

**Regular Session Minutes—Select Board Meeting**  
**Remote Participation Meeting**  
**February 22, 2022**

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

ALSO PRESENT: Kenneth Fong; Robert Bongiorno, Police Chief; Susan Schwartz, Board of Health; Neil Dale; Taissir Alani, Facilities Director; Kaye Spofford; Bedford TV; Michelle Puntillo; Jeff Cohen; Rebecca Pomerantz; Christine Bongiorno; Christine Rabinowitz; Emily Prince, Energy and Sustainability Committee; Erin Dorr; Janet Powers; Corinne Doud; Michaela McCormack; Katie Duval, Bedford TV; Ben Thomas, Finance Committee; Karen Willson; Daniel Bostwick; Mike Rosenberg, *Bedford Citizen*; Nancy Asbedian; Marilou Barsam; Patricia Fabian; Tim Brown; Carolyn Frost; Renu Bostwick; Karen Cox; Elizabeth McClung, Finance Committee

---

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. Malone present; Ms. Mitchell present; Mr. Moonan present; Mr. Pierce present; Ms. Fleischman present.**

**22-48 Public Comment**

There were no public comments.

**22-49 Appointment of Interim Police Chief – Kenneth Fong**

Ms. Stanton said that it was a bittersweet day because we are saying goodbye to Chief Bongiorno, who is retiring, but we are excited to welcome Kenneth Fong as Interim Police Chief. She shared that Captain Fong comes highly recommended and lives in Carlisle.

Ms. Fleischman asked Captain Fong to share some of his background. Mr. Moonan thanked him for stepping forward, and asked what encouraged him to come out of retirement. Captain Fong stated that it was the opportunity to work in a community like Bedford—otherwise he would not have done so. Mr. Pierce thanked him for stepping forward. Ms. Malone, Ms. Mitchell, and Ms. Fleischman also welcomed Captain Fong to Bedford.

**Mr. Moonan moved to approve the appointment of Kenneth Fong as the interim police chief consistent with the employment agreement in the paperwork. Ms. Malone seconded. The Select Board was polled individually: Ms. Mitchell aye; Ms. Malone aye; Mr. Moonan aye; Mr. Pierce aye; Ms. Fleischman aye. The motion passed 5-0-0.**

Ms. Stanton spoke about Chief Bongiorno, and how welcoming he was when she was a new Town Manager, how he earned the trust of the community, and how lucky she feels to have had him in Bedford for so many years.

Ms. Fleischman expressed her appreciation for his exemplary service to the community.

Mr. Bongiorno congratulated Captain Fong on his appointment. He expressed appreciation to Ms. Stanton for her leadership, support, guidance, and wisdom. He expressed appreciation for the Select Board's support. He will be sharing a letter to the community this week. He is honored to have worked with the members of the Police Department.

Ms. Mitchell noted Chief Bongiorno's contributions to the Bedford Community Partnership. Mr. Moonan said his leadership was perfect for the Town. Ms. Malone added her appreciation for all that he's done for the Town. Mr. Pierce thanked him and wished him the best.

*Materials: Kenneth Fong.pdf*

### **22-50 Library HVAC Contract**

Ms. Stanton explained that this contract is the first step in the process in preparation to put out bid documents for this project. The contract has been reviewed by Town Counsel.

Mr. Alani explained that the library is essentially two buildings, the original and the addition. The antiquated HVAC equipment is still there, including six boilers. A feasibility study was done in 2019. The project was indefinitely postponed from 2020 Annual Town Meeting to 2021.

Ms. Mitchell said that she is excited about this project, and noted that her questions about the contract's specifics have been answered. Mr. Moonan asked how payments will be made on this project. Ms. Stanton said that the payments will be task-based, after work on each phase is completed. Mr. Moonan asked if there were many bids. Mr.

Alani explained that the original feasibility study had many bids, and the Town is exercising its option to continue with this contract for the next phase of the project. Ms. Malone commented that she is pleased that the contractor is familiar with Bedford and our net zero goals. Ms. Fleischman thanked Mr. Alani for his work on these types of projects, and noted that projects including air quality and emissions are both incredibly important due to COVID-19.

**Ms. Mitchell moved that the Select Board approve the Public Library HVAC design and construction administration contract with Northeast Engineering and Commissioning Service, Inc. of Westwood Mass in the amount of Two Hundred Thousand Five Hundred Dollars (\$200,500) from the funding approved by Annual Town Meeting of May 2021 under Article 21. Further, she moved that the Select Board authorize Town Manager, Sarah Stanton, to sign the contract on behalf of the Select Board. Mr. Pierce seconded.**

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

*Materials: BPL-HVAC-Design-And-Construction-SelectBoard-Recommendation-Letter-Feb2022.doc; Contract NECSI\_A&K Edits (1381257.2) Final.pdf; NEC Proposal plus ATM funding page.pdf*

### **22-51 2022 Annual Town Meeting**

Ms. Stanton shared that the warrant is nearly final. She updated the debate rules to reflect the spirit of the conversation from the previous meeting. Article 5 was updated to include fund balances, as requested by the Finance Committee. Finance Committee votes have been included. Ms. Stanton recommends the Select Board vote to wait on a recommendation for Article 12 as staff are figuring out funding details. She also recommended waiting on a recommendation for the Finance Committee Reserve Fund. Article 15 has been edited to include all Springs Brook Park wages at minimum wage. The operating budget was added to the document. Finance Committee is recommending \$969,000 for OPEB, which Ms. Stanton feels is a good compromise. Other minor edits have been made. Finally, additional background information has been provided on the energy and sustainability position.

For Article 2, Mr. Moonan urged that presenters of amendments should have the same amount of time as article presenters, all other speakers have three minutes, and re-order items B and C. Mr. Pierce stated that he agrees with Mr. Moonan's edits. Ms. Mitchell agreed as well.

**Mr. Moonan moved to make amendments to Article 2, debate rules, and that the Select Board recommend approval of article 2. Mr. Pierce seconded. The Select Board was polled individually: Ms. Mitchell aye; Mr. Moonan aye; Ms. Malone aye; Mr. Pierce aye; Ms. Fleischman aye. The motion passed 5-0-0.**

Ms. Stanton stated that she removed the amount to be used from the Land Acquisition Fund from Article 12 for the time being, and urges the Select Board to give its recommendation at town meeting to allow time for additional housekeeping to be done.

**Ms. Mitchell moved that the Select Board give a recommendation on Article 12 at Town Meeting. Mr. Pierce seconded. The Select Board was polled individually: Ms. Mitchell aye; Mr. Moonan aye; Ms. Malone aye; Mr. Pierce aye; Ms. Fleischman aye. The motion passed 5-0-0.**

Ms. Stanton sought a recommendation on Article 15, the salary administration bylaw. Ms. Stanton noted that she has authority to compensate outside of the range—there are currently three staff members outside of the range.

**Ms. Mitchell moved to recommend approval of Article 15. Mr. Moonan seconded. The Select Board was polled individually: Ms. Mitchell aye; Mr. Moonan aye; Ms. Malone aye; Mr. Pierce aye; Ms. Fleischman aye. The motion passed 5-0-0.**

Ms. Stanton mentioned that depending on Finance Committee actions, the Select Board could revisit the budget on the 24<sup>th</sup>.

Regarding OPEB, the Select Board can amend to \$969,190 as proposed by the Finance Committee, which is a middle ground between \$250,000 originally proposed by Finance Committee and \$1.2m as first proposed by the Select Board. Mr. Moonan thanked Ms. Stanton and others who provided information for Select Board and Finance Committee consideration on this matter. Ms. Stanton noted that Finance Committee is favorable to the stabilization transfer. Mr. Pierce noted that Finance Committee was balancing this transfer with how much free cash to use. Mr. Pierce noted that unused levy capacity is another factor to be considered. Mr. Pierce would be favorable to using more free cash, but he supports these compromises.

**Mr. Pierce moved to recommend approval of Article 23 at \$969,190. Mr. Moonan seconded. The Select Board was polled individually: Ms. Mitchell aye; Mr. Moonan aye; Ms. Malone aye; Mr. Pierce aye; Ms. Fleischman aye. The motion passed 5-0-0.**

Ms. Stanton shared that the figure for Article 24, the Transportation Infrastructure Fund, is \$2,471, which is Bedford's share of Transportation Network Companies fees. Bedford typically uses these funds to support the Town's membership in the 128 Business Council. One possible future use is for a bikeshare program.

**Mr. Pierce moved to recommend approval of Article 24. Ms. Mitchell seconded. The Select Board was polled individually: Ms. Mitchell aye; Mr. Moonan aye; Ms. Malone aye; Mr. Pierce aye; Ms. Fleischman aye. The motion passed 5-0-0.**

Ms. Mitchell noted that Article 25 should be voted. Ms. Fleischman said that she would like to hear from the 300th Anniversary Committee next year so the Select Board can consider increasing the appropriation.

**Mr. Pierce moved to recommend approval of Article 25. Mr. Moonan seconded. The Select Board was polled individually: Ms. Mitchell aye; Mr. Moonan aye; Ms. Malone aye; Mr. Pierce aye; Ms. Fleischman aye. The motion passed 5-0-0.**

Mr. Moonan asked about returning to verbal presentations at Town Meeting. Ms. Fleischman stated that she anticipates a presentation similar to pre-pandemic years, with the addition of video presentations posted in advance. She suggested that at its next meeting, the Select Board will begin divvying up articles among members.

*Materials: Bedford ATM Warrant 2022 – 2.22.22.docx; FINCOM ATM 2022 Warrant Recommendations and Notes as of 2-17-22.pdf; Energy and Sustainability – Jos Description – February 22, 2022.docx; ESC – Memorandum of Support – February 22, 2022.docx; Funding Opportunities.xlsx*

## **22-52 Town Manager's Report**

Ms. Stanton outlined the improving COVID-19 statistics, Town rapid test kit distribution, and the removal of the indoor mask mandate. The governor signed legislation extending remote meetings. The Select Board raised the potential for mandating masks at Town Meeting. Town staff are keeping an eye on the projected snow storm on Friday—if the forecast doesn't change, Town Hall will be closed and employees will be working remotely. The Town Election is coming up on Saturday, March 12, and universal mail-in voting is no longer in effect.

Ms. Mitchell stated that she felt it would be reasonable to mandate masks at Town Meeting. For clarity of speech, speakers could remove their mask at the microphone. Mr. Moonan agreed mandating masks would be a good idea, including allowing

speakers to remove their mask. Ms. Mitchell suggested blocking off seats next to microphones.

### **22-53 Consent Agenda**

**Mr. Moonan moved to approve the consent agenda, and authorize the Town Manager to sign on behalf of the Select Board. Ms. Mitchell seconded. The Select Board was polled individually: Ms. Mitchell aye; Mr. Moonan aye; Ms. Malone aye; Mr. Pierce aye; Ms. Fleischman aye. The motion passed 5-0-0.**

*Materials: AP GL Distribution School ck date 02.17.22 DC Signed.pdf; AP GL Distribution Town ck date 02.17.22 DC Signed.pdf*

### **22-54 Open Discussion and Liaison Reports**

Mr. Moonan had no liaison reports to share.

Ms. Mitchell reported that HFAC hosted the inventor of the Airnoise button as a special guest. She participated in the fire station community meeting.

Ms. Malone attended two MMA virtual workshops, and the fire station community forum. She shared that Bedford Embraces Diversity is holding an interview with Priscilla Douglas for Black History Month. This coming Thursday there will be a shade tree hearing followed by a BARC meeting.

Mr. Pierce attended a Transportation Advisory Committee/Bicycle Advisory Committee joint meeting where the DPW provided updates on the North and Chelmsford Road project and other projects. He also attended Finance Committee.

Ms. Fleischman attended the Historic District Commission meeting and looks forward to discussing the fire station proposal with them on March 2.

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

**The meeting adjourned at 8:08pm**

**Draft Copy**

**Respectfully submitted by Charlie Ticotsky**