

Regular Session Minutes – Selectmen’s Meeting
Selectmen’s Meeting Room, Town Hall
Monday, June 9, 2014, 7:30 p.m.

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

ALSO PRESENT: Ben Thomas, Finance Committee; Leslie and Paul Wittman, 56 Dunster Road; Sandra Hackman, Amy Lloyd and Shawn Hanegan, Planning Board; Cathy Silverstrone and Katherine Perry, Planning Department; Glenn Garber, Planning Director; David Enos, Peter Weichman and Terry Gleason, Bedford Bicycle Access Committee; Bob Jacobs, 62 Page Road; Laurie Gleason, 10 Lido Lane; Elizabeth Hacala, Bedford Citizen; Sam Coursey, 41 North Road; Jan van Steenwijk, 212 Old Billerica Road; Patricia Lloyd, 42 Pickman Drive; Michelle Saber, 6 Abbott Lane; Mark and Annemarie Silver, 21 Railroad Avenue; Matt and Anna Collins, 26 Railroad Avenue; Bill Young, 24 Railroad Avenue; Pam Brown, Brown & Brown Law Offices; E.J. and Deb Lloyd, Taylor and Lloyd Inc.; Ralph Hammond, 6 Hemlock Lane; James Shea, 30 Independence Road; Amy Hamilton, Recreation Director; Taissir Alani, Facilities Director; Donna Waghorn, 1 Homestead Circle; Jessica Sylvia, Bedford Minuteman Intern; Alicia Tillman, 30 Pine Hill Road; Adrienne St. John, Department of Public Works; Roy Sorenson, Public Works Director; Trish Domigan, VHB; Alyssa Sandoval, Economic Development Coordinator; Robert Sawyer, 208 Badger Terrace; Brian Dorrington, Bedford TV

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

14-273 Town of Bedford Comprehensive Plan
Discussion

Planning Department Director Glenn Garber and Planning Board Chair Shawn Hanegan presented the Selectmen with a summary of action items of the Comprehensive Plan. Mr. Garber indicated that the presentation was very informal and was to be used to gather the Selectmen’s feedback as to what projects they felt were of the most importance. Mr. Garber pointed out that the Comprehensive Plan was broken down into three categories. The first category, Specific Implementation Projects, is concerned with projects that the Planning Board will take a lead role in implementing. These projects had a particular emphasis on Industrial Zoning and the modernization of the plans to meet with new industries and technologies in the Town of Bedford. This would include a discussion of Industrial and Mixed Use permits. Mr. Garber emphasized that these categories could be combined and or restricted as the Selectmen deemed necessary. The next category, Potential Implementation Projects, will have a variety of committees,

elected boards and departments taking the lead other than Planning. These projects include an Implementation of the Great Road Master Plan, Advocacy for Pedestrian and Bicycle Infrastructure as well as long range regional transportation. The final and newest category highlighted projects where the Selectmen would have a major role. Mr. Garber stated that the Selectmen would need to deem which projects were feasible and important.

Chair Fleischman pointed out that many of the projects that showed the Planning Board taking a lead role had target dates attached to them such as Fall 2014 or Spring 2015. Ms. Fleischman noted that there was considerable overlap with some of the projects. Mr. Garber indicated that this was a conscious decision by the Planning Board in order to decide which projects were most important over the next year and a half. Mr. Rosenberg asked if the dates were targeted toward Town Meeting and Mr. Garber indicated that they were.

A discussion ensued regarding the various projects on the Comprehensive Plan. The one project the Selectmen were most interested concerned dealt with the establishment of cottage form of housing. This would potentially provide options to residents of Bedford who are looking to down-size. The goal of this project would be to make this type of housing attractive to builders and maintain the character of the Town of Bedford. Mr. Rosenberg asked if the Planning Board was working with any of the housing initiatives in the Town. Mr. Hanegan indicated that the Board receives many requests for affordable housing from Bedford residents interesting in down-sizing. Mr. Hanegan went on to say that the Town should identify those housing deficiencies and address them accordingly with the implementation of bylaws.

Ms. Fedele asked what part of the Cottage Form Housing plan could happen by the Fall of 2014. Mr. Hanegan indicated that the Coast Guard Housing site could fall under this plan depending on the outcome of the sale. Mr. Hanegan said that the Fall of 2015 would be a more realistic date.

Chair Fleischman asked about traffic mitigation and how the Comprehensive Plan saw that fitting in particularly with regards to the increase in allowed height for industrial and office buildings. Mr. Garber replied that the creation of a Transportation Management Association for any company wishing to add space through height increase would be a way to address that issue.

The discussion turned to the second category in the Comprehensive Plan, which comprise projects in which the Planning Board would not take the lead. Mr. Moonan asked what could be done to make the "Complete Streets" certification through the Mass Department of Transportation a reality. Mr. Garber indicated that the Selectmen would need to take a lead role in this project. Sandra Hackman of the Planning Board stated that becoming Complete Streets certified would involve many different participants. She suggested forming an ad hoc committee with representatives from Public Works, Capital Expenditure Committee and Trails Committee to name a few. Chair Fleischman stated that the Town of Littleton had recently been Complete Streets

certified and that might be an area to start. The Selectmen agreed that an ad hoc committee would be beneficial as this is a project that the Town has been interested in for some time. Terry Gleason from the Bicycle Advisory Committee stated that he has received feedback from a member of the State's Bicycle Advisory Committee. Mr. Gleason indicated that they would be willing to help the Town of Bedford with this project and assist in the implementation of this plan.

The final and newest category of projects that would require the Selectmen to take lead role was discussed. Chair Fleischman noted that a number of the projects had Economic Coordinating components. She asked Alyssa Sandoval, the Town's Economic Coordinator, for an update. Ms. Sandoval stated that she was having an outreach meeting with business on Wiggins Avenue as a way of establishing their needs and potential issues. Ms. Sandoval said she would be meeting with the Middlesex 3 Coalition to discuss the possibility of shuttle service to Crosby Drive.

Mr. Moonan noted that a number of the projects listed in this section were already being addressed by the Selectmen. Mr. Moonan asked the Planning Board what they would like from the Selectmen next. Mr. Hanegan indicated that since the Selectmen work on their priority list over the summer, it would be beneficial to revisit these topics at that time.

Amy Lloyd of the Planning Board asked the Selectmen if any of the listed topics rose on their priority list. Chair Fleischman stated that the last Comprehensive Plan was done in 2002 and thus took a decade to implement. Chair Fleischman went on to say that housing and economic coordination were of vital importance but transportation, while equally important, was beyond the scope of the local level. Ms. Fedele indicated that Cottage Form Housing was of particular interest as it offered some quick solutions as well as long range goals. Mr. Moonan stated that going forward it was important to keep the small town feel of Bedford intact as that is of great importance not only to him but to the residents of the Town. Chair Fleischman thanked the Planning Board for their time and extensive work on the Comprehensive Plan.

**14-274 Extension of the Minuteman Bikeway
 Railroad Avenue Connection**

Public Works Director Roy Sorenson informed the Selectmen that the Mass Department of Transportation approved the Minuteman Bikeway Extension which is eligible for Federal Aid CMAQ, STP and TAP funding. The Town retained the service of VHB for the design of the bikeway from South Road to Wheeler Drive. The project was first presented to the Selectmen in 2009 and more recently updated with alternative designs in July of 2013. A public meeting was held on September 25, 2013 to discuss the design options particularly along Railroad Avenue. This encompasses .32 miles of the project. Trish Domigan of VHB presented the Selectmen with four design alternatives for this project. Ms. Domigan stated that all four designs were Complete Streets compliant meaning there would be sidewalks and bicycle lanes on both sides of the street. Mr. Siegenthaler asked which one of the four options best met the Mass Department of

Transportation Complete Streets requirements. Ms. Domigan indicated Option #1, would be more compliant and allows for six foot sidewalks on both sides of the roadway, full roadway and storm water upgrades and no land taking.

A number of Railroad Avenue residents were on hand for the meeting. Chair Fleischman reminded everyone that while this was a public meeting, it was to serve only as an update and the public would have a chance to voice their concerns at a later date.

Ms. Fedele asked if accommodations would be made for pedestrians as well as bicyclists. Ms. Domigan stated that as part of Mass Department of Transportation's Complete Streets initiative, walkways for pedestrians were considered for each of the designs.

Mr. Rosenberg asked what the time table was for this project. Ms. Domigan indicated that the Mass Department of Transportation needs the Town to choose an option to move forward. Once that is done, the project would most likely be slated for 2018. Ms. Domigan went on to say that since this is a relatively small project, Mass Department of Transportation might be able to begin sooner than 2018.

Ms. Domigan informed the Selectmen that Mass Department of Transportation does not typically handle this type of project. However since it involves connecting two parts of the bike trail, Mass Department of Transportation is willing to use federal dollars to help fund this project.

The question was raised about having the bike path go through a wooded area rather than along Railroad Avenue. Ms. Domigan noted that there are significant wetland issues with going through the woods and Mass Department of Transportation would not be willing to pay for them.

Mr. Rosenberg stated that he would find it helpful to visit the site to get a better feel for the project. The Selectmen agreed that this would be helpful and agreed to schedule a time to do this before this topic was added as an agenda item for a future Selectmen's Meeting.

14-275 Athletic Fields Update

Public Works Director Roy Sorenson updated the Selectmen on the Athletic Fields. Mr. Sorenson noted that the spring was particularly challenging due to the heavy rainfalls and the amount of snow from the previous winter. Mr. Sorenson stated that the new synthetic turf on Sabourin Field allowed other fields within the Town a chance to recover from the harsh weather conditions and dry out before opening them to the public. While this was helpful to the overall recovery of the other large rectangular fields in Town, it was not as significant an aid as Mr. Sorenson would have liked to see. Mr. Sorenson stated there would be a number of projects coming up such as the Irrigation System Refurbishment as well as the development of concept site plans for the property on

Liljegren and Mudge Way. Mr. Sorenson invited the Selectmen to provide feedback as to what topics they would like him to address at a future Selectmen's Meeting.

Mr. Rosenberg said he has been hearing positive feedback throughout the Community about the conditions of the athletic fields.

Ms. Fedele echoed Mr. Rosenberg's comment and added that she would like create a measure for the standard of the athletic fields: what condition are they in, what would it take to get them to the level of expectation and if they are not at that level, then why not.

Chair Fleischman agreed with Ms. Fedele's suggestion and stated that it would be helpful to have this data from a fiscal standpoint to decide if synthetic turf would be cost effective for other athletic fields going forward.

Mr. Moonan asked if there was any more discussion on charging fees to use the athletic fields. Mr. Rosenberg stated that the Selectmen wanted to move forward with this idea but decided to hold off for one year. Mr. Rosenberg said that the reasoning was to be able to provide data and justification for the fees. Mr. Rosenberg concluded by saying the decision on charging fees for athletic field use was coming up in August.

**14-276 Department of Public Works
 Service/Materials Bids**

The Selectmen were asked to approve the Annual Materials and Service Bid contracts as presented by Public Works Director Roy Sorenson. Mr. Moonan asked why the item of Roadway Reclamation did not have a bid to award. Adrienne St. John of the Public Works Department stated that Roadway Reclamation projects are awarded on an as need basis.

Mr. Moonan made a motion for the Selectmen to award contracts to the contractors in the categories outlined in the letter dated June 3, 2014 from Public Works Director Roy Sorenson in the amounts described therein. Mr. Rosenberg seconded the motion.

The motion passed 5-0-0.

**14-277 FEMA Flood Plain Map Appeal
 Shawsheen River Water Shed**

Adrienne St. John of the Public Works Department asked the Selectmen to sign a letter to FEMA to appeal their findings from February 11, 2011. This appeal request is being made with respect to the 1 percent annual chance flood elevation upstream of the Page Road Bridge. Ms. St. John stated that she believes the cross section used by FEMA is incorrect and do not take into account the newly renovated bridge. Ms. St. John also presented the Selectmen with a letter to go to approximately 55 Bedford residents who would be required to obtain flood insurance should the Town lose the appeal to FEMA.

Mr. Rosenberg made a motion to appeal the Preliminary Flood Insurance Rate Map and Flood Insurance Study by FEMA dated February 11, 2011. Ms. Fedele seconded the motion. Mr. Moonan abstained.

The motion passed 4-0-1.

14-278 Glass Cooperative Lease Renewal

Facilities Director Taissir Alani presented the Selectmen with a lease renewal for Glass Cooperative. Mr. Alani noted that the lease was negotiated for the same rate as last year and that the Town has the discretion to raise the rent up to 4%.

Ms. Fedele made a motion that the Selectmen approve a lease with the Glass Cooperative Incorporated for a one year term commencing June 1, 2014 with an optional one year and seven month renewal period. Mr. Moonan seconded the motion.

The motion passed 5-0-0.

**14-279 Committee Appointments
Please see attached list**

Mr. Rosenberg made a motion to approve the Volunteer Coordinating reappointments as indicated in the memorandum dated June 6, 2014. Ms. Fedele seconded the motion.

The motion passed 5-0-0.

14-280 Former Coast Guard Housing Site off Pine Hill Road

Town Manager Richard Reed presented the Selectmen with a memorandum update on the Pine Hill Road/Coast Guard Property situation. Assistant Town Manager Jessica Porter reached out to the Towns of Hull and Wakefield as they also have Coast Guard properties which would be disposed of by the GSA. The Wakefield Town Manager stated that he would reach out to his Planning Department to ascertain how much if any interest there was in their respective property.

Upon speaking with Bill Leamy the Veteran's Agent from Hull, Ms. Porter discovered that Hull has taken the same approach as Bedford and talked to many of the same people at the Coast Guard regarding their Town's property. Mr. Leamy went a step further and enlisted the help of Congressman Steve Lynch. Unfortunately the Coast Guard is unyielding in their position that they intend to sell off the properties at their discretion.

Chair Fleischman agreed to reach out to Congressman John Tierney's office as well as Senator Elizabeth Warren for help with this matter. Mr. Moonan suggested that Chair Fleischman indicate that the Town of Bedford wants to purchase this land from the Coast Guard at a fair price. Mr. Rosenberg stated that the Municipal Affordable Housing Trust might be able to get an appraisal for this land using money from the Reserve

Fund. It was agreed that Chair Fleischman would contact Congressman Tierney and Senator Warren and that Mr. Rosenberg would speak to the Chair of the Housing Partnership Christina Wilgren.

**14-281 Miscellaneous Action Items
 Chapter 268(A), Section 20(b) Exemptions
 Please see attached list**

Mr. Rosenberg made a motion in accordance with Massachusetts General Laws, Chapter 268A, Section 20(b) to approve the applications of Matthew Harrington, Julia Medwar, Jake Rubenskas, Parker Taggard, Jeffery Taylor and Nicole Khvilivitzky. Mr. Siegenthaler seconded the motion.

The motion passed 5-0-0.

**14-282 Minutes
 Regular Session Minutes May 27, 2014**

Mr. Moonan made a motion to approve the Regular Session Minutes of May 27, 2014 as amended. Ms. Fedele seconded the motion.

The motion passed 5-0-0.

14-283 Town Manager's Report

Mr. Reed informed the Selectmen that an update on Paramedic Services would be on the agenda for the next Selectmen's Meeting.

Mr. Reed praised the Fire and Police Department personnel for their assistance with the plane crash on May 31, 2014 at Hanscom Airfield. Mr. Reed commended their quick response and diligence as many of the first responders were at the crash site for the entire evening and well into the next day.

Finally, Mr. Reed noted that General Statewide Elections would be held on the first Tuesday in November. Mr. Reed felt that having Special Town Meeting on the preceding Monday might not be desirable. Mr. Reed suggested holding Special Town Meeting on Thursday, November 6th. The Selectmen agreed to this date.

14-284 Open Discussion

Mr. Rosenberg asked when the Selectmen would have their goal setting meeting. The Selectmen decided the meeting would be on July 30th at 5:30 p.m. Chair Fleischman raised the question about future Selectmen Meetings in the summer. It was determined that the current schedule would be slightly modified. The Selectmen Meeting schedule for the summer will be as follows:

June 30
July 21
August 4
August 25

Mr. Rosenberg informed the Selectmen that the new HATS Chair had arranged an informal meeting with the head of Massport in July. The HATS Chair invited Mr. Rosenberg to attend. Mr. Rosenberg asked the Selectmen to forward him any questions they might want to have discussed at the meeting.

Mr. Siegenthaler asked when the results of the Community Survey would be available. Mr. Reed stated that Assistant Town Manager Jessica Porter was currently proofreading the survey and would release it in its final form later in the week.

Ms. Fedele asked if any of the other Selectmen were involved with Fawn Lake. Ms. Fedele expressed her interest in working on issues regarding Fawn Lake. Chair Fleischman stated that as the Selectmen liaison to the Community Preservation Committee, she was aware that a "Friends of Fawn Lake," group was forming. Chair Fleischman said she would be happy to have Ms. Fedele work with her on this subject.

Mr. Moonan thanked Mr. Reed for sending the plan documents electronically to the Selectmen. Mr. Moonan stated that he would like to receive more forms electronically if possible. Mr. Reed said that he has begun talking with staff about making this happen but noted that since his office gathers information from a variety of sources, it is not always feasible to send the information electronically.

Mr. Moonan also asked if there could be a future agenda item regarding Town Counsel fees. Mr. Moonan expressed a desire to have this discussion no later than the June 30th meeting. Mr. Reed said that in the past the Selectmen stated that they wanted to conduct a survey on this topic. Mr. Reed stated that Town Counsel was aware of the Selectmen's desire to discuss their fees.

Finally, Mr. Moonan wanted to understand some of the variances on the financial information received by Finance Director Victor Garofalo. Mr. Moonan hoped that could happen at the next Selectmen's Meeting.

Chair Fleischman expressed her gratitude to the First Responders involved in the plane crash at Hanscom Airfield. Chair Fleischman asked Mr. Reed if he would convey this message to the Fire and Police Departments on behalf of the Selectmen.

Finally, Chair Fleischman asked to put the topic of remote participation on a future Selectmen's Meeting agenda. Chair Fleischman has discussed the topic with the various committees that she is affiliated. Mr. Reed stated that he has not received much feedback from other committees on the subject. Chair Fleischman urged the other Selectmen to discuss this with their various committees.

Mr. Moonan made a motion to adjourn the meeting. Ms. Fedele seconded the motion.

The motion passed 5-0-0.

The meeting adjourned at 11:00 p.m.