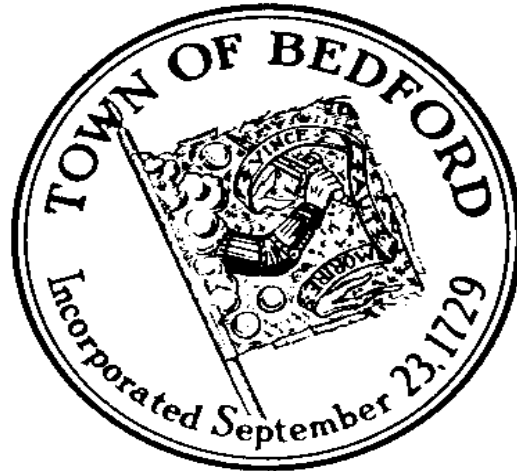


Town of Bedford

Massachusetts



OFFICIAL WARRANT

ANNUAL TOWN MEETING

March 23, 2020 7:00 P.M.

**Bedford High School Auditorium
9 Mudge Way, Bedford, MA**

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To the Voters

The vernal equinox. Kids with gloves and lacrosse sticks. Redwing blackbirds. Prepping the liberty pole. Yes, it is spring, all right. And in Bedford that means -- Annual Town Meeting.

This is the second page of the Annual Town Meeting Warrant. The 38 articles listed and described henceforth reflect Bedford's Fiscal 2021 operational needs and proposals for municipal service improvements. The details represent information furnished to the Selectmen, Finance Committee, and Capital Expenditure Committee by Town departments, boards, and committees. These boards and committees, along with Town staff, all had important roles in formulating the Warrant. Our collective hope is that these articles will sustain and enhance the quality of life for Bedford's citizens. Recommendations are included as guidelines.

Following are highlights from the Warrant articles:

This year's Warrant features three proposals for bonded projects. Article 24 seeks financing for an addition and renovations to the police station. Article 25 proposes authorization to replace the library's central heating, ventilation and air-conditioning system. Article 26 requests funding to acquire a site for the construction of a new fire station. Bonding proposals require at least a two-third majority for approval.

The Capital Projects Plan (Article 23), the Operating Budget (Article 31), the PEG Access and Cable Expense Related Budget (Article 28), and the Ambulance Enterprise Budget (Article 32) finance the Town's continuing operations for Fiscal 2021. Details about these budgets are contained in reports by the Finance and Capital Expenditure Committees, printed in the next several pages. The Capital Projects Plan requests funding for 30 projects requested by Town departments. These include three separate bond authorizations for major purchases, as well as additional bonding for water and sewer system improvements. The Operating Budget, as its title suggests, funds municipal departments' day-to-day operations.

Article 7 appropriates funds under the Community Preservation program for projects in Fiscal Year 2021, as well as for principal and interest payments for major expenses previously approved. The new proposals include the potential second phase of Old Town Hall renovation and rehabilitation in anticipation of accommodating a town museum. Also on the list are an elevated boardwalk connecting dead-end trails in Hartwell Town Forest and maintenance and improvements to athletic fields, the skate park, and Springs Brook Park.

There's a single proposed zoning bylaw amendment, and it requires at least a two-thirds majority vote for approval. The amendment, Article 22, would allow detached structures to be used as a single housekeeping unit, subject to setback and other dimensional requirements. A similar zoning proposal was unsuccessful at the November 2019 Special Town Meeting; a key difference is the addition of Planning Board site plan approval.

Articles 8 through 21 are proposed amendments to the General Bylaws, following weeks of research and evaluation by the Charter and Bylaw Review Committee. Although none of the proposed changes will dramatically affect current practice, they are all important because the Bylaws always should be current, consistent, and concise.

Article 34 continues the Town's annual funding of the long-term liability for employees' other post-employment benefits (OPEB), which consists primarily of retiree health insurance. Article 36 seeks a \$10,000 installment toward the town's 300th anniversary celebration; current plans call for beginning year-long festivities in September 2028.

There are a few additional articles that, while more pro forma, still reflect important principles and functions of municipal government. Article 3 (a combination known as the consent article) authorizes short-term borrowing for the year, and also accepts state provisions for qualifying property tax exemptions for older residents. Article 5 establishes a revolving fund for deposits and disbursements related to tree management. Article 6 is the annual renewal for a range of other revolving funds, including Depot Park, Board of Health, and Library. Article 30 is the bylaw that sets the salary floor and ceiling for management personnel and others not covered by collective bargaining agreements.

Culturally, annual Town Meeting is more than the sum of its parts. The atmosphere in the auditorium lobby on opening night, replete with displays and handouts, is a combination family reunion and street fair of local issues. Even long-time attendees acknowledge goosebumps when members of the Bedford Minute Men post the colors to open the proceedings. The presentations, debates and votes range from routine to dramatic. But from a global perspective, they comprise a panorama of organized and responsible grass-roots government. Throughout Town Meeting, there's a sacred tradition defined by two words: civil discourse.

Please bring the Warrant Report to Town Meeting, which begins on Monday, March 23 at 7:00 p.m. in Auditorium, Bedford High School. If you can arrive at least 15 minutes early it will facilitate completing the voter check-in process on time. Parking is available all around the high school, as well as in the area of Town Hall and Town Center. If necessary, the session will continue to Tuesday, March 24.

Your participation is central to the success of our Town Meeting form of government, and on behalf of the Selectmen, we look forward to seeing you there.

Mike Rosenberg, Selectmen Chair

Finance Committee Report

The Finance Committee presents for your approval the Fiscal Year 2021 operating budget that supports the excellent quality of life we enjoy in Bedford. It is based on sound financial planning and careful review of departmental requests.

The Finance Committee began work on the operating budget in the fall, by first considering the available sources of revenue. Some of those sources were:

- Certified Free Cash from Fiscal Year 2019 was \$11,216,352. Our policy is to leave an amount equal to a minimum of 1% of the operating budget in order to mitigate uncertainty in estimates for local receipts and State Aid. This year, we recommend using \$6,050,000
- Stabilization Fund has a balance of \$5,725,983. This is at the top of our target range of \$1.9M - \$5.8M. We are not recommending further use of this fund at this time, and we are recommending an additional allocation of \$50,000.
- Growth allowed under Proposition 2 ½ rules is \$1,821,382, or an additional 2.5% increase of the tax levy. We recommend leaving \$6,987,083 in unused levy to help mitigate tax increases of the past few years. New Growth is estimated to be \$1,000,000.
- \$1,760,000 is estimated from Payments Lieu of Taxes (PILOT).
- At this time, we are projecting no increase to State Aid. Although the Governor has released his proposed number, it is still early to determine what the final State Aid numbers will be.
- As a starting point for each Town Department and Board, the Finance Committee determined initial budget guidelines by allocating available revenue proportional to last year's budgets. This year, the Finance Committee recommended a guideline increase of 3% over FY2020 budgets for all Departments and Boards, except the Schools. The Schools were given a 3.5 % increase over FY2020. This increase was given due to the projected enrollment increases as well as the changing student demographics. We developed the final operating budget accommodating several changes justified by the departments and other known items, which included:
 - An additional \$305,395 for the Selectmen Budget, which was for:
 - Hiring of four (4) new firefighters, which was based on the staffing study.
 - Hiring of a new Grounds employee, and Highway employee in the DPW department.
 - Increasing hours of Network Engineer Director from 16 hours a week to 40 hours.
 - An additional \$8,462 for the Planning Board, which is accommodate additional expenditures, as well as salary increases in FY2021.
 - An additional \$8,300 for the Library, for salary/expense increases in FY2021.
- The committee has recommended approval of \$2,753,093 in capital projects being funded through the Capital Article and \$255,624 to be funded through water/sewer rates.
- The committee is also recommending bonding appropriations for the HVAC replacement for the Library; Police Station renovation, of which \$2.3M will be funded from available funds; land acquisition for a new Fire Station; and \$2,973,022 in various other projects which will either be bonded or paid from available funds.

The Finance Committee recommends that Town Meeting adopt a Fiscal Year 2021 operating budget of \$98,934,979, and a total budget of \$105,500,498 including all Articles and Assessments, and an Ambulance Enterprise Operating Budget of \$1,004,355, with a tax levy subsidy of \$24,000.

| | <u>FY16</u> | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>Est. FY21</u> |
|---|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| <u>Revenues</u> | | | | | | |
| Tax Levy | 63,080,418 | 66,167,031 | 69,548,930 | 72,596,035 | 75,512,581 | 78,179,951 |
| Local Revenues | 18,811,935 | 19,154,783 | 22,314,988 | 22,629,328 | 22,516,827 | 23,896,031 |
| Other Sources* | 7,892,668 | 9,137,261 | 9,082,290 | 9,362,229 | 10,300,314 | 10,411,599 |
| Total Revenues | 89,785,021 | 94,459,075 | 100,946,208 | 104,587,592 | 108,329,722 | 112,487,581 |
| <u>Expenses</u> | | | | | | |
| Operating Budget | 81,133,710 | 84,296,600 | 86,685,785 | 90,086,963 | 94,602,613 | 98,958,979 |
| Articles**/ Other | 5,390,040 | 5,374,182 | 7,484,610 | 5,550,057 | 4,675,781 | 5,732,829 |
| Governmental Charges/Offsets | 392,893 | 405,149 | 356,419 | 393,863 | 408,690 | 408,690 |
| Overlay Reserve | 950,381 | 914,191 | 851,945 | 223,135 | 387,735 | 400,000 |
| Total Expenses | 87,867,024 | 90,990,122 | 95,378,759 | 96,254,018 | 100,074,819 | 105,500,498 |
| Unused Tax Levy (Surplus) | 1,917,997 | 3,468,953 | 5,567,449 | 8,333,574 | 8,254,903 | 6,987,083 |
| % Increase in Total Expenditures | 6.56% | 3.55% | 4.82% | 0.92% | 3.97% | 5.37% |
| Average Assessed Residential Value | \$574,400 | \$619,800 | \$655,800 | \$703,100 | \$716,400 | TBD |
| Residential Tax Rate | \$15.28 | \$14.81 | \$13.74 | \$12.96 | \$13.18 | TBD |
| Average Residential Tax | \$8,776 | \$9,179 | \$9,011 | \$9,112 | \$9,442 | TBD |
| Average Community Preservation tax | \$217 | \$231 | \$229 | \$234 | \$244 | TBD |
| % Residential Increase | 5.7% | 4.6% | -1.8% | 1.1% | 3.6% | TBD |

* Includes State Aid and Community Preservation

** Includes Capital Article, Community Preservation, Misc. Articles (excludes bonding). Snow Deficit & Other.
The current residential impact of \$100,000 in expenses is \$1.24 per \$100,000 of assessed value. For example, the impact of \$100,000 in expenses for a home with an assessed value of \$500,000 would be \$6.20 (5 x \$1.24).

The Fiscal Year 2021 budget presented to you accommodates justified requests from the Town departments and Schools. With your continued thoughtful deliberation and support, Bedford maintains the highest rating of AAA from the Standard & Poor's Rating Agency.

Acknowledgments

The Finance Committee receives assistance from many different Town employees, as well as elected officials, and members of other Town Boards and Committees. We appreciate everyone's advice, guidance, and opinions. The Finance Committee is particularly grateful to Victor Garofalo, Bedford's Finance Director and Treasurer/Collector; Sarah Stanton, Bedford Town Manager; Jon Sills, Superintendent of Schools; and Julie Kirrane, Bedford School District's Director of Finance.

Respectfully submitted,

Ben Thomas, Chair

Elizabeth McClung, Vice Chair

Paul Mortenson, Clerk

Tom Busa

Stephen Carluccio

Karen Dunn

Erica Liu

David Powell

Stephen Steele

Capital Expenditure Committee Report

The Capital Expenditure Committee (CEC) reviews and offers recommendations concerning all requests for funds for capital items and projects submitted by Town and School departments. These projects, and their costs, appear in Article 23 – Capital Projects Plan Fiscal Year 2021 beginning on page 41 of the Annual Town Meeting Warrant.

Definition of Capital

The CEC defines a capital expenditure as any item or project expenditure of \$5,000 or more per item with a useful life of two or more years. Individual capital items of less than \$5,000 each are considered operating expenses and are funded through departmental operating budgets with the exception of multiple, similar items that are “bundled” together to reach an amount that exceeds \$30,000.

Capital Projects Plan

This year, the Town Manager and the Assistant Town Manager of Operations worked with the Capital Expenditure Committee (CEC) in order to improve the internal capital planning process. This resulted in a streamlined, productive, and efficient meeting schedule, and the final ranking by the Committee reflected a greater level of confidence in the process, as no project was rated unfavorably on the rating scale.

Beginning in August 2019, department heads met and discussed the merits of each of their projects scheduled for FY21 through FY26, and worked together to draft a six-year Capital Expenditure Plan. This plan was then presented to the CEC for review in September 2019. Throughout October, the CEC heard presentations from Department Heads in order to discuss and review the merits of proposed projects contained within that plan. The projects proposed for FY21 are explained in detail in this report, and listed in Article 23 of this Warrant. The draft of proposed projects for years FY22 through FY26 will be provided in a handout at Annual Town Meeting as a subsection to the budget summary booklet.

Three projects within the FY21 Capital Plan were recommended for funding through the Community Preservation Act (Article 7), due to eligibility. These projects are: Town/School Grounds Recreational Grounds Rehabilitation for H Field (\$100,000), funding for the Skate Park (\$18,000), and funding for Springs Brook Park Water Capital (\$36,050).

For projects 21-01 through 21-21: \$2,753,093 is to be funded through the tax levy or available funds. For projects 21-22 through 21-27: \$255,624 to be funded through water/sewer rates, and \$1,523,022 is to be funded through water/sewer rate bond authorizations. For projects 21-28 through 21-30, and Articles 25, 26, and 27, \$17,950,000 is to be funded through bond authorizations or other available funds.

The Road Resurfacing project totals \$1,977,730, representing funding from the Operating Budget and Chapter 90 state appropriation.

| Project # | Project Description | Cost |
|-----------|---|----------|
| 21-01 | <p>108 Carlisle Site Buildout Design Study–Department of Public Works Design of a new salt shed is part of a long-term plan for use of the 108 Carlisle Road site. Proposed design evaluation will include a new salt shed, additional vehicle/equipment storage, a solar fit out of the property, and a recycling center. This funding would go toward the design phase of this project.</p> | \$61,800 |
| 21-02 | <p>Automatic Chest Compression Lukas Tool Replacement–Fire Replacement of 7 year-old automatic CPR compression machine that has reached end of recommended life expectancy. This machine provides high-quality chest compressions to circulate oxygenated blood on critical patients.</p> | \$17,561 |
| 21-03 | <p>Durable Furniture and Equipment Replacement–Schools Replacement of furniture and equipment. This includes instructional furniture in all schools and equipment for districtwide health/wellness/athletics programs.</p> | \$42,500 |
| 21-04 | <p>Energy Efficiency Measure Building Systems Retro-commissioning–Davis Development of a retro-commissioning plan at Davis School, installation inspection, performance testing and verification and documentation of deficiencies for all HVAC equipment and controls and all lighting control systems.</p> | \$66,948 |
| 21-05 | <p>Exterior Door Vestibule–Library Americans with Disabilities Act (ADA) doors replacement, and vestibule reconfiguration. A new design is needed to meet accessibility requirements, and improve energy efficiency. This will include exploring options to re-configure the entrance to maximize efficiency and minimize the energy wasted when both doors are open.</p> | \$25,000 |
| 21-06 | <p>Fire Alarm System Replacement–Library This building includes an average-density fire alarm system. The fire alarm system at the Library includes head-end equipment, pull stations at all exit doors, audio/visual strobes, visual strobes, smokes in some rooms, conduit, wire, and connections.</p> | \$35,656 |
| 21-07 | <p>Floor Scrubber Replacement–Schools System-wide floor scrubber replacements for all school buildings. The Schools have 11 auto scrubbers, and the Town has 2 auto scrubbers. The current plan is to replace each floor scrubber every 12 years.</p> | \$15,960 |
| 21-08 | <p>Flooring–Schools Replacement of school flooring (i.e., carpet, tiles, and base molding) on an as needed basis.</p> | \$55,008 |

| Project # | Project Description | Cost |
|------------------|---|-------------|
| 21-09 | Hardscape Improvements–John Glenn Middle School This project sets aside funds for maintenance of paved (hardscape) surfaces and related infrastructure on Town-owned land, including sidewalks, parking lots, access drives, and retaining walls. In FY21, the Town proposes to repave portions of the John Glenn Middle School that are not being repaved during the JGMS Improvements project. | \$558,279 |
| 21-10 | Hose Tester–Fire The Fire Hose Tester is used to test all fire hoses on an annual basis as required by National Standards and International Standards Organization. The current fire hosed tester is 13 years old, and is showing signs of reaching end of life. The pump was rebuilt after 8 years, and valves are showing signs of wear. | \$8,210 |
| 21-11 | Information Technology (IT) Plan Replacement–Schools Bedford Public Schools request funds for the necessary periodic replacement of IT equipment based on industry standards of life spans. Life spans of requested equipment range from 3-7 years. The computers, instructional technology, and infrastructure backbone are an essential and integral part of the school system on a day-to-day basis. | \$573,700 |
| 21-12 | Information Technology (IT) Equipment & Projects–Town The Town IT Equipment Plan provides for the cyclical replacement of computers, printers, network switches, servers, backup systems and other IT equipment and systems for fifteen Town departments. It follows a schedule based on the anticipated useful lifespan of the respective IT equipment and software items. | \$138,040 |
| 21-13 | Infrared Heating for Wash Bay–Department of Public Works Installation of a new spot-heat system for the wash bay at the Department of Public Works. This system will supplement the current system to provide a more focused area of heating for employees to work on equipment. | \$15,000 |
| 21-14 | Infrared Radiant Heating Main Truck Bay–Department of Public Works Installation of a new spot-heat system for the main truck storage bay at the Department of Public Works. This system will supplement the current HVAC equipment to provide a more focused area of heating for employees to work on equipment. | \$60,000 |
| 21-15 | Intercom System Replacement–High School The current intercom system, which was installed approximately 25 years ago, is being replaced. Currently, not all classrooms can hear a page. | \$140,000 |
| 21-16 | Interior Painting–Schools Classrooms, hallways, and common areas are painted on a rotating basis. | \$55,008 |

| Project # | Project Description | Cost |
|------------------|---|-------------|
| 21-17 | <p>Large Equipment Replacement–Department of Public Works The Town maintains a fleet of over 100 vehicles and pieces of equipment. This includes fifteen pieces of large construction-related equipment. In FY21 the Town proposes to dispose of one of two rubber-tired backhoes and purchase a mini-excavator and a mid-sized excavator for the same cost (\$175,000). The excavators provide a tighter turning radius for work on busy roads in order to allow better traffic flow. They also allow the Town to perform more brush clearing work in-house. Public Works is also replacing a 2010 four-wheel drive articulating sidewalk tractor with a Bombardier-style tracked sidewalk plow with blower (\$115,160).</p> | \$290,160 |
| 21-18 | <p>Program Space Modifications–Schools Space Renovations to accommodate learning and programming needs.</p> | \$42,560 |
| 21-19 | <p>Vehicle and Equipment Replacement FY21 - Vehicle and Equipment includes a BLT Van (\$60,000), 2 school vans (BHS1-Van and BHS2-Van \$60,000), 2 police Hybrid SUV (P11-SUV and P7 SUV \$104,000), 1 Bucket truck with 36' Lift (\$90,000), BD1-EV (\$45,000), 2 tow utility body trucks (\$100,000), and DPW vehicle repair lift (\$18,000).</p> | \$477,000 |
| 21-20 | <p>Video System Upgrade Theater Equipment–Schools Bedford Public Schools request funds for the final phase of the High School Theater Equipment Upgrade project. Phase 3 of the project is the modernization of the video system including projector and screen. The projector is a wall mounted digital unit with AV floor rack and laptop connection with stage digital controls.</p> | \$55,800 |
| 21-21 | <p>Wood Shingle Roofing Replacement–Job Lane House Wood shingle roofing replacement of the upper section of the back roof at the Job Lane Barn. The roof was installed in 1993, and has exceeded the life expectancy of 25 years. In the Fall of 2018, an emergency repair had to be made to the lower back section of the roof.</p> | \$18,903 |
| 21-22 | <p>Shawsheen Well Site Improvements This program proposes facility improvements to the Shawsheen wellfield site. This would include fence improvements at the wellfield, building roof, well cleaning and improvements based on the Town’s Sanitary Survey recommendations.</p> | \$87,330 |

| Project # | Project Description | Cost |
|-----------|---|-----------|
| 21-23 | <p>Stormwater Permit Requirements</p> <p>Funding for this project will allow the Town to adhere to the Environmental Protection Agency’s Phase 2 Stormwater regulations which require proper management of Stormwater discharges to reduce pollutants. The benefits of effective Stormwater management are potential reduction of flooding events, and improved water quality to natural resources by eliminating sediment in Stormwater runoff. The work that is required to be performed by the Town includes public education about phosphorus use in fertilizers, GIS mapping, and water sampling.</p> | \$137,500 |
| 21-24 | <p>Water Tank Rehabilitation</p> <p>The current request is part of a comprehensive fifteen-year plan for the three water tanks in Bedford. Ongoing water tank maintenance is critical to the water infrastructure. It affects not only water flow and pressure but also water quality.</p> | \$30,794 |
| 21-25 | <p>Sewer Pump Station Program <i>(Bond Authorization)</i></p> <p>The Town maintains 30 sewer pump stations. Collectively they pump over three million gallons of wastewater per day. In addition to regular cleaning and maintenance, periodic capital improvements are required. Typical capital items include pumps, motors, and generators, as well as general pump station enclosure maintenance. In FY21, the Town proposes to rehabilitate the entire stations at the Parker Road and Davis Road pump stations, as well as perform other minor pump stations repairs as needed.</p> | \$453,522 |
| 21-26 | <p>Water Main Improvement Project <i>(Bond Authorization)</i></p> <p>The Public Works Department will continue with the multi-year program of rehabilitating older water mains to reduce rust deposits inside cast-iron pipes. Possible sections include Hillside, Meadowbrook, Birchwood, Milldam, Sweetwater, Sherman, and Selfridge. These types of improvements are part of a regular infrastructure maintenance program. Based on the amount of lined pipe, DPW anticipates this program in its current format to be in place for approximately seven more years.</p> | \$869,500 |
| 21-27 | <p>Water Quality Improvements and SCADA <i>(Bond Authorization)</i></p> <p>This project sets aside funds to address capital issues related to water quality and SCADA (system control and data acquisition) in the Town’s water system. These often include improvements to water vaults, metering, water quality maintenance contracts, and booster chlorination locations. In FY21, the Town proposes to perform a study related to a future connection to Burlington or through Burlington to the MWRA for an additional water connection. This connection could improve water pressure and quality throughout the northeastern part of the water system. In addition, the Town will review water vault operation. Funding for this project will also allow for SCADA upgrades; addition of booster chlorination pumps at various locations for water quality improvements; water vault rehabilitation; metering equipment and other system enhancements as needed.</p> | \$200,000 |

| Project # | Project Description | Cost |
|------------|--|-------------|
| 21-28 | <p>Large Dump Truck Replacement <i>(Bond Authorization)</i></p> <p>The Town maintains a fleet of over 100 vehicles and pieces of equipment. This includes nine large dump trucks used primarily as front line vehicles for winter salting and plowing as well as for large construction projects. In FY21 the Town proposes to replace G10, which is the oldest of the large dump trucks. All equipment is being evaluated to determine the optimum retirement life. Through careful planning, an effort is made to prevent numerous items from landing in a single year and to spread replacement costs over time as evenly as possible. Equipment is also evaluated to ensure that the most cost-effective purchases are made. All Town vehicles and equipment are included in this program except large Fire Department apparatus.</p> | \$265,000 |
| 21-29 | <p>Public Safety Software <i>(Bond Authorization)</i></p> <p>Public Safety Software is vital to the operations and mission of the Town to safeguard all members of the community. The current system has been used for over twenty years. The project includes the review, purchase, and implementation of new systems to provide integrated support for Fire, Police, Dispatch, and Ambulance in all of their operations. This includes records management, emergency dispatch, reporting, communications integration, and many other components in a complex and demanding environment.</p> | \$810,000 |
| 21-30 | <p>Transportation Improvements <i>(Bond Authorization)</i></p> <p>The Great Road Streetscape Master Plan and Pedestrian/Bicycle Master Plan have identified numerous improvements to significant transportation corridors and intersections in Bedford. This project was established as an ongoing funding source for implementing these improvements. While this is done as part of some paving projects (restriping, widening/narrowing lanes), many larger projects stand on their own. This project typically funds the Town's Stantec PCI Report, neighborhood traffic calming, project design/oversight, and other minor projects.</p> | \$375,000 |
| Article 25 | <p>Police Station Addition/Renovation</p> <p><i>(Bond Authorization - \$4,100,000 & from available funds \$2,300,000)</i></p> <p>Addition and renovation to the Bedford Police Station, based on the recommendation of the 2016 space study. The Selectmen recently voted on the design option, which would provide the Police with space to meet the current needs, and future growth. The design is currently underway, and the construction project is expected to be bid in early 2020. This addition and renovation will comply with the newly adopted Energy Net Zero policy.</p> | \$6,400,000 |
| Article 26 | <p>HVAC Replacement–Bedford Free Public Library <i>(Bond Authorization)</i></p> <p>Replacement of HVAC system, and components, based on recommendations from design study in 2019. Systems were installed in 1999 and life expectancy of HVAC equipment is 20 years. This is a follow-up construction project to the feasibility study and schematic design project. The study also recommended the new design, with focus on the Town's Energy Net Zero policy.</p> | \$2,500,000 |

| Project # | Project Description | Cost |
|---|--|---------------------|
| Article 27 | Land Acquisition for a New Fire Station (<i>Bond Authorization</i>) Land acquisition for a New Fire Station at 171/175 The Great Road. | \$7,600,000 |
| Total FY2021 Recommended Capital Request | | \$22,481,739 |

The following table shows a capital expenditures historical perspective for five fiscal years based on capital requests of the various School and Town departments.

| Funding Source | Actual FY2017 | Actual FY2018 | Actual FY2019 | Actual FY2020 | Recom. FY2021 |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Tax Levy / Available Funds | \$2,363,912 | \$2,271,217 | \$2,294,181 | \$2,191,624 | \$5,053,093 |
| | <i>18.6%</i> | <i>22.6%</i> | <i>10.4%</i> | <i>13.1%</i> | <i>20.6%</i> |
| Bond Authorizations | \$6,225,375 | \$2,018,814 | \$15,769,597 | \$8,682,784 | \$15,650,000 |
| | <i>48.9%</i> | <i>20.1%</i> | <i>71.2%</i> | <i>52.1%</i> | <i>63.6%</i> |
| Community Preservation | \$1,460,759 | \$1,557,000 | \$661,528 | \$2,103,644 | \$154,050 |
| | <i>11.5%</i> | <i>15.5%</i> | <i>3.0%</i> | <i>12.6%</i> | <i>0.6%</i> |
| Water/Sewer Rates | \$95,000 | \$426,186 | \$225,000 | \$134,710 | \$255,624 |
| | <i>0.7%</i> | <i>4.2%</i> | <i>1.0%</i> | <i>0.8%</i> | <i>1.0%</i> |
| Water/Sewer Bonding | \$1,049,802 | \$2,198,330 | \$1,385,380 | \$1,694,556 | \$1,523,022 |
| | <i>8.2%</i> | <i>21.9%</i> | <i>6.3%</i> | <i>10.2%</i> | <i>6.2%</i> |
| Operating Budget & Chapter 90 | \$1,548,000 | \$1,578,960 | \$1,828,000 | \$1,869,999 | \$1,977,730 |
| | <i>12.1%</i> | <i>15.7%</i> | <i>8.2%</i> | <i>11.2%</i> | <i>8.0%</i> |
| Total funding requested | \$12,742,848 | \$10,050,507 | \$22,163,686 | \$16,677,317 | \$24,613,519 |

Capital Expenditures over the Next Five Years

As indicated above, the proposed projects for years FY2022 through FY2026 will be provided at Annual Town Meeting as a subsection to the budget summary booklet. Below are the planned amounts for each fiscal year, inclusive of all projects.

| | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| School Buildings | \$821,226 | \$246,223 | \$1,083,531 | \$1,769,842 | \$6,126,889 |
| Other School Projects | \$660,671 | \$804,179 | \$682,672 | \$511,517 | \$603,120 |
| Schools Total | \$1,481,897 | \$1,050,402 | \$1,766,203 | \$2,281,359 | \$6,730,009 |
| Fire Equipment | \$163,248 | \$105,981 | \$111,908 | \$5,665 | \$0 |
| Police Equipment | \$0 | \$0 | \$48,648 | \$18,010 | \$0 |
| Public Safety Total | \$163,248 | \$105,981 | \$160,556 | \$23,675 | \$0 |
| Heavy Fire Vehicles | \$660,104 | \$0 | \$0 | \$0 | \$331,660 |
| Heavy DPW Vehicles/Equipment | \$397,271 | \$0 | \$285,712 | \$530,450 | \$257,500 |
| Heavy Vehicle Totals | \$1,057,375 | \$0 | \$285,712 | \$530,450 | \$589,160 |
| Town Building Infrastructure | \$1,452,642 | \$303,141 | \$1,834,163 | \$5,041,099 | \$516,910 |
| Town Building Additions | \$2,191,819 | \$19,726,375 | \$0 | \$0 | \$0 |
| Facilities Total | \$3,644,461 | \$20,029,516 | \$1,834,163 | \$5,041,099 | \$516,910 |
| Water/Sewer | \$3,758,197 | \$1,623,122 | \$3,404,876 | \$2,628,397 | \$1,748,843 |
| Roads Resurfacing | \$2,138,914 | \$2,245,860 | \$2,358,153 | \$2,476,061 | \$2,599,864 |
| Vehicle & Equipment Replacement | \$358,289 | \$525,612 | \$342,642 | \$412,000 | \$360,500 |
| Other | \$3,437,911 | \$3,591,645 | \$4,280,368 | \$2,333,517 | \$1,654,354 |
| DPW Total | \$9,693,311 | \$7,986,239 | \$10,386,039 | \$7,849,975 | \$6,363,561 |
| Finance/Information Technology | \$175,321 | \$176,058 | \$168,618 | \$218,240 | \$187,473 |
| Total | \$16,215,613 | \$29,348,196 | \$14,601,291 | \$15,944,798 | \$14,387,113 |

Warrant for 2020 Annual Town Meeting

To any of the Constables of the Town of Bedford in the County of Middlesex.

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Bedford, qualified to vote at Town Meeting for the transaction of Town affairs, to meet in said Town in the Bedford High School Auditorium, Monday, March 23, 2020 at 7:00 p.m. then and there to vote upon the following articles:

**Article 1
Reports of Town Officers and Committees**

To hear and act upon the reports of Town officers and committees.

This article provides for officers and committees so instructed to report to Town Meeting their progress or recommendations.

**Article 2
Debate Rules**

To determine whether the Town will vote to 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 10:30 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

pass any vote or take any action relative thereto.

This article proposes time limitations on presentations and debate of articles before this Town Meeting.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval Recommended |
| Finance Committee: | Approval Recommended |

**Article 3
Consent Article**

To determine whether the Town will vote to:

- A. Raise and appropriate the sum of \$65,000 for an audit of Fiscal Year 2020 and related services;
- B. 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 \$24,000.00 for a single person and \$34,000.00 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 2021;

- C. 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 2021;
- D. Authorize the Selectmen, during Fiscal Year 2021, to accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests, pass any vote or take any action relative thereto.

Sections A-D of this article have been regularly voted by past Town Meetings. Section A would appropriate funds for the Fiscal Year 2020 audit.

Section B proposes that the Town accept a state law provision that permits adjustment in Fiscal Year 2021 to the eligibility age permitted, gross receipts and whole estate limits set forth in Massachusetts General Laws pertaining to an existing elderly property tax exemption. This same provision has been approved by Town Meeting each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemption to be available. If this section is not adopted, the exemptions levels would return to Fiscal Year 2003 levels. At that time, property owners could qualify for the exemptions if they were 70 years old, had income (gross receipts) not more than \$13,000 for a single person and \$15,000 combined for two married people, and had combined assets (whole estate) of not more than \$28,000 for a single person and \$30,000 combined for two married people. Under this proposed article, the income limit would be increased to \$24,000 for a single person and \$34,000 combined for two married people, and the asset limit could be increased up to \$40,000 for a single person and \$55,000 combined for two married people. These are the maximums permitted under the law allowing property tax exemptions. Persons who qualified for exemptions in Fiscal Year 2003 were eligible for a maximum exemption of \$500. If Section B is approved as written, the exemption would increase 100% resulting in a maximum exemption of \$1,000. In Fiscal Years 2004 and 2005 the exemption was increased by only 50% resulting in a maximum exemption of \$750. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2021.

Section C proposes that the Town accept a state law provision that allows for increases in all property tax exemptions currently granted by the Town. This same provision has been approved by Town Meeting for each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemptions to be available. If Section C is not adopted, the exemptions levels would return to Fiscal Year 2003 levels which at that time were as follows: Clause 17D allowed an exemption of up to \$175 for surviving spouses or minor children occupying a property; Clauses 22, 22A, 22B, 22C, 22D, and 22E allowed veterans exemptions of various types and amounts between a maximum of \$400 and \$2,500; Clause 37A allowed an exemption of up to \$500 for a blind person owning and occupying a property. Each clause has certain eligibility requirements that must be satisfied to receive the exemption and only one type of exemption can be granted for each property. If Section C is adopted, a uniform percentage increase of 100% would be applied to all of the exemptions. In Fiscal Years 2004 and 2005 the exemptions were increased by only 50%. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2021.

Section D proposes to delegate to the Selectmen on behalf of the Town to accept any and all easements for sidewalks, trails, drainage, and other utility purposes during Fiscal Year 2021. Massachusetts General Laws otherwise require that Town Meeting accept any interest in real property including easements. In the course of the year, easements on

private property are often required to implement sidewalk, trails, road, and drainage improvements. Providing the Selectmen with the authority to accept easements will expedite planning and implementation of projects.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended
Residential Tax Impact: \$0.81

**Article 4
Bills of Prior Year**

To determine whether the Town will vote to appropriate, and transfer from available funds or otherwise provide a sum of money to pay for, services rendered or goods received in a previous year; pass any vote or take any action relative thereto.

This article provides for the payment of bills that were not received in time for payment in prior fiscal years.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Recommendation to be given at Annual Town Meeting

**Article 5
General Bylaw Amendment–Revolving Funds**

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford as follows:

13.4.4.8 Tree Mitigation Revolving Fund

13.4.4.8.1 Fund Name. There shall be a separate fund called the Tree Mitigation Revolving Fund authorized for the use of the Department of Public Works.

13.4.4.8.2 Revenues. The Town Accountant shall establish the Tree Mitigation Revolving Fund as a separate account and credit to the fund all of the monies, gifts, and fees charged and received by the Department of Public Works from municipal/private development that impact the public way and municipal developments on public land.

13.4.4.8.3 Purposes and Expenditures. During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Tree Mitigation Revolving Fund for the loss or damage to trees.

13.4.4.8.4 Fiscal Years. The Tree Mitigation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2020.

This article proposes to establish a new revolving fund within the Town's General Bylaws.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Recommendation to be given at Annual Town Meeting

**Article 6
Revolving Funds Expenditure Limits**

To determine whether the Town will vote to set Fiscal Year 2021 total expenditure limitations for the Revolving Funds authorized under Article 13, Section 4 of the General Bylaws of the Town:

| Revolving Fund | Not to Exceed Expenditure Limit |
|--|--|
| Board of Library Trustees Revolving Fund | \$25,000 |
| Conservation Commission Revolving Fund | \$100,000 |
| Depot Park Revolving Fund | \$100,000 |
| Old Town Hall and Town Center Revolving Fund | \$150,000 |
| Department of Public Works Refuse and Recycling Revolving Fund | \$150,000 |
| Facilities Department Energy Revolving Fund | \$100,000 |
| Board of Health Revolving Fund | \$35,000 |
| Tree Mitigation Revolving Fund | \$50,000 |

pass any vote or take any action relative thereto.

This article would establish the Fiscal Year 2021 expenditure limits for the Town’s revolving funds as authorized under Article 13, Section 4 of the General Bylaws of the Town.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Recommendation to be given at Annual Town Meeting

**Article 7
Community Preservation Budget–Fiscal Year 2021**

To determine whether the Town will vote to appropriate the sum of \$1,973,115, or any other sum, to act upon the recommendations of the Community Preservation Committee by appropriating or reserving the following amounts for Fiscal Year 2021 Community Preservation purposes with each item considered a separate appropriation; and to determine whether such sums shall be appropriated from Fiscal Year 2021 Community Preservation Fund Revenues or the current Community Preservation Fund Balance or Reserves, borrowed, or by any combination of these methods:

| FY2021 APPROPRIATIONS | FY2021 Funds |
|---------------------------------|-------------------------|
| 1 Administrative | \$10,000 |
| 2 Affordable Housing Consultant | \$30,000 |

| | | |
|----|--|--------------------|
| 3 | Bond Payment – Town Center | \$131,950 |
| 4 | Bond Payment – 350A Concord Road | \$394,063 |
| 5 | Bond Payment – Town Hall MEP Project | \$98,600 |
| 6 | Bond Payment – Liljegren Way/Mudge Way Athletic Fields | \$120,500 |
| 7 | Bond Payment – Bedford Village | \$185,340 |
| 8 | Bond Payment – Fawn Lake | \$233,557 |
| 9 | Bedford Housing Authority Life Management Program | \$35,505 |
| 10 | Old Town Hall Renovation and Rehabilitation | \$159,550 |
| 11 | Hartwell Town Forest Boardwalk | \$420,000 |
| 12 | Skate Park | \$18,000 |
| 13 | Springs Brook Park Water Capital | \$36,050 |
| 14 | Town/School Grounds Rehabilitation | \$100,000 |
| | TOTAL | \$1,973,115 |

pass any vote or take any action relative thereto.

This article proposes projects and reserves recommended by the Community Preservation Committee for FY2021 under Bedford's Community Preservation Act (CPA) accepted by the Town in March 2001. Descriptions of the proposed items follow:

- 1. Administrative:** *Administrative expenses for legal and clerical costs are included in this item.*
- 2. Regional Housing Services Office Annual Contract for Consulting Services:** *This appropriation is the yearly request for funds 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, our current level of affordable housing stock. Any funds not used can be applied towards the RHSO contract for FY22.*
- 3. Town Center North Wing Project Bond Payment:** *Funding would provide the necessary payment during FY21 for the bonded cost of the previously approved restoration project.*
- 4. 350A Concord Road Bond Payment:** *Funding would provide the necessary payment during FY21 for the bonded cost of the previously approved purchase of land.*
- 5. Town Hall MEP Project Bond Payment:** *Funding would provide the necessary payment during FY21 for the bonded cost of the previously approved mechanical, electrical and plumbing project for Town Hall.*
- 6. Liljegren Way/Mudge Way Athletic Fields Bond Payment:** *Funding would provide the necessary payment during FY21 for the bonded cost for the construction of the Liljegren Way/Mudge Way Athletic Fields.*
- 7. Bedford Village Bond Payment:** *Funding would provide the necessary payment during FY21 for the bonded cost of the previously approved preservation of affordable housing project.*

8. **Fawn Lake Bond Payment:** Funding would provide the necessary payment during FY21 for the bonded cost for the Fawn Lake Dredging and Dam Replacement Project.
9. **Bedford Housing Authority Life Management Program:** This 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.
10. **Old Town Hall Renovations:** This project proposes a second phase of funding to provide for renovation and rehabilitation to the space necessary for a Bedford Historical Museum on two floors of the Old Town Hall. This funding is contingent upon Selectmen approval for a future plan for shared space between the Bedford Historical Society and Bedford Cable Access Television.
11. **Hartwell Town Forest Boardwalk:** This project proposes design, permitting, and construction of an elevated boardwalk inside the Hartwell Town Forest, in order to connect the northern and southern trail system.
12. **Skate Park:** This project is for additional funds to restore elements of the skate park, based on the most recent evaluation in September 2019. There are some safety features that are deteriorating and need to be included in the current project. The first set of high-priority improvements were completed in late November 2019.
13. **Springs Brook Park Water Capital:** In FY2019 the Selectmen and Recreation Commission decided to continue programs at Springs Brook Park at the levels from FY18 while minimizing large capital investments. Smaller capital improvements have been requested for each year of the six-year plan; these funds would go toward replacing the pond apron.
14. **Town/School Grounds Rehabilitation:** This project provides funds to maintain non-hardscape Town assets on public land, including athletic fields, landscaped areas, fencing, courts, and irrigation. These types of improvements are part of a regular infrastructure maintenance program. This request is to annually fund an allotment of money to maintain the infrastructure of the athletic fields and landscaped areas which include re-sodding, fencing, court refurbishment, irrigation, shrubbery and other miscellaneous items. FY2021 has proposed to address superficial concerns for the multi-purpose field at the Middle School (H Field).

RECOMMENDATIONS

| | |
|-----------------------------------|---|
| Selectmen: | Approval Recommended |
| Finance Committee: | Recommendation to be given at Annual Town Meeting |
| Community Preservation Committee: | Recommendation to be given at Annual Town Meeting |

Article 8 Bylaw Amendment–Universal Changes

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford as follows:

- Add Oxford commas where needed.
- Make Bylaws gender neutral and change Selectmen to Select Board to be consistent with the Charter change.
- Capitalize “T” in Town.
- Hyphenate terms for office, i.e., “three-year.”
- Spell out number of members, as in “five” or “two.”

The proposed amendment would make changes of form involving capitalization and punctuation, and eliminate the use of gender-specific pronouns. These changes reflect the same changes that were made to the Charter at Special Town Meeting in November 2019. They will be applied throughout the Bylaws, in each instance, where needed.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

Article 9 General Bylaw Amendment–Article 1, General

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 1, General as follows:

Current text:

In construing these Bylaws, the following words shall have the meanings listed below unless an alternate definition is given in an article.

- (a) The word “Operator” shall mean the person having charge or control of a vehicle.
- (b) The word “Person” shall mean individual, firm, company, association, society, corporation, partnership, group, or any political subdivision of the Commonwealth.
- (c) The word “Private way” shall mean the area within a roadway layout which has not been accepted by an official Town Meeting vote.
- (d) The words “Public building” shall include all buildings belonging to or under control of the Town or any of its departments.
- (e) The words “Public place” shall include all commons, parks, playgrounds, and public lands belonging to or under the control of the Town, or any of its departments, and those portions of public squares and places which do not form traveled parts of public ways.
- (f) The word “Public way” shall mean the area within the roadway layout which has been accepted by an official Town Meeting vote.
- (g) The word “Sidewalk” shall include the constructed walkway, or the area along a street which has been routinely used for foot travel.
- (h) The word “Street” shall include the area within the roadway layout normally used for vehicular travel.
- (i) The words “Town officer” or “office” shall include all Town officers, whether elected or appointed, serving as a member of any board, commission, committee, or other position.
- (j) The word “Vehicle” shall mean anything constructed and designed to be propelled by power other than muscular power but shall exclude motorized wheel chairs.
- (k) The word “Voter” shall mean a duly registered voter of this Town.

Proposed Text:

In construing these Bylaws, the following words shall have the meanings listed below unless an alternate definition is given in an article.

1.6.1 “Acts” shall mean the Acts of the Massachusetts Legislature.

1.6.2 “M.G.L.” shall mean the Massachusetts General Laws. Ch. shall indicate the chapter of the law and Sec. shall indicate the section of the chapter.

1.6.3 ~~The word~~ “Operator” shall mean the person having charge or control of a vehicle.

1.6.4 ~~The word~~ “Person” shall mean individual, firm, company, association, society, corporation, partnership, group, or any political subdivision of the Commonwealth.

- 1.6.5 ~~The words~~ “Private way” shall mean the area within a roadway layout which has not been accepted by an official Town Meeting vote.
- 1.6.6 ~~The words~~ “Public building” shall include all buildings belonging to or under control of the Town or any of its departments.
- 1.6.7 ~~The words~~ “Public place” shall include all commons, parks, playgrounds, and public lands belonging to or under the control of the Town, or any of its departments, and those portions of public squares and places which do not form traveled parts of public ways.
- 1.6.8 ~~The words~~ “Public way” shall mean the area within the roadway layout which has been accepted by an official Town Meeting vote.
- 1.6.9 ~~The word~~ “Sidewalk” shall include the constructed walkway, or the area along a street which has been routinely used for foot travel.
- 1.6.10 ~~The word~~ “Street” shall include the area within the roadway layout normally used for vehicular travel.
- 1.6.11 ~~The words~~ “Town officer” or “office” shall include all Town officers, whether elected or appointed, serving as a member of any board, commission, committee, or other position.
- 1.6.12 ~~The word~~ “Vehicle” shall mean anything constructed and designed to be propelled by power other than muscular power but shall exclude motorized wheel chairs.
- 1.6.13 ~~The word~~ “Voter” shall mean a duly registered voter of this Town.

This proposed amendment would add two new definitions, alphabetize the list, add numbering and strike “The word” from the beginning of each definition.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval Recommended |
| Finance Committee: | Approval Recommended |

Article 10 General Bylaw Amendment—Article 2, Town Elections

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 2, Town Elections as follows:

Current text:

2.3 Nomination process

Candidates for local office shall be nominated either by circulating nomination papers available from the Town Clerk, or by participation and nomination at the Annual Town Caucus.

Proposed text:

2.3 Nomination process

Candidates for local office shall be nominated either by circulating nomination papers available from the Town Clerk, or by participation and nomination at the annual Town Caucus.

Current text:

2.4 Citizen’s Caucus

The Selectmen shall call a Town citizen's Caucus for the selection of nominees for various elective offices of the Town. The Caucus shall be held at least seven days before the date that nomination papers must be submitted for signature certification.

The first order of business of the Caucus shall be the selection of a presiding officer and secretary. The presiding officer shall outline the rules of the Caucus, which may be amended by vote of the Caucus. The Caucus shall receive nominations from the floor for each office. A person must be present at the Caucus to be nominated. The two candidates for each position that receive the highest number of votes shall be declared nominated, providing that any nominee receives at least a minimum vote of eight percent of the caucus members voting. Following written acceptance names of the Caucus nominees shall appear on the ballot without further requirements. Caucus nominees shall be designated as such on the ballot.

Proposed text:

2.4 Town Citizen's Caucus

The Selectmen shall call a Town ~~citizen's~~ Caucus for the selection of nominees for various elective offices of the Town. The Caucus shall be held at least seven days before the date that nomination papers must be submitted for signature certification. The first order of business of the Caucus shall be the selection of a presiding officer and secretary. The presiding officer shall outline the rules of the Caucus, which may be amended by vote of the Caucus. The Caucus shall receive nominations from the floor for each office. A person must be present at the Caucus to be nominated. The two candidates for each position that receive the highest number of votes shall be declared nominated, providing that any nominee receives at least a minimum vote of eight percent of the caucus members voting. Following written acceptance names of the Caucus nominees shall appear on the ballot without further requirements. Caucus nominees shall be designated as such on the ballot.

These proposed amendments would make changes of form involving capitalization and standardize the name of the Town Caucus.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval Recommended |
| Finance Committee: | Approval Recommended |

Article 11

General Bylaw Amendment—Article 3, Town Meeting

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 3, Town Meeting as follows:

Current text:

3.5 Limited to registered voters

The attendance at any Town meeting shall be restricted to registered voters accounted for by the Town Clerk's check list, and the Moderator shall have the privilege of admitting and seating non-voters.

Proposed text:

3.5 Limited to registered voters

The attendance at any Town meeting shall be restricted to registered voters accounted for by the Town Clerk's check list. ~~and~~ The Moderator shall have the privilege of admitting and seating non-voters.

This proposed amendment would make a punctuation change to emphasize the separate duties of Town Clerk and Moderator regarding attendance at Town Meeting.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

Article 12

General Bylaw Amendment–Article 4, Town Meeting Procedure

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 4, Town Meeting Procedure as follows:

Current text:

Article 4.2.4.2 Reconsider or rescind

Reconsideration requests reopening of debate on a motion previously voted on while rescission overturns a previous affirmative vote and defeats the motion involved. May be debatable but it is not amendable.

Proposed text:

Article 4.2.4.2 Reconsider or rescind

Reconsideration is a request to reopen debate on a motion previously voted. ~~while~~ Rescission overturns a previous affirmative vote, and defeats the motion involved. ~~May be Both are~~ debatable, but ~~it is~~ not amendable.

This proposed amendment clarifies the difference between reconsideration and rescission of a previously voted motion.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

Article 13

General Bylaw Amendment–Article 5, Officers of the Town

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 5, Officers of the Town as follows:

Current text:

5.4 Vacancies in elected offices

According to with M.G.L. Ch. 41, Sec. 11, if there is a vacancy in an elected committee or board consisting of two or more members, other than the office of Selectman, the remaining members shall give written notice of the vacancy to the Selectmen and Town Clerk within 30 days. The Selectmen and the remaining member or members of such board shall jointly fill the vacancy by a roll call vote. The Selectmen shall fill the vacancy if the notice is not given within the 30 days specified above. The Selectmen shall give notice of the vacancy 14 days before the planned appointment. The vote of a majority of the officers entitled to vote shall be necessary for this appointment. If a Town Election is scheduled within 120 days, these officers have the discretion to defer to the Town Election. The person appointed shall perform the duties of the office until the next Annual Election or until another person is

qualified. The Selectmen shall give written notice of the new appointment to the Town Clerk within seven days

Proposed text:

5.4 Vacancies in elected offices except Select Board

In accordance with M.G.L. Ch. 41, Sec. 11, if there is a vacancy in an elected committee or board consisting of two or more members, other than the office of Select **Board**, the remaining members shall give written notice of the vacancy to the Select **Board** and Town Clerk within 30 days. The Select **Board** and the remaining member or members of such board shall jointly fill the vacancy by a roll call vote. The Select Board shall fill the vacancy if the notice is not given within the 30 days specified above. The Select **Board** shall give notice of the vacancy 14 days before the planned appointment. The vote of a majority of the officers entitled to vote shall be necessary for this appointment. If a Town Election is scheduled within 120 days, these officers have the discretion to defer to the Town Election. The person appointed shall perform the duties of the office until the next Annual Election or until another person is qualified **by taking the oath of office**. The Select **Board** shall give written notice of the new appointment to the Town Clerk within seven days

Proposed New Section

5.5 Vacancies in Select Board

In accordance with M.G.L. Ch.41, Sec. 10, if there is a failure to elect or a vacancy occurs in the office of the Select Board, the remaining Select Board members or member may call a special election to fill the vacancy and shall call such election upon the request in writing of two hundred registered voters of the Town, or twenty per cent of the total number of registered voters of the Town, whichever number is the lesser; provided, that such request is filed with them not less than one hundred days prior to the date of the next annual election.

This proposed amendment clarifies the method of being “qualified” for office, and adds a new section that defines the process for filling a vacancy on the Select Board in accordance with Massachusetts General Law.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

Article 14

General Bylaw Amendment–Article 6, Board of Assessors

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 6, Board of Assessors, as follows:

6.2 Membership

Current text:

The Board of Assessors shall consist of three members, each to be elected for a term of three years at the annual Town election.

Proposed text:

The Board of Assessors shall consist of three members, each to be elected for a term of three years

at the annual Town election. **Assessors are subject to the oath prescribed by M.G.L. Ch. 41, Sec. 29.**

6.4 Responsibility

Current text:

The duties of the Board of Assessors are outlined in M.G.L. Ch. 41 §24. The duties shall include, but not be limited to, assessment of all real and personal property for tax purposes, administration of motor vehicle excise taxes, maintenance of all records relating to ownership or legal status of all property within the Town, preparation of the recommendations for the tax classification distribution to be set by the Selectmen, calculations for the tax rate certification by the State Department of Revenue, and determination of filing dates for the receipt of Community Preservation Act exemption applications.

Proposed text:

The duties of the Board of Assessors are outlined in M.G.L. Ch. 41 Sec. 24 to Sec. 30B, M.G.L. Ch. 59, and M.G.L. Ch. 40 Sec. 56.

The duties of the Board of Assessors shall include, but not be limited to:

- 6.4.1 The assessment of all real and personal property for tax purposes by review and approval of the required inputs to the Massachusetts Department of Revenue Certification and Revaluation processes**
- 6.4.2 The review and approval of motor vehicle excise taxes**
- 6.4.3 The review and approval of Tax Commitments**
- 6.4.4 The review and approval of the resolution of all property and motor vehicle excise tax abatement requests**
- 6.4.5 The review and approval of the resolution of all tax exemption requests**
- 6.4.6 The presentation of an annual Tax Classification recommendation to the Select Board**
- 6.4.7 The review and setting of the Overlay Reserve and approval of any disbursement from the Overlay Reserve**
- 6.4.8 The review and approval of appointment and removal recommendations by the Town Manager for the position of Town Assessor**
- 6.4.9 The provision of support to the Town Manager in the supervision of the Assessing Department**

This proposed amendment would change the format for and replaces the former paragraph describing the responsibilities of the Assessors to be consistent with the Town Charter amendment voted at Special Town Meeting, November 2019.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval Recommended |
| Finance Committee: | Approval Recommended |

Article 15
General Bylaw Amendment–Article 7, Board of Health

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 7, Board of Health as follows:

7.6 Noncriminal Method of Disposition

Current text:

The Board of Health may use noncriminal method of disposition for any violation of the Bedford Board of Health Regulations Governing Restrictions on Use, Sale and Distribution of Tobacco, as provided in Massachusetts General Laws, Chapter 40, Section 21D.

The Board of Health and/or its duly appointed agent(s) are hereby designated as officer(s) charged with enforcement authority of said regulations.

A.) Restrictions on Use(s) of Tobacco

Fine Schedule for Tobacco Use Restrictions:

- 1.) \$20 per violation for a person who smokes in a public place.
- 2.) \$200 per day a violation continues for any proprietor(s) or other person(s) in charge of public place or workplace who fail(s) to comply.

B.) Prohibition on Tobacco Sales to Minors

Fine Schedule for Sales to Minors:

- 1.) \$100 for the first offense,
- 2.) \$200 for the second offense, and
- 3.) \$300 for any subsequent offense.

C.) Required Posting of State Law

Fine Schedule for Failure to Post:

- 1.) \$50 for each day the violation continues and
- 2.) \$10 fine for anyone unlawfully removing signage.

D.) Prohibition of Self-Service Displays of Tobacco Products, Free Distribution/Sampling of Tobacco Products, Reduced Pricing of Tobacco Products, Vending Machines Containing Tobacco Products, Requirements for Sales Personnel, and Restrictions on Packaging of Tobacco Products.

Fine Schedule for Self-Service Displays, Free Distribution/Sampling, Reduced Pricing, Vending Machines, Sales Personnel and Packaging:

- 1.) \$100 for each day the violation continues.

E.) Requirement for Tobacco Sales Permits

Fine Schedule for Permits:

- 1.) \$100 for selling tobacco products at retail without a valid Tobacco Sales Permit. If such violation is not corrected within seven (7) days of notification, the fine shall be \$100 for each subsequent day the violation continues.

F.) Prohibition on Student/Faculty/Staff Use(s) of Tobacco in Bedford Schools, on Bedford School grounds, at school sponsored activities and in vehicles used in the transportation of students.

Fine Schedule for Tobacco Use Restrictions:

- 1.) \$ 50 fine for the first offense.
- 2.) \$100 fine for the second offense.
- 3.) \$100 fine for the third offense and any subsequent offense.

Proposed text:

The Board of Health may use noncriminal method of disposition for any violation of the Bedford Board of Health Regulations ~~Governing Restrictions on Use, Sale and Distribution of Tobacco~~ **Prohibiting Smoking in Workplaces and Public Places and Regulations Restricting the Sale of Tobacco Products**, as provided in M.G.L., Ch. 40, Sec. 21D.

The Board of Health and/or its duly appointed agent(s) are hereby designated as officer(s) charged with enforcement authority of said regulations.

Proposed New Section. Replaces Sections A-E in current text including the fine schedule:

**7.6.1 Fine Schedule for Violations of Bedford Board of Health Regulations
Prohibiting Smoking in Workplaces and Public Places**

7.6.1.1 \$100 per violation for a person who smokes in an enclosed workplace or one of the following locations:

- a. Mobile food units
- b. A fifteen-foot (15') buffer zone of an entranceway to an enclosed workplace in a public building, including municipal buildings, vehicles, and an entranceway accessible to the public, except that this shall not apply to a smoker transiting through such fifteen-foot area nor to a smoker approaching an entranceway with the intention of extinguishing a tobacco product
- c. Automobile repair and maintenance establishments
- d. Bed and Breakfast, Hotel, and Motel Rooms
- e. Membership Associations
- f. Nursing Homes
- g. Free Standing Kiosks
- h. Smoking Bars
- i. Retail Tobacco Stores
- j. Public Transportation, Bus, and Taxi Waiting Areas
- k. Clubs or rooms when used for public meetings
- l. Outdoor spaces that have a structure capable of being enclosed by walls or covers, regardless of the materials or the removable nature of the walls or covers. The space will be considered enclosed, when the walls or covers are in place. All outdoor spaces shall be physically separated from an enclosed work space. If the windows, sliding or folding windows or doors, or other fenestrations are opened or otherwise do not prevent the migration of smoking into the work space, the outdoor space shall be considered an extension of the enclosed work space and, therefore, subject to this section
- m. Theatrical performances upon a stage or in the course of a professional film production unless permission has been obtained from the Bedford Board of Health

- n. Town-owned recreation areas/land including swimming areas, Springs Brook Park, recreational playgrounds, and athletic fields.

7.6.1.2 An owner, manager, or other person in control of a building, vehicle, or vessel who violates the Bedford Board of Health Regulations Prohibiting Smoking in Workplaces and Public Places, in a manner other than by smoking in a place where smoking is prohibited, shall be punished by a fine of:

- \$100 for the first violation;
- \$200 for a second violation occurring within two (2) years of the date of the first offense; and
- \$300 for a third or subsequent violation occurring within two (2) years of the second violation.

7.6.2 Fine Schedule for Violations of the Bedford Board of Health Regulations Restricting the Sale of Tobacco Products by a licensed establishment, permit holder, and/or his or her business agent

7.6.2.1 In the case of a first violation, a fine of three hundred dollars (\$300.00) and the Tobacco Product Sales Permit shall be suspended for fourteen (14) consecutive business days.

7.6.2.2 In the case of a second violation within thirty-six (36) months of the date of the current violation, a fine of three hundred dollars (\$300.00) and the Tobacco Product Sales Permit shall be suspended for thirty (30) consecutive business days.

7.6.2.3 In the case of three or more violations within a thirty-six (36) month period, a fine of three hundred dollars (\$300.00) and the Tobacco Product Sales Permit shall be suspended for sixty (60) consecutive business days.

7.6.2.4 In the case of four violations or repeated, egregious violations of this regulation within a thirty-six (36) month period, the Board of Health shall hold a hearing in accordance with subsection 4 of this Regulation and may permanently revoke a Tobacco Product Sales Permit.

This proposed amendment would replace the outdated Fine Schedule and is in keeping with the current Fine Schedule for Board of Health regulations regarding Smoking in Workplaces and Public Places. These regulations pertain to smoking of all tobacco products.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

Article 16
General Bylaw Amendment–Article 8, Bedford Housing Authority

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 8, Bedford Housing Authority as follows:

Current text:

8.1 Authority

The Housing Authority is established under M.G.L. Chapter 121B.

8.2 Membership

The Authority shall consist of five members, one appointed by the Commonwealth, and four elected for five-year terms at the annual Town election.

8.3. Purpose

The Authority shall provide affordable, subsidized rental housing for people of low income.

8.4 Responsibilities

The Authority shall administer various state sponsored programs, such as those provided in M.G.L. Ch. 121B sections. 38-40 (Elderly and Handicapped Housing) and M.G.L. Chapter 121B sections 34-37 (Veterans/Family Housing.) Other responsibilities include the administration of various rental assistance programs.

Proposed text:

8.1 Authority

The Housing Authority is established under M.G.L. **Ch. 121B, Sec. 3.**

8.2 Membership

The Authority shall consist of five members, one appointed by the **Governor of the Commonwealth**, and four elected for five-year terms at the ~~annual~~ **Annual Town Election** election.

8.3. Purpose

The Authority shall provide affordable, subsidized rental housing for people of low **and moderate** income.

8.4 Responsibilities

The Authority shall administer various state sponsored programs, such as those provided in M.G.L. Ch. 121B Sec. ~~38-40 (Elderly and Handicapped Housing)~~ and M.G.L. Ch. 121B sections ~~34-37 (Veterans/Family Housing)~~ **34-37 (Veterans and Family Housing), Sec. 38-40 (Elderly and Handicapped Housing) and Ch. 689 of the Acts of 1974, as amended (Special Needs Housing).** Other responsibilities include the administration of various rental assistance programs.

This proposed amendment would correct the M.G.L., citations and add several new citations that add to the responsibilities of the Housing Authority.

RECOMMENDATIONS

Selectmen:

Approval Recommended

Finance Committee:

Approval Recommended

Article 17
General Bylaw Amendment–Article 13, Finances

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 13, Finances as follows:

Current text:

13.3 Annual Audit

Subject to an appropriation, the Selectmen shall contract with a Certified Public Accountant to perform an audit of the Town's records for the previous fiscal year.

Proposed New text:

13.3 Audit

~~Subject to an appropriation~~ **As required by M.G.L. Ch. 44, Sec. 35**, the Select **Board** shall contract with a Certified Public Accountant to perform an audit of the Town's records for the previous fiscal year.

Current text:

13.4.4.5 Department of Public Works Refuse and Recycling Revolving Fund

13.4.4.5.3 Purposes and Expenditures. During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Department of Public Works Refuse and Recycling Revolving Fund for any expenses related to said refuse collection and recycling program, including collection and disposal costs, the purchase of refuse carts, recycling bins, and compost bins, educational mailings, and postage.

Proposed text:

13.4.4.5.3 Purposes and Expenditures. During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Department of Public Works Refuse and Recycling Revolving Fund for any expenses related to said refuse collection and recycling program, including collection and disposal costs, the purchase of refuse carts, recycling bins and compost bins, educational mailings, and postage **and the development and delivery of educational materials.**

Current text:

13.4.4.7 Board of Health Revolving Fund

13.4.4.7.1 Fund Name. There shall be a separate fund called the Board of Health Revolving Fund authorized for the use of the Board of Health.

13.4.4.7.2 Revenues. The Town Accountant shall establish the Board of Health Revolving Fund as a separate account and credit to the fund all of the monies, gifts, and fees charged and received by the Board of Health from public health programs, such as clinics sponsored by the Board of Health.

13.4.4.7.3 Purposes and Expenditures. During each fiscal year, the Board of Health may incur liabilities against and spend monies from the Board of Health Revolving Fund for public health programs by the Board of Health (including sponsored clinics) and related programs, such as medical services.

13.4.4.7.4 Fiscal Years. The Board of Health Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

Proposed text:

13.4.4.7 ~~Board of Health~~ Public Health Programs Revolving Fund

13.4.4.7.1 Fund Name. There shall be a separate fund called the ~~Board of Health~~ **Public Health Programs Revolving Fund** authorized for the use of the Board of Health.

13.4.4.7.2 Revenues. The Town Accountant shall establish the ~~Board of Health~~ **Public Health Programs Revolving Fund** as a separate account and credit to the fund all of the monies, gifts, and fees charged and received by the Board of Health from public health programs, such as clinics sponsored by the Board of Health.

13.4.4.7.3 Purposes and Expenditures. During each fiscal year, the Board of Health may incur liabilities against and spend monies from the ~~Board of Health~~ **Public Health Programs Revolving Fund** for public health programs by the Board of Health (including sponsored clinics) and related programs, such as medical services.

13.4.4.7.4 Fiscal Years. The ~~Board of Health~~ **Public Health Programs Revolving Fund** shall operate for fiscal years that begin on or after July 1, 2017.

This proposed amendment would correct the Bylaw to state that an annual audit is required under Massachusetts General Law, update the Public Works Revolving Fund to match current educational methods, and change name of the Board of Health Revolving Fund to match the name of the fund in the Accounting System, as required by the state Department of Revenue.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval Recommended |
| Finance Committee: | Approval Recommended |

Article 18

General Bylaw Amendment–Article 20, Historic District Commission

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 20, Historic District Commission as follows:

Current text:

20.1 Authority

The Historic District Commission shall be constituted as set forth in the Charter. Its authority is provided under Chapter 118 of the Acts of 1964 and subsequent amendments which established the Historic District.

20.2 Membership

The Historic District Commission shall consist of 5 members and 2 alternate members appointed by the Selectmen to fill three-year terms.

20.3 Purpose

The purpose of the Commission is to administer and to enforce the provisions of the special legislation.

20.4 Responsibilities

The Commission shall ensure that no building or structure within the Historic District is erected, changed as to exterior color features, demolished or removed without the approval

of the Commission and that no sign is installed or landscaping undertaken in the Historic District which is subject to view from a public way without the approval of the Commission.

Proposed text:

20.1 Authority

The Historic District Commission shall be constituted as set forth in the Charter. Its authority is provided under Chapter 118 of the Acts of 1964, **as amended by Chapter 180 of the Acts of 1979 and Chapter 154 of the Acts of 1987**, and any subsequent amendments which established the Historic District.

20.2 Membership

The Historic District **Commission shall consist of five members and two alternate members** appointed by the Select **Board** to fill three-year terms.

20.3 Purpose

The purpose of the Commission is to administer and enforce the provisions of the Special ~~legislation~~ **Act, as amended.**

20.4 Responsibilities

The Commission shall ensure that no building or structure within the Historic District is erected, changed as to exterior color features, demolished or removed without the approval of the Commission and that no sign is installed or landscaping undertaken in the Historic District which is subject to view from a public way without the approval of the Commission. **The Commission’s powers, functions, and duties are set out in full in the Special Act, as amended.**

This proposed amendment would provide the full citations for the enabling authority for the Commission and specify that the Commissions full responsibilities are set out in its enabling Acts.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

Article 19

General Bylaw Amendment–Article 21, Zoning Board of Appeals

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 21, Zoning Board of Appeals as follows:

Current text:

21.1 Authority

The Zoning Board of Appeals is established under M.G.L. Ch. 40A, §§ 8 & 9.

Proposed text:

21.1 Authority

The **organization, function, powers, and duties of the** Zoning Board of Appeals **are** established under M.G.L. Ch. 40A, ~~§§ 8 & 9~~ **Sec. 12 and 14 and other applicable sections.**

Current text:

21.3 Responsibility

The Board shall hold public hearings to consider petitions for a variance or special permits and public hearings on appeals brought to the board by anyone aggrieved by a decision of the Zoning Enforcement Officer or the Inspector of Buildings.

Proposed text:

21.3 Responsibility

The Board shall hold public hearings to consider petitions for **variances** or special permits and public hearings on appeals brought to the Board by anyone aggrieved by a decision of the Zoning Enforcement Officer or the Inspector of Buildings.

This proposed amendment would make several minor grammatical corrections and correct the Chapter and Section in the citation of Massachusetts General Law.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

**Article 20
General Bylaw Amendment—Article 29, Historic Preservation Commission**

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 29, Historic Preservation Commission as follows:

Current text:

29.1 Authority

The Historic Preservation Commission (formerly Historical Commission) shall be constituted as set forth in the Charter. It was established by adoption of M.G.L. Ch. 40, §§ 8D (1971 ATM).

Proposed text:

29.1 Authority

The Historic Preservation Commission (formerly Historical Commission) shall be constituted as set forth in the Charter. It was established by adoption of M.G.L. Ch. 40, **Sec. 8D.** ~~(1971 ATM).~~

Current text

29.4 Responsibilities

Responsibilities of the Commission are to:

- (a) Conduct research on places of historic, architectural or archaeological value
- (b) Cooperate with the state archaeologist in conducting research and surveys
- (c) Seek to coordinate the activities of other historic preservation groups organized for similar purposes
- (d) Compile and maintain an inventory of buildings, areas; and sites of architectural, historical, and archaeological importance
- (e) Recommend the acquisition or acceptance in the name of the Town of Bedford of real or personal property of significant historical value and manage the same, subject to approval of the Selectmen and a Town Meeting vote for the purchase or lease of real property

(f) Submit opinions and recommendations to other town boards and committees on topics of architectural and historical concern and act as a clearing house for preservation information.

Proposed text:

29.4 Responsibilities

Responsibilities of the Commission are to:

29.4.1 Conduct research on places of historic, architectural or archaeological value.

29.4.2 Cooperate with the state archaeologist's **research and coordinate activities with other historic preservation groups.**

29.4.3 Compile and maintain an inventory of buildings, areas, and sites of architectural, historical, and archaeological importance.

29.4.4 Recommend the acquisition or acceptance ~~in the name of the Town of Bedford~~ **by the Town** of real or personal property of significant historical value, **or permanent preservation deed restrictions on historic structures outside the Bedford Historic District**, and manage the same, subject to approval of the Select **Board** and a Town Meeting ~~vote for the purchase or lease of real property.~~

29.4.5 **Manage the Job Lane House and property.**

29.4.6 **Administer Article 57, the Demolition Delay Bylaw.**

29.4.7 **Assist in the administration of Article 56, Tax Deferral for Renovated Historic Properties.**

This proposed amendment would make several minor grammatical corrections and update the responsibilities to reflect the current duties of the Commission.

RECOMMENDATIONS

Selectmen:

Approval Recommended

Finance Committee:

Approval Recommended

Article 21

General Bylaw Amendment–Article 49, Control and Management of Hazardous Materials

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 49, Control and Management of Hazardous Materials as follows:

Current text:

CONTROL AND MANAGEMENT OF HAZAROUDS MATERIALS

Proposed text:

CONTROL AND MANAGEMENT OF **HAZARDOUS** MATERIALS

Current text:

49.3.1 Contingency Plan

49.3.1.1 The responsible party shall have a contingency plan for each facility. A statement of environmental policy signed by the responsible party shall be included indicating management's intent and resolve to prevent and minimize unsafe handling and accidental spillage of hazardous materials.

Proposed Text:

Add the following sentence:

This plan shall be reviewed, updated, as necessary, and submitted to the Board annually in a format prescribed by the Board.

Delete section 49.3.1.4:

~~49.3.1.4 If the responsible party has, prior to the effective date of this bylaw, prepared a plan concerning Spill Prevention, Control, and Countermeasures (SPCC) or some other emergency or contingency plan, the responsible party need only add to that plan whatever is necessary to comply with the requirements of this Bylaw.~~

Current Text:

49.3.3 Annual Review of Contingency Plan and Training Plan

The contingency and training plans shall be reviewed by the Responsible Party and the Board on an annual basis, utilizing a form supplied by the Board, and the plans shall be amended if necessary, whenever:

49.3.3.1 A plan is to be voluntarily revised by the responsible party;

49.3.3.2 The plan fails in an emergency;

49.3.3.3 The list of emergency coordinators changes;

49.3.3.4 The list of hazardous materials, estimated volumes of hazardous materials, or the list of emergency equipment changes;

49.3.3.5 There is any change in the operation or maintenance of the facility;

49.3.3.6 There occurs any other circumstance which indicates the need for a change;

49.3.3.7 Upon request of the Board.

Proposed text:

49.3.3 Annual Review of Contingency Plan and Training Plan

The contingency and training plans shall be reviewed by the Responsible Party **and submitted** to the Board on an annual basis ~~utilizing a form supplied by the Board,~~ **shall include any updates or amendments, and shall be accompanied by a registration form supplied by the Board. Additionally,** the plans shall be amended, if necessary, whenever:

49.3.3.1 A plan is to be voluntarily revised by the responsible party;

49.3.3.2 The plan fails in an emergency;

49.3.3.3 The list of emergency coordinators changes;

49.3.3.4 The list of hazardous materials, estimated volumes of hazardous materials, or the list of emergency equipment changes;

49.3.3.5 There is any change in the operation or maintenance of the facility;

49.3.3.6 There occurs any other circumstance which indicates the need for a change;

49.3.3.7 Upon request of the Board.

Current Text:

49.4 Compliance Procedures

49.4.1 Application and Renewal Requirements: Responsible Parties shall submit a letter to the Board requesting a COC and shall adhere to the following procedures:

49.4.1.1 Five copies of the required initial Contingency Plan and five copies of a detailed outline of the required initial Training Plan shall be provided by the applicant.

A complete Training Plan shall be provided upon request of the Board at the time of initial compliance or any renewal.

Proposed text:

49.4 Compliance Procedures

49.4.1 Application and Renewal Requirements: Responsible Parties shall submit a letter to the Board requesting a COC and shall adhere to the following procedures:

49.4.1.1 Submit two plans to the Board in an electronic format via an approved means or portal. One of the plans shall be considered for the Board: the file shall be titled “Company name-address-BOH” and shall contain: a title page, table of contents, eight prescribed chapters and the Bedford Experience. One of the plans shall be considered for the Fire Department: the file shall be titled “Company name-address-FIRE” and shall contain a title page, table of contents, four chapters (2, 3, 5 and 6) and the Bedford Experience.

Current Text:

49.4.1.4

(b) \$25 for each annual review and routine amendments to Contingency Plans and Training Plans. Refer to Section 3.3.

Proposed text:

49.4.1.4

(b) ~~\$25~~ **\$100** for each annual review and routine amendments to Contingency Plans and Training Plans. Refer to Section 3.3.

This proposed amendment would correct the spelling of “Hazardous” in the title, update the procedure for filing and reviewing Contingency Plans to reflect current procedures, and increase the fee for annual review and routine amendments to plans.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

**Article 22
Zoning Bylaw Amendment–Accessory Dwelling Units**

To determine whether the Town will vote to approve the following amendments to the Zoning Bylaw:

(additions shown in bold and deletions in strikeout)

SECTION 4 – CLASSIFICATION OF PRINCIPAL USES

4.2.1 Single Family Dwelling

A detached dwelling unit designed and used exclusively as a single housekeeping unit with common cooking and living facilities provided that in the Limited Business District such use conforms to the dimensional regulation for the Residence C District. No more than one dwelling shall be located upon a lot except as provided pursuant to Subsections 4.2.4, ~~and~~ 4.2.5, **and 4.2.9.**

4.2.9 Accessory ~~Apartment~~ Dwelling Units (ADUs)

An accessory ~~apartment~~ **dwelling unit** is a second dwelling unit located **either a) within or attached to** a structure constructed as a detached ~~one single-~~family dwelling, subordinate in size to the principal dwelling unit and separated from it in a manner that maintains the appearance of the structure as a one-family unit, **or b) in a detached accessory structure on the same lot as the principal dwelling, for use as a complete living unit, with provisions for cooking, eating, sanitation, and sleeping.**

4.2.9.1 General Objectives

The provision of accessory dwelling units in owner occupied ~~one single-~~family dwellings is intended to:

- ~~1) increase the number of small dwelling units available for rent in town,~~
- ~~2) increase the range of choice of housing accommodations,~~
- ~~3) encourage greater diversity of population with particular attention to young adults and senior citizens, and~~
- ~~4)~~
- 1) give Bedford homeowners greater options and flexibility to configure their properties to meet their own needs,**
- 2) encourage a more economic and energy-efficient use of the town's housing supply while maintaining the appearance and character of the town's single-family neighborhoods,**
- 3) help the Town meet its housing needs without detracting from its historic development pattern,**
- 4) increase the range of choice of housing accommodations, particularly smaller rental dwellings, and**
- 5) encourage greater diversity of population with particular attention to young adults and senior citizens.**

4.2.9.2 General Conditions and Requirements for all Accessory Dwelling Units

~~The Building Inspector shall issue a building permit for an accessory apartment in a detached, one family dwelling in any residential district provided that the unit meets the standards of the building code and each of the following conditions and requirements is met:~~

~~(a) General~~

- (i) The owner of the dwelling lot on which the accessory ~~apartment~~ dwelling unit is created, shall occupy either of the dwelling units on the lot in the located structure in question, except for temporary absences of up to six months. For the purposes of this section, the "owner" shall be one or more individuals residing in a dwelling, who hold title to the lot and for whom the either dwelling unit is the primary residence for voting and tax purposes. Land ownership shall not be divided or converted into condominiums.**
- (ii) There shall be no more than one accessory ~~apartment~~ dwelling unit within a one family dwelling, whether internal or detached, on any lot.**

- (iii) There shall be no boarders or lodgers within either unit of a dwelling with an accessory ~~apartment~~ **dwelling unit**. **The provisions of Section 5.1.6 shall not apply to permitted accessory dwelling units.**
- ~~(iv) The gross floor area of the dwelling, including the basement shall be at least 1,800 square feet. (Note: Gross floor area is defined as the sum of the gross horizontal areas of several floors of a building measured from the exterior face of exterior walls, or from the center line of a wall separating two (2) buildings, but not including interior parking spaces or any space where the floor to ceiling height is less than six (6) feet.)~~
- (iv) The maximum gross floor area of the accessory ~~apartment~~ **dwelling unit** shall ~~not exceed 30% of the gross floor area of the dwelling~~ **be 900 square feet, or 1,000 square feet if Enhanced Energy Efficiency and/or Universal Design standards are met. Gross floor area for this purpose is defined as the sum of the gross horizontal areas of several floors measured from the exterior face of exterior walls or from the center line of a wall separating units, but not including interior parking spaces or any space where the floor to ceiling height is less than six (6) feet. The Universal Design standard for this purpose is defined as providing at least the following features: low threshold entrance (maximum 4 inches) and no interior thresholds; a bedroom on the main entry level; infrastructure in bathrooms to accommodate installation of grab bars around toilets and tubs/showers; clear width at all doorways and openings of a minimum of 32 inches. The Enhanced Energy Efficiency standard for this purpose is defined as a five point HERS rating improvement or equivalent compared to the otherwise applicable energy efficiency requirement of the Building Code, with verification to the satisfaction of the Building Inspector.**
- ~~(v) There shall be no more than two (2) bedrooms in an accessory apartment dwelling unit.~~
- ~~(vi) No structure that is not connected to the public water and sanitary sewer systems shall have an accessory apartment dwelling unit.~~
- (vii) Any dwelling unit offered for short-term rental as defined under MGL Chapter 64G shall only be authorized by the Board of Appeals by Special Permit.**
- (viii) Creation of an accessory dwelling unit on a nonconforming property is subject to the provisions of Section 7.1.**

4.2.9.3 Additional Requirements for Internal Accessory Dwelling Units

~~(b) Exterior Appearance of a Dwelling with an~~ **Internal Accessory Apartment Dwelling Unit**

The accessory ~~apartment~~ **dwelling unit** shall be designed so that the appearance of the structure remains that of a one-family dwelling, subject further to the following conditions and requirements:

- (i) All stairways to second or third stories shall be enclosed within the exterior walls of the dwelling.
- (ii) Any new entrance shall be located on the side or in the rear of the dwelling.
- (iii) Where there are two or more existing entrances on the front facade of a dwelling, if modifications are made to any entrance, the result shall be that one appears to be the principal entrance and the other entrances appear to be secondary.

4.2.9.4 Additional Requirements for Detached Accessory Dwelling Units

- (i) The maximum height for a detached ADU is 25 feet and 1 ½ stories.
- (ii) A detached ADU shall be sited further from the front lot line than the rear wall of the principal dwelling, with at least 10 feet between building walls, and at least 15 feet from side lot lines and 20 feet from rear lot lines.
- (iii) The main entrance to a detached ADU shall face either the street or the interior of the lot.
- (iv) Where the detached ADU is proposed to be less than 25 feet from a side or rear lot line, windows above the first floor on any wall facing such lot line shall be frosted, stained, or otherwise constructed to obscure line of sight to abutters.
- (v) A site plan shall be approved by the Planning Board. An application for site plan approval shall be reviewed in accordance with Section 7.5. The applicant shall supply a certified list of abutters, owners of land directly opposite on any public or private street or way and abutters to the abutters within 300 feet of the property line as they appear on the most recently applicable tax list, in order that notice of the review of the site plan at a public meeting shall be given. Sufficient information shall be submitted to enable the Planning Board to understand the relationship of the proposed detached ADU to its surroundings including information on existing buildings and structures on the applicant's or abutters' lots, and topography, and the Planning Board shall consider if the circumstances warrant the requirement of any adjustment to the plan or additional conditions. The Planning Board shall consider and render its decision based on its findings under Section 7.5.2.2.

4.2.9.5 Off-Street Parking requirements for all ADUs

There shall be provided at least two off-street parking spaces for the principal dwelling unit and at least ~~two~~ **one** off-street parking spaces for the accessory unit. In order to maintain the appearance of a single-family neighborhood all parking spaces on the lot shall be subject further to the following conditions and requirements:

- (i) Each parking space and the driveway leading thereto shall be paved or shall have an all-weather gravel **or permeable grass paver** surface. No motor vehicles shall be regularly parked on the premises other than in such a parking space.
- (ii) No more than two outdoor parking spaces shall be located in the required front yard. All other parking spaces shall be either: 1) outdoor parking spaces located in a side or rear yard or 2) in a garage or carport.
- (iii) Parking spaces shall be located so that both the principal dwelling unit and the accessory ~~apartment~~ **dwelling unit** shall have at least one parking space with direct and unimpeded access to the street without passing through a parking space designated to serve the other dwelling unit.
- (iv) Where there are more than two outdoor parking spaces, there shall be provided suitable screening with evergreen or dense deciduous plantings, walls, fence, or a combination thereof in the area between the parking spaces and the nearest side lot line and, if the parking space is in the front yard and parallel to the street, in the area

between the parking space and front lot line. Screening shall be sufficient to minimize the visual impact on abutters and to maintain the single-family appearance of the neighborhood.

Table I: USE REGULATIONS

4.2.9 Accessory Apartment to be divided into two lines, titled **Accessory Dwelling Unit (Internal)** and **Accessory Dwelling Unit (Detached)**. Column entries for Site Plan Approval to be NR for Internal units and **R** for Detached Units, and other column entries as is for both types.

SECTION 6—DIMENSIONAL AND LANDSCAPING REQUIREMENTS

6.2.7 Side Yards

Side yards shall be measured from the nearest point of any dwelling or structure to each side lot line, provided that nothing shall prevent the projection of uncovered steps and ramps or the construction of walls and fences. Notwithstanding the foregoing, in the Residential Districts or for single-family dwellings in a Limited Business District, a building of accessory use may be placed not less than 10 feet from a side line, and not less than 10 feet from another building on the same lot, so long as such building is not to be located nearer the sideline of the right of way than the rearmost point of the dwelling or any structure attached thereto, **except for detached accessory dwelling units which are governed by Section 4.2.9.**

6.2.8 Rear Yards

Rear yards shall be measured from the nearest point of any dwelling or structure attached thereto to the rear lot line, provided that nothing shall prevent the projection of uncovered steps and ramps or the construction of walls and fences. In the Residential Districts or for single family dwellings in the Limited Business District, no building of accessory use shall be placed nearer to the rear lot line than 10 feet. **Detached accessory dwelling units are governed by Section 4.2.9.**

SECTION 7—SPECIAL PROVISIONS

7.4 Parking Regulations

7.4.1 Required Spaces

7.4.1.1 Dwelling including multiunit structure

Two parking spaces for each dwelling unit, **unless other specific criteria are provided.**

Pass any vote or take any action relative thereto.

The Zoning Bylaw currently allows for accessory apartments to be created within single-family dwellings, subject to certain criteria. This article would expand the opportunity to create “accessory dwelling units” by amending the restrictions for units created within single-family dwellings and also creating provisions for detached (free-standing) accessory dwelling units. In all cases, an Accessory Dwelling Unit would now be restricted to 900 square feet, except where a specified energy efficiency level and/or universal design features are incorporated, in which case an ADU of 1,000 square feet would be allowed. Detached units would be subject to site plan review by the Planning Board with notice to abutters. This would allow the layout and relationship to the surroundings to be examined, and adjustments or reasonable conditions could be considered. Proposals for ADUs on nonconforming properties would continue to be subject to the

special provisions for such properties in Section 7.1 of the bylaw (specifically Sections 7.1.2 and 7.1.4), with a detached ADU requiring a ZBA special permit with findings that it is in harmony with the purpose and intent of the bylaw and will not be substantially more detrimental or injurious to the neighborhood. This article is submitted as one means to help broaden the diversity of housing stock, and is a recommendation of the 2019 Bedford Housing Study.

RECOMMENDATIONS

Selectmen: Approval Recommended
 Finance Committee: Approval Recommended
 Planning Board: Approval Recommended

**Article 23
 Proposed Fiscal Year 2021 Capital Projects Plan**

To determine whether the Town will vote to appropriate the total sum of \$5,981,739 or any other sum, for the items contained within the following proposed Fiscal Year 2021 Capital Projects Plan and to determine whether such sums shall be raised in the tax levy, transferred from available funds, borrowed, appropriated from the Stabilization Fund, or by any combination of these methods; pass any vote or take any action relative thereto:

| Project | Project Description | Appropriation |
|----------------|---|----------------------|
| 21-01 | 108 Carlisle Site Buildout Design Study | \$61,800 |
| 21-02 | Automatic Chest Compression Lukas Tool Replacement–Fire | \$17,561 |
| 21-03 | Durable Furniture and Equipment Replacement–Schools | \$42,500 |
| 21-04 | Energy Efficiency Measure Building Systems Retrocommissioning- Davis School | \$66,948 |
| 21-05 | Exterior Door Vestibule–Library | \$25,000 |
| 21-06 | Fire Alarm System Replacement–Library | \$35,656 |
| 21-07 | Floor Scrubber Replacement–Schools | \$15,960 |
| 21-08 | Flooring–Schools | \$55,008 |
| 21-09 | Hardscape Improvements–John Glenn Middle School | \$558,279 |
| 21-10 | Hose Tester–Fire | \$8,210 |
| 21-11 | Information Technology (IT) Plan Replacement–Schools | \$573,700 |
| 21-12 | Information Technology (IT) Equipment & Projects–Town | \$138,040 |
| 21-13 | Infrared Heating for Wash Bay–Department of Public Works | \$15,000 |

| | | |
|-------|--|-----------|
| 21-14 | Infrared Radiant Heating Main Truck Bay–Department of Public Works | \$60,000 |
| 21-15 | Intercom System Replacement–High School | \$140,000 |
| 21-16 | Interior Painting–Schools | \$55,008 |
| 21-17 | Large Equipment Replacement–Department of Public Works | \$290,160 |
| 21-18 | Program Space Modifications–Schools | \$42,560 |
| 21-19 | Vehicle and Equipment Replacement | \$477,000 |
| 21-20 | Video System Upgrade Theater Equipment–Schools | \$55,800 |
| 21-21 | Wood Shingle Roofing Replacement–Job Lane House | \$18,903 |
| 21-22 | Shawsheen Well Site Improvements | \$87,330 |
| 21-23 | Stormwater Permit Requirements | \$137,500 |
| 21-24 | Water Tank Rehabilitation | \$30,794 |
| 21-25 | Sewer Pump Station Program | \$453,522 |
| 21-26 | Water Main Improvement Project | \$869,500 |
| 21-27 | Water Quality Improvements and SCADA | \$200,000 |
| 21-28 | Large Dump Truck Replacement | \$265,000 |
| 21-29 | Public Safety Software | \$810,000 |
| 21-30 | Transportation Improvements | \$375,000 |

Total Recommended Request FY2021

\$5,981,739

This article would provide funds for the various projects contained within the Fiscal Year 2021 Capital Projects Plan. At the time the warrant was printed, it was intended that the Town would utilize the tax levy or a transfer from available funds, or a combination thereof, to fund projects 21-01 through 21-21 in the amount of \$2,753,093. For projects 21-22 through s 21-27, \$255,624 to be funded through water/sewer rates, and \$1,523,022 to be funded through water/sewer rate bond authorizations. Bond authorizations are proposed for projects 21-28 through 21-30 in the amount of \$1,450,000. Projects utilizing the tax levy or available funds require only a simple majority vote. A bond authorization requires a two-thirds vote. A description of all projects is contained in the Capital Expenditure Committee’s Report on pages 6 through 13 of this Warrant.

RECOMMENDATIONS

| | |
|--------------------------------|--|
| Selectmen: | Approval Recommended |
| Finance Committee: | Approval Recommended (21-1 through 21-27) Recommendation to be given at Annual Town Meeting (21-28, 29, & 30) |
| Capital Expenditure Committee: | Approval Recommended |
| Residential Tax Impact: | \$34.20 |

Article 24
Bond Authorization–Police Station Addition/Renovation

To determine whether the Town will vote to appropriate the sum of \$6,400,000, or any other sum, for constructing, equipping and furnishing an addition or additions and remodeling, reconstructing and making extraordinary repairs to the Police Station; to determine whether this appropriation shall be raised in the tax levy, borrowed, or by any combination of these methods, or any other method; pass any vote or take any action relative thereto.

This article proposes a bond authorization of \$4,100,000 to provide funds for the Police Station Addition and Renovations, \$2,300,000 will come from other available funds.

RECOMMENDATIONS

| | |
|--------------------------------|---|
| Selectmen: | Approval Recommended |
| Finance Committee: | Recommendation to be given at Annual Town Meeting |
| Capital Expenditure Committee: | Approval Recommended |

Article 25
Bond Authorization–HVAC Replacement–Bedford Free Public Library

To determine whether the Town will vote to appropriate the sum of \$2,500,000, or any other sum, for constructing, equipping and furnishing of a new HVAC system at the Bedford Free Public Library; to determine whether this appropriation shall be raised in the tax levy, borrowed, or by any combination of these methods, or any other method; pass any vote or take any action relative thereto.

This article proposes a bond authorization to provide funds for the HVAC upgrade and replacement at the Bedford Free Public Library.

RECOMMENDATIONS

| | |
|--------------------------------|---|
| Selectmen: | Approval Recommended |
| Finance Committee: | Recommendation to be given at Annual Town Meeting |
| Capital Expenditure Committee: | Approval Recommended |

Article 26
Bond Authorization–Land Acquisition for a New Fire Station

To determine whether the Town will vote to authorize the Selectmen to acquire, by purchase, gift, eminent domain, or otherwise, in fee simple, a parcel of land located at 171 and 175 The Great Road,

Bedford, MA, (Parcels 110 and 111 on Assessor Map 63) including all buildings and structures thereon and all privileges and appurtenances thereto belonging, as well as all trees and shrubs thereon, excepting therefrom any easements of record by whomsoever the same may be owned, consisting of 25,309± square feet (Parcel 110) and 62,297± square feet (Parcel 111), for general municipal purposes, and for all purposes and uses accessory thereto, including but not limited to, inter alia, the new fire station, and related public safety improvements, and that to meet such expenditure to appropriate the sum of \$7,600,000, or any other sum, to be expended at the direction of the Board of Selectmen, to pay costs of acquiring said property, and for the payment of all costs incidental and related thereto, and to determine whether such amount shall be raised in the tax levy, borrowed, to apply for, accept and expend any grants from any source whatsoever that may be available to pay any portion of this project or by any combination of these methods, and to pass any vote or take any action relative thereto.

This article proposes a bond authorization to provide funds for the land acquisition for a new fire station.

RECOMMENDATIONS

Selectmen: Approval Recommended
 Finance Committee: Recommendation to be given at Annual Town Meeting
 Capital Expenditure Committee: Recommendation to be given at Annual Town Meeting

**Article 27
 Demand Fee Increase**

To determine whether the Town will vote to authorize to increase the fee charged for each written demand issued by the Town Collector from Ten Dollars (\$10) to Twenty Dollars (\$20) to be added and collected as part of the tax as authorized by Massachusetts General Law Chapter 60, Section 15; pass any vote or take any action relative to.

This article proposes to increase the demand fee assessed on property and motor vehicle excise taxes that have not been paid for 30 days after the bills have been rendered.

RECOMMENDATIONS

Selectmen: Approval Recommended
 Finance Committee: Approval Recommended

**Article 28
 PEG Access and Cable Expense Related Budget Fiscal Year 2021**

To determine whether the Town will vote to appropriate the following sums or any other sums to operate the Public Education Governmental (PEG) Access and Cable Related Fund for the fiscal year beginning July 1, 2020:

| Cable TV PEG Access Budget | FY 2021 Recommended |
|-----------------------------------|--------------------------------|
| Contracted Operational Cost | \$180,601 |
| Building Expenses | \$35,000 |

| | |
|----------------------------|--------------------------------|
| Capital Expenses | \$22,500 |
| Total FY2021 Budget | <u><u>\$238,101</u></u> |

and that in order to meet such appropriation, the Town will transfer \$238,101 from the PEG Access and Cable Related Fund; pass any vote or take any action relative thereto.

At the November 2016 Special Town Meeting, the Town voted to establish a PEG Access and Cable Related Fund effective July 1, 2017. Such a fund is considered a special revenue account under Massachusetts General Laws requiring the Town to adopt a budget annually for PEG access services and other related expenses. Approval of this article would establish the Fiscal Year 2021 budget for the Town's PEG Access contractor and operational expenses for hosting the PEG access studio at Old Town Hall.

RECOMMENDATIONS

Selectmen: Approval Recommended
 Finance Committee: Approval Recommended

**Article 29
 Supplement Operating Budget for Fiscal Year 2020 and
 Articles of the 2019 Annual Town Meeting**

To determine whether the Town will vote to transfer from available funds or otherwise provide a sum of money to be added to sums appropriated under certain Operating Budgets for Fiscal Year 2020 first voted under Article 28 of the Annual Town Meeting of 2019 or to sums appropriated under certain articles voted at the Annual Town Meeting of 2019; pass any vote or take any action relative thereto.

This article would provide additional funds to be added to the Fiscal Year 2020 Operating Budget and other articles voted at the 2019 Annual Town Meeting.

RECOMMENDATIONS

Selectmen: Recommendation to be given at Annual Town Meeting
 Finance Committee: Recommendation to be given at Annual Town Meeting

**Article 30
 Salary Administration Plan Bylaw Amendment–Classification & Wage Schedule**

To determine whether the Town will vote to 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, 2020, unless another effective date is set forth herein.

- A. Management / Professional / Administrative Classification and Compensation Plan (Hourly/Annual)

| | Minimum | Mid | Maximum |
|--------------------------------|-----------|-----------|-----------|
| Grade 1 Library Page | | | |
| Hourly | 11.96 | 12.85 | 13.75 |
| 35 hrs. | 21,849.72 | 23,485.52 | 25,121.33 |
| 40 hrs. | 24,971.10 | 26,840.60 | 28,710.09 |

| | | | |
|---|-----------|-----------|-----------|
| Grade 3 No Positions Assigned | | | |
| Hourly | 13.95 | 15.35 | 16.75 |
| 35 hrs. | 25,491.33 | 28,042.42 | 30,593.50 |
| 40 hrs. | 29,132.95 | 32,048.48 | 34,964.00 |

| | | | |
|---|-----------|-----------|-----------|
| Grade 5 No Positions Assigned | | | |
| Hourly | 16.28 | 18.11 | 19.94 |
| 35 hrs. | 29,736.65 | 33,086.16 | 36,435.67 |
| 40 hrs. | 33,984.74 | 37,812.75 | 41,640.76 |

| | | | |
|---|-----------|-----------|-----------|
| Grade 7 Department Assistant I, Library Assistant II, Veteran's Services Officer | | | |
| Hourly | 18.98 | 21.36 | 23.73 |
| 35 hrs. | 34,683.02 | 39,025.70 | 43,348.90 |
| 40 hrs. | 39,637.73 | 44,600.79 | 49,541.60 |

| | | | |
|--|-----------|-----------|-----------|
| Grade 9 Department Assistant III | | | |
| Hourly | 23.39 | 26.60 | 29.81 |
| 35 hrs. | 42,725.74 | 48,606.85 | 54,468.50 |
| 40 hrs. | 48,829.41 | 55,550.69 | 62,249.71 |

| | Minimum | Mid | Maximum |
|---|-----------|-----------|-----------|
| Grade 2 No Positions Assigned | | | |
| Hourly | 12.92 | 14.05 | 15.18 |
| 35 hrs. | 23,602.37 | 25,666.60 | 27,730.83 |
| 40 hrs. | 26,974.13 | 29,333.26 | 31,692.38 |

| | | | |
|---|-----------|-----------|-----------|
| Grade 4 No Positions Assigned | | | |
| Hourly | 15.07 | 16.77 | 18.46 |
| 35 hrs. | 27,536.09 | 30,632.44 | 33,728.79 |
| 40 hrs. | 31,469.82 | 35,008.51 | 38,547.19 |

| | | | |
|---|-----------|-----------|-----------|
| Grade 6 Library Assistant I, Seasonal Assistant Youth Worker | | | |
| Hourly | 17.58 | 19.77 | 21.97 |
| 35 hrs. | 32,112.46 | 36,124.08 | 40,135.71 |
| 40 hrs. | 36,699.96 | 41,284.67 | 45,869.38 |

| | | | |
|--|-----------|-----------|-----------|
| Grade 8 Department Assistant II, Library Custodian, School Traffic Supervisor | | | |
| Hourly | 21.07 | 23.97 | 26.87 |
| 35 hrs. | 38,499.90 | 43,796.80 | 49,093.70 |
| 40 hrs. | 43,999.89 | 50,053.49 | 56,107.09 |

| | | | |
|--|-----------|-----------|-----------|
| Grade 10 Administrative Assistant I, Archivist, Finance Assistant, Respite Care Coordinator, Seasonal Youth Worker, Senior Library Technician | | | |
| Hourly | 25.72 | 29.58 | 33.44 |
| 35 hrs. | 46,990.52 | 54,040.07 | 61,089.62 |
| 40 hrs. | 53,703.45 | 61,760.08 | 69,816.71 |

| Grade 11 | | | |
|---|-----------|-----------|-----------|
| Administrative Assistant II, Animal Control Officer, Assistant Accountant, Assistant Treasurer & Collector, Data Collector, Engineering Assistant, Engineering & Mechanical Assistant, Librarian, Youth & Family Services Counselor | | | |
| Hourly | 28.29 | 32.53 | 36.77 |
| 35 hrs. | 51,683.73 | 59,434.34 | 67,184.95 |
| 40 hrs. | 59,067.12 | 67,924.96 | 76,782.81 |

| Grade 12 | | | |
|---|-----------|-----------|-----------|
| Assistant Assessor, Assistant Health Director Engineering Technician, Health Agent, Healthy Bedford Coordinator, Prevention Services Coordinator, Council on Aging Social Worker Community Social Worker | | | |
| | 30.84 | 35.85 | 40.86 |
| 35 hrs. | 56,337.99 | 65,490.73 | 74,643.46 |
| 40 hrs. | 64,386.28 | 74,846.54 | 85,306.81 |

| Grade 13 | | | |
|---|-----------|-----------|-----------|
| Assistant Planner, Assistant Recreation Director, Building & Systems Superintendent, Civil/Environmental Engineer, Community Health Nurse, Conservation Administrator, Facilities Information & Procurement Analyst, GIS Analyst, Local Building Inspector, Plumbing & Gas Inspector, Recreation Adult Program Coordinator, Recreation Youth Program Coordinator, Recycling Coordinator, School-Age Child Care Director, Senior Librarian, Technical Support Specialist, Wiring & Electrical Inspector | | | |
| Hourly | 33.61 | 39.08 | 44.53 |
| 35 hrs. | 61,401.21 | 71,391.32 | 81,361.95 |
| 40 hrs. | 70,172.81 | 81,590.08 | 92,985.09 |

| Grade 14 | | | |
|--|-----------|-----------|------------|
| Assistant Facilities Director, Assistant Library Director, Council on Aging Director, Assistant DPW Director, Economic Development Director, Grounds Operations Manager, Highway Operations Manager, Recreation Director, Town Clerk, Water & Sewer Operations Manager | | | |
| Hourly | 36.29 | 42.65 | 49.00 |
| 35 hrs. | 66,308.63 | 77,915.07 | 89,521.52 |
| 40 hrs. | 75,781.29 | 89,045.80 | 102,310.31 |

| Grade 15 | | | |
|--|-----------|-----------|------------|
| Assessing Director, Health Director, Information Systems Manager, Planning Director, Town Accountant, Special Assistant to the Town Manager | | | |
| Hourly | 39.19 | 46.06 | 52.91 |
| 35 hrs. | 71,605.53 | 84,146.72 | 96,668.44 |
| 40 hrs. | 81,834.89 | 96,167.68 | 110,478.22 |

| Grade 16 | | | |
|--|-----------|------------|------------|
| Code Enforcement Director/Building Inspector, DPW Engineer, Health and Human Services Director, Library Director | | | |
| Hourly | 41.93 | 49.80 | 57.65 |
| 35 hrs. | 76,610.32 | 90,982.06 | 105,334.32 |
| 40 hrs. | 87,554.65 | 103,979.50 | 120,382.08 |

| Grade 17 | | | |
|--------------------------|-----------|------------|------------|
| Capital Projects Manager | | | |
| Hourly | 44.86 | 53.27 | 61.68 |
| 35 hrs. | 81,965.64 | 97,330.55 | 112,695.46 |
| 40 hrs. | 93,675.02 | 111,234.92 | 128,794.81 |

| Grade 18 | | | |
|------------------------|-----------|------------|------------|
| Assistant Town Manager | | | |
| Hourly | 47.56 | 57.08 | 66.59 |
| 35 hrs. | 86,892.54 | 104,282.73 | 121,653.45 |
| 40 hrs. | 99,305.76 | 119,180.27 | 139,032.52 |

| Grade 19 Facilities Director, Finance Director/Treasurer & Collector | | | |
|---|------------|------------|------------|
| Hourly | 50.42 | 60.50 | 70.58 |
| 35 hrs. | 92,111.55 | 110,533.86 | 128,956.16 |
| 40 hrs. | 105,270.34 | 126,324.41 | 147,378.47 |

| Grade 20 DPW Director, Fire Chief, Police Chief | | | |
|--|------------|------------|------------|
| Hourly | 52.94 | 64.20 | 75.44 |
| 35 hrs. | 96,726.86 | 117,291.30 | 137,836.26 |
| 40 hrs. | 110,544.98 | 134,047.20 | 157,527.16 |

B. Public Works (40 hr/wk)

(*eff. July 1, 2020*)

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|--|
| Chief Water System Operator (c.) | 1,073.77 | 1,127.47 | 1,183.84 | 1,243.05 | 1,305.21 | 1,331.31 | 1,357.93 | |
| Chief Sewer System Operator (c.) | 1,073.77 | 1,127.47 | 1,183.84 | 1,243.05 | 1,305.21 | 1,331.31 | 1,357.93 | |
| Working Foreman (c.) | 1,073.77 | 1,127.47 | 1,183.84 | 1,243.05 | 1,305.21 | 1,331.31 | 1,357.93 | |
| Electrician (c.) | 1,055.63 | 1,097.89 | 1,141.79 | 1,187.47 | 1,234.96 | 1,259.66 | 1,284.86 | |
| Maintenance Craftsman (c.) | 1,036.70 | 1,078.17 | 1,121.31 | 1,166.17 | 1,212.82 | 1,237.07 | 1,261.81 | |
| Mechanic (c.) | 1,036.70 | 1,078.17 | 1,121.31 | 1,166.17 | 1,212.82 | 1,237.07 | 1,261.81 | |
| Water System Operator (c.) | 1,036.70 | 1,078.17 | 1,121.31 | 1,166.17 | 1,212.82 | 1,237.07 | 1,261.81 | |
| Sewer System Operator (c.) | 1,036.70 | 1,078.17 | 1,121.31 | 1,166.17 | 1,212.82 | 1,237.07 | 1,261.81 | |
| Assistant Working Foreman (c.) | 1,036.70 | 1,078.17 | 1,121.31 | 1,166.17 | 1,212.82 | 1,237.07 | 1,261.81 | |
| Heavy Equipment Operator (c.) | 939.89 | 977.48 | 1,016.58 | 1,057.25 | 1,099.54 | 1,121.53 | 1,143.96 | |
| Summer Laborer (interim/seasonal) | | 13.59 | per hr. | | | | | |

C. Public Safety—Fire

(42 hr/wk)

(*eff. 7/1/2020*)

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|------------------------------------|----------|----------|----------|--------------------|----------|----------|----------|----------|
| Captain Fire Prev. (40 hr/wk) (c.) | 1,552.99 | 1,593.93 | 1,710.16 | 1,754.09 | 1,798.66 | 1,842.23 | 1,879.08 | 1,926.05 |
| Lieutenant—Fire (c.) | 1,325.77 | 1,349.55 | 1,435.69 | 1,460.66 | 1,485.74 | 1,529.32 | 1,559.90 | 1,598.90 |
| Private—Fire (c.) | 1,133.16 | 1,153.36 | 1,226.36 | 1,247.50 | 1,268.75 | 1,312.32 | 1,338.57 | 1,372.03 |
| Student Firefighter | 837.03 | /wk. | | | | | | |
| Call Lieutenant | 3,420.42 | /yr. max | 3,666.56 | /yr. max with EMT | | | | |
| | 17.25 | /hr. | 18.00 | /hr. Spec. Assign. | | | | |
| Call Firefighter | 2,915.34 | /yr. max | 3,094.35 | /yr. max with EMT | | | | |
| | 15.50 | /hr. | 16.25 | /hr. Spec. Assign. | | | | |

D. Public Safety—Police

(37.5 hr/wk)

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|---|----------|----------|----------|--------------------------|----------|----------|----------|
| Lieutenant—Police (c.) (<i>eff. 7/1/20</i>) | 1,684.77 | 1,714.10 | 1,744.10 | 1,774.61 | 1,805.67 | 1,837.27 | |
| Sergeant—Police (c.) (<i>eff. 7/1/20</i>) | 1,452.39 | 1,477.67 | 1,503.54 | 1,529.84 | 1,556.62 | 1,583.86 | |
| Patrol Officer—Police (c.) (<i>eff. 1/1/20</i>) | 1,121.12 | 1,141.60 | 1,215.59 | 1,237.03 | 1,258.57 | 1,281.22 | 1,304.28 |
| Student Police Officer | 1,121.12 | /wk. | | | | | |
| Police Matron | 19.72 | /hr. | 21.41 | /hr. nights and weekends | | | |

E. Public Safety—Dispatch (37.5 hr/wk)

(*eff. 7/1/20*)

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|--------|--------|--------|--------|--------|----------|
| Emergency Communications Officer I (c.) | 786.14 | 825.44 | 866.72 | 910.06 | 955.55 | 1,003.33 |

| | | | | | | |
|--|--------|--------|--------|--------|----------|----------|
| Emergency Communications Officer II (c.) | 809.73 | 850.21 | 892.72 | 937.36 | 984.22 | 1,033.43 |
| Lead Emergency Communications Officer (c.) | 842.12 | 884.22 | 928.43 | 974.86 | 1,023.59 | 1,074.77 |

F. Recreation Programs

| <i>School-Age Child Care Program (40 hr/wk)</i> | Min. | Mid | Max. |
|---|-------------|------------|-------------|
| Assistant Director | 18.00 | 21.00 | 24.00 |
| Group Leader | 16.00 | 18.64 | 21.28 |
| Assistant Group Leader | 10.00 | 11.00 | 12.00 |

| <i>Youth Center Staff (Hourly)</i> | | | |
|------------------------------------|-------|-------|-------|
| Supervisor | 17.00 | 19.00 | 21.00 |
| Adult Staff (H.S. Graduates) | 15.00 | 16.50 | 18.00 |
| Junior Staff (H.S. Students) | 11.00 | 12.00 | 13.00 |

| <i>Springs Brook Park Program (Hourly)</i> | Min. | Mid | Max. |
|--|-------------|------------|-------------|
| Director/Manager | 20.55 | 27.76 | 34.96 |
| Aquatics Director | 20.00 | 25.00 | 30.00 |
| Assistant Director | 20.00 | 25.00 | 30.00 |
| Supervisor | 17.00 | 19.00 | 21.00 |
| SBP Staff IV | 17.00 | 18.00 | 19.00 |
| SBP Staff III | 14.00 | 15.50 | 17.00 |
| SBP Staff II | 11.00 | 12.50 | 14.00 |
| SBP Staff I | 9.00 | 10.00 | 11.00 |

| <i>Summer Adventures/Summer Recreation Programs (Hourly)</i> | Min. | Mid | Max. |
|--|-------------|------------|-------------|
| Director | 19.51 | 24.09 | 28.66 |
| Assistant Director | 20.00 | 22.50 | 25.00 |
| Program Leader | 15.00 | 22.50 | 30.00 |
| Supervisor | 16.00 | 18.00 | 20.00 |
| Administrative Coordinator | 17.00 | 18.50 | 20.00 |
| Program Staff | 12.00 | 14.00 | 16.00 |
| Counselor (HS Grad) * | 11.00 | 11.50 | 12.00 |
| Counselor (HS) * | 9.50 | 10.00 | 10.50 |
| Aide | 9.00 | - | - |
| Overnight Stipend | 100.00 | /night | |

* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training

| <i>Instructional Programs (hourly)</i> | Min. | Mid | Max. |
|--|-------------|------------|-------------|
| Program Instructor II | 25.00 | 42.50 | 60.00 |
| Program Instructor I | 15.00 | 22.50 | 30.00 |
| Program Aide | 12.00 | 13.50 | 15.00 |
| | Min. | Mid | Max. |
| Sports Official | 12.00 | 16.00 | 20.00 |

| G. Miscellaneous | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--|-------------|------------|-----------------------|----------|------------|
| Local Transportation Oper./Coord. (40 hr/wk) | 1,002.32 | 1,020.78 | 1,039.11 | 1,056.45 | 1,074.07 |
| Substitute Local Transportation Operator | 21.03 /hr. | | Alt./Asst. Inspectors | | 31.70 /hr. |
| Recording Secretary | 18.62 /hr. | | Youth Leader | | 10.24 /hr. |
| Temporary Clerk II | 11.70 /hr. | | Temporary Clerk I | | 10.24 /hr. |
| | Min. | Mid | Max. | | |
| Temporary Painter | 26.61 | 29.39 | 32.16 | | |

Note (c.) Per Labor Contract

This article establishes the compensation ranges for all non-School Department employees of the Town. Those rates are shown for informational purposes and to keep the plan current with labor contracts.

RECOMMENDATIONS

Selectmen: Approval Recommended
 Finance Committee: Approval Recommended

**Article 31
 Operating Budgets–Fiscal Year 2021**

To determine whether the Town will vote to make appropriations for expenditures by officers, boards, committees, and for the Reserve Fund in the fiscal year beginning July 1, 2020, and to determine whether such appropriations shall be raised in the tax levy, transferred from available funds, transferred from the Stabilization Fund, borrowed, or by any combination of these methods; pass any vote or take any action relative thereto. *(Please see pages 55 through 59.)*

RECOMMENDATIONS

Selectmen: Approval Recommended
 Finance Committee: Approval Recommended

Article 32
Ambulance Enterprise Budget–Fiscal Year 2021

To determine whether the Town will vote to appropriate the following sums or any other sums to operate the Ambulance Enterprise for Fiscal Year beginning July 1, 2020:

| Budget Cost | FY 2019 Expended | FY 2020 Appropriated | FY 2021 Recommended | % Change | % Of Total |
|---|---------------------|-------------------------|------------------------|-------------|---------------|
| Direct Cost | | | | | |
| Salaries | 668,461 | 730,586 | 790,881 | | |
| Operational Expenses | 183,986 | 227,438 | 198,483 | | |
| Capital Outlay | 14,056 | 14,697 | 14,991 | | |
| Total Direct Cost | 866,503 | 972,721 | 1,004,355 | 3.25% | 68% |
| Indirect Cost | | | | | |
| Salaries (in Fire Budget) | 121,800 | 130,270 | 152,433 | | |
| Insurance & Benefits | 143,277 | 135,457 | 141,606 | | |
| Other Personnel Cost | 48,961 | 50,431 | 52,953 | | |
| Principal & Interest | 83,250 | 79,875 | 89,350 | | |
| General Insurance | 17,614 | 30,684 | 32,113 | | |
| Facilities (Fire Station) | 13,606 | 13,946 | 13,946 | | |
| Total Indirect Cost * | 428,508 | 440,663 | 482,401 | 9.47% | 32% |
| <i>* (to be raised & appropriated in the General Fund Operating Budget)</i> | | | | | |
| Total FY2021 Budget | 1,295,011 | 1,413,384 | 1,486,756 | 5.19% | |

and that in order to meet such appropriation, Town shall raise the sum of \$899,575 or any other sum from the Ambulance Enterprise Revenues, the sum of \$80,780 or any other sum from retained earnings within the Ambulance Enterprise, and the sum of \$24,000 or any other sum from the tax levy; pass any vote or take any action relative thereto.

RECOMMENDATIONS

Selectmen: Approval Recommended
 Finance Committee: Approval Recommended
 Residential Tax Impact: \$0.30

Article 33
Salary Plan Additional Funding

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$230,217 or any other sum, to fund salary adjustments for certain employees; pass any vote or take any action relative thereto.

This article funds additional compensation for employees listed in the Salary Administration Plan Bylaw, Compensation

Wage Schedule, Section A.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended
Residential Tax Impact: \$2.86

Article 34

Other Post-Employment Benefits Liability Trust Fund Appropriation

To determine whether the Town will vote to raise and appropriate under M.G.L. Chapter 32B, Section 3A, or transfer from other available funds, or any combination of these methods, the sum of \$969,189, or any other sum, for the Other Post-Employment Benefits Liability Trust Fund established under Article 21 of the 2011 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees; pass any vote or take any action relative thereto.

This article proposes to appropriate \$969,189 towards the Town's unfunded liability for health and life insurance benefits of both current and future retired employees. Appropriations for this liability were first made at the 1994 Annual Town Meeting. The 1999 Annual Town Meeting approved the filing of a home rule petition for special legislation to establish a trust fund for investment of the appropriations. The Massachusetts Legislature approved the Town's home rule petition to establish a trust fund in 2000. The 2011 Annual Town Meeting transferred the balance in the original trust fund to a new irrevocable trust fund. At the 2017 Special Town Meeting approved the provision of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 218, Section 15 of the Acts of 2016. The present balance of the irrevocable trust fund is approximately \$10,681,880. Governmental Accounting Standards requires all local governments to account for other post-employment benefits (OPEB) using an accrual methodology over participants' active working lifetimes. The Town's most recent actuarial study indicated that the Town had an actuarially determined unfunded liability of approximately \$49.8 Million after taking into consideration the funds that the Town has already set aside for this long-term liability. This proposed appropriation is consistent with the Town's policy to address future liability concerns.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended
Residential Tax Impact: \$12.04

Article 35

Supplement Accrued Leave Fund

To determine whether the Town will vote to raise and appropriate the sum of \$100,000 or any other sum to supplement a fund established by Article 25 of the 1994 Annual Town Meeting to offset the anticipated annual and future costs of Town employee accumulated leave payments for such purpose; and further change the purpose of this fund from sick leave benefits to sick and vacation leave benefits; pass any vote or take any action relative thereto.

This article supplements a fund established by the 1994 Annual Town Meeting through which the Town maintains a reserve for future costs of accumulated sick and vacation leave benefits when Town employees retire. Such practice is highly

endorsed and recommended by the Town's auditors and is sound business practice. This fund was last supplemented at the 2019 Annual Town Meeting. As of the printing of the Warrant, approximately \$317,968 remains in this fund.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended
Residential Tax Impact: \$1.24

Article 36

300th Anniversary Stabilization Fund Appropriation

To determine whether the Town will vote to raise and appropriate the sum of \$10,000, or any other sum, to the 300th Anniversary Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B; pass any vote or take any action relative thereto.

This article requests an additional appropriation to be added to the 300th Anniversary Stabilization Fund. At the Fall 2019 Special Town Meeting, the Town established a Stabilization fund for its 300th Anniversary in 2029.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended
Residential Tax Impact: \$0.12

Article 37

Stabilization Fund Appropriation

To determine whether the Town will vote to raise and appropriate the sum of \$50,000, or any other sum, to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B; pass any vote or take any action relative thereto.

This article requests an appropriation to be added to the Stabilization Fund. This fund may be used for any purpose in the future, but requires a vote of Town Meeting in order to transfer and spend any of these funds. The present balance in the fund is approximately \$5,725,983.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended
Residential Tax Impact: \$0.62

Article 38

Free Cash

To determine whether the Town will vote to transfer a sum of money from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2020; pass any vote or take any action relative thereto.

This article allows for the transfer from "free cash" a sum of money to reduce the amount of the tax levy for Fiscal Year 2021.

RECOMMENDATIONS

Selectmen: Recommendation to be given at Annual Town Meeting
Finance Committee: Recommendation to be given at Annual Town Meeting

and you are directed to serve this Warrant by posting attested copies thereof at the Town Hall and in at least three other public places in the Town at least seven days before the time of said meeting.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 10th day of February in the year Two Thousand Twenty.

Selectmen of Bedford

Michael Rosenberg, Chair

Margot Fleischman

Emily Mitchell

William Moonan

Edward Pierce

A true copy
Attest:
Constable

| Account # | Department | FY 2019 Expended | FY 2020 Appropriated | FY 2021 Recommended | % Change | % of Total | Tax Impact * | Segregations Descriptions | Amount |
|-----------|---------------------------------|------------------|----------------------|-------------------------|-------------|-------------|--------------|----------------------------|----------------|
| 1220 | Selectmen | 674,009 | 752,338 | 802,970 | 6.7% | 0.8% | 9.98 | Salaries: | |
| | | | | | | | | Chairman | 2,400 |
| | | | | | | | | Clerk | 2,000 |
| | | | | | | | | Other Selectmen, each (3) | 1,600 |
| | | | | | | | | Office | 628,554 |
| | | | | | | | | <i>Out of State Travel</i> | <i>4,000</i> |
| | | | | | | | | <i>Estimated Revenue</i> | <i>63,000</i> |
| 1300 | Finance/Administrative Services | 1,022,471 | 1,051,648 | 1,138,975 | 8.3% | 1.2% | 14.15 | Salaries | 775,102 |
| | | | | | | | | From Sewer Fund | 95,000 |
| | | | | | | | | <i>Out of State Travel</i> | <i>3,300</i> |
| | | | | | | | | <i>Estimated Revenue</i> | <i>525,000</i> |
| 1301 | Insurance & Benefits | 11,680,772 | 12,927,381 | 13,747,902 | 6.3% | 13.9% | 170.79 | From Sewer Fund | 300,000 |
| | | | | | | | | From Pension Trust Fund | 80,000 |
| | <i>Health Insurance</i> | <i>5,708,093</i> | <i>6,310,178</i> | <i>6,688,789</i> | <i>6.0%</i> | <i>6.8%</i> | | | |
| | <i>Retirement Assessment</i> | <i>4,264,688</i> | <i>4,560,908</i> | <i>4,857,367</i> | <i>6.5%</i> | <i>4.9%</i> | | | |
| | <i>General Insurances</i> | <i>984,640</i> | <i>1,197,548</i> | <i>1,305,327</i> | <i>9.0%</i> | <i>1.3%</i> | | | |
| | <i>Medicare Assessment</i> | <i>693,698</i> | <i>747,247</i> | <i>784,609</i> | <i>5.0%</i> | <i>0.8%</i> | | | |
| | <i>Unemployment Insurance</i> | <i>14,783</i> | <i>86,000</i> | <i>86,000</i> | <i>0.0%</i> | <i>0.1%</i> | | | |
| | <i>Life Insurance</i> | <i>14,870</i> | <i>15,500</i> | <i>15,810</i> | <i>2.0%</i> | <i>0.0%</i> | | | |
| | <i>Employee Wellness</i> | <i>0</i> | <i>10,000</i> | <i>10,000</i> | <i>0.0%</i> | <i>0.0%</i> | | | |

| Account # | Department | FY 2019 Expended | FY 2020 Appropriated | FY 2021 Recommended | % Change | % of Total | Tax Impact * | Segregations Descriptions | Amount |
|-----------|----------------------|------------------|----------------------|---------------------|----------|------------|--------------|--|---|
| 1303 | Principal & Interest | 8,056,286 | 9,352,462 | 9,990,483 | 6.8% | 10.1% | 124.11 | Non Exempt Principal Non Exempt Interest Exempt Principal Exempt Interest CPA Debt Costs From Debt Stabilization Fund From Sewer Fund From CPA Fund | 3,863,388 1,897,183 2,570,000 495,903 1,164,009 24,978 515,000 1,164,009 |
| 1310 | Financial Committees | 210 | 1,007,037 | 1,037,248 | 3.0% | 1.0% | 12.89 | Reserve Fund | 1,035,634 |
| 1410 | Assessors | 289,537 | 311,382 | 311,650 | 0.1% | 0.3% | 3.87 | Salaries: Stipend, each Assessor (3) Office <i>Estimated Revenue</i> | 1,600 246,832 <i>400</i> |
| 1510 | Legal Services | 183,296 | 184,000 | 184,000 | 0.0% | 0.2% | 2.29 | | |
| 1610 | Town Clerk | 223,622 | 243,182 | 252,235 | 3.7% | 0.3% | 3.13 | Salaries: Office Stipends <i>Out of State Travel</i> <i>Estimated Revenue</i> | 226,269 310 <i>2,199</i> <i>31,000</i> |

| Account # | Department | FY 2019 Expended | FY 2020 Appropriated | FY 2021 Recommended | % Change | % of Total | Tax Impact * | Segregations Descriptions | Amount |
|-----------|---------------------------|------------------|----------------------|----------------------------|----------|------------|--------------|----------------------------|----------------|
| 1620 | Elections & Registrations | 51,892 | 40,117 | 77,864 | 94.1% | 0.1% | 0.97 | Personnel Costs | 54,965 |
| 1750 | Planning Board | 220,732 | 231,342 | 238,369 | 3.0% | 0.2% | 2.96 | Salaries | 223,809 |
| | | | | | | | | <i>Estimated Revenue</i> | <i>600</i> |
| 2010 | Police Department | 3,926,447 | 4,058,692 | 4,094,945 | 0.9% | 4.1% | 50.87 | Salaries | 3,908,411 |
| | | | | | | | | Capital Outlay | 14,473 |
| | | | | | | | | <i>Out of State Travel</i> | <i>3,500</i> |
| | | | | | | | | <i>Estimated Revenue</i> | <i>81,500</i> |
| 2200 | Fire Department | 2,472,535 | 2,543,220 | 2,826,941 | 11.2% | 2.9% | 35.12 | Salaries | 2,616,941 |
| | | | | | | | | Capital Outlay | 24,080 |
| | | | | | | | | <i>Out of State Travel</i> | <i>2,870</i> |
| | | | | | | | | <i>Estimated Revenue</i> | <i>71,500</i> |
| 2360 | Town Center | 102,789 | 106,327 | 109,321 | 2.8% | 0.1% | 1.39 | Salaries | 51,131 |
| | | | | | | | | <i>Estimated Revenue</i> | <i>120,000</i> |
| 2400 | Code Enforcement | 507,226 | 559,422 | 560,850 | 0.3% | 0.6% | 6.97 | Salaries | 513,822 |
| | | | | | | | | <i>Out of State Travel</i> | <i>1,900</i> |
| | | | | | | | | <i>Estimated Revenue</i> | <i>961,900</i> |

| Account # | Department | FY 2019 Expended | FY 2020 Appropriated | FY 2021 Recommended | % Change | % of Total | Tax Impact * | Segregations Descriptions | Amount |
|-----------|-----------------------------------|------------------|----------------------|---------------------|-------------|------------|--------------|----------------------------|-------------------|
| 3000 | School Department | 40,421,396 | 41,844,365 | 43,309,459 | 3.5% | 43.8% | 538.03 | From Impact Aid | 450,000 |
| 3001 | Vocational Education | 465,177 | 660,000 | 700,000 | 6.1% | 0.7% | 8.70 | | |
| 3500 | Facilities Department | | | | | | | | |
| | Municipal | 2,331,345 | 2,612,172 | 2,643,178 | 1.2% | 2.7% | 32.84 | Salaries | 554,664 |
| | <i>School (in School budget)</i> | <i>2,254,522</i> | <i>2,154,804</i> | <i>2,252,109</i> | <i>4.5%</i> | | | Capital Outlay | 2,551 |
| | | | | | | | | Utilities | 1,775,000 |
| | <i>Total (Informational Only)</i> | <i>4,585,867</i> | <i>4,766,976</i> | <i>4,895,287</i> | <i>2.7%</i> | | | | |
| 4000 | Public Works | 12,831,517 | 13,158,775 | 13,975,577 | 6.2% | 14.1% | 173.62 | Salaries | 3,197,990 |
| | | | | | | | | Snow Removal Overtime | 136,800 |
| | | | | | | | | Snow Removal Materials | 205,653 |
| | | | | | | | | MWRA | 3,782,925 |
| | | | | | | | | Water Purchase | 2,126,800 |
| | | | | | | | | Refuse/Recycling | 1,648,200 |
| | | | | | | | | Energy | 571,102 |
| | | | | | | | | Equipment/Materials | 1,021,046 |
| | | | | | | | | Capital Outlay | 7,331 |
| | | | | | | | | Road Resurfacing | 1,277,730 |
| | | | | | | | | From Sewer Fund | 4,700,000 |
| | | | | | | | | From Field Maint Fund | 24,000 |
| | | | | | | | | <i>Out of State Travel</i> | <i>602</i> |
| | | | | | | | | <i>Estimated Revenue</i> | <i>10,064,000</i> |
| 5000 | Board of Health | 302,460 | 351,412 | 350,709 | -0.2% | 0.4% | 4.36 | Salaries | 288,996 |
| | | | | | | | | <i>Estimated Revenue</i> | <i>34,000</i> |

| Account # | Department | FY 2019 Expended | FY 2020 Appropriated | FY 2021 Recommended | % Change | % of Total | Tax Impact * | Segregations Descriptions | Amount |
|--------------|----------------------------------|-------------------|----------------------|---------------------|-------------|----------------|--------------|----------------------------|--------------------|
| 5001 | Hazardous Waste | 18,330 | 24,872 | 25,618 | 3.0% | 0.0% | 0.32 | | |
| 5003 | Mosquito Control | 40,817 | 40,817 | 42,042 | 3.0% | 0.0% | 0.52 | | |
| 5400 | Bedford Local Transit | 73,548 | 65,270 | 64,917 | -0.5% | 0.1% | 0.81 | Salaries | 64,124 |
| | | | | | | | | <i>Estimated Revenue</i> | <i>15,000</i> |
| 5410 | Council on Aging | 223,249 | 242,255 | 250,827 | 3.5% | 0.3% | 3.12 | Salaries Capital Outlay | 235,794 1,093 |
| 5420 | Youth & Family Services | 493,130 | 590,970 | 566,739 | -4.1% | 0.6% | 7.04 | Salaries | 219,869 |
| 6100 | Public Library | 1,272,528 | 1,323,700 | 1,342,705 | 1.4% | 1.4% | 16.68 | Salaries Capital Outlay | 1,054,195 5,000 |
| | | | | | | | | <i>Estimated Revenue</i> | <i>17,000</i> |
| 6300 | Recreation Commission | 279,080 | 290,122 | 288,122 | -0.7% | 0.3% | 3.58 | Salaries | 280,122 |
| 6910 | Historic Preservation Commission | 1,256 | 1,333 | 1,333 | 0.0% | 0.0% | 0.02 | | |
| TOTAL | | 88,165,657 | 94,574,613 | 98,934,979 | 4.6% | 100.00% | 1,229 | | |

* Residential Tax Impact (per 100,000 of assessed value)

Town Meeting Procedure
(As Established Under Article 4 of the Bedford General Bylaws)

4.1 Debate Rules

The following rules shall govern Town Meeting:

- No voter may speak without recognition by the Moderator.
- Speakers must give their name and address before commencing.
- No voter may speak in debate more than twice on any article without specific permission from the Moderator, except to correct a statement. Questions do not fall under this rule.
- Speakers must keep their debate within the scope of the motion on the floor.
- All questions must be directed through the Moderator.

4.2 Motions

All motions shall require a majority vote except as noted.

4.2.1 Privileged Motions

The following motions are privileged motions addressing the conduct of the meeting, and have priority, in order as shown, over any other motion or any question which may be pending:

4.2.1.1 Dissolve or adjourn *sine die*

Final adjournment of Town Meeting may occur only after the completion of action on all articles in the Warrant. Not debatable or amendable.

4.2.1.2 Adjourn or recess

Postpones the meeting to a specified time, which must be within 21 days. Debatable and amendable.

4.2.1.3 Point of no Quorum

A call for a count of voters. No vote required.

4.2.1.4 Fix the time for which to adjourn

Sets a certain time for later adjournment. Debatable and amendable.

4.2.1.5 Question of privilege

Relates to the rights and privileges of the meeting and to the rights of the members. Not debatable or amendable.

4.2.2 Subsidiary Motions

The following motions are subsidiary motions. They have a direct effect on the original or main motion. They are listed in order of their rank, which follows the privileged motions, above:

4.2.2.1 Lay on or take from the table

Postpones action on the motion for an unspecified time and resumes action at the will of the meeting. Town Meeting may not be adjourned *sine die* until some action is taken on the motion in question. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.2 Previous question

Calls for a vote on the motion under discussion without further debate. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.3 Limit or extend debate

Sets a time limit for each speaker or the entire debate or may reopen the bounds of debate. Debatable and amendable. Two-thirds majority vote required.

4.2.2.4 Postpone to a specified time

Postpones action on an article to a specified time, or until after a specified article. Debatable and amendable.

4.2.2.5 Commit, recommit or refer

Sends the Article to a committee or other body for further study. Debatable and amendable.

4.2.2.6 Amend or substitute

Modifies the motion on the floor, in whole or in part. A written copy of the amendment must be presented to the Moderator or the Town Clerk. Debatable and amendable.

4.2.2.7 Postpone indefinitely

Ends debate and removes the main motion from discussion without a vote on the main motion. Not debatable or amendable. A brief explanation of the reason(s) for indefinite postponement may be given. Two-thirds majority vote required.

4.2.3 Incidental Motions

The following actions have the same rank as the motion from which they arise. They are subordinate motions relating to the conduct of the meeting with respect to the motion on the floor. They are considered and acted upon before the motions out of which they arise are concluded:

4.2.3.1 Point of order

Questions a possible error of omission or commission. Neither debatable nor amendable and no vote taken.

4.2.3.2 Appeal

Moves to reverse the decision of the Moderator on a point of order. Must immediately follow the point of order. Subject to acceptance by the Moderator. Debatable but not amendable.

4.2.3.3 Division of a question

Divides a main motion or amendment where practical to discuss and vote on the separate parts. Debatable and amendable.

4.2.3.4 Separate consideration

Requests discussion on separate parts of a question which do not allow for division since the separate parts are interrelated and will not stand on their own. Debatable and amendable.

4.2.3.5 Fix the method of voting

Request a specific form of voting, different from the normal one. Debatable and amendable.

4.2.3.6 Withdraw or modify a motion

Allows the maker of a motion to withdraw or modify the motion. Not debatable or amendable.

4.2.3.7 Suspension of rules

Requests a change in the rules relating to the conduct of the meeting. Not debatable or amendable.

4.2.4 Main Motions

The following are main motions in order of the rank and stem from articles in the Warrant:

4.2.4.1 Main motion

A motion made within the scope of the related article in the Warrant. The motion is debatable and amendable. The main motion may require a two-thirds vote, *e.g.*, bonding and zoning.

4.2.4.2 Reconsider or rescind

Reconsideration requests reopening of debate on a motion previously voted on while rescission overturns a previous affirmative vote and defeats the motion involved. May be debatable but it is not amendable.

4.2.4.3 Advance an article

Asks to consider and discuss an article in the Warrant out of order. Debatable and amendable.

4.3 Reconsideration

4.3.1 Number of reconsiderations

When a motion of reconsideration is decided, that decision shall not be reconsidered again at the same session and shall not be reconsidered more than once thereafter.

4.3.2 Notice of intent to reconsider at future meeting

Articles voted upon at any meeting shall not be reconsidered at a subsequent meeting unless notice of intent to reconsider shall be given to the Moderator prior to adjournment and publicly announced to the meeting at which the article has been voted upon.

4.3.3 Requirements for voter to move reconsideration

Reconsideration may be moved only by one who voted on the prevailing side.

4.4 Amendments

4.4.1 Amendments to amendments

An amended amendment may not be amended.

4.4.2 Order of voting on amendments

In the case of several amendments of different amounts or periods of time, the largest amount and the longest time will be voted on first, and an affirmative vote will be a negative vote of the smaller sums or shorter times.

4.4.3 Amendments to bylaws

No amendment may be made to a proposed General Bylaw printed in the Warrant unless it is to correct an error in the printing which does not change the meaning. A proposed Zoning Bylaw article may be amended on the floor to be less restrictive.

4.4.4 Reports to meeting

Recommendations made in the report of any board or committee shall not be acted upon or debated at any meeting unless there is an article in the Warrant.

4.4.5 Acceptance of reports to the meeting

When the report of a committee is placed in the hands of the Moderator, it shall be deemed to be received. If it is a final report, a vote to accept it shall discharge the committee. If it is an interim report, the committee continues to serve unless the Town votes to discharge the committee.

4.4.6 Amendments to articles

Any article appearing in the Warrant and considered at any Town Meeting may be

amended and any portion may be deleted or added to by the vote of the Town, provided the phrase “do anything in relation thereto,” “pertaining thereto,” or words of similar import appear in the article. Any proposed amendment must be within the scope of the article.

4.4.7 Quantum of vote on bylaws and borrowing

A motion under an article to add to or amend the Town Bylaws, unless otherwise required by the General Laws shall require a simple majority vote. An article to amend the Zoning Bylaws or one for the purpose of borrowing for a period greater than one year shall require a two-thirds vote. A vote requiring a two-thirds majority does not have to be counted unless questioned by the Moderator or seven voters.

4.4.8 Reports and motions in writing

All reports, resolutions, motions and amendments submitted to the meeting for consideration shall be presented in writing to the Moderator.

4.4.9 Secret ballot

A majority of those present and voting may choose to vote on any article or amendment by secret ballot.

| |
|---------------------------------------|
| Guidelines for Civil Discourse |
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The Town of Bedford respects and recognizes each citizen's right to free speech. In order to guarantee all people's right to free speech and to ensure productive civil discourse, we request that all citizens respect the following guidelines.

Show respect for others.

- Discuss policies and ideas, not people
- Only one person should be speaking at any given time
- Use helpful, not hurtful language

Speak as you would like to be spoken to.

- Use courtesy titles (Mr., Ms., Sir, etc.) and ask if unsure
- Restate ideas when asked
- Use a civil tone of voice

Agree to listen.

- Respectfully hear and listen to differing points of view
- When unsure, clarify what you heard
- Realize that what you say and what people understand you to have said may be different
- Recognize that people can agree to disagree

Speak for yourself, not others.

- Speak from your own experience
- Use "I" statements ("I think that the ideas presented...")

Follow agreed-upon guidelines regarding who speaks when and for how long.

Volunteer Opportunities and the Appointment Process

Opportunities for Volunteer Appointments in Bedford

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- Help guide your community

Most appointments to committee vacancies are made following the Annual Town Meeting. However, vacancies also occur at other times during the year. Terms of office vary from one to three years. Committees which may have openings are listed below:

Bedford Housing Partnership

Implements fair housing programs and encourages the growth and maintenance of affordable housing.

Bicycle Advisory Committee

Encourages use of bicycles to decrease traffic and pollution and increase recreational opportunities.

Community Media Committee

Advise the Select Board on matters pertaining to PEG Access programming.

Charter and Bylaw Review Committee

Conduct regular review of Town Charter and Bylaws and recommend changes.

Community Preservation Committee

Recommend appropriation of CPA funds for open space, historic preservation, and affordable housing.

Hanscom Area Towns Committee (HATS)

Coordinate policies and activities of the four towns that contain Hanscom Field.

Historic District Commission

Review any proposed changes to properties within the Historic District.

Historic Preservation Commission

Preserve, protect, develop, and manage Bedford's historic, archaeological, and cultural assets.

Municipal Affordable Housing Trust:
Create and preserve affordable housing in Bedford.

Petitioners' Advisory Committee
Aid citizens in preparing petitioners' articles for Town Meeting.

Transportation Advisory Committee
Examine, evaluate, and advise the Select Board on improvements to resident mobility and non-automobile modes of transportation.

Volunteer Coordinating Committee
Identify and recruit qualified candidates for all appointed offices in Bedford.

Appointment Process

If you would like to be a part of our Town Government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest.

Town of Bedford Questionnaire for Volunteers

Good Government Depends On You

Please read about opportunities for volunteer appointments and the process on the Town of Bedford Website.

Name _____ Date _____

Address _____ Occupation _____

Home Phone _____ Cell Phone _____ E-mail _____

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. No. years lived in Bedford: Are you a registered Bedford voter? Attended Town Meeting? _____

4. Please describe your background or training from work and/or life experience that relates to your interest in government. _____

5. What Town government experience have you had? _____

6. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)? _____

7. Additional information for the Selectmen to consider. (Please add to this form as necessary.) _____

8. Do you have any restrictions on your availability to attend committee meetings? _____

Feel free to call or email (TownManager@bedfordma.gov) to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way.