

ANNUAL TOWN MEETING

April 1, 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
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;
- 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 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.

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
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 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 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 ~~2~~ – 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 ~~4~~ – 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 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.

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:

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.

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, 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.

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.

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 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.
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 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 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 installed 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.

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. 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.~~ **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. 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 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 installed 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.
- 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:~~

- 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 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 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.
- 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 installed 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.

- 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.

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.

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.**
- **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.

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.

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.

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 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.

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 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 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 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 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.~~
- ~~(c)~~ **(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 the ~~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)~~ **(e 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 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.

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 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).

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.

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	\$ 13,000.00
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;

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.

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:

	APPROPRIATIONS	CP FY14 Funds
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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.

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 DPW Director Fire Chief Police Chief	85,051	103,124	121,197
M-20 Facilities Director Finance Director/Treasurer & Collector	81,001	98,213	115,426
M-18 Capital Project Manager	72,841	87,410	101,978
M-17 Assistant Town Manager Code Enforcement Director / Building Inspector DPW Engineer Library Director	68,793	81,691	94,590
M-16 Accountant Associate Assessor Health Director Information Systems Manager Planning Director	64,292	76,347	88,402
M-15 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	60,163	70,692	81,220
M-14 Assistant Library Director	55,707	65,455	75,204
M-13 Assistant Recreation Director Civil / Environmental Engineer Community Nurse	51,656	60,051	68,445

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

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			

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

	Min.	Mid.	Max.
School-Age Child Care Program (40 hr/wk)			
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)**

	Min.	Mid.	Max.
Director/Manager	20.55	27.76	34.96
Aquatics Director	18.00	21.50	25.00
Assistant Director	14.00	17.00	20.00
Supervisor	12.00	13.00	14.00

	Level A	Level B	Level C	Level D	Level E
Swimming Staff III	11.85	12.15	12.45	12.75	13.05
Swimming Staff II	10.54	10.76	10.98	11.25	11.55
Swimming Staff I	9.44	9.66	9.88	10.10	10.32
Crew IV	9.30	9.50	9.70	9.90	10.10
Crew III	8.30	8.50	8.70	8.90	9.10
Crew II	7.30	7.50	7.70	7.90	8.10
Crew I	6.50	6.65	6.80	6.95	7.10

**Summer Adventures/Summer Recreation
Programs**

(Hourly - effective May 15, 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.			
Temporary Painter		Min. 24.00	Mid. 25.00	Max. 26.00

(c.) Per Labor Contract

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
1310	Financial Committees	452,596	Reserve Fund	450,982
			Capital Expenditures	260
			Committee	
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		
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 MMHC Capital Outlay	161,858 2,756 1,093
5420	Youth & Family Services	363,668	Salaries	172,468
6100	Public Library	1,171,865	Salaries Capital Outlay	791,721 5,000
6300	Recreation Commission	158,969	Salaries	158,969
6910	Historic Preservation Commission	1,256		
TOTAL		74,695,751		

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.

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

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.