority of *all* the potential appointees who meet minimum requirements, even if it (VCC) recommends only a certain number of candidates to the appointing authority for interviews.
- Agreed to include any special recommendations to the appointing authority that were gained as a result of the VCC's interaction with the committee experiencing the vacancy.

Cognizant that the VCC's efforts are conditioned upon its ability to identify and recruit qualified townspeople who are willing to serve on numerous committees, VCC members reached out to attendees at the March Annual Town Meeting, passing out flyers listing committees with existing vacancies. In addition, VCC members made announcements at other large town gatherings, including the two Comprehensive Master Planning Workshops and the Bedford League of Women Voters' forum for candidates running for elected Town offices in March, 2012. This outreach was successful in helping the VCC to identify a large group of potential candidates for appointed positions.

The VCC also worked through the Town Manager's office to establish a special email link on the VCC page of the Town's website, so that residents interested in applying can submit information via that web page which will be sent to the personal email addresses of all three VCC members.

**FY13 PROJECTIONS**

In its constant reading of the Town's Charter and Bylaws – to better understand and explain committee missions and activities to potential appointees, the VCC has identified confusing and sometimes contradictory language in the descriptions of some committee compositions and functions. It is keeping a record of these potential language problems for review when the next Charter and Bylaw Review Committee is established a couple years from now.

Over the five-month period since it was re-established, the VCC's efforts resulted in its submission of 36 names to fill 21 vacancies on 12 committees. The committee anticipates that it will, in the next few months, find additional candidates to fill the 18 current vacancies on eight other committees, and eliminate the vacancy backlog that has existed since 2011.

The VCC continues to consider strategies for marketing committee vacancies to the public, with the latest tactic a poster and accompanying "vacancies" handout for display at Bedford Day.

The VCC also intends to review the goals and objectives of three of the Town's "housing" committees: the Affordable Housing Committee, the Fair Housing Committee, and the Housing Partnership – to make a recommendation whether any or all of these committees might be consolidated to reduce the number of vacancies and increase participation.

**YOUTH & FAMILY****Sue Baldauf, Director****Tom Pinney, Advisory Committee Chair****PURPOSE**

As a result of our Strategic Planning process three years ago, we continue to live our revised mission and operate with that revised bylaw. The *mission* of Bedford Youth and Family Services (YFS) is to *identify and address the social, emotional, and developmental needs of children, youth, adults, and fami-*

**YOUTH AND FAMILY SERVICES***Continued from previous page*

lies in Bedford through programs and services that support and nurture. The services we provide include:

**Supportive Counseling**

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

**Community Education**

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

**Resource and Referral**

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

**Youth Empowerment**

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

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



**100 Best Community Celebration Cake**

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

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

**EMPLOYEE STATISTICS****Number of Employees:**

Full-time: 2

Part-time: 2

**YOUTH AND FAMILY SERVICES***Continued from previous page***FY12 HIGHLIGHTS**

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

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

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

**Supportive Counseling**

This year marked the twenty-second successful year collaborating with Eliot Community Human Services in Concord on the provision of counseling services to Bedford residents. Services were provided by five licensed, trained clinicians at our offices at Bedford Town Center building, at other school or community sites, or at the Eliot offices in the Community Agencies Building next to Emerson Hospital. Just at our Bedford site, counseling services have been provided to approximately 150 different people over the course of the year with over 700 contacts, from a low of 45 to a high of 75 people each month. The five clinical staff have held almost 1300 sessions during the year at our Bedford site, the low being 70 sessions a month and the high being 160. 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.

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, newspaper coverage, and regular visits to community settings for educational and support purposes. A significant increase has been noted this year in Senior Veterans requesting assistance completing applications for VA Compensation and Health Benefits. We have had over 800 face-to-face contacts on veterans' related issues, fielded about 1,000 phone calls, and participated in several community support sessions at the COA, the VA Hospital in the Grand Opening of the Women Veterans Support Clinic and other community sites, involving about 2500 participants. We participated in a successful fund raising effort at the VA Hospital and assisted in raising over \$9,000 for a VA Wheel Chair Bus for the Patients, Golden Age Games, and other programs. We have been 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 in the Patriotic Holidays Committee and Veterans Day and Memorial Day remembrances and have attended 12 Funerals or Memorial Services for Veterans this past year.

The Prevention Coordinator also continued responsibility aiding residents with the Fuel Assistance application process, completing 11 of the 22 total new applications and 2 re-certifications 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.

**YOUTH AND FAMILY SERVICES***Continued from previous page***Community Education**

We continue our eighteenth year of school and town collaboration on Prevention Services. Our full time Prevention Services Coordinator has responsibility for not only the prevention work but also the After School, Peer Mentoring, and the Youth Website. The Safe Homes Program designed to support parental limit setting at teen parties entered its ninth year with a stable enrollment of about 251 families. This year marked the thirteenth annual town-wide Substance Abuse Awareness Month with prevention focused newspaper articles and bulletin board displays at both the middle and high schools related to topics like stress, friendship, transitions, safe driving, and alcohol use. We facilitated administration of the seventh Youth Risk Behavior Survey done April 2012 in collaboration with the Bedford Public Schools and Social Science Research and Evaluation (SSRE). We continued our regular prevention programming at all schools and successful offering of tobacco, drug and alcohol education and diversion programs with both the Police Department and the school system. We continued the sixth year of our Volunteer Opportunities Book with listings from Bedford organizations and made available to Bedford youth and other residents looking for community service possibilities.

Our parent education series was successful with 8 different offerings this year, again featuring local and less costly presenters as well as a four part series on underage drinking and drug use prevention. We reached about 425 parents and professionals and collaborated with the schools and local parent organizations.

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

On behalf of the Selectmen, we did successfully continue 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 Commerce to add materials related to diversity and cultural competence to the Chamber website. We plan to continue to offer small group training by request. Total Bedford businesses trained to date remains at forty-four.

Regionally we continue to be active in the Northwest Suburban Health Alliance, or CHNA 15, the 12-town public health region that serves Bedford. We continue 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 to provide youth job training programs. Statewide we are active with Local Officials Human Services Council, or LOHSC, the human services arm of the Massachusetts Municipal Association (MMA) and served as President again this year. In that capacity we worked with the MMA to coordinate two regional trainings, one with the Massachusetts Councils on Aging on Municipal Human Services Delivery and another with Northborough Council on Aging on Emergency Preparedness, and one workshop at the MMA Annual Meeting in January. We frequently write and coordinate submission of the publicity articles for LOHSC for the MMA monthly newsletter. We served on the Massachusetts' Executive Office of Health and Human Services Children Youth and Families Advisory Committee to improve efficiency in state services to those populations, submitting a report to the Governor mid-year, and will likely be continuing on a task force looking at the development of Family Access Centers. We serve on the Regional Early Childhood Advisory Council which provided childcare assistance for working families of pre-school children. We also serve 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. We also review grants for the Administration for Children and Families of the Health and Human Services Regional Office in Boston for their federal grants program as time allows.

**YOUTH AND FAMILY SERVICES***Continued from previous page***Resource and Referral**

Our office has had approximately 10,000 resident contacts this year in several of our services and youth events. We documented 2000 specific contacts with over 500 residents and have fielded about 1300 calls, 350 emails, and 350 generic visits to the office. We distributed about 120 new resident packets.

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 also worked with VPC representatives, the Selectmen, and Recreation on honing the code of conduct for field use for sports activities and developing a reporting mechanism.

**Youth Empowerment**

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 80 registrations. We were fortunate to have a total of 3 Middle School teachers/staff, 1 High School teacher and 2 community instructors offer a total of 8 classes and activities. The Peer Mentoring program was quite successful this year as an After School option as part of the activities offered in the Corner, the youth space in Town Center overseen by the Recreation Department.

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

Job Match continues to be an important resource for residents and a rewarding learning experience for teens. Many students who would otherwise have not been able to find work have found employment through Job Match. We have had over 136 contacts related to that service with about 70 matches. The number of students throughout the year signed up to work averaged 60. Many satisfied residents have participated in this service for years.



**After the 100 Best Communities  
Award's Ceremony**

Working under the auspices of the Bedford Community Partnership (BCP) and its Youth Task Force, we continued the work with the Schools, Police, Recreation, and Health on our local policy on youth. We were honored to have received our fourth award as one of America's **100 Best Communities for Young People**, this year with a monetary award which we used to support staffing and food for Friday evening activities at the Corner. For the eighth 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 no homework, no sports events, no night meetings evening and encouraging families to 'unplug' and spend time together in face-to-face interaction.

We were honored to receive a \$6000 grant from the Northwest Suburban Health Alliance/CHNA 15 DoN funds from Lahey Clinic for a Bedford in Motion project this year. This grant supports a website developed to foster healthy lifestyles and health and wellness resources for families to address high Body Mass Index (BMI) rates, especially in children. This website also incorporates the Safe Routes to School (SRTS) initiative begun two years ago in initial collaboration with Health, Lane School, Police, and Bicycle Advisory Committee and which involves designated days for students to walk or bike to school as well as on site bicycle and pedestrian safety training at the 2 elementary schools. Davis and John Glenn Middle School have both now signed on to the program and participated in events this past year. Towards the latter quarter of the fiscal year we were awarded a \$15,000 Healthy Communities Planning Grant again from CHNA 15, which will run 18 months and afford Bedford the opportunity to ensure healthy community principles are guiding planning efforts and project implementation ideas.

## **YOUTH AND FAMILY SERVICES**

*Continued from previous page*

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

Youth Task Force also worked with a group of middle school age youth on organizing a dance event for that age group and which was offered at Bedford High School. That event drew about 150 youth.

### **FY13 PROJECTIONS**

We are continuing our efforts to maintain our accessibility to the community at large. We plan to continue to ensure public awareness about our services through our seasonal newsletter, up-to-date website, regular press releases, and new resident packets. We plan to continue to be on the lookout for new ways to better educate youth and parents about tobacco, alcohol, and substance use and abuse. We will continue to support the Selectmen, Recreation, and the community in their response to maintaining adequate youth space, following up on the success of the Corner again this year for middle school youth. In addition to continuing our ongoing projects like 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:

- Distribute the eighth edition of the Community Social Services Reference Guide.
- Enhance parent education offerings for the community based on ongoing success of collaborations with other Bedford parent groups and interested parties.
- Coordinate the ninth Bedford Families Unplugged event November 2012 in conjunction with Bedford Community Partnership, Selectmen, Schools, parent associations, and Bedford Historical Society.
- Plan and coordinate with Violence Prevention Coalition and other community groups events and activities ensuring Bedford as a community free of hate and bigotry.
- Provide administrative oversight and support of Healthy Communities' Planning grant including initiatives like Safe Routes to School and Bedford in Motion in conjunction with Board of Health and on behalf of the Youth Task Force.

## **ZONING BOARD OF APPEALS**

**Angelo Colasante, *Chair***

### **PURPOSE**

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

### **EMPLOYEE STATISTICS**

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

### **FY12 HIGHLIGHTS**

Fiscal Year 2012 saw twenty-eight applications to the Zoning Board, with the approval of one Variance

**ZONING BOARD OF APPEALS***Continued from previous page*

and twenty-three Special Permits of various types, from residential additions to upgrades for wireless communications facilities to commercial sign illumination. Two petitions were denied, and two were withdrawn at the request of the applicants.

**FY13 PROJECTIONS**

The Board anticipates that it will hear the Special Use Permit for a new restaurant at the Travelodge site, at 285 Great Road, in the near future. The ZBA will also 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 proposed and are in keeping with the intent and purpose of the By-Laws.

# PART II: SCHOOLS

## BEDFORD PUBLIC SCHOOLS

**Abigail Seibert, School Committee Chair**  
**Jonathan Sills, Superintendent of Schools**

### PURPOSE:

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

### 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 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) and a growing ELL population. The school system also offers an Integrated Pre-K special education program. The day-to-day operation of the Bedford Public Schools is under the supervision of the Superintendent, 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: Abbie Seibert, Chairperson 2012; Anne Bickford, Vice-Chairperson 2013; Noreen O'Gara, Secretary 2014; Edward Pierce 2014 and Brad Hafer 2013.

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 21<sup>st</sup> 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.

Grade	# Students per class Goal	FY2013 Budget Projection	Actual 2011-12
<b>K</b>	20	19-20	18 to 20
Grades 1-3	23	19-22	17 to 22
Grades 4-5	25	23-24	20 to 25
<b>Middle School</b>			
6-8	25	To 27	To 31
<b>High School 9-12</b>			
Level 2 & 3	18	To 20	To 20
Level 4 & 5	25	To 25	To 26

**BEDFORD PUBLIC SCHOOLS***Continued from previous page***SELECTED STATISTICAL INFORMATION 2011-12:**

Professional Staff	246.75 FTE's	October 1, 2011 Enrollment	2,425
Non-Professional Staff	113.05 FTE's		
BHS Graduation Rate Class of 2012	99%	Post Secondary Education – 2011 4 Year College 2 Year College	79% 14%
SAT 2011 Scores	SAT by Mean 1723 (out of 2400)	SAT by Subject Area: Critical Reading: Math: Writing:	568 586 569

**SELECTED SYSTEM HIGHLIGHTS FOR FY12:****Facilities Management:**

- Director of Facilities and Director of Finance participated in the selection of software and consulting services for the town wide Capital Asset Management Program. They will continue working with other town departments to implement the program.
- Applied for and received a grant from the Department of Energy Resources to replace the heating, ventilation and air conditioning controls at Lane School.
- Worked with the Selectmen and Energy Task Force to achieve Bedford's designation as a Green Community. This designation allowed the Town to apply for \$148,150 in grant funding for energy efficiency projects.
- Town meeting approved the requested consolidated energy efficiency project. When fully implemented these projects will result in projected annual savings of \$86,362.
- In FY12, total energy use, considering the difference in degree days, was down 18% compared to the FY09 baseline. The goal is to reduce energy use by 20% over a five year period ending in 2014.

**Curriculum and Instruction:**

- Completed the Visiting Team peer review process for the Program Review of the Art Department.
- Began Self-Study process for the Physical Education and Health & Fitness Department.
- Continued, as a district, to meet the federal guidelines of No Child Left Behind, making Adequate Yearly Progress (AYP) in English and Mathematics.
- Continued to align the Bedford curriculum to the National Common Core Standards.
- Developed a plan that ensures that all high school students meet the Mass Core standards for graduation; revised the Graduation Requirements to meet this goal.
- Implemented new schedule in each school to ensure that eligible students are receiving needed support services.
- Developed additional common assessments K-12 and continued structured process to look at student work to improve instruction.
- Continued to address educational equity and access issues with a focus on African-American and Latino students and the growing English Language Learners' population to ensure that we are serving all populations well.
- Expanded training to infuse technology and 21<sup>st</sup> Century Skills into all classrooms to ensure that

**BEDFORD PUBLIC SCHOOLS***Continued from previous page*

we are effectively engaging our digital learners, including the introduction of iPad devices for all ninth graders, the continuation of Bedford's teacher-team technology innovation program, and co-sponsoring of a three-day Tech Ed Conference with Burlington and Andover.

- Selected the enVisionMATH program for grades 3 and 4 and the Lucy Caulkins writing for the Davis School for 2012-2013 school year.

**Personnel and Professional Development:**

- Conducted recruitment and selection of new District Superintendent, Mr. Jon Sills, the former Bedford High School Principal, effective July 1, 2012 to fill the vacancy created by the retirement of Dr. Maureen LaCroix.
- Recruited and selected a new Principal for Bedford High School, Mr. Henry Turner and appointed Mr. Kevin Tracey, former Assistant Principal at Bedford High School, to a new position as Principal of John Glenn Middle School, effective July 1, 2012.
- 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.
- Continued the work of K-12 Departmental Teams to ensure curriculum alignment across the system.
- Worked collaboratively with the Bedford Educators Association to craft the contract language that will guide the implementation of the new state mandated professional evaluation system. Trained all evaluators in the new professional evaluation process.
- Provided data team training to administrators and teacher representatives from each building and established building-based data teams.

**New Program Initiatives and Planning:**

- Completed the 5-Year Long Range Strategic Plan, approved by the School Committee, covering the period 2012 through 2017 and incorporated a technology integration plan.
- Implemented a three-quarter Early Release Day Schedule for every Wednesday to provide more time in greater frequency for professional development.
- Developed and redesigned District Web page using Web 2.0 tools.
- Implemented new start and dismissal times and accompanying professional schedule across the district, resulting in a later start time at Bedford High School.
- Continued targeted efforts to market the unique strengths, performance and success of Bedford High School and our students to college recruiters relative to our local, competitive peer group.
- Strengthened the wireless infrastructure at the high school to support the growth of the instructional use of wireless technology.

**Fiscal Management:**

- Developed an FY13 budget designed to meet the School Committee's ongoing commitment to limit, if possible, the annual increase in the operating budget. The final, approved FY13 budget represented a 2.28% increase from FY12.
- 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 costs for the students at Bedford High School. Additional financial support has been included in the state's FY13 approved budget.

**PROJECTIONS FOR FY13:**

The School Department will:

- Continue the 1:1 Program at Bedford High School using the iPad2 in all ninth and tenth grade classes.
- Implement the new Educator Evaluation Regulations with the Bedford Education Association.
- Continue the implementation of tiered intervention strategies for students who are struggling

**BEDFORD PUBLIC SCHOOLS***Continued from previous page*

- academically and/or behaviorally.
- Continue to train school-based data teams to improve instruction and to compile consistent assessment information on student growth.

**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 2012 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 42<sup>nd</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Donald Drouin, Secretary, and Glenn McIntyre from Bedford; Kenneth L. Buffum, Vice Chairman, and Paula McShane Lambert, Treasurer, from Billerica; Paul V. Gedick and Robert Gallagher from Burlington; Patricia W. Meuse and Michael Kelley from Tewksbury; and James M. Gillis and Robert G. Peterson, Chairman 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 sixty (1,360) high-school students were enrolled in SVTHS's day school programs in October of 2012, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2012, SVTHS graduated 318 seniors. Over 66% of the graduates planned to attend college or other post-secondary schooling in the fall. Twenty-one percent of the students intended to continue working in their trade with another 9% working in another field after graduation. In addition, 4% entered the armed forces.

**FY12 HIGHLIGHTS****Academic Programs**

*MCAS Composite Performance Index (CPI) Scores:* In the Spring of 2012, the 347 sophomores comprising SVTHS' Class of 2014 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. SVTHS sophomores outperformed all other vocational-technical sophomores in English Language Arts and ranked among the top five vocational schools in Mathematics and Science. Within the district, Shawsheen again outperformed all schools in English Language Arts, ranked fourth in Mathematics, and second in Science.

*MCAS Growth Scores.* Although noteworthy, both the vocational-technical and District analyses pale statistically to SVTHS' pre-eminent Median Student Growth Percentiles (MSGP) scores—arguably the most important single score in the MCAS analysis. The MSGP is a statistical measure of student growth between grades eight and ten. In English Language Arts, SVTHS ranked eighth among the 348 school for whom the DESE reported tenth-grade MCAS scores in the Spring of 2012.

*Summer School:* In the summer of 2012, the SVTHS Summer Program enrolled 125 students from ten surrounding school systems in 22 courses offered to students in grades 7-10.

*Infrastructure Renovations:* The completion of SVTHS' state-of-the-art Life-Science Wing and the migration of the Health program to that new facility made available to academic programs three rooms previously occupied by the Health Shop in the school's mall area. Extensive summer renovations to those

**SHAWSHEEN VALLEY VOCATIONAL/ TECHNICAL SCHOOL DISTRICT***Continued from previous page*

rooms converted a small Health lab to a larger academic science lab. A second area was converted to a science classroom, and a third area became a Social Studies classroom. In addition to these changes, installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building.

**Clubs and Organizations**

The Thirteenth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised donations of cash and food for the Billerica Food Pantry.

*Literary Magazine:* For the fifth consecutive year, Shawsheen's literary magazine, *Ramblings*, received awards for excellence by a major educational organization—including the New England Scholastic Press Association (NESPA) affiliated with Boston University's College of Communication, the National Council of Teachers of English, and the Columbia University Scholastic Press Association.

*School Newspaper:* In a model school-wide collaborative effort, Ms. Christy McKee of the English Department, Mr. Doug Michaud of the Technical Illustration shop, and Messrs. Tim Broadrick and Tom Struthers of the Graphics Art shop produced six editions of the *Rampage* that presented the school year's major events in artistic design and thoughtful narrative.

*National Honor Society:* The SVTHS chapter of the National Honor Society inducted 34 eleventh and twelfth graders in March of 2012. Middlesex County Sheriff Peter Koutoujian was the guest speaker at the induction ceremony. Throughout the year, members of the Honor Society thoughtfully and enthusiastically participated in a broad array of community service, and they travelled to Newport, R.I., Salem, MA, and the Museum of Science to visit cultural and historic sites.

*Robotics Club:* The ten member team competed in two FTC robotics competitions, showing a just miss in the Arlington competition and a solid showing at Bridgewater. The Robotics Club also competed in trebuchet competitions placing third in New England at the annual Technology Festival Trebuchet competition while capturing a first place for the "most innovative design using modern technology". The team received their first place medal at the Higgins Museum trebuchet competition where they were the only high school competing against colleges and various other organizations. The Club also attended a national competition at the Verizon Arena in Manchester, NH.

**Support Services**

The SVTHS Support Services Department services the second largest population of students with special needs in Vocational Education within Massachusetts, approximately 344 students and comprising about 25.6% of our student body. The most frequently occurring area of need is the category of Specific Learning Disability which reflects that many students have a history of academic difficulties upon their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with 97.8% of seniors graduating in June, 2011, among the highest of any high school in Massachusetts. This compares to a state average of 65.6% percent for special needs students.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2012 MCAS examinations. These results have occurred as a result of a "team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. The rate of special education students who attained either Advanced or Proficient MCAS scores was extremely high on each of the three examinations: English Language Arts (94%), Mathematics (62%), and Biology (61%). These percentages are approximately triple the rate of statewide special education averages.

**Athletics**

The three seasons comprising year 2012 athletic year were memorable and unique for Shawsheen Athletics. Over 450 Shawsheen students participated in interscholastic athletics, earning ten league cham-

**SHAWSHEEN VALLEY VOCATIONAL/ TECHNICAL SCHOOL DISTRICT***Continued from previous page*

pionships and five state vocational titles. The overall winning percentage of the varsity teams ranked among the highest in school history. Fourteen teams, in fact, qualified for post-season play. Dozens of students were honored with All Star recognition by the Commonwealth Athletic Conference and the *Lowell Sun*. For an unprecedented ninth time in ten years, SVTHS earned the Markham Award from the *Boston Globe* in recognition of its status as the most outstanding vocational technical high school athletic program in Massachusetts. The award is a reflection of the commitment and talent of all those associated with the SVTHS athletic program.

**Community Services**

The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills. Courses are offered during both the fall and winter semesters, with enrollment exceeding five hundred adult learners during the past year. Interested residents should contact Mr. Russ Eckel, Workforce Development and Community Services Coordinator, at (978) 671-3788 for information and/or a brochure.

Other community service highlights included 36 graduates from the School of Practical Nursing, and many successes through Project Explore, the swing program, Billerica House of Corrections, and Middlesex Community College.

**Computer Services**

In the fall, Computer Services added the current ninth-grade population (class of 2016) to the Parent Access Manager System, bringing parent participation to approximately 81 percent. The Parent Access Manager allows parents to view up-to-date information on their children in the areas of attendance, grades, Rankbook, schedules and discipline information. Parents can also view the teacher's iPass Rankbook which includes more detail on the students' progress.

As part of Computer Services four-year Computer Replacement Plan, computer labs for Design & Visual Communications, Machine Shop, Room 511B, Room 109, Business Tech Lab 296, and the Library received upgrades with the latest computer models during 2012. Wireless network infrastructure has been implemented within the building to expand our existing coverage. 100 access points were installed in classrooms, offices, and labs. This was connected to the existing 16 access point infrastructure in the Life Science wing to provide complete wireless coverage of Shawsheen's building.

**Guidance**

*Admissions:* Applications once again exceeded 600 for 350 seats in the class of 2016. Students, parents and community members were invited to events on site including the Community Open House in November and the 8<sup>th</sup> Grade Career Night in January.

*9<sup>th</sup> Grade Orientation:* The Class of 2016 participated in SVTHS 9<sup>th</sup> grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events.

*College and Career Planning:* Shawsheen students continue to expand their options 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. The college fair this year included over 70 colleges and universities and a special workshop was offered to students with special education needs to understand their options for post-secondary learning. Over 500 students and parents participated in this largest-to-date event.

*Cooperative Education Program:* Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. The trend continues as the Placement office has currently secured cooperative-education positions for more than 145 students out.

**SHAWSHEEN VALLEY VOCATIONAL/ TECHNICAL SCHOOL DISTRICT***Continued from previous page***School Council**

An important agency of school governance, the 2012-2013 SVTHS School Council, is made up of three parents, three community members, two SVTHS students, two faculty members, and co-chair Dr. Robert Cunningham, 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, technology, and skilled-service occupations. SVTHS earned sixty-two medals at the 2012 district competition and eighteen medals at the state competition, including eight gold medals. Nine Shawsheen students went on to the National competition in Kansas City, MO with all of the students placing no lower than seventh place. Medical Assisting earned a second Gold Medal, while Career Pathways (Graphic Arts) finished fourth and Entrepreneurship (Business Technology) finished a strong seventh.

*National Accreditation:* SVTHS has twenty vocational programs, eight of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Auto Collision; Machine Technology; Metal Fabrication; Culinary Arts; Graphic Communication; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

**Transportation Cluster**

*Auto Collision:* The Auto Collision program maintains its high standards and quality of outstanding work with a plethora of automobiles in need of body work for clients throughout the District. The shop was redesigned to accommodate the installation of two new prep stations in compliance with the new clean air regulations.

*Automotive Technology:* The Automotive program continues to do an outstanding job repairing vehicles from within the District. Automotive Technology students competed in the Ford AAA Auto Skills competition and participated in Automotive Service Excellence (ASE) Student Certification and ASE Refrigerant Recovery programs.

**Service Cluster**

*Health Assisting, Dental Assisting and Medical Assisting* moved into their new home in the Life Science Wing in September 2012. Dental Assisting accepted its first class of 15 students in April and added a second full time instructor. Dental Assisting has acquired state-of-the-art equipment including a functioning computer-generated digital radiology lab. Medical Lab Assisting has expanded its curriculum to include clinical medical assisting, administrative medical assisting and the necessary laboratory skills to function in a Biotechnology Assistant role. The junior curriculum now includes a course in Pharmacology. These programs look forward to graduating their first class in 2013 and are actively pursuing cooperative placements for their students. All twenty six Health Assisting students passed the Massachusetts Department of Public Health state certified Nurse Assistant test and are currently employed as seniors in many assisted-living and long-term care facilities.

*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. This is the third consecutive year in which SVTHS has placed a senior in the FAST program. SVTHS also renewed its Articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College, and Cambridge Culinary Institute.

*Cosmetology:* The Cosmetology students served hundreds of patrons from the community in the on-site student clinic that continues to provide the training requisite for student success in the trade. In addition to serving the local community, the students provided community service to local senior centers and assisted-living communities.

**SHAWSHEEN VALLEY VOCATIONAL/ TECHNICAL SCHOOL DISTRICT***Continued from previous page***Construction Cluster**

*Carpentry; Plumbing; Electrical; Heating, Ventilation, Air-conditioning & Refrigeration and Masonry.*

Construction projects within the community continue to be a large part of SVTHS' project-based curriculum. All five construction programs work collaboratively with the district's five towns. This year's projects notably included the final phase of the Marion Tavern Farmhouse project in Burlington and the Tewksbury Council on Aging Kiln and Pottery Building.

**Arts and Communication Services Cluster**

*Business Technology:* The Business Technology program acquired a Microsoft Testing Lab. SVTHS students now have an opportunity throughout the school year to certify in various Microsoft applications that are industry-based, enhancing their employability skills. With the addition of this lab, seventeen seniors were certified in Microsoft Word, Excel or PowerPoint.

*Informational Support Services & Networking:* Sixty percent of SVTHS seniors were placed in Co-op positions, which was one of the school's best placement years. It was the first year that both Cisco and Test Out curriculum were implemented for our sophomores, which proved to be very successful. We also implemented VMware in all grades that teaches students about computer virtualization and is one of the fastest growing technologies in corporate environments today.

*Design & Visual Communications:* The Design & Visual Communications program had a very strong and busy year. Students participated in many community projects for schools, town governments and non-profit organizations. Students within the program played a key role in developing a corporate identity program for a nonprofit organization called the Middlesex 3 Coalition. All students participated in the brand development for this organization serving the towns of Billerica, Bedford, Burlington, Chelmsford and Lowell. The culmination of their efforts produced the logo design and brochure for this organization. This newly formed Middlesex 3 coalition shares a common goal of fostering economic development, job growth, and diversification of the tax base.

*Graphic Communications:* The Graphics program enjoyed a year of great success in the pressroom and in its community partnerships. Graphics produced a record number of live jobs for schools, town governments, and nonprofit organizations.

**Electro/Mechanical Cluster**

*Computer Aided Design & Drafting:* The Drafting shop has been busy this year in supporting the construction cluster on a variety of projects. These major projects included drawing support for the Soccer Field House and various offsite construction drawings. In addition, the Drafting program has completed drawings for the Maintenance Department, including a roof top units map, cafeteria/gym table and chair layouts, sprinkler head map, and numerous other drawing requests. The Program also completed a control station layout for the Tewksbury Water Treatment Plant.

*Electronics:* The Electronics program will move forward in training and certifying students to the J-STD-001E IPC Standard. One hundred percent of the seniors successfully passed the Application Specialist course and received an official certificate from IPC. The department took the first step in introducing Quality Control Management, Flowcharting and Software Programming, and a seven-step design process used by industrial engineers.

*Machine Technology:* The Machine Technology program continues to implement positive changes to a growing program. There are now eighteen high-energy sophomores that will soon be the next generation of machinists. Due to this growth, the decision was made to build a classroom/computer lab in the shop. Construction began over the summer. Twenty wireless laptops were purchased, with the addition of Mastercam X6 as well as a smart board.

*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 duct

**SHAWSHEEN VALLEY VOCATIONAL/ TECHNICAL SCHOOL DISTRICT***Continued from previous page*

work for new related room, a library drop-box project, new Autobody ramps, a stool repair for M.C.I. Billerica, 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 2012. Those retirees are: Andrew Botticelli, Computer Aided Design & Drafting; Andrew Clark, Mathematics; Patricia Hebert, Social Studies; and William Jackson, Electronics.

# PART III: ELECTIONS & TOWN MEETINGS

## SPECIAL TOWN MEETING—NOVEMBER 7, 2011

The Special Town Meeting convened at 7:33 p.m. in the Bedford High School Auditorium. A quorum of one hundred and twenty-six registered voters was present. The Town Clerk read the return of service. The Moderator announced the rules of Town Meeting. She stated that the Town Meeting is the business meeting of the Town. Proper decorum must be maintained. The Moderator recognizes all voters before speaking. Voters come to the microphone to be recognized. If the voter is not able to stand at the microphone, please notify the Moderator. The voter gives their name and address when speaking. A voter may not speak more than twice on a debate. Questions do not fall under that rule. Time limits need to be respected. All questions are directed through the Moderator. Questions need to be within the scope of the motion. Amendments should be in writing for the Town Clerk and Moderator. The debate is kept within the scope of the motion. Questions are directed through the Moderator. Cable is taping the meeting which will be shown at a later date. Turn off cell phones. A pink slip is required tonight for hand counts. If the voter did not receive one at check-in, they need to stop by check-in.

The Moderator named the tellers for the evening: Lois Chase, Peter Donahue, Rosemary Dyer, and Janet Schimelfenyg. The Moderator thanked the tellers.

Walter St. Onge presented a tribute to Sheldon Moll (DOD November 5, 2011). He requested a moment of silence to honor Sheldon.

The Moderator stated that Sue Baldauf will introduce America's Promise to present the award. The America's Promise representative presented the Selectmen with the award for 100 Best Communities for Young People.

### **Article 1 Debate Rules**

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

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

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

#### **RECOMMENDATIONS:**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

### **Article 2 Limited Appropriation to Assist with Drafting of Comprehensive Plan**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$24,900 to obtain limited consulting services for an update of the Bedford Comprehensive Plan.

**SPECIAL TOWN MEETING***Continued from previous page***RECOMMENDATIONS**

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

Moderator declared this motion adopted.

**Article 3****Community Preservation Surcharge – Effective July 1, 2012**

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

Voted, that the Town reconfirm a property tax surcharge of three percent (3%) of the taxes assessed annually on real property which shall be dedicated to the Community Preservation Fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2012.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	No recommendation
Community Preservation Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion adopted.

Catherine Cordes presented a brief report on behalf of the Community Preservation Committee.

The Moderator stated Article 4 is similar to the budget article at Annual Town Meeting. A hold may be placed on any item.

**Article 4****Amend Fiscal Year 2012 Community Preservation Budget**

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

Voted, that the Town amend the Fiscal Year 2012 Community Preservation appropriations voted under Article 15 of the 2011 Annual Town Meeting utilizing the available Community Preservation Fund balance unless otherwise specified as follows:

6. Affordable Housing Consultant – An additional \$20,000 for an amended new total of \$30,000.
9. Affordable Housing Reserves – \$145,000
10. New Sidewalks – \$200,000
11. Recreation Reserves - \$100,000
12. Interest for Land Acquisition Fund - \$2,445
13. Interest for Historic Properties Preservation Fund - \$4,650

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation Committee:	Recommended approval

The Moderator declared items 9, 12 and 13 which were not held to be adopted. Item 6 was adopted. Item 10 was adopted. Item 11 was adopted unanimously.

Moderator declared motion adopted.

**SPECIAL TOWN MEETING***Continued from previous page*

The Moderator stated that a hold may be placed on any item for Article 5.

**Article 5****FY12 Operating Budget Amendments**

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

Voted, that the Town amend the sums appropriated under Article 19 of the 2011 Annual Town Meeting, Operating Budgets – Fiscal Year 2011, for expenditures by officers, boards, committees, and for the Reserve Fund in the fiscal year beginning July 1, 2011, by amending the following specified accounts with the following revised amounts:

Account #1301 Insurance & Benefits

Amend by reducing the insurance and benefits budget by \$110,000 for a revised Budget amount of \$9,787,395.

Account #4000 Public Works

Amend by reducing the Public Works Budget by \$35,557 for a revised Budget amount of \$9,515,932

Further amend by reducing the MWRA segregation by \$35,557 for a revised segregation amount of \$2,951,458.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared this motion adopted unanimously.

**Article 6****Amend Capital Projects Plan – Fiscal Year 2012, Project 12-16**

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

Voted, that the vote taken under Article 14 of the 2011 Annual Town Meeting relating to Project 12-16 – Water Main Improvements, is hereby amended, such that the amended vote with respect to Project 12-16 reads as follows:

And further that the Town appropriate the sum of \$450,000 for water main or other system improvements, including but not limited to, the Concord Road project referred to under Project 12-16 in the Capital Expenditure Committee's Report to the 2011 Annual Town Meeting, the Shawsheen Well Project, or any other water system improvements; that to meet this appropriation, the Treasurer, with the approval of the Selectmen is authorized to borrow \$450,000 under Chapter 44 of the General Laws or any other enabling authority; and that the Selectmen are authorized to take any other action necessary to carry out the project.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Before Town Meeting adjournment, Walter St. Onge announced the retirement of Town Counsel Mi-

**SPECIAL TOWN MEETING***Continued from previous page*

chael Lehane. Michael served the Town for eighteen years. The voters and the Town thanked Michael Lehane for his service.

Walter St. Onge made a motion to adjourn the Special Town Meeting sine die. The Moderator declared the motion adopted. The Special Town Meeting adjourned at 8:36 PM.

**2012 TOWN CAUCUS—JANUARY 10, 2012**

Town Clerk Doreen Tremblay called the Town Caucus to order at 7:03 P.M. A quorum of sixty-two voters was present.

Nominations for Chairperson of the Caucus took place, and Catherine B. Cordes was elected Chairperson by a unanimous vote.

Chairperson Cordes explained the basic rules of the Caucus. The quorum is twenty-five voters. The rules are in compliance with MGL Chapter 53 Section 121.

The Chairperson asked for nominations for Secretary of the Caucus. Lois Chase was unanimously voted Secretary of the Caucus.

Chairperson Cordes explained the procedures to follow in nominating candidate(s) to each open public office. The vote on each candidate will be a voice vote as Town Meeting. She reminded the audience that all interested candidates must be present at the Caucus in order to be nominated. The upcoming election is March 10, 2012. The Chairperson reviewed the open positions.

Having heard the proposed rules of procedure for the 2012 Caucus, a motion was made and seconded to adopt all rules of procedure. The Chairperson declared the procedures adopted.

Town Clerk Doreen Tremblay explained the campaign finance laws.

The Chairperson requested that nominators clearly state their name and address since the information is being recorded.

Nominations began:

**ASSESSORS - 1 VACANCY – ONE - 3 YEAR TERM****NOMINATION: RONALD M CORDES - 3 JEFFREY CIRCLE**

Nominators: William S. Moonan – 18 Crescent Ave.; Robert B. Murphy – 435 Concord Rd.; Noreen M. O’Gara – 35 Glenridge Dr.

No further nominations, **Ronald M. Cordes** nomination was accepted and approved.

**NOMINATION: ROBERT KALANTARI - 8 DONOVAN DRIVE**

Nominators: Anne Collins – 6 Patriot Cir.; Peter Collins Brown – 6 Patriot Cir.; Joy A. Kenen – 44 Loomis St.

No further nominations, **Robert Kalantari** nomination was accepted and approved

**BOARD OF HEALTH - 2 VACANCIES- TWO – 3 -YEAR TERMS****NOMINATION: ANITA RAJ – 4 WILDWOOD DRIVE**

**TOWN CAUCUS***Continued from previous page*

Nominators: Beatrice A. Brunkhorst – 135 Page Rd.; Margot R. Fleischman – 145 Page Rd.; Thomas J. Kinzer III – 226 Old Billerica Rd.

No further nominations, **Anita Raj** nomination was accepted and approved.

There were no nominations for the second Board of Health vacancy.

**HOUSING AUTHORITY - 1 VACANCY – ONE – 5 -YEAR TERM****INCUMBENT NOMINATION: JANE PUFFER – 235 GREAT ROAD**

Nominators: Lewis M. Putney – 273 Carlisle Rd.; Carol C. Amick – 18 Crescent Ave.; Lois F. Pulliam – 26 Concord Rd.

No further nominations, **Jane Puffer** nomination was accepted and approved.

**LIBRARY TRUSTEES - 2 VACANCIES – TWO 3-YEAR TERMS****INCUMBENT NOMINATION: ROBERT L. BATT – 338 SOUTH ROAD**

Nominators: Lorrie Dunham – 13 School Ave.; Carol C. Amick – 18 Crescent Ave.; John McCulloch – 3 Evans Ave.

No further nominations, **Robert L. Batt** nomination was accepted and approved.

**INCUMBENT NOMINATION: MICHAEL A. PULIZZI – 10 EVANS AVENUE**

Nominators: Robert L. Batt – 338 South Rd.; Noreen M. O’Gara – 35 Glenridge Dr.

No further nominations, **Michael A. Pulizzi** nomination was accepted and approved.

**PLANNING BOARD - 1 VACANCY – ONE - 3 -YEAR TERM****NOMINATION: JEFFREY M. COHEN – 17 HOULTON STREET**

Nominators: Lisa R. Mustapich – 1 Clark Rd.; Sandra Hackman – 22 Meadowbrook Rd.; Noreen M. O’Gara – 35 Glenridge Dr.

No further nominations, **Jeffrey M. Cohen** nomination was accepted and approved.

**REGIONAL SCHOOL COMMITTEE – ONE VACANCY – ONE 3-YEAR TERM****NOMINATION: GLENN MCINTYRE – 135 PAGE ROAD**

Nominators: Beatrice A. Brunkhorst – 135 Page Rd.; Carol C. Amick – 18 Crescent Ave.; Jane Puffer – 235 Great Rd.

No further nominations, **Glenn McIntyre** nomination was accepted and approved.

**SCHOOL COMMITTEE - 1 VACANCY – ONE - 3 -YEAR TERM****INCUMBENT NOMINATION: ABIGAIL A. SEIBERT – 51 SOUTH ROAD**

Nominators: Carol M. Carlson – 16G Bedford Village.; Carol C. Amick – 18 Crescent Ave.; Bradford

**TOWN CAUCUS***Continued from previous page*

George Hafer – 1 Selfridge Rd.

No further nominations, **Abigail A. Seibert** nomination was accepted and approved.

**SELECTMEN - 1 VACANCY – ONE – 3 -YEAR TERM****NOMINATION: MARGOT R. FLEISCHMAN - 145 PAGE ROAD**

Nominators: Donald L. Corey – 2 Page Rd.; John McCulloch – 3 Evans Ave.; Beatrice A. Brunkhorst – 135 Page Rd.

No further nominations, **Margot R. Fleischman** nomination was accepted and approved.

**NOMINATION: ROBERT F. MARSHALL - 4 PARKER ROAD**

Nominators: Donna Lovino – 183 South Rd .; Patrick J. Towle - 63 Wildwood Dr.

No further nominations, **Robert F. Marshall** nomination was accepted and approved.

The 2012 Town Caucus adjourned at 8:17 P.M.

Respectfully submitted,

Secretary of the Caucus

Lois Chase

**PRESIDENTIAL PRIMARY RESULTS - March 10, 2012**

Registered Voters 3875 - Cards Cast 1678 43.30% Num. Report Precinct 4 - Num. Reporting 4 100.00%

<b>PRESIDENTIAL PREFERENCE (DEM)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	452/2582	17.50%
Total Votes	447	
BARACK OBAMA	412	92.17%
NO PREF	29	6.49%
Write-in Votes	6	1.34%

<b>PRESIDENTIAL PREFERENCE (REP)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1219/1286	94.80%
Total Votes	1219	
RON PAUL	117	9.60%
MITT ROMNEY	916	75.14%
RICK PERRY	1	0.08%
RICK SANTORUM	121	9.93%
JON HUNTSMAN	14	1.15%
MICHELE BACHMANN	3	0.25%
NEWT GINGRICH	43	3.53%
NO PREF	3	0.25%
Write-in Votes	1	0.08%

<b>STATE COMMITTEE WOMAN (DEM)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	452/2582	17.50%
Total Votes	402	
JANET M. BEYER	402	100.00%
Write-in Votes	0	0.00%

<b>STATE COMMITTEE MAN (REP)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1219/1286	94.80%
Total Votes	857	
PETER DULCHINOS	355	41.42%
MICHAEL J BENN	407	47.49%
F. X. STANTON III	90	10.50%
Write-in Votes	5	0.58%

<b>STATE COMMITTEE MAN ( DEM)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	452/2582	17.50%
Total Votes	404	
RONALD M. CORDES	403	99.75%
Write-in Votes	1	0.25%

<b>STATE COMMITTEE WOMAN (REP)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1219/1286	94.80%
Total Votes	860	
SANDI MARTINEZ	852	99.07%
Write-in Votes	8	0.93%

<b>TOWN COMMITTEE (DEM)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	452/2582	17.50%
Total Votes	194	
Alma Hart	42	21.65%
Brian Hart	42	21.65%
Dorothy Africa	42	21.65%
Doris Smith	7	3.61%
Abigail Hafer	6	3.09%
Write-in Votes	55	28.35%

<b>GROUP (REP)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1219/1286	94.80%
Total Votes	514	
GROUP 1	514	100.00%

**PRESIDENTIAL PRIMARY RESULTS** *Continued from previous page*

<b>TOWN COMMITTEE (REP)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1219/1286	94.80%
Total Votes	4271	
ANNE COLLINS	609	14.26%
PETER COLLINS BROWN	584	13.67%
JOY A. KENEN	589	13.79%
CURTIS J. PEREGRIM	583	13.65%
JOHN M. STELLA	602	14.10%
ROBERT M. AVAKIAN	688	16.11%
CARMEN J. STELLA	598	14.00%
Write-in Votes	18	0.42%

<b>STATE COMMITTEE MAN (GRN)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	7/7	100.00%
Total Votes	1	
Write-in Votes	1	100.00%

<b>STATE COMMITTEE WOMAN (GRN)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	7/7	100.00%
Total Votes	0	
Write-in Votes	0	N/A

<b>PRESIDENTIAL PREFERENCE (GRN)</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	7/7	100.00%
Total Votes	7	
KENT MESPLAY	0	0.00%
JILL STEIN	6	85.71%
HARLEY MIKKELSON	1	14.29%
NO PREF	0	0.00%
Write-in Votes	0	0.00%

<b>TOWN COMMITTEE</b>		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	7/7	100.00%
Total Votes	2	
Write-in Votes	2	100.00%

## ANNUAL TOWN ELECTION - March 10, 2012

### SELECTMEN

	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1517/9448	16.10%
Total Votes	1502	
Number of Uncast Votes	15	
<b>MARGOT R FLEISCHMAN</b>	931	61.98%
ROBERT F MARSHALL	568	37.82%
Write-in Votes	3	0.20%

### PLANNING BOARD

	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1517/9448	16.10%
Total Votes	1131	
Number of Uncast Votes	386	
<b>JEFFREY M COHEN</b>	1123	99.29%
Write-in Votes	8	0.71%

### ASSESSORS

	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1517/9448	16.10%
Total Votes	1442	
Number of Uncast Votes	75	
<b>RONALD M CORDES</b>	723	50.14%
ROBERT KALANTARI	718	49.79%
Write-in Votes	1	0.07%

### LIBRARY TRUSTEE

	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1517/9448	16.10%
Total Votes	2112	
Number of Uncast Votes	922	
<b>MICHAEL A PULIZZI</b>	1064	50.38%
<b>ROBERT L BATT</b>	1035	49.01%
Write-in Votes	13	0.62%

### BOARD OF HEALTH

	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1517/9448	16.10%
Total Votes	2039	
Number of Uncast Votes	995	
<b>SARAH B THOMPSON</b>	1023	50.17%
<b>ANITA RAJ</b>	1004	49.24%
Write-in Votes	12	0.59%

### REG. SCHOOL COMMITTEE

	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1517/9448	16.10%
Total Votes	1088	
Number of Uncast Votes	429	
<b>GLENN MCINTYRE</b>	1082	99.45%
Write-in Votes	6	0.55%

### HOUSING AUTHORITY

	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1517/9448	16.10%
Total Votes	1127	
Number of Uncast Votes	390	
<b>JANE PUFFER</b>	1118	99.20%
Write-in Votes	9	0.80%

### SCHOOL COMMITTEE

	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	1517/9448	16.10%
Total Votes	1183	
Number of Uncast Votes	334	
<b>ABIGAIL A SEIBERT</b>	1168	98.73%
Write-in Votes	15	1.27%

## ANNUAL TOWN MEETING - MARCH 26, 2012

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:45 p.m. in the Bedford High School Auditorium. A quorum of seven hundred and three registered voters was present. The Town Clerk read the return of service. The Bedford Minutemen posted the colors. Reverend Chris Wendell from St. Paul's Church gave the invocation. The special guests from Cub Scouts Pack 194 and an exchange student were announced. The Moderator stated that the Town Meeting rules are published in the back of the warrant. The Moderator stated her name is "Betsey Anderson". The Moderator said that Town Meeting is the business meeting of the Town. Proper decorum must be maintained. Town Meeting procedures are printed 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 are correcting a statement or they have a question. Debate rules should be respected. Questions must be directed through the Moderator. Debate must be kept within the scope of the motion. Amendments must be in writing for the Town Clerk and Moderator. There is no clapping or booing. Local cable is taping the meeting. Local cable will not tape during the voting. Obtain a bright orange card for voting at check-in if you have not already done so. When there is a hand count, the voter will be asked to raise their card. Town Meeting procedures and civil discourse are in the back of the warrant. The tellers for the evening are: Lois Chase, Marion Connarton, Rosemary Dyer, Carolyn Hardy, Charles Rosenberg and Janet Schimelfenyg. The Moderator announced that voters must be seated for their vote to count. She recommended going to the Library or Music room overflow rooms. She requested that Lora Goldenberg act as Moderator for the Library overflow room. She asked Joe Piantedosi to be the Moderator for the Music room.

Catherine Cordes read the memorial resolution for Annual Town Meeting 2012.

### MEMORIAL RESOLUTIONS - 2012

Whereas, since the Annual Town Meeting of 2011, 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 26, 2012, mourn their passing and extend sincere sympathy to the families of:

Ethel Alcabes	SEP Program 2001-2011; Election Worker 2003-2007
Charles R. Andrews	Firefighter 1962-1990
Dorothy Clark	Cook and Manager for Bedford High School Cafeteria for 25 years
Arthur Patrick Genetti	Tax Collector 1946-1980
Charles Genetti	Superintendent of Roads 1948-1983; Forest fire Department 1962-1978; State Reclamation Board 1968-1969; Civil Defense 1961-1964; Assistant Superintendent of Public Works 1976; Veterans' Grave Officer 1980-1985
Helen-Carol Gfroerer	Physical Education Teacher 1955-1986; Coach 1955-1993
Edward Gillespie	Principal of Junior/Senior High School 1955-1969
Robert Greenway	Guidance Counselor 1965-1991
Bruce Kinley Kerr	Election Worker 2009-2011
Mary McHarg	Bedford High School Math Teacher for 18 years
Sheldon Moll	Capital Expenditure Committee 1991-1999; Finance Committee 1993-1999; Fiscal Planning and Coordinating Committee 1995-2007; Sidewalk Committee 1995-1999; Electric Utility Restructuring Committee 1998-2006; Selectmen 2000-2009; Hanscom Field Advisory Committee 2002-2006; Bicycle Advisory Committee 2002-2005; Council on Aging 2002-2007; Recreation Commission 2002-2007; Hanscom Area Towns

**ANNUAL TOWN MEETING—MARCH 26, 2012***Continued from previous page*

Joseph R. O'Neill	Committee (HATS II) 2003-2009; Bedford YMCA Committee 2005-2007; Board of Assessors 2009-2011
Hazel Proudfoot	Recreation Commission 1976-1978; Special Police Officer 1997-2004 Election Officer 1980-1983; Fence Viewer 1983-1984; Assistant Town Clerk 1981-1984; Bark & Manure 1980-1984;
J. Ray Ruetenik	Ad hoc Minuteman Bikeway and Bicycle Advisory Committees 1994-2010; Charter Study Committee 1982-1983; Zoning Board of Appeals 1994-2002
Chandler "Harry" Stevens, Jr.	Selectmen 1962-1964; Special Police Officer 1963-1967; Plans Coordinating Committee 1963; MBTA District Representative 1964-1966
William Toland	Music Teacher 1957-1984; Band Director 1960-1965; Director of Music 1965-1984

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

**Article 1 – Town Reports:**

Sandra Hickman presented the report for the Planning Board.  
Suzy Enos presented the report for the Energy Task Force.  
Sue Baldauf presented a report for Bedford Youth and Family Services.

**Article 2  
Debate Rules**

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

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

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

**RECOMMENDATIONS:**

Selectmen: Recommended approval  
Finance Committee: Recommended approval

Moderator declared motion adopted by two-thirds vote.

The Moderator announced the overflow room as the Library and Music rooms. She designated two runners to report the results of the vote in each room.

**Article 3  
Consent Article**

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

- A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2012 in accordance with the provisions of M.G.L., Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of M.G.L., Chapter 44, Section 17, or Section 17A, as may be appropriate;
- B. Raise and appropriate the sum of \$53,000 for an audit of Fiscal Year 2012 and related services;

**ANNUAL TOWN MEETING—MARCH 26, 2012***Continued from previous page*

- 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 exemption of \$500.00 for the elderly so as to increase the gross receipts limitations to \$20,000.00 for a single person and \$30,000.00 for married persons and so as to increase the whole estate limitations to \$40,000.00 for a single person and \$55,000.00 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00, effective in the Fiscal Year 2013;
- 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 2013;
- E. Authorize the Selectmen, during Fiscal Year 2013, 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 declared this motion adopted unanimously.

**Article 4**  
**Reauthorization of Revolving Funds**

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

Voted, that the Town:

- A. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2013, 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 2013;
- B. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2013, 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 2013;
- C. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2013, 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 2013;
- D. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2013, 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 2013;
- E. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2013, a departmental revolving fund for fees and revenue received from the operation of Old Town Hall and Town Center to be

**ANNUAL TOWN MEETING—MARCH 26, 2012***Continued from previous page*

under the jurisdiction of the Selectmen, such fund to be used for the operation and maintenance of Old Town Hall and Town Center, including utility expenses and purchasing equipment, supplies, and services related to Old Town Hall and Town Center, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$150,000 for said Fiscal Year 2013.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

The Moderator asked Jerry Pfeffer to act as the Moderator for the A-213 overflow room.

**Article 5****Refuse Collection and Recycling Revolving Fund**

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

Voted, that the Town establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2013, a departmental revolving fund for the Department of Public Works, and to authorize the Department of Public Works to deposit into such fund any and all revenue from the refuse collection and recycling program, and to use such funds for any expenses related to said refuse collection and recycling program including collection and disposal costs, the purchase of refuse carts, recycling bins, compost bins, educational mailings and postage, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2013.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

**Article 6****Energy Revolving Fund**

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

Voted, that the Town establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2013, a departmental revolving fund for the Facilities Department, and to authorize the Facilities Department to deposit into such fund any and all revenue generated from utility incentives for the purchase and resale of energy, and to use such funds for the purchase of energy and energy conservation efforts, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2013.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

**Article 7****Board of Health Revolving Fund**

Thomas J. Kinzer III made the following motion and the motion was seconded.

**ANNUAL TOWN MEETING—MARCH 26, 2012***Continued from previous page*

Voted, that the Town establish, pursuant to M.G.L., Chapter 44, Section 53E½, for Fiscal Year 2013, a departmental revolving fund to receive monies, gifts, and fees charged for public health programs, such as clinics sponsored by the Board of Health, and further, to authorize the Board of Health to administer and expend funds for these and related programs, such as medical services, up to a limit of \$25,000 in Fiscal Year 2013.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Board of Health	Recommended approval

Moderator declared motion adopted by majority vote.

**Article 8**  
**Bills of Prior Years**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that Article 8 is indefinitely postponed.

**RECOMMENDATIONS**

Selectmen:	No position
Finance Committee:	No position

The Moderator stated the motion requires a two-thirds vote and is not debatable. Moderator declared motion adopted unanimously by two-thirds vote.

The Moderator stated that all voters must come to the auditorium to speak. She also announced the ten minute limit on speaking.

Jan van Steenwijk of 212 Old Billerica Road made the following motion and the motion was seconded.

I move that the vote on Article 9 be taken by secret ballot in accordance with Section 4.4.9 of the Bylaws of the Town of Bedford.

The Moderator took a hand count after seven voters questioned the Moderator. The motion to have a secret ballot did not pass (271-In Favor, 418-Opposed).

**Article 9**  
**Synthetic Turf Recreational Field**

James Lespasio made the following motion and the motion was seconded.

I move that the Town vote to appropriate the sum of \$1,080,000 for installation of an artificial turf playing surface and related improvements at the Armand Sabourin football field located at Bedford High School, 9 Mudge Way, more or less as specified on a plan entitled "Sabourin Field Renovation Project, Bedford High School, Bedford, MA 01730" prepared by Gale Associates of Weymouth, MA for the Selectmen, said plan dated March 9, 2011, including the costs of issuance of bonds or notes, and all other costs incidental or related thereto; that to meet this appropriation, the Treasurer with the approval of the Selectmen, is authorized to borrow \$1,080,000 under G.L. c.44, §7(25) or any other enabling authority; and that the Selectmen are authorized to take any other action necessary to carry out this project.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended disapproval
Capital Expenditure Committee:	Recommended disapproval
School Committee:	No position.

**ANNUAL TOWN MEETING—MARCH 26, 2012***Continued from previous page*

The Moderator stated the motion failed the two-thirds vote (In Favor-370, Opposed-242).

Catherine Cordes made a motion to adjourn the Annual Town Meeting until tomorrow night at 7:30 PM in the High School Auditorium. The motion was seconded. The Annual Town Meeting adjourned at 10:35 PM.

**ANNUAL TOWN MEETING - March 27, 2012**

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:33 p.m. in the Bedford High School Auditorium. A quorum of two hundred and twelve registered voters was present. The Moderator stated Town Meeting is the annual business meeting of the Town. Proper decorum must be maintained. The Moderator stated that the Town Meeting rules are published in the back of the warrant. A voter may not speak more than twice in debate unless they have permission from the Moderator or they have a question. A voter may not speak unless the Moderator recognizes them. Questions must be directed through the Moderator. Name and address are required to speak. The voter needs a blue card for hand counts. Visit the check-in table if you do not have a card. The Moderator stated the Town Meeting will begin with Article 10.

**Article 10**  
**Dog Tethering Ordinance**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that Article 10 is indefinitely postponed.

**RECOMMENDATIONS**

Selectmen:	No position
Finance Committee:	No position

The Moderator stated the motion requires a two-thirds vote and is not debatable. Moderator declared motion adopted unanimously.

**Article 11**  
**General Bylaw Amendment – Stormwater Management**

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

Voted, that the Town amend the General Bylaws by adding new Article 56 entitled Stormwater Management.

**ARTICLE 56. STORMWATER MANAGEMENT**  
**SECTION 1. Purpose.**

- A. Increased and contaminated stormwater runoff associated with developed land, illicit discharges to the municipal storm drain system, and soil erosion and sedimentation are known to cause:
1. Impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands, and ground water;
  2. Contamination of drinking water supplies;
  3. Erosion of stream channels;
  4. Alteration and destruction of aquatic and wildlife habitat;

**ANNUAL TOWN MEETING—MARCH 27, 2012***Continued from previous page*

5. Flooding; and
  6. Overloading or clogging of municipal storm drain systems.
- B. The objectives of this bylaw are to regulate illicit connections and discharges to the municipal storm drain system and require practices to control the flow of stormwater runoff from new and redeveloped sites into the Town of Bedford's municipal separate storm sewer system (MS4) in order to:
1. Prevent pollutants from entering into and discharging from the Town of Bedford's MS4;
  2. Prohibit illicit connections and unauthorized discharges to the MS4;
  3. Require the removal of all such illicit connections to the MS4;
  4. Control the volume and rate of stormwater runoff resulting from land disturbance activities;
  5. Ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process;
  6. Prevent flooding;
  7. Promote infiltration of stormwater to recharge ground water;
  8. Encourage the use of low impact development techniques such as reducing impervious cover and the preservation of green space and other natural areas, to the maximum extent practicable and allowable under the Town of Bedford Rules and Regulations Governing the Subdivision of Land;
  9. Protect ground water and surface water from pollution and degradation;
  10. Control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at a construction site;
  11. Ensure adequate operation and maintenance of structural stormwater best management practices so they work as designed, both long-term and during construction;
  12. Comply with state and federal statutes and regulations relating to stormwater discharges; and
  13. Establish the Town of Bedford's legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

**SECTION 2. Definitions.**

The following definitions shall apply in the interpretation and enforcement of this bylaw.

Additional terms that apply to issuance of a Stormwater Permit established by this bylaw shall be defined and included as part of the Rules and Regulations promulgated and, from time to time, amended under Section 7 of this bylaw, a copy of which is available at the office of the Stormwater Agency and the office of the Town Clerk.

Terms not defined in this bylaw, said Rules and Regulations or pertinent statutes shall be construed according to their customary and usual meaning.

The following terms are defined in the Massachusetts Wetlands Regulations (310 CMR 10.00): Environmentally Sensitive Site Design, Low Impact Development (LID) Techniques, Maintenance of a Stormwater Management System, Redevelopment, Stormwater Best Management Practice, Stormwater Management System, and Surface Waters.

Alter shall mean any activity, which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns, including but not limited to "alteration of drainage characteristics," and "conducting land disturbance activities."

Applicant shall mean any person, individual, partnership, association, organization, firm, company, trust, corporation, agency, authority, department or political subdivision of the commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person who has filed an application for a Stormwater Permit.

**ANNUAL TOWN MEETING—MARCH 27, 2012***Continued from previous page*

Approval Not Required (ANR) shall mean a plan of land that does not require approval under the Subdivision Control Law of Massachusetts (Massachusetts General Laws, Chapter 41, Sections 81K through 81GG).

Clean Water Act shall mean the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) as hereafter amended.

Common Plan of Development (or Common Plan) shall mean any announcement or documentation (including but not limited to a contract, public notice or hearing, advertisement, drawing, plan, or permit application) or physical demarcation (including but not limited to boundary signs, lot stakes, survey or marking) indicating imminent or future plans to disturb earth regardless of how many phases or how long it will take to complete.

Under this bylaw, a facility is no longer considered a common plan if the following criteria are met:

- a) The original plan, including modifications, was substantially completed with less than one acre of the original common plan remaining (i.e., less than 1 acre of the common plan was not built out at the time); and
- b) There was a clearly identifiable period of time (2 years or more) where there was no ongoing construction, including meeting the criteria for final stabilization.

Discharge of Pollutants shall mean the addition of any Pollutant or combination of Pollutants into the MS4 or into the waters of the United States or the waters of the Commonwealth, from any source.

Ground Water shall mean water below the land surface in a saturated zone, including perched ground water.

Illicit Connection shall mean a surface or subsurface drain or conveyance, which allows an illicit discharge into the MS4, including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this bylaw.

Illicit Discharge shall mean a direct or indirect discharge to the MS4 that is not entirely comprised of stormwater, except as exempted in Section 5.B of this bylaw.

Impervious Surface or Impervious Cover (IC) or Impervious Area (IA) shall mean any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and roof tops.

Infiltration shall mean the act of conveying surface water into the ground to permit ground water recharge and the reduction of stormwater runoff from a project site.

Land Disturbance shall mean any action that causes removal of vegetation clearing (including tree cutting) or that causes a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth material. See also Alter.

Low Impact Development Techniques shall mean innovative stormwater management systems that are modeled after natural hydrologic features. See 310 CMR 10 for further clarification.

Massachusetts Stormwater Management Standards shall mean the requirements described in the Massachusetts Stormwater Handbook, as they may be amended from time to time, that address water quality (pollutants and/or contaminants) and water quantity (flooding, low base flow and/or recharge) by establishing standards that require the implementation of a wide variety of stormwater management strategies. These strategies include environmentally sensitive site design and LID Techniques to minimize impervious surface and land disturbance, source control and pollution prevention, structural stormwater Best Management Practices, construction period erosion and sedimentation control, and the long-term

**ANNUAL TOWN MEETING—MARCH 27, 2012***Continued from previous page*

operation and maintenance of stormwater management systems. The Stormwater Management Standards have been incorporated in the Wetlands Protection Act Regulations, 310 CMR 10.00 and the Water Quality Certification Regulations, 314 CMR 9.00

Municipal Separate Storm Sewer System (MS4) shall mean a conveyance or system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, municipal street, catch basin, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, ditch, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Bedford.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit shall mean a permit issued by United States Environmental Protection Agency or jointly with the Commonwealth of Massachusetts that authorizes and regulates the discharge of pollutants into waters of the United States.

Nonpoint Source shall mean any source from which pollution is discharged which is not identified as a point source, including, but not limited to urban, agricultural, or silvicultural runoff.

Non-Stormwater Discharge shall mean a discharge to the municipal storm drain system not composed entirely of stormwater.

Owner shall mean a person with a legal or equitable interest in real property.

Person shall mean an individual, partnership, association, firm, company, trust, estate corporation, organization, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

Pollutant shall mean any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works, ground water, or surface water.

Pollutants shall include without limitation:

- (A) paints, varnishes, and solvents;
- (B) oil and other automotive fluids;
- (C) non-hazardous liquid and solid wastes and yard wastes;
- (D) refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- (E) pesticides, herbicides, and fertilizers;
- (F) hazardous materials and wastes; sewage, fecal coliform and pathogens;
- (G) dissolved and particulate metals;
- (H) animal wastes;
- (I) rock, sand, salt, soils, with the exception of winter salting and sanding in quantities that will not clog or otherwise impair the performance of the MS4 and Stormwater Management Systems;
- (J) construction wastes and residues; and
- (K) noxious or offensive matter of any kind.

Point Source means any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

Process Wastewater shall mean water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product,

**ANNUAL TOWN MEETING—MARCH 27, 2012***Continued from previous page*

or waste product.

Recharge shall mean the replenishment of underground water reserves.

Stormwater shall mean runoff from precipitation, snow melt, and surface water runoff and drainage.

Stormwater Authority shall mean the Bedford Selectmen. The Stormwater Authority is responsible for adopting Rules and Regulations to support this bylaw.

Stormwater Agency shall mean the Bedford Department of Public Works, its employees or designated agents. The Stormwater Agency shall be responsible for day-to-day administration, implementation, and enforcement of this bylaw. The Stormwater Agency shall be the Stormwater Permit granting authority.

Stormwater Best Management Practice shall mean a structural or nonstructural technique for managing stormwater to prevent or reduce non-point source pollutants from entering surface waters or ground waters. A structural stormwater best management practice includes a basin, discharge outlet, swale, rain garden, filter or other stormwater treatment practice or measure either alone or in combination including without limitation any overflow pipe, conduit, weir control structure that:

- a) is not naturally occurring;
- b) is not designed as a wetland replication area; and
- c) has been designed, constructed, and installed for the purpose of conveying, collecting, storing, discharging, recharging or treating stormwater.

Nonstructural stormwater best management practices include source control and pollution prevention measures, as defined in 310 CMR 10.00.

Stormwater Management System means a system for conveying, collecting, storing, discharging, recharging or treating stormwater on-site including stormwater best management practices and any pipes and outlets intended to transport and discharge stormwater to the ground water, a surface water or a municipal separate storm sewer system, as defined in 310 CMR 10.00.

Stormwater Permit shall mean a permit issued by the Stormwater Agency after review of an application, plans, calculations, and other supporting documents, which is designed to protect the environment of the Town from the deleterious effects of uncontrolled and untreated stormwater runoff.

Surface Waters shall mean all waters other than ground water within the jurisdiction of the Commonwealth including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, and coastal waters, as defined in 310 CMR 10.00.

Surface Water Discharge Permit shall mean a permit issued by the Department of Environmental Protection (MassDEP) pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants into waters of the Commonwealth of Massachusetts.

Toxic Material or Hazardous Material or Waste shall mean any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

Watercourse shall mean a natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

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Wastewater shall mean any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

**SECTION 3. Authority.**

This bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the regulations of the Clean Water Act found at 40 CFR 122.34.

**SECTION 4. Responsibility for Administration.**

The Bedford Selectmen are hereby designated as the Stormwater Authority. The Stormwater Authority is responsible for adopting Rules and Regulations to support this bylaw.

The Bedford Department of Public Works, its employees or designated agents, are hereby designated as the Stormwater Agency. The Stormwater Agency is responsible for day-to-day administration, implementation, and enforcement of this bylaw. The Stormwater Agency shall be the Stormwater Permit granting authority.

**SECTION 5. Illicit Connections and Discharges to the Municipal Storm Drain System.****A. Prohibited Activities.**

1. **Illicit Discharges.** No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into a stormwater management system, the Town of Bedford MS4, into a watercourse, surface water, or ground water.

2. **Illicit Connections.** No person shall construct, use, allow, maintain or continue any illicit connection to the MS4, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

3. **Obstruction of Municipal Storm Drain System.** No person shall obstruct or interfere with the flow of stormwater into or out of the MS4 without prior written approval from the Stormwater Agency.

**B. Exemptions.** The following non-stormwater discharges or flows are allowed without the need for consultation with the Stormwater Agency provided that the source is not a significant contributor of Pollutants to the MS4.

1. water line flushing,
2. landscape irrigation,
3. diverted stream flows,
4. rising ground waters,
5. uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)),
6. uncontaminated pumped ground water,
7. discharge from potable water sources,
8. foundation drains,
9. air conditioning condensation,
10. irrigation water,
11. springs,
12. water from crawl space pumps,
13. footing drains,
14. lawn watering,
15. individual resident car washing,
16. flows from riparian habitats and wetlands,
17. dechlorinated swimming pool discharges,
18. street wash water,

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19. residential building wash waters, without detergents
20. discharges or flows from firefighting activities, except where they are identified as significant contributors of pollutants to surface waters or ground water.
21. Dye testing, provided verbal notification is given to the Stormwater Agency prior to the time of the test;
22. Non-stormwater discharge permitted under a NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or MassDEP, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
23. Discharge for which advanced written approval is received from the Stormwater Agency as necessary to protect public health, safety, welfare or the environment.

C. **Emergency Suspension of Storm Drainage System Access.** The Stormwater Agency may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with such an order, the Stormwater Agency may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

D. **Notification of Spills.** Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of Pollutants to the MS4, a stormwater management system, surface water, or ground water, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal Fire and Police Departments and the Board of Health, per Town of Bedford General By-laws, Article 50: Control and Management of Hazardous Materials. In the event of a release of non-hazardous material, the reporting person shall notify the Stormwater Agency no later than the next business day. The reporting person shall provide to the Stormwater Agency written confirmation of all telephone, facsimile, email or in-person notifications within three business days thereafter. If the discharge of pollutants is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the release and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

E. **Transitional Provisions.** Residential property owners shall have 180 days from the effective date of this bylaw to come into compliance with provisions of this Section provided good cause is shown for the failure to comply with the bylaw during that period. Good cause may constitute, without limitation, a physical or economic barrier to compliance. In any event, the determination of good cause rests solely with the Stormwater Agency.

**SECTION 6. Construction and Post-Construction Stormwater Management for New Development and Redevelopment.**

- A. **Scope and Applicability.** This section of the bylaw shall be applicable to the following activities:
1. Any activity that results in a land disturbance of one acre or greater within the Town of Bedford; and
  2. Any activity that results in a land disturbance less than one acre if the project is part of a larger Common Plan of Development which will disturb one acre or more within the Town of Bedford.

Plans that do not require approval under the Subdivision Control Law, hereafter referred to as "Approval Not Required or ANR lots", and meet one or more of the applicability criteria described herein are subject to the provisions of this bylaw and shall obtain a Stormwater Permit.

For land disturbance activities that are not applicable to this Section of the bylaw, the Town of Bedford

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encourages consistency with the Performance Standards defined in Section 6.E of this bylaw.

- B. Exemptions. No person who meets the applicability of this bylaw shall alter land within the Town of Bedford without having obtained a Stormwater Permit, except the following:
1. Ground disturbances in the course of customary cemetery use and regular maintenance.
  2. Maintenance of landscaping, gardens or lawn areas.
  3. The construction, reconstruction, or repair of any fence or wall that will not alter the existing terrain or drainage patterns.
  4. Normal maintenance or improvement of land in agricultural use as defined by the regulations of the Wetlands Protection Act 310 CMR 10.04 and Massachusetts General Laws, Chapter 40A, Section 3.
  5. Any work or projects for which the required permit applications have been submitted to the Planning Board, Zoning Board of Appeals, and/or the Conservation Commission before the effective date of this bylaw. For proposed subdivisions, a Definitive Plan must have been submitted to be considered exempt from this bylaw.
  6. Emergency repairs to any stormwater management system or practice: (a) where the unpaired situation poses a threat to public health or safety as determined by the Stormwater Agency or its authorized agent; (b) or as deemed necessary by the Stormwater Agency or its authorized agent. In any case, the original design location, size, and technology of the stormwater management system must remain the same following the emergency repairs.
  7. Construction, reconstruction, operation and maintenance of utilities (including but not limited to gas, water, sanitary sewer, electric, telephone, or cable television) excluding the construction of new MS4, where the surface vegetation and contours of the area shall be substantially restored and are conducted in accordance with an approved Stormwater Pollution Prevention Plan which is prepared in accordance with the Stormwater Rules and Regulations promulgated under Section 7 of this bylaw and on file with the Stormwater Agency.
  8. Maintenance and improvement of existing public roadways, when conducted in accordance with an approved Stormwater Pollution Prevention Plan which is prepared in accordance with the Stormwater Rules and Regulations promulgated under Section 7 of this bylaw and on file with the Stormwater Agency.
  9. Stormwater discharges resulting from the activities identified in Section 5.A that are subject to jurisdiction under either the Wetlands Protection Act or activities which are subject to the Town of Bedford's Wetlands Protection Bylaw and demonstrate compliance with the Massachusetts Stormwater Management Standards as reflected in an Order of Conditions issued by the Bedford Conservation Commission.
- C. Coordination with Other Town Permits.
1. No Town Earth Removal Permit, Building Permit, Subdivision approval, Special Permit, variance or finding shall constitute compliance with this bylaw. For a project or activity that meets the Scope and Applicability of Section 5.A of this bylaw, no work may commence until the site owner or his agent submits a complete Stormwater Permit application, the Stormwater Agency issues a Stormwater Permit, and the site owner and responsible parties sign and certify that all land clearing, construction, and development will be done pursuant to the approved Plans and Permit.
  2. This bylaw is not intended to interfere with, abrogate, or annul any other bylaw, rule or regulation, statute, or other provision of law. The requirements of this bylaw should be considered minimum requirements, and where any provision of this bylaw imposes restrictions different from those imposed by any other bylaw, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher protective standards for human health or the environment shall take precedence.
  3. In case of conflicting requirements, applicable state statutes and regulations shall be considered the more restrictive or more protective of human health and the environment, and shall take precedence over the Town of Bedford's Stormwater Bylaw and the Rules and Regulations promulgated thereunder. These state statutes and regulations include, but are not limited to the Massachusetts Wetlands Protec-

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tion Act, the Massachusetts Rivers Act, the Massachusetts Watershed Protection Act, and the Massachusetts Stormwater Management Standards, as amended.

4. In no instances shall a Stormwater Permit constitute authorization for alteration of wetland resources subject to the jurisdiction of the Wetlands Protection Act and regulations or Article 55 of the Bedford General Bylaws and any regulations issued thereunder.

D. Permit Procedures. Permit procedures and requirements, including permit submittals, right-of-entry, fee schedule, and public hearing process, shall be defined and included as part of the Rules and Regulations promulgated under Section 7 of this bylaw.

E. Performance Standards. Criteria for erosion and sediment control and post-construction stormwater management, including stormwater performance standards, shall be defined and included as part of the Rules and Regulations promulgated under Section 7 of this bylaw. The Stormwater Agency will utilize the Massachusetts Stormwater Management Handbook, as amended from time to time, for criteria and information including specifications and standards for the execution of the provisions of this bylaw. These include a list of acceptable stormwater treatment practices, with specific design criteria for each. Unless specifically altered in this Stormwater Bylaw and Rules and Regulations, stormwater best management practices that are designed, constructed, and maintained in accordance with the Massachusetts Stormwater Management Standards and design and sizing criteria in the Stormwater Management Handbook shall be presumed by the Stormwater Agency to be protective of Massachusetts water quality standards.

F. Actions by the Stormwater Agency. The Stormwater Agency or its authorized agent shall, within 20 business days of receipt of a complete application, take any of the following actions as a result of an application for a Stormwater Permit as more specifically defined as part of the Rules and Regulations promulgated under Section 7 of this bylaw: Approval, Approval with Conditions, Disapproval, or Disapproval without Prejudice. Failure of the Stormwater Agency to take final action upon an Application within the time specified above shall be deemed to be approval of said Application. Upon certification by the Town Clerk that the allowed time has passed without Stormwater Agency action, the Stormwater Agency must issue a Stormwater Permit.

**SECTION 7. Rules and Regulations.**

The Stormwater Authority may adopt, and periodically amend, Rules and Regulations relating to the terms, conditions, definitions, enforcement, fees (including application, clerical, inspection, and/or consultant fees), procedures and administration of this Stormwater Bylaw after conducting a public hearing to receive comments on any proposed revisions. Such hearing dates shall be advertised in a newspaper of general local circulation at least fourteen (14) days prior to the hearing date. After public notice and public hearing, the Stormwater Authority may promulgate Rules and Regulations to effectuate the purposes of this bylaw. Failure of the Stormwater Authority to promulgate such Rules and Regulations, or a legal declaration of their invalidity by a court, shall not act to suspend or invalidate the effect of this bylaw.

**SECTION 8. Waivers.**

A. The Stormwater Agency may in its discretion and after due consideration decide to waive and exempt strict compliance with any requirement of the Town of Bedford Stormwater Bylaw or the Rules and Regulations promulgated hereunder, where it makes a written finding that such action is:

1. Allowed by federal, state or local statutes and/or regulations;
2. In the public interest; and
3. Consistent with the purpose and intent of the Town of Bedford Stormwater Bylaw and its Rules and Regulations.

B. Additional criteria and procedures for obtaining a waiver may be defined and included as part of

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the Rules and Regulations promulgated under Section 7 of this bylaw.

**SECTION 9. Enforcement.**

A. The Stormwater Agency shall enforce this bylaw and resulting Rules and Regulations, orders, violation notices and enforcement orders, and may pursue all criminal and civil remedies, including injunctive relief and monetary damages and costs of litigation and attorney fees, for such violations and for abatement and mitigation and compliance actions taken by the Stormwater Agency.

B. Orders. The Stormwater Agency may issue a written order to enforce the provisions of this bylaw or the Rules and Regulations thereunder, which may include:

1. elimination of illicit connections or discharges to the MS4;
2. performance of monitoring, analyses, and reporting;
3. that unlawful discharges, practices, or operations shall cease and desist;
4. remediation of Pollution in connection therewith; or
5. restoration of any unpermitted alterations to land

a. If the Stormwater Agency or agent determines that abatement, remediation or restoration is required, the order shall set forth a deadline by which such abatement, remediation, or restoration must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation or restoration within the specified deadline, the Town may, at its option, undertake such work, and the expenses thereof shall be charged to the violator.

b. Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation or restoration, the violator and the property owner will be notified of the costs incurred by the Town, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with Stormwater Agency or its agent within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Stormwater Agency or its agent affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien to be recorded on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59, 57 after the thirty-first day at which the costs first become due.

C. Civil Relief. If a person violates the provisions of this bylaw, Rules and Regulations, or any permit, notice, or order issued thereunder, the Stormwater Agency or its agent may seek injunctive relief in a court of competent jurisdiction restraining the person from ongoing violations, any activities which would create further violations or compelling the person to perform abatement or remediation or restoration of the violation.

D. Criminal Penalty. In accordance with the Town of Bedford General Bylaws Article 1.4, any person who violates any provision of this bylaw, resulting Rules and Regulations, or order or permit issued thereunder, may be ordered to correct the violation and/or shall be punished by a fine of not more than \$300.00 per day for each day of violation, excluding the cost of damages. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

E. Noncriminal Disposition. As an alternative to criminal prosecution or civil action, the Bedford Department of Public Works, its employees or designated agency, may elect to utilize the noncriminal disposition procedure set forth in M.G.L. Ch. 40, §21D for enforcement of this bylaw. The penalty for first and subsequent violations shall be \$300.00 per day for each day of violation. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

F. Entry to Perform Duties under this Bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Stormwater Agency, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under

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this bylaw and Regulations and may make or cause to be made such examinations, surveys or sampling as the Stormwater Agency or its agent deems reasonably necessary to determine compliance with a permit issued under this bylaw.

G. Appeals. The decisions or orders of the Stormwater Agency or its agent shall be final. Further relief shall be to a court of competent jurisdiction pursuant to M.G.L Ch. 249, §4.

H. Remedies Not Exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state, or local law.

I. Enforcement may be further defined and included as part of the Rules and Regulations promulgated under Section 7 of this bylaw.

**SECTION 10. Severability.**

The invalidity of any section, provision, paragraph, sentence, or clause of this bylaw shall not invalidate any section, provision, paragraph, sentence, or clause thereof, nor shall it invalidate any permit or determination that previously has been issued.

**RECOMMENDATIONS**

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

Moderator declared the motion adopted unanimously.

**Article 12  
Street Acceptance – Sorens Way**

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

Voted, that the Town accept as a public way the layout by the Selectmen of a way known as Sorens Way, said way runs from Hartwell Road, a distance of 500 feet more or less, as shown on a plan entitled, "Deer Meadow, A definitive Subdivision Plan of Land in Bedford, Massachusetts", dated May 7, 1999 and last revised September 29, 1999, drawn by The BSC Group and a copy is available for inspection in the Planning Board Office; and to authorize the Selectmen to acquire by gift, purchase, or eminent domain an interest in land as may be necessary or appropriate to create such public way.

**RECOMMENDATIONS**

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

Moderator declared motion adopted unanimously.  
Jon O'Connor presented the Capital Expenditure Report.

The Moderator explained the rules for the Capital Project article are similar to the Operating Budget article. A hold may be placed on any item. The vote on the items not held is taken first. The held items are discussed and voted on separately.

**Article 13  
Capital Projects Plan – Fiscal Year 2013**

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

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Voted, that the Town appropriate the following sums for the items contained within the following proposed Fiscal Year 2013 Capital Projects Plan:

<b>Project</b>	<b>Project Name</b>	<b>Appropriation</b>
13-01	Fire Station - Enlarge Garage Door Opening	\$ 44,290
13-02	Storm Water Implementation Services	\$ 81,000
13-03	Copier Replacements	\$ 20,000
13-04	Lane School - Roof Replacement (1995 Addition)	\$ 80,000
13-05	High School Wireless System	\$ 180,027
13-06	Town Information Systems Replacement Program	\$ 17,500
13-07	Electronic Records Management Software	\$ 20,000
13-08	Lane School - Program Space Modification	\$ 13,000
13-09	Equipment and Vehicle Replacement	\$ 250,000
13-10	John Glenn Middle School and Davis School - Replace AC Compressors	\$ 20,000
13-11	Fire Station - Exterior Painting	\$ 14,560
13-12	Interior Painting – Schools	\$ 25,000
13-13	Town Information Systems - Operating Systems Upgrade	\$ 11,000
13-14	Fire Station – Apron Replacement	\$ 45,000
13-15	Lane School - Smart Boards	\$ 35,000
13-16	John Glenn Middle School and Lane School - Photocopiers/Duplicators Replacement	\$ 34,611
13-17	Springs Brook Park - Spray Park Equipment Replacement	\$ 6,000
13-18	Town Information Systems - Security Audit/Enhancements	\$ 10,000
13-19	Fire Station - Carpet Replacement	\$ 7,000
13-20	Police Station - Flooring Replacement	\$ 13,431
13-21	Municipal Complex – Grounds Replacement Program	\$ 41,000
13-22	Capital Asset Management Software – Additional Funding	\$ 27,100
13-23	Library Re-Roofing	\$ 27,707
13-24	Water Treatment Enhancements	\$ 105,000
13-25	Water Main Leak Detection Program	\$ 9,000
13-26	Fire Department – Self-Contained Breathing Apparatus Replacement	\$ 219,390
13-27	Town-wide Energy Conservation Program	\$ 342,025

and to fund said projects that the sum of \$1,573,441 be raised from the tax levy for the following projects:

Projects 13-01 through 13-21; a portion of Project 13-22 in the amount of \$15,900; and, Projects 13-23, 13-26 and 13-27;

and to further fund said projects, that the additional sum of \$7,700 be transferred from the Sewer Fund for a portion of Project 13-22;

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and further to fund said projects, that the additional sum of \$117,500 be raised in the water rates for the following projects:

a portion of project 13-22 in the amount of \$3,500; and, all of Projects 13-24 and 13-25.

Moderator declared those items not held adopted unanimously (Projects 13-01, 13-02, 13-03, 13-04, 13-06, 13-07, 13-08, 13-10, 13-11, 13-12, 13-13, 13-16, 13-17, 13-18, 13-19, 13-20, 13-23, 13-24, and 13-25.. The Moderator declared Project 13-05 High School Wireless System adopted. The motion to move to question was declared adopted by two-thirds vote. The Moderator declared Project 13-09 Equipment and Vehicle Replacement adopted (In Favor-117, Opposed 107). The Moderator declared Project 13-14 – Fire Station – Apron Replacement adopted unanimously. The Moderator declare Project 13-15 Lane School – Smart Boards adopted. The Moderator declared Project 13-21 Municipal Complex-Grounds Replacement Program adopted. The Moderator declared Project 13-22 Capital Asset Management Software-Additional Funding adopted unanimously. The Moderator declared Project 13-26 Fire Department – Self Contained Breathing Apparatus Replacement adopted unanimously. The Moderator declared Project 13-27- Town-wide Energy Conservation Program adopted unanimously.

Michael Seibert of 51 South Road made the following motion and the motion was seconded:

Amend the amount for Article 14 to \$322,000.

The Moderator declared the amendment was adopted. Seven voters questioned the Moderator. After a hand count, the Moderator declared the amendment passed (In Favor-144, Opposed-71).

The Moderator declared the article did not pass (In Favor-104, Opposed-109).

**Article 14****Bond Authorization – Municipal Complex Access Improvements**

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

I move that the Town appropriate the sum of \$561,000 for construction, reconstruction or repairs to the municipal complex for the purpose of access and pavement improvements involving Mudge Way, the Bedford Police Station parking lot, the shared Town Hall and Town Center parking lot, School Way, including the costs of issuance of bonds or notes, and all other costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$561,000 under G.L. c.44, §7(5) and/or (6) or any other enabling authority; and that the Selectmen are authorized to take any other action necessary to carry out this project.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended disapproval
Capital Expenditure:	Recommended disapproval

Moderator declared motion was defeated (In Favor-104, Opposed-109).

**Article 15****Bond Authorization – Water Main Improvements**

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

Voted, that the Town appropriate the sum of \$1,000,000 for water main improvements, including costs of issuance of bonds or notes and all other costs incidental or related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow \$1,000,000 under G.L. c.44, §8 or any other enabling authority; that the Treasurer is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority and to enter into a loan agreement and financial assistance agreement with such Authority in connection therewith; that the Selectmen are

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authorized to contract for and expend any federal, state or other aid for the project, which shall be expended in addition to the amount appropriated by this vote; and that the Selectmen are authorized to take any other action necessary to carry out this project.

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	No position

Moderator declared motion adopted unanimously.

Matthew J. Bowers of 4 Alcott Street made the following motion and the motion was seconded with the restriction that the parcels listed on Alcott Street and Bandera Drive be bound by a permanent deed restriction limiting the use of the parcels to the purpose of open space preservation and delegate the management responsibility of these parcels to the Conservation Commission:

Elizabeth Hacala of 21 Fitchdale Avenue made a point of order stating that amendments to Community Preservation articles are restricted. Town Counsel determined that the amendment is allowable.

Mark Pearson of 106 Pine Hill Road made the following amendment to the previous amendment:

Add Pollard Inn Lane.

The Moderator declared the amendment to the amendment adopted.

The Moderator announced the next vote including the first amendment adding Pollard Inn Lane. The Moderator declared the amendment passed (In Favor-136, Opposed-48).

The Moderator stated the vote on the main motion would now be taken. The Moderator declared the motion adopted by two-thirds vote.

**Article 16  
Community Preservation Land Acquisition Fund-Amendment to Parcel List**

Catherine Cordes made the following motion and the motion was seconded.  
Voted, that the Town amend the vote taken under Article 20 – Community Preservation Land Acquisition Fund Amendment to Parcel List of the 2008 Annual Town Meeting by amending the real property specified for acquisition in said Article 20 of the 2008 Annual Town Meeting so as to add the following real properties, with the restriction that the parcels listed on Alcott Street and Bandera Drive and Pollard Inn Lane be bound by a permanent deed restriction limiting the use of the parcels to the purpose of open space preservation and delegate the management responsibility of these parcels to the Conservation Commission:

Assessors

Map	Parcel	Address	Acreage +/-
44	11	3 Pollard Inn Lane	1.38
44	12	5 Pollard Inn Lane	1.38
44	13	7 Pollard Inn Lane	1.38
44	14	9 Pollard Inn Lane	1.40
44	17	10 Pollard Inn Lane	1.46
44	18	8 Pollard Inn Lane	1.41
44	19	6 Pollard Inn Lane	1.38
44	20	1 Pollard Inn Lane	1.41
44	15	10A Pollard Inn Lane	5.70
53	11	4 Pollard Inn Lane	1.38

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53	12	2 Pollard Inn Lane	1.38
19	69	1 Alcott Street	0.96
19	68	3 Alcott Street	0.94
19	67	5 Alcott Street	1.08
19	66	7 Alcott Street	1.02
19	65	9 Alcott Street	1.21
19	63	6 Alcott Street	1.10
19	64	8 Alcott Street	0.92
19	75	11A Bandera Drive	6.62
79	150	56 Evergreen Avenue	13.03

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation:	Recommended approval

Moderator declared the motion adopted by two-thirds vote.

Catherine Cordes made a motion to adjourn the Annual Town Meeting until April 2, 2012 at 7:30 PM in the High School Auditorium. The motion was seconded. The Annual Town Meeting adjourned at 11:12 PM.

**ANNUAL TOWN MEETING - APRIL 2, 2012**

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:33 p.m. in the Bedford High School Auditorium. A quorum of two hundred and ten registered voters was present. The Moderator reviewed the Town Meeting rules. She stated the voter must be recognized by the Moderator. The Moderator stated her name was "Betsey Anderson". The voter must stand at the mike to be recognized. 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. Debate rules are to be respected. Debate must be kept within the scope of the motion. Amendments must be in writing for the Moderator and Town Clerk. The Moderator announced the tellers: Lois Chase, Rosemary Dyer, Charles Rosenberg and Janet Schimelfenyg. The Moderator thanked the tellers for all their work. The Moderator stated the Town Meeting will begin with Article 17.

**Article 17**

**Community Preservation Budget - FY12**

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

Voted, that the Town appropriate the following amounts from the Community Preservation Fund for the following purposes utilizing available FY12 Community Preservation Funds:

	APPROPRIATIONS	CP FY12 Funds
14	Wilson Mill Dam Project	\$180,000.00
15	Springs Brook Park	\$120,787.00
	<b>TOTAL</b>	<b>\$300,787.00</b>

**RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation:	Recommended approval

Moderator declared motion adopted.

Catherine Cordes presented the Community Preservation Committee Report.

**ANNUAL TOWN MEETING—APRIL 2, 2012** *Continued from previous page*

The Moderator stated if there are any items that you wish to ask a question, place a hold on the item. The vote on the items not held would be taken. Each held item would be discussed and voted on separately.

**Article 18  
Community Preservation Budget – FY13**

Catherine Cordes made the following motion and the motion was seconded. Voted, that the Town appropriate the following amounts from the Community Preservation Fund for the following purposes utilizing FY13 Community Preservation Funds unless otherwise specified:

	<b>APPROPRIATIONS</b>	<b>CP FY13 Funds</b>
1	Administrative	\$ 10,000.00
2	Town Center Wood Floor Replacement	\$ 20,105.00
3	Town Center - Exterior Painting	\$ 31,528.00
4	Town Hall - Multi-Purpose Room Rehab	\$ 76,865.00
5	Job Lane House - Reroofing South Side	\$ 30,000.00
6	Old Bedford Center National Register	\$ 5,000.00
7	Conservation Area Signs	\$ 6,305.00
8	Old Water Supply Reservoir Dam and Ring Well Restoration	\$ 281,213.00
9	Old Water Supply Reservoir Dam Signage	\$ 5,000.00
10	Affordable Housing Consulting Services	\$ 22,500.00
11	Town Center North Wing Project (bond payment)	\$ 211,900.00
12	350A Concord Road (bond payment)	\$ 502,937.50
	<b>RESERVES</b>	
13	Affordable Housing Reserves	\$ 137,500.00
	<b>TOTAL</b>	\$1,340,853.50

**RECOMMENDATIONS**

- Selectmen: Recommended approval
- Finance Committee: Recommended approval
- Community Preservation: Recommended approval

Moderator declared motion adopted unanimously for items 1, 3, 4, 5, 6, 10, 11 and 13. The Moderator declared item 2 adopted. The Moderator declared item 7 adopted. The Moderator declared item 8 adopted. The Moderator declared item 9 adopted after a handcount (In Favor-54, Opposed-43). The Moderator declared item 12 adopted unanimously.

**Article 19  
Supplement Operating Budgets for Fiscal Year 2012 and  
Articles of the 2011 Annual Town Meeting**

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

Voted, that Article 19 is indefinitely postponed.

**ANNUAL TOWN MEETING—APRIL 2, 2012***Continued from previous page*

## RECOMMENDATIONS

Selectmen: No position  
 Finance Committee: No position

The Moderator stated the motion requires a two-thirds vote and is not debatable. Moderator declared motion adopted unanimously.

**Article 20****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 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, 2012, unless another effective date is set forth herein.

**A. Management / Professional Schedule (Annual)**

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
<b>M-21</b>	83,383	101,102	118,821
DPW Director			
Fire Chief			
Police Chief			
<b>M-20</b>	79,412	96,288	113,163
Facilities Director			
Finance Director/Treasurer & Collector			
<b>M-18</b>	71,413	85,696	99,978
Capital Project Manager			
<b>M-17</b>	67,444	80,089	92,735
Assistant Town Manager			
Code Enforcement Director / Building Inspector			
DPW Engineer			
Library Director			
<b>M-16</b>	63,032	74,850	86,668
Accountant			
Associate Assessor			
Health Director			
Information Systems Manager			
Planning Director			

**ANNUAL TOWN MEETING—APRIL 2, 2012***Continued from previous page*

<b>M-15</b>	58,983	69,305	79,628
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			
<b>M-14</b>	54,614	64,172	73,729
Assistant Library Director			
<b>M-13</b>	50,644	58,873	67,103
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			
	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
<b>M-12</b>	46,462	54,012	61,562
Assistant Assessor			
Building & Systems Superintendent			
Elder Services Coordinator			
Engineering Technician			
Health Agent			
Librarian			
Prevention Services Coordinator			
School-Age Child Care Director			

**ANNUAL TOWN MEETING—APRIL 2, 2012***Continued from previous page*

<b>M-11</b>	42,697	49,102	55,506		
Archivist					
Assistant Accountant					
Assistant Treasurer & Collector					
Engineering Assistant					
Human Services Assistant					
Youth & Family Services Counselor					
<b>M-10</b>	38,816	44,638	50,460		
Assistant to the Town Accountant					
Respite Care Coordinator					
Senior Library Technician					
Youth Worker					
<b>M-9</b>	35,353	40,214	45,076		
Animal Control Officer					
School Traffic Supervisor					
<b>M-7</b>	28,753	32,348	35,942		
Assistant Youth Worker					
Veteran's Services Officer					
<b>B. Secretarial Clerical (35 hr/wk)</b>	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>		
Administrative Assistant II	737.03	838.37	939.71		
Administrative Assistant I	682.65	776.51	870.38		
Department Assistant III	639.76	719.73	799.7		
Department Assistant II	592.13	666.15	740.17		
Department Assistant I	554.91	617.34	679.77		
<b>C. Library (40 hr/wk)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Library Assistant II	16.01	16.65	17.28	17.99	18.72
Library Assistant I	14.82	15.41	16	16.66	17.33
Library Page	8.68	9	9.33	9.65	9.97
Custodian	14.75	15.33	15.96	16.61	17.25

**ANNUAL TOWN MEETING—APRIL 2, 2012***Continued from previous page*

<b>D. Public Works (40 hr/wk)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	
Chief Water System Operator (c.)	904.6	949.83	997.33	1,047.21	1,099.57	
Chief Sewer System Operator (c.)	904.6	949.83	997.33	1,047.21	1,099.57	
Working Foreman (c.)	904.6	949.83	997.33	1,047.21	1,099.57	
Electrician (c.)	889.32	924.92	961.9	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)	12.5 per hr.					
<b>E. Public Health (c.)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	
School Registered Nurse - licensed (annual)	40,659	42,488	44,400	46,398	48,486	
School Registered Nurse - licensed (PT hourly)	31.22	32.63	34.1	35.64	37.24	
	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>		
School Registered Nurse - licensed (annual)	50,668	52,948	55,331	57,821		
School Registered Nurse - licensed (PT hourly)	38.92	40.67	42.5	44.4		
	<b>Step 1</b>	<b>Step 2</b>				
School Registered Nurse - unlicensed (annual)	37,046	38,898				
School Registered Nurse - unlicensed (PT hourly)	28.45	29.88				
<b>F. Public Safety - Fire (42 hr/wk)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Captain Fire Prev. (40 hr/wk) (c.)	1,291.53	1,326.11	1,424.27	1,461.37	1,499.02	1,535.81
Lieutenant - Fire (c.)	1,099.61	1,119.71	1,192.46	1,213.54	1,234.73	1,271.53
Private - Fire (c.)	936.94	954	1,015.65	1,033.51	1,051.45	1,088.26
Student Firefighter	672.72/wk.					
Call Lieutenant	3,029.81/yr. max		3,247.85/yr. max with EMT			
	15.3/hr.		16.08/hr. Spec. Assign.			
Call Firefighter	2,582.42/yr. max		2,740.99/yr. max with EMT			
	13.89/hr.		14.56/hr. Spec. Assign.			
<b>G. Public Safety - Police (37.5 hr/wk)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	
Lieutenant - Police (c.)	1,401.67	1,426.39	1,451.22	1,476.61		
Sergeant - Police (c.)	1,208.33	1,229.64	1,251.05	1,272.94		

**ANNUAL TOWN MEETING—APRIL 2, 2012***Continued from previous page***G. Public Safety - Police (37.5 hr/wk)**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Patrol Officer - Police (c.)	944.5	961.75	1,024.09	1,042.16	1,060.30
Student Police Officer	672.72	/wk.			
Police Matron	18.5	/hr.	20.08	/hr. nights and weekends	

**H. Public Safety - Dispatch (40 hr/wk)**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
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)**

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
Assistant Director	16	18.5	21
Group Leader	12	15.93	19.86
Aide (High School)	8	9	10

**Youth Center Staff****(Hourly - effective September 1, 2009)**

Supervisor	17
Adult Staff (H.S. Graduates)	15
Junior Staff (H.S. Students)	10

**Springs Brook Park Program****(Hourly - effective May 15, 2010)**

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
Director/Manager	20.55	27.76	34.96
Aquatics Director	18	21.5	25
Assistant Director	14	17	20
Supervisor	12	13	14

	<b>Level A</b>	<b>Level B</b>	<b>Level C</b>	<b>Level D</b>	<b>Level E</b>
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	10.1	10.32
Crew IV	9.3	9.5	9.7	9.9	10.1
Crew III	8.3	8.5	8.7	8.9	9.1
Crew II	7.3	7.5	7.7	7.9	8.1
Crew I	6.5	6.65	6.8	6.95	7.1

**Summer Adventures/Summer Recreation Programs****(Hourly - effective May 15, 2010)**

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
Director	19.51	24.09	28.66
Program Leader	15.37	18.8	22.22
Assistant Director	17.7	19.64	21.59

**ANNUAL TOWN MEETING—APRIL 2, 2012***Continued from previous page***Summer Adventures/Summer Recreation Programs**

	<b>Level A</b>	<b>Level B</b>	<b>Level C</b>	<b>Level D</b>	<b>Level E</b>
Supervisor	16	16.4	16.81	17.23	17.66
Administrative Coordinator	16	16.4	16.81	17.23	17.66
Program Staff	12	12.66	13.36	14.09	14.87
Counselor (HS Grad) *	8.5	9	9.5	10	10.5
Counselor (HS) *	7.5	7.75	8		
Assistant Counselor	7.25	7.5	7.75		
Aide	7	7.25			
Overnight Stipend	100	/night			

\* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training

**Instructional Programs (hourly)**

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
Program Instructor II	25	37.5	55
Program Instructor I	15	20	25

	<b>Level A</b>	<b>Level B</b>	<b>Level C</b>	<b>Level D</b>	<b>Level E</b>
Program Aide	10	11.25	12.5	13.75	15
Basketball Official	12	13.25	14.5	15.75	17

**J. Miscellaneous**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Local Transportation Oper./Coord. (40 hr/wk)	849.63	865.28	880.81	895.51	910.44
Recording Secretary	15.78	/hr.	Alt. / Asst. Inspectors		26.87/hr.
Temporary Clerk II	9.91	/hr.	Wiring Inspector		29.34/hr.
Temporary Clerk I	8.68	/hr.	Plumbing/Gas Inspector		27.95/hr.
Substitute Local Transportation Operator	17.83	/hr.			
Youth Leader	8.68	/hr.			

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
Temporary Painter	24	25	26

**(c.) Per Labor Contract****RECOMMENDATIONS**

Selectmen: Recommended approval  
 Finance Committee: Recommended approval

Moderator declared motion adopted.

The Moderator stated that Mr. Busa will read the budget which is similar to the Community Preservation budget. Hold items to ask questions.

Tom Busa presented the Finance Committee report.

**Article 21****Operating Budget – FY13**

**ANNUAL TOWN MEETING—APRIL 2, 2012***Continued from previous page*

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, 2012 the following sums to be raised in the tax levy unless otherwise herein specified:

**FISCAL YEAR 2013 OPERATING BUDGET**

<b>Account #</b>	<b>Department</b>	<b>FY 2013 Recommended</b>	<b>Segregations Description</b>	<b>Amount</b>
1220	Selectmen	621,248	Salaries:	
			Chairman	2,000
			Clerk	1,500
			Other Selectmen, each	1,200
			Office	426,017
1300	Finance/Administrative Services	823,826	Salaries	559,326
			Capital Outlay	32,600
			From Sewer Fund	142,000
1301	Insurance & Benefits	9,420,368	From Sewer Fund	160,000
			From Pension Trust Fund	160,000
1303	Principal & Interest	7,684,917	Non Exempt Principal	2,212,016
			Non Exempt Interest	619,411
			Exempt Principal	2,729,000
			Exempt Interest	1,409,652
			CPA Debt Costs	714,838
			From Debt Stabilization Fund	142,281
			From Sewer Fund	181,000
			From CPA Fund	714,838
1310	Financial Committees	387,461	Reserve Fund	385,847
			Capital Expenditures Committee	260
1410	Board of Assessors	264,139	Salaries:	
			Stipend, each Assessor	1,600
			Office	201,441
1510	Legal Services	178,500		
1610	Town Clerk	197,250	Salaries:	
			Office	173,007
			Stipends	310

<b>ANNUAL TOWN MEETING—APRIL 2, 2012</b>				<i>Continued from previous page</i>
<b>Account #</b>	<b>Department</b>	<b>FY 2013 Recommended</b>	<b>Segregations Description</b>	<b>Amount</b>
1620	Elections & Registrations	49,895	Personnel Costs Stipends	31,453 1,350
1750	Planning Board	151,149	Salaries	144,714
2010	Police Department	3,222,417	Salaries Capital Outlay	3,084,847 14,330
2200	Fire Department	1,987,133	Salaries Capital Outlay	1,860,562 18,476
2360	Town Center	130,782	Salaries	49,140
2400	Code Enforcement	425,885	Salaries	394,354
3000	School Department	32,787,202	From Impact Aid/Defense Aid	120,000
3001	Vocational Education	505,000		
3500	Facilities Department Municipal	753,258	Salaries	416,013
4000	Public Works	10,226,712	Salaries Snow Removal Overtime Snow Removal Materials MWRA Water Purchase Refuse/Recycling Energy Equipment/Materials Capital Outlay Road Resurfacing From Sewer Fund	2,569,289 127,740 203,419 3,069,516 1,392,822 931,617 629,174 790,949 7,186 505,000 4,087,000
5000	Board of Health	526,718	Salaries	496,916
5001	Hazardous Waste	14,750		
5003	Mosquito Control	37,005		
5400	Bedford Local Transit	56,934	Salaries	56,194
5410	Council on Aging	169,375	Salaries MMHC Capital Outlay	157,478 2,756 1,093
5420	Youth & Family Services	358,134	Salaries	189,934

**ANNUAL TOWN MEETING—APRIL 2, 2012***Continued from previous page*

<b>Account #</b>	<b>Department</b>	<b>FY 2013 Recommended</b>	<b>Segregations Description</b>	<b>Amount</b>
<b>6100</b>	<b>Public Library</b>	<b>1,152,291</b>	<b>Salaries</b>	<b>781,143</b>
			<b>Capital Outlay</b>	<b>5,000</b>
<b>6300</b>	<b>Recreation Commission</b>	<b>155,383</b>	<b>Salaries</b>	<b>155,383</b>
<b>6910</b>	<b>Historic Preservation Commission</b>	<b>1,244</b>		
<b>TOTAL</b>		<b>72,288,976</b>		

**RECOMMENDATIONS**

Selectmen: Recommended approval  
 Finance Committee: Recommended approval

Moderator declared that portion of the budget adopted unanimously (account #1303, 1310, 1410, 1610, 2010, 2360, 2400, 3500, 5000, 5400, 5410, 5420, 6100, 6300 and 6910. The Moderator declared 1220 Selectmen line item adopted unanimously. The Moderator declared 1300 Finance/Administrative Services adopted unanimously. The Moderator declared 1301 Insurance & Benefits adopted unanimously. The Moderator declared 1510 Legal Services adopted unanimously. The Moderator declared 1620 Elections & Registrations adopted unanimously. The Moderator declared 1750 Planning Board adopted unanimously. The Moderator declared 2200 Fire Department adopted unanimously. The Moderator declared 3000 School Department budget adopted unanimously. The Moderator declared 3001 Vocational Education item adopted unanimously. The Moderator declared 4000 Public Works adopted. The Moderator declared 5001 Hazardous Waste adopted unanimously. The Moderator declared 5003 Mosquito Control adopted unanimously.

**Article 22****Ambulance Enterprise Budget – Fiscal Year 2013**

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

Voted, that the Town appropriate the sum of \$584,055 to operate the Ambulance Enterprise Account, and that the following sums be appropriated for the Ambulance Enterprise Account.

Salaries:	\$331,872
Operational Expenses	\$205,056
Capital Outlay	\$ 8,127
Capital Reserve	\$ 39,000

and that in order to meet said appropriation that the sum of \$584,055 be raised as follows:

Ambulance Receipts	\$571,400
Tax Levy	\$ 12,655

**RECOMMENDATIONS**

Selectmen: Recommended approval  
 Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

**ANNUAL TOWN MEETING– APRIL 2, 2012***Continued from previous page***Article 23****Salary Plan Additional Funding**

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

Voted, that the Town raise and appropriate \$110,723 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 24****Other Post-Employment Benefits Liability Trust Fund Appropriation**

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

Voted, that the Town raise and appropriate the sum of \$525,000 for the Other Post-Employment Benefits Liability Trust Fund established under Article 21 of the 2011 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

**RECOMMENDATIONS**

Selectmen: Recommended approval  
Finance Committee: Recommended approval

Moderator declared this motion adopted unanimously.

**Article 25****Appropriation to Stabilization Fund**

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

Voted, that the Town raise and appropriate the sum of \$854,000 to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B.

**RECOMMENDATIONS**

Selectmen: Recommended approval  
Finance Committee: Recommended approval

Moderator declared this motion adopted unanimously.

**Article 26****Free Cash**

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

Voted, that the Town transfer the sum of \$3,250,790 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2012.

**RECOMMENDATIONS**

Selectmen: Recommended approval  
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Catherine Cordes made a motion to adjourn the Annual Town Meeting sine die. The motion was seconded. The Annual Town Meeting adjourned at 10:02 PM.

# PART IV: FINANCE

## BOARD OF ASSESSORS

Robert B. Murphy, **Chairman**

John C. Linz, **Clerk**

Ronald Cordes, **Member**

### PURPOSE

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

- Maintain legal, physical, and sales data for each property and continuously verify and update the property records to maintain the integrity of the data.
- Verify all property sales to identify the conditions of the sale and the characteristics of the property at the time of the sale, and analyze the sales data to quantify market trends.
- Discover and analyze such local and regional economic data as the cost of land acquisition, development, and construction, as well as the prevailing commercial/industrial market rents, vacancy rates, and landlord/tenant expenses.
- Monitor all building permits, subdivisions, condominium conversions, and zoning changes.
- Conduct a cyclical reinspection program to ensure that each property is periodically reinspected so that data quality is constantly monitored and maintained.
- Maintain accurate tax maps and coordinate their digital integration with the parcel-based data.
- Inventory and value all items of taxable personal property within the town.
- Implement effective mass appraisal methodologies to determine property value and apply the methodologies consistently and uniformly throughout the town.

The legislature allows communities to set multiple tax rates through the process of classification. The responsibility for establishing separate tax rates for the residential, open space, and commercial/industrial/personal property classes lies not with the assessors, however, but with the Board of Selectmen. This decision is made in November at the annual classification (public) hearing, at which the Board of Assessors provides data demonstrating the effect of various classification scenarios on the tax rates and distribution of the tax burden among the property classes. The FY 2012 tax rates were \$15.21 per thousand dollars of assessed value for residential property, \$11.40 for open space, and \$33.21 for commercial/industrial/personal property.

The management of abatements and appeals is also a large part of the work performed by the assessors to ensure fairness and equity in the property valuations. In FY 2012, 282 real and personal property abatement applications were filed and acted upon by the assessors, and 28 appeals were filed at the Appellate Tax Board in Boston. The assessors are responsible for granting personal exemptions and CPA surcharge exemptions. The Assessing Department also administers the motor vehicle excise tax, a significant source of revenue for the Town.

### EMPLOYEE STATISTICS

#### **Number of Employees**

Full-time employees: 4

Part-time employees: 0

**BOARD OF ASSESSORS***Continued from previous page***FY12 HIGHLIGHTS**

Richard Boffa ended many years of dedicated service to the Board of Assessors in the spring of 2012. The Board would like to recognize and thank Mr. Boffa for all of his contributions to the Town. The Board welcomes Ron Cordes, who was elected to a three-year term on the Board in the spring of 2012.

Dedicated and competent office staff makes the functioning of the Assessing Department possible on a daily basis. Mary Morris, with over 30 years in the department, and Jessica Dubois, who joined the staff in August 2011 and has several years of related experience, serve the Board and the public in a professional and personable manner. Robert Hilsinger retired in May 2012 after seven years of service as the Assistant Assessor, and John Speidel resigned in September 2011 after more than three years as Associate Assessor to take a similar position with the Town of Arlington. In December 2011, Bruce Morgan became the new Associate Assessor. Bruce brings 18 years of appraisal experience and six years of assessing experience to the job.

**Fiscal 2012 Data:****Valuation:**

Real Estate	\$2,671,084,251.00
Personal Property	\$ 84,509,094.00
Total Valuation:	\$2,755,593,345.00
Tax Levy:	\$ 52,300,912.72

**Betterments and Liens Added to Taxes:**

Sewer with committed interest	\$ 2,629.77
Water Liens	\$ 91,082.10
Sewer Liens:	\$ 115,621.83
Total Betterments and Liens:	\$ 209,333.70
Motor Vehicle Excise Committed	\$ 1,766,634.91
<b>Total FY 2012 Taxes</b>	<b>\$ 54,276,881.33</b>

**FY13 PROJECTIONS**

Fiscal Year 2012 is a certification year for the Assessing Department with the Massachusetts Department of Revenue (DOR). Every three years the DOR Bureau of Local Assessment conducts a detailed analysis of the data quality and methodologies used by the Assessing Department in order to ensure that values in the Town have been assigned fairly and equitably. While values are updated annually and require DOR approval every year, certification years provide a much more in-depth review. Other major functions of the Assessing Department remain consistent from year to year and include: on-going inspections of a percentage of all real estate and personal property accounts, administration of real estate tax exemptions and motor vehicle abatements, and general service to the public for all assessment-related matters.

**FINANCE DEPARTMENT**

**Victor Garofalo, Finance Director, Treasurer & Collector**

**PURPOSE**

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

- Accounts payable for all departments
- Preparation of all payrolls Town and School
- Cash flow and investment management for all funds

**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 and worker's compensation management in conjunction with Human Resources
- General insurance and worker's compensation budgeting and management
- Financial management and forecasting
- Real estate and personal property tax billings and collections
- Motor vehicle billings and collections
- Water and sewer revenue collections and receiving other departmental revenue turnovers
- Coordination, planning, and maintenance of information system technologies and initiatives for Town departments
- Tracking and reporting of capital assets to ensure compliance with accounting standards
- Tracking and reporting of all Community Preservation Fund activity
- General office supply purchasing for all Town departments
- Processing and monitoring Town department mail and mailing expenses
- Provide technical assistance to various Town boards and committees

**EMPLOYEE STATISTICS****Number of Employees**

Full-Time: 9

Part-Time: 1

**FY12 HIGHLIGHTS**

For the eight 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, 2011.

Standard & Poor's affirmed our AAA rating, received in 2006. This ratings are the absolute highest available and are an indication of the caliber of our credit. This ensures that we will receive the lowest possible interest rate whenever the Town has a bond sale. The Town also was able to refinance some its Bonds from 2003, saving the Town approx. \$703,000 in debt cost over the next 11 years.

On an ongoing basis, throughout fiscal year 2012, the Finance/Administrative Services Department continued to implement, enhance, and expand operational efficiencies and services, both internally and throughout all Town departments. One of these major initiatives was a complete reorganization of the Finance Department. Other FY12 activities included:

- Continued refinement of all Governmental Accounting Standard Board (GASB) and Department of Revenue (DOR) financial reporting requirements, as well as the automation of many processes
- Conducted a municipal bond sale
- Implemented Lock Box service for Motor Vehicle Excise Tax
- Analyzed and assisted in the conversion to the GIC health Plan
- Implemented Enterprise Accounting
- Refinement of all the financial forecasting and modeling tools
- Upgrade our Misc. Billing Enterprise billing module

**FINANCE DEPARTMENT***Continued from previous page***Technology Matters**

- Implemented Code Department's permitting and inspection program using PeopleForms software.
- Assisted with implementation of Capital Asset Management system.
- Updated Xen virtual server environment to latest software release.
- Submitted state grant application for regionalized data center – not funded.
- Upgraded Exchange email server to accommodate active-sync for iphone connectivity.
- Tested disaster recover/business continuity procedures during the greater Town emergency operations test.
- Added security monitoring module to Town website.
- Assisted in Capital Asset Management Software upgrade

**FY13 PROJECTIONS**

During FY13, the work plan and initiatives of the department include:

- Apply for consideration for another CAFR award, for the fiscal year ended June 30, 2011
- Continuing the 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
- Ongoing assistance with the development of an enhanced capital program and budget for FY14 forward
- Conduct bond sales as necessary and constant updating of debt capacity schedules
- Implement new online billing service
- Monitor the GIC plan

**Technology Matters**

- Implement new Town website software.
- Investigate/create an Information Systems Advisory Committee.
- Conduct security audit of Town IT systems.
- With Town Clerk implement a document management system.
- Update Active Directory for Windows network management.
- Test KVS system on Virtual Servers.
- Install Aerohive wireless network in Town Hall.
- Train users on Peopleforms for citizen request reporting.
- Update to the new water/sewer billing module in Enterprise

## Collections and Unpaid Balances June 30, 2012

		Uncollected 6/30/2011	Commitments & Adjustments	Abatements & Adjustments	Adjusted Collectable	Transfer to Tax Title/Deferral	Collections	Refunds	Uncollected 6/30/2012
<b>Real Property</b>									
Real Estate	FY12	0	49,524,652	(339,858)	49,184,794	(42,958)	(48,763,412)	156,651	535,075
	FY11	513,565	0	(134,286)	379,279	(22,969)	(491,906)	135,596	0
	FY10	6,189	0	(492)	5,697	(391)	(6,391)	1,085	0
Personal Property	FY12	0	2,806,547	(51,206)	2,755,341	0	(2,762,841)	41,313	33,813
	FY11	67,571	0	(27,748)	39,823	0	(38,248)	0	1,574
	FY10	1,830	0	(1,402)	428	0	0	0	428
	FY09	196	0	0	196	0	(196)	0	0
Motor Vehicle	FY12	0	1,592,124	(58,955)	1,533,169	0	(1,452,555)	12,428	93,042
	FY11	106,355	160,413	(30,425)	236,343	0	(225,782)	15,230	25,791
	FY10	24,668	0	(3,906)	20,762	0	(10,675)	2,360	12,447
	FY09	12,031	0	(819)	11,212	0	(1,541)	405	10,076
Prior Years Motor Vehicle		48,614	0	0	48,614	0	(1,577)	0	47,037
					0				
<b>Total</b>		<b>781,019</b>	<b>54,083,736</b>	<b>(649,097)</b>	<b>54,215,658</b>	<b>(66,318)</b>	<b>(53,755,124)</b>	<b>365,068</b>	<b>759,284</b>
<b>FY12</b>									
Apport Sewer Added to Tax		0	1,750	0	1,750	0	(1,750)	0	0
Sewer Comm Interest		0	880	0	880	0	(880)	0	0
Water Lien Added to Tax		0	91,082	(282)	90,800	0	(90,137)	3,675	4,338
Sewer Lien Added to Tax		0	115,621	(528)	115,093	0	(96,617)	0	18,477
<b>FY11</b>									
Apport Sewer Added to Tax		0	0	0	0	0	0	0	0
Sewer Comm Interest		0	0	0	0	0	0	0	0
Water Lien Added to Tax		7,554	0	0	7,554	0	(7,527)	0	27
Sewer Lien Added to Tax		9,038	0	0	9,038	0	(8,762)	0	276
<b>Total</b>		<b>16,592</b>	<b>209,333</b>	<b>(810)</b>	<b>225,116</b>	<b>0</b>	<b>(205,673)</b>	<b>3,675</b>	<b>23,118</b>
<b>Water/Sewer Rates</b>									
						Water/Sewer Liens			
Water		346,624	2,686,494	(167,032)	2,866,086	(62,717)	(2,503,126)	37,125	337,368
Sewer		596,263	4,402,632	(303,327)	4,695,568	(104,607)	(4,048,648)	58,797	601,110
<b>Total</b>		<b>942,887</b>	<b>7,089,126</b>	<b>(470,359)</b>	<b>7,561,654</b>	<b>(167,324)</b>	<b>(6,551,774)</b>	<b>95,922</b>	<b>938,478</b>

TOWN OF BEDFORD COMBINED BALANCE SHEET - ALL FUNDS & ACCOUNT GROUPS FOR FISCAL YEAR ENDING JUNE 30, 2012							
	General Fund	Special Revenue	Capital Projects	Trust/Agency Funds	Deferred Assessments	Long-Term Debt Accounts	Total (Memorandum)
<b>Assets</b>							
Cash/Investments	12,504,023	13,762,260	1,032,130	10,255,295			37,553,708
Petty Cash	1,285	0					1,285
Receivables:							0
Taxes	570,533						570,533
Excise	188,393						188,393
User Charges & Liens	360,105	637,313					997,418
Tax Liens/Possessions	265,477	0					265,477
Special Assessments		0			0		0
Departmental	-44,916						-44,916
State/Federal Grants							0
Reserve-Uncollected Funds	40,813	0			0		40,813
Reserve Abatements & Exemptions	-1,380,406						-1,380,406
Loans Authorized			2,512,000				2,512,000
Loans Authorized and Unissued			-2,512,000				-2,512,000
Amounts to be Provided for Payments of Notes						59,876,876	59,876,876
<b>Total Assets</b>	<b>12,505,307</b>	<b>14,399,573</b>	<b>1,032,130</b>	<b>10,255,295</b>	<b>0</b>	<b>59,876,876</b>	<b>98,069,181</b>
<b>Liabilities</b>							
Warrants Payable	3,675	0					3,675
Payroll Withholdings	1,418,869						1,418,869
Notes Payable		0	405,000				405,000
Deferred Revenue		18,384					18,384
Agency	0						0
Bonds Payable						59,876,876	59,876,876
Trailings	509,975						509,975
<b>Total Liabilities</b>	<b>1,932,519</b>	<b>18,384</b>	<b>405,000</b>	<b>0</b>	<b>0</b>	<b>59,876,876</b>	<b>62,232,779</b>
<b>Fund Balance</b>							
Reserved Petty Cash	1,285						1,285
Reserved Expenditures	3,250,790			0			3,250,790
Reserved Tax Foreclose							0
Reserved Encumbrances	2,248,583						2,248,583
Reserved for Abate/Exemp-Overlay Surplus	0						0
Reserved Court Judgment	0						0
Reserved Approp. Deficit	0						0
Reserved for Open Space		462,722					462,722
Reserved for Community Housing		0					0
Reserved for Historic Resources		150,000					150,000
Reserved for Recreation Land	5,072,130	13,149,001	627,130	10,255,295			29,103,556
Unrestricted	10,572,788	13,761,723	627,130	10,255,295	0	0	35,216,936
<b>Total Fund Balance</b>	<b>12,505,307</b>	<b>13,780,107</b>	<b>1,032,130</b>	<b>10,255,295</b>	<b>0</b>	<b>59,876,876</b>	<b>97,449,715</b>
<b>Total Liabilities/Fund Balance</b>							

<b>TOWN OF BEDFORD</b>				
<b>BALANCE SHEET - GENERAL FUND JUNE 30, 2012</b>				
<b>Assets</b>				
Cash	12,504,023			
Petty Cash	1,285			
		12,505,308		
Receivables				
Real Estate Tax 2012	535,075			
Real Estate Prior	0			
		535,075		
Personal Property Tax 2012	33,813			
Personal Property Tax Prior	1,645			
		35,458		
Motor Vehicle Excise 2012	93,042			
Motor Vehicle Excise Prior	95,351			
		188,393		
User Charges & Liens				
Water Rates	337,367			
Water Liens	4,338			
Water Cross Connection	18,400			
		360,105		
Tax Possessions	53,769			
Tax Title	179,542			
Tax Title C-1.41A	32,166			
		265,477		
Departmental				
Ambulance	0			
Miscellaneous	-44,916			
		-44,916		
Reserved for Uncollected				
Property Tax	809,873			
Provision for Tax Abatement	-1,380,406			
Excise Tax	-188,393			
User Fees/Liens	-360,106			
Tax Title/Possessions	-265,477			
Departmental	44,916			
		-1,339,593		
<b>Total Assets</b>		<b>12,505,307</b>		
<b>Liabilities</b>				
Warrants Payable			3,675	
Payroll Withholding			1,418,869	
Accounts Payable				
Prepaid Tower Rentals				
Bid Deposits				
Agency			509,975	
Tailings				
<b>Total Liabilities</b>			<b>1,932,519</b>	
<b>Fund Balance</b>				
Reserve for Petty Cash			1,285	
Reserve for Expenditures			3,250,790	
Design Over/Under Assess				
Reserve for Encumbrances			2,248,583	
Res. Abate/Exempt-Overlay Surplus				
Unrestricted			5,072,130	
Reserve for Tax Foreclosure				
Res. Appropriation Deficit				
Res. Subsequent Years				
<b>Total Fund Balance</b>			<b>10,572,788</b>	
<b>Total Liabilities and Fund Balance</b>			<b>12,505,307</b>	

<b>TOWN OF BEDFORD</b>							
<b>BALANCE SHEET - SPECIAL REVENUE JUNE 30, 2012</b>							
	Total	School Lunch	Grants	Gifts	Revolving	Sewer	Community Preservation
<b>Assets</b>							
Cash	13,762,260	-32,050	958,057	649,672	1,231,362	6,716,182	4,239,037
Petty Cash	0						
<b>Receivables</b>							
User Charges	637,313					618,929	18,384
Special Assessments	0						
Amount to be Provided Through Payment of Notes	0						
Reserved Uncollected Receivables	0						
Loans Authorized	-619,466					-619,466	
Loans Authorized & Unissued	0						
<b>Total Assets</b>	<b>13,780,107</b>	<b>-32,050</b>	<b>958,057</b>	<b>649,672</b>	<b>1,231,362</b>	<b>6,715,645</b>	<b>4,257,421</b>
<b>Liabilities</b>							
Notes Payable - BANs	0						
Warrants Payable	0	0	0	0			
Deferred Revenue	18,384						18,384
<b>Total Liabilities</b>	<b>18,384</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,384</b>
<b>Fund Balance</b>							
Reserved Petty Cash	0						
Reserved for Expenditures	0						
Reserved for Encumbrances	0						
Reserved for Open Space	0						
Reserved Community Housing	462,722						462,722
Reserved for Historic Resources	0						0
Reserved for Recreation Land	150,000						150,000
Unrestricted	13,149,001	-32,050	958,057	649,672	1,231,362	6,715,645	3,626,315
<b>Total Fund Balance</b>	<b>13,761,723</b>	<b>-32,050</b>	<b>958,057</b>	<b>649,672</b>	<b>1,231,362</b>	<b>6,715,645</b>	<b>4,239,037</b>
<b>Total Liabilities/Fund Balance</b>	<b>13,780,107</b>	<b>-32,050</b>	<b>958,057</b>	<b>649,672</b>	<b>1,231,362</b>	<b>6,715,645</b>	<b>4,257,421</b>

**TOWN OF BEDFORD  
BALANCE SHEET - CAPITAL PROJECT FUND - JUNE 30, 2012**

<b><u>Assets</u></b>		
Cash & Investments	1,032,130	
Loans Authorized	2,512,000	
Loans Author. & Unissued	(2,512,000)	
Amount to be Provided for Payment of BANs/GANs		
<b>Total Assets</b>	<b>1,032,130</b>	
<b><u>Liabilities</u></b>		
Warrants Payable		
Notes Payable	405,000	
Accounts Payable		
<b>Total Liabilities</b>	<b>405,000</b>	
<b><u>Fund Balance</u></b>		
Unrestricted	627,130	
Reserved for Expenditures		
Reserved for Encumbrances		
<b>Total Fund Balance</b>	<b>627,130</b>	
<b>Total Liabilities &amp; Fund Balance</b>	<b>1,032,130</b>	

**TOWN OF BEDFORD  
BALANCE SHEET - TRUST FUNDS - JUNE 30, 2012**

<b><u>Assets</u></b>		
Cash & Investments - Town	9,605,122	
Cash & Investments - Library	650,173	
<b>Total Assets</b>	<b>10,255,295</b>	
<b><u>Liabilities</u></b>		
Warrants Payable - Town	0	
Warrants Payable - Library	0	
<b>Total Liabilities</b>	<b>0</b>	
<b><u>Fund Balance</u></b>		
Reserved for Encumbrances - Town	9,605,122	
Reserved for Encumbrances - Library	650,173	
Unrestricted - Town		
Unrestricted - Library		
<b>Total Fund Balance</b>	<b>10,255,295</b>	
<b>Total Liabilities &amp; Fund Balance</b>	<b>10,255,295</b>	

**TOWN OF BEDFORD**  
**BALANCE SHEET - DEFERRED ASSESSMENTS - JUNE 30, 2012**

<b>Assets</b>			
<b>Apportioned Assessment Not Due</b>			
Sewer			0
<b>Suspended Assessments</b>			
Sewer			0
Sewer Entrance Fee			0
<b>Total Assets</b>			<b>0</b>
<b>Reserves</b>			
<b>Apportioned Assessments Due</b>			
Sewer 2004-2013			0
<b>Suspended Assessments</b>			
Sewer			0
Sewer Entrance Fee			0
<b>Total Reserves</b>			<b>0</b>

**TOWN OF BEDFORD**  
**BALANCE SHEET - GENERAL LONG TERM DEBT - JUNE 30, 2012**

<b>Inside Debt Limit</b>			
Sewer Bonds			678,659
Other General Bonds			55,277,000
<b>Total Inside Debt Limit</b>			<b>55,955,659</b>
<b>Outside Debt Limit</b>			
Water Bonds			3,921,217
Sewer Bonds			0
<b>Total Outside Debt Limit</b>			<b>3,921,217</b>
<b>Net Funded or Fixed Debt</b>			<b>59,876,876</b>

<b>TOWN OF BEDFORD</b>			
<b>ANALYSIS OF CASH RECEIPTS - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2012</b>			
<b>Taxes</b>			
Real Estate	48,912,952.14		
Personal Property	2,741,151.28		51,654,103.42
<b>Tax Title</b>	12,892.52		12,892.52
<b>Motor Vehicles Excise</b>			
Previous Years	220,524.71		
FY 2012	1,440,113.47		1,660,638.18
<b>Other Excise</b>			
Hotel/Motel	623,396.06		
Meals	292,221.88		
Jet Fuel	411,077.54		1,326,695.48
<b>Departmental Revenue</b>			
Board of Selectmen - Tower Rental	168,875.24		
Board of Selectmen	53,976.44		
Finance Department	404,496.45		
Code Enforcement/ Conservation Comm	16,887.37		
Board of Assessors	1,011.00		
Town Clerk	46,298.40		
Planning Board	1,090.00		
Police Department	40,663.44		
Fire Department	436,323.74		
Board of Health	2,041.10		
Department of Public Works	71,611.40		
Cemetery	38,440.00		
Library	17,000.00		
School Department	66,940.36		1,365,654.94
<b>Court Fines</b>			
Police Department	124,012.50		124,012.50
<b>PILOT</b>			
Payment in Lieu of Taxes	1,459,125.68		1,459,125.68
<b>Licenses &amp; Permits</b>			
Board of Selectmen	60,080.00		
Town Clerk	2,340.00		
Police Department	3,037.50		
Fire Department	36,180.70		
Code Enforcement	694,595.79		
Board of Health	26,186.00		822,419.99
<b>Earnings on Investments/Bond Premiums</b>			
	449,440.98		449,440.98
<b>Water</b>			
Rates	2,462,241.29		2,462,241.29
<b>Water Liens</b>			
	92,618.96		92,618.96
<b>Miscellaneous Water</b>			
	48,315.51		48,315.51
<b>Street Opening Permits</b>			
	5,601.00		5,601.00
<b>Miscellaneous</b>			
	10,427.01		10,427.01
<b>Intergovernmental</b>			
Exemptions: Elderly, Veterans, Blind, & Surviving Spouse	1,485.00		
Construction - School Projects	589,056.00		
Chapter 70	2,806,434.00		
Local Aid	982,984.00		
Police Career Incentive			
State Owned Land	621,442.00		
Medicaid - Special Needs	50,526.98		
Fisheries & Wildlife			
Veterans Benefits	59,842.00		5,111,769.98
<b>Total</b>			<b>66,605,957.44</b>

TOWN OF BEDFORD APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2012								
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances
<b>GENERAL GOVERNMENT</b>								
<b>Board of Selectmen</b>								
Salaries		355,648.00		348,713.42				6,934.58
Office		2,000.00		2,000.00				0.00
Chairman		1,500.00		1,500.00				0.00
Clerk		3,600.00		3,600.00				0.00
Other		145,098.00		77,734.91				67,363.09
Expenditures	5,174.72			5,174.72				0.00
Expenditures								
<b>Finance Department</b>								
Salaries		699,917.00		608,371.82				91,545.18
Expenditures		213,674.00		203,416.92		7,679.00	1,530.42	1,047.66
Expenditures	3,181.19							3,181.19
Capital Outlay		32,600.00		30,686.41		1,884.84		28.75
Capital Outlay				8,667.88				0.00
Expenditures								
<b>Finance Committee</b>								
Expenditures		1,614.00	-103,515.96	440.00				1,174.00
Reserve Fund		379,000.00						275,484.04
Expenditures								
<b>Board of Assessors</b>								
Salaries		204,373.00		191,299.15				13,073.85
Office		4,800.00		4,400.00				400.00
Assessors		49,613.00		48,682.73				930.27
Expenditures								0.00
Expenditures								
<b>Town Counsel</b>								
Special Legal Services		174,872.00		162,492.70				12,379.30
Special Legal Services		128.00		111.50				0.00
Expenditures								16.50
Expenditures								
<b>Town Clerk</b>								
Salaries		172,377.00		169,892.42				2,484.58
Salaries / Stipends		310.00		25.82				284.18
Expenditures		23,464.00		11,535.35		12,106.40		-177.75
Expenditures	6,282.86			6,282.86				0.00
Expenditures								
<b>Elections/Registrations</b>								
Personnel Costs		18,803.00		18,697.21				105.79
Stipends		1,350.00		1,350.00				0.00
Expenditures		12,668.00		10,817.75				1,850.25
Expenditures								0.00
Expenditures								
<b>Planning Board</b>								
Salaries		129,963.00		119,999.30				9,963.70
Expenditures		3,492.00	4,158.44	7,650.44				0.00
Expenditures	40.00			40.00				0.00

TOWN OF BEDFORD								
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2012								
Articles	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances
Insurance / Benefits	21,500.00	9,897,395.00	-110,000.00	9,366,730.15			60,000.00	360,664.85 21,500.00
A3B/10-Audit								0.00
A3B/11-Audit	10,581.74			10,581.74				0.00
A3B/12-Audit		53,000.00		37,618.26			15,381.74	0.00
A16-01/10 Middlesex Tpk Mitigation				-38,220.81				38,220.81
A16-05/10 Financial System Soft	5,000.00			4,895.55				104.45
A17-04/11 Computer Server & E	9,704.61			9,695.46	9.15			0.00
A 17-05/09 Town Hall Copier Rep	934.74							934.74
A 17-08/09 Town Info Sys-Financ	1,912.84			1,885.00				27.84
A14-05/12-Fin Mgmt Software		59,000.00		289.90		58,710.10		0.00
A14-08/12-Computer Server & Equipment	28,289.25	15,000.00		7,739.50		7,260.50		0.00
A 23/09 Design BHS Synth Turf f			24,900.00	7,826.25		17,963.00		2,500.00
As-11/7/11-Bedford Comprehensive Plan						24,900.00		0.00
A 25/11 Salary Plan Addtl Fund							115,799.06	0.00
A 3-1/03 Sick Leave							356,891.53	0.00
<b>Total General Government</b>	<b>573,960.42</b>	<b>12,655,259.00</b>	<b>-184,457.52</b>	<b>11,452,624.31</b>	<b>9.15</b>	<b>130,503.84</b>	<b>549,602.75</b>	<b>912,021.85</b>
<b>PUBLIC SAFETY</b>								
<b>Police Department</b>								
Salaries		3,091,551.00		3,087,706.40			665.55	3,179.05
Expenditures		120,543.00		117,547.28			2,176.78	818.94
Capital Outlay / Equipment	2,831.95			1,646.45				1,185.50
Capital Outlay / Equipment	3,851.70	14,330.00		7,495.71		6,834.29		0.00
				3,851.70				0.00
<b>Fire Department</b>								
Salaries		2,133,481.00	29,170.00	2,162,645.18				5.82
Expenditures		141,744.00		141,194.61			250.00	299.39
Capital Outlay	5,124.70			4,203.99				920.71
Capital Outlay		15,200.00		11,697.14			2,057.98	1,444.88
								0.00
<b>Code Enforcement</b>								
Salaries		395,059.00		376,419.00				18,640.00
Expenditures		29,216.00		24,186.32			2,700.00	2,329.68
Expenditures	2,874.90			2,874.90				0.00
<b>Articles</b>								

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2012									
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
A16-03/10 Fire/IT Laptops-Public	14,387.30			14,387.30				0.00	
A16-04/10 Fire Dept Radio Replacemt (Portable)								0.00	
<b>Total Public Safety</b>	<b>29,070.55</b>	<b>5,941,124.00</b>	<b>29,170.00</b>	<b>5,955,855.98</b>	<b>0.00</b>	<b>6,834.29</b>	<b>7,850.31</b>	<b>28,823.97</b>	
<b>HIGHWAY</b>									
<b>Department of Public Works</b>									
Salaries		2,530,872.00		2,524,885.41			529.35	5,457.24	
Overtime - Snow Removal		116,800.00		57,813.20				58,986.80	
Snow Removal Expenses		199,430.00		141,405.13				58,024.87	
Snow Removal Expenses								0.00	
Expenditures		775,497.00		682,018.02		27,370.55	8,937.23	57,171.20	
Utilities	93,483.77	611,478.00		58,691.11			23,661.74	34,792.66	
Utilities				552,366.90				35,449.36	
Refuse Disposal		984,100.00		875,178.62			24,263.16	84,658.22	
Refuse Disposal	35,330.13			35,330.13				0.00	
Water Purchase		1,339,252.00		1,088,557.53			109,881.35	140,813.12	
Water Purchase	142,179.64			142,179.64				0.00	
Capital Outlay / Equipment		7,045.00		6,732.99				312.01	
Capital Outlay / Equipment	957.90			957.90				0.00	
<b>Articles</b>									
A 17-13/11 DPW-Soccer/LaX Field	1,085.70			920.45				0.00	
A 14-10/12-SBP Field Maint		42,000.00		12,699.94	165.25	3,400.00		25,900.06	
A 16-13/10 DPW-Equip/Veh Rep	39,439.91			39,439.91				0.00	
A 17-01/11 DPW-Equip/Veh Rep	19,742.64			19,742.64				0.00	
A 16-18/10 DPW Fuel Management System								0.00	
A 17-03/09 DPW Veh/Equip Retir	10,672.53			10,672.53				0.00	
A 17-14/09 DPW Road Resurfacing								0.00	
A 17-05/11 DPW Road Resurfad	6,809.00			6,809.00				0.00	
A 17-16/09 DPW Sewer Sump P	169,697.54			32,775.00		132,575.00		4,347.54	
A 17-14/11 DPW-Sewer Force M	65,000.00			12,276.79		2,860.00		49,863.21	
A 3 11/08 Water Supply Pond Da	6,250.00			1,491.50				4,758.50	
A 26-03/07 Water System Leak								0.00	
A 17-15/11 DPW-Water Leak De	5,000.00			4,937.50	62.50			0.00	
A 26-04/07 Shawshen Rd Wells	49,448.92			34,364.01		15,084.91		0.00	
A 26-05/07 Sewer Pump Sta Rep	40,077.78			843.94	33,616.84	5,617.00		0.00	
A 9-18/05 Shawshen Wells	16,859.99			16,859.99				0.00	

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2012									
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
A 15-2/00 Shawshen Wells	7,000.00			6,150.59		7,000.00		0.00	
A 11 STM 10/98 Drainage	6,150.59							0.00	
A 14-11/12-Hazardous Tree Program		23,000.00						23,000.00	
A 14-12/12-Main Sewer Station		128,000.00						128,000.00	
A 14-13/12-Water Leak Detection		8,000.00						8,000.00	
A 14-14/12-Remote Meter Reader Software		20,000.00		20,000.00				0.00	
A14-15/12-Sewer Pump Stations Rehab		35,000.00						35,000.00	
A14-03/12-DPW-Undrgrd Fuel Tank Testing		8,000.00		1,438.50				6,561.50	
A14-04/12-DPW-Equip/Reh Replacement		355,000.00		295,668.93				59,331.07	
A14-04/12-DPW-Road Repair		75,000.00		58,434.33				16,565.67	
A14-06/12-DPW-Storm Water Regulations		89,250.00		11,125.00				78,125.00	
<b>Total Highway</b>	<b>715,186.04</b>	<b>7,347,724.00</b>	<b>0.00</b>	<b>6,752,767.13</b>	<b>33,844.59</b>	<b>284,732.46</b>	<b>167,272.83</b>	<b>824,293.03</b>	
<b>FACILITIES</b>									
<b>Facilities</b>									
Salaries		411,800.00		402,472.59				9,327.41	
Expenditures		331,075.00	7,565.00	304,521.86		27,742.08		6,376.06	
Expenditures	24,215.66			22,773.80				1,441.86	
<b>Articles</b>									
A 16-02/10 Fac/Fire Gas Monitor	1,696.20			3,277.50	1,696.20			0.00	
A 16-9/10 Facil-Tn Hall MP RM S	5,765.00							2,487.50	
A 16-10/10 Fac/School-Copier R	2,947.90							2,947.90	
A 17-02/11 Fac/Sch Capital Main	54,472.75			40,894.24				13,578.51	
A 16-12/10 Fac/SCH-Mdl Sch Dc	19,817.00			575.00				19,242.00	
A 16-14/10 Fac/Sch-Mdl Sch Co	12,600.00							12,600.00	
A 17-07/11 Fac/Sch-Auto Scrub	1,087.70			1,087.70				0.00	
A 17-08/11 Fac/Sch-Site Lighting	3,536.05							3,536.05	
A 16-16/10 Fac/Fire Public Safety	14,629.09			11,250.13		725.00		0.00	
A 17-06/11 Fac/Fire Public Safety	6,489.00							2,653.96	
A 17-10/11 Fac/Fire-Interior Paint	11,773.23			11,773.23				6,489.00	
A 17-11/11 Fac/Fire-Kitchen/Day	12,784.40							12,784.40	
A 21/10 Fac/School Enrlmt Profl	339.37			339.37				0.00	
A 17-09/09 Davis Phone System Repl	339.37							0.00	
A 17-12/09 Davis Lane Repair	10,535.36							0.00	
A 17-12/09 Davis Floor covering	10,535.36							0.00	
A 11-13/08 Police Station HVAC Repairs								10,535.36	
A26-07/07 PublicSafety Bldg Sec								0.00	
A 9-16/05 Hartwell Rd		145,908.00		79,569.67				66,338.33	
A 14-02/12-Fac/Sch-Capital Maint		70,000.00		51,195.84				18,804.16	
A 14-07/12-Fac/Sch-Glen-Space Modification Proje								0.00	
<b>Total Facilities</b>	<b>182,688.71</b>	<b>958,783.00</b>	<b>7,565.00</b>	<b>929,730.93</b>	<b>1,696.20</b>	<b>28,467.08</b>	<b>0.00</b>	<b>189,142.50</b>	
<b>HEALTH</b>									
<b>Board of Health</b>									
Salaries		501,376.00		483,833.00			7,783.65	9,759.35	
Salaries	7,661.30			5,533.16				2,128.14	
Expenditures		15,652.00	6,150.00	20,609.84			385.46	806.70	
Expenditures	28.00			28.00				0.00	
Hazardous Waste		13,250.00		8,295.29			2,424.96	2,529.75	

<b>TOWN OF BEDFORD</b>									
<b>APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2012</b>									
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
Hazardous Waste Services - Animal & Pest		33,489.00		33,489.00				0.00 0.00	
<b>T total Health</b>	<b>7,689.30</b>	<b>563,767.00</b>	<b>6,150.00</b>	<b>551,788.29</b>	<b>0.00</b>	<b>0.00</b>	<b>10,594.07</b>	<b>15,223.94</b>	
<b><u>HUMAN SERVICES</u></b>									
<b>Recreation Commission</b>		155,384.00		155,383.07				0.93 0.00	
Salaries Expenditures									
<b>Council On Aging</b>		162,451.00		162,451.00				0.00	
Salaries Expenditures MMHC Capital Outlay		7,815.00 2,756.00 1,093.00		5,228.04 2,756.00 746.44				2,586.96 0.00 346.56	
<b>Youth &amp; Family Services</b>		178,001.00		177,567.58				433.42	
Salaries Expenditures		168,200.00		119,999.27				48,200.73 0.00	
<b>Bedford Local Transit</b>		55,388.00		51,101.47				4,286.53	
B.L.T. Salary B.L.T. Expenditures B.L.T. Expenditures	35.92	682.00		270.13 35.92			20.74	391.13 0.00	
<b>T total Human Services</b>	<b>35.92</b>	<b>731,770.00</b>	<b>0.00</b>	<b>675,538.92</b>	<b>0.00</b>	<b>0.00</b>	<b>20.74</b>	<b>56,246.26</b>	
<b><u>SCHOOL</u></b>									
<b>School</b>		31,716,380.00		31,307,970.97		410,422.42		-2,013.39 94,654.54	
Expenditures	481,796.73			387,142.19					
A 16-17/10 School-Wireless Netw	35,527.11							35,527.11	
A 17-03/11 School-Wireless Netw	5,139.00							5,139.00	
A 17-07/09 Davis Network Upgrades				1,531.42				0.00	
A 17-09/11 School Furniture/Equ	37,075.00							35,543.58	
A 11-06/08 School Computer Sys	189.04		35,500.00		189.04			0.00	
A 14-09/12-Lane Network Upgrade		465,000.00		441,998.96				0.00	
Vocational Education								23,001.04	
<b>T total School</b>	<b>559,726.88</b>	<b>32,181,380.00</b>	<b>35,500.00</b>	<b>32,174,143.54</b>	<b>189.04</b>	<b>410,422.42</b>	<b>0.00</b>	<b>191,851.88</b>	
<b><u>LIBRARY</u></b>									
<b>Library</b>		780,000.00	13,154.52	793,154.52				0.00	
Salaries Expenditures		366,271.00		343,669.71		351.35	7,415.94	14,834.00	

<b>TOWN OF BEDFORD APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2012</b>									
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
Expenditures	12,317.08			11,489.60				827.48	
Capital Outlay / Equipment		5,000.00		4,980.16				19.84	
Capital Outlay / Equipment	5,484.95			5,484.95				0.00	
<b>Total Library</b>	<b>17,802.03</b>	<b>1,151,271.00</b>	<b>13,154.52</b>	<b>1,158,778.94</b>	<b>0.00</b>	<b>351.35</b>	<b>7,415.94</b>	<b>15,681.32</b>	
<b><u>OTHER</u></b>									
<b>Historic Preservation</b>									
Expenditures		1,220.00		1,218.50				1.50	
Expenditures								0.00	
<b>Town Center</b>									
Salaries		46,541.00		46,541.00				0.00	
Expenditures		80,250.00		74,347.52		5,892.83		9.65	
Expenditures	4,023.66			4,023.66				0.00	
<b>Total Other</b>	<b>4,023.66</b>	<b>128,011.00</b>	<b>0.00</b>	<b>126,130.68</b>	<b>0.00</b>	<b>5,892.83</b>	<b>0.00</b>	<b>11.15</b>	
<b><u>MATURING DEBT &amp; INTEREST</u></b>									
<b>Maturing Debt &amp; Interest</b>									
Maturing Debt		4,753,654.00		4,753,654.00				0.00	
Interest		2,281,084.00		2,267,388.78				13,695.22	
Community Preservation Act		727,213.00		727,212.50				0.50	
<b>Total Maturing Debt &amp; Interest</b>	<b>0.00</b>	<b>7,761,951.00</b>	<b>0.00</b>	<b>7,748,255.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,695.72</b>	
<b><u>INTERGOVERNMENTAL</u></b>									
<b>Intergovernmental</b>									
MWRA		2,987,015.00	-35,557.00	2,951,458.00				0.00	
State Assessments		353,366.00		353,366.00				0.00	
<b>Total Intergovernmental</b>	<b>0.00</b>	<b>3,340,381.00</b>	<b>-35,557.00</b>	<b>3,304,824.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>2,090,183.51</b>	<b>72,761,421.00</b>	<b>-128,475.00</b>	<b>70,830,438.00</b>	<b>35,738.98</b>	<b>867,204.27</b>	<b>742,756.64</b>	<b>2,246,991.62</b>	

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2012					
	Balance 7/1/2011	Revenue	Expenditures	Transfers	Balance 6/30/2012
<b>SCHOOL LUNCH</b>					
School Lunch Program	9,343.63	605,845.11	647,238.60		-32,049.86
<b>Total School Lunch</b>	<b>9,343.63</b>	<b>605,845.11</b>	<b>647,238.60</b>	<b>0.00</b>	<b>-32,049.86</b>
<b>FEDERAL GRANTS</b>					
<b>General Government</b>					
ERRP-Early Retiree Reinsurance Program-Req Apr	7,919.42	0.00	0.00	0.00	7,919.42
	<b>7,919.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,919.42</b>
<b>Public Safety</b>					
Bullet Proof Vest Grant	1,776.50	1,309.46	3,716.85		-630.89
FEMA-Flooding-Police	1,900.00	0.00	1,902.66		-2.66
FEMA-Flooding-Fire	8,894.73	13,776.90	20,225.30		2,446.33
EOPSS FFY10 Traffic Enforcmt/Equipment Grant-Police	-1,318.60	3,020.16	2,494.11		-792.55
Firefighting Equipment Grant	245.43	0.00	0.00		245.43
Comm-Defined Solutions-Violence Against Women	-18,944.59	123,418.78	176,200.89		-71,726.70
FEMA FY2010 Assist. to Firefighters Grant	-1,000.00	19,860.00	18,860.00		0.00
<b>Total Public Safety</b>	<b>-8,446.53</b>	<b>161,385.30</b>	<b>223,399.81</b>	<b>0.00</b>	<b>-70,461.04</b>
<b>Facilities</b>					
ARRA-Mass DOER--Lane School HVAC	53,720.00	75,000.00	128,720.00		0.00
	<b>53,720.00</b>	<b>75,000.00</b>	<b>128,720.00</b>	<b>0.00</b>	<b>0.00</b>
<b>D.P.W.</b>					
Flooding - FEMA	20,181.35	69,294.21	8,179.41		81,296.15
<b>Total D.P.W.</b>	<b>20,181.35</b>	<b>69,294.21</b>	<b>8,179.41</b>	<b>0.00</b>	<b>81,296.15</b>
<b>Human Services</b>					
YFS-Wellness Grant MDPH/MAPC-CFDA 93.531	0.00	4,375.00	3,150.00		1,225.00
<b>Total Human Services</b>	<b>0.00</b>	<b>4,375.00</b>	<b>3,150.00</b>	<b>0.00</b>	<b>1,225.00</b>
<b>School</b>					
Impact Aid	221,669.85	111,316.82	0.00	-221,669.85	111,316.82
N.D.A.A.	27,337.68	33,909.92	0.00	-27,330.15	33,917.45
09 Fed SPED 94-142 (240) Entitlement	2,125.00	0.00	0.00		2,125.00
09 Fed SPED-Program Improv (274)	228.00				228.00
09 Fed Title IV (331)-Drug Free Schools	905.00				905.00
09 Fed Title I (305)	-578.18				-578.18
09 Fed Title I (302)	-0.36				-0.36
10 ARRA/IDEA Early Childhood/SPED (762)	189,404.40				189,404.40
10 ARRA/IDEA (760)	102,396.73				102,396.73
10 Fed SPED 94-142 (240) Entitlement	-284,458.23				-284,458.23
10 Fed Title IIA (140)-Teacher Quality	0.19				0.19
10 Fed Title IV (331)-Drug Free Schools	1,517.73				1,517.73
10 Fed Title I (305)	-34,736.02				-34,736.02
10 Fed Title IID (160)-Enhanced En through Tech	-935.00				-935.00
11 IDEA Early Childhood/SPED (762)	30,115.47	8,440.50	1,873.97		36,682.00
11 ARRA/IDEA (760)	401,534.54	0.00	90,108.62		311,425.92
11 SPED Early Childhood (262)	339.95	0.00	196.75		143.20
11 Fed SPED 94-142 (240) Entitlement	-279,313.75	0.00	-6,401.30		-272,912.45
11 Fed Title IIA (140)-Teacher Quality	-7,296.00	21,528.00	13,992.00		240.00
11 Fed Title IV (331)-Drug Free Schools	-1,236.00	0.00	516.78		-1,752.78

SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2012					
	Balance 7/1/2011	Revenue	Expenditures	Transfers	Balance 6/30/2012
11 Fed Title I (305)	-2,984.49	10,621.00	7,636.51		0.00
11 ARRA Stabilization Grant (780) CFDA 84.394	3,939.27	1,581.00	7,958.00		-2,437.73
12 Fed SPED 94-142 (240) Entitlement	0.00	382,293.00	412,385.61		-30,092.61
12 Fed Education Jobs Grant (206)	0.00	220,609.00	219,558.42		1,050.58
12 Fed Title I (305)	0.00	39,147.00	30,952.55		8,194.45
12 Fed Title IIA (140)-Teacher Quality	0.00	23,220.00	29,952.37		-6,732.37
12 Fed ARRA-Race to the Top (201-RTTT)	0.00	5,728.00	3,208.01		2,519.99
12 Fed SPED Program Improvement (274)-CFDA #84.027	0.00	28,588.00	28,300.00		288.00
12 SPED Early Childhood (262)	0.00	7,742.80	17,695.08		-9,952.28
12 Fed SIF RTTT (204) Race to the Top	0.00	1,200.00	0.00		1,200.00
<b>Total School</b>	<b>369,975.78</b>	<b>895,925.04</b>	<b>857,933.37</b>	<b>-249,000.00</b>	<b>158,967.45</b>
<b>Total Federal Grants</b>	<b>443,350.02</b>	<b>1,205,979.55</b>	<b>1,221,382.59</b>	<b>-249,000.00</b>	<b>178,946.98</b>
<b>STATE / MISCELLANEOUS GRANTS</b>					
<b>General Government</b>					
Cultural Council - Arts Lottery	7,934.08	3,890.93	3,541.38		8,283.63
Primaries/Election	22,775.58	1,475.00	5,918.02		18,332.56
MA Historic Preservation Comm.	319.23				319.23
North/South Bikeway	19,920.00				19,920.00
Metro West Home Consortium	-16,208.30				-16,208.30
Two Brothers Rock/Dudley Road-National Register Doc	0.03				0.03
Medicare	-3.77				-3.77
FY09 MEMA EMPG-Emergency Mgmt Performance Grant	2,500.00				2,500.00
MassPort Summer Jobs Program/Conservation/Code	0.00	0.00	891.00		-891.00
<b>Total General Government</b>	<b>37,236.85</b>	<b>5,365.93</b>	<b>10,350.40</b>	<b>0.00</b>	<b>32,252.38</b>
<b>Public Safety</b>					
Hazmat	696.23				696.23
S.A.F.E. Grant - Fire	2,580.93	4,788.50	4,107.13		3,262.30
F.F. Safety Grant Misc-Fire	0.55				0.55
Bullet Proof Vest	0.00				0.00
School Resource Officer	201.64	0.00	9,619.80		-9,418.16
"Cert" Grant - Fire	-2,692.69	4,139.81	1,036.98		410.14
Crosby Drive Project	5,211.96				5,211.96
FY11 State 911 DPT Training Grant-Police	-3,551.14	2,757.98	0.00		-793.16
FY11 State 911 Support/incentive Grant-Police	-5,100.34	4,404.63	(695.57)		-0.14
FY12 State 911 Support/incentive Grant-Police	0.00	21,864.78	30,631.92		-8,767.14
FY12 State 911 DPT Training Grant-Police	0.00	830.20	4,928.00		-4,097.80
<b>Total Public Safety</b>	<b>-2,652.86</b>	<b>38,785.90</b>	<b>49,628.26</b>	<b>0.00</b>	<b>-13,495.22</b>
<b>Facilities</b>					
DOER - ENE 2011 Green Communities Grant	0.00	74,075.00	80,944.60		-6,869.60
<b>Total Facilities</b>	<b>0.00</b>	<b>74,075.00</b>	<b>80,944.60</b>	<b>0.00</b>	<b>-6,869.60</b>
<b>D.P.W.</b>					
Chapter 90	-303,338.90	252,473.09	227,430.88	0.00	-278,296.69
Recycling Grant	10,843.27	1,217.39	4,640.85		7,419.81
Underground Storage Tank	132.50				132.50
Curbside Recycling	7,323.25		4,900.00		2,423.25
DEP Grant-Ch319, Proj 06-08/319-NPS	-5,184.93				-5,184.93
MAPC Regional Bike Parking Program Grant	-3,765.00				-3,765.00
Urban Forestry	-5,000.00				-5,000.00
Mass DEP-DPW Mun Assist Host	593.37	69,287.29	74,492.71		-4,612.05
<b>Total D.P.W.</b>	<b>-298,396.44</b>	<b>322,977.77</b>	<b>311,464.44</b>	<b>0.00</b>	<b>-286,883.11</b>

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2012					
	Balance 7/1/2011	Revenue	Expenditures	Transfers	Balance 6/30/2012
<b>Human Services</b>					
COA-Formula Grant	0.43	20,581.00	15,500.46		5,080.97
COA-Corporate Grants	6,916.92	0.00	839.47		6,077.45
YFS-Friday's Free	5,556.22	616.00	573.50		5,598.72
YFS-Parenting Wisely	741.47				741.47
YFS-Partnership For Children	580.00				580.00
YFS-Kids Who Care	264.87				264.87
COA-Progress Grant	1,827.02	3,000.00	219.98		4,607.04
YFS-Peer Mentor Grant	3,732.39	0.00	6.38		3,726.01
YFS- FY12 CHNA15 Bedford in Motion	0.00	6,000.00	5,787.50		212.50
YFS-FY12/13-CHNA15-Healthy Communities	0.00	7,500.00	700.00		6,800.00
<b>Total Human Services</b>	<b>19,619.32</b>	<b>37,697.00</b>	<b>23,627.29</b>	<b>0.00</b>	<b>33,689.03</b>
<b>Health</b>					
Smoking Cessation	4,675.47	0.00	75.00		4,600.47
Emergency / Planning-Public Health	1,992.16	250.71	2,160.49		82.38
MA Assoc Health Boards Grant	510.84				510.84
MHOA-Tobacco Control Mini-Grant	-130.00				-130.00
<b>Total Health</b>	<b>7,048.47</b>	<b>250.71</b>	<b>2,235.49</b>	<b>0.00</b>	<b>5,063.69</b>
<b>Library</b>					
Incentive/Equalization	34,345.20	12,020.19	13,814.66		32,550.73
Non Resident Circulation	65,074.03	10,729.93	22,376.76		53,427.20
Construction Grant	9,635.41				9,635.41
<b>Total Library</b>	<b>109,054.64</b>	<b>22,750.12</b>	<b>36,191.42</b>	<b>0.00</b>	<b>95,613.34</b>
<b>School</b>					
Supplemental Hanscom Impact Aid-State	562,503.00	512,479.00	562,500.00		512,482.00
Substitute Teacher Reimburse	475.00	475.00	475.00		475.00
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	219.52	16,728.00	18,068.95		-1,121.43
School Circuit Breaker	231,654.74	1,310,068.00	1,155,147.79		386,574.95
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	9,785.03				9,785.03
METCO '05	136.00				136.00
Academic Support FY 05	30.00				30.00
Fed Spec. Educ. Entitlement (240) '06	-4,509.98				-4,509.98
Fed Spec. Educ. Entitlement (262) '06	-600.00				-600.00
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	-84,164.47				-84,164.47
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

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2012					
	Balance 7/1/2011	Revenue	Expenditures	Transfers	Balance 6/30/2012
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	-2,067.08				-2,067.08
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	34,532.19				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	-6,746.39				-6,746.39
Academic Support Service (632) School Yr	44.00				44.00
09 METCO	2,120.87				2,120.87
09 SPED Early Childhood (252)	-118.59				-118.59
09 Academic Support services (632) School Year	-266.72				-266.72
10 METCO	-361.58				-361.58
10 Academic Support Services (632) School Year	1,119.04				1,119.04
11 METCO	-110,114.62	100,738.00	35,111.86		-44,488.48
11 SPED Early Childhood (262)	339.95				339.95
11 Academic Support Services (632) School Year	-2,333.16	1,503.00	-830.16		0.00
12 METCO	0.00	518,656.00	495,269.63		23,386.37
12 Academic Support Services (632) School Year	0.00	6,347.00	8,222.35		-1,875.35
<b>Total School</b>	<b>656,973.80</b>	<b>2,466,994.00</b>	<b>2,273,965.42</b>	<b>0.00</b>	<b>850,002.38</b>
<b>Total State / Miscellaneous Grants</b>	<b>528,883.78</b>	<b>2,968,896.43</b>	<b>2,788,407.32</b>	<b>0.00</b>	<b>709,372.89</b>
<b>GIFTS</b>					
<b>General Government</b>					
Energy Conservation	103.41				103.41
Bedford Community Playground	1,509.11	4.56			1,513.67
Cultural Council	0.00				0.00
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
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	90,560.00	17,220.00			107,780.00
Planning-Criterion	201,700.00		112,600.00		89,100.00
A23/09 Design BHS Synthetic Turf Field	2,500.00				2,500.00
Land Acquisition-W.Bedford/Concord Rd	2,553.33				2,553.33
Planning-Criterion-Economic Development	17,500.00		2,500.00		15,000.00
Planning-Speedwagon Partners LLC/Abbott Ln SubD	178,976.06	367.49	118,100.00		61,243.55
<b>Total General Government</b>	<b>623,600.34</b>	<b>17,592.05</b>	<b>233,200.00</b>	<b>0.00</b>	<b>407,992.39</b>
<b>Public Safety</b>					
Gift Police/Fire	177.73				177.73
Daniel Oates	287.54				287.54
Police Contribution	2,237.49	1,150.00	931.58		2,455.91
CPR Course	190.84	850.00	767.05		273.79
Anthony Busa Memorial	225.22				225.22
<b>Total Public Safety</b>	<b>3,118.82</b>	<b>2,000.00</b>	<b>1,698.63</b>	<b>0.00</b>	<b>3,420.19</b>
<b>School</b>					
Bedford Hockey	111.93				111.93
Football/Cheerleading-Glenn	571.63	1,476.00			2,047.63

<b>TOWN OF BEDFORD</b>					
<b>SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE</b>					
<b>SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2012</b>					
	<b>Balance 7/1/2011</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Transfers</b>	<b>Balance 6/30/2012</b>
Schools General Gift	-2,368.97	50.00			-2,318.97
High School General Gift	10,602.28	4,196.15	634.00		14,164.43
Middle School General Gift	4,265.55	4,654.88	3,137.50		5,782.93
Job Lane School General Gift	876.26	11,474.53	10,200.22		2,150.57
Davis School General Gift	391.33	11,910.59	10,153.00		2,148.92
METCO General Gift	1,744.00				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	9,171.86				9,171.86
POMS Gift-Patrons of Music Students	564.61	4,013.57	3,270.68		1,307.50
<b>Total School</b>	<b>42,510.48</b>	<b>37,775.72</b>	<b>27,395.40</b>	<b>0.00</b>	<b>52,890.80</b>
<b><u>Library</u></b>					
Video Cassettes	54.53				54.53
General	4,298.70	7,053.99	5,236.08		6,116.61
Prabha Sridharan	2,482.89				2,482.89
Daniel Nickerson	937.93	1,000.00	54.19		1,883.74
Martha Hoo	71.47				71.47
Kent Stickney	22.80				22.80
Andy Zuckerman Memorial Collection	17,727.03		2,590.34		15,136.69
<b>Total Library</b>	<b>25,595.35</b>	<b>8,053.99</b>	<b>7,880.61</b>	<b>0.00</b>	<b>25,768.73</b>
<b><u>Library Corporation</u></b>					
Building Fund	1,237.38	3.91			1,241.29
Building Fund	46.35		31.32		15.03
McDonald's Publication	816.28	125.00			941.28
<b>Total Library Corporation</b>	<b>2,100.01</b>	<b>128.91</b>	<b>31.32</b>	<b>0.00</b>	<b>2,197.60</b>
<b><u>Health</u></b>					
Recombinant DNA	10,000.00				10,000.00
General	2,249.00	93.00	(50.00)		2,392.00
<b>Total Health</b>	<b>12,249.00</b>	<b>93.00</b>	<b>-50.00</b>	<b>0.00</b>	<b>12,392.00</b>
<b><u>Human Services</u></b>					
COA-Gift General	10,471.34	587.00	3,441.21		7,617.13
COA-Gift Transportation	9,784.45	10,000.00	14,159.00		5,625.45
YFS-Violence Prevention Coalition	1,080.16				1,080.16
YFS-Progress Gift (Child / Needy)	8,612.64	2,463.22	1,000.00		10,075.86
YFS-Americas Promise Alliance	20.11	2,500.00	1,729.54		790.57
COA-Emergency Fund	8,185.45	1,175.00	826.34		8,534.11
COA-CWV Safe at Home Gift-Carleton Willard V	5,182.00		1,894.38		3,287.62
<b>Total Human Services</b>	<b>43,336.15</b>	<b>16,725.22</b>	<b>23,050.47</b>	<b>0.00</b>	<b>37,010.90</b>
<b><u>Other</u></b>					
Public Ceremonies	22,212.18	3,355.00			25,567.18
Conservation-Jordan Gardens	1,635.32	770.00	850.00		1,555.32
Conservation-General	-29.81				-29.81
Recreation Commission Ice Skating	475.06				475.06
Recreation Revolving General	0.00				0.00
Recreation-Springs Brook Park Project	-135.47				-135.47
Recreation-Barbara Davis Campership	1,585.00		500.00		1,085.00
447 Concord Road Gift	165.53	0.48			166.01
Recreation-The Comer-Youth Center-Gift	50.00				50.00
<b>Total Other</b>	<b>25,957.81</b>	<b>4,125.48</b>	<b>1,350.00</b>	<b>0.00</b>	<b>28,733.29</b>

<b>TOWN OF BEDFORD</b>					
<b>SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE</b>					
<b>SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2012</b>					
<b>D.P.W.</b>	<b>Balance 7/1/2011</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Transfers</b>	<b>Balance 6/30/2012</b>
Gift/General	1,411.41	500.00			1,911.41
C. Midgett Memorial	755.00				755.00
Ball Field Improvement	732.51				732.51
Avalon Drainage Review	9,043.19	133.93			9,177.12
Town Common	1,538.47				1,538.47
Cemetery Plaque	25.00				25.00
Street Trees	3,037.00	431.00			3,468.00
Babe Ruth Athletics	262.00				262.00
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	6,288.00				6,288.00
DPW Curbing Restoration Fund	3,204.24	1,741.00			4,945.24
Middlesex Tumpike Corridor Study	10,000.00				10,000.00
Criterion Offsite Mitigation Consult	105.28				105.28
54 Middlesex Tpk Entrance Consult Services	14,620.00				14,620.00
Bog Bridge Construction-DPW Gift	535.00				535.00
9 Crosby Drive SWR Consult-Entegris/W&S	0.00	20,000.00	20,000.00		0.00
<b>Total D.P.W.</b>	<b>86,732.10</b>	<b>22,805.93</b>	<b>20,000.00</b>	<b>0.00</b>	<b>89,538.03</b>
<b>Total Gifts</b>	<b>865,200.06</b>	<b>109,300.30</b>	<b>314,556.43</b>	<b>0.00</b>	<b>659,943.93</b>
<b>REVOLVING / RESERVED FUNDS</b>					
<b>General Government</b>					
Penalties/Fines/Rest/Selectmen	18,796.12	2,197.00			20,993.12
Penalties/Fines/Rest/Finance	9,966.86	75.00			10,041.86
Penalties/Fines/Rest/TownClerk	13,342.35	924.00			14,266.35
Penalties/Fines/Rest/Planning	16,835.63				16,835.63
Depot Park	35,961.56	31,301.23	29,547.36		37,715.43
Cable Television Revolving	96,645.98	138,129.00	127,532.52		107,242.46
<b>Total General Government</b>	<b>191,548.50</b>	<b>172,626.23</b>	<b>157,079.88</b>	<b>0.00</b>	<b>207,094.85</b>
<b>Finance Department</b>					
Medicare	506.99		813.90		-306.91
<b>Total Finance</b>	<b>506.99</b>	<b>0.00</b>	<b>813.90</b>	<b>0.00</b>	<b>-306.91</b>
<b>Public Safety</b>					
Gun Permits	762.50				762.50
Penalties/Fines Restitution - Police	2,722.74	5,050.58	3,994.74		3,778.58
IRS Revolving-Police	-33,127.43	374,034.03	363,423.70		-22,517.10
Penalties/Fines Restitution - Fire	3,959.25	12,841.31	14,316.73		2,483.83
IRS Revolving-Fire	831.21	9,100.65	6,661.40		3,270.46
Police OT Reimbursement	794.34	17,204.51	19,666.97		-1,668.12
Liquor IDs	225.09	885.00			1,110.09
Fire Dept Insurance Rev Under \$20K-CH44/53(2)	0	4909.39	4909.39		0.00
<b>Total Public Safety</b>	<b>-23,832.30</b>	<b>424,025.47</b>	<b>412,972.93</b>	<b>0.00</b>	<b>-12,779.76</b>
<b>School</b>					
BPS-Summer School Online	0.00	4,550.00	4,477.83		72.17
Adult Practical Arts	10,133.64	195.00			10,328.64
Athletic Revolving	22,946.63	34,654.12	45,242.16		12,358.59
IRS Revolving	3,996.37	128.73	2,567.33		1,557.77
Lost Books CH 88	293.10	261.22	119.02		435.30
School Rental	180,599.09	77,653.12	107,751.72		150,500.49
Vandalism	5,585.00	12,789.00	15,389.00		2,985.00
Meal Tax	-5.87	762.42	762.41		-5.86
School Insurance Rev Under \$20K-CH44/53(2)	-2,915.00				-2,915.00
Penalties/Fines/Restitutions	13,413.42	22,697.30	29,285.23		6,825.49

<b>TOWN OF BEDFORD</b>					
<b>SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE</b>					
<b>SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2012</b>					
	<b>Balance 7/1/2011</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Transfers</b>	<b>Balance 6/30/2012</b>
E-Rate Reimb.	57,935.79	18,558.05	25,000.00		51,493.84
Recycling Product Refunds	473.00	46.80	71.04		448.76
High School Nursery Program	22,931.28	79,260.72	58,046.80		44,145.20
<b>Total School</b>	<b>315,386.45</b>	<b>251,556.48</b>	<b>288,712.54</b>	<b>0.00</b>	<b>278,230.39</b>
<b>Library</b>					
IRS Revolving	1,378.90	2,600.00	2,300.00		1,678.90
Library Revolving	17,384.89	12,338.61	6,275.54		23,447.96
<b>Total Library</b>	<b>18,763.79</b>	<b>14,938.61</b>	<b>8,575.54</b>	<b>0.00</b>	<b>25,126.86</b>
<b>Agency</b>					
Sporting Licenses	581.55	670.50	660.50		591.55
<b>Total Agency</b>	<b>581.55</b>	<b>670.50</b>	<b>660.50</b>	<b>0.00</b>	<b>591.55</b>
<b>Facilities</b>					
Facilities Insurance Rev Under \$20K-CH44/53(2)	0.00	920.00	3,093.29		-2,173.29
Penalties/Fines/Restitutions	220.12				220.12
Old Town Hall/Town Center Facilities Revolving Fund	24,640.70	102,434.47	114,466.00		12,609.17
<b>Total Facilities</b>	<b>24,860.82</b>	<b>103,354.47</b>	<b>117,559.29</b>	<b>0.00</b>	<b>10,656.00</b>
<b>D.P.W.</b>					
DPW Women's Club/Bench FY12	0.00	1,443.00	1,443.00		0.00
Refuse Coll/Recy-Container Sales	0.00	18,890.00	2,674.35		16,215.65
Refuse Coll/Recy-Bags Sales	0.00	14,500.00	6,428.23		8,071.77
DPW Insurance Rev Under \$20K-CH44/53(2)	13,832.00		1,816.82		12,015.18
Penalties/Fines/Restitutions	-3,138.70	12,595.78	7,531.53		1,925.55
<b>Total D.P.W.</b>	<b>10,693.30</b>	<b>47,428.78</b>	<b>19,893.93</b>	<b>0.00</b>	<b>38,228.15</b>
<b>Health</b>					
Public Health Programs-Vac/Scr/Tst, etc	0.00	2,257.59			2,257.59
<b>Total Health</b>	<b>0.00</b>	<b>2,257.59</b>	<b>0.00</b>	<b>0.00</b>	<b>2,257.59</b>
<b>Human Services</b>					
Recreation Revolving	479,577.97	619,724.69	568,403.64		530,899.02
Recreation Revolving Day Camp	57,253.42	193,042.85	182,668.55		67,627.72
Recreation Revolving Teen Center/After School program	485.16	2,015.00	2,146.85		353.31
Recreation Revolving Day Care	62,853.67	544,222.92	496,108.94		110,967.65
Recreation Revolving Springs Brook	-64,115.38	263,177.21	288,048.09		-88,986.26
Recreation Revolving COA	19,199.84	28,610.25	25,311.40		22,498.69
<b>Total Human Services</b>	<b>555,254.68</b>	<b>1,650,792.92</b>	<b>1,562,687.47</b>	<b>0.00</b>	<b>643,360.13</b>
<b>Other</b>					
Conservation/Wetlands	25,602.69	4,030.07	95.00		29,537.76
Conservation By-Law Consulting	276.03	350.00			626.03
Conservation/WPA Consulting	8,107.93	24.65			8,132.58
Penalties/Fines/Restitutions-Town Ctr	607.29				607.29
<b>Total Other</b>	<b>34,593.94</b>	<b>4,404.72</b>	<b>95.00</b>	<b>0.00</b>	<b>38,903.66</b>
<b>Total Revolving / Reserved Funds</b>	<b>1,128,357.72</b>	<b>2,672,055.77</b>	<b>2,569,050.98</b>	<b>0.00</b>	<b>1,231,362.51</b>

TOWN OF BEDFORD						
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE						
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2012						
	Balance 7/1/2011	Revenue	Expenditures	Transfers	Balance 6/30/2012	
<u>Community Preservation</u>						
Community Preservation	4,095,101.67	1,654,895.04	1,510,759.66		4,239,237.05	
<b>Total Community Preservation</b>	4,095,101.67	1,654,895.04	1,510,759.66	0.00	4,239,237.05	
<b>General Government</b>	<b>860,812.10</b>	<b>195,584.21</b>	<b>401,444.18</b>	<b>0.00</b>	<b>654,952.13</b>	
Public Safety	-31,812.87	626,196.67	687,699.63	0.00	-93,315.83	
School	1,394,190.14	4,258,096.35	4,095,245.33	-249,000.00	1,308,041.16	
Library	155,513.79	45,871.63	52,678.89	0.00	148,706.53	
Agency	581.55	670.50	660.50	0.00	591.55	
Facilities	78,580.82	178,354.47	246,279.29	0.00	10,656.00	
Highway / DPW	-180,789.69	462,506.69	359,537.78	0.00	-77,820.78	
Human Services	637,507.62	1,705,558.85	1,611,550.72	0.00	731,515.75	
Other	60,551.75	8,530.20	1,445.00	0.00	67,636.95	
Community Preservation	4,095,101.67	1,654,895.04	1,510,759.66	0.00	4,239,237.05	
<b>Total All Special Revenue</b>	<b>7,070,236.88</b>	<b>9,136,264.61</b>	<b>8,967,300.98</b>	<b>-249,000.00</b>	<b>6,990,200.51</b>	

<b>TOWN OF BEDFORD</b>					
<b>SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE</b>					
<b>CAPITAL PROJECTS - JUNE 30, 2012</b>					
	Balance 7/1/11	Revenue	Expenditures	Transfers/ Other	Balance 6/30/12
A 20/04 Land & Easement	21,051.00				21,051.00
A26-01/07 Fire Rescue Pumper	56.00				56.00
A16-19/10 Fire Mini-Pumper	-218,000.00	218,000.00			0.00
A17-18/11 Ambulance Replacement	-204,139.46	204,000.00		500.00	360.54
A 3 STM 10/97 Davis School	4,141.46				4,141.46
A 6 STM 10/00 Glenn Middle School	1,747.73				1,747.73
A 5/07 HS Renovation	160,199.41		44,047.52		116,151.89
A 8 STM 10/98 Middlesex Tnpr.	4,064.59		9,064.59		-5,000.00
A 14/00 Sidewalk Construction	2,801.25		1,830.87		970.38
A 32/01 Water Main Design	199.62				199.62
A 19/03 Water Main (MWRA)	0.00		2,530.23		-2,530.23
A 18/06 Infiltr/Inflow Reduction	234.23	401.04	203.68		431.59
A12/08 Sewer Infil/Inflow	17.37				17.37
A11/08-01 Water Main Project	-104,186.87	400,000.00	295,813.13		0.00
A11/08-06 Sewer System Expansion	132,312.34		12,544.82		119,767.52
A13/08 Road Resurfacing	-284,808.83	1,300,000.00	982,601.83		32,589.34
A 21/03 DPW Facility	40,365.43		2,842.55		37,522.88
A 22/03 Town Ctr Facility	83,868.43		5,924.60		77,943.83
A17-17/09 Water Standpipe Paint	163,979.15				163,979.15
A17-18/09 Shawsheen Well-Cons	40,834.94		3,293.17		37,541.77
A17-09/09 Water Main Improvement	14,673.54				14,673.54
A18/09 Sewer Infil/Inflow-Impr/Stu	-119.42				-119.42
A16-21/10 North Rd Water Main R	-325,395.56	625,000.00	295,004.26		4,600.18
A17/10 Sewer Infiltr/Inflow work	210,495.67		94,214.75		116,280.92
A17-16/11 Sewer Pump Sta Reha	0.00				0.00
A17-17/11 Water Main Improvement	0.00	550,000.00	368,791.34		181,208.66
A14-16/12 Water Main Improvement	0.00		296,455.75		-296,455.75
<b>Total Capital Projects</b>	<b>-255,607.98</b>	<b>3,297,401.04</b>	<b>2,415,163.09</b>	<b>500.00</b>	<b>627,129.97</b>

<b>TOWN OF BEDFORD</b>					
<b>SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE</b>					
<b>TRUST FUNDS - JUNE 30, 2012</b>					
	<b>Balance 7/1/2011</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Transfers In/Out</b>	<b>Balance 6/30/2012</b>
<b><u>Non Expendable Trust Funds:</u></b>					
<b><u>Health</u></b>					
George & Clara Blinn Cemetery	1,695.43	35.46			1,730.89
Lillian Dutton Memorial	931.97	19.48			951.45
Emma J. Phelps Cemetery	15,300.13	320.02			15,620.15
Shawsheen Cemetery Chapel	18,483.23	386.58			18,869.81
<b>Total Health</b>	36,410.76	761.54	0.00	0.00	37,172.30
<b><u>Human Services</u></b>					
Goodwin Charity	71,430.25	1,803.23	1,813.00		71,420.48
<b>Total Human Services</b>	71,430.25	1,803.23	1,813.00	0.00	71,420.48
<b><u>Library</u></b>					
George & Clara Blinn	9,279.11	55.78			9,334.89
Edwin Brooks	29,173.26	174.32			29,347.58
Sarah Hartwell Bryant	1,252.39	7.53			1,259.92
Kirsten Carr	6,875.57	41.27	18.89		6,897.95
Lawrence Braverman	1,369.07	8.23			1,377.30
Fannie S. Cutler	67,624.96	968.49	1,104.31		67,489.14
Samuel Davis	2,818.21	16.94			2,835.15
Jeremiah Fitch	19,360.19	115.36			19,475.55
Franklin S. Lane	3,183.05	18.90			3,201.95
Lawrence	1,360.58	8.17			1,368.75
E. G. Loomis	2,164.59	13.02			2,177.61
William J. Niles	115,702.63	1,390.11			117,092.74
James Salloway	1,166.20	7.01			1,173.21
Nell Seften Stegmaier	4,302.62	25.85			4,328.47
William C. Britton	31,633.77	186.76	1,126.50		30,694.03
<b>Total Library</b>	297,266.20	3,037.74	2,249.70	0.00	298,054.24
<b><u>School</u></b>					
Ellen A. Boynton	23,528.97	481.24			24,010.21
John Glenn Memorial Scholarship	4,968.98	305.90			5,274.88
Marion E. Hunt Scholarship	9,310.36	194.74			9,505.10
<b>Total School</b>	37,808.31	981.88	0.00	0.00	38,790.19
<b><u>Other</u></b>					
Founders & Patriots	6,306.44	131.90			6,438.34
Hartwell House	74,950.40	1,567.65			76,518.05
<b>Total Other</b>	81,256.84	1,699.55	0.00	0.00	82,956.39
<b>Total Non-Expendable Trust Fund</b>	<b>524,172.36</b>	<b>8,283.94</b>	<b>4,062.70</b>	<b>0.00</b>	<b>528,393.60</b>

<b>TOWN OF BEDFORD</b>					
<b>SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE</b>					
<b>TRUST FUNDS - JUNE 30, 2012</b>					
	<b>Balance 7/1/2011</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Transfers In/Out</b>	<b>Balance 6/30/2012</b>
<b>Expendable Trust Funds:</b>					
<b>Health</b>					
Sale of Lots	760,695.92	60,286.78	25,023.59		795,959.11
Cemetery Improvement	43,880.80	30,617.05	3,945.00		70,552.85
<b>Total Health</b>	804,576.72	90,903.83	28,968.59	0.00	866,511.96
<b>Library</b>					
Wallace Gleason Webber	5,087.22	30.07			5,117.29
Fannie Wood Prescott	286,331.49	4,624.77			290,956.26
General Fund	17,066.43	2,486.30	7,079.49		12,473.24
A.E. Brown-Reprint	2,108.03	62.69			2,170.72
Mansur Estate	22,182.14	133.32			22,315.46
Tirzah J. Sweet	19,515.71	115.67	545.58		19,085.80
<b>Total Library</b>	352,291.02	7,452.82	7,625.07	0.00	352,118.77
<b>School</b>					
Harriet M. Mudge	214,826.60	5,386.13	5,000.00		215,212.73
High School Scholarships	3,832.43	81.31	700.00		3,213.74
<b>Total School</b>	218,659.03	5,467.44	5,700.00	0.00	218,426.47
<b>Other</b>					
Hanscom Area Traffic	1,379.92	28.87			1,408.79
Conservation Fund	50,142.63	1,047.85	49.06		51,141.42
Industrial Area Sewer	11,276.17	235.86			11,512.03
Stabilization Fund	1,697,580.93	26,128.70		-500,000.00	1,223,709.63
Pension Fund	1,371,718.69	33,322.76		-170,888.00	1,234,153.45
Bedford Munic Afford Housing Trust	204,977.35	1,926.37	67.42		206,836.30
BMAHT-Condo Buydown	137,424.90		2,736.00		134,688.90
BMAHT-Village/Bedford Woods Forec	175,446.00				175,446.00
Law Enforcement Trust-State	565.89				565.89
Law Enforcement-DEA	23,091.33	104,507.12	40,532.53		87,065.92
Treasury-Law Enforcement Trust	23,216.15	21,781.29	33,986.93		11,010.51
Post Retirement (Xfer to OPEB)	2,228,909.08			-2,228,909.08	0.00
OPEB Post Empl Benefits Liab Trust	0.00	57,277.35		2,378,909.08	2,436,186.43
Dental Claims Trust Fund	149,451.00	380,076.40	345,100.53		184,426.87
Health Claims Trust Fund	619,538.97	1,128,310.82	1,006,988.51		740,861.28
Bond Premium Stabilization Fund	1,336,381.96	22,422.82		-148,620.00	1,210,184.78
Seniors At Home Fund	2,012.63	42.08			2,054.71
<b>Total Other</b>	8,033,113.60	1,777,108.29	1,429,460.98	-669,508.00	7,711,252.91
<b>Total Expendable Trust Funds</b>	<b>9,408,640.37</b>	<b>1,880,932.38</b>	<b>1,471,754.64</b>	<b>-669,508.00</b>	<b>9,148,310.11</b>
<b>Total All Trust Funds</b>	<b>9,932,812.73</b>	<b>1,889,216.32</b>	<b>1,475,817.34</b>	<b>-669,508.00</b>	<b>9,676,703.71</b>

<b>TOWN OF BEDFORD</b>					
<b>SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE</b>					
<b>TRUST FUNDS - JUNE 30, 2012</b>					
	<b>Balance</b>			<b>Transfers</b>	<b>Balance</b>
	<b>7/1/2011</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>In/Out</b>	<b>6/30/2012</b>
<b>Agency Funds-Performance Bonds</b>					
Freedom Estates LLC	148,300.00				148,300.00
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 Investment	204,940.00				204,940.00
Pine Realty Trust	37,400.00		37,400.00		0.00
Trinity Realty Trust-Thomas Murray	44,915.00		44,915.00		0.00
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 Tru	15,000.00				15,000.00
<b>Total Agency Funds</b>	<b>660,905.99</b>	<b>0.00</b>	<b>82,315.00</b>	<b>0.00</b>	<b>578,590.99</b>
<b>TOTAL--TRUST/AGENCY FUNDS</b>	<b>10,593,718.72</b>	<b>1,889,216.32</b>	<b>1,558,132.34</b>	<b>-669,508.00</b>	<b>10,255,294.70</b>