



FY2023

# ANNUAL TOWN REPORT

Bedford, Massachusetts

# BEDFORD, MASSACHUSETTS

## Location

Bedford is located in Middlesex County—about fifteen miles northwest of Boston near the junction of routes 3 and I-95 [128]. Surrounding towns are Lexington, Concord, Carlisle, Burlington, Billerica, and Lincoln.

The Town map shows a land area of almost fourteen square miles, with 65.54 miles of public roads. There are rivers, ponds, fields, and forests saved as conservation lands. The Town maintains open spaces with walking trails and bikeways as well as athletic fields and parks for recreation.

## History

Incorporated in 1729, the initial community of fifty households survived on farming and requisite industries. The Town's history is documented in the Bedford collection at the Bedford Public Library. Visitors are drawn to view historic sites including homes, the Old Burying Ground, The Wilson Mill, the Job Lane House and the original Bedford Flag that was carried at the battle of Lexington and Concord in 1775. With support from Friends of Depot Park, a historic park commemorating railroad activity in Bedford is located near the intersection of Loomis Street and Railroad Avenue. *Exploring Bedford*, a walking/biking tour guide describing these sites, is available at the Library and the Bedford Chamber.

<http://www.freedomsway.org/towns/bedford/bedford.html>

will give you the history of what happened in Bedford the morning of April 19, 1775, and the addresses of the houses and other revolutionary sites that have been preserved in Bedford.

The circa 1713 Job Lane House, a beautifully preserved example of the New England saltbox-style house, was home to one of Bedford's

founding families and is open for tours twice a month, May to December ([bedfordmahistory.org/job\\_lane\\_house.htm](http://bedfordmahistory.org/job_lane_house.htm)).

The Bedford Historical Society offers an annual lecture series on local history, presents historical displays in various Town buildings, answers research requests from the public, and maintains in its Archives an extensive collection of Bedford artifacts, documents, photographs, and reference materials ([bedfordmahistory.org](http://bedfordmahistory.org)).

## Population and Housing

Bedford's 2022 population of 14,161 represents 5,540 households and 10,377 voters. Per capita income was \$75,343. Detailed demographic information is provided by the American Community Survey (from the US Census).

## Local Town Government

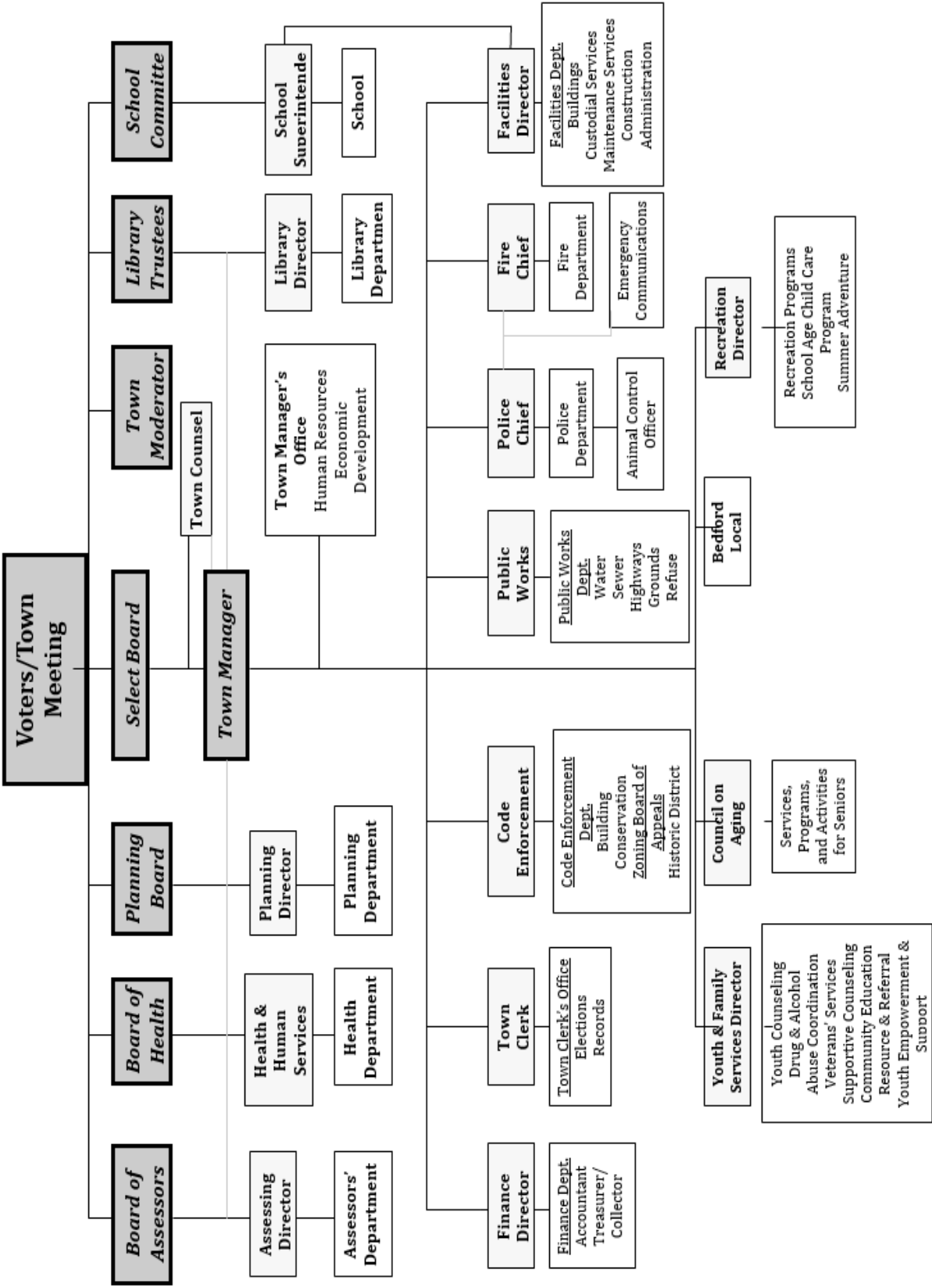
Bedford's Select Board Open Town Meeting form of government has been operative since 1729. Descriptions of elected and appointed offices, processes, regulations and codes are contained in detail in the Charter and General Bylaws. Elected officials, staff and many appointed citizen committees are vital in preparation, planning and delivery of Town government services. The Volunteer Coordinating Committee recruits volunteers for most of the appointed citizen participation committees. The Annual Town Election is on the second Saturday of March, with Annual Town Meeting beginning on the fourth Monday of March.

# TABLE OF CONTENTS

<b>Town Organization Chart</b> .....	3	<b>BEDFORD FREE PUBLIC LIBRARY</b> ....	115
<b>Town Directory</b> .....	4	<b>CULTURAL AND HISTORIC ACTIVITIES</b>	
<b>Our Town</b> .....	5	Cultural Council .....	120
<b>Elected Officials</b> .....	6	Historic District Commission .....	124
<b>Appointed Committees</b> .....	6	Historic Preservation Commission	125
		Town Historian .....	128
<b>SELECT BOARD</b> .....	10		
<b>FINANCIAL SERVICES</b>		<b>OTHER CITIZEN COMMITTEES</b>	
Finance Department.....	13	Arbor Resources.....	129
FY23 Financial Reports .....	15	Bedford Housing Authority.....	134
Assessors.....	22	Bedford Housing Partnership.....	136
<b>PUBLIC SAFETY</b>		Bicycle Advisory Committee .....	144
Fire Department.....	25	Community Media Committee.....	145
Police Department.....	28	Community Preservation.....	
<b>PERMITTING AND LAND MANAGEMENT</b>		Committee.....	147
Code Enforcement.....	32	Depot Park Advisory Committee....	148
Planning Board .....	34	Energy & Sustainability.....	
Zoning Board of Appeals .....	39	Committee.....	150
Conservation Commission .....	40	Municipal Affordable Housing	
<b>HUMAN SERVICES</b>		Trust.....	152
Board of Health.....	42	Patriotic Holiday Committee.....	160
Council on Aging .....	49	Town Center/Old Town Hall.....	163
Recreation Department.....	64	Transportation Advisory .....	
Youth and Family Services.....	67	Committee.....	165
<b>DEPARTMENT OF PUBLIC WORKS</b> .....	77	Volunteer Coordinating Committee .....	
<b>FACILITIES DEPARTMENT</b> .....	87	.....	168
<b>EDUCATION</b>		<b>TOWN CLERK AND ELECTIONS</b>	
Bedford Public Schools.....	90	Board of Registrars .....	172
Shawsheen Valley Technical School.....	103	Town Clerk .....	174
		Elections .....	176
		<b>LEGISLATIVE</b>	
		Special Town Meeting-11/14/22..	178
		Annual Town Caucus-1/10/23 .....	181
		Annual Town Meeting-3/27/23 .....	185
		<b>VOLUNTEER OPPORTUNITIES</b> .....	210

Cover designed P.B. Dubois  
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# TOWN OF BEDFORD ORGANIZATION CHART



## TOWN OF BEDFORD DIRECTORY

<b><u>TOWN DEPARTMENTS &amp; SERVICES</u></b>		
<b>Bedford Community Access TV</b>	16 South Road	781-275-5004
<b>Bedford Public Library</b>	7 Mudge Way	781-275-9440
<b>Bedford Public Schools</b>	97 McMahan Road	781-918-4444
<b>Superintendent</b>	97 McMahan Road	781-275-7588
<b>Assistant Superintendent</b>	97 McMahan Road	781-275-2155
<b>Bedford High School</b>	9 Mudge Way	781-275-1700
<b>Eleazer Davis Elementary School</b>	410 Davis Road	781-275-6804
<b>Job Lane Elementary School</b>	62 Sweetwater Ave.	781-275-7606
<b>John Glenn Middle School</b>	99 McMahan Road	781-275-3201
<b>Facilities Department</b>	101 McMahan Road	781-275-5290
<b>Fire Department - Non-Emergency</b>	55 Great Road	781-275-7262
<b>Fire Department - Emergency</b>		911
<b>Police Department - Non-Emergency</b>	2 Mudge Way	781-275-1212
<b>Police Department - Emergency</b>		911
<b>Public Works Department</b>	314 Great Road	781-275-7605
<b>Bedford Local Transit</b>	12 Mudge Way	781-275-2255
<b>Council on Aging</b>	12 Mudge Way	781-275-6825
<b>Health Department</b>	12 Mudge Way	781-275-6507
<b>Recreation Department</b>	12 Mudge Way	781-275-1392
<b>Town Center Coordinator</b>	12 Mudge Way	781-275-4880
<b>Veterans' Services</b>	12 Mudge Way	781-275-1328
<b>Youth &amp; Family Services</b>	12 Mudge Way	781-275-7727
<b>Town Hall</b>	10 Mudge Way	781-275-1111
<b>Assessors</b>	10 Mudge Way	781-275-0046
<b>Code Enforcement</b>	10 Mudge Way	781-275-7446
<b>Collector's Office</b>	10 Mudge Way	781-275-1517
<b>Conservation Commission</b>	10 Mudge Way	781-275-6211
<b>Finance Department</b>	10 Mudge Way	781-275-2218
<b>Human Resources</b>	10 Mudge Way	781-687-6181
<b>Planning Board</b>	10 Mudge Way	781-275-1548
<b>Town Clerk</b>	10 Mudge Way	781-275-0083
<b>Town Manager</b>	10 Mudge Way	781-275-1111



**Situation**

About 15 miles northwest of Boston  
Middlesex County

**Population**

14,161

**Elevation**

Highest- 280 feet above sea level  
Lowest- 110 feet above sea level

**Assessed Valuation for FY23**

Total Assessed Value = \$4,732,070,515 (Total Real & Personal)

**FY23 Tax Rates**

Residential = 12.48/1000  
Commercial/Industrial & Personal Property = 28.16/1000

**FY23 Water Rates**

Water Base Rate Minimum Bill =\$48/ year  
0-2000 cubic feet = \$1.80/ 100 CF  
Over 2,000 cubic feet = \$10.90/ 100 CF

**FY23 Sewer Rates**

Sewer Base Rate Minimum Bill = \$60/ year  
0-2000 cubic feet = \$3.20/ 100 CF  
Over 2,000 cubic feet = \$14.00/ 100 CF

**Website**

[bedfordma.gov](http://bedfordma.gov)

**Type of Government**

Select Board  
Open Town Meeting

**Senators in Congress**

Elizabeth Warren, 617-565-3170  
Edward Markey, 617-565-8519

**Representative in Congress**

Seth Moulton (6<sup>th</sup> District),  
978-531-1669

**State Senator**

Michael Barrett (3<sup>rd</sup> Middlesex District),  
617-722-1572

**Member of Governor’s Council**

Marilyn Petitto Devaney (3<sup>rd</sup> Middlesex District),  
617-725-4015 ext. 3

**Representative in General Court**

Kenneth Gordon (21<sup>st</sup> Middlesex District),  
617-722-2240

**Qualifications for Registration as Voters**

To register to vote you must be a Town resident, 18 years old, American-born or fully naturalized. Town Clerk’s Office Hours are Monday, 8:00a.m. to 7:00p.m. Tuesday through Thursday, 8a.m. to 4p.m. and Friday, 8:00a.m. to 1:00p.m. Additional information including online voter registration is available on the Secretary of the Commonwealth’s website.

**Dog Licenses**

A dog must be licensed within 30 days of arrival in Town. Puppies must be registered by three months old if rabies vaccinations have been administered. Registrations are held June 1 through August 31 with the Town Clerk. License fees: \$15/1 year; \$18/2 years; \$25/3 years. All licenses expire August 31. After August 31, a \$5.00 fine is due up to thirty days. After thirty days, a \$25.00 fine is due.

**Tax Bills**

Tax bills are paid quarterly. The first two quarters are preliminary bills and are based on the previous year’s bill. The first quarter is due on August 1, the second quarter on November 1; third quarter on February 1; and fourth quarter on May 1. If unpaid, interest will be calculated from the due date to date of payment. Motor vehicle excise bills are due 30 days from date of issuance, as well as water bills. Interest and demand charges will be assessed if bills are past due. Online payments are accepted (see above) [www.bedfordma.gov](http://www.bedfordma.gov)

**Board of Health**

Cases or suspect cases of communicable or infectious diseases shall be reported by household members, physicians, and other health care providers as defined by M.G.L. Ch. 111, Sec. 1, by telephone, in writing, by facsimile, or other electronic means, immediately, but in no case more than 24 hours after diagnosis or identification, to the Board of Health in the community where the case is diagnosed or suspect case is identified. The local Board of Health’s responsibility, upon receipt of such a report, is set forth in Massachusetts Regulations 105 CMR 300.110 and 300. The Board of Health’s telephone number is 781-275-6507.

## ELECTED OFFICIALS

<b><u>Bedford Housing Authority</u></b>		<b><u>Planning Board</u></b>		<b><u>Select Board</u></b>	
Lauren Crews	2024	Christopher Gittins	2024	Edward Pierce (Exp. 3/23)	2023
Kim Lovy	2026	Todd Crowley	2025	Margot Fleischman	2024
Kathleen Smith	2027	Amy Lloyd	2025	Emily Mitchell	2025
Ellis Kriesberg	2028	Jacinda Barbenhenn	2026	Shawn Hanegan	2025
William Moonan	Appt.	Steven Hagan	2026	Bopha Malone	2026
				Paul Mortenson (Eff. 3/'23)	2026
<b><u>Board of Assessors</u></b>		<b><u>Regional Voc. School District</u></b>		<b><u>Bedford Library Trustees</u></b>	
Dennis Ross	2024	Brian O'Donnell	2024	Robin Grace Silbert (Res. 10/22)	2023
Nancy Wolk	2025	Nancy Asbedian	2025	Michael Pulizzi	2024
Rebecca Neale	2026			Fahad Alden	2024
<b><u>Board of Health</u></b>		<b><u>School Committee</u></b>		Abigail Hafer	2025
Anita Raj	2024	Ann Guay (Exp. 3/23)	2023	Elizabeth Hacala	2025
Maureen Richichi	2024	Daniel Brosgol	2024	Padma Choudry	2025
Beatrice Brunkhorst	2025	Brad Morrison	2025	Rena Nichols (Eff. 3/23)	2026
Susan Schwartz	2026	Sheila Mehta-Green	2025	Rachel Field	2026
Ann Kiessling	2026	Sarah Scoville	2026		
<b><u>Moderator</u></b>		Sarah McGinley (Eff.	2026		
Mark Siegenthaler	2025				

## APPOINTED COMMITTEES - JULY 1, 2022- JUNE 30, 2023

<b><u>Bedford 300 Exploratory Task Force</u></b>		<b><u>Bedford Housing Partnership</u></b>		<b><u>Capital Expenditure</u></b>	
Peter Ricci	2023	Alice Sun	2023	Antonio Battaglia	2021
Julie McCay Turner (Res. 1/23)	2023	Christina Wilgren	2023	John Carbone	2021
Cheryl Milroy	2023	Elena Zorn	2023	David McClung	2022
Roberta Ennis	2023	Jacinda Barbehenn	2023	Keith MacDonald (Res.	2022
Christine Anderson	2023	Ellis Kriesberg	2024	Steve Steele	2023
Michael Rosenberg	2023	Kate Reynolds (Res.	2024	Thomas Rowan (Res.	2023
Ronald Richter	2023	Margaret Siciliano	2025	Maryellen Carter	2023
		Kim Lovy	2025	Brad Morrison	2025
<b><u>Arbor Resources</u></b>		<b><u>Bicycle Advisory Committee</u></b>		Emily Mitchell	2025
Daniel Smythe, Jr.	2023			<b><u>Community Preservation</u></b>	
Molly Haskell	2023	Peter Weichman	2023	Lee Vorderer	2021
Deb Edinger	2024	Craig Jackson	2023	Steven Hagan	2022
Daniel Churella	2024	Garth McCavana	2024	Christina Wilgren	2023
Jacqueline Edwards	2025	Richard Baughman	2024	Robin Steele	2023
Elizabeth Knox (Eff. 9/'22)	2025	Samantha Baron	2025	Erin Dorr	2023
Barbara Tornheim	2025	Aaron Bourret (Eff. 10/'22)	2025	Lauren Crews	2024
		Mark Bailey (Res. 6/23)	2025	David Goldbaum	2024
				Margot Fleischman	2025
				Chris Gittins	2024

## APPOINTED COMMITTEES

<b><u>Community Media Committee</u></b>		<b><u>Depot Park Advisory</u></b>		<b><u>Historic District Commission</u></b>	
Bryan Carr	2023	Steven Hagan	2023	<b><i>Full Members</i></b>	
Mark Guetersloh	2023	William Deen (Eff. 10/22)	2023	William Moonan	2023
Ying MacDonald	2024	James Shea (Dec. 9/22)	2023	Karl Winkler	2024
Uma Kaundinya	2024	Joseph Piantedosi	2023	Karen Kalil-Brown	2024
Matthew Porter (Eff. 4/23)	2025	<b><u>Energy and Sustainability</u></b>		Salvatore Canciello	2025
<b><u>Conservation Commission</u></b>		Christine Rabinowitz	2023	Alan Long	2025
Stephanie Kane (Eff. 12/'22)	2023	John Shutkin	2023	<b><i>Alternate Members</i></b>	
Deb Edinger	2024	Emily Prince	2024	Ali Hon-Anderson	2023
Steve Hagan	2024	Robert Dorer	2024	Jennifer McClain	2025
Stacey Katz	2024	Patricia Fabian (Eff. 9/22)	2025	<b><u>Historic Preservation</u></b>	
David Santos (Eff. 9/22)	2024	Margot Fleischman	2025	John Linz	2023
Lori Eggert	2025	Daniel Bostwick	2025	Stephanie Keep	2023
Frank Richichi	2025	<b><u>Finance Committee</u></b>		David Goldbaum	2024
<b><u>Constables</u></b>		Stephen Steele	2023	Jessie McAleer	2024
Joseph Topol	2025	Erica Liu	2023	Alethea Yates	2025
<b><u>Council on Aging Board</u></b>		Paul Mortenson (Res.3/23)	2023	Donald Corey	2025
Thomas Kinzer	2023	Tom Rowan (Eff. 10/22)	2024	<b><u>Municipal Affordable Housing Trust</u></b>	
Gene Kalb	2023	Ron O'Brien (Eff. 8/22)	2024	Alice Sun	2024
Cindy Tulimieri	2023	Karen Dunn	2024	Christina Wilgren	2024
Sandra Hackman	2024	Stephen Carluccio (Res. 9/22)	2024	Kylie Butler (Res. 11/22)	2024
Allan Morgan	2024	Elizabeth McClung	2025	Paul Mortenson (Eff. 4/'23)	2025
Marilou Barsam	2024	Benjamin Thomas	2025	Ed Pierce (Res. 4/23)	2023
David Santos (Eff. 6/'23)	2025	Abbie Seibert (Eff. 8/22)	2025	Sarah Stanton (Res. 4/23)	2024
Virginia Wang (Eff. 9/'22-2/'23)	2025	Mark Bailey (Eff. 6/23)	2026	Shawn Hanegan	2024
Roberta Ennis	2025	<b><u>Fire Station Building Cmte (Eff. 2/23)</u></b>		Colleen Doyle (Eff. 5/23)	2024
Lewis Putney	2025	<b><u>Cultural Council</u></b>		<b><u>Patriotic Holiday</u></b>	
Rebecca Hazelton	2023	Jeffrey Cohen		Barbara Purchia	2024
Christine Wojnar	2023	Suzanne Koller		John Monahan	2025
Barbara Purchia	2024	Angelo Colasante		Joseph Piantedosi	2025
Michelle Puntillo (Eff. 4/23)	2024	Nina Tate		John Cooper	2023
Angel Pettitt	2024	Jamie Emerson		Paul Purchia	2024
Breena Daniell	2024	Jeffrey Dearing		James Burton	2023
Suzanne O'Neil	2024	Sarah Stanton (Res. 4/23)		Roberta Ennis	2025
Erin Sandler-Rathe	2024	Taissir Alani (Res. 6/23)		John Pecora (Eff. 9/22)	2023
George Epple (Dec. 12/22)	2024	Charlie Ticotsky		Peter Ricci (Eff. 9/22)	2025
Roberta Ennis	2025	Colleen Doyle (Eff. 4/23)			
Susan Schwartz	2025	David Grunes			
Dianne Grattan (Eff. 9/22)	2025	Emily Mitchell			
Julie Turner (Eff. 1/23)	2025	Mark Sullivan			
		Mark Daly			
		Ron Scaltreto (Eff. 6/23)			

## APPOINTED COMMITTEES—UPDATED

<b><u>Petitioners Advisory</u></b>		<b><u>Volunteer Coordinating</u></b>		<b><u>MBTA District Representative</u></b>	
Walter St. Onge	2020	Patricia Carluccio	2025	Margot Fleischman	
Robert Dorer (Res. 8/'22)	2020	Jennifer Kelley	2023		
<b><u>Recreation Commission</u></b>				<b><u>Town Manager</u></b>	
Michael O'Donnell	2024	Kelly Korenak	2023	Sarah Stanton (Res. 4/'23)	
Ronald Richter	2025	Joseph Piantedosi	2024		
Robin Steele	2025	Angel Pettitt	2024		
Heidi Trockman	2023	<b><u>Youth and Family Services</u></b>		Colleen Doyle (Eff. 5/'23)	
Julie Halloran	2023	Shirley Fan-Chan	2023		
<b><u>Registrars of Voters</u></b>		Sarah Sjostorm	2024	<b><u>Assistant Town Manager</u></b>	
William Speciale	2025	Marge Heckman	2024	Colleen Doyle	
John Gibbons	2024	Ann Guay (Res. 3/'23)	2024	Amy Fidalgo	
James Martin	2024	Matthew Derman	2024		
Town Clerk Bridget Rodrigue		Ed Pierce (Res. 3/'23)	2025	<b><u>Town Counsel</u></b>	
<b><u>Taxation Aid Committee (Eff.</u></b>		Susan Schwartz	2025	George Hall and Nina Pickering-Cook	2023
Alex Dizio		Sarah McGinley (Eff. 6/'23)	2024		
Rebecca Neale		Paul Mortenson (Eff. 4/'23)	2025	<b><u>Town Historian</u></b>	
Sue Swanson	2023	<b><u>Zoning Board of Appeals</u></b>		Sharon McDonald	2024
Ilsa Gottlieb (Res. 3/'23)	2024	<b><u>Full Members</u></b>			
Amy Hamilton (Eff. 6/'23)	2026	Angelo Colasante	2025	<b><u>Tree Warden</u></b>	
Rick Rosen	2025	John D. Hadden	2025	Nickolas Pouliot	
<b><u>Trails Committee</u></b>		Robert Kalantari	2023	<b><u>Veterans' Graves Officer</u></b>	
Michael Barbehenn	2023	R. Jeffrey Dearing	2023	Paul Purchia	2023
Mark Levine	2023	Thomas Flannery	2024		
Jodie Giodano (Eff. 9/'22)	2023	<b><u>Associate Members</u></b>		<b><u>Veterans' Officer</u></b>	
Daniel Hurwitz	2023	Kay Hamilton	2025	William Linnehan	
Tim Brown (Eff. 9/'22)	2023	Karl Winkler	2024		
Peter Desjardins	2023	Lucille Wilson	2024	<b><u>SuAsCo River Stewardship Council</u></b>	
John Campos III	2023	<b><u>Hanscom Field Advisory Committee</u></b>		Joseph Piantedosi	
<b><u>Transportation Advisory</u></b>		Emily Mitchell		Ralph Hammond	
Sandra Hackman	2025	<b><u>HATS</u></b>			
John McClain (Eff. 9/'22)	2025	Steven Hagan			
Scot Shaw	2023	Emily Mitchell		<b><u>Metropolitan Area Planning Council</u></b>	
Sean Laffey (Eff. 1/'23)	2023	<b><u>Metropolitan Area Planning Council</u></b>		Sarah Stanton (Res. 4/'23)	2025
Dawn Lafrance-Linden	2024	Sarah Stanton (Res. 4/'23)	2025		
Margot Fleischman	2025	Charlie Ticotsky (Eff. 2025)	2025		
Todd Crowley	2025	Margot Fleischman (Alternate)	2025		

## APPOINTED COMMITTEES-UPDATED

### Election Officers

Paula Adelson  
 Julia Afeltra  
 Sandra Alexander  
 Stephen Andress  
 Rosanne Brennan  
 Robert Carlson  
 Deborah Cohen  
 Alice Churella  
 Daniel Churella  
 Pamela Claire  
 John Cooper  
 Kelly Craven  
 D. Sandy Currier  
 Bridget Dalziel  
 Nancy Daugherty  
 Thomas Denton  
 Robert Dorer  
 Sarah Dorer  
 Joanne Glover  
 Hallie Harris  
 Margaret Heckman  
 Norman Heckman  
 Linda Hocker  
 Janet Humphrey  
 Craig Jackson  
 Stephanie Jelloe  
 Stephanie Keep  
 William Kessel  
 Richard Leary  
 Fatima Lomot  
 Kathleen Masci  
 Michelle Matteo  
 Ellen Mazow  
 Richard Mazow  
 Susan McDonough  
 Mark McDowell  
 Phyllis McGovern  
 David McMullin  
 Whitton Noris  
 Jeffrey Peletier  
 Linda Pollitz  
 Katherine Register  
 Lynne Reichentahl  
 Jennifer Ross

### Election Officers (cont')

Alice Rouse  
 Brian Sarr  
 Paolo Sepe  
 Susan Sepe  
 Jennifer Smith-Foster  
 Christine Speciale  
 Kaye Spofford  
 Mary Jane St. Amour  
 Ellen Tate  
 Cindy Taylor  
 Richard Taylor  
 Lee Vorderer

## SELECT BOARD

### **PURPOSE**

The Select Board is the executive branch of Bedford's Town government. Five Select Board members comprise the chief executive body of the Town and oversee all municipal departments and offices that serve under the leadership of the Town Manager.

### **TOWN MANAGER TRANSITION**

Town Manager Sarah Stanton announced her resignation in March of 2023, to accept a position as Undersecretary of Economic Strategy for Governor Healey's administration. Ms. Stanton was appointed as Town Manager in October of 2018. After her announcement, the Select Board solicited proposals for a town manager search firm to assist with the recruitment and hiring process. Community Paradigm was selected as the town's consultant, and the Select Board appointed a Town Manager Screening Committee. The selection of a new Town Manager was expected to take place in the Fall of 2023.

### **FY23 HIGHLIGHTS**

#### **Design and construction of new fire station.**

Following a comprehensive procurement process, the Town selected an Owner's Project Manager, PMA Associates, in September 2022. The Town also contracted with, and received a report from, a historical preservation consultant to assess the historical significance of 139 The Great Road. After considerable research, the consultant determined that the building was not historically significant and could be proposed for demolition to the Historic District Commission (HDC). The Select Board approved a contract with KBA for design services at its May 8, 2023, meeting. Town staff and the Fire Station Building Committee met regularly with the OPM and design team, as well as at monthly HDC meetings to receive design feedback. The Select Board anticipates

requesting construction funding in calendar year 2024.

#### **Energy and Sustainability and Net Zero Implementation.**

Following a request for qualifications process, an architectural/engineering firm was hired in Summer 2022 to begin a year and half long space needs evaluation study, with the goal of having a public report available in early 2024. The consultant met with all relevant Department Heads and tenants of public buildings. The Town Manager's Office anticipates filling the Energy and Sustainability Manager position in the upcoming fiscal year. The person in this role will ensure that energy and sustainability initiatives are considered as part of any future building project. The position will also help the Town meet its Energy Net Zero goals.

#### **Organizational Capacity**

The Town undertook a comprehensive wage, salary, and classification plan, to address staffing needs, evaluate salary ranges, and recommend adjustments to our salary bylaw. This report will help guide decisions around future departmental structures, and the need for appropriate staffing levels. It is estimated the recommendations from this report will be implemented over two budget cycles, FY25 and FY26. Additionally, a staffing study is being conducted at the Police Department, with an anticipated completion of Summer 2023.

#### **Future of PEG Funding**

The Town is currently negotiating new PEG access agreements with Verizon and Comcast, in advance of Comcast's agreement expiring in April 2024. These negotiations seek to address streaming services, revenue limitations, and high-definition channels.

## SELECT BOARD

### **Local Transit Initiatives**

A consultant hired by the MBTA provided a presentation to the Select Board on October 11, 2022, about bus stop accessibility and planned safety improvements. The MBTA decided to eliminate stops in Bedford along Springs Road, Oak Park Drive, and The Great Road due to a combination of accessibility issues and low ridership. The Town will continue to work with the MBTA to hopefully bring these stops back online once improvements are made regarding accessibility, as well as work with the MBTA to add new bus stop locations that meet accessibility and ridership needs. A bus stop shelter to be installed at 310 The Great Road is part of the FY24 capital plan that was presented at Town Meeting in 2023. A portion of the FY25 capital budget for transportation improvements will address ADA accessibility to bus stops.

### **Intersection Improvements (North Road/South and Summer).**

Construction began in the summer of 2022 on the North Road/Chelmsford Street improvement project. Phase 1 of the project was completed in December, which involved site preparation (tree/vegetation clearing), and the installation of a new roadway drainage system, and two replacement culvert headwalls. Work resumed in the spring. The final funding for utility work is being requested at Annual Town Meeting 2023.

### **The Great Road Master Plan (Willson Park)**

In late 2021, the Town directed VHB to apply for Transportation Improvement Program (TIP) grant funding to implement the recommendations of the Great Road Master Plan. The Project was successfully scored by the MassDOT Project Review Committee and could be programmed on the TIP once a 25% design is submitted to MassDOT. Given the

outcome of the recent 2022 Annual and Special Town Meetings in regards to the Minuteman Bikeway Extension Project, Public Works will be seeking direction in the coming months regarding how to advance the Great Road Master Plan: through MassDOT's TIP process or with Town funds. Otherwise, Town-funded construction for Willson Park has been tentatively scheduled for FY27, with the remaining improvements (Phase 3) taking place in FY29.

In the interim, the Town received a MassDOT Shared Streets and Spaces grant to install a mid-block crosswalk with push-button activated pedestrian beacons at Bedford Farms this year. The DPW also completed The Great Road Traffic Optimization Study and will apply for a Local Bottleneck Reduction Program grant to implement the interim recommendations. These interim items include moving from underground loop detectors (which are frequently disabled) to overhead traffic signal cameras, and updating traffic signal timing to reduce delays.

### **Complete Streets and Bike/Pedestrian Enhancements Around Schools**

All capital transportation improvement projects are built as a "Complete Street," featuring pedestrian and bicycle accommodations where feasible. The new improvements completed this year include:

Rebuilding the sidewalk and installing a new bus stop shelter near the Great Road/Pine Road intersection

Installing new handicapped ramps at the Davis School for an accessible route to the rear bus loop.

## SELECT BOARD

Rebuilding the sidewalk and installing a new bus stop shelter near the Great Road/Pine Road intersection

Installing new handicapped ramps at the Davis School for an accessible route to the rear bus loop.

Installing speed-relay signs on approaches to Davis School, Lane School, and JGMS through a MassDOT Shared Streets and Spaces grant award.

### **Food Bank**

The Town served an average of 180 households per week at the Bedford Food Bank in FY23. The Town has begun negotiations to formalize the relationship between the Bedford Community Food Pantry and the Town to address roles and responsibilities related to the Food Bank and staffing. An additional part-time staff person, Marie Walton, was added to the Food Bank in 2022. Additionally, the Town has been applying for grants to support additional staffing and capital expenditure needs. A permanent home for the Food Bank will be reviewed as part of the space needs evaluation study.

### **Bedford Historical Society Museum (location, business plan, next steps)**

Following a request for proposals to lease the top floor of Old Town Hall, the Town successfully negotiated a rental agreement with the Bedford Historical Society to rent the top floor of Old Town Hall for a three-year pilot period. This rental period will allow the Historical Society to establish a temporary museum and gather requested information on revenue data, visitor information, and other pertinent metrics.

### **Town Meeting Survey**

The Select Board released a Town Meeting survey to gauge the public on questions related

to Town Meeting, with several questions addressing accessibility. A total of 647 responses were received by the time the survey closed on April 3<sup>rd</sup>. While the survey revealed several areas of potential improvement, there were no clear indications of consensus on major changes or improvements needed. There was also no clear indication that a majority of respondents wanted to change the format, time, or dates of town meetings.

### **DEI Training**

Through a state earmark, the Town hired the Collins Center at UMass Boston to undertake a review of Town hiring practices, and the process for Board and Committee appointments and engagement. Following the completion of the one-year (+) REMAP process, the consultant will review the proposed plans and provide a road map for next steps.

### **Website Upgrades**

The Town's upgraded website was launched in November 2022, after a year of significant work from the Town Manager's Office, IT Department, and Town department heads. The new website is ADA compliant, allows for increased accessibility, and has streamlined how residents access departmental information. Moving forward, the Town will continue to improve upon the website: identifying new ways to share information, and improving on Town project websites. The Town continues to expand our e-permitting, online permitting program. This work will expand to the Board of Health and Department of Public Works in FY24.

# FINANCIAL SERVICES

## Finance Department

### David Castellarin

#### *Finance Director/Town Accountant*

As management of the Town of Bedford, we offer this narrative overview and analysis of the Town's financial activities for the fiscal year ended June 30, 2023. Information in this report is unaudited.

#### **Financial Highlights**

- ⇒ At the end of the fiscal year, unassigned fund balance for the general fund totaled approximately \$22.5 million, or approximately 19.5% of total general fund expenditures and transfers out.
- ⇒ At the end of the fiscal year, the Town's Other Postemployment Benefits (OPEB) Trust Fund totaled approximately \$15 million.

#### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the unaudited financial statements included in this report, which consists of the following:

1. Governmental Funds Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance
2. Proprietary Funds Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position and Statement of Cash Flows
3. Fiduciary Funds Statement of Net Position and Statement of Changes in Net Position

#### **Position Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-

related legal requirements. All of the funds can be divided into the following categories and are described below:

1. Governmental funds
2. Proprietary funds
3. Fiduciary funds

#### **Governmental Funds**

Governmental funds financial statements focus on near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

The Town maintains several individual governmental funds. Information is presented separately in the governmental fund's financial statements for the general, sewer (special revenue), and community preservation (special revenue) funds, each of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation titled nonmajor governmental funds.

#### **Proprietary Funds**

The Town maintains one type of proprietary fund.

The enterprise fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses an enterprise fund to account for its ambulance operations.

#### **Fiduciary Funds**

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The accounting used for

## FINANCIAL SERVICES

### Finance Department

resources held for the benefit of parties outside the government. The accounting used for fiduciary funds is similar to that used for proprietary funds.

The other post-employment benefits (OPEB) trust fund and private-purpose trust funds are reported in the fiduciary fund's financial statements.

Respectfully Submitted,



David Castellarin

Finance Director/Town Accountant

# FINANCIAL SERVICES

## TOWN OF BEDFORD GOVERNMENTAL FUNDS BALANCE SHEET

	General	Sewer	Community Preservation Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and Cash Equivalents	\$ 33,638,811	\$ 5,780,223	\$ 6,647,293	\$ 12,247,957	\$ 6,868,492	\$ 65,182,776
Investments	10,232,059	-	-	-	4,866,483	15,098,542
Receivables, Net of Allowance for Uncollectible Amounts:						
Real Estate and Personal Property Taxes	880,194	-	-	-	-	880,194
Tax Liens	51,976	-	-	-	-	51,976
Motor Vehicle and Other Excise taxes	255,931	-	-	-	-	255,931
User Fees	1,652,896	1,725,075	-	-	-	3,377,971
Departmental and Other	116,784	-	22,316	-	50,247	189,347
Leases	2,886,668	-	-	-	-	2,886,668
Intergovernmental	-	-	-	-	298,391	298,391
Due from Other Funds	679,060	-	-	-	-	679,060
<b>Total Assets</b>	<b>\$ 50,394,379</b>	<b>\$ 7,505,298</b>	<b>\$ 6,669,609</b>	<b>\$ 12,247,957</b>	<b>\$ 12,083,613</b>	<b>\$ 88,900,856</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Warrants Payable	\$ 1,475,621	\$ -	\$ 84,697	\$ 889,668	\$ 230,191	\$ 2,680,177
Accrued Payroll	3,852,552	-	-	-	199,462	4,052,014
Tax Refunds Payable	146,761	-	-	-	-	146,761
Abandoned Property	79,762	-	-	-	-	79,762
Other Liabilities	2,866,395	-	-	-	270,663	3,137,058
Unearned Revenue	14,618	-	-	-	1,120,152	1,134,770
Due to Other Funds	-	-	-	-	679,060	679,060
<b>Total Liabilities</b>	<b>8,435,709</b>	<b>-</b>	<b>84,697</b>	<b>889,668</b>	<b>2,499,528</b>	<b>11,909,602</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable Revenue	2,782,774	1,725,075	22,317	-	2,786	4,532,952
Leases	2,736,997	-	-	-	-	2,736,997
<b>Total Deferred Inflows of Resources</b>	<b>5,519,771</b>	<b>1,725,075</b>	<b>22,317</b>	<b>-</b>	<b>2,786</b>	<b>7,269,949</b>
<b>FUND BALANCES</b>						
Nonspendable	-	-	-	-	1,021,549	1,021,549
Restricted	-	5,780,223	6,562,595	11,358,289	8,559,750	32,260,857
Committed	2,703,443	-	-	-	-	2,703,443
Assigned	11,282,557	-	-	-	-	11,282,557
Unassigned	22,452,899	-	-	-	-	22,452,899
<b>Total Fund Balances</b>	<b>36,438,899</b>	<b>5,780,223</b>	<b>6,562,595</b>	<b>11,358,289</b>	<b>9,581,299</b>	<b>69,721,305</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 50,394,379</b>	<b>\$ 7,505,298</b>	<b>\$ 6,669,609</b>	<b>\$ 12,247,957</b>	<b>\$ 12,083,613</b>	<b>\$ 88,900,856</b>

# FINANCIAL SERVICES

TOWN OF BEDFORD  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES EXPENDITURES AND CHANGES IN FUND BALANCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

	General	Sewer	Community Preservation Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>						
Real Estate and Personal Property Taxes	\$ 75,770,512	\$ -	\$ -	\$ -	\$ -	\$ 75,770,512
Motor Vehicle and Other Excise Taxes	3,075,091	-	-	-	-	3,075,091
Hotel/Motel Tax	163,909	-	-	-	-	163,909
Payments in Lieu of Taxes	1,804,559	-	-	-	-	1,804,559
Community Preservation Surcharges	-	-	1,942,695	-	-	1,942,695
Charges for Services	5,447,489	5,162,473	-	-	-	10,609,962
Intergovernmental	17,590,379	-	830,221	199,169	9,497,993	28,117,762
Penalties and Interest on Taxes	250,490	-	3,720	-	-	254,210
Departmental and Other	6,863,211	-	-	-	7,305,077	14,168,288
Contributions	-	-	-	-	163,607	163,607
Investment Income	848,905	-	42,860	-	87,633	979,398
<b>Total Revenues</b>	<b>111,814,545</b>	<b>5,162,473</b>	<b>2,819,496</b>	<b>199,169</b>	<b>17,054,310</b>	<b>137,049,993</b>
<b>EXPENDITURES</b>						
Current:						
General Government	7,367,171	-	435,850	6,131,607	1,164,545	15,099,173
Public Safety	7,921,366	-	-	859	2,224,646	10,146,871
Education	54,225,032	-	-	470,695	6,154,724	60,850,451
Public Works	8,051,050	-	-	5,704,533	3,094,945	16,850,528
Water	3,425,631	-	-	-	-	3,425,631
Sewer	612,835	-	-	-	-	612,835
MWRA Assessment	3,696,476	-	-	-	-	3,696,476
Health and Human Services	1,290,439	-	-	-	206,305	1,496,744
Culture and Recreation	1,480,678	-	-	-	2,950,838	4,431,516
Pension Benefits	5,243,984	-	-	-	-	5,243,984
Employee Benefits	9,961,916	-	-	-	-	9,961,916
State and County Charges	392,646	-	-	-	-	392,646
Debt Service:						
Principal	8,450,881	-	-	-	-	8,450,881
Interest	2,320,620	-	-	-	-	2,320,620
<b>Total Expenditures</b>	<b>114,440,725</b>	<b>-</b>	<b>435,850</b>	<b>12,307,694</b>	<b>15,796,003</b>	<b>142,980,272</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(2,626,180)</b>	<b>5,162,473</b>	<b>2,383,646</b>	<b>(12,108,525)</b>	<b>1,258,307</b>	<b>(5,930,279)</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Issuance of Bonds and Notes	-	-	-	6,201,389	-	6,201,389
Premium from Issuance of Bonds and Notes	609,066	-	-	-	-	609,066
Transfers In	8,697,705	-	-	537,843	600,000	9,835,548
Transfer Out	(963,406)	(6,400,000)	(1,536,365)	-	(1,361,340)	(10,261,111)
<b>Total Other Financing Sources (Uses)</b>	<b>8,343,365</b>	<b>(6,400,000)</b>	<b>(1,536,365)</b>	<b>6,739,232</b>	<b>(761,340)</b>	<b>6,384,892</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>5,717,185</b>	<b>(1,237,527)</b>	<b>847,281</b>	<b>(5,369,293)</b>	<b>496,967</b>	<b>454,613</b>
Fund Balances - Beginning of Year	30,721,714	7,017,750	5,715,314	16,727,582	9,084,332	69,266,692
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ 36,438,899</b>	<b>\$ 5,780,223</b>	<b>\$ 6,562,595</b>	<b>\$ 11,358,289</b>	<b>\$ 9,581,299</b>	<b>\$ 69,721,305</b>

# FINANCIAL SERVICES

TOWN OF BEDFORD  
PROPRIETARY FUNDS  
STATEMENT OF FUND NET POSITION  
JUNE 30, 2023

	Business-Type Activities <u>Enterprise Fund</u>
	<u>Ambulance</u>
<b>ASSETS</b>	
Current Assets:	
Cash and Cash Equivalents	\$544,678
Receivables, Net of Allowance for Uncollectible Amounts	
User Fees	<u>\$601,060</u>
Total Current Assets	<u>\$1,145,738</u>
Noncurrent Assets:	
Capital Assets, Net of Accumulated Depreciation	<u>\$188,482</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Related To OPEB	\$73,537
Related to Pension	<u>\$65,129</u>
Total Deferred Outflows of Resources	<u>\$138,666</u>
<b>LIABILITIES</b>	
Current Liabilities	
Warrant Payable	\$16,788
Accrued Payroll	\$23,495
Compensated Absences	\$577
Long-Term Bonds and Notes Payable	<u>\$30,297</u>
Total Current Liabilities	<u>\$71,157</u>
Noncurrent Liabilities:	
Compensated Absences	\$6,744
Net Pension Liability	\$487,757
Net OPEB Liability	\$614,782
Long Term Bonds and Notes Payable	<u>\$159,209</u>
Total Noncurrent Liabilities	<u>\$1,268,492</u>
Total Liabilities	<u>\$1,339,649</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Related to OPEB	\$67,377
Related to Pension	<u>\$9,563</u>
Total Deferred Inflows of Resources	<u>\$76,940</u>
<b>FUND NET POSITION/(DEFICIT)</b>	
Unrestricted	<u>\$56,297</u>

## FINANCIAL SERVICES

TOWN OF BEDFORD  
 PROPRIETARY FUNDS  
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION FOR  
 THE FISCAL YEAR ENDED JUNE 30, 2023

	Business-Type Activities <u>Enterprise Fund</u>
	<u>Ambulance</u>
<b>OPERATING REVENUES</b>	
Charges for Services	<u>\$1,133,948</u>
<b>OPERATING EXPENSES</b>	
Cost of Service and Administration	<u>\$1,234,777</u>
Deprecation	\$28,997
Total Operating Expense	<u>\$1,263,774</u>
<b>OPERATING INCOME (LOSS)</b>	<u>(\$129,826)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
Investment Income	\$670
Interest Expense	(\$2,986)
Total Nonoperating Revenues (Expenses), Net	<u>(\$2316)</u>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<u>(\$132,142)</u>
Transfers In	<u>\$425,563</u>
<b>CHANCE IN FUND NET POSITION</b>	\$293,421
Fund Net Position- Beginning of Year	<u>(\$237,124)</u>
<b>FUND NET POSITION/(DEFICIT)-END OF YEAR</b>	<u>\$56,297</u>

# FINANCIAL SERVICES

TOWN OF BEDFORD  
 FIDUCIARY FUNDS  
 STATEMENT OF FIDUCIARY NET POSITON  
 JUNE 30, 2023

<b>Assets</b>	<b>OPEB TRUST FUND</b>	<b>PRIVATE PURPOSE TRUST FUNDS</b>
<b>Cash and Cash Equivalents</b>	\$ -	\$19,796
<b>Investments:</b>		
Equities		\$82,162
External Investment Pool	\$14,861,997	\$ -
<b>Total Assets</b>	\$14,861,997	\$101,958
<b>LIABILITIES</b>		
<b>NET POSITION</b>		
Net position restricted for postemployment Benefits other than pensions and other purposes	\$14,861,997	\$101,958

\*OPEB=Other Post Employment Benefits

## FINANCIAL SERVICES

TOWN OF BEDFORD  
FIDUCIARY FUNDS  
STATEMENT OF FIDUCIARY NET POSITON  
JUNE 30, 2023

	OPEB TRUST FUND	PRIVATE PURPOSE TRUST FUNDS
<b>ADDITIONS</b>		
Contributions:		
Employer	\$969,190	\$ -
Net Investment Income:		
<b>Net Appreciation/(Depreciation) in Fair Value</b>	\$496,044	\$ -
<b>Interest and Dividends</b>	\$374,840	\$2,685
Total Investment Income	\$870,884	\$2,685
Less: Investment Expense	(\$70,782)	\$ -
Net Investment Income	\$800,102	\$2,685
Total Additions	\$1,769,292	\$2,685
Net Position-Beginning of Year	\$13,092,705	\$99,273
<b>NET POSITION-END OF YEAR</b>	<b><u>\$14,861,997</u></b>	<b><u>\$101,958</u></b>

## FINANCIAL SERVICES

TOWN OF BEDFORD  
FIDUCIARY FUNDS  
STATEMENT OF FIDUCIARY NET POSITON  
JUNE 30, 2023

Assets	OPEB TRUST FUND	PRIVATE PURPOSE TRUST FUNDS
<b>Cash and Cash Equivalents</b>	\$ -	\$19,796
<b>Investments:</b>		
Equities		\$82,162
External Investment Pool	\$14,861,997	\$ -
<b>Total Assets</b>	\$14,861,997	\$101,958
<b>LIABILITIES</b>		
<b>NET POSITION</b>		
Net position restricted for postemployment Benefits other than pensions and other purposes	\$14,861,997	\$101,958

	OPEB TRUST FUND	PRIVATE PURPOSE TRUST FUNDS
<b>ADDITIONS</b>		
Contributions:		
Employer	\$969,190	\$ -
Net Investment Income:		
<b>Net Appreciation/(Depreciation) in Fair Value</b>	\$496,044	\$ -
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Net Position-Beginning of Year	\$13,092,705	\$99,273
<b>NET POSITION-END OF YEAR</b>	<b><u>\$14,861,997</u></b>	<b><u>\$101,958</u></b>

## FINANCIAL SERVICES

### Assessors

**Matt Lanefski, Assessing Director**

#### **PURPOSE**

Governed by provisions found in Chapter 59 of the Massachusetts General Laws, the elected three-member Board of Assessors is obligated each year to assess all real and personal property within the Town at its full and fair value as of January 1, for the purpose of *ad valorem* (according to value) taxation. Accordingly, the Assessors and the professional office staff develop and maintain records to catalogue and appraise all property within the Town. To comply, the Assessing Department must:

- Implement effective mass appraisal methodologies to determine property value and apply the methodologies consistently and uniformly throughout the town.
- Maintain legal, physical and sales data for each property and continuously verify and update the property records to maintain data integrity.
- Verify all property sales (247 single family homes in calendar 2022) to identify the conditions of the sale and the characteristics of the property at the time of the sale and analyze the sales data to quantify market trends.
- Discover and analyze such local and regional economic data as the cost of land acquisition, development and construction, as well as the prevailing commercial/industrial market rents, vacancy rates and landlord/tenant expenses.
- Monitor all residential and commercial building permits, subdivisions, condominium conversions and zoning changes. The department reviewed 601 residential building permits in calendar 2022.
- Conduct a cyclical re-inspection program to

ensure that each property is periodically re-inspected so that data quality is constantly monitored and maintained.

- Maintain accurate tax maps and coordinate their digital integration with the parcel-based data.
- Inventory and value all items of taxable personal property within the Town.

The legislature allows communities to set multiple tax rates through the process of classification. The responsibility for establishing separate tax rates for the residential, open space and commercial/industrial/personal property classes lies with the Select Board. This decision is made at the annual classification (public) hearing, at which the Board of Assessors provides data demonstrating the effect of various classification scenarios on the tax rates and distribution of the tax burden among the property classes. In 2023 the value of residential property in Bedford increased by \$270.9 million or 8% to \$3.6 billion. The value of commercial, industrial, and personal property (CIP) increased by \$164.5 million or 17.8 % to a total value of \$1.1 billion. The resulting revenue from these sources totaled \$76.2 million. This revenue represents approximately 74% of all the town's receipts.



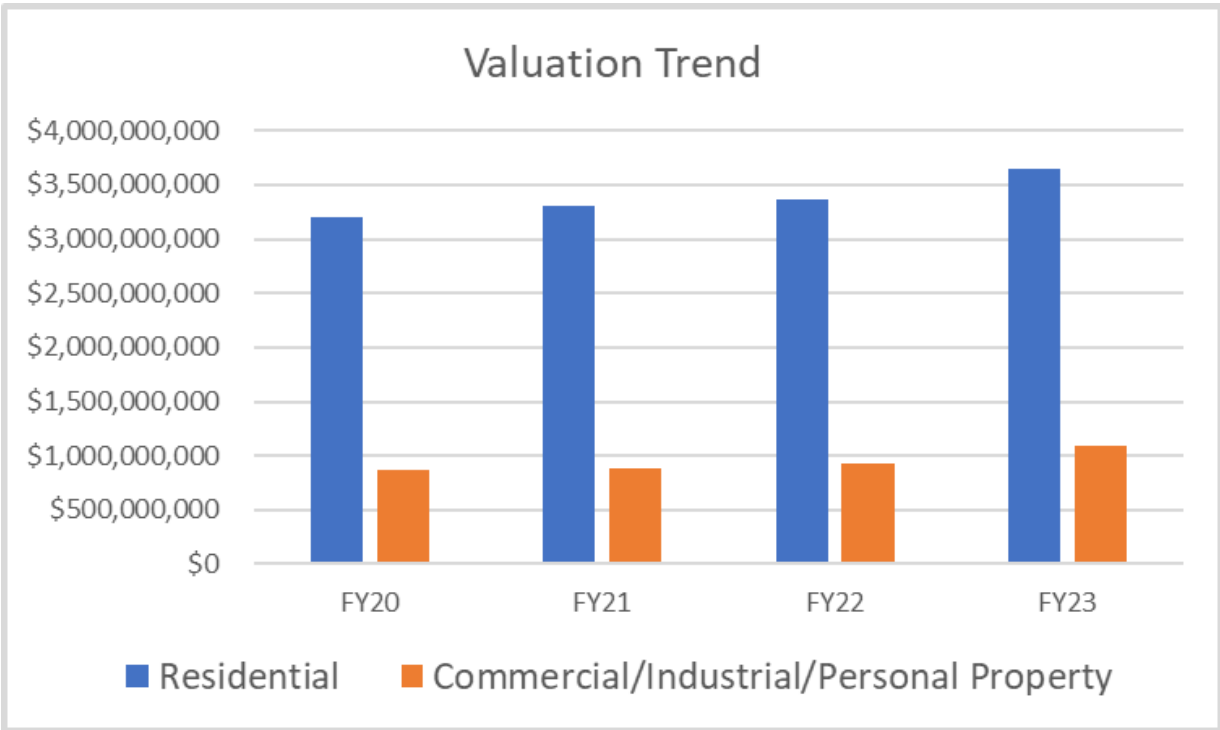
# FINANCIAL SERVICES

## Assessors

**FY20-FY23 DATA COMPARISONS**

Valuation by Class	FY20	FY21	FY22	FY23
Residential	\$3,199,615,985	\$3,300,394,870	\$3,370,422,596	\$3,641,337,089
Commercial	\$465,019,584	\$478,804,341	\$491,651,925	\$552,102,826
Industrial	\$272,237,900	\$289,570,700	\$312,861,600	\$406,313,400
Personal Property	\$129,296,600	\$115,425,100	\$121,682,900	\$132,317,200
<b>Total Valuation</b>	<b>\$4,066,170,069</b>	<b>\$4,184,195,011</b>	<b>\$4,296,619,021</b>	<b>\$4,732,070,515</b>

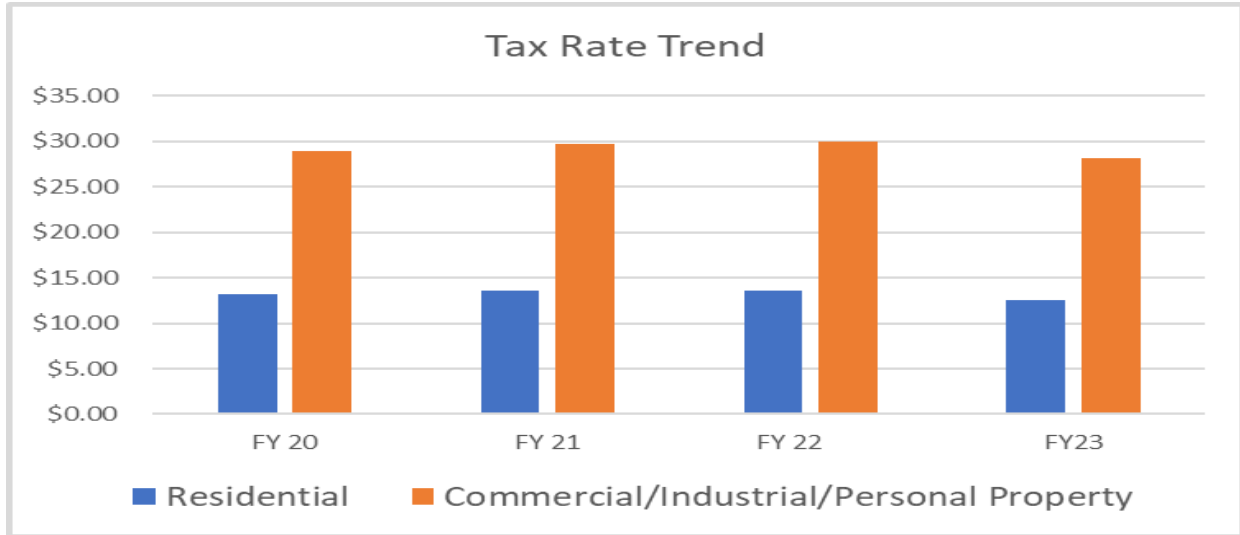
**Tax rates per \$1,000 of Assessed Value**      **FY20**      **FY21**      **FY22**      **FY23**



Residential	\$13.18	\$13.53	\$13.58	\$12.48
Commercial/Industrial/Personal Property	\$28.95	\$29.72	\$29.93	\$28.16

# FINANCIAL SERVICES

## Assessors



Receipts	FY20	FY21	FY22	FY23
<b>Total Property Taxes</b>	\$67,257,679	\$70,920,883	\$73,491,398	\$76,158,940
<b>Motor Vehicle Excise Tax Committed</b>	\$2,478,457	\$2,272,588	\$2,318,871	\$2,375,551

	FY20	FY21	FY22	FY23
<b>Property Tax Abatement Applications</b>	38	47	60	59

Personal Exemptions	FY20	FY21	FY22	FY23
<b># Of Applications</b>	141	131	130	142

**EMPLOYEE STATISTICS**      **Budgeted**

Full-time employees:                      3  
 Part-time employees:                      1

**FY24 PROJECTIONS**

With strong sales continuing in 2023, we anticipate a continuing rise in real estate assessments for Fiscal Year 2024. The Assessing Department will continue to conduct a detailed analysis of the data quality and methodologies used to ensure that values in the Town have been assigned fairly and equitably. The Assessing Department will continue with on-going inspections of all real estate and personal property accounts, administration of real estate tax exemptions and motor vehicle abatements and general service to the public for all assessment-related matters.

# PUBLIC SAFETY

## Fire Department

### Paul Sheehan, *Interim Fire Chief*

The Bedford Fire Department was established 195 years ago. The “Bedford Fire Establishment” was created by the Town Select Board in March of 1828. The Fire Establishment purchased the first fire “engine” for the Town, which was a hand-drawn fire pump nicknamed the “Eagle.” The department was established to provide fire protection to the citizens of Bedford. Our mission has grown over the years with emergency medical services, hazardous material incidents, and rescues becoming integral components of our core mission. In the early 1900s, the department responded to an average of 10 fires a year; 50 years later, in the late fifties, the department was averaging 225 responses a year. Currently the Department has 35 fire officer and firefighter positions, one fulltime fire administrative assistant and one part-time EMS records and billing administrative assistant. This past fiscal year the Department set a new record for annual medical responses. Collectively the Department responds to approximately 3,400 calls for service to the citizens of Bedford as well as the thousands of people who enter the Town each day to attend college, visit the VA and work in the many commercial and industrial firms. The diversity of the community presents a set of challenges to the department that we strive to meet.

### Mission Statement

The Bedford Fire Department is a professional and dedicated organization that is constantly evolving to meet the ever-changing demands of the community. Our organization is guided by moral and ethical



principals in providing the highest level of quality of services, training/professional development, fiscal responsibility and direct community interaction and involvement. We are forever committed to successfully responding to and mitigating the challenges of



fire, rescue, medical emergencies, hazardous materials, disaster preparedness and national security by promoting fire prevention, public education and community risk reduction.

### Fire Department Performance Guarantee

As an organization and as individual members of the Bedford Fire Department, we care about the people we serve. We will do the things we say we will; try to do them to the best of our ability every time; and protect the lives and the property of the people who reside, work, and pass through Bedford.

### FY23 Highlights

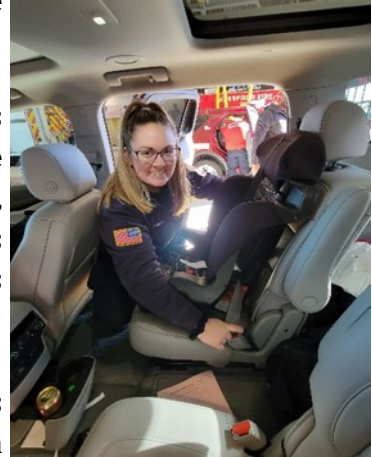
Lieutenant Mark Casey was promoted to the rank of Captain. This promotion is part of an ongoing re-organization of the Department. Current shift staffing includes two fire officers and six firefighters. The promotion is to fill one of four Shift Captain positions. Recruit firefighter Brenden Leary has joined the Department this past year. The goal is to have

## PUBLIC SAFETY

### Fire Department

each shift have a minimum of four paramedics to provide advance life support with the primary and secondary ambulance.

Our Safe program has continued to grow. Liaison FF. Dana Park has completed 16 in home visits for our senior community. During these visits FF. Park inspects smoke and carbon monoxide alarms, introduces the Knox Box program, File of Life as well as safety topics throughout the home. In addition to the home visits, FF. Park has completed 7 school safety events.



Another service that has been introduced to the Fire Department is car seat inspections. FF. Carla Sahrbeck and FF. Brendan Shea became certified as Child Passenger Safety (CPS) Technicians. The program was a 3-day, 25.5-hour, state run program that teaches the best practices for Child Safety Passengers. Since implementing this program in January 2023, 7 cars seats have been inspected and education to families has been provided.

In FY23 the Department set a new record high with 1,809 medical responses. and a total of 3,375 total incidents during FY23

The rest of the breakdown of responses is as follows

	<b>FY23</b>	<b>FY22</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>FY18</b>
Fires and/or Explosions	52	30	42	32	38	32
Rescue & Emergency Medical Service	1809	1784	1496	1520	1593	1527
Hazardous Conditions (No Fire) *	144	141	155	181	171	286
Service Calls*	214	194	174	224	230	251
Good Intent Calls	117	129	86	104	112	115
False Alarms and False Calls	351	373	290	356	423	430
Other Types of Incidents	688	818	435	473	859	674

\* A single- year spike in “Hazardous Conditions” and “Service Calls” is typically weather-related and will include the vast amount of downed power wires, flooding and/or similar incidents.

There were 670 permits issued by Fire Prevention during FY23.

#### **FY24 Projections**

The Fire Department is in the implementation and training phase of our new record management system for both Fire and Emergency Medical Services. The current fire system was implemented

# PUBLIC SAFETY

## Fire Department

In 2001 and resides on outdated technology. The new system will combine both the fire records and ambulance records in formats conducive to submitting the required monthly reports to the State Department of Fire Services and Department of Public Health. The new system also incorporates; personnel records, inventory, fire prevention permits, scheduling and billingFY24 will continue to have higher volume of permits to convert office space to life science labs. The coming year will include additional lab safety and hazardous material safety training for the firefighters.

FY24 will continue to have higher volume of permits to convert office space to life science labs. The coming year will include additional lab safety and hazardous material safety training for the firefighters.

There has been an increase in solar / electric vehicle permits issued by the department to residents. The upcoming year will include additional safety training for the firefighters on how to handle those incidents. The increase of laboratory and solar/electric permits highlights the need to be an agile Department ready to pivot to safely prepare for and mitigate new hazards as they are identified. Planning *before* disaster strikes, the Fire Department hopes Bedford residents will make fire safety a daily activity. The Fire Department urges residents to keep smoke detectors and carbon monoxide detectors clean and working properly, test them once a month, never leave candles unattended, maintain gas grills, store flammables in proper spaces and containers, and change the smoke detector batteries when we change the clocks.

While the liaison for our Safe Program, FF. Dana Park had success implementing at home visits for seniors. We are looking to reach more seniors and share safety tips and ensure their homes are safe as well. Continued outreach will assist with the safety of our senior community.



# PUBLIC SAFETY

## Police Department

**John Fisher, Police Chief**

**PURPOSE:**

The Police Department is a public safety agency that works in partnership to provide round-the-clock assistance to our residents and guests. Throughout FY22, we have continued to work at providing professional police services to ensure the safety and wellbeing of the Bedford community. Our goals are to improve and enhance community partnerships; intelligence led policing initiatives, and refining training to maximize the effectiveness of our organization, all the while continuing our commitment to ensure the safety of all members of our community. The department operates under a community policing philosophy that encourages citizen participation in solving problems of crime, fear of crime and quality of life issues.

**EMPLOYEE STATISTICS:**

Organizationally, the department is divided into operational and detective functions. A command staff of two lieutenants assists the Chief of Police in strategic planning, budgeting, and operations. The lieutenants administer the Patrol Operations Division and the Detective Division.

**Number of Employees**

Full Time Officer	29.0
Administrative	1.0
Emergency Communications Officers	8.0
School Crossing Guard	0.5
Animal Control Officer	1.0
Traffic Supervisors	30.0

**FY23 HIGHLIGHTS:**

In June of 2023 a significant building upgrade was completed at the Police Department. New

office space was created, the HVAC system was replaced with green technology, the training room was enlarged, the locker rooms were updated, and most systems inside the building were updated to modern standards.

**FY23 STATISTICS:**

The Bedford Police Department logged 16,903 calls for service, the majority of which involved services other than responding to crimes. Customer service will continue to be a priority within the Bedford Police Department. Our motto of “Serving the Community with Pride” will continue to guide this department into the 21<sup>st</sup> century. In FY23, 71 people were arrested. In FY23, 2,118 citations were issued. The increases associated with these, and most of our other significant statistics, reflect a significant change for our Department. Educating the commuting public and raising awareness on traffic laws continues to be a priority. The Department will continue to increase traffic and parking education to meet the growing concerns of our citizens. Traffic continues to be one of the greatest areas of complaints to the department. We will continue to partner with the Bedford Fire Department, Department of Public Works and the Town Manager and continue to meet regularly to evaluate and address the traffic concerns of our residents and commuting public.



# PUBLIC SAFETY

## Police Department

**The Calls for Service chart is a sample of police responses for the fiscal years.**

**The Calls for Service chart reflects**

Calls for Service	FY22	FY23
Alarms	392	360
Breaking and Entering	28	9
Breaking and Entering M/V	6	9
Disturbances	151	90
Domestic/Family Disputes	198	152
Elder Affair Encounters	34	30
Hit and run investigations	47	27
Larceny	77	82
Motor vehicle crashes	273	244
Noise Complaints	82	90
Restraining Orders	91	51
Vandalisms	40	23
<b>Totals Calls for Service</b>	<b>14,270</b>	<b>16,903</b>

Citations Issued*	1,276	2,118
Warnings	963	1,739
Civil	185	192
Criminal	99	156
Arrests	29	71

**FY24 PROJECTIONS:**

The Bedford Police Department embraces and is committed to the philosophy of community policing. The concept of partnering with the community to solve problems of crime, fear of crime and the quality of life issues has been institutionalized in the department. In FY24, the department will continue to offer a number of community policing programs to the public designed to provide citizens with tools, information and skills in solving those problems. We will continue to partner with other Bedford Town departments to expand and create new programs in the community.

The Bedford Police Department will maintain its strong partnership with Communities for Restorative Justice (C4RJ) which is a community-police partnership that offers restorative justice to those affected by crime. This program allows for Bedford to address victims’ needs and treat offenders in a new way. The Bedford Police Department also collaborates with ten police departments and the Domestic Violence Service Network (DVPN) to provide outreach and direct support to victims of domestic abuse.

The Regional Jail Diversion Program, developed through the Concord District Court and the Regional Jail Diversion Program, is managed by departments in Bedford, Lincoln, Stow, Concord, Lexington, Acton, Carlisle, Maynard and Hanscom Air Force Base. They are committed to assisting people with mental health difficulties and diverting them from the criminal justice system. As part of the coalition's innovative model, police departments work with a Clinical Coordinator, who manages the Jail Diversion Program across all communities.

## PUBLIC SAFETY

### Police Department



The Department continues to partner with other Town departments in our efforts toward anti-bullying programs, youth activities programs, and the all-night graduation. The largest effort to support our youth in Town continues to be our School Resource Officer Program. Currently Officer Justin Brooks serves in this role. This remains a top priority in our commitment to provide the youth a safe and healthy environment in the school setting.

The Bedford Police Department works with other area communities in the Central Middlesex Police Partnerships (CMPP). This initiative strives to reduce the availability of illicit opiate drugs on the supply side. The goals are to work collaboratively on education, prevention and intervention strategies. Our Jail Diversion Coordinator/ Clinician will continue to work directly and collaboratively with the Bedford Police and our regional partners to address and support the mental health and substance abuse needs of people coming into contact with law enforcement. By working together, the clinician and police officers can respond more effectively to residents dealing with mental illness and substance abuse. The Department continues to improve on the

use of social media; in an effort to maintain transparency with the community, the department continues to post our most vital police policies on our website. We invite the community to visit our new and ever improving website. The Department continues to use a number of social media initiatives to communicate with and keep the public informed. The Department uses Twitter, Facebook, YouTube and Instagram to post press releases, photos, scam information as well as video Public Service Announcements. Also, the Department has updated its Smartphone App that the public can download, called MYPD, it can be downloaded from an Apple or Android App stores. Through this App, you can get directions to the station, email a member of the Department, follow our latest tweets, or link to our mobile website. The Department will continue to utilize 21<sup>st</sup> century technology to stay connected with our residents and we will continue to build community bonds that foster trust between the police and the community we serve.

#### **Accreditation**

The Bedford Police Department is currently in

# PUBLIC SAFETY

## Police Department

the re-accreditation process for 2023. In FY17, the Bedford Police Department earned the distinct honor of full accreditation from the Massachusetts Police Accreditation Commission (MPAC). In FY20, the Department was re-Accredited. This is a self-initiated evaluation process by which police departments strive to meet and maintain the highest standards of law enforcement, and is considered the best measure of a police department against the established best practices around the country and region. The process is long and vigorous. It involves both an internal self-review and an external assessment by an MPAC team of experts. We conducted the initial self-assessment and are now prepared for the on-site review of the 274 mandatory standards and 120 optional standards in November of 2023. Sergeant Ronald Undzis serves as the department's Accreditation Manager. The MPAC program requires that departments meet all the mandatory standards and a percentage of the

optional requirements. These carefully selected measures include: Jurisdiction and Mutual Aid, Collection and Preservation of Evidence, Communications, Working Conditions, Crime Analysis, Community Involvement, Financial Management, Internal Affairs, Juvenile Operations, Patrol Administration, Public Information, Records, Traffic, Training, Training, Drug Enforcement and Victim/Witness Assistance.

### Closing

The dedicated men and women of the Bedford Police Department would like to thank our Town leaders, and the residents of Bedford for their continued support in accomplishing the department's mission of serving the community with pride. The department remains committed to provide the best public safety service and improve the quality of life for all of our residents.



## PERMITTING AND LAND MANAGEMENT

### Code Enforcement

**Christopher Laskey, Director**

#### **PURPOSE**

The Code Enforcement Department is a public safety office that enforces all applicable codes, laws and regulations to ensure all residential and commercial buildings and structures are constructed and maintained in a safe and usable manner. This office enforces the Massachusetts State Building Code, 780 CMR and the Architectural Access Board Regulations, 521 CMR along with the Massachusetts Electric, Plumbing & Gas Codes and any other applicable rules, regulations and laws related to building construction and safety.

This office also enforces the Zoning By-laws. These by-laws are used to control, among other things, density, parking, height and location of buildings and structures, uses of buildings and structures, requirements for buildable lots, signs, earth removal and overlay districts. The department also enforces the rules and regulations of Weights and Measures and certain aspects of the General By-laws such as the Sign By-law. Lastly, the Code Enforcement Department provides clerical support to the Conservation Commission, Zoning Board of Appeals (ZBA), Historic District Commission (HDC) and the Historic Preservation Commission (HPC).

#### **EMPLOYEE STATISTICS**

The Code Enforcement Office staffs six (6) full-time staff and two (2) part-time staff.

**Code Enforcement Director/Inspector of Buildings** – Christopher Laskey

**Local Building Inspector** – Dan Sullivan

**Conservation Administrator** – Jeffrey Summers

**Administrative Assistant** – Beth Ryan

**Department Assistant to ZBA, HDC, HPC and Code** – Scott Gould

**Department Assistant to Conservation and Code** – Stephanie Ide

**Electrical Inspector** – Frank Palmisano

**Plumbing/Gas Inspector** – Jim Powderly

#### **FY23 HIGHLIGHTS**

As expected, residential growth was weaker than last fiscal year as it relates to new detached dwelling units. This year the Town had eleven (11) Teardown/Rebuilds and no new dwelling units constructed. The Albion Road Development is winding down with the two seven (7) unit buildings nearing completion.

On the commercial side, highlights include the Assisted Living project on South Road in full swing. The old Double Tree site on Middlesex Turnpike is currently constructing a two-story 148,000 sq. ft. life science building and 50-52 Crosby Drive will be closing out their 36-million-dollar renovation project. Numerous tenant fit outs along Crosby Drive for current and future Life Science tenants are in various stages of construction. Closer to the Great Road area, the old “Papa Gino’s” site is slowly making progress to build 16 residential units w/commercial/retail space on the first floor.

The Code Enforcement Department collected over **\$6,000,000** in permit/misc. fees this fiscal year which is a new high, at least during my tenure. The enforcement of the zoning and sign by-laws is also an important aspect of the department’s responsibilities and is always a large part in the day-to-day activities of the office.

# PERMITTING AND LAND MANAGEMENT

## Code Enforcement

**FY24 PROJECTIONS**

Residential growth is anticipated to dip a bit this fiscal year for single-family dwellings at least. The LIP project at 330 South Road to construct twenty (20) residential units in a village type setting is anticipated to start sometime in FY24.

On the commercial side, it's anticipated that new construction will slow down considerably from last year. The Town recently approved a project on Railroad Ave consisting of eighteen (18) residential units with approximately 2,000 sq. ft. on the first floor and a 1,600 sq. ft. standalone commercial building also on site; somewhat similar to the project at the old 'Papa Gino's' site. With any luck, that should be starting mid to late FY24. Depending on economic conditions, the second building at the old 'Double Tree' site may move forward sometime in mid FY24.

These potential projects plus the expected number of permits issued for additions, renovations and homeowner projects are expected to keep this office busy this upcoming fiscal year. Ongoing zoning and sign by-law enforcement will continue to be a priority for this office.

This office is committed to customer service and to be a source of information and knowledge to the homeowners and contractors doing work in the Town of Bedford. The building codes and town by-laws can be confusing at times so I welcome anyone who has a question or is uncertain as to whether or not they need a building permit to please call our office so we can assist you or if you have access to the internet simply enter the address [bedfordma.gov/code-enforcement](http://bedfordma.gov/code-enforcement) for a wealth of building, zoning and Historical District information.

<u>Permits Issued</u>	<u>Number</u>	<u>Fees Collected</u>
Building	667	\$4,993,990
Electrical	647	\$735,096
Plumbing	351	\$52,790
Gas	219	\$15,820
HVAC	102	\$187,265
Signs	13	\$1,082
Certificates of Inspection	30	\$1,532
Misc./Yard Sales/Tents	35	\$1,145
Fence/Shed Compliance Permits	<u>4454</u>	<u>\$2,600</u>
<b>SubTotal</b>	<b>2,118</b>	<b>\$5,991,320</b>
<u>Petitions Filed</u>		
Historic District Petitions	11	\$140
Zoning Board of Appeals Petitions	<u>42</u>	<u>\$4,400</u>
<b>SubTotal</b>	<b>53</b>	<b>\$4,540</b>
<u>Miscellaneous</u>		
Admin./Fines	6	\$640
W&M Services	<u>13</u>	<u>\$4,170</u>
<b>SubTotal</b>	<b>19</b>	<b>\$4,810</b>
<b>Grand Total</b>		<b>\$6,000,670</b>

## PERMITTING AND LAND MANAGEMENT

### Code Enforcement

**Revenues for the last five years for the Code Enforcement Department are:**

FY2019	\$830,944	FY2020	\$1,048,307
FY2021	\$1,290,636	FY2022	\$3,584,977
	FY2023		\$6,000,670

### Planning Board

**Christopher Gittins, *Chair***

**PURPOSE**

The Planning Board is an elected, five-member board established under MGL C 41, § 81 A. The Planning Board's responsibilities include:

- Preparing the Town's Comprehensive Plan
- Undertaking planning studies and special projects
- Drafting or reviewing Zoning Bylaw amendments
- Approving Zoning special permits for certain types of residential or mixed-use development
- Reviewing site plans for commercial developments and for detached accessory dwelling units
- Administering the Subdivision Control Law
- Approving work on Scenic Roads, affecting trees or stone walls

**EMPLOYEE STATISTICS**

Full-Time 3

**FY23 HIGHLIGHTS**

- The Board crafted a Zoning Bylaw amendment to ease restrictions on two-family dwellings and brought it to Town Meeting with success.
- We studied and tested the application of emerging state rules for MBTA Communities multifamily zoning, while maintaining interim compliance by submitting an Action Plan in January, 2023.
- Work progressed with consultants on the Zoning Bylaw Reorganization Project, with acceptance of concept to improve readability and ease of use.
- Development reviews included a major building expansion at Werfen on Hartwell Road and a multi-session hearing for a Planned Residential Development off Old Billerica Road.

## PERMITTING AND LAND MANAGEMENT

### Planning Board

- The Planning portion of the Town website was improved and expanded on the new platform.
- Construction was underway on previously-approved developments, including mixed-use at 310 Great Road and 100 Plank Street, Assisted Living at 240 South Road and lab space at the former Doubletree Hotel site at 44 Middlesex Turnpike.

More detail is included below.

#### **ZONING AMENDMENTS**

The Planning Board holds public hearings to review zoning amendments proposed by itself or other parties, and makes recommendations to Town Meeting.

#### **ANNUAL TOWN MEETING, MARCH 27, 2023**

Two-family Dwellings – amendments to Section 4.2 and Table 1, making the option of a two-family dwelling more available throughout the Residential districts, subject to rules constraining the building's size in relation to the lot area, and simplifying the conversion of a pre-1945 house. This zoning article was developed and brought forward to Town Meeting to implement a recommendation in 2019 the Bedford Housing Study to “ease restrictions for two-family dwellings”. It reflects increasing concerns about the supply and affordability of housing relative to demographic needs. Favorably recommended (Passed)

#### **WORK ON MBTA COMMUNITIES MULTIFAMILY ZONING**

The Board reviewed state Guidelines issued by DHCD (now EOHLC) under the new Section 3A of the Zoning Act. That section requires communities in the MBTA service area to have a zoning district allowing multifamily housing by right at a density of at least 15 units per acre. For Bedford the requirement is zoning of at least 50 acres with a capacity of at least 750 units. The Guidelines emerged in draft, final and then revised versions. An Action Plan outlining the Town's proposed process and tentative ideas for compliance was submitted in January. The state also issued a digital compliance tool which Planning staff has used with assistance from DPW's GIS Analyst to explore potential district locations and to check the workings of the multi-faceted rules.

#### **ZONING BYLAW REORGANIZATION PROJECT**

This project was funded in recognition of the fact that our Zoning Bylaw has been added to and amended over many years, making its organization convoluted and hard to navigate; also there are some inconsistencies, typographical errors, formatting issues and potential needs for updating in relation to other laws. The Board's consultants, the Barrett Group, made recommendations for the rearrangement of sections and subsections, which the Board reviewed and approved. Staff checked the transfer of text. Work is moving forward into more detailed work on corrections, clarifications, updates etc. All proposed changes will be brought to Town Meeting, but it should be noted that the emphasis of this project is on organization of material rather than changes of substance.

## PERMITTING AND LAND MANAGEMENT

### Planning Board



*LCB Assisted Living facility under construction at 240-244 South Road*

#### **REVIEWS OF PROPOSED DEVELOPMENT**

The Planning Board conducted detailed regulatory reviews as follows:

##### **SPECIAL PERMITS**(require advertised public hearings)

- 229, 251A and 251F Old Billerica Road: Planned Residential Development (public hearing opened 9/13/22, continuing)
- 60 Great Road: Mixed-use, adding 2-family house on site with office building (public hearing opened 6/27, continuing)

##### **SITE PLAN REVIEWS**

- 35 Crosby Drive, W.P. Carey Inc: Parking lot improvements associated with interior renovations to accommodate a life science facility (approved with conditions 7/12/22)
- 180 Hartwell Road, Werfen: 2-story lab/R&D/office building (approx. 120,000 sf) over parking, to replace rear warehouse space (approved with conditions 10/25/22)
- 40 Middlesex Turnpike, GSA: small garage addition to office building and site changes including parking, for federal government occupancy (approved with conditions 10/25/22; amendment approved 3/20/23)
- 201 Burlington Road, Lantheus Medical Imaging: minor change to add generator (approved 3/20/23)

# PERMITTING AND LAND MANAGEMENT

## Planning Board

### RECOMMENDATIONS TO OTHER BOARDS

- Village at Merriam Farm, 330 South Road: Chapter 40B Local Initiative Program (LIP) project – expressed support to ZBA for comprehensive permit, 8/23/22
- Carlisle Road (west parcel): concept plan for potential Chapter 40B LIP project – expressed support to Select Board subject to detailed review, 12/13/22
- 42-44 Hillside Ave: concepts for non-conforming lot redevelopment – expressed support to ZBA for allowing two-house option rather than one 1/24/23

### LEARNING AND TRAINING

Planning Board members and staff often make use of opportunities for attendance at conferences and training sessions hosted by organizations such as planning professional groups, the Citizens Planning Training Collaborative, state agencies and subregional organizations, many of which are now available online. Relevant press articles and research reports are frequently circulated in the Board's meeting packets.

### COLLABORATIVE COMMITTEE WORK

Members of the Planning Board continued to act as liaisons to many other committees and boards. The Board and Staff take an active interest in a range of topics related to planning, including: economic development; multi-modal transportation; measures to address housing and demographic needs; arts and cultural events; protection of natural and historic assets; and energy/ climate change/ emergency planning.

### WEBSITE & NEWS MEDIA

[www.bedfordma.gov/planning](http://www.bedfordma.gov/planning) and <http://www.facebook.com/BedfordMAPlan>

The Planning page on the Town website is the prime location for public information. Some items are also linked on Facebook. There is a wealth of information including: the Comprehensive Plan and other studies; background to work on zoning amendments or other initiatives; meeting agendas and minutes; Zoning Bylaws and map; Subdivision Rules and Regulations; project design guidance and forms; and periodic news articles and announcements.

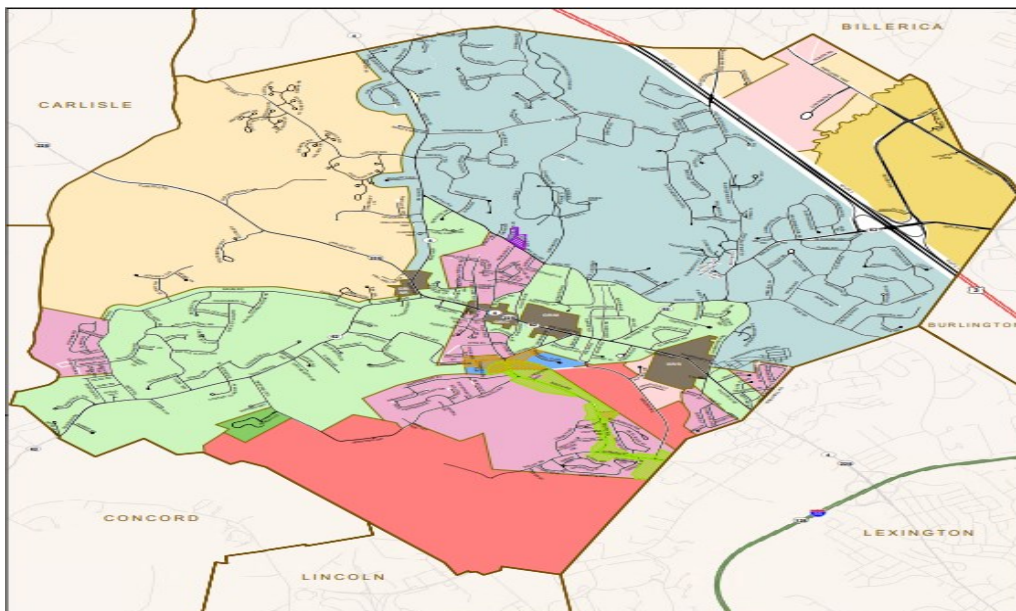
Legal advertisements for public hearings are placed in a local newspaper and on the main bulletin board in Town Hall, as required by law. The online Citizen newspaper often provides news coverage of planning issues. Meetings are usually recorded by Bedford TV, and the video posted on the planning website and You Tube. When major new initiatives such as significant zoning changes are being developed, the Board and staff provide presentations and opportunities for input. The Assistant Planner participates in "What's Going On Around Town?" talks at the Council on Aging. The department's bulletin board display in our office can also be a source of useful information, and staff responds to inquiries by phone, email or in person.

# PERMITTING AND LAND MANAGEMENT

## Planning Board

### FY24 PROJECTIONS

- The Board will conduct outreach on zoning changes for compliance with the MBTA Communities law, will continue to adapt to any changing guidance or interpretation from state agencies, and will draft bylaws to bring to Annual Town Meeting. Compliance must be achieved by the end of 2024.
- The Zoning Bylaw Reorganization Project will advance with reviews of corrected and augmented text. Annual Town Meeting is targeted for approval of a reorganized bylaw document. The consultants may also flag up some topics for potential future amendments.
- The Board will seek funding for a new Comprehensive Plan by seeking both budget funding and grants for consultancy assistance. A Steering Committee is likely to be formed. The range of topics should include the statutory elements of: land use, housing, economic development, natural and cultural resources, open space and recreation, services and facilities, circulation, goals and policies and implementation/actions. This list can be expanded or their components restructured.
- The Board will review development applications as they come forward. Following a regional expansion in laboratory space, business park owners are looking to identify the next market needs. Zoning changes in the last decade are expected to continue to generate projects that strengthen Bedford's business and industrial areas, and will offer more options to residential property owners.
- The Board and staff will endeavor to stay abreast of land use trends and concerns, and continue to interact with other parties.



# PERMITTING AND LAND MANAGEMENT

## Zoning Board of Appeals

**PURPOSE**

The Bedford Zoning Board of Appeals consists of five permanent members and three alternate members who are Bedford citizens appointed by the Bedford Select Board. The ZBA is a quasi-judicial body that acts on behalf of the Town. As of this writing, all positions are currently full. The function of the ZBA is to act on petitions from a local citizen or interested party, who wishes to seek approval within or relief from the provisions outlined in the Bedford Zoning Bylaws, Sign Bylaws, or in some cases appeal the Zoning Enforcement Officer’s interpretation of the regulations presented in the Bedford Zoning and Sign Bylaws. The Board also handles Comprehensive Permit applications, better known as Chapter 40B projects, for affordable housing.

**HIGHLIGHTS**

Fiscal Year 2023 saw twenty-four applications to the Zoning Board, which included proposals for additions, signs, and home occupation uses. One of the most common applications to the Board continues to be Special Permits for “teardowns.” Any house demolished on a non-conforming lot (a lot whose frontage or area does not meet the minimum for its particular zone) requires a Special Permit from the ZBA, which gives the town the opportunity to review new houses to ensure that they will be in keep-

ing with the character of each neighborhood and that the massing will be limited to a more reasonable size than what used to be allowed. The Board heard twelve of these applications in the last Fiscal Year.

Another highlight of Fiscal Year 2023 was the approval of the Comprehensive Permit for “The Village at Meriam Farm,” at 330 South Road. This project consists of twenty rental units in four buildings on the property. Four of the units will be considered affordable under the guidelines set forth under State Statute Chapter 40B, as referenced above. Final approvals were given on January 26, 2023.

After two years of Zoom meetings during the pandemic, the Board voted to go back to in-person meetings. While the Zoom platform was quite successful in helping the hearings continue while it was unsafe to meet in person, the ZBA members are excited to be meeting in person again to have more personal interactions with the applicants and with the public.

**PROJECTIONS**

The ZBA will continue its mission to uphold the Zoning and Sign Bylaws, making certain that building and sign projects in Bedford are not detrimental to the Town or the neighborhood in which they are proposed and are in keeping with the intent and purpose of the Bylaws.



# PERMITTING AND LAND MANAGEMENT

## Conservation Commission

**Steven Hagan, *Chair***

### **PURPOSE**

The Conservation Commission consists of seven volunteer members appointed by the Select Board. Its functions are to oversee the local protection of wetlands, waterways, floodplains and riverfront areas, and to acquire and maintain open space land for the protection of natural resources and for the benefit and enjoyment of the citizens of Bedford. The Commission derives its jurisdiction from the Conservation Commission Act (Massachusetts General Laws Chapter 40, section 8C), the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, section 40), the Rivers Protection Act, and the Town of Bedford Wetlands Protection Bylaw (General Bylaws, Section 36 as adopted at the 1987 Annual Town Meeting and amended through ATM95 and ATM16).

The Act and the Bylaw require the Commission to review applications for projects within 100 feet of wetlands, water bodies, waterways and floodplains, and within 200 feet of perennial streams and rivers. The Commission holds public hearings, issues Determinations and Orders of Conditions permitting work, inspects the work in progress, and upon completion issues Certificates of Compliance. It may issue Enforcement Orders if unauthorized activities are identified that cannot be resolved through more amicable means. Concerning land stewardship, the Commission proposes the acquisition of conservation land, conservation restrictions and trail easements to the Town, arranges donations and purchases, and oversees the use, monitoring and maintenance of these lands, restrictions and easements.

### **EMPLOYEE STATISTICS**

The Conservation Department employs two full-time staff members to support the seven-member Commission. The Conservation

Commission is currently seeking a seventh member; if interested in serving on the Commission please contact the Volunteer Coordinating Committee, the Town Manager's Office, or the Conservation Office at (781) 275-6211.

Conservation Commissioners are appointed by the Select Board for overlapping three-year terms. Commissioners serving during FY 2023 are: Steven Hagan (Chair), Frank Richichi (Clerk), Lori Eggert, Deb Edinger, Stacey Katz, and David Santos. Stephanie Kane also served a short term with the Commission this year.

### **FY23 HIGHLIGHTS**

#### **Wetland Applications, Permitting and Construction Monitoring**

The Conservation Commission received 19 Notices of Intent applications under the Massachusetts Wetlands Protection Act, Rivers Protection Act and Town of Bedford Wetlands Protection Bylaw, for major residential and commercial development projects, issuing 30 Orders of Conditions. The Commission issued 25 Determinations of Applicability for smaller projects.

#### **Jordan Community Gardens**

The community garden plots at the George Jordan Conservation Area on Hartwell Road continue to be very successful. All twenty-two plots were utilized by both new and returning gardeners and because of this success a plan has been developed to expand at the gardens. Bedford residents are encouraged to contact the Conservation Office in March for more information on reserving a garden plot for the 2024 season.

### **TRAILS COMMITTEE**

#### **Trails Projects**

The Trails Committee continues its charge to maintain the Town's extensive trail network by clearing downed trees, installing bog bridges in wet areas, updating trail maps and blazing, and

## PERMITTING AND LAND MANAGEMENT

### Conservation Commission

adding signage as needed. With cooperation and support from both the Conservation Commission and the Department of Public Works, the Committee also works to identify potential new trail easements for public access and provides support for various Eagle Scout projects related to trails.

In FY23, the Committee was pleased to complete the following trail improvements: installation of new bog bridges in the Governor Winthrop Conservation Area and the Luke's path trail at Donovan Drive; replacement of failing bog bridges at the Anthony Conservation Area and Old Reservoir; and construction of new wooden stairs at the York Conservation Area to improve access to the Narrow- Gauge Rail Trail. The Committee also provided support for the Eagle Scout project at the Daughters of St. Paul Conservation Area to install a series of new bog bridges through the wet area. In conjunction with the DPW, the Committee worked on creating new trail maps for the Huckins Farm, Middlesex Community College, and Wilson Mill Park trails, which will be included in the third edition of the Bedford Trail Guide slated for publishing in FY24. Both the new and revised trail maps, as well as four regional trail maps, are available to view or download on the Town website at <https://www.bedfordma.gov/503/Bedford-Trail-Maps>.

The Trails Committee also established a spreadsheet for tracking and reporting maintenance needs, while continuing to use their Google Group to provide information on Saturday trail walks, as well as "Take-Your-Own" trail walks, with maps and descriptions available for download. The Committee also monitors their Facebook page for reports of any trail maintenance needs.

#### **FY24 PROJECTIONS**

The Conservation Commission will be adding two additional garden plots at Jordan Gardens

and rehabilitating an existing garden plot to provide additional gardening opportunities in the spring of 2023. All new plots will have fencing and the Commission hopes to continue to fence in existing plots as funding becomes available. The expansion at Jordan will provide three additional garden plots, bringing the total of available plots to 25 per season.

The Commission hopes to continue to introduce residents to new conservation areas, trails, and welcomes local amateur naturalists to participate in planning and leading interpretive walks. Photographs and reports on observations are welcome. Several rare turtle and salamander species occur in Bedford, and the Commission asks residents to consider their vulnerability to automobile traffic and other hazards.

The continued support for open space preservation will allow an irreplaceable legacy to pass to future generations of Bedford residents. The Commission's role is challenging, but the rewards are great in terms of contributing to the future integrity of Bedford's landscape and resources. Those interested in serving on the Commission should contact the Volunteer Coordinating Committee, the Town Manager's Office, or the Conservation Office at (781) 275-6211.

# HUMAN SERVICES

## Board of Health

**Heidi Porter, Director of Health and Human Services**

**Susan Schwartz, Chair, Bedford Board of Health**

### **PURPOSE**

Through their many programs and activities, the Bedford Board of Health (BOH) and the experienced Health Department staff, endeavor to protect public health, prevent disease, and promote the overall health and well-being of the Bedford community. The Health Department promotes a healthy community through execution of vaccination clinics, assessment of the physical and mental health of the community, distribution of health education, information sharing, and environmental mitigation. They prepare the community by planning for emergencies; and protect the community by enforcing local, state and federal codes and mandates relating to inspections and permitting and investigation of complaints.

Operationally, following reorganization in July 2019, the Health Department is a division of the Health and Human Services (HHS) Department in conjunction with the Council on Aging, Recreation Department, Veterans' Services and Youth and Family Services.

The Health Department works under the general direction of the five (5) elected BOH members, who through performance of statutory and regulatory obligations and coalition building, strive to help neighbors lead healthy lives in Bedford. They do this through their dedication to serve all residents of Bedford, particularly the underserved and to promote healthy people, healthy families and healthy environment through compassionate care, education and disease prevention. The BOH identifies emerging public health needs, creates needed regulations, sets policy, holds

hearings and considers variances.

During FY23 the BOH elected members and Health Department staff met at least monthly, predominantly via remote webinar and transitioned to in-person meetings with a hybrid attendance option in June 2022.

### **EMPLOYEE STATISTICS**

Full-Time Employees: 4

### **FY23 HIGHLIGHTS**

The COVID-19 response continued in FY23. The Health Department provided COVID-19 Bivalent booster vaccine to those who live and work in Bedford. We maintained the Town's COVID-19 Dashboard (<https://lookerstudio.google.com/reporting/ae2d813a-b381-4c06-a101-96dc47ec451e/page/JALIB>) which summarized important statistics for the town and predictive regional and state metrics that were watched to enable prediction of potential surges until the Healey-Driscoll Administration ended the COVID-19 Public Health Emergency for Massachusetts on May 11, 2023. While the response to the COVID-19 pandemic dominated the BOH's and the Health Department's activities for most of FY23, the usual and necessary programs, inspections and outreach continued so as to ensure the protection and promotion of public health and prevention of disease (in addition to COVID-19) throughout the community.

In January 2023, the FDA granted another three-month shelf-life extension for the iHealth tests from 6 months to 15 months. The Health Department continued distribution of the COVID-19 test kits, which were available at the following town departments during

# HUMAN SERVICES

## Board of Health

normal business hours: Health, Council on Aging, Town Manager and the Free Public Library until inventory of these test kits expired in September 2023.

The flu clinic schedule for 2022-2023 included 3 drive through clinics and several walk through and open office options. Home visits were provided to those residents that are homebound. There were 1,070 flu doses provided to people that live and work in Bedford.

Based on outreach to Bedford’s Housing and Economic Development Director from prospective biosafety labs, there has been an increase of the number of biosafety facilities in town that will continue over the next several years. Due to this increase, the Health Department increased the annual permit fee from \$500.00 to \$850.00 to assist with costs associated with inspections conducted by the contracted biosafety consultant, Rebecca Caruso. At the Spring 2023 Town Meeting, a Biosafety Revolving Fund was created to accommodate costs associated with this program.

In an effort to continue assisting food establishment permittees with food safety knowledge and compliance with the 2013 Federal Food Code, the Health Department again offered a free educational food safety training program to all medium/high risk food establishments through our vendor, Mojin Solutions and attendance was a requirement of the Food Establishment Permit renewal process. The program required at least one on-site Person in Charge (PIC) to complete the online training that consisted of nine chapters related to basic food safety knowledge. Each chapter ended with a summary quiz and there was a final exam at the end of the nine chapters. Participants were awarded a certification of completion after passing the final exam.

The Health Department issued the first Body Art

permits for Bedford in March of 2023. A Body Art Establishment permit and Body Art Practitioner permit was issued which will renew annually.

In FY23, the BOH held public hearings for a new Body Art Establishment and Practitioner permit, Keeping of Animals permit and a Tobacco Regulation revision.

In June of 2023, the BOH held a goal setting meeting where they identified several topics of focus for the coming year as they relate to public health, including firearms/gun violence, climate change, substance use, mental health and suicide, school start times, intergenerational recreation opportunities, and periodic review of their regulations. The BOH issued a statement regarding access to Reproductive Health Services.

The Town of Bedford, particularly through the Health & Human Services and Fire Departments, continues collaboration with the Community Emergency Response Team (CERT). CERT volunteers bring all types of skills, interests and experience to the team in support of the community. Some of the special skills and interests include teaching, nursing, medicine, social work, EMT, ham radio operation, meteorology, computer software, domestic violence victims' advocacy, and Emergency Response Team (ERT) involvement for their employers. In FY23, 3 new members joined CERT and the team assisted the Town in the following activities and events:

- Bedford Food Bank - providing bag preparation and distribution assistance
- Job Lane House Family Field Day Event
- Bedford Day (CERT Booth, Parade Staging, Parade Traffic, Health Department Tent and Fireworks)

# HUMAN SERVICES

## Board of Health

- Dinner and Discussion Events
- Fall Vaccination Clinics
- Household Hazardous Waste Collection Events

- Pole Capping

In addition, CERT volunteers participated in the following training: CPR, AED, Stop the Bleed, and Mental Health First Aid.

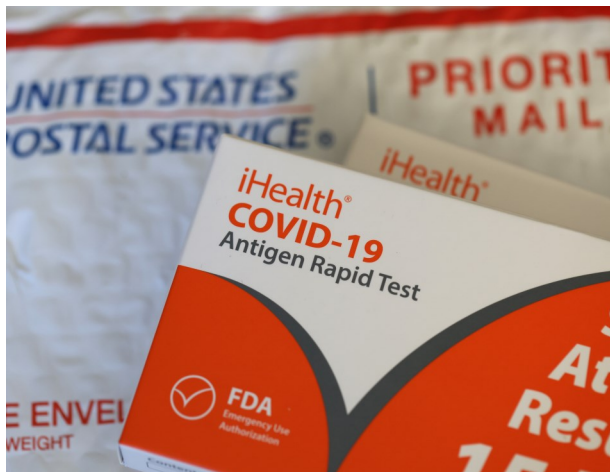
### FY23 STATISTICS

NOTE:

The Public Health Nurse position has been vacant from June 2023 through presentation of this report in October 2023. The Regional Great Meadows Public Health Collaborative RNs have supported communicable disease evaluation and necessary clinical response in the absence of a local public health nurse.

Public Health Nurse Program:	
Client Base:	0
Number of new clients:	0
Number of home visits:	6
Number of office visits: not including in office flue shots visits	0
Number of blood pressure clinics:	0
TB Tests:	1

<b>Communicable Disease Cases</b>	
Babesiosis	0
Borrelia miyamotoi	0
Campylobacteriosis	6
Ehrlichiosis	0
Giardiasis	0
Hepatitis A	1
Hepatitis B	2
Hepatitis C	2
Human Granulocytic Anaplasmosis	4
Influenza	61
Lyme	34
Monkeypox	1
Mumps	0
COVID-19	816
Salmonellosis	2
Shigellosis	1
Tuberculosis	25
Varicella	1
Vibrio sp.	0
Viral hemorrhagic fevers	0
Viral meningitis	0



# HUMAN SERVICES

## Board of Health

More information about CERT can be found here: <https://www.bedfordma.gov/185/The-Community-Emergency-Response-Team--->

### Community Interventions

- Bedford received 2,250 iHealth At-Home

### Community Interventions

- Bedford received 2,250 iHealth At-Home Rapid Antigen COVID-19 test kits from the MDPH. These kits were made available for distribution at the Public Library, COA, Town Manager’s Office and the Health Department. Rapid Antigen COVID-19 test kits from the MDPH. These kits were made available for distribution at the Public Library, COA, Town Manager’s Office and the Health Department.
- PSA’s that were released on topics related to the Monkeypox Outbreak, Respiratory Virus and Illness, West Nile Virus, COVID-19 Subvariant (XBB.1.5), COVID-19 Telehealth Treatment, Extreme Heat and Extreme Cold Weather.

### Vaccinations

- Flu Vaccines: 3 Drive Through Flu Clinics, 2 Town Wide Clinics, 1 Housing-Based Clinic, 13 Office Clinics, 2 Employee Clinics, 2 Senior HD Clinics, 2 School-Based Clinics, and 3 Home Visits.
- A total of 1,070 doses of flu vaccine were administered during the 2022-2023 flu season.
- COVID-19 Vaccine: 8 Booster Clinics were held. A total of 512 COVID-19 vaccinations were given (192 Moderna Doses and 320 Pfizer Doses).

### Health Screenings

- Bedford Day – 194 Flu Vaccinations and 64 COVID-19 Bivalent booster vaccinations

were given at Bedford Day 2022.

- COA hosted 38 Blood pressure screenings conducted by the Public Health Nurse.

### Health Promotion

- The Bedford Health Department received 300 At-Home COVID-19 Test Kits that were donated by the Bedford Rotary Club in July that were made available to Bedford residents.
- Bedford HHS Department offered a variety of support webinars for parents, caretakers and children such as:
  - Minding Your Mind with Mallory – Dinner & Discussion
  - Question, Persuade, Refer (QPR) In-Person Training with Jon Mattleman – Dinner & Discussion
  - LGBTQ+ Basics and Beyond with Lily Pearl and Marie Caradonna from OUT Metrowest. The presentation focused on up-to-date vocabulary, answers to frequently asked questions, and improved tools for allying with queer and transgender people.
  - Buried in Treasures Workshop - Clear the Clutter
  - Facing Mental Health Issues Head-On with Bob Anthony, Chair of the Rotary Action Group

### Community Safety

- The Health Department followed up on two (2) reported animal bites within Town.
- One deceased wild animal specimen was submitted to the Massachusetts State Laboratory Institute for rabies testing. Result was positive. Specimen came in contact with a resident. Outreach to the resident was made regarding treatment

## HUMAN SERVICES

### Board of Health

received.

- Hosted eight (8) Household Hazardous Waste Collection Events with the regional collaborative for the safe collection and recycling of household hazardous waste. Pre-Registration was required.
- The Health Department collaborated with the PD and BOH on the Bedford Safe Campaign, for gun violence prevention. A Community Forum and two Gun Buy-Back events were held. 35 Firearms were turned in during the adult event and 7 toy guns and 1 BB gun were turned in during the Kid's event. The Bedford Safe Campaign website was also created that has Mental Health resources, Gun Violence Risk Factors, Storage Best Practices and Guidance; Safety Kits information, Conversation Starters and MA Laws and Guidance for Gun Ownership.

#### Miscellaneous

- The Health Department partnered with Countryside Veterinarian Hospital to host a low-cost Rabies Vaccination Clinic for cats and dogs. Fourteen (14) animals received a rabies vaccination at the clinic. Rabies is a disease affecting all mammals, including humans, caused by a virus that attacks the central nervous system, specifically the brain. This disease can be fatal to both humans and animals. Massachusetts law requires dogs, cats and ferrets be vaccinated for rabies. Vaccines are administered routinely - one or three years depending on past vaccination schedule.
- A COVID-19 Response review for the BOH and HD was started and the purpose of this review was to look at what and how the BOH and HD handled and responded to the COVID-19 pandemic and based off the data

obtained be better prepared and respond to the next pandemic or public health emergency. The review framework looked at each Functional Capability and in a round-robin format each member or staff person had the opportunity to answer questions around what worked well and what could be done differently for each of the foundational public health capabilities of: Emergency Preparedness and Response; Communication and Community Engagement; Surveillance and Case Investigation and Management; Infection Prevention and Control; Community Partnership Development; and Maintaining Essential Health Services and Systems. Questions asked were: What Worked Well; What Challenges Were Encountered; What Was Learned; What Can Be Done Differently and How to Prepare for Future Pandemics. This review may be a starting point for a more community-based evaluation of the pandemic.

- The Town's website was upgraded in November 2022. The HD and BOH had to rebuild and update pages and links and learn to navigate the new site for those



# HUMAN SERVICES

## Board of Health

### Food Protection/Environmental Health and Sanitation Program

<u>Area of Program Management</u>	<u>Permits Issued</u>	<u>Inspections (if Required)</u>
Food:		
Food Establishments	106	
Routine Inspection		152
Complaint inspection		8
Re-Inspections		46
New Establishment/Renovation Plan Reviews	2	
Temporary Food Events	63	
Dairy	1	1
Environmental Health:		
Permitted Beach/Pools	14	15
Keeping of Animals/Barn Inspections	8	20
Recreational Camps for Children	5	9
Tanning Establishments	0	0
Body Art	1	1
Pre-Demolition/Renovation Survey Reviews	24	
Burial Permits	159	
Funeral Directors	2	
Motels/Hotels	2	7
Septic Haulers	7	
Trash Haulers	11	
Grease Haulers	10	
Emergency Beaver Permits	1	
Well Permits (Irrigation or Drinking Water)	4	
Tobacco	6	12

# HUMAN SERVICES

## Board of Health

**FY24 Projection**

**Complaints Received and investigated:**

Nuisance/Trash	9
Noise/Animal/Order	4
Housing	10
Food	7
Hotel/Motel	8
Pools	1
Camps	0
Tobacco	0
COVID-19	0
Hazardous Spill	1
Other	0

Influenza vaccination clinics will continue in FY24, starting with Bedford Day 2023, school-based clinics for students, a large town-wide clinic at JGMS and several location-specific walk-through clinics for our seniors, residents of housing complexes, employees and homebound residents. COVID-19 vaccination clinics will be planned once the vaccine is released and made available.

The Health Department was awarded two grants with the National Environmental Health Association (NEHA) and U.S Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program. Leverage these grants to assist the Health Department in working towards achieving conformance with the Voluntary National Retail Food Regulatory Program Standards over the next ten years. The standards work to reduce the occurrence of foodborne illness risk factors and implement

and attain conformance with the Standards.

Health Department Staff continue to support the operation of the Bedford Food Bank with food security evaluation and inspections.

Given the placement of migrant families in Bedford starting in early August 2023, the Health Department, as part of the HHS team, will continue to aid and support the families at the Bedford Plaza Hotel.

Health Department staff will perpetuate programming and outreach in line with the identified BOH goals of climate change, substance use, tick borne illness prevention, gun violence prevention, mental health and suicide prevention, school start times and intergenerational recreation opportunities, along with ongoing BOH activities and focus areas.

Health Department staff will maintain a continued partnership with the 6 other communities comprising the Great Meadows Public Health Collaborative. Work will include development of collaborative programming focusing on migrant shelter response, support and vaccination, COVID-19 vaccination, building capacity within the partner Health Departments focusing on public health outreach including tick-borne illness prevention, mental health first aid, and programming on gun violence as a public health concern.

# HUMAN SERVICES

## Council on Aging

**Allan Morgan, Board Chair of Council on Aging**

**Alison Cservenschi, Council on Aging Director July 1<sup>st</sup> 2021 – June 30<sup>th</sup> 2023.**

engagement in various formats.

**To achieve these goals, the COA offers the following:**

**PURPOSE**

The mission of the Council on Aging (COA) is to provide services, programs, and activities to maintain and increase independence and the quality of life of all Bedford seniors. The senior population, aged 60 and older, grows in number each year. It is the purpose of the COA Board and staff to ensure programs and services meet the needs of the older members of the Bedford community.

The COA aids and supports caregivers, families and professional elder service providers on whom Bedford elders depend. The COA also promotes an interdependent, multigenerational community by encouraging all residents aged 60 to 100+ to engage with the wide range of COA programs and essential services that are available. Younger family members and caregivers are also supported while caring for an older family member at home or in another state.

All COA activities, programs and services are designed to assist older residents of Bedford and their loved ones to meet the physical, emotional, social, spiritual and financial challenges of aging. Other goals of our programs include providing opportunities for personal development, new experiences, life-long learning and overall fulfillment at later stages of life. To reach as many older adults as possible the COA is open Monday through Friday & Saturdays. In-person, virtual, hybrid and occasional cable programs are also provided to reach and encourage engagement in various formats.

- Year-round social, educational, cultural, recreational events and programs that promote healthy aging and lifestyles both inside and outside the center.
- On-site health services, health education, wellness screening and fitness programs.
- Development and coordination of engagement, volunteerism, career counseling, job coaching and employment opportunities that benefit older adults.
- Provision of free, confidential consultation, information, and education to seniors, family caregivers and loved ones about aging-related issues and available services.
- Community education, for seniors, their families, professionals and local businesses, around aging, health, legal, end of life and the financial challenges of transitions through the lifespan and how the specific needs of seniors can be met with reliable, supportive, community resources.

**EMPLOYEE STATISTICS**

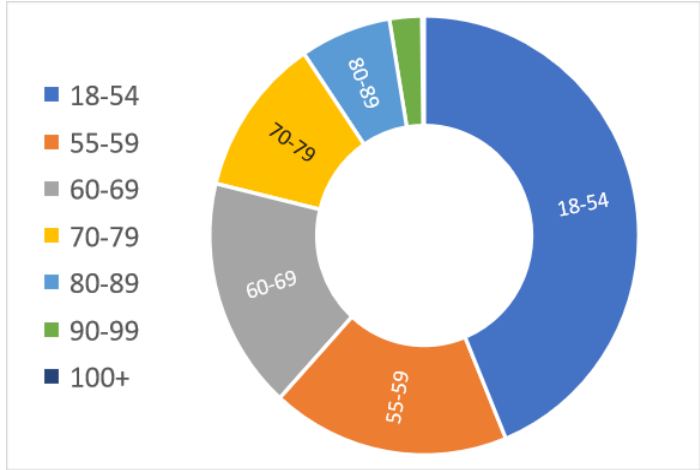
Full-Time (3) Director/Social Worker/

Administrative Assistant  
2X 40hrs/wk and 1X 35hrs/week: 100% municipal funding

Part-Time (4) Department Assistants  
1X 19hrs/wk = 50% municipal and 50% Grant Funded (Tue, Thu, Fri)  
1X 16hrs/wk = 100% municipal funding (Mon, Wed, Fri)  
2X 5 Saturday hrs/wk 1X 100% municipal funding & 1X 100% Grant Funded

# HUMAN SERVICES

## Council on Aging



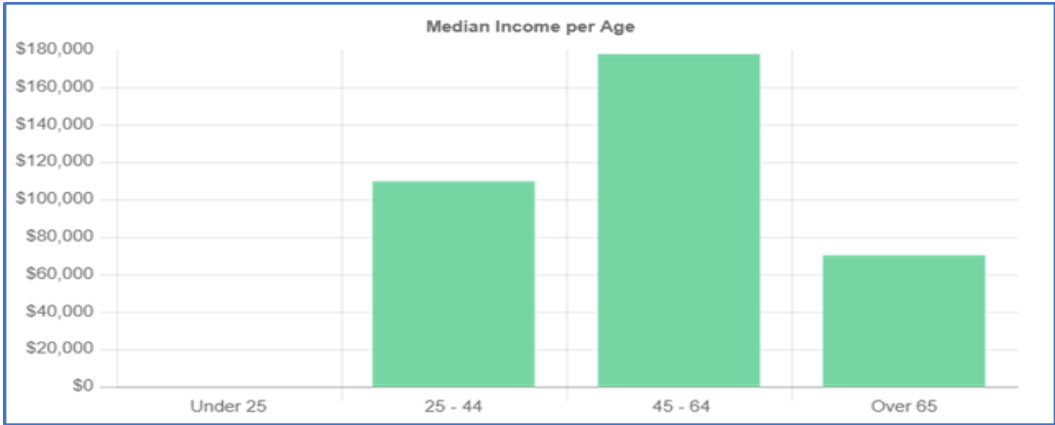
**FY23 HIGHLIGHTS**  
**Demographic Review**

The adjacent sunburst chart demonstrates the demographic spread of Bedford residents aged over the age of 18. The chart represents 4863 residents aged 18 - 54 and a total of 6244 residents aged 55 and older. Bedford has 20 centenarians', aged 100 and older.

Demographic estimates show an increase in the aging population compared to the school aged and younger generations in the town, state and nationally.  
*Source: 2023 Bedford Resident Census: Town Clerk*

The number of elderly residents in the town of Bedford will continue to grow as older residents choose to age in place in their own homes and community. Demand for town services such as emergency responses, the COA, public transportation and all departments that interact with seniors will grow. Support for those with mental health concerns are already emerging in town departments other than the COA. The COA supports other departments with advice on how to respond appropriately.

Other areas that will need developing to support older residents include specialized elderly housing, geriatric health-care, wider transport services, age-related services and relief programs. The COA's mission is to provide support for this growing population and to ensure resources are available to meeting this need as well as educating the community and town as a whole on these needs.

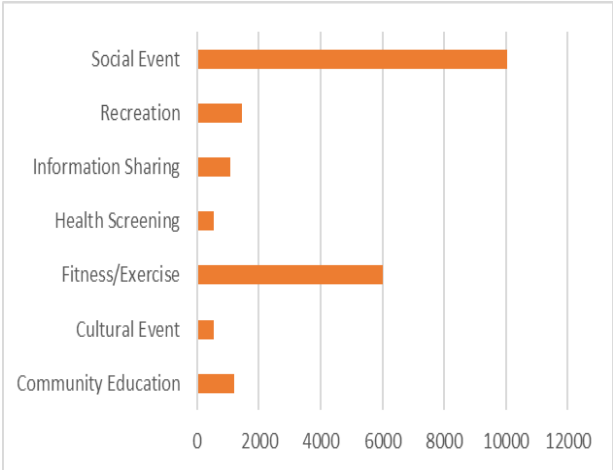


# HUMAN SERVICES

## Council on Aging

Expanding on considerations needed for older residents to continue to live in the community, the bar chart on the previous page shows the median income of all age ranges in town. Older residents, who no longer work full time live on lower fixed incomes while maintaining a home and paying the increasing cost of utility, health and other basic bills. Another inevitable part of older age is the loss of a spouse. This also significantly changes available lifetime income. On average, 1/3 of time and money is spent on medical needs in the later years. Services offered by the COA including SHINE, free tax preparation, fuel assistance and the senior employment program directly serve residents with lower incomes.

### FY23 council on Aging Event, Activity & Group Programming



The adjacent graph shows the distribution of participation for each program, by type, offered by the COA in FY23.

These events are offered in-person, virtually and in a hybrid model, continue year-round and are held in locations in and around Town Center and beyond.

Social events & low-cost exercise classes are the most popular programs as demonstrated by

All of these planned, scheduled, managed and promoted programs directly contribute to the COA mission. Seniors who connect and participate in regular exercise and social activities reduce the likelihood of falls, isolation, health related illness and are more likely to volunteer. Since COVID in-person, hybrid and virtual offerings remaining in place with great attendance,



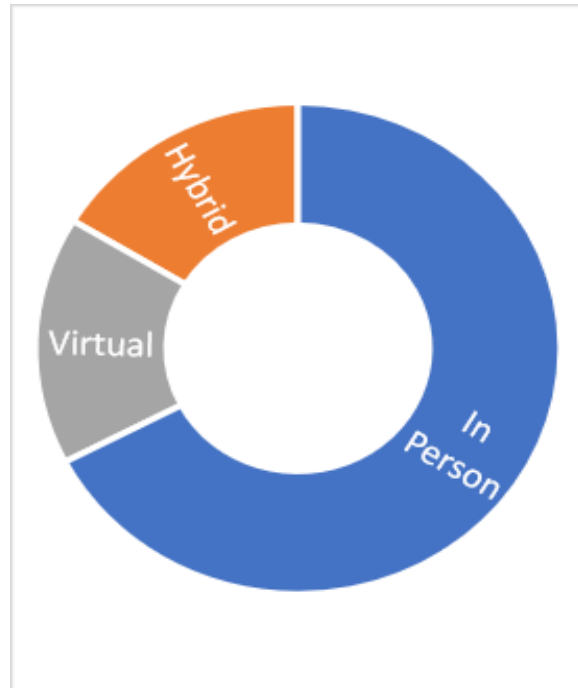
## HUMAN SERVICES

### Council on Aging

#### **Proportion of FY23 Programs Provided In-Person, Virtually & Hybrid (both virtual and in-**

To maintain overall program and service attendance over 50 programs are offered each week on a reliable, continual basis. COA staff support programming in various formats by ensuring on-line programs open on time, run smoothly and attendance is collected and tracked for monthly and annual reporting. Approximately 2/3 of program delivery is offered in-person and 1/3 of programs are offered virtually or in a hybrid format.

The COA Director and staff monitor program attendance and satisfaction with services, transportation and space needs as interest and participation increases. Staff maintain participation statistics with manual data entry for virtual programs and encouraging attendees to sign in for all in-person programs. All aforementioned areas of the COA are expected to grow in size, need and demand as the senior population continues to evolve within the community and grow in number overtime.



#### **Council on Aging Engagement**

Visits for the entire fiscal year totaled 20,866 up by 3785 visits, since FY22. This year demonstrates growing, ongoing attendance of seniors to the COA and the continuation of successful, accessible programming and services. The unduplicated senior count in FY23, which represents single individuals attending, counted for 2234, 220 more individuals than in FY22. These counts show an increase in both individuals attending and more frequent attendance.

1787 in-town residents attended in-person, virtual and alternative programming this year. 447 out-of-town residents also used the COA representing 80% vs 20% usage respectfully. 179 brand new participants engaged with the COA for the first time in FY23, which was 39 seniors more than in FY22.

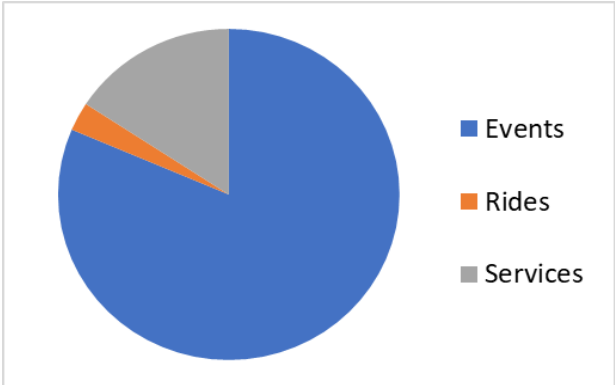
The COA Board and staff continue to work on strategic plans to address the growing needs and desires of the 60+ population in the community. Ongoing considerations must include plans for younger, middle and older seniors as needs within these groups are varied and diverse. To meet this need ongoing in-person, virtual and hybrid programs are long-term commitments as they remain popular and successful. Some programs will change from one mode to the other,

# HUMAN SERVICES

## Council on Aging

depending on the instructor, attendees or room availability. Offering varied formats to the community has proven to be an important way to reach more residents. Those with limited mobility, who are homebound or isolated are able to join their peers and Bedford residents who wish to maintain their engagement while out of town for part of the year is also possible.

### COA Pie Chart by Staff Time Spent in FY23 in Each Work Area



The adjacent pie chart illustrates the proportions of time COA staff work in the areas of events, medical rides and services.

The highest proportion of time is spent on preparation, planning, arranging and promoting social events, opportunities and programs for the community. These tasks are an essential part of an active COA and one part time 19hr staff fulfils this role.

Services are the second most time spent and a single Social Worker spends the majority of their time in this area. This year two social service interns were onboarded again and trained by the Social Worker to assist with outreach and enhanced the reach of the social service department within the community. The last portion of all COA staff time is spent assisting residents by arranging medical rides through the Wheels of Life program which, as noted later in this report, continues to increase in cost.

The top 5 areas of need this year, in order of highest need, included assistance with food insecurity, fuel assistance, falls prevention, application issues with housing and financial assistance. Other areas of need requiring engagement with the Social Worker include assistance and advice with finding homeware, help with supporting medical needs at home and finding companionship. General information and referral calls, not requiring detailed follow up, or anonymous requests, are not shown in the above data but are ongoing throughout the year counting for around 6 hours of time each month. These types of calls include residents seeking general information and out-of-town families with concerns for their loved ones in Bedford but preferring to maintain privacy and not providing a name for follow up.



# HUMAN SERVICES

## Council on Aging

### ACTIVITIES AND ACCOMPLISHMENTS DURING FY23:

#### \$30,000 Grant Funded Clear the Clutter Program

The COA pursued and received an award of \$30,000 from a collaborative grant between Minuteman Senior Services and the American Rescue Plan Act. This grant funded program is helping to support residents with hoarding tendencies in the community through 2024.

With the invaluable assistance of 2 Social Service interns, the COA successfully utilized this grant to facilitate a 15 week ‘Clean the Clutter’ program which included a Buried in Treasures workbook for each participant. Funding for direct services was also provided to clear out eligible residents’ homes and educational hoarding tools were provided for all of Bedford’s first responders to be able to report conditions of hoarding in a consistent way across departments.

This program, on its completion in 2024, will not only provide the town with support for those in need, but also education on and a process for reporting for the first time. Best practices will be established for how the Bedford can help future homes identified, or self-reported, as having a hoarded, unsafe environment and ensure the safety of first responders when responding to homes. The COA Social Worker was able to provide this program since being removed from Food Bank duties this year.

#### LGBTQIA+ Program Planning: Community Conversation’s



Through a new collaboration with Minuteman Senior Services and The Aging Project of Boston the COA offered its 1<sup>st</sup> Community Conversation regarding needs and wants of the older LGTBQIA+ community in and around Bedford. 26 people gathered on this day to discuss ideas and suggestions to launch a monthly program at the COA.

Attendees from other COAs and organizations already running successful programs shared best practices and a survey was distributed to gather further information from the group.

From this event a working group was formed, who will meet in FY24 to plan events for the COA, on Saturdays with lunch. The Aging Project of Boston, part of Fenway Health, is an important connection for the COA as their mission works toward equity and inclusion for the older LGBTQIA+ community, ensuring that they can age with the dignity and respect they deserve. Once established, the Bedford COA program will be included in the Aging Project’s monthly calendar of events for New England, where all can attend and meet others.

# HUMAN SERVICES

## Council on Aging

### Indian Lunch Celebrating Holi

A collaborative Indian lunch and presentation was provided by Rita Shah, Founder of the Friends of Indian Senior Citizens Organization (FISCO). As part of the COA’s diversity offerings this opportunity enabled a gathering of the local Indian community with other COA members to enjoy a delicious three course, vegetarian meal and learn about the Hindu festival of colors, Holi. A local restaurant provided the special Indian food and the COA provided space and coordination with Ms. Shah. Funding for this program was provided by Emerson Hospital and it is hoped this event will happen annually.



### 2023 Return To In-Person Annual Jacob Wren Throckmorton Memorial Art Show

This year COA brought back the in-person Jacob Wren Memorial Annual Art Show for the community. This special show honors the memory of Jacob, a COA volunteer who passed away at a young age. The annual show brings together Jacob’s love of the arts and seniors by showcasing the many local talents of seasoned artists in various mediums.

Each year the COA holds a JWT Greeting Card competition where artists are invited to submit their work to be made into cards. Winners are chosen for that year’s card selection and the artists are recognized at the show. Every year the new, and previous year’s, cards are on display and available for purchase. The memorial fund, in Jacob’s name, partially funds arts and music programs for the COA in the upcoming year. This year a new Ukulele program was be offered using part of the \$2,070.00 raised by the show through generous donations and purchase of greetings cards.



## HUMAN SERVICES

### Council on Aging

#### **New Program: Ukulele Program**

The 2023 Jacob Wren Throckmorton Art Show afforded the COA to offer a brand new, no cost, weekly Ukulele meet-up this year. 26 seniors enjoyed an 8-week jam session, reminiscing together, while playing songs of their youth. Instructor Daniel helped students learn in a simplified, relaxed, environment and provided easy to follow song sheets each week. Songs by Johnny Cash, Willie Nelson, Peter, Paul and Mary, the Beatles, The Everly Brothers and Elvis helped bring back fond memories while the group learned something new with simple, easy to read chord structures.



#### **Return of In-Person Monthly Memory Café with sponsor, Right at Home**

Monthly Memory Cafés returned in-person with continued support from Right at Home in Bedford. Memory Cafés offer a supportive place for older adults living with dementia and their caregivers to enjoy socializing and reconnecting with others living with similar situations. The program offers relief for caregivers, while presenters engage and connect the group through music, storytelling and movement. Cafés were offered monthly and ran for 1.5 hours. Danielle Franks, Director at Right At Home donated her time to coordinate events, provide refreshments and arrange presenters. Her value added \$200.00 this year to the Memory Café.

#### **Bedford Local Transit (BLT) Service**

The BLT provided 4095 rides over 225 days of operation. Of those riders 2855 were riders with disabilities, 118 were youth riders, 317 were adults and 805 were residents aged 60 and older. This year the diversity of ridership has improved with concerted efforts of the BLT driver working with transport training for Bedford's LABBB students. Riders who need hands-on assistance were also more accurately categorized as 'handicapped' to represent the amount of assistance provided by the BLT driver this year.

## HUMAN SERVICES

### Council on Aging

Ridership has increased through the entire year of service and the BLT ran 11,245 miles in FY23 compared to 5079 miles in FY22. The BLT is funded in part by a rural transit grant from the MassDOT and administrated by the COA Director. The service received \$11,256.89 through reimbursement and \$4506.00 in fare revenue this year. These funds go into the Town's general fund every year.

#### **Wheels of Life Program funded by Carleton Willard Village: Medical Rides**

217 medical rides were provided in FY23 for 71 individuals. This program is made possible by continued, generous funding of \$21,000 each year from Carleton Willard, in collaboration with Bedford Red Cab taxi service. Of those rides 180 rides were completed for Bedford community dwelling seniors and 37 were completed for Carleton Willard Village residents.

The cost of this service in FY23 totaled \$21,235.00 at \$97.86 per ride. For comparison FY22 costs were \$29,890.00 and FY21 costs were \$22,955.00. Residents are going further afield for medical rides and due to increased gas prices, the current cost of a return trip into Boston is \$220.00. Due to these limited funds and continued need, medical rides are limited to \$300 per person.

#### **2<sup>nd</sup> Year of the Social Work Internship Program under the Health & Human Services Department**

Two social service interns, from Boston College and Simmons College, were trained and supervised by the town Social Workers. This collaboration of the Licensed Independent Clinical Social Workers (LICSW), of the COA and Youth & Family Services, allows bachelors and master's level social work students to be trained and educated in how social work is carried out within a municipality. This opportunity is unique to Bedford within two departments and offers exposure to residents in need and the coordinated care network that assists them. This effective network is a team of collaborating agencies and Town departments working together including Bedford Police & Fire, Board of Health, Eliot Community Health Services, the Domestic Violence Service

The students gained extensive knowledge and exposure to social service between two Town departments and assisted residents in various age groups. During this year's internship the two students were essential in their work with the 'Clear the Clutter' grant application. Students were able to assist in the design, development the creation of a new a program to address hoarding issues within the community. In addition to a Buried in Treasures 15 week workshop the grant also funds clean out and organizational services for seniors, as well as individual therapy if needed. This work would not have been possible without the additional support of these students. 1190 hours of work were given by social service interns this year at a value of \$29,750.00 considering a \$25/hour rate.

## HUMAN SERVICES

### Council on Aging

#### **Monthly Virtual 'At Risk Meeting' in coordination with Bedford Police & Fire Departments, the Board of Health, Jail Diversion Program, Domestic Violence Service Network and Elliot Community Health**

This established group continued to meet each month in FY23 in a collaborative effort to discuss preventative solutions, confidential outreach, assessment, services, pooling of resources, education and interventions to help those in need of support in Town due to repeated falls, mental health and other concerns throughout the community.

#### **Dementia Friendly Massachusetts, Dementia Friendly Bedford**

Following a SWOT analysis completed with the COA Board this year, caregiver support was identified as one area of focus. With support from the Massachusetts Council on Aging and Dementia Friendly Massachusetts, the COA embarked on establishing the town with a Dementia Friendly designation. In May of this year the Select Board approved and signed the Dementia Friendly pledge which allowed the town access to resources and support from Dementia Friendly Massachusetts. Follow up work included establishing a working group to plan activities to educate the community on the work of the Dementia Friendly group and related information.



A series of news articles with information and resources were shared with the Bedford Citizen entitled “The Latest Council on Aging Initiative: Creating a Dementia Friendly Bedford”, “Dementia Friendly Bedford: Local Resources and Support”, “Dementia Friendly Bedford: You Suspect Alzheimer’s – Now What?” and “Bedford Police Department Offers SafeWatch Program”. This initiative includes community partners from the Board of Health, Bedford Library, COA and Board, the Alzheimer’s Association. Other activities related to this work included the Bedford Library creating a table display of resources from the Alzheimer’s Association and the COA newsletter that now includes a forget-me-not flower identifying COA programs best suited to those living with dementia and their caregivers.

#### **2023 Serving Health Insurance Needs for Everyone (SHINE) Counseling: Virtual Offerings Continue**

In collaboration with Minuteman Senior Services volunteer SHINE counselors spent 105 hours in assisting seniors with health insurance, Medicare, Medicaid and MassHealth support and decision making. Hours of service include direct counseling, research, follow up and supportive assistance in the challenging, and changing, medical insurance environment. This essential program saves residents hundreds of dollars in medication and insurance costs each year by a detailed review of individual medical circumstances and matching the best plans for healthcare needs. Each trained volunteer SHINE counselor is worth \$25/hour and the program value to the Town was \$2625 this year.

# HUMAN SERVICES

## Council on Aging

During the Medicare Annual Open Enrollment each year, the COA plays an important role for those wanting to change health care plans. A space is scheduled and made available for educational programs ahead of the December date for residents to learn the latest updates from the SHINE program. The COA also assists with arranging all open enrolment appointments. The COA helps SHINE to meet their program goals of reaching 3% to 5% of the community’s Medicare beneficiaries every year.

The COA promotes this no-cost program via newsletter and the COA website. Staff communicate with the SHINE counselors throughout the year and SHINE Counselors continue to be available by phone and email this year, providing both over the phone and in-person services.

### **Return of In-Person Minuteman Senior Services (MMSS) Congregate Meals, Additional Grab and Go Meals, Meals on Wheels and Volunteer Delivery Drivers**

The popular Monday, Wednesday, Friday meal program, in collaboration with Carleton Willard Village and Minuteman Senior Services returned to the COA in May of this year. This meal program is designed for those who enjoy socializing and eating together with others and volunteers assist with serving every congregate day. MMSS provides a phone reservation system and the COA provides promotion, coordination with dietary staff and the monthly menu. 1,544 meals were provided between May and June through in-person congregate meals or by Grab and Go on Tuesdays and Thursdays. The COA is now offering meals 5 days/week which is a continuous, year-round program.

This meal program is managed by MMSS staff and the COA assists in managing the room and promoting volunteer needs. This year the COA needed to provide delivery of the congregate meal from Carleton Willard due to their staffing shortages. Additional volunteers, with their own vehicles, were found and a new volunteer schedule was created for the 3X/week, ongoing delivery need. There is a \$3 suggested donation per person for these two programs and the value of each meal purchased, by Minuteman through the Older American’s Act: Title III Nutritional Services Program, is \$7 for a total value in FY23 of \$15,440.00



## HUMAN SERVICES

### Council on Aging

Meals on Wheels are also provided by MMSS working from the Town Center 5X/week including weekend meals on Fridays. Volunteer drivers receive training from MMSS and provide door through door service by delivering meals inside the home and providing wellness checks to the most vulnerable. In FY23 11,598 Meals on Wheels meals were delivered to the community for home-bound seniors. To be eligible to receive Meals on Wheels Bedford residents must be home-bound, no longer able to drive and financially in need. Requests for this service continues to increase as more seniors choose to stay in their homes and community. The COA promotes the need for volunteer drivers.

#### **2023 AARP Tax Assistance Program:**

This year the volunteer AARP Tax Manager and 10 other trained volunteers served 215 clients with tax preparation this tax season. The COA and the AARP team arranged appointments with clients and office space was scheduled per the tax aide availability. Each tax appointment re-

#### **Bedford Cultural Council**

In collaboration with the Bedford Cultural Council, four presenters and performers received a total of \$1075.00 in funding during FY23 to provide the following:

\$300 for The Delvena Theatre Company's 'Bon Appetit Julia!', \$200 for Davis Bates and his 'Halloween Harvest' program, \$175 for Howie Newman's Musical Baseball Show and \$400 for the Music Trio's 'Travels with Carol, Liz, Brad and Ben'. These funds support COA programs through the regranting of the annual allocation of funds from the Massachusetts Cultural Council. Eligible projects promote access, education, diversity, and excellent in the arts, humanities, and interpretive sciences in Bedford. The COA is very grateful for this annual support and funding.



## HUMAN SERVICES

### Council on Aging

#### **Newsletter: Monthly COA Connections**

Every month households of residents aged 60+ receive a packed newsletter from the COA detailing available programs and services. The newsletter is also available through on-line subscription on the COA page of the Town website. The newsletter serves as essential monthly outreach to older residents and informs readers on all zoom classes, programs, events, trips, services and seasonal information. Each monthly newsletter includes informative letters from the Director and Social Worker. The monthly Director's letter is also shared with the Bedford Citizen to reach further and wider into the community.

The COA relied on 26+ volunteers to assist in the monthly preparation, and mailing of 28,600 newsletters in FY23, to the community and local organizations with an elder interest. The COA newsletter volunteers gave 572 hours of service in FY23 for a total of \$8,580.00 considering a minimum wage of \$15.00

Our COA Connections newsletter is a 16-page, free publication, paid for through generous sponsorships and work from Liturgical Publications. Liturgical Publications, through contract, secures financial support from local advertisers and collaborates with the COA. In FY23 the newsletter sponsorship totaled approximately \$26,500.00 from the community who support our mission and the publication.



#### **Durable Medical Equipment (DME)**

The COA lends donated walkers, wheelchairs and knee scooters to Bedford seniors in need, following a check by the Fix It Shop. In FY23 82 pieces of medical equipment were processed and on loan to the community. Purchasing walkers and wheelchairs can cost over \$150 each and are sometimes only needed temporarily. Therefore, the estimated value of the program this year was \$12,300.00.

This important medical equipment loan program saves hundreds of dollars in purchases for short or long-term use following surgeries; discharge from rehab or hospital, vacations and for seniors visiting from out-of-town. The COA's role in this program includes receiving items, cleaning, storage, fielding and fulfilling requests, arranging pick up, completing tracking documentation and reporting.

## HUMAN SERVICES

### Council on Aging

#### **Volunteering and Engagement Opportunities During COVID**

103 COA volunteers worked 6,277 hours in FY23 compared with 4,843 hours in FY22. Volunteer hours are of great value to the COA and the Town as they provide over half of COA programs and services as well as members of boards and committees.

COA volunteers assist with seasonal pool, the monthly memory café, monthly newsletter collation, weekly Fix It Shop, trivia, tax preparation, the congregate meal program, hikes and bike rides, computer and tech help, current events, Scottish dance, SHINE appointments, planning and preparing for the annual art show, congregate meal delivery, Sing A Long, Saturday youth help and therapy dog visits. Considering a minimum wage of \$15.00/hour the COA budget would need to increase by \$94,155.00 to pay each person for their time.

#### **Continued Administration of Supplemental Nutritional Assistance Program (SNAP) Reimbursement Project in collaboration with UMass Medical and the Department of Transitional Assistance (DTA)**

The COA continued this important partnership with UMass Medical and DTA to address the SNAP Gap (those who qualify for food stamps vs. those who apply and utilize them) in Bedford.

Food insecurity continues to be a serious concern for seniors worsened further by the COVID pandemic and rising food costs. Food insecurity can lead to unnecessary hospitalizations, preventable falls and poor nutritional health which continues to be an important area of focus. In FY23 the COA provided the Town with \$2192.46 through this partnership which represents 50% reimbursement for all outreach and application activities related to the promotion and assistance with SNAP benefits. Year to date this fund has received \$5,453.39 in reimbursement funds.

In addition, this partnership allows social services direct access to the confidential DTA system to track and assist residents with applications and check status and actual the dollar amount of available benefits. This year 41.5 hours of staff time was spent assisting residents with SNAP applications. 51.5 hours of required training were also completed by the SNAP team with the Department of Transitional Assistance. Outreach for this program is ongoing and throughout the community.

The COA Director administers this program through the DTA database and coordinates efforts with the Youth & Family and COA Social Workers who track hours spent on outreach and application assistance. This partnership ensures the entire community including older adults, youth and families are aware of this no cost nutritional benefit and can receive support, information and assistance with applications. This work directly assists with food insecurity across the generations.

# HUMAN SERVICES

## Council on Aging

### **FY24 PROJECTIONS**

#### **Continuation of Pursuit of COA National Certificate**

With completion this year of the COA's mission statement, vision statement, core values and SWOT analysis, through work undertaken with the COA Board, the COA Director will continue to pursue national recognition to achieve the National Council on Aging Certificate. This certificate includes continued work with the COA Board, staff and town stakeholders to create, review, update and evaluate the following areas: senior center profile, 3 year rolling action plan, outreach and marketing plan, listing of strategic partners & community connections, HR & administration overview, program development, evaluation plans and fiscal planning.

#### **Bedford Local Transit Expansion: Saturdays & On-Demand vs. Deviated Fixed Route**

In FY23 Town Meeting approved expansion of the BLT service adding Saturday hours. Once an appropriate driver has been identified the service will expand to include a Saturday schedule. In addition, a MassDOT Supplemental Transit Grant was made available this year to communities with the opportunity to change the mode of service to a more desirable and appropriate on-demand service. The COA is pursuing this competitive grant and hopes to receive word by December 2023. When all these projections come to fruition the BLT service will be re-branded to reflect the changes.

#### **Upgrade of Senior Employment Program to Senior Tax Work-Off Program**

Under Massachusetts General Law, Title IX, Chapter 59 cities and towns may establish a program to allow persons over the age of 60 to volunteer to provide services to such city or town. In exchange a reduced property tax obligation on tax bills for up to \$1,500 is provided in a given tax year based on the current minimum wage. At the upcoming special town meeting in 2023, an article on this matter will be presented in hopes that it will be adopted. The COA will then be allowed to improve the value, use and profile of the current senior employment program and educate the town of the value of senior workers in municipal departments.

When adopted the new program will be developed, with the assistance of other town departments, and launched to attract residents looking for work to offset real estate taxes. Eligibility, applications, orientation, training and hours of work etc. will be maintained by the COA as well as supporting departments with a worker and promotion of available roles within town.

#### **Advocacy for Low Income Household Water Assistance Program (LIHWAP)**

This program helps eligible households pay water and sewer bills to restore or maintain access to drinking water and wastewater services. Funding for the program comes from the Department of Housing and Community Development and administration is supported through the community and the LIHWAP program.

## HUMAN SERVICES

### Recreation

**Robin Steele, Recreation Commission Chair**  
**Josh Smith, Director**

#### **PURPOSE**

The Recreation Department offers a variety of adult and youth programs throughout the year consistent with the goal of satisfying the diverse desires of the Bedford community. These programs reflect the interests of the residents and foster a sense of community in Bedford. Programs are self-supporting and costs are kept to a minimum thanks to the efforts of many dedicated volunteers. The administration of the department is supported by funds appropriated at the Annual Town Meeting, as well as by funds generated by program fees. Office hours are Monday 8:00 a.m. – 7:00 p.m., Tuesday – Thursday 8:00 a.m. - 4:00 p.m. and Friday 8:00 a.m. – 1:00 p.m.

Department guidelines and policies are established by a five-member commission that is appointed by the Select Board. The Commission typically meets once per month at 12 Mudge Way. Meeting notices are posted with the Town Clerk, on the Town website homepage and on the Recreation Commission page off of the Recreation homepage. Meetings, whether in person or virtually, are open to the

general public.

Activity brochures are made and produced seasonally (three to four per year) each year to convey information about Recreation programs to residents. These brochures are posted online at [www.bedfordrecreation.org](http://www.bedfordrecreation.org). On occasion, brochures may also be mailed to Bedford residences.

Recreation programs are typically held at 12 Mudge Way in rental space, public school facilities, various non-town rental facilities, and at Springs Brook Park or on fields maintained by the Department of Public Works. Throughout the year, Recreation programs for youth and adults include: dance, gymnastics, the arts, music, soccer, basketball, volleyball, golf, fitness, tennis, skiing, science and special events and trips to shows and places of interest. In addition, the Recreation Department coordinates the Town's annual Bedford Day, Summer Concerts and Tree Lighting.

Summer recreation in Bedford is busy with popular programs such as sports camps, Summer Stock theatre program, science camps, Springs Brook Park, Summer Adventures and Kids' Club Summer Fun program



# HUMAN SERVICES

## Recreation

Kids' Club is the Recreation Department's school-age child-care program for children in grades kindergarten through grade five. Housed in rental space at 12 Mudge Way and using facilities at the Lane Elementary School, it operates all year and not only meets the child care needs of residents, but also offers children wonderful activities in a safe and caring environment.

The Recreation Department recognizes the tremendous contribution made by the many recreation volunteers. Recreation basketball and soccer are among the programs made possible by the volunteer spirit and effort of Bedford residents.

Private organizations offering recreational programs for Bedford youth include Bedford Babe Ruth Baseball and Softball, Lexington/Bedford Pop Warner Football, Bedford Youth Lacrosse, Bedford Travel Basketball, and Lexington/Bedford Youth Hockey. Bedford

Recreation works with these private organizations to understand their field and gym requirements, schedule the fields, permit the field use, and develop forward looking infrastructure requirements. The Recreation Department offers guidance to these programs based on years of programming experience. Interaction with these organizations, as well as ongoing communication with families involved with the Recreation programs, enables the Recreation Department to understand the needs of the Town. This connection with the families of Bedford is a true partnership.

### EMPLOYEE STATISTICS

Full-Time: 1\*

*\*One staff member is funded by the Town Operating Budget. Additional Full-Time and Part-Time Staff funded by Recreation Revolving Fund (program fees)*



## HUMAN SERVICES

### Recreation

#### **FY23 HIGHLIGHTS**

Recreation program enrollment increased in FY23, coming off of what was record program enrollment in FY22. The department released a parks and playground guide, helped plan the Town Center playground renovation to be completed in the Fall of 2023, renovated the skate park with new equipment and mural, installed new glass basketball backboards at John Glenn Middle School and held its first ever holiday lights contest.

Kids' Club school age child care enrollment increased once again and there was a waitlist for the after-school program at Mudge Way.



During Summer 2023, the Summer Adventures program met enrollment capacity, a waiting list. The camp was able to expand the program and add 36 more spots in each session due to additional space that Bedford High School provided. There is an inclusionary option available for families with children seeking extra support to participate in the program. Support was able to be given to each applicant.

#### **FY24 PROJECTIONS**

- The Recreation Department will continue to evaluate program offerings to ensure that the community's needs and desires are met to the greatest extent possible.
- The Recreation Department will explore opportunities for potential additional

playground and field space in town.

The Recreation Department is prioritizing inclusionary options and programming for children and is planning on hiring a Therapeutic Recreation Specialist.

The Recreation Department looks forward to involvement with the residents of Bedford in FY24. Those interested in teaching programs, coaching or volunteering for the Recreation Department should contact the Recreation Office at 781-275-1392.



# HUMAN SERVICES

## Youth and Family Services

**Heidi Porter, Director of Health and Human Services**  
**Matthew Derman, Youth and Family Services Committee Chair**

**PURPOSE**

Bedford Youth and Family Services (YFS) is committed to identifying the social, emotional and developmental needs of children, youth, adults and families in Bedford and through programs, services, outreach and support, strives to meet those needs. YFS is a division of the Health and Human Services Department (HHS), formed in FY20, which also includes the Health Department, Recreation Department and the Council on Aging (COA).

In executing its mission, YFS provides supportive counseling, community education, prevention resources, social service outreach, youth empowerment, healthy community programming and wellness outreach. YFS staff work closely with schools, police, other Town departments, community agencies and citizen groups. We envision a Town committed to the well-being and safety of children, youth, and families; a Town that promotes community awareness of healthy lifestyles; and a community where these commitments are demonstrated in policies and actions.

The Department continues to promote inclusiveness, diversity, and cultural competence in both our individual and programmatic dealings. To that end, the 9-member Youth and Family Services Committee, which typically meets 5 times annually, provides advice to the Department on programs and services that identify and address the social, emotional, and developmental needs of children, youth, adults and families in Bedford. In FY22, due to COVID-19 interruptions, the YFS Committee met

virtually, though all meetings were open to the public.

**EMPLOYEE STATISTICS**

Under the Supervision of the Full Time Director of Health and Human Services  
Full Time Employees: 3  
Part Time Employees: 2  
Veterans’ District Shared Employees: 2  
Interns: 2

**FY23 HIGHLIGHTS**

**Veterans’ Services**

This year marked the ninth year of providing Veterans Services for Bedford residents as part of a district with the Town of Lexington and the third year expanding services to the Town of Carlisle. The mission of the Lexington-Bedford-Carlisle Veterans’ Services’ District is to support veterans and their families in need of service and provide information and access to services for which they are eligible under the law. The district has a full-time Director and part-time Veterans Services Officer (VSO).

Over the last year, Bedford Veterans Services averaged a monthly clientele of 30 veterans and/or dependents, focusing on the distribution of financial assistance under Massachusetts General Laws M.G.L. Chapter 115. In addition to the State benefits that the district offers to local veterans and their families, another priority is to assist with Federal benefits, particularly those through the Department of Veterans Affairs. Applications including Disability Compensation, Veterans’ Pensions, and Survivors’ Pensions were prepared and submitted for Bedford Veterans and their families. Resources regarding housing, property tax exemptions, annuities, and burial benefits were provided, and staff continued to help veterans enroll in the VA Healthcare System.

## HUMAN SERVICES

### Youth and Family Services

Veterans Day and Memorial Day events were conducted by the Patriotic Holiday Committee with assistance from the Veterans' Services Department. The annual Veterans Day ceremony was held on November 11<sup>th</sup> and Memorial Day parade and ceremony held on May 29<sup>th</sup>. Both event included participation from the Bedford Honor Guard, Bedford Minutemen, local dignitaries, Bedford American Legion and VFW, Bedford Scouts and the Bedford High School's Marching Band. The Memorial Day event included an introduction of the Shawsheen River Bridge dedication to former Bedford resident and retired US Air Force Major Barry Allan Siedman, a highly decorated war hero who flew over 90 combat missions in Vietnam. The Memorial Day event began at the Bedford American Legion with attendees marching to Shawsheen Cemetery, the Shawsheen River Bridge, the Old Burial Ground, and Bedford High School for remembrance ceremonies. The parade concluded at Veterans Memorial Park with keynote speaker, Colonel Toana Enriquez, from Hanscom Air Force Base.

The District remains committed to collaboration with Federal, State and local agencies such as the Department of Veterans Affairs, Minuteman Senior Services, Bedford Housing Authority and Mass Hire Career Centers to provide information and referrals that span a wide range of additional services to support veterans and their families. The Bedford VSO continued to conduct presentations, both virtually and in-person, to multiple agencies including speaking at the Bedford VA Medical Center's Domiciliary Program, Bedford Green and the Community Roundtable Forum as well as weekly virtual meetings with the Executive Office of Veterans Services. Gina Rada resigned her position as District Director on March 31<sup>st</sup> and Karen Tyler

was hired in the same position on August 14<sup>th</sup>. Karen has hit the deck running due to her experience as former District Director of the Eastern Essex area. She has already scheduled office hours for Bedford and had several greet and meet opportunities with Bedford Town officials and our partners at the Bedford VAMC.



### Outreach Services and Community Partnerships

HHS hosted several speakers this year, covering a variety of topics. In addition, YFS was a participant in multiple community-based initiatives.

September 2023, YFS kicked off the Dinner and Discussion series starting with an inspiring presentation from Mallory from Minding Your Mind who spoke about her personal experience navigating the mental health system and offered guidance for tweens, adolescents and adults.

October 2023 YFS hosted its second Dinner and Discussion with John Mattleman of Minding Your Mind presenting Just Talk About It, a presentation exploring anxiety, mental health and suicide prevention.

In March 2023 YFS in partnership with Bedford Embraces Diversity hosted LGBTQ+ Basics and

## HUMAN SERVICES

### Youth and Family Services

Beyond with Lily Pearl and Marie Caradonna from OUT Metrowest. The presentation focused on up-to-date vocabulary, answers to frequently asked questions, and improved tools for allying with queer and transgender people.

In April 2023, YFS hosted Minding Your Mind with Jon Mattleman who presented on the topic Let's Talk About the "A" Word (Anxiety), a program that provided a framework to understand and navigate student anxiety, stress, and worries, and how to be a support.

In May 2023, Adult Mental Health First Aid Training was offered by YFS, HHS Department and our regional partners. This training was open to Parents/Family/Friends, Educators, Police, Fire, and all community members. The purpose of the training is to teach people how to recognize signs of mental health or substance use challenges in adults ages 18 & older, how to offer and provide initial help, and how to guide a person towards appropriate care if necessary. This training was beneficial as it informs about common mental health concerns, helps reduce stigma, helps recognize common signs and symptoms of mental health and substance use challenges, and provides guidance with a simple 5-step action plan (ALGEE) how to properly and safely respond to these challenges.

In June 2023, the Bedford Rotary and YFS welcomed Bob Anthony, Chair of the Rotary Action Group on Mental Health Initiatives. Bob is a recognized leader in the field of Mental Health, who presented on Rotary's 2023 mission of Facing Mental Health Issues Head-On by discussing breaking stigma, raising awareness and increasing access to prevention and earlier treatment.

Also in June 2023, YFS partnered with the Parents Diversity Council and hosted the 2<sup>nd</sup>

annual Bedford Pride Celebration on June 11<sup>th</sup> in the Bedford Town Common. It was for LGBTQ+ Folk & Allies of all ages to join in sharing an afternoon of community, solidarity, and fun to acknowledge Pride Month.



YFS continued to be an active participant in the At-Risk Meetings, Violence Prevention Committee and Bedford Community Partnership. YFS partnered with multiple town departments and community organizations to serve residents including but not limited to Bedford Police, DVSN, Bedford Fire, VA, Minute Man Senior Services, Salvation Army, Cradles to Crayons, Bedford Neighbor Brigade, and Bedford Public Schools.

HHS has expanded its social work internship program and has successfully hosted 2 social work interns this year from Boston College and Simmons University from September 2021 to May 2022. The Social Work Interns worked both in the COA and YFS serving residents across the age spectrum. The students were able to assist the Town Social Workers in projects such as working directly with residents, grant writing, conducting outreach

# HUMAN SERVICES

## Youth and Family Services

for programming, and assisting in expanding the library of available resources and services available for Bedford Community Members.

### Social Work Services

Social Work services were available to residents in need who are facing a variety of issues including but not limited to accessing mental health services, financial aid, housing supports, food insecurity, transportation needs, domestic violence resources and substance addiction supports. Taking an empathetic and client centered approach, residents are individually assessed to identify what their needs are and are guided to appropriate resources. Residents who seek social work services have intersectional issues, for example, a resident who is in need to access the food bank may also be struggling to access mental health supports and/or resources to obtain more affordable housing. Any resident who reaches out for social work service support will be heard and can work collaboratively with the YFS staff to help attain their goals.

In FY23 for YFS, the Community Social Worker was available to assist residents 18-59 and the Youth Social Worker was designated to assist residents under the age of 18.



### Community Needs / Barriers Addressed

Combined, over 170 households were assisted with Social Services for FY23.

The top areas of need for Bedford Residents who contacted YFS included food insecurity, housing and utility assistance, and mental health resources.

### Food Insecurity

Food Insecurity has been the largest area of need addressed by YFS over the past year. The Town of Bedford has access to robust services to meet this increased need including The Bedford Food Bank, SNAP Outreach Partnership, The Salvation Army, and donated gift cards.

HHS has continued in FY23 The Supplemental Nutritional Assistance Program (SNAP) Outreach Partner Reimbursement Project in partnership with The Department of Transitional Assistance and University of Massachusetts Medical School to increase the number of participants in SNAP. The Town of Bedford receives reimbursement for hours dedicated to signing up residents for SNAP and outreach projects. The Town Social Workers have placed signage in front of the Police Station and DPW to promote the SNAP program. In addition, several SNAP Outreach events were held including events at the Bedford Public Library and Bedford Day. In FY23, Town Social Workers signed up 26 households for the SNAP program.

### The Bedford Food Bank

The Town and the Bedford Community Table/Pantry's (BCT/P) continued partnership and membership with the Greater Boston Food Bank (GBFB) continued in FY23. This membership enables direct access to free and low-cost healthy and nutritious food and personal items offered by GBFB. When at full

## HUMAN SERVICES

### Youth and Family Services

capacity, the Greater Boston Food Bank allows the Bedford Food Bank to order and receive about 14,000 pounds of no cost or low food from GBFB each month. GBFB has experienced many supply chain and staffing disruptions which impact the availability of provisions to the Bedford Food Bank, but through building other partnerships, Bedford has been able to meet growing demand.

Our other primary donor partnerships, both new and expanded, include: Gaining Ground of Concord for fresh organic produce, the Loaves and Fishes Food Pantry for transportation services (food pick up from Boston), The Boston Area Gleaners, and food donations from Chip-In Farm, Dignity Matters, National Celiac Foundation, Nevins Farm, Bombas, Welches, Cradles to Crayons and Food Link of Arlington.

The Food Bank storage and distribution location continues in the Town Center Building. To assist families with students in the Bedford Public Schools (BPS) we provided bags of dry goods to each school to offer to families in need. In addition, we provided a supplemental lunch bag during school vacations, including in 2023 to BPS families to include lunch items during the summer months.

In FY23, the Food Bank and our partner BCT/P received a grant for a tablet and software to improve data collection to enable Food Bank operations to run more efficiently. Myers Squibb donated a refrigerator which increased our storage capacity.

Community Emergency Response Team (CERT) Volunteers, along with Bedford residents, High School students and town staff were integral in execution of our drive through food service program. Each week we benefit from a volunteer team of about 40 volunteers

providing over 75 weekly volunteer hours to assist in the Food Bank. This includes students from the LABBB Collaborative looking for inclusive work and social experience.

The Bedford Community Table/Pantry provided funding for 2 part time positions: Food Bank Assistant and Volunteer and Client Engagement Coordinator, both of whom have enhanced our program efficiencies and service greatly. In addition, the BCT/P was awarded a Community Investment Grant of \$18,000 for the purchase of equipment to support operations. BAE Systems provided the BCT/Pantry a \$5,000 Community Impact Grant, and the GBFB provided a grant of \$2,000.

The Town Social Workers and volunteer delivery drivers coordinated weekly home deliveries to residents who have been identified as unable to attend the Food Bank due to disability, caregiving responsibility, lack of transportation, or work schedule. The home deliveries serve a wide variety of residents including veterans, families, elderly, and individuals rooming at the local hotel and motel. Deliveries are provided to 55 households a week on average.

In FY23, the Bedford Food Bank served an average of 160 households per week and provided between 35 and 40 pounds (totaling about three tons of product per week) of fresh produce, eggs, cheese, meat, fish, bread and pantry staples per household per week. Offered items also include household cleaning products, menstrual care, diapers, hand sanitizer, paper products, masks, light bulbs and other necessities as available. A client survey was conducted which indicated that residents wanted more fresh produce, dairy and meat, and the Food Bank staff have continued to build our partnerships to meet those needs and provide more fresh items and fewer dry goods. Through the generosity of

# HUMAN SERVICES

## Youth and Family Services

Millipore/Sigma, Barrett Sotheby's and the Bedford Family Connection, we were also able to provide a robust Thanksgiving distribution. Guests of the Drive Thru Service received traditional Thanksgiving goods along with a \$20 grocery card. Those guests receiving home delivery received a prepared turkey dinner a pie and other items. We also received and distributed donated gift cards (CVS, Stop & Shop). A fundraiser promoted by Bedford Embraces Diversity provided household cleaning supplies and personal care items to be included in our distribution bundles. According to GBFB calculations we distribute over \$250,000 market value of product per year to residents.

The Food Bank also partnered with The Bedford Cultural Council (BCC)/Arts and Crafts Society who made homemade hats and scarves, along with handmade cards to give out to



patrons of the food bank service. The Bedford Rotary donated backpacks and school supplies, and also funding for the purchase of car seats.

The Youth Social Worker and Healthy Bedford Coordinator organized a partnership with Bedford Public Schools to have student

volunteers work at the Food Bank. Over 70 students over the past year have volunteered more than a combined 1250 hours. Student volunteers have become an essential resource in the continued operation of the Food Bank.

### Mental Health



Mental Health Support for residents has been available through the YFS office. Both The Community Social Worker and Youth Social Worker have been able to act as a bridge to connect individuals to appropriate mental health services. In the short term the Social Workers can plan with the resident to maintain safety and to ensure that they are fully aware to crisis and emergency services. Connections are made with residents who are at higher risk and can benefit from check-ins performed by the Community Social Worker.

Parents have contacted the YFS office seeking services for their children and have been referred to the most appropriate services based upon their need some examples including outpatient counseling, in-home therapy, therapeutic mentoring, steps for filing a Child Requiring Assistance in court (CRA), substance use treatment, and guidance for hospitalization. The Youth Social Worker has acted as a liaison and partner with the Bedford Public School System and has focused on providing wrap around resources for students

# HUMAN SERVICES

## Youth and Family Services

outside of school hours.

An online Anxiety Tool kit was launched on Youth and Family Website. The tool kit



includes coping skills that community members can use to manage anxious symptoms. YouTube videos are embedded to give easy to follow guides for breathing exercises and grounding meditations.

YFS assisted in Promoting the new 988 to reach the Suicide and Crisis Lifeline. In addition, YFS made referrals for the new Community Behavioral Health Center that opened in Waltham and run by Advocates and covers Bedford.

YFS is an active participant in the Town At-Risk meeting whose purpose is to support residents identified as high risk and in need of service and support from many collaborators - Health and Human Services, Fire, Police, Council on Aging, Eliot Community Human Services (Eliot), and Domestic Violence Services Network (DVSN).

For FY23, Eliot Community Human Services, the YFS therapy arm, served 118 Bedford Residents by providing a total of 2,686 sessions and 2,498 hours of service. The Clinical

Coordinator works with a wide range of clients, serving children as young as 3 and across the life span. She has worked closely with Bedford Public School staff, YFS social workers, pediatricians, parents, guardians and other providers to ensure a well-coordinated system of care. For FY23, YFS had 23 new referrals, with 6 new referrals seen through the town for a total of 29 referrals; YFS closed 15 cases.

Every year the agency conducts a satisfaction survey – below are some quotes from families seen in Bedford:

***(Our therapist) is very collaborative. Great at communicating with parents, school, and other caregivers. Jennifer is open to feedback from client and parents and willing to adapt as needed.***

***(Our therapist) is very sensitive to the needs of my daughter and has made a strong trust-based connection.***

***(Our therapist) is Awesome!***

The Interface Referral Helpline which is a service of Williams James College is available to Bedford Residents and members of the Bedford Public Schools. The service assists Bedford residents and families with children attending Bedford Public Schools in connecting to mental health providers and takes into consideration their needs, location, preferences for providers, and health insurance.

Domestic Violence situations were assessed for residents and referred for appropriate services. YFS works collaboratively with DVSN and Bedford Police to support

## HUMAN SERVICES

### Youth and Family Services

survivors of domestic violence.

Substance use issues were assessed and referred for appropriate levels of treatment. Referrals ranged from local support groups such as AA, NA, Al-Anon and Smart Recovery to medication assisted treatment, individual counseling, and/or inpatient treatments.

#### **Financial Relief and Resources for Residents in Need**

There are an array of services and supports that have been provided for residents this year to help address low-income barriers.

Diaper and Personal Item Bank was established in July 2020 and to date has distributed over 4000 packages of diapers and baby wipes to residents in need. In addition, over 800 packages of feminine items have also been distributed. Residents can access items through the weekly food bank or the YFS Office. The Diaper and Personal Item Bank has been supplied through community donations and the partnership with Cradles to Crayons, Dignity Matters, and Hope and Comfort. The Town of Bedford has a partnership with Cradles to Crayons, a non-profit organization that supplies the Diaper Bank with diapers and baby wipes free of charge, every month. An Amazon Wishlist has been created for any resident who wants to donate.

YFS received gift card donations for provision to families in need. Donors included Bedford Santa, Bedford Rotary Club, and Bedford Residents. YFS was able to distribute Target, Walmart and Amazon Gift cards to 66 children over 31 Bedford households to be able to purchase holiday gifts.

Winter Coats in brand new condition were

donated by Cradles to Crayons, The Neighbor Bigrade, Lantheus coat drive and Community Donations. Residents could come to Town Center and pick up coats at their discretion in the Mudge Room for the entire winter season. Winter 2022-2023 over 200 coats for adults and children were distributed to those in need. In January 2023, over 60 coats were distributed to clients at the Bedford Food Bank.



As a result of donations, financial assistance and gift cards were provided to residents in crisis. This year YFS provided financial aid to assist with the purchase of school supplies, car repairs, prescriptions, housing assistance, baby formula, cleaning supplies, and lodging for temporary respite from homelessness. \$1,875 in donated/acquired gift cards for food, clothing and basic needs were distributed this year through the YFS dept.

Fuel Assistance was provided to residents in need for funds for heating their homes. Residents were able to meet with the town Social Worker to fill out an application and gather the necessary paperwork to send into the managing non-profit Community Teamwork located in Lowell. Residents once

# HUMAN SERVICES

## Youth and Family Services

approved received a credit to their identified fuel provider.

MassHealth assistance including applying, navigating or troubleshooting is a service that has been essential for ensuring residents can access health and mental health services. Residents have been connected with appropriate MassHealth plans and assistance provided with identifying participating healthcare providers.

Project Ezra through Temple Isaiah in Lexington provided and delivered holiday meals for families who were in need. 96 households and 125 residents total received a hot holiday meal on Christmas eve thanks to the dedicated volunteers of Project Ezra.

Beacon Santa assisted families who could not afford holiday gifts for their children. YFS was able to assist over 40 families with signing up for the program.

The Salvation Army has partnered with the Town Social Workers in order to be able to distribute vouchers for Market and Stop & Shop. In addition, residents have access through the Social Workers to the Salvation Army's Good Neighbor Energy Fund for heating and utility assistance.

### **Housing Supports**

YFS assisted 12 clients in submitting applications for the Bedford Rental Relief Program (BRRP). Housing BRRP provides temporary monthly rental assistance in the form of a grant to eligible households. BRRP will pay between \$300 - \$750/mo. in rental assistance, depending on unit size, for six months. Payments are made directly to the landlord. BRRP is funded through Bedford's Municipal Affordable Housing Trust.

Rental Assistance was provided to residents who had fallen behind on their rent through the RAFT program run by Metro Housing Boston. YFS assisted in completing 29 RAFT applications throughout the year to prevent future eviction and/or utility shut offs.

Public Housing, Section-8 and Affordable Housing Application assistance was given to residents who needed to find housing that they could afford. The Community Social Worker helped residents to find available housing opportunities as well as guided residents with filling out the Common Housing Application for Massachusetts Public Housing (CHAMP) and application for Section-8 Voucher.

Homelessness was addressed by assessing an individual's/family's situation and available supports. Individuals/families struggling with being homeless were assisted by providing them resources on a case-by-case basis. People who were homeless due to domestic violence were referred to the Department of Transitional Assistance Domestic Violence unit for housing and emergency shelter supports. YFS put out a resource guide for individuals facing homelessness that listed relevant resources and active shelters that could be accessed.

Legal Representation for low-income individuals was provided by MetroWest Legal Services and was referred as needed for residents.

### **FY24 PROJECTIONS**

The Social Work Internship Program is going to continue with new students starting in September 2023 and continuing through May 2024. The Social Work interns will assist the Town Social Workers and gain experience serving residents in both the YFS and COA

## HUMAN SERVICES

### Youth and Family Services

departments.

Continued collaboration with the At-Risk Task Force to assess the need of vulnerable residents and identify appropriate resources.

Work with Town Management and Facilities to evaluate space needs for our current and anticipated expanded supportive programming.

Host supportive community program on current mental and public health topics.

Support the migrant shelter established at the Bedford Plaza Hotel in early August 2023.



# DEPARTMENT OF PUBLIC WORKS

## DEPARTMENT OF PUBLIC WORKS

David Manugian, *Director*

### PURPOSE

The mission of the Department of Public Works (DPW) is to provide high quality essential municipal services to the residents, businesses, and visitors to Bedford in an efficient and cost effective manner. The DPW is responsible for supervising the design and construction of non-building capital infrastructure in the Town. The Grounds Division performs interments and maintains 21 acres at two Town cemeteries in addition to the complete maintenance of 130 acres of athletic fields and parkland. The Highway Division maintains the quality and drivability of the Town’s 82 miles of paved roads and their drainage systems, as well as 32 miles of sidewalks and bikeways. The Mechanical Division maintains and repairs most of the Town’s 151 vehicles and equipment pieces. The Water/ Sewer Divisions oversee the day-to-day operations and maintenance of the Town’s 80 miles of water mains, 5,200 water service connections, approximately 4,500 sewer service connections, and 800 fire hydrants. The trash and recycling program provides trash and recycling collection to approximately 4,700 residences as well as yard waste pickup, bulk, white good pickup, and special collection events. DPW also provides engineering services to other Town departments and typically provides labor and support for local events such as Pole Capping, Memorial Day, Fourth of July, Bedford Day, Veterans Day, summer concerts and holiday tree lighting.

### EMPLOYEE STATISTICS

Full-Time Administration and Engineering:	13.8
Full-Time Grounds:	9.0
Full-Time Highway	8.0
Full-Time Mechanical:	4.0
Full-Time Sewer:	5.0
Full-Time Water:	4.0
Full-Time Equivalent Seasonal Labor:	1.5
Full-Time Equivalent Seasonal Administrative:	0.3
Contract Employee	0.7



Bedford Day

## DEPARTMENT OF PUBLIC WORKS

### **FY23 HIGHLIGHTS**

#### **Administration**

Administration supports all divisions within Public Works, including staffing for recycling events and department wide events. It also handles infrastructure permitting such as water and sewer connections, street openings and trench excavations, and cemetery lot purchases and interments.

In FY23 the Department implemented online permitting for the activities that it administers. This included permits for water service, sewer service, trenching, and driveway/ street opening permits. The Department also added another engineer to its staff and relocated the Engineering Division to a centralized location to take advantage of a collaborative work environment.

DPW continued to work closely with multiple Boards and Committees over the course of the year including Select Board, Planning Board, Fields Partnership Committee, Transportation Advisory Committee, Conservation Commission, Trails Committee, Arbor Resources Committee, and Depot Park Advisory Committee.

The Department was proud to announce that Town Engineer, Mike Sprague was named the Young Professional Leader of the Year by the New England chapter of the American Public Works Association.

#### **Engineering**

In FY23 the Engineering Division started a relationship with UMass Lowell where the senior students perform a capstone project to look at a design issue in Bedford. The first project (fall of 2022) was to develop a roundabout solution for the Page Road/ Old Billerica Road intersection. The second project (spring of 2023) was to look at an unused parcel on Hartwell Road for a potential anaerobic digester location.

The Engineering Division presented at a national webinar on pavement preservation techniques and strategies used in Bedford through the Pavement Preservation & Recycling Alliance.

It also continued to support the other DPW Divisions and Town Committees with environmental permitting, plans and specifications for construction projects, new paving techniques and water quality sampling.



**Bedford Engineers Performing Inspections**

# DEPARTMENT OF PUBLIC WORKS

FY23 was the fifth year of the EPA’s Stormwater Permit, requiring cities and towns to implement regulations, provide pertinent public education, evaluate municipal facilities and sampling of stormwater outlets. A revamp of the data collection system is in progress to facilitate easier compliance monitoring and stormwater sampling.

**Highway**

The Highway Division is responsible for the maintenance and improvements to the Town’s infrastructure. Integral functions of the Division include snow and ice removal, pavement management, drainage system maintenance, pavement markings, traffic signal maintenance, street sweeping, catch basin cleaning and sidewalk repairs.

<p><b>1. Delta Mist fog seal</b></p> <ul style="list-style-type: none"> <li>a. Dudley Road from Pickman Drive to the Billerica town line</li> <li>b. Davis Road</li> <li>c. Revolutionary Ridge Road</li> <li>d. Coachmen Lane from Battle Flagg Road to Revolutionary Ridge Road</li> <li>e. Notre Dame Road</li> <li>f. Candlewick Lane</li> <li>g. Cedar Lane</li> <li>h. Karen Drive</li> <li>i. Glenridge Dive from Glen Terrace to Notre Dame Road</li> <li>j. Mudge Way</li> <li>k. School Way</li> <li>l. Hartford Street</li> <li>m. Crescent Avenue</li> <li>n. Bacon Road</li> <li>o. Nickerson Road</li> <li>p. Great Road from Bacon Road to Loomis Street</li> <li>q. Dunster Road</li> <li>r. Brooksbie Road</li> <li>s. Page Road from Brooksbie Road to Old Billerica Road</li> <li>t. Hemlock Lane</li> <li>u. Hilltop Drive</li> <li>v. Ridgewood Lane</li> <li>w. Noreen Drive</li> <li>x. Pine Street</li> <li>y. Curve Street</li> <li>z. Labo Lane</li> <li>aa. Sunnyfield Road</li> <li>bb. Short Street</li> </ul> <p>In addition crack sealing was performed on a number of roads</p>	<p><b>2. Microsurfacing</b></p> <ul style="list-style-type: none"> <li>a. Gould Road</li> <li>b. Dewey Road</li> <li>c. Alcott Street</li> <li>d. Temple Terrace</li> <li>e. Old Stagecoach Road</li> <li>f. Wagon Wheel Drive</li> <li>g. Willard Circle</li> </ul> <p><b>3. Bonded wearing course</b></p> <ul style="list-style-type: none"> <li>a. Sorens Way</li> <li>b. Hartwell Road from 180 Hartwell to Concord Road</li> <li>c. Caesar Jones Way</li> <li>d. Winterberry Way</li> </ul> <p><b>4. Overlay</b></p> <ul style="list-style-type: none"> <li>a. Reeves Road</li> <li>b. Avon Road</li> </ul> <p><b>5. Reclamation</b></p> <ul style="list-style-type: none"> <li>a. Parker Road</li> <li>b. Hardy Road</li> <li>c. Evans Avenue</li> <li>d. Battle Flagg Road</li> <li>e. Lexington Circle</li> <li>f. Flintlock Drive</li> <li>g. Redcoat Road</li> <li>h. South Road from Loomis Street to south of Hartwell Road</li> <li>i. Page Road from Wilson Road to Crestview Road</li> </ul>
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## DEPARTMENT OF PUBLIC WORKS

The Pavement Condition Index (PCI), for town roadways is currently 81 which is a four point increase over the last year. The increase is attributed to the Division's balance of reconstruction work along with an aggressive pavement preservation program. We will continue to work to improve this number by exploring new pavement surface treatments along with our current resurfacing, preservation and reconstruction methods. In several areas, excess pavement was removed and restored to a permeable surface to improve Town drainage and water quality.



**Adjusting Roadway Structures**

The Highway Division continued replace corrugated steel drain line. The Highway Division shimmed numerous manholes with rubberized asphalt filler that works to level off raised manholes, greatly reducing damage to plows and equipment during snow removal operations.

It was a slightly below average winter for this part of the country, with the DPW responding to 15 snow and ice events, 6 of which were multiple day events. Two storms this season were extended duration requiring staff to work continuously for 22.5 and 26 hours. This again shows the commitment and dedication our employees have to provide the highest level of service for the residents of Bedford under the most severe circumstances. Total snowfall totals for the year measured 29 inches.

### **Mechanical**

In FY23, the Mechanical Division continued to recycle tires, parts cleaner and waste oil which have beneficial reuse. This Division continues to place great emphasis on preventative maintenance which has been improved by utilizing our preventative maintenance schedule. This also allows us to better plan our daily work and helps to eliminate unnecessary service-related work saving Town resources. The Mechanical Division substantially completed the organization of the parts storage area with a focus on inventory management along with equipment uniformity. This simplifies repairs as our mechanics have fewer different types of equipment to familiarize themselves with, making repairs quicker and easier. It also reduces the number of wear parts that need to be on hand, reducing the need for excess inventory.



**Asphalt Paving**

## DEPARTMENT OF PUBLIC WORKS

The Town now has a small number of electric vehicles (EV) such that it is starting to develop a history of EV maintenance. To date, maintenance has been minimal other than rotating tires and fluid top-offs. The Town will continue to investigate the option of alternative-fueled where the application is appropriate.

### Sewer

As in previous years, during FY23 the sewer division evaluated the reliability of the Town's 30 pumping stations and 85 miles of collection system infrastructure. This evaluation included the inspection of 290,516 linear feet of gravity mains and replacement of 2,520 linear feet of force main.

The Water Division continues its water tank maintenance program with hired contractors Corr-Tech and Amstar. This is a 14-year contract for restoration and ongoing repair/maintenance. The program includes renewing the safety, structural, sanitary, and coating requirements for all 3 tanks located in town. In FY23 the interior coating of the Crosby Drive storage tank was restored and a water quality booster station was installed. In FY23 KJS Construction Inc. completed the replacement of water mains at South Road, Summer Street and Page Road. A total of 4,786 linear feet of water main were replaced. Additionally, Granese and Sons Inc. completed the water cleaning and lining project for Springs Road, Hillside Ave, Anthony Road and a section of Pine Hill. The project completed the clean and line of 6,300 linear feet of water mains.



**Pipe Bursting on Middlesex Turnpike**

During the year the Town needed to replace a section of gravity sewer line along Middlesex Turnpike within the active work area of the Town's TIP project for the Middlesex Turnpike. It worked with its engineer Weston and Sampson and contractor D'Allessandro Corporation to utilize pipe bursting, an innovative method where the existing pipe is burst outward and a new larger lining is slid inside the resulting space. This work was done with minimal impacts to the ongoing roadway work above.

## DEPARTMENT OF PUBLIC WORKS

The Sewer Division continues to operate and maintain the pumping and control equipment for the recreational pond and spray features at Springs Brook Park. Analyzers at the park monitor temperature, pH, and chlorine levels for pond and spray park are integrated into the SCADA monitoring system. In FY23, repairs to the spray park features were completed and the end of pond apron was repaired.

### Water

As in previous years the water division maintains the treatment and distribution of 84 miles of water main. In FY23 the water division repaired a total of 11 water main breaks. The annual water consumption for FY23 was 618 MG with 100% of its water delivered from Metropolitan Water Resource Authority.



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In FY23 a leak detection program covered a total of 39 miles of water mains and resulted in two locations that were identified and repaired.

In early 2023 engineering consultant CDM Smith completed its two-year evaluation of PFAS in the Shawsheen wellfield. The purpose was to assess the long-term viability of the wells given the changing federal and state regulations regarding per- and polyfluoroalkyl



# DEPARTMENT OF PUBLIC WORKS

substances (PFAS) in the water. The evaluation concluded the following:

- The Shawsheen wells could not regularly meet the anticipated standard, even with blending of the separate wells, without significant treatment;
- Given the availability of MWRA water the cost of current treatment technology could not be justified through a cost-benefit analysis;
- It is not recommended that the well water be used for other non-potable uses at this time; and
- The wells should be taken offline but not decommissioned since treatment technology or other factors could make them viable in the future.

### Grounds

In FY23 the Grounds Division completed approximately 994 work orders for the Cemetery and general town grounds. The work can be broken down as follows:

- 313 were sports field related
- 195 were cemetery related
- 142 were tree related
- 84 were parks and playground related
- 48 were for holidays and other special events
- 36 were related to care and maintenance of the Town flags
- 176 were for other activities including maintenance at the schools and town buildings; assisting contractors on construction projects; dealing with bees and other pests; and assisting on a variety of Grounds related activities throughout the Town.



**Art Gallery Installation**

In FY23 The Grounds Division began treating Ash trees affected by Emerald Ash Borer in some locations in Town. Approximately 30 trees were removed in Town due to this devastating insect. The Division also assisted the Rotary Club of Bedford with clearing an area for a pollinator garden located on the backside of Memorial Park. Grounds Division also assisted in the installation of new dugout enclosures at E Field. The crew also installed an Art Exhibit Display at the Town Center Area that was built by Wes Cole as an Eagle Scout project .

## DEPARTMENT OF PUBLIC WORKS

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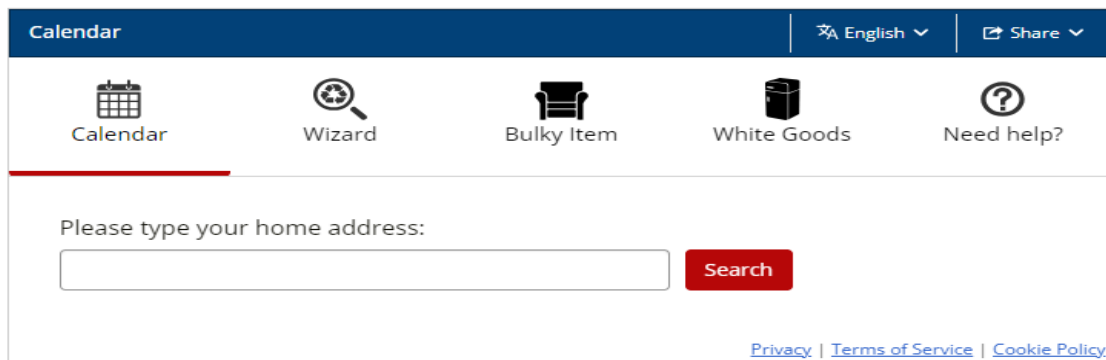
14 trees were planted as part of the Town’s free tree program in partnership with the Arbor Resources Committee. On Arbor Day 2023 A Swamp White Oak was planted at the Shawsheen Cemetery in partnership with the Bedford Arbor resources Committee and a Dogwood was planted at the Cemetery by DPW.

### Trash and Recycling

During the last fiscal year, Public Works focused on improving the overall resident experience for trash and recycling programs. While most of this work occurred behind-the-scenes, residents have benefitted from an improved and more digital user experience and updated offerings .

The Waste Wizard tool launched in November 2022, with online access to missed pickup reporting and a digital encyclopedia containing more than 700 common household items and information about their proper disposal. As adoption grew, the tool was enhanced with online bulky item scheduling and online payment options for curbside white goods pickup. The tool is available in four languages, which furthers our goal to make disposal and recycling information available to all users.

The Compost & Recycling Center on Carlisle Road continues to evolve to meet the needs of Bedford Residents. Based on resident feedback and data collected in the Waste Wizard tool, Public



Works launched a new Bulky Rigid Plastics collection program, for the proper recycling of oversized plastic items such as buckets, storage totes and plastic furniture. Future improvements to the site are in the planning phase and will include improved traffic circulation and usability of the site.

## DEPARTMENT OF PUBLIC WORKS

Internally, Public Works worked closely the Facilities Department and the Bedford Public Schools to work toward full sort of food waste and other organics from the school cafeterias. JGMS served as the pilot school for the program. Food waste generated during kitchen prep as well as student-generated lunch waste is diverted and collected by Black Earth Compost. JGMS has also implemented a Share Fridge, where unwanted and unopened food is made available to other students to enjoy, further keeping edible food out to the trash. The JGMS program will serve as a model for full-sort roll out in the remaining Public School buildings.

### **FY24 PROJECTIONS**

#### **Administration**

In FY24 DPW will focus on continuing to increase its range of online services for residents. It will also be looking at additional ways of sharing information with residents.

#### **Engineering**

For FY24, the Engineering Division will develop plans and specs for water main improvements, sewer pump station upgrades, sewer force main replacement, drainage improvements, traffic calming and continue to assist the Trails Committee with trail maps and their on-going trail maintenance and expansion. Improvements to the stormwater system and stormwater asset management will be started with plans to inventory and assess culverts town-wide.



**Bedford Day Booth**

#### **Highway**

The Highway Division will continue to do a number of roadway, drainage, and sidewalk projects. It is continuing to integrate its work with other infrastructure work. As the Department treats more miles of roads it wants to make sure they are not then getting disturbed by other utility work.

With current staff openings the Department is looking for innovative ways to provide snow removal services.

#### **Mechanical**

The Mechanical Division will continue to reduce inventory and upgrade vehicles and pieces of equipment under its authority for replacement in FY24. In FY24 the Division is hoping for a continued reduction in historically high lead times for vehicles, equipment and significant parts.

## DEPARTMENT OF PUBLIC WORKS

The Division is always looking at additional electric vehicle (EV) opportunities.

### **Sewer**

In FY24, the sewer station rehabilitation program includes the restoration of Middlesex Turnpike station and replacement of force main.

A major focus in FY24 will be on the Middlesex Turnpike corridor as it is seeing a significant amount of development and redevelopment, and has specific sewer infrastructure that is approaching its useful life.

### **Water**

In FY24 the Crosby Drive storage tank is planned for its inspection to include a water quality station. The Department also plans to focus on future water planning, as issues such as per- and polyfluoroalkyl substances (PFAS), updated lead and copper regulations, and future supplies are being discussed.

In FY24 the Reeves Road storage tank is planned for exterior and interior restoration. The leak detection program will also continue in FY24 to complete the parts of the town not covered in FY23.

### **Grounds**

The Grounds Department will be focusing on constructing a new lot area at the Shawsheen Cemetery this coming year. The Division will also focus on continuing the treatment of viable Ash Trees that have been affected by Emerald Ash Borer and removing hazard trees related to the insect. The Tot Lot Playground at the Town Center area will be undergoing some upgrades this coming year. The Grounds Division also plans on monitoring the Sabourin Field and Track area for potential updates.

### **Trash and Recycling**

The Trash & Recycling Administrator will be working to improve the resident experience around scheduling bulky item pickup and reporting missed collections. The DPW will continue to build on our current program offerings and waste reduction initiatives. Lastly, we will be working closely with the schools and municipal buildings to continue to support the diversion of organics (food waste) from the trash stream.



**Shawsheen Cemetery Arbor Day Tree Planting**

# FACILITIES

## **Ron Scaltreto, Director**

The Facilities Department was established in 1997 to protect the capital investment made by residents of Bedford in their public facilities. The department plans and fulfills operating and maintenance requirements for approximately 785,000 Sqft of building space. Furthermore, it provides maintenance, custodial and construction management services in a cost-effective, customer-oriented manner while working to maintain a safe, efficient, and functional environment for all building occupants.

The department handles various aspects of the Facilities Management including: administration, building maintenance, custodial services, procurement, projects design & construction administration including the initiation of IFBs, RFPs and RFQs, energy and utilities, real estate leases and the Town and School buildings security access control systems.

The Administrative responsibilities include operating and capital budget management, purchasing, accounts payable, maintenance management system administration, energy management, and environmental and regulatory compliance. Many of these responsibilities require managing separate accounts to track both school and Town operating and revolving fund expenses.

Maintenance activities include scheduled preventive maintenance and the routine and emergency repair of all building systems, weekend building checks and on call emergency response services.

Custodial Services include daily and periodic cleaning, integrated pest management, non-hazardous waste disposal, recycling, general safety/security and custodial coverage for

special events.

Project management responsibilities include defining the scope of work for each capital project, procuring and managing design services, reviewing design documents, the bidding of projects, construction contract management, and overall project management.

### **EMPLOYEE STATISTICS**

Town Funded: 8.25 FTEs  
School Funded: 27.75 FTEs

### **Building Statistics**

Town Buildings (17): 240,127 sq. ft.  
School Buildings (4): 561,907 sq. ft.  
*Total:* 802,034 sq. ft.

### **FY23 HIGHLIGHTS:**

#### ***Administration***

The Facilities Department continues to add assets and asset requirements to its Asset Management System in preparation of the upcoming Capital Projects process. Facilities also, in collaborative efforts with other Town Departments, continues to work on improving the Town's six (6) year capital improvement plan (CIP).

The Department Staff also share the responsibilities of all energy efficiency initiatives as well all utilities tracking and monitoring. Facilities Staff also develops a list of potential energy efficient projects as well as research and apply for State Green Communities energy grants.

The Facilities Department continues to look for ways to conserve energy use and cost. The lighting system is approximately 90% LED in the schools. Many Variable Frequency Drives (VFDs) have been installed. Towards achieving the ENZ goals of the town the Facilities Department installed electric water boilers to

## FACILITIES

replace the gas fired boilers for the John Glenn Middle School. Facilities is continuing report any abnormal conditions. Through a combination of energy savings measures and mild weather, Facilities have had some substantial savings in the utility budget. Furthermore, Facilities is currently purchasing electricity from a supplier with a 100% Green & Renewable option. A 15-year energy net zero plan is being developed to be included in the six-year capital plan.

Following the reopening of schools and the repeal COVID protocols; the Facilities department has incorporated the lessons learned from the pandemic into the daily operations. Specifically, the new cleaning protocols, enhanced ventilation, and the use of MERV 13 filters are now standard protocol.

### **Custodial**

During the summer break the school buildings were cleaned out to allow social distancing. Following the design for Town buildings, that have no protracted period of non-use, certain tasks historically performed during the summer vacation period are now being performed during the winter and spring vacations. This has allowed an overall more effective use of time resulting in more effective annual cleaning of the buildings.



### **Maintenance**

The Facilities Department uses a Computerized Maintenance Management System (CMMS) to manage regular requests for repairs (Work Orders) as well as for scheduled preventive maintenance. In an effort to be more efficient in completing work orders the maintenance



division began working in buildings on a rotational basis; working in a building for an unspecified period of time to ensure work completion before moving onto the next building. In addition the maintenance staff contributes considerable time and resources with various issues in relation to the Capital Projects listed below:

### **Capital Projects:**

Facilities had a busy calendar/fiscal year performing and managing capital improvement projects.

The following is a partial list of some of the projects. Please note that some construction projects are design-bid-build; others could be a hybrid model where Facilities staff will take on certain aspects of the projects and some projects are 100% in-house such as schools painting, flooring, etc.

# FACILITIES

## Energy Management, Efficiency & Sustainability

Facilities Dept. continues to seek ways to conserve energy usage. As the price of electricity and natural gas commodities are expected to rise in New England, more emphasis is being put on saving energy. Maintenance calls that impact energy use are being addressed immediately. Building custodians have been reminded and trained to report any abnormal conditions.



Through a combination of energy savings measures and mild weather, Facilities have had some substantial savings in the utility budget. Furthermore, Facilities is currently purchasing electricity from a supplier with a 100% Green & Renewable option. A 15-year energy net zero plan is being developed to be included in the six-year capital plan.



Cooperating with the School’s Food Service Program and DPW’s Recycling Coordinator, the Facilities Department has initiated a food waste diversion program at the school cafeterias. The kitchen service will continue composting in 3 of 4 schools, with plans to add in Davis as soon as practicable. The middle school cafeteria continues their full sort waste program rolled out in May, where food & liquid waste is being removed from the waste stream with food waste going to composting & liquid waste going down the drain. Consistent results show a reduction of 82% overall trash diverted, leaving 18% true trash (50lbs Food/Compost, 30lbs liquids, 2-5lbs of recycling.) This is helping reduce the town’s waste removal costs. Notably, roughly 20 lbs. daily of the cafeteria



food diverted from the trash stream was unopened, school provided foods, placed on a “share cart” for immediate consumption by others, with remaining moved to a public “share fridge” accessible to all during the day. This equates to ~75 food items being consumed daily by our students, rather than trashed. The plan is to continue to expand the program into the other schools during the 23/24 school year.

# EDUCATION

## Bedford Public Schools

### BEDFORD PUBLIC SCHOOLS

#### ANNUAL REPORT FY23

(2022-2023)

Approved: October 10, 2023

#### **PURPOSE**

The mission of the Bedford Public Schools is to provide a safe, respectful, and inclusive environment in which the unique academic, intellectual, social, ethical, and emotional growth of each learner can be realized. Our vision as educators within the Bedford Public Schools is to aspire to be a collaborative school system in partnership with the community and families that develop curious, engaged, resilient, empathetic, and kind learners. Our students are creative and critical thinkers, and who apply knowledge, act responsibly, and make meaningful contributions.

2022-2023 Superintendent: Philip Conrad

#### **EMPLOYEE STATISTICS\***

439 full time and 49 part time for FY23

<b><u>ROLE</u></b>	<b><u>FTE</u></b>
<b>Administrators</b>	<b>32.6</b>
<b>Instructional Staff</b>	<b>234.9</b>
<b>Instructional Support Staff</b>	<b>17.4</b>
<b>Instructional Support, SPED, Non-SPED Shared</b>	<b>16.3</b>
<b>Paraprofessionals</b>	<b>81.5</b>
<b>SPED Related</b>	<b>13.6</b>
<b>Medical Health</b>	<b>3.7</b>
<b>Office, Clerical, Admin Support</b>	<b>29.4</b>
<b>Other</b>	<b>18.5</b>
<b>Food Service Workers</b>	<b>22.0</b>
<b>TOTAL FTE</b>	<b>467.5</b>

\* Based on FY23 EPIMS data with the addition of food service personnel FTE based on hours defined in contractual agreements. Facilities staff that are shared with the town are reported in the Facilities portion of this report.

#### **FY23 HIGHLIGHTS**

##### **Renewed Focus on Teaching and Learning**

Though the district continued to work with students and families to recover from the ongoing impacts of the COVID-19 pandemic, students engaged in high levels of learning throughout the 2022-2023 school year. Not only were students fully exposed to the academic curriculum, but they also had many different opportunities to learn about themselves as learners, and how to work with others through their social emotional learning activities and lessons. They were also able to participate in extracurricular activities at each of our four schools.

## EDUCATION

### Bedford Public Schools

This year we continued to design, implement and assess a robust curriculum in all areas, and continued to hone our instructional practices, focusing more on differentiating within the classroom, which was vital after the past few years due to the pandemic. In Bedford, we were forward thinking in many ways, instituting “local” assessments at each of our schools, beyond just viewing statewide assessments like MCAS. Fortunately, we were able to focus on assessing where our students were early in the school year, and based on those results focus on curriculum and instructional practices that really addressed each child’s individual learning needs, based on where they were at the beginning of the school year. With this focus throughout the year, students were able to show continued growth within their learning in many areas.

We created the District Improvement Plan during the spring of 2021 that was designed to be implemented through 2024. We are now entering the last year of that plan. We will continue to focus on the three priorities within that plan: Diversity, Equity and Inclusion, Student-Centered Curriculum, Instruction and Assessment, and Social-Emotional Learning.

#### **ADOPTION OF A DIVERSITY, EQUITY, AND INCLUSION MISSION STATEMENT**

The District’s DEI Coordinator Akil Mondesir worked extensively with the community and the leadership of the district to create the first-ever DEI mission statement for the district. The School Committee formalized the district’s ongoing commitment to welcoming all learned by adopting the Diversity, Equity and Inclusion Mission Statement on January 17, 2023, which reads as follows:

The Bedford Public School system is proud of its ongoing commitment to diversity, equity, and inclusion. As a district, we are aware that achieving true equity for all means that we must be on a path of committed and continuous learning of anti-bias and anti-racist practices.

We have a richly diverse student body with diverse educational needs therefore we believe we must prepare our students for engagement in a complex, pluralistic, and interconnected society. In doing so, we challenge ourselves to regularly evaluate and refine curricula, policies, and practices and commit to having the appropriate resources available to and for all members of the Bedford Public Schools.

We seek to engage all members of our community to interact as people with multiple identities, acknowledging age, gender identity and expression, race and ethnicity, family composition, neurodiversity, learning differences, native language, religion, sexual orientation, and socioeconomic status.

In a purposeful way, we set out to engage in this exploration of identity, culture, and systems, while we teach and learn about impactful advantages and disadvantages, similarities and differences, as well as the humanity that we all share.

#### **OPERATIONS**

The Bedford Public Schools consist of two elementary schools, a middle school, and a high school. In addition, the Bedford Public Schools is a member of two special education collaboratives (CASE, and LABBB). Collaboratives in Massachusetts are public organizations, made up of school districts working together to provide high-quality, cost-effective, special education programs for students who need a more restrictive setting. Our schools presently house 3 LABBB classrooms and 2 CASE classrooms.

## EDUCATION

### Bedford Public Schools

The day-to-day operation of the Bedford Public Schools in 2022-2023 was under the supervision of the Superintendent, Mr. Philip Conrad, with assistance from the Assistant Superintendent, Dr. Tricia Clifford Ed.D., the Director of Finance, Ms. Julie Kirrane, and the Director of Special Education, Mrs. Marianne Vines, M.Ed. The policy-making body for the Bedford Public Schools is the Bedford School Committee. The Bedford School Committee consisted of five (5) elected members, for terms of three (3) years. Members of the FY23 Bedford School Committee were: Chairperson, Mr. Brad Morrison, Vice-Chairperson, Ms. Ann Guay, Secretary, Dr. Sheila Mehta-Green, Mr. Dan Brosgol, and Ms. Sarah Scoville. Additionally, there were two (2) non-voting representatives: Ms. Sarah McGinley for Hanscom Air Force Base and Ms. Madeline Sanabria for METCO. In March Ms. Sarah McGinley was elected to the committee, replacing Ms. Guay. At that time, Ms. Scoville became the Vice Chair.

The town of Bedford is one of the five founding members of the Shawsheen Valley Technical High School. The student body reflects the community’s growing demographic complexity, which is further diversified by enrolling approximately 115 high school students, students from Hanscom Air Force Base, and about 100 METCO students from Boston. The school system also offers an Integrated Pre-K special education program.

#### **FY23 BUDGET**

The FY23 operating budget of \$45,157,090 was approved at a 3.5% increase above FY22. As has been consistent for the past many years, the majority of expenditures are related to salary.

Major Expense Category	FY23 Budget	% Change over FY22
Salary	\$ 37,601,164	3.8 %
Non-Salary	\$ 7,555,926	1.9 %
<b>Grand Total</b>	<b>\$ 45,157,090</b>	<b>3.5 %</b>

The base budget, again in FY23, was approved in conjunction with Town ARPA funding as a contingency for the continued operation of schools impacted by the pandemic, plus additional reserves for special education tuition. ARPA funding was used in the schools primarily for supplemental health services (school nurses) and for HVAC system testing, balancing and repairs.

The base school budget of \$45.2 million, was supplemented by approximately \$273 thousand in federal American Rescue Plan Act (ARPA) funding. After school ARPA funds were fully utilized, a June Town reserve fund transfer of \$250 thousand closed the gap. Close collaboration and planning by Town and School officials enabled local tax dollars to be conserved to the greatest extent possible.

# EDUCATION

## Bedford Public Schools

Just under \$500 thousand in additional support was needed by the Bedford Public Schools in fiscal 2023. This is lower than the \$900 thousand dollars in additional resources spent in 2021-22 operating under pandemic conditions, and almost \$2 million in 2020-21.

The FY23 capital budget, developed in conjunction with the town departments as part of the six-year capital plan, has again been a critical source of funding for teaching and learning. Key components of the school district’s six-year planning included annual technology replacement, furniture, and equipment (FFE) replacement. The capital funds in the amount of \$536,900 supported lifecycle-based replacements of technology plus an additional \$118,608 in durable equipment, and school photocopiers. School Facilities projects represent an additional \$622,941 in capital maintenance and improvement to Bedford’s four school buildings including Lane elevator control replacement, Lane HVAC/cooling, BHS and JGMS exterior painting, as well as annual maintenance for flooring, painting, and space reconfiguration.

### POPULATION

As outlined in the table below, the size of our student body has declined over the past few years as part of a larger trend of declining enrollment of school-age children across the state. Our students come from Bedford, Boston, and Hanscom Air Force Base (at Bedford High School). This combination creates a uniquely diverse community that allows our schools and classrooms to be relationship-focused while also being racially, culturally, and linguistically diverse. Our FY23 student population was 60% white and 40% students of color. At home, our students speak over fifty languages.

(see chart on next page)

## EDUCATION

### Bedford Public Schools

BEDFORD PUBLIC SCHOOLS DEMOGRAPHICS					
	FY07	FY20 (2019- 2020)	FY21 (2020- 2021)	FY22 (2021- 2022)	FY23* (2022- 2023)
<b>Integrated Pre-school</b>	---	46	28	46	51
<b>Davis</b>	495	597	543	499	476
<b>Lane</b>	523	612	596	598	581
<b>JGMS</b>	517	593	614	610	592
<b>BHS</b>	750	841	809	849	837
<b>Total</b>	2,285	2,685	2,599	2,602	2,539
<b>Male</b>	1,141	1,392	1,533	1,533	1,310
<b>Female</b>	1,144	1,297	1,244	1,244	1,220
<b>Non-Binary</b>		0	2	3	7
<b>African-American</b>	5.6%	6.5%	6.3%	6.3%	7.4%
<b>Hispanic</b>	3.1%	6.7%	7.0%	6.9%	7.6%
<b>Asian</b>	8.3%	18.5%	19.9%	20.4%	20.2%
<b>Multi-Race, Non Hispanic</b>	1.9%	5.4%	6.0%	6.1%	5.9%
<b>Native American</b>	0.4%	0.1%	0.0%	0.0%	0.0%
<b>Native Hawaiian, Pacific Is</b>	---	0.0%	0.0%	0.0%	0.0%
<b>White</b>	80%	62.8%	60.8%	60.3%	60.3%
<b>First Language Not English</b>	7.7%	18.6%	18.6%	17.6%	17.7%
<b>English Language Learner</b>	1.4%	5.8%	4.6%	3.9%	4.1%
<b>Special Education</b>	19.6%	17.4%	17.2%	17.9%	18.5%
<b>Low-Income</b>	5.9%	9.3%	13.9%	13.1%	12.2%
<b>High Need</b>	---	31.4%	33.1%	32.4%	32.7%

**\*October 1, 2022 SIMS Data  
CLASS SIZE**

# EDUCATION

## Bedford Public Schools

Bedford Public Schools endeavor to provide a well-rounded, balanced education that is child-centered. The curriculum of the schools aligns with the Massachusetts Curriculum Frameworks. To effectively meet the needs of each child and deliver our educational programs, we have established class size guidelines. Effective budget development enables us to meet our class size goals

2021-2022 CLASS SIZE				
	Students Per Class Guideline	Max # of Students Per Class Guideline	October 1, 2021 Average	October 1, 2022 Average
Kindergarten	18	20	15.7	17.6
Grade 1	20	22	17.1	18.1
Grade 2	20	22	18.7	20.4
Grade 3	22	25	19.5	19.9
Grade 4	22	25	19.5	19
Grade 5	22	25	18.8	21.8
Grades 6-8*	23	25	19.3	19.9
Grades 9-12* Introductory and College Prep	18	20	16.4	15.8
Honors and High Honors/AP*	22	25	17.97	20.6

and eliminate classes that might otherwise exceed our guidelines.

\* Consistent with the methodology used in prior years, calculations for middle and high school are based on class size of English classes because all students must take an English class each year.

### STUDENT OUTCOME DATA

STUDENT OUTCOME DATA						
Year	2020-2021		2021-2022		2022-2023	
Average SAT Scores	Math: 617 Evidence Based Writing and Reading: 614		Math: 616 Evidence Based Writing and Reading: 611		Math: 630 Evidence Based Writing and Reading: 622 Embargoed until end of September 2023	
Graduation Rate	98.92%		98.64%		100%	
Outcomes	Number	% of Students	Number	% of Students	Number	% of Students
2 Yr College	21	11.4%	15	7.4%	15	7.5%
4 Yr College	130	70.3%	178	87.4%	171	86%

## EDUCATION

### Bedford Public Schools

<b>Apprenticeship/Trade</b>	4	2.2%	0	0.0%	0	0.0%
<b>Employed</b>	11	5.9%	5	2.4%	4	2.0%
<b>Military</b>	6	3.2%	5	2.4%	0	0.0%
<b>Year Off/Gap Year</b>	6	3.2%	0	0.0%	5	2.5%
<b>Other Post-Secondary</b>	7	3.8%	1	0.4%	3	1.5%
<b>Unknown</b>					1	0.5%
<b>Total</b>	185	100%	204	100%	199	100%

#### **STRATEGIC DISTRICT-WIDE GOALS AND ACCOMPLISHMENTS FOR 2022-2023 - Focus on Literacy**

The district continued implementation of its 2021-2024 District Improvement Plan, which can be found at [District Improvement Plan | Bedford Public Schools \(bedfordps.org\)](https://www.bedfordps.org/district-improvement-plan). In this report, we highlight progress on Strategic Objective 2: Student-Centered Curriculum, Instruction, and Assessment via the implementation of the Bedford Public Schools Literacy Plan.

In the third year of implementing the Literacy Plan our focus was on developing all students’ ability to independently comprehend increasingly complex nonfiction text, research effectively and write persuasively.

The BPS Literacy Plan is a joint effort among educators throughout the district to accomplish the five goals of the plan. There are action steps outlined under each of the goals. This work is overseen by the District’s Literacy Committee, with members from each of the schools. The committee meets every six weeks to monitor the progress of the action steps and to also listen, support and problem solve as a committee, all things literacy related. The five goals that make up the Literacy Plan are as follows:

- Goal 1: Vision/Leadership/Communication
- Goal 2: Assessment
- Goal 3: Intervention Process
- Goal 4: Core curriculum and Instruction
- Goal 5: Professional Development/Coaching

We have made tremendous progress on our Literacy Plan goals and action steps during the past three years. As we enter the 2023-2024 school year, we only have a few remaining action steps to complete, mainly tied to tier I instruction and differentiation. Below is an overview of the progress we’ve made and the literacy assessment results as of spring 2023. Full details can be found at [Literacy Plan Progress June 2023 \(bedfordps.org\)](https://www.bedfordps.org/literacy-plan-progress-june-2023).

# EDUCATION

## Bedford Public Schools

Goal	Status	Highlights from our work
<p><b>Goal 1: Vision/Leadership/Communication</b> District and school-based initiatives and goals will be aligned to the Literacy Plan, including the alignment of K-12 literacy curricula.</p>	<b>Complete/Structures in Place</b>	<ul style="list-style-type: none"> <li>Literacy Plan integrated into <a href="#">District Improvement Plan</a></li> <li>District purchased and faculty implemented classroom libraries, decodable texts (including Geodes and Whole Phonics), reading assessment tools</li> <li>Annual updates reported to School Committee and community</li> </ul>
<p><b>Goal 2: Assessment</b> Consistent administration of literacy assessments will be conducted at every grade level throughout the year; data will be shared across schools, grade levels, and district; and data will be used to inform instruction and intervention.</p>	<b>Complete/Structures in Place</b>	<ul style="list-style-type: none"> <li>Reading assessments implemented multiple times per year grades K-10</li> <li>Common Writing assessments implemented 3x/year in grades K-10</li> <li>Data inventories maintained K-12</li> <li>Common assessment calendar K-12</li> <li>Data meetings to examine data at team, teacher, and school level throughout the year</li> <li>Instructional leader group selected a new assessment tool to be used 1-10 starting SY23-24</li> </ul>
<p><b>Goal 3: Intervention Processes</b> Consistency and alignment of literacy interventions K-12, including processes for identifying students, informing stakeholders, and delivering interventions, will be strengthened.</p>	<b>Complete/Structures in Place</b>	<ul style="list-style-type: none"> <li>Literacy assessment data reviewed at Data Meetings K-12</li> <li>Criteria developed for entry and exit from reading intervention <ul style="list-style-type: none"> <li>Schedules created to include intervention blocks K-12</li> </ul> </li> <li>Processes for communication with families, faculty, and administration regarding response to intervention</li> </ul>
<p><b>Goal 4: Core Curriculum and Instruction</b> Core Tier I literacy instruction will be strengthened and differentiated so as to reduce the need for literacy interventions.</p>	<b>Ongoing</b>	<ul style="list-style-type: none"> <li>Focus for Literacy Implementation Team in SY 23-24</li> <li>Continued use of decodable texts, instruction rooted in science of reading</li> </ul>

## EDUCATION

### Bedford Public Schools

Continued <b>Goal 4</b> from previous page		<ul style="list-style-type: none"> <li>Continued focus on scope and sequence of literacy skills in K-5</li> <li>Continued training and focus on Keys to Literacy strategies in 6-12</li> <li>Continued focus on consistency and fidelity of implementation of evidence-based instructional practices, including formative assessment</li> </ul>
<p><b>Goal 5: Professional Development/ Coaching</b> Appropriate and sufficient professional development and coaching will be provided for all staff who are providing and evaluating literacy instruction.</p>	<b>Complete/ Structures in Place</b>	<ul style="list-style-type: none"> <li>Needs assessment surveys administered to staff to determine foci of future professional development</li> <li>Internal and external trainings offered in the following areas: phonological awareness, orthographic mapping, teaching with decodable texts, data-driven instruction, Skillful Teaching, differentiation, dyslexia, Keys to Literacy, Orton-Gillingham, goal setting for targeted intervention</li> <li>Coaches participated in or facilitated trainings; available to continue supporting instruction</li> </ul>

#### Ongoing Work for Literacy Implementation Team in 2023-24

Action Step	Person(s)	Next Steps
<b>Goal 1, Action Step 1:</b> Goals on District and School Improvement Plans will draw from the Literacy Plan.	Assistant Superintendent, Literacy Imple-	<ul style="list-style-type: none"> <li>The Literacy Implementation Team will propose a streamlined literacy plan to be integrated into the 2024-2027 District Improvement Plan.</li> </ul>
<b>Goal 1, Action Step 5:</b> Literacy Implementation Team will meet bi-monthly to make decisions, assess progress, and make adjustments as	Literacy Implementation Team	<ul style="list-style-type: none"> <li>Literacy Implementation Team will continue to meet bimonthly during the 2023-24 school year.</li> </ul>

# EDUCATION

## Bedford Public Schools

Ongoing Work for Literacy Implementation Team in 2023-24		
Action Step	Person(s)	Next Steps
<b>Goal 1, Action Step 1:</b> Goals on District and School Improvement Plans will draw from the Literacy Plan.	Assistant Superintendent, Literacy Implementa-	<ul style="list-style-type: none"> <li>The Literacy Implementation Team will propose a streamlined literacy plan to be integrated into the 2024-2027 District Improvement Plan.</li> </ul>
<b>Goal 1, Action Step 5:</b> Literacy Implementation Team will meet bimonthly to make decisions, assess progress, and make ad-	Literacy Implementation Team	<ul style="list-style-type: none"> <li>Literacy Implementation Team will continue to meet bimonthly during the 2023-24 school year.</li> </ul>
<b>Goal 4, Action Step 1:</b> Consistency in core, Tier I literacy instruction will be created at all grade levels.	Assistant Superintendent, K-12 Program Administrators, Curriculum Coordinators	<ul style="list-style-type: none"> <li>Continued professional development in evidence-based literacy strategies and onboarding for new administrators and faculty</li> <li>Reinforcement of expectations around integration of programs and instructional practices through faculty and departmental time, as well as through the evaluation tool (ex. Foundations, Keys to Literacy)</li> <li>Continue to design, share, and align instructional resources and practices for integration and implementation during faculty and departmental time</li> </ul>
<b>Goal 4, Action Step 2:</b> Core, Tier I literacy instruction will be differentiated at all grade levels.	Assistant Superintendent, K-12 Program Administrators, Curriculum Coordinators, Instructional Coaches	<ul style="list-style-type: none"> <li>Faculty and administrators K-12 will receive professional development on administering the Star Reading assessment and analyzing data to inform instruction, including through differentiation.</li> <li>Data Dives, Student Support Team meetings, and Child Action Planning meetings will be leveraged to collaborate around targeting instruction to specific student needs.</li> <li>Training and support will continue to be provided in using research-based practices and strategies to address conclusions drawn from data (aligned with science of reading).</li> <li>Continued focus on formative assessment and subsequent differentiation 6-12 in classroom observations and evaluation tool.</li> </ul>

## EDUCATION

### Bedford Public Schools

<p><b>Goal 4, Action Step 5:</b> A clear scope and sequence for reading and writing in the content areas will be created, using a common template for curriculum mapping.</p>	<p>Assistant Superintendent, K-12 Program Administrators, Curriculum Coordinators</p>	<ul style="list-style-type: none"> <li>• Review current scope and sequence maps and curriculum templates to ensure they adequately capture literacy skills continuum. Determine gaps.</li> <li>• Explicitly integrate reading and writing skills and standards into scope and sequence charts and curriculum maps across the content areas.</li> <li>• Connect common and summative assessments with literacy skills and standards across the content areas.</li> </ul>
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#### **SUMMER CALCULUS PROJECT 2022**

Twenty-one students from JGMS and BHS participated in twelve days of the Calculus Project Math program. This program is focused on supporting the achievement of students in higher level math. Students previewed essential concepts in preparation for the upcoming school year with Bedford math teachers. In addition, we were lucky to have two former Calculus Project students return to our program and work as teaching assistants and mentors to the younger students. We visited and toured Bentley University, returned to Boda Borg in Malden for team-building challenges, and some faced their fear of heights at a nearby ropes course. Another highlight was a visit from Bedford Director of Counseling Lester Eggleston who facilitated a Q&A session with our students about a range of topics including counseling services, college admissions and financial aid, and standardized testing.

#### **FULFILLING METCO'S PROMISE**

As we embark on the 50th year of the METCO program here in the Town of Bedford, the district and the community as a whole, has welcomed and continues to welcome our students and families from Boston. The district embraces the METCO Program as it provides a rich cross-cultural, cross-racial, and cross-geographic education for all students in Bedford. While students travel time well exceeds over an hour each way to school, they still show up as their authentic self and provide a unique perspective of the world as a whole to the community of Bedford. The program continues to foster genuine friendships between students and families and shows that the METCO program, even though one of the few still existing, voluntary, desegregation programs in the nation, is vital to the success of all students. We continue the work of finding meaningful ways to connect students to the community by way of sports, extracurricular activities, and community-based participation. The Boston Bridges Initiative and the Parent Diversity Council are partners in the district's efforts to connect families and students who reside in Bedford, Boston, and Hanscom Air Force Base. We work together through activities inside and outside of school to enhance students' sense of belonging to the community.

## EDUCATION

### Bedford Public Schools

#### **HANSCOM AIR FORCE BASE AND BEDFORD PUBLIC SCHOOLS**

Bedford High School continues its partnership with Hanscom Air Force Base, providing an education for 84 (Academic Year 22-23) military connected youth. The military connected students represent all service branches of the military and the employees of the Department of Defense. Bedford High School has partnered and collaborated with Hanscom Base Command, the HAFB School Liaison, and Hanscom Middle School to ensure appropriate educational, social, and emotional support are being provided to our HAFB students. Last year the high school participated in the first annual “Base Race” which provided 17 civilian students, accompanied by two HAFB students, an opportunity to visit various sites on HAFB. Some of the sites included an overview of the Autonomous Systems Development Facility and the Theater Deployable Communications Department. The trip was highlighted by a “Buddy Lunch” at Hanscom Middle School where the incoming 8th grade class had an opportunity to have lunch and chat with the students from Bedford High.

The high school has designated a school counselor to be the point of contact for all incoming military connected students, serving as a bridge between the two communities. Our HAFB students bring a global perspective to the high school community which adds to the diversity of our campus. They share their unique experiences as military dependents. On average each student has moved every 2-3 years and it is our hope, as a high school, to make sure they have an enriching and rewarding experience while stationed on Hanscom Air Force Base.

#### **SPECIALIZED PROGRAMS**

##### **Special Education**

The Davis Elementary, Lane Elementary, John Glenn Middle School, and Bedford High School offer a continuum of services to students with special needs. Each building has created programs that accommodate the developmental needs of the child, as well as, the grade level demands of curriculum and instruction. Special education teams at each building provide services to students who meet the eligibility criteria set by the state and federal guidelines. Services are provided by Special Educators, Speech and Language Pathologists, Speech Language Pathologist Assistants, Occupational Therapists, Certified Occupational Therapy Assistants, Physical Therapists, Adjustment Counselors, and Board-Certified Behavior Analysts. In addition, general staff may also provide counseling, English Learners (EL), and reading services as needed.

In keeping with Bedford's long-established policy on inclusion, services are provided within the context of the regular education classroom whenever possible. A small percentage of students who require specialized instruction in a separate setting, attend collaborative or private special education programs. A full explanation of Bedford's special education practices is described in the Special Education Department Policies & Procedures Manual, available online.

## EDUCATION

### **Bedford Public Schools**

Professional, highly qualified staff provides special education support and services across the district. Four building-based Program Administrators oversee evaluations and services at each building. There is also a Program Administrator who oversees evaluations and services for special education students who attend school out of district. At the district level, Mrs. Marianne Vines M.Ed., Director of Special Education, supervises the special education department, providing guidance and support to all staff.

Bedford is proud to offer a comprehensive array of programs to support students with special needs, including Co-Taught Classrooms, Learning Centers, Language-Based Services, the Bridge, SAIL, and STEP programs. More information about these programs can be found at [Special Education Department | Bedford Public Schools \(bedfordps.org\)](https://www.bedfordps.org/special-education)

#### **FY24 PROJECTIONS**

The district welcomed a new superintendent, Cliff Chuang, on July 1, 2023. The 2023-2024 school year will be marked by continued implementation of the 2021-2024 District Improvement Plan and the completion of Superintendent Chuang's Entry Plan, which can be found at [Superintendent Chuang Entry Plan - September 2023 | Bedford Public Schools \(bedfordps.org\)](https://www.bedfordps.org/superintendent-chuang-entry-plan)

## EDUCATION

### Shawsheen Valley Technical High School

The Shawsheen Valley Regional Vocational Technical School District (SVRVTS) is pleased to submit its 2023 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 53<sup>rd</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Nancy Asbedian and Brian O'Donnell, Esq., Vice-Chair from Bedford; Ronald Fusco and Taryn Gillis from Billerica; Christine Kim, Treasurer and Kent Moffatt from Burlington; Patricia W. Meuse, Esq. and Cheryl Bartolone from Tewksbury; and Charles Fiore, Chair and Gwen Lawson, Secretary from Wilmington. Tony McIntosh began his tenure as Superintendent on July 1, 2022.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand three hundred and six (1,306) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2023, and more than 300 adults participated in the school's various adult and continuing education courses.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred fifty-one (151) full-time teachers as well as fourteen (14) paraprofessionals. Of those full-time teachers, ten (10) are department chairs and

twenty (20) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

#### Post-Secondary Preparedness & Student Achievements

*Post-Secondary Plans of Graduates.* In June of 2023, SVTHS graduated 283 seniors. Fifty-one percent (51%) of the graduates planned to attend a two- or four-year college, two percent (2%) planned on entering an apprenticeship program, four percent (4%) planned on attending a trade or technical school. Forty-two percent (42%) of the graduates intended to continue working in their trade or another pathway, and three (3) graduating seniors planned to enlist in the military.

*Scholarships and Awards.* One hundred fifty-four (154) scholarships were distributed to seventy-six (76) students in the Class of 2023 totaling \$141,350. Thirty-eight (38) members of the Class of 2023 were members of the National Honor Society (NHS) and the National Vocational Technical Honor Society.

*Cooperative Education Program.* At the conclusion of the 2023 school year, seventy six percent (76%) of eligible seniors participated in the district's Cooperative Education Program (Co-Op). Students were employed in positions related to their Chapter 74 vocational-technical programs by 208 local employers. Of the students participating in Cooperative Education seventy-seven (77) planned on continuing their employment post-graduation.

*Student Mental Health and Wellness.* Part of our efforts to support our students' mental health needs during the 2022-23 school year was a continued focus on Shawsheen's District Curriculum Accommodation Plan (DCAP) and

## EDUCATION

### Shawsheen Valley Technical High School

tiered interventions for our students. Professional development for the 2022-23 school year focused on Multi-Tiered Systems of Supports (MTSS) and continued implementation of the district's DCAP. During the 2022-23 school year Shawsheen implemented a universal mental health screening tool (BIMAS-2) for Grade 9 students.

*High School Completion.* The high school completion portion of the accountability report consists of three measures: the four-year cohort graduation rate; five-year graduation rate; and dropout rate. SVTHS continued to exhibit some of the highest graduation rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2022 as the most recent year for the four-year cohort graduation rate and 2021 as the most recent year for the five-year graduation rate as follows: four-year cohort graduation rate: 97.5%; five-year graduation rate: 99.4%

SVTHS continued to exhibit one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2022 as the most recent year for the annual dropout rate as follows: annual dropout rate: 0.3%.

*Concurrent Enrollment.* SVTHS provides access to six concurrent enrollment courses: English Composition I; Honors Literary Analysis, English Comp 1, Statistics, Calculus I, Intro to Chemistry, and American Government. Students enrolled in these courses are able to earn college credit from Middlesex Community College before they graduate from high school, and those credits can be transferred to other institutions, depending on where students choose to enroll in post-secondary study. Shawsheen currently offers enough concurrent enrollment courses for students to complete one semesters' worth of college classes while enrolled at SVTHS.

*Adams Scholars.* The Department of Elementary and Secondary Education recognized the achievements of Shawsheen's senior class on the MCAS exams by naming eighty-three (83) recipients of the John and Abigail Adams Scholarship Award.

#### Support Services

The SVTHS Support Services Department provides IEP services for students with disabilities for approximately 354 students comprising nearly twenty-seven percent (27%) of our student body. The most frequently occurring area of need is in the category of Specific Learning Disability, indicating that a history of academic difficulty existed prior to students' arrival at Shawsheen. Nevertheless, SVTHS has a strong graduation rate of students with disabilities with ninety-seven percent (97%) of seniors graduating in June 2023 with one student still finishing the program. This compares to a state average of approximately seventy-eight percent (78%) for students with disabilities.

Since the fall of 2020, Shawsheen was approved to be a school-wide Title 1 school. All students, including students with disabilities, have the opportunity to receive targeted instruction and intervention in English, math, and biology.

This year, eighty-nine percent (89%) of freshman students with disabilities passed their 9th grade classes. For upperclassmen in grades 11 and 12, sixty-three percent (63%) of students with disabilities completed advanced courses. All students with disabilities in the class of 2023 have met graduation competency in Math and English as outlined by the state. These results occurred due to a full team-effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our population of students with disabilities.

# EDUCATION

## Shawsheen Valley Technical High School

Students who initially experience difficulty passing one or more of the MCAS assessments eventually attain graduation status through the district's MCAS remediation programs and re-taking the assessment.

Students with disabilities continue to have full access and participation in cooperative education, as well as all extra-curricular activities such as athletics, SkillsUSA, and after school clubs. Parents of special education students at SVTHS are highly involved in the IEP Team process, with parent attendance at IEP team meetings approaching one-hundred percent (100%). Every effort is made to accommodate parent requests for IEP Team meeting dates to ensure their participation. Prior to the IEP Team meeting, parents provide input for current concerns regarding their student's educational progress. Responses are documented in the IEP and an IEP proposal is created at the team meeting allowing parents to fully participate in the IEP development and understand all the elements of the IEP.

### Educational Technology

The Educational Technology Department focuses on the operational, technical, and educational functions for the district relating to technology. The district continues to support the one-to-one laptop program making the resources equitable to all students and easily accessible both in and out of school. Teachers continue to expand the use of current online resources and vet and adopt additional resources for teaching and learning. The department continues to support single sign-on and rostering when applicable for ease of access for online resources. In addition to the one-to-one program, the district purchased, deployed, and maintains various technology for several of the vocational shop labs throughout the school. Aging projector devices in academic classrooms were replaced with interactive projectors increasing student engagement within the classroom.

The department supports a multitude of security systems which includes, but is not limited to, the building access card system, camera system, email back-up and archiving, a virtual environment and cloud solutions. Ongoing upgrades, maintenance, and support for both the technical and operational sides of technology continue to be a priority ensuring stable, secure, and seamless use of technology for all users of the digital environment at Shawsheen.

### Community Engagement

*Admissions and Recruitment.* Shawsheen Valley Technical School has been working to increase the number of applicants for grade 9 seats so that a waiting list can be established to fill seats as needed. New software has been acquired to automate much of the admissions process and allow SVTHS to see and analyze real-time statistics on applicants and admissions. This year the recruitment team visited all six of our sending schools. After each visit, the new software, Go2CTE, has allowed us to track the spikes in applications by community. In addition, two of the sending schools have brought all their eighth grade students to visit SVTHS and tour our CTE shops. These visits, along with an active social media campaign, two community Open House events and Project Explore, have had a positive impact on recruitment with an increase in applications of over fifty-percent (50%) from this time last year. SVTHS will be exploring more options for bringing all eighth grade students from our sending districts onto our campus next year.

*Adult Evening School.* The Adult Evening School offers a variety of vocational/technical courses for adults interested in expanding their knowledge and skills for the 21<sup>st</sup> century workplace. Programs include adult education enrichment programs, certificate-based and licensing trade programs, and workforce development initiatives; all are designed to

## EDUCATION

### Shawsheen Valley Technical High School

help people develop or improve job training skills and enhance the quality of life for residents in our community. Programming is offered during two semesters from September to June, and classes typically include classes in business and computer applications, culinary arts, art and creative mediums, personal finance, welding, and more.

*MassHire and Workforce Development Training.* Shawsheen Valley Technical School continues to explore and expand its collaboration with local workforce and career development agencies to support the statewide initiatives that fuel job growth, address employer demand for talent, and strengthen the Massachusetts economy. In the summer of 2022 and 2023, Shawsheen held an 8-week 300-hour welding program, in collaboration with the Northeast Advanced Manufacturing Consortium (NAMC) and MassHire Lowell, for unemployed and underemployed adults. This program responded to an RFP identifying a skills-gap in the district's regional labor market blueprint. Students in this program get hands-on experience learning the welding craft, as well as the OSHA and HotWork industry credentials. With a 100% completion rate both summers, the program is held in high esteem, and all students are gainfully employed. Programs will continue to be developed in accordance with federal and state funding initiatives to upskill the workforce.

*School of Practical Nursing.* Shawsheen Valley School of Practical Nursing graduated 32 students in June 2023. To date, 100% have successfully passed NCLEX-PN on initial attempt and over 90% are gainfully employed. The job market remains strong for Licensed Practical Nurses in Massachusetts. Students in the program complete clinical rotations in long term care, school nursing, and acute care. The program has been approved to pursue

candidacy with the National League for Nursing Commission for Nursing Education Accreditation in addition to program accreditation with the Council on Occupational Education. Interest in pursuing a certificate in practical nursing remains strong.

*Summer at Shawsheen.* Shawsheen hosted its 8th annual "Summer at Shawsheen" program in 2023 and set a new attendance record. This popular program offered students from our community summer learning opportunities through sports clinics, STEM classes, vocational-technical programs, academic and test-prep classes, as well as enrichment courses for students entering grades 1-12. In total, the twenty-four course offerings drew 572 students ranging in age from 5-18 years old. All five member towns sent participants to the program with the most coming from Billerica (259) and Wilmington (143). Since its inception, "Summer at Shawsheen" has had an impactful reach with a total of 2,487 participants.

*Project Explore.* Four hundred and twenty-six (426) seventh grade students participated in Shawsheen's Project Explore in 2023. Project Explore is a key recruitment initiative that doubles as a community service program, aimed at increasing career awareness to students at an earlier age. Project Explore is exclusive to 7<sup>th</sup> grade students who reside in Shawsheen's school district, regardless of the middle school they attend. This district funded program provides students with an opportunity to visit Shawsheen and explore six vocational-technical programs. The program is three weeks in length and is offered in three sessions to maximize student involvement. Marketing for this program includes postcards sent to each 7<sup>th</sup> grade student, emails, literature sent to middle school guidance departments and principals, presence on the website, as well

## EDUCATION

### Shawsheen Valley Technical High School

as announcements to local newspapers for print.

*Aquatics and Swim Program.* Shawsheen's Kenneth L. Buffum Pool is the home pool for Shawsheen Tech High School, Burlington High School, Bedford High School and Billerica High School's swim and dive teams, as well as club programs; Aces Aquatics and Barracuda Swim. With its state-of-the-art timing system and full renovation, the pool remains a hot spot for local teams and competitions. Throughout the year, the pool offers the following programs: community family swim, community lap swim, and the area's most affordable and best learn to swim school in the Merrimack Valley, training thousands of youngsters in the lifesaving skill of swimming.

#### **Athletics**

*Athletic Achievements.* Calendar year 2023 was a year of tremendous success for the Shawsheen Athletic Program. The Rams won CAC League titles in: Wrestling, Basketball Cheering, Baseball, Tennis, Football, Golf and Volleyball. The School also won State Vocational Titles in Boys Swimming, Wrestling, Basketball Cheering and Boys Lacrosse.

Three of our wrestlers won Massachusetts Divisional State and Divisional 1/North Wrestling Titles: Brayton Carbone (120 lbs.), James Tildsley (132 lbs.) Sid Tildsley (138 lbs.). Brayton Carbone and Sid Tildsley also earned Massachusetts All State Wrestling Titles and Sid Tildsley earned New England Wrestling Championship for the second year in a row. Sid Tildsley was 6-1 losing in the National Wrestling Championship in Virginia Beach. Also, during the 2023 calendar year - we had two athletes earn All Scholastic Honors - Sidney Tildsley (Football and Wrestling) and Mavrick Bourdeau (Baseball). Dozens of student-athletes were honored as CAC and Lowell Sun

All Stars.

The success of the athletic program resulted in being awarded the Boston Globe's prestigious Walter Markham award; which is given to the vocational school with the highest combined winning percentage of all the Varsity Boys, Girls and Co-ed sports.

#### **Vocational/Technical Programs**

##### **Construction Cluster**

*The Construction Programs.* Carpentry, Electricity, Masonry & Tile Setting and Plumbing had ample opportunities in perfecting their skills with project-based activities throughout the community as well as in-house projects. These projects provide authentic means of engaging students with learning from a design-based research approach in which they collaborate with other programs in conceptualizing the activities/projects. Involving students in the collaboration portion is also well-suited in helping ensure the potential to foster healthy social skills such as self-control, empathy, and verbal communication. Safety training continues to be a significant component in all lessons, learning and activities. Safety training, credential, certificates include Weekly Monday Morning Safety Talks, OSHA 10-Hour Card Construction, Hot Works Certificate, MEWP Aerial and Scissors Lift Training, and various Viega training and certificates. Some of the construction projects include:

- Town of Billerica – Billerica Police, Alexander Road Storage Sheds
- Billerica Police Station - Install Two Drinking Water Fountains (Plumbing)
- Minuteman Technical High School – Construction of a Wall and Door

## EDUCATION

### Shawsheen Valley Technical High School

- Renovate Dean’s Office Space
- Cosmetology Hot Water Tanks
- Furnace Replacement in Football Field House
- Stone Zoo’s Winter Wonderland Project
- Shawsheen Stadium Toilet Facility Project

Install New Drinking Water Fountains with Bottle Filling Stations

#### **Manufacturing Cluster**

*Advanced Manufacturing Technology.* The Advanced Manufacturing program continues to move forward with cutting-edge technology and equipment while integrating projects with other programs that benefit students’ learning in development of their higher-level thinking, oral communication, and self-management skills. The Program also engaged in machining custom parts for repair projects in support of the Maintenance Department, helping to keep absolute equipment in operation. Student skills are used in the development of creative items of “precious” metals, including miniature Stanley cups and custom cribbage boards, filling orders for Shawsheen’s school store and various school and community fundraisers. Two Automated Manufacturing Technology teams, each consisting of one Drafting and two Advanced Manufacturing students, competed in the SkillsUSA district competition, with one team winning a gold medal and the other winning bronze. Both teams qualified for the state competition. Four other Advanced Manufacturing students competed at the district competition winning a gold, silver and two bronze medals. Three out of the four students qualified for the state competition with one senior student winning a silver medal in the CNC Turning Specialist competition. Employment stays strong as seventy-five

percent (75 %) of the seniors participated in the cooperative education program.

*Electronics / Engineering Technology.* Student enrollment remains strong, filling to capacity for the third year in a row. The program has added a comprehensive curriculum that advocates and promotes a vibrant maker culture. Lessons offer several potentialities for pushing forward an integrative vision of STEM education engaging students in designing solutions to problems, tinkering with everyday items, and applying a do-it-yourself mindset. Activities and tools include the addition of welding capabilities and upgrades to our machine area (new band saw, drill press) and cordless Milwaukee power tools. The freshmen curriculum is being enhanced with the purchase of the VEX IQ Mechanical Engineering/Robotics Generation 2 kits. Expansion of activities include Solid Works, Arduino/Raspberry Pi, printed circuit board fabrication, orthographic/isometric rendering, geometric tolerancing and dimensioning, simple/compound machines, manufacturability, and automation. One hundred percent (100 %) of the seniors participated in the cooperative education program, while six juniors were also employed. The interest and enthusiasm in the afterschool robotics club has increased to the extent that four teams are now VEX Robotics Competitions contenders.

*Drafting.* Relevant in-house and community project-based activities were embedded throughout the year’s curriculum as the upperclassmen completed the following projects: Evacuation Plan Drawings, Skills Masonry Drawings, HVAC&R New Floor Plan Drawing, Auto-Collision Shop Drawing, Dean’s Office Redesign, and the Billerica Boys and Girls Club Drawing. Ongoing drawing initiatives include: Cosmetology Redesign, Historical

## EDUCATION

### Shawsheen Valley Technical High School

Burlington Shed, Nurses' Office Redesign, Masonry Shop Addition Drawing, Evacuation Plan – Room Number Updates, and Evacuation Plans - additional student spaces, i.e., nurses' office, and auditorium. Students continued to excel at the SkillsUSA District Competition, winning the Architectural Drafting (Gold), Technical Drafting (Gold), and Automated Manufacturing (Gold). All but two senior students participated in the cooperative education program, an eighty-nine percent (89%) placement.

*Information Support Services & Networking / Programming & Web Development.* The process of development and advancement of curriculum, lessons, and project-based activities continues to expand annually, growing and changing with the demands of the technology sector. The emergence of multifaceted fields that encompass computer systems, software, programming languages, data, storage, and information processing requires a constant review from all the primary stakeholders. Benchmark projects in Html, CSS, JavaScript, and C+, C# (for game and program development) Microsoft's Power BI, and cloud-based networking are supported and balanced, but now include new strategies in delivering the lessons. Students are also developing skills in implementing relational databases used with PHP. Providing these types of related fields allows students the opportunity to expand their skills and knowledge for employability/career readiness. With the increasing enrollment and interest over the last four years, plans are in the development phase to expand the program's footprint. The update will include furniture and equipment to maintain the high standards that the students have come to expect and have also earned. The program's shop has become the host site for Shawsheen's eSports program which has over fifty students

competing in four different games with two nationally-recognized leagues. (eSports is a form of gaming competition using video games.) Additionally, students continue to obtain industry recognized credentials, safety certifications, and participate in the cooperative education program at a high rate.

#### **Transportation / Production Development Cluster**

*Automotive Technology.* Freshmen enrollment continues to be strong with 26 first choices again. For the first time ever, we had 100% senior co-op placement (18 of 18). Based on a suggestion and contact from our advisory board, we partnered with Hyundai of America to join their factory service training program which will enable our students to receive factory training and Hyundai certifications prior to graduation. Two students received Gold Medals in the SkillsUSA district competition (automotive and power equipment) and advanced to the State Competition. Through the capital budget process and recommendations from our advisory board, a new Hunter Hawkeye Elite Alignment machine was purchased. This new technology now enables students to perform alignments on vehicles 2019 and newer. Kenneth Kepple, an Advisory Board member, received the Advisor of the Year Award.

*Auto-Collision Repair & Refinishing.* The program continues to use I-CAR curriculum, a training framework developed and maintained through industry collaboration, that documents the knowledge and skills body shop professionals need. Safety certifications include Hot Works, a training that takes an in-depth look at hot work dangers along with the vital safety procedures that can help promote worker safety and reduce risks. Fusion S/P2 Collision Repair and Refinish training gives

## EDUCATION

### Shawsheen Valley Technical High School

students the awareness they need to recognize the hazards around them as well as providing training that gives students the opportunity to obtain exclusive safety industry credentials. The final inspections were completed, and the new spray booth is now in operation. Ten SATA® Fresh Air Respirators that can be directly tied into the new paint booth exhaust system have been installed to improve protection from harmful ambient air in the spray booth. Students participating in the cooperative education program and new advisory committee members have both doubled this year. Six students competed in the SkillsUSA district competition, with two winning gold and competing at the state competition.

*Metal Fabrication & Joining Technologies.* In the post-pandemic educational landscape, our Metal Fabrication & Joining Technologies program has evolved, effectively blending online learning and in-person instruction. Implementing Lincoln Electric's ToolingU platform has provided hands-on, competency-based training covering basic to advanced skills and machine programming. A partnership with Lincoln Electric has incorporated cutting-edge equipment backed with lessons that are structured, organized, and deliver content in ways that facilitate or accelerate student learning. The freshmen exploratory program has been revamped with engaging project-based activities, attracting eighteen new permanent freshmen. These initiatives have enabled students to become creators, contributing to community and district projects. Notable among these are the captivating structures and decorations at the Stone Zoo's ZooLights Winter Wonderland, and finishing the on-site loading dock guard rail project that utilized the program's gas-powered welder/generator. The state-of-the-art

equipment of SwiftCut CNC Plasma Cutter and modernizing our Accurpress Press Brake with a retrofitted CNC system, has expanded our capabilities, facilitating the development of innovative projects.

*Heating, Ventilation, Air-Conditioning & Refrigeration.* A plan to phase in shop improvements has begun to an antiquated learning environment. With the impact of a new wave of technologies and refrigerants, and an outstanding student enrollment, we have put the first phase of the plan into full action. Students obtaining essential recognized industry credentials continues to be relevant and influential in students obtaining HVAC&R jobs. One hundred percent (100%) of the sophomore students obtained the National Fire Protection Association (NFPA) Hot Work Safety Certificate. One hundred percent (100%) of the junior class obtained the Environmental Protection Agency (EPA) 608 Certification, most achieving the highest honor of the Universal Certification. One hundred percent (100%) of junior students also obtained their Occupational Safety and Health Administration (OSHA) 10-hour construction card. Ninety-four percent (94%) of senior students participated in the cooperative education program. Junior student, Cole Kelley, won his second HVAC&R Gold medal at the National SkillsUSA competition in Atlanta, Georgia.

#### **Arts, Communication & Business Cluster**

*Culinary Arts/Hospitality Management.* The Guest Dining Room is bustling again, selling out the two seatings almost every day; customers include the Red Hat Society ladies, many elderly residents, and of course the freshmen parents. This year the public was offered a "DAY OF BEAUTY" in conjunction with the Cosmetology program. The day included reservations to have their hair and/or nails

## EDUCATION

### Shawsheen Valley Technical High School

done and a classic culinary lunch at the famous Rams restaurant. Partnerships with the Billerica Police and State Representative Ken Gordon provided opportunities for the students to hone their skills by feeding the elderly mothers of Billerica with a Mother's Day breakfast at the senior center and serving a corned beef dinner to over one-hundred people in Burlington at an event for Rep. Gordon. A favorite field trip "A Day On The Hill" returned. This event provided an opportunity for students from Shawsheen and other vocational schools to serve lunch to over a thousand people at the state house. In Atlanta, a junior competed at the National SkillsUSA competition where he won a bronze medal for cake decorating in the action skills contest.

*Business Technology / Marketing.* Students continue to gain confidence and self-esteem as they learn effective study strategies in obtaining important, industry-recognized certifications. The Microsoft Office Application curriculum and certification program not only adds value to student's resumes but they also issue college-credits. Office 365 programs include Excel, PowerPoint, Word, and Outlook, and offer certification opportunities at the conclusion of these courses. The robust curriculum also includes Digital Marketing, Entrepreneurship, Accounting, Business Communication, Financial Literacy, Business Law, and QuickBooks. These essential elements/standards are implemented with creative project-based activities that align to the Business Technology frameworks and marketing fundamentals. Ram's Pride, our student-operated School Store continues to promote the Shawsheen brand by serving our students, their families and all Shawsheen's friends in the community. The program's

success rate in students participating in the cooperative education program has continued to grow. Many of these opportunities often transition to full-time employment post-graduation, or part-time employment while furthering their business and marketing education.

*Design and Visual Communications.* Lessons were brought to next the level with the introduction of new iPad Pro's into Lab B & C. Seniors continue the post-secondary option as it continues to be the career path of choice. Highlights of these post-secondary institutions include the first student to go to Vancouver Film School in Canada. Several students successfully completed a rigorous dual enrollment program at Montserrat College of Art earning three college credits. The Design and Visual Communications Management & Entrepreneurship initiative expanded this year by offering self-employment opportunities to students who do not wish to go onto post-secondary art and design schools. This curriculum provides project-based activities for students to learn how to start their own trade-related business after graduation. The implementation of these types of lessons integrates a hybrid of learning environments to support all students. Student highlights include the development of the Shawsheen promotional video and the completion of the Tewksbury switch-box mural.

*Graphic Communications.* The Graphic Communications program at Shawsheen is more than just a shop; it prepares students to graduate with skills and credentials that will provide them with advanced employment opportunities to enter the workforce immediately upon graduation, as well as providing students with learning experiences

## EDUCATION

### Shawsheen Valley Technical High School

that enable them to see and understand their future career paths, including post-secondary education. Students have the unique opportunity to participate in real world learning by working with community partners and industry experts to engage in authentic, relevant problems, projects, and experiences that develop career awareness and readiness. Municipality partners include the towns of Bedford, Billerica, Burlington, Tewksbury, Wilmington, and many other non-profit organizations throughout the district. Eighty-percent of the senior class participated in the cooperative education program, while one hundred percent obtained their OSHA 10-hour General Industry Safety Certification. Gold and silver medals were won at the SkillsUSA district competition, and a bronze medal was taken at the state competition.

#### **Health Services Cluster**

*Cosmetology.* The Cosmetology shop opened its doors to serve the public giving students the opportunity to master the essential competencies while performing hair, skin, and nail services on clients throughout the community. Educating students about safety as well as cleaning and disinfection continues to be an imperative part of the curriculum. Students continue to receive their safety certifications from Fusion SP/2 for infection control which is consistent with the highest industry safety standards. Revisions to the Frameworks has expanded the activities and skills for student's knowledge and practice, working with all textures of hair and styling products. Project-based activities continue to be essential in all aspects of training. All thirteen senior students completed the 1000-hour training requirements to sit for the state exam. Nine were successfully placed in full time employment in local hair salons and seven have obtained their Massachusetts Class 1

Cosmetology license.

*Medical Assisting.* Students obtaining Industry Recognized Credentials (IRCs) is the first and foremost priority. The program is affiliated with, and accredited by, AMT (American Medical Technologists) which is a nationally recognized organization. Upon completion of the program, students are eligible to take the RMA (Registered Medical Assistant) exam for certification. The essential industry safety credential of the program continues to be the Basic Life Support for Healthcare Providers certifications (BLS) from the American Heart Association. The program continues to build its partnerships for cooperative education opportunities and has placed several students in a variety of medical offices which include Woman's Health, Pediatrics, Rheumatology, and Internal Medicine. Fifteen senior students out of seventeen participated in the cooperative education program which provides them an opportunity to gain invaluable real-life experience. Full student participation in SkillsUSA was a success. Eighteen students competed at the District Level in SkillsUSA, and five students competed at the State Level. Students won a Silver Medal in Health Knowledge Bowl and the Gold Medal in Medical Terminology at both the District and State Level.

*Dental Assisting.* Becoming a Registered Dental Assistant (RDA) in the State of Massachusetts continues to be the number one career path students pursue. A variety of new project-based activities have been developed that offer interactive tasks with training manikin practice simulators and online practice tests to accommodate the revised framework competencies. A focus on preparing students for the certifications from the Dental Assisting National Board (DANB) was increased, including lessons that practice the DANB

## Shawsheen Valley Technical High School

the Radiation Health and Safety (RHS) and the Infection Control Exam (ICE) standards. The juniors also participate in the online training for Career Safe OSHA 10-hour General Industry (Healthcare) Safety Certification. These standards are designed to test students' knowledge about the prevention and management of potential infection during dental procedures. Students also continue to achieve their Basic Life Support for Healthcare Providers certification (BLS) from the American Heart Association. Numerous growth opportunities as Dental Assistants have provided a vast majority of jobs at dental offices. Thirteen seniors (82%) and 4 of the 15 juniors (27%) participated in the cooperative education program working at local dental offices. Three of our former graduates were accepted into dental school and one is now a junior.

*Health Assisting.* The revised DESE's framework structure includes topic headings, standards, objectives, and performance examples. Modifications to the scope & sequence included a minimum of 1200 hours of instruction, as well as identifying Basic, Essential, Advanced and Advanced (A+) skill standards. Because of these changes, the teachers have remodeled the student's learning experiences of project-based activities into the required hours of instruction. Students continue to obtain CPR for Healthcare Providers Certification (BLS) from the American Heart Association, American Heart Association First Aid Certification, Dementia training and OSHA 10-hour training for Health careers. These certifications include essential and optional industry recognized credentials (IRCs) that have been identified as valuable statewide credentials. All senior students from the class of 2023 participated in the cooperative education program and were employed at rehabilitation hospitals, long term care centers, CVS pharmacy, and assisted living facilities. Two new partnerships with acute care hospitals have resulted in an additional seven students being placed in cooperative education. One hundred percent

Continues of winning at the SkillsUSA competition continues where a team of four students placed sixth in the nation in the Health Knowledge Bowl competition. Shawsheen students have demonstrated that they have the knowledge and skills to be top in the nation.

### Miscellaneous

*SkillsUSA Massachusetts.* The SkillsUSA organization is a partnership with business and industry that provides opportunities for students to develop individually and improve teamwork, leadership, and professional skills through education, training, service, and competition. On March 16, 2023, 173 SVTHS students participated at the SkillsUSA District Competition and 67 received medals: 22 Gold, 16 Silver, 29 Bronze. Sixty-six students participated at the State Competition and 30 received medals: 8 Gold, 15 Silver, 7 Bronze. Eight students participated at the National Competition in Atlanta, Georgia and 3 received medals: 1 Gold, 1 Silver and 1 bronze. Additionally, our mason placed 4th and our Health Knowledge Bowl Team placed 6th. Cole Kelley won his second National Gold in Heating, Ventilation, Air-Conditioning & Refrigeration.

*Robotics Club.* This extracurricular club not only increases student engagement in science, technology, engineering, math (STEM), and computer science, it also provides engaging project-based robotics activities. Four teams of five students participated in four VEX IQ Robotics Competitions in North Andover and Framingham, with three of the teams qualifying to compete in the final regional competition in Framingham. Team 5313A had an exceptional year finishing 4th place among 47 participating teams at the opening tournament and narrowly missed qualifying for the World's competition, placing 18th among 80 tough veteran teams at the Regionals. The best placements for teams 5313B and 5313C were 6th and 13th respectively at two different district tournaments. Three of the four teams

## Shawsheen Valley Technical High School

Through comprehensive initiatives encompassing competitions, education, and workforce readiness, the foundation empowers educators to inspire and equip students for success. Throughout the year, students meet regularly, tinkering on building their robots while fostering STEM skills. Not only do students gain valuable soft skills like communication, collaboration, and time-management, it happens in a fun and authentic way.

### **Conclusion and Acknowledgement**

The SVTHS Committee, staff and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational/technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2023. Those retirees are: Sheila Fitzpatrick, Support Services Instructor; Angel Hardy, Science Instructor; Sandra MacKenzie, Cosmetology Instructor; Patricia Micalizzi, Health Assisting Instructor; and Richard Woodlock, Carpentry Instructor.



It is with great sadness that we share the news of the passing of Charles "Charlie" Lyons. Charlie was an iconic figure in the world of vocational education and his impact reached far beyond the Shawsheen Valley Technical High School District. On September 25, 2023 Charlie Lyons lost his battle with glioblastoma. Charlie was the longest serving Superintendent in the history of SVTHS, and served the District with distinction for almost thirty years. The entire Shawsheen community is mourning his loss and are grateful for all that he did to make Shawsheen Valley Technical High School one of the finest vocational/technical schools in Massachusetts. He will be forever missed by all.



# BEDFORD FREE PUBLIC LIBRARY

**Richard Callaghan, Library Director**

**PURPOSE**

The Bedford Free Public Library is open 69 hours a week, 7 days a week (except Sundays in the summer). At least one professional Librarian, who holds a Master’s degree, is available every hour the Library is open. Free programs, story times for children, and activities for all ages are held year-round. Wireless Internet access is available 24 hours a day. The Library offers desktop stations, with access to the Internet and Microsoft products, and Chromebooks. The Library also provides a fax machine, photocopier, printer, scanner, and wireless (color or black and white) printing that can be used from home.

Our virtual branch is always open and can be accessed through our website, [www.bedfordlibrary.net](http://www.bedfordlibrary.net), or the MLN Mobile app for phones and tablets. Patrons can connect to their accounts, the Minuteman Library Network Catalog, popular databases, and multiple digital and downloadable resources 24 hours a day, 7 days a week.

**Library Mission and Purpose Statement**

The Bedford Free Public Library provides free and open access to information, knowledge, and the pursuit of ideas in an environment that is comfortable and welcoming to patrons of all ages, abilities, and cultures within and beyond its walls.

**Library Statistics**

**Circulation**

Residents with Library Cards	8,987
Circulation, Including Digital Content	301,862
Items Borrowed from other Libraries	60,176
Items Loaned to other Libraries	41,346

**Library Services and Attendance**

Reference Questions Answered	10,517
Library Programs Offered	318
Program Attendees	6,466
Virtual Programs Offered	36



Virtual Programs Attendees	191
Library Visits	146,138
Wireless Sessions	428,770

**EMPLOYEE STATISTICS**

Full-Time: 12  
Part-Time: 30

**Staff**

Our Youth Services Librarian, Pam Aghababian, is a Notary Public. She provided free Notary services 231 Times this fiscal yar.

Nicole Monk became Head of Children’s Services at the end of August.

Children’s Librarian Elaine Garnace graciously postponed her retirement until the end of September, ensuring that the library had a seasoned professional to run out very busy Summer Reading Program.

Kate Likhite, a Comparative Literature major at Middlebury College, worked as a student intern for ten weeks in the Summer of 2022. Kate received a grant from her college so there was no cost to the Town.

**FY23 HIGHLIGHTS**

**Building**

The elevator in the 1967 building went out of service on March 21, 2022. Repair work began

## BEDFORD FREE PUBLIC LIBRARY

in FY23. It continued beyond the closing of the fiscal year.

The Facilities Department is responsible for managing the Library's capital improvement projects. Under their supervision, the Northeast Engineering and Commissioning Services completed all the drawings, plans, and



specifications needed to bring the HVAC project to bid in Spring 2023. The project went out to bid twice. Unfortunately, only two companies responded and their projected costs were significantly higher than the 2.5 million dollars approved by the voters in May 2021. The Facilities Department will review options and create a plan to manage the HVAC project to completion in the coming Fiscal Year.

After reviewing demonstrations and proposals from security firms, the Library installed one demonstration camera in the Quiet Zone in mid-February. Staff became familiar with the accompanying software, and the Trustees reviewed and approved a security camera policy. Additional cameras will be installed in early FY24.

### **Collections and Services**

Curbside pickup of library materials continues

to be a valuable service for a small number of residents even though the building has been open and operational 69 hours per week since July 6, 2021. The Board of Health provided the Library with free COVID tests to hand out to any resident in need. The Library partnered with the Police Department and the Bedford Safe Campaign to act as a distribution point for free gun locks to help promote gun safety.

The Library added three new modules from Assabet Interactive in October based on the successful integration of the Museum Pass module in the previous year. Updating the calendar and booking rooms via Assabet is going well. Both patrons and staff find it intuitive and easy to navigate. The Library of Things module allows patrons to select the exact date they want an item. Patrons have been clamoring for this for years, but our past system was unable to accommodate date-specific requests.

Bedford High School yearbooks from 1958 to the present are available online to view and download thanks to the Digital Commonwealth, which is hosted at the Boston Public Library.

The final reels of microfilm containing the local newspaper, *The Bedford Minuteman* (1957-2022), were digitized by Advantage Archives. The entire run of the paper is now available on our website.

Our website contains every noteworthy out-of-copyright history of Bedford, Massachusetts thanks to the efforts of Rand Hall, Head of Adult Services.

In addition to the resources mentioned above, our databases provide patrons with superb information on business, finance and investing, health and wellness, genealogy, history, and

## BEDFORD FREE PUBLIC LIBRARY

biography. Readers can read magazines and newspapers in the building or online. Consumer Reports, LinkedIn Learning, and the Mango Language Learning program are just a few examples of popular databases that the Library offers.

### Programs

The 2022 Summer Reading Program for Children, Teens, and Adults was successful. There were 63 adults, 251 children, and 54 teens registered for Summer Reading via Beanstack. Participants enjoyed a variety of virtual and in-person programs. Small prizes were awarded weekly for all ages. Adults and Teens were entered in a drawing for a Grand Prize, and the two lucky winners were delighted with their gifts.

Our full-time Children's Librarians Elaine Garnache and Nicole Monk, with help from part-time Children's Librarian Sue Voet, kept the little ones happy and engaged with a mix of story times, crafts, music, and STEAM activities. Nicole introduced several passive programs that engaged the entire family. Homeschoolers appreciated the opportunity to join others in the Homeschool Book Club and the Homeschool Hangout. Puppeteers and Musicians were hired to supplement the home-grown programs.

The Children's Librarians partnered with the Parent's Diversity Council to celebrate Diwali in October 2022 and the Lunar New Year (Year of the Rabbit) in January 2023.

The majority of the programs for adults were held via Zoom since the staff was unsure if the Meeting Room would be available when the HVAC project commenced. Rand Hall held the Genealogy Club meetings online but continued to host Tech Help in person on Tuesday

evenings. The Library collaborated with other Massachusetts libraries in hosting author talks via Zoom. Patrons were able to hear talks by many authors, including Gish Jen and Nancy Horan.

Richard Callaghan hosted a hybrid (in-person and online) series of Spring Lectures by Professor Dan Breen of Brandeis University titled "Great Moments in Polar Exploration".

Pam Aghababian kept our Teens busy with a Teentober Digital Scavenger Hunt and teen-recommended book display. The Teen Activity Group returned to the Meeting Room in late 2022. Pam also organized the 13<sup>th</sup> annual Peeps Contest back to the Library in March 2023. Everyone enjoyed viewing the imaginative dioramas displayed in the Library.

### Library Trustees

The FY23 Trustees were Fahad Alden, Padma Choudhry, Rachel Field, Elizabeth Hacala, Abigail Hafer, Michael Pulizzi (Chair), and Robin Grace Silbert. Ms. Silbert resigned in October 2022 upon the sale of her home in Bedford. Renae Nichols was elected to her first term, and Rachel Field was re-elected during the annual town election on March 11, 2023.

Trustees Rachel Field, Robin Grace Silbert, and Abby Hafer managed the Library Corporation from July until October when Ms. Silbert moved from Bedford. The Bedford Free Public Library Corporation supports the Library through gifts and bequests. The Corporation was founded in 1876 to create the first public library in Bedford. Throughout the years, the Corporation's support has allowed the Library to provide services and support professional development that could not be accommodated by the Town Meeting approved budget. In the past year, the Corporation provided the funds

## BEDFORD FREE PUBLIC LIBRARY

for ongoing website maintenance and financed travel expenses for attendance at the American Library Association Annual Conference, Digipalooza, Massachusetts Library Association Annual Conference, and the New England Library Association Conference.

### **Friends of the Bedford Free Public Library**

jump up from the fifteen folks who registered for Summer Reading in 2020.

Children's Librarians Bethany Klem and Elaine Garnache continued to delight children with a mix of in-person and Zoom offerings (depending on the local COVID-19 case counts) including story times, music, and craft activities. Many of the in-person activities were held outside, weather permitting. The Homeschool Book Club continued, and the Youth Service staff also offered a new program called Homeschool Hangout for homeschool families by the Town Meeting-approved budget. In the past year, the Corporation provided the funds for ongoing website maintenance, professional memberships in the American Library Association, the Public Library Association, the New England Library Association, and the Massachusetts Library Association, and financed staff attendance at the American Library Association Annual Conference, the Public Library Conference, New England Library Annual Conference, and the Massachusetts Library Association Conference.

### **Friends of the Bedford Free Public Library**

Using monies raised through membership fees, in-person book sales, and the online sale of used books, the hardworking Friends generously supported the Library with funding for programs to inform, enlighten, and educate patrons of all ages, including museum passes, public performance movie licenses, television series on DVD, the BookPage monthly

subscription, posters, bookmarks, and several new items for the Library of Things collection.

The Friends Officers were: Bonnie Kelly and Susan Rogalski, Co-Presidents; Renee O'Donnell and Margaret Jackson, Co-Vice-Presidents; Linda Connelly, Secretary; and Joel Shwimer, Treasurer.



### **Library Volunteers**

Volunteers Hayden Anderson, Lora Goldenberg, Zamir Merchant, Matt Richards, Jan Shepard, Blanche Wentworth, Linda Young, and students from the LABBB program at Bedford High School volunteered 622 hours of service to the Library. High School students doing Community Service donated an additional 67 hours. The Library staff is grateful for the extra hands.

### **A special thanks to:**

- Elaine Yang, an AARP-trained tax specialist, assisted residents with in-person tax preparation help.
- The members of the Bedford Garden Club, who once again volunteered their time, energy, and resources to beautify the

## BEDFORD FREE PUBLIC LIBRARY

Library grounds.

- The Daniel R. Nickerson Foundation for its continued support of our unique collection on learning and developmental disabilities.
- The Andrew Zuckerman Memorial Collection for funds to manage and maintain the Library beehive.

### Arts Steering Committee

Members of the Arts Steering Committee generously donated their time and talents in the selection and organization of artwork by local artists for display in the Art Gallery. The Arts Steering Committee members were Jean Hammond, Astrid Reischwitz, and Carol Rissman.

The Community Art Wall, opposite the Children's Room, is used for small exhibits of work by emerging artists, art students, and others who may not have enough work for a full show. The Library Director handles the bookings for this space and usually mounts three shows per year.

### FY24 PROJECTIONS

- Staff will investigate and review innovative services. This may include the introduction of outside lockers for book pickup after hours.
- Staff will continue to expand programming for adults and develop collections and initiatives to meet the needs of our diverse and growing community.
- Youth service specialists will continue to enhance the existing collections and programming for children and teens.
- Work on the much-needed HVAC capital project will be near completion.
- Security cameras will be installed, and critical staff will be fully trained on the necessary software.
- Elevators will be updated and will be operational.
- Digitization of The Jenks Trail Notebooks (1910-1916), The Bedford Enterprise (1915-1921 and 1931-1937), and the Trustees Minutes from 1888 to 2014 will be completed.



## CULTURAL AND HISTORICAL ACTIVITIES

### Cultural Council

**Barbara Purchia, FY23 Chair**

#### **PURPOSE**

The Bedford Cultural Council (BCC) is a state-funded, Select Board-appointed volunteer committee whose mission is to support community-based cultural projects in the Arts, Sciences, and Humanities.

The Massachusetts Cultural Council (MCC) provides annual fund allocation to 329 Local Cultural Councils (LCC) serving all 351 cities and towns in the Commonwealth. The State legislature provides annual appropriation to the Massachusetts Cultural Council, a state agency, which then allocates funds to each community. Additional funding is provided by the Town and through fundraising.

#### **FY23 HIGHLIGHTS**

MCC state-funding allocated \$6,900 to BCC, a \$600 increase from FY22. The Town allocated \$6,000, a \$1,400 increase from FY22, toward the total funds-to-grant pool. Thirty-six grants were awarded totaling \$13,837 to twenty-nine organizations and individuals.

Virtual or digital programs and activities were allowed in FY23 and four extensions were granted for FY22 grant applicants who were not able to complete their programs.



## CULTURAL AND HISTORICAL ACTIVITIES

### Cultural Council

<b>Applicant Name</b>	<b>Project</b>	<b>Amount</b>
Bedford Arts and Crafts Society	Series of Artist Demonstrations and Craft Workshops	\$400
Bedford Arts and Crafts Society	Bedford Arts and Crafts Service Project	\$300
Bedford Center for the Arts, Inc.	BCA 2022-2023 Program Series	\$250
Bedford Desi Group	Bedford Diwali Celebration	\$500
Bedford Desi Group	Bedford Desi Holi Celebration	\$250
Bedford Embraces Diversity	MLK Jr. Community Day	\$600
Bedford Free Public Library	Traveling Makerspace - 2 Sessions	\$450
Bedford High School	Author Zoom Visit and Books: Social Justice & Sports theme	\$700
Bedford High School	World Language Celebration Week	\$300
Bedford High School Black Student Union	Black Boston	\$600
Bedford High School Performing Arts Department	BHS Auditorium Spotlights	\$750
Bedford Historical Society, Inc.	Town Wide Newsletter	\$450
Bedford Historical Society, Inc.	Town Wide Newsletter	\$450
Bedford Historical Society, Inc.	Community Lecture Series	\$400
Bedford Mothers Out Front	Bedford Pumpkin Smash	\$300

<b>Cultural Council</b>
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Bedford Rotary Foundation, Inc.	Rotary Club of Bedford Winter Community Breakfast	\$250
Jill Butler	Author visit to BHS	\$500
Nelson Dale	Who Is the Earth?	\$330
Discovery Museum, Inc.	Open Door Connections	\$150
Brad Conner	Dancing Through the Ages	\$300
Friends of the Bedford Council on Aging, Inc.	Brochure	\$150
Friends of the Job Lane House, Inc.	Job Lane Farm Museum Family Field Day	\$500
Friends of the Job Lane House, Inc.	Job Lane Farm Museum Student Docent Project	\$480
Girl Scout Troop 70426	Painting badge	\$250
Girl Scout Troop 72147	Missed Old Sturbridge Village Field Trip	\$187
Kammerwerke, Inc.	Kammerwerke Double Wind Quintet (2 concerts)	\$500
Lieutenant Job Lane School	Lane Lobby Math and Science Corner - Science Sensory Stations	\$390
Howard Newman	Musical Baseball Show	\$250
Parents Diversity Council, Inc.	Indigenous Peoples Day Celebration with the Red Hawk Singers & Dancers	\$400
Sarah Scoville	Bedford Utility Box Project	\$1,200
St. Paul Weekday Nursery School, Inc.	Chip & Farm agricultural education program	\$250
The Concord Chorus, Inc.	Spring Concert	\$100
The Concord Orchestra, Inc.	2022 -2023 Season and Music Director Search	\$100
The Delvena Theatre Company	Louisa's Girls	\$400
Greg P Vahan	Mythology & Beyond	\$250
Jan van Steenwijk	Ephemeral Moments	\$200

# Cultural Council

The BCC held a reception in June honoring FY22 and FY23 grant recipients with presentations and displays from many recipients.

The BCC also does an annual Community Input Survey. We receive input on several topics including the types of programming our community would like, how they hear about cultural events, and which events were attended. The 4 most important priorities for BCC funding are:

- Festivals, concerts, plays open to the public
- Arts education and enrichment
- Enrichment programs for children
- Projects celebrating cultural diversity

The BCC initiated and endorses a Community Input Survey suggestion to have a band shell in Bedford. Members of the BCC are participating in a working group to recommend the ideal band shell for Bedford.

The BCC is a member of the Bedford Cultural District Partnership. The BCC helped plan and participate in the Cultural District events during the year including the Holiday Artisans Fair and the Music & Arts Festival 2023. The BCC maintains the Bedford Artist Directory for the Cultural District Partnership.

Find us on Facebook at [www.facebook.com/bedfordculturalcouncil](http://www.facebook.com/bedfordculturalcouncil)



### FY24 PROJECTIONS

The MCC announces the LCC's FY24 state allocations in September. The Bedford Cultural Council will be seeking grant applications from September 1, 2023 through October 17, 2023. Applications are submitted electronically and reviewed in November. Award notification letters are sent in January. Any cultural project that meets the MCC and BCC guidelines and is completed between July 1, 2023 and December 31, 2024 is eligible for a FY24 grant.

Bedford funding priorities, local guidelines, information and forms are available online at [www.mass-culture.org/Bedford](http://www.mass-culture.org/Bedford). Contact [BedfordMACulturalCouncil@gmail.com](mailto:BedfordMACulturalCouncil@gmail.com) with questions.



## CULTURAL AND HISTORICAL ACTIVITIES

### Historic District Commission

#### **PURPOSE**

The Bedford Historic District Commission (HDC) was established in 1964 by a Town Meeting vote and ratified by the Massachusetts Legislature via the Acts of 1964 as amended as the guardian of the Bedford Historic District. As stated in the Commission's enabling Act, the purpose of the Commission is "the preservation and protection of buildings, places and districts of historic significance, [to be accomplished] through the maintenance of said buildings, places and districts as sites and landmarks compatible with the historical tradition of Bedford." A copy of these Acts, with more detailed information about how the Commission works, is available at the Code Enforcement Office at Town Hall.

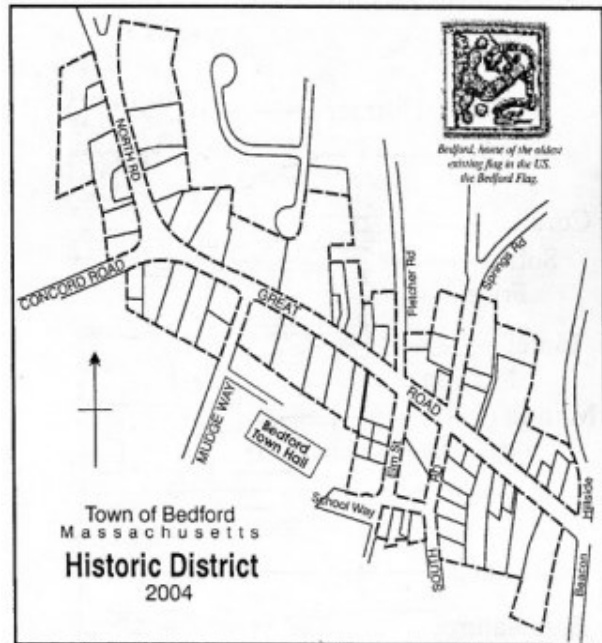
The Historic District runs west along The Great Road, from the Bacon Road/Hillside Avenue intersection, around the Town Common, and then to the intersection of North Road and Carlisle Road. A detailed map is also available at the Code Enforcement Office.

The HDC members are appointed by the Select Board for a three (3) year term. There are five (5) full members and two (2) alternates. The alternate members are encouraged to attend all meetings, participate, and be ready to step in as a voting member as needed. The Commission meets the first Wednesday of each month (more often as needed to help an applicant) for business meetings and public hearings. The Acts mandate that the Commission consist of a member of the Historical Society or Historical Preservation Commission, an architect or person in the building trade, and a resident of the Historic District. The rest are Town residents who have an interest and/or background in historic preservation.

Any resident interested in joining the HDC should contact the Town Manager's office to inquire about volunteering.

#### **FY23 HIGHLIGHTS**

During FY23, the HDC approved applications related to commercial signage, landscaping, and windows. After two years of virtual meeting due to the pandemic, the Commission transitioned back to in-person meeting, fostering personal interactions with applicants and the public.



#### **FY24 PROJECTIONS**

The Town of Bedford staff and its team of architects and engineers have appeared the Commission several times in an informal capacity to provide updates on the proposed Fire Station project at 139 The Great Road. The HDC anticipates that the Town will appear before them in the next Fiscal Year with a formal application. The HDC will, as always, continue to ensure the preservation of historic houses and buildings in its jurisdiction.

# CULTURAL AND HISTORICAL ACTIVITIES

## Historic Preservation Commission

**John Linz, Chair**

### **PURPOSE**

The purposes of the Historic Preservation Commission (HPC) are preservation, protection, development and management of Bedford's historical, archaeological and cultural assets. Like other local historical commissions throughout Massachusetts, Bedford's HPC undertakes historic preservation planning; inventories the town's historic properties; prepares National Register of Historic Places nominations; applies for Survey and Planning grants from the Mass. Historical Commission (MHC); participates in the Mass. Preservation Projects Fund (MPPF) program to preserve municipal properties; comments on state or federal projects that may affect historical or archaeological resources; advises the Select Board and Town boards; provides oversight for the town's Job Lane historical museum; administers the provisions of Bedford's Demolition Delay bylaw; and engages in various activities to educate the public about the town's historic resources.

### **FY23 HIGHLIGHTS**

**Preservation of Historic Buildings:** The Michael Bacon House, 229 Old Billerica Road, was built circa 1671 and is believed to be the oldest surviving house in Bedford. The HPC and the previous owner explored the possibility of the town's purchase of a preservation restriction on the property. A historic preservation restriction can remain an option for the new owners. This restriction would be made part of the deed and would add specific restrictions on the future development of the house, intended to preserve its historical character. The discussions continued with the heirs when the owner passed; the heirs have since sold the property to a developer. As a

historic building built before 1943, it continues to be subject to the Demolition Delay Bylaw.

**Demolition Delay:** The HPC is responsible for administering the town's Demolition Delay bylaw for properties built before January 1, 1943, or built at an unknown date. If such a structure is proposed for demolition, and it is not located within the Historic District, the application comes before the HPC for review. HPC then determines whether the property has historic significance and designates it as either Significant or Not Significant. If Significant, HPC then holds a public hearing to determine whether the property is to be Preferably Preserved. If so, HPC may then impose a demolition delay of up to eighteen months. The delay provides time to seek alternatives to destruction, such as having the structure moved to another location; if demolition is going to occur, HPC can offer to lift the demolition delay early if the owner and HPC can come to agreement on the appearance of any replacement structure.

This year, one property was acted on by the HPC under the terms of the Demolition Delay bylaw. The property at 53 Page Road was determined to be Not Significant and no further action was taken.

**Municipal Properties:** In line with the HPC's purpose, the Commission actively supports the preservation, protection, development, and management of Bedford's historical, archaeological, and cultural assets.

**OLD BURYING GROUND.** The HPC works with the DPW to oversee and monitor the upkeep and maintenance of the Old Burying Ground. HPC members visit the old cemetery to determine if there are any issues that need attention. These issues are brought to the attention of the DPW for repair.

## CULTURAL AND HISTORICAL ACTIVITIES

### Historic Preservation Commission

**SHAWSHEEN CEMETERY.** The HPC works with the DPW in monitoring the of *The Shawsheen Cemetery Preservation Plan*, as submitted to the Massachusetts Historical Commission. Most of the work of the Plan has been completed, although work on the Memorial Gates at the main entrance remains to be done.

**DEPOT PARK.** The historic restoration of the Passenger Depot has been completed but HPC continues to monitor the Park's improvements with the goal of preserving its historical character.



DEPOT PARK

The HPC has oversight responsibility for management of the town-owned Job Lane property at 295 North Road. The HPC coordinates its activities with the Bedford Dept. of Public Works, Facilities Department, and Friends of the Job Lane House under a Memorandum of Understanding (MOU) that outlines respective responsibilities among those organizations.



JOB LANE PROPERTY.

Under HPC supervision, Friends of the Job Lane House, a private organization, operate house tours as well special programs throughout the summer and fall. A special event this year was the Family Field Day. This was a fun day for families that included rides in a miniature horse cart, child-friendly goats, live music, ice cream, and activities for adults and kids that demonstrated facets of living during our earlier history.

A house inspection last fall showed the Job Lane House needed a new roof. The Facilities Dept. organized a project with a funding plan that was presented and approved at the Annual Town Meeting in March. The new cedar shingle roof is expected to be completed by late summer.

The Bedford Garden Club continues to maintain the Lillian Dutton Memorial Herb Garden, as well as the seasonal flower gardens around the house. The Melinda Dietrich Native Plant Garden, along the fence bordering the parking lot, continues to thrive.

### HPC PROJECTS

**HISTORIC HOUSE PLAQUES** - HPC continues its historic house plaque program. Owners of historic properties are encouraged to display plaques mounted on the building facade showing its date of construction and, if desired, its historic name. Applications are obtained



LILLIAN DUTTON MEMORIAL HERB GARDEN

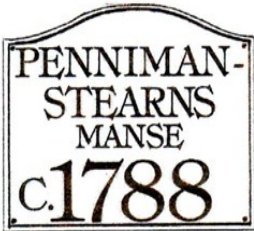
# CULTURAL AND HISTORICAL ACTIVITIES

## Historic Preservation Commission

from the HPC or the Town Manager's office. After confirmation of the proposed date and wording by HPC, the owners can then order the plaques.

### TOWN COMMITTEES

Members of the HPC have been represented on the Town Museum Study Committee, the Community Preservation Committee, the Fawn Lake Study Committee, and the Cultural District. They have given a report of the progress and process of each of these groups at each monthly meeting.



### FY24 PROJECTIONS

Many of the above activities are projected to continue into FY 2024. A new planning initiative hopes to develop interpretive signs for many of our significant historic sites around Bedford.



### National Register of Historic Places in Bedford:



First Church of Christ  
Congregational



Beacon-Gleason  
Blodgett Homestead



Pasture at Old Billerica



Jones House



Nathaniel Page House

## CULTURAL AND HISTORICAL ACTIVITIES

### Town Historian

#### TOWN HISTORIAN

**Sharon McDonald, Bedford Town Historian**

#### PURPOSE

The Town Historian is a source of information whenever questions arise about the life, families, buildings and events in Bedford from long before its Incorporation in 1729 to the present. She not only answers specific questions, but also responds to requests for speaking engagements, newspaper articles, genealogical data, and source materials for scholars. Proactively, she researches and makes opportunities for sharing Bedford's rich history.

#### FY 2023 HIGHLIGHTS

It was a busy year. I enjoyed researching and answering questions from many individuals, Bedfordians and non-residents as well. I was invited to speak at Bedford's second Juneteenth commemoration, as well as give a speech at Bedford's annual Pole Capping reenactment for the eighteenth year. A true/false quiz was the subject of my booth at Bedford Day. In October, I gave away many copies of a pamphlet I had prepared especially for Indigenous People Day on the history of Indigenous People in the area we now call Bedford. Showing the Bedford Flag always makes me proud of our Town's treasure, and I was called upon to do this many times including once for a Bedford High School Reunion. The greatest effort was showing the Flag to the entire 5<sup>th</sup> grade, two classes at a time, on the Bedford Walk of History. Carleton-Willard village sponsored two bus tours of Historic Bedford and I was their tour guide. I gave a program entitled "Four Bedford Characters of the Latter 1800s - Part 3" to the Bedford Historical Society's Annual Meeting. A piece of mine was included in The Bedford Citizen's "Bedford Guide," which is sent to

every household in Bedford.

#### FY 2024 PROJECTION

Another bus tour of historic Bedford is planned for Carleton-Willard Village. I hope for a stronger relationship with the Bedford Schools. A piece is already in press for this year's "Bedford Guide." I will enlarge, revise, and print a more professional-looking version of last year's booklet about Indigenous Peoples in Bedford before 1700 CE, giving it to teachers and selling it at a nominal price around Town. The Bedford Historical Society has scheduled me to give a program for its May, 2024 Annual Meeting entitled "Four Bedford Characters – Part 4." In cooperation with the Historical Society, I am planning to publish a short book compiling all four lectures on Bedford Characters. There's so much more to Bedford's history than 1775! I expect to go on working closely with the Historical Society over the year and to serve on its Board.

I continue to take pride in being Bedford's Town Historian. Our history is fascinating!



# CULTURAL AND HISTORICAL ACTIVITIES

## Arbor Resources

**BARC**  
**Daniel J. Churella, Chair July -January, 2023**  
**Molly Haskell, Chair January-June, 2023**

**PURPOSE**

The purpose of the Arbor Resources Committee (BARC) is to enhance the quality of life in Bedford by assisting the Town in managing, protecting, preserving and developing trees on publicly-owned lands in such a way as to promote a diverse, healthy and sustainable urban forest and by encouraging similar preservation and development of arbor resources on private lands.

**FY23 HIGHLIGHTS**

**Membership**

An additional member with extensive experience in landscape architecture and community forestry was appointed to the Committee and one member retired, leaving the committee with six of the authorized seven members.

**Focus**

Several Town projects during the previous year convinced BARC that the current Town Tree Policy has serious weaknesses, and it is ineffective at protecting and preserving mature trees. These same projects also demonstrated the need for a Trees Master Plan that would bring tree advocacy into public projects at the beginning of planning, rather than at the end

*Elizabeth Knox, BARC member, demonstrates the*



*proper way to plant a "ball & burlap" native swamp white oak at Shawsheen Cemetery in April, 2023. Proper planting ensures the tree will thrive.*

A Tree Master Plan would also determine what areas of town are in need of tree maintenance or planting and drive tree related town projects. Developing a **Revised Tree Policy** and promoting a **Trees Master Plan** were the primary focus of BARC’s energy and attention this year.

**Revised Tree Policy**

BARC pursued a major update to the Town Tree Policy rather than a more extensive Tree Protection Bylaw, as advised by the committee’s Select Board liaison. The goal is to more effectively preserve Bedford’s publicly



**Balled and Burlapped Trees**

- Root ball should be firm to the touch, especially near the trunk.
- Root ball should be adequate for the tree’s size.

## CULTURAL AND HISTORICAL ACTIVITIES

### Arbor Resources

owned trees, with an emphasis on preserving mature trees. Work began with research into how neighboring Towns have implemented robust tree protections: Cambridge, Arlington, Somerville, Medford, Lexington, Concord, and Weston.



*Arbor Day tree planting demonstration*

The findings were consistent and clear. All of the comparison Towns set meaningful tree removal fees on a per inch diameter basis ranging anywhere from \$200/inch (Lexington), to \$875 (Cambridge). This has been highly successful in preserving publicly owned trees. Just as important, the comparison Towns had long term broad-based support from voters who demonstrated an understanding of the financial, environmental and social value of preserving trees to their community.

BARC leveraged the hard work of our neighbors when setting out to revise the Tree Policy. As we approached what we felt was completion of the update, we moved to the next stage, getting community input, which is ongoing. We began presenting an educational slide deck to various committees and groups in town. The presentation focuses on the value of mature trees and the goals of a revised policy, together with high level details of proposed changes to the Tree Policy. Always, we seek feedback to incorporate into the policy. BARC will continue educational work with other committees and community groups. When ready, we will post a link to a recorded presentation to the Town website.

The current version of the Proposed Tree Policy and educational materials can be found on the Arbor Resources page of the Town website directory:

[NEW-Proposed Tree Policy 2023](#)

<https://www.bedfordma.gov/834/NEW-Proposed-Tree-Policy-2023>

BARC recommends beginning with the [Value of Trees FAQ](#), as well as the [Old vs. New Tree Policy](#). The full text of the Proposed Tree Policy is [here](#).

#### **TREES MASTER PLAN**

BARC began to push for a **Trees Master Plan** early in 2022. DPW Director David Manugian recognized the value of a Trees Master Plan for putting tree advocacy on an even playing field with other groups, promoting bicycles, sidewalks, and transportation. The Select



#### **Bare-Root Seedlings**

- Roots should be moist and fibrous.
- Deciduous seedlings should have roots about equal to stem length.

# CULTURAL AND HISTORICAL ACTIVITIES

## Arbor Resources



Board chose development of a Trees Master Plan as a priority for FY24. The Plan was included as part of DPW’s capital budget proposal and was approved by the Capital Expenses Committee. The Annual Town Meeting in March approved \$150K for Ash tree removal, replacement of lost Ash trees and development of a Trees Master Plan (approximately \$50K each).

BARC prepared a plan content outline based on Master Plans from various regional towns to inform the discussions. BARC discussed the process for developing a Trees Master Plan with Davey Resources Group, experienced consultants who worked on plans for several area towns.

With the DPW and a hired consultant in the lead, a committee will be formed from BARC and Town stakeholders, such as Planning, Select Board and DPW,. Community input will

be encouraged to keep the focus in the growth and preservation of Bedford’s tree canopy.

**The Minuteman Bikeway Extension Project** was a major focus of energy in Bedford this year. BARC held a public site visit and heard many arguments both for and against the project. After much research, discussion and careful consideration, the committee voted against supporting the project. Major factors in the decision included: difficulty in evaluating actual tree loss; significant loss of tree canopy and understory; loss of many mature trees to make room to park cars; survival rate of small replacement trees; opportunity for invasive plants to flourish; mature tree loss contributing to the accelerating rate of climate change. A statement of BARC’s position was sent to the Select Board and presented at Town Meeting.

**Community Education**  
BARC launched a Bedford Friends of Trees Facebook page:

[www.facebook.com/profile.php?id=100089667707205](https://www.facebook.com/profile.php?id=100089667707205)

**The goal of this page is to** “foster a positive page dedicated solely to trees and their value... this page is for ‘tree huggers’ of all ages!”

**Emerald Ash Borer (EAB)** is a widespread lethal threat to ash trees in 36 states, striking dozens of Bedford’s publicly (and privately) owned ash trees. After discussions with BARC, he DPW decided to address the whole of the Town’s infestation, working with a consultant



### Container-Grown Trees

- Container should not contain large, circling roots.
- Pruned roots should be cut cleanly, none wider than a finger.
- Soil and roots should be joined tightly.

# CULTURAL AND HISTORICAL ACTIVITIES

## Arbor Resources

to identify trees that could be preserved. Lack of tree inventory made it difficult to identify all ash tree locations. Since ATM voted money to address EAV, BARC anticipated this will be folded into the Tree Master Plan, which ideally, will also include replanting trees lost to EAB

BARC submitted an open letter to the DeVellis Group, the Select Board, and the Town, advocating for up front planning to preserve mature trees as much-needed housing goes in at a nine-acre wooded site. In response, Mr. DeVellis wrote that he intends to involve BARC in further plan development.

BARC continues to advise the Town and others at Tree Hearings and Appeals, as well as to work with the Historic District Commission as needed, such as at the Police Station and Blake Property. BARC tracks tree-related issues that arise from other causes, such as the G3-SEI gas leak at the old Papa Gino's site.

BARC celebrated Arbor Day by with a training and demonstration of how to plant a tree at Shawsheen Cemetery in April. BARC also made plans for a series of invasives identification walks to raise awareness and create a community coalition around the threat of invasives. The walks were planned at various

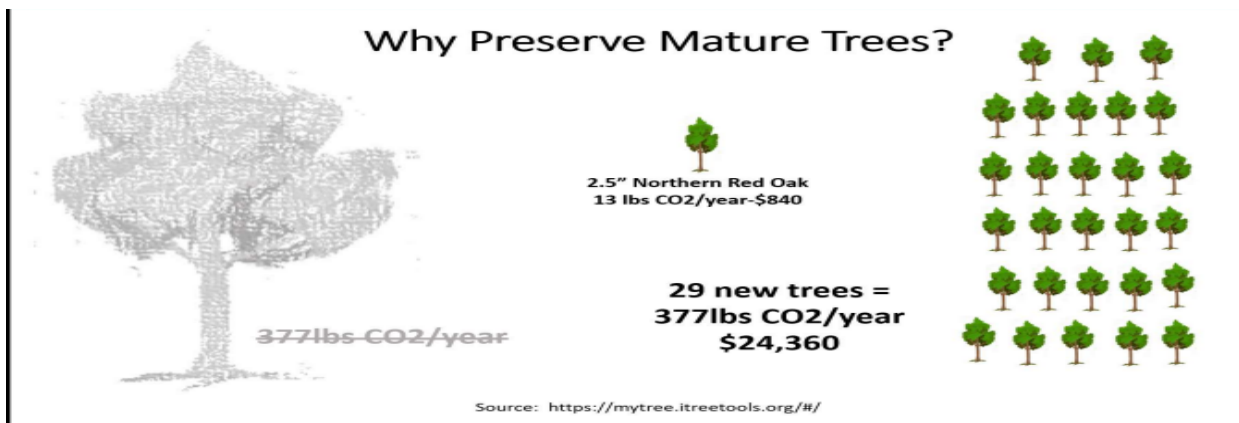
times of the year in order to coincide with key points during the growing season, when invasives are easiest to identify.

BARC members Dan Churella and Molly Haskell continued training and education by attending a Tree Stewardship seminar sponsored by the Massachusetts Department of Conservation and Recreation, together with Nick Pouliot, Bedford's Tree Warden.

### **FY24 PROJECTIONS**

For the near term, BARC will have two high priority goals:

**Tree Master Plan:** Working with Town employees, volunteers, and community stakeholders, BARC looks forward to creating a plan to preserve and promote Bedford's publicly owned trees, dovetailing with **the work of the Town's other important projects to protect, educate, house, and provide transport for Bedford.** BARC sees all these goals as fully compatible with preserving mature trees and creating a Town that is literally and technologically greener.



# CULTURAL AND HISTORICAL ACTIVITIES

## Arbor Resources-

**Updated Tree Policy:** With a fully developed set of proposed updates, BARC looks forward to continuing to make the case to the Town for Longer term, BARC will begin a more concerted effort to tackle the problem of invasive plants in Bedford, reaching out to create a Town-wide coalition to address the issue.



Invasive: Japanese Knotweed, Narrow Gauge Trail



Invasive: Japanese Knotweed, Narrow Gauge Trail sprouts



Swamp Oak in Full Leaf



Invasive: Glossy Buckthorn

## OTHER CITIZEN COMMITTEES

### Bedford Housing Authority

**Brenda Peacock, E.D. on behalf of Ellis Kriesberg, Chair**

#### **PURPOSE**

Bedford Housing Authority (BHA) is a real estate service organization providing affordable housing for people of low and moderate income through direct housing in government owned developments. The Bedford Housing Authority is an independent and quasi-municipal agency, charged by statute with providing safe and affordable housing for eligible persons. It is a public body, politic and corporate, duly organized, and existing pursuant to Massachusetts General Laws, Chapter 121B, and Section 3.

The BHA administers 100 housing units, including 80 units of Chapter 667 Elderly/Handicapped housing at Ashby Place, 12 units of Chapter 200 Veterans/Family housing on Elm Street, and an eight-unit property on Railroad Avenue, which is overseen by the Department of Mental Health. In addition, the Authority also subsidizes 19 units for low-income voucher holders at Bedford Village and administers a contract for 8 rental assistance vouchers throughout Massachusetts.

BHA properties are managed and maintained by the Bedford Housing Authority, with an Executive Director, Administrative Assistant, and a two-person maintenance staff. Funding for maintenance and capital improvements is sourced through property operations, state public housing appropriations, local HOME funds and other sources as needed.

The Board of Commissioners of the Authority is the policy-making body of the agency and is legally responsible for the overall operation of the Authority. The Board of Commissioners are Ellis Kriesberg, *Chair*; Lauren Crews, Vice-

Chair, William S. Moonan, Treasurer, Kim Lovy, Member; and Kathleen Smith, Member. The Executive Director, along with Authority staff, manages the day-to-day operations of the Authority. There is one full-time and three part-time employees.

The board meets on the second Tuesday of each month at 7:00pm using the online application, Zoom or in-person at Ashby Place Community Room. Special meetings are held when necessary.

#### **FY23 HIGHLIGHTS**

##### **Ashby Place, Elderly/Handicapped Housing**

As of August 2023, there were 3,666 applications on file for elderly/handicapped housing at Ashby Place. In FY 2023, there were eight (8) vacancies. Emergencies receive first preference and are placed first on the waiting list, Veteran's receive second preference and Bedford residents receive a local preference and are placed before out-of-town applicants. Currently, 1% of total assets are calculated in with other sources of income for rent calculation purposes. There is no asset limit for applicants of Chapter 667 housing; however, applicants must meet the annual income limits of \$82,950 for one occupant and \$94,800 for two occupants. This year the average rent received in this program is \$466 per month, which includes utilities and is based on 30% of the tenant's net monthly income. Laundry facilities, a Community Building with central cooling and heating, and meeting room space are available for tenant use.

# OTHER CITIZEN COMMITTEES

## Bedford Housing Authority

### **Elm Street, Family Housing**

As of August 2023, there were 9,956 applicants on our Family waiting list. In FY 2023, there was 1 vacancy. Emergencies receive first preference and are placed first on the waiting list, Veteran’s receive second preference and Bedford residents receive a local preference and are placed before out-of-town applicants. Family housing tenants pay 27% of their net income toward rent. There is no asset limit for applicants of Chapter 200 housing; however, applicants must meet the annual income limits of \$94,800 for two (2) occupants, \$106,650 for three (3) occupants and \$118,450 for four (4) occupants. In FY2023, the average rent received in this program was \$926 per month. The tenants pay for all the utilities except water and are given a heat allowance as a deduction from their rent.

### **Life Management Program**

The Life Management Program is providing life management skills training and support through a contracted social service provider, Community Teamwork, Inc., in order “to guide affordable housing residents toward increased employment and economic independence” using assessment, specific goal setting and financial incentives. The initiative is designed to provide a continuum of services that integrates the components of many existing federal and state agency programs to ensure families are connected to all of the resources necessary to stabilize their living situation and improve their quality of life.”

Community Teamwork, Inc. meets with each participating family one on one on a bi-weekly basis. In addition, monthly programs are also provided, i.e., Financial Education, Runway to Savings and Budgeting.

As of the end of June 2023, 13 affordable

housing families who are residents of, or hold a Massachusetts Rental Voucher (MRVP) through Bedford Housing Authority are currently enrolled in the program.

### **20 Railroad Ave.**

This project was built through the State-assisted Chapter 689 Program for special needs populations and is staffed by the Department of Mental Health. The project has two units, each with four bedrooms to assist eight individuals. The project was initially occupied in 1993. Special services include 24-hour professional management staff, central air conditioning, location adjacent to a conservation area, and proximity within walking distance to local stores. Applications and tenancy for Railroad Avenue units are administered by the Department of Mental Health. The BHA completes capital improvements and provides operating maintenance on the property.

### **FY24 PROJECTIONS**

The BHA’s goals moving forward are:

#### **Ashby Place**

1. Replace all bathroom exhaust fans
2. Development wide common area stairwell floor replacement

#### **Elm Street**

1. Replacement of roofs

#### **20 A & B Railroad Ave**

1. Kitchen floor replacement

Continue to preserve affordable housing for a more diversified group and to maintain affordability.

## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

**Christina H. Wilgren, *Chair***

#### **PURPOSE**

The purpose of the Bedford Housing Partnership (BHP) is to implement affordable housing programs and encourage the growth of the supply of affordable housing within the Town of Bedford. This is contained in the Town's By-Laws, Article 23.3. The BHP works to carry out the strategies contained in the Town's Comprehensive Affordable Housing Plan. This Plan was developed in 2001 and has been updated in the Comprehensive Plan of 2012. This plan calls for the Town to encourage the development of affordable housing scattered throughout the town on a small scale and consistent with neighborhood character and Smart Growth principles.

The BHP also has the goal of ensuring the implementation of the Town's Fair Housing Plan, which was accepted by the Select Board in 1983. This means publicizing Bedford's responsibility to meeting the housing needs of minorities and female-heads-of-households, identifying potential barriers to meeting these needs, and recommending solutions to the Select Board.

Bedford's Comprehensive Plan calls on the Town to remain comfortably above the 10% affordable housing threshold in the Subsidized Housing Inventory (SHI) as defined by the Massachusetts Department of Housing and Community Development. Massachusetts General Laws Chapter 40B is a state law, which allows developers to appeal proposed housing projects to the State's Housing Appeals Committee if rejected by the Town's Zoning Board of Appeals (ZBA). If a town has below 10% affordable housing, a developer has a much better chance of obtaining a ruling in their favor over a town's objection. Because

Bedford is above the 10% threshold, the ZBA and Planning Board can guide development in the Town without the possibility of overrides from the State's Housing Appeals Committee. The BHP is working to ensure the Town never falls below this 10% State-mandated benchmark by preserving the existing affordable units and encouraging the development of new affordable units and meeting the needs of various communities in need.

Although Bedford has exceeded the 10% threshold, this does not mean that the Town has met all of its affordable housing needs. There are many families who cannot afford the housing that qualifies as affordable in the SHI. Most affordable housing developments have a maximum income limit of 80% of Area Median Income (AMI), which for a single-person household is currently \$78,300 and for a family of four is currently \$111,850. The AMI is determined by the U.S. Department of Housing and Urban Development and is published annually. The BHP continues to look for opportunities to encourage the development of affordable housing that meets the needs of low and moderate income households in our increasingly expensive housing market.

Additionally, although the state inventory shows over 10% subsidized housing in Bedford (currently at 18.43%), this includes a significant number of market rate rental units. There are several mixed-income projects which qualify for inclusion on the state's subsidized housing inventory, including Chapter 40B developments. For rental projects, the state counts all of the units in a rental development on its subsidized housing list even though only 20-25% of the units are considered affordable. The net effect is that only a small fraction of the units in mixed income rental developments,

# OTHER CITIZEN COMMITTEES

## Bedford Housing Partnership

Humanity options, most of the “affordable” rental and ownership opportunities require a minimum wage of approximately \$49/hour but the state minimum wage was raised from \$14.50/hour to only \$15/hour January 1, 2023, leaving many completely out of housing options and straining many others making 3 times minimum wage. For homeownership projects, the state counts only the units that have permanent deed restrictions limiting their sale price to what is affordable to households making up to 80% of the AMI. Bedford has 61 deed-restricted, affordable homeownership units spread across thirteen different developments. The most affordable houses created were Habitat for Humanity homes which enabled families earning significantly below the 80% AMI to live in our community. Home ownership is not only qualitatively different from renting but is also the only way to create home equity. However, rental units are 90% of the affordable housing options created in Bedford.

### **EMPLOYEE STATISTICS**

The BHP does not have any dedicated employees. The staff of the Town Manager’s office provides support. The Regional Housing Service Office (RHSO) serving Acton, Bedford, Concord, Lexington, Maynard, Sudbury, Wayland and Weston has been adding great value to our affordable housing efforts. During FY22, Community Preservation Act (CPA) funds allocated for affordable housing consulting services were expended to pay for the RHSO services. These services are necessary in navigating the rules of affordable housing development, analyzing proposed developments, developing new programs, managing existing programs, and monitoring the existing affordable housing stock.

### **FY23 HIGHLIGHTS**

Tony Fields of the Planning Board (PB) provided an overview of their priorities in terms of housing relying on the 2019 Housing Study to guide them. He suggested that BHP could be of use in a coordinated effort with PB to support different types of housing, work to ease restrictions on two-family housing, revisit our no longer permitted Industrial Mixed-Use zoning, demolition delays, try to preserve some existing smaller homes, encourage the inclusion of housing above or behind businesses, support the MBTA Housing Choice law. BHP hopes to work with Planning Board, Select Board, Council on Aging, Bedford Housing Authority, Zoning Board, and others to eliminate information silos and coordinate and streamline the production of needed housing stock.

BHP began a review of the 2019 Housing Study to see what priorities and goals we should focus on to make the best difference in town. Initial thoughts include a First Time Home Buyer Program, support for Accessory Dwelling Units, a Home Share Program, a way to fund Affordable Housing needs for seniors in Assisted Living which Bedford omitted in the South Rd Senior housing, and expand the services offered by Bedford Housing Authority to more residents but much more discussion will be forthcoming. Updating the information on the town website to make it easy to use and a useful resource for residents in accessing local, state, or regional programs, tenant services, inventory of Affordable Housing, as well as laying out the expectations and process for developers to understand and prepare in an informed way before coming to the BHP which is an early requirement in many developments. Helping developers streamline their preparation process would help lower the cost of production, thus help lower the cost of

## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

housing and make the process easier for all involved. This is an ongoing discussion with a subcommittee brainstorming it as part of the process which may require adjustments and refinements as developers and the town learn what are the best practices for Bedford. We hope various committees and boards will be able to coordinate expectations to maximize the utility of the Developer's Guide sort of information we hope to produce.

#### **Carlisle Road Development**

As this is one of the last large developable parcels in town, it is critical to work with the town and developer to make the most of this land and location. There were lengthy presentations of possible project ideas in the concept phase for parcel A and parcel B and a 3-member subcommittee was formed to meet with the developer to dig into and brainstorm. The developer says he hopes to fulfill some of the long-standing housing needs as highlighted in the Comprehensive Plan and Housing Study.

#### **Detached Accessory Dwelling Unit Creation**

A potential Community Preservation Project Submission for a Detached Accessory Dwelling Unit Loan Forgiveness Program was discussed.

#### **MBTA Two Family Housing**

The BHP listened with interest to updates on how the Housing Choice Initiative's MBTA 2-family house requirements might assist Bedford in lowering barriers to the creation of 2-family homes. Unfortunately, it seems even as the state tries to increase housing options, they failed to include a requirement for actually affordable housing in this legislation.

#### **Sustainability Director**

The BHP supported the work that a Sustainability Director could do for Bedford in bringing our departments and town together in

a better understanding, and implementation, of sustainable building and sustainable practices. From an affordable housing standard already in the Bedford Housing Study, Goal 3 of an Environmentally Sustainable Housing is already a known desired goal.

#### **Ashby Road Property Maintenance**

In FY20 \$19,345 in HOME funds were allocated for improvements to the roof and community room as needed at Ashby Place. The work was completed and the Ashby final HOME requisition was processed in FY21. In FY 22, the unused funds were put back for general use with the other HOME funds in Bedford's possession.

#### **Bedford Woods (100 Albion Rd.)**

A development company called Treetop Group purchased the Bedford Woods apartments at auction in 2018. Prior to its 2006 foreclosure, Bedford Woods planned to construct 3 apartment buildings containing 30 apartments per building. Only one building was completed and has been occupied since completion. BHP reviewed the proposal for completing 2 remaining unbuilt buildings at Bedford Woods by Treetop Realty Group including 25% affordable units. We discussed the increased number of units (40 units instead of the original 30 per building) and the negative impact on the size of units, limited sunlight due to the bowling alley format as well as the mix by number of bedrooms (1, 2 or 3 bedrooms) and location within the 2 buildings of the affordable units. Quality of life concerns were discussed as being meaningful and of concern to encourage the builders to be mindful of the quality of the housing units and the impact on the residents of the decisions they make when designing and building a mix of market rate and affordable units. Treetop Group ultimately decided to proceed as a different project. The

## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

of production, thus help lower the cost of housing and make the process easier for all involved. This is an ongoing discussion with a subcommittee brainstorming it as part of the process which may require adjustments and refinements as developers and the town learn what are the best practices for Bedford. We hope various committees and boards will be able to coordinate expectations to maximize the utility of the Developer's Guide sort of information we hope to produce.

#### **Letter of Support for Two-Family Zoning Bylaw 4.2**

While this is not going to increase Affordable housing, it could increase affordable housing options because two-family homes can be less expensive per square foot to build. It applies only to changes under 600 square feet and the Zoning Board can disapprove if they deem an applicant's change as injurious to the neighborhood. This points to the difficulty of allowing creative change that helps meet housing needs as boards balance multiple purposes and, in the end, prioritize one purpose over another. BHP wrote a letter of support for the two-family zooming bylaw noting concerns for non-conforming lots having to endure the difficult process of obtaining special permits and variances while conforming lots can build a two-family by right. We support the creation of two-family homes and we also support an equitable process for those many residents in non-conforming lots. A greater variety of housing is part of the solution to reduce housing costs for all residents.

#### **100 Plank Street**

Local Action Units application, a subcategory of the 40B LIP, was originally part of Taylor Pond development which was going to offer office space on the ground floor. It came back changing the office space to a fitness center and

housing. BHP discussed many topics including equitable access to parking, energy efficiency above code, universal design, verified in-unit laundry, concern about quite small units, what rents would be charged, bike storage, equitable distribution of affordable units in amongst market rate units. We asked for a more complete LAU Application and our questions to be answered before we could consider voting for approval.

#### **43 - 45 South Road**

This was a creative and interesting proposal that the members generally wanted more information about and would have liked to see if the state rules would permit it. Experts advised that the state housing rules and Bedford's rules are not flexible so would not accommodate it. However, this would have been the kind of out of the box thinking that would have provided more kinds of housing which Bedford lacks. Perhaps this proposal was just a bit ahead of its time and should point those concerned with the housing shortage to see where flexibility needs to be developed.

#### **Old Billerica Road/Michael Bacon Way**

We are watching this development with interest in seeing as many affordable units as possible. This is pending before the Planning Board.

#### **Carlisle Road Development**

As this is one of the last large developable parcels in town, it is critical to work with the town and developer to make the most of this land and location. It is a 171- unit project with both rental and homeownership units. There were lengthy presentations of possible project ideas in the concept phase for parcel A and parcel B and a 3-member subcommittee was formed to meet with the developer to dig into and

## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

The developer says he hopes to fulfill some of the long-standing housing needs as highlighted in the Comprehensive Plan and Housing Study.

#### **Accessory Dwelling Unit Creation**

There are only 64 ADUs in Bedford and the process in town is difficult to negotiate. Lincoln changed its property tax law to discount the amount of square footage of an ADU to assist in the creation of ADU's. Lincoln however, does not use CP funding and there are several complications including deed restrictions, tenant selection, etc. to be worked out. Research was done of what other towns or cities have done but much more research and details would have to be worked out. We will see how Lincoln's program works. There are only 64 ADUs in Bedford and the process in town is difficult to negotiate.

#### **Multi-Family Housing**

The BHP listened supported the Housing Choice Initiative's MBTA Communities Act Multi-family home requirements in lowering barriers to the creation of multi-family homes. Unfortunately, it seems even as the state tries to increase housing options, they failed to include a requirement for Affordable housing in this legislation.

#### **Bedford Woods (100 Albion Rd.)**

A development company called Treetop Group purchased the Bedford Woods apartments at auction in 2018. Prior to its 2006 foreclosure, Bedford Woods planned to construct 3 apartment buildings containing 30 apartments per building. Only one building was completed and has been occupied since completion. Treetop Group wishes to complete the originally planned construction of two additional 30-unit apartment buildings on the site. BHP reviewed

the proposal for completing 2 remaining un-built buildings at Bedford Woods by Treetop Realty Group including 25% affordable units. We discussed the increased number of units (40 units instead of the original 30 per building) and the negative impact on the size of units, limited sunlight due to the bowling alley format as well as the mix by number of bedrooms (1, 2 or 3 bedrooms) and location within the 2 buildings of the affordable units. Quality of life concerns were discussed as being meaningful and of concern to encourage the builders to be mindful of the quality of the housing units and the impact on the residents of the decisions they make when designing and building a mix of market rate and affordable units. Four affordable units were completed in 2023.

#### **Monitoring of Affordable Ownership and Rental Units**

The RHSO performs monitoring services as one of its core services. The monitoring scope reviews the existing affordable ownership and rental units to make sure the residents and landlords comply with the affordable housing regulatory agreements. For the ownership units, the RHSO monitoring identifies issues that could potentially cause problems at resale. For example, some units have recorded liens that are greater than the computed value of the unit. For rental units, RHSO checks three things: 1) that rents are calculated in accordance with the regulations of the Massachusetts Executive Office of Housing and Livable Communities (EOHLC), 2) that tenants meet the

## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

2) that tenants meet the income restrictions, and 3) that units are properly maintained. During the COVID-19 Pandemic, RHSO has had even more work ensuring a safety net for those who were economically affected through the Emergency Rental Assistance Program (ERAP) and fielding an increased number of housing concerns from residents.

#### **Bedford Strategic Housing Study Review**

The BHP is reviewing the 2019 Bedford Housing Study for potential affordable housing related projects that Bedford can undertake. Together with the Bedford Municipal Affordable Housing Trust (BMAHT) and hopefully with other committees and stakeholders we can make meaningful progress on these or other proposals. The information and suggested strategies from the Select Board's Housing Study will help guide the BHP as we try to find solutions to the mansionization of Bedford, ever increasing housing costs, the impact of insufficient income, and the needs of the elderly and others experiencing housing insecurity which all have been exacerbated by inflation.

#### **RHSO Sponsored Training and Workshops and Updates**

RHSO reviewed the LIP 40B process the purpose of which is to enable housing developments (including affordable housing) that do not meet local zoning requirements, kept the BHP abreast on details on participants of the Small Grant Home Repair Program, the Emergency Rental Assistance Program, Initial Rental Assistance Program, and Bedford Rental Relief Program.

#### **Fair Housing**

The BHP is committed to fair housing and works actively to oppose any sort of illegal discrimination in housing and encourage diversity

in our housing stock and population. The Housing Discrimination Complaint Form can be and submitted to the Fair Housing Officer via email. In addition to receiving and pursuing any fair housing complaints (of which there were none in FY23), the BHP has adopted many proactive strategies for promoting diversity. The BHP encourages the development of housing that meets a variety of needs (designed for families, seniors, handicapped, veterans, and different income levels and need to begin to consider the fastest growing population, that of single adults). The BHP requires affirmative marketing plans for all affordable housing and conducts an ongoing education campaign against housing discrimination, including a pamphlet distributed at town events including Bedford Day. To have a better understanding of discriminatory housing practices, the MetroWest HOME Consortium (a 13-town organization) led by the City of Newton has been running an ongoing test based on race in participating towns. Originally a 2-year program it may be extended if needed.

#### **FY24 PROJECTIONS**

##### **330 South Road**

This development has been moving through the Chapter 40B Local Initiative Program process including receiving approval from the Housing Partnership with a letter from the Partnership expressing approval to the EOHCL for review. We look forward to seeing the project completed.

##### **Carlisle Road**

We look forward to working with the developer to increase the homeownership opportunities in number and in lower levels of AMI below the standard 80%, and seeing what can be done for rentals which are increasingly unpredictable and unmanageable for too many.

## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

#### **Accessory Dwelling Unit Grants**

The BHP would like to find ways to lower the barriers to commonsense addition of Accessory Dwelling Units (ADUs) to Bedford's housing options. Myriad populations would benefit including the elderly, disabled, financially strained homeowners, as well as those in need of a less expensive place to call home in our ever increasingly expensive community. ADUs are never a fast-paced answer but even at the slow rate of implementation, for those who can create or reside in an ADU, it can be the answer to several needs that would otherwise be out of reach and ameliorate heavy burdens. In FY24, we will watch what Lincoln does and see what methods other communities may utilize. One example is the Boston Housing Authority's program which aids owners who are below 135% AMI and covers 50% of the costs. Onerous zoning and building codes drive up costs so one avenue is to reassess those codes. Learning from others and creativity would help us find ways to assist in the creation of detached ADUs especially for affordable units, or perhaps those willing to commit to renting to those in need.

#### **RHSO Sponsored Training and Workshop**

RHSO will offer a training post-purchase homeowner session in May and may offer tenant-focused training and will promote Fair Housing training in April.

#### **Monitoring**

The RHSO will continue to monitor rental and home ownership units in FY24 in order to maintain their inclusion on the Subsidized Housing Inventory. The town must proactively keep all affordable units affordable in perpetuity given the expense and difficulty of creating new affordable units.

#### **Tracking Expiring Use Affordable Units that may fall off the SHI**

Most affordable units have been created with Deed Riders that require affordability to be perpetual. Those units that have Deeds that do not require it perpetually must be kept in mind and have proactive plans and reserved funds to save them from falling off the SHI. Given the cost of housing, it is much more economical to save units than to have to create new ones to replace lost units. When an affordable unit is lost, the differential that would come to the town would not begin to pay for procuring or building a new affordable unit. The following units are on the Expiring Use list: Four units at 455 Old Billerica Rd (2027), 70 units at Bedford Green Veterans Housing (2046, 2036 & 2057), 60 units at Bedford Veterans Quarters, 2 units on Summer St if sold again need a perpetual deed rider, 10 units at Bedford Meadows if resold need to have a perpetual deed rider on the new purchases but are perpetual due to the Comprehensive Permit.

#### **Fair Housing**

The results of 2-year program assessing discriminatory housing practices led by the City of Newton will be analyzed and published. Based on the results, the program may be extended if needed.

#### **Bedford Gardens Upkeep and Concerns**

Unfortunately, thus far the potential lack of insulation in the units in this area seems to be an area out of the reach of the BHP and CPA due to the nature of the ownership - rental situation of these post World War II units. Increased energy costs as well as uncomfortable living are both concerns in such housing. Similarly, a deficit of a water supply

# OTHER CITIZEN COMMITTEES

## Bedford Housing Partnership

### Fair Housing

The results of 2-year program assessing discriminatory housing practices led by the City of Newton will be analyzed and published. Based on the results, the program may be extended if needed.

### Bedford Gardens Upkeep and Concerns

Unfortunately, thus far the potential lack of insulation in the units in this area seems to be an area out of the reach of the BHP and CPA due to the nature of the ownership – rental situation of these post World War II units. Increased energy costs as well as uncomfortable living are both concerns in such housing. Similarly, a deficit of a water supply has caused the Bedford Garden Club to decline maintaining the landscaping as they do in other areas of Bedford. Ideally a more systemic approach which perhaps enlists the services of Revise Energy or MassSave would be possible to fix these improperly insulated units. This issue should not be dropped so that hopefully solutions can be found.

Initial Rental Assistance, Small Grant Home Repair and Bedford Rental Relief Programs and the rehabilitation of 23 Winterberry Way will continue.

## OTHER CITIZEN COMMITTEES

### Bicycle Advisory Committee

**Peter Weichman, BAC Chair:**

**Garth McCavana, BAC Secretary/Clerk:**

#### **PURPOSE**

The Bicycle Advisory Committee (BAC) is committed to improving bicycle safety and expanding bicycle access and infrastructure in the Town of Bedford. This is not an easy problem due to the narrowness of the major thoroughfares (especially Route 62 and Route 4/225) and essential lack of adjoining public

work by many parties, the

Commonwealth of Massachusetts even agreed to fund the extension to the tune of \$11M, including extensive renovation of Railroad Avenue, and a tunnel under the Route 62/Concord Road crossing. Tragically, the project failed, by a substantial margin, to gain the 2/3 Town Meeting (with a record 1,100 participants) supermajority required for approval of the minor land takings need for the project to move forward.



space. However, the committee is dedicated to making progress wherever possible and permitted. BAC actively supports Safe Routes to Schools (SRTS) and other kids' cycling programs.

#### **FY23 HIGHLIGHTS**

Bedford is blessed with hosting the last mile and terminus of the of Minuteman Bikeway, an historic artery into Lexington and Arlington, and from there connecting into the extensive Cambridge bike path system, eventually reaching the City of Boston itself. For approximately ten years, BAC actively supported the extension of the paved bikeway outwards along the reformatory rail trail branch to the Concord border. After immense

#### **FY24 PROJECTIONS**

BAC, now under new leadership, is still regaining its legs after this loss. We will start moving forward again with small steps, such as adding safety signage along the Bedford portion of the bikeway. We will continue to engage with Lexington and Arlington bicycle groups through the multi-annual TriTown meetings. We will continue to nurture our relationship with the Bedford Transportation Advisory Committee (TAC), encouraging and supporting bicycle-adjacent projects. We will engage with DPW to improve maintenance along the Narrow Gauge Rail Trail (NGRT), including improvement of its connections to the Lane School as part of our more general SRTS collaborations.

# OTHER CITIZEN COMMITTEES

## Community Media Committee

**Mark Guetersloh, Chair**

The Community Media Committee serves Bedford’s cable television subscribers by monitoring the operation of the two licensed operators, Comcast and Verizon, and our Public, Educational and Governmental (PEG) access channel contractor, Bedford Community Access Television, Inc. (BedfordTV) for compliance with their respective licenses and agreements. Also, the committee makes recommendations to the Select Board about the licensing and operation of cable television in Bedford. Members are Ying MacDonald, Mark Guetersloh, Bryan Carr, Uma Kaundinya and Matthew



Porter. The committee met 4 times during the fiscal year.

**KEY ACTIVITIES AND ACCOMPLISHMENTS**

The committee accomplished three important projects during the year:

- Supported passage of Article at the Annual Bedford Town Meeting for Fiscal Year 2024 PEG Access budget
- Supported the Select Board in review of the contract renewal for BedfordTV to continue as the town’s PEG access channel contractor.

Additionally, at the end of the fiscal year, the committee worked with the Select Board and the BedfordTV Board to Directors to establish a working group to consider long term funding options for PED access programing as the decline in cable television subscribers is expected to continue.

At the March 27, 2022, Annual Town Meeting, Article 9, PEG Access and Cable Expense Related Budget Fiscal Year 2024 was considered. The Town appropriated the sum of \$285,840 for the PEG Access and Cable Related Budget for the Fiscal Year beginning July 1, 2023; and that in order to meet such appropriation the Town will transfer \$285,840 from the PEG Access and Cable Related Fund. This Article passed by simple majority. Of that total, \$235,155 is designated for BedfordTV operating expenses, \$35,000 for rent of the studio space located in Old Town Hall, and \$15,685 for production equipment to be used by BedfordTV.

**CABLE TELEVISION FINANCES**

The Town receives revenue from Comcast and Verizon through multiple surcharges that the companies place on subscriber bills. This revenue is intended to support the Town’s cable-related needs such as operation of the three Comcast and Verizon PEG access channels, Facilities Department expenses for the Old Town Hall studio and office space, the cable-related share of a town-wide communications network, and license renewal expenses. This money is held in a cable television special revenue account. Expenditures from this account are authorized through Town Meeting vote. At the close of FY 2023, the account had a cash balance of \$255,576.52

## OTHER CITIZEN COMMITTEES

### Community Media Committee

**FY23 Revenue:**

Comcast quarterly support	\$ 27,014
Verizon quarterly support	\$192,112
License fee	<u>\$ 39,248</u>
Total revenue	\$258,374

**FY23 Expenses:**

Town PEG Access Appropriation	\$250,840
Studio building expenses	<u>\$ 35,000</u>
Total Expenses	\$285,840

**FUTURE OUTLOOK AND ACTIVITIES**

- The committee plans to develop a proposed FY 2025 cable television budget for consideration by the Finance Committee and Select Board in early 2024.
- The committee will continue to monitor the Town’s cable TV revenues and disbursements and the performance of the licensed cable operators and the PEG access company.
- The committee will support the Select Board in the renewal process for the Comcast license agreement, which will expire in 2024.
- The committee will participate in the working group established with the Select Board and the BedfordTV Board of Directors to develop recommendations for long term funding options for PEG access programming.



# OTHER CITIZEN COMMITTEES

## Community Preservation Committee

**Lee Vorderer, Chair**

**PURPOSE**

The Community Preservation Act (CPA) allows any city or town in Massachusetts to adopt a property tax surcharge of up to 3% and to use these revenues and state matching funds for open space, historic preservation, affordable housing, and recreation. Bedford voted to accept the CPA surcharge in 2001, and it went into effect in FY02. A Community Preservation Committee (CPC) was formed to study and recommend how Bedford’s CPA revenues should be spent.

Twice each year the CPC reviews and updates the Community Preservation Program and Plan. Presentations are heard on the progress of plans in each of the targeted Community Preservation areas. Proposals are solicited and received, using a well-defined process that allows the committee to hear in-depth presentations from proponents of the various projects. Based on the information gathered during this process, the committee votes on preliminary recommendations for CPA spending and distributes a draft Community Preservation Program and Plan, incorporating the preliminary recommendations. A public hearing is held to review the draft Program and Plan and recommendations. In response to comments received at the public hearing, the Committee revises and submits the final recommendations to Town Meeting for approval. Only Town Meeting approved recommendations are funded.

Members of the committee are appointed by the Select Board.

Bedford’s Community Preservation Program and Plan contains an update on previously funded projects and future funding recommendations. It can be reviewed at Town Hall, The Bedford Free Public Library, CPC website page,

<http://www.bedfordma.gov/community-preservation-committee>. The webpage includes instructions on how to submit a CPC funding proposal.

Members of the Community Preservation Committee are pleased to help the Town carry out its long-standing intent of acting to preserve and enhance our town character.

**FY23 HIGHLIGHTS**

At the 2023 Annual Town Meeting, the following Community Preservation FY24 expenditures were approved:

1. Administrative- \$10,000
2. Affordable Housing Consultant (Regional Housing Service Office)- \$38,000
3. Archival Records Preservation- \$28,270
4. Athletic Field Fencing Rehab- \$43,000
5. Bedford Housing Authority Life Management Program-\$37,817
6. Bond Payment-350A Concord Road (end date of FY26)- \$331,913
7. Bond Payment-Town Hall MEP Project (end date of FY26)- \$91,375
8. Bond Payment—Liljegren Way/Mudge Way Athletic Fields (end date of FY27)- \$111,500
9. Bond Payment-Bedford Village (end date of FY28)- \$167,790
10. Bond Payment-Fawn Lake (end date of FY30)- \$203,625
11. Job Lane House Roof Rehab- \$71,500
12. Old Town Hall Elevator Controls Replacement- \$75,570
13. Springs Brook Park Walkway Rehabilitation- \$37,800
14. Trails Committee-Buehler Conservation Area Rehabilitation- \$152,000
15. Trails Committee- Pedestrian Bridges, Bog Bridges, Stone Dust, Trail Infrastructure-\$11,000

## OTHER CITIZEN COMMITTEES

### Depot Park Advisory Committee

**Joseph R. Piantedosi, *Chair***

#### **PURPOSE**

The committee's primary focus is to advise the Select Board on matters concerning Depot Park. The committee provides oversight to the Depot Park Revolving Fund, assists with developing financial reports that show current and forecasted revenue and expenses, works collaboratively with the Friends of Depot Park for the acquisition and restoration of historical railroad artifacts, seeks funding from Community Preservation funds, grants and other sources for the preservation of existing structures and other improvements to Depot Park, recommends policies for the tenants and other uses of Depot Park's buildings and properties, identifies maintenance and grounds issues for the upkeep of Depot Park along with capital improvements for its successful operation, reviews all proposals by parties to install signage, vending stations, vegetation, bike racks, benches and any other items on the grounds, and makes recommendations to the Select Board. The committee assists with tenant leases and lease language to protect the historic nature of the Depot Park buildings. The committee always uses its best efforts to recognize and promote the historical value of Bedford Depot Park.

#### **FY23 HIGHLIGHTS**

- The Depot Building new decking, railings and painting project went out to bid. Due to high inflation and underfunding of this project it was scaled down to only paint the front and left side of the building including lead paint remediation. The low bid came in at \$224,960 which was \$7,234 higher than the project budget of \$217,726 and had to be charged to the revolving fund. As of the end of August 2023 the new IPE

decking has been installed and painting work completed on the front and left side of the building. The new railings are scheduled to arrive and be installed sometime in October 2023. Additional funding to complete the painting work has been requested.

- New signage has been ordered to replace the two large and one small sign on the front face of the Freight House that are deteriorated. The new signs will be identical to the old ones and should be ready in October of 2023.
- The grounds maintenance was turned over to the Public Works Parks and Grounds Division. The committee and facilities worked closely with Nick Pouliot – DPW Parks and Grounds Supervisor) during the transition which was very successful.
- Depot tenants as of June 30, 2023 are Babe Ruth Baseball, the Glass Cooperative, Scott's Stone Carving Classes and For the Boyz Barbershop.
- A number of smaller-scale maintenance related projects were identified resulting from inspections by committee members and assistance from the Facilities and Public Works Departments. Larger pending projects include: oil tank replacement Depot Building, roof drain pipe rusted on the Depot Building, rail car water leaks Park Advisory Building.
- Expenses totaled \$49,503 (an \$11,879 increase) and revenues were \$41,227 (A \$376 decrease).
- The Rail Diesel Car 6,211 rentals totaled \$719.

## OTHER CITIZEN COMMITTEES

### Depot Park Advisory Committee

- Depot Park's revenues and operating expenses are transacted through a Revolving Account that is managed by the Facilities Director with input and oversight from the committee. The account's balance as of June 30, 20223, was \$73,027 (an \$8,276 decrease). FY23, operating.
- Under a non-exclusive license, the Friends of Bedford Depot Park resumed operation of a welcome center and museum inside the Freight House, which is typically open primarily on weekends during the bikeway season. That provides public access also to the Rail Diesel Car. Because of the pandemic, the facility had been closed throughout calendar 2020 and 2021. It reopened on a reduced schedule in July 2022. Profits from food and beverage sales in calendar 2022 totaled \$315.91, which was conveyed to the Town in March 2023 as a contribution to the Depot Park Revolving Fund.
- Restrooms at the rear of the Freight House were opened in April and remained open during the spring, summer and fall of this period.
- The Friends of Bedford Depot Park conveyed a donation of \$440.39 to open the restrooms on weekdays in November 2022 and April 2023. This donation may reoccur annually to keep the restrooms open on weekdays earlier in the spring and later in the fall. This is the ninth year of this donation.
- Assist the Facilities Department with the Depot building decking and painting project completion and utilize the additional \$75,00 funding to complete the painting work and other repairs on the Depot Building.
- Assist with obtaining additional CPA funding for repairs and painting work needed on the rail car and assist facilities with the implementation.
- Identifying and correcting site improvements and maintenance needs including Freight House building painting issues, roofing repairs to the Freight House and Depot Building, and landscape and site issues and maintenance.
- Providing input to Select Board on the space needs study discussions on options for, Depot Park and provide a historical perspective of Depot Park that recognizes the success of its current operation. We also have a privately funded slide show that illustrates what Depot Park would look like if the old VFW Building was removed to provide an improved view of the historic Depot Building and more open space.

### **FY24 PROJECTIONS**

We intend for Depot Park to continue to be financially self-supporting, well maintained, attractive and enjoyable for the public. High priorities include:



## OTHER CITIZEN COMMITTEES

### Energy and Sustainability Committee

#### **PURPOSE**

The Energy and Sustainability Committee (“ESC” or “Committee”) will proactively identify and advise the Select Board on policies and procedures to efficiently and effectively manage municipal and school energy expenditures and reduce community greenhouse gas emissions.

The Committee shall:

- develop and recommend updates to the energy policies relating to town and school buildings and other town assets
- make recommendations regarding energy conservation, energy efficiency, energy procurement (town and community), greenhouse gas reduction, energy education programs, alternative energy opportunities, and other sustainability initiatives
- coordinate with town staff, consultants and other community members in the creation and implementation of a Net Zero plan, as may be established
- analyze and communicate how energy use and costs impact the town
- educate and raise awareness among Bedford residents regarding energy efficiency and greenhouse gas reduction

#### **FY23 HIGHLIGHTS**

ESC continued to support recruitment efforts for the newly funded (in FY23) Energy and Sustainability Manager position. In spite of varied recruitment efforts by the committee and others the position remained unfilled throughout FY23. During the course of the year the importance of this position to help improve Bedford’s overall energy sustainability posture has become even clearer. Unfortunately, we are competing with towns in our area who also fund or recruit for

replacements for this staff skill set.

The Committee initiated investigation into the feasibility of adopting an energy use disclosure by-law or ordinance for the Town. The Committee also began outreach support for the State’s new (December 2022) Stretch Building Code.

Bedford’s second Community Choice Aggregation (“CCA”) contract remained in effect for the fiscal year and runs through December 2024. The total clean energy provided to participants in the default service is 44% in 2023, rising to 46% in 2024. Additionally, Bedford residents have the choice of opting up to 50% or 100% renewable energy. During the year the Committee conducted various outreach events to help spread the word on the value to town residents of participating in the CCA program. The Committee continues to work with Good Energy, the program consultant for the town, to monitor participation rates and trends. Information related to the CCA program was periodically updated on the Committee’s page on the Town’s official website.

The Committee continued tracking and promoting curbside composting within the community via Black Earth Compost private service. In addition, the Committee helped support the Town’s Recycling and Refuse Administrator’s new composting drop-off option at the Town’s Recycling Center on Carlisle Road. ESC also supported the Facilities Department’s initiatives to reduce vehicle idling at school drop off and pickup locations and to increase food composting programs at both elementary schools. In another composting and waste reduction awareness initiative ESC worked with Mothers Out Front (MOF) on a Pumpkin Smash event.

The Committee actively supported the

## OTHER CITIZEN COMMITTEES

### Energy and Sustainability-

Minuteman Bikeway Extension project and voiced endorsement at Fall Town Meeting.

Finally, the Committee continued active liaisons with committees such as; the Select Board, the Bedford Arbor Resources Committee (BARC), the Transportation Advisory Committee (TAC), and the Planning Board on topics relevant to the ESC stated objectives in the town's General Bylaws .

#### **FY24 PROJECTIONS**

The ESC will continue its strong emphasis on filling the vacant, but funded, Energy and Sustainability Manager position. The successful filling of this position is key to helping ensure the Town continues to make and expand on positive Net Zero progress in Town municipal buildings, such as the new fire house. The Committee plans to work closely with the Energy & Sustainability Manager and Town Manager's office to identify and prioritize recommendations set forth in the Net Zero report and the State's carbon reduction targets. And the Committee will continue exploration of the feasibility of establishing a Building Energy Use Disclosure Bylaw via a multi-stakeholder working group.

The ESC will support adoption of the State's new Specialized Energy Building Code at the Fall Town meeting via public awareness education and outreach.

The ESC will support the Town's planning and implementation of a third round of the Community Choice Aggregation program. The Committee will also continue encouragement for residents to join the CAA and consider opting up to 100 percent renewable energy under the current contract and through the transition to the new contract in December of 2024.

In a continuing drive to reduce the Town's waste disposal costs the ESC will continue to advocate for community composting, the adoption of curbside pickup for all town residents, and expansion of school composting across the district.

ESC will continue to serve as a resource for community members interested in learning more about clean, renewable energy and sustainable practices. The ESC website will be periodically reviewed and updated to reflect information germane to this objective. Given the success of the FY22 Cars & Coffee, the ESC intends to host the event periodically as interest and use of EV cars continues to increase.

ESC will continue outreach to town boards and committees that share goals of conservation, sustainability, energy efficiency, and carbon use reductions.

## OTHER CITIZEN COMMITTEES

### Municipal Affordable Housing Trust

**Christina Wilgren, *Chair***

#### **PURPOSE**

The Bedford Municipal Affordable Housing Trust (BMAHT) works towards the creation and preservation of affordable housing in Bedford for the benefit of low- and moderate-income households. BMAHT works cooperatively with the other local government boards and committees, state agencies, and local non-profits. It is a joint committee composed of seven members appointed by the Select Board for two-year staggered terms. The seven members include two Select Board members, the Town Manager, two members of the Bedford Housing Partnership, and two members at large. All of the members are appointed by the Select Board and meet as needed.

#### **EMPLOYEE STATISTICS**

The Town Manager's Office provides staff support.

#### **FY23 HIGHLIGHTS**

During FY23, the BMAHT further tweaked the Small Grant Home Repair Program application and continued using the \$40,000 tranche from FY22. We take applications on a rolling basis to make it easier to access. We continued to check that funds are clearly focused on those in actual need and for health and safety or severely substandard conditions. The grant maximum per application is \$4,000. We continued to temporarily require only 2 substantiated contractor estimates rather than 3 due to the difficulty in finding contractors since the Covid-induced uptick in the construction industry.

These grants have a few repayment triggers including selling or renting the property within 12 months of the repair and failure to notify the town of the intent to rent or sell with 120 days advanced notice and bad faith actions. However, if those who qualify are still in need of further repairs, they can reapply for other rounds of grants up to a maximum of \$10,000. The MAHT provided \$15,801 in Small Grant Home Repair funds for 5 projects in FY23 including plumbing repairs and replacement of ancient stairs. There can be overlap between fiscal years for the application process, approval and completion of a project, and the funds are not paid until the work has been completed.

During FY23, Regional Housing Services Organization (RHSO) reported that they submitted Bedford's FY24 Annual Action Plan to the Newton MetroWest HOME Consortium to be included in their 13 member-town consolidated plan. Bedford's allocation of the Federal Housing and Urban Development (HUD) HOME Funds, \$17,040 (of which 10% is allocated for administration) leaving \$15,336 in FY23. HOME fund restrictions require that all properties and recipients meet the 60% Area Median Income (AMI) qualification, which is lower than the normal 80% AMI in 40B projects. Funds can be used for various needs but there are considerable restrictions. Funds can be used for rehabilitation of rental units as has been done at Ashby Place. Funds can be used for acquisition and construction of new rental or ownership properties though, due to deed restriction conflicts between Executive Office of Housing and

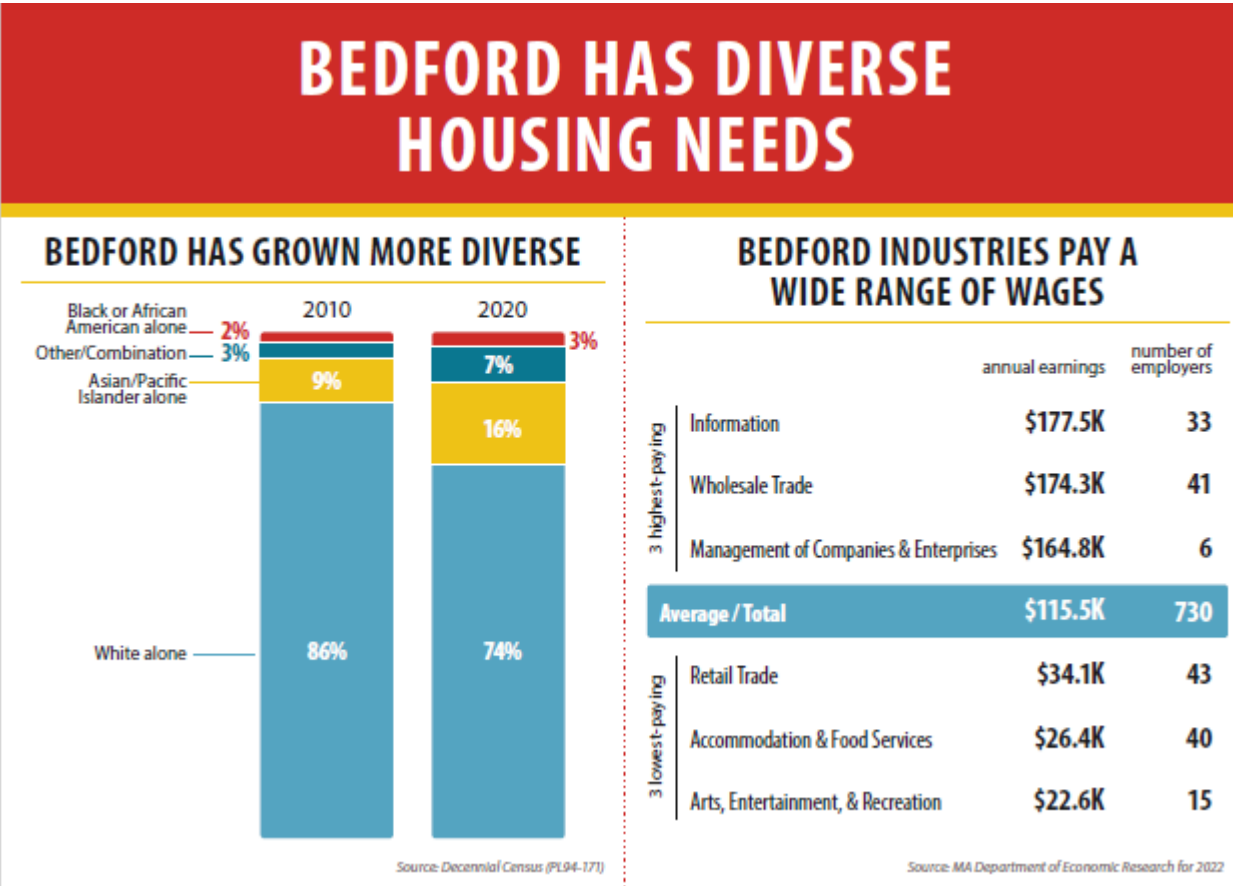
# OTHER CITIZEN COMMITTEES

## Municipal Affordable Housing Trust

Livable Communities (EOHCL – previously DHCD) and HUD HOME Fund requirements, such units cannot be counted on the Subsidized Housing Inventory (SHI). If HOME funds have not been used in 2 years, they are returned to HOME. If we have a HOME eligible project which would require more than our normal distribution, we can apply for a larger distribution in a competitive request program for more HOME funds.

During FY23, the BMAHT continued to offer the Initial Rental Assistance Program (IRAP) assisting by making first month’s rent and security deposit for qualified renters. Federal

MetroWest HOME funds are used to support the IRAP. There was 1 application received and determined to be eligible: the program spent \$1, 977 from the HOME funds. The remainder of the HOME funds were rolled over into FY24. RHSO reached out to the property owners of affordable rental housing to promote their sharing this program with potential residents. The Home Consortium is in the midst of a 2-year fair housing study in the 13 member towns trying to determine the level of discrimination in rental opportunities. HOME may expand it to a 5-year testing program utilizing knowledge gained in the initial 2-year test.



## OTHER CITIZEN COMMITTEES

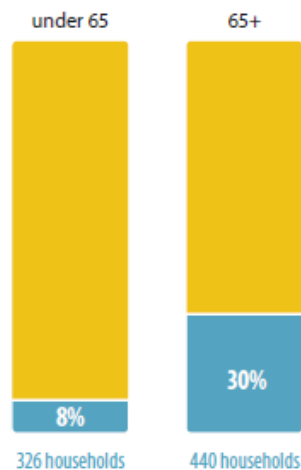
### Municipal Affordable Housing Trust

Each member town may decide whether to expand or end further participation depending on whether the results are meaningful. The start of this fair housing testing program was delayed lacking vendors. Given that 75% of the time people with vouchers and black households looking for rental housing were discriminated against 75% of the time per RHSO, this testing program surely will be worth pursuing. During FY23, some BMAHT members attended Massachusetts Housing Partnership’s 16<sup>th</sup> Annual Housing Institute, an intensive zoom and then in person two-day training designed for municipal officials, employees, volunteers, and advocates interested in discussing and problem-solving session focused on the creation and preservation of affordable housing. The BMAHT responded to the incredible financial strain caused by significant increases in the cost of living with rising inflation and interest

rates, large rent increases, a 60% increase in utility and heating costs, increases in goods and service costs with a labor shortage, and gas and food costs. At this time a dramatic increase in demand for Bedford Community Food Bank assistance was noted. Per HUD CHAS Data 2020 in Bedford 28% households that rent spend over 30% of their income on housing and 22% households that own their home spend over 30% of their income on housing. Households paying over 30% toward housing are classified as “cost burdened.” There were households who were paying over 50% of their income toward housing which are classified as “severely cost burdened” too. (Note: Data lags fail to capture information in a timely manner.) To both avoid homelessness and help low-income families navigate this financial crisis, a pilot Bedford Rental Relief Program (BRRP) was created which requires the landlord, appli-

#### MORE SENIOR HOUSEHOLDS HAVE LOW INCOMES

percent of households with an income under \$50,000:

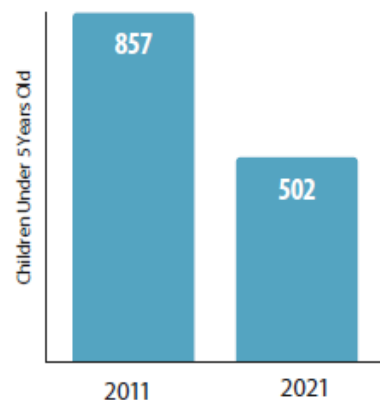


Senior households (headed by someone 65 years or older) make up 26% of Bedford’s total households, but make up 61% of Bedford’s households with an income under \$50,000.

Source: American Community Survey (B19037), 2021

#### THERE ARE FEWER YOUNG CHILDREN

Bedford is mirroring state trends in the drop in youngest children (under 5) over most of the past 10 years.



Source: American Community Survey (Table S0101)

## OTHER CITIZEN COMMITTEES

### Municipal Affordable Housing Trust

and work with Bedford again. Because of efforts to increase funds previously BMAHT had the funds for the Purchase and Sale including the \$271,350 purchase, \$25,000 for energy efficiency focused and other critical improvements, and \$15,000 for attorney fees in a nimble and timely manner. Habitat will gut the house and find a family who will put in sweat equity and purchase the home at the 30% - 65% AMI and Habitat will hold the initial mortgage. The family will be a first-time homebuyer under most circumstances. The deed rider will be maintained so the home will remain affordable in perpetuity though any subsequent sales will be at the 80% AMI. RHSO will assist the town in future lotteries as needed. More CPA funds will be needed to replenish the BMAHT fund at the earliest opportunity.

#### **FY24 PROJECTIONS**

The BMAHT and Bedford Housing Partnership (BHP) hope to hold joint meetings with each other and ideally other boards or committees on occasion to consider various options for actions that we can take to further affordable housing in Bedford using the Select Board's Housing Study and other resources. To increase effectiveness and efficiency we want to remove information barriers between housing committees and other town committees as we move forward. The reduction of information silos is a shared goal for the affordable housing committees as well as other boards and committees.

The Small Grant Home Repair Program will continue to be offered to qualified applicants in

need. The rolling application process will continue to try to meet needs more quickly as they arise. It is anticipated that there will be multiple applications and projects completed. It would be ideal if we could expand the level of support for those in need of such repairs in their homes who otherwise cannot afford necessary repairs. This support might be in partnership with Habitat Critical Repair Program and/or Vocational Technical Schools as well as any Bedford residents who might wish to physically pitch in. Supervision of technical school students and volunteering adults would be required but previously both Shawsheen and Minute Man have worked on Bedford projects successfully per Sara Stanton. This would be a win-win-win situation for the community, volunteers, and residents receiving help and it would ensure work would be done well and for much less labor costs thus increasing the benefits. The Initial Rental Assistance Program will continue to be offered using federal HOME Funds. Periodic outreach to management of affordable rentals to increase awareness and efficiency to assist the increasing numbers of those who may need assistance to be able to move.

The Bedford Rental Relief Program will continue into FY24. We expect demand to continue and that the second \$60,000 tranche will be expended perhaps before FY24 is out. This was started as a one-year pilot program but due to other housing preservation and creation opportunities

## OTHER CITIZEN COMMITTEES

### Municipal Affordable Housing Trust

Of these 589 units, 526 units (89%) are rentals. Of these 526 rentals, 80 units (15%) are age-restricted; 236 units (45%) are non-age-restricted; and the remaining 210 units (40%) are specialized such as for veterans, or special program, etc. There is housing insecurity in Bedford at various stages in life and life circumstances (single, single-parent, 2 parent household, multigenerational households, disabled, underemployed or underpaid, etc.). Although our SHI is 18.23% the actual percentage that is considered “affordable” is 10.86% because of a design flaw in the original legislation which allows every unit to be counted (including the market rate rental units) in the SHI even if only 20% or 25% are actually restricted to low-to-moderate income households. Secondly, due to the high area median income, the 80% AMI level of “affordability” leaves too many of the least well off completely out. There are multiyear waitlists for Ashby Place and Elm St and myriad applications for the few affordable unit homeownership lotteries and the Housing Study noted many as either as “housing cost burdened” or “severely cost burdened.” With inflation including dramatic increases in HUD allowed rents as well as heating, fuel, and food costs the situation has only become more difficult for many residents.

The BMAHT was able to quickly purchase 23 Winterberry Way to save this rarest of rarities in Bedford, an Affordable 3-bedroom house with an attached two-car garage tucked in a wonderful sylvan neighborhood. The BHMAT unanimously supported exercising the Right of First Refusal saving this Affordable house; some members advocated saving it at the Select Board meeting where it also met with unanimous support. Only because the BMAHT had previously requested significant Community

Preservation Funds to amass the funds in our account were we able to act quickly within the 30-day window to save this home. Between the various BMAHT programs and anticipated buy downs of market rate units and whatever yet unseen opportunities that will arise, there was concern that the funds are being depleted which will hamstring our efforts. This is a strong argument for more consistently and more generously funding the BMAHT. There was an initial walk through to roughly determine required repairs, then once the house was emptied, a second walk through more precisely determined required repairs. RHSO aided with the technical parts of the RPF and in meeting the EOHCL affordability requirements and the Trust members reviewed the Request for Proposal (RFP) document and relevant legal documents. We interviewed Habitat along with town along with town counsel, Housing and Economic Development Director Jeff King, town manager, and RHSO to ensure we covered all questions and understood how much control we had to ensure the best result and promises made will be promises kept. Bedford and Habitat for Humanity have an excellent history working together on Carter Way. Habitat was in the perfect position to respond to the RFP using significant amounts of funds, requesting more CPC Funds will be necessary and investigating the chance of using HOME funds may be required to sustain the BRRP.

RHSO will offer a training post-purchase homeowner session in May and may offer tenant-focused training and promote of Fair Housing training in April.

## OTHER CITIZEN COMMITTEES

### Municipal Affordable Housing Trust

The BMAHT had hoped for affordable units at the 90-unit Senior Assisted Living facility proposed for 240-244 South Road. Unfortunately, the 10 criteria selected when considering the development did not include affordable housing. Similarly, there were other commercial developments that might have considered adding housing either adjacent or as a top floor, but the Trust nor the BHP had opportunities to speak with the developers. Arguably, increased Trust and Bedford Housing Partnership committee involvement in housing related projects at the initial stages including specifically those without affordable units planned, might help Bedford find a way to work with developers to include affordable units. Currently, Bedford is potentially missing out on affordable housing opportunities which our residents need. This is an issue which would be well worth working on with the Select Board, Zoning, Planning, and others to find a way to include the housing committees to all developments that come before the town.

The BMAHT looks forward to working with the Carlisle Road development to make the best of this rare land opportunity with a local developer who wants to help the town meet many unmet needs. We will work to increase the number and ideally deepen the level of affordable ownership units, which are rarely addressed in a significant manner, and perhaps more rentals. Hitting a variety of AMIs would be a worthwhile effort.

Using the Select Board's 2019 Housing Study, the Council on Aging's Community Needs As-

essment and the most recent housing cost and demographic information updated with 2020 Census information as well as best practices from around the Commonwealth and the country, we anticipate an active FY24 in helping address affordable housing issues which are growing more severe. We look forward to working with the Bedford Housing Partnership, the Council on Aging, the Planning Board, other committees and other potential community partners and stakeholders in FY24. Given the age of the 2019 Housing Study and the drastically changed economic circumstances since the Covid pandemic, it is worth considering how we can update the information upon which we make decisions. Even the 2020 Census information upon which the latest updates of the SHI and other economic and housing measures are being assessed are outdated as 2024 arrives. Ideally a new Housing Study or a new methodology for obtaining all utilized to to obtain the pulse – ideally on a semi-continuously or frequently updatable manner – of Bedford residents' economic and housing needs with wide representation.

Continuous learning about housing issues and possible solutions is critical as the housing market continues to grow ever more expensive and modest sized homes disappear in Bedford. We need to be creative, compassionate, and able to recognize the incredible strain of housing insecurity as we continue to search for solutions. Hopefully, Trust members will be able to access various trainings offered by Citizen's Housing and Planning Association, RHSO, Massachusetts

## OTHER CITIZEN COMMITTEES

### **Municipal Affordable Housing Trust**

Housing Partnership or other organizations and bring that knowledge to the table. Anytime residents avail themselves of such opportunities, it only helps bridge the information gap which is a great first step.

Working as a community we must make decisions and take actions to address the underlying problems including tear downs of smaller homes, mansionization, a paucity of affordable homeownership opportunities, an absence of senior housing for the least well off as they need increasing care, how zoning can improve housing opportunities, encourage the creation of ADUs, a recognition that “Affordable” is not truly affordable unless a household is earning multiple times the minimum wage. The hourly wage in FY23 was \$14.25 until 1/1/23 when it increased to \$15. To afford a 1-bedroom, rent is \$2,566 which means a person would need an annual income of \$102,640 or \$49.35 hourly wage which is 3.3 times minimum wage. To afford a 2-bedroom, rent is \$3,570 which requires an annual income of \$142,800 or \$86.86 hourly wage which is 4.6 times minimum wage. To afford a 3-bedroom, rent is \$4,000 requiring an annual income of \$160,000 or \$76.92 hourly wage which is 5.1 times minimum wage. The difference between minimum wage and what is required to afford any housing is ever increasing causing the breadth and depth of housing insecurity. In 2022, the median price of a Bedford house was \$949,950 (per the Warren Group) for which a household would need an annual income of \$264,734 (per the EOHLIC’s standard affordability calculator) or \$5091.04

a week or \$127.28 an hour which is 8.49 times minimum wage. (Note: For food servers the tipped minimum wage was raised to a stunningly low \$6.75 an hour as of 1/1/2023.) The need to expend more funds on ever more expensive housing to make more housing Affordable is a reality.

The BMAHT will look to support the creation and preservation of Affordable housing and advocate for market rate affordable home creation as the utter failure to build within restrictive zoning is a major reason why housing costs have skyrocketed causing havoc for many residents across the Commonwealth. If more modest market rate affordable and actually Affordable housing is built, it will help reduce the upward pressure on prices for all residents. Hopefully the Carlisle Road development opportunity can be maximized both in Affordable ownership opportunities and “affordable” market rate units each in a greater range of AMI. This property is unique in the scale of the development the likes of which is beyond rare in town, and it is this scale that aids the town’s effort and developer’s effort to truly increase Affordable ownership opportunities and significant senior downsizing rental opportunities with an elevator in the building all tucked away but still close to town center. We will look to increase Affordable ownership opportunities and deepen the depth of support for those below 80% AMI, support the creation of Accessory Dwelling Units, zoning changes that support improvements in Bedford’s variety of Affordable housing such as the state’s Communities

# OTHER CITIZEN COMMITTEES

## Municipal Affordable Housing Trust

Multi-family Zoning Law, 2-family homes, Home-Sharing, or other configurations as well as rentals. Residents at various levels of AMI need assistance. We hope to find partnership opportunities with Habitat for Humanity despite the difficulty finding land or a property upon which to create a new home. For these many needs seen and not yet recognized, but which can pop up quickly and require a cant significant investment immediately like 23 Winterberry Way did, and for the other support programs we provide, a Community

Preservation Project Submission requesting significant CP funds will be necessary for funds to be transferred to the BMAHT. The BMAHT will continue try to bridge the understanding gap around the need for and creation of affordable housing which is only getting more difficult in these economic times punctuated by an outsized and ever-increasing gap in both wealth and income and thus quality of life.

**The Town of Bedford is offering assistance to income-eligible households to pay security deposits and first month’s rent for apartments in Bedford, MA. The program will operate on a first-come, first-served basis as long as funding is available.**

**WHO IS ELIGIBLE?**  
**Anyone who is currently applying for housing in Bedford, MA and meets the income guidelines below, may be eligible.**  
 (See program guidelines for full eligibility criteria and restrictions.)

<b>Rental Assistance Program Income Guidelines (effective 6/15/23)</b>						
Household Size	1	2	3	4	5	6
Maximum Gross Income	\$62,340	\$71,280	\$80,160	\$89,040	\$96,180	\$103,320

**Rent must be below the following amounts (effective 6/15/22)**

Effective 6/15/2023	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Rent Limit (including utility allowance)	\$2,370	\$2,666	\$3,207	\$3,540

## OTHER CITIZEN COMMITTEES

### Patriotic Holiday Committee

**Paul Purchia, Chair**



#### **PURPOSE**

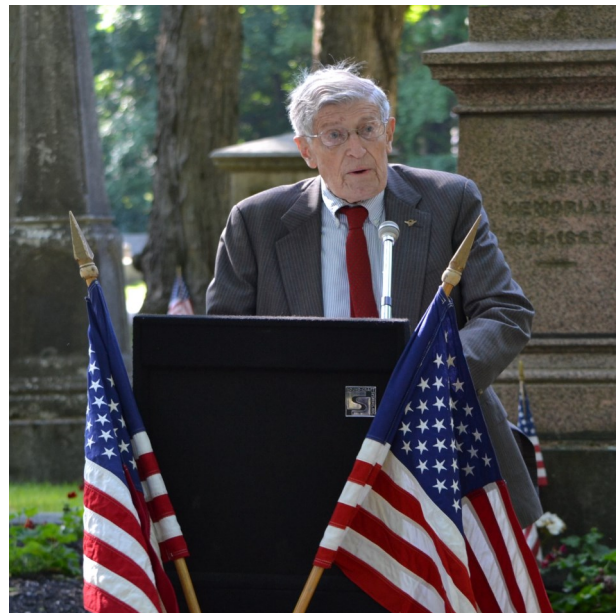
The Patriotic Holiday Committee's primary focus is planning town ceremonies for Memorial Day, Veterans Day, and other patriotic holidays and events with a focus on recognizing Veterans of the US Armed Services. The committee provides advice and recommendations to the Select Board concerning town-owned veterans' memorials on the Town Common and Veterans Memorial Park, including any proposed changes and/or additions to these memorials. When appropriate, the committee also uses its best efforts to recognize and promote the contributions and sacrifices made by our Veterans.

The Patriotic Holiday Committee consists of nine volunteer members appointed by the Select Board. Committee members are Bobbie Ennis, James Burton, John Cooper, Peter Ricci, John Pecora, John Monahan, Barbara Purchia, *Recording Secretary*, Joseph Piantedosi, *Vice-Chair*, and Paul Purchia, *Chair*, and non-voting members; Select Board member Bopha Malone (committee liaison), Bill Linnehan (Bedford Veterans Service Officer), Ken Mierz (Bedford

HS JROTC), Al Chisholm (VFW Commander), and Rob Bowes (American Legion Commander).

#### **FY23 HIGHLIGHTS**

Committee members participated in *The Wall That Heals* Vietnam Veterans Memorial at the Bedford VA in September. The Patriotic Holiday Committee organized and participated in public town ceremonies honoring our veterans which included Veterans Day, Memorial Day, and the bridge dedication ceremony honoring Major Barry Seidman in May. The committee continued to work with the Select Board, Bedford schools, veterans' organizations, Bedford VA Medical Center, and various town committees and civic organizations on behalf of our veterans.



Ceremonies to honor all our veterans were held at Veterans Memorial Park. The Bedford Police and Firefighters Honor Guard and the

## OTHER CITIZEN COMMITTEES

### Patriotic Holiday Committee

Bedford Minuteman Company led ceremony participants into the park. The ceremony included an opening prayer, remarks by Chair Paul Purchia, the Pledge of Allegiance led by Bedford Scouts, singing of the National Anthem accompanied by the Bedford High School Band, followed by speeches by VFW Commander Rev. Al Chisholm, Select Board Chair Emily Mitchell, State Representative Ken Gordon, State Senator Mike Barrett, and Bedford HS graduate Command Sgt. Major Phil Blaisdell, US Army. Following their remarks, small American flags were placed on the town's Veterans' Memorial Wreath of Honor to remember special veterans. The singing of God Bless America, the sounding of TAPS and a closing prayer concluded the ceremony.

Members of the Patriotic Holiday Committee participated in a ceremony at Veterans Memorial Park organized by Rep. Ken Gordon to honor the late Air Force pilot and Silver Star



recipient Major Barry Seidman. Speakers attending include Congressman Seth Moulton. The bridge dedication ceremony honoring Maj. Seidman also paid tribute to the sacrifices made by all veterans who served in Vietnam.

Town parade and public ceremonies honoring our fallen veterans took place throughout Bedford. The committee organized the day's events and committee members joined members of the American Legion and the VFW, Select Board, scouts, and the public in memorial services held at the American Legion Post 221, Shawsheen Cemetery, and at the Shawsheen River. These included prayers,



placing of wreaths, firing squad volleys, and playing of TAPS. The Patriotic Holiday Committee invited Don Corey of the Bedford Historical Society to speak about Bedford's Civil War Veterans buried in Shawsheen Cemetery. A ceremony was later held at the Old Burying Ground with Lee Yates of the Bedford Historical Society, Terrence L. Parker, and Capt. Peter Secor and the Bedford Minutemen. Following this ceremony, committee members and parade participants assembled at the Fallen Veterans Memorial Plaza at Bedford High School prior to the start of the parade to remember Bedford High School graduates who gave their lives in service to their country. Following the BHS memorial ceremony, the Memorial Day Parade which was led by the Bedford Police and Firefighters Honor Guard, started at Mudge Way and proceeded to the

## OTHER CITIZEN COMMITTEES

### Patriotic Holiday Committee

The Bedford High School Band played our National Anthem. A closing prayer and the sounding of TAPS concluded the park ceremonies.

The committee continued to work with our Select Board and School Committee liaisons, school administrators and town organizations throughout the year. Our goal is to effectively communicate and interact with Bedford's school administrators, teachers, and students with the help and advice of the Bedford School Committee.



#### **FY24 PROJECTIONS**

The Patriotic Holiday Committee will continue to plan and conduct meaningful ceremonies in FY24 to recognize and honor the sacrifices of

our veterans. The committee will identify and recruit new members needed to fill committee vacancies in the coming year. We will continue to increase our efforts to honor and assist our veterans whenever possible and to promote patriotism in our community by working through local media outlets, with town committees such as the Bedford Historical Society, Bedford schools, scouts, and with local veteran groups. The committee will continue to coordinate our efforts with Bedford's Veterans Agent and Veterans Administration in Bedford to involve Bedford Green residents and VA patients in town events and activities during the coming year. The goal of the Patriotic Holiday Committee is to help our citizens, young and old, understand and appreciate the daily sacrifices made by our veterans and their families to keep us free.



# OTHER CITIZEN COMMITTEES

## Town Center

**Keith Backman, Chairman, Town Center of Bedford, Inc.**

**Fay Russo, Consultant, Town Center Director/Facilities Coordinator**

Town Center of Bedford, Inc., a non-profit 501 (c)(3) organization, has managed rentals in the Town of Bedford building (former Union/Center School) (Town Center) since July of 1985. Rental management of The Great Room in Old Town Hall was assumed in FY05, as well as rentals of Rail Diesel Car #6211 at the Bedford Depot in the fall of 2009. All of these properties are owned by the Town of Bedford.



**PURPOSE**

The purpose of Town Center of Bedford, Inc. is: 1) To preserve the former Union/Center School (now Town Center) and RDC #6211; 2) To manage space in Town Center for Town Departments, non-profit organizations, and rental by individuals; 3) To provide a novel setting for small parties and meetings in RDC #6211; and 4) To make a contribution to the quality of life in the Town of Bedford. Town Center of Bedford, Inc. has managed rental of available space in properties owned by the Town of Bedford since 1985, including rooms in Town Center, Old Town Hall, and the Diesel Rail Car (RDC #6211) at Depot Park.

**STAFF STATISTICS**

Town Center of Bedford, Inc., is a non-profit

501(c)(3) organization. The Board of Directors consists of Keith Backman, Chair; Thomas Larkin, Vice Chair; Suzanne Neal, Treasurer; Geraldine Welch, Secretary; and William Moonan. Board members receive no compensation. Town Center of Bedford, Inc. retains Fay Russo as a full time consultant, serving as Town Center Director and Facilities Coordinator. In December 2022, the Town reassigned office space for Town Center of Bedford, Inc. from Town Center to the Facilities Department located in the John Glenn Middle School.

**FY23 HIGHLIGHTS**

**ADMINISTRATIVE**

Town Center of Bedford, Inc. complies with all Federal and State reporting regulations. The Town Center Director and Facilities Coordinator manages invoicing and accounting of revenue from rentals and leases. Revenues are paid directly to the Town of Bedford and credited to appropriate revolving funds. Expenses are paid from appropriate revolving funds.

**TOWN CENTER**

The Union Room is used every day and into the evenings as space for dance classes; this includes use by the Recreation Department and the Council on Aging. On Sunday mornings, the Union Room is rented by Trinity Church for services.

The Flint Room (conference space seating up to 50) and the Fitch Room (seating up to 25) are used for meetings and classes.

The Shawsheen Room has been used to house the Food Bank since August 2020; if the Food Bank is relocated to other space, this room will become available for rental. It was heavily used for dance and exercise activities prior to August 2020.

## OTHER CITIZEN COMMITTEES

### Town Center

#### **OLD TOWN HALL**

The Great Room in Old Town Hall, which was previously managed by Town Center of Bedford, Inc., has been leased by the Town of Bedford to the Bedford Historical Society.

#### **DEPOT PARK**

Space in the Bedford Depot building has been leased to Babe Ruth Baseball and Softball League, Inc.; The Glass Cooperative; Scott

#### **FY24 PROJECTIONS**

Our goal is to continue the management of leasing and rentals for activities, meetings, and parties, and to submit the revenues to the Town of Bedford.



# OTHER CITIZEN COMMITTEES

## Transportation Advisory Committee

**Dawn LaFrance-Linden, *Chair***

**PURPOSE**

To examine, evaluate and advise the Select Board regarding board actions and measures that will improve overall resident mobility, expand the use of non-automobile based methods of local and regional transportation, and improve traffic circulation and availability of transportation services.

**RESPONSIBILITIES**

The responsibilities of the committee include:

- To work with residents, businesses, and the Department of Public Works to identify priorities for expanding sidewalks, crosswalks, and bike routes, and to build public support for these projects. The committee bases this work on the Pedestrian-Bicycle Master Plan, the Great Road Master Plan, and the Town Complete Streets Policy.
- To work with neighborhoods and the Department of Public Works to identify priorities for traffic-calming measures and explore their feasibility, based on the Neighborhood Traffic Calming Policy.
- To recommend safety and other improvements to intersections and roadways based on studies the Town may commission, such as the Great Road Optimization Study.
- To monitor and expand public transportation services, including MBTA routes, Bedford Local Transport, and connections with neighboring towns, and to improve accessibility at bus stops and expand the number of bus shelters.
- To help identify funding for these projects.

**MEMBER STATISTICS**

The committee is composed entirely of volunteers with no paid staff. The committee consists of seven members appointed by the Select Board, to include one Select Board member and one Planning Board member, one member each representing bicycle interests, pedestrian interests, and local business interests, and two at-large residents. In September 2022, the committee had two vacancies, but new members were appointed in October 2022 and February 2023, bringing the committee up to full strength. Charles Ticotsky from the Town Manager’s Office has been assigned to assist the committee with remote meetings since they were begun during the COVID-19 pandemic.



**FY23 HIGHLIGHTS AND UPDATES**

**Minuteman Bikeway Extension Project**

Raising community awareness and providing accurate information to the public in preparation for the vote on the Minuteman Bikeway Extension project at Special Town Meeting (STM) in November 2022 was a major effort in the Fall of 2022.

**Traffic Calming Policy**

In January of 2023, the Select Board adopted the Traffic Calming Policy describing the Town’s process for conducting a traffic calming

## OTHER CITIZEN COMMITTEES

### Transportation Advisory Committee

including a defined process for receiving requests, gathering data, verifying problems, witnessing community support, and evaluating impacts of mitigation strategies and measures. To supplement the Policy and its process, a Toolkit was provided for more information on Town-approved traffic calming measures. Residents in two neighborhoods have already submitted requests through this process.

#### **Great Road Traffic Optimization Study**

In May of 2023, the Town received the completed Great Road Traffic Optimization



Study. The study considers how to improve safety and operations on Great Road/Route 4 between Shawsheen Road and Carlisle Road/Route 225/North Road/Route 4 in Bedford, and to prevent traffic from cutting through adjacent neighborhoods. It evaluates the corridor and its 11 intersections using proven engineering methodologies and software to recommend adjustments to the roadway cross section and intersection controls. The study recommended potential signal and roadway geometry improvements.

#### **Complete Street Annual Report**

In 2016, the Select Board of the Town of Bedford adopted a Complete Streets Policy “to provide safety, comfort, and accessibility for all users of our roadways, trails, and transit

systems, including pedestrians, bicyclists, transit riders, motorists, buses, commercial vehicles, and emergency vehicles” and to “to the maximum extent practical, plan, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated network of facilities for all users.” TAC is charged with providing an annual evaluation of Complete Streets implementation and effectiveness, to assess successes and find opportunities for improvement. This year, TAC conducted the annual assessment of Complete Street activities for calendar year 2022 with assistance from the Department of Public Works (DPW) and submitted a report to the Select Board in December 2022.

#### **Collaboration with Bicycle Advisory Committee (BAC)**

TAC held joint meetings in Nov 2022, Feb 2023, and June 2023 to collaborate on pedestrian and bicycle transportation issues in the Town.

#### **Prioritization of Pedestrian Infrastructure Projects**

In collaboration with BAC, TAC provided the DPW with a prioritized list of sidewalk, crosswalk, and intersection projects for the coming fiscal year.

#### **Updates to Transportation Related Information on Public Websites**

As an ongoing effort to improve the flow of information and increase public awareness of transportation projects, TAC has updated its website and added a section for Frequently Asked Questions (FAQs). TAC also reviewed and recommended updates to transportation related information on the Town’s website.

# OTHER CITIZEN COMMITTEES

## Transportation Advisory Committee

transportation projects, TAC has updated its website and added a section for Frequently Asked Questions (FAQs). TAC also reviewed and recommended updates to transportation related information on the Town’s website.

### Correspondence

The committee has had, for a number of years, an email address listed on the town’s web site. This allows residents to contact the committee as a whole easily with questions and concerns. This year, we have continued to field requests for traffic calming, sidewalk and crosswalk additions, bicycle accommodations, and so on. We respond to each of these questions and request information from relevant town departments to pass on to residents.

- Produce the annual Complete Streets report
- Continue public outreach, including the creation of supporting materials for transportation projects on the warrant at Annual Town Meeting.
- Participate in prioritization of future sidewalk and crosswalk projects, as well as provide feedback to the Select Board regarding other transportation improvement projects
- Evaluate need for a TAC by-law review



### FY24 PROJECTIONS

- Meet with new Town Manager about setting transportation priorities and identifying impediments to increasing capacity
- Address continuing issues with bicycle accommodations on the Great Road as further portions of the Master Plan are implemented

## OTHER CITIZEN COMMITTEES

### Volunteer Coordinating Committee

**Jennifer Kelley, Chair**

#### **PURPOSE**

The Volunteer Coordinating Committee (VCC) is established by Bedford's Charter to assist in identifying and recruiting qualified candidates for all appointive offices in the Town, with the following exception: paid Town staff positions, elected officials (unless a vacant position needs to be appointed between elections), and candidates for the VCC itself.

The VCC makes every attempt to identify multiple candidates so that the appointing authority (usually the Select Board) has more than one individual to consider for each appointment. The criteria for town committee appointment is attached to this report.

To meet its goals of recruiting potential candidates for committee vacancies during FY23, the members of the VCC continued to follow the policies adopted over the past few years which include:

1. Maintain contact with the chairs of all appointed boards, committees, and commissions. Through this liaison arrangement, the VCC ascertains whether the committee experiencing the vacancy has any special recommendations for the vacant position or seeks specific qualities in the candidates under consideration.
2. Treat all appointees equally who meet the minimum qualifications for appointment.
3. Encourage all potential applicants to read the most recent Bedford Annual Town Report and the Town Bylaws to understand the missions and activities of the committee of interest.
4. Urge all potential candidates for

appointment to attend a meeting of the committee of interest.

5. Inform the appointing authority of all the potential appointees who meet minimum requirements, even if it (VCC) recommends only a certain number of candidates to the appointing authority for interviews.
6. Contact individuals who were not appointed to encourage them to consider other committee openings.
7. Continue to utilize the following guide to evaluate applicants for Finance Committee (FinCom) and Capital Expenditure Committee (CapEx) vacancies.

Because of the importance of the Capital Expenditure and Finance Committees with respect to the fiscal affairs of the Town, the Volunteer Coordinating Committee shall use a series of additional criteria as a guide to evaluate applicants for any Capital Expenditure (CapEx) or Finance Committee (FinCom) vacancies (please see attached document for initial criteria).

"Tier 1" criteria are the "most important":

- a) A candidate understands the time requirements for serving on FinCom and CapEx and can demonstrate an ability to meet these time demands.
- b) Town Meeting attendance is required, verified by the Town Clerk's official records, if necessary.
- c) Attendance at FinCom/CapEx meetings is required (provided such meetings are available) to understand these committees' fiscal roles and responsibilities.

"Tier 2" criteria are "somewhat important":

- a) Business experience is desirable, but not compulsory.
- b) Finance/accounting/budget experience is desirable, but not compulsory.

# OTHER CITIZEN COMMITTEES

## Volunteer Coordinating Committee

- c) Participation on other town government committees (elected or appointed) is desirable, but not compulsory.
- d) Participation in local non-government organizations (church, school, sports, etc.) is desirable but not compulsory.
- e) Recommendations from the committee that has the vacancy.

### **FY23 HIGHLIGHTS**

During the past year, the Volunteer Coordinating Committee continued to implement a comprehensive “Recruitment Strategies” plan, developed in late 2020/early 2021, (see below which includes progress to date) to meet the Select Board’s goals of recruiting applicants new to town government and also applicants reflecting the diverse demographics of our town. Our plan continues to help us reach out to a wide variety of town groups and individuals which helped us fill 37 vacancies during FY23. Please note: the plan, while updated to reflect FY23 activity, continues to include items not yet undertaken this past year. The VCC reviews this plan at each meeting in order to establish progress and look to the future, and is thus included herein in its entirety.

### Recruitment Strategies

1. School Parent Organizations: Continued communicating vacancies to all school parent organizations. This tapped into several potential groups which already include Bedford citizens willing to volunteer but who may not be as aware of opportunities at the Town level. Each of the school organizations sends out a weekly or daily electronic newsletter with community information, in which the VCC published vacancy and application info several times throughout the year. This included either our full flyer or a link to it on the Town

- Website, depending on the group.
- 2. VCC Webpage Updates and Descriptions: Continued to update the list of all Town Committees with vacancies on the VCC’s webpage with a short description of each one. We coordinated with the Town Manager’s office on a regular basis to establish this website in 2020, and it continues to be an important source of public information. Individuals are able to link to the committee of interest, or any committee, for more information on its activities. Interested candidates can also link from here directly to the Volunteer Questionnaire. At each meeting, the VCC discusses the list of open positions and confirms that the webpage and all related documentation of vacancies are up-to-date and in sync.
- 3. Volunteers Needed Flyer: We continually updated the Volunteers Needed flyer – the flyer now hyperlinks to the Town’s VCC webpage, which includes item 2 (above). We also continually updated the version of the flyer that is shared with school/parent organizations per item 1 (above).
- 4. Town Committee Communication: Sent periodic emails to all Town Committee members with a copy of the “Volunteers Needed Flyer”. The initial reach out last year included information on the new goals of the town, in particular to seek out those new to committee service as well as more diverse applicants. Our committee liaisons also contacted chairs of committees that had vacancies to share with us the more relevant skills and knowledge needed for their committee, to help us in recruiting suitable volunteers.
- 5. Town Organization Communication: Continued to identify key persons in the list of Town organizations to whom to send the “Volunteers Needed Flyer”. The VCC

## OTHER CITIZEN COMMITTEES

### Volunteer Coordinating Committee

continued to 1) identify missing contact people from the current list, and 2) research further cultural organizations in Bedford not yet included therein. This process was similar to #4 above while reaching many more individuals who may not already serve on a committee but who are connected to involved citizens.

6. Video Segments on Town Committees: Work with BedfordTV to create a short video about the committee with a committee member. If a committee chair or member prefers, we can also conduct a short interview to record for this segment. Use the videos as needed for committees that have longer term vacancies and or three or more vacancies when needed. Due to time constraints and scheduling difficulties in part due to Covid, videos were not developed during this fiscal year. Social Media Spotlights, detailed in the next item, were thought to be more conducive to the current environment and easier to accomplish. This most definitely proved true in FY22, as several candidates indicated on their applications that they learned of vacancies through The Bedford Citizen. The VCC will revisit the feasibility of video segments in the coming year.
7. Social Media Spotlights on Town Committees: Using the committee descriptions from #2 above, the VCC worked with committee members, the Town Manager's office, and The Bedford Citizen on multiple occasions to create spotlights of committees with current openings. We prioritized spotlights of committees which typically have difficulty filling positions and/or have a long-standing vacancy. The VCC first wrote an article for the Citizen with input from the committee being highlighted, then created a Facebook post on the Town's page. Both

of these were posted with a link to the committee's information on the VCC's webpage. This valuable information was easily shareable on social media for any town officials, as well as the VCC, to share with their circles. This action item was completed for five committees: Bedford's Arbor Resources Committee, Transportation Advisory, Bicycle Advisory, Finance Committee, and the Conservation Commission.

8. Town Event: Due to the many other recruitment strategies undertaken as well as changes in Town Staff over the past year, the strategy to either sponsor or participate in a town event to recruit volunteers has not yet been implemented. The VCC continues to consider both an in-person and/or virtual event, perhaps with some collaboration with the new Town Manager's office, to highlight what committees do and showcase those with openings. The VCC will work to determine the necessity and practicality of these events as the year progresses.
9. Town Meeting Presentation: Make a brief presentation prior to the start of Town Meeting. This strategy will likely continue not to be implemented as planned. Rather, in the interest of time needed for ATM and STM, current vacancies will be included in the printed materials on-site and in the warrant. Additionally, a projected slide of all committee vacancies was/will be displayed during the introductory period of both meetings.
10. Media Distribution: Distributed Volunteers Needed Flyer to local media outlets in addition to all groups mentioned in the above points
11. The Volunteer Coordinating Committee is committed to ensuring that all applicants who apply for Town committees are

# OTHER CITIZEN COMMITTEES

## Volunteers Coordinating Committee

treated fairly, equally, and with respect. We also want to reach out to all applicants who apply and are not appointed to consider other committee opportunities. We encourage the Town appointing authorities to join us in achieving this goal.

**During FY23, the VCC’s actions at its monthly meetings resulted in the approval of 37 candidates by the appointing authorities to fill vacancies on Bedford’s boards, committees and commissions.**

Other major activities performed by the VCC this fiscal year, in addition to all those detailed in the FY21 Highlights section above, were:

- Due to the continuation of virtual meetings, the VCC held 7 such meetings, all available to the public and recorded by the Town Manager’s office.
- Continued to monitor the Volunteer Questionnaire, updated last year to include information on where/how the candidate was exposed to information on the relevant committee’s openings. This data has shown our updated recruitment strategies, including Committee Spotlights, reaching out to networks, The Bedford Citizen, etc. to be quite successful.
- VCC members continued to have discussions with citizens in the community who expressed interest in volunteering. Each member logged phone calls and emails to not only recruit interested parties but also to inform these individuals of the workings of their committees of interest, connect them to meeting schedules and members of those committees for further information, and to educate them on the application process as a whole. VCC members also held discussions with citizens who did not have a specific committee in mind, in which cases, the VCC

members discussed interests and skills of the candidate in order to assist in the identification of a committee that might be a good fit.

- Assisted with the recruitment and screening of applicants for two new committees: Taxation Aid and the Fire Station Building Committee.

### FY24 PROJECTIONS

The VCC will continue implementation and follow up on its Recruitment Strategies Master Plan for marketing committee vacancies to Bedford residents in an effort to encourage more residents to participate in Town committees. Some strategies for the coming fiscal year will include:

- Continually revisit and take action steps towards all items detailed above in the Recruitment Strategy document developed by the committee. Determine timeline for repeated actions and discuss the practicality and necessity of items not yet implemented when safe and practical to do so.
- Contact candidates who were not appointed to their desired committee and discuss other vacancies.
- Reach out to committee chairs and other committee members for potential applicants. This can occur outside of the regular communications sent to town committees per the Recruitment Strategy document as needs arise.
- Continue to brainstorm new methods by which recruitment of qualified candidates may occur.
- Continue to communicate with the Select Board and Town Manager’s office to assess progress and ensure the effectiveness of procedures.

# TOWN CLERK AND ELECTIONS

## Board of Registrars

### **Board of Registrars**

The four-member Board of Registrars consists of not more than two members from each of the major political parties -- the Town Clerk and three Select Board-appointed Bedford registered voters who are recommended by the Democratic and Republican Town Committees.

The Board of Registrars' newest member, John Gibbons replaced Anita Feld and was appointed to the Board on September 27, 2021.

James Martin (R)  
 William Speciale (R)  
 John Gibbons (D)  
 Bridget Rodrigue (U), Town Clerk

*Note: Detailed election results and town meeting minutes are reported elsewhere in this report.*

### **PURPOSE**

The Board's purpose is to assist the Town Clerk's Office in protecting the integrity of the Voters' List by ensuring proper additions, subtractions, and political designations. Information is collected during the annual census to make sure the voting list is accurate. On August 9, 2018, Massachusetts became the 14<sup>th</sup> state in the country to adopt an automatic voter registration (AVR) system. Effective January 1, 2020, state residents who meet the AVR criteria will automatically be registered to vote when they make a transaction at the Registry of Motor Vehicles (RMV) or through the Division of Medical Assistant and the Commonwealth Health Insurance Connector Authority. Due to this new law, the Town Clerk's Office has seen a large increase in voter registrations through the State's Voter Registration Information System (VRIS).

### **POLITICAL PARTIES**

The Commonwealth of Massachusetts currently recognizes two political parties and thirty political designations. The two recognized political parties are: Democratic and Republican. Authorized political designations are: America First Party, American

Independent Party, American Term Limits, Conservative Party, Constitution Party, Green Party USA, Green-Rainbow, Interdependent 3rd Party, Latino-Vote Party, Libertarian, Massachusetts Independent Party, Natural Law Party, New Alliance Party, New World Council, Pirate, Pizza Party, Prohibition Party, Rainbow Coalition, Reform Party, Socialist, The People's Party, Timesizing Not Downsizing, Twelve Visions Party, United Independent Party, Unity Party, Veterans Party America, We The People, Workers Party, Working Families, and World Citizens Party. Voters may also choose to remain "unenrolled".

### **NUMBER OF VOTERS BY PARTY:**

**As of February 18, 2022**

Democratic	2,775
Republican	825
Unenrolled	6,640
Political Designations	55
<b>Total</b>	<b>10,295</b>

### **FY23 HIGHLIGHTS:**

#### **Census**

Massachusetts General Law requires that cities and towns conduct an annual census of their residents as of January 1<sup>st</sup> of each year. The local census is conducted entirely by mail and is used to maintain voting and jury lists as well as aid in school enrollment projections, public safety, and senior citizens' needs and for

# TOWN CLERK AND ELECTIONS

## Board of Registrars

certain privileges such as veterans’ benefits and proof of residency for state colleges and universities. The census information does not register anyone to vote, but failure to answer the census may result in a voter’s name being removed from the voter’s list. The 2022 population per the town census was 12,544.

**Caucus**  
Bedford holds a Town Caucus, allowed under

M.G.L Chapter 53, Sections 117-121 to nominate candidates for elected town offices. The Town Caucus was held on January 4, 2022, in the Reed Room at Town Hall. A total of 82 voters attended.

**Elections**  
The Annual Town Election was held on March 12, 2022. There were three contested races,

# TOWN CLERK AND ELECTIONS

## Town Clerk

### **PURPOSE**

The Town Clerk's Office serves as a central information point for local government. The office responds to inquiries from the public as well as from other departments, boards, and committees. The Town Clerk is the Chief Election Official and is responsible for compliance with Federal, State and Town laws and bylaws when organizing, overseeing, and certifying elections.

As the Town's recording official, the Town Clerk keeps records of all births, marriages and deaths, all actions of Town Meeting and elections, zoning decisions, and Annual Reports. The Town Clerk also maintains the bylaws, the official town bulletin board, records of oaths of office, appointments and resignations of all Town Officials. The office also issues some state licenses and permits, including marriage licenses, business certificates and renewals, dog licenses, fuel storage license renewals, raffle/bazaar permits and requests for public documents.

The Town Clerk's Office is the custodian of the official records and documents of the town and is responsible for the maintenance, preservation, and disposition of these records. Additionally, the Town Clerk's Office is also busy certifying nominations and petition papers, providing certified copies of vital records and other documents.

The Town Clerk's Office strives to provide service and assistance to residents and visitors in a timely, courteous and professional manner.

### **EMPLOYEE STATISTICS:**

There were no staffing changes in the Town Clerk's Office during FY23. The staffing remained as follows:

Town Clerk -Bridget Rodrigue  
Assistant Town Clerk /Assistant Archivist-  
Ashly Cote

PT Admin Assit. -Janine Kink  
PT Admin Assit. -Rosemary Harvell  
Archivist -Ashley Large

### **TOWN MEETINGS:**

The 2023 Annual Town Meeting was held in the Bedford High School Auditorium. The meeting was convened and dissolved on Monday, March 27, 2023. A total of 275 voters attended the annual meeting.

A Special Town Meeting was also held on November 14, 2022. There were 1,202 registered voters in attendance - a record for our town!

### **VITAL RECORDS:**

As the Town Registrar of Vital Records and Statistics, the Town Clerk's Office accepts for filing and maintains the records of all births, marriages, and deaths that occurred in Bedford and death certificates of those residents of Bedford whose death occurred elsewhere in Massachusetts. In FY23, the Town Clerk's Office recorded 98 births, 228 deaths, and 45 marriages.

The Town Clerk's Office is authorized to issue certified copies of all vital records in their custody. The following number of certified copies were issued in FY23:

- Birth Certificates: 251
- Death Certificates: 1526
- Marriage Certificate: 105

# TOWN CLERK AND ELECTIONS

## Town Clerk

### **DBA**

In Massachusetts, a Doing Business As (DBA) filing is done at the local level. The Town of Bedford issued 35 new DBA Certificates and 48 renewals in FY23. The cost of filing remained \$35 for new businesses and \$20 for renewals.

### **DOG LICENSING**

The dog licensing period is June 1st – August 31st. Residents have a choice of applying for a one-year, two-year, or three-year license for their dogs. A current one-year license costs \$15, a two-year license costs \$18, and a three-year license costs \$25. There are approximately 1494 licensed dogs in Bedford with 535 new licenses issued in FY23.

### **ARCHIVES AND RECORDS MANAGEMENT**

Full-time Archivist and Records Manager Ashley Large continued to ensure that the town is following proper retention and preservation procedures for town records, as well as working to provide greater public access to these records. In FY23, the archivist fielded more than 75 internal and external requests for research.

This year, the Archivist gave several presentations on records management and digital preservation to staff. These included training in basic records management using the Municipal Records Retention Schedule, retention of student records, and the tenets of digital preservation.

The Archivist established an online digital repository using Preservica, a web-based software that not only facilitates storage of digital materials but also safeguards records against digital degradation. A public portal to access items within the repository will be forthcoming.

Two grants totaling \$42,865 were awarded to the Archives by the Community Preservation Committee and a Town Meeting vote in order to pursue conservation treatment for materials relating to the First Parish Church, as well as Select Board records going back to 1800. These items were cared for by the Northeast Document Conservation Center (NEDCC) in Andover. The Archivist thanks the Town for supporting these projects and making preservation of archival materials a priority in Bedford.

### **FY24 PROJECTIONS**

Fiscal year 2024 will begin with two elections – the State Primary on September 3, 2024 and the General Election on November 5, 2024. The Town Clerk’s Office expects a large number of voters to cast ballots in these elections via vote by mail, in-person early voting, and on election day.

These projects are many and varied. Some of the projects are continued from last fiscal year and some are new:

- Scanning vital records (marriages & deaths) for accessibility
- Inspect all marriage records prior to 1980 to assess for retention and cull copies that are not Bedford records

# ELECTIONS

## ANNUAL TOWN ELECTION RESULTS—MARCH 11, 2023

The 2023 Annual Town Election was held Saturday March 11, 2023 at the John Glenn Middle School from 8:00 am to 6:00 pm. Of the 10,295 registered voters, 1354 cast ballots for the elec-

### LIBRARY TRUSTEE (3 YEAR TERM) VOTE FOR 2

<b>RACHEL FIELD</b>	344	136	57	330	318	<b>1185</b>
<b>RENAE SIMONE NICHOLS</b>	342	141	59	333	325	<b>1200</b>
WRITE-INS	1	4	1	2	2	<b>10</b>
BLANKS	109	53	9	61	81	<b>313</b>
<b>TOTAL</b>	<b>796</b>	<b>334</b>	<b>126</b>	<b>726</b>	<b>726</b>	<b>2708</b>

### HOUSING AUTHORITY (5 YEAR TERM) VOTE FOR 1

<b>ELLIS M. IESBERG</b>	330	137	56	322	305	<b>1150</b>
WRITE-INS	0	3	0	0	3	<b>6</b>
BLANKS	68	27	7	41	55	<b>198</b>
<b>TOTAL</b>	<b>398</b>	<b>167</b>	<b>63</b>	<b>363</b>	<b>363</b>	<b>1354</b>

### PLANNING BOARD (3 YEAR TERM) VOTE FOR 2

<b>STEVEN R. HAGAN</b>	359	143	61	334	325	<b>1222</b>
<b>JACINDA M. BARBEHENN</b>	328	134	55	327	292	<b>1136</b>
WRITE-INS	1	5	0	5	7	<b>18</b>
BLANKS	108	52	10	60	102	<b>332</b>
<b>TOTAL</b>	<b>796</b>	<b>334</b>	<b>126</b>	<b>726</b>	<b>726</b>	<b>2708</b>

### SCHOOL COMMITTEE (3 YEAR TERM) VOTE FOR 2

<b>SARAH JOSEPHINE MCGINLEY</b>	345	141	58	334	332	<b>1210</b>
<b>SARAH ALLEN SCOVILLE</b>	336	142	56	327	326	<b>1187</b>
WRITE-INS	18	9	5	5	9	<b>46</b>
BLANKS	97	42	7	60	59	<b>265</b>
<b>TOTAL</b>	<b>796</b>	<b>334</b>	<b>126</b>	<b>726</b>	<b>726</b>	<b>2708</b>

# ELECTIONS

## ANNUAL TOWN ELECTION RESULTS—MARCH 11, 2023

OFFICES AND CANDIDATES	PCT 1	PCT 2	2A	PCT 3	PCT 4	TOTAL
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### SELECT BOARD (3 YEAR TERM) VOTE FOR 2

PAUL D. MORTENSON	336	140	59	317	314	<b>1166</b>
BOPHA MALONE	337	128	56	335	317	<b>1173</b>
WRITE-INS	36	19	4	11	15	<b>85</b>
BLANKS	87	47	7	63	80	<b>284</b>
<b>TOTAL</b>	<b>796</b>	<b>334</b>	<b>126</b>	<b>726</b>	<b>726</b>	<b>2708</b>

### BOARD OF ASSESSORS (3 YEAR TERM) VOTE FOR 1

REBECCA G. NEALE	349	139	57	342	326	<b>1213</b>
WRITE-INS	1	2	1	0	2	<b>6</b>
BLANKS	48	26	5	21	35	<b>135</b>
<b>TOTAL</b>	<b>398</b>	<b>167</b>	<b>63</b>	<b>363</b>	<b>363</b>	<b>1354</b>

### BOARD OF ASSESSORS (1 YEAR TERM) VOTE FOR 1

DENNIS MICHAEL ROSS	338	136	58	332	315	<b>1179</b>
WRITE-INS	0	3	0	0	1	<b>4</b>
BLANKS	60	28	5	31	47	<b>171</b>
<b>TOTAL</b>	<b>398</b>	<b>167</b>	<b>63</b>	<b>363</b>	<b>363</b>	<b>1354</b>

### BOARD OF HEALTH (3 YEAR TERM) VOTE FOR 2

SUSAN BERES SCHWARTZ	336	135	56	332	322	<b>1181</b>
ANN A. KIESSLING	287	136	51	282	267	<b>1023</b>
WRITE-INS	14	7	5	9	14	<b>49</b>
BLANKS	159	56	14	103	123	<b>455</b>
<b>TOTAL</b>	<b>796</b>	<b>334</b>	<b>126</b>	<b>726</b>	<b>726</b>	<b>2708</b>



## LEGISLATIVE

Art	Date	SPECIAL TOWN MEETING NOVEMBER 14, 2022	RESULT
5	11/14/22	<b>Petitioners' Article – Establish Fire Station Site Location Committee</b> – it was moved that the Town create a Committee, consisting of five registered voters of the Town, appointed by the Moderator, none of whom serve on any other town boards or committees or in any town offices or positions, with instructions to (1) hold no fewer than two public hearings at which the public may suggest sites for the location of a new Town Fire Station and submit information in support thereof; and (2) prepare a report to the 2023 Annual Town Meeting which shall be published on the Town website no less than 30 days before Town Meeting and distributed to all the Town's registered voters a minimum of seven days before that Town Meeting, and which contains a detailed review of each site suggested at the public hearings, the advantages and disadvantages of each, and the Committee's recommendations for siting the Fire Station at each such site.	Motion Failed by Declared Majority Vote
6	11/14/22	<b>Appropriate Funds for the Bedford Permanent Firefighters Local 2310 IAFF Collective Bargaining Agreement – FY2023-Fy2025</b> – the Town voted to appropriate \$85,604.00 to fund the collective bargaining agreement between the Town of Bedford and the Bedford Permanent Firefighters Local 2310 for Fire Department employees who are members of this collective bargaining unit; and that such appropriation be funded by transferring the previously appropriated amount at the 2022 Annual Town Meeting “Fund 1220 – Select Board: Reserve”	Passed by Declared Majority Vote
7	11/14/22	<b>Appropriate Funds for the American Federation of State, Country, and Municipal Employees AFL-CIO, State Council 93, Local 1730 Collective Bargaining Agreement – FY2023-Fy2025</b> – the Town voted to appropriate \$71,995.00 to fund the collective bargaining agreement between the Town of Bedford and the American Federation of State, County, and Municipal Employees AFL-CIO, State Council 93, Local 1703, commencing July 1, 2022, for Public Works employees who are members of this collective bargaining unit; and that such appropriation be funded by transferring the previously appropriated amount at the 2022 Annual Town Meeting “Fund 1220 – Select Board: Reserve” to “Fund 4000: Department of Public Works”.	Passed by Declared Majority Vote
8	11/14/22	<b>Appropriate Funds for Minuteman High School Assessment – FY2023</b> – the Town voted to raise and appropriate \$33,143.00 to amend the Fiscal Year 2023 appropriation “Fund 3001 – Vocational Education,” under Article 17 of the March 28, 2022, Annual Town Meeting.	Passed by Declared Majority Vote

## LEGISLATIVE

Art	Date	SPECIAL TOWN MEETING NOVEMBER 14, 2022	RESULT
9	11/14/22	<p><b>Home Rule Petition – Legal Notice Media Requirements</b> – the Town voted to authorize the Select Board to petition the Massachusetts General Court to enact legislation in substantially the form below, and further to authorize the Select Board to approve amendments to said legislation before its enactment by the General Court that are within the scope of the general objectives of this motion.</p> <p><b>AN ACT AUTHORIZING THE TOWN OF BEDFORD TO ADOPT ALTERNATIVE METHODS FOR NOTICE OF PUBLIC HEALTH HEARINGS.</b></p> <p><i>Be it enacted as follows:</i></p> <p>SECTION 1. Notwithstanding chapter 40A, section 11 of the General Laws, the Town of Bedford is hereby authorized to adopt and further amend general bylaws that restrict the publishing of legal notices on the Town’s website.</p> <p>SECTION 2. The Town may permit that all legal notices of such public hearings be published: (i) in a local newspaper, either in electronic or paper format; (ii) on the bulletin board outside the Town Clerk’s office; and (iii) on the Town’s website.</p> <p>SECTION 3. As used in this Act, the term “website” shall mean the official website of the Town of Bedford that is operated and maintained by the Town’s government.</p> <p>SECTION 4. If any provision or section of this act is invalidated, the remainder shall survive in full force and effect.</p> <p>SECTION 5. This act shall take effect upon its passage.</p>	<p>Passed by Declared 2/3 Majority Vote</p>
10	11/14/22	<p><b>Minuteman Bikeway Extension</b> – it was moved that the Town authorize the Select Board to acquire by gift, purchase, or by eminent domain, with funds appropriated for the Minuteman Bikeway Extension under Article 6 of the warrant for this Town Meeting, any interest in real property for purposes of establishing, constructing, operating, and maintaining a multiuse rail trail/recreational path and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth, known as the Minuteman Bikeway Extension Transportation Improvement Project as shown on a plan entitled “Plan of Land in the Town of Bedford, Massachusetts, Middlesex County, Showing the Locations of Takings and Easements for the Purpose of Constructing the Minuteman Bikeway Extension” dated January 14, 2022, prepared by VHB and a copy of which is filed in the Office of the Town Clerk, including abutting and underlying properties as necessary for clearing title for any interests in the railroad right-of-way, laying out a recreational path in that right-of-way, and providing access to the rail trail area for construction, maintenance, and repair purposes, on such terms and conditions as the Select Board may determine.</p>	<p>Motion Failed by Secret Ballot 537 in favor and 537 opposed</p>

# LEGISLATIVE

## ANNUAL TOWN CAUCUS - JANUARY 10, 2023

Town Clerk Bridget Rodrigue called the Town Caucus to order at 7:00 pm. A quorum of 48 voters was present in the Town Hall Richard T. Reed Room.

Nominations for Chairperson of the Caucus took place and Shawn Hanegan was elected by a unanimous vote.

Hanegan welcomed everyone to the 2023 Town Caucus, announced the quorum has been met, and explained the basic rules of the Caucus. Rules are in compliance with MGL Chapter 53 Section 121. Hanegan announced that there will be no nominating speeches, and all candidate speeches will be limited to three minutes. Candidate speakers will be given a one minute, and a 30 second remaining warning, and a bell will ring when the three minutes are up.

Hanegan then asked for nominations for Secretary of the Caucus and Kelly Craven was elected Secretary of the Caucus by a unanimous vote.

Hanegan explained that the purpose of the Caucus is to nominate a candidate or candidates to each open public office in the upcoming election on March 11, 2023. He reminded the audience that attendance at the Caucus is required in order for a candidate to be designated the Caucus Nominee. The two persons for each opening receiving highest number of votes are declared nominated for such office, as long as each of these receives at least 8% or more votes. Hanegan announced that all nominees must remain at the conclusion of the Caucus to sign the Certificate of Nomination form with the Town Clerk. He also informed people that anyone interested in running for public office who is not nominated tonight may obtain nomination papers from the Town Clerk’s Office through January 18, 2023. Interested candidates would then need to obtain 50 registered voters’ signatures that can be certified and return the nomination papers to the Town Clerk by January 20, 2023.

Chairperson Hanegan then reviewed all open positions and the associated term.

<b>BOARD</b>	<b>VACANCIES</b>	<b>TERM</b>
Board of Assessors	1	1 three-year term
Board of Assessors	1	1 one-year term
Board of Health	2	2 three-year terms
Library Trustees	2	2 three-year term
Planning Board	2	2 three-year terms
Housing Authority	1	1 five- year term
School Committee	2	2 three-year terms
Select Board	2	2 three-year terms

## LEGISLATIVE

### ANNUAL TOWN CAUCUS - JANUARY 10, 2023

Hanegan then discussed how the nominations would work and asked for a motion adopt all rules as proposed. A motion was made and seconded to adopt all rules as proposed. Chairperson Hanegan declared the procedures adopted by a unanimous vote.

Nominations began:

**BOARD OF ASSESSORS - 1 VACANCY - 3 YEAR TERM**

**NOMINATION: REBECCA BEALE, 75 PAGE ROAD**

Nominator: Dennis Ross, 3 Myers Lane

Seconded by: Chris Gittons, 8 Brooksbie Road

No further nominations. The nomination of Rebecca Neale was accepted and approved.

**BOARD OF ASSESSORS - 1 VACANCY - 1 YEAR TERM**

**NOMINATION: DENNIS ROSS, 3 MYERS LANE**

Nominator: Rebecca Neale, 75 Page Road

Seconded by: Emily Mitchell, 4 Heritage Drive

No further nominations. The nomination of Dennis Ross was accepted and approved.

**BOARD OF HEALTH- 2 VACANCIES - 3 YEAR TERMS**

**INCUMBET NOMINATION: ANN KIESLING, 53 CONCORD ROAD**

Nominator: Richard Daugherty, 49 Elm Street

Seconded by: Steve Hagan, 43 Concord Road

**INCUMBET NOMINATION: SUSAN SCHWARTZ, 34 GLENRIDGE DRIVE**

Nominator: Mark Quinn, 8 Alder Way

Seconded by: Rebecca Neale, 75 Page Road

No further nominations. The nomination of Dennis Ross was accepted and approved.

**HOUSING AUTHORITY- 1 VACANCY - 5 YEAR TERM**

**INCUMBET NOMINATION: ELLIS IESBERG, 49 WINTERBERRY WAY**

Nominator: Stephanie iesberg, 49 Winterberry Way

Seconded by: Bopha Malone, 195 Carlisle Road

No further nominations. The nomination of Ellis iesberg was accepted and approved.

**LIBRARY TRUSTEES - 2 VACANCIES - 3 YEAR TERM**

**INCUMBENT NOMINATION: RACHEL FIELD, 380 CONCORD ROAD**

Nominator: Bea Brunkhorst, 135 Page Road

Seconded by: Ann Kiessling, 53 Concord Road

**NOMINATION: RENAE NOCHOLS, 3 LABO LANE**

Nominator: Chris Gittons, 8 Brooksbie Road

Seconded by: Rebecca Neale, 75 Page Road

## LEGISLATIVE

### ANNUAL TOWN CAUCUS - JANUARY 10, 2023

No further nominations. The nominations of **Rachel Field and Renae Nichols** were accepted and approved.

#### **PLANNING BOARD - 2 VACANCIES - 3 YEAR TERM**

##### **INCUMBENT NOMINATION: JACINDA BARBEHENN, 10 IRENE ROAD**

Nominator: Suzanne Kohler, 1 Hardy Lane

Seconded by: Chris Gittins, 8 Brooksbie Road

##### **INCUMBENT NOMINATION: STEPHEN HAGAN**

Nominator: Nancy Daughtery, 49 Elm Street

Seconded by: Art Smith, 11102 Avalon Drive

No further nominations. The nomination of **Jacinda Barbehenn and Steve Hagan** were accepted and approved.

#### **SCHOOL COMMITTEE - 2 VACANCIES - 3 YEAR TERMS**

##### **INCUMBENT NOMINATION: SARAH SCOVILLE, 311 SPRINGS ROAD**

Nominator: Sheila Mehta-Green, 1 Glen Ora Drive

Seconded by: Ann Guay, 276 Davis Road

##### **NOMINATION: SARAH MCGINLEY, 111 WILSON ROAD**

Nominator: Ann Guay, 276 Davis Road

Seconded by: Emily Prince, 66 South Road

No further nominations. The nominations of **Sarah Scoville and Sarah McGinley** were accepted and approved.

#### **SELECT BOARD - 2 VACANCIES - 3 YEAR TERMS**

##### **INCUMBENT NOMINATION: BOPHA MALONE, 195 CARLISLE ROAD**

Nominator: Jacinda Barbehenn, 10 Irene Road

Seconded by: Art Smith, 11102 Avalon Drive

##### **NOMINATION: PAUL MORTENSON, 4 WELLINGTON WAY**

Nominator: Stacey Mortenson, 4 Wellington Way

Seconded by: Art Smith, 11102 Avalon Drive

##### **NOMINATION: RON O'BRIEN - 403 DAVIS ROAD**

Nominator: Adam O'Brien, 403 Davis Road

Seconded by: Calvin Day, 1 Wildwood Drive

No further nominations. The nominations of **Bopha Malone and Paul Mortenston** were accepted and approved.

## LEGISLATIVE

### **ANNUAL TOWN CAUCUS - JANUARY 10, 2023**

The Town Election is Saturday, March 11, 2023 from 8:00 am – 6:00 pm.

The 203 Town Caucus adjourned at 8:01 pm.

Hanegan reminded all nominated candidates to head to the Town Clerk's Office to sign the certificate of nomination and to receive their candidate information packets.

Respectfully submitted,

Kelly Craven, Secretary of the Caucus

# LEGISLATIVE

## ANNUAL TOWN MEETING - MARCH 27, 2023

Pursuant to a Warrant signed by the Select Board on February 13, 2023 and posted on March 3, 2023, Town Moderator Mark Siegenthaler announced that a quorum had been met and that he had examined and found in order the Call of the Meeting, the Officer’s Return of Service, and the timely delivery of the warrant to residents for the Annual Town Meeting--. The Annual Town Meeting was then called to order at 6:35 pm on Monday, March 27, 2023, in the Bedford High School Auditorium.

### ARTICLE 1. REPORTS OF TOWN OFFICERS AND COMMITTEES

No Motion made for this article. Siegenthaler announced that there will be a report from the Community Preservation Committee and from the Finance Committee later in this meeting in order for them to be closer to their articles.

### ARTICLE 2. DEBATE RULES

Bopha Malone moved, and Emily Mitchell seconded that the Town vote to adopt the following procedure for the current Annual Town Meeting:

- A. The main motion having been submitted in advance, and presentations having been made available for viewing before the meeting, presentations will be limited to ten (10) minutes;
- B. No amendment shall be accepted unless submitted in writing. A speaker presenting an amendment to an article shall be limited to five (5) minutes;
- C. Speakers shall be limited to three (3) minutes;
- D. No article shall be presented after 10:15 P.M.;
- E. Town Meeting by majority vote may waive A, B, C, or D.

Malone explained that these are the rules by which Town Meeting time is managed based on feedback from voters. She stated that Town Meeting may by majority vote waive any of the provisions of this article.

### RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended

Siegenthaler explained that if more time is needed for a certain article, any of these procedures can be waived by requesting a town meeting vote.

Moderator called for a vote and declared Article 2 passed by a 2/3 majority.

## LEGISLATIVE

### ARTICLE 3. CONSENT ARTICLE

Paul Mortenson moved, and Emily Mitchell seconded that the Town vote to:

- A. Raise and appropriate the sum of \$85,000 for an audit of Fiscal Year 2023 and Other Post Employment Benefit actuary, 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 for the elderly so as to increase the gross receipts limitations to \$24,000 for a single person and \$34,000 for married persons and so as to increase the whole estate limitations to \$40,000 for a single person and \$55,000 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, effective in the Fiscal Year 2023;
- 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 2023;
- D. Authorize the Select Board, during Fiscal Year 2024, to acquire any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests.

### RECOMMENDATIONS

Select Board: Approval Recommended  
Finance Committee: Approval Recommended

The Moderator called for a vote and declared Article 3 passed by a majority.

### ARTICLE 4. BILLS OF PRIOR YEAR

Paul Mortenson moved, and Emily Mitchell seconded that the Town vote to indefinitely postpone Article 4.

### RECOMMENDATION

Select Board: Approval Recommended  
Finance Committee: Approval Recommended

Moderator called for a vote and declared Article 4 indefinitely postponed by a 2/3 majority.

# LEGISLATIVE

## ARTICLE 5. GENERAL BYLAW AMENDMENT – REVOLVING FUNDS

Bopha Malone moved, and Emily Mitchell seconded that the Town vote to amend the General Bylaws by adding the new sections 13.4.5.10 (Council on Aging Revolving Fund), 13.4.5.11 (Athletic Fields Revolving Fund), and 13.4.5.12 (Biosafety Program Revolving Fund).

### **Council on Aging Revolving Fund—Council on Aging**

Establish, pursuant to Massachusetts General Law, Chapter 44, Section 53E ½, a departmental revolving fund to receive fees charged for exercise and recreation programs arranged by the Council on Aging.

The Council on Aging is authorized to administer and expend funds for this program, such as instructor costs, up to a limit of \$35,000 in FY2024; pass any vote or take any other action relative thereto.

#### **13.4.5.10 Council on Aging Revolving Fund**

**13.4.5.10.1 Fund Name.** There shall be a separate fund called the Council on Aging Revolving Fund authorized for the use of the Council on Aging.

**13.4.5.10.2 Revenues.** The Town Accountant shall establish the Council on Aging Revolving Fund as a separate account and credit to the fund all of the monies, gifts, and fees charged and received by the Council on Aging from participants of exercise and recreational programs.

**13.4.5.10.3 Purposes and Expenditures.** During each fiscal year, the Council on Aging may incur liabilities against and spend monies from the Council on Aging Revolving Fund to pay program expenses and instructors.

**13.4.5.10.4 Fiscal Years.** The Council on Aging Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023.

### **Athletic Fields Revolving Fund—Recreation Department**

Establish, pursuant to Massachusetts General Law, Chapter 44, Section 53E ½, a departmental revolving fund to receive fees charged for use of athletic fields, and to authorize the Recreation Department to administer and expend funds for this program, up to a limit of \$50,000 in FY2024; pass any vote or take any other action relative thereto.

#### **13.4.5.11 Athletic Fields Revolving Fund**

**13.4.5.11.1 Fund Name.** There shall be a separate fund called the Athletic Fields Revolving Fund authorized for the use of the Recreation Department.

**13.4.5.11.2 Revenues.** The Town Accountant shall establish the Athletic Fields Revolving Fund as a separate account and credit to the fund all of the monies, gifts, and fees charged and received by the Recreation Department from rentals of athletic fields.

**13.4.5.11.3 Purposes and Expenditures.** During each fiscal year, the recreation department may incur liabilities against and spend monies from the Athletic Fields Revolving Fund to pay for field maintenance and utilities.

## LEGISLATIVE

**13.4.5.11.4 Fiscal Years.** The Athletic Fields Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023.

### **Biosafety Program Revolving Fund—Board of Health**

Establish, pursuant to Massachusetts General Law, Chapter 44, Section 53E ½, a departmental revolving fund to receive fees charged for permits issued under the Bedford, MA Board of Health Regulations on Biosafety and the Use of Regulated Biological Agents and further, to authorize the Board of Health to administer and expend funds for this program, such as consultant costs, up to a limit of \$25,000 in FY2024; pass any vote or take any other action relative thereto.

#### **13.4.5.12 Biosafety Program Revolving Fund**

**13.4.5.12.1 Fund Name.** There shall be a separate fund called the Biosafety Program Revolving Fund authorized for the use of the Board of Health.

**13.4.5.12.2 Revenues.** The Town Accountant shall establish the Biosafety Program Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the Board of Health from facilities that receive a Biosafety Permit from the Board of Health.

**13.4.5.12.3 Purposes and Expenditures.** During each fiscal year, the Board of Health may incur liabilities against and spend monies from the Biosafety Program Revolving Fund for biosafety consulting services.

**13.4.5.12.4 Fiscal Years.** The Biosafety Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023.

### **RECOMMENDATIONS**

Select Board: Approval Recommended  
Finance Committee: Approval Recommended

Moderator called for a vote and declared Article 5 passed by a majority.

### **ARTICLE 6. REVOLVING FUNDS EXPENDITURE LIMITS**

Bopha Malone moved, and Emily Mitchell seconded that the Town to set Fiscal Year 2024 total expenditure limitations for the Revolving Funds authorized under Article 13, Section 13.4.4 of the General Bylaws of the Town:



## LEGISLATIVE

	<b>FY2024 APPROPRIATIONS</b>	<b>FY2024 Funds</b>
1.	Administrative	\$10,000
2.	Affordable Housing Consultant (Regional Housing Service Office)	\$38,000
3.	Archival Records Preservation	\$28,270
4.	Athletic Field Fencing Rehabilitation	\$43,000
5.	Bedford Housing Authority Life Management Program	\$37,817
6.	Bond Payment—350A Concord Road (end date of FY2026)	\$331,913
7.	Bond Payment—Town Hall MEP Project (end date of FY2026)	\$91,375
8.	Bond Payment—Liljgren Way/Mudge Way Athletic Fields (end date of FY2027)	\$111,500
9.	Bond Payment—Bedford Village (end date of FY2028)	\$167,790
10.	Bond Payment—Fawn Lake (end date of FY2030)	\$203,625
11.	Job Lane House Roof Rehabilitation	\$71,500
12.	Old Town Hall Elevator Controls Replacement	\$75,570
13.	Springs Brook Park Walkway Rehabilitation	\$37,800
14.	Trails Committee—Buehler Conservation Area Rehabilitation	\$152,000
15.	Trails Committee—Pedestrian Bridges, Bog Bridges, Stone Dust, Trail Infrastructure	\$11,000
	<b>TOTAL</b>	<b>\$1,411,160</b>

### RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended
Community Preservation Committee:	Approval Recommended

The Moderator called for a vote on all items that were not held.

The Moderator declared items #1-10 and 13-14 passed by a majority vote.

The Moderator called for vote on item 11 and declared this item passed by majority vote.

The Moderator called for a vote on item 12 and declared this item passed by majority vote.

The Moderator called for a vote on item 15 and declared this item passed by majority vote.

## LEGISLATIVE

Emily Mitchell moved, and Margot Fleischman seconded that the Town raise and appropriate the sum of \$2,488,774 for the capital projects set forth as Project Nos. 24-01 through 24-22, inclusive, in Article 8 of the March 27, 2023 Annual Town Meeting Warrant, said funds to be expended under the general supervision of the Town Manager and supervision of the department head for which the sums have been appropriated, and that the Town authorize the Town Treasurer, with the approval of the Select Board, to borrow a sum not to exceed \$2,672,354, for the capital projects set forth as Project Nos. 24-23 through 24-28, inclusive, in Article 8 of the March 27, 2023 Annual Town Meeting Warrant, including all costs incidental and related thereto, and to issue bonds and notes therefore under M.G.L. c. 44, §7(1) or any other enabling authority, said funds to be expended under the general supervision of the Town Manager and supervision of the department head for which the sums have been appropriated.

<b>Project #</b>	<b>Department</b>	<b>Project</b>	<b>Funding Source</b>	<b>Amount</b>
24-01	School	All Schools- Durable Furniture and Equipment Replacement	Tax Levy	\$ 50,088
24-02	Facilities—School	All Schools—Flooring	Tax Levy	\$76,650
24-03	School	All Schools—Info Tech Plan Replacement	Tax Levy	\$498,900
24-04	Facilities—School	All Schools—Interior Painting	Tax Levy	\$60,109
24-05	Facilities—School	All Schools—Program Space Modifications	Tax Levy	\$46,506
24-06	DPW	Ash Tree Removal and Replacement Program/Tree Master Plan	Tax Levy	\$150,000
24-07	Police	Ballistic Vests	Tax Levy	\$16,110
24-08	Facilities—Town	Current Fire Station—Fire Sprinkler Dry System	Tax Levy	\$62,000
24-09	Facilities—Town	DPW—Elevator Controls Replacement (State Mandated)	Tax Levy	\$62,455
24-10	Fire	Shift Command Vehicle	Tax Levy	\$86,039
24-11	DPW	Stormwater Permit Requirements	Tax Levy	\$100,000
24-12	Facilities—Town	Town Buildings- Lightning Protection	Tax Levy	\$68,500
24-13	Facilities—Town	Town Center- Flooring	Tax Levy	\$24,150
24-14	IT	Town- Copier Replacements	Tax Levy	\$6,775
24-15	IT	Town—IT Equipment & Projects	Tax Levy	\$147,042
24-16	Facilities—Town	Town Wide Elevator Fire Switches (State Mandated)	Tax Levy	\$124,000
24-17	DPW	Transportation Improvements—Local Transit Initiatives (Bus Stop Shelter)	Tax Levy	\$25,000

## LEGISLATIVE

24-18	DPW	Transportation Improvements—North and Chelmsford Road Intersection Completion	Tax Levy	\$210,000
24-19	DPW	Transportation Improvements—Traffic Calming and Pavement Condition Index Oversight	Tax Levy	\$250,000
24-20	DPW	Turf Field Assessment Study	Tax Levy	\$56,650
24-21	DPW	Vehicle and Equipment Replacement	Tax Levy	\$317,800
24-22	DPW	Water Standpipe Rehabilitation	Tax Levy	\$50,000
24-23	Facilities—Town	108 Carlisle Site Improvements (Salt Shed and Washing Station)	Bond	\$632,731
24-24	Facilities—School	All Schools- Comprehensive Security Equipment and Safety Plan	Bond	\$350,000
24-25	DPW	Large Dump Truck Replacement	Bond	\$329,623
24-26	DPW	Sewer Pump Station Program	Bond	\$200,000
24-27	DPW	Sidewalk/Municipal Hardscape Improvements (ADA Sidewalk Maintenance and Improvements)	Bond	\$200,000
24-28	DPW	Transportation Improvements- Summer Street Bridge Repairs (State Mandated)	Bond	\$960,000

### RECOMMENDATIONS

Select Board: Approval Recommended  
 Finance Committee: Approval Recommended  
 Capital Expenditure Committee: Approval Recommended  
 Residential Tax Impact: 30.54

The Moderator called for a vote on all non-held items.

Moderator declared 24-01, 24-02, 24-04, 24-05, 24-08, 24-09, 24-13, 24-14, and 24-16 passed by required Majority. The Moderator also declared 24-25 passed by two thirds majority.

After some discussion, the Moderator called for a vote on all remaining items and declared 24-03, 24-06, 24-07, 24-10, 24-11, 24-12, 24-15, 24-17, 24-18, 24-19, 24-21, and 24-22 passed by majority vote. The Moderator also declared 24-20 failed. The Moderator also declared 24-23, 24-24, 24-26, 24-27, and 24-28 passed by two thirds majority vote.

# LEGISLATIVE

**ARTICLE 9. PEG ACCESS AND CABLE EXPENSE RELATED BUDGET – FISCAL YEAR 2024**

Emily Mitchell moved, and Bopha Malone seconded that the Town vote to appropriate the sum of \$285,840 for the PEG Access and Cable Related Budget for the fiscal year beginning July 1, 2023; and that in order to meet such appropriation, the Town will transfer \$285,840 from the PEG Access and Cable Related Fund.

<u>Budget Expenses</u>	<u>FY2024 Recommended</u>
Contracted Operational Cost	\$235,155
Building Expenses	\$35,000
Capital Equipment Purchase	\$15,685
<b>Total PEG Access and Cable Related Fund Budget</b>	<b>\$285,840</b>

**RECOMMENDATIONS**

Select Board: Approval Recommended  
Finance Committee: Approval Recommended

Moderator called for a vote and declared Article 9 passed by a majority.

**ARTICLE 10. SUPPLEMENTAL OPERATING BUDGET FOR THE FISCAL YEAR 2023 AND ARTICLES OF THE 2022 ANNUAL TOWN MEETING**

Shawn Hanegan moved, and Emily Mitchell seconded that the Town vote to indefinitely postpone Article 10.

**RECOMMENDATIONS**

Select Board: Recommendation to be Given at Town Meeting  
Finance Committee: Recommendation to be Given at Town Meeting

Moderator called for a vote and declared Article 10 indefinitely postponed.

**ARTICLE 11. SALARY ADMINISTRATION PLAN BYLAW AMENDMENT – CLASSIFICATION & WAGE SCHEDULE**

Emily Mitchell moved, and Bopha Malone seconded that the Town vote to amend the Salary Administration Plan Bylaw by striking out the present Classification and Wage Schedule and inserting the new Classification and Wage Schedule set forth in Article 11 of the Warrant.

# LEGISLATIVE

## ARTICLE 11. SALARY ADMINISTRATION PLAN BYLAW AMENDMENT – CLASSIFICATION & WAGE SCHEDULE

Emily Mitchell moved, and Bopha Malone seconded that the Town vote to amend the Salary Administration Plan Bylaw by striking out the present Classification and Wage Schedule and inserting the new Classification and Wage Schedule set forth in Article 11 of the Warrant.

	Mini- mum	Mid	Maxi- mum		Mini- mum	Mid	Maximum
Grade 1 Library Page							
Hourly	15.45	15.74	16.02				
35 hrs.	28,227.15	28,751.99	29,276.83				
40 hrs.	32,259.60	32,859.42	33,459.23				
Grade 2 No Positions Assigned					Grade 3 No Positions Assigned		
Hourly	16.48	17.95	19.43	Hourly	17.51	19.30	21.09
35 hrs.	30,108.96	32,802.26	35,495.57	35 hrs.	31,990.77	35,259.74	38,528.71
40 hrs.	34,410.24	37,488.30	40,566.36	40 hrs.	36,560.88	40,296.85	44,032.82
Grade 4 No Positions Assigned					Grade 5 Library Assistant I, Seasonal Assistant Youth Worker		
Hourly	18.54	20.48	22.41	Hourly	19.31	21.25	23.19
35 hrs.	33,872.58	37,408.83	40,945.07	35 hrs.	35,283.94	38,828.61	42,373.27
40 hrs.	38,711.52	42,752.94	46,794.37	40 hrs.	40,324.50	44,375.55	48,426.60
Grade 6 Department Assistant I, Library Assistant II, Veteran's Services Officer					Grade 7 Department Assistant II, Library Custodian, School Traffic Supervisor		
Hourly	20.04	22.55	25.05	Hourly	22.25	25.31	28.37
35 hrs.	36,616.26	41,190.94	45,765.62	35 hrs.	40,647.10	46,238.89	51,830.69
40 hrs.	41,847.15	47,075.36	52,303.56	40 hrs.	46,453.82	52,844.45	59,235.08

# LEGISLATIVE

Grade 8 Department Assistant III			
Hourly	24.69	28.08	31.47
35 hrs.	45,106.99	51,305.67	57,504.35
40 hrs.	51,550.84	58,635.05	65,719.26

Grade 9 Administrative Assistant I, Finance Assistant, Respite Care Coordinator, Seasonal Youth Worker, Senior			
Hourly	27.15	31.23	35.30
35 hrs.	49,610.16	57,052.72	64,495.27
40 hrs.	56,697.32	65,203.10	73,708.88

Grade 10 Administrative Assistant II, Animal Control Officer, Archivist, Assistant Accountant, Assistant Town Clerk, Assistant Treasurer & Collector, Data Collector, Engineering Assistant, Engineering & Mechanical Assistant, Librarian, Youth & Family Services Counselor			
Hourly	29.87	34.34	38.82
35 hrs.	54,564.96	62,748.01	70,931.06
40 hrs.	62,359.96	71,712.02	81,064.07

Grade 11 Assistant Assessor, Assistant Health Director, Engineering Technician, Health Agent, Healthy Bedford Coordinator, Council on Aging Social Worker, Community Social Worker, Youth Social Worker			
Hourly	32.56	37.84	43.13
35 hrs.	59,478.37	69,141.46	78,804.56
40 hrs.	67,975.28	79,018.81	90,062.35

Grade 12 Assistant Planner, Assistant Recreation Director, Building & Systems Superintendent, Civil/Environmental Engineer, Public Health Nurse, Conservation Administrator, Energy Manager, Facilities Information & Procurement Analyst, GIS Analyst, Human Resources/Benefits Coordinator, Local Building Inspector, Plumbing & Gas Inspector, Recreation Adult Program Coordinator, Recreation Youth Program Coordinator, Recycling Coordinator, School-Age Child Care Director, Senior Librarian, Special Assistant to the Town Manager, Technical Support Specialist, Wiring & Electrical Inspector			
Hourly	35.48	41.25	47.02
35 hrs.	64,824.59	75,360.85	85,897.10
40 hrs.	74,085.25	86,126.68	98,168.11

Grade 13 Assistant Facilities Director, Assistant Library Director, Council on Aging Director, Assistant DPW Director, Housing and Economic Development Director, Grounds Operations Manager, Highway Operations Manager, IT/Network Engineer, Recreation Director, Town Clerk, Treasurer & Collector, Water & Sewer Operations Manager			
Hourly	38.32	45.02	51.73
35 hrs.	70,005.21	82,258.62	94,512.03
40 hrs.	80,005.96	94,009.85	108,013.74

Grade 14 Assessing Director, Health Director, Planning Director			
Hourly	41.38	48.62	55.86
35 hrs.	75,597.95	88,828.02	102,058.08
40 hrs.	86,397.66	101,517.74	116,637.81

Grade 15 Code Enforcement Director/Building Inspector, DPW Engineer, Library Director			
Hourly	44.27	52.570	60.87
35 hrs.	80,882.08	96,044.76	111,207.44
40 hrs.	92,436.66	109,765.44	127,094.22

# LEGISLATIVE

Grade 16 Capital Projects Manager			
Hourly	47.86	56.24	65.12
35 hrs.	86,535.08	102,756.24	118,977.44
40 hrs.	98,897.18	117,485.70	135,974.21

Grade 17 Assistant Town Manager			
Hourly	50.21	60.26	70.30
35 hrs.	91,736.36	110,085.89	128,435.41
40 hrs.	104,841.55	125,812.44	146,783.33

Grade 18 Facilities Director, Health and Human Services Director, Information Technology Director			
Hourly	53.23	63.87	74.52
35 hrs.	97,246.30	116,695.74	136,145.19
40 hrs.	111,138.62	133,366.56	155,594.50

Grade 19 DPW Director, Fire Chief, Police Chief, Finance Director/Town Accountant			
Hourly	55.90	67.77	79.65
35 hrs.	102,120.18	123,820.28	145,520.37
40 hrs.	116,708.78	141,508.89	166,308.99

**B. Public Works (40 hr/wk)**

(eff. July 1, 2023)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Chief Water System Operator (c.A)	1,164.79	1,223.04	1,284.20	1,348.43	1,415.85	1,444.16	1,473.05
Chief Sewer System Operator (c.A)	1,164.79	1,223.04	1,284.20	1,348.43	1,415.85	1,444.16	1,473.05
Working Foreman (c.A)	1,164.79	1,223.04	1,284.20	1,348.43	1,415.85	1,444.16	1,473.05
Electrician (c.B)	1,145.11	1,190.96	1,238.58	1,288.13	1,339.65	1,302.80	1,393.78
Maintenance Craftsman (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Mechanic (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Water System Operator (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Sewer System Operator (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Assistant Working Foreman (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Heavy Equipment Operator (c.)	1,199.74	1,259.73	1,322.72	1,388.88	1,458.32	1,487.49	1,517.24
Summer Laborer (interim / seasonal)		15.00	/hr.				

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**C. Public Safety—Fire**

(42 hr/wk) (eff. July 1, 2023)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Captain Fire Prev. (40 hr/wk) (c.)	1,680.52	1,724.82	1,850.59	1,898.14	1,946.37			
Lieutenant—Fire (c.)	1,434.64	1,460.38	1,553.58	1,580.60	1,607.75			
Private—Fire (c.)	1,226.22	1,248.06	1,327.07	1,349.94	1,372.93	1,420.09	1,448.49	1,484.70
<b>Call Firefighter</b>	<b>3502.50</b>	<b>/yr. max</b>	<b>3823.50</b>	<b>/yr. max with EMT</b>	<b>9,894.56</b>	<b>/yr. max with Paramedic</b>		
	23.25	/hr.	25.49	/hr. Spec. Assign.	32.62	/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.) (eff. 7/1/2023)	1,726.89	1,756.95	1,787.70	1,818.98	1,850.81	1,883.20	
Sergeant—Police (c.) (eff. 7/1/2023)	1,488.70	1,514.61	1,541.13	1,568.09	1,595.54	1,623.46	
Patrol Officer—Police (c.) (eff. 1/1/2023)	1,189.97	1,211.71	1,290.20	1,313.00	1,335.87	1,359.91	1,384.38
Student Police Officer	1,107.28	/wk.					
Police Matron	20.41	/hr.	21.62	/hr. nights and weekends			

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

(eff. 7/1/2023)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer I (c.)	848.84	891.27	935.83	982.63	1,031.75	1,083.35
Emergency Communications Officer II (c.)	874.30	918.01	963.91	1,012.11	1,062.71	1,115.85
Lead Emergency Communications Officer (c.)	909.27	954.73	1,002.46	1,052.60	1,105.22	1,160.48

## LEGISLATIVE

### F. Recreation Programs

<b><i>School-Age Child Care Program (40 hr/wk)</i></b>	Min.	Mid.	Max.
Assistant Director	28.00	29.00	30.00
Site Coordinator	20.00	23.00	26.00
Group Leader	17.00	20.00	23.00
Assistant Group Leader	15.00	15.75	16.50

<b><i>Springs Brook Park Program (Hourly)</i></b>	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 2	17.00	18.00	19.00
SBP Staff 1	15.00	16.00	17.00

<b><i>Summer Adventures/Summer Recreation Programs (Hourly)</i></b>	Min.	Mid.	Max.
Director	25.00	32.50	40.00
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	20.00	22.50	25.00
Program Staff	17.50	18.00	18.50
Counselor (HS Grad) *	15.75	16.25	16.75
Counselor (HS) *	15.00	15.50	16.00
Aide	15.00		
Overnight Stipend	100.00	/night	

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

Instructional Programs (hourly)	Min.	Mid.	Max.
Program Instructor II	25.00	42.50	60.00
Program Instructor I	15.00	22.50	30.00
Program Aide	15.00	16.00	17.00

	Min.	Mid.	Max.
Sports Official	15.00	17.50	20.00

## LEGISLATIVE

	Step 1	Step 2	Step 3	Step 4	Step 5
<u>G. Miscellaneous</u>					
Local Transportation Oper./ Coord. (40 hr/wk)	1,058.20	1,077.6 9	1,097.04	1,115.35	1,133.95
Substitute Local Transportation Operator	22.20	/hr.	Alt./Asst. Inspectors	33.47	/hr.
Recording Secretary	19.66	/hr.	Youth Leader	15.00	/hr.
Temporary Clerk II eff. 1/1/2023	16.94	/hr.	Temporary Clerk I	15.00	/hr.
	Min.	Mid.	Max.		
Temporary Painter	28.10	31.03	33.95		

(c.) Per Labor Contract

**RECOMMENDATIONS**

Select Board:                      Approval Recommended  
 Finance Committee:              Approval Recommended

Moderator called for a vote and declared Article 11 passed by a majority.

**ARTICLE 12. OPERATING BUDGETS – FISCAL YEAR 2024**

Ben Thomas moved and Emily Mitchell seconded that the Town appropriate for operating expenditures in the fiscal year beginning July 1, 2023 the sum of \$109,573,714, as set forth below and to meet said appropriation, to apply the \$906,203 appropriated under Article 7 for debt service, to transfer the sums of \$5,400,000 from Sewer Fund, \$750,000 from Federal Impact Aid, \$80,000 from the Pension Trust Fund, \$50,000 from the Debt Stabilization Fund, and \$24,000 from the Recreation Fund, and raise the sum of \$102,363,511 from the FY2024 Tax Levy.

# LEGISLATIVE

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact *	Segregations Descriptions	Amount
1220	Select Board	1,046,497	1,046,497	1,051,520	0.5%	1.0%	12.98	Salaries: Expenses:	858,527 192,993
1300	Finance/Administrative Services	1,290,619	1,290,619	1,595,525	23.6%	1.5%	19.70	Salaries: Expenses:	847,715 747,810
1301	Insurance & Benefits	15,056,877	15,056,877	14,983,209	-0.5%	13.7%	185.01		
	<i>Health Insurance</i>	<i>7,113,500</i>	<i>7,113,500</i>	<i>7,291,338</i>	<i>2.5%</i>	<i>6.7%</i>			
	<i>Retirement Assessment</i>	<i>5,288,347</i>	<i>5,288,347</i>	<i>5,458,202</i>	<i>3.2%</i>	<i>5.0%</i>			
	<i>General Insurances</i>	<i>1,480,500</i>	<i>1,480,500</i>	<i>1,200,000</i>	<i>-18.9%</i>	<i>1.1%</i>			
	<i>Medicare Assessment</i>	<i>848,720</i>	<i>848,720</i>	<i>882,669</i>	<i>4.0%</i>	<i>0.8%</i>			
	<i>Unemployment Insurance</i>	<i>300,000</i>	<i>300,000</i>	<i>125,000</i>	<i>-58.3%</i>	<i>0.1%</i>			
	<i>Life Insurance</i>	<i>15,810</i>	<i>15,810</i>	<i>16,000</i>	<i>1.2%</i>	<i>0.0%</i>			
	<i>Employee Wellness</i>	<i>10,000</i>	<i>10,000</i>	<i>10,000</i>	<i>0.0%</i>	<i>0.0%</i>			

## LEGISLATIVE

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact*	Segregations Descriptions	Amount
1303	Principal & Interest	10,823,692	10,823,692	11,119,861	2.7%	10.1%	137.31	Non Exempt Principal Non Exempt Interest Exempt Principal Exempt Interest CPA Debt Costs	6,303,766 2,075,084 1,557,500 277,308 906,203
1310	Financial Committees	1,001,614	1,001,614	551,614	-44.9%	0.5%	6.81	Expenses: Reserve Fund	1,614 550,000
1410	Assessors	334,116	334,116	298,612	-10.6%	0.3%	3.69	Salaries: Expenses:	229,662 68,950
1510	Legal Services	184,000	184,000	200,300	8.9%	0.2%	2.47	Expenses:	200,300
1610	Town Clerk	264,314	264,314	282,351	6.8%	0.3%	3.49	Salaries: Expenses:	264,001 18,350

# LEGISLATIVE

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact *	Segregations Descriptions	Amount
1620	Elections & Registrations	89,850	89,850	73,450	-18.3%	0.1%	0.91	Salaries: Expenses:	47,850 25,600
1750	Planning Board	241,738	241,738	257,321	6.4%	0.2%	3.18	Salaries Expenses:	240,521 16,800
2010	Police Department	4,238,246	4,238,246	4,262,565	0.6%	3.9%	52.63	Salaries Expenses: Capital Outlay:	4,037,781 210,311 14,473
2200	Fire Department	3,166,550	3,166,550	3,535,468	11.7%	3.2%	43.66	Salaries Expenses: Capital Outlay:	3,285,780 218,906 30,782
2360	Town Center	111,440	111,440	120,807	8.4%	0.1%	1.49	Salaries Expenses:	59,135 61,672
2400	Code Enforcement	597,358	597,358	650,643	8.9%	0.6%	8.03	Salaries Expenses:	600,730 49,913

# LEGISLATIVE

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact *	Segregations Descriptions	Amount
3000	School Department	45,157,090	45,157,090	46,737,588	3.5%	42.7%	577.11		
3001	Vocational Education	959,598	959,598	1,059,598	10.4%	1.0%	13.08		
3500	Facilities Department Municipal	2,725,571	2,725,571	3,473,616	27.4%	3.2%	42.89	Salaries Expenses: Capital Outlay:	629,551 2,841,534 2,551
4000	Public Works	15,589,685	15,589,685	16,391,879	5.1%	15.0%	202.40	Salaries Snow Removal Overtime Snow Removal Materials MWRA Water Purchase Refuse/Recycling Energy Equipment/Materials Capital Outlay Road Resurfacing	3,431,844 136,800 205,653 3,832,778 3,343,041 1,926,363 624,443 1,230,256 8,831 1,651,870
5000	Board of Health	399,101	399,101	415,917	4.2%	0.4%	5.14	Salaries Expenses:	352,390 63,527

# LEGISLATIVE

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact *	Segregations Descriptions	Amount
5001	Hazardous Waste	26,131	26,131	27,438	5.0%	0.0%	0.34	Expenses:	27,438
5003	Mosquito Control	42,042	42,042	42,042	0.0%	0.0%	0.52	Expenses:	42,042
5400	Bedford Local Transit	63,455	63,455	66,020	4.0%	0.1%	0.82	Salaries: Expenses:	64,034 1,986
5410	Council on Aging	259,673	259,673	269,509	3.8%	0.2%	3.33	Salaries: Expenses: Capital Outlay:	249,875 18,541 1,093
5420	Youth & Family Services	543,108	543,108	563,832	3.8%	0.5%	6.96	Salaries: Expenses:	239,393 324,439
6100	Public Library	1,409,522	1,409,522	1,453,696	3.1%	1.3%	17.95	Salaries: Expenses: Capital Outlay:	1,135,446 311,250 7,000
6300	Recreation Commission	101,474	101,474	88,000	-13.3%	0.1%	1.09	Salaries:	88,000
6910	Historic Preservation Commissio	1,333	1,333	1,333	0.0%	0.0%	0.02	Expenses:	1,333
<b>TOTAL</b>		<b>105,724,694</b>	<b>105,724,694</b>	<b>109,573,714</b>	<b>3.6%</b>	<b>100.00%</b>	<b>1,353</b>		

**RECOMMENDATIONS**

- Select Board: Approval Recommended
- Finance Committee: Approval Recommended

Moderator called for a vote on all non-held items, and declared them passed by majority.

After some discussion, Moderator called for a vote on all held items and declared 1220, 1300, 1301, 1303, 1310, 1410, 2400, 4000, 6300 all passed by majority vote. While held items 1750, 2010, 2200, and 3000 all passed unanimously.

## LEGISLATIVE

### ARTICLE 13. AMBULANCE ENTERPRISE BUDGET – FISCAL YEAR 2024

Ben Thomas moved and Emily Mitchell seconded that the Town vote to appropriate the sum of \$1,207,840 to operate the Ambulance Enterprise Fund, and that the following sums be appropriate for the Ambulance Enterprise Fund:

Salaries	\$926,629
Operational Expenses	\$260,670
Capital Outlay	\$20,541

and that in order to meet such appropriation, the sum of \$1,207,840 be raised as follows:

Ambulance Receipts	\$1,079,867
Retained Earnings	\$127,973

#### RECOMMENDATIONS

Select Board: Approval Recommended  
 Finance Committee: Approval Recommended  
 Moderator called for a vote and declared Article 13 passed by a majority.

### ARTICLE 14. SALARY PLAN ADDITIONAL FUNDING

Emily Mitchell moved and Margot Fleischman seconded that the Town vote to raise and appropriate the sum of \$292,425 to fund salary adjustments for certain employees required under the Town’s Compensation and Wage Schedule.

#### RECOMMENDATIONS

Select Board: Approval Recommended  
 Finance Committee: Approval Recommended  
 Residential Tax Impact: \$3.59

Moderator called for a vote and declared Article 14 passed by a majority.

### ARTICLE 15. SUPPLEMENTAL ACCRUED LEAVE FUND

Shawn Hanegan moved and Emily Mitchell seconded that the Town vote to raise and appropriate the sum of \$150,000 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.

#### RECOMMENDATIONS

Select Board: Approval Recommended  
 Finance Committee: Approval Recommended  
 Residential Tax Impact: \$1.84

# LEGISLATIVE

**ARTICLE 16. STABILIZATION FUND**

Ben Thomas moved and Emily Mitchell seconded that the Town vote to raise and appropriate the sum of \$1,900,000, to the Stabilization Fund, as provided under M.G.L. Chapter 40, Section 5B.

**RECOMMENDATIONS**

- Select Board: Approval Recommended
- Finance Committee: Approval Recommended
- Residential Tax Impact: \$6.14

Moderator called for a vote and declared Article 16 passed by a majority.

**ARTICLE 17. OTHER POST-EMPLOYMENT BENEFITS LIABILITY TRUST FUND APPROPRIATION**

Margot Fleischman moved and Emily Mitchell seconded that the Town vote to raise and appropriate under M.G.L. Chapter 32B, Section 3A the sum of \$1,385,180 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.

**RECOMMENDATIONS**

- Select Board: Approval Recommended
- Finance Committee: Approval Recommended
- Residential Tax Impact: \$17.00

Moderator called for a vote and declared Article 17 passed by majority.

**ARTICLE 18. APPROPRIATE FUNDS FOR TRANSPORTATION INFRASTRUCTURE FUND**

Shawn Hanegan moved and Emily Mitchell seconded that the Town vote to appropriate the sum of \$3,075.30 received from the Commonwealth Transportation Infrastructure Fund for purposes of transportation services in the Town of Bedford.

**RECOMMENDATIONS**

- Select Board: Approval Recommended
- Finance Committee: Approval Recommended

Moderator called for a vote and declared Article 18 passed unanimously.

**ARTICLE 19. 300<sup>th</sup> ANNIVERSARY STABILIZATION FUND APPROPRIATION**

Bopha Malone moved and Emily Mitchell seconded that the Town raise and appropriate the sum of \$10,000 to the 300<sup>th</sup> Anniversary Stabilization Fund.

## LEGISLATIVE

### RECOMMENDATIONS

Select Board: Approval Recommended  
Finance Committee: Approval Recommended  
Residential Tax Impact: \$0.12

Moderator called for a vote and declared Article 19 passed by a majority.

### ARTICLE 20. 300<sup>th</sup> ANNIVERSARY STABILIZATION FUND – FY24 EXPENSES

Bopha Malone moved and Emily Mitchell seconded that the Town transfer and appropriate the sum of \$8,000 from the 300<sup>th</sup> Anniversary Stabilization Fund to be used by the 300<sup>th</sup> Anniversary Committee for FY24 Expenses.

### RECOMMENDATIONS

Select Board: Approval Recommended  
Finance Committee: Approval Recommended

Moderator called for a vote and declared Article 20 passed by a majority.

### ARTICLE 21. FREE CASH

Ben Thomas moved and Emily Mitchell seconded that the Town vote to transfer \$8,900,000 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2023.

### RECOMMENDATIONS

Select Board: Approval Recommended  
Finance Committee: Recommendation to be Given at Town Meeting

Moderator called for a vote and declared Article 21 passed by a majority.

### ARTICLE 22. ZONING BYLAW AMENDMENT – TWO FAMILY DWELLINGS

Todd Crowley moved, and Emily Mitchell seconded that the Town vote to approve the following amendments to the Zoning Bylaw:

*(additions shown in **BOLD** and deletions in ~~strikeout~~)*

#### 4.2 Residential 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, 4.2.5 and 4.2.9.

##### 4.2.2 Two Family Dwelling

## LEGISLATIVE

**A building that contains two (2) dwelling units and is either divided vertically so that the dwelling units are side by side but separated by a shared wall (sometimes called duplex), or is divided horizontally so that one dwelling unit is above another; except that a single family dwelling with an accessory dwelling unit, attached or detached, authorized pursuant to Section 4.2.9, shall be regulated as a single family dwelling.**

**The option of two family dwellings is intended to give property owners a choice between building a single family dwelling or a two family dwelling of a similar overall structure size, to: 1) increase the number of dwelling units available 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) encourage a more economic and energy-efficient use of the town's housing supply.**

### **4.2.2.1. Development standards**

**In all instances:**

- a. An Accessory Dwelling Unit is not permitted on any lot with a two-family dwelling;**
- b. Parking:**
  - 1. no more than two outdoor parking spaces shall be located in the front yard. All other parking spaces shall be either outdoor parking spaces located in a side or rear yard, or in a garage or carport; with not more than 2 garage spaces per dwelling unit;**
  - 2. parking spaces shall be located so that both dwelling units 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;**
  - 3. there shall be suitable screening (with evergreen or dense deciduous plantings, walls, fence, or a combination thereof) where there are more than two outdoor parking spaces or if the parking space is in the front yard and parallel to the street. Screening shall be sufficient to minimize the visual impact on abutters and the view from the street.**

### **4.2.2.12 Conversion Dwellings constructed on or before March 1, 1945**

**A single-family dwelling in existence on March 1, 1945 may be converted to accommodate no more than two families, a two-family dwelling provided that such conversion does not involve addition of more than 600 square feet gross floor area. If addition of more than 600 square feet gross floor area is proposed, the proposal shall meet the same criteria as for Dwellings constructed after March 1, 1945 as set out in subsection 4.2.2.3. provided that:**

## LEGISLATIVE

- ~~(a) Each dwelling unit shall have a minimum gross floor area of 800 square feet;~~
- ~~(b) No exterior changes are made, which, in the judgment of the Board, do not conform to the single-family character of the neighborhood.~~

### 4.2.2.2 Lot existing on January 1, 1992

~~A two-family dwelling may be built on a lot in existence on January 1, 1992, provided such lot was not held in common ownership with any adjoining land and has one and one-half times the minimum lot area for the Zoning District and provided the following conditions are met:~~

- ~~(a) The two-family dwelling shall be new construction, it cannot be conversion of an existing building.~~
- ~~(b) Two off-street parking spaces shall be provided for each dwelling unit.~~
- ~~(c) 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.~~
- ~~(d) Parking spaces shall be located so that both dwelling units 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.~~
- ~~(e) Where there are more than two outdoor parking spaces, there shall be provided suitable screening with evergreen or dense deciduous plantings, walls, fence or combination thereof 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.~~
- ~~(f) Only one exterior entrance shall be located on the front façade of the dwelling.~~

### 4.2.2.3 Dwellings constructed after March 1, 1945

**A single-family dwelling built after March 1, 1945 may be converted to a two-family dwelling, or a two-family dwelling may be built on a vacant lot, or a two-family dwelling may be newly constructed upon demolition of an existing one- or two-family dwelling, provided that:**

- a. the lot and proposed dwelling are fully conforming to the dimensional criteria of the Bylaw;**
- b. the two-family structure (new or converted) is subject to a maximum Floor Area Ratio (FAR) of 0.15 (15%)**

# LEGISLATIVE

the two-family structure (new or converted) is subject to a maximum lot coverage of 0.10 (10%)

### 4.2.2.4 Two-Family Dwellings on nonconforming lots

Construction of a new two-family dwelling on a nonconforming lot shall require a special permit from the Zoning Board of Appeals. In making any findings required under section 7.1 Nonconforming Uses for the grant of a special permit for the replacement of an existing two-family dwelling or construction of a new two-family dwelling on an existing undersized lot, the Zoning Board of Appeals shall give consideration to applying the development standards in Section 4.2.2.1 and an overall size limit of 0.15 floor area ratio or 3,000 square feet, whichever is greater.

TABLE 1: USE REGULATIONS												Site
DISTRICTS	R	A	B	C	D	LB	C	IA	IB	IC		Plan
PRINCIPAL USES												
4.2 RESIDENTIAL USES												
4.2.1 Single Fam. Dwelling	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No		NR
<del>4.2.2.1 Two Family Dwelling (Conv)</del>	<del>SP</del>	<del>SP</del>	<del>SP</del>	<del>SP</del>	<del>SP</del>	<del>SP</del>	<del>No</del>	<del>No</del>	<del>No</del>	<del>No</del>		<del>NR</del>
<del>4.2.2.2 Two Family Dwelling (New)</del>	<del>Yes</del>	<del>Yes</del>	<del>Yes</del>	<del>Yes</del>	<del>Yes</del>	<del>No</del>	<del>No</del>	<del>No</del>	<del>No</del>	<del>No</del>		<del>NR</del>
<b>4.2.2 Two Family Dwelling</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>		<b>NR</b>

### RECOMMENDATIONS

- Select Board: Approval Recommended
- Planning Board: Approval Recommended
- Finance Committee: Approval Not Recommended

Moderator announced this requires a 2/3 vote. The Moderator called for a vote and declared Article 22 passed, 137 in favor and 48 opposed.

Moderator declared this completes the Articles in the Warrant and Emily Mitchell made a motion that was seconded to adjourn the Annual Town Meeting at 11:26 pm. With all in favor of this motion, the Moderator declared the meeting adjourned and dissolved.

Respectfully submitted,  
Bridget S. Rodrigue  
Town Clerk

## Volunteer Opportunities and the Appointment Process

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

Vacancies can occur throughout the year. Terms of office vary from one to three years. Please go to: [bedfordma.gov/vcc](http://bedfordma.gov/vcc) to view the current list of vacancies and to download the Volunteer Questionnaire.





[bedfordma.gov](http://bedfordma.gov)