

Regular Session Minutes—Select Board Meeting
Remote Participation Meeting
April 25, 2022

PRESENT: Town Manager Sarah Stanton, Emily Mitchell, Chair; Clerk Bopha Malone, Shawn Hanegan, Edward Pierce, Margot Fleischman

ALSO PRESENT: Anthony Fields, Planning Director; Ali Hon-Anderson, candidate for appointment to the Historic District Commission; Jennifer Hurwitz, candidate for appointment to the Board of Assessors; Dennis Ross, candidate for appointment to the Board of Assessors; Jay Muelhoefer, candidate for appointment to the Board of Assessors; Matt Lanefski, Director of Assessing; Dave Guerino, candidate for appointment to the Historic District Commission; Jennifer McClain, candidate for appointment to the Historic District Commission; Rebecca Neale, Board of Assessors; Charlie Ticotsky, Special Assistant to the Town Manager; Mark Siegenthaler, Town Moderator; Eileen Blanchette, Administrative Assistant Town Manager's Office; David Manugian, Director of the Department of Public Works; Michael Rosenberg, *The Bedford Citizen*; Steve Steele, Finance Committee; Sam Pappas; Joseph Piantedosi; Ben Thomas, Finance Committee; Dan Carroll; John Gibbons, Registrars of Voters; Dot Bergin, *The Bedford Citizen*; Katie Guerino; Joanne Callender; Latoya DePina; Hongwei Huang; Stephanie Keep, candidate for appointment to the Historic Preservation Commission; Lee Yates, candidate for appointment to the Historic Preservation Commission; Lucille Wilson, Associate Member, Zoning Board of Appeals; Jacinda Barbehenn, Planning Board; Amy Lloyd, Planning Board; Todd Crowley, Planning Board; Catherine Perry, Planning Department; Robin Steele, Recreation Commission; Susan Schwartz, Board of Health; Joan Bowen, *The Bedford Citizen*; Chris Gittins, Planning Board; Rob Wood; Steve Hagan, Planning Board; Terry Gleason.

Ms. Mitchell opened the meeting at 6:30 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. Hanegan present; Mr. Pierce present.

22-83 Joint Meeting with Board of Assessors for Board of Assessors' Appointment

Board of Assessors and Select Board—Call to Order.

Ms. Rebecca Neale called the meeting to order at 6:34 PM.

The Board of Assessors members were asked to announce they were present: Ms. Wolk present, Ms. Neale present.

Ms. Mitchell said that there are three applicants for the appointment to the Board of Assessors: Jennifer Hurwitz, Jay Muelhoefer, and Dennis Ross. This vacancy will be filled until the next Town Election.

All three candidates were asked the same set of questions.

Ms. Neale asked each candidate why they are interested in joining the Board of Assessors. Ms. Hurwitz stated that she thought she could contribute the Board. Mr. Muelhoefer stated that his background is in business and technology. Given his background in marketing, he would like start with where the biggest revenue is for the Town. Mr. Ross stated that he is newer to the Town and began his volunteer work working at the elections. He has a background in data analysis and he feels that this could be of use to the position.

Ms. Mitchell asked each applicant what their experience is working on small teams. Mr. Muelhoefer stated that he has worked with people with different cultural backgrounds. He has worked with large and small teams. Mr. Ross stated that he is a group leader in his organization and they work in small cross-functional teams. He is comfortable in a small team setting. Ms. Hurwitz stated that she has worked with different teams both as a manager and an individual contributor.

Ms. Neale told the candidates that there is an online certification course that they would need to take to stay on the Board. Mr. Ross, Ms. Hurwitz, and Mr. Muelhoefer all agreed they would be willing to take the course.

Ms. Mitchell asked each of the applicants if they have watched or attended any of the Board of Assessors meetings. Mr. Muelhoefer stated that he has watched several and read the minutes. Mr. Ross stated that he has. Ms. Hurwitz stated that she has watched three.

Ms. Neale asked the applicants if they were familiar with any exemptions and abatement programs that the Town offers. Mr. Ross stated that he reviewed this at the State level. Ms. Hurwitz has not, and Mr. Muelhoefer has not.

Ms. Fleischman asked the applicants if they would consider serving on another committee if they were not chosen for this committee. All three applicants said they would.

Mr. Hanegan asked how each applicant would handle an abatement request, and what could be improved in the abatement request process. Ms. Hurwitz said that she would like to understand what the rules are about the process. Mr. Ross stated that he would also like to understand what the process is now and how to communicate that effectively to residents. Mr. Muelhoefer said he would like to simplify the process as well as educate residents.

Ms. Wolk asked the applicants to describe in two words why they should be chosen for this committee. Mr. Ross: Government and Humans. Ms. Hurwitz: Quality and Collaboration. Mr. Muelhoefer: Service and Collaboration.

22-85 Utility Hearing – Eversource – Chelmsford Road and North Road: This agenda item was taken out of order.

In order to comply with the Open Meeting Law, Ms. Mitchell paused the Board of Assessors' Appointment agenda item to open the Public Hearing for the Utility Hearing for Chelmsford Road and North Road.

Mr. Pierce moved to open the Utility Hearing for Eversource for the Chelmsford Road and North Road Intersection. Ms. Malone seconded.

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

Due to time constraints and a scheduling conflict, Ms. Mitchell said that the appointment for the Historic Preservation Commission will be postponed until the May 9, 2022, Select Board meeting.

Ms. Mitchell resumed the Board of Assessors' Appointment part of the meeting. The Select Board discussed the candidates for appointment.

Ms. Wolk said she leans towards appointing Mr. Ross. Ms. Fleischman is also inclined towards appointing Mr. Ross. Ms. Neale said that Jay Muelhoefer has the skill set to bring the Assessors' website up to date with more transparency. Mr. Hanegan voiced

his support for Jay Muelhoefer given his marketing background. He also said that he would not be opposed to any of the other candidates.

Ms. Fleischman moved that the Board of Assessors and the Select Board appoint Mr. Dennis Ross to the Board of Assessors for a period ending March 11, 2023, and authorize the Town Manager and the Assessing Director to sign the appointment letter on behalf of the Select Board and the Board of Assessors. Ms. Wolk seconded.

The Select Board was polled individually: Ms. Fleischman aye; Ms. Mitchell aye; Ms. Malone aye; Mr. Hanegan nay; Mr. Pierce nay. The Board of Assessors was polled individually: Ms. Neale nay; Ms. Wolk aye.

The motion passed 4-3-0.

Ms. Neale moved to adjourn the Board of Assessors' meeting. Ms. Wolk seconded. The Board of Assessors was polled individually: Ms. Neale aye; Ms. Wolk aye. The motion passed 2-0-0.

Materials: Assessors application Jay Muelhoefer, Board of Assessors Interview Memo 4-25-22 UPDATED, Board of Assessors Interview Memo 4-25-22, Dennis_Ross_CV22, HurwitzJ_CII_resume, Ross_questionnaire_for_volunteers_2022, Questionnaire_for_volunteers_2022_Board_of_Assessors_Hurwitz, Ross_questionnaire_for_volunteers_2022, ross_supplement

22-84 Public Comment

There was no public comment

22-85 Utility Hearing - Eversource - Chelmsford Road and North Road

The Select Board reviewed the application for a Grant of Location to Eversource to relocate and install utility poles on Chelmsford and North Roads as part of the intersection improvement project.

Mr. Pierce moved to close the Public Hearing. Mr. Hanegan seconded.

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

Mr. Pierce moved that the Select Board approve the petition presented by NSTAR ELECTRIC COMPANY DBA EVERSOURCE ENERGY for the purpose of obtaining a

Grant of Location to relocate three (3) poles on Chelmsford Road, five (5) poles on North Road and install one (1) new pole on Chelmsford Road. Ms. Malone seconded.

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

Materials: 5495244 - (Signed Petition) CHELMSFORD NORTH RD BEDFORD – EVERSOURCE, 5495244 - (Signed Petition) CHELMSFORD NORTH RD BEDFORD – EVERSOURCE, 5495244 - CHELMSFORD ROAD & NORTH ROAD - ORDER NEW POLE, 5495244 - CHELMSFORD ROAD & NORTH ROAD - PETITION NEW POLE, 5495244 - CHELMSFORD ROAD & NORTH ROAD - PETITION NEW POLE, 5495244-BED-CHELMSAB-PLAN-Sheet2, 5495244-BED-CHELMSAB-PLAN-Sheet2, 5495244-BED-CHELMSAB-PLAN-Sheet2, DPW Comment - Chelmsford Rd and North Rd, Memo to Select Board - with recommended motion, Public Meeting Notice Eversouce - Chelmsford and North Rd

22-86 Board and Committee Appointments

Historic Preservation Commission: S. Keep, A. Yates. Due to a scheduling conflict, this appointment will be put on the May 9th, 2022 agenda.

Historic District Commission (HDC): David Guerino, Ali Hon-Anderson, Jennifer McClain.

Ms. Mitchell reviewed the charge of the Historic District Commission with the applicants. Mr. Guerino said he is interested in serving on the Historic District Commission having grown up in home in a historic district in Vermont. He also has a construction background. Ms. Hon-Anderson is interested in volunteer work since she has more free time. The Historic District Commission interested her because of her love of houses. Ms. McClain has over 25 years of experience as a structural engineer with numerous projects involving historic preservation and reuse, and lives in the Historic District.

The applicants were asked a variety of questions by the Select Board.

Ms. Fleischman moved that the Select Board appoint Ms. Jennifer McClain as an alternate member of the Historic District Commission for a term ending June 30, 2025, 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. Hanegan aye; Mr. Pierce aye. The motion passed 5-0-0.

Mr. Hanegan moved that the Select Board appoint Ms. Hon-Anderson as an alternate member of the Historic District Commission for a term ending June 30, 2023, and authorize the Town Manager to sign the appointment letter on behalf of the Select Board. Ms. Malone seconded.

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

Community Preservation Committee - C. Gittins (Planning Board Member)

Ms. Fleischman moved that the Select Board appoint Christopher Gittins to the Community Preservation Committee to replace Jacinda Barbehenn for a term ending June 30, 2024, 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. Hanegan aye; Mr. Pierce aye. The motion passed 5-0-0.

Transportation Advisory Committee - T. Crowley (Planning Board Member)

Ms. Fleischman moved that the Select Board appoint Todd Crowley to the Transportation Advisory Committee to replace Christopher Gittins for a term ending June 30, 2025, 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. Hanegan aye; Mr. Pierce aye. The motion passed 5-0-0.

Materials: Bedford_questionnaire_for_volunteers_2022-GuerinoHDCApplication, Jennifer McClain questionnaire_for_volunteers_2022, Jennifer McClain_resume 2022, questionnaire_for_volunteers_2022_aha. questionnaire_for_volunteers_2022 ALETHEA YATES, Committee Interviews 4-25-22.

22-87 MBTA Zoning Regulations - Update and Discussion
Tony Fields, Planning Director

Mr. Fields presented the Massachusetts Bay Transportation Authority (MBTA) Community Multifamily Housing Zoning regulations. Ms. Mitchell noted that the Select Board does not have to take any action after this presentation.

Mr. Fields started by sharing with the Select Board the bottom line of the new regulations: As part of the Housing Choice provisions of the 2021 Economic Development Bill, all communities served by the MBTA need to zone to allow for multifamily housing by right, with a greater obligation for communities with higher levels of transit service.

Mr. Fields said that Bedford is better poised to meet the guidelines as set by the State. The Town is one of 175 MBTA communities. As a part of the preliminary analysis, Bedford needs to designate at least 50 acres of land where multifamily housing is permitted by right, at a density of at least 15 units per acre. Multiple districts can be established as long as one district is at least 25 acres in size.

As for next steps: An MBTA community will be deemed to achieve interim compliance to remain eligible for the 2022 One Stop and other grants as long as it completes the “MBTA Community Information Form” by May 2, 2022. The form should be submitted by the Town’s Chief Executive Officer (Sarah Stanton, Town Manager) or someone on her behalf. Also, the Town should pursue technical assistance to evaluate whether existing zoning reasonably complies with the new guidelines, and if not, what options and/or amendments are recommended to achieve compliance.

The Select Board members asked Mr. Fields about compliance, zoning, permit requirements, and the process as to how to move forward with the State.

The Select Board decided to move ahead and file the CIF form.

Materials: 4-25-22 MBTA Community MF presentation to SB, CHAPA Comments on Draft Guidelines for MBTA Communities, EOHED_MBTA-Communities-Webinar-Deck_1.12.22(1), EOHED_MBTA-Communities-Webinar-Deck_1.12.22(1), MBTA Communities FAQ - Updated 03.10.2022, MMA & MMLA comment letter on MBTA zoning

22-88 Consent Agenda

AP/Payroll Warrants

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Mr. Pierce moved to approve the Consent Agenda. Mr. Hanegan seconded.

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

*Materials: AP GL Distribution School ck date 04.14.22 DC Signed, AP GL Distribution School ck date 04.21.22 DC Signed, AP GL Distribution Town ck date 04.14.22 DC Signed, AP GL Distribution Town ck date 04.21.22 DC Signed
04112022 Select Board Minutes - Draft*

22-89 Town Manager's Report

Temporary Dining Applications - Ken's NY Deli, Minuteman Diner

Mr. Pierce moved to approve the outdoor dining permits of the Minuteman Diner and Ken's NY Deli. Mr. Hanegan seconded.

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

Acceptance of Donation - Depot Park - Electric Vehicle Charging Stations

As part of the Bedford Home Energy Assessment program, Revise Energy of Bedford has contributed \$7,385.00 to go towards the cost of the EV charging stations installed at Depot Park. The Facilities Department recommended accepting the gift to be deposited in the Facilities Revolving Account to offset some of the cost.

Mr. Hanegan moved to accept the donation from Revise Energy. Mr. Pierce seconded.

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

Ms. Mitchell asked Ms. Stanton to speak about the new textile recycling program through CMRK program. Ms. Stanton explained that this program is an opportunity for the Town to divert waste from the existing system.

Materials: Depot Park EV - Gift Acceptance, Bedford Outdoor Dining Regulations April 1, 2022, Ken's Extension Application 2022, Minuteman Diner 2022 Outdoor Dining.

22-90 Open Discussion and Liaison Reports

Finalize Select Board Liaison Assignments. Final version:

<u>Liaison</u>	<u>Committee</u>	<u>Typical Meeting Time</u>
Malone	300th Anniversary Task Force	variable
Malone	Arbor Resources	4th Thursday at 7:30 pm
Mitchell	Bedford Community Partnership	1st Wednesday of month except July and August - morning
Pierce	Bicycle Advisory Committee	1st Wednesday
Fleischman	Board of Assessors	Monthly-Wednesday
Fleischman	Board of Health	1st Monday
<i>[dormant]</i>	<i>Charter and Bylaw Review Committee</i>	
Mitchell	Community Media Committee	variable; roughly once every 1-2 months
Mitchell	Capital Expenditure Committee (member)	Wednesdays (September-December)
Hanegan	Chamber of Commerce	4th Thursday at 7:30 am
Fleischman	Community Preservation Committee (member)	Tuesday or Thursday (approx. 10 meetings a year)
Pierce	Conservation Commission	Monthly-Wednesday
Malone	Council on Aging	2nd Tuesday Monthly
Mitchell	Cultural Council	roughly monthly Sept-May; typically Tue or Wed 6:30
Hanegan	ad hoc Depot Park Advisory Committee	Usually 3rd Wednesday of month - afternoon
Fleischman	Energy and Sustainability	monthly; variable
All/Mitchell	Finance Committee	Thursday Bi-Weekly
Mitchell	Fiscal Planning and Coordinating Committee	As Needed
<i>[completed report; n/a]</i>	<i>Hartwell Road Ad-Hoc</i>	As Needed

Mitchell	HATS (Hanscom Area Towns Committee) (Member)	4th Thursday
Mitchell	HFAC (Hanscom Field Advisory Commission)	3rd Tuesday
Malone	HFAC (Hanscom Field Advisory Commission) (Alternate)	3rd Tuesday
Mitchell/Fleischman (shared)	Historic District Commission (separately appt. member)	1st Wednesday
Pierce	Historic Preservation Commission	1st Tuesday
Hanegan	Housing Partnership	Variable
Mitchell	Library Trustees	2nd Tuesday
Fleischman	MAGIC (Minuteman Advisory Group on Interlocal Coordination)	Once a month usually Thursday mid-afternoon or evening
Stanton	MAPC (Metropolitan Area Planning Council) (Primary)	Mornings - 2-4 times a year
Fleischman	MAPC (Metropolitan Area Planning Council) (Alternate)	Mornings - 2-4 times a year
Fleischman	MBTA Advisory Board	Mornings sporadically
Pierce	Municipal Affordable Housing Trust (member)	Usually Thursdays around 6:30
Hanegan	Municipal Affordable Housing Trust (member)	Usually Thursdays around 6:30
Malone	Patriotic Holiday Committee	As Needed
Hanegan	Planning Board (shared)	Usually 1st and 3rd Tuesday
Pierce	Planning Board (shared)	Usually 1st and 3rd Tuesday
Malone	Recreation Commission	Monthly, evening
Mitchell	Town Center of Bedford, Inc.	4th Monday at 12:30 pm
Fleischman	Transportation Advisory Committee (Member)	3rd or 4th Thursday
Malone	Violence Prevention Coalition	1st Tuesday of month except July and August - morning
Hanegan	Volunteer Coordinating Committee	Mornings
Pierce	Youth & Family Services Committee (Member)	Quarterly
Fleischman	Zoning Board of Appeals	2nd and 4th Wednesday

Ms. Fleischman moved to have Ms. Stanton as the Town’s primary representative on MAPC (Metropolitan Area Planning Council) and Margot Fleischman as the alternate member. Mr. Hanegan seconded.

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

Materials: Select Board - 2022 Liaison Assignments EM notes

Ms. Malone reported that she attended the Council on Aging meeting and participation is up. The COA and the Bedford Local transit are looking for a backup driver. There was a presentation given by the Massachusetts Council on Aging. She discussed how the Town can be more aware of those with Dementia and how to raise awareness and educate.

Mr. Pierce reported that he attended the Historic Preservation Commission (HPC) meeting, where they held a demolition delay hearing for the building that is next to the Iovino lot on South Road. He could not get through to join the Planning Board meeting.

Mr. Hanegan reported that he attended the Planning Board meeting, and most of the discussion was regarding the new MBTA regulations. He attended the Chamber of Commerce meeting where they discussed the Outdoor Dining activity and the new meeting protocols. He also attended the Volunteer Coordinating Committee meeting (VCC) where they vetted candidates.

Ms. Fleischman reported on future meeting dates for her committees.

Ms. Mitchell reported that the Library Board met and reorganized: Michael Pulizzi remains as Chair, Abigail A. Hafer is the Vice-Chair and Padma Choudry is the Secretary. She also attended Hanscom Field Advisory Committee (HFAC) and said there were no updates on the bid for the North Airfield project, although they should know more in May. She also attended the Disability Commission's meeting and reported they are working on setting up site visits so members of the commission can make suggestions on how to improve access in Town buildings. Ms. Mitchell also attended the Boston Municipal Planning Organization (MPO) meeting and spoke during the Public Comment period to ask for more time for the Town to determine the implications of the recent Town Meeting votes about the Minuteman Bikeway Extension Project. She also reported that a resident made a request that the Select Board make a declaration in support of Ukraine defending itself from the Russian invasion. Ms. Mitchell noted it is not the policy of the Select Board to comment on foreign policy related issues. She will call the resident to explain. With regard to the request from Bedford Embraces Diversity to hang a banner from utility poles across Great Road to celebrate Pride Month, Ms. Mitchell noted that the sign bylaw and temporary sign

permit applications restrict such banners to Town department events; she will explore other location options with the DPW.

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

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

22-91 Executive session for the purposes of discussing strategy related to the purchase, exchange, taking, lease or value of real property, or litigation.

Meeting adjourned at 9:30pm.

Respectfully submitted

Eileen Blanchette