

**Regular Session Minutes—Select Board Meeting**  
**Remote Participation Meeting**  
**February 7, 2022**

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

ALSO, PRESENT: Christine Rabinowitz, Bob Dutton, Bedford TV; Dan Bostwick, Energy & Sustainability; Brenda Peacock, Carol Amick, Colleen Doyle, Assistant Town Manager for HR and Administration; Jeanette Rebecchi, Department of Public Works; Rick Rosen, Council on Aging; Shawn Hanegan, Planning Board; Ben Thomas, Finance Committee; Patricia Fabian, Kathleen Smith (by phone) Charlie Ticotsky, Special Assistant to the Town Manager; David Manugian, DPW, David Castellarin, Finance Director; Mark Guetersloh, Community Media Committee; Katie Duval, Bedford TV; Jim Shea, Paul Wittman, Bedford TV; Uma Kaundinya, Community Media Committee; Gretchen Kind, Bedford TV; Dot Bergin, Bedford Citizen; Eileen Blanchette, Administrative Assistant Town Manager's Office; Emily Prince, Energy & Sustainability Committee; Carolyn Frost, Allan Tate, Bedford TV; Karen Willson, Katie Black, Erin Dorr, Renu Bostwick, Michelle Puntillo, Rebecca Pomerantz, Taissir Alani, Facilities; Janet Powers, Karen Dunn, Finance Committee; Michele Karas.

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

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

**22-33 Public Comment**

Ms. Carol Amick voiced her objection about how the Town is managing communication between the abutters of the proposed new Fire Station at 139 The Great Road.

Mr. Sean Hannigan spoke in support of hiring an Energy Manager.

**22-39 Consent Agenda – This agenda item was taken out of order**

1. Regular Session Minutes- January 31, 2022

Ms. Mitchell moved to approve the minutes of January 31, 2022, as amended. Mr. Pierce seconded.

*Materials: January 31, 2022 Meeting Minutes.*

**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.**

**22-34 FY23 Salary Bylaw Public Hearing - Merit Article**

**Mr. Pierce moved to open the Public Hearing. Mr. Moonan seconded.**

Ms. Colleen Doyle, Assistant Town Manager of Human Resources and Administration reviewed the proposed Salary Bylaw Amendments. Ms. Stanton stated that the Town will be funding a Salary Classification Wage and Succession Planning study. This will help in reassessing salary packages and titles.

Mr. Rich Rosen joined the Public Meeting to ask about the title of Housing and Economic Development Director. He expressed concern that the title of the position may not attract as many candidates. Ms. Stanton stated that this title is more reflective of what other communities are doing.

**Mr. Pierce moved to close the Public Hearing. 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.**

*Materials: ARTICLE 58 - Updated for 2022 Town Meeting, Memo for Salary Bylaw Public Hearing 2022, Salary Admin Bylaw Classification Schedule Updated*

**22-35 Committee Appointment**

Kathleen Smith - Bedford Housing Authority.

Ms. Fleischman introduced the Select Board Members.

Mr. Moonan reviewed the Charter of the Bedford Housing Authority.

Mr. Moonan asked Ms. Smith to speak to her background. Ms. Smith stated that she is new to Bedford and would like to get more involved with the Town and specifically the Housing Authority.

**Mr. Moonan moved that the Select Board appoint Kathleen Smith to the Bedford Housing Authority, effective March 13, 2022, for a term ending March 13, 2027, and**

**authorize the Town Manager to sign the appointment letter on behalf of the Select Board. Mr. Pierce seconded.**

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

*Materials: BHA Tenant Appointment, Housing Authority Form Kathleen Smith*

## **22-36 Department of Public Works**

### **Quarterly Update and Presentation**

Mr. Manugian presented the Department of Public Works (DPW) Quarterly Report. He gave an update on: Refuse and Recycling, Grounds, Highway, Mechanical, Water, Sewer and Administration. Mr. Manugian also pointed out that the Town will switch to quarterly billing for water.

Ms. Malone asked what percent of households are using black earth composting. Mr. Manugian stated that there are approximately 300 households.

Mr. Pierce asked about the recent water main breaks. Specifically, is there a way to determine if a water main breaks, and it does not rise to the surface can the DPW still find it. Specifically, if a water main breaks and the water does not rise to the surface, how does the DPW find out about it. Mr. Manugian said the most common way is that citizens are experiencing low water pressure and let the department know. The DPW has made some progress toward implementing a mobile application so individuals can read their water meters.

### **Dept. of Public Works Minuteman Bikeway Extension Project.**

Temporary and Permanent Dedication of Town Property. Ms. Stanton stated that the Minuteman Bikeway Extension project will be funded through the Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) using state and federal funds. As such, MassDOT and the FHWA require the Town to dedicate in perpetuity any Town-owned land used for the project as a way to protect the public investment. The legal mechanism to do so, is for the Town to essentially award itself the necessary temporary and permanent easements via the enclosed Layout Plans and Declaration and Dedication of Public Land documents to be recorded at the Registry of Deeds.

Section 4(f) de minimis Impact Determinations [per 23 CFR 771]

**Ms. Mitchell moved to approve the Declaration and Dedication of Public Land for Temporary Construction Easements and Permanent Easements for the Property, substantially in the form presented to the Board at its February 7, 2022 meeting, with changes to be approved by the Chair of the Select Board in the Chair's reasonable discretion in consultation with town counsel; and to authorize the Chair of the Select Board to execute the Declaration and Dedication of Public Land for Temporary Construction Easements and Permanent Easements for the Property and to take all actions on behalf of the Town that are reasonably necessary, in the judgment of the Chair of the Select Board, to complete the Declaration and Dedications as set forth above and the applicable Town Meeting vote. 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.**

**Ms. Mitchell moved that the Select Board authorize Chair Margot Fleishman to execute the National Environmental Policy Act Temporary Occupancy and Section 4(f) de minimis Impact Determination forms for town-owned property located at Depot Park; 9 Mudge Way; 350A Concord Road; and 398 Concord Road as described in the Public Works memo dated February 2, 2022. 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.**

*Materials: 607738\_Minuteman Layout Plans, 607738-350a-Concord-Road- Temporary Occupancy, 607738-398-Concord-Road- Temporary Occupancy, 607738-Bedford-9-Mudge-Way- Temporary Occupancy, 607738-Bedford-9-Mudge-Way-deminimis impact determination, 607738-Bedford-350a-Concord-Road-deminimis impact determination, 607738-Bedford-398-Concord-Road-deminimis impact determination, 607738-Bedford-Depot-Park- Temporary Occupancy, GIS MMBE Taking Maps - with TEs-1-27-22. Dedication 11 Woodmoor(1379090.2).docx, Dedication 80 Loomis and 110 South(1371178.2).docx, Dedication 221 Hartwell(1379122.2).docx, Dedication 223 Hartwell(1379103.2).docx, Dedication 350A Concord Road(1379536.2).docx, Dedication 398 Concord Road(1379567.1).docx, Dedication for 9 Mudge Way(1371073.5).docx, Dedication Former Railroad ROW(1379448.2).docx. RECORD OF VOTE OF THE BEDFORD SELECT BOARD(1378984.1).docx, Select Board Cover Memo RE 4f & Dedications\_Revised\_2-2-22, DPW Presentation 2022-02-02,*

### **22-37 FY23 Cable Budget**

Ms. Stanton stated that at the Cable Budget January meeting, the board voted to recommend to the Select Board that \$283,553 be included in the FY2023 town budget to

support BedfordTV. Of that total, \$230,108 is designated for BedfordTV operating expenses, \$35,000 for rent of the studio space located in Old Town Hall, and \$18,445 for production equipment to be used by BedfordTV.

Ms. Mitchell noted that there is a decent size bump in the Cable Budget that is due mostly to a salary adjustment in order to attract more people.

Mr. Moonan asked about provisions in the FY2023 forecast. Specifically, about the provision for a nominal 3% pay increase. Katie Duval as Executive Director of BedfordTV and the Bedford Cable Television Committee decided that instead of a 2.5 yearly increase ~~they decided to give~~ a 3% increase should be given.

Mr. Pierce asked if there are any other revenue opportunities other than USB. Ms. Duval has been looking into sponsorships, renting out studio space, hosting art showings etc.

Ms. Malone asked how many surrounding communities offer free memberships. Ms. Duval said she doesn't have a specific number, however there is nothing in the contract that says they cannot charge for this service. Other opportunities are being explored to generate more revenue.

*Materials: BCAT FY23 Annual Plan FINAL, Bedford TV Budget Update CMC 2021.12.07-r2, CMC Recommendation on BedfordTV FY23 budget request, List of Former BCAT Employees\_2022.01.21.*

### **22-38 FY23 Budget and Annual Town Meeting Warrant Review**

*Materials: FY23 Budget Book 2.2.22, FY23 Budget Guideline -Select Board 2.2.22*

Ms. Stanton said that the Select Board voted on the budget at the January 31 Select Board meeting. Ms. Stanton called to the attention of the Select Board some changes that have been made to the FY23 budget guide lines.

Mr. Moonan said that he would like to see the Select Board approve the base budget and make the Energy Manager's position (\$75,000) a separate article on the Warrant.

**Mr. Moonan moved to approve the FY23 base budget of 2.5% and the \$75,000 for an Energy Manager as a separate line item on the Town Warrant. Mr. Pierce seconded.**

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

Ms. Stanton will submit an updated Budget Submission message, Budget Book and Budget summary to the Finance Committee.

Ms. Stanton reported that there is a hold on 24 Warrant Articles. She is in the process of finalizing open items and plans to have a final version to the Select Board by February 22, 2022.

### **22-40 Open Discussion and Liaison Reports**

Ms. Mitchell reported that she attended the joint Finance Committee and the Capital Expenditures Committee. She also attended the Volunteer Coordinating Committee. She reported that 2.5 years ago there were 37 vacancies there are now 14.

Mr. Moonan had nothing to report.

Ms. Malone attended the Violence Prevention Coalition meeting, where they discussed the book called Permission to Feel. The Coalition will read the book and then solicit feedback from the schools. Health and Human Services held a de-escalation training for Town Employees. On February 14<sup>th</sup> there will be a workshop called "Just Talk About It". Youth and Family Services is holding an alcohol diversion program. She also attended the Bedford Housing Partnership meeting where they talked about the MBTA Communities Legislation. BARC is holding 2 tree hearings.

Mr. Pierce had nothing to report.

Ms. Fleischman asked Ms. Stanton what it would take to move forward with joining Unified Planning Work Program (UPWP). She and David Manugian will meet next week and provide an update to the Select Board.

**Mr. Moonan moved to enter into Executive Session for the purpose of conducting strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Ms. Mitchell seconded.**

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

**Meeting adjourned at 8:40 p.m.**

**Approved as Record Copy**

**Respectfully submitted by Eileen Blanchette**