

1. Agenda

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# January 31, 2022 - 7:00PM

## Town of Bedford, MA - Select Board Agenda

### Zoom Webinar Link:

<https://us02web.zoom.us/j/86466501812?pwd=TXZ5SmNIanBUSTQrTXJBWmhaOWRJdz09>

**Password:** 249969

**Webinar ID:** 864 6650 1812

**Phone Number:** 1-312-626-6799

<b>22-25</b> <b>7:00</b>	<b>Public Comment</b>
<b>22-26</b> <b>7:10</b>	<b>Dept. of Public Works - Contracts</b> 1. VHB - Amendment to Middlesex Turnpike Construction Services 2. Weston and Sampson - Middlesex Turnpike Sewer Pump Station and Force Main Design
<b>22-27</b> <b>7:30</b>	<b>2022 Election Warrant</b>
<b>22-28</b> <b>7:35</b>	<b>FY23 Community Preservation Committee Budget Presentation</b>
<b>22-29</b> <b>8:00</b>	<b>Approval of Purchase and Sales Agreement - 139 The Great Road</b> <i>(Contingent upon Annual Town Meeting approval).</i>
<b>22-30</b> <b>8:30</b>	<b>FY23 Budget and Annual Town Meeting Warrant</b>
<b>22-31</b> <b>9:00</b>	<b>Consent Agenda</b> 1. Budget Retreat Minutes - January 22, 2022 2. Regular Session Minutes - January 24, 2022
<b>22-32</b> <b>9:05</b>	<b>Open Discussion and Liaison Reports</b>

**Regular Session Minutes—Select Board Meeting  
Remote Participation Meeting  
January 31, 2022**

PRESENT: Town Manager Sarah Stanton, Chair Margot Fleischman, Clerk Emily Mitchell, William Moonan, Bopha Malone, Edward Pierce.

ALSO PRESENT: This meeting was recorded as a local copy only. Not available on Zoom, therefore there is no attendee list.

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Ms. Fleischman opened the meeting at 7:00 PM via remote participation conference call.

**The Select Board members were asked to announce that they were present: Ms. Mitchell present; Ms. Fleischman present; Ms. Malone present; Mr. Moonan present; Mr. Pierce present.**

**22-25 Public Comment**

Sue Swanson spoke in support of hiring an Energy Manager.  
Rebecca Pomerantz spoke in support of hiring an Energy Manager.  
Carol Amick does not support the building of a new Fire Station at the proposed location of 139 The Great Road.

**22-26 Department of Public Works**

VHB—Amendment to Middlesex Turnpike Construction Services.

Ms. Stanton stated that there are two contracts to be voted on: Middlesex Turnpike Construction Services Contract Amendment and Weston and Sampson—Middlesex Turnpike Sewer Pump Station and Force Main Design. The Middlesex Turnpike Contract Amendment is Amendment 15

to the original design project that started in 1995. The current phase was started in 2017 and is now expected to be completed in 2025. The construction costs are:

Phase 1: \$4,059,758

Phase 2: \$12,581,982

Phase 3: \$34,475,000.

The Weston and Sampson contract for the Pump Station Design Engineering Services—Middlesex Turnpike Pump Station and Force Main. The contract is for a sum of \$273,900.00. The contract is for the design, construction estimates, and bid-ready documents for the upgrade and rehabilitation of the Middlesex Turnpike Pump station.

**Mr. Moonan moved that the Town approve Vanasse Hangen Brustlin, Inc. (VHB) Contract Amendment 15 dated October 1st, 2021 in the amount of \$55,000 as described in the Public Works memo dated January 21st, 2022, and authorize the Town Manager to sign on behalf of the Select Board. Mr. Pierce seconded.**

**The Select Board was polled individually: Ms. Fleischman aye; Ms. Mitchell aye; Ms. Malone aye; Mr. Moonan aye; Mr. Pierce aye. The motion passed 5-0-0.**

**Mr. Moonan moved that the Town approve the attached contract with Weston and Sampson for engineering services related to the Middlesex Turnpike pump station and force main in the amount of \$273,900 as described on the Public Works memo dated January 26, 2022, and authorize the Town Manager to sign on behalf of the Select Board. Ms. Mitchell seconded.**

**The Select Board was polled individually: Ms. Fleischman aye; Ms. Mitchell aye; Ms. Malone aye; Mr. Moonan aye; Mr. Pierce aye. The motion passed 5-0-0.**

*Materials: 07042-tritown amend 15 phase 3 cps 100121\_VHB signed, Amendment 15 Cover Memo 2022-01-24, total design fee per town 011422, Middlesex Turnpike Pump Station and Force Main Design Agreement, Middlesex Turnpike Pump Station and Force Main Design Agreement*

### **22-27 2022 Election Warrant**

Ms. Stanton stated that the 2022 Election Warrant is ready to be approved by the Select Board. The Warrant will be available to be signed in the Town Manager's office as of 1/31/2022.

**Mr. Pierce moved that the Select Board approve the 2022 Election Warrant. Ms. Mitchell seconded.**

**The Select Board was polled individually: Ms. Fleischman aye; Ms. Mitchell aye; Ms. Malone aye; Mr. Moonan aye; Mr. Pierce aye. The motion passed 5-0-0.**

*Materials: Annual Town Election 2022.03.12 Warrant*

### **22-28 FY23 Community Preservation Committee Budget Presentation**

Lauren Crews, chair of the Community Presentation Committee, reviewed with the Select Board the FY23 Community Preservation Committee (CPC) Projects. Ms. Crews reviewed the proposed Affordable Housing Projects:

**Regional Housing Services Office— Annual Contract (\$34,000):** This annual funding request is to pay for the contract with the Regional Housing Services Office for an affordable housing consultant. Consulting services are essential to ensuring compliance with all affordable housing requirements, and to maintain, or increase, the current level of affordable housing stock.

Bedford Housing Authority Life Management Program (\$36,715): This annual funding request is to continue the Life Management Program run by the Bedford Housing Authority. The program is a collaboration between the Bedford Housing Authority and Community Teamwork, Inc., a Lowell-based regional social service agency servicing 63 neighboring towns, to provide life management skills to residents in order to guide them toward increased employment and economic independence.

Municipal Affordable Housing Trust (\$600,000): To transfer a sum of money to the Municipal Affordable Housing Trust.

Ms. Crews reviewed the proposed projects for the Historic Preservation:

Conservation and Digitization of Early Town Records Books (\$24,690): Conservation of historically significant early Town Record Books from 1756–1925. Repairs will include re-backing of bound volumes, stabilization of text blocks in general, surface cleaning, reattaching loose leaves, mending of tears and creases with Japanese paper, and construction of proper housing for each piece, among others.

Depot Freight Exterior Painting (\$40,500): Preservation of the historically significant freight depot by maintaining the asset and performing exterior painting and replacement of exterior wood clapboard siding and trim.

Depot Station Decking (\$217,726): Preservation of the historically significant depot station by restoring the exterior decking. The existing decking is warped, resulting in trip hazards.

Ms. Crews reviewed the proposed projects for Open Space and Recreation.

Minuteman Bikeway Extension (\$1,500,000): To purchase easements necessary for the expansion of the Minuteman Bikeway Extension project. The Town would be acquiring a 22' corridor on the Reformatory Branch Trail. Overall, the acquisition of these property rights will provide the

Town with not only a corridor for the Minuteman Bikeway extension, but will also provide the Town with absolute rights to the existing water, sewer, and drainage infrastructure previously built along the Reformatory Trail.

Skate Park Repairs (\$16,400): This request is for additional funding needed to make the skate park repairs previously funded at Town Meeting. The funding is needed due to COVID-19 related delays, and increased costs in materials needed for this project.

Springs Brook Water Capital (Shade Structures) (\$43,709): For shade structures to be repaired and rehabilitated at Springs Brook Park.

Tennis Court Repairs (\$120,000): To rehabilitate significant cracking on the tennis courts across from Bedford High School, and some cracking on the basketball courts.

Town/School Grounds Capital Rehabilitation (Tot Lot and E Field) (\$315,000): The Recreation Department and Public Works Ground division has identified the Tot Lot and the dugouts at E field at the Town Center Campus as seeing more use than in the past and therefore in need of upgrades. Such repairs will include addressing safety updates to the Tot Lot play structures, and fence repairs, access, benches, and other repairs at the E field. The Tot Lot Playground equipment has reached its scheduled time for rehabilitation.

Trails Committee Pedestrian Bridges, Bogs, Stone Dust and Trail Infrastructure (\$10,000): The refurbishment of trail infrastructure, bog bridges, trail signage, trail guides, and kiosks.

Ms. Crews reviewed the Community Preservation Committee's (CPC) proposed projects for Administrative Expenses and Bond Payments.

Administrative Expenses: \$10,000

Bond Payments: \$936,365

- 350A Concord Road Bond: \$342,025 (end date of FY2026)
- Town Hall MEP Project Bond: \$93,925 (end date of FY2026)
- Liljegren Field Bond Payment: \$114,500 (end date of FY2027)
- Bedford Village Bond: \$174,540 (end date of FY2028)
- Fawn Lake Bond: \$211,375 (end date of FY2030)

Mr. Pierce asked about the Minuteman Bikeway Extension, specifically how many different properties need easements. Ms. Amy Fidalgo, Assistant Town Manager of Operations, said that there are approximately 47 properties that would qualify for CPA eligible relief.

*Materials: Estimated Revenue and Expense FY23-FY32 01262022, FY23 CPC Presentation for Select Board, FY2023 CPA Budget 01262022, Spring 2022 Program and Plan 01262022, Spring 2022 Program and Plan 01262022.*

**22-29 Approval of Purchase and Sales Agreement – 139 The Great Road (Contingent upon Annual Town Meeting approval).**

Ms. Fleischman reminded the board that since Mr. Moonan is an abutter to 139 The Great Road, he may not participate in the discussion.

Ms. Stanton said that the Town has been searching for a suitable site for a new Fire Station for 35 years. Renovation of the existing Fire Station was ruled out, as it would require eminent domain taking of at least three residential homes. In 2020 the Select Board voted unanimously to move forward with the acquisition of 175 The Great Road through eminent domain. Due to COVID-19 the project was put on hold. The Select Board then asked the Town Manager's Office to go back to the drawing board to evaluate potential sites within the required radius for response times. 139 The Great Road and 175 The Great Road were the only parcels that met the basic criterion for a new Fire Station.



The Town reached out to Utah State University and asked if they would be interested selling the 139 The Great Road parcel to the Town. Utah State said that they were hoping to sell the parcel in the Spring. The Town's Public Safety Consultant, as well as the Traffic Engineer and Roadway Engineer, all agreed that this was a favorable site. The Public Safety Consultant rated 175 The Great Road site as an A + and 139 The Great Road as an A. The difference is that 175 The Great Road. would require a costly and protracted eminent domain process that could take up to two years. The 139 The Great Road parcel would allow the Town to stay on schedule. The purchase price for the property is \$1,550,000.00. The goal for completion of the new Fire Station is between 2024 and 2025.

Ms. Stanton said that there will be a series of public meetings, with a general community meeting held on February 17<sup>th</sup>.

Ms. Stanton clarified some points about the process. The first is that the Purchase and Sale is subject to two conditions: a vote of the Trustees at Utah State University and a vote at Bedford's Annual Town Meeting. The vote at Town Meeting will be to authorize the funds for land acquisition and for design. Since the property is located in the Town's Historic District, the design of the building will be subject to Historic District Committee (HDC) oversight. Substantial work will be done around landscaping design.

Ms. Fleischman reminded the Board that the Purchase and Sale Agreement is subject to Town Meeting approval.

Mr. Pierce ask that the Select Board not lose sight of how this new Fire Station will impact the abutters, and to make sure that the Board listens to their concerns and addresses them as it is able.

**Ms. Mitchell moved to (i) approve that certain Purchase and Sale Agreement concerning the Town's purchase of the property commonly known as 139 Great Road, substantially in the form presented to the**

Board at its January 31, 2022 meeting, with changes to be approved by the Town Manager in the Town Manager's reasonable discretion in consultation with town counsel; and (ii) authorize the Town Manager to execute the Purchase and Sale Agreement and to take all actions on behalf of the Town that are reasonably necessary, in the judgment of the Town Manager, to complete the purchase of the property in accordance with the Purchase and Sale Agreement and the applicable Town Meeting vote, including without limitation delivering closing funds and signing deeds, closing forms, closing documents, and settlement statements. Ms. Malone seconded.

The Select Board was polled individually: Ms. Fleischman aye; Ms. Mitchell aye; Ms. Malone aye; Mr. Moonan (recused); Mr. Pierce aye. The motion passed 4-0-0.

*Materials: Spring 2022 Program and Plan 01262022, Draft Motion, Vote- P&S (Great Road) - draft (1379404.1).*

### **22-30 FY23 Budget and Annual Town Meeting Warrant**

Ms. Stanton presented a list of departmental requests that went above the Finance Committee's 2.5% guideline, noting that the budget requests are prioritized by need, and offering four scenarios to fund additional requests above the guideline. Two of the four scenarios presume that the Select Board will fund an Energy Manager position. The total amount of requests was \$ 422,000

Mr. Moonan asked if the \$40,000 cost for a part-time benefits coordinator is the total cost. Ms. Stanton said that most likely the hours for this position would be 19.5, which would not be benefit-eligible, so \$40,000 would indeed be the total cost. There is a possibility that two positions could combine into one: Part-Time Benefits Coordinator and a Part-Time Department Assistant.

Ms. Malone asked about the \$10,000 that the Council on Aging (COA) is requesting. Ms. Stanton said that because there are more dire needs in other departments, i.e., Police and Fire, this request didn't rise to the same level of need.

Ms. Fleischman requested that a staffing model be created to support the potential new hires in departments.

Mr. Moonan said that he believes that there is a more immediate need for a part-time Benefits Coordinator, a part-time Department Assistant, and an increase in hours for a Food Bank Coordinator vs. an Energy Manager. Mr. Moonan believes that the request for an Energy Manager needs to be more fully formed.

Mr. Pierce believes that keeping the budget at 2.5% may be more prudent, as future projects may need more funding in the coming years.

Ms. Fleischman would like to include the position of an Energy Manager in this budget.

Ms. Malone would like the budget increase to be 3.0% to allow for the position of an Energy Manager and the part-time Food Bank person.

**Ms. Malone moved that the Select Board approve the Town Manager's recommendation of a 2.5% budget that would include the position of an Energy Manager with a salary of \$ 75,000. Ms. Mitchell seconded.**

**The Select Board was polled individually: Ms. Fleischman aye; Ms. Mitchell aye; Ms. Malone aye; Mr. Moonan nay; Mr. Pierce nay. The motion passed 3-2-0.**

Ms. Stanton stated that the Town Warrant is still in draft form. The Select Board will have a Warrant to review at the next Select Board meeting.

*Materials: FY23 - Budget Summary, FY23 Budget Submission Message - January 20, 2022, Departmental Requests - FY23 Budget, FY23 Budget Book - Updated - 1.27.22, Bedford ATM Warrant 2022 - 1.27.22 draft. 01242022 Select Board Minutes - Draft*

### **22-31 Consent Agenda**

Budget Retreat Minutes—January 22, 2022  
Regular Session Minutes—January 24, 2022

**Mr. Moonan moved that the Select Board approve the Consent Agenda.  
Mr. Pierce seconded.**

**The Select Board was polled individually: Ms. Fleischman aye; Ms. Mitchell aye; Ms. Malone aye; Mr. Moonan aye; Mr. Pierce aye. The motion passed 5-0-0.**

*Materials: AP GL Distribution School ck date 01.27.22 DC Signed, AP GL Distribution Town ck date 01.27.22 DC Signed, 01222022 Joint Meeting Select Board and Finance Committee-Draft.*

### **22-32 Open Discussion and Liaison Reports**

Mr. Moonan attended the Mass Select Board Association meeting. There was a presentation on hybrid and remote meetings.

Ms. Malone also attended the Mass Select Board Association meeting. She also attended the BARC meeting where they discussed implementing a complete list of all Town trees that are being removed, planted, or are at risk. She also attended the MMA Municipal law meeting

Mr. Pierce attended the Planning Board meeting. They are still in discussion about two family housing and the MBTA lot requirements.

Ms. Mitchell attended the Planning Board meeting. She also attended the Finance Committee meeting.

*Other Correspondence: FINAL Rate Review Fact Sheet, MBTA Community Information Form, Meeting Preview 1-25-22.*

**Mr. Moonan moved to adjourn. Ms. Malone seconded.**

**The Select Board was polled individually: Ms. Fleischman aye; Ms. Mitchell aye; Ms. Malone aye; Mr. Moonan aye; Mr. Pierce aye. The motion passed 5-0-0.**

**Meeting adjourned at 9:37 p.m.**

**Approved as Record Copy**

**Respectfully submitted by Eileen Blanchette**