

Regular Session Minutes—Select Board Meeting
Remote Participation Meeting
January 24, 2022

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

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

Ms. Fleischman opened the meeting at 7:02 via remote participation conference call.

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

22-16 Public Comment

Mr. Dave Enos spoke in support of hiring a Sustainability Director
Mr. Scott Anderson spoke in support of hiring a Sustainability Director.
Mr. Brown Pulliam spoke in support of hiring a Sustainability Director.
Mr. Bob Doud spoke in support of hiring a Sustainability Director.
Mr. Sandy Currier spoke in support of hiring a Sustainability Director.
Mr. Ralph Hammond spoke in support of hiring a Sustainability Director.
Mr. Mark Mullins spoke in support of hiring a Sustainability Director.

22-17 DPW Memorandum of Understanding—MassDOT Extension of Easements, Middlesex Turnpike Phase 3

Ms. Stanton gave an overview of the Memorandum of Understanding (MOU) between the Town and MassDOT to extend the construction easements necessary to complete the Middlesex Turnpike project. She said that the Middlesex Turnpike project design was started in 1995, and planning for the current phase (Phase 3) began in 2016. The purpose of the MOU is to establish how the Town and MassDOT will share costs related to extending select easements/ interests needed for the completion of the Turnpike project.

Ms. Mitchell ask what the new expected expiration date is for the construction easements. Mr. Manugian will propose five-year easements, starting from the date of expiration for the current construction easements.

Ms. Malone asked about reimbursements from the Massachusetts Department of Transportation (MassDOT). Mr. Manugian said that MassDOT will reimburse the Town for the purchase of the new easements.

Mr. Moonan moved that the Town approve the attached Memorandum of Understanding between the Town of Bedford and Massachusetts Department of Transportation, and authorize the Town Manager to sign on the Town's behalf. Mr. Pierce seconded.

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

Materials: Draft MOU between MassDOT and the Town of Bedford 1(1360837.1), MOU Cover Memo 2022-01-18

**22-18 Approval of Purchase and Sales Agreement—33 Shawsheen Road
(Contingent upon Annual Town Meeting approval)**

Ms. Stanton said that the Town has been approached by the owner of 33 Shawsheen Road to see if it is interested in acquiring the property, which abuts the Shawsheen Cemetery. The owners have offered to sell their property to the Town for future cemetery expansion. The Department of Public Works (DPW) sees a public benefit due to the location of this parcel. Per the Town's parcel database, it is currently valued at \$358,800. The agreed purchase price for the property is \$525,000. It is proposed that \$338,836 be funded through the Land Acquisition Fund, and that the remaining balance of \$186,164 be raised by borrowing, transfer from available funds, or by any combination of these methods, to be determined prior to Town Meeting.

Ms. Mitchell moved to (i) approve that certain Purchase and Sales Agreement concerning the Town's purchase of the property commonly known as 33 Shawsheen Road, identified as Parcel 35 on Map 65 of the Town Atlas and depicted as "Lot 5" on a plan entitled "Plan of Land in Bedford, Mass., owned by Highland Sand & Gravel Company, Inc." dated October 16, 1961, prepared by Joseph W. Moore, Inc., and recorded as Plan 1555 of 1961, substantially in the form presented to the Board at its January 24, 2022 meeting, with changes to be approved by the Town Manager in the Town Manager's reasonable discretion in consultation with town counsel; and (ii) authorize the Town Manager to execute the Purchase and Sales Agreement and to take all actions on behalf of the Town that are reasonably necessary, in the judgment of the Town Manager, to complete the purchase of the property in accordance with the Purchase and Sales Agreement and the applicable Town Meeting vote, including,

without limitation, delivering closing funds and signing deeds, closing forms, closing documents, and settlement statements. Mr. Pierce seconded.

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

Materials: 33 Shawsheen Acquisition Memo, 2019-11-01_Shawsheen Cemetery Expansion MP Rendered Plan – reduced, Appraisal Report - 33 Shawsheen Road, PS (33 Shawsheen Road - Bedford) (1370048.3), Vote- P&S (33 Shawsheen Road - Bedford) - draft (1374432.3)

22-19 FY23 Select Board—Preliminary Budget Presentation

Ms. Stanton reviewed the FY23 Select Board Budget Submission Memorandum with the Select Board. She stated that the proposed FY23 Select Board discretionary operating budget is \$18,606,344. The recommended budget is \$213 over the Finance Committee’s requested guideline amount of a 2.5% guideline increase. In preparation for the FY23 budget, department heads assembled performance measurement data, statistics on work orders, and data-tracking of current workload. For some departments, budgets rely upon outside funding such as grants and donations. Ms. Stanton stated that some requests that have been made by departments are not funded. Such as:

Dept. of Public Works	Hired Equipment – Athletic Field Maintenance
Dept. of Public Works	Overtime – Athletic Fields/Cemetery
Facilities	Custodian – Town Center Building
Health and Human Services	Additional Hours for Food Bank Coordinator and COA
Town Manager’s Office	Part Time Benefits Coordinator/Asst. HR Director

Departments are experiencing challenges keeping up with increasing needs. Requirements related to expanded work related to the Future of Work Committee, and increased need for social services all come with budget pressures and warrant future consideration and funding. Ms. Stanton would categorize these requests as needs vs. wants.

Ms. Stanton, at the request of the Select Board, prepared information related to the community advocacy to add a new energy and sustainability-related position to the budget. If the Select Board choses to move forward with a position, Ms. Stanton would

recommend an Energy Manager position at a salary of \$75,000 per year. The position would report to the Town Manager, in partnership with the Facilities and Department of Public Works departments. Ms. Stanton does not anticipate any revenue offset (grants) to support funding the position. Also, this position is not within the 2.5% guideline and would not be designated as a department head.

Ms. Stanton gave an overview of the FY23 - Budget Summary. She reviewed the Over/Under Guidelines for non-discretionary budgets and Department of Public Works—Segregation table.

Ms. Fleischman talked about requests that have been made by departments that are not funded. She acknowledged that these requests are all important to serving the Bedford community as well as Bedford employees.

Ms. Mitchell asked about the total cost of contingency items that did not fit into the 2.5% guidelines, and whether her sum of roughly \$500,000 was correct. Ms. Stanton stated that if the Energy Manager is factored into the equation, it would approximately be \$315,000 in funding. Mr. Pierce would like to see a priority list that ranks the requests. Mr. Moonan asked if the Finance Department could assign dollar amounts to the unfunded requests. Ms. Fleishman asked Ms. Stanton to determine which of these needs should be acted on now, and which could be included in a future budget plan. Ms. Stanton asked the Select Board if possible to finalize their recommendations at their January 31 meeting. The Select Board went on to ask about more detailed, specific line items in the Budget Book.

Materials: FY23 - Budget Summary, FY23 Budget Book, FY23 Budget Submission Message - January 20, 2022

22-20 Review of Annual Town Meeting Draft Warrant

Ms. Stanton stated that this year's Warrant contains no articles related to Planning or Zoning. In the coming weeks the Community Preservation Budget should be finalized, and there should be a final recommendation on FY23 Capital Plan. Ms. Stanton reviewed the articles that will appear on the Warrant. Mr. Pierce recommended preparing a document showing how the cost of implementing MUNIS will be broken out over coming years. The date for Town Meeting is March 28, 2022.

Materials: Bedford ATM Warrant 2022 - 1.20.22 draft

22-21 Consent Agenda

1. AP/Payroll Warrants
2. Regular Session Minutes—January 18, 2022

Ms. Mitchell moved that the Select Board approve the Consent Agenda, and authorize the Town Manager to sign the AP and Expense Warrants. Mr. Pierce seconded.

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

Materials: 01182022 Select Board Minutes Draft, AP GL Distribution School ck date 01.20.22 DC Signed, AP GL Distribution Town ck date 01.20.22 DC Signed

22-22 Town Manager's Report COVID-19 Update

COVID-19 Cases in Bedford:

Ms. Stanton reported that there were 623 cases reported between January 2nd and January 15th. As of January 21st 14-day positivity rate is 17%, with the statewide rate at 20.6%.

COVID-Testing:

The Health Department continues to work on securing at-home test kits. The next distribution event will be announced shortly; it will likely be for all residents. There will be additional ongoing outreach to households without a driver and those who connected with Youth & Family Services or the Council on Aging. Ms. Stanton noted that there are increasing options for residents to access at-home tests:

- <https://special.usps.com/testkits> (Free delivery from federal government)
- Insurance Reimbursement for purchased tests.
- State programs providing at-home tests to students and staff of schools and child care centers.

22-23 Open Discussion and Liaison Reports

Mr. Moonan had nothing to report for this week.

Ms. Malone attended the MMA meeting.

Mr. Pierce had nothing to report for this week.

Ms. Mitchell reported she attended the MMA meeting. The Cultural Council met and is requesting that the Select Board increase its budget line item for Cultural Council grants, which has been set at \$4,800 since FY18.

Ms. Fleischman attended the Transportation Advisory Committee meeting. Two items that came out of that meeting: there may be expanded grant-funded opportunities to purchase equipment and complete projects. The other topic was the MBTA's (Massachusetts Bay Transportation Authority) new housing requirements. The Transportation Advisory Committee has requested that the Select Board draft a letter stating how the new regulations regarding housing would impact Bedford, and asking the state to invest more services in public transportation in Bedford.

Ms. Mitchell moved that the Select Board authorize Ms. Fleischman to send a letter to the state on behalf of the Select Board and the Transportation Advisory Committee encouraging the state to improve public transportation in communities that are designated as MBTA communities for the purposes of the new housing regulations. Mr. Moonan seconded.

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

22-24 Executive Session for the purposes of discussing strategy related to the purchase, exchange, taking, lease of value of real property, or litigation.

Ms. Mitchell moved to enter Executive Session for the purposes of discussing strategy related to the purchase, exchange, taking, lease of value of real property, or litigation and not to return to Open Session. Mr. Moonan seconded.

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

**Meeting adjourned at 8:30 p.m.
Approved as Record Copy
Respectfully submitted by Eileen Blanchette**