

2013 Annual Town Report Bedford, Massachusetts

The Reconstruction of the Old Reservoir Dam

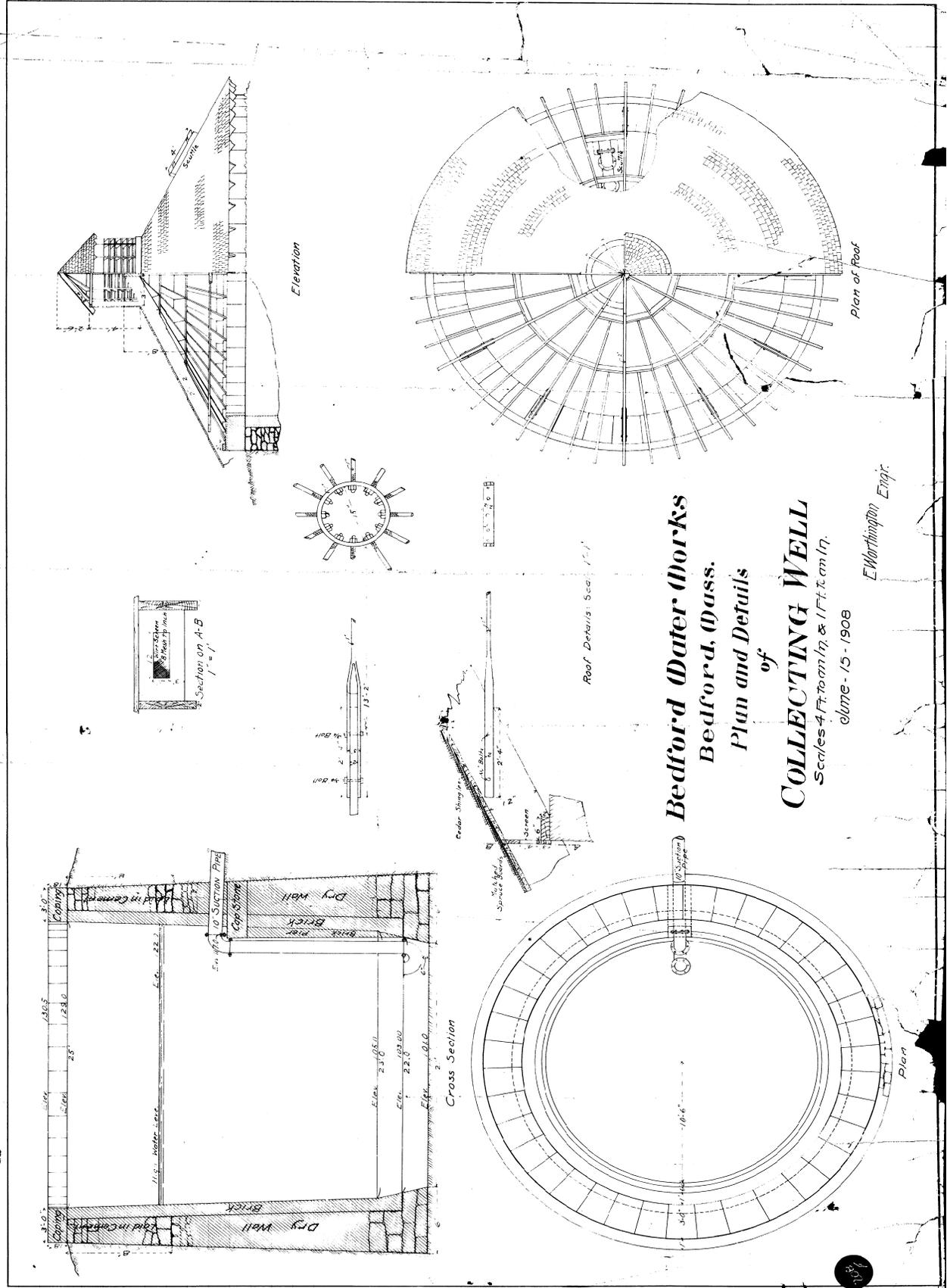
The reconstruction of the Old Reservoir Dam also included restoration of the Ring Well, which was constructed in 1908 as part of the original water distribution system for the Town. Water was drawn from the reservoir to a sand and gravel basin, which filtered the water as it was stored in the collecting well. The well was 25 feet across and approximately 30 feet deep. During the recent construction, the original roof was removed and the well was filled in for safety purposes. A new roof and cupola were installed, following the original design drawings.

A new pedestrian bridge was installed to cross the expanded spillway in an effort to maintain the existing trail network throughout the Old Reservoir property. The spillway is reinforced with stone gabions, which will safely pass the 100-year design storm. The project was completed in June 2013. ■



The Reconstruction of the Old Reservoir Dam





Bedford Water Works
Bedford, Mass.
Plan and Details
of
COLLECTING WELL
Scales 4 Ft. to an In. & 1 Ft. to an In.

Volume - 15 - 1908

E. Worthington Engr.





Bedford, Massachusetts



Location

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

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

History

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

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

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

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

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

Population and Housing

Bedford's 2013 population of 14,020 represents 5,400 households 9,823 voters. In 2011 per capita income was \$48,879. In FY2013 the median value of owner occupied housing was \$518,100. Detailed demographic information is documented by the [Massachusetts Department of Housing and Community Development](#).

Local Town government

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

Business and Community Organizations, News Media

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

Local news is covered in the weekly Bedford Minuteman and on local cable television.

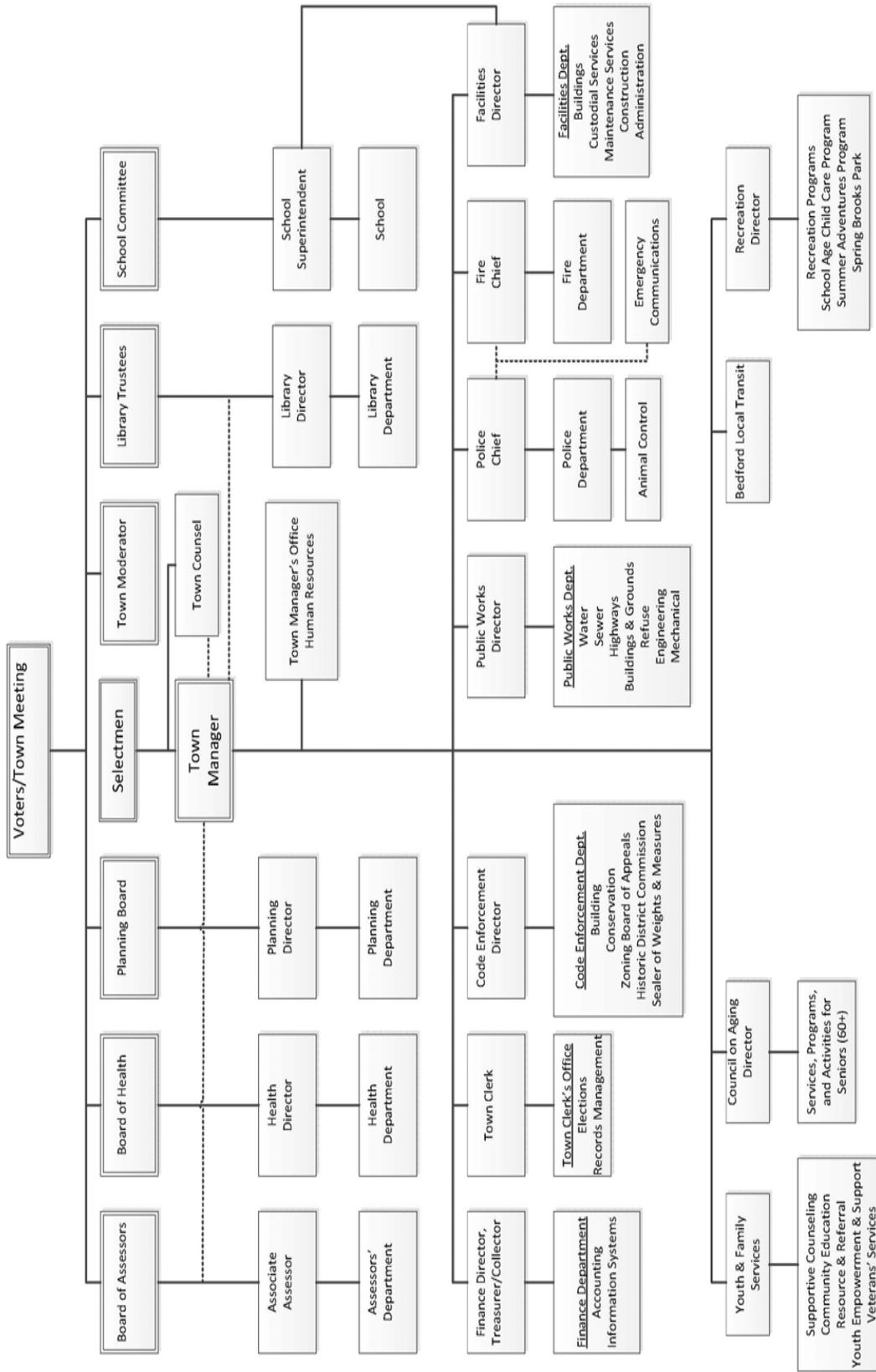
2013 ANNUAL TOWN REPORT

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*Cover designed by Bedford resident Jean Hammond.
Photographs take by Town Engineer Adrienne St. John.*

Town of Bedford Organization Chart



TOWN OF BEDFORD DIRECTORY

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

OUR TOWN

Situation

About 15 miles northwest of Boston
Middlesex County

Population

14,020 (January 1, 2013 census)

Elevation

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

Assessed Valuation for FY13

Total Assessed Value \$2,771,855,371

FY13 Tax Rates

Residential \$15.37
Open Space \$11.55
Comm., Ind., & Personal Property \$33.80

FY13 Water Rates

Water Base Rate Minimum Bill \$17.50
0-2000 cubic feet = \$1.10/100 CF
Over 2,000 cubic feet = \$5.50/100 CF

FY13 Sewer Rates

Sewer Base Rate Minimum Bill \$22.50
0-2000 cubic feet = \$3.20/100 CF

Website

www.bedfordma.gov

Type of Government

Board of Selectmen
Open Town Meeting

Senators in Congress

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

Representative in Congress

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

State Senator

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

Member of Governor's Council

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

Representative in General Court

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



Qualifications for Registration as Voters

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

Dog Licenses

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

Tax Bills

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

Board of Health

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

ELECTED OFFICIALS - July 1, 2012 - June 30, 2013

<p><u>Bedford Housing Authority</u></p> <p>Patricia Ross (resn 6/13) 2014 Lewis Putney 2016 Jane Puffer 2017 Eugene J. Clerkin 2018 William S. Moonan (appt position)</p> <p><u>Board of Assessors</u></p> <p>John Linz 2014 Ronald M. Cordes 2015 Robert B. Murphy 2016</p> <p><u>Board of Health</u></p> <p>Kevin Wormstead 2014 Thomas J. Kinzer III 2014 Anita Raj 2015 Sarah B. Thompson 2015 Beatrice A. Brunkhorst 2016 Amy Faith Lloyd (PB) Margot Fleischman (Sel)</p> <p><u>Moderator</u></p> <p>Betsey J. Anderson 2016</p>	<p><u>Planning Board</u></p> <p>Jonathan Silver (resn 3-13) 2013 Sandra Hackman 2014 Lisa R. Mustapich 2014 Jeffrey M. Cohen 2015 Amy Faith Lloyd (eff 3-13) 2016 Shawn Hanegan 2016</p> <p><u>Regional Voc. School District</u></p> <p>Donald Drouin (resn eff 3-13) 2013 Glenn McIntyre 2015 Deborah Kostas (eff 3-13) 2016</p> <p><u>School Committee</u></p> <p>Anne Bickford (resn 3-13) 2013 Noreen O'Gara (resn 2-13) 2014 Edward Pierce 2014 Ann Guay (eff 6-13) 2014 Abigail Seibert 2015 Michael McAllister (eff 3-13) 2016 Brad Hafer 2016</p>	<p><u>Selectmen</u></p> <p>Catherine Cordes 2013 (resn 3-13) Mark Siegenthaler 2014 Michael Rosenberg 2014 Margot Fleischman 2015 Caroline Fedele (eff 3-13) 2016 William S. Moonan 2016</p> <p><u>Bedford Library Trustees</u></p> <p>Rachel Field 2014 Lynne O'Connor 2014 Michael Pulizzi 2015 Robert L. Batt 2016 Lorrie Dunham 2016 Howard Cohen 2016 Abigail Hafer 2016</p>
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APPOINTED COMMITTEES - July 1, 2012 - June 30, 2013

<p><u>Affirmative Action</u></p> <p>Virginia Spencer (resn 6-13) 2013 Lois Pulliam 2014 Francis Fornaro 2015 Margot Fleischman (Sel)</p> <p><u>Affordable Housing (Merged into BHP 3-13)</u></p> <p>Irma Carter Jane Puffer (BHA) Lisa Mustapich (PB) Alice Sun (AFF HSN) 2013 Michael Rosenberg (Sel)</p> <p><u>Arbor Resources (Ad Hoc)</u></p> <p>Chris Gittins 2014 Melinda C. Dietrich 2014 (eff 6-13) Ruth Robinson Carol Kelly 2014</p>	<p><u>Arbor Resources (cont)</u></p> <p>Jacqueline Edwards 2014 Ralph Hammond 2014 Kenneth Prescott 2014 Michael Rosenberg (Sel) 2014 Dennis Freeman (DPW) 2014 Sandra Hackman (PB)</p> <p><u>Bedford Housing Partnership</u></p> <p>Stephen Boyd 2014 Alice Sun Christina Wilgren 2014 Ellis Kriesberg 2014 Katherine Moskos 2014 Jean Hammond 2015 Irma Carter 2015 Jane Puffer (BHA) 2015 Lisa Mustapich (PB) 2016 Michael Roseberg (Sel) 2016</p>	<p><u>Bicycle Advisory</u></p> <p>Alec Ellsworth 2014 Peter Weichman 2014 Margot Fleischman (Sel) 2014 Terry Gleason 2015 Ralph Hammond 2015 Jan Van Steenwijk (eff 1-13) 2015 Brian O'Donnell 2015 David Enos 2016 Peter Weichman 2016 Amy Faith Lloyd (PB) 2016</p> <p><u>Cable Television Advisory</u></p> <p>Alicia Tillman (eff 10-12) 2014 William Deen (eff 6-13) 2015 James Shea 2014 Scott Counsell (eff 10-12) 2015 Charles French (resn 10-12) 2015 Jeffrey Whiteley (eff 10-12) 2015 (res 4-13) Amy Faith Lloyd (PB) 2015 Margot Fleischman (Sel) 2015</p>
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APPOINTED COMMITTEES

<p><u>Capital Expenditure</u></p> <p>Michelle Matteo (resn 10-12) 2013</p> <p>Jean-Marc Slak 2014</p> <p>Mary-Ellen Carter 2014</p> <p>Abbie Seibert (Sch) 2014</p> <p>Brian DeVellis (resn 6-13) 2015</p> <p>James O'Neil 2015</p> <p>Brian E. Bartkus (eff 2-13) 2016</p> <p>Jon O'Connor 2016</p> <p>Barbara Perry (Fincom)</p> <p>Abigail Siebert (Sch)</p> <p>William Moonan (Sel)</p> <p><u>Community Preservation</u></p> <p>Margot Fleischman (Sel) (eff 5/13) 2012</p> <p>Catherine Cordes (Sel) (term exp 3-12) 2013</p> <p>Donald Corey (HPC) 2013</p> <p>Andreas Uthoff (CC) 2013</p> <p>Robin Steele (Rec) 2014</p> <p>Christina Wilgren (BHP) 2014</p> <p>Angelo Colao (resn 4/13) 2014</p> <p>Eugene Clerkin (HA) 2015</p> <p>Vito LaMura @ Ig 2015</p> <p>Shawn Hanegan (PB) 2015 (eff 5-12)</p> <p><u>Conservation Commission</u></p> <p>Andreas Uthoff 2014</p> <p>Arthur Black Smith (resn 5-1-13) 2014</p> <p>Allan Wirth 2015</p> <p>Tim Gray 2015</p> <p>Steve Hagan 2015</p> <p>John Willson 2016</p> <p>Lori Eggert 2016</p> <p>Mark Siegenthaler (Sel)</p> <p><u>Constables</u></p> <p>Sheila Howard 2013</p> <p>Lewis Putney 2013</p> <p>Anthony J. Saia 2013</p>	<p><u>Council on Aging</u></p> <p>Cynthia Rider (dec'd 7-12) 2013</p> <p>John Gerdes 2014</p> <p>Armand Malo 2014</p> <p>Rosemary Dyer 2014</p> <p>Mary Pine 2015</p> <p>Arthur E. Walsh 2015</p> <p>Pauline Salter 2015</p> <p>Luigi DiNapoli (eff 6/12) 2016</p> <p>Roberta Ennis 2016</p> <p>Sandra Hackman (PB)</p> <p>William Moonan (Sel)</p> <p><u>Cultural Council</u></p> <p>Jane Franklin (resn 6-13)</p> <p>Cheryl Blalock-Harris (resn 6-13)</p> <p>Mary Johannessen 2013</p> <p>Barbara Purchia 2013</p> <p>Tim Garland 2014</p> <p>Linda Connelly 2014</p> <p>Virginia Parker 2014</p> <p>Kenneth Gordon 2014 (resn 6-6-13)</p> <p>George Epple 2015</p> <p>Breena R. Daniell 2015</p> <p>Margot Fleischman (Sel) 2015 2016</p> <p><u>Depot Advisory Committee (Ad Hoc)</u></p> <p>John Peterson @Ig (resn 6-13)</p> <p>James Shea (Fr Depot Park)</p> <p>Joseph Piantedosi @ Ig 2013</p> <p>Richard Warrington 2014 (Staff-ret'd 6-13))</p> <p>Roy E. Sorenson 2014 (Staff eff 7-1-13)</p> <p>Richard T. Reed (Staff)</p> <p>William Moonan (Sel)</p> <p><u>Energy Task Force (Ad Hoc)</u></p> <p>Robert Kalantari (eff 6-13) 2014</p> <p>Abigail Hafer</p> <p>Andreas Uthoff 2014</p> <p>Brenda Kelly 2014</p>	<p><u>Energy Task Force cont.</u></p> <p>Carolyn Sarno 2014</p> <p>Suzy Enos 2014</p> <p>Walter J. St. Onge III 2014 (res 6-13)</p> <p>Margot Fleischman (Sel) 2014</p> <p>Richard Jones (Fac Dir) 2014</p> <p>Amy Faith Lloyd (PB) 2014</p> <p><u>Fair Housing (merged into BHP 3-13)</u></p> <p>Stephen Boyd</p> <p>Alice Sun</p> <p>Jane Puffer (BHA) 2014</p> <p>Lisa Mustapich (PB) 2015</p> <p>Michael Rosenberg (Sel)</p> <p><u>Finance Committee</u></p> <p>Meredith McCulloch 2013 (resn 6-13)</p> <p>Thomas Busa 2013</p> <p>Benjamin Thomas 2013</p> <p>Peter Bentley 2013</p> <p>Stephen D. Steele 2014</p> <p>Richard Bowen 2014</p> <p>Michael Seibert 2014</p> <p>Robert Kenney 2015</p> <p>Barbara Perry 2015</p> <p>Stephen C. Carluccio 2015</p> <p><u>Fiscal Planning</u></p> <p>Jean-Marc Slak (CEC) 2013</p> <p>Bruce Murphy (Assessor) 2013</p> <p>Thomas Kinzer (BOH) 2013</p> <p>Richard Bowen (Fincom) 2013</p> <p>Stephen Steele (Fincom) 2013</p> <p>Howard Cohen (Lib) 2013</p> <p>Anne E. Bickford (Sch Cm) 2013</p> <p>Noreen O'Gara (Sch Cm) 2013</p> <p>William Moonan (Sel) 2013</p> <p>Catherine Cordes (Sel) 2013 (resn 3-13)</p> <p>Jonathan Sills (Sch Supt) 2013</p> <p>David Coelho (Sch Bus) 2013</p> <p>Richard T. Reed (TM) 2013</p> <p>Victor Garofalo (Fin Dir) 2013</p>
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APPOINTED COMMITTEES

<p><u>Historic District Commission</u></p> <p><i>Full Members</i></p> <p>Alan Long 2013</p> <p>Carol Carlson 2013</p> <p>Kevin Latady (resn 6-13) 2013</p> <p>William Moonan 2014</p> <p>Karen Kalil Brown 2015</p> <p><i>Associate Members</i></p> <p>Lorraine Dunham 2013</p> <p>William Moonan (Sel)</p> <p>Jeffrey Cohen (PB)</p>	<p><u>Outdoor Recreation Area Study Committee (Ad Hoc) (resn 6-13)</u></p> <p>Brian Bartkus 2013</p> <p>Tara Capobianco 2013</p> <p>Elizabeth Cowles 2013</p> <p>James Harrington 2013</p> <p>Michael Hayes 2013</p> <p>James Lespasio 2013</p> <p>David E. Powell 2013</p> <p>David Sukoff 2013</p> <p>Ronald Taylor 2013</p>	<p><u>Sign Bylaw (Ad Hoc)</u></p> <p>Ralph Zazula (resn 6-13) 2013</p> <p>Kevin Latady (resn 6-13) 2013</p> <p>Jeffrey Cohen 2014</p> <p>Lisa Mustapich 2014</p> <p>Karen Kenney 2014</p> <p>Mark Siegenthaler (Sel)</p>
<p><u>Historic Preservation Commission</u></p> <p>Arthur Ellis 2014</p> <p>Rose Pappert 2014</p> <p>Lorrie Dunham 2014</p> <p>Richard LeSchack (eff 6-13) 2014</p> <p>Daniel Silverman (eff 1-13) 2015</p> <p>Robert Slechta (dec'd 12-12) 2015</p> <p>Sharon McDonald (eff 1-13) 2015</p> <p>Donald Corey 2016</p> <p>Gaye Carpenter 2016</p> <p>Mark Siegenthaler (Sel)</p>	<p><u>Patriotic Holiday (Ad Hoc)</u></p> <p>Frederick Gordon (Vet Agent) (dec'd 8-12) 2013</p> <p>Oscar S. DePriest III 2014</p> <p>Joseph Piantedosi 2014</p> <p>Paul Purchia 2014</p> <p>Sebastien Marcus 2014</p> <p>Vincent Fay Jr. 2014</p> <p>John Monahan 2014</p> <p>Gerald Hartmann 2014</p> <p>Roberta Ennis (eff 7-12) 2014</p> <p>James Corcoran (HAFB) 2014</p> <p>Michael Rosenberg (Sel)</p>	<p><u>Trails Committee (Ad Hoc)</u></p> <p>Tim Gray (resn 6-13) 2013</p> <p>Arthur Black Smith (res 6-13) 2013</p> <p>Daniel Hurwitz 2014</p> <p>Harold Ward 2014</p> <p>Mark Levine 2014</p> <p>Ralph Hammond 2014</p> <p>Paul Marcus 2014</p> <p>Michael Barbehenn 2014</p> <p>James Weissman (eff 6-13) 2014</p> <p>Adrienne St. John (DPW)</p>
<p><u>Land Acquisition (Ad Hoc)</u></p> <p>Randi Currier (resn 6-13) 2013</p> <p>Walter J. St. Onge III (res 3-12) 2013</p> <p>Catherine Cordes (res 3-13) 2013</p> <p>Marguerite Debbie 2014</p> <p>Caroline Fedele (eff 6-13) 2016</p> <p>William Speciale 2016</p> <p>Andreas Uthoff 2016</p> <p>Thomas Mulligan 2016</p>	<p><u>Petitioners Advisory</u></p> <p>Patricia Leiby 2014</p> <p>Joanna Nickerson 2014</p> <p>Val Asbedian 2014</p>	<p><u>Transportation Advisory (Ad Hoc)</u></p> <p>Brian O'Donnell 2014</p> <p>Ralph Hammond 2014</p> <p>Robert M. Dorer 2014</p> <p>Jacinda Barbehenn (eff 9-12) 2014</p> <p>Shawn Hanegan (PB) 2014</p> <p>AnnaLisa Madison (eff 11-12) 2014</p> <p>Margot Fleischman (Sel) 2014</p>
<p><u>Municipal Affordable Housing Trust</u></p> <p>Alice Sun 2014</p> <p>Christina Wilgren 2014</p> <p>Irma Carter 2014</p> <p>Lisa Mustapich 2014</p> <p>Michael Roseberg (Sel) 2014</p> <p>Mark Siegenthaler (Sel) 2014</p> <p>Richard T. Reed (TM)</p>	<p><u>Recreation Commission</u></p> <p>Michael O'Shaughnessy 2014</p> <p>Caroline Fedele (res 3/13) 2014</p> <p>Thomas Mulligan 2015</p> <p>Robin Steele 2016</p> <p>Ron Richter 2016</p> <p>Jeffrey Cohen (PB)</p> <p>Michael Rosenberg (Sel)</p>	<p><u>Volunteer Coordinating</u></p> <p>Carol Amick 2014</p> <p>Joseph Piantedosi 2015</p> <p>Patricia Carluccio 2016</p> <p>Caroline Fedele (Sel)</p>
	<p><u>Registrars of Voters</u></p> <p>Doreen Tremblay (Town Clerk)</p> <p>Anita Feld 2014</p> <p>J.W. Martin 2015</p> <p>Diane Cameron 2016</p>	<p><u>Wilson Mill Park Planning (Ad Hoc)</u></p> <p>Dorothy Africa 2014</p> <p>Janice Weichman 2014</p> <p>Philippe Kelty 2014</p> <p>Thomas Pinney 2014</p> <p>Robert Slechta (dec'd 12-12) 2013</p> <p>Brian E. Bartkus 2013</p> <p>(appt 10-12) (res 2-13)</p> <p>Richard Warrington (Staff ret'd 6-13)</p> <p>Michael Rosenberg (Sel)</p>

APPOINTED COMMITTEES

<u>Youth and Family Services</u>	<u>Election Officers (cont.)</u>	<u>Hanscom Field Advisory Committee</u>
Sheryl Barkan (resn 6-13) 2013	Emidio L. DiClemente	Michael Rosenberg 2014
Catherine Cordes (Sel) (resn 3-13) 2013	Cynthia M. Donahue	Mark Siegenthaler 2014
Kristin Philipson 2014	Peter Donahue	
Noreen O'Gara (Sch Com) (resn 2-13) 2014	Rosemary M. Dyer	<u>HATS</u>
Ann Guay (Sch Com) (eff 6-13) 2014	Toni N. Engley	John Willson (eff 6-13) 2014
Alison Malkin 2015	Michele D. Ferland	Lisa Mustapich 2014
Thomas Pinney 2015	Nancy Forrest	Michael Rosenberg (Sel) 2014
Caroline Fedele (eff 3-13) 2016	Joan-Marie L. Freni	
Kevin Wormstead (BOH) 2016	Jane Gallagher-Reid	<u>Metropolitan Area Planning Council</u>
Jeff Wardwell (Police)	Ruth S. Greenberg	Sandra Hackman 2016
	Eileen L. Hansen	Margot Fleischman (Sel) 2016
	Carolyn Hardy	
<u>Zoning Board of Appeals</u>	Jean M. Harrison	
<i>Full Members</i>	Charles F Huxsaw	<u>MBTA District Representative</u>
Brian Gildea (resn 6-13) 2013	Kathryn E. Jarvis	Mark Siegenthaler 2014
Jeffrey Cohen 2014	Mercedes A. Kane	
Jeffrey Dearing 2014	Joy A. Kenen	<u>Town Manager</u>
Kenneth Gordon 2015	James R. Kohm	Richard T. Reed
Angelo Colasante 2016	Barbara Kupfrian	
<i>Associate Members</i>	Dorothea LaLiberte	<u>Assistant Town Manager</u>
Stephen Henning (resn 6-13) 2013	Deborah L Larsen	Jessica Porter
Todd Crowley 2014	Joan B. Larsen	
Carol Amick 2015	Muriel P. Leary	<u>Town Counsel</u>
Donald Drouin (eff 6-13) 2016	Richard E. Leary	Robert S. Mangiaratti 2014
Margot Fleischman (Sel)	Patricia N. Leiby	
	A. Richard LeSchack	<u>Town Historian</u>
	Robert A. McClatchey	John Dodge 2015
	William D. Miller	
<u>Eastern Middlesex Mosquito Control Commission</u>	Gloria B. Moll	<u>Tree Warden</u>
John Zupkus	Phyllis S. Ohanian	Richard Warrington (ret'd 6-13)
	Barbara C. O'Neil	
	Constance C. Pespisa	<u>Veteran's Grave's Officer</u>
	Emily M. Pruyon	Paul Purchia 2013
	Kenneth T. Pruyon	
<u>Election Officers to 9/1/13</u>	Anita Raffa	<u>Veteran's Officer</u>
Lucille C. Bean	Charles W. Rosenberg	Frederick Gordon (dec'd 8-12)
Melvin H. Blitz	Elizabeth A. Salzer	William Linnehan (eff 3-13) 2013
Sandra D. Blitz	Janet Schimelfenyg	
Ann M Buxton	Rita A. Sullivan	
J. Raymond Buxton	Lenore Ann Teske	<u>SuAsCo River Stewardship Council</u>
Lois Chase	Barbara Ann Tynan	Joseph Piantedosi (unspec)
John G. Clark	Roberta F. Vernon	Ralph Hammond
G. Kenneth Clayton	Lee E. Vorderer	
Marion Connarton		<u>Hazardous Waste Coordinator</u>
Carol M. Connors		Heidi Porter
Nancy Daugherty		

SELECTMEN

William Moonan, *Chair*

PURPOSE

The Selectmen are the chief executive body of Bedford's Town government. They oversee all municipal departments and offices that serve under the leadership of Town Manager Richard Reed. These include Bedford Local Transit, Code Enforcement, Council on Aging, Facilities (shared management with the School Department), Finance, Fire, Police, Public Works, Recreation, Town Clerk, and Youth & Family Services. These departments and offices are staffed by 142 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.)

FY13 HIGHLIGHTS

Awards and Recognition

On Bedford Day in September 2012, the Town held a dedication ceremony to unveil a Chaim Gross sculpture of a dancing woman and child donated by the Wade family. The site, prepared by the Department of Public Works to include park benches and a bronze commemorative plaque, is located near the Town Hall playground and offers a quiet respite to passers-by.

In FY13, Bedford once again achieved designation as one of the "100 Best Communities for Young People." This was the fifth consecutive year that Bedford earned this designation, and a small cash award accompanying the prize is funding Friday night programs for middle school students at the youth center.

Personnel Changes

Department of Public Works Director Richard Warrington retired in May, 2013 after 27 years of service to the Town. Among his activities during that period, Mr. Warrington worked to

develop a long-term solution to Bedford's water supply; directed The Great Road Improvement Project; completed installation of the sanitary sewer system for the entire Town; significantly expanded the Town's sidewalk system; and oversaw the construction of Depot Park, the original Town Center Playground, the new Town Hall and the new Public Works Facility. All of these projects were accomplished while directing the daily activities of the Department of Public Works. His legacy, for which we are grateful, is leaving the town with a far better infrastructure than the one he found.

As a result of his retirement, an intensive search was conducted for a new director, and Roy Sorenson was selected from many candidates. Roy began work in July, 2013 after servicing the Nashua, New Hampshire Department of Public Works. He has begun the difficult task of learning the status of all the projects that are in progress in Bedford and planning for the future. The Town looks forward to being the beneficiary of his talent and experience.

Further changes were planned to the Department of Public Works. In an attempt to address concerns related to the quality and upkeep of the natural grass playing fields in Town, an additional grounds division worker was approved at the 2013 Annual Town Meeting in the FY14 operating budget to augment the effort to upgrade and maintain the fields in order to provide safe and attractive venues.

Bedford's Veterans Agent, Fred Gordon, passed away in August, 2012, having served the Town's veterans for four years. Beyond the comfort and advice he gave to Bedford veterans, he was an active member of the Patriotic Holiday Committee and an important contributor to the Town's commemorations on Memorial and Veterans Day. His services will be missed.

SELECTMEN

Bedford has taken advantage of a unique opportunity to fill the void created by Mr. Gordon's departure by working with the Town of Lexington to jointly utilize the services of two Veterans Agent. The agents will be an employee of Lexington, but will have scheduled office hours in Bedford for which the Town will reimburse Lexington.

Changes in Town Officers

Selectman Catherine Cordes did not seek re-election after four successive terms in office. Caroline Fedele was elected to the open seat, joining Margot Fleischman, William Moonan, Mike Rosenberg, and Mark Siegenthaler. We thank Ms. Cordes for her insight, wisdom, and community spirit. This was exemplified, not only by her service as a Selectman for 12 years, but also by her knowledgeable contributions to the Community Preservation Committee and as a member of the Finance Committee and Capital Expenditure Committee. Her years of volunteer service to the Town, to date, total 21.

Water Main Improvement Program

During recent summers, regular testing of Bedford's water supply found total coliform in a variety of areas of Town. While total coliform readings did not mean that the water was unsafe to drink, it indicated that the conditions were present that could lead to the growth of harmful bacteria. To address this problem, the Town flushed water in areas experiencing positive readings for total coliform and requested that the MWRA mobile disinfection unit be deployed to the Town. More importantly, Bedford began relining the century-old cast iron water main, which lies under The Great Road, from the Lexington line to Wilson Park. Bedford also installed mixing systems in the Town's standpipes at Pine Hill and Crosby Drive. While these changes will dramatically reduce the potential for coliform readings, the Town will continue to monitor water quality as required by State law and address any other problem areas that may come to light.

Capital Asset Management Program

The Town began implementing a capital asset management program, utilizing a licensed online program. Managers in all departments responsible for the Town's assets were trained in the use of the software and jointly established the criteria by which the need to purchase new assets would be judged. The departments then began the laborious process of inputting all the detail for existing assets, which comprised everything from the original purchase date, cost, and life expectancy to which criteria applied. This information has already highlighted the large expense and continued need to replenish capital and will be a valuable guide to the Town in planning its future capital requirements.

Athletic Fields

The Outdoor Recreation Area Study Committee (ORASC) presented its final report during FY13. It assembled a comprehensive inventory of current playing fields and analyzed demand levels by season and sport. Comparisons were made to other municipalities in the area. ORASC recommended that Sabourin Field, the High School football field, be converted to artificial turf and that a new set of artificial turf fields be developed at 9 Mudge Way/7 Liljegren Way. It was further recommended that the remaining athletic fields be more fully maintained using best practices as outlined in the report.

The Special Town Meeting in November, 2012 voted funds to install an artificial turf playing surface at Sabourin Field and work began in late spring of 2013. It is anticipated that many school teams will be able to use this all-weather surface year around, thus reducing the wear and tear on the natural grass fields. The Selectmen, noting the many demands on the Town's finances, voted to use natural grass for the planned new fields at 9 Mudge Way/7 Liljegren Way and supported the hiring of an additional grounds division employee as described above.

SELECTMEN

Sign Bylaw Review Committee

The ad hoc Sign Bylaw Review Committee reported to the Town at the Annual Town Meeting in 2013. As a result of its efforts, new bylaws were approved at that time. The committee felt additional changes were needed, and planned to offer those at the Special Town Meeting in November, 2013, before the committee's dissolution.

At the request of the Bedford Chamber of Commerce, the Selectmen discussed in June an exception to the existing sign bylaws that would allow local businesses to place free-standing, "sandwich-board", signs outside their stores to promote their services and wares. This was to be an experiment, commencing in July, 2013 to help the Sign Bylaw Committee evaluate the appropriateness of recommending a bylaw to allow such signs in the future.

Energy Management

In July, 2012, after several months of discussions, the Town entered into a Shared Energy Manager Agreement with the Town of Arlington. This person would devote one third of their time (one day a week) to alleviate some of the work associated with the Green Communities Program. In particular, this person would seek out and apply for grants, and assist the Town in the possible future re-adoption of the Stretch Code. This position was filled during FY13.

Technologic Improvements

During FY13, the Town implemented a new website that provides easier navigation for those who access the site. It has the added benefit of being designed to allow designated people in each Town department to modify the content of their department's site as circumstances require, thus reducing demands on IT personnel time.

As part of the installation of the new website, the Selectmen arranged to have e-mail addresses created so that concerned citizens

can contact any one Selectman, or all Selectmen as a group, at their convenience and with minimum effort on their part.

During the year, the Selectmen signed a contract to install the wiring, cameras, and microphones necessary for local television coverage of Selectmen's meetings. The ability to do so will also be available to any committee that meets in the Selectmen's room. It is anticipated that television coverage by Bedford Community Access Television (BCAT) will begin in early 2014

All of these improvements have been made by the Selectmen to make government more accessible to Bedford's citizens and to improve the transparency of Town government operations.

Historic Preservation

The Town accepted a Historic Preservation Restriction on the exterior of a ca. 1732 house which will protect this valuable historic asset in perpetuity. The house, which belonged to Lawrence and Mina Kimball, was bequeathed to the Bedford Historical Society upon their death. The Society spent three years, working with the Massachusetts Historical Commission, to sheppard an application through the National Park Service to get the house listed on the National Register of Historic Places. It is only the 8th house of 16 homes in Bedford that pre-date 1750 to be so listed.

The rebuilding of the Wilson Mill Dam, the site of the oldest industry in Bedford, was completed and the adjacent park was dedicated. Former Selectman Gordon Feldman was honored for championing this project, as was Mimi Adler for her interest in establishing such a park. Commemorative plaques in their honor have been placed on the dam and a park bench.

Also initiated during FY13 was the restoration of the old reservoir and one of the Town's

SELECTMEN

original ring wells. These sites are part of Bedford's historic water supply system, and, while slightly off the main roads of Town, will offer a beautiful addition to the view from the Town's trail system.

Other

Superstorm "Sandy" had its effect on Bedford. Many trees were blown down and power was lost in several areas of Bedford. The Town Manager and Town Departments worked long hours to resolve power outage issues with NStar and to clear roads of fallen trees and branches. It was frustrating not to be able to expedite NStar's activities on behalf of Town citizens, but by the end of the last week of October, the Town was back to normal for the most part. The Town Departments' response to emergency conditions was well coordinated

and appreciated.

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

The Town's official website and Facebook Page can be accessed at: www.bedfordma.gov and <http://www.facebook.com/BedfordMA>, respectfully. We encourage all citizens to visit these sites, and to send questions or concerns to the Selectmen by selecting one, or all, names at the bottom of the Selectmen's page of the Town website to create an e-mail message.



New Turf Athletic Field at Bedford High School

FINANCIAL SERVICES

BOARD OF ASSESSORS

John C. Linz, *Chair*

PURPOSE

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

- Maintain legal, physical, and sales data for each property and continuously verify and update the property records to maintain the integrity of the data.
- Verify all property sales to identify the conditions of the sale and the characteristics of the property at the time of the sale, and analyze the sales data to quantify market trends.
- Discover and analyze such local and regional economic data as the cost of land acquisition, development, and construction, as well as the prevailing commercial/industrial market rents, vacancy rates, and landlord/tenant expenses.
- Monitor all building permits, subdivisions, condominium conversions, and zoning changes.
- Conduct a cyclical reinspection program to ensure that each property is periodically reinspected so that data quality is constantly monitored and maintained.
- Maintain accurate tax maps and coordinate their digital integration with the parcel-based data.
- Inventory and value all items of taxable personal property within the town.

- Implement effective mass appraisal methodologies to determine property value and apply the methodologies consistently and uniformly throughout the town.

The legislature allows communities to set multiple tax rates through the process of 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 2013 tax rates were \$15.37 per thousand dollars of assessed value for residential property, \$11.55 for open space, and \$33.80 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 2013, 122 real and personal property abatement applications were filed and acted upon by the assessors. The assessors are responsible for granting personal exemptions and CPA surcharge exemptions. The Assessing Department also administers the motor vehicle excise tax, a significant source of revenue for the Town.

EMPLOYEE STATISTICS

Full-time employees: 3

Part-time employees: 1

FY13 HIGHLIGHTS

Dedicated and competent office staff makes the functioning of the Assessing Department

∞ FINANCIAL SERVICES ∞

possible on a daily basis. Staff include Mary Morris, who brings over 30 years assessing experience, Susan Macaluso, who joined the staff in September 2012 as the Assistant Assessor and Cheryl Draper, who joined in March of 2013. Susan and Cheryl have been valuable assets to the team.

Fiscal 2013 Data:

Valuation:

Real Estate	\$2,685,650,051.00
Personal Property	\$86,205,320.00
Total Valuation:	\$2,771,855,371.00
Tax Levy:	\$53,537,627.30

Betterments and Liens Added to Taxes:

Sewer with committed interest:	\$2,367.42
Water Liens:	\$110,158.69
Sewer Liens:	\$146,483.00

Total Betterments and Liens:	\$259,009.11
Motor Vehicle Excise Committed:	\$ 2,914,601.88

Total FY 2013 Taxes \$56,711,238.29

FY14 PROJECTIONS

Fiscal Year 2014 is an interim year for the Assessing Department with the Massachusetts Department of Revenue (DOR). The Assessing Department will continue to conduct a detailed analysis of the data quality and methodologies used in order to ensure that values in the Town have been assigned fairly and equitably. The Assessing Department will continue with ongoing inspections of all real estate and personal property accounts, administration of real estate tax exemptions and motor vehicle abatements, and general service to the public for all assessment-related matters.

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.
- 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.

FINANCIAL SERVICES

- 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

Full-Time: 9

Part-Time: 1

FY13 HIGHLIGHTS

For the ninth 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, 2012.

Standard & Poor's affirmed our AAA rating, first received in 2006. This rating is the absolute highest available and is 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 2005, saving the Town approximately \$601,000 in debt cost over the next 11 years.

On an ongoing basis, throughout fiscal year 2013, 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 FY13 activities and accomplishments included:

- Continued refinement of all Governmental Accounting Standard Board (GASB) and Department of Revenue (DOR) financial

reporting requirements, as well as the automation of many processes.

- Conducted a municipal bond sale.
- Implemented new online billing service for municipal bills.
- Refinement of all the financial forecasting and modeling tools.
- Upgrade our Miscellaneous Billing Enterprise billing module.
- We have one of the best commitment-to-collection ratios of real estate and personal property taxes of any community in Massachusetts by continuing to follow its internal collection procedures. Collections are at 99.9%.
- FY2013 Town Audit found the Town Financials are in full compliance.
- Closed books on a timely basis and Town audit and free cash certified on a timely basis.

Technology Matters

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

FY14 PROJECTIONS

During FY14, the work plan and initiatives of the department include:

- Apply for consideration for another CAFR

FINANCIAL SERVICES

award, for the fiscal year ended June 30, 2013.

- Continuing the enhancement of the operating budget process per directive of the Town Manager.
- Upgrade Town Payroll and Utility Billing System.
- 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 FY15 forward.
- Conduct bond sales as necessary and constant updating of debt capacity schedules.
- Implement new paperless billing system
- Monitor the GIC health insurance plan

Technology Matters

- Monitor new Town website software.
- Promote new training software for Town users.
- Continue security audit of Town IT systems.
- With Town Clerk, implement a document management system.
- Install new email archiving system.
- Setup a redundant firewall and alternate Internet provider for continuity of service.
- Investigate/create an Information Systems Advisory Committee.
- Assist with Public Works video monitoring projects.
- Configure new help desk software to monitor level of service.

 **FINANCIAL SERVICES** 

Certified Public Accountants

SULLIVAN, ROGERS & COMPANY, LLC
Corporate Place I, Suite 204 • 99 South Bedford Street
Burlington, Massachusetts 01803
P • 781-229-5600 F • 781-229-5610 www.sullivan-rogers.com

Independent Auditors' Report

To the Honorable Selectmen
Town of Bedford, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bedford, Massachusetts, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town of Bedford, Massachusetts' basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

 **FINANCIAL SERVICES** *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bedford, Massachusetts, as of June 30, 2013 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Other Matters**Required Supplementary Information*

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

Other Information

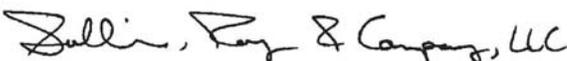
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Bedford, Massachusetts' basic financial statements. The introductory section, combining statements and statistical section are presented for purposes of additional analysis and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

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

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 25, 2013 on our consideration of the Town of Bedford, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Bedford, Massachusetts' internal control over financial reporting and compliance.



November 25, 2013

 **FINANCIAL SERVICES** 



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Town of Bedford
Massachusetts**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2012

Executive Director/CEO

FINANCIAL SERVICES

Collections and Unpaid Balances June 30, 2013

Uncollected 6/30/2012	Commitments & Adjustments	Abatements & Adjustments	Adjusted Collectable	Transfer to Tax Title/Deferral	Collections	Refunds	Uncollected 6/30/2013
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Real Property

Real Estate	FY13	0	50,648,858	(259,072.00)	50,389,786.00	(12,735.00)	(49,863,894.00)	49,443	562,600
	FY12	535,075	0	(125,291.32)	409,783.68	(18,407.85)	(513,276.74)	124,696	2,795

Personal Property	FY13	0	2,919,376	(16,730.00)	2,902,646.00	0.00	(2,863,090.00)	7,777	47,333
	FY12	33,813	0	(10,958.00)	22,854.96	0.00	(21,081.00)	0	1,774
	FY11	1,574	0	(996.58)	577.77	0.00	(214.06)	0	364
Prior Years	FY10	428	0	(64.92)	363.06	0.00	(81.70)	0	281

Motor Vehicle	FY13	0	1,698,797	(56,401.00)	1,642,396.00	0.00	(1,478,305.00)	11,472	175,563
	FY12	93,042	184,805	(34,538.00)	243,309.00	0.00	(231,131.00)	19,031	31,209
	FY11	25,791	0	(2,338.00)	23,452.90	0.00	(9,973.00)	1,481	14,961
	FY10	12,447	0	(80.84)	12,365.95	0.00	(1,178.00)		11,188
Prior Years Motor Vehicle		57,113	0	0.00	57,113.00	0.00	(641.00)	0	56,472

Total		759,283	55,451,836	(506,470.66)	55,704,648.32	(31,142.85)	(54,982,865.50)	213,900	904,540
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FY12

Apport Sewer Added to Tax		0	1,625	0.00	1,625.00	0.00	(1,625.00)	0	0
Sewer Comm Interest		0	742	0.00	742.00	0.00	(742.00)	0	0
Water Lien Added to Tax		0	110,159	(13,615.82)	96,543.18	0.00	(85,079.00)	3,080	14,544
Sewer Lien Added to Tax		0	146,483	(21,195.77)	125,287.23	0.00	(105,089.32)	0	20,198

FY11

Apport Sewer Added to Tax		0	0	0.00	0.00	0.00	0.00	0	0
Sewer Comm Interest		0	0	0.00	0.00	0.00	0.00	0	0
Water Lien Added to Tax		4,338	0	(534.40)	3,803.87	(3,552.77)	(695.10)	695	251
Sewer Lien Added to Tax		18,477	0	(1,298.00)	17,178.90	(698.71)	(17,419.00)	1,298	359

Total		22,815	259,009	(36,643.99)	245,180.18	(4,251.48)	(210,649.42)	5,073	35,352
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Water/Sewer Rates

Water/Sewer Liens

Water		337,368	2,839,458	(111,198.00)	3,065,628.00	(75,110.00)	(2,680,764.00)	69,273	379,027
Sewer		601,110	3,995,669	(136,174.89)	4,460,604.11	(130,885.00)	(3,801,018.00)	54,619	583,320
Total		938,478	6,835,127	(247,372.89)	7,526,232.11	(205,995.00)	(6,481,782.00)	123,892	962,347

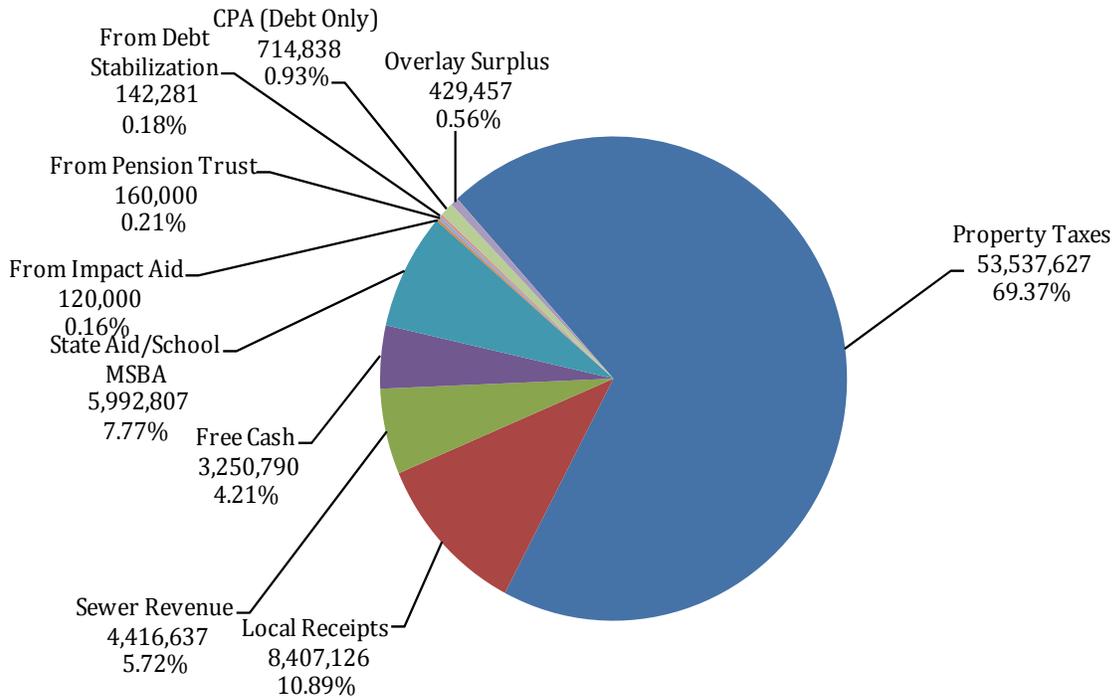
FINANCIAL SERVICES

FY2013 Revenues/Appropriations as Recommended at ATM/STM

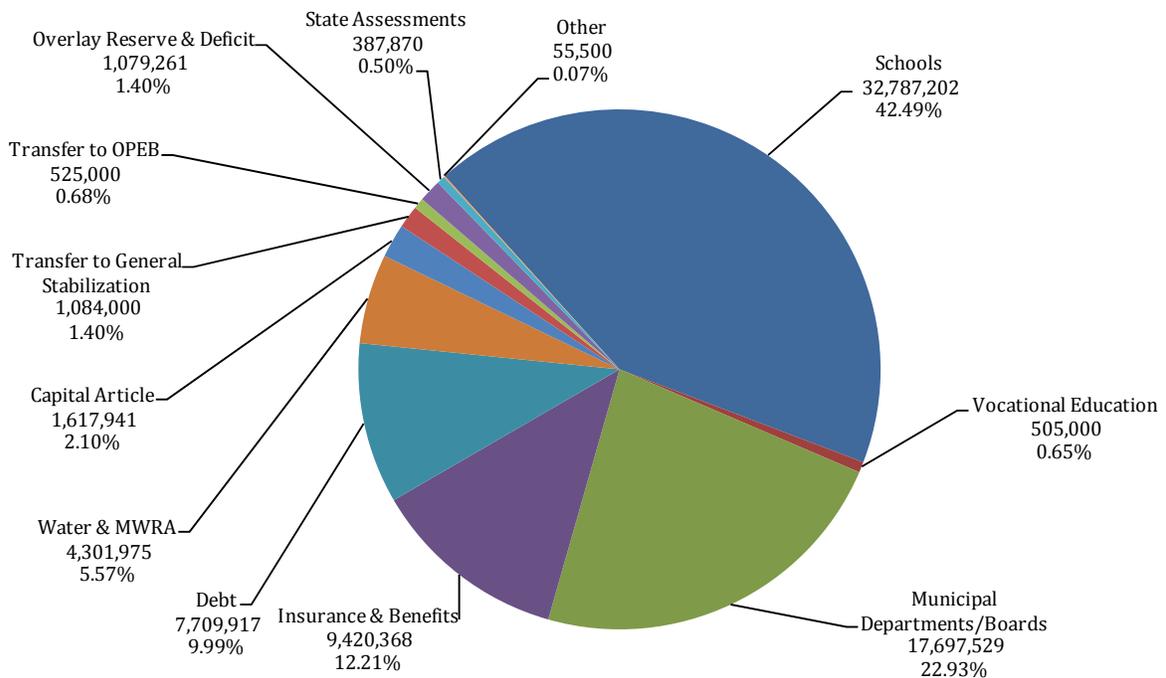
	FY2013	% of Total
<u>Revenues</u>		
Property Taxes	53,537,627	69.37%
Local Receipts	8,407,126	10.89%
Sewer Revenue	4,416,637	5.72%
Free Cash	3,250,790	4.21%
State Aid/School MSBA	5,992,807	7.77%
From Impact Aid	120,000	0.16%
From Pension Trust	160,000	0.21%
From Debt Stabilization	142,281	0.18%
CPA (Debt Only)	714,838	0.93%
Overlay Surplus	429,457	0.56%
<i>Total Revenue</i>	77,171,563	100%
<u>Expenses (Appropriations)</u>		
Schools	32,787,202	42.49%
Vocational Education	505,000	0.65%
Municipal Departments/Boards	17,697,529	22.93%
Insurance & Benefits	9,420,368	12.21%
Debt	7,709,917	9.99%
Water & MWRA	4,301,975	5.57%
Capital Article	1,617,941	2.10%
Transfer to General Stabilization	1,084,000	1.40%
Transfer to OPEB	525,000	0.68%
Overlay Reserve & Deficit	1,079,261	1.40%
State Assessments	387,870	0.50%
Other	55,500	0.07%
<i>Total Expenses</i>	77,171,563	100.0%

FINANCIAL SERVICES

Revenues as Recommended at ATM/STM



Appropriations as Recommended at ATM/STM



**TOWN OF BEDFORD
COMBINED BALANCE SHEET - ALL FUNDS & ACCOUNT GROUPS FOR FISCAL YEAR ENDING JUNE 30, 2013**

	General Fund	Special Revenue	Capital Projects	Ambulance Enterprise Fund	Trust/Agency Funds	Long-Term Debt Accounts	Total (Memorandum)
Assets							
Cash/Investments	11,739,325	12,619,553	1,002,866	72,718	11,764,229		37,198,691
Petty Cash	1,285	0					1,285
Receivables:							
Taxes	629,077						629,077
Excise	268,446						268,446
User Charges & Liens	414,941	688,689					1,103,630
Tax Liens/Possessions	245,280						245,280
Special Assessments		0					0
Departmental	-78,017						-78,017
State/Federal Grants							0
Reserve-Uncollected Funds	112,077	0					112,077
Reserve Abatements & Exemptions	-1,591,803						-1,591,803
Deferred Revenue		-669,324					-669,324
Loans Authorized			4,324,690				4,324,690
Loans Authorized and Unissued			-4,324,690				-4,324,690
Amounts to be Provided for Payments of Notes						55,900,859	55,900,859
Total Assets	11,740,611	12,638,918	1,002,866	72,718	11,764,229	55,900,859	93,120,201
Liabilities							
Warrants Payable	3,739	0					3,739
Payroll Withholdings	1,468,208						1,468,208
Notes Payable		0	0				0
Deferred Revenue		19,365					19,365
Agency	0						0
Bonds Payable						55,900,859	55,900,859
Tailings	466,677						466,677
Total Liabilities	1,938,624	19,365	0	0	0	55,900,859	57,858,848
Fund Balance/Retained Earnings							
Reserved Petty Cash	1,285						1,285
Reserved Expenditures	2,471,075		0				2,471,075
Reserved Tax Foreclose							0
Reserved Encumbrances	2,735,003	2,554,605		2,346			5,291,954
Reserved for Abate/Exemp-Overlay Surplus	0						0
Reserved Court Judgment							0
Reserved Approp. Deficit	-295,158						-295,158
Reserved for Open Space		1,500					1,500
Reserved for Community Housing		609,500					609,500
Reserved for Historic Resources		0					0
Reserved for Recreation Land		0					0
Unrestricted	4,889,782	9,453,948	1,002,866	70,372	11,764,229		27,181,197
Total Fund Balance/Retained Earnings	9,801,987	12,619,553	1,002,866	72,718	11,764,229	0	35,261,353
Total Liabilities/Fund Balance	11,740,611	12,638,918	1,002,866	72,718	11,764,229	55,900,859	93,120,201

TOWN OF BEDFORD			
BALANCE SHEET - GENERAL FUND JUNE 30, 2013			
<u>Assets</u>			
Cash	11,739,325		
Petty Cash	1,285		
		11,740,610	
Receivables			
Real Estate Tax 2013	576,529		
Real Estate Prior	2,795		
		579,324	
Personal Property Tax 2013	47,333		
Personal Property Tax Prior	2,420		
		49,753	
Motor Vehicle Excise 2013	175,486		
Motor Vehicle Excise Prior	92,960		
		268,446	
User Charges & Liens			
Water Rates	379,026		
Water Liens	14,795		
Water Cross Connection	21,120		
		414,941	
Tax Possessions	53,770		
Tax Title	168,847		
Tax Title C1.41A	22,663		
		245,280	
Departmental			
Ambulance	0		
Miscellaneous	-78,017		
		-78,017	
Reserved for Uncollected			
Property Tax	962,727		
Provision for Tax Abatement	-1,591,803		
Excise Tax	-268,446		
User Fees/Liens	-414,941		
Tax Title/Possessions	-245,280		
Departmental	78,017		
		-1,479,726	
Total Assets		11,740,611	
<u>Liabilities</u>			
Warrants Payable	3,739		
Payroll Withholding	1,468,208		
Accounts Payable			
Prepaid Tower Rentals			
Bid Deposits			
Agency			
Tailings	466,677		
Total Liabilities			1,938,624
<u>Fund Balance</u>			
Reserve for Petty Cash	1,285		
Reserve for Expenditures	2,471,075		
Desig Over/Under Assess			
Reserve for Encumbrances	2,735,003		
Res. Abate/Exempt-Overlay Surplus			
Unrestricted	4,889,782		
Reserve for Tax Foreclosure			
Res. Appropriation Deficit	-295,158		
Res. Subsequent Years			
Total Fund Balance			9,801,987
Total Liabilities and Fund Balance			11,740,611

TOWN OF BEDFORD									
BALANCE SHEET - SPECIAL REVENUE JUNE 30, 2013									
	Total	School Lunch	Grants	Gifts	Perform Bond Settlement	Revolving	Sewer	Community Preservation	
Assets									
Cash	12,619,553	2,518	520,706	851,282	33,000	1,339,746	6,644,845	3,227,456	
Petty Cash	0								
Receivables									
User Charges	688,689						669,324	19,365	
Special Assessments	0								
Amount to be Provided Through Payment of Notes	0								
Reserved Uncollected Receivables	0								
Deferred Revenue	-669,324						-669,324		
Total Assets	12,638,918	2,518	520,706	851,282	33,000	1,339,746	6,644,845	3,246,821	
Liabilities									
Notes Payable - BAN's	0								
Warrants Payable	0	0	0	0	0	0	0	0	
Deferred Revenue	19,365							19,365	
Total Liabilities	19,365	0	0	0	0	0	0	19,365	
Fund Balance									
Reserved Petty Cash	0								
Reserved for Expenditures	0								
Reserved for Encumbrances	2,554,605							2,554,605	
Reserved for Open Space	1,500							1,500	
Reserved Community Housing	609,500							609,500	
Reserved for Historic Resources	0								
Reserved for Recreation Land	0								
Unrestricted	9,453,948	2,518	520,706	851,282	33,000	1,339,746	6,644,845	61,851	
Total Fund Balance	12,619,553	2,518	520,706	851,282	33,000	1,339,746	6,644,845	3,227,456	
Total Liabilities/Fund Balance	12,638,918	2,518	520,706	851,282	33,000	1,339,746	6,644,845	3,246,821	

TOWN OF BEDFORD
BALANCE SHEET - CAPITAL PROJECT FUND - JUNE 30, 2013

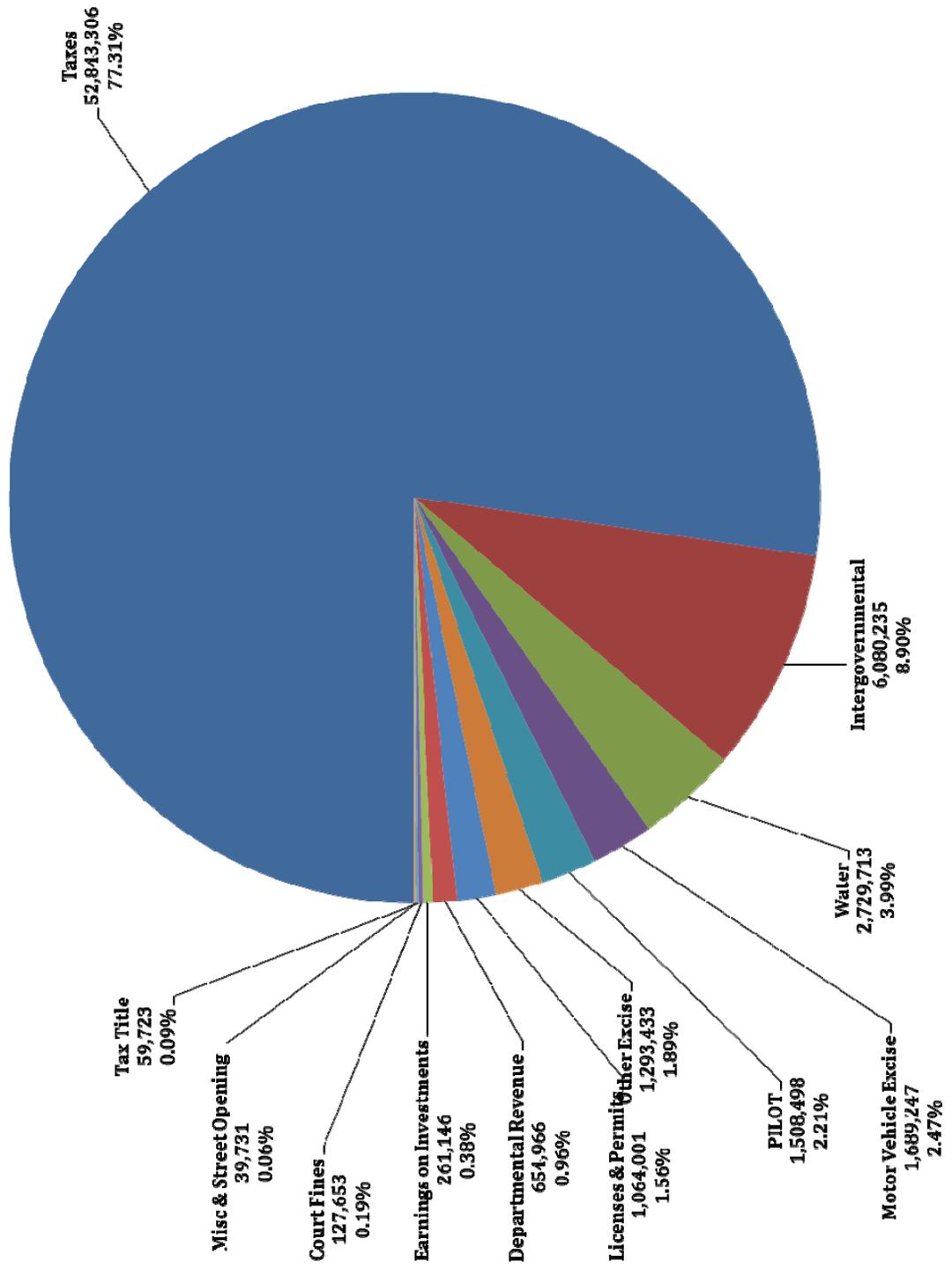
<u>Assets</u>		
Cash & Investments		1,002,866
Loans Authorized		4,324,690
Loans Author. & Unissued		(4,324,690)
Amount to be Provided for Payment of BANs/GANs		
Total Assets		1,002,866
<u>Liabilities</u>		
Warrants Payable		
Notes Payable		0
Accounts Payable		
Total Liabilities		0
<u>Fund Balance</u>		
Unrestricted		1,002,866
Reserved for Expenditures		
Reserved for Encumbrances		
Total Fund Balance		1,002,866
Total Liabilities & Fund Balance		1,002,866

TOWN OF BEDFORD
BALANCE SHEET - TRUST FUNDS - JUNE 30, 2013

<u>Assets</u>		
Cash & Investments - Town		11,116,417
Cash & Investments - Library		647,812
Total Assets		11,764,229
<u>Liabilities</u>		
Warrants Payable - Town		0
Warrants Payable - Library		0
Total Liabilities		0
<u>Fund Balance</u>		
Reserved for Encumbrances - Town		
Reserved for Encumbrances - Library		
Unrestricted - Town		11,116,417
Unrestricted - Library		647,812
Total Fund Balance		11,764,229
Total Liabilities & Fund Balance		11,764,229

TOWN OF BEDFORD			
BALANCE SHEET - AMBULANCE ENTERPRISE FUND - JUNE 30, 2013			
<u>Assets</u>			
Cash & Investments			72,718
Total Assets			72,718
<u>Liabilities</u>			
Warrants Payable			0
Accounts Payable			0
Total Liabilities			0
<u>Fund Balance/Retained Earnings</u>			
Reserved for Encumbrances			2,346
Unrestricted			70,372
Total Fund Balance/Retained Earnings			72,718
Total Liabilities & Fund Balance/Retained Earnings			72,718
TOWN OF BEDFORD			
BALANCE SHEET - GENERAL LONG TERM DEBT - JUNE 30, 2013			
Inside Debt Limit			
Sewer Bonds			554,886
Other General Bonds			50,333,000
Total Inside Debt Limit			50,887,886
Outside Debt Limit			
Water Bonds			5,012,973
Sewer Bonds			
Total Outside Debt Limit			5,012,973
Net Funded or Fixed Debt			55,900,859

ANALYSIS OF CASH RECEIPTS - GENERAL FUND FISCAL YEAR ENDING JUNE 30, 2013



TOWN OF BEDFORD			
ANALYSIS OF CASH RECEIPTS - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2013			
<u>Taxes</u>			
Real Estate	50,156,213.92		
Personal Property	2,687,092.43		52,843,306.35
Tax Title	59,723.19		59,723.19
<u>Motor Vehicles Excise</u>			
Previous Years	222,395.14		
FY 2012	1,466,851.99		1,689,247.13
<u>Other Excise</u>			
Hotel/Motel	647,289.92		
Meals	295,011.94		
Jet Fuel	351,130.78		1,293,432.64
<u>Departmental Revenue</u>			
Board of Selectmen - Tower Rental	169,502.82		
Board of Selectmen	13,306.42		
Finance Department	169,101.83		
Code Enforcement/ Conservation Comm	21,207.54		
Board of Assessors	801.00		
Town Clerk	39,552.00		
Planning Board	5,490.00		
Police Department	49,609.80		
Fire Department	28,550.00		
Board of Health	1,051.80		
Department of Public Works	34,959.00		
Cemetery	36,160.00		
Library	17,025.50		
School Department	68,648.72		654,966.43
<u>Court Fines</u>			
Police Department	127,652.50		127,652.50
<u>PILOT</u>			
Payment in Lieu of Taxes	1,508,498.32		1,508,498.32
<u>Licenses & Permits</u>			
Board of Selectmen	66,135.00		
Town Clerk	2,760.00		
Police Department	4,762.50		
Fire Department	47,654.00		
Code Enforcement	919,124.78		
Board of Health	23,564.50		1,064,000.78
<u>Earnings on Investments/Bond Premiums</u>			
	261,145.86		261,145.86
<u>Water</u>			
Rates	2,603,563.79		
Liens	81,838.56		
Miscellaneous	44,310.71		2,729,713.06
<u>Street Opening Permits</u>			
	8,185.40		8,185.40
<u>Miscellaneous</u>			
	31,545.93		31,545.93
<u>Intergovernmental</u>			
Exemptions: Elderly, Veterans, Blind, & Surviving Spouse	44,564.00		
Construction - School Projects	537,251.00		
Chapter 70	3,765,704.00		
Local Aid	1,592,578.00		
Police Career Incentive			
State Owned Land			
Medicaid - Special Needs	70,439.86		
Fisheries & Wildlife	10,716.00		
Veterans Benefits	58,982.00		6,080,234.86
Total			68,351,652.45

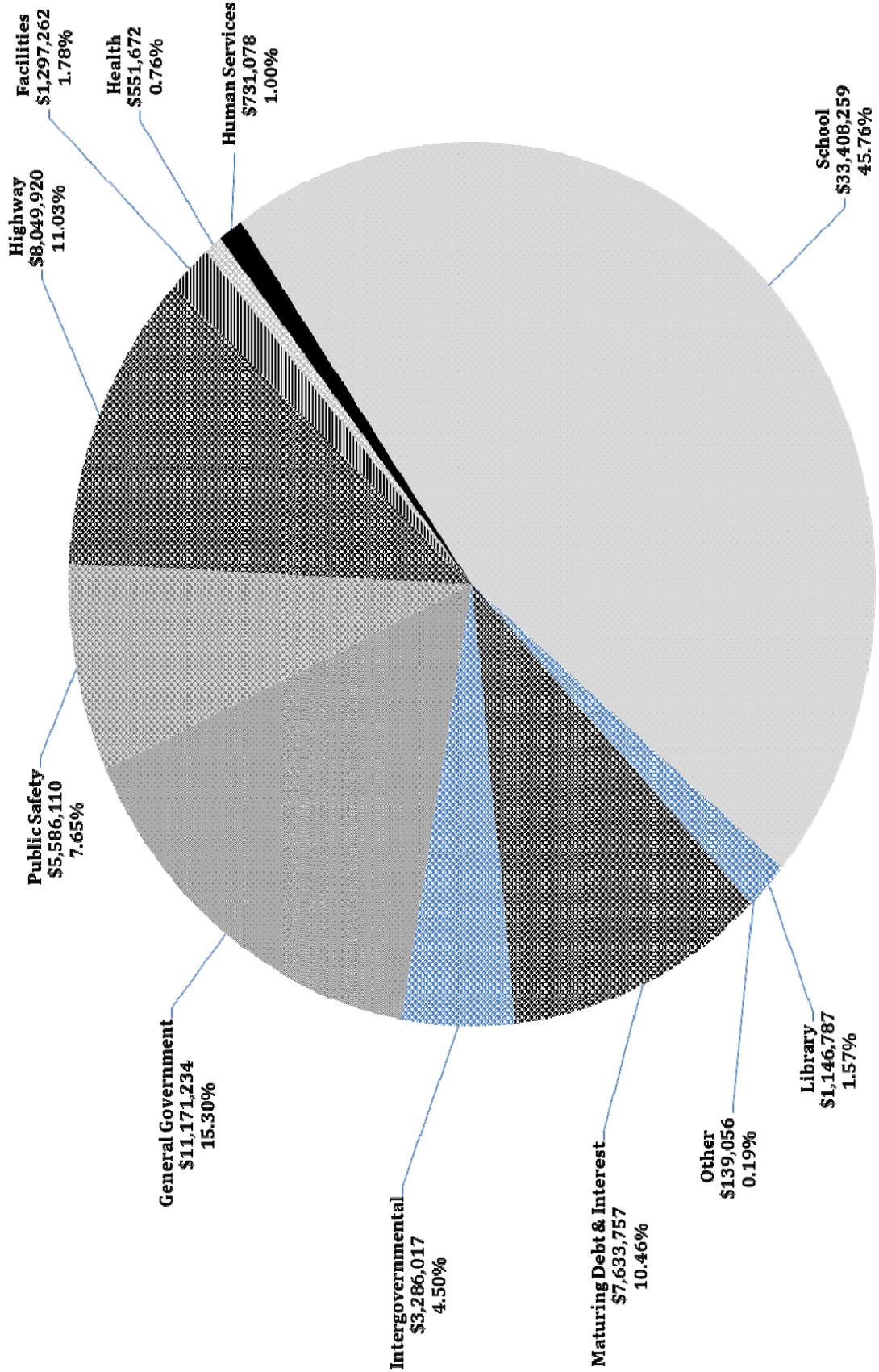
TOWN OF BEDFORD APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2013									
Articles	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
Insurance / Benefits	60,000.00	9,420,368.00	-29,900.00	8,844,533.48		6,022.80	90,000.00	449,911.72	
A 3B/11-Audit of FY10 & Other Related Exps				60,000.00				0.00	
A 3B/12-Audit of FY11 & Other Related Exps	15,381.74			15,381.74				0.00	
A 3B/13-Audit of FY12 & Other Related Exps			53,000.00	38,123.26			14,876.74	0.00	
A 16-01/10 Middlesex Tpk Mitigation			38,220.81					38,220.81	
A 16-05/10 Financial System Software			104.45	82.61	21.84			0.00	
A 17-05/09 Town Hall Copier Repl			934.74	582.24	352.50			0.00	
A 17-08/09 Town Info Sys-Financial Software			27.84	25.55	2.29			0.00	
A 14-05/12-Fin Mgmt Software	58,710.10			58,710.10				0.00	
A 14-08/12-Computer Server & Ed	7,260.50					4,266.00		2,994.50	
A 23/09 Design BHIS Synth Turf Fi	17,963.00		2,500.00	0.00		17,963.00		2,500.00	
A 2-11/7/11-Bedford Comprehensive	24,900.00			14,396.00		10,504.00		0.00	
A 25/11 Salary Plan Addtl Fund	115,799.06		5,076.06				5,076.06	115,799.06	
A 23/13 Salary Plan Addtl Fund			110,723.00				110,723.00	0.00	
A 3-1/03 Sick Leave	356,891.53			6,040.78			350,850.75	0.00	
A 13-03/13 Fin Copier Repl/Town Hall			20,000.00	11,517.69				8,482.31	
A 13-06/13 Finance Info Sys Repl			17,500.00	8,676.59				8,823.41	
A 13-07/13 Town Clerk Electr Rec Mgmt			20,000.00					20,000.00	
A 13-13/13 Finance Info Sys-OS Upgrade			11,000.00	4,490.00				6,510.00	
A 13-18/13 Town Info Sys-Security Audit/Enhanc			10,000.00	5,031.88				4,968.12	
A 13-22/13 Capital Asset Software			27,100.00	26,728.28				371.72	
Total General Government	680,106.59	12,093,836.00	72,753.18	11,171,234.49	376.63	95,466.71	630,887.22	948,730.72	
PUBLIC SAFETY									
Police Department									
Salaries	665.55	3,084,847.00	9,666.76	3,095,179.31				0.00	
Expenditures		123,240.00		119,724.60			987.00	2,528.40	
Capital Outlay / Equipment				2,061.57				115.21	
Capital Outlay / Equipment	6,834.29	14,330.00		14,330.00				0.00	
Fire Department				6,834.29				0.00	
Salaries		1,860,562.00	-20,462.54	1,795,703.13				44,396.33	
Expenditures		108,095.00		104,690.46			2,597.15	807.39	
Capital Outlay	250.00			250.00				0.00	
Capital Outlay		18,476.00		18,400.71			577.85	-502.56	
Capital Outlay	2,057.98			2,043.96				14.02	
Code Enforcement									
Salaries		394,354.00	-590.38	390,634.93				3,128.69	
Expenditures		31,531.00	2,900.00	33,565.73			280.00	585.27	
Expenditures	2,700.00			2,690.86				9.14	

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2013									
Articles	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
A 13-26/13 Fire-SC Breathing Apparatus			219,390.00					219,390.00	
Total Public Safety	14,684.60	5,635,435.00	210,903.84	5,586,109.55	0.00	0.00	4,442.00	270,471.89	
HIGHWAY									
Department of Public Works									
Salaries	529.35	2,569,289.00	21,292.26	2,591,110.61				0.00	
Overtime - Snow Removal		127,740.00		151,148.84				-23,408.84	
Snow Removal Expenses		203,419.00		475,168.65		3,300.00		-275,049.65	
Snow Removal Expenses								0.00	
Expenditures	36,307.78	790,948.00		657,578.36		65,589.06	20,385.89	47,394.69	
Utilities		629,175.00		560,236.96		4,000.00	105.24	8,999.50	
Utilities	23,661.74	931,617.00		889,836.80			21,307.10	4,071.82	
Refuse Disposal	24,263.16	1,392,822.00	217,327.00	1,462,486.54			147,662.27	20,473.10	
Refuse Disposal								0.00	
Water Purchase	109,881.35	512,186.00		109,881.35				0.19	
Water Purchase				465,095.62			47,015.31	75.07	
Capital Outlay / Equipment								0.00	
Capital Outlay / Equipment								0.00	
Articles									
A 14-10/12-SBP Field Maint	3,400.00		25,900.06	1,100.00				24,800.06	
A 17-16/09 DPW Sewer Sump Pmp	132,575.00		4,347.54	134,536.46			3,400.00	2,386.08	
A 17-14/11 DPW Sewer Force Ma	2,860.00		49,863.21	2,631.47				50,091.74	
A 3-11/08 Water Supply Pond Dam-Phll investig			4,758.50	0.00				4,758.50	
A 26-04/07 Shawshen Rd Wells	15,084.91			15,084.91				0.00	
A 26-05/07 Sewer Pump Sta Repl	5,617.00							0.00	
A 15-2/00 Shawshen Wells	7,000.00							0.00	
A 14-11/12-Hazardous Tree Program			23,000.00	8,950.00				14,050.00	
A 14-12/12-Main Sewer Station			128,000.00					128,000.00	
A 14-13/12-Water Leak Detection			8,000.00	4,937.50				3,062.50	
A 14-15/12-Sewer Pump Stations Rehab			35,000.00					35,000.00	
A 14-01/12-DPW-Undrgrd Fuel Tank Testing			6,561.50	6,500.00				61.50	
A 14-03/12-DPW Equip/Veh Replacement			59,331.07	59,331.07				0.00	
A 14-04/12-DPW-Road Repair	12,700.00		3,865.67	12,700.00				3,865.67	
A 14-06/12-DPW-Storm Water Rd	78,125.00			12,205.00				0.00	
A 13-02/13 DPW Storm Water Implem Svcs			81,000.00					81,000.00	
A 13-09/13 DPW-Equipment/Vehicle Replcmt			250,000.00	191,445.88				5,097.12	
A 13-14/13 DPW-Apron Replace-Fire Station			45,000.00	31,644.00				13,356.00	
A 13-17/13 DPW-Springs Brk Pk-Spray PK Equip			6,000.00					6,000.00	
A 13-21/13 DPW-Mun Complex Grounds Replcmt			41,000.00	35,338.93				5,661.07	
A 13-24/13 DPW/Water-Water Treatment Enhancement			105,000.00	102,800.00				2,200.00	
A 13-25/13 DPW/Water-Wtr Main Leak Detect			9,000.00	0.00				9,000.00	
Total Highway	452,005.29	7,157,196.00	1,124,246.81	8,049,919.66	0.00	254,289.02	189,460.50	239,778.92	

TOWN OF BEDFORD APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2013									
FACILITIES	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
Facilities									
Salaries		416,013.00	-5,016.06	397,228.44				13,768.50	
Expenditures		337,245.00	6,809.34	327,260.90		16,793.44		0.00	
Expenditures	27,742.08			26,578.01		250.00		914.07	
Capital Outlay			4,483.60	4,483.60				0.00	
Articles									
A 16-9/10 Facil-Tn Hall MP RM Stairs RCN			2,487.50	0.00				2,487.50	
A 16-10/10 Fac/School-Copier Replacement			2,947.90	2,947.90				0.00	
A 17-02/11 Fac/Sch Capital Maintenance			13,578.51	13,578.51				0.00	
A 16-12/10 Fac/Sch-Middle Sch Door Hdw-audg			19,242.00	19,242.00				19,242.00	
A 16-14/10 Fac/Sch-Middle Sch Corr Secure Doors			12,600.00	12,600.00				12,600.00	
A 17-08/11 Fac/Sch-Site Lighting Glenn			3,536.05	1,081.36				2,454.69	
A 17-06/11 Fac/Fire Public Safety	725.00		2,653.96	2,653.96		725.00		2,653.96	
A 17-10/11 Fac/Fire-Interior Paint FSt			6,489.00	5,178.55				1,310.45	
A 21/10 Fac/School Enrlmnt Proj/Space Pln			12,784.40	12,784.40				12,784.40	
A 17-15/09 Town Hall Emergency Generator			10,535.36	10,535.36				0.00	
A 14-02/12-Fac/Sch-Capital Maint			66,338.33	44,379.95				21,958.38	
A 14-07/12-Fac/Sch-J Glen-Space Modification Project			18,804.16	8,900.30				9,903.86	
A 13-01/13 Facil/Fire Enlarge Door Open			59,290.00	55,523.33		948.00		2,818.67	
A 13-08/13 Facil/School Program Space Mod			13,000.00	1,215.00				11,785.00	
A 13-10/13 Facil/School Repl A/C Compressor GMS/Davis			20,000.00	6,850.00				13,150.00	
A 13-11/13 Facil/Fire-Station Ext Painting			14,560.00	10,383.14				4,176.86	
A 13-12/13 Facil/School Interior Painting			25,000.00	22,735.47				2,264.53	
A 13-19/13 Facil/Fire Carpet Repl-Fire Station			7,000.00	1,342.75				5,657.25	
A 13-20/13 Facil/Police Flooring Repl-Police Station			13,431.00	6,780.15				6,650.85	
A 13-23/13 Facil/Library Reroofing			27,707.00	21,545.00				6,162.00	
A 13-27/13 Facil/Townwide Energy Conserv Prog			342,025.00	339,269.48				2,755.52	
Total Facilities	28,467.08	753,258.00	700,287.05	1,297,261.84	10,535.36	18,716.44	0.00	155,498.49	
HEALTH									
Board of Health									
Salaries		496,916.00	4,162.03	469,369.06				23,534.54	
Salaries	7,783.65			7,783.65				0.00	
Expenditures		29,802.00		23,282.44		607.60		2,808.92	
Expenditures	385.46			385.46				0.00	
Hazardous Waste		14,750.00		11,477.99				3,272.01	
Hazardous Waste	2,424.96			2,368.21				56.75	
Services - Animal & Pest		37,005.00		37,005.00				0.00	
Total Health	10,594.07	578,473.00	4,162.03	551,671.81	0.00	607.60	11,277.47	29,672.22	

TOWN OF BEDFORD APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2013							
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year
HUMAN SERVICES							
Recreation Commission							
Salaries		155,383.00	3,585.54	158,968.54			
Expenditures							
Council On Aging							
Salaries		157,478.00	4,232.13	161,710.13			
Expenditures		8,048.00		6,907.30			190.66
MMHC		2,756.00		2,756.00			
Capital Outlay		1,093.00		895.00			
Youth & Family Services							
Salaries		189,934.00		188,212.27			
Expenditures		168,200.00		158,673.11			
Bedford Local Transit							
B.L.T. Salary		56,194.00		52,674.05			
B.L.T. Expenditures		740.00		261.11			18.74
B.L.T. Expenditures	20.74			20.74			
Total Human Services	20.74	739,826.00	7,817.67	731,078.25	0.00	0.00	209.40
SCHOOL							
School							
Expenditures		32,787,202.00	513,363.22	32,692,804.42		594,750.24	
Expenditures	410,422.42						
A 16-17/10 School-Wireless Netw k-Lane/Davis			35,527.11	8,933.04			
A 17-03/11 School-Wireless Netwk Lane/Davis			5,139.00	4,986.00	153.00		
A 17-09/11 School Furniture/Equip Replace			35,543.58	-1,425.00			
A 13-05/13 School High Schl Wireless System			180,027.00	167,767.95			
A 13-15/13 Lane School Smart Boards			35,000.00	32,999.14			
A 13-16/13 School Copiers-GMS/Lane			34,611.00	33,537.86			
Vocational Education		505,000.00		468,656.00			
Total School	410,422.42	33,292,202.00	839,210.91	33,408,259.41	153.00	594,750.24	0.00
LIBRARY							
Library							
Salaries		781,143.00	15,091.34	790,071.95			
Expenditures		366,148.00		343,947.62		930.05	8,913.29

EXPENDITURES GENERAL FUND FISCAL YEAR ENDING JUNE 30, 2013



TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2013					
	Balance 7/1/2012	Revenue	Expenditures	Transfers	Balance 6/30/2013
SCHOOL LUNCH					
School Lunch Program	-32,049.86	562,852.95	528,285.53		2,517.56
Total School Lunch	-32,049.86	562,852.95	528,285.53	0.00	2,517.56
FEDERAL GRANTS					
General Government					
ERRP-Early Retiree Reinsurance Program-Req Apr	7,919.42	0.00	0.00	0.00	7,919.42
	7,919.42	0.00	0.00	0.00	7,919.42
Public Safety					
Bullet Proof Vest Grant	-630.89				-630.89
FEMA-Flooding-Police	-2.66				-2.66
FEMA-Flooding-Fire	2,446.33	0.00	2,446.33		0.00
Police Emerg Medical Dispatch Grant 07	0.00				0.00
EOPSS FFY10 Traffic Enforcmt/Equipment Grant-Police	-792.55	1,528.10	1,781.83		-1,046.28
Firefighting Equipment Grant	245.43				245.43
Comm-Defined Solutions-Violence Against Women	-71,726.70	175,045.75	153,040.65		-49,721.60
FEMA FY2010 Assist. to Firefighters Grant	0.00	1,800.00	1,800.00		0.00
EMPG/MEMA FFY2010 CDFA 97.042	0.00	2,640.40	2,640.40		0.00
EMPG/MEMA FFY2011 CDFA 97.042	0.00	0.00	1,169.19		-1,169.19
	-70,461.04	181,014.25	162,878.40	0.00	-52,325.19
Facilities					
ARRA-Mass DOER--Lane School HVAC	0.00				0.00
	0.00	0.00	0.00	0.00	0.00
D.P.W.					
Flooding - FEMA	81,296.15	16,755.00	32,166.58		65,884.57
	81,296.15	16,755.00	32,166.58	0.00	65,884.57
Human Services					
YFS-Wellness Grant MDPH/MAPC-CFDA 93.531	1,225.00	4,375.00	5,600.00		0.00
YFS-FY13 Wellness Grant MDPH/MAPC-CFDA 93.531	0.00		4,151.74		-4,151.74
	1,225.00	4,375.00	9,751.74	0.00	-4,151.74
School					
Impact Aid	111,316.82	208,117.49	0.00	-86,090.08	233,344.23
N.D.A.A.	33,917.45			-33,909.92	7.53
09 Fed SPED 94-142 (240) Entitlement	2,125.00				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

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2013

	Balance 7/1/2012	Revenue	Expenditures	Transfers	Balance 6/30/2013
09 Fed Title I (302)	-0.36				-0.36
10 ARRA/IDEA Early Childhood/SPED (762)	144.40				144.40
10 ARRA/IDEA (760)	1,444.73				1,444.73
10 Fed SPED 94-142 (240) Entitlement	5,753.77				5,753.77
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)	61.98				61.98
10 Fed Title IID (160)-Enhanced En through Tech	0.00				0.00
11 IDEA Early Childhood/SPED (762)	0.00				0.00
11 ARRA/IDEA (760)	10,202.92	0.00	722.83		9,480.09
11 SPED Early Childhood (262)	143.20				143.20
11 Fed SPED 94-142 (240) Entitlement	17,617.55				17,617.55
11 Fed Title IIA (140)-Teacher Quality	240.00				240.00
11 Fed Title IV (331)-Drug Free Schools	-1,752.78				-1,752.78
11 Fed Title I (305)	0.00				0.00
11 ARRA Stabilization Grant (780) CFDA 84.394	-564.73				-564.73
12 Fed SPED 94-142 (240) Entitlement	-30,092.61	135,230.00	102,930.24		2,207.15
12 Fed Education Jobs Grant (206)	1,050.58	0.00	1,050.58		0.00
12 Fed Title I (305)	8,194.45	0.00	7,871.50		322.95
12 Fed Title IIA (140)-Teacher Quality	-8,612.37	9,112.00	499.63		0.00
12 Fed ARRA-Race to the Top (201-RTTT)	2,519.99	11,897.00	14,796.99		-380.00
12 Fed SPED Program Improvement (274)-CFDA #84.027	288.00	0.00	288.00		0.00
12 SPED Early Childhood (262)	-9,952.28	11,614.20	1,661.92		0.00
12 Fed SIF RTTT (204) Race to the Top	1,200.00	0.00	1,200.00		0.00
13 Fed SPED 94-142 (240) Entitlement	0.00	342,019.00	469,425.77		-127,406.77
13 Fed Title IIA (140)-Teacher Quality	0.00	29,673.00	20,250.00		9,423.00
13 Fed Title I (305) CFDA 84.010	0.00	51,572.00	51,688.76		-116.76
13 SPED Prog Improvement (274) CFDA 84.027	0.00	9,395.00	11,789.87		-2,394.87
13 SPED Early Childhood (262)	0.00	7,444.80	17,866.35		-10,421.55
13 SPED Prog Improvement (298)	0.00	3,000.00	275.72		2,724.28
Total School	147,318.45	819,074.49	702,318.16	-120,000.00	144,074.78
Total Federal Grants	167,297.98	1,021,218.74	907,114.88	-120,000.00	161,401.84
STATE / MISCELLANEOUS GRANTS					
General Government					
Cultural Council - Arts Lottery	8,283.63	3,890.59	4,623.56		7,550.66
Primaries/Election	18,332.56	2,949.00	4,368.00		16,913.56
MA Historic Preservation Comm.	319.23	0.00	0.00		319.23
North/South Bikeway	19,920.00	0.00	0.00		19,920.00
Metro West Home Consortium	-16,208.30	0.00	0.00		-16,208.30
Two Brothers Rock/Dudley Road-National Register Doc	0.03	0.00	0.00		0.03
Medicare	-3.77	0.00	-3.77		0.00
FY09 MEMA EMPG-Emergency Mgmt Performance Grant	2,500.00	0.00	0.00		2,500.00
MassPort Summer Jobs Program/Conservation/Code	-891.00	3,780.00	2,947.50		-58.50
Total General Government	32,252.38	10,619.59	11,935.29	0.00	30,936.68
Public Safety					
Hazmat	696.23	1,500.00	0.00		2,196.23
S.A.F.E. Grant - Fire	3,262.30	4,625.00	4,030.78		3,856.52
F.F. Safety Grant Misc-Fire	0.55	0.00	0.00		0.55
Bullet Proof Vest	0.00	0.00	0.00		0.00
School Resource Officer	-9,418.16	40,000.00	28,802.37		1,779.47

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2013					
	Balance 7/1/2012	Revenue	Expenditures	Transfers	Balance 6/30/2013
"Cert" Grant - Fire	410.14	2,652.94	2,977.76		85.32
Crosby Drive Project	5,211.96	0.00	0.00		5,211.96
FY11 State 911 DPT Training Grant-Police	-793.16	0.00	0.00		-793.16
FY11 State 911 Support/incentive Grant-Police	-0.14	0.00	0.00		-0.14
FY12 State 911 Support/incentive Grant-Police	-8,767.14	8,767.14	0.00		0.00
FY12 State 911 DPT Training Grant-Police	-4,097.80	4,155.52	0.00		57.72
FY13 State 911 Support/incentive Grant-Police	0.00	12,095.44	35,475.61		-23,380.17
FY13 State 911DPT Training Grant-Police	0.00	314.16	9,141.78		-8,827.62
Total Public Safety	-13,495.22	74,110.20	80,428.30	0.00	-19,813.32
Facilities					
DOER - ENE 2011 Green Communities Grant	-6,869.60	74,075.00	67,205.40		0.00
Total Facilities	-6,869.60	74,075.00	67,205.40	0.00	0.00
D.P.W.					
Chapter 90	-278,296.69	251,913.79	162,423.46		-188,806.36
Recycling Grant	7,419.81	0.00	1,187.03		6,232.78
Underground Storage Tank	132.50	0.00	0.00		132.50
Curbside Recycling	2,423.25	0.00	0.00		2,423.25
DEP Grant-Ch319, Proj 06-08/319-NPS	-5,184.93	0.00	0.00		-5,184.93
MAPC Regional Bike Parking Program Grant	-3,765.00	0.00	0.00		-3,765.00
Urban Forestry	-5,000.00	0.00	0.00		-5,000.00
Mass DEP-DPW Mun Assist Host	-4,612.05	68,643.20	56,375.70		7,655.45
Total D.P.W.	-286,883.11	320,556.99	219,986.19	0.00	-186,312.31
Human Services					
COA-Formula Grant	5,080.97	23,051.00	18,585.42		9,546.55
COA-Corporate Grants	6,077.45	0.00	979.61		5,097.84
YFS-Friday's Free	5,598.72	0.00	2,329.89		3,268.83
YFS-Parenting Wisely	741.47	0.00	0.00		741.47
YFS-Partnership For Children	580.00	0.00	0.00		580.00
YFS-Kids Who Care	264.87	0.00	0.00		264.87
COA-Progress Grant	4,607.04	0.00	479.75		4,127.29
YFS-Peer Mentor Grant	3,726.01	0.00	9.99		3,716.02
Safe Routes to School Grant-Gr Lowell CM	0.00	0.00	1,000.00		-1,000.00
YFS- FY12 CHNA15 Bedford in Motion	212.50	0.00	71.33		141.17
YFS-FY12/13-CHNA15-Healthy Communities	6,800.00	7,500.00	9,184.94		5,115.06
Total Human Services	33,689.03	30,551.00	32,640.93	0.00	31,599.10
Health					
Smoking Cessation	4,600.47	0.00	0.00		4,600.47
Hoarding Task Force-Mini Grant	0.00	500.00	0.00		500.00
Emergency / Planning-Public Health	82.38	0.00	0.00		82.38
MA Assoc Health Boards Grant	510.84	0.00	0.00		510.84
MHOA-Tobacco Control Mini-Grant	-130.00	0.00	0.00		-130.00
Total Health	5,063.69	500.00	0.00	0.00	5,563.69

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2013

	Balance 7/1/2012	Revenue	Expenditures	Transfers	Balance 6/30/2013
Library					
Incentive/Equalization	32,550.73	9,026.08	11,369.06		30,207.75
Non Resident Circulation	53,427.20	13,899.48	8,583.48		58,743.20
Construction Grant	9,635.41	0.00	5,639.50		3,995.91
Total Library	95,613.34	22,925.56	25,592.04	0.00	92,946.86
School					
Supplemental Hanscom Impact Aid-State	512,482.00	197,000.00	512,500.00		196,982.00
Substitute Teacher Reimburse	-1,160.00	600.00	0.00		-560.00
Drug Free Sch. '98	1,839.06	0.00	0.00		1,839.06
Teacher Training '00	105.00	0.00	0.00		105.00
Smoking Cessation '00	19,998.10	0.00	0.00		19,998.10
Title VI '01	-2,376.18	0.00	0.00		-2,376.18
Tech. Literacy Challenge	1,038.98	0.00	0.00		1,038.98
Project Meet #613	-276.00	0.00	0.00		-276.00
Tec. Literacy '02	424.32	0.00	0.00		424.32
Gifted & Talented Grant	1,848.35	0.00	0.00		1,848.35
Eisenhower/Content Institute	-246.70	0.00	0.00		-246.70
BBEA/Bedford Education Foundation	-1,121.43	17,977.32	15,461.20		1,394.69
School Circuit Breaker	386,574.95	1,228,144.00	1,575,009.95		39,709.00
Title II Teacher Quality '05	-5.00				-5.00
Fed Spec. Educ. Entitlement '05	9,178.00				9,178.00
Title I '05	0.00				0.00
METCO '05	0.00				0.00
Academic Support FY 05	30.00				30.00
State Foundation Reserve Aid	0.00	196,463.00			196,463.00
Title II (140) Teacher Quality '06	0.00				0.00
Fed Spec. Educ. Entitlement (240) '06	-4,509.98				-4,509.98
Fed Spec. Educ. Entitlement (262) '06	0.00				0.00
SPED Program Improvement (274) '06	-249.76				-249.76
Title I (305) '06	4,989.17				4,989.17
METCO '06	0.00				0.00
Mental Health-Davis School '06	-329.17				-329.17
M.S. Reading (267) '06	-2,068.81				-2,068.81
Academic Support Services '06	-138.01				-138.01
"Game to be Fit" Grant	4.27				4.27
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 V '07 Innov Program (302)	0.00				0.00
Title I (305) '07	388.27				388.27
Title IV Safe / Drug (331) '07	150.94				150.94
METCO '07	-4,330.79				-4,330.79
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	-265.81				-265.81

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2013

	Balance 7/1/2012	Revenue	Expenditures	Transfers	Balance 6/30/2013
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	184.04				184.04
11 METCO	1,013.52				1,013.52
11 SPED Early Childhood (262)	0.00				0.00
Big Yellow School Bus	0.00				0.00
11 Academic Support Services (632) School Year	0.00				0.00
12 METCO	23,386.37	670.00	19,112.70		4,943.67
12 Academic Support Services (632) School Year	-1,875.35	1,876.00	0.00		0.65
Cooperative Svcs Plan (115) Innov IPAD Grant	0.00	12,200.00	9,900.00		2,300.00
13 METCO Grant	0.00	434,400.00	482,585.92		-48,185.92
13 Academic Support Svcs (632) Grant	1,880.00	7,520.00	9,285.63		114.37
Total School	868,688.29	2,096,850.32	2,623,855.40	0.00	341,683.21
Total State / Miscellaneous Grants	728,058.80	2,630,188.66	3,061,643.55	0.00	296,603.91
GIFTS					
General Government					
Pulte Homes of NE/Hartwell Farms-PERF Guarantee	0.00	67,783.21	0.00		67,783.21
Energy Conservation	103.41	0.00	0.00		103.41
Bedford Community Playground	1,513.67	4.35	0.00		1,518.02
Sidewalk Construction	5,750.00	0.00	0.00		5,750.00
Gift/General	78.56	0.00	0.00		78.56
Page Hill Gift	20.99	0.00	0.00		20.99
Homestead Estate	5,000.00	0.00	0.00		5,000.00
Planning-Parking Spec. Permit	29,700.00	0.00	0.00		29,700.00
Telecommunications	0.00	0.00	0.00		0.00
Village at Bedford Woods	5,000.00	0.00	0.00		5,000.00
Telecom/Technical Assistance	61,833.88	0.00	0.00		61,833.88
Heritage Middlesex Turnpike	10,815.00	0.00	0.00		10,815.00
Criterion Municipal Svcs Study	10,000.00	0.00	0.00		10,000.00
Technology - Cable-related purposes	107,780.00	0.00	0.00		107,780.00
Planning-Criterion	89,100.00	0.00	0.00		89,100.00
A23/09 Design BHS Synthetic Turf Field	2,500.00	0.00	2,500.00		0.00
Land Acquisition-W.Bedford/Concord Rd	2,553.33	0.00	0.00		2,553.33
Planning-Criterion-Economic Development	15,000.00	0.00	5,000.00		10,000.00
Planning-Speedwagon Partners LLC/Abbott Ln SubD	61,243.55	65.52	61,309.07		0.00
Total General Government	407,992.39	67,853.08	68,809.07	0.00	407,036.40
Public Safety					
Contrib & Donation Gun Buyback Program	0.00	1,000.00	150.00		850.00
Police Contribution	2,455.91	1,150.00	2,135.95		1,469.96
Gift Police/Fire	177.73	100.00	0.00		277.73
Daniel Oates	287.54	0.00	0.00		287.54

TOWN OF BEDFORD
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2013

	Balance 7/1/2012	Revenue	Expenditures	Transfers	Balance 6/30/2013
CPR Course	273.79	767.19	493.28		547.70
Anthony Busa Memorial	225.22	0.00	0.00		225.22
Total Public Safety	3,420.19	3,017.19	2,779.23	0.00	3,658.15
<u>School</u>					
Bedford Hockey	111.93	0.00	0.00		111.93
Football/Cheerleading-Glenn	2,047.63	0.00	0.00		2,047.63
Schools General Gift	-2,318.97	50.00	0.00		-2,268.97
High School General Gift	14,164.43	10,353.04	1,565.00		22,952.47
Middle School General Gift	5,782.93	4,220.12	3,225.00		6,778.05
Job Lane School General Gift	2,150.57	8,228.33	7,355.65		3,023.25
Davis School General Gift	2,148.92	9,798.94	7,866.53		4,081.33
METCO General Gift	1,744.00	0.00	0.00		1,744.00
Educational Scholarships	15,000.00	0.00	0.00		15,000.00
Thomas Nolan Make My Day Gift	1,580.00	0.00	100.00		1,480.00
FBHS Fallen Soldiers Gift	9,171.86	0.00	0.00		9,171.86
POMS Gift-Patrons of Music Students	1,307.50	3,000.00	2,982.90		1,324.60
Total School	52,890.80	35,650.43	23,095.08	0.00	65,446.15
<u>Library</u>					
Video Cassettes	54.53	0.00	0.00		54.53
General	6,116.61	8,019.64	7,242.56		6,893.69
Prabha Sridharan	2,482.89	500.00	0.00		2,982.89
Daniel Nickerson	1,883.74	1,000.00	0.00		2,883.74
Martha Hoo	71.47	0.00	0.00		71.47
Kent Stickney	22.80	0.00	0.00		22.80
Andy Zuckerman Memorial Collection	15,136.69	0.00	810.83		14,325.86
Total Library	25,768.73	9,519.64	8,053.39	0.00	27,234.98
<u>Library Corporation</u>					
Building Fund	1,241.29	1.21	1,028.00		214.50
Building Fund	15.03	0.00	0.00		15.03
McDonald's Publication	941.28	52.00	0.00		993.28
Total Library Corporation	2,197.60	53.21	1,028.00	0.00	1,222.81
<u>Health</u>					
Recombinant DNA	10,000.00	0.00	0.00		10,000.00
General	2,392.00	0.00	384.75		2,007.25
Total Health	12,392.00	0.00	384.75	0.00	12,007.25
<u>Human Services</u>					
COA-Gift General	7,617.13	4,082.00	8,110.98		3,588.15
COA-Gift Transportation	5,625.45	20,110.00	24,610.00		1,125.45
YFS-Violence Prevention Coalition	1,080.16	0.00	0.00		1,080.16

COA-Gift General	7,617.13	4,082.00	8,110.98		3,588.15
COA-Gift Transportation	5,625.45	20,110.00	24,610.00		1,125.45
YFS-Violence Prevention Coalition	1,080.16	0.00	0.00		1,080.16
TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2013					
	Balance	Revenue	Expenditures	Transfers	Balance
	7/1/2012				6/30/2013
YFS-Progress Gift (Child / Needy)	10,075.86	2,640.00	0.00		12,715.86
YFS-Americas Promise Alliance	790.57	2,500.00	1,899.67		1,390.90
COA-Emergency Fund	8,534.11	1,000.00	400.70		9,133.41
COA-CWV Safe at Home Gift-Carleton Willard V	3,287.62	0.00	0.00		3,287.62
Total Human Services	37,010.90	30,332.00	35,021.35	0.00	32,321.55
Other					
Public Ceremonies	25,567.18	3,715.00	0.00		29,282.18
Conservation-Jordan Gardens	1,555.32	920.00	1,344.60		1,130.72
Conservation-General	-29.81	0.00	0.00		-29.81
Recreation Commission Ice Skating	475.06	0.00	0.00		475.06
Recreation-Springs Brook Park Project	-135.47	0.00	0.00		-135.47
Recreation-Barbara Davis Campership	1,085.00	0.00	0.00		1,085.00
447 Concord Road Gift	166.01	0.47	0.00		166.48
Recreation-The Corner-Youth Center-Gift	50.00				50.00
Total Other	28,733.29	4,635.47	1,344.60	0.00	32,024.16
D.P.W.					
Gift/General	1,911.41	945.33	0.00		2,856.74
C. Midgett Memorial	755.00	0.00	0.00		755.00
Ball Field Improvement	732.51	0.00	0.00		732.51
Avalon Drainage Review	9,177.12	126.98	0.00		9,304.10
Avalon Drainage	0.00	0.00	0.00		0.00
Town Common	1,538.47	0.00	0.00		1,538.47
Cemetery Plaque	25.00	0.00	0.00		25.00
Street Trees	3,468.00	0.00	1,085.00		2,383.00
Babe Ruth Athletics	262.00	0.00	0.00		262.00
Kawalski Tree Memorial	175.00	0.00	0.00		175.00
Avalon Bay Pump Station	10,000.00	0.00	0.00		10,000.00
Avalon Bay Wilson Park Study	25,000.00	0.00	0.00		25,000.00
Concord Fld Sewer Pump Station	6,288.00	0.00	0.00		6,288.00
DPW Curbing Restoration Fund	4,945.24	140.00	0.00		5,085.24
Middlesex Turnpike Corridor Study	10,000.00	0.00	0.00		10,000.00
Criterion Offsite Mitigation Consult	105.28	0.00	0.00		105.28
54 Middlesex Tpk Entrance Consult Services	14,620.00	0.00	0.00		14,620.00
Bog Bridge Construction-DPW Gift	535.00	0.00	0.00		535.00
Entegris Sewer Flow Impact	0.00	213,800.00	33,135.00		180,665.00
Allied Waste/Republic Svcs-Outreach	0.00	500.00	500.00		0.00
Total D.P.W.	89,538.03	215,512.31	34,720.00	0.00	270,330.34
Total Gifts	659,943.93	366,573.33	175,235.47	0.00	851,281.79
PERFORMANCE BOND SETTLEMENT					
Performance Bond Settlement	0.00	40,000.00	7,000.00		33,000.00
Total Performance Bond Settlement	0.00	40,000.00	7,000.00	0.00	33,000.00

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2013					
	Balance 7/1/2012	Revenue	Expenditures	Transfers	Balance 6/30/2013
REVOLVING / RESERVED FUNDS					
<u>General Government</u>					
Penalties/Fines/Rest/Selectmen	20,993.12	0.00	2,197.00		18,796.12
Penalties/Fines/Rest/Finance	10,041.86	150.00	0.00		10,191.86
Penalties/Fines/Rest/TownClerk	14,266.35	1,215.00	0.00		15,481.35
Penalties/Fines/Rest/Legal	0.00	0.00	0.00		0.00
Penalties/Fines/Rest/Planning	16,835.63	0.00	0.00		16,835.63
Depot Park	37,715.43	36,026.88	22,089.26		51,653.05
Cable Television Revolving	107,242.46	112,338.09	122,283.59		97,296.96
Total General Government	207,094.85	149,729.97	146,569.85	0.00	210,254.97
<u>Finance Department</u>					
Medicare	-306.91	0.00	-306.91		0.00
Total Finance	-306.91	0.00	-306.91	0.00	0.00
<u>Public Safety</u>					
Gun Permits	762.50	0.00	0.00		762.50
Penalties/Fines Restitution - Police	3,778.58	11,781.31	24,093.72		-8,533.83
IRS Revolving-Police	-22,517.10	444,683.86	479,857.52		-57,690.76
Penalties/Fines Restitution - Fire	2,483.83	11,738.05	10,644.49		3,577.39
IRS Revolving-Fire	3,270.46	26,473.23	21,383.25		8,360.44
Police OT Reimbursement	-1,668.12	19,551.94	19,328.55		-1,444.73
Liquor IDs	1,110.09	695.00	394.56		1,410.53
Fire Dept Insurance Rev Under \$20K-CH44/53(2)	0	9,892.11	6,724.58		3,167.53
Total Public Safety	-12,779.76	524,815.50	562,426.67	0.00	-50,390.93
<u>School</u>					
BPS-Summer School Online	72.17	7,150.00	150.00		7,072.17
Adult Practical Arts	10,328.64	324.00	129.50		10,523.14
Athletic Revolving	12,358.59	39,771.00	10,023.00		42,106.59
IRS Revolving	1,557.77	0.00	1,970.00		-412.23
Lost Books CH 88	435.30	7,088.96	0.00		7,524.26
School Rental	150,500.49	84,799.49	76,568.48		158,731.50
Vandalism	2,985.00	612.00	2,915.00		682.00
Meal Tax	-5.86	743.32	743.32		-5.86
School Insurance Rev Under \$20K-CH44/53(2)	-2,915.00		-2,915.00		0.00
Penalties/Fines/Restitutions	6,825.49	27,976.94	30,712.94		4,089.49
E-Rate Reimb.	51,493.84	18,143.73	13,954.08		55,683.49
Recycling Product Refunds	448.76	135.00	0.00		583.76
High School Nursery Program	44,145.20	96,277.98	118,027.59		22,395.59
Total School	278,230.39	283,022.42	252,278.91	0.00	308,973.90
<u>Library</u>					
IRS Revolving	1,678.90	2,050.00	2,025.00		1,703.90
Library Revolving	23,447.96	14,562.62	800.99		37,209.59
Total Library	25,126.86	16,612.62	2,825.99	0.00	38,913.49
<u>Agency</u>					
Sporting Licenses	591.55	0.00	0.00		591.55
Total Agency	591.55	0.00	0.00	0.00	591.55

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING JUNE 30, 2013					
	Balance 7/1/2012	Revenue	Expenditures	Transfers	Balance 6/30/2013
Facilities					
Energy Rev Fd/Utility Incentives	0.00	0.00	10,224.00		-10,224.00
Facilities Insurance Rev Under \$20K-CH44/53(2)	-2,173.29	1,014.79	0.00		-1,158.50
Penalties/Fines/Restitutions	220.12	1,460.00	1,460.00		220.12
Old Town Hall/Town Center Facilities Revolving Fund	12,609.17	103,177.29	115,401.77		384.69
Total Facilities	10,656.00	105,652.08	127,085.77	0.00	-10,777.69
D.P.W.					
DPW Women's Club/Bench FY12	0.00	0.00	0.00		0.00
Refuse Coll/Recy-Container Sales	16,215.65	13,700.00	4,355.13		25,560.52
Refuse Coll/Recy-Bags Sales	8,071.77	25,417.39	7,840.24		25,648.92
DPW Insurance Rev Under \$20K-CH44/53(2)	12,015.18	0.00	11,438.06		577.12
Penalties/Fines/Restitutions	1,925.55	24,940.25	6,467.38		20,398.42
Total D.P.W.	38,228.15	64,057.64	30,100.81	0.00	72,184.98
Health					
Public Health Prgms-Vac/Scr/Tst, etc	2,257.59	17,413.34	6,061.50		13,609.43
Total Health	2,257.59	17,413.34	6,061.50	0.00	13,609.43
Human Services					
Recreation Revolving	530,899.02	693,095.22	659,102.77		564,891.47
Recreation Revolving Day Camp	67,627.72	208,808.83	225,304.28		51,132.27
Recreation Revolving Teen Center/After School program	353.31	1,795.00	1,725.00		423.31
Recreation Revolving Day Care	110,967.65	535,374.23	534,002.15		112,339.73
Recreation Revolving Springs Brook	-88,986.26	317,316.76	258,004.48		-29,673.98
Recreation Revolving COA	22,498.69	23,161.50	31,757.91		13,902.28
Total Human Services	643,360.13	1,779,551.54	1,709,896.59	0.00	713,015.08
Other					
Conservation/Wetlands	29,537.76	4,890.00	445.35		33,982.41
Conservation By-Law Consulting	626.03	0.00	0.00		626.03
Conservation/WPA Consulting	8,132.58	23.38	0.00		8,155.96
Penalties/Fines/Restitutions-Town Ctr	607.29	175.12	175.12		607.29
Total Other	38,903.66	5,088.50	620.47	0.00	43,371.69
Total Revolving / Reserved Funds	1,231,362.51	2,945,943.61	2,837,559.65	0.00	1,339,746.47
Community Preservation					
Community Preservation-including Reserved funds	4,239,037.05	1,694,094.33	2,705,675.23		3,227,456.15
Total Community Preservation	4,239,037.05	1,694,094.33	2,705,675.23	0.00	3,227,456.15
General Government	654,952.13	228,202.64	227,007.30	0.00	656,147.47
Public Safety	-93,315.83	782,957.14	808,512.60	0.00	-118,871.29
School	1,315,078.07	3,797,450.61	4,129,833.08	-120,000.00	862,695.60
Library	148,706.53	49,111.03	37,499.42	0.00	160,318.14
Agency	591.55	0.00	0.00	0.00	591.55
Facilities	10,656.00	105,652.08	127,085.77	0.00	-10,777.69
Highway / DPW	-77,820.78	616,881.94	316,973.58	0.00	222,087.58
Human Services	731,515.75	1,840,934.54	1,777,943.62	0.00	794,506.67
Other	67,636.95	9,723.97	1,965.07	0.00	75,395.85
Performance Bond Settlement	0.00	40,000.00	7,000.00	0.00	33,000.00
Community Preservation	4,239,037.05	1,694,094.33	2,705,675.23	0.00	3,227,456.15
Total All Special Revenue	6,997,037.42	9,165,008.28	101,394,956.67	-120,000.00	5,902,550.03

TOWN OF BEDFORD
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
CAPITAL PROJECTS - JUNE 30, 2013

	Balance 7/1/12	Bond Revenue	Expenditures	Transfers/ Other	Balance 6/30/13
A 20/04 Land & Easement	21,051.00				21,051.00
A26-01/07 Fire Rescue Pumper	56.00		56.00		0.00
A17-18/11 Ambulance Replacement	360.54				360.54
A 3 STM 10/97 Davis School	4,141.46		1,546.20		2,595.26
A 6 STM 10/00 Glenn Middle School	1,747.73		1,747.73		0.00
A 5/07 HS Renovation	116,151.89		48,726.45		67,425.44
A 8 STM 10/98 Middlesex Tnpk.	-5,000.00	5,000.00			0.00
A 14/00 Sidewalk Construction	970.38		970.38		0.00
A 32/01 Water Main Design	199.62		199.62		0.00
A 19/03 Water Main (MWRRA)	-2,530.23	50,000.00	47,469.77		0.00
A 18/06 Infiltr/Inflow Reduction	431.59		220.00	183.85	395.44
A12/08 Sewer Infil/Inflow	17.37				17.37
A11/08-06 Sewer System Expansion	119,767.52	2,000.00	4,524.82		117,242.70
A13/08 Road Resurfacing	32,589.34		21,507.16		11,082.18
A17-17/09 Water Standpipe Paint/	163,979.15		2,000.00		161,979.15
A17-18/09 Shawshen Well-Constn	37,541.77		23,548.67		13,993.10
A17-09/09 Water Main Improvement	14,673.54				14,673.54
A18/09 Sewer Infil/Inflow-Impr/S	-119.42		4,772.16		-4,891.58
A16-21/10 North Rd Water Main R	4,600.18		4,600.18		0.00
A17/10 Sewer Infiltr/Inflow work	116,280.92		57,071.36		59,209.56
A17-17/11 Water Main Improvement	181,208.66		181,208.66		0.00
A14-16/12 Water Main Improvement	-296,455.75	450,000.00	102,480.06		51,064.19
A15/13 Water Main Improvements	0.00	1,000,000.00	516,345.77	1,441.28	485,095.51
A8 STM 11/12 Water Maint Treatm	0.00		54,735.40		-54,735.40
A9 STM 11/12 Const/Repr School V	0.00				0.00
At STM 11/12 Turf Field-HS-Install	0.00		16,614.95		-16,614.95
A 21/03 DPW Facility	37,522.88				37,522.88
A 22/03 Town Ctr Facility	77,943.83		42,543.32		35,400.51
Total Capital Projects	627,129.97	1,507,000.00	1,132,888.66	1,625.13	1,002,866.44

TOWN OF BEDFORD					
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
TRUST & AGENCY FUNDS - JUNE 30, 2013					
	Balance 7/1/2012	Revenue	Expenditures	Transfers In/Out	Balance 6/30/2013
Non Expendable Trust Funds:					
DPW					
George & Clara Blinn Cemetery	1,730.89	39.64			1,770.53
Lillian Dutton Memorial	951.45	21.78			973.23
Emma J. Phelps Cemetery	15,620.15	357.72			15,977.87
Shawsheen Cemetery Chapel	18,869.81	432.15			19,301.96
Total DPW	37,172.30	851.29	0.00	0.00	38,023.59
Human Services					
Goodwin Charity	71,420.48	1,964.12	1,343.79		72,040.81
Total Human Services	71,420.48	1,964.12	1,343.79	0.00	72,040.81
Library					
George & Clara Blinn	9,334.89	57.12			9,392.01
Edwin Brooks	29,347.58	179.56			29,527.14
Sarah Hartwell Bryant	1,259.92	7.70			1,267.62
Kirsten Carr	6,897.95	42.19	22.66		6,917.48
Lawrence Braverman	1,377.30	8.43			1,385.73
Fannie S. Cutler	67,489.14	1,110.84	830.97		67,769.01
Samuel Davis	2,835.15	17.35			2,852.50
Jeremiah Fitch	19,475.55	119.17			19,594.72
Franklin S. Lane	3,201.95	19.58			3,221.53
Lawrence	1,368.75	8.38			1,377.13
E. G. Loomis	2,177.61	13.32			2,190.93
William J. Niles	117,092.74	1,632.02			118,724.76
James Salloway	1,173.21	7.19			1,180.40
Nell Seften Stegmaier	4,328.47	26.49			4,354.96
William C. Britton	30,694.03	199.32	850.00		30,043.35
Total Library	298,054.24	3,448.66	1,703.63	0.00	299,799.27
School					
Ellen A. Boynton	24,010.21	549.86			24,560.07
John Glenn Memorial Scholarship	5,274.88	71.49	5,346.37		0.00
Marion E. Hunt Scholarship	9,505.10	217.67			9,722.77
Total School	38,790.19	839.02	5,346.37	0.00	34,282.84
Other					
Founders & Patriots	6,438.34	147.43			6,585.77
Hartwell House	76,518.05	1,752.32			78,270.37
Total Other	82,956.39	1,899.75	0.00	0.00	84,856.14
Total Non-Expendable Trust Funds	528,393.60	9,002.84	8,393.79	0.00	529,002.65
Expendable Trust Funds:					
DPW					
Sale of Lots	795,959.11	44,921.93	17,293.90		823,587.14
Cemetery Improvement	70,552.85	19,446.64	6,807.10		83,192.39
Total DPW	866,511.96	64,368.57	24,101.00	0.00	906,779.53

TOWN OF BEDFORD					
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
TRUST & AGENCY FUNDS - JUNE 30, 2013					
	Balance 7/1/2012	Revenue	Expenditures	Transfers In/Out	Balance 6/30/2013
Library					
Wallace Gleason Webber	5,117.29	31.31			5,148.60
Fannie Wood Prescott	290,956.26	5,142.43			296,098.69
General Fund	12,473.24	375.40	5,319.43		7,529.21
A.E. Brown-Reprint	2,170.72	31.66	958.00		1,244.38
Mansur Estate	22,315.46	136.53			22,451.99
Tirzah J. Sweet	19,085.80	167.02	3,712.50		15,540.32
Total Library	352,118.77	5,884.35	9,989.93	0.00	348,013.19
School					
Harriet M. Mudge	215,212.73	5,800.24			221,012.97
High School Scholarships	3,213.74	73.83	600.00		2,687.57
Total School	218,426.47	5,874.07	600.00	0.00	223,700.54
Other					
Hanscom Area Traffic	1,408.79	32.27			1,441.06
Conservation Fund	51,141.42	1,165.76	926.06		51,381.12
Industrial Area Sewer	11,512.03	263.66			11,775.69
Stabilization Fund	1,223,709.63	48,162.23		1,084,000.00	2,355,871.86
Pension Fund	1,234,153.45	39,842.55		-160,000.00	1,113,996.00
Bedford Munic Afford Housing Trust	206,836.30	1,464.41	36,902.00		171,398.71
BMAHT-Condo Buydown	134,688.90		2,736.00		131,952.90
BMAHT-Village/Bedford Woods Forec	175,446.00				175,446.00
Law Enforcement Trust-State	565.89				565.89
Law Enforcement-DEA	87,065.92	166,695.84	120,095.56		133,666.20
Treasury-Law Enforcement Trust	11,010.51	16,430.57	4,846.21		22,594.87
Post Retirement (Xfer to OPEB)	0.00				0.00
OPEB Post Empl Benefits Liab Trust	2,436,186.43	82,439.19		525,000.00	3,043,625.62
Dental Claims Trust Fund	184,426.87	381,431.64	360,617.08		205,241.43
Health Claims Trust Fund	740,861.28	15,306.25	87,976.46		668,191.07
Bond Premium Stabilization Fund	1,210,184.78	20,988.30		-142,281.00	1,088,892.08
Seniors At Home Fund	2,054.71	47.06			2,101.77
Total Other	7,711,252.91	774,269.73	614,099.37	1,306,719.00	9,178,142.27
Total Expendable Trust Funds	9,148,310.11	850,396.72	648,790.30	1,306,719.00	10,656,635.53
Total All Trust Funds	9,676,703.71	859,399.56	657,184.09	1,306,719.00	11,185,638.18
Agency Funds-Performance Bonds					
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 Investments	204,940.00				204,940.00
Pine Realty Trust	0.00				0.00
Trinity Realty Trust-Thomas Murray	0.00				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
Total Agency Funds	578,590.99	0.00	0.00	0.00	578,590.99
TOTAL--TRUST/AGENCY FUNDS	10,255,294.70	859,399.56	657,184.09	1,306,719.00	11,764,229.17

PUBLIC SAFETY

FIRE DEPARTMENT

David Grunes, Fire Chief



Bedford Fire Trucks old and new

The Bedford Fire Department was established 185 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.

Vision Statement

The vision of the Bedford Fire Department is to be the best emergency response provider and set the standard of care in the community and in the Commonwealth.

PURPOSE

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

Guiding Values

Safety:

A commitment to fostering a safe environment for all citizens who live, work or visit our community.

Trust:

A firm bond of integrity, ability and character throughout the department and with the community at large.

Respect:

We will respect our community and ourselves, while providing the highest professional emergency services.

Integrity:

Our daily actions and decisions are based on moral and ethical values to exceed our community’s needs.

Professionalism:

Our goal is to provide the best possible service to the community at large by demonstrating important values of character, attitude, excellence, competency and conduct.

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Risk Statement

The Bedford Fire Department prioritizes firefighter safety, human life, property and environment. Risk is determined by a constant evaluation based on the expertise, education, experience, and resources of the department.

FY13 HIGHLIGHTS

In FY2013 the Fire Department transitioned its Ambulance Emergency Medical Services to an enterprise accounting system. By moving to an Enterprise Accounting system it allows the Town to provide an in depth analysis of the costs associated with the ambulance service, along with providing a clear picture of the finances necessary to offer this service. The first year was very successful, as the actual revenue and expenses came in on target to forecasted numbers.

Firefighter Brian Fedele was appointed to the fire department and attended the twelve week Massachusetts Firefighting Academy.

Firefighter Nicholas Anderson was appointed to the position of Fire and Life Safety Educator. When not performing his firefighter duties he is assigned to provide fire education to target audiences including children and seniors.

FY13 has continued to highlight the general trend that the department has been experiencing with an increased demand for emergency medical services.

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.

FY14 PROJECTIONS

The Fire Department has several exciting capital projects that it is working on for FY14. In early fall the department will be adding automatic CPR devices to both ambulances. The device provides effective, consistent and uninterrupted chest compressions according to current American Heart Association guidelines and enhances operational effectiveness during acute medical emergencies.

The department will also be taking delivery of new self-contained breathing air packs for firefighting and other emergencies that have the potential for a hazardous atmosphere. The devices will meet the new 2013 NFPA standards providing additional safety for the firefighters and replace air packs that are over 15 years old and beyond their useful life expectancy.

In early winter the fire department will complete a six month process of researching and evaluating specifications for a new aerial

	FY13	FY12	FY11	FY10*	FY09
Fires and/or Explosions	42	35	44	54	44
Rescue and Emergency Medical Service	1363	1315	1230	1251	1154
Hazardous Conditions (No Fire)	157	311	189	197	129
Service Calls	197	226	197	440*	169
Good Intent Calls	104	102	86	89	95
False Alarms and False Calls	352	352	371	338	338
Other Types of Incidents	733	701	674	604	602

* Includes 217 Water/Property Protection Incidents.

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ladder truck and contract with a vendor to supply the vehicle following a twelve month construction period.

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.



Bedford Fire Truck from 1953

POLICE DEPARTMENT

Robert Bongiorno, Police Chief

DEPARTMENT OVERVIEW

Throughout FY13, 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 FY14 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 assists Chief Robert Bongiorno in strategic planning, budgeting, and operations. The lieutenants administer the Operations Division and the Detective Division.

EMPLOYEE STATISTICS

Full Time Officers	28.0
Administrative	1.5
Emergency Communications Officers	8.0
School Crossing Guard	0.5
Animal Control Officer	0.5
Traffic Supervisors (Part-time)	13.0

FY13 HIGHLIGHTS

FY13 was a very busy year for the men and women of the Bedford Police Department. The Bedford Police newly formed Community Services Unit proved to be a huge success. The Unit is committed to identifying causes of crime, disorder and quality of life issues in the Town of Bedford. It is responsible for traffic initiatives, crime prevention, public relations, and the support of community problem solving activities by the Police Department Patrol Division. During FY13, 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.

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The Department launched a newly updated website, and the Department continues to post the monthly call logs, video, news, photos and much more. The Department continues to use a number of social media initiatives to communicate with and keep the public informed. The Department 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 updated its Smartphone App that the public can download, called MYPD. It can be downloaded from an Apple or Android App stores. Through this App, you can get directions to the station, email a member of the Department, follow our latest Tweets, or link to our mobile website. The Department will continue to utilize 21st century technology to stay connected with our residents and we will continue to build community bonds that foster trust between the police and the community we serve.



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

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 FY13 the Department continued to partner with the Governor's Highway Safety Program to receive funding to conduct

increased traffic enforcement in the areas that create the biggest hazards on the roadways throughout our community. Through this limited state funding, we were able to concentrate on speeding vehicles, drunk driving and seat belt usage. In FY13 the Bedford Police Department partnered with Middlesex Community College on a Service Learning Project with students from the Criminal Justice Program. The project focused on motor vehicle crash data from The Great Road. The project analyzed existing crash data and developed additional methods of data collection.

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.

FY13 STATISTICS

Fiscal Year 2013 showed a significant increase in the total number of calls to service for the Bedford Police Department. The Police Department logged 13,642 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 into the 21st century. In FY13, 101 people were arrested. Two 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

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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 FY13, 2,619 citations were issued. The Department continues increased traffic and parking education to meet the growing concerns of our citizens. Traffic continues to be one of the greatest areas of complaints to the department. We will continue to partner with the Bedford Fire Department, Department of Public Works and Town Manager and continue to meet regularly to evaluate and address the traffic concerns of our residents and commuting public.

Calls For Service*	FY12	FY13
Motor vehicle crashes	356	440
Hit and run investigations	63	57
Alarms	584	570
Larceny	139	144
Domestic/Family Disputes	117	112
Child Passenger seat in-stalls	56	52
Restraining Orders	144	145
Disturbances	97	84
Noise Complaints	135	104
Breaking and Entering	41	31
Breaking and Entering M/V	31	12
Attempt Breaking and Entering	8	3
Vandalism	68	68
Elder Affair Encounters	21	30
Totals Calls for Service	12,735	13,642

***The Calls for Service chart is a sample of police responses in FY12 and FY13**

Citations Issued	2878	2619
Warnings	1867	1845
Civil	744	613
Criminal	110	133
Arrests	47	28
Total Fines Collected	124,012	\$127,652.

FY14 PROJECTIONS

The Department initiated 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 continue in FY 14 and bring together technological tools, management practices, real-time data analysis, problem solving and intelligence-led policing that ultimately will lead to *results* - crime reduction, a more efficiently run police department, and modern and innovative policing.

The Bedford Police Department will continue to participate in traffic safety grant mobilizations. Throughout FY14 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 FY14, the department will continue to offer a number of community policing programs to the public designed to provide citizens with tools, information and skills in solving those problems. We will continue to partner with other Bedford Town departments to expand and create new programs in the community. The Bedford Police Department will continue to partner with the Bedford Fire Department and the Middlesex County Sherriff's department in providing a another free summer camp for Bedford children at the Sherriff's Academy in Billerica. The Bedford Police Department will also continue to install child passenger car seats. Our certified technicians will thoroughly inspect child car seats for wear and effectiveness and install them properly to assure the safest ride for our children.

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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 FY14. 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 FY13, The Bedford Police Department was awarded Certification from the Police Accreditation Commission. Certification is a self-initiated evaluation processes by which police departments strive to meet and maintain standards that have been established for the profession by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. This program not only sets standards for the law enforcement profession but also for the delivery of services to the citizens of Bedford.

Regional Police Initiatives

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.

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

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

School Threat Assessment and Response System

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

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

Once STARS is initiated, local responses are augmented by NEMLEC's regionally coordinated resources including access to personnel and experts with specialized skills, planning and training opportunities,

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communications systems, equipment and advanced technologies, and protocols for program and techniques evaluation.

Awards and Ceremonies

The Bedford Police Department held its second annual awards ceremony in FY13. It is essential for a police department to impose internal discipline as well as promote outstanding performance. In recognition of actions taken by our police officers and community members, we commended several individuals who performed outstanding tasks to support the police department's mission and to make our community stronger and safer.

Four officers received Departmental Certificates of Commendation for outstanding and distinguished performance of police duty. Officer Jeffrey French was recognized for successfully confiscating over one half pound of marijuana and over \$2,300 in cash after smelling the strong odor of marijuana during a car stop. Officer Michael Sullivan after a month's long complex investigation with members of the Southern Middlesex Regional Task Force arrested a Bedford resident with over 270 Oxycodone pills. The suspect was later charged with trafficking in a controlled substance. Sergeant Jeffrey Wardwell and Officer Richard Vitale were recognized for apprehending combative individual wanted in a breaking and entering in Lexington. The suspect fled into Bedford and was later arrested by Officer Vitale at a home on Curve Street. Upon being confronted, the suspect violently resisted and began to fight the officers.

In keeping with the spirit of community policing in the Bedford Police Department, one officer who continually displays their inspiration, motivation and dedication to the police service was also recognized. The Team Spirit Awards was presented to Officer Kristen Dineen. Officer Dineen displays leadership and teamwork that is essential to the

accomplishment of our mission to the maintenance of public safety.

With our nation, our state and our capital city of Boston under siege after the Marathon Bombing, four officers were recognized for Special Service Awards. Sergeant Patrick Towle, Sergeant Jeffrey Wardwell, Officer Thomas Devine and Emergency Communications Officer Jeffrey Vinciulla, all members of the Bedford Police Department are assigned to the North Eastern Massachusetts Law Enforcement Council (NEMLEC), answered the call to duty, risking life...to respond to the horrific events in Boston and Watertown. These members of NEMLEC played a small but significant role in the apprehension of two violent terrorists. The actions of these officers were not only heroic but courageous.

Our Officer of the Year Award for 2012 was presented to Officer Marc Saucier. Officer Saucier 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 Saucier affirmatively promotes and supports the mission of the Bedford Police Department as he performs police service as a Patrol Officer, Information Technology Officer, Traffic Enforcement Officer and as a member of the department's motorcycle unit. He is truly proven to be an asset to the Bedford Police Department on a daily basis.

Finally, the longest serving member in Bedford Police Department history, Sergeant Michael Cloutier, retired in FY13 after 42 years of distinguished service. Sgt. Cloutier began his career in 1971 after serving in the United States Army. Sgt. Cloutier excelled as a patrol officer where he earned a reputation as a tenacious but caring police officer. He worked most of his career assigned to the patrol

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division where he was promoted to sergeant in 1989. When he was promoted, he assumed the role of shift commander until his retirement. Sgt. Cloutier is well known and respected not only in the Bedford community but in the law enforcement community. Throughout Sgt. Cloutier’s career, he had been recognized by the Bedford Police Department for superior performance in the line of duty.

The Bedford Police Department in FY13 was also proud to announce that Detective Richard Vitale was promoted to the rank of Sergeant. Sgt. Vitale has been with the department since 2000, most recently assigned to the Detective Division as the police prosecutor. He is also a long standing member of the Honor Guard and is one of the department’s firearms and defensive tactics instructors.



Sgt. Michael Cloutier (left) at his retirement party

CLOSING

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

☞ PERMITTING AND LAND MANAGEMENT ☜

CODE ENFORCEMENT

Christopher Laskey, Code Enforcement Director

PURPOSE

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

This office also enforces the Zoning Bylaws. These by-laws are used to control, among other things, density, parking, height and location of buildings and structures, uses of buildings and

structures, requirements for buildable lots, signs, earth removal and overlay districts. The department also enforces the rules and regulations of Weights and Measures and certain aspects of the General Bylaws such as the Sign Bylaw. Lastly, the Code Enforcement Department provides clerical support to the Conservation Commission, Zoning Board of Appeals (ZBA), Historic District Commission (HDC) and the Historic Preservation Commission (HPC).

EMPLOYEE STATISTICS

The Code Enforcement Office staffs six (6) full-time staff and two (2) part-time staff.

FY13 HIGHLIGHTS

There was a slight rise in single-family residential development which is always a good sign.

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This office issued permits for twenty-four (24) new single-family dwellings. The Hartwell Farms project by Pulte Homes is winding down. Permits for all twenty-three (23) buildings have been issued and have either been completed or are under construction. The project consists of seventy-five (75) townhouses being constructed on Hartwell Road located next to Instrumentation Labs.

As always, commercial projects were a big part of revenues collected this year. Commercial building permits issued increased by approximately 20% from last year; with that comes a bump in revenue. Some eateries opened their doors in FY13, such as Panera Express, Chipotle, B Good Burger and Subway. Other notable commercial projects this year were Entegris, who is in the middle of a \$22M renovation project at 9 Crosby Drive, 1366 Technologies, who completed a \$3M fit-out at Preston Court, and Whole Foods who finished up a \$1.4M interior makeover in mid-FY13.

Given the increase in commercial permits issued and the Entegris project, the Code Enforcement Department saw a substantial increase this year with respect to revenues collected by pulling in approximately \$937K in permit/misc. fees. The number of permits issued increased in almost all of the major permit categories. The enforcement of the zoning and sign bylaws 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.

FY14 PROJECTIONS

The Hartwell Farms project will be coming to an end in early FY14 giving the Town seventy-five (75) newly constructed residential townhouses. It is anticipated that the *Loomis Street Project* approved by the Planning Board under the Depot Park Overlay District provisions will start mid-FY14. This project will consist of nineteen (19) residential units mixed with approx. 2,800 sq.ft. of commercial/

retail space. Another mixed-use project approved by the Planning Board is located at 100 Plank Street (formerly part of Village at Taylor Pond). This project consists of two (2) buildings housing 48 residential units and approximately 2,000 sq.ft. of commercial/retail space; it is tentatively set to begin mid/late FY14. Single-family dwelling stock is strong. Early indications show we are on pace to exceed the number of single-family dwellings constructed last year which is a very good sign.

On the commercial side, at the time of writing this report, there are no large scale commercial projects on the horizon. It is anticipated that there will be some development in the Depot Park area towards late FY14. 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. A few tenant fit-outs planned for the Crosby Drive/Middlesex Turnpike areas are anticipated in FY14 as is typically the case.

These potential projects plus the expected number of permits issued for additions, renovations and homeowner projects are expected to keep this office busy this upcoming fiscal year. Ongoing zoning and sign bylaw enforcement will continue to be a priority for this office.

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

⌘ ⌘ **PERMITTING AND LAND MANAGEMENT**

Code Enforcement Department Statistics		
<u>Permits Issued</u>	<u>Number</u>	<u>Fees Collected</u>
Building	567	\$722,911
Electrical	659	\$128,393
Plumbing	403	\$41,775
Gas	313	\$18,085
HVAC	75	\$4,220
Signs	27	\$9,148
Certificates of Inspection	71	\$4,102
Occupancy	114	\$5,750
Misc./Yard Sales	57	\$275
Fence Compliance Permits	15	<u>\$700</u>
SubTotal	2,301	\$935,359
<u>Petitions Filed</u>		
Historic District Petitions	13	\$150
Zoning Board of Appeals Petitions	33	<u>\$4,600</u>
SubTotal	46	\$4,750
<u>Miscellaneous</u>		
Admin. /Fines	22	\$1,820
W&M Services	13	\$2,465
Site Plan Reviews	2	\$600
Zoning Opinions	2	\$200
Misc./Copying Fees	*	<u>\$440</u>
SubTotal	39	\$5,525
Grand Total		\$945,634



∞ PERMITTING AND LAND MANAGEMENT ∞

PLANNING BOARD

Jeffrey Cohen, *Chair*
Glenn Garber, *Director*

The Planning Board is an elected, five-member board established under the provision of MGL C 41, § 81 A. The Planning Board is responsible for administering the Subdivision Control Law, reviewing commercial development 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 mixed use developments, and holding public hearings for designated scenic roads if trees and/or stone walls are to be removed or relocated.

NUMBER OF EMPLOYEES

Full-Time	2
Part-Time	1

FY13 HIGHLIGHTS

- Hired Catherine Perry for newly created part-time Assistant Planner position, a move necessitated by the Department’s greatly increased duties.
- Began the process of actual drafting of the Comprehensive Plan, a master set of policy initiatives designed to guide community development, preservation and management for up to next 20 years. Plan drafting, data gathering and mapping have been done mostly in-house by staff. As the year ends, first drafts have been created for the 6 core topical elements, or chapters.
- Established a broad-based Ad Hoc Advisory Committee to work with Board and staff on the Comprehensive Plan.
- In the latter half of the fiscal year, reviewed and permitted the largest wave of development in some time, as the real estate market began to open up after 5 slow years.

- Greatly increased and enhanced the use of town website and departmental web page, as well as the departmental Facebook page, to disseminate public information, publish ongoing business, post major documents and encourage public interaction.
- Have worked closely with developers seeking to pursue projects that carry out desired town goals in economic development, housing and community-sensitive redevelopment efforts.
- Have continued to implement and improve modern electronic record-keeping and communications, to create an efficient information management system.

Comprehensive Plan Update

At the beginning of FY13, the actual process of drafting a complete new Comprehensive Plan began, with Bedford staff doing the great majority of the drafting, data gathering and mapping. The preceding year, with minimal resources available, had been spent in conducting important public outreach, in the form of individual meetings with various town committees and boards, and then in two large, structured public workshops.

At the end of FY13, draft elements or chapters had been completed through a first round of review. The elements include: Natural & Cultural Resources and Open Space; Economic Development; Transportation; Housing; Services & Facilities (also includes recreation and energy); and Land Use & Zoning.

To supplement the staff’s primary work, there is a small consulting contract to provide important help with editing, formatting and some of the public participation. It is highly unusual for staff to take on the primary role in preparing a complete new plan, as this is almost always delegated to consulting teams

∞ PERMITTING AND LAND MANAGEMENT ∞

under large contracts. The staff and Planning Board have worked with the Ad Hoc Advisory Committee in public meetings to review every chapter in detail, and to do so for two or more reviews.

Reviews of Proposed Development

The Board had a busy year in terms of its permitting work. Several significant new development proposals came forward as well as modifications to existing properties, and efforts were also made to address outstanding issues with some previous developments. Items reviewed were as follows:

Special Permits (advertised public hearings required)

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

Special Permit Amendments (major amendments require advertised public hearings)

- 100 Plank Street/former office building # 7 (Village at Taylor Pond/Criterion): *major* amendment to Industrial Mixed Use special permit for the larger development, to allow two buildings with 44 multifamily residential units and 6,000 sf of commercial space with associated garages and parking, to replace the currently permitted 69,000 sf office building with associated garages and parking – approved after several revisions
- 213 Burlington Road: *major* amendment to Industrial Mixed Use special permit to allow Panera to operate a restaurant with take-out and delivery service - approved
- Blake Block/64-68 Great Road: *minor* amendment to Town Center Mixed Use special permit to allow Koko Fitness as a

use at this site – approved, but this prospective tenant did not proceed

- Blake Block/64-68 Great Road: *minor* amendment involving a shrub planting barrier and a new bicycle rack plan - approved
- Blake Block/64-68 Great Road: determination on adequacy of parking for a 4th food tenant under the existing special permit

Definitive Subdivisions (public hearings required)

- Athena Lane/93 Hartwell Road 2-lot subdivision - approved
- Victoria Road (rear of Charles Street) subdivision creating 1 new lot – approved

Subdivision Modification

- Rosewood Lane: change of street name from Rosewood Lane to Lavender Lane - approved

Approval Not Required (ANR) Plans

Planning Board endorsement is needed prior to recording a plan of land that does not require approval under the Subdivision Control Law.

- 201 Carlisle Road - endorsed
- 11-15 Charles Street – initial plan not endorsed, revised plan (preparatory to a subdivision application) endorsed
- Wellington Way - endorsed
- 64 Sweetwater Avenue - endorsed

Subdivision Performance Guarantee Actions

- Abbott Lane: two releases of funds from bond
- Freedom Estates: two releases of funds from bond
- Sorens Way: final bond release
- Hartwell Farms: surety posting (insurance bond)
- Lavender Lane: surety posting (tripartite agreement with lender)
- Wellington Way: release of lots

Site Plan Reviews

The Planning Board provides recommendations to the Building Inspector/Code Enforcement Officer.

∞ PERMITTING AND LAND MANAGEMENT ∞

- 36 Middlesex Turnpike: addition to rear of building – supported with improvements to parking/ landscape area
- 8 Oak Park Drive: parking lot expansion – supported with minor changes

Scenic Road Approval (public hearing required)

- 46 Wilson Road: installation of new driveway disturbing an embankment containing rocks that might have been old stone wall- approved

Aquifer Protection Special Permit

The Planning Board provides recommendations to the Selectmen.

- Data Intensity, 22 Crosby Drive: fuel storage tank for generator – positive recommendation

Pre-application Development Discussions

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

- Veterans Administration Hospital, Springs Road: proposed housing development for senior homeless veterans at the Bedford VA Hospital site - discussion regarding potential site plan review
- 100 Plank Street: series of discussions with property owner who requested feedback on alternative development scenarios for this site in light of low demand for offices – formal application subsequently submitted
- Café in the Depot Area Mixed Use Overlay District

Special Fall Town Meeting Articles

- Article 3: Abbott Lane Street Acceptance - Planning Board recommended support

Other Items of interest that the Planning Board discussed during FY13

- Conversion of former Friendly's site, 301 Great Road, for new occupant, Chipotle

(Site Plan review versus ZBA process)

- Governor Winthrop /Hayden Highland subdivision: several discussions with neighbors, town staff, town counsel to come to a resolution of incomplete subdivision street works and process to obtain remaining bond funds
- Freedom Estates subdivision: several discussions involving town staff, board, town counsel and neighbors regarding completion of outstanding work and issues with a fence, shed and pedestrian easements
- Blake Block: several discussions involving town staff, board, town counsel and neighboring
- residents regarding issues relating to details on site
- Draft Sign Bylaw: provided feedback to the Sign Bylaw Committee
- Analysis of Impediments to Fair Housing Choice Plan: provided comments to the Fair Housing Committee/Partnership
- "Toward a Healthier Bedford" Survey - discussed how these results relate to Planning
- Meeting with new State Representative, Ken Gordon: Planning Board shared concerns that it would like Representative Gordon to discuss at State level
- H.A.T.s (Hanscom Area Towns Committee) and M.A.G.I.C (Minuteman Advisory Group on Inter-local Coordination): periodic matters of interest

FY14 PROJECTIONS

The Planning Board will continue the full update of the Comprehensive Plan in all aspects, including reviewing the draft data snapshots, maps and text for each topic element with the Advisory Committee, receiving comments from others, and drafting action items. Once the plan is finalized and adopted, the focus will move to its implementation. This is likely to involve some initial discussion of priorities and organizational arrangements.

The Board will also continue the careful analysis

PERMITTING AND LAND MANAGEMENT

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.

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.

EMPLOYEES

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

FY13 HIGHLIGHTS

Fiscal Year 2013 saw thirty-three applications to the Zoning Board, with the approval of twenty-seven Special Permits of various types, from residential additions to upgrades for wireless communications facilities to commercial sign illumination. Two petitions (both Variances) were denied; one minor finding was made; one appeal of the Building Inspector’s decision resulted in the Inspector’s decision being upheld; and two applications were withdrawn without prejudice at the request of the applicants.

FY14 PROJECTIONS

The ZBA will continue its mission to uphold the Zoning and Sign By-Laws, 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.

∞ PERMITTING AND LAND MANAGEMENT ∞

CONSERVATION COMMISSION

Steven Hagan, *Chair*

PURPOSE

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



Clark Conservation Area

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 full-time department assistant.

FY13 HIGHLIGHTS

Wetland Applications, Permitting and Construction Monitoring

The Commission received nine 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. Two Orders of Resource Area Delineation were issued for approved wetland boundaries, and one Amendment was issued for an existing project. One Order of Conditions was issued for a proposed project under the Town of Bedford Wetlands Protection Bylaw; this decision was appealed. Determinations of Applicability were issued for 37 smaller projects. The number of applications for Determinations was a slight increase from the previous year, but the number of Notices of Intent was less than half those received in FY12. Several Enforcement Orders were issued for unauthorized work or sediment discharges to surface waters.

The most significant projects in Bedford were under construction at 350 Concord Road (Lavender Lane), 184 Hartwell Road (Hartwell Farms) and 100 Hanscom Field (Hartwell Road), Projects requiring detailed review and monitoring included those at 100 Hanscom

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Field, the Ashby Road bridge over Elm Brook, 160 Middlesex Turnpike, 100 Crosby Drive, 17 Hemlock Lane and 450 North Road.

The dam reconstruction at the Wilson Mill Site at Old Burlington Road and the Vine Brook Mill Pond was completed, and native plantings were introduced to all disturbed areas.

The Commission spends considerable time and effort in education and permitting related to damaged tree removal, and has developed a range of procedures, including issuance of Emergency Certifications under state and local wetland statutes.

Land Acquisition

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 and trail easement options.

Conservation Area Projects

The annual maintenance of the beaver control structure at Fawn Lake Conservation Area continues, necessary to limit rises in the water level and prevent flooding. In both wetland and upland areas at the Altmann Conservation Area, the control of glossy buckthorn continues with the assistance of the summer work crew. Maintenance and improvement of other conservation lands was conducted as funds and volunteer assistance allowed, to include a survey of the Hartwell Road boundary of Hartwell Town Forest. Annual mowing to benefit wildlife habitat and passive recreation was completed at the Clark, Little Meadow, Altmann, Minnie Reid and Jordan Conservation Areas, and at the Lindau Farmland at Pine Hill. The Commission conducted a special spring trail walk at the Shawsheen River Conservation Area for employees of Progress Software.

Trail Projects

The Trails Committee develops an annual report and projections for future work, which

includes new trails, trail improvements, bog bridge installation and trail walks. The efforts and support of the Department of Public Works is integral to the planning and execution of these projects.

Because of the many efforts and projects of the Trails Committee, the Commission anticipates an increased use and enjoyment of Bedford's conservation areas through significant trail improvements, increased maintenance, and better access, signage and public information. The Commission approved revised trail maintenance standards for Bedford Conservation Areas. New signs for the O'Connor, Mongo Brook, Doyle and Anthony Conservation Areas were designed and ordered.

Eagle Scout and High School Projects

Eagle Scout candidate Evan Vient installed bluebird houses at Little Meadow Conservation Area, in accordance with detailed design features provided by the Massachusetts Audubon Society. Bedford High School student Adam Appelbaum carried out a Senior Project at Fawn Lake, for the improvement of that area. The Commission appreciates these projects, and the high level of commitment and construction that was achieved.



Jordan Community Garden Plot

Jordan Community Gardens

The community garden plots at the George Jordan Conservation Area on Hartwell Road

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have improved in recent years, with set standards, regulations and fees to support garden use and maintenance, including brush removal and path mowing. Bedford residents are encouraged to contact the Conservation Office for more information on reserving a garden plot.

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. Unfortunately, vandalism continues to be a problem within some of the Conservation Areas, with serious damage to recent improvements and signage. Residents are encouraged to be watchful over nearby conservation lands, and to assist the Commission in prevention and education.

FY14 PROJECTIONS

The Commission hopes to introduce residents to the new conservation areas and trails, and welcomes local amateur naturalists to participate in planning and leading interpretive walks. Links to various areas, views and natural resource features are planned for the Commission web site - observations and photographs of reptiles, amphibians, 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 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.



White Cedar Swamp on Davis Road

HUMAN SERVICES

BOARD OF HEALTH

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

Board requested and received feedback from current regulated entities and the response has been positive. This new regulation is serving as a model for other communities.

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 conducted two medical sharps collection events to assist Bedford residents with the proper disposal of this medical waste which includes needles, lancets and syringes used in the home to administer medication or test blood. These events were conducted in conjunction with the Bedford Police department who collected prescription drugs for proper disposal.

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

In FY13, the Board of Health was the recipient of three grants: \$500 from the Department of Public Health to develop a hoarding resource guide; a \$5,000 Community Transformation Grant (administered by Healthy Bedford) to review town bylaws, regulations and policies for health components and to determine if the 2008 Board of Health Resolution strategies are included; and a \$1,350 emergency preparedness grant for a shelter and emergency supplies inventory management system and signage.

EMPLOYEE STATISTICS

Full-Time: 8
 Part-Time: 1

FY13 HIGHLIGHTS

During Fiscal Year 2013, the Board of Health revised and expanded its longstanding Recombinant DNA (rDNA) Regulation to include a definition of Regulated Biological Agents that includes all rDNA work, agents classified as Risk Group 3 and 4 and Select Agents; additional requirements of the Institutional Biosafety Committee and the Permit Application process; and, further detail on the fees for violations and assessments. The revisions also included a change in the title of the regulation to "Regulations on Biosafety and the Use of Regulated Biological Agents." The

There are 12 Automated External Defibrillators (AEDs), managed by the Board of the Health, that are located in four town buildings and the four schools. These are regularly inspected, maintained and replaced on a schedule. The location of these AED units can be found on a table on the BOH website and residents are encouraged to make note of their locations in the event an emergency takes place nearby.

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FY13 BOARD OF HEALTH STATISTICS

School Health Program	
Referrals to the School Nurses in the School System	
<i>Reasons for School Nurse "Contact":</i>	
Minor Injury/First Aid	3,816
Major Accidents (needing medical evaluation)	9
General Illness	3,776
Health Maintenance/Treatments	7,868
Miscellaneous	2,130
Medications-administered or supervised	5,714
Staff Health Encounters	359
Screenings	528
School Team Meetings	32
<i>Conferences:</i>	
School Personnel	1,338
Students	3,419
Parents	2,942
Total School Health Contacts:	31,931
*Additionally, 297 School Physicals were conducted by School Physician and School Nurse Staff (including transfers, sports, conferences and postural screenings).	

Community Nurse Program	
Client Base	22
Number of Clients Admitted	3
Number of Clients Discharged	2
Number of Home Visits	65
Number of Office Visits	48
Attendance at Blood Pressure Clinics	100

Hazardous Materials Program	
Hazardous Materials Registrations for Bedford businesses	29
Recombinant DNA Permits for Bedford businesses	9
Household Hazardous Waste Events – Bedford Resident Visits	207

Food Protection/Environmental Health and Sanitation Program	
Area of Program Management	No. of Inspections
Food Establishments (Retail and Service)	217
Beach/Pools	29
Camps	7
Complaints	35
Other (i.e. housing, animals, odors, dust, refuse, garbage, etc.)	49

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Communicable Disease Cases - Evaluation/Follow-up:			
Babesiosis	1	(1)* Malaria	1
Campylobacter	7	Pertussis	1
Enterovirus	1	Refugee	2
Erlichiosis	0	(1)* Salmonella	6
Giardiasis	0	Shiga Toxin	1
Hepatitis A	1	Toxoplasmosis	0 (2)*
Hepatitis B	1	Group A Streptococcus	1
Hepatitis C	3	Group B Streptococcus	2
Human Granulocytic Anaplasmosis	0	(3)* Streptococcus Pneumonia	2
Influenza	24	Varicella	0 (5)*
Legionellosis	0	Vibrio Sp.	0
Lyme	7	(20)*	

NOTE: (number)* indicates suspect cases, i.e. cases with clinical and/or laboratory evidence of the disease reported prior to the confirmation of the diagnosis

Community Education Projects and Health Screenings:

- Bedford Day - Emerson Screenings, BP screenings, Walking/Trails, Mosquito and Tick Bite Prevention
- Sharps Disposal days (2)
- Flu Clinics – 20, with 1,127 doses of flu vaccine administered
- Flu Prevention (COA)
- Pneumonia (COA)
- How do I know if it's Alzheimers? (COA)
- What do the numbers in my BP mean? (COA)
- What to expect if you are hospitalized...tips to make you better (COA)
- Pneumovax Clinic (2)
- Walk with Health program for Employees
- Children's Dental Program (Library)
- Lyme disease Outreach - COA, Library
- Table Top Gardens (Access to healthy food for the disabled)
- Bedford Plaza residents: BP screenings, Flu

Clinic, infectious disease management, newborn care, child development, parenting and family support, healthy food and grocery visits (Market Basket), wound care, depression

- Fire Department TB screenings
- Summer Adventures - Epi Pen training / food allergies



Town Flu Clinic

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FY14 PROJECTIONS

Throughout FY14, 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. Grants that have been received will support training and enhancement of task force capacity.

The Board of Health anticipates being able to offer other adult vaccines, including pneumonia

and limited doses of shingles vaccine. Available doses and clinics will be announced on the website and in the newspapers. We will continue to offer numerous opportunities for Bedford residents to receive the flu vaccine starting with Bedford Day. Our goal is to exceed the number of doses administered in FY13 by 10%. The Board of Health, including the School Nurses, appreciates the continued collaboration with the volunteer members of the Bedford Medical Reserve Corps and, with their help, is looking forward to having another successful year in vaccinating the Bedford community against seasonal flu. Please visit the Board of Health website, www.bedfordma.gov/health, for flu clinic dates and locations.

COUNCIL ON AGING

Roberta Ennis, Chair
Lori Wittner, Director



**50th anniversary of the Council on Aging taken by
The Bedford Citizen**

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,

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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

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

EMPLOYEE STATISTICS

Full-Time 3
 Part-Time .14

FY13 HIGHLIGHTS

Senior Center Programming

Active attendance at COA activities continues to remain consistent. Our total attendance was 21,403 for FY13 and the average daily use of the senior center was 72 people per day. Our unduplicated count of 1,020 seniors is higher than last year, reflecting the focus on outreach that was strong throughout the year. With the current 60 plus population at approximately 3,300, such numbers reflect that over 30% of the Town’s senior population has used our center or services at least once within the past year. We continue to expand and innovate our programming in response to the emerging needs of a diverse group of seniors with encouragement of senior-driven programs.

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

- We introduced some evening programs in an attempt to attract people between the ages of 60-70 who do not come to the COA regularly and who may still be working during the day. The “Coffee Hour” began with a small social group followed by the “Single Again” (widow/divorce) group.

“Single Again” has been very successful, increasing from 9 to 14 members and continuing to grow. We were also pleased to have had a strong attendance at two evening travelogue programs. We will be offering more evening presentations in the upcoming year.

- We collaborated with the Police Department on a monthly series - Intel Info (cleverly named by one of our seniors). An overview of Bedford’s law enforcement resources, an introduction to the Middlesex County Sheriff, SWAT unit, traffic, calling 911, and a special presentation on Bedford’s involvement in the Boston Marathon Bombing intervention were among the topics covered. There was an overwhelming amount of positive feedback following each of these programs.
- We offered two new computer classes this year which were very well attended. Our



Chuck Frates’ Tappers on Bedford Day

beginner class was geared towards people who had little to no experience with computers. The intermediate class was for people who had a basic knowledge and wanted to expand their skills. Participants were encouraged to utilize weekly drop-in sessions for practice.

- In response to interest expressed by the seniors, we offered regular literary seminars taught by a local actor/educator. The classes were so well received that we decided to continue them as an ongoing

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activity. We were also lucky to have the opportunity to host other cultural programs with support from the Cultural Council and other local funding sources.

- We collaborated with the Health Department and the Healthy Bedford Coordinator on a new community program. The idea started with a COA program that was on simple vegetable planting and the benefits of eating those foods. We are now in the planning stages of setting up table-top gardens for seniors and others who were not physically able to work in a garden. This seemed to go hand in hand with the efforts of the Healthy Bedford initiative. Together we have begun to look for funding as well as to involve other groups such as Boy Scouts/Girl Scouts, community gardeners, and hopefully members of the Bedford Farmers Market. This project has the potential to benefit so many groups in Bedford and we are very excited about getting started!

Fitness

We expanded our fitness program this year by adding a second weekly yoga class to our schedule as well as collaborating with the Burlington and Billerica COAs to offer tennis and aqua aerobics. We also added OsteoFitness to our regular exercise programs. OsteoFitness combines exercise and healthy lifestyle education both for prevention and treatment of Osteoporosis. We began using a “punch card” for our weekly classes, giving participants the opportunity to try different classes as well as more flexibility for attendance.

Transportation

The BLT continued to be widely used this year as did our Wheels of Life medical transportation program. Based on senior expressed interest, we held a special event giving people ages 65 and over the opportunity to apply for or renew an MBTA Senior CharlieCard. The card entitles seniors to a 50%

discount on all modes of MBTA transportation (subway, commuter rail, and bus). It also serves as a valid photo ID. 112 people attended this event and were so happy not to have to go into Boston to complete this process. Transportation is a growing need for Bedford seniors.

Services for Frail Elders

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

FY 14 PROJECTIONS

In the coming year we plan to increase our attendance by continuing to outreach new participants. Some of our senior-driven programs have successfully accomplished this goal and we hope more of those kinds of programs will develop. We plan to continue our work with the Hoarding Response Team and seek funding for a mental health component. We also plan to continue the tabletop garden project as well as to implement some new intergenerational programs.



Council on Aging Fifty Year Anniversary Party

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RECREATION DEPARTMENT

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

Department coordinates the Town's annual Bedford Day, Concerts on the Common and Tree Lighting.

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.

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.



Springs Brook Park by Julie Turner

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.

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.

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

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.

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 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.

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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

Full-Time: 2*

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

FY13 HIGHLIGHTS

There were a tremendous number of volunteers without whose support many programs would not exist.

- New Men's Summer Basketball League was a big success with 67 participants
- New Summer Concert venue was established
- Kids' Club celebrated twenty years serving the school children of Bedford
- Combined spring and summer registration for customer and department convenience and cost saving
- Adult Program Coordinator position reclassified from temporary status to permanent status to better meet the needs of the town
- Gymnastics program relocated
- New policies and procedures implemented

throughout summer programs to ensure compliance with the state's new Christian's Law

- New Operations Manager position established at Springs Brook Park
- Attendance at the youth center (The Corner) increased
- Dance program enrollment increased significantly

Many Recreation programs at or near capacity throughout the year

FY14 PROJECTIONS

- Continued improvements to the Kids' Club play yard
- Implementation of new safety practices at Kids' Club
- Improvements to skate park
- Involvement with Springs Brook Park improvement plans with continued attention to water clarity
- Implementation of new recreation management software

The Recreation Department looks forward to involvement with the residents of Bedford in FY14. Those interested in teaching programs, coaching or volunteering for the Recreation Department should contact the Recreation Office at 781-275-1392.



Archaeological dig at the Job Lane House

HUMAN SERVICES

YOUTH AND FAMILY SERVICES

**Kristina Philipson, Advisory Committee
Chair**

Sue Baldauf, Director

PURPOSE

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

Supportive Counseling

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

Community Education

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

Resource and Referral

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

Youth Empowerment

- Positive alternatives for youth through after school programs; tobacco, alcohol, and substance use education, prevention and diversion programs; and the Job Match Program

- Promotion of the development of a strong and positive youth voice through collaboration with schools, police and other youth serving organizations on youth programs, 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.

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.

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- 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

Full-time:	2
Part time:	2

FY13 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-third successful year collaborating with Eliot Community

Human Services in Concord on the provision of counseling services to Bedford residents. Services were provided by five licensed, trained clinicians at our offices at Bedford Town Center building, at other school or community sites, or at the Eliot offices in the Community Agencies Building next to Emerson Hospital. Just at our Bedford site, counseling services have been provided to about 100 different people over the course of the year with about 700 contacts, from a low of 46 to a high of 65 people each month. The five clinical staff have held almost 1,400 sessions during the year at our Bedford site, the low being 86 sessions a month and the high being 152. Slightly fewer sessions have been reported in Concord, with about 65 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 transitional year providing Veterans Services for Bedford residents. With the untimely death of Veterans Agent Fred Gordon in August 2012, we negotiated an interim agreement with Lexington and Burlington to provide temporary support until a long term determination could be made about the best course of action for veterans in the future.

Several months of review, discussion, and analysis led us to determine that creating a district would provide more comprehensive services and coverage going forward into the future. Thus a district involving Bedford and Lexington was created in February 2013 and was approved by the Massachusetts Department of Veterans Services.

Due to the marked increase in veterans residing in the community and increased need

HUMAN SERVICES

for services, we plan to continue to provide high visibility, regular Bedford hours, newspaper articles, and regular visits to community settings for educational and support purposes. Our staff assumed responsibility for some of the veterans response services from August until February, thus leaving an approximate 6 month gap in specific veterans related statistics. We have documented about 350 face-to-face contacts on veterans' related issues, fielded about 500 phone calls, and provided about 13 community support sessions. We continue to be involved with the sixty units of veterans housing developed and occupied at the Bedford Veterans Hospital and have the majority of new clients from that site. We participate regularly in the Patriotic Holiday Committee and Veterans Day and Memorial Day remembrances.

The Prevention Coordinator also continued responsibility aiding residents with the Fuel Assistance application process, completing 9 of the 16 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.

Community Education

We continue our nineteenth year of school and town collaboration on Prevention Services. Our full time Prevention Services Coordinator has responsibility for not only the prevention work but also the After School, Peer Mentoring, and the Youth Website. The Safe Homes Program, which is designed to support parental limit setting about alcohol and drug use at teen parties, entered its ninth year with a stable enrollment of about 251 families. This year marked the fourteenth 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 community meetings and dissemination of the results 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 seventh 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 collaboration with a local group on a returning speaker. We reached over 500 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 participated in a two part training addressing handling people with disabilities in emergency situations and coordinated by Fire and Health. We maintain contact with our core group of community professionals available on the mental health crisis team known as Community Crisis Response Team and who would be activated through our office at a time of need. We met every other month this year with the school crisis team and participated in a short term task force on school security issues facilitated by the Superintendent after the Connecticut school shooting in December.

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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, and participated in their grant submission review process this year. We also have been actively working on the 18-month planning grant they awarded Bedford and participating in quarterly consultation meetings with communities who have completed their grants. Our Towards a Healthier Bedford grant successfully completed a citizen survey this year, disseminating the results to relevant boards and committees and facilitated a "Healthy Bedford by Design" meeting of community leaders and residents with noted planning expert Mark Fenton. We continue to sit on the Young Adult Initiative Board of the Metro South West Regional Employment Board. 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 events, one with the Massachusetts Councils on Aging at their annual fall conference and another with Northborough Council on Aging on Hoarding, and one workshop at the MMA Annual Meeting in January on Municipal Human Services Delivery. We frequently write and coordinate submission of the publicity articles for LOHSC for the MMA monthly newsletter. We continue to serve on the Massachusetts' Executive Office

of Health and Human Services Children Youth and Families Advisory Committee to improve efficiency in state services to those populations. We serve on the Regional Early Childhood Advisory Council which provides 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.

Resource and Referral

Our office has had approximately 10,000 resident contacts this year in several of our services and youth events. We documented 2,000 specific contacts with over 500 residents and have fielded about 1,400 calls, 500 emails, and 350 generic visits to the office. We distributed about 150 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 protocol to be posted at the fields. We also worked with VPC, the Bedford Police Department, and local clergy in support of gun safety through a local gun buyback program and two related community forums.

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 71 registrations. We were fortunate to


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have a total of 4 Middle School teachers/staff 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 85 contacts related to that service with about 50 matches. The number of students throughout the year signed up to work averaged 30. Many satisfied residents have participated in this service for years.

support staffing and food for Friday evening activities at the Corner. For the ninth 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 continue to work on our \$15,000 Healthy Communities Planning Grant again from the Northwest Suburban Health Alliance/CHNA 15 DoN funds from Lahey Clinic, which will run through September 2013 and affords Bedford the opportunity to ensure healthy community principles are guiding planning efforts and project implementation ideas. We continue to use the Bedford in Motion website to promote healthy lifestyles and health and wellness resources for families to address high Body Mass Index (BMI) rates, especially in children. This website also incorporates the Safe Routes to School (SRTS) initiative begun three 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. We applied for an infrastructure assessment related to SRTS at the middle school and told we were accepted for that project though start date remains uncertain.

We collaborated with the Bedford Chamber of Commerce on the second 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 second award was given at the Chamber’s Annual Dinner in February.



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 fifth award as one of America’s **100 Best Communities for Young People**, this

year with a monetary award which we used to

∞ HUMAN SERVICES ∞

FY14 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 seventh edition of the Celebrating Parenting Weekly Engagement Calendar.

- Enhance parent education offerings for the community based on ongoing success of collaborations with other Bedford parent groups and interested parties and explore increasing web-based resources.
- Coordinate the tenth Bedford Families Unplugged event November 2013 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 on-going initiatives like Safe Routes to School and Bedford in Motion in conjunction with Board of Health and on behalf of the Youth Task Force and explore implementation options of planning process.

∞ DEPARTMENT OF PUBLIC WORKS ∞

Roy E. Sorenson, *Director*

PURPOSE

The primary function of the Department of Public Works is to provide municipal services to residents, businesses and visitors in Bedford. These services include snow and ice removal, stormwater drainage, water supply and distribution, sewage collection and pumping, vehicle fleet maintenance, 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/Recycling, Engineering, and Administration.

EMPLOYEE STATISTICS

Full-Time Grounds:	8.0
Full-Time Sewer:	5.0
Full-Time Highway	7.0
Full-Time Water:	4.0
Full-Time Mechanical:	4.0
Full-Time Seasonal Labor:	2.3
Full-Time Administration and Engineering:	13.43

FY13 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,

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pavement management, drainage system maintenance, pavement markings, traffic signal maintenance and sidewalk repairs.

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

- Anthony Road
- Alfred Circle
- Bonair Avenue
- Concord Road from easterly Davis Road to Evans Avenue
- Oakland Avenue
- Riverside Avenue

Eight miles of roadways were crack-sealed which is a pavement management method used to prolong the condition of newer paved roadways. The overall Pavement Condition Index, PCI, for town roadways increased from 62 in FY12 to 65 in FY13. In addition to repairing approximately 30 catch basins around town, the Highway Division reconstructed the drainage system on Old Burlington Road which has been compromised during past storm events. The Highway Division worked with other Town Departments with installation of new lighting at the Middle School parking area and the new court yard play area at the High School.

The sidewalk network expanded with the construction of the North Road sidewalk up to Harvard Drive, including new solar-powered pedestrian crossing signals. The Highway Division also assisted with hauling materials to and from the two dam projects that were under way in FY13. As part of the Department's recycling efforts, approximately 3,500 tons of road construction debris was sorted and crushed into a usable product for backfilling and trench repairs. An additional 90 tons of asphalt was reheated and reused for winter pot hole patching.

On October 29th, 2012, Super Storm Sandy impacted the Town with three inches of rain

and heavy winds causing downed trees and significant power outages. The Highway Division managed to keep the drains clear so that only minor flooding problems occurred. During the 2012-2013 winter, the Town only experienced a couple of minor snow events until February 8th when Blizzard Nemo dropped 23 inches of snow and a travel ban was declared by the Governor. Bedford was one of only four communities that had the roads cleared in time for school on the following Monday.

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 FY13, the Mechanical Division continued to recycle tires, parts cleaner and waste oil, all of which have a beneficial reuse in other components. The Mechanics were trained on the new diagnostic software for sedans and light duty vehicles. Ten (10) DPW employees were certified as Class C operators for fuel storage facilities. The concrete pads at the fuel depots were enlarged to comply with new State regulations.



Police Car Repair

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

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maintenance to ensure a free-flowing system and responds to emergencies to correct clogged or surcharged sewers. The Sewer Division also oversees the filter system pumps at Spring Brook Park and continues to investigate the integrity of the force main from the Main Sewer Pump Station into Lexington. The Sewer Division continued its efforts concentrating on inflow and infiltration tactics which identifies and removes extraneous water from the sewer system; this reduces the Town's wastewater pumping costs and associated charges from the Massachusetts Water Resources Authority (MWRA). A major accomplishment of the Sewer Division was the installation of the sewage channel grinder at the main sewer station on The Great Road.

Water Division

The primary function of the Water Division is to maintain and operate the Town's water distribution and water treatment system, which includes ninety-two (92) miles of water main, three (3) wells, three (3) water storage tanks, approximately 811 fire hydrants and 6,000 water meters. The Water Division annually performs approximately 1,300 back flow inspections to protect the water distribution system from non-potable sources. Other primary functions of the Water Division include ensuring water quality by routine testing, leak detection and emergency repairs to the distribution system. The Town of Bedford is a member of the MWRA, Massachusetts Water Resources Authority. 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, 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. The Water Division along with CDM, the Town's water engineering consultant, have conducted extensive investigations to better understand the increase in total coliform levels during the summer months when water temperatures increase in the distribution system. Nitrification has been identified as the reason for the increased number of total coliform detections during the summer months due to the location of Bedford in the overall flow pattern of the MWRA network placing the Town at the further reaches of the MWRA transmission system. The detention time and the existence of unlined transmission lines invite nitrification; therefore the Department of Public Works has been working diligently with the MWRA and CDM to improve the system and infrastructure.

Grounds Division



Section of Water Main Before and After Cleaning

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 (5) playgrounds, ten (10) hard tennis and basketball courts and the 1.4 miles of paved and 4.4 miles of stone dusted 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

∞ DEPARTMENT OF PUBLIC WORKS ∞

maintenance, landscape maintenance, trash collection public areas, 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 both cemeteries.



Chaim Gross Dance Rhythm Sculpture

During FY13, major projects completed by the Grounds Division included the renovation of the baseball field at Spring Brook Park. The Grounds Division also re-landscaped and irrigated the Bedford Library as well as a new backstop and irrigation at F Field. The Grounds Division was also instrumental in the installation of the Dance Rhythm statue located on Mudge Way. In November of 2102, the Town suffered substantial tree damage during Hurricane Sandy. The Grounds Division cleared the vegetative debris from Town roadways. The Grounds Division in partnership with the Facilities Department installed 4 solar recycling/trash barrels as part of a Green Community Grant. The division also performed 79 interments at the Shawsheen Cemetery.

Engineering Division

The Engineering Division was responsible for the design and permitting of capital improvement projects such as the cleaning and lining of the 12-inch diameter water main from Great Road to the Pine Hill standpipe, the landscaping at the Wilson Mill site, replacement of the concrete apron at the Fire Station, and paving projects along wetland resource areas. The Engineering Division worked to develop the regulations to be used with the Stormwater Bylaw required for construction projects disturbing more than one acre to ensure proper water quality standards are being met. The Division routinely reviews and inspects both public and private projects for adherence to Town standards and proper stormwater practices. The Geographical Information System, GIS, continues to expand data layers and coordination with the Department's new work order system. The Engineering Division also provided daily construction inspections at the Wilson Mill Dam and Old Reservoir Dam replacement projects, the new sidewalk along North Road and oversight of the Notice of Intent and mitigation efforts for the proposed athletic fields at the former St. Michael's property off Liljegren Way. The staff also provides technical assistance and coordination for the Bedford Trails Committee.

Refuse and Recycling Division

The Administration Division also administers all refuse and recycling programs and contracts. During FY13, the community efforts diverted 2,107 tons of recycling materials from going to the incinerator and realized a cost savings of \$151,723 in disposal fees. In total, 3,733 tons of refuse were disposed at the Covanta waste-to-energy plant in Haverhill. Also, the Town gained a credit from the collection vendor, Republic Services, Inc. for the paper recycling rebate program in the amount of \$10,513 for 1,012 tons of paper. During FY13, a part-time municipal recycling

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coordinator was hired and implemented a public education plan to create more awareness targeting all town owned buildings, all schools and the general public. Recycling rates increased 8% during FY13.

Administration Division

The Administration Division is responsible for the management of the entire public works operation, which includes fiscal budget control, capital improvement planning and project

management, utility billing and permitting, outside engineering services, grant preparation and processing along with FEMA disaster reimbursement processing. The Administration Division, along with all other divisions within Public Works, assists in the annual events of the Town including Pole Capping Day, Memorial Day, Veterans’ Day, 4th of July, Bedford Day, Arbor Day and Concerts on the Common.

∞ FACILITIES DEPARTMENT ∞

Richard B. Jones, Director

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 managing separate accounts to track both school and town operating and revolving fund expenses.

Maintenance activities include scheduled preventive maintenance and the routine and emergency repair of all building systems, weekend building checks and on call emergency response services. Custodial Services include daily and periodic cleaning,

integrated pest management, non-hazardous waste disposal, recycling, general safety/security and custodial coverage for special events. Project management responsibilities include defining the scope of work for each capital project, procuring and managing design services, reviewing design documents, the bidding of projects, construction contract management, and overall project management.

EMPLOYEE STATISTICS

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

Building Statistics

Town Buildings (17): 194,127 sq. ft.
 School Buildings (4): 510,907 sq. ft.
 Total: 705,034 sq. ft.



∞ FACILITIES DEPARTMENT ∞

FY13 HIGHLIGHTS

Administration

The Facilities Department worked with the Capital Asset Management Team to successfully implement the new capital asset management program. All known capital requirements have been entered into the database allowing staff and town committees to better plan for the future capital needs of the town.

The part time Energy Manager services provided under an agreement with the Town of Arlington have been used to develop an occupant behavior program that will be implemented at Bedford High School and advised DPW staff on the purchase of energy efficient vehicles.

The Facilities Department completed all the energy efficiency projects included in the Department of Energy Resources grant award at a total cost of \$216,674. Grant funded share \$148,150, utility incentives \$66,603 and town share \$1,921.

In addition to the grant funded energy efficiency projects, the town appropriated \$382,951 to fund thirteen (13) additional projects. The total construction cost was \$484,687 offset with utility company incentives both electric and gas totaling \$101,736. The projected annual energy savings is \$84,002.

The Operations Manager working with the Recycling Coordinator at DPW worked with the custodial staff and building occupants in town and school buildings to increase the recycling of cardboard and containers. They also planned and managed an end of the year locker cleanout at John Glenn Middle School and High School. The event resulted in over 90% of the material being recycled.

An agreement was reached with DPW to transfer the responsibility for town building

phone system maintenance and phone service to the Facilities Department. Prior to this change, the Facilities Department was only responsible for phones and phone service for the School Department. This change doubled the number of phone systems and phone lines for which the department is responsible.

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.

	FY13	FY12	FY11
Repairs:	1,150	1,641	1,839
Preventative Maintenance:	2,024	1,923	1,748
% Completed	74%	71%	74%

Capital Projects

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

Re-roofing at the Public Library, Town Hall and Job Lane House; Exterior painting at the Fire Station, Town Center and Depot Building; Space modifications at Lane, John Glenn and High School; Ambulance bay enlargement at the Fire Station; Security improvements at all schools and numerous energy efficiency projects in both town and school buildings.



Fire Station Ambulance Bay Enlargement

FACILITIES DEPARTMENT

Energy Management

The conversion from oil to natural gas for space heating at Lane School is projected to save \$35,400 per year. The conversion project was completed in January 2013. Total project cost \$39,183 with a projected payback of 1.1 years.

Comparing FY13 energy use of natural gas, fuel oil, electricity, gasoline and diesel fuel to the Baseline Year of FY09 showed an 8% reduction in overall energy use which represents in FY13 dollars and avoided cost of \$148,011. The five year energy reduction plan set a goal of reducing energy by 20% by July 1, 2014.

The Facilities Department completed two major energy efficiency projects in FY13. The first project consisted of seven (7) energy efficiency measures costing \$221,924.08. The project was funded with a \$148,150 grant Department of Energy Resources, \$66,603 in Utility Incentives and \$7,171.08 from the FY13 School and Town Operating Budgets. The project is projected to save \$53,788 annually.

The second project consisted of nine (9) energy efficiency measures costing \$430,120.48. The project was funded with \$339,269.48 from free cash and \$90,851 in Utility Incentives. The project is projected to save \$90,697 annually. This is a 3.75 year payback on the Free Cash investment made by the Town.

FY14 PROJECTIONS

Administration

Administration worked with the Capital Asset Management Team to evaluate the capital asset management program implemented during the FY14 budget cycle and recommend improvements to the capital budgeting process.

Staff also worked with the Communications

Review Team to complete a comprehensive study of all communication systems used by the town. The study will provide a framework for future capital funding of phone, radio, video and data networks.

Custodial

This division implemented a new floor refinishing program to reduce cost and improve appearance of vinyl tile flooring.

Staff also evaluated effectiveness of the newly created Floating Custodian position in reducing overtime cost and improving overall cleanliness of town and school facilities.

Lastly they evaluated operational changes made to reduce energy use and maximize recycling 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

The Facilities Department plans to complete of all town funded energy efficiency projects before the end of 2013.

Energy Management

The Facilities Department will work to achieve additional reductions in energy use through occupant behavior modification, improved maintenance procedures, modification of HVAC controls and re-commissioning, evaluate and recommend one or more solar energy generation projects, develop and implement strategies to reduce peak demand charges at the High School.

Lastly The Facilities Department will update the Energy Reduction Plan. The current five year plan expires on June 30, 2014.

EDUCATION

BEDFORD PUBLIC SCHOOLS

Ed Pierce, Chair

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, Jon Sills. The policy-making body for the Bedford Public Schools is the Bedford School Committee. The Bedford School Committee consists of five (5) members, each elected on a non-partisan ballot by the people for terms of three (3) years. Members of the Committee and their terms of office are: Edward Pierce, Chairperson, 2014; Brad Hafer, Vice-Chairperson 2016; Abbie Seibert, Secretary 2015; Michael McAllister, 2016, and Ann Guay, 2014. Michael McAllister, elected in March, replaced former Chairperson, Anne Bickford, whose term expired. Ann Guay was

appointed to replace Noreen O’Gara, who resigned her position in February.

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

Grade	# Students per class Goal	FY2014 Budget Projection	Actual 2012-13
K	20	19-20	18 to 23
Grades 1-3	23	19-22	16 to 22
Grades 4-5	25	23-24	21 to 24
Middle School			
6-8	25	To 27	To 31
High School 9-12			
Level 2 & 3	18	To 20	To 21
Level 4 & 5	25	To 25	To 32

SELECTED SYSTEM HIGHLIGHTS FOR FISCAL YEAR 2013:

Curriculum and Instruction

- Continued, as a district, to meet the federal guidelines of No Child Left Behind and Race to the Top. Bedford High School earned a Level 1 rating and the district as a whole earned a Level 2 rating in the state’s new Progress and Performance Index (PPI) rating system. Continued to align the Bedford curriculum to the National Common Core Standards.
- Without teaching to the test or narrowing our curriculum, Bedford saw significant gains in 3rd (70% to 89%) and 5th grade (75% to 88%) MCAS combined Proficient

∞ EDUCATION ∞

and Advanced scores. 92% of our 8th graders scored either Proficient or Advanced in ELA. 80% of our 10th graders scored Advanced in math (94% combined Proficient and Advanced), and 99% scored Proficient and Advanced in ELA.

- 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.
- Reviewed K-8 math and ELA curricula for consistency and coherence and:
 - Made significant alignment progress.
 - Began to identify agreed upon outcomes that incorporate, but are not limited to, the MA Frameworks and Common Core .
 - Identified the need to implement, and selected, a research-based phonics, program K-3 to replace a well-developed but not fully implemented district-created program.
 - Identified the need to teach reading explicitly in 3rd grade and to use Running Records to facilitate instruction.
 - Split the ELA curriculum coordinator position to provide more leadership at the Davis School .
- Began to review the social studies and science curricula K-8 for consistency and coherence.
- Provided a clear four-part instructional focus for the one to one iPad program at the high school: creation of digital content, critical thinking, collaboration and increased formative assessment.
- Implemented the New Educator Evaluation System in a manner designed to advance district goals: building curricular and instructional coherence around higher order thinking and conceptual understanding; addressing the individual learning needs of every student; and integrating instructional and

communication technology to advance these learning goals.

- Developed and began to pilot common assessments in all grades and in all subjects.
- Continued to work closely with a joint labor/management team to implement and improve the New Evaluation System. Successfully created a simpler and more useful teacher rubric.
- Students gained admission to a wide range of colleges, including top tier universities such as Yale and Brown.
- Bedford reaffirmed its commitment to a well-rounded, minds-on education with ongoing support for the arts, for student-centered learning, and a higher order thinking-focused curriculum.
- Managed inordinately high class sizes, particularly at BHS, while successfully budgeting for improved student-teacher ratios in critical areas for the 2013-2014 school year.

Personnel and Professional Development

- A new district leadership team, including two new principals, an interim assistant superintendent, an interim special education director, a new network administrator and a new superintendent, forged close working relationships and focused on substantive teaching and learning issues throughout the school year.
- At each of the schools and in each of their individual roles, the new personnel implemented well-thought-out entry plans and transitioned effectively.
- The district conducted a successful search and hired a new principal for the Davis School to begin in the 2013-2014 school year. The district also hired a permanent special education director, created a new Director of Technology and Library Media position, eliminated the Instructional Technology Program Director position, and hired a new network administrator.

∞ EDUCATION ∞

The School Committee successfully oriented two new members, one elected in April and the other appointed several weeks later to fill an unexpected vacancy.

- One administrator and one ELL teacher took the appropriate coursework and achieved instructor status for the RETELL courses mandated by the DESE.
- Teachers across the district took advantage of professional development offerings at EDCO, Harvard Teachers as Scholars, discipline specific conferences, and a wide range of graduate programs. All new teachers attended a new teacher induction course and were paired with mentors. Teachers and administrators attended EMI anti-racism training workshops. The superintendent participated in the superintendent induction program co-sponsored by MASS and the DESE.
- The Lane School principal taught an online course on Understanding by Design for both Lane and Davis teachers.
- Significant professional development was done at the high school on the four areas of focus for the iPad initiative.
- Conducted teacher training workshops in enVision MATH for its impending extension into fifth grade, Empower Writers, and Foundations.
- Conducted a range of technology integration workshops at each of the schools culminating in technology showcases, featuring student presenters at each of the schools.

New Initiatives and Planning

- Data teams began regular meetings to analyze student achievement data at Lane and Davis, and a school-wide team collected achievement gap data at the high school.
- Faculties at all four schools “unpacked” the *Well-Structured Lesson* element of the new teacher evaluation rubric to identify teacher and student behaviors that reflect best practices.

- A Safety and Security Task Force researched concerns and solutions and proposed a series of measures to strengthen school security. The school committee adopted the proposed improvements and the first phase of implementation was completed.
- A new Robotics program was implemented at BHS.
- JGMS established both a Technology and a Scheduling Task Force.
- At JGMS, significant changes were made, for 2013-2014 implementation, in the elective (“Choice”) program structure and curriculum to achieve a more robust Exploratory curriculum and to provide students with greater opportunities to pursue their interests.

Facilities

- The Facilities Department entered information about all school related capital projects into the town wide Capital Asset Management database to provide for better management of the capital budgeting process.
- The School Committee and Selectmen jointly hired a part time Energy Manager to assist with grant applications, preparing reports and working with building occupants to reduce energy use. The position is shared with the Town of Arlington.
- Funding for the implementation of five additional energy efficiency projects was approved by Annual Town Meeting. These projects are expected to save \$41,047 annually.
- The Facilities Department completed eleven (11) energy efficiency projects involving all four schools. These projects are expected to save \$67,786 annually. FY13 energy use was 10% less than the FY09 baseline year. This represents a savings of \$73,169 for FY13. The goal is to reduce energy use by 20% over a five year period ending in 2014.

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- Capital projects completed in FY13 include the partial re-roofing of Lane School, the replacement of air conditioner compressors at Lane and Davis, modification of space at Lane, JGMS and BHS to accommodate changes in the SPED program and continued painting and flooring replacement at all four schools.
- The Facilities Department working with the Superintendent and Principals completed a review of the school space study completed in 2010 and adjusted the Capital Budget appropriately.

- Full-week kindergarten
- Additional ELL teachers
- Increased guidance and adjustment counselor staff
- Reduced teaching load for program administrators assigned significantly increased evaluation responsibilities
- Successfully budgeted for key support programs to meet the needs of an increasingly complex student population: a new Bridges program at Davis; an expanded Bridges program at BHS; the creation of a Skills Center at JGMS; a part-time College and Career counseling position, the first phase of a Transition program at BHS for the 2013-2014 school year.
- Successfully budgeted for additional a modest amount of additional teaching FTE to address unprecedented class size overages at BHS.

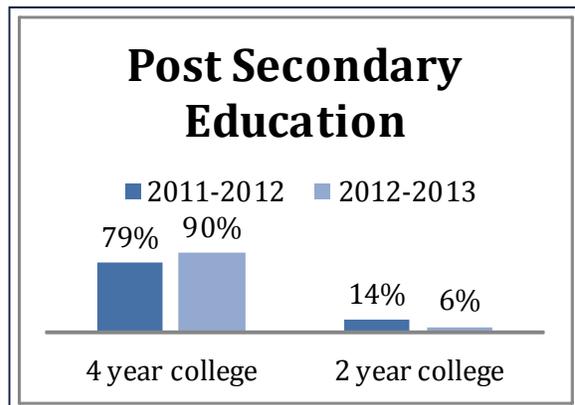
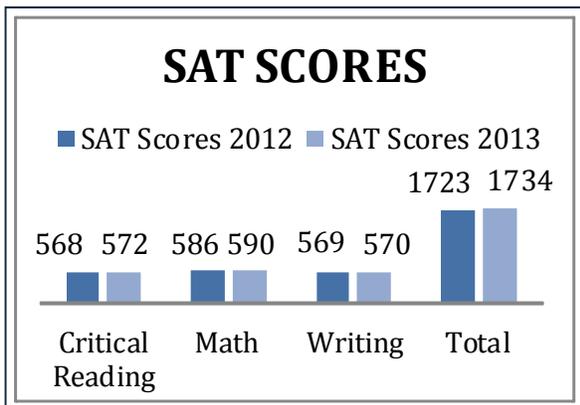
Fiscal Management

- Successfully budgeted for new programmatic changes and additional personnel needed to meet state and federal mandates (Common Core, ELL/WIDA, the New Educator Evaluation System, the impending PARCC assessments, and McKinney Vento/Homeless Assistance Act*):

*Legislation governing the education of children of homeless families.

SELECTED STATISTICAL INFORMATION 2012-13:

Professional Staff	250.95 FTE's	October 1, 2012 Enrollment	2,487
Non-Professional Staff	115.50 FTE's		
BHS Graduation Rate Class of 2013	99%	Post Secondary Education -2013	
		4 Year College	90%
		2 Year College	6%
SAT 2012 Scores	SAT by Mean 1734 (out of 2400)	SAT by Subject Area:	
		Critical Reading:	572
		Math:	592
		Writing:	570



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SHAWSHEEN VALLEY TECHNICAL SCHOOL

Charles Lyons, Superintendent

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2013 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 43rd 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: Deborah Kostas and Glenn McIntyre from Bedford; Kenneth L. Buffum, Vice Chairman, and Paula McShane Lambert, Treasurer, from Billerica; Paul V. Gedick and Robert Gallagher, Secretary from Burlington; Patricia W. Meuse and Michael Kelley from Tewksbury; and James M. Gillis and Robert G. Peterson, 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 ninety-seven (1,397) high-school students were enrolled in SVTHS's day school programs in October of 2013, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2013, SVTHS graduated 322 seniors. Over 70% of the graduates planned to attend college or other post-secondary schooling in the fall. Twenty-four percent of the students intended to continue working in

their trade with another 2% working in another field after graduation. In addition, 3% entered the armed forces.

Academic Programs

MCAS Composite Performance Index (CPI) Scores: The Composite Performance Index Score is a measure of achievement by performance level. Students who score in either the Advanced or Proficient range are awarded 100 points. Those who score in the upper half of the Needs Improvement range receive 75 points; in the lower half of the Needs Improvement range, 50 points. Students who take the test and fail are awarded 25 points. Those who do not test and are not medically excused receive zero points.

In the Spring of 2013, the 339 sophomores comprising SVTHS' Class of 2015 SVTHS sophomores outperformed all other vocational-technical sophomores in English Language Arts (ELA) with a CPI of 99.7; they ranked fourth in Mathematics (94.2) and second in Science (96.3). Within the District, Shawsheen ranked second in ELA, fourth in Mathematics, and first in Science.

MCAS Growth Scores. The Median Student Growth Percentiles (MSGP) is a statistical measure of student growth between grades eight and ten—arguably the most important single score in the MCAS analysis. The Massachusetts Department of Elementary and Secondary Education (DESE) collects MSGP scores in ELA and Mathematics. In the Spring of 2013, SVTHS ranked second in ELA and thirty-seventh in Mathematics among the 353 schools for whom the DESE reported tenth-grade growth scores. In response to these extraordinary achievements SVTHS was recognized as a "Dream School" by the Boston Globe in September of 2013.

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Curriculum Revision: In compliance with course-content changes promulgated by the Massachusetts Common Core Curriculum and in anticipation of specific modifications in state-mandated testing aligned with those changes, SVTHS implemented College-Preparatory (CP) Grade-9 Algebra 1 courses at three developmental levels in the Fall of 2013. SVTHS will also implement CP Grade-10 Geometry at three levels and CP Grade-11 Algebra 2 at two levels in the Fall of 2014.

Summer School: In the summer of 2013, the SVTHS Summer Program enrolled 98 students from ten surrounding school systems in 22 courses offered to students in grades 7-10.

Clubs and Organizations

The Fourteenth 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 sixth 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. Kerry O’Brien of the English Department, Mr. Michael Azevedo of the Design and Visual Communication Shop, and Mr. 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: Under the advisorship of Mrs. Gail Poulten of the English Department, 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.

Student Council: The Student Council continued its energetic paper-recycling program throughout the year under the direction of faculty advisor Ms. Ellen Mountain. In 2013, Ms. Mountain continued the Council’s recently-expanded efforts to recycle plastic, toner cartridges, cell phones, and sneakers. In addition, the Council sponsored fundraisers for the American Cancer Society, local animal shelters, and other noteworthy causes.

Oratory Club: Coached by faculty advisor Kristin Sciacca of the English Department, club members sent three contestants to the Voice of Democracy national championship and two students to SkillsUSA competition. The club’s most skilled orator, Kaitlyn Gordon, captured first-place awards at the club, zone, and district levels of the Lions Club Championship to eventually place at the state level.

Robotics Club: In 2013, the Robotics Club grew to over 30 members under the expert advisorship of Mr. Paul Blanchette of the Electronics Shop and changed league affiliation—moving to VEX from FTC competition. The new league, which consists of an increased number of participant teams, sponsors many more competitions than did the earlier affiliation. The Rams entered four competitions and returned home with diverse accolades. They received the Sportsmanship Award at Boston University and the first-place award for Creative Design as well as the Energy Award at Pembroke Academy in New Hampshire. Shawsheen captured second place in the annual Trebuchet contest, also held in New Hampshire, against teams from throughout New England. The Rams returned to Massachusetts to capture a Best Modern Design award at the annual Higgins Museum Trebuchet Tournament in Worcester—an

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impressive finish against a host of post-secondary competitors including Plymouth State College. The team concluded its season in national competition at the Verizon Arena in Manchester, New Hampshire. Two team members participated at the SkillsUSA competition for mobile robotics and captured the bronze medal for their creative efforts.

Alumni Association: Under the direction of its Planning Committee and faculty advisor, Mrs. Gail Poulten, the Alumni Association vetted nominations, selected honorees, and hosted an Alumni Hall-of-Fame induction at the Tewksbury Country Club. Any SVTHS alumni interested in planning future events with Mrs. Poulten should contact her at gpoulten@shawsheen.tec.ma.us or Mr. Jaason Tildsley at jtildsley@shawsheen.tec.ma.us.

Support Services

The SVTHS Support Services Department services the second largest population of students with special needs in Vocational Education within Massachusetts, approximately 355 students and comprising about 26.1% 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 96.2% of seniors graduating in June, 2013, among the highest of any high school in Massachusetts. This compares to a state average of 68.6% percent for special needs students. Shawsheen's special education students also demonstrated outstanding success on the spring, 2013 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 (96%), Mathematics (63%), and Biology (73%). These percentages are all improvements from the previous year.

Athletics

The three seasons comprising the 2013 athletic year were memorable and unique for Shawsheen Athletics. Over 450 Shawsheen students participated in interscholastic athletics, earning ten league championships and five state vocational titles. For an unprecedented eleven out of the last twelve 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

Veterans Training Program: Twelve area veterans participated in an intensive machining training program in March of 2013 leading to employment with local manufacturing companies. This program was offered through the Adult Education program in partnership with the Massachusetts Manufacturing Extension Partnership. Modeled after similar veterans training programs, this important job training initiative will likely be replicated in the coming year.

Other community service highlights included 39 graduates from the School of Practical Nursing, and many other successful collaborations with the Billerica House of Corrections, the Northeast Advanced Manufacturing Consortia, Middlesex Community College, and Community Teamwork, Inc.

Computer Services

In the fall, Computer Services added the current ninth-grade population (class of 2017)

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to the Parent Access Manager System, bringing parent participation to approximately 86 %. 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. After assessing the district's current Student Information System (iPass), it has been determined a new system would be beneficial. Computer Services will be implementing a new SIS/LMS (Student Information System / Learning Management System) for making informed data decision through data collection. The new integrated system will provide enhanced features to our users while improving overall efficiency of data flow within the district. The delivery of data directly to its users provides immense educational support. Teaching staff can make data-driven decisions with real time information which will improve the instructional practice and result in improved student outcomes. The district will implement a new SIS by the end of 2013-14 school year and begin migrating data throughout the summer. Initial staff training will be conducted by June and professional development will continue for the start of the new school year.

Guidance

Admissions: Applications once again exceeded 600 for 350 seats in the class of 2017. Students, parents and community members were invited to events on site including the Community Open House on November 3rd and the 8th Grade Career Night in January.

9th Grade Orientation: The Class of 2017 participated in SVTHS 9th grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events.

College and Career Planning: Shawsheen students continue to expand their options and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and retain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college exams. Over 75% of the senior class participated in one or the other.

Cooperative Education Program: Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. The trend continues as the Placement office had 198 seniors out on co-op positions and 90 juniors out on co-op at the end of June, 2013.

School Council

An important agency of school governance, the 2012-2013 SVTHS School Council, was made up of three parents; three community members; two SVTHS students, two faculty members and the Assistant Superintendent-Director Principal. The three primary functions of the school council are to meet with the Superintendent-Director when he presents the school budget, make additions and revisions to the SVTHS Student Handbook, and develop the annual School Improvement Plan.

Vocational/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 an unprecedented seventy-six (76) medals at the 2013 district competition and twenty-six (26) medals at the state competition, including three gold medals.

National Accreditation: SVTHS has twenty vocational programs, eight of which are nationally accredited by their respective

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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 individuals throughout the District. During the school year, students worked on numerous automobiles, including fire and police vehicles from the Tewksbury Fire Department and the Massachusetts State Police.

Automotive Technology: The Automotive Program continues to perform countless tasks in becoming proficient in standards from the State framework by repairing vehicles from within the Shawsheen Community. Ten (10) Automotive Technology upperclassmen took part in the Ford AAA Auto Skills Competition. A large percentage of the upperclassmen also received student certificates from ASE Student Certification and ASE Refrigerant Recovery Programs.

Health Cluster

Medical Lab Assisting: Medical Lab Assisting completed another successful year with their Grade 9 Exploratory program, as well as the addition of their first senior class. The program has a robust new senior curriculum for shop which includes Nutrition, Microbiology and Medical Law and Ethics. Additionally, the program continues to build its partnerships for cooperative education opportunities and has placed a number of students in medical offices and phlebotomy labs.

Health Assisting: Health Assisting successfully certified 25 students via the Department of Public Health as CNA's (Certified Nursing

Assistants). The program continues to maintain solid relationships with area nursing homes and clinical sites for student on-site practice.

Dental Assisting: Dental Assisting successfully completed their second year of Grade 9 Exploratory. The program was oversubscribed with first choice students.

Services Cluster

Culinary Arts: The Culinary Arts program completed its five year evaluation and renewal of their national shop accreditation with the American Culinary Federation. The ACF evaluates the curriculum, equipment and staff standards. The program scored in the top 2% in the state and the ACF recommended other districts use Shawsheen's program as a guide for a model program. The restaurant and bakery continue to serve the public daily with continued high volume of guests.

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

Construction Cluster

Carpentry; Plumbing; Electrical; Heating, Ventilation, Air-conditioning & Refrigeration and Masonry: Providing authentic learning opportunities for the construction students continues to be paramount in delivering real-world instruction for all five programs. One of these community projects that provided the implementation of work-based learning was the completion of the final phase of the Burlington Marion Tavern Farmhouse. This project presented both renovation and new construction and covered all aspects of the construction trades, creating circumstances to encompass many standards of the state

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frameworks (i.e., solving problems using critical thinking; demonstrate willingness to learn and further develop skills).

Arts and Communication Cluster

Office Technology: The Office Technology program is in the third year of utilizing its Microsoft Testing Lab. Through this testing lab, students have the opportunity throughout the school year to certify in Microsoft applications that are industry based, enhancing their employability skills. The utilization of this lab is reflected in a 61% job placement of the program's seniors.

Informational Support Services & Networking: Last year the Informational Support Services and Networking program developed a new partnership with Plum Choice. One of the principle employees at this company is a graduate of Shawsheen. From this partnership six seniors were hired. Additionally this program began a training program to prepare students to become certified as a Microsoft Technical Associate in Operating Systems via an examination.

Design & Visual Communications: The Design & Visual Communications program had a very productive year in 2013 with a few DVC firsts. Students acted as designers in many real world community projects for schools, town governments, and non-profit organizations. Students within the DVC program played a key role in conceptualizing and developing professional level corporate identity packages and supporting collateral information for these organizations. Examples include: the Merrimack Valley Superintendents Association Academic Scholars luncheon, Billerica Sweetheart Dance, and MAVA, to name a few. Twenty-three DVC students were accepted to many private and public colleges with a DVC first.

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

Electro/Mechanical Cluster

Drafting: During the school year the Drafting Program provided help with numerous drawing projects in support of the Construction Cluster, manufacturing projects, and the Maintenance department. An example of one of these work-based projects includes generating a sprinkler head map, dimensionally locating all the sprinkler heads at the front entrance of the school and on all of SVTHS athletic fields. The Drafting Program also was the lead in creating a design for a portable stop sign for the Burlington Police Department, and the designing of a library book-drop box for the Wilmington Public Library.

Electronics: The Electronics Program has moved forward with great success in training and certifying students to the J-STD-001E IPC Standard. Eight seniors successfully passed the Application Specialist course and received an official certificate from IPC. The Electronics Program had 89% of its seniors out on co-operative placement.

Machine Tool Technology: This has been another great year for Machine Tool Technology. The Program was able to recruit a full shop of freshmen who selected this shop as their first choice. This is the second consecutive year that the Program successfully recruited eighteen first-choice students. The latest version of Mastercam X7 has been installed on all thirty (30) of the Program's computers. This year's junior class had a great accomplishment by winning first place at the Lean Manufacturing Competition at the Eastec Tool Show, and being awarded a check for

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\$1,000 for the Machine Tool Technology Program.

Metal Fabrication and Joining Technologies:

Metal Fabrication has worked on various welding and sheet metal projects that supported multiple school clusters and the community at large. This work included duct work for the new related room; new ramps for Auto Collision; a stool repair for the Middlesex House of Correction in Billerica; stop sign stands for the Burlington Police Department; metal building repairs for the Town of Billerica; and assisted in the new soccer field house construction.

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 2013. Those retirees are: Frank Botte, Computer Science & Internet Technology; Robert Cunningham, Assistant Superintendent-Director/Principal; James DeLuca, Science; Richard Flynn, Automotive; Robert McNally, School Psychologist; Gail Poulten, English; and Linda Swasey, Business Technology.

BEDFORD FREE PUBLIC LIBRARY

Richard Callaghan, Library Director

PURPOSE

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 website: www.bedfordlibrary.net.

Library Mission Statement

The Bedford Free Public Library provides resources for reading, self-directed growth

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

EMPLOYEE STATISTICS

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

BEDFORD FREE PUBLIC LIBRARY

FY13 STATISTICS

Circulation	
Total Circulation	365,930*
Materials borrowed from other libraries	45,036
Materials loaned to other libraries	47,184
*Includes downloaded ebooks, e-audiobooks, and music	

Professional Library Services	
Number of reference questions answered	20,904
Number of items added to the collection	11,802
Number of attendees at library programs	9,331

General	
Total physical collection holdings	114,843
Number of downloadable e-titles available	19,609
Total number of residents with library cards	9,642
Total attendance in library	418,546

FY13 HIGHLIGHTS

Self-Checkout

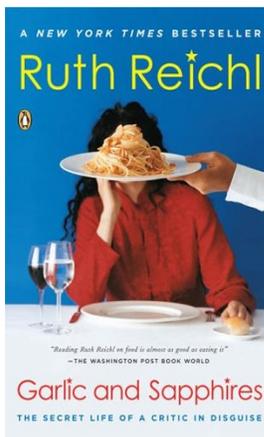
The Library added a self-checkout station to the lobby in November, which gave patrons the option of checking out their own materials. Self-check accounted for 32,093 circulations of library materials, about 9% of the total amount for the year so it has proven very popular. Patrons are very happy with this option as use of the self-check station has climbed every month since installation. Library staff continues to be fully available for all circulation services, in addition to assisting users at the self-checkout station.



Library App

The Library has established a mobile app so Smartphone users (both Android and Apple) can search the catalog, reserve materials, download ebooks, and check their library account, all from their handheld device! Patrons can also check hours, directions, programs, calendar and connect with the library through Facebook, Pinterest, Flickr, and YouTube. The app is free and available at the iTunes store and at Google Play by searching for Bedford Public Library.

One Book, One Bedford



Garlic and Sapphires: The Secret Life of a Critic in Disguise by Ruth Reichl (2005) was this year's selection for our tenth-annual "One Book, One Bedford" community-wide reading event in April. Lively book discussions in the Library and around Town were supplemented with other special programs.

Hanscom

The closure of the library at Hanscom Air Force base has brought an increased usage of the library by military families. We have been working with the **Hansconian** newspaper to

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inform base families that the Bedford library is available for their use. We connected to the Hanscom Facebook page to publicize library programs and services. We have also established a special patron type for Hanscom families on base that will track circulation statistics on their usage of the library.

General Programs

Our annual and highly popular Winter Lecture Film & Discussion Series with Dr. Daniel Breen covered the Landmark Cases of the Supreme Court. Our special thanks to Bedford Community Access Television for recording the lectures and making them available on local cable. The Teen Advisory Group (TAG) held 34 fun after-school events and activities each Wednesday afternoon. The annual summer reading program proved popular as did the many storytimes throughout the year. Monthly book discussions, Cookbook book program, Peeps Diorama contest, weekly film series, and other special events rounded out our programming year.



New Teak Bench

Building Improvements

Thanks to the Library Corporation, six teak benches were added near the main entrance of the library. The benches located near the garden squares on the driveway side of the building have proven very popular places to wait for a ride home, have lunch, or take advantage of the library wireless internet while enjoying the sunshine. In addition, the two teak benches in front of the Mudge Way

sidewalk were replaced and two granite benches added next to the front doors of the original entrance. Thanks to Trustee Rachel Field for spearheading these improvements. The building also received new grass, shrubs and a sprinkler system thanks to the DPW, which greatly improved the grounds in the front of the building near Mudge Way. The shingles were replaced on the roof of the original (1968) building. Thanks to the Facilities Department for this important repair.

The Periodical Room has been fully reorganized with the shelving moved to the middle of the room to allow for more tables near the large windows. The changes included a consolidation of the periodical collection to allow more study space which has been in great demand from both students and adults.

FY13 Staff Changes, Trustees, Friends, and Volunteers

Staff Changes

This year saw some major changes to the Library staff. Long time Head of Children’s Services Sharon McDonald retired in January after nearly forty years of service to the library and the town. Sharon dedicated her career to educating and entertaining multiple generations of Bedford children.



Former Children’s Librarian Sharon McDonald

BEDFORD FREE PUBLIC LIBRARY

Vanessa Abraham, Assistant Director since 2000, resigned to become the Director of the Groton (MA) public library. We wish Vanessa success in her new position!

After a several months search, Noreen O’Gara was hired as Assistant Director in February. Noreen, a Bedford resident was formerly Head of the Circulation Department at the Winchester Public Library and before that Youth Services Librarian in Bedford.

Carol Bender formerly of the Peabody Public Library started in March as Head of Children’s Services after an extensive search.

Library Trustees

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

In FY13 the Library Trustees were: Howard Cohen, *Chair*, Robert Batt, Lorrie Dunham, Rachel Field, Abigail Hafer, Lynne O’Connor, and Michael Pulizzi. Trustees Robert Batt, Rachel Field, and Lynne O’Connor managed the Library Corporation.

Friends of the Bedford Free Public Library

Using funds raised through membership fees and the sale of used books, the hardworking Friends generously supplied the Library with funding for: 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 FY13, the Friends also provided funds for the purchases of: a new life-sized stuffed bear in the Children’s Room, two new Kindles to circulate, benches for the flag area, a slat wall newspaper display for the periodical room, and a periodical display for the teen room.

In FY13, the Friends Officers were: Beverley

Matthews, *President*; Diane Bennett, *Vice-President* and *Membership Chair*; Chris Colao, *Secretary*; and Jerry Wolf, *Treasurer*.

Library Volunteers

The Library enjoyed the invaluable assistance of 20 regular volunteers, who contributed nearly 1,600 service hours this year. Volunteers helped at the circulation desk, called patrons about reserves, repaired books, shelved items, contributed to special projects, and performed routine office tasks.

In FY13, the Library Volunteers were: Betty Baker, Betsy Boschetto, Nancy Campbell, Wally Campbell, Anne Dawson, Ruth Greenberg, Nan Hoeflich, Ken Konkle, Pat Konkle, Dorothea Laliberte, Sam Petrecca, Jan Shepard, Elaine Shwimer, Ruth Thompson, Chrissie Webb, Blanche Wentworth, Sue Wiczorek, and Lynne Wolf.

A special thanks to:

- Bedford resident and former Trustee Peter Russo, who arranged for the library to receive a donation of 45 cushioned study chairs and several tables from Bentley College. As many of our chairs were showing wear and tear after many years of use this donation was gratefully accepted.
- 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.

 **BEDFORD FREE PUBLIC LIBRARY** 

The Art Steering Committee has established a new Community Art Space on the wall across from the Children's Room. The space is intended for small exhibits, focusing on promising artists who may not have enough work for a full show.

In FY13 the Arts Steering Committee members were: Susan Grieb, Jean Hammond, Astrid Reischwitz, and Carol Rissman.

FY14 PROJECTIONS

Self-Serve Reserves

The Library will be changing its materials reserve system to a self-service model. Instead of picking up your reserve materials at the circulation desk, patrons will go to a special shelf in the new books section where reserves are arranged alphabetically by last name or by alias. Patrons can pick up their reserves and either use the self-check out station or go to the circulation desk to check out their materials. Reserving materials is increasingly popular and as we are running out of room behind the circulation desk, self-service gives the library room to grow.

Electronic Collections

It is expected that demand for free ebooks, e-audiobooks (Overdrive database) and music (Freemal database) 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. The ability to use our Bedford Library app on smart phones will accelerate the use of ebooks and e-audiobooks. 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. The Library wants patrons to have access to titles whether in print, electronic or audio, as the methods of accessing information increase each year.

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.

Continuing Improvements

The Library will continue with improvements to the outside of the building. Chess tables will be placed near the driveway main entrance for all patrons to enjoy. A new bike rack will be installed near the Mudge Way entrance.

The large print books will be moved upstairs to the Reference Room which will give patrons more space to browse the collection and increase seating. The DVDs will be expanded into the shelving vacated by the large print books and a new collection of Blue-Ray DVDs will be added. A number of public internet computers will be replaced this year to keep up with technology changes. The staff will be looking at signage in the building and methods to upgrade and improvement signs of all types.

∞ CULTURAL AND HISTORICAL ACTIVITIES ∞

CULTURAL COUNCIL

Barbara Purchia, *Chair*

PURPOSE

To support public projects through the granting of the annual allocation of funds from the Massachusetts Cultural Council (MCC). These projects shall promote access, education, diversity, and excellence in the arts, humanities, and interpretive sciences in Bedford. The Bedford Cultural Council is a state-funded, community-based town committee whose mission is to support cultural projects with a Bedford focus. Grant money is awarded to local artists, educators, scientists, and others who are participating in the enrichment of Bedford’s cultural community. The council also awards field trip grants, available for schools to supplement educational programs, such as cultural field trips. The Cultural Council cannot pay for transportation, school salaries, school capital expenses, or refreshments, as that is within the budget of the schools, however, expenses such as admission fees can be funded. Field Trip awards make up only 5 percent of the total amount granted in a given year.

The Bedford Cultural Council is part of a network of 329 Local Cultural Councils (LCC) serving all 351 cities and towns in the Commonwealth. The LCC Program is the largest grassroots cultural funding network in the nation, supporting thousands of community-based projects in the arts, sciences and humanities every year. The state

legislature provides an annual appropriation to the Massachusetts Cultural Council, a state agency, which then allocates funds to each community. The BCC consists of unpaid municipally appointed volunteers.

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

MEMBER STATISTICS

The FY13 members of the Bedford Cultural Council were Cheryl Blalock, Linda Connelly (Clerk), Breena Daniell, George Epple, Jane Franklin, Kenneth Gordon (Chair) Timothy Gartland, Ginny Packer (Treasurer), and Barbara Purchia .

FY14 PROJECTIONS

In September, the MCC announces the LCC's FY14 state allocations. The Bedford Cultural Council will be seeking grant applications from September 1, 2013 through October 15, 2013. Information and forms are available online at (www.massculturalcouncil.org).

All applications are reviewed and applicants will be notified in November if their application did not meet the Cultural Council criteria. The BCC sends out award notification letters to grantees in January and publicizes grant awards.

FY13 GRANTS		
Applicant Name	Project	Amount
Ackerman, Rob	Lane School Maker Day	\$700
Acton Community Chorus	Concert and Rehearsal Series	\$300
Arts and Crafts Society	Painting Demonstration	\$225
Bedford Citizen	Bedford Citizen Website Upgrade	\$1,325
Bedford Council on Aging	Historical Musical Performance	\$300
Contemporary Arts International, Inc. (CAI)	Stone Carving Sculpture Symposium	\$500
Root, John	Senior Citizen Musical Program	\$100

CULTURAL AND HISTORICAL ACTIVITIES

HISTORIC DISTRICT COMMISSION

William S. Moonan, Chair

PURPOSE

The Bedford Historic District Commission (HDC) was established in 1964 by a Town Meeting vote and ratified by the Massachusetts Legislature via the Acts of 1964 as amended 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

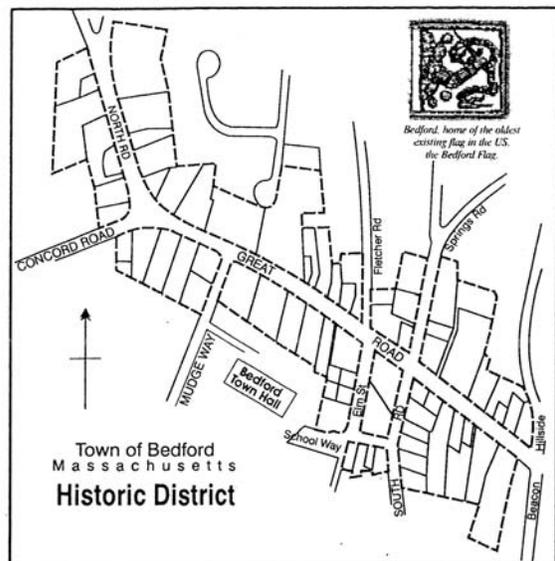
One full-time employee, working in the Code Enforcement Department in Town Hall.

FY13 HIGHLIGHTS

The hearings for Fiscal Year 2013 included a complete renovation, including moving the house and strengthening the foundation, for the historic home at 5 Springs Road; approval of signs for several businesses; and final approvals for the Blake Block (including railing, sidewalk, lanterns, and signage).

FY14 PROJECTIONS

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





CULTURAL AND HISTORICAL ACTIVITIES



HISTORIC PRESERVATION COMMISSION

Don Corey, Chair

PURPOSE

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

MEMBERSHIP

The seven HPC members are volunteers who are appointed by the Selectmen. At the beginning of FY2013 the members were Donald Corey, Robert Slechta, Lorrie Dunham and Gaye Carpenter, with the other positions vacant. During the year Arthur Ellis, Sharon McDonald and Dan Silverman were appointed to the Commission. Robert Slechta died in December, and the loss of his wisdom and counsel is felt deeply. At the end of the fiscal year Richard LeSchack's appointment was pending.

FY13 HIGHLIGHTS

Highlight activities and accomplishments during FY 2013 included the following:

Old Bedford Center Historic District

An intensive survey of historic resources in and adjacent to the Old Bedford Center Historic District, which is listed in the National Register of Historic Places, was conducted during FY11-12. It recommended the addition of numerous adjacent contributing resources and the deletion of a few parcels where new non-contributing buildings had been constructed. Based on those recommendations, HPC hired a preservation consultant, Kathleen Kelly Broomer, to prepare the nomination for enlargement of the OBC Historic District. National Register listing is an honorary designation that does not place any restrictions on private property owners. The nomination was submitted to MHC and is awaiting its review and approval in FY14.

Farley-Hutchinson-Kimball House

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

Job Lane Farm

The HPC is responsible for overseeing management of the town-owned Job Lane property at 295 North Road. It coordinated activities between the Bedford Dept. of Public Works, Facilities Department, and Friends of the Job Lane House under a recently signed



CULTURAL AND HISTORICAL ACTIVITIES



Memorandum of Understanding (MOU) that clarified respective responsibilities among those organizations. During the fiscal year, the ceiling in the shed was replaced and a rotted window was repaired. Electrical service to the barn was upgraded to 200-amp service in order to make it more usable for public events. A contract for re-roofing the south side of the house was awarded, with the work to be completed in FY 2014.

Demolition Delay Bylaw

The HPC is responsible for administering the town's Demolition Delay bylaw for all properties built before January 1, 1943, or built at an unknown date. If such a structure is proposed for demolition, the application comes before the HPC for review. HPC then determines whether the property has historic significance and designates it as either Significant or Not Significant. If Significant, HPC must hold a public hearing and vote to determine whether the property is Preferably Preserved. If so, HPC may then impose a demolition delay of up to one year. This year six (6) properties came before HPC under the terms of the Demolition Delay bylaw:

- 26 Concord Road
- 75 Hancock Street
- 62 Pine Hill Road
- 22 Shawsheen Rd/ 1 Shawsheen Ave
- 93 Hartwell Road
- 12 Anthony Road

In two cases, 26 Concord Road and 22 Shawsheen Avenue, the HPC determined the properties to be Significant. In both cases, the applicants chose to withdraw their demolition applications.

Historic House Plaques

HPC re-introduced its historic house plaque program. Owners of historic properties are encouraged to display plaques mounted on the building facade



showing its date of construction and, if desired, its historic name. Applications are obtained from the HPC or the Town Manager's office. After confirmation of the proposed date and wording by HPC, the owners can then order the plaques.

Wilson Mill Site

This fiscal year the HPC participated in the Wilson Mill Advisory Committee during replacement of the milldam and restoration of the town-owned historic and recreational park. On May 18, 2013, the new Vine Brook bridge was dedicated to Gordon Feltman and a memorial bench was dedicated to Miriam "Mimi" Adler during the reopening ceremonies.

Depot Park

The HPC assisted Bedford's Facilities Department in preparing a MPPF grant application for the Passenger Depot, and the town was awarded a \$60,000 grant. Work will consist of providing a ramp and platform to allow handicapped access to the first floor and restoring the exterior of the northern half of the building. Construction will be done during FY 2014.

FY14 PROJECTIONS

All of the above activities are projected to continue into FY 2014. No major new initiatives are planned at the present time. However, the HPC may draft an article for consideration at Annual Town Meeting to extend the Demolition Delay authorized under that bylaw for up to 18 months.

∞ CULTURAL AND HISTORICAL ACTIVITIES ∞

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.

The Town Historian’s mission is to share the rich treasury of oral history in a way that will enrich the town.

FY13 HIGHLIGHTS

After a busy couple of years making video and oral presentations, the historian has spent the past year developing a number of initiatives that are now starting to come to fruition.

Among them is a soon to be launched weekly vignette in the Bedford Minuteman, which he hopes will both amuse and inform.

FY14 PROJECTIONS

Besides the Minuteman column, the historian is developing a new series of talks which will focus on how Bedford’s citizens coped during the Depression years and how people cared for one another. In addition to the Bedford TV audience, he wants to do a program with Bedford’s school children on childhood in Bedford in the 1920s and 30s – school, chores, toys, and sports.

CLOSING

The Town Historian is dedicated to using his talents to enlarge people’s appreciation for our wonderful town – and at the same time pay tribute to a generation that contributed so much to the town we see today.

∞ OTHER CITIZEN COMMITTEES ∞

ARBOR RESOURCES

Jacqueline S. Edwards, *Chair*



Swamp Maple by Melinda Dietrich

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.

FY13 HIGHLIGHTS

1. Protecting Bedford's urban forest, the committee's primary function, is addressed cooperatively with the DPW.
 - Planning for a town-wide, volunteer-driven inventory of public trees using the free Massachusetts Department of Conservation and Recreation (DCR) software, *i-tree*, began. Specific goals are to identify disease and pest infestation, and, ultimately, to



OTHER CITIZEN COMMITTEES



maintain a good ecological habitat, maintain tree canopy, and identify trees of interest that need protection, to ascertain where we need to plant trees and where we need to have a professional take a closer look. Then, with the information gathered, to do a final assessment and develop a ten-year plan to help manage our town trees more efficiently.

- Recognizing the need for revitalization of the historic arboretum, The Jenks Nature Trail (JNT), was a direct outgrowth of the earlier BARC/DPW inventory. The *ad hoc* Jenks Nature Trail Working Group, including several BARC members, created a planting map, finding suitable locations for interesting specimen species for current and future planting. It also assisted the Library Trustees and DPW with planning the landscaping around the library, adjacent to the JNT.
 - To help home-owners protect their private trees and shrubs, a two-part article on the winter moth was submitted for publication in the local media.
2. This year, BARC began implementing policies submitted to—and accepted by—the Planning Board for its Comprehensive Plan Update last year. BARC expanded its outreach into the community with enhanced use of its website, bedfordarbor.org, and local media.
- To encourage the reintroduction of native, or heritage, trees among home-owners, a list of native species was created and posted on the BARC website that includes suitable species for various site requirements.
 - To encourage the development of rain gardens, the Bedford Day booth recreated an actual, miniature rain garden and the theme for the Arbor Day library display was the water cycle, including information about rain gardens.
 - To encourage the use of rain-barrels, BARC submitted an article about benefits; techniques and costs for indoor vs. out-door water lines to the local media.
3. The committee traditionally celebrates Arbor Day and Bedford Day, as mentioned above.
- This year's Ninth Annual Arbor Day Talk, *Green Spaces: from Boston to Bedford*, by Meg Muckenhoupt, sponsored jointly by BARC, the DPW and the JNTWG, was a fascinating historical talk about the natural environment of the Boston area that incorporated information about Bedford's JNT. It was taped for BCAT. As usual, the DPW distributed tree whips free to attendees of the talk.
 - This year, the DPW planted a European copper beech, a white kousa dogwood and a redbud at the Jenks Nature Trail, as envisioned in the planting map.
4. BARC continued its routine activities, regularly coordinating with other committees, departments, and residents. Examples include the following:
- Progress Software contacted BARC, requesting assistance planning its Earth Day celebration. With several exchanges, Bedford's staff and volunteers helped the local company to a satisfying celebration. Two BARC members did a site visit and recommended a tree species for planting. The Conservation Administrator, Elizabeth Bagdonas, volunteered to give a guided naturalist walk on their property that was extremely well-received.

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- Contact with some residents did not receive similarly happy conclusions, with several calling very upset about the clear-cutting on neighboring properties for mansionization.
- BARC attended tree hearings and had discussions with the DPW about the hazard tree removal process and standards for determining a hazard tree.

to expand in content and be incorporated into the Town website. BARC will continue its annual celebrations of Bedford and Arbor Days, as well as responding to development issues and resident concerns.

FY14 PROJECTIONS

For FY14, BARC anticipates conducting a training session for the *i-tree* software and a sample inventory in the fall, with outreach for volunteers for a full-scale inventory in the spring. Work will continue on the Comprehensive Plan policies, including submitting articles, as on rain gardens, to the local media. Members of BARC will continue participating with the Jenks Nature Trail Working Group. BARC's website will continue



Photo by Melinda Dietrich

BEDFORD HOUSING AUTHORITY

Eugene Clerkin, Chair

PURPOSE

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

The Authority administers and manages 80 units of Chapter 667 Elderly/Handicapped housing at Ashby Place and 12 units of Chapter 200 Veterans/Family housing on Elm Street. The Authority oversees a property on Railroad Avenue, which is run by the Department of

Mental Health. In addition, the Authority also subsidizes 19 units for low-income voucher holders at Bedford Village and administers a contract for 6 rental assistance vouchers within the community.

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

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



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

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

FY13 HIGHLIGHTS

Ashby Place, Elderly/Handicapped Housing

As of August 2013, there were 66 eligible applications on file for elderly/handicapped housing at Ashby Place, 18 of which are Bedford residents. There were nine (9) vacancies filled by Bedford residents including three (3) Bedford Veterans. 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 \$403 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 pole light project began on September 6, 2012. 21 pole lights were replaced and one additional pole light was added to the end of the walkway to The Great Road. All lights are controlled by photocell sensors saving time

and energy. The new lights also provide a safer and secure night time environment for our residents of Ashby Place. The project was completed on time and under budget. The total project cost was \$63,419.00 of which DHCD and Bedford Housing Authority contributed.

Security Cameras

Security cameras were installed on the property at Ashby Place.

Verizon Fios

Until now, Comcast was the only option for BHA residents for internet, cable television and telephone service. Verizon Fios has been installed in all of the buildings and units which gives the residents at Ashby Place an option and could potentially provide a lower contract rate.

Community/Office Building Door

An automatic door opener was installed on the Community/Office building door.

Elm Street, Family Housing

Family housing tenants pay 27% of their net income toward rent. The average rent received in this program is \$592 per month. The tenants pay for all of the utilities, but are given a heat allowance as a deduction from their rent. There were two (2) 2-bedroom vacancies filled this year by Bedford residents.

FY14 PROJECTIONS

The BHA's goals moving forward are:

1. Update 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.
2. Continue the *English as a Second Language* program at Ashby Place to benefit our non-English speaking residents. We would like to thank the Bedford Council on Aging for sponsoring this course.

∞ OTHER CITIZEN COMMITTEES ∞

3. 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. We will be represented by Brenda Peacock, Cheryl McDonald, and Commissioners as needed.

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

BEDFORD HOUSING PARTNERSHIP

Ellis Kriesberg, Chair

PURPOSE

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

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

Bedford’s Comprehensive Plan calls on the Town to remain comfortably above the 10% affordable housing threshold in the Subsidized Housing Inventory (SHI) as defined by the Massachusetts Division of Housing and Community Development. Massachusetts General Laws Chapter 40B is a state law, which allows developers to appeal proposed housing

projects to the State’s Housing Appeals Committee if rejected by the Town’s Zoning Board of Appeals (ZBA). Chapter 40B applies only to communities that have fewer than 10% of their units listed in the SHI. Since Bedford is above the 10% threshold, the ZBA and Planning Board can guide development in the Town without the possibility of overrides from the State’s Housing Appeals Committee. The BHP is working to ensure the Town never falls below this 10% State-mandated benchmark.

Although Bedford has exceeded the 10% threshold, this does not mean that the Town has met all of its affordable housing needs. There are many families who cannot afford the housing that qualifies as affordable in the SHI. Most affordable housing developments have a maximum income limit of 80% of Area Median Income (AMI), which for a family of four is currently \$67,750 and for a single-person family is currently \$47,450. The AMI is determined by the U.S. Department of Housing and Urban Development and is published annually. The Town was fortunate to have Habitat for Humanity build homes in Bedford, which offered homes to those with a maximum income limit of 50% of median, which for a family of four, currently is \$47,050. The BHP continues to look for opportunities to encourage the development of affordable housing that meets the needs of low and moderate income households.

Additionally, although the state inventory shows over 10% subsidized housing in Bedford, this includes some market rate rental

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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 the Town and will work to encourage the development of a variety of affordable housing stock.

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 FY13, 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.

FY13 HIGHLIGHTS

Consolidation of three Bedford housing committees

At the March 2012 Annual Town Meeting, the Town approved the consolidation of the Fair

Housing Committee, the Affordable Housing Committee, and the Bedford Housing Partnership. Since the members and responsibilities of these committees overlapped, it made sense to consolidate them. The new consolidated committee is called the Bedford Housing Partnership. The BHP has 9 voting members: 7 appointed by the Selectmen for 3-year terms, 1 designated by the Housing Authority, and 1 designated by the Planning Board. The BHP meets about once a month.

Five affordable housing units added in FY13

In FY13, the town added five units to its Subsidized Housing Inventory (SHI) including Habitat for Humanity units and Hartwell Farms units. This brought the total number of SHI units to 887 or 16.7% of the total housing inventory. This is according to the RHSO’s report of September 12, 2012. Bedford is well ahead of its neighboring towns in the percentage of subsidized housing. The next highest percentage is 11% in Lexington.

The units at Hartwell Farms on Hartwell Road, being built by Pulte Homes, are 2 bedrooms with 2 and ½ baths. The maximum eligible income for a family of four is \$67,750. Despite this narrow range of income eligibility, Pulte Homes has had no problem finding eligible applicants for the affordable units. The second phase of the lottery for the final 6 of the 12 affordable units was held in FY13.



Habitat for Humanity Home

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Habitat for Humanity of Greater Lowell completed their construction of eight units of affordable housing in Bedford located on Carter Way off of North Road. The BHP voted to recommend the Town spend an additional \$36,902 from the Bedford Municipal Affordable Housing Trust (BMAHT) funds to enable Habitat to complete the project. This project relied heavily on the people of Bedford uniting to make this effort a success. This included Shawsheen Valley Technical School students who contributed to the work on the project as well as IBEW Local 103 and Betsy Pettit, who donated the work of her architectural firm.

Monitoring of Affordable Ownership and Rental Units

The BHP contracts with the RHSO to monitor its existing affordable ownership and rental units to make sure the residents and landlords comply with the affordable housing regulatory agreements. For the ownership units, the RHSO monitoring identifies issues that could potentially cause problems at resale. For example, some units have recorded liens that are greater than the computed value of the unit. For rental units, RHSO checks three things: 1) that rents are calculated in accordance with the regulations of the State's Departments of Housing and Community Development, 2) that tenants meet the income restrictions, and 3) that units are properly maintained. The RHSO found problems with the rents at the Village at Taylor Pond, the Village at Concord Road, and at Patriot Place. The Town has reached an agreement with the Village at Taylor Pond to lower rents, making the units more affordable. As of the end of FY13, the Town was in the process of reaching an agreement with the other two developments.

Renovations at 20 Railroad Avenue

The BHP approved the use of Federal HOME funds to make capital improvements to the Bedford Housing Authority owned units at 20 Railroad Avenue. This project includes

replacing the boilers and driveway for a total cost of \$97,300. It uses HOME funds that the Town has accumulated since FY09.

Small Grant Program

The BHP approved the creation of a Small Grant Program in FY13 that is administered and funded by the BMAHT. The objective of the program is to provide financial assistance to rehabilitate existing housing units occupied by income eligible households. Program was designed with the help of the RHSO and modeled after a similar program in Sudbury. The program provides a maximum per-household grant of \$3,000 in one year and no more than \$10,000 in total. The first round of grants was awarded in FY13. Three applications were submitted and one grant was awarded. Two of the applications were incomplete and need to be resubmitted. As the program becomes more widely known, the number of applicants is likely to increase.

HOME Mutual Cooperation Agreement

The BHP voted in favor of a new cooperation agreement among the HOME communities. These communities are: Bedford, Belmont, Brookline, Concord, Framingham, Lexington, Natick, Needham, Newton, Sudbury, Watertown, Waltham, and Wayland. The agreement states that Bedford has exclusive use to the HOME funds allocated to the Town for the first year after receiving the funds. If the funds are not used in the first year, they go to a regional pool. Bedford can request funds from this pool when it has an eligible project to fund. In awarding funds from the pool, the HOME consortium will give preference to towns that have not used funds recently.

Accessory Apartments

The BHP surveyed the bylaws of area towns regarding accessory apartments to see how Bedford's bylaws compare. The survey found that Bedford has much more restrictive parking requirements for accessory apartments compared to the other area towns. It is not



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clear if these restrictions hinder the creation of accessory apartments. No proposal on accessory apartments was voted on by the BHP in FY13. However, the BHP continues to be interested in ways to encourage the creation of accessory apartments as an option for people to find low-cost housing. This issue remains on the BHP agenda for FY14.

Home Ownership Training Program

The RHSO held a 3-hour training session for homeowners on November 7, 2012 in Concord. The training included refinancing, energy programs, general maintenance, deed riders, and insurance. About 65 homeowners attended, including 15 from Bedford. The RHSO is planning another training program in FY14.

CPA Funding Supportive Services

The BHP voted in favor of a change to the wording of the Community Preservation Act (CPA) that would allow CPA funds to be used for supportive services of residents in affordable housing. Currently, CPA funds can only be used for the housing itself. This proposal was presented by Gene Clerkin as a way to help pay for such services as medical expenses, transportation, legal services, employment assistance, and other services of people in affordable housing. The idea is that these services would help people stay in their housing and avoid becoming homeless. The proposal still needs to be approved at Town Meeting.

Plank Street

The BHP reviewed the proposed development of 46 rental units abutting Taylor Pond. It would include 12 affordable units. There was some concern about the size of the studio apartments.

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 FY13), the BHP has adopted many proactive strategies for promoting diversity. The BHP encourages the development of housing that meets a variety of needs (designed for families, seniors, handicapped, veterans, and different income levels and need to begin to consider the fastest growing population, that of single adults). The BHP requires affirmative marketing plans for all affordable housing and conducts an ongoing education campaign against housing discrimination, including a pamphlet distributed at town events. The RHSO is planning to set up fair housing training for realtors in the HOME communities.

Bedford Day Booth

In FY13, the BHP had a booth at Bedford Day. Committee members handed out literature about affordable housing opportunities and displayed photos of affordable housing developments.

FY14 PROJECTIONS

The following topics are on the BHP's agenda for FY14:

Coast Guard Property

The Coast Guard housing is located near the VA Hospital on Pine Hill Road, Mickelson Lane, and Lewis Road. These units are not in use, but could be renovated to meet the needs of Bedford residents, especially senior citizens or veterans. The BHP will continue to explore options for developing this property.

54 Loomis Street

Developers are proposing tearing down the old skating rink, doing market rate condos with some 2B rentals behind. The neighbors want something smaller in scale. The BHP will meet with the developer in FY14.

Accessory Apartments

The BHP will continue to look at this issue. It

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may seek citizen feedback on what would make it easier to create accessory apartments.

Homeowner Training

The BHP and RHSO plan to have another homeowner training program in FY14, since the one held in FY13 was so well attended.

Monitoring

The RHSO completed its monitoring of rental units in FY13 and will focus on homeowner units in FY14.

Reviewing Development Proposals

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. The BHP is especially interested in proposals that would provide affordable housing for low-

income or moderate-income single people and seniors.

Expiring Use Properties

Bedford Village was developed as affordable housing in the 1980's and will need new financing to preserve it as affordable housing in 2018. MassHousing plans to prepare a detailed closing plan on Bedford Village to submit to HUD in 2016. They estimate the amount of new financing needed at \$100,000 per unit or about \$10M in total. BHP is monitoring this project and may notify elected representatives about it in FY14.

Volunteers

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

BICYCLE ADVISORY

Terry Gleason, Chair

PURPOSE

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

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

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

MEMBERS

The Bicycle Committee has six members, with one new (John Premack) and one retiree (Ralph Hammond) since last year. We meet monthly and lead or participate in numerous events during the year. Amy Lloyd is our new Planning Board liaison. Margot Fleischman, also an avid bicyclist, continues as our Selectmen liaison. Regular meeting attendees include members of our Friends of the Minuteman organization.

FY13 HIGHLIGHTS

- "Sharrows" ('share the road' markings) approved for three town roads being



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repaved

- New Minuteman Bikeway Map, designed by the three Minuteman (MM) Bike Committees, was completed, printed, and distributed at multiple town locations
- Contractor (Toole Design Group) issues draft recommendations to Bedford, Arlington, and Lexington on how to improve 'navigating' on our MM Bikeway
- Bicycle Safety Classes planned for 6th graders at JGMS; Classes continue at Job Lane
- Community Preservation Committee funding for Bicycle Master Plan requested
- An extensive "Bicycle Friendly Community" evaluation was received from the League of American Bicyclists identifying areas Bedford needs to address in order to become a bicycle friendly town
- Minuteman Extension Project milestone met; Project moving to next design stage
- Working with Trails and Land Acquisition committees, prepared draft list of 43 candidate easements, along with suggestions on how to improve trail connectivity in Town.

REGULAR EVENTS

- Bike Helmet Day in collaboration with the Police Department and Rotary Club
- Bedford Day: booth, maps, information, and bike corral ('valet parking')
- Regular meetings and exchanges with our Minuteman Bikeway counterparts in Lexington and Arlington
- Attendance at the Moving Together Conference, the Commonwealth's annual statewide walking and bicycling conference
- Trail or Road Count Surveys for the State (two to six times a year)
- Attendance at local and regional meetings

when bicycle issues are being addressed, e.g., MAGIC

- 'Bike to school' events spring and fall as part of the Safe Routes To School Program
- In collaboration with the Bedford Friends of the Minuteman Bikeway, Bicycle newsletter emailed to Bedford Bicycle community

FY14 PROJECTIONS

- Continue Bicycle Safety Classes for all 4th graders at Job Lane
- Begin 6th grade bicycle safety classes at the Middle School in Spring
- Work with Arlington and Lexington to review the (Toole) recommendations for improving the MM Bikeway, and then approve a common list for implementation
- Identify issues with different Railroad Ave options for the MM Extension, and make recommendations to the selectmen
- Continue increasing Bedford awareness and participation in annual bike events
- Address the areas in the Bicycle Friendly Community evaluation where the Town needs improvement



Bicycle Advisory Booth on Bedford Day



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CABLE TELEVISION

James Shea, Chair

PURPOSE

Members of the Cable Television Committee are Scott Counsell, Charles French, James Shea (chair), Alicia Tillman (clerk) and Jeffrey Whiteley. Charles French resigned from the committee in October, and Jeffrey Whiteley resigned in April. The committee met 11 times during fiscal year 2013 to undertake the following core responsibilities:

- 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

FY13 HIGHLIGHTS

Comcast License Renewal

Comcast's current Renewal License is due to expire in March 2014. In January, the committee initiated a comprehensive process to ascertain Bedford's needs and interests for future cable services. A printed survey was mailed to all Bedford households in February. 732 responses were received, tabulated, and aggregated into a thorough report. The committee also requested input from Town departments and our PEG access contractor, Bedford Community Access Television, Inc. A hearing held in April provided an additional opportunity for the public to provide feedback. The data we collected formed the basis of the Ascertainment Report, a document that provides guidance to the parties involved with the license renewal process. In May, Bedford hired William August, Esquire, as a consultant to assist with the Comcast license renewal negotiations.

PEG Access Service Provider

Bedford Community Access Television, Inc. is now in its second year of a three-year contract to provide PEG access services to people who reside, work or attend school in Bedford. The Town paid BCAT \$189,564.87 for its services during this fiscal year. In October, the committee supported BCAT's capital funding request of \$1,600.00 for a network-attached storage system. BCAT is assisting the Facilities Department to design a system to cablecast meetings that occur in the Selectmen's meeting room at the Town Hall.

Annual Performance Reviews

In May, the committee conducted hearings to evaluate the performance of BCAT, Comcast and Verizon in meeting their contract or license obligations. The hearings were attended by representatives of the companies and members of the public. Subsequently, the committee prepared a report that provides an analysis of the evaluations and recommendations. A summary is presented below.

Comcast

- The committee observed that responses from the recent Subscriber Survey indicate Comcast subscribers are experiencing long wait times when contacting Customer Service. About 54% of Comcast subscribers reported wait times of 2 or more minutes during the prior year, with an average wait time of 6.2 minutes. Comcast's representative said she will check Call Center data to provide us with a better understanding of subscriber wait times.
- The committee requested an explanation of service outages that occurred in 2012. Comcast's representative said her data indicates that significant outages occurred in the



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days surrounding Hurricane Sandy in late October.

- The Renewal License requires Comcast to provide copies of proof-of-performance tests upon request. The company's representative explained that Comcast recently switched to an all-digital Subscriber Network, and no longer performs these tests because the plant uses fiber-optic technology versus a conventional radio-frequency (RF) architecture.

Verizon

- The committee observed that responses from the recent Ascertainment Survey indicate Verizon subscribers are experiencing long wait times when contacting Customer Service. About 52% of Verizon subscribers reported wait times of 2 or more minutes during the prior year, with an average wait time of 10.4 minutes. Verizon's representative said she will check Call Center data to provide us with better insight into subscriber wait times.
- The committee requested an explanation of service outages that occurred in 2012. Verizon's representative said she will check into the reasons for any prolonged outages and provide this information to the committee.
- The Final License requires Verizon to provide copies of proof-of-performance tests upon request. According to the company's representative, however, Verizon does not conduct these tests because the plant uses fiber-optic technology versus a conventional radio-frequency (RF) architecture.

Bedford Community Access Television, Inc.

Commendations

- BCAT reported that all but one request for coverage was accommodated during the past year.
- More programs have been made available for viewing via the Internet, thereby widening the scope of potential viewership.
- An Annual Plan for 2013 was prepared.
- Financial reporting is now performed on a quarterly basis, improving the ability to track income and expenses and ensure that the annual budget will be met.

Recommendations

- The calendar year 2013 Budget was submitted on April 3, 2013. It should be prepared and submitted prior to the start of the year.
- The 2012 Annual Report was not displayed on BCAT's web site in an obvious way. The Annual Report has not yet been advertised in a newspaper or provided to the Town Clerk for posting.
- The Equipment List submitted on April 3 does not fully correlate with other inventory records in our possession. The committee and BCAT ought to work together to make the database of the Town's PEG access physical assets more accurate.
- Cash reserves have grown to exceed \$180,000. We recommend that the Selectmen, Cable Television Committee and a BCAT representative meet to discuss the application and appropriate amount of cash to be held in reserve. Funds not held in reserve can be used to improve current PEG access services.
- We recommend that BCAT's bookkeeping system adhere to G.A.A.P. (Generally Accepted Accounting Practices).

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- BCAT ought to resume fundraising activities to supplement the funds paid to it by the municipality.

FY14 PROJECTIONS

Most of the committee’s work in the coming fiscal year will be centered on Comcast license renewal. We will be working with our consultant and Comcast to obtain a Renewal License that reasonably satisfies Bedford’s future cable-related needs and interests while taking into account the cost of meeting them.

The Town’s three-year contract with BCAT for PEG access services will expire on June 30. The committee will draft a new Request for Proposals (RFP) and contract for advertisement in early 2014. Subsequently, interested vendors would submit proposals to the Town for award of a contract that

commences on July 1.

An Annual Performance Review Hearing will 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 2014. The committee will conduct a review of the Comcast and Verizon licenses and BCAT’s contract prior to the hearing.

Also during the next year, the committee 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.

COMMUNITY PRESERVATION

Eugene Clerkin, *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 Catherine Cordes) 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), Recreation Commission (Robin Steele), and Selectman/Park Commissioner (Margot Fleischman).

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

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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.

FY13 HIGHLIGHTS

Special Town Meeting

The fall 2012 Special Town Meeting voted to continue the 3% Community Preservation Fund surcharge and also approved the following adjustments to FY13 CPC expenditures:

- Hartwell Town Forest & Jordan Conservation Area Survey was funded? For \$3,500.

- Athletic Fields Design 9 Mudge Way & 7 Liljegren Way was funded for \$150,000.00
- Historic Properties Preservation Fund was funded \$ 75,000.00.

Annual Town Meeting

At spring, 2013 Annual Town Meeting, the following Community Preservation Committee FY13 recommended expenditures were also approved:

Wilson Mill Dam Landscaping \$25,000

The Community Preservation Committee concluded its FY13 work by recommending the following FY14 expenditures for consideration by Annual Town Meeting:

APPROPRIATIONS	CP FY14 Funds
Administrative	\$ 10,000.00
Affordable Housing Consultant	\$ 15,000.00
Bond Payment – Town Center	\$ 206,300.00
Depot Building Restoration	\$ 100,000.00
Town Hall – MEP Design	\$ 59,500.00
Bond Payment – 350A Concord Road	\$ 491,212.50
Bike Path Resurfacing	\$ 125,000.00
Great Road Sidewalk Rehabilitation	\$ 34,299.00
Sabourin Field Synthetic Turf	\$ 355,000.00
Middle School Tennis Courts	\$ 122,000.00
RESERVES	
Affordable Housing	\$ 151,651.40
Budgeted Reserves	\$ 46,900.00

Town Meeting approved these recommendations in April, 2013.

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DEPOT PARK ADVISORY

Joseph R. Piantedosi, *Chair*

PURPOSE

The committee's job is to oversee the operation and finances of the Depot Park complex, seek sources of funding for future improvement projects, and recommend policies for use of the Depot Park Revolving Fund and the rental and usage of the buildings. Citizen members are Joseph Piantedosi (chair), James Shea (clerk) and John Peterson. Ex-officio members are Facilities Director Richard Jones, Town Manager Richard Reed, and DPW Director Richard Warrington (now retired). William Moonan is the Selectman liaison. Nine meetings were held during the year July 2012 through June 2013.

FY13 HIGHLIGHTS

- Made progress on the "punch list" of work to be completed on the Freight House and railroad car
- Exterior masonry repairs and painting of the Depot building to match the Freight House historic colors completed.
- Energy efficient exterior lighting installed in the parking areas.
- Provided input to lease extensions to keep the Depot building rented at full occupancy.
- Architect hired to design accessibility improvements for the first floor and exterior improvements to restore the Depot building façade.
- Grant proposal submitted to the Mass Historical Commission to help fund the Depot improvement project. A grant for \$60,650 was approved by Massachusetts Historical Commission.
- Paper maps for the public that highlights Bedford's rail-trails and points of interest on sale at the Freight House.

- The committee attended public meetings on the 54 Loomis Street project proposal and worked with the owner who will make small site changes to preserve the easements to the rear of the Depot building and relocate a dumpster.

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, 2013, was \$50,457.57. For FY13, operating expenses totaled \$31,968 and revenues were \$36,027. The Revolving Fund will help offset a rental vacancy anticipated in 2014 and maintenance expenses.

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 \$845 in rental income from the car was received during FY13.

Depot Building



IN FY13 the Depot was at full rental occupancy. Tenants are Babe Ruth Baseball, JRM Antiques, the Glass Cooperative, and JM

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Custom Creations, LLC. Total rent, including maintenance and utility charges, collected from these tenants in FY13 amounted to \$30,414. The building is in good general condition. The committee met with architect Spencer & Vought Group to discuss options to restore the building exterior façade and provide handicap accessibility improvements. Phase I of the project is approved and scheduled to occur in 2014.

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 2012, the Friends raised \$4,768 in support of the Depot Park complex.

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 FY13 was \$2,997.

FY14 PROJECTIONS

The committee would like to work toward maintaining the Depot Park complex as a financially self-supporting entity, properly maintained and attractive, that will continue to provide a resource that the public will enjoy. High priorities for 2014 include: Conducting a joint meeting with the Bedford Selectmen to discuss long range plans for Depot Park along with a presentation to highlight the history and accomplishments; apply for a grant to support the restoration of two antique baggage carts that were donated to Depot Park; complete ongoing maintenance items still pending; provide support to the phase I exterior restoration of the façade and handicap accessibility project; and provide support to obtain state and local funding for Phase II of the Depot façade restoration project. In the year ahead, the committee plans to continue the oversight and guidance necessary to achieve these goals.

LAND ACQUISITION

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

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recreational opportunities and trail interconnections.

FY13 HIGHLIGHTS

In FY13, the Committee’s primary focus was on developing a plan jointly with Trails Committee and Bicycle Advisory Committee to obtain easements from various property owners in Bedford. The purpose of this project is to allow

pedestrian and bicyclist access to existing trails, sidewalks and roads throughout the Town. The goal is to facilitate easier access to various parts of Bedford without having to navigate our most congested roadways. The Committee presented this plan to the Selectmen in September, 2013 and will proceed to implement it in FY14.

MUNICIPAL AFFORDABLE HOUSING TRUST

Christina Wilgren, Chair

PURPOSE

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

EMPLOYEE STATISTICS

The Town Manager’s Office provides staff support.

FY13 HIGHLIGHTS

One of the major projects completed by the BMAHT during FY13 was the rollout of the small grants program. This program allows qualified households to apply for grants of up to \$3,000 for repairs to their homes. The first cycle was completed in early June, 2013 and four grants were awarded.

FY14 PROJECTIONS

During FY14, the BMAHT will continue to run the small grant program. The second cycle

closed in December, 2013 with three grants awarded. Members will also be working with the Selectmen, the Bedford Housing Partnership and others on possible ideas for the former Coast Guard Property on Pine Hill Road.

SMALL GRANTS PROGRAM JUNE, 2014
INFOFORMATION

The Bedford Municipal Affordable Housing Trust is accepting applications for the Small Grants Program This program is designed to provide assistance to Bedford residents to make repairs and alterations to their homes for safety and health reasons.

To be eligible:

- ⌘ The property must be in Bedford, and must be your primary residence.
- ⌘ You must plan to stay in Bedford for the next 12 months.
- ⌘ Your income can’t be higher than 80% of the Area Median Income in this area.
- ⌘ Your home’s assessed value must be lower than 120% of the median assessed value.
- ⌘ You must let the Bedford Municipal Affordable Housing Trust know before you list your house for sale.

For more information please visit www.bedfordma.gov for the application.



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PATRIOTIC HOLIDAY

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 Butch Marcus, Al Fay, Brig. General Oscar DePriest, Bobbie Ennis, Gerry Hartmann, James Burton (VFW liaison), Selectman Mike Rosenberg (committee liaison), Bill Linnehan (Bedford Veterans Agent), John Monahan, *Recording Secretary*, Joseph Piantedosi, *Vice-Chair*, and Paul Purchia, *Chair*.

FY13 HIGHLIGHTS

Veterans' Day - November 11, 2012

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. 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.



Junior ROTC Members on Veterans Day 2012

Memorial Day - May 28, 2013

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. Genatempo (US Air Force) and Grand Marshals, Ernest Scheyder (WWII) and Joe Damrey (Korea) assembled at the Fallen Veterans Memorial Plaza at Bedford High School prior to the start of the parade to remember Bedford High

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School graduates who gave their lives in service to their country. Following the BHS memorial ceremony, the Memorial Day Parade which was led by the Bedford Police and Firefighters Honor Guard, started at Mudge Way and proceeded to the WWI Memorial at Bedford Common. Remarks about the WWI Memorial were offered by Bedford Historical Society member Lee Yates, followed by a prayer, rifle volleys, TAPS, and then the parade proceeded to Veterans Memorial Park. Memorial Day 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 Leslie Yan. WWII, Korea, Vietnam and all veterans attending ceremonies were duly recognized and thanked. A Roll Call was read of Bedford veterans who had passed on during the past year. Poppies were placed on each plaque remembering Bedford veterans killed in action in WWII, Vietnam, and Iraq. The Bedford High School Band played our National Anthem. A closing prayer and the sounding of TAPS concluded our ceremonies. The Patriotic Holiday Committee gratefully recognized the contributions of Jon O'Connor in designing and producing the Memorial Day Observance brochures which were distributed throughout Bedford and at the Town's Memorial Day ceremonies. The committee continued to work

with our Selectmen and School Committee liaisons, and school administrators. Our goal is to effectively communicate and interact with Bedford's school administrators, teachers, and students with the help and advice of the Bedford School Committee.

FY14 PROJECTIONS

The Patriotic Holiday Committee will continue to plan and conduct meaningful ceremonies to recognize and honor the sacrifices of our veterans in FY14. The committee will identify and recruit new committee members as needed in the coming year. The committee will investigate the raising of funds for signage designating Veterans Memorial Park. We will continue to increase our efforts to honor and assist our veterans wherever possible and to promote patriotism in our community by working through local media outlets, with town committees such as the Bedford Historical Society and the Bedford School Committee, and local veterans groups. We will continue to coordinate the committee's efforts with Bedford's Veterans Agent. The committee also will work with the Bedford School Committee and school administration during the coming school year to help our students better understand and appreciate the sacrifices made by our veterans.

TOWN CENTER

Keith Backman, *Chairman*
Fay Russo, *Consultant*

Town Center of Bedford, Inc., a non-profit 501©(3) organization, has managed rentals in the Town of Bedford 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

- To preserve the former Union/Center School (Town Center), Old Town Hall, and RDC #6211;
- To provide space at Town Center for town departments, non-profit organizations, and rentals by individuals;
- To provide space at Old Town Hall for tenants and occasional rentals;
- To provide a novel setting for small parties and meetings in RDC #6211; and 5) to make a contribution to the quality of life in the Town of Bedford.



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EMPLOYEE STATISTICS

Full-Time Consultant: 1

FY13 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 non-perishable groceries year-round.

Evening and weekend rentals are booked in the Shawsheen Room/Kitchen, the Union School Room, and several conference rooms. Examples of such rentals include Iskwelahang Pilipino, Small Impressions, College Prep, ZAGBA, 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.

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 and Fitch Rooms for additional exercise classes. Other dance and exercise classes complete a nearly full-time schedule.

Maintenance

- A relay for the Town Center freezer and a new thermostat for the refrigerator in the Old Town Hall kitchen were installed.
- Also at Old Town Hall there was an adjustment on the main valve for hot water to reach the third floor.
- Various areas of Town Center and the Great Room in Old Town Hall were repainted.

- Chair rails were installed in a second floor conference room in Town Center.

All of the above were repaired and/or installed by the Town's Facilities Department.

Miscellaneous

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

A piano donated by C. Emerson Fox and Dorothy L. Fox in 1995 was in serious need of tuning. The tenant on the first floor of Town Center, Iskwelahang Pilipino, offered to arrange and pay for the tuning.

Several of the tenants requested computer access and this was accomplished by the Town's Technical Support Personnel – with a monthly charge.

Acme Packet, Inc. from Crosby Drive offered (and it was gratefully accepted) a donation of utensils, knives, and bowls from their kitchen for use in the rental kitchens.

Selectman Moonan donated two pedestal fans for the Great Room during some air conditioning difficulties.

Old Town Hall

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

Occasional rentals in the third-floor Great Room include many birthday parties, bridal and baby showers, graduations, holiday and dance parties, music recitals, sports banquets, organization installations, and meetings.

Last year a video was filmed by high school student interns of Bedford T.V. that shows the various rental spaces. It is accessed on the

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Town's website and has proven to be of interest to potential renters.

The Bedford Garden Club again displays its expertise with attractive displays of flowers and plants 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.

A lease extension and renewal option was approved by the Selectmen for the rental of Unit #4 by JM Custom Creations. A one-year lease was approved by the Selectmen for JRM Antiques commencing in December of 2012.

Birthday parties were booked, particularly during the winter months, in the diesel train at Depot Park. An August wedding ceremony has been booked in the train, followed by a reception in the Great Room at Old Town Hall.

Administrative

Total gross receipts from four leases in Town Center, two in Old Town Hall, and four in the Bedford Depot Building were \$75,668.73. Revenue from occasional rentals totaled \$58,827.89, and Freight House receipts from the Friends of Depot Park were \$4,767.55.

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 four and a half 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 monthly to the Facilities Department and its custodians.

Town Center Board of Directors elected as its Annual Meeting in September, 2012: Keith Backman, chairman; Thomas Larkin, vice chairman; Geraldine Welch, secretary; Suzanne Neal, treasurer, and William Moonan, member/liaison.

FY14 PROJECTIONS

Publicity in local publications, the Town's website with video of rental spaces, and word-of-mouth recommendations bode well for increased rental activity.

The Town Center Board looks forward to continued touch-up painting of its rental spaces to further enhance rental activity.

DIGITAL PHOTOGRAPH

To express appreciation to Judith L. McConnell for her years of commitment to Town Center of Bedford, Inc. and devotion to the former Union/Center School (now Town Center), a tree was planted in honor of Judith. Pictured below are Judith and former Department of Public Works Director Richard Warrington.





OTHER CITIZEN COMMITTEES



TRANSPORTATION ADVISORY

Robert Dorer, *Chair*

PURPOSE

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

The responsibilities of the committee as outlined in the Town's bylaws are:

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

MEMBER STATISTICS

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

FY13 HIGHLIGHTS

During the past year the TAC met once a month to discuss and act on a variety of topics related to our purpose and responsibilities. Key focus areas included participating in the Planning Board's strategic plan update, developing recommendations for two sidewalks (Concord Road and Hemlock Lane), participating in the Town's first "Healthy Bedford by Design" workshop (coordinated by Bedford's Youth and Family Services with various grants they succeeded in capturing), and coordinating with and providing input to the Town's Traffic Review Committee via communications and meetings with the Town Manager, the DPW Director and Town Engineer, and the Police Chief.

Concord Road Sidewalk Discussions

The TAC held a series of meetings in FY13 with the DPW, abutters, and other interested parties to discuss possible options for locating a sidewalk to extend the current sidewalk on Concord Road from Warren Avenue to Ten Acres Drive/Caesar Jones Way. This section of sidewalk was deemed particularly important in that it will connect to the existing sidewalk network on a busy street and that it has the potential to add to the "Safe Routes to School" initiative. The information gathered over the course of about six months resulted in a recommendation to the Selectmen proposing the installation of a sidewalk in this area with the advantages and challenges outlined for the



OTHER CITIZEN COMMITTEES



potential siting of the sidewalk on the east or west side of Concord Road.

Hemlock Lane Sidewalk Discussions

The TAC had a series of meetings in FY13 with the DPW, abutters, and other interested parties to discuss possible options for locating a sidewalk the full length of Hemlock Lane (between Burlington Road and Page Road). This potential sidewalk is particularly significant in that the residences living on the street actively requested that their street be considered for this important pedestrian safety improvement. This road is experiencing significant excessive speed commuter cut through traffic during morning and afternoon rush hours. This problem was exacerbated during the Page Road bridge reconstruction. Adding a sidewalk to this street will connect to Bedford's existing sidewalk network on the busy Burlington Road. Future potential connections to the existing network on the other end of Hemlock at Page Road may prove more difficult. The TAC sent a letter to the Selectmen in December of 2012 recommending they consider installing a sidewalk on Hemlock Lane with a listing of the pros and cons of the various potential locations for the sidewalk layout.

North Road Sidewalk

The Committee was encouraged to see the start and completion of the first phase of the North Road Sidewalk construction from the existing sidewalk network just past 55 North Road to Harvard Drive during the year.

Crosswalk Safety

During the year the committee also worked to raise the visibility of crosswalk safety throughout Town by encouraging expanded enforcement, painting maintenance, and to ensure the sidewalk portion of the rebuilt parking apron in front of the Fire Station on the busy Great Road sidewalk was well delineated for pedestrian use.

Dangerous Intersections

The committee also worked to encourage special attention to difficult intersections and the need to attempt to improve safety via a variety of actions. This year an intersection that has proved rather difficult to address is the North Road / Chelmsford Road intersection. Visibility has always been difficult here and street markings and a flashing light can only do so much. A double pole this year dramatically reduced visibility even further for motorists turning left from North Road to Chelmsford Road. Neighbors have report repeated close calls at this intersection. The TAC worked to support the DPW's and Town Manager's efforts to expedite the removal of the double pole by NStar / Northeast Utilities and to improve intersection pavement markings in the area. A long term solution to improving the safety of this intersection is continuing to be worked on. Additionally, the TAC is looking into improvements to the Bacon Road/Hillside Ave/ Great Road intersection, which may qualify for "Safe Routes to School" funding.

Intersection Improvements

The committee voted to endorse the School Way reconfiguration to improve both pedestrian and vehicular safety and supported the article at the Annual Town Meeting.

FY14 PROJECTIONS

Transportation Safety Improvements

- Support the design of a reconfigured North Road/Chelmsford Road intersection to improve currently problematic sight lines for certain turning maneuvers.
- Pursue implementation of at least two traffic calming engineering treatments in Town. Some examples of traffic calming treatments that may be encouraged include; "bump outs" to reduce the overall width of crosswalks at particularly wide streets (such as the Great Road in the Historic District area) to make the pedestrian less vulnerable, attention getting striping that alerts motorists to

OTHER CITIZEN COMMITTEES

upcoming crosswalks, or the narrowing of travel lanes to reduce the average speed in targeted areas.

- Work with Town departments and stakeholders in FY 14 to facilitate some sort of crossing solution of Concord Road at the termination of the trail / unpaved bikeway from the Middle School area to Concord Road.
- Support the completion of the School Way safety improvement project in FY14.

Nonautomotive Alternatives

- Continue to support and facilitate the successful implementation of the proposed Bedford Circuit Loop Trails (inner and outer) in FY14.
- Support the completion of the second phase of the North Road sidewalk, extending it from Harvard Drive to Pine Hill Road to connect to the existing sidewalk in that area in FY 14.
- Investigate additional sidewalk and walking trail construction options to recommend to the Selectmen for consideration. Some potential projects that might be investigated for feasibility during FY 14 include: *(as always such projects are contingent on available funding)*

- Springs Road sidewalk from current termination point at Orchard Road to the west end of Fox Run Road on Springs Road (potentially partnering with Billerica to extend further to meet up with the old railroad bed unpaved path at approximately Astrig Way in Billerica),
- South Road from the current end of the sidewalk at 183 South Road towards the Summer Street South Road intersection,
- Summer Street South Road terminus to Wiggins Avenue and on to the Minuteman Bike Trail,
- Hartwell Road from the Edge facility area to the existing sidewalk termination points at both ends of Hartwell Road (near Bagley Road on the east and Hartwell Farms (Kendall Court on the west), and
- The small missing section between Sorens Way and Concord Road on Hartwell Road.
- Continue participation in both the Healthy Bedford Initiative and the Safe Routes to School Program.
- Support the Town’s efforts to successfully design, engineer, and implement the extension from the existing Minuteman Bike Trail in the Railroad Avenue area to the planned and approved extension from the Middle School to Concord Road along the Town-owned railroad bed and current

VOLUNTEER COORDINATING COMMITTEE

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 multiple candidates so that the appointing

authority (usually the Selectmen) has more than one individual to consider for each appointment.

To meet its goals of recruiting potential candidates for committee vacancies during FY13, the VCC continued to follow the policies it adopted the previous fiscal year (listed as #1-5 below) and approved one new principle (#6):

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



OTHER CITIZEN COMMITTEES



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

2. Treat equally all appointees who meet the minimum qualifications for appointment.
3. Encourage all potential applicants to read the most recent Bedford Annual Town Report and the Town Bylaws to understand the missions and activities of the committee of interest.
4. Urge all potential candidates for appointment to attend a meeting of the committee of interest.
5. Inform the appointing authority of *all* the potential appointees who meet minimum requirements, even if it (VCC) recommends only a certain number of candidates to the appointing authority for interviews.
6. On a bi-annual basis, contact individuals who were not appointed – as well as residents who are not quite ready to volunteer – to encourage them to consider other committee openings.

FY13 HIGHLIGHTS

During FY13, the VCC's actions at its 10 meetings resulted in the submission of 30 potential candidates to fill vacancies on 14 boards, committees and commissions. Three committees (Affordable Housing, Fair Housing and Bedford Housing Partnership), which had a combined 11 vacancies, were consolidated in a manner that resulted in no vacancies on the newly-formed Bedford Housing Partnership.

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

- Proposed to the Selectmen a consolidation of the Affordable Housing, Fair Housing, and Bedford Housing Partnership committees to streamline much of the

Town's housing-related activities, make the Town Bylaws consistent with the three committees' 21-year practice of meeting jointly and address a quorum problem due to the 11 vacancies that existed on these committees. The VCC's proposal, which included language to amend Articles 22 and 23 of the Town Bylaws, was endorsed by the Selectmen and approved at the March, 2013 Annual Town Meeting.

- Recommended that the Town's website include information about the existence and mission of the Petitioner's Advisory Committee.
- Monitored the actions of the Town Manager's office to identify individuals whose terms were ending on all appointed boards, committees and commissions as of June 30, 2013, and identify qualified candidates to fill all open seats.
- Recruited Bedford residents interested in filling vacancies on all appointed committees.
- Established an email link on the VCC page of the Town's website to enable residents, who are interested in applying for open position, to contact VCC members directly.
- Created a list of potential Charter and Bylaw changes identified by VCC members during reviews of these documents as they relate to appointed boards, committees and commissions.
- Created an informational poster and handouts about the VCC and the volunteer process for Bedford Day and Annual and Special Town Meetings.

FY14 PROJECTIONS

During FY13, the VCC began work to develop a "job description" for all Bedford appointed and elected committee chairs. This activity will continue into the next fiscal year, with the intention of submitting a proposal to the Selectmen.

Another project that will continue into FY2014

OTHER CITIZEN COMMITTEES

is the establishment of criteria that the VCC will use to evaluate applicants for consideration to the Finance Committee. Once such criteria are adopted, they will be publicized in news stories and on the VCC page of the Town’s website.

The VCC will continue to record potential Charter and Bylaw changes for review when the next Charter and Bylaws Review Committee is established by the Selectmen. In addition, it will continue its discussions and trials of various strategies for marketing

committee vacancies to Bedford residents. Some strategies already employed include submitting articles to the local print and online media, handing out flyers at Town Meetings and Bedford Day, and making announcements at large public Town events. New strategies to be considered include occasionally sending notices of committee vacancies via the School Departments’ weekly email notices to parents, sending literature home with Bedford High School students, and utilizing notices to residents at Carleton-Willard.

TOWN CLERK AND ELECTIONS

TOWN CLERK

Doreen Tremblay, Town Clerk

PURPOSE

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

Annual Census

Census forms are mailed to all households on January 1 of each year. The purpose of these surveys is to gather statistical information about the Town citizens and to provide the basis for the State aid. Citizens are instructed to list all members of the household and dogs and then return the completed form to the Town Clerk’s Office by the first week in

February. A second mailing to non-respondents requires a postage paid confirmation card to be returned promptly. The resident listed in the previous year is requested to return the card signed stating whether he/she lives in Bedford with the current address noted. Failure to respond to the census affects our State aid status and eventually voter eligibility. Ninety-five percent of our residents return their census forms.

EMPLOYEE STATISTICS

Full Time Employees : 3
Number of Hours - Part-time Employees: 15

FY13 HIGHLIGHTS

Census

For the 2013 census, a brief survey was included on additional services suggestions for the Town Clerk’s Office and comments on ease of use of the website. The positive feedback included compliments on the Town Clerk’s Office excellent service to the public and the numerous resources available on the website.

TOWN CLERK AND ELECTIONS

Certain suggestions such as an online census will be on the new website.

Elections

See Board of Registrars

Office

During the summer, the Town Clerk’s Office prepared for the coming year by updating various lists including businesses, committees and precincts. Letters to students turning eighteen to register to vote and business certificates expiring in the coming year were setup. The Town Clerk’s Office developed a list of funeral homes.

The Town Clerk permanently recorded the Town Meetings and elections from the prior year. The voters for elections and Town meetings were updated in the system.

Dog licensing occurred during the summer with the release of the initial mailing in May and the reminder postcard mailing in July. The Animal Control Officer mailed out three hundred warnings.

The Police Department requested swearing in certain officers for the recertification of the Police Department. The Town Clerk prepared the oath of office forms and swore in the officers.

Records Management

Donation of a historical Treasurer’s book was received by the Archives. The Town of Bedford appreciates donations of Town records.

The Archivist completed training on wet records at the Records Management Committee meeting. The training was well received by the committee members.

With the untimely passing of the Veterans Agent and Historic District Chairman, the Archivist organized the series of Veteran’s Office files and Historic District and Preservation records.

Birth and marriage intentions were prepared for microfilming and the microfilm reviewed by the office. The vendor completed corrections to the microfilm.

Research

The Town Manager’s Office requested research on the history of votes on alcoholic beverage licenses. The Town Clerk reviewed specific election and Town Meeting records for this information.

The Town Clerk discussed with the Volunteer Coordinating Committee improvements in communication with committees to comply with Town and State regulations.

Vital Records

The State started the process of electronic death registration. The Town Clerk attended a class on the electronic death registration process.

Vital Statistics 2012	
Births	124
Deaths (includes VA Hospital)	260
Marriages	52
January 1, 2013 Town Population	14,020

FY13 Budget Information	
Operating Budget - Town Clerk	\$201,934
Operating Budget - Elections / Registrations	\$49,895

FY14 PROJECTS:

- Complete the purchase and installation of the scanning system
- Training on the State death registration module
- Update of the new Town website
- Microfilming marriages



TOWN CLERK AND ELECTIONS



BOARD OF REGISTRARS

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

PURPOSE

The Board of Registrars of Voters consists of the Town Clerk and three citizens appointed by the Selectmen with recommendations from the Democratic and Republican Town Committees. Under present law, there cannot be a majority of any party represented. Our 2013 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. 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.

FY13 HIGHLIGHTS

Elections and Town Meetings

All preparations occurred for the fiscal year 2013 on schedule including:

- Setting up and distributing the election calendar.
- Voter registration and voting sessions at Carleton-Willard and the Veterans' Hospital.
- Notification to all election workers and Registrars of upcoming elections.
- Training new election.
- Election equipment maintenance and setup.
- Working with Facilities and the custodian on the election setup.
- Posting the final results on the web site and certifying the election.

On the final day for State Primary voter registration, twenty new residents registered to voter. At Carleton-Willard, eight new residents registered to vote.

TOWN CLERK AND ELECTIONS

For the State Primary, one hundred and thirty-one residents voted at Carleton-Willard. The Town Clerk receives many compliments on the voting service offered.

State Representative Charles Murphy stepped down from his position to accept a job in private industry. His resignation was past the deadline for submitting nomination papers for the State Primary. Candidates planned to initiate write-in campaigns.

The new Town Clerk of Burlington asked for assistance from the Town Clerk's Office on election law and write-in procedures. Burlington and Bedford shared information on the write-in candidates for State Representative.

For the State Primary, there was a twenty percent turnout. The write-in campaign for State Representative attributed to the higher turnout. After the election workers painstakingly counted several write-ins, the Town Clerk announced Ken Gordon won the State Representative position on the Democratic ballot.

Several citizen groups mailed out voter registration cards to residents in addition to the Secretary of State's Office mailing out voter registration cards. The flurry of mail-in forms created a tremendous amount of work to weed out duplicate voter registration cards. Over two hundred completed voter registration cards were mailed into the Town Clerk's Office.

The Town Clerk held voter registration for the State Election at Carleton-Willard, the Veterans' Hospital and Middlesex Community College. Ten new residents registered at Carleton-Willard. Thirteen new residents registered at the Veterans' Hospital. Ten Middlesex Community College voter registrations were mailed to other communities. On the final day for voter

registration for the State Election, thirty six new registrations were received.

For the State Election, voting sessions occurred at Carleton-Willard and the Veterans' Hospital. At Carleton-Willard, two hundred and thirty residents voted. At the Veteran's hospital, forty-eight residents voted.

At the State Election, there was an eighty percent turnout. Several voters did not appear on the voters' list due to inactivity. An estimated two hundred voters were reinstated to the list. Several candidates requested observers stationed at the polling location. Voters complained of observers interfering with the voting process.

Parking issues continued with the Middle School. Voters were parking in the street and residents were complaining of the obstruction from these vehicles.

At the Special Town Meeting, six hundred and sixty voters attended the discussion on artificial turf. The Moderator appointed Assistant Moderators to oversee the overflow rooms. Votes in the overflow rooms were called in by hand held devices. All articles passed including the synthetic turf article.

At the Town Caucus, Deborah Kostas received the nomination for Regional School Committee. Deborah defeated Donald Drouin who was on the Regional School Board for several years. Fifty-eight voters attended the Caucus.

At the voter registration session for the Town Election, two residents registered to vote.

At the Town Election, seven percent of the voters turned out. There were no major issues to report.

The Selectmen voted to change the start date of Town Meeting from March 25, 2013 to April 1, 2013 due to Passover. The Town Clerk updated the election calendar and distributed

∞ TOWN CLERK AND ELECTIONS ∞

the calendar to all pertinent parties.

At the Town Meeting, one hundred and ninety-two registered voters attended. The highlights of the Town Meeting were the passage of the Sign-Bylaw amendments and the update of the Salary Administration Bylaw.

With the resignation of John Kerry, the Secretary of State announced a Special State Primary on April 30, 2013 and a Special State Election on June 25, 2013. The Secretary of State considered holding the election on the week of July 4th but determined the turnout would be too low. The State voted to fund the cost of both elections for municipalities at a later date since there was no budget for two additional elections at the end of the fiscal year.

At the voter registration deadline for the Special State Primary, two residents registered.

At the Special State Primary, there was a twenty percent turnout which was higher than

most of the State. The visiting group from Pakistan government came to the polls to learn about the election process. The Town Clerk answered questions on election law and procedures.

For the deadline for the Special State Election, two residents registered.

The Town Clerk coordinated with Carleton-Willard management to provide absentee ballots to all interested voters. Carleton-Willard prepared lists of interested voters and e-mailed the lists to the Town Clerk. The Town Clerk prepared the absentee ballots and mailed them to the interested voters.

At the Special State Election, thirty-four percent voted. The main concern at the Special State Election was the excessive heat in the gym at the Middle School. A few election workers left early due to the heat. The Police provided a defibrillator and the School provided water and ice. The Carleton-Willard van delivered forty voters to the polls to vote in person.

Registered voters for the Fiscal Year 2013	
Unenrolled	5681
Democrats (D)	2630
Green-Rainbow (J)	7
Republicans (R)	1259
American Independent (Q)	2
Timesizing (T)	1
Libertarian (L)	21
TOTAL	9601

TOWN CLERK AND ELECTIONS

STATE PRIMARY ELECTION—SEPTEMBER 6, 2012

Registered Voters 9,604 - Cards Cast 1,922
20.01%

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

SENATOR in CONGRESS (DEM)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1,277	
ELIZABETH A WARREN	1,260	98.67%
Scott Brown	6	0.47%
Write-in Votes	11	0.86%

SENATOR in CONGRESS (REP)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	516	
SCOTT BROWN	515	99.81%
Write-in Votes	1	0.19%

REP in CONGRESS (DEM)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1,144	
JOHN F. TIERNEY	1,116	97.55%
Ken Gordon	2	0.17%
Michael Tisel	1	0.09%
Write-in Votes	25	2.19%

REP in CONGRESS (REP)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	471	
RICHARD R. TISEI	467	99.15%
Walter Zenkin	1	0.21%
Kenneth Gordon	1	0.21%
Write-in Votes	2	0.42%

COUNCILLOR (DEM)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1,012	
M.M PETITTO DEVANEY	513	50.69%
HARRY S. MARGOLIS	257	25.40%
CHARLES N SHAPIRO	239	23.62%
Write-in Votes	3	0.30%

COUNCILLOR (REP)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	98	
Elizabeth Mahoney	30	30.61%
Walter T. Zenkin	5	5.10%
Write-in Votes	63	64.29%

∞ TOWN CLERK AND ELECTIONS ∞

SEN IN GENERAL COURT(DEM)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1,341	
MICHAEL J. BARRETT	811	60.48%
ALEXANDER E. BUCK	23	1.72%
MARA MARIE DOLAN	151	11.26%
JOE KEARNS GOODWIN	315	23.49%
JOSEPH W MULLIN	35	2.61%
Dave Fionda	1	0.07%
Write-in Votes	5	0.37%

SEN IN GENERAL COURT(REP)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	496	
GREGORY P HOWES	236	47.58%
SANDI MARTINEZ	255	51.41%
Write-in Votes	5	1.01%

REP IN GENERAL COURT(DEM)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1,195	
CHARLES MURPHY	427	35.73%
Dave Fionda	102	8.54%
Kenneth I. Gordon	655	54.81%
Virginia Mooney	0	0.00%
Write-in Votes	11	0.92%

REP IN GENERAL COURT(REP)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	213	
Walter T Zenkin	169	79.34%
Gregory Howes	1	0.47%
Dave Fionda	4	1.88%
Kenneth Gordon	2	0.94%
Write-in Votes	37	17.37%

CLERK OF COURTS(DEM)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	988	
MICHAEL A SULLIVAN	980	99.19%
Write-in Votes	8	0.81%

CLERK OF COURTS(REP)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	40	
Write-in Votes	40	100.00%



TOWN CLERK AND ELECTIONS



REGISTRAR OF DEEDS (DEM)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	925	
ROBERT B ANTONELLI	209	22.59%
FRANK K CIANO	187	20.22%
THOMAS CONCANNON, JR	148	16.00%
MARIA C CURTATONE	146	15.78%
TIZIANO DOTO	65	7.03%
MARYANN M HEUSTON	169	18.27%
Write-in Votes	1	0.11%

SHERIFF (DEM)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1,027	
PETER J JOUTOUJIAN	1020	99.32%
Scott Brown	1	0.10%
Write-in Votes	6	0.58%

REGISTRAR OF DEEDS (REP)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	37	
Write-in Votes	37	100.00%

SHERIFF (REP)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	41	
Richard Carson	1	2.44%
Write-in Votes	40	97.56%

TOWN CLERK AND ELECTIONS

SENATOR in CONGRESS (GRN)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	2	
David C. Enos	1	50.00%
Write-in Votes	1	50.00%

REP IN GENERAL COURT (GRN)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	2	
Kenneth Gordon	1	50.00%
Write-in Votes	1	50.00%

REP in CONGRESS (GRN)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1	
Write-in Votes	1	100.00%

CLERK OF COURTS (GRN)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1	
Write-in Votes	1	100.00%

COUNCILLOR (GRN)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1	
Write-in Votes	1	100.00%

REGISTRAR OF DEEDS (GRN)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1	
Write-in Votes	1	100.00%

SEN IN GENERAL COURT (GRN)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1	
Write-in Votes	1	100.00%

SHERIFF (GRN)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1	
Write-in Votes	1	100.00%

TOWN CLERK AND ELECTIONS

STATE ELECTION—NOVEMBER 6, 2012

Registered Voters 9,842 - Cards Cast 7,719
78.43%

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

PRESIDENT/VICE PRESIDENT		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	7698	
Number of Uncast Votes	21	
JOHNSON/GRAY	90	1.17%
OBAMA/BIDEN	4469	58.05%
ROMNEY/RYAN	3061	39.76%
STEIN/HONKALA	60	0.78%
Write-in Votes	18	0.23%

SEN IN GENERAL COURT		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	7,149	
Number of Uncast Votes	570	
MICHAEL J. BARRETT	4,326	60.51%
SANDI MARTINEZ	2,805	39.24%
Write-in Votes	18	0.25%

SENATOR in CONGRESS		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	7,665	
Number of Uncast Votes	54	
ELIZABETH A WARREN	3,953	51.57%
Scott Brown	3,709	48.39%
Write-in Votes	3	0.04%

REP IN GENERAL COURT		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	7,111	
Number of Uncast Votes	608	
KENNETH GORDON	4,813	67.68%
WALTER ZENKIN	2,286	32.15%
Write-in Votes	12	0.17%

REP in CONGRESS		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	7,359	
Number of Uncast Votes	360	
JOHN F. TIERNEY	3,716	50.50%
RICHARD R. TISEI	3,279	44.56%
DANIEL FISHMAN	344	4.67%
Write-in Votes	20	0.27%

CLERK OF COURTS		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	5,360	
Number of Uncast Votes	2,359	
MICHAEL A SULLIVAN	5,268	98.28%
Write-in Votes	92	1.72%

TOWN CLERK AND ELECTIONS

REGISTRAR OF DEEDS		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	5182	
Number of Uncast Votes	2537	
MARIA C CURTATONE	5096	98.34%
Write-in Votes	86	1.66%

SHERIFF		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	6,131	
Number of Uncast Votes	1,588	
PETER J KOUTOUJIAN	4,528	73.85%
ERNESTO M PETRONE	1,572	25.64%
Write-in Votes	31	0.51%

COUNCILLOR		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	6,156	
Number of Uncast Votes	1,563	
M.M PETITTO DEVANEY	4,341	70.52%
THOMAS SHEFF	1,788	29.04%
Write-in Votes	27	0.44%

QUESTION 1 - Small Business in Repairing Motor Vehicles		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	6,859	
Number of Uncast Votes	860	
YES	6,010	87.62%
NO	849	12.38%

QUESTION 2 - Death with Dignity		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	7,424	
Number of Uncast Votes	295	
YES	4,180	56.30%
NO	3,244	43.70%

QUESTION 3 - Medical Marijuana		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	7,350	
Number of Uncast Votes	369	
YES	4,631	63.01%
NO	2,719	36.99%

QUESTION 4 -Corporate Personhood		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	6,328	
Number of Uncast Votes	1,391	
YES	4,997	78.97%
NO	1,331	21.03%

TOWN CLERK AND ELECTIONS

ANNUAL TOWN ELECTION—MARCH 9, 2013

Registered Voters 9,844 - Cards Cast 764
7.76%

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

SELECTMEN		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Vote for	2	
Total Votes	1195	
Number of Uncast Votes	333	
WILLIAM S. MOONAN	574	48.03%
CAROLINE FEDELE	609	50.96%
Write-in Votes	12	1.00%

ASSESSORS		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Vote for	1	
Total Votes	600	
Number of Uncast Votes	164	
ROBERT B MURPHY	598	99.67%
Write-in Votes	2	0.33%

MODERATOR		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Vote for	1	
Total Votes	645	
Number of Uncast Votes	119	
BETSEY ANDERSON	641	99.38%
Write-in Votes	4	0.62%

BOARD OF HEALTH		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Vote for	1	
Total Votes	613	
Number of Uncast Votes	151	
BEATRICE BRUNKHORST	612	99.84%
Write-in Votes	1	0.16%

BEDFORD HOUSING AUTHORITY		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Vote for	1	
Total Votes	601	
Number of Uncast Votes	163	
EUGENE CLERKIN	600	99.38%
Write-in Votes	1	0.62%

PLANNING BOARD		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Vote for	1	
Total Votes	1206	
Number of Uncast Votes	322	
AMY FAITH LLOYD	481	39.88%
JOSEPH J DINI	218	18.08%
SHAWN J HANEGAN	503	41.71%
Write-in Votes	4	0.33%

TOWN CLERK AND ELECTIONS

LIBRARY TRUSTEE		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Vote for	1	
Total Votes	1,730	
Number of Uncast Votes	562	
ABIGAIL A HAFER	598	34.57%
HOWARD D COHEN	556	32.14%
LORRIE DUNHAM	575	33.24%
Write-in Votes	1	0.06%

SCHOOL COMMITTEE		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Vote for	2	
Total Votes	1,191	
Number of Uncast Votes	337	
BRADFORD G HAFER	590	49.54%
MICHAEL E MCALLISTER	599	50.29%
Write-in Votes	2	0.17%

REG. SCHOOL COMMITTEE		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Vote for	2	
Total Votes	668	
Number of Uncast Votes	96	
DONALD DROUIN	201	30.09%
DEBORAH KOSTAS	467	69.91%
Write-in Votes	0	0.00%



TOWN CLERK AND ELECTIONS



SPECIAL STATE PRIMARY ELECTION—APRIL 30, 2013

Registered Voters 9,596 - Cards Cast 1,824
19.01%

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

SENATOR in CONGRESS (DEM)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	1339	
STEPHEN F. LYNCH	298	22.26%
EDWARD J. MARKEY	1,039	77.60%
Write-in Votes	2	0.15%

SENATOR in CONGRESS (REP)		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	485	
GABRIEL E. GOMEZ	219	45.15%
MICHAEL J. SULLIVAN	187	38.56%
DANIEL B. WINSLOW	79	16.29%
Write-in Votes	0	0.00%

SPECIAL STATE ELECTION—JUNE 25, 2013

Registered Voters 9,596 - Cards Cast 3,248
33.83%

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

SENATOR in CONGRESS		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	3,248	
GABRIEL E. GOMEZ	1,383	42.58%
EDWARD J. MARKEY	1,843	56.74%
RICHARD A. HEOS	11	0.34%
Write-in Votes	11	0.34%

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SPECIAL TOWN MEETING—NOVEMBER 13, 2012

The Moderator called the Town Meeting to order. The Special Town Meeting convened at 7:45 p.m. in the Bedford High School Auditorium. A quorum of six hundred and sixty registered voters was present. The Town Clerk read the return of service. The Moderator apologized for the delay in starting Town Meeting. The Moderator announced there is no standing at the back of the auditorium. She stated there are multiple overflow rooms for voters. The overflow rooms are the Library, C107, C108 and C111. There is an assistant moderator in each room. Walkie talkies are used to record votes. The Moderator stated there are a few seats in the auditorium towards the front. Non-voters sit on the stage. All residents seated in the auditorium except for the stage seating must be voters. A bright, turquoise slip is needed for hand counts. If you do not have a slip, please go to check-in. 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. If the voter is unable to stand at the microphone, the microphone will be brought to them. Non-voters must ask the Moderator for permission to speak. Name and address are required to speak. A voter may not speak more than twice in debate unless they are correcting a statement or they have a question. Debate rules should be respected. Questions must be directed through the Moderator. Debate must be kept within the scope of the motion. Questions do not fall under the debate rules. The debate rules may be waived. Amendments must be in writing for the Town Clerk and Moderator. There is no clapping or booing. Turn cell phones off. Talk in the lobby. The overflow crowd will hear Town Meeting but will need to come to the

auditorium to speak. Votes will be taken in each room, called in by radio and recorded. The temporary moderators in each room are Laura Goldenberg, Joseph Piantedosi, Robert Dorer and Angelo Colao. Local cable is taping the meeting. Local cable will not tape during the voting.

The Moderator stated the goal tonight is to be fair and clear. If there are questions, she will answer them. The tellers for the evening are: Lois Chase, Peter Donahue, Rosemary Dyer, Michele Ferland, Jane Gallagher-Reid, Charles Huxsaw, Connie Pespisa and Janet Schimelfenyg. The tellers count the votes. There are eight tellers tonight. The Moderator thanked the Town management for assisting with the Town Meeting preparations.

Committee reports:

Sue Baldauf – Youth and Family Services
 Lisa Mustapich – Sign Bylaw Review Committee
 Catherine Cordes – Community Preservation
 Committee

Article 1

Debate Rules

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

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

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

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RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared this motion passed by two-thirds vote.

Article 2

Acceptance of MGL Chapter 41, Section 81U - Performance Bond Settlement Account

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

Voted, that the Town accept the provisions of MGL, Chapter 41, Section 81U, twelfth paragraph therein, so as to permit, with the approval of the Selectmen, the expenditure of proceeds up to \$100,000 from a performance bond, deposit or other security method intended to secure performance of construction of ways and the installation of municipal services in an approved subdivision, provided that such expenditure shall be utilized to meet the cost and expenses of the town in completing the work as specified in said plan.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 3

Street Acceptance - Abbott Lane

Voted, that the Town accept the layout by the Selectmen of a way named Abbott Lane, said way runs from Concord Road a distance of 550 feet, more or less, as shown on plan entitled, "Definitive Subdivision Plans for 98-102 Concord Road located in Bedford, Massachusetts", dated January 6, 2006 and last revised December 14, 2006, drawn by Meridian Associates, Inc. and a copy available for inspection in the Planning Board office.

RECOMMENDATIONS

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

Moderator declared motion adopted by two-thirds vote.

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

Voted, that Town Meeting waive Article 1, Section A of the debate rules.

The Moderator stated the motion to waive the debate rules is to make the presentation for the synthetic turf.

The Moderator stated the motion to waive Section A of the debate rules adopted.

David Sukoff of the Outdoor Area Recreation Study Committee made the presentation.

Brian Bartkus of 26 Meadowbrook Road made a motion to move the previous question.

The Moderator stated if the two-thirds vote passes to move to previous question, Town Meeting will move to vote on the question. If two-thirds vote fails, debate will continue.

The Moderator declared the motion to move to vote on Article 4 passed (In Favor-559, Opposed-67).

Article 4

High School Synthetic Turf/Other Athletic Field Bond

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

Voted, that the Town appropriate the sum of

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\$1,100,000 for installation of an artificial turf playing surface and other 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, \$150,000 shall be transferred from the Community Preservation Act ("CPA") Recreation Reserves, \$100,000 shall be transferred from available undesignated CPA funds, and the Treasurer with the approval of the Selectmen is authorized to borrow \$355,000 under G.L. c. 44B §11 (the CPA) and \$495,000 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 approval
 Capital Expenditure: Disapproval recommended
 School Committee: Recommended approval

Moderator declared motion adopted by two-thirds vote (In Favor-487, Opposed- 157).

The Moderator asked the crowd to leave quietly. The Moderator announced voters in the Overflow rooms may sit in the auditorium.

**Article 5
 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, 2013.

RECOMMENDATIONS

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

Moderator declared motion adopted.

The Moderator announced the overflow rooms are closed. She thanked the people who helped in the overflow rooms. The procedure went smoothly.

The Moderator stated that any voter may place a hold on an item for Article 6.

**Article 6
 Amend Fiscal Year 2013 Community
 Preservation Budget**

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

Voted, that the Town amend the Fiscal Year 2013 Community Preservation appropriations voted under Article 18 of the 2012 Annual Town Meeting utilizing FY13 Community Preservation Funds unless otherwise specified as follows:

- 13. Affordable Housing Reserves - amend by increasing the Affordable Housing Reserves fund by \$9,278 for a revised total of \$146,778.00
- 14. Hartwell Town Forest & Jordan Conservation Area Survey -\$3,500.00
- 15. Athletic Fields Design - 9 Mudge Way and 7 Liljegren Way - \$150,000.00
- 16. Historic Properties Preservation Fund - \$75,000.00

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RECOMMENDATIONS

Selectmen: Recommended approval for each item

Finance Committee: Recommended approval for 13, 14 & 16; Recommended disapproval for 15.

Item 15 was held. Moderator declared 13, 14 and 16 those three passed. Item 15 athletic field design was declared adopted.

Ken Sheldon of 7 Sheridan Road made the following motion and the motion was seconded.

I move to amend the funding in the amount of up to \$60,000 for the design of natural turf for the athletic fields.

After consulting with the Town Counsel, the Moderator announced that the motion to lower the amount is acceptable but not the remaining motion to restrict the funding.

The Moderator declared the motion to fund the athletic field design for \$60,000 defeated.

Article 7

Amend FY13 Capital Projects Plan – Project 13-04

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

Voted, that the Town amend the vote taken under Article 13 of the 2012 Annual Town Meeting so as to delete Project 13-04 – Lane School – Roof Replacement (1995 addition) in the amount of \$80,000 from the approved FY13 Capital Projects Plan.

RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Capital Expenditure: Recommended approval

Moderator declared motion adopted unanimously.

Article 8

Water Quality System Enhancements

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

Voted, that the Town appropriate the sum of \$155,000 for investigations, repairs and modifications to the Town's water distribution and treatment system for the purpose of delivering bacteria free water to town residents, 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 \$155,000 under G.L.c.44, §8 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 approval

Capital Expenditure: Recommended approval

Moderator declared motion adopted by two-thirds vote.

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

Voted, that Debate Rule C as voted under Article 1 at this Special Town Meeting be waived.

The Moderator declared the motion adopted.

Article 9

Bond Authorization – Portions of School Way and Municipal Complex Access Roads & Parking Areas

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

Voted, that the Town appropriate the sum of

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\$350,000 for construction, reconstruction or repairs to the municipal complex for the purpose of access and pavement improvements involving Mudge Way and 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 \$350,000 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
- Planning Board: Strongly supports this article
- Transportation Adv.: Strongly supports this article

Moderator declared motion adopted by two-thirds vote (In Favor-105, Opposed-40).

**Article 10
FY13 Operating Budget Amendments**

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

Voted, that the Town amend the sums appropriated under Article 21 of the 2012 Annual Town Meeting, Operating Budgets – Fiscal Year 2013, beginning July 1, 2012, to be raised in the tax levy unless otherwise specified, by amending the following specified accounts with the following revised amounts:

**Account # 1300 Finance/
Administrative Services -**

- Amend so as to increase the appropriation by \$85,000, for a revised total appropriation amount of \$908,826; and further amend so

as to add a segregation of \$85,000 for Interest on Abatements.

- Further amend so as to add a revenue transfer of \$50,000 from FY2013 Overlay Surplus

Account #1303 Principal & Interest

- Amend so as to increase the appropriation by \$25,000, for a revised total appropriation amount of \$7,709,917;
- And further so as to increase the Non Exempt Interest segregation by \$25,000, for a revised segregation amount of \$644,411.
- Further amend so as to add a revenue transfer of \$200,000 from FY2012 Overlay Surplus, and \$179,457 from FY2013 Overlay Surplus

Account #1310 Financial Committees

- Amend so as to increase the appropriation by \$60,000, for a revised total appropriation amount of \$447,461; and further so as to increase the Reserve Fund segregation by \$60,000, for a revised segregation amount of \$445,847.

Account #2200 Fire Department -

- Amend so as to decrease the appropriation by \$24,636, for a revised total appropriation amount of \$1,962,497; and further so as to decrease the salary segregation by \$24,636, for a revised segregation amount of \$1,835,926.

Account #4000 Public Works -

- Amend so as to decrease the appropriation by \$160,363 for a revised total appropriation amount of \$10,066,349; and further so as to decrease the MWRA segregation by \$160,363, for a revised segregation of \$2,909,153.
- Further amend so as to decrease the amount to be transferred from the sewer fund by \$160,363 for a revised amount of \$3,926,637.

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RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

**Article 11
FY13 Ambulance Enterprise Budget**

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

Voted, that the Town amend the sums appropriated under Article 22 of the 2012 Annual Town Meeting, Ambulance Enterprise Budget – Fiscal Year 2013, beginning July 1, 2012, by amending the following revised amounts:

- Amend so as to increase the appropriation by \$93,557, for a revised total appropriation of \$677,612; and in doing increase the following sums to be appropriated:
 - Salaries by \$51,313 for a revised total Salaries amount of \$383,185
 - Operational Expenses by \$42,244 for a revised total Operation Expenses amount of \$247,300.
- Further amend the amounts to be raised to meet said appropriations by revising the total Ambulance Receipts to \$640,321, an increase of \$68,921; and further by revising the total Tax Levy amount to \$37,291, an increase of \$24,636.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 12

Appropriate Funds for Police Supervisors Collective Bargaining Agreement – FY13

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

Voted, that, in order to fund the provisions of a Collective Bargaining Agreement between the Town of Bedford and the Bedford Police Supervisors Association commencing July 1, 2012, the Town transfer the sum of \$4,140.89 within Article 21 - Operating Budget Fiscal Year 2013, as voted at the 2012 Annual Town Meeting:

From: Account #1220, Selectmen, for a revised total appropriation of \$617,107.11,

To: Account #2010, Police Salaries segregation, for a revised segregation of \$3,088,987.89 and revised total account appropriation of \$3,226,557.89.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion passed unanimously.

**Article 13
Stabilization Fund Appropriation**

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

Voted, that the Town raise and appropriate the sum of \$230,000 to be added to the Stabilization Fund.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

 **LEGISLATIVE** 

Catherine Cordes made a motion to adjourn the Special Town Meeting sine die. The motion was seconded. The Special Town Meeting adjourned at 11:32 PM.

ANNUAL TOWN CAUCUS—JANUARY 8, 2013**Lois Chase, Secretary of the Caucus**

Town Clerk Doreen Tremblay called the Town Caucus to order at 7:07 P.M. A quorum of fifty-eight voters was present.

Nominations for Chairperson of the Caucus took place, and Margot R. Fleischman was elected Chairperson by a unanimous vote.

Chairperson Fleischman 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 Fleischman explained the procedures to follow in nominating candidate(s) to each open public office. The upcoming election is March 9, 2013. The Chairperson reviewed the open positions.

Having heard the proposed rules of procedure for the 2013 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.

Nominations began:

ASSESSORS - 1 VACANCY - ONE - 3 YEAR TERM**INCUMBENT NOMINATION: ROBERT B. MURPHY - 435 CONCORD ROAD**

Nominators: Lora J. Goldenberg – 435 Concord Rd.; Pauline M. Herz – 27 Independence Rd.

No further nominations, **Robert B. Murphy nomination** was accepted and approved.

BOARD OF HEALTH - 1 VACANCY- ONE - 3 -YEAR TERM**INCUMBENT NOMINATION: BEATRICE A. BRUNKHORST - 135 PAGE ROAD**

Nominators: Thomas J. Kinzer III – 226 Old Billerica Rd.; Lora J. Goldenberg – 435 Concord Rd.

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No further nominations, **Beatrice A. Brunkhorst** nomination was accepted and approved.

HOUSING AUTHORITY - 1 VACANCY - ONE - 5 -YEAR TERM

INCUMBENT NOMINATION: EUGENE J. CLERKIN - 46 ELM STREET

Nominators: Jane M. Puffer - 235 Great Rd.; Joan C. Bowen - 11 Fox Run Rd.
No further nominations, **Eugene J. Clerkin** nomination was accepted and approved.

LIBRARY TRUSTEES - 3 VACANCIES - THREE -3-YEAR TERMS

INCUMBENT NOMINATION: LORRIE DUNHAM - 13 SCHOOL AVENUE

Nominators: Abigail A. Hafer - 260 Davis Rd.; Lois F. Pulliam - 102 Badger Ter.
No further nominations, **Lorrie Dunham** nomination was accepted and approved.

INCUMBENT NOMINATION: ABIGAIL A. HAFER - 260 DAVIS ROAD

Nominators: Lorrie Dunham - 13 School Ave.; Joan C. Bowen - 11 Fox Run Rd.
No further nominations, **Abigail A. Hafer** nomination was accepted and approved.
No nominations for the third Library Trustee position.

MODERATOR - ONE VACANCY - ONE - 3-YEAR TERM

INCUMBENT NOMINATION: BETSEY J. ANDERSON - 64 WILDWOOD DRIVE

Nominators: Pauline M. Herz - 27 Independence Rd.; Lora J. Goldenberg - 435 Concord Rd;
No further nominations, **Betsey J. Anderson** nomination was accepted and approved.

PLANNING BOARD - 2 VACANCIES - TWO - 3 -YEAR TERMS

NOMINATION: SHAWN J. HANEGAN - 5 HUNT ROAD

Nominators: Sandra Hackman - 22 Meadowbrook Rd.; Lisa R. Mustapich - 1 Clark Rd.
No further nominations, **Shawn J. Hanegan** nomination was accepted and approved.
No nominations for the second Planning Board position.

 **LEGISLATIVE** **REGIONAL SCHOOL COMMITTEE - ONE VACANCY - ONE - 3-YEAR TERM****INCUMBENT NOMINATION: DONALD DROUIN - 4H ASHBY PLACE**

Nominators: Ronald Cordes - 3 Jeffrey Cir; Pauline M. Herz - 27 Independence Rd.
No further nominations, **Donald Drouin** nomination was accepted and approved.

NOMINATION: DEBORAH KOSTAS - 2 SWEENEY RIDGE ROAD

Nominators: James P. Kostas - 2 Sweeney Ridge Rd.; Catherine B. Cordes - 3
Jeffrey Cir.
No further nominations, **Deborah Kostas** nomination was accepted and approved.

SCHOOL COMMITTEE - 2 VACANCIES - TWO - 3 -YEAR TERMS**INCUMBENT NOMINATION: BRADFORD G. HAFER - 1 SELFRIDGE ROAD**

Nominators: Ann E. Guay - 276 Davis Rd.; Noreen M. O'Gara - 35 Glenridge Dr.
No further nominations, **Bradford G. Hafer** nomination was accepted and approved.

NOMINATION: MICHAEL EAMON MCALLISTER - 9 NOTRE DAME ROAD

Nominators: Jennifer L. Kelley - 253 Concord Rd.; Michael Anthony Pulizzi - 10
Evans Ave.
No further nominations, **Michael Eamon McAllister** nomination was accepted and approved.

SELECTMEN - 2 VACANCIES - TWO - 3 -YEAR TERMS**INCUMBENT NOMINATION: WILLIAM S. MOONAN - 18 CRESCENT AVENUE**

Nominators: Abigail A. Seibert - 51 South Rd.; Catherine B. Cordes - 3 Jeffrey Cir.
No further nominations, **William S. Moonan** nomination was accepted and approved.

NOMINATION: CAROLINE FEDELE - 27 GRAY TERRACE

Nominators: Walter J. St. Onge III - 102 Pine Hill Rd ; Kenneth I. Gordon - 1 Short St.
No further nominations, **Caroline Fedele** nomination was accepted and approved.

Chairperson Fleischman announced the vacancies for Planning Board and Library Trustee. She stated nomination papers may be taken out up to January 16, 2013 and returned by January 18, 2013.

The 2013 Town Caucus adjourned at 8:30 P.M.

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ANNUAL TOWN MEETING—MARCH 8, 2013

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 one hundred and ninety-two registered voters was present. The Town Clerk read the return of service. The Bedford Minutemen posted the colors. Michael Rosenberg from the Jewish community gave the invocation. The Moderator stated that the Town Meeting rules are published in the back of the warrant. The Moderator said that Town Meeting is the business meeting of the Town. Proper decorum must be maintained. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone unless he or she is unable to. 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. Questions must be directed through the Moderator. The time limit is to be respected. 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 lavender card for voting at check-in if you have not already done so. Town Meeting procedures and civil discourse are in the back of the warrant. The tellers for the evening are: Carolyn Hardy, Kathy Jarvis, Richard LeShack and Janet Schimelfenyg.

William Moonan read the memorial resolution for Annual Town Meeting 2013.

MEMORIAL RESOLUTIONS - 2013

Whereas, since the Annual Town Meeting of 2012, employees, officers and committee members 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 April 1, 2013, mourn their passing and extend sincere sympathy to the families of:

Salvatore F. Albano	Civil Defense 1962-1965
Frances M. Anthony	Cashier at Bedford High School 1930-1977
Lois (Emerson) Brown	Election Warden 1977-2006
William G. Chamberlain	Recreation Commission 1960-1966; Council on Aging 1964-1966
Rudolph W. Ebacher	Recreation Commission 1962-1968; Council on Aging 1964; Rescue Service 1964; Junior High School Building Committee 1963-1967; High School Addition Building Committee 1967-1969
Donald W. Foley	Firefighter 1965-1992
Priscilla Forte	Library Trustee 1956-1974
Fredrick Gordon	Veteran's Agent 2008-2012; Patriotic Holiday Committee Liaison 2007-2012
Robert Hansen	Measurer of Wood, Bark, Manure 1976-1978; Patriotic Holiday Committee 2004-2012

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Eugene Scott Hughson	School Custodian 1980-1990
Algerd Kusa	School Custodian 1977-1982
Cynthia Rider	Recreation Commission 1976-1977; Council on Aging 1999-2012
Robert Slechta	Historic District Commission 1992-2010; Historic Preservation Commission 2000-2012
Carmen Stella	Transportation Committee 1975-1977; Conservation Commission 2000-2003
Winifred (Winnie) Sullivan	Finance Department 1980-2001
Joan Wright	Finance Department 1984-2010; Election Officer 1984-1998

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 - Report of Town Committees

Sandra Hackman presented the Planning Board report.

Jean-Marc Slak presented the Capital Expenditure Committee report.

Article 2

Debate Rules

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

Voted, that the Town vote 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.

Article 3

Consent Article

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

Voted, that the Town:

- A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2013 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;

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- B. Raise and appropriate the sum of \$59,000 for an audit of Fiscal Year 2013 and related services;
- C. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax 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 2014;
- 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 2014;
- E. Authorize the Selectmen, during Fiscal Year 2014, 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 motion adopted unanimously.

Article 4

Reauthorization of Revolving Funds

Michael Rosenberg 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 2014, 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 2014;
- B. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2014, 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 2014;
- C. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2014, a

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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 2014;

- D. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2014, 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 2014;
- E. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2014, a departmental revolving fund for fees and revenue received from the operation of Old Town Hall and Town Center to be under the jurisdiction of the Selectmen, such fund to be used for the operation and maintenance of Old Town Hall and Town Center, including utility expenses and purchasing equipment, supplies, and services related to Old Town Hall and Town Center, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$150,000 for said Fiscal Year 2014;
- F. Establish, pursuant to M.G.L., Chapter 44, Section 53E1/2 for Fiscal Year 2014, a departmental revolving fund for the Department of Public Works for any and all revenue from the refuse collection and recycling program, and to use such funds for any expenses related to said refuse collection and recycling program including collection and disposal costs, the purchase of refuse carts, recycling bins, compost bins, educational mailings and postage, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2014;
- G. Establish, pursuant to M.G.L. Chapter 44, Section 53E1/2 for Fiscal Year 2014, 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 2014;
- H. Establish, pursuant to M.G.L., Chapter 44, Section 53E1/2 for Fiscal Year 2014, 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 2014.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 5

Bills of Prior Years

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

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Voted, that Article 5 is indefinitely postponed.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared adopted unanimously.

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

Voted, that Articles 6 through 15 relating to Sign Bylaw amendments be moved and presented together but voted upon separately.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

James O'Neil of 21 Clark Road made the following motion and the motion was seconded.

I move to waive Debate Rule B.

The Moderator declared the motion defeated.

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

Voted, that Debate Rule A under Article 2 is waived for the presentation related to Articles 6 through 15.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 6

General Bylaw Amendment – Sign Bylaw - Miscellaneous

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

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

A. Sign Bylaw, Article 40. Change Roman Numeral References to Arabic Numeral References throughout Bylaw

<u>Paragraph</u>	<u>Current Reference</u>	<u>Proposed Reference</u>
40.2.B (1)	Article II	Article 40.2

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40.2.D	Article VI	Article 40.6
40.4.1.A (1)	Article IV	Article 40.4
40.4.1.B (2)	Article IV	Article 40.4
40.4.3.J(2)	Article V	Article 40.5
40.5.2.C	Article III	Article 40.3

**B. Sign Bylaw, Article 40.4 General Regulations, Section 1. Permitted and Prohibited Signs,
A. Permitted Signs 1.**

Current Text:

1. Only signs which refer to a permitted use or an approved conditional use, as set forth in Article 40.4, Sections 2-5 of the Town of Bedford Sign Bylaw, are permitted and then only provided such signs conform to the provisions of this bylaw.

Proposed Text:

1. Only signs which refer to a permitted use or an approved conditional use, as set forth in Article 40.4, Sections 2~~1~~-5 of the Town of Bedford Sign Bylaw, are permitted and then only provided such signs conform to the provisions of this bylaw.

**C. Sign Bylaw, Article 40.3 Administrative and Miscellaneous, Section 3. Enforcement,
B. Penalty for Violation.**

Current Text:

- B. Penalty for Violation. Whoever violates any provision of this bylaw shall be punished by a fine not exceeding one hundred dollars (\$100.00) for each offense (Chapter 93, Section 22 of the General Laws).

Proposed Text:

- B. Penalty for Violation. Whoever violates any provision of this bylaw shall be punished by a fine not exceeding one hundred dollars (\$100.00) for each offense. ~~(Chapter 93, Section 22 of the General Laws)~~

D. Sign Bylaw, Article 40.4, Section 3, B.

Current Text:

The sign structure and the display area is to be comprised of only one flat face or two parallel flat faces and limited to a thickness of no more than 1 and 1/2 feet from face to face.

Proposed Text:

The sign structure and the display area is to be comprised of only one flat face, or two parallel flat faces and limited to a thickness of no more than 1 and 1/2 feet from face to face.

E. Sign Bylaw, Article 40.4 General Regulations, Section 3 Business Zones, B. Freestanding Signs.

Current Text:

- The sign structure must not extend more than six (6) feet above the mean finished grade and must be not more than five (5) feet wide.
- The structure includes all supports, framing and surface not just the lettering and symbols.
- The sign structure and the display area is to be comprised of only one flat face, or two

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parallel flat faces and limited to a thickness of no more than 1 and 1/2 feet from face to face.

- The area of the sign must not be more than 20 square feet.
- The furthest forward element of any freestanding sign must be set back at least five (5) feet from the front property line.
- *Proposed Text:*
 1. The sign structure must not extend more than six (6) feet above the mean finished grade and must be not more than five (5) feet wide.
 2. The structure includes all supports, framing and surface not just the lettering and symbols.
 3. The sign structure and the display area is to be comprised of only one flat face, or two parallel flat faces and limited to a thickness of no more than 1 and 1/2 feet from face to face.
 4. The area of the sign must not be more than 20 square feet.
 5. The furthest forward element of any freestanding sign must be set back at least five (5) feet from the front property line.

F. Sign Bylaw, Article 40.5 Illumination.

Current Text:

Section 1 – Overspill

Illuminated signs, parking lot lighting, building floodlighting, and other exterior lighting shall be designed and placed such that their collective result does not create so much light overspill onto adjacent premises that it casts observable shadows. In addition, such lighting may not create excessive glare from normal viewing angles.

In addition, the following requirements must be met:

- A. Internally illuminated signs on the premises collectively total not more than fifteen thousand (15,000) initial rated lamp lumens.
- B. Building floodlighting totals not more than fifty thousand (50,000) initial rated lamp lumens.
- C. Exterior lighting fixtures, other than roadway and parking area lights, are mounted not more than twenty (20) feet above grade.
- D. Roadway or parking luminaries should be of the "cut-off" type and provide glare control from normal viewing angles. All other exterior light fixtures or lamp holders should be designed to provide glare control or be shielded with louvers, hoods or visors.

The Board of Appeals may grant a Special Permit for lighting which does not comply with these specifications if it determines that the performance standards of the first paragraph will still be met, and if the applicant provides certification from a qualified lighting or engineering consultant that the brightness of any sign or building element will not exceed twenty (20) foot lamberts in residential districts or fifty (50) foot lamberts in other districts.

Section 2 – Illumination

- A. All illuminated signs require a Special Permit. The Board of Appeals may authorize

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the illumination of a sign if said sign conforms to such limitations of size, brightness, color and suitability as the Board of Appeals deems proper, and if the sign does not violate this or any other section of this bylaw. This requirement applies not only to external signs but also to interior signs that are so designed or placed as to shine through windows or doors of any building.

- B.** The illumination of any sign shall not exceed seventy-five (75) foot lamberts.
- C.** The illumination of any proposed sign shall be completely described and documented with the application submitted under Article 40. III, Section 1.B. A written certification of the foot lamberts of each illuminated sign shall be obtained from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant and will accompany the sign permit application. The sign shall be maintained in conformance with and within the limits of this description and certification.
- D.** Exterior sign illumination shall be shielded and targeted solely at the sign.
- E.** It shall be a violation of this bylaw to operate an individual letter or segmented sign in any manner other than with all letters or segments lighted or with all letters or segments not lighted.
- F.** Any illumination on Free Standing Signs must be white in color.
- G.** Any illumination on Wall Signs must be white in color.

Proposed Text:

Section 1 Z – Illumination

- A.** All illuminated signs require a Special Permit. The Board of Appeals may authorize the illumination of a sign if said sign conforms to such limitations of size, brightness, color and suitability as the Board of Appeals deems proper, and if the sign does not violate this or any other section of this bylaw. This requirement applies not only to external signs but also to interior signs that are so designed or placed as to shine through windows or doors of any building.
- B.** The illumination of any sign shall not exceed seventy-five (75) foot lamberts.
- C.** The illumination of any proposed sign shall be completely described and documented with the application submitted under Article 40. III, Section 1.B. A written certification of the foot lamberts of each illuminated sign shall be obtained from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant and will accompany the sign permit application. The sign shall be maintained in conformance with and within the limits of this description and certification.
- D.** Exterior sign illumination shall be shielded and targeted solely at the sign.
- E.** It shall be a violation of this bylaw to operate an individual letter or segmented sign in any manner other than with all letters or segments lighted or with all letters or segments not lighted.
- F.** Any illumination on Free Standing Signs must be white in color.
- G.** Any illumination on Wall Signs must be white in color.

Section 2 1 – Overspill

Illuminated signs, parking lot lighting, building floodlighting, and other exterior lighting shall be designed and placed such that their collective result does not create so much light overspill onto adjacent premises that casts observable shadows. In addition, such lighting

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may not create excessive glare from normal viewing angles.

In addition, the following requirements must be met:

- A. Internally illuminated signs on the premises collectively total not more than fifteen thousand (15,000) initial rated lamp lumens.
- B. Building floodlighting totals not more than fifty thousand (50,000) initial rated lamp lumens.
- C. Exterior lighting fixtures, other than roadway and parking area lights, are mounted not more than twenty (20) feet above grade.
- D. Roadway or parking luminaries should be of the "cut-off" type and provide glare control from normal viewing angles. All other exterior light fixtures or lamp holders should be designed to provide glare control or be shielded with louvers, hoods or visors.

The Board of Appeals may grant a Special Permit for lighting which does not comply with these specifications if it determines that the performance standards of the first paragraph will still be met, and if the applicant provides certification from a qualified lighting or engineering consultant that the brightness of any sign or building element will not exceed twenty (20) foot lamberts in residential districts or fifty (50) foot lamberts in other districts.

G. Sign Bylaw, Article 40.3 Administration and Miscellaneous, Section 1 Permits Required, A.

Current Text:

- A. No sign shall hereafter be erected, re-erected, constructed or altered, except as provided by this bylaw, and then only after a permit has been issued by the Building Inspector.

Proposed Text:

- A. No sign shall hereafter be erected, re-erected, constructed or altered, except as provided by this bylaw, and then only after a permit has been issued by the Building Inspector. **The Building Inspector shall issue a building permit if the application conforms to the State Building Code and this Bylaw.**

H. Sign Bylaw, Article 40.3 Administration and Miscellaneous, Section 4 Installation, D.

Current Text:

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

Proposed Text:

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

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

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Article 7

General Bylaw Amendment – Sign Bylaw – Barber Pole Regulations

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

Voted, that the Town approve the following Amendments to Barber Pole Regulations:

A. Sign Bylaw, Article 40.4. General Regulations, Section 3 Business Zones, L. Barber Poles.

Current Text:

Barber Poles - Upon approval of a Special Permit by the Board of Appeals a traditional striped barber pole may be installed directly in front of a licensed barber shop. Said barber pole may be free standing or mounted on a wall, but in no event shall it exceed nine (9) inches in diameter at its widest point or project more than twelve (12) inches beyond the face of the building nor shall it revolve or incorporate any moving parts. Said barber pole may be illuminated in accordance with the requirements and limitations of Article V of this bylaw.

Proposed Text:

Barber Poles. Upon approval of a Special Permit by the Board of Appeals a traditional striped barber pole may be installed directly in front of a licensed barber shop. Said barber pole may be free standing or mounted on a wall, but in no event shall it exceed nine (9) inches in diameter at its widest point or project more than twelve (12) inches beyond the face of the building. **Barber poles may revolve, and be internally illuminated.** ~~nor shall it revolve or incorporate any moving parts. Said barber pole may be illuminated in accordance with the requirements and limitations of Article V of this bylaw.~~

B. Sign Bylaw, Article 40.5. Illumination, Section 4. Movement and Stability.

Current Text:

With the exception of seasonal festive lights, flashing, moving or revolving lights are prohibited. All exterior and sign illumination and all interior illumination clearly visible from the exterior shall be steady and stationary.

Proposed Text:

With the exception of seasonal festive lights, flashing, moving or revolving lights are prohibited. All exterior and sign illumination and all interior illumination clearly visible from the exterior shall be steady and stationary, **except where otherwise permitted by this Bylaw.**

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

Article 8

General Bylaw Amendment – Sign Bylaw – Definitions

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

Voted, that the Town approve the following amendments to Definitions:

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A. Sign Bylaw, Article 40.2. Definitions, A. Sign

Current Text:

Sign. Any temporary or permanent lettering, word, symbol, drawing, picture, design, device, emblem, trademark, banner, pennant, insignia, article, or object that advertises, calls attention, or indicates any premises, person or activity, whatever the nature of the material and manner of composition or construction, when the same is placed out of doors or affixed on or in any part of a building for the purpose of being visible from the exterior of the building.

Proposed Text:

Sign. Any ~~temporary or~~ permanent lettering, word, symbol, drawing, picture, design, device, emblem, trademark, banner, pennant, insignia, article, or object that advertises, calls attention, or indicates any premises, person or activity, whatever the nature of the material and manner of composition or construction, when the same is placed out of doors or affixed on or in any part of a building for the purpose of being visible from the exterior of the building **from an adjacent public way.**

B. Sign Bylaw, Article 40.2. Definitions, A. Sign, 3. Construction Sign.

Current Text:

3. Construction Sign. A temporary unlighted sign, not exceeding forty-eight (48) square feet, denoting the project name, architect, engineer, owner and/or contractor performing construction, repair or renovation. The marketing company may also be listed.

Proposed Text:

3. Construction Sign. A temporary unlighted sign, ~~not exceeding forty-eight (48) square feet~~, denoting the project name, architect, engineer, owner and/or contractor performing construction, repair or renovation. The marketing company may also be listed.

C. Sign Bylaw, Article 40.2. Definitions, A. Sign, 4. Freestanding Sign.

Current Text:

4. Freestanding Sign. A self-supporting sign not attached to any building, wall or fence, but in a fixed location. This does not include portable or trailer-type signs.

Proposed Text:

4. Freestanding Sign. A self-supporting sign not attached to any building, wall or fence, but in a fixed location." ~~This does not include portable or trailer-type signs.~~

D. Sign Bylaw, Article 40.2. Definitions, A. Sign, 7. Moveable Freestanding Sign.

Current Text:

7. Movable Freestanding Sign. A sign which is supported by legs capable of being moved or relocated.

Proposed Text:

7. Movable Freestanding Sign. A sign which is ~~supported by legs~~ capable of being moved or relocated.

E. Sign Bylaw, Article 40.2. Definitions, A. Sign, 9. Political Sign.

Current Text:

9. Political Sign. A temporary sign used in conjunction with a Town, County, State, or National election.

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Proposed Text:

9. Political Sign. A ~~temporary~~ sign used in conjunction with a Town, County, State, or National election **or political message. Restrictions noted in this Bylaw do not apply to political signs as long as the political sign does not create a public nuisance.**

F. Sign Bylaw, Article 40.2. Definitions, A. Sign, 14. Wall Sign.

Current Text:

14. Wall Sign. Any sign which is painted on, incorporated into, or affixed parallel to the wall of a building and which extends not more than six (6) inches from the surface of that building.

Proposed Text:

14. Wall Sign. Any sign which is ~~painted on~~, incorporated into, or affixed parallel to the wall of a building and which extends not more than six (6) inches from the surface of that building.

G. Sign Bylaw, Article 40.2. Definitions, A. Sign.

Proposed Added Text:

- 16. Traffic Control Sign. Any sign used on private property to regulate, warn, or guide traffic, placed on, over, or adjacent to a street, driveway, parking lot, pedestrian facility or shared-use path.**

H. Sign Bylaw, Article 40.2. Definitions, A. Sign.

Proposed Added Text:

- 17. Non-Commercial Sign. A temporary sign used in conjunction with a not-for-profit event, charitable fundraiser, or as an expression of free speech.**

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

Article 9

General Bylaw Amendment – Sign Bylaw – Illumination

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

Voted, that the Town approve the following Amendments to Sign Illumination:

A. Sign Bylaw, Article 40.2. Definitions, A. Sign, 5 Illuminated Sign.

Current Text:

5. Illuminated Sign. Any sign which has characters, letters, figures, faces, backgrounds, designs or outlines illuminated by incandescent, fluorescent, or high intensity discharge sources.

Proposed Text:

5. Illuminated Sign. Any sign which has characters, letters, figures, faces, backgrounds,

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designs or outlines illuminated by incandescent, fluorescent, or high intensity discharge sources **not directly visible from normal viewing angles.**

B. Sign Bylaw, Article 40.4. General Regulations, Section 1 Permitted and prohibited signs, B. Prohibited Signs.

Proposed Added Text:

15. LED luminaires used as the primary means for displaying/ conveying the sign message are prohibited.

C. Sign Bylaw, Article 40.5. Illumination, Section 3 Hours.

Current text:

No sign shall be illuminated between the hours of 11:00 P.M. and 6:00 A.M.

A Special Permit from the Board of Appeals may be granted to allow illumination at establishments that are normally open to the public during those hours, and the requirements of Section 1, Overspill, are met. Such element shall be permitted only as required to identify the entrance(s) of the establishment and to facilitate the safe access or egress.

Proposed text:

No sign shall be illuminated between the hours of 11:00 P.M. and 6:00 A.M.

A Special Permit from the Board of Appeals may be granted to allow illumination at establishments that are ~~normally~~ open to the public **from 11:00 PM to 6:00 AM** during those hours, and the requirements of **Article 40.5, Illumination, Section 1, Overspill**, are met. ~~Such element shall be permitted only as required to identify the entrance(s) of the establishment and to facilitate the safe access or egress.~~

D. Sign Bylaw, Article 40.5. Illumination, Section 1 Overspill.

Current text:

Illuminated signs, parking lot lighting, building floodlighting, and other exterior lighting shall be designed and placed such that their collective result does not create so much light overspill onto adjacent premises that it casts observable shadows. In addition, such lighting may not create excessive glare from normal viewing angles.

Proposed text:

Illuminated signs, parking lot lighting, building floodlighting, and other exterior lighting shall be designed and placed such that their collective result does not create so much light overspill onto adjacent premises that it ~~casts observable shadows. In addition, such lighting may not create~~ excessive glare from normal viewing angles.

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval
 Moderator declared motion adopted.

Article 10

General Bylaw Amendment – Sign Bylaw – Permitted signs

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

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Voted, that the Town approve the following Amendments to Permitted Signs:

***A. Sign Bylaw, Article 40.4. General Regulations, Section 1 Permitted and prohibited signs,
A. Permitted Signs***

Proposed Added Text:

3. Temporary non-commercial freestanding sign, or temporary non-commercial wall-mounted sign, 6 square feet, where permitted in this bylaw, providing they meet all other provisions noted in this bylaw.

4. Traffic control signs on private property, as authorized by an approved site plan, shall be exempt from the provisions of this Bylaw.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

Article 11

General Bylaw Amendment – Sign Bylaw – Prohibited Signs

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

Voted, that the Town approve Amendments to Prohibited Signs:

***A. Sign Bylaw, Article 40.4. General Regulations, Section 1 Permitted and prohibited signs,
B Prohibited Signs.***

Current text:

11. All internally illuminated Freestanding Signs are prohibited.

12. All internally illuminated Wall Signs are prohibited.

Proposed text:

11. All internally illuminated Freestanding Signs are prohibited, **except where otherwise permitted by this Bylaw.**

12. All internally illuminated Wall Signs are prohibited, **except where otherwise permitted by this Bylaw.**

***B. Sign Bylaw, Article 40.4. General Regulations, Section 1 Permitted and prohibited signs,
B. Prohibited Signs.***

Proposed added text:

13. All moveable freestanding signs are prohibited, except where otherwise permitted by this Bylaw.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

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Article 12

General Bylaw Amendment – Sign Bylaw – Residential zones

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

Voted, that the Town approve the following amendments to signage in Residentially Zoned Districts:

**A. Sign Bylaw, Article 40.4. General Regulations, Section 2. Residential Zone,
A Wall Signs. 2.**

Current text:

2. A sign four (4) square feet or less identifying a use allowed by Special Permit.

Proposed text:

2. A sign ~~four (4)~~ **six (6)** square feet or less identifying a use allowed by Special Permit.

**B. Sign Bylaw, Article 40.4. General Regulations, Section 2. Residential Zone,
B Freestanding Signs. 2.**

Current text:

2. One sign not exceeding four (4) square feet advertising a use allowed by Special Permit, if there is not such a wall sign on the premises.

Proposed text:

2. One sign not exceeding ~~four (4)~~ **six (6)** square feet advertising a use allowed by Special Permit, if there is not such a wall sign on the premises.

**C. Sign Bylaw, Article 40.4. General Regulations, Section 2. Residential Zone,
B Freestanding Signs.**

Proposed Added text:

4. **Non-commercial temporary sign not exceeding six (6) square feet.**

**D. Sign Bylaw, Article 40.4. General Regulations, Section 2. Residential Zone,
C. Construction Signs.**

Current text:

- C. Construction Signs. One (1) sign no closer than ten (10) feet from any street or property line may be permitted. Such sign shall be removed no later than fourteen (14) days after the issuance of an occupancy permit. In the event of multiple units or subdivision construction, the removal must follow within fourteen (14) days of the issuance after the last occupancy permit.

Proposed text:

- C. Construction Signs. One (1) sign **not exceeding six (6) square feet and** no closer than ten (10) feet from any ~~street or~~ property line may be permitted **for a construction project on the premises.** Such sign(s) shall be removed no later than fourteen (14) days after the issuance of an occupancy permit, **or upon completion of work by the contractor whose sign is being displayed.** In the event of multiple units or subdivision construction, **one (1) sign not exceeding thirty-two (32) square feet and no closer than ten (10) feet from any property line may be permitted for the premises and** the removal must follow within fourteen (14) days of the issuance after the last occupancy permit **or completion of work by contractor whose sign is being**

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displayed. Construction sign height shall be a maximum of five (5) feet above finished grade.

E. Sign Bylaw, Article 40.4. General Regulations, Section 2. Residential Zone.

Proposed Added text:

G. Traffic Control Signs. Subject to the approval of the Building Inspector, traffic control signs may be erected; but in no case shall these signs be larger than twelve (12) square feet. The height of such signs shall be limited to eight (8) feet.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 13

General Bylaw Amendment – Sign Bylaw – Business Zones

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

Voted, that the Town approve the following Amendments to signage in Business Zoned Districts:

A. Sign Bylaw, Article 40.4. General Regulations, Section 3. Business Zones.

Current text:

SECTION 3. Business Zones

- A. Wall Signs. No sign shall be affixed to a building except as hereinafter provided:
 1. One (1) sign not to exceed an area equivalent to ten percent (10%) of the first floor front wall area of a business or fifty (50) square feet, whichever is smaller, may be attached to any wall of a building. An increase in area up to twenty percent (20%) of the first floor front wall area may be allowed by Special Permit from the Board of Appeals. Division of the permissible wall sign area into two or more wall signs may be allowed by Special Permit if, in the opinion of the Board of Appeals, such division significantly enhances the appearance of the resulting signage in concert with the architecture of the specific building. No attached sign shall extend above the wall to which it is attached. No sign shall be attached to a roof - real or simulated.
 2. Individual letter signs made up of self-contained letters that are mounted on the face of a building are permitted as wall signs. The letters shall not exceed four (4) feet in height and shall not extend above the top of any parapet nor above the roof edge of any wall nor be permitted on a marquee. Individual letter signs may only be mounted on the face of a building or parapet.
 3. For businesses which front on two streets, allowable sign area may be divided between two (2) signs, each sign to be attached to a different wall of the building. The total allowable sign area shall not exceed an area equivalent to fifteen percent (15%) of the first floor front wall area of said business, or sixty (60) square feet, whichever is smaller. Neither sign shall exceed the size which would be permitted under Section 3.A.1. above.

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4. In the case of multi-story buildings with multiple occupants, each upper floor occupant is allowed one (1) sign not to exceed one (1) square foot in size affixed to a directory at the entrance to the upper floors.
 5. When a business has more than one entrance intended for use by customers, the secondary public entrance may be identified by a wall sign not to exceed eight (8) square feet.
 6. Signs may be used to identify the location of the door(s) through which deliveries of goods may be received. Such sign(s) may contain no more than the name of the business and the hours of delivery, and shall not exceed three (3) square feet in area. These signs shall not contain any advertising. One such sign is permitted per delivery entrance door.
 7. Wall Sign Restrictions:
 - a. No signs shall be mounted above the first floor of a building.
 - b. Signs shall not obscure important architectural details or features such as windows, transom panels, sills, moldings and cornices.
 - c. Signs on adjacent storefronts within the same building shall be coordinated in height and proportion and shall use the same signing format.
 - d. Wall signs identifying commercial establishments shall generally be placed within an information band immediately above the storefront. The information band should be confined to the vertical distance separating windows on the ground and the second floors, or should be no more than two (2) feet in height, whichever is less.
- B. One Freestanding Sign is permitted on each lot. A lot is defined by a single Town of Bedford real property tax bill. The Freestanding Sign must conform to the following criteria:**
- The sign structure must not extend more than six (6) feet above the mean finished grade and must be not more than five (5) feet wide. The structure includes all supports, framing and surface not just the lettering and symbols. The sign structure and the display area is to be comprised of only one flat face, or two parallel flat faces and limited to a thickness of no more than 1 and 1/2 feet from face to face. The area of the sign must not be more than 20 square feet. The furthest forward element of any freestanding sign must be set back at least five (5) feet from the front property line.
- C. Awning Signs.** Awnings, when extended, must be at least seven (7) feet above the traveled surface. Letters must be paint-on or appliqué and may not be larger than one (1) foot high. The sign length may not be more than three-quarters (3/4) of the length of the edge of the awning on which letter are displayed, and may advertise only the firm name.
- D. Window Signs.** Without obtaining a permit from the Building Inspector, temporary unlighted window signs may be placed in each window of a building not to exceed more than twenty-five percent (25%) of the window area.
- E. Directional Signs.** No more than two (2) directional signs per driveway shall be permitted, said signs to contain no advertising. These signs shall not exceed an area of five (5) square feet each.
- F. Construction Signs.** Same as Residential Zone.
- G. Real Estate Signs.** Same as Residential Zone.
- H. Flags.** Each business may display one each flag of the United States of America, the Commonwealth of Massachusetts, and the Town of Bedford without Special Permit. Each

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such flag shall not be larger than twenty-four (24) square feet in area or six (6) feet in length. Additional flags may be flown upon grant of a Special Permit. Lettering on any flag for which a Special Permit may be granted shall be limited to the name of the institution, fraternal, organization, corporation or business which is displaying the flag.

- I. Grand Opening Banners. Flags, banners or bunting not exceeding twenty percent (20%) of the first floor front wall area of a business may be displayed by a business which has or is about to open for the first time in the Town. The banner may include the words "Grand Opening" and may be displayed for a period not to exceed thirty (30) days.
- J. Gasoline Stations and Garages.
 - 1. Gasoline service stations and garages may, if they elect to do so, divide the one permitted exterior sign affixed to the front of the building into separate signs affixed to and parallel to such wall and indicating the separate operations of departments of the business provided, however, that the total area of the separate signs shall not exceed the maximum area permitted under this bylaw.
 - 2. One sign shall be permitted with changeable characters or numbers solely to display the current price of fuel. This sign shall not exceed five (5) square feet. It must be located on the building or on the pump island itself. Any illumination must be external, white in color and satisfy Article V.
 - 3. The standard type of gasoline pump with markings that identify the name or type of gasoline and with the changeable placards to display the current price of fuel that are one (1) square foot or less shall not be considered in violation of this bylaw.
- K. Hotels and Motels. Hotels and motels with appropriate current valid permits and licenses may display a sign not exceeding two (2) square feet by which the availability or non-availability of a vacancy may be displayed.
- L. Barber Poles - Upon approval of a Special Permit by the Board of Appeals a traditional striped barber pole may be installed directly in front of a licensed barber shop. Said barber pole may be free standing or mounted on a wall, but in no event shall it exceed nine (9) inches in diameter at its widest point or project more than twelve (12) inches beyond the face of the building nor shall it revolve or incorporate any moving parts. Said barber pole may be illuminated in accordance with the requirements and limitations of Article V of this bylaw.
- M. Projecting Signs - In the Limited Business District, North Road Overlay District, Depot Area Mixed-Use Overlay District, and in Industrial Mixed Use projects only, one projecting sign is permitted per business. The sign shall not extend beyond a vertical plane that is two (2) feet inside the curb line nor more than forty eight (48) inches from a building wall, exclusive of any supporting structure from the building. A project-ing sign shall not hang lower than eight (8) feet over a sidewalk or other grade as measured to the lowest element of the projecting sign. Projecting signs shall not rise more than twenty (20) feet from the ground level to the top of the sign. Allowable area of a projecting sign shall not be more than ten (10) square feet in area nor extend above the eave of a building. When multiple business signs are projected from the wall of a multi-tenanted building, all signs shall be in-stalled at a similar height, with the top, bottom or center of sign aligned for each tenanted floor.

In any instance where a projecting sign is proposed, the area of the projecting sign shall be deducted from the maximum allowable area of any proposed wall sign(s). Projecting signs shall not be illuminated.

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Proposed text:

SECTION 3. Business Zones

- A. Wall Signs. No sign shall be affixed to a building except as hereinafter provided:
1. One (1) sign not to exceed an area equivalent to ten percent (10%) of the first floor front wall area of a business or fifty (50) square feet, whichever is smaller, may be attached to any wall of a building. An increase in area up to twenty percent (20%) of the first floor front wall area **and more than fifty (50) square feet** may be allowed by Special Permit from the Board of Appeals. Division of the permissible wall sign area into two or more wall signs may be allowed by Special Permit if, in the opinion of the Board of Appeals, such division significantly enhances the appearance of the resulting signage in concert with the architecture of the specific building. No attached sign shall extend above the wall to which it is attached. No sign shall be attached to a roof - real or simulated.
 2. Individual letter signs made up of self-contained letters that are mounted on the face of a building are permitted as wall signs. The letters shall not exceed four (4) feet in height and shall not extend above the top of any parapet nor above the roof edge of any wall nor be permitted on a marquee. Individual letter signs may only be mounted on the face of a building or parapet.
 3. For businesses which front on two streets, allowable sign area may be divided between two (2) signs, each sign to be attached to a different wall of the building. The total allowable sign area shall not exceed an area equivalent to fifteen percent (15%) of the first floor front wall area of said business, or sixty (60) square feet, whichever is smaller. **An increase in area of up to twenty five percent (25%) of the first floor front area and more than sixty (60) square feet may be allowed by Special Permit from the Board of Appeals.** Neither sign shall exceed the size which would be permitted under Section 3.A.1 above.
 4. In the case of multi-story buildings with multiple occupants, each upper floor occupant is allowed one (1) sign not to exceed one (1) square foot in size affixed to a directory at the entrance to the upper floors.
 5. When a business has more than one entrance intended for use by customers, the secondary public entrance may be identified by a wall sign not to exceed eight (8) square feet.
 6. Signs may be used to identify the location of the door(s) through which deliveries of goods may be received. Such sign(s) may contain no more than the name of the business and the hours of delivery, and shall not exceed three (3) square feet in area. ~~These signs shall not contain any advertising.~~ One such sign is permitted per delivery entrance door.
 7. Wall Sign Restrictions:
 - a. No signs shall be mounted above the first floor of a building.
 - b. Signs shall not obscure important architectural details or features, **including, but not limited to** ~~such as~~ windows, transom panels, sills, moldings and cornices.
 - c. Signs on adjacent storefronts within the same building shall be coordinated in height and proportion and ~~shall use the same signing format.~~
 - d. Wall signs identifying commercial establishments shall generally be placed within an information band immediately above the storefront.

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The information band should be confined to the vertical distance separating windows on the ground and the second floors, or should be no more than two (2) feet in height, whichever is less.

- B. ~~One~~ Freestanding Signs. ~~is permitted on each lot. A lot is defined by a single Town of Bedford real property tax bill. One freestanding sign is permitted per lot. A lot is defined by a single Town of Bedford real property tax bill. The~~ All Freestanding Signs must conform to the following criteria:**
- The sign structure must not extend more than six (6) feet above the mean finished grade and must be not more than five (5) feet wide **and not more than 30 square feet in area. If the sign serves more than two businesses on the lot, the structure may extend to no more than (7) seven feet above the mean finished grade and may be not more than (8) eight feet wide and not more than 56 square feet.**
 - The structure includes all supports, framing and surface not just the lettering and symbols.
 - The sign structure and the display area is to be comprised of only one flat face, or two parallel flat faces and limited to a thickness of no more than 1 and 1/2 feet from face to face.
 - ~~The area of the sign must not be more than 20 square feet.~~
 - The furthest forward element of any freestanding sign must be set back at least five (5) feet from the front property line.
- C. Awning Signs.** Awnings, when extended, must be at least seven (7) feet above the traveled surface. Letters, **numbers and/or logos** must be paint-on or appliqué and may not be larger than one (1) foot high. The sign length may not be more than three-quarters (3/4) of the length of the edge of the awning on which ~~letter characters~~ are displayed, and may advertise only the **business firm name. Awning signs may be divided among more than one awning by Special Permit to divide the permissible wall sign. The area of the awning sign(s) shall be included in the overall wall sign area quantification.**
- D. Window Signs.** Without obtaining a permit from the Building Inspector, ~~temporary~~ unlighted window signs may be placed in each a window of a building not to exceed more than twenty-five percent (25%) of the ~~window~~ area **of the window in which the sign is displayed.**
- E. Directional Signs.** No more than two (2) directional signs per driveway shall be permitted, said signs to contain no advertising. These signs shall not exceed an area of five (5) square feet each.
- F. Construction Signs. ~~Same as Residential Zone.~~ One (1) sign not exceeding thirty-two (32) square feet and no closer than ten (10) feet from any property line may be permitted for the premises. Such sign(s) shall be removed no later than fourteen (14) days after the issuance of an occupancy permit, or upon completion of work by the contractor whose sign is being displayed. In the event of multiple units, the removal must follow within fourteen (14) days of the issuance after the last occupancy permit or completion of work by contractor whose sign is being displayed. Construction sign height shall be a maximum of five (5) feet above finished grade.**
- G. Real Estate Signs. ~~Same as Residential Zone.~~ One (1) sign not exceeding thirty-two (32) square feet and no closer than five (5) feet from any property line may be permitted.**

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Real estate sign height shall be a maximum of six (6) feet above finished grade.

- H.** Flags. Each business may display one each flag of the United States of America, the Commonwealth of Massachusetts, and the Town of Bedford without Special Permit. Each such flag shall not be larger than twenty-four (24) square feet in area or six (6) feet in length. Additional flags may be flown upon grant of a Special Permit. Lettering on any flag for which a Special Permit may be granted shall be **related to the nature** ~~limited to the name~~ of the institution, fraternal, organization, corporation or business which is displaying the flag.
- I.** Grand Opening Banners. Flags, banners or bunting not exceeding twenty percent (20%) of the first floor front wall area of a business may be displayed by a business which has or is about to open for the first time in the Town. The banner may ~~include the words "Grand Opening" and may~~ be displayed for a period not to exceed thirty (30) days.
- J.** Gasoline Stations and Garages.
1. Gasoline service stations and garages may, if they elect to do so, divide the one permitted exterior sign affixed to the front of the building into separate signs affixed to and parallel to such wall and indicating the separate operations of departments of the business provided, however, that the total area of the separate signs shall not exceed the maximum area permitted under this bylaw.
 2. One sign shall be permitted with changeable characters or numbers solely to display the current price of fuel. This sign shall not exceed five (5) square feet. It ~~must~~ **may** be located on the building, **as a freestanding sign**, or on the pump island itself. Any illumination must be external, white in color and satisfy Article ~~40.V~~ **40.5. This sign's area (square footage) shall be in addition to what they are otherwise allowed.**
 3. The standard type of gasoline pump with markings that identify the name or type of gasoline and with the changeable placards to display the current price of fuel that are one (1) square foot or less shall not be considered in violation of this bylaw.
- K.** Hotels and Motels. Hotels and motels with appropriate current valid permits and licenses may display a sign not exceeding two (2) square feet by which the availability or non-availability of a vacancy may be displayed. **This sign's area (square footage) shall be in addition to what they are otherwise allowed.**
- L.** (language shall reflect outcome of vote cast under Article 7 Barber Poles)
- M.** Projecting Signs. In the Limited Business District, North Road Overlay District, Depot Area Mixed-Use Overlay District, and in Industrial Mixed Use projects only, one projecting sign is permitted per business. The sign shall not extend beyond a vertical plane that is two (2) feet inside the curb line nor more than forty eight (48) inches from a building wall, exclusive of any supporting structure from the building. A project-ing sign shall not hang lower than eight (8) feet over a sidewalk or other grade as measured to the lowest element of the projecting sign. Projecting signs shall not rise more than twenty (20) feet from the ground level to the top of the sign. Allowable area of a projecting sign shall not be more than ten (10) square feet in area nor extend above the eave of a building. When multiple business signs are projected from the wall of a multi-tenanted building, all signs shall be in-stalled at a similar height, with the top, bottom or center of sign aligned for each tenanted floor.

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In any instance where a projecting sign is proposed, the area of the projecting sign shall be deducted from the maximum allowable area of any proposed wall sign(s). Projecting signs shall not be illuminated.

- N. **Traffic Control Signs. Subject to the approval of the Building Inspector, traffic control signs may be erected; but in no case shall these signs be larger than twelve (12) square feet. The height of such signs shall be limited to eight (8) feet.**
- O. **Non-commercial temporary signs not exceeding six (6) square feet.**

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion adopted.

Article 14

General Bylaw Amendment – Sign Bylaw – Industrial Zones

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

Voted, that the Town approve the following Amendments to signage in Industrial Zoning Districts:

A. Sign Bylaw, Article 40.4. General Regulations, Section 5. Industrial Zones.

Current text:

All signs in Industrial Zones shall conform to the regulations set forth above for Commercial Zones with the following exceptions:

- A. Subject to the approval of the Building Inspector, with the advice from the Planning Board, traffic control signs may be erected; but in no case shall these signs be larger than twelve (12) square feet nor spaced less three hundred (300) feet apart. The height of such signs shall be limited to ten (10) feet.
- B. A freestanding sign may be permitted for the purposes of a business directory provided that no more than six (6) square feet be permitted for each business and total sign height does not exceed twenty (20) feet. In addition, supplemental freestanding or ground signs may be permitted for the purposes of identifying entrances within the area served by the directory. These signs shall be restricted to identifying the owner and the use of the driveway and shall not exceed six (6) square feet in area nor five (5) feet in height.
- C. Temporary signs are prohibited except for Real Estate signs and Construction signs.
- D. With a Special Permit from the Board of Appeals, a wall sign otherwise in conformance with the requirements of this Bylaw and in harmony with the specific building and its surroundings may be located above the first floor of a building.

Proposed text:

~~All signs in Industrial Zones shall conform to the regulations set forth above for Commercial Zones with the following exceptions:~~

Wall Signs. No sign shall be affixed to a building except as hereinafter provided:

- 1. **One (1) sign not to exceed an area equivalent to ten percent (10%) of the first floor front wall area of a business or fifty (50) square**

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feet, whichever is less, may be attached to any wall of a building. An increase in area up to twenty percent (20%) of the first floor front wall area and more than fifty (50) square feet may be allowed by Special Permit from the Board of Appeals. Division of the permissible wall sign area into two or more wall signs may be allowed by Special Permit if, in the opinion of the Board of Appeals, such division significantly enhances the appearance of the resulting signage in concert with the architecture of the specific building. No attached sign shall extend above the wall to which it is attached. No sign shall be attached to a roof - real or simulated.

2. Individual letter signs made up of self-contained letters that are mounted on the face of a building are permitted as wall signs. The letters shall not exceed four (4) feet in height and shall not extend above the top of any parapet nor above the roof edge of any wall nor be permitted on a marquee. Individual letter signs may only be mounted on the face of a building or parapet.
3. For businesses which front on two streets, allowable sign area may be divided between two (2) signs, each sign to be attached to a different wall of the building. The total allowable sign area shall not exceed an area equivalent to twenty percent (20%) of the first floor front wall area of said business, or sixty (60) square feet, whichever is smaller. An increase in area of up to twenty-five percent (25%) of the first floor front area and more than sixty (60) square feet may be allowed by Special Permit from the Board of Appeals. Neither sign shall exceed the size which would be permitted under Section 5.A.1 above.
4. In the case of multi-story buildings with multiple occupants, each upper floor occupant is allowed one (1) sign not to exceed one (1) square foot in size affixed to a directory at the entrance to the upper floors.
5. When a business has more than one entrance intended for use by customers, the secondary public entrance may be identified by a wall sign not to exceed eight (8) square feet.
6. Signs may be used to identify the location of the door(s) through which deliveries of goods may be received. Such sign(s) may contain no more than the name of the business and the hours of delivery, and shall not exceed three (3) square feet in area. One such sign is permitted per delivery entrance door.
7. **Wall Sign Restrictions:**
 - a. **With** a Special Permit from the Board of Appeals, a wall sign otherwise in conformance with the requirements of this Bylaw and in harmony with the specific building and its surroundings may be located above the first floor of a building.
 - b. Signs shall not obscure important architectural details or features, including, but not limited to windows, transom panels, sills, moldings and cornices.
 - c. Signs on adjacent storefronts within the same building shall be

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coordinated in height and proportion.

d. Wall signs identifying commercial establishments shall generally be placed within an information band immediately above the storefront. The information band should be confined to the vertical distance separating windows on the ground and the second floors, or should be no more than two (2) feet in height, whichever is less.

B. Freestanding Signs. One freestanding sign is permitted per lot. In the case of a lot with multiple entrances where the single permitted freestanding sign or other signage on the property does not effectively identify the business on the premises, additional freestanding signs may be permitted by Special Permit issued by the Board of Appeals. A lot is defined by a single Town of Bedford real property tax bill. All Freestanding Signs must conform to the following criteria:

1. The sign structure must not extend more than fifteen (15) feet above the mean finished grade.
2. The structure includes all supports, framing and surface not just the lettering and symbols.
3. The sign structure and the display area is to be comprised of only one flat face or two parallel flat faces and limited to a thickness of no more than 1 and 1/2 feet from face to face.
4. The area of the sign must not be more than 100 square feet.
5. The furthest forward element of any freestanding sign must be set back at least ten (10) feet from the front property line.
6. A freestanding sign may be permitted for the purposes of a business directory provided that no more than six (6) square feet be permitted for each business and total sign height does not exceed twenty (20) feet. In addition, supplemental freestanding or ground signs may be permitted for the purposes of identifying entrances within the area-lot served by the directory. These signs shall be restricted to identifying the owner and the use of the driveway and shall not exceed six (6) square feet in area or five (5) feet in height.

C. Awning Signs. Awnings, when extended, must be at least seven (7) feet above the traveled surface. Letters, numbers and/or logos must be paint-on or appliqué and may not be larger than one (1) foot high. The sign length may not be more than three-quarters (3/4) of the length of the edge of the awning on which characters are displayed, and may advertise only the business. Awning signs may be divided among more than one awning by Special Permit to divide permissible wall sign. The area of the awning sign(s) shall be included in the overall wall sign area quantification.

D. Window Signs. Without obtaining a permit from the Building Inspector, unlighted window signs may be placed in a window of a building not to exceed more than twenty-five percent (25%) of the window area of the window in which the sign is displayed.

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- E. Directional Signs.** No more than two (2) directional signs per driveway shall be permitted, said signs to contain no advertising. These signs shall not exceed an area of six (6) square feet each.
- F. Construction Sign.** One (1) sign not exceeding forty-eight (48) square feet and no closer than ten (10) feet from any property line may be permitted for the premises. Such sign(s) shall be removed no later than fourteen (14) days after the issuance of an occupancy permit, or upon completion of work by the contractor whose sign is being displayed. In the event of multiple units, the removal must follow within fourteen (14) days of the issuance after the last occupancy permit or completion of work by contractor whose sign is being displayed. Construction sign height shall be a maximum of six (6) feet above finished grade.
- G. Real Estate Signs.** One (1) sign not exceeding forty-eight (48) square feet and no closer than ten (10) feet from any property line may be permitted. Real estate sign height shall be a maximum of six (6) feet above finished grade.
- H. Flags.** Each business may display one each flag of the United States of America, the Commonwealth of Massachusetts, and the Town of Bedford without Special Permit. Each such flag shall not be larger than forty (40) square feet in area or eight (8) feet in length. Additional flags may be flown upon grant of a Special Permit. Lettering on any flag for which a Special Permit may be granted shall be related to the nature of the institution, fraternal, organization, corporation or business which is displaying the flag.
- I. Grand Opening Banners.** Flags, banners or bunting not exceeding twenty percent (20%) of the first floor front wall area of a business may be displayed by a business which has or is about to open for the first time in the Town. The banner may be displayed for a period not to exceed thirty (30) days.
- J. Hotels and Motels.** Hotels and motels with appropriate current valid permits and licenses may display a sign not exceeding two (2) square feet by which the availability or non-availability of a vacancy may be displayed.
- K. Projecting Signs.** In an industrial mixed use project, one (1) projecting sign is permitted per business. The sign shall not extend beyond a vertical plane that is two (2) feet inside the curb line nor more than forty eight (48) inches from a building wall, exclusive of any supporting structure from the building. A projecting sign shall not hang lower than eight (8) feet over a sidewalk or other grade as measured to the lowest element of the projecting sign. Projecting signs shall not rise more than twenty (20) feet from the ground level to the top of the sign. Allowable area of a projecting sign shall not be more than ten (10) square feet in area nor extend above the eave of a building. When multiple business signs are projected from the wall of a multi-tenanted building, all signs shall be in-stalled at a similar height, with the top, bottom or center of sign aligned for each tenanted floor.

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In any instance where a projecting sign is proposed, the area of the projecting sign shall be deducted from the maximum allowable area of any proposed wall sign(s). Projecting signs shall not be illuminated.

L. Traffic Control Signs. Subject to the approval of the Building Inspector, ~~with the advice from the Planning Board,~~ traffic control signs may be erected; but in no case shall these signs be larger than twelve (12) square feet ~~nor spaced less than three hundred (300) feet apart.~~ The height of such signs shall be limited to ~~ten (10)~~ eight (8) feet.

M. Temporary signs are prohibited except for Real Estate signs and Construction signs.

N. Non-commercial temporary signs not exceeding six (6) square feet.

~~**B.** A freestanding sign may be permitted for the purposes of a business directory provided that no more than six (6) square feet be permitted for each business and total sign height does not exceed twenty (20) feet. In addition, supplemental freestanding or ground signs may be permitted for the purposes of identifying entrances within the area served by the directory. These signs shall be restricted to identifying the owner and the use of the driveway and shall not exceed six (6) square feet in area or five (5) feet in height.~~

~~**C.** Temporary signs are prohibited except for Real Estate signs and Construction signs.~~

~~**D.** With a Special Permit from the Board of Appeals, a wall sign otherwise in conformance with the requirements of this Bylaw and in harmony with the specific building and its surroundings may be located above the first floor of a building.~~

RECOMMENDATIONS

- Selectmen: Recommended approval
- Finance Committee: Recommended approval

Moderator declared motion adopted.

Article 15

General Bylaw Amendment – Sign Bylaw – Special Considerations

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

Voted, that the Town approve the following Amendments to Special Considerations within the Sign Bylaw:

A. Sign Bylaw, Article 40.6. Special Considerations, D. Political Signs.

Current text:

D. Political Signs. Political signs totaling no greater than six (6) square feet in area may be displayed on any lot no sooner than three (3) weeks prior to an election and removed no later than one (1) week after. No permit from the Building Inspector is required. The size (s) and time(s) of display of political signs which are being carried or held aloft by individuals are not subject to the restrictions of this bylaw.

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Proposed text:

D. Political Signs- Temporary, Non-Commercial Signs. ~~Political Signs~~ totaling no greater than six (6) square feet **each** in area may be displayed on any lot no **longer than 30 days in a calendar year** ~~sooner than three (3) weeks prior to an election and removed no later than one (1) week after.~~ No permit from the Building Inspector is required. The size(s) and time(s) of display of ~~political~~ **temporary, non-commercial** signs which are being carried or held aloft by individuals are not subject to the restrictions of this bylaw. **Notwithstanding the foregoing, these requirements shall not apply to political, religious, or personal message (free speech) signs.**

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted.

After the discussion and questions on the Sign Bylaw Articles, Alethea Yates of 37 Shawsheen Road made the following motion and the motion was seconded.

I move to postpone Articles 6-15 to Fall Town Meeting.

The Moderator stated since the Fall Town Meeting date is not set, the motion was not legally correct.

Alethea Yates of 37 Shawsheen Road revised the motion to postpone Articles 6-15 indefinitely.

The Moderator stated the motion is not debatable and requires a two-thirds vote. The Moderator stated Articles 6-15 will not be postponed indefinitely (In Favor-39, Opposed-115).

Article 16

General Bylaw Amendment – Housing Committees Consolidations

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

Voted, that the Town amend General Bylaws of the Town of Bedford under Article 22 - Affordable Housing Committee and Article 23 - Bedford Housing Partnership by deleting Article 22 in its entirety and amending Article 23 as follows:

Current: Article 22. Affordable Housing Committee

Proposed: Delete in its entirety

Article 23. Bedford Housing Partnership

Current:

23.2 Membership

The Bedford Housing Partnership shall consist of the members of the Affordable Housing Committee, the Fair Housing Committee and eight at large members. At large members are appointed by the Selectmen for a term of three years.

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Proposed:

23.2 Membership

The Bedford Housing Partnership shall consist of ~~the members of the Affordable Housing Committee, the Fair Housing Committee and eight at large members. At large members are appointed by the Selectmen for a term of three years~~ **nine voting members. Seven shall be appointed by the Selectmen for staggered three-year terms from among housing interests within the community that affect or are affected by housing practices such as tenants' associations, real estate concerns, banks, apartment managers, attorneys, veterans, civil rights and other special interest organizations, and local residents. One member shall be designated by the Bedford Housing Authority and one member shall be designated by the Planning Board.**

Current:

23.3 Purpose

The Housing Partnership shall implement housing programs and encourage the growth and maintenance of the supply of affordable housing within the Town of Bedford.

Proposed:

23.3 Purpose

The **Bedford** Housing Partnership shall implement **fair and affordable** housing programs and encourage the growth and maintenance of the supply of affordable housing within the Town of Bedford.

Current:

23.4 Responsibilities

The Housing Partnership shall:

- Develop criteria for eligibility and assist in the determination of eligible applicants for affordable housing.
- Investigate methods of land acquisition and affordable housing development.
- Investigate sources of funding for land acquisition and affordable housing development.
- Review all affordable housing proposals and make recommendations.

Proposed:

23.4 Responsibilities

The **Bedford** Housing Partnership shall:

- Develop criteria for eligibility and assist in the determination of eligible applicants for affordable housing.
- Investigate methods of land acquisition and affordable housing development.
- Investigate sources of funding for land acquisition and affordable housing development.
- Review all affordable housing proposals and make recommendations.
- **Recommend policy position statements, bylaw changes, and changes or additions to the Town's Fair Housing Program and Plan to the Selectmen, Planning Board and Housing Authority.**

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- **Identify problem areas and potential barriers to implementing the Town's fair housing goals, and recommend solutions.**
- **Assist in the dissemination of fair housing and affordable housing literature.**
- **Work to increase public awareness of the Town's responsibility to take affirmative action with respect to meeting the region's diverse housing needs, especially the needs of minorities, handicapped and female heads-of-households.**

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion adopted.

Article 17

General Bylaw Amendment – Water System

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

Voted, that the Town amend the General Bylaws, Article 53-Water System, Section 7- Water Service thereof by inserting the following phrase at the end of the section:

There shall be a continuous length of copper pipe from the water meter to an outside sill cock for the purposes of providing continuity so that the Water Division can locate the buried water service.

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion adopted.

Article 18

Salary Administration Plan Bylaw Amendment

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

Voted, that the Town amend the Salary Administration Plan Bylaw as follows:

Current:

ARTICLE 59. SALARY ADMINISTRATION PLAN BY-LAW

This By-Law hereby establishes a Salary Administration Plan, hereinafter called the "Plan", classifying the several positions in the Town service into groups, establishing salary schedules, establishing so-called "fringe" or "indirect pay" provisions such as holidays and vacations with pay, sick leave and the like and establishing a Personnel Board to administer the Plan as hereinafter provided.

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Proposed:

ARTICLE 59. SALARY ADMINISTRATION PLAN BY-LAW BYLAW

This By-Law **Bylaw** hereby establishes a Salary Administration Plan, hereinafter called the "Plan", classifying the several positions in the Town service into groups, establishing salary schedules, establishing so-called "fringe" or "indirect pay" provisions such as holidays and vacations with pay, sick leave and the like and establishing a ~~Personnel Board~~ **the Town Manager's authority** to administer the Plan as hereinafter provided.

Current:

SECTION 3. New or Changed Positions

Whenever a new position is established, or the duties of an existing position are so changed that a new level of work demand exists and in effect a new position is created, upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position and allocate it to its appropriate group and establish the rate range therefor.

Proposed:

SECTION 3. New or Changed Positions

Whenever a new position is established, or the duties of an existing position are so changed that a new level of work demand exists and in effect a new position is created, upon presentation of substantiating data satisfactory to the ~~Personnel Board~~ **Town Manager**, the Board **he or she** shall rate such new or changed position and allocate it to its appropriate group and establish the rate range therefor.

Current:

SECTION 4. Reclassification of Employees

No employee may be reclassified to a job in another group, either higher or lower, until the Personnel Board shall have determined such a reclassification will be consistent with the provisions of the Salary Administration Plan.

Proposed:

SECTION 4. Reclassification of Employees

No employee may be reclassified to a job in another group, either higher or lower, until the ~~Personnel Board shall have~~ **Town Manager has** determined such a reclassification will be consistent with the provisions of the Salary Administration Plan.

Current:

SECTION 5. Job Descriptions and Interpretations

The Personnel Board shall maintain written job descriptions of the jobs or positions in the Classification Schedule of the Plan, each consisting of a statement describing the essential nature of the work characteristics of the position that distinguish the position from other positions. The description for any position shall be construed solely as a means of identification and not as prescribing what the duties or responsibilities of any position shall be, or as modifying, or in any way affecting, the power of any administrative authority, as otherwise existing to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

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Proposed:

SECTION 5. Job Descriptions and Interpretations

The Personnel Board **Town Manager or his/her designee** shall maintain written job descriptions of the jobs or positions in the Classification Schedule of the Plan, each consisting of a statement describing the essential nature of the work characteristics of the position that distinguish the position from other positions. The description for any position shall be construed solely as a means of identification and not as prescribing what the duties or responsibilities of any position shall be, or as modifying, or in any way affecting, the power of any administrative authority, as otherwise existing to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

Current:

SECTION 6. Salary Schedule

The Salary Schedule of the Salary Administration Plan set forth in Section 26 of this Bylaw shall consist of the maximum and minimum salaries, step-rate salaries, or single rate salaries for the groups and positions in the Classification Schedule. The salary range of a group shall be the salary range for all positions classified in such group.

Irrespective of the period of time for which pay rates may be shown in the Salary Schedule, all employees shall continue to be paid on an hourly, weekly, monthly or other basis as at present unless otherwise authorized by the Personnel Board or by amendment of the Salary Administration Plan.

Proposed:

SECTION 6. Salary Schedule

The Salary Schedule of the Salary Administration Plan set forth in Section 26 **25** of this Bylaw shall consist of the maximum and minimum salaries, step-rate salaries, or single rate salaries for the groups and positions in the Classification Schedule. The salary range of a group shall be the salary range for all positions classified in such group.

Irrespective of the period of time for which pay rates may be shown in the Salary Schedule, all employees shall continue to be paid on an hourly, weekly, monthly or other basis as at present unless otherwise authorized by the ~~Personnel Board~~ **Town Manager** or by amendment of the Salary Administration Plan.

Current:

SECTION 8. ADJUSTMENT POLICIES (Modification to Section (a) only)

- (a) Every employee subject to this plan who is in the continuous full-time service of the Town, computed from the date of his employment, and who has a satisfactory performance record, shall be eligible annually, one year from the date of the latest increase, for consideration for advance to the next higher step-rate, but not more than one step-rate in any one twelve- month period until the maximum for his job is reached, subject to the approval of his department head and the Personnel Board. Any employee denied such an increase has the right of appeal to the Personnel Board which shall confer with both the employee and the Department Head. All adjustments shall be approved in advance by the Personnel Board.

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Proposed:

SECTION 8. ADJUSTMENT POLICIES (Modification to Section (a) only)

- (a) Every employee subject to this plan who is in the continuous full-time service of the Town, computed from the date of his **or her** employment, and who has a satisfactory performance record, shall be eligible annually, one year from the date of the latest increase, for consideration for advance to the next higher step-rate, but not more than one step-rate in any one twelve- month period until the maximum for his **or her** job is reached, subject to the approval of his **or her** department head and the ~~Personnel Board~~ **Town Manager**. Any employee denied such an increase has the right of appeal to the Personnel Board which **Town Manager who** shall confer with both the employee and the Department Head. All adjustments shall be approved in advance by the ~~Personnel Board~~ **Town Manager**.

Current:

SECTION 9. Transfers and Promotions (Modification to Sections (b) and (c) only)

- (b) If the Department Head should feel that there should be a trial period before recommending a promotional one step-rate increase, on recommendation of the Department Head, the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period, except that this provision shall not apply to those employees covered by a collective bargaining agreement in which case said agreement shall govern.
- (c) If an employee is transferred to a lower rated job, he shall enter it at his own rate or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have the right of appeal to the Personnel Board and to be heard thereon. The right of appeal to the Personnel Board shall not apply to those employees covered by a collective bargaining agreement in which case the collective bargaining agreement as to appeal shall govern.

Proposed:

SECTION 9. Transfers and Promotions (Modification to Sections (b) and (c) only)

- (b) If the Department Head should feel that there should be a trial period before recommending a promotional one step-rate increase, on recommendation of the Department Head, the ~~Personnel Board~~ **Town Manager** may approve such a deferred promotional increase at the conclusion of the trial period, except that this provision shall not apply to those employees covered by a collective bargaining agreement in which case said agreement shall govern.
- (c) If an employee is transferred to a lower rated job, he shall enter it at his own rate or at the maximum rate for the job, whichever is the lower, provided the ~~Personnel Board~~ **Town Manager** approves. The employee shall have the right of appeal to the ~~Personnel Board~~ **Town Manager** and to be heard thereon. The right of appeal to the ~~Personnel Board~~ **Town Manager** shall not apply to those employees covered by a collective bargaining agreement in which case the collective bargaining agreement as to appeal shall govern.

Current:

SECTION 10. New Personnel

- (a) The hiring rate shall be the minimum of the rate range of the job for which the new

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employee is hired unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all new personnel and their hiring rates.

- (b) For new regular full-time and new regular part-time personnel, the first three months of employment shall be a probationary period. At the expiration of an additional three months the employee may advance one step-rate provided the Department Head and the Personnel Board decide his performance warrants it. Otherwise he shall be eligible for consideration after one year of continuous full-time service. This probationary step-rate increase shall apply only at the start of employment.

Proposed:

SECTION 10. New Personnel

- (a) The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired unless otherwise authorized by the ~~Personnel Board~~ **Town Manager**. Department Heads shall notify the ~~Personnel Board~~ **Town Manager** of the hiring of all new personnel and their hiring rates.
- (b) For new regular full-time and new regular part-time personnel, the first three months of employment shall be a probationary period. At the expiration of an additional three months the employee may advance one step-rate provided the Department Head and the ~~Personnel Board~~ **Town Manager** decide his **or her** performance warrants it. Otherwise he **or she** shall be eligible for consideration after one year of continuous full-time service. This probationary step-rate increase shall apply only at the start of employment.

Current:

SECTION 11. Department Budgets

Each Department Head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments during the ensuing year, expenditures to be made therefrom only in accordance with the Salary Administration Plan with the approval of the Personnel Board. No adjustment shall be effective or paid unless, or until, sufficient funds are available therefore.

Proposed:

SECTION 11. Department Budgets

Each Department Head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments during the ensuing year, expenditures to be made therefrom only in accordance with the Salary Administration Plan with the approval of the ~~Personnel Board~~ **Town Manager**. No adjustment shall be effective or paid unless, or until, sufficient funds are available therefore.

Current:

SECTION 12. Holidays with Pay (Modification to Section (e) only)

- (e) In the event that any of the said holidays fall on Saturday or Sunday, the Personnel Board shall designate as a substitute for the holiday either Friday preceding or the Monday following.

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Proposed:

SECTION 12. Holidays with Pay (Modification to Section (e) only)

(e) In the event that any of the said holidays fall on Saturday or Sunday, the ~~Personnel Board~~ **Town Manager** shall designate as a substitute for the holiday either Friday preceding or the Monday following.

Current:

SECTION 12a. Personal Leave (Modification to Section (b) only)

(b) Should additional personal business leave be necessary, a Department Head, at his discretion, may grant such additional leave, but such additional leave will be deducted from the employee's vacation.

Proposed:

SECTION 12a. Personal Leave (Modification to Section (b) only)

(b) Should additional personal business leave be necessary, a Department Head, at his **or her** discretion, may grant such additional leave, but such additional leave will be deducted from the employee's vacation.

Current:

SECTION 13. Vacations with Pay (Modification to Sections (g) and (i) only)

(g) If, in the opinion of the Department Head, there are unusual circumstances which warrant it, an employee may, upon request, continue at work and receive vacation pay in lieu of his vacation subject to approval by the Personnel Board and providing funds are available.

(i) Details of vacation policies and procedures shall be prepared and established under the direction of the Personnel Board. The Personnel Board may also approve vacations with pay for regular part-time employees who work on the average of not less than one-half the normal work week.

Proposed:

SECTION 13. Vacations with Pay (Modification to Sections (g) and (i) only)

(g) If, in the opinion of the Department Head, there are unusual circumstances which warrant it, an employee may, upon request, continue at work and receive vacation pay in lieu of his **or her** vacation subject to approval by the ~~Personnel Board~~ **Town Manager** and providing **provided** funds are available.

(i) Details of vacation policies and procedures shall be prepared and established under the direction of the ~~Personnel Board~~ **Town Manager**. The ~~Personnel Board~~ **Town Manager** may also approve vacations with pay for regular part-time employees who work on the average of not less than one-half the normal work week.

Current:

SECTION 14. Sick Leave (Modification to Sections (b), (c) and (d) only)

(b) Employees who, through sickness, are absent from employment for a period of more than two days shall be required to present a doctor's certificate to their Department Head stating reason and period of time employee will be absent from his work. The above section is not to be construed by any employee or Department Head

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as relating to time off for any sickness caused by overindulgence in alcohol or narcotics or by his or her misconduct.

(c) All regular full-time employees who have accumulated a maximum one hundred twenty days of sick leave may be entitled to draw additional days of sick leave up to one hundred days for sickness or disability beyond one hundred twenty days from a reserve in a sick leave bank. The reserve in said bank shall be made up of all regular full-time employees' days of sick leave accumulated beyond the maximum of one hundred twenty days. Administration of this plan shall be by the Personnel Board. (ATM 3-12-73)

(d) Days of sick leave not used by an employee in any given year may be accumulated by him without limit. If said employee is retired at any time within the purview of Chapter 32 of the General Laws of the Commonwealth of Massachusetts or resigns from employment after twenty-five or more years of creditable service, he shall be paid one day's salary for every four days of sick leave accumulated, said payment to be at the rate in effect at the time of the employees' retirement or resignation. (ATM 5-5-75)

Proposed:

SECTION 14. Sick Leave (Modification to Sections (b), (c) and (d) only)

(b) Employees who, through sickness, are absent from employment for a period of more than two days shall be required to present a doctor's certificate to their Department Head stating reason and period of time employee will be absent from his **or her** work. The above section is not to be construed by any employee or Department Head as relating to time off for any sickness caused by overindulgence in alcohol or narcotics or by his or her misconduct.

(c) All regular full-time employees who have accumulated a maximum one hundred twenty days of sick leave may be entitled to draw additional days of sick leave up to one hundred days for sickness or disability beyond one hundred twenty days from a reserve in a sick leave bank. The reserve in said bank shall be made up of all regular full-time employees' days of sick leave accumulated beyond the maximum of one hundred twenty days. Administration of this plan shall be by the ~~Personnel Board~~ **Town Manager**. (ATM 3-12-73)

(d) Days of sick leave not used by an employee in any given year may be accumulated by him **or her** without limit. If said employee is retired at any time within the purview of Chapter 32 of the General Laws of the Commonwealth of Massachusetts or resigns from employment after twenty-five or more years of creditable service, he **or she** shall be paid one day's salary for every four days of sick leave accumulated, said payment to be at the rate in effect at the time of the employees' retirement or resignation. (ATM 5-5-75)

Current:

SECTION 15. Workmen's Compensation

An employee who, by reason of an industrial accident, receives statutory compensation may receive in addition the amount necessary to make up his regular weekly compensation, up to a period not exceeding six months for any one accident. In the interest of uniform procedure throughout the Town, the approval of the Personnel Board shall be required for any such

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payments of additional compensation. In case of a more extended disability, the case may be reviewed by the administrative authority and the Personnel Board, and if it is felt that the circumstances of the individual case warrant such supplementary payments, the Personnel Board may so authorize, except that this provision shall not apply to those employees covered by a collective bargaining agreement, in which case said agreement shall govern.

Proposed:

SECTION 15. Workmen's Compensation

An employee who, by reason of an industrial accident, receives statutory compensation may receive in addition the amount necessary to make up his **or her** regular weekly compensation, up to a period not exceeding six months for any one accident. In the interest of uniform procedure throughout the Town, the approval of the ~~Personnel Board~~ **Town Manager** shall be required for any such payments of additional compensation. In case of a more extended disability, the case may be reviewed by the administrative authority and the ~~Personnel Board~~ **Town Manager**, and if it is felt that the circumstances of the individual case warrant such supplementary payments, the ~~Personnel Board~~ **Town Manager** may so authorize, except that this provision shall not apply to those employees covered by a collective bargaining agreement, in which case said agreement shall govern.

Current:

SECTION 16. Leaves of Absence

Leaves of absence for valid reasons may be granted by a Department Head but shall be without compensation. For the purposes of seniority, absences of over 12-months' duration, except for military leave for active duty, shall be considered a break of employment and on return to work the employee shall have the status of a new employee, unless an extension of leave has been authorized by the Personnel Board in advance upon recommendation of the Department Head.

Proposed:

SECTION 16. Leaves of Absence

Leaves of absence for valid reasons may be granted by a Department Head but shall be without compensation. For the purposes of seniority, absences of over 12-months' duration, except for military leave for active duty, shall be considered a break of employment and on return to work the employee shall have the status of a new employee, unless an extension of leave has been authorized by the ~~Personnel Board~~ **Town Manager** in advance upon recommendation of the Department Head.

Current:

SECTION 20. Personnel Board

There shall be a Personnel Board to administer the Salary Administration Plan appointed by the Moderator consisting of three members, other than employees of the Town, elected officials, or those serving the Town in any other capacity. However, nothing herein shall be deemed to prohibit a member or members from being designated the representative or representatives of the municipal employer, under the provisions of Chapter 149, Section 178 I of the General Laws, as amended.

When the Personnel Board is first constituted, the Moderator shall appoint one member to serve

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until May 31, 1958, one to serve until May 31, 1957 and one to serve until May 31, 1956. All subsequent appointments shall be for a term of three years.

Any vacancies shall be filled by the Moderator. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to the appropriation of funds therefor.

Proposed:

Delete "**SECTION 20. Personnel Board**" in its entirety.

Current:

SECTION 21. Duties of the Personnel Board

- (a) The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of such Plan.
- (b) The Board shall, annually in June, meet and organize by the choice of a Chairman and Clerk. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized or required to pass under the Salary Administration Plan.
- (c) The Personnel Board shall maintain records of all employees subject to this plan, including therein such information as it deems desirable, said records to be kept by the Town Accountant under the direction of the Board. Department Heads shall furnish such information as shall be requested by the Board. The Town Accountant shall also check on matters covered by the plan and shall bring any deviations to the attention of the Board.
- (d) The Personnel Board, from time to time, shall review the work of all positions subject to the Salary Administration Plan. Such review shall be so scheduled as to cover all such positions at intervals of not more than three years. The Personnel Board may tentatively add a new position to the Classification Schedule or reclassify an existing position to a different group either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.
- (e) The Personnel Board shall, from time to time, review the Salary Schedule and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the service of the Town and shall recommend to the Town any action which it deems desirable to maintain a fair and equitable pay level.
- (f) Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, said Board may authorize an entrance rate higher than the minimum rate for a position and such other variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town and to effectuate the basic intent of the Plan. No variance shall become effective unless, or until, the necessary funds have been appropriated therefor.
- (g) The Personnel Board shall make an annual report to the Town, including recommendations on any matters related to the Plan which it feels should be

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considered by the Town.

Proposed:

SECTION 21. DUTIES OF THE PERSONNEL BOARD SECTION 20. Administration

- (a) ~~The Personnel Board~~ **Town Manager** shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it **he or she** deems necessary for the administration of such Plan.
- (b) ~~The Board shall, annually in June, meet and organize by the choice of a Chairman and Clerk. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized or required to pass under the Salary Administration Plan.~~
- (~~e~~**b**) ~~The Personnel Board~~ **Town Manager or his or her designee** shall maintain records of all employees subject to this plan, including therein such information as ~~it~~ **he or she** deems desirable, said records to be kept by the Town Accountant under the direction of ~~Board~~ **Town Manager**. Department Heads shall furnish such information as shall be requested by the Board **Town Manager**. The Town Accountant shall also check on matters covered by the plan and shall bring any deviations to the attention of the ~~Board~~ **Town Manager**.
- (~~d~~ **c**) ~~The Personnel Board~~ **Town Manager**, from time to time, shall review the work of all positions subject to the Salary Administration Plan. Such review shall be so scheduled as to cover all such positions at intervals of not more than three years. The ~~Personnel Board~~ **Town Manager** may tentatively add a new position to the Classification Schedule or reclassify an existing position to a different group either higher or lower, subject to the subsequent ratification of its **his or her** action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.
- (~~e~~**d**) ~~The Personnel Board~~ **Town Manager** shall, from time to time, review the Salary Schedule and administration policies of the Salary Administration Plan. ~~It~~ **He or she** shall keep informed as to pay rates and policies outside the service of the Town and shall recommend to the Town any action which ~~it~~ **he or she** deems desirable to maintain a fair and equitable pay level.
- (~~f~~**e**) **The Town Manager may**, upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the ~~Personnel Board~~, ~~said Board~~ **may Town Manager**, authorize an entrance rate higher than the minimum rate for a position and such other variances in the Salary Administration Plan as ~~it~~ **he or she** may deem necessary for the proper functioning of the services of the Town and to effectuate the basic intent of the Plan. No variance shall become effective unless, or until, the necessary funds have been appropriated therefor.
- (~~g~~ **f**) ~~The Personnel Board~~ **Town Manager** shall make an annual report to the Town, including recommendations on any matters related to the Plan which it **he or she** feels should be considered by the Town.

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Current:

SECTION 22. Employees and the Personnel Board

All employees shall have the right to request an appointment to confer with the Board on any matter which is of interest or concern to them and which is covered by the Salary Administration Plan. As a matter of courtesy to the Department Head, he shall be informed in advance of this. One of the duties of the Board shall be to foster mutual understanding and goodwill with the personnel of the Town.

To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, he shall first discuss this with his Department Head in a mutual effort to clear up any problems or misunderstanding.

If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Board. The Board shall hear the parties not later than its next regular meeting. There shall be no discrimination or prejudice by any Department Head against any employee who may take a matter to the Board.

Proposed:

SECTION 22 21. Employees and the ~~Personnel Board~~ Town Manager

All employees shall have the right to request an appointment to confer with the ~~Board~~ **Town Manager** on any matter which is of interest or concern to them and which is covered by the Salary Administration Plan. As a matter of courtesy to the Department Head, he **or she** shall be informed in advance of this. One of the duties of the ~~Board~~ **Town Manager** shall be to foster mutual understanding and goodwill with the personnel of the Town.

To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, he shall first discuss this with his **or her** Department Head in a mutual effort to clear up any problems or misunderstanding.

If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the ~~Board~~ **Town Manager**. The ~~Board~~ **Town Manager** shall hear the parties ~~not later than its next regular meeting~~ **within 30 days**. There shall be no discrimination or prejudice by any Department Head against any employee who may take a matter to the ~~Board~~ **Town Manager**.

This section shall not apply to those employees covered by a collective bargaining agreement, in which case the provisions of said agreement shall govern.

Current:

SECTION 23. Amendment of the Plan

The Salary Administration Plan may be amended in the same manner in which the Town By-Laws may be amended, provided, however, that no amendment to the Plan shall be made until it has been presented by signed petition addressed to and submitted to the Personnel Board and acted upon by the Board. Upon receipt of such a written petition, the Board, after giving the petitioners, the heads of the departments and employees affected at least three days' written notice, shall hold

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a hearing of the parties interested to consider the proposed amendment. If the Personnel Board shall fail to act on an amendment so presented within fifteen days after the hearing thereon, The Board shall be deemed to have disapproved the amendment. The petition may then be presented to the Town Meeting for consideration and action, if so desired. The Board may, of its own motion after a similar hearing of or conference with the parties interested, propose an amendment to the Plan.

Proposed:

SECTION 23 22. Amendment of the Plan

The Salary Administration Plan may be amended in the same manner in which the Town ~~By-Laws~~ **Bylaws** may be amended, provided, however, that no amendment to the Plan shall be made until it has been presented by signed petition addressed to and submitted to the ~~Personnel Board~~ **Town Manager** and acted upon by the ~~Board~~ **Town Manager**. Upon receipt of such a written petition, the ~~Board~~ **Town Manager**, after giving the petitioners, the heads of the departments and employees affected at least three days' written notice, shall hold a hearing of the parties interested to consider the proposed amendment. If the ~~Personnel Board~~ **Town Manager** shall fail to act on an amendment so presented within fifteen days after the hearing thereon, The ~~Board~~ **the Town Manager** shall be deemed to have disapproved the amendment. The petition may then be presented to the Town Meeting for consideration and action, if so desired. The ~~Board~~ **The Town Manager** may, of its own motion after a similar hearing of or conference with the parties interested, propose an amendment to the Plan.

Current:

SECTION 26. Classification and Wage Schedule

(Due to the frequency of changes in this schedule, it is not printed here. Instead you are referred to records of the latest applicable Town Meetings).

The rate of pay for all part-time, casual, special, combination and other jobs or positions under the jurisdiction of the Personnel Board not otherwise classified in the numbered groups shall continue in effect as shown in the (1971) records of the Town Accountant and/or Personnel Board until otherwise adjusted by the Personnel Board or by amendment of the Salary Administration Plan.

All employees of the Public Works Department working between the hours of 4:30 P.M. to midnight shall be paid a differential of fifteen (15) cents per hour in addition to the employee's regular straight time hourly rate of pay for the time so worked; all employees of the Public Works Department working between the hours of midnight to 8:00 A.M. shall be paid a differential of twenty-five (25) cents per hour in addition to the employee's regular straight time hourly rate of pay for the time so worked; applicable differentials shall be Added to the employee's regular straight time hourly rate of pay before overtime is computed and said provision shall be effective January 1, (1969) 1971.

Proposed:

SECTION 26 25 Classification and Wage Schedule

(Due to the frequency of changes in this schedule, it is not printed here. Instead you are referred to records of the latest applicable Town Meetings).

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The rate of pay for all part-time, casual, special, combination and other jobs or positions under the jurisdiction of the ~~Personnel Board~~ **Town Manager** not otherwise classified in the numbered groups shall continue in effect as shown in the (1971) records of the Town Accountant and/or ~~Personnel Board~~ **Town Manager** until otherwise adjusted by the ~~Personnel Board~~ **Town Manager** or by amendment of the Salary Administration Plan.

~~All employees of the Public Works Department working between the hours of 4:30 P.M. to midnight shall be paid a differential of fifteen (15) cents per hour in addition to the employee's regular straight time hourly rate of pay for the time so worked; all employees of the Public Works Department working between the hours of midnight to 8:00 A.M. shall be paid a differential of twenty-five (25) cents per hour in addition to the employee's regular straight time hourly rate of pay for the time so worked; applicable differentials shall be Added to the employee's regular straight time hourly rate of pay before overtime is computed and said provision shall be effective January 1, (1969) 1971.~~

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 19

Bond Authorization – Water Main Improvements

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

Voted, that the Town vote to appropriate a sum of \$500,000 to pay the costs of water main improvements, including costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$500,000 under G.L. c.44, §8 or any other enabling authority, which amount may be borrowed from the Massachusetts Water Resources Authority or otherwise; that the Selectmen are authorized to contract for and expend any federal or state aid available for the project; that the Treasurer is authorized to enter into any loan agreements and/or security agreements with the Massachusetts Water Resources Authority with respect to the project; and that the Selectmen are authorized to take any other action necessary or convenient to carry out this project.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	No position

Moderator declared motion adopted with unanimous vote.

The Moderator announced the capital projects plan is similar to the operating budget. A hold may be placed on any line item. The items not held would be voted on first. The held items will be discussed and voted on separately.

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Article 20

Capital Projects Plan – Fiscal Year 2014

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

Voted, that the Town appropriate the following sums for the items contained within the following proposed Fiscal Year 2014 Capital Projects Plan:

Project	Project Name	Appropriation
14-01	Police Ballistic Vests	\$ 6,000.00
14-02	Fire Rescue System 1	\$ 3,000.00
14-03	Fire Auto Pulse	\$ 30,300.00
14-04	Network Equipment and Server Updates (Town)	\$ 14,000.00
14-05	Postage Machine	\$ 11,000.00
14-06	Classroom Renovations & Space Reconfiguration	\$ 168,000.00
14-07	Vehicle & Equipment Replacement	\$ 360,000.00
14-08	School Flooring & Repainting	\$ 80,000.00
14-09	Financial System Software Expansion	\$ 5,000.00
14-10	Library Telephone System and Voicemail Upgrade	\$ 20,990.00
14-11	John Glenn Middle School Intercom System Renewal	\$ 32,000.00
14-12	Seasonal Storage Facility Security Enhancements	\$ 45,000.00
14-13	John Glenn Middle School Network Switch Upgrade	\$ 102,702.00
14-14	Fire Station Security Camera (Rear)	\$ 5,200.00
14-15	Photocopier Replacement (Schools)	\$ 29,520.00
14-16	Lane School Hot Water Heater	\$ 6,500.00
14-17	John Glenn Middle School Smartboard Installation	\$ 12,900.00
14-18	E-mail Archival System	\$ 7,500.00
14-19	Davis School Custodial Floor Scrubber Replacement	\$ 9,130.00
14-20	V.A. Garage & Salt Shed Space and Use Study	\$ 25,000.00
14-21	Fire Station Plymovent Vehicle Exhaust Recovery System	\$ 8,200.00
14-22	Lane School Smartboard Installation	\$ 31,500.00
14-23	Energy Efficiency Projects	\$ 339,096.00

Project 14-24

And further that the additional sum of \$14,000 be appropriated for Project 14-24 – Tree Planting Program and that to fund said project the sum of \$14,000 be transferred from Article 14 12-11 Hazardous Tree Program from the 2011 Annual Town Meeting;

 **LEGISLATIVE** **Project 14-25**

And further that the additional sum of \$6,000 be appropriated for Project 14-25 – Photocopier Replacement (Town) and that to fund said project the sum of \$6,000 be transferred from Article 13 13-03 Copier Replacements from the 2012 Annual Town Meeting;

Project 14-26

And further that the additional sum of \$10,000 be appropriated for Project 14-26 – Leak Detection Program and that to fund said project the sum of \$10,000 be raised in the water rates;

Project 14-27

And further that the additional sum of \$15,746 be appropriated for Project 14-27 - Sewer Pump Station Replacement Program and that to fund said project the sum of \$15,746 be transferred from the Sewer Fund;

Project 14-28

And further that the Town appropriate the sum of \$504,690 for upgrades to the Emergency Communications Center as specified under Article 20, Project 14-28 of the Warrant for the 2013 Annual Town Meeting; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$504,690 under Massachusetts General Laws, Chapter 44, Section 7(14) or any other enabling authority; and that the Selectmen are authorized to take any other action to carry out this project;

Project 14-29

And further that the Town appropriate the sum of \$960,000 for the replacement of a fire ladder truck as specified under Article 20, Project 14-29 of the Warrant for the 2013 Annual Town Meeting; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$960,000 under Massachusetts General Laws, Chapter 44, Section 7(9) or any other enabling authority; and that the Selectmen are authorized to take any other action to carry out this project.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Items 14-01 to 14-05, 14-08 to 14-11, 14-15 to 14-19, 14-21 to 14-22 and 14-25 to 14-27 were passed. Item 14-06 was adopted. Item 14-07 was adopted. Item 14-12 was defeated. Item 14-13 was adopted. Item 14-14 was adopted. Item 14-20 was adopted. Item 14-23 was adopted unanimously. Item 14-24 was adopted. Item 14-28 was passed by two-thirds vote. Item 14-29 was adopted by two-thirds vote.

William Moonan made a motion to adjourn the Annual Town Meeting until April 2, 2013 at 7:30 PM in the Bedford High School Auditorium. The motion was seconded. The Annual Town Meeting adjourned at 11:00 PM.


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ANNUAL TOWN MEETING—APRIL 2, 2013

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:35 p.m. in the Bedford High School Auditorium. A quorum of one hundred and ten registered voters was present.

The Moderator said that Town Meeting is the business meeting of the Town. Proper decorum must be maintained. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone. If the voter has difficulty hearing, the Moderator will repeat the information. 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. Questions must be directed through the Moderator. The time limit is to be observed. 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. Obtain a red card for voting at check-in for your vote to count. Town Meeting procedures and civil discourse are in the back of the warrant. The tellers for the evening are: Jane Gallagher-Reid, Carolyn Hardy, Richard LeShack and Janet Schimelfenyg.

Reports from Town Committees:

Michael Seibert presented the Finance Committee report.

Catherine Cordes presented the Community Preservation Committee report.

Article 21
Amend Community Preservation Budget - FY13

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

Voted, that the Town appropriate the sum of \$25,000 from the Community Preservation Fund utilizing available FY13 Community Preservation Funds for Wilson Mill Dam Landscaping.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

The Moderator stated as each line of the Community Preservation Budget is read, a hold may be placed on any line item for further discussion. The vote would be taken on the items not held. Each held item would be discussed and voted on separately.

Article 22
Community Preservation Budget - FY14

Voted, that the Town appropriate the following amounts from the Community Preservation Fund for the following purposes utilizing FY14 Community Preservation Funds unless otherwise specified:

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APPROPRIATIONS		CP FY14 Funds
1	Administrative	\$ 10,000.00
2	Affordable Housing Consultant	\$ 15,000.00
3	Bond Payment – Town Center	\$ 206,300.00
4	Depot Building Restoration	\$ 100,000.00
5	Town Hall – MEP Design	\$ 59,500.00
6	Bond Payment – 350A Concord Road	\$ 491,212.50
7	Bike Path Resurfacing	\$ 125,000.00
8	Great Road Sidewalk Rehabilitation	\$ 34,299.00
9	Sabourin Field Synthetic Turf	\$ 355,000.00
10	Middle School Tennis Courts	\$ 122,000.00
RESERVES		
11	Affordable Housing	\$ 151,651.40
12	Budgeted Reserves	\$ 46,900.00
TOTAL		\$ 1,716,862.90

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion adopted unanimously for items 1-2, 5-9 and 11-12. Item 3 was adopted unanimously. Item 4 was adopted (In Favor-63, Opposed-49). Item 10 was adopted unanimously.

Article 23

Supplement Operating Budgets for Fiscal Year 2013 and Articles of the 2012 Annual Town Meeting

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

Voted, that the Town transfer the sum of \$1 from Article 21 Operating Budget Fiscal Year 2013, Account #1220 Selectmen to be added to said Article 21 Operating Budget Fiscal Year 2013, Account 2010, Police, Salaries, therein, as voted at the 2012 Annual Town Meeting to fund the cost of items contained in a Collective Bargaining Agreement between the Town of Bedford and the Emergency Communications Officers Local 2310-B IAFF effective July 1, 2011.

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.


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Article 24**Salary Administration Plan Bylaw Amendment – Classification and Wage Schedule**

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

Voted, that the Town amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2013, unless another effective date is set forth herein.

A. Management / Professional Schedule (Annual)			
	Min.	Mid.	Max.
M-21	85,051	103,124	121,197
DPW Director			
Fire Chief			
Police Chief			
M-20	81,001	98,213	115,426
Facilities Director			
Finance Director/Treasurer & Collector			
M-18	72,841	87,410	101,978
Capital Project Manager			
M-17	68,793	81,691	94,590
Assistant Town Manager			
Code Enforcement Director/Building Inspector			
DPW Engineer			
Library Director			
M-16	64,292	76,347	88,402
Accountant			
Associate Assessor			
Health Director			
Information Systems Manager			
Planning Director			

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M-15	60,163	70,692	81,220
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			
M-14	55,707	65,455	75,204
Assistant Library Director			
M-13	51,656	60,051	68,445
Assistant Recreation Director			
Civil / Environmental Engineer			
Community Nurse			
Conservation Administrator			
Facilities Information and Procurement Analyst			
Facilities Operations Manager			
GIS Analyst			
Local Building Inspector			
Plumbing/Gas Inspector			
Program Coordinator			
Senior Librarian			
Technical Support Specialist			
Wiring Inspector			
M-12	47,391	55,092	62,793
Assistant Assessor			
Assistant Planner			
Building & Systems Superintendent			
Elder Services Coordinator			
Engineering Technician			
Health Agent			
Librarian			
Prevention Services Coordinator			
School-Age Child Care Director			

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M-11		43,551	50,084	56,617	
Archivist					
Assistant Accountant					
Assistant Treasurer & Collector					
Data Collector					
Engineering Assistant					
Human Services Assistant					
Youth & Family Services Counselor					
M-10		39,592	45,531	51,470	
Assistant to the Accountant					
Respite Care Coordinator					
Senior Library Technician					
Youth Worker					
M-9		36,060	41,019	45,977	
Animal Control Officer					
School Traffic Supervisor					
M-7		29,329	32,995	36,660	
Assistant Youth Worker					
Veteran's Services Officer					
B. Secretarial Clerical (35 hr/wk)		Min.	Mid.	Max.	
Administrative Assistant II		751.77	855.14	958.51	
Administrative Assistant I		696.30	792.04	887.78	
Department Assistant III		652.56	734.13	815.70	
Department Assistant II		603.98	679.47	754.97	
Department Assistant I		566.01	629.69	693.37	
C. Library (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5
Library Assistant II	16.33	16.98	17.63	18.35	19.09
Library Assistant I	15.12	15.72	16.32	16.99	17.68
Library Page	8.86	9.18	9.51	9.84	10.17
Custodian	15.05	15.64	16.28	16.94	17.60

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D. Public Works (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Water System Operator (c.)	913.65	959.33	1,007.30	1,057.68	1,110.57
Chief Sewer System Operator (c.)	913.65	959.33	1,007.30	1,057.68	1,110.57
Working Foreman (c.)	913.65	959.33	1,007.30	1,057.68	1,110.57
Electrician (c.)	898.21	934.17	971.52	1,010.39	1,050.80
Maintenance Craftsman (c.)	882.10	917.39	954.10	992.26	1,031.96
Mechanic (c.)	882.10	917.39	954.10	992.26	1,031.96
Water System Operator (c.)	882.10	917.39	954.10	992.26	1,031.96
Sewer System Operator (c.)	882.10	917.39	954.10	992.26	1,031.96
Assistant Working Foreman (c.)	882.10	917.39	954.10	992.26	1,031.96
Heavy Equipment Operator (c.)	799.73	831.71	864.98	899.59	935.57
Summer Laborer (interim / seasonal)	12.50	/per hr.			
E. Public Health (c.)					
	Step 1	Step 2	Step 3	Step 4	Step 5
School Registered Nurse - licensed (annual)	41,271	43,128	45,068	47,096	49,216
School Registered Nurse - licensed (PT hourly)	31.69	33.12	34.61	36.17	37.80
	Step 6	Step 7	Step 8	Step 9	Step 10
School Registered Nurse - licensed (annual)	51,431	53,745	56,164	58,691	61,332
School Registered Nurse - licensed (PT hourly)	39.50	41.27	43.13	45.07	47.10
	Step 1	Step 2			
School Registered Nurse - unlicensed (annual)	37,604	39,483			
School Registered Nurse - unlicensed (PT hourly)	28.88	30.17			

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F. Public Safety - Fire (42 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain Fire Prev. (40 hr/wk) (c.)	1,311.65	1,346.23	1,444.39	1,481.50	1,519.14	1,555.94
Lieutenant - Fire (c.)	1,119.74	1,139.83	1,212.58	1,233.67	1,254.86	1,291.65
Private - Fire (c.)	957.06	974.12	1,035.77	1,053.64	1,071.58	1,108.38
Student Firefighter	686.17	/wk.				
Call Lieutenant	3,090.41	/yr. max	3,312.81	/yr. max with EMT		
	15.61	/hr.	16.41	/hr. Spec. Assign.		
Call Firefighter	2,634.07	/yr. max	2,795.81	/yr. max with EMT		
	14.17	/hr.	14.85	/hr. Spec. Assign.		
G. Public Safety - Police (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	
Lieutenant - Police (c.)	1,422.77	1,447.86	1,473.06	1,498.84		
Sergeant - Police (c.)	1,226.52	1,248.15	1,269.88	1,292.10		
Patrol Officer - Police (c.)	944.50	961.75	1,024.09	1,042.16	1,060.30	
Student Police Officer	686.18	/wk.				
Police Matron	18.50	/hr.	20.08	/hr. nights and weekends		
H. Public Safety - Dispatch (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer (c.)	678.91	712.85	748.49	785.92	825.21	866.47
I. Recreation Programs						
School-Age Child Care Program (40 hr/wk)			Min.	Mid.	Max.	
Assistant Director			16.00	18.50	21.00	
Group Leader			12.50	16.38	20.25	
Aide (High School)			10.00	11.00	12.00	
Youth Center Staff						
(Hourly - effective July 1, 2013)						
Supervisor			17.00	19.00	21.00	
Adult Staff (H.S. Graduates)			15.00	16.00	17.00	
Junior Staff (H.S. Students)			10.00	11.00	12.00	
Springs Brook Park Program						
(Hourly - effective May 15, 2010)						
Director/Manager			20.55	27.76	34.96	
Aquatics Director			18.00	21.50	25.00	
Assistant Director			14.00	17.00	20.00	
Supervisor			12.00	13.00	14.00	

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	Level A	Level B	Level C	Level D	Level E
Swimming Staff III	11.85	12.15	12.45	12.75	13.05
Swimming Staff II	10.54	10.76	10.98	11.25	11.55
Swimming Staff I	9.44	9.66	9.88	10.10	10.32
Crew IV	9.30	9.50	9.70	9.90	10.10
Crew III	8.30	8.50	8.70	8.90	9.10
Crew II	7.30	7.50	7.70	7.90	8.10
Crew I	6.50	6.65	6.80	6.95	7.10
Summer Adventures/Summer Recreation Programs					
(Hourly - effective May 15, 2013)					
			Min.	Mid.	Max.
Director			19.51	24.09	28.66
Program Leader			15.37	19.01	22.66
Assistant Director			17.70	19.64	21.59
	Level A	Level B	Level C	Level D	Level E
Supervisor	16.00	16.40	16.81	17.23	18.01
Administrative Coordinator	16.00	16.40	16.81	17.23	17.66
Program Staff	12.00	12.66	13.36	14.09	14.87
Counselor (HS Grad) *	8.50	9.00	9.50	10.00	10.50
Counselor (HS) *	7.50	7.75	8.00		
Assistant Counselor	7.25	7.50	7.75		
Aide	7.00	7.25			
Overnight Stipend	100.00	/night			
* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training					
Instructional Programs (hourly)					
			Min.	Mid.	Max.
Program Instructor II			25.00	37.50	55.00
Program Instructor I			15.00	20.00	25.00
	Level A	Level B	Level C	Level D	Level E
Program Aide	10.00	11.25	12.50	13.75	15.00
Basketball Official	12.00	13.25	14.50	15.75	17.00
J. Miscellaneous					
	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation Oper./Coord. (40 hr/wk)	866.62	882.58	898.43	913.42	928.65
Alt./Asst. Inspectors	27.41	/hr.			
Recording Secretary	16.10	/hr.			
Temporary Clerk II	10.11	/hr.			
Temporary Clerk I	8.86	/hr.			
Substitute Local Transportation Operator	18.18	/hr.			
Youth Leader	8.86	/hr.			
			Min.	Mid.	Max.
Temporary Painter			24.00	25.00	26.00
(c.) Per Labor Contract					

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RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Similar to the Capital Expenditures and Community Preservation budgets, a hold may be placed on any line item for the Operating budget. All items not held will be voted on first. The held items will be discussed and voted on separately.

Article 25

Operating Budget - FY14

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

Voted, that the Town appropriate for expenditures in the fiscal year beginning July 1, 2013 the following sums to be raised in the tax levy unless otherwise herein specified:

FISCAL YEAR 2014 OPERATING BUDGET				
Account #	Department	FY 2014 Recommended	Segregations Description	Amount
1220	Selectmen	702,612	Salaries:	
			Chairman	2,000
			Clerk	1,500
			Other Selectmen, each	1,200
			Office	441,437
1300	Finance/ Administrative Services	926,087	Salaries	585,737
			Capital Outlay	34,500
			Interest Abatements	50,000
			From Sewer Fund	128,716
1301	Insurance & Benefits	9,976,831	From Sewer Fund	189,800
			From Pension Trust Fund	150,000
1303	Principal & Interest	7,577,090	Non Exempt Principal	2,240,186
			Non Exempt Interest	629,734
			Exempt Principal	2,747,000
			Exempt Interest	1,262,657
			CPA Debt Costs	697,513
			From Debt Stabilization Fund	135,306
			From Sewer Fund	233,000
			From CPA Fund	697,513

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Account #	Department	FY2014 Recommended	Segregations Description	Amount
1310	Financial Committees	452,596	Reserve Fund	450,982
			Capital Expenditures Committee	260
1410	Board of Assessors	262,880	Salaries:	
			Stipend, each Assessor	1,600
			Office	199,780
1510	Legal Services	180,290		
1610	Town Clerk	202,266	Salaries:	
			Office	177,784
			Stipends	310
1620	Elections & Registrations	22,053	Personnel Costs	11,903
			Stipends	1,350
1750	Planning Board	160,563	Salaries	148,463
2010	Police Department	3,300,163	Salaries	3,157,217
			Capital Outlay	14,473
2200	Fire Department	2,000,060	Salaries	1,858,586
			Capital Outlay	18,476
2360	Town Center	146,872	Salaries	50,710
2400	Code Enforcement	437,638	Salaries	405,792
3000	School Department	34,214,568	From Impact Aid/Defense Aid	150,000
3001	Vocational Education	505,000		

LEGISLATIVE

Account #	Department	FY 2014 Recommended	Segregations Description	Amount
3500	Facilities Department			
	Municipal	768,268	Salaries	423,474
			Capital Outlay	4,000
4000	Public Works	10,341,325	Salaries	2,631,759
			Snow Removal Overtime	132,000
			Snow Removal Materials	205,453
			MWRA	3,037,156
			Water Purchase	1,455,499
			Refuse/Recycling	919,617
			Energy	629,175
			Equipment/Materials	813,358
			Capital Outlay	7,258
			Road Resurfacing	510,050
			From Sewer Fund	4,112,458
5000	Board of Health	538,552	Salaries	510,570
5001	Hazardous Waste	14,898		
5003	Mosquito Control	37,375		
5400	Bedford Local Transit	58,132	Salaries	57,385
5410	Council on Aging	173,874	Salaries	161,858
			MMHC	2,756
			Capital Outlay	1,093
5420	Youth & Family Services	363,668	Salaries	172,468
6100	Public Library	1,171,865	Salaries	791,721
			Capital Outlay	5,000
6300	Recreation Commission	158,969	Salaries	158,969
6910	Historic Preservation Commission	1,256		
TOTAL		74,695,751		

LEGISLATIVE

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared that vote unanimous on all budgets except for Planning Board and Vocational Education. Account number 1750- Planning Board was adopted unanimously. Account number 2001 – Vocational Education was adopted unanimously.

Article 26

Ambulance Enterprise Budget – Fiscal Year 2014

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

Voted, that the Town appropriate the sum of \$679,041 to operate the Ambulance Enterprise Account, and that the following sums be appropriated for the Ambulance Enterprise Account.

Salaries:	\$379,868
Operational Expenses	\$252,046
Capital Outlay	\$ 8,127
Capital Reserve	\$ 39,000

and that in order to meet said appropriation that the sum of \$679,041 be raised as follows:

Ambulance Receipts	\$634,321
Tax Levy	\$ 44,720

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 27

Salary Plan Additional Funding

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

Voted, that the Town raise and appropriate the sum of \$147,030 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 motion passed unanimously.

LEGISLATIVE

Article 28

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 \$538,125 for the Other Post-Employment Benefits Liability Trust Fund, established under Article 21 of the 2011 Annual Town Meeting and further authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 29

Massachusetts Health Care Security Trust

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

Voted, that the Town, in accordance with M.G.L. c. 32B, Sec. 20, appoint the Massachusetts Health Care Security Trust (MHCST) as custodian of the Bedford Other Post-Employment Benefits Trust Fund, and authorize the Town Treasurer to enter into a Custodian and Investment Agreement with the MHCST and carry out the duties and requirements of that Agreement.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 30

Supplement Accrued Sick Leave Fund

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

Voted, that the Town accept the provisions of MGL Chapter 40, Section 13D so as to establish a reserve fund for future payment of accrued liabilities for compensated absences due any employee or full-time officer of the Town upon termination of employment;

Further, that the sum of \$356,891.53 be transferred from Article 25 of the 1994 Annual Town Meeting as last amended by Article 3 of the 2007 Annual Town Meeting;

And further, that the sum of \$25,000 be raised and appropriated to supplement said reserve fund.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

 **LEGISLATIVE** 

Moderator declared motion adopted unanimously.

Article 31**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 \$50,000 to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B.

RECOMMENDATIONS:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 32**Free Cash**

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

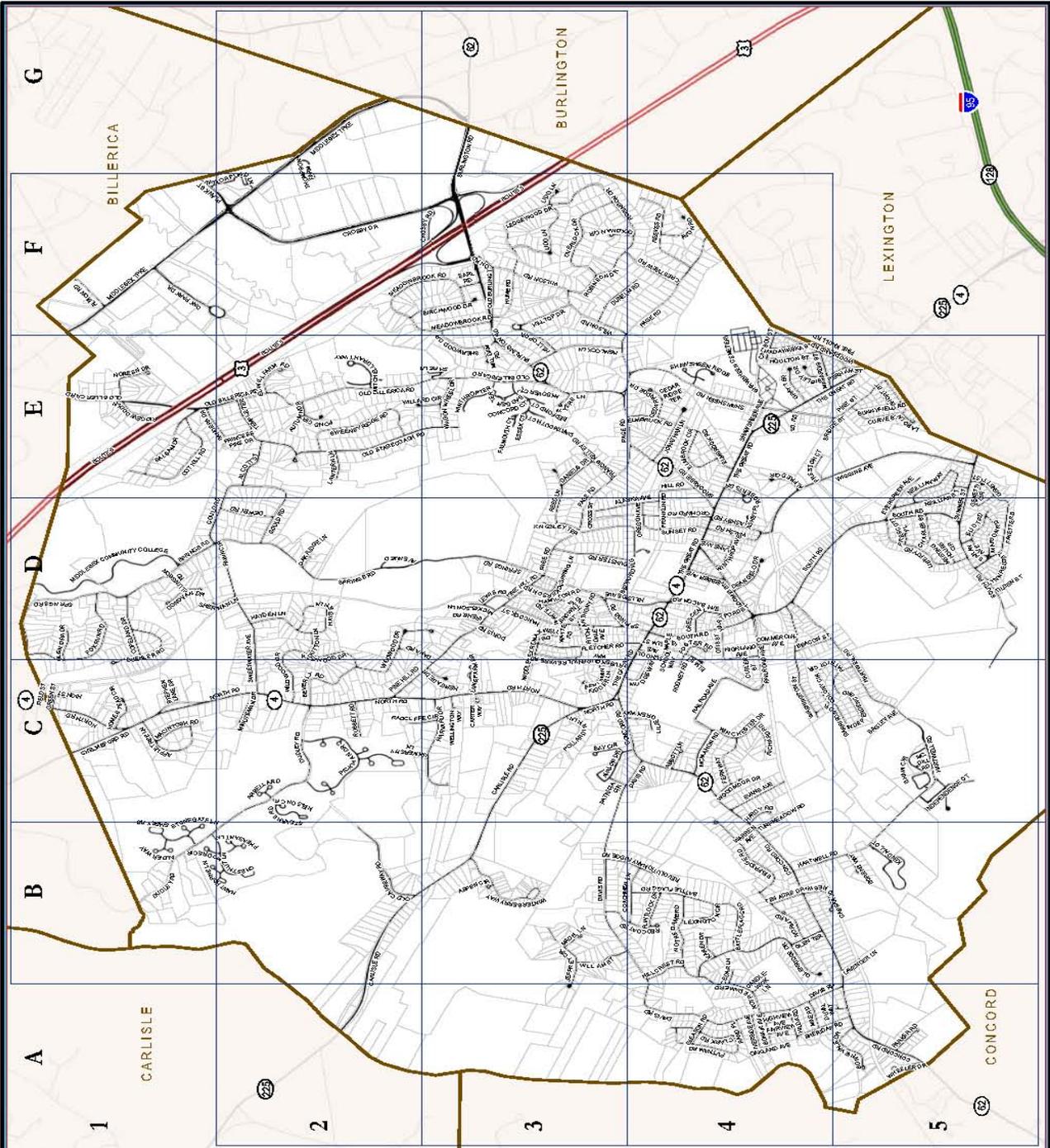
Voted, that the Town will transfer the sum of \$2,471,075 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2013.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

William Moonan made a motion to adjourn Annual Town Meeting sine die. The motion was seconded the Town Meeting adjourned at 9:27 PM.

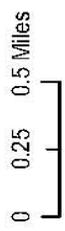


**TOWN OF BEDFORD
MASSACHUSETTS
STREETS WITH GRID**

Prepared by
BEDFORD PUBLIC WORKS
SEPTEMBER 10th, 2012



- Legend**
- TOWN BOUNDARY
 - PARCEL
 - ROAD

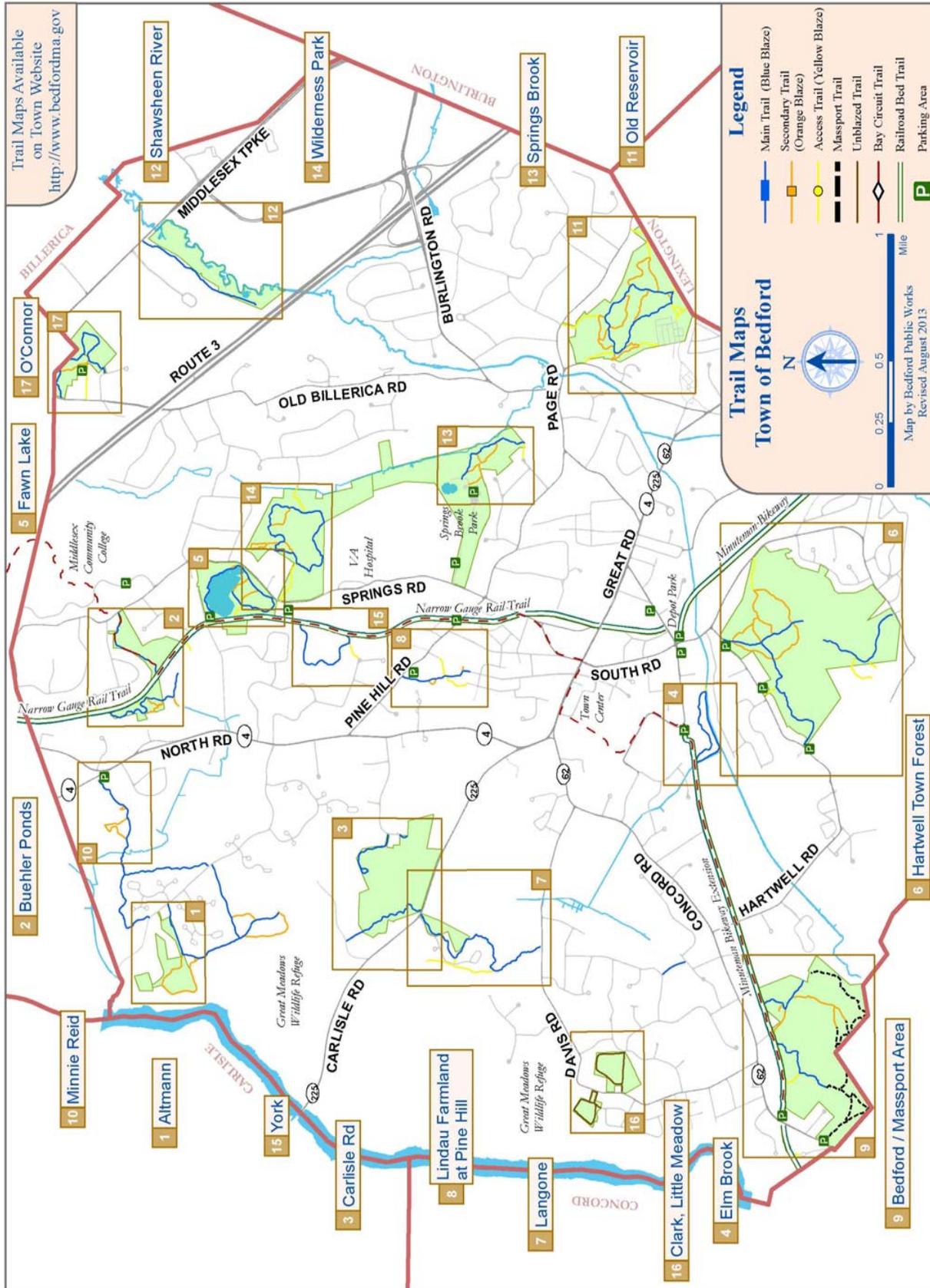


The information displayed on this or any other maps produced by the Town of Bedford is for reference purposes only. The Town of Bedford does not guarantee the accuracy of the data. Users are responsible for determining the suitability for their own individual needs.

All information is from the Town of Bedford's Geographic Information System (GIS) database. Any questions or comments should be addressed to the Town GIS Analyst.

ABBOTT LN	C4	DARTMOUTH CT	E3	HOUTON ST	E4	PAGE RD	D3-F4	UNIVERSITY LN	C2-C3
ALASKA AVE	D3-D4	DAVIS RD	A4-C4	HUME RD	F3	PARKER RD	A6	WAGON WHEEL DR	E3
ALBION RD	F1	DEANGELO DR	D4	HUNT RD	D3	PATRICIA CIR	C3	WALSH RD	D4
ALCOTT ST	E2	DEWEY RD	D2	INDEPENDENCE CT	C5	PATRIOT CIR	C4-C5	WARREN AVE	B4
ALDER WAY	B1	DONOVAN DR	D3	INDEPENDENCE RD	C5	PAUL REVERE RD	D3	WASHINGTON ST	C4-D4
ALFRED CIR	E4	DORIS RD	D3	IRENE RD	C5	PERHAM ST	E4-E5	WAYTE RD	D3
ANDOVER CT	E3	DUDLEY RD	B1-C2	JEFFREY CIR	D3	PHEASANT LN	B2	WEBBER AVE	D4
ANTHONY RD	D3	DUNELM RD	F3-F4	JONATHAN LN	A3-B3	PICKMAN DR	C2-D3	WELLINGTON WAY	C3
APPLETREE LN	C1	DUNSTER RD	D3-D4	KAREN DR	E4	PINE HILL RD	E4	WHEELER DR	A6
ARBELLA RD	D2	DUTTON LN	A5	KINGSLEY TER	B4	PINE KNOLL RD	E4-E5	WIGGINS AVE	D4-E5
ASHBY PL	D4	DUVAL WAY	A5	LABO LN	D3	PINE ST	F1-F2	WILLYWOOD CIR	C2-D3
ASHBY RD	D4	EARL RD	F3	LABO LN	B4	PLANK ST	C3	WILLIAM DR	B3
ASPEN CIR	B3	ELIOT RD	D5	LANE AVE	E5	POLLARD INN LN	E2	WILLIAM ST	F3
AUTUMN DR	E2	ELLINGSON RD	D1	LANE FARM DR	E4	POND CIR	E2	WINCHESTER DR	C4
AVOLON DR	C3-C4	ELM ST	D2	LANTERN LN	C3-D3	PRESCOTT PL	D5	WINTERBERRY WAY	B3
AVENUE D	F4	ELMBROOK CIR	E4	LAVENDER LN	E2	PRINCESS PINE DR	E2	WINTHROP TERR	D4
AVON RD	D4	ELMBROOK RD	E2	LEDGEWOOD DR	B5	PUTNAM RD	A4	WOODLAND RD	E3
BACON RD	D4	EL-WILL FARM RD	B1	LEWIS RD	F3	RADCLIFFE CIR	C2-C3	WOODMOOR DR	C4
BADGER TERR	E3	EMERY RD	B1	LEWIS RD	D3	RAILROAD AVE	C4-D4	WYMAN RD	F1
BAGLEY AVE	C5	ESSEX CT	E3	LIBERTY RD	B4	RAND PL	A4	YD. RD	E4
BALSAM DR	E1	EVANS AVE	C4	LIDO LN	D5	REDCOAT RD	B3-B4		
BANDERA DR	E1-E2	EVERGREEN AVE	D5-E5	LILJEGREN WAY	F3	REED LN	D3-E3		
BATTLE FLAGG RD	B4	FAIRVIEW AVE	A4	LOOMIS ST	C3-C4	REEVES RD	F4		
BAY CIR	C3	FALMOUTH CT	E3	LYNNFIELD ST	D4	REVOLUTIONARY RIDGE RD	F4		
BEACON ST	D4	FAYETTE RD	D5	MACINTOSH RD	D5	RICHARD RD	B3-B4		
BEDFORD CT	E3	FERN WAY	D6	MADAWASKA ST	C1	RIDGEWOOD LN	C4		
BEDFORD VLG	D3-D4	FIELD ST	C4	MADAWASKA ST	E4	RIVERSIDE AVE	E1		
BENJAMIN KIDDER LN	C3	FITCHDALE AVE	C1	MADAWASKA ST	C1	ROBERTS DR	A4		
BEVERLY RD	C2	FLETCHER AVE	D3	MADAWASKA ST	E4	ROBINSON DR	D4-E4		
BIRCHWOOD DR	F2-F3	FLINTLOCK DR	D3-D4	MAE RD	B3	RODNEY DR	F3-F4		
BONAIR AVE	A4	FOREST RD	B4	MAPLE ST	A4	ROUTE 3	C4-D4		
BONNIEVALE DR	A5	FOSTER RD	B4	MARION RD	D5	RUBEN DUREN WAY	E1-G3		
BROOKSBIE RD	E4-E5	FOX RUN RD	D4	MASARDIS ST	D6	RUSSETT RD	C3-D3		
BROWN ST	D4-E4	FRANCIS KELLEY RD	D1-D2	MASARDIS ST	E4		C2		
BUEHLER RD	D3	FRANKLIN RD	E3	MCDILL RD	D3	SARAN AVE	D5		
BURLINGTON DR	C1-D1	GARRISON DR	D4-E4	MCDILL RD	C6	SCHOOL AVE	D4		
CAESAR JONES WAY	B4	GENETTI CIR	C4-E5	MEADOWBROOK RD	C4	SCHOOL WAY	D4		
CANDLEWICK LN	A1	GENETTI ST	D5-E5	MEETING HOUSE CIR	F2-F3	SELFIDGE RD	D4		
CARBOLU ST	E4-F4	GLEASON RD	D5-E5	MICKELSON LN	D3	SHAW CIR	B5		
CARLISLE RD	A2-C3	GLEN OAK DR	A4	MIDDLESEX TPKE	D3	SHAW SHEEN AVE	C5		
CARTER WAY	C3	GLEN OAK DR	C1-D1	MILL DAM RD	C3-D3	SHAW SHEEN AVE	E4		
CEDAR LN	B4	GLENRIDGE DR	B4	MITCHELL GRANT WAY	F1-G2	SHAW SHEEN RIDGE	E4		
CEDAR RIDGE DR	E4	GOLDMAN CIR	B4	MOORE CIR	E3	SHERIDAN DR	E4		
CEDAR RIDGE TERR	E4	GOULD RD	F3-F4	MUDGE WAY	E2	SHERMAN LN	A4-A6		
CENTRAL AVE	C4	GRAY TER	D1-E2	MYERS LN	E2	SHERWOOD DR	D1-D2		
CHARLES ST	D5	GREEN ST	E4	NEILLAN ST	C3-D4	SHIRE LN	E3-F3		
CHELMSFORD RD	C1	HAMILTON RD	C1	NEILLAN WAY	E3	SIBLEY DR	E5		
CHESTNUT LN	B1-B2	HANCOCK ST	D3	NELSON CIR	D5-E5	SIBLEY DR	E4		
CIANCI RD	E4	HARTFORD ST	D3	NICKERSON RD	D5-E5	SOUTH RD	E4		
CLARK RD	A4	HARTWELL RD	D3	NORMA DR	C2	SPRINGS RD	B6		
COACHMEN LN	B4	HAYTHORNE LN	B4-C4	NORTH RD	C2	STEARNS RD	D4-D5		
COLONY CIR	C4	HEMLOCK LN	B4-D5	NOTRE DAME RD	E1	STEPHEN LANE DR	D1-D4		
COMMERCIAL AVE	D4	HIGH STAGE DR	C3	OAK PARK DR	B4	STONEGATE LN	C1		
CONCORD CT	E3	HIGHLAND AVE	C3	OAK RIDGE LN	E1	SUNNYFIELD RD	B1		
CONCORD DR	A5-C4	HIGHVIEW AVE	D2	OAKLAND AVE	A4-B4	SUNSET RD	D4		
COPLAND DR	D1	HILLDALE	E2	OLD BILLERICA RD	F1-F2	SWEENEY RIDGE RD	E5		
COT HILL RD	E1	HILLTOP DR	D3	OLD BURLINGTON RD	F1-F2	SWEETWATER AVE	D4		
CRESTVIEW AVE	E1	HILLSIDE AVE	E3	OLD CAUSEWAY RD	A4	TEMPLE TER	C2-D2		
CRESTVIEW RD	D4	HILLTOP DR	D3	OLD STAGECOACH RD	F3	TEN ACRE DR	F1-F2		
CROSBY DR	F3-F4	HILLTOP DR	E4	OLD STAGECOACH RD	F3	THE GREAT RD	E2-E3		
CROSBY RD	F2-F3	HILLTOP DR	E4	ORCHARD RD	E2-E3	THOMPSON FARM	B4		
CROSS ST	E3	HILLTOP DR	E4	OREGON AVE	D3-D4	TILDEN ST	C3-E5		
CURVE ST	D3	HILLTOP DR	B4	OTIS ST	D4	TURFMEADOW RD	F2-G2		
CUTLER ST	E5	HILLTOP DR	D3-D4	OVERLOOK DR	D4		D5		
DANA RD	C4-D4	HILLTOP DR	E3-F3		F3		B4-C4		
DANIELS DR	C3-D3	HOMESTEAD CIR	E3						

STREET NAME LIST
REVISED SEPTEMBER 10th, 2012



Volunteer Opportunities and the Appointment Process

Opportunities for Volunteer Appointments in Bedford

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- Help guide your community

Most appointments to committee vacancies are made following the Annual Town Meeting. However, vacancies also occur at other times during the year. Terms of office vary from one to three years. Check with the Volunteer Coordinating Committee to determine which committees have vacancies.

Appointment Process

If you would like to be a part of our Town Government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest.

Town of Bedford Questionnaire for Volunteers

*Good Government Depends On You
Please read about opportunities for volunteer appointments and the process
on the other side of this Questionnaire.*

Name	Date
Address	Occupation
Home Phone	Cell Phone
	E-mail

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. No. years lived in Bedford: _____ Are you a registered Bedford voter? _____

4. Attended Bedford Town Meeting(s)? If yes, please indicate last year(s) you attended. _____

5. Please describe your background or training from work and/or life experience that relates to your interest in government.

6. What Town government experience have you had?

7. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)?

8. Additional information for the Selectmen to consider. (Please add to this form as necessary.)

9. Do you have any restrictions on your availability to attend committee meetings?

Feel free to call a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way. You can also email the committee at bedfordmassgov@gmail.com.

Carol Amick – 781-275-5278 Patricia Carluccio - 781-275-0645 Joseph Piantedosi – 781-275-6077

Office Use Only

Registered Voter _____ Acknowledged _____ Attended Meetings _____

Interviewed _____ Appointed _____ Appointment Letter _____