

Regular Session Minutes – Selectmen’s Meeting
Selectmen’s Meeting Room, Town Hall
Monday, January 11, 2016 - 7:30 p.m.

PRESENT: Mark Siegenthaler, Chair; Caroline Fedele; William S. Moonan; Margot Fleischman; Michael A. Rosenberg and Town Manager Richard T. Reed

ALSO PRESENT: Human Resources/Management Analyst Sarah Buhler; Economic Development Coordinator Alyssa Sandoval; Finance Director Victor Garofalo; Assistant Town Manager Michael Rosen; Finance Committee member Ben Thomas; Press Representatives Debra Parkhurst;

Chair Siegenthaler called the meeting to order at 7:30 p.m.

16-160 Proposed FY2017 Salary Bylaw Amendment – Preliminary Review

Town Manager Richard T. Reed stated that this discussion is a preliminary review of the amendments to the Salary Bylaw classification and wage schedule. The classification and wage schedule is reviewed and amended annually at Annual Town Meeting. The proposed changes would affect Sections A and B which apply to almost all employees who are not part of a union.

After staff analyzed the salary ranges to comparable surrounding communities it was determined that Bedford’s salary ranges are not competitive. The data was collected from communities across the state by Massachusetts Municipal Personnel Association and published on their website as a benchmark survey. Mr. Rosenberg inquired about how comparable communities are chosen. Mr. Reed replied that the communities listed are the ones that are generally used but was unsure of how they were first determined.

Compared to the average for surrounding communities, the average minimum for Bedford’s range is 10.4 percent lower and the average maximum is 6.6 percent lower. Staff is suggesting a 6 percent adjustment to both the minimum and maximum ranges for FY2016 plus an additional 2 percent increase for FY2017. This adjustment does not automatically mean an increase for all employees except those currently at the minimum. This adjustment would be a short term fix to close the gap.

Mr. Reed added that he would also like to hire a consultant to do a more in depth salary survey of all positions. The survey would take into account the actual responsibilities of the positions in Town and how they relate to other communities. The Selectmen asked that this survey be completed before the 2017 Annual Town Meeting. Mr. Reed would hope to have it completed in the Fall of 2016.

A discussion ensued about whether the proposed 6 percent increase would apply both to the minimum and maximum of the ranges or whether more could be applied to the minimum range and a lower percentage to the maximum. Most higher level positions that were filled in the last 5 years have been hired at an average of 15 percent above the minimum.

Ms. Fedele asked if it is beneficial to advertise the maximum pay when posting for an open position. Mr. Reed replied that it was because it shows potential candidates that there is room for growth in the position.

For the public hearing it was agreed that the minimum be increased 6 percent for FY16 with an additional increase of 2 percent for FY17 for a total 8 percent increase. The maximum would be increased by 3.5 percent in FY16 with an additional 2 percent increase for FY17 for a total increase of 5.5 percent.

**16-161 Proposed FY2016 Operating Budget
Review of Finance Committee Guideline & Operating Budget
Proposed Local Transit Expansion**

Mr. Reed stated the Finance Committee Guideline for the Selectmen's budget for FY2017 is a 2.5 percent increase on non-fixed expenses. The current proposed Selectmen's budget is \$30,405 below that guideline. Town departments have submitted their budgets and will be ready for review at the next Selectmen's meeting.

One contingency item in the amount of \$104,794 has been submitted for the pilot program expansion of the Local Transit System. Economic Development Coordinator Alyssa Sandoval stated that upon further analysis there is a need for a more robust marketing system and need for a point staff person. It is expected that the staff person would need to work 5 hour a week but that is expected to decrease as the program continues. It is expected that the Healthy Bedford Coordinator will be the staff person for this.

Ms. Fleischman asked whether Ms. Sandoval has reached out the businesses in Town about a lunch time shuttle. Ms. Sandoval has reached out to the Wiggins Avenue businesses but not the businesses on Crosby Drive yet. The Wiggins Avenue businesses did not express much interest but did state that they may use it more in the winter time when it is more difficult to walk to the Great Road Shopping Plaza.

Mr. Reed asked the Selectmen how they wanted this structured in the Warrant whether as its own article or as part of the Bedford Local Transit (BLT) portion of the operating budget. Ms. Fleischman stated that it would make sense to have it with the BLT budget as they are related.

Ms. Fleischman also asked about the when the grant would be awarded for this. Ms. Sandoval replied that they would find out in late spring or early summer.

**16-162 Miscellaneous Action Items
Chapter 268A, Section 20(b) Exemption
Designation of Metrowest HOME Consortium Alternate Representative –
Michael Rosen**

Chapter 268A, Section 20(b) Exemption – Melanie Garofalo

Mr. Rosenberg made a motion to approve the waiver from Chapter 268A Section 20(b) exemptions for Melanie Garofalo. Ms. Fleischman seconded the motion.

The motion passed 5-0-0.

**Designation of Metrowest HOME Consortium Alternate Representative –
Michael Rosen**

Mr. Rosenberg moved that the Selectmen designate Assistant Town Manager Michael Rosen as Bedford's alternate Consortium Council Representative for HOME meetings. Ms. Fleischman seconded the motion.

The motion passed 5-0-0.

16-163 Minutes – Regular and Executive Session Minutes – December 21, 2015

Mr. Moonan moved to approve the Regular Session Minutes of December 21, 2015 as amended. Ms. Fleischman seconded the motion.

The motion passed 5-0-0.

Mr. Moonan moved to approve the Executive Session Minutes of December 21, 2015 as written. Ms. Fleischman seconded the motion.

The motion passed 5-0-0.

16-164 Town Manager's Report

Mr. Reed stated that the deadline has passed for the submission of a petitioner's article. Page Place Condominium Trust resubmitted their article for a zoning amendment. The Planning Board will need to hold a public hearing to discuss this amendment.

Ms. Fleischman moved to refer the proposed Page Place Condominium Trust Zoning Article Amendment to the Planning Board for a public hearing. Mr. Moonan seconded the motion.

The motion passed 5-0-0.

16-165 Open Discussion and Selectmen Liaison Reports

Mr. Moonan inquired about the proposed Zoning Bylaw Amendment that would allow retail and other stores to have up to 2,000 square feet by right but with a special permit of up to 4,000 square feet. The Planning Board can only amend the submitted article if the Zoning Board of Appeals (ZBA) agrees. The Planning Board also has the option of submitting their own amendment but another public hearing would need to be held.

Mr. Rosenberg has heard from residents that there is a tree at the intersection of North Road and Chelmsford Road that makes it difficult to turn left onto Route 4. Mr. Reed will have the internal Traffic Management Team look at this.

Mr. Rosenberg also stated that the ZBA denied a special permit request for a new house being built on Davis Road because the proposed house was too tall.

Ms. Fleischman reported that she attended the MBTA advisory board meeting earlier that day. To help decrease the debt there are plans for fare hikes as well as increased revenue from advertising, real estate and parking fees. The Ride which provides paratransit within a certain distance of bus and train routes may also be restructured.

Ms. Fleischman stated that the Fawn Lake Advisory Committee will be presenting to the Selectmen at their next meeting. They are requesting \$100,000 from the Community Preservation Committee for the design of the recommended solution. The CPC has scheduled their public hearing for January 26, 2016.

Mr. Siegenthaler mentioned that part of the Narrow Gauge Rail Trail is being washed away due to a drainage pipe that empties along the portion near the Veteran's Hospital. The rail trail was recently rehabilitated with a new stone dust surface.

Mr. Moonan made a motion to adjourn. Ms. Fleischman seconded the motion.

The motion passed 5-0-0.

The meeting adjourned at 9:02 p.m.