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**Cover designed by PB Dubois
Cover photo by Erin Chaney**

To the Voters

Finance Committee Report

Capital Expenditure Committee Report

Insert Report from John Carbone, Chair

Project #	Department	Project	Funding Source	Amount
24-01	School	<p>All Schools- Durable Furniture and Equipment Replacement Bedford Public Schools requests funds for the regular replacement of furniture, fixtures and equipment in classrooms, districtwide athletics programs, and the school lunch program. The district employs an asset-based life span replenishment model to ensure buildings have well-equipped instructional and programmatic spaces. Classroom furniture and identified equipment will be replaced in FY24 based on age and an assessment of condition based on typical life spans (Furniture, 15-20 years; Athletic equipment, 5-20 years; Kitchen equipment, 15-20 years). A detailed prioritized replacement list for the FY24 year is included as backup. Cost estimates are based on state contract pricing.</p>	Tax Levy	\$ 50,088
24-02	Fac - Sch	<p>All Schools- Flooring School flooring (i.e. carpet, tiles, and base molding) replacement on a rotating basis. Bids and quotes are requested from outside contractors. This is a year-long project. It is an efficient and cost-effective way to address the flooring replacement in sections due to the limited time and access to the building.</p>	Tax Levy	\$ 76,650
24-03	School	<p>All Schools- Info Tech Plan Replacement Bedford Public Schools request funds for the necessary periodic replacement of IT equipment based on district experience of life spans and industry standards. Life spans of requested equipment range from 3-7 years. The computers, instructional technology, and infrastructure backbone are an essential and integral part of the school system on a day to day basis. Items covered by this funding include student and teacher devices including but are not limited to, desktops, laptops, Chromebooks, classroom SMART displays for interactive student based learning, as well as infrastructure including network switches, servers, and data storage equipment. Additional detail on the breakdown by major category is provided, as well as a current school IT inventory, to explain technology in use in Bedford's schools today.</p>	Tax Levy	\$ 498,900

24-04	Fac - Sch	<p>All Schools- Interior Painting Classrooms are painted on a rotating basis. Painting crews are comprised of custodians and maintenance staff. Classrooms are painted before furniture is put back in the rooms. This process is repeated for every classroom identified to be painted. The process is used for school hallways and other common areas.</p>	Tax Levy	\$ 60,109
24-05	Fac - Sch	<p>All Schools- Program Space Modifications Space renovations to accommodate learning and programming needs, based on the requests received from the school's principals at the end of the school year, for the upcoming year.</p>	Tax Levy	\$ 46,506
24-06	DPW	<p>Ash Tree Removal and Replacement Program/Tree Master Plan The purpose of this project is to develop a tree master plan and to facilitate the removal and replacement of diseased ash trees. Tens of millions of ash trees in 30 states have been severely impacted by an exotic beetle known as the emerald ash borer. Bedford has been impacted as well. In a preliminary study of 22 ash trees in the vicinity of Bedford Town Hall, fifteen trees were immediately identified as needing to be removed, five were deemed as fair but at high risk, and only two were considered healthy. The purpose of the tree master plan is to identify specimen trees for targeted preservation; develop a planting plan for future resilience; and identify areas of future planting.</p>	Tax Levy	\$ 150,000
24-07	Police	<p>Ballistic Vests Bulletproof vests are designed to disperse the round's energy and deform the slug to minimize blunt force trauma. Hard body armor is made of strengthened steel plates. This life saving equipment is essential for police officers in the 21st century. Currently, ballistic vests are funded 50% by the federal government. Vests have a life span of five years with normal wear and are no longer covered under manufacturer's warranty after that timeframe. The lifespan date indicates the period where a product provides its maximum efficiency; it is the shelf life of an item. Vest materials have chemical components like Kevlar, composites, or other types of fiber that degrade over time. Along with the Ballistic Vest Program reimbursement contribution this would allow for the issuance of new ballistic vests for all members of the Bedford Police Department.</p>	Tax Levy	\$ 16,110

24-08	Fac - Town	<p>Current Fire Station- Fire Sprinkler Dry System (Per Inspection Report)</p> <p>The current system has multiple leaks. Some repairs have taken place in 2017 and 2018. A 2018 inspection revealed some sprinkler heads are corroded. Some sprinkler heads need to be relocated as such a new distribution may need to be re- designed. This work is required to be completed due to inspection reports, regardless of the future use of the building.</p>	Tax Levy	\$ 62,000
24-09	Fac - Town	<p>DPW- Elevator Controls Replacement (State Mandated)</p> <p>Conveying equipment controls, master control cabinet and associated equipment. Facilities will inspect the control in 2023 to determine if this item can be pushed further. Replacement of these elevator controls is required by the state in order to keep the elevator in service.</p>	Tax Levy	\$ 62,455
24-10	Fire	<p>Shift Command Vehicle</p> <p>This vehicle will be an SUV/Pickup outfitted with the necessary technology and safety equipment to meet the demands required to supervise an emergency incident such as a fire, hazardous material spill, or serious motor vehicle accident.</p>	Tax Levy	\$ 86,039
24-11	DPW	<p>Stormwater Permit Requirements</p> <p>This is a multi-year project. Funding for this project will allow the Town to adhere to the Environmental Protection Agency's Phase 2 stormwater regulations which require proper management of stormwater discharges to reduce pollutants. The benefits of effective stormwater management are improved water quality to natural resources and potential reduction of flooding events by eliminating sediment in stormwater runoff. The work that is required to be performed by the Town include public education about phosphorus use in fertilizers, GIS mapping and water sampling. The funds go towards the compliance work outlined in the Town's Stormwater Permit.</p>	Tax Levy	\$ 100,000
24-12	Fac - Town	<p>Town Buildings- Lightning Protection</p> <p>This request is to add lightning protection to town buildings and equipment. Over the last few years, the Town has experienced increased level of lightning which causes damage to the property and equipment. FY24 proposes funding for design services to determine a phased installation of lightning protection in FY25 and FY26.</p>	Tax Levy	\$ 68,500

24-13	Fac- Town	<p>Town Center- Flooring Replacement of carpet and tiles that pose a tripping hazard on the ramps and flooring throughout Town Center. The FY24 requests are for immediate safety concerns, and the FY26 placeholder is for non-urgent repairs for carpeted areas. An inspection in 2012 found carpeted areas showing moderate wear.</p>	Tax Levy	\$ 24,150
24-14	IT	<p>Town- Copier Replacements This capital request is for the periodic replacement of Town copiers on a rotating schedule. There are ten (10) copiers that are supported by this replacement schedule, of which eight (8) are located in Town Departments, one in the Town Hall mail room and one in Town Center. The replacement cycle of these copiers is 6-10 years depending on their usage. Each copier is also used for scanning and as a network printer.</p>	Tax Levy	\$ 6,775
24-15	IT	<p>Town- IT Equipment & Projects The Town IT Equipment Plan provides for the cyclical replacement of computers, printers, network switches, servers, backup systems and other IT equipment and systems for fifteen Town departments. It follows a schedule based on the anticipated useful lifespan of the respective IT equipment and software items.</p>	Tax Levy	\$ 147,042
24-16	Fac - Town	<p>Town Wide Elevator Fire Switches (State Mandated) To comply with the new requirements for elevator controls for fire fighters switches. These new requirements were just issued in 2022 by the Mass Department of Public Safety. All elevators in every building must comply by November 2023. Modification of the control panel requires the manufacturers of the elevators to design and perform the work.</p>	Tax Levy	\$ 124,000
24-17	DPW	<p>Transportation Improvements- Local Transit Initiatives DPW proposes to install a bus stop shelter at 310 The Great Road. This would be the third bus stop shelter installed within Bedford.</p>	Tax Levy	\$ 25,000
24-18	DPW	<p>Transportation Improvements- North and Chelmsford Road Intersection Completion Funding for the completion of utility work at the North Road and Chelmsford Road intersection improvement project.</p>	Tax Levy	\$ 210,000

24-19	DPW	<p>Transportation Improvements- Traffic Calming and Pavement Condition Index Oversight</p> <p>The Town requests funding for traffic improvements suggested in the Pavement Condition Index (PCI), and traffic calming measures throughout town based on urgency and safety needs determined by the DPW and Police Department. The pavement condition index (PCI) report allows the Town to optimize the application of paving repair dollars for maximum return in the form of reducing the overall financial backlog of paving work across the Town.</p>	Tax Levy	\$ 250,000
24-20	DPW	<p>Turf Field Assessment Study</p> <p>This needs assessment in FY24 is to evaluate a potential second location for a turf field. This study would be completed by a consultant. This request does not change the need for funding to replace the existing Sabourin turf field in FY25.</p>	Tax Levy	\$ 56,650
24-21	DPW	<p>Vehicle and Equipment Replacement</p> <p>The Town maintains a fleet of over 100 vehicles and pieces of equipment. This includes over 75 vehicles and smaller pieces of equipment including cars, SUVs, pickup trucks, and small construction equipment. In FY24 the Town is requesting funding for 4 vehicles for the Facilities Department (\$54,500), Police Department (\$84,000), Highway Division (\$84,000), and Grounds Division (\$95,300).</p>	Tax Levy	\$ 317,800
24-22	DPW	<p>Water Standpipe Rehabilitation</p> <p>This is a multi-year project. Water standpipes like any structure need maintenance. Ongoing water standpipe maintenance is critical to the water infrastructure. It not only affects water flow and pressure but also water quality. The current projects are part of a comprehensive fifteen-year plan for the three water standpipes in Bedford. In FY23, the Town added Monochlor disinfection stations to Pine Hill (complete) and Crosby Drive (underway). In FY24 annual inspections are proposed.</p>	Tax Levy	\$ 50,000
24-23	Fac - Town	<p>108 Carlisle Site Improvements (Salt Shed and Washing Station)</p> <p>This project is part of a long-term site development at 108 Carlisle Road. In prior fiscal years, funding for feasibility and design have been approved by Town Meeting. In FY24, the Town requests funds for the construction of a salt storage shed, and washing station.</p>	Bond	\$ 632,731
24-24	Fac - Sch	<p>All Schools- Comprehensive Security Equipment and Safety Plan</p> <p>The Town requests funding for a comprehensive security system to maximize the safety of the buildings for all four schools. Phase I will address the door access control and panic alarms, as well as a mass notification system.</p>	Bond	\$ 350,000

24-25	DPW	<p>Large Dump Truck Replacement</p> <p>The Town maintains fifteen pieces of large construction related equipment.</p> <p>In FY24, the Town proposes to replace a dump truck that was purchased in 2006. The proposed catch basin cleaning equipment, which is included in the funding request, will allow the truck to assist in cleaning the Town's 1,946 catch basins, currently contracted at \$17.25 per basin.</p>	Bond	\$ 329,623
24-26	DPW	<p>Sewer Pump Station Program</p> <p>The Town maintains 30 sewer pump stations. Collectively they pump over three million gallons of wastewater per day. In addition to regular cleaning and maintenance, periodic capital improvements are required. Typical capital items include pumps, motors, and generators, as well as general pump station enclosure maintenance. FY24 work will address</p> <p>issue at the Bandra and Macintosh pump stations. Future funds are tentatively set aside to address upgrades at the Middlesex pump station to accommodate life science development along the corridor.</p>	Bond	\$ 200,000
24-27	DPW	<p>Sidewalk/Municipal Hardscape Improvements- ADA Sidewalk Maintenance and Improvements</p> <p>In FY24, the Town proposes to perform work that will address ADA compliance needs on sidewalks throughout town. This work focuses on addressing gaps in connectivity within the sidewalk network.</p>	Bond	\$ 200,000
24-28	DPW	<p>Transportation Improvements- Summer Street Bridge Repairs (State Mandated)</p> <p>The Town requests funding to address state mandated bridge repairs on the Summer Street bridge. The funding will go towards design, permitting, and construction to address significant structural issues as identified by MassDOT.</p>	Bond	\$ 960,000

John Carbone, Chair
David McClung, Vice Chair
Emily Mitchell, Select Board Member
Brad Morrison, School Committee Member
Stephen Steele, Finance Committee Member
Tony Battaglia, At-Large
Mary Ellen Carter, At-Large

Warrant for 2023 Annual Town Meeting

To any of the Constables of the Town of Bedford in the County of Middlesex.

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Bedford, qualified to vote at Town Meeting for the transaction of Town affairs, to meet in said Town in the Bedford High School Auditorium, Monday, March 27, 2023, at 6:30 PM., then and there to vote upon the following articles:

Article 1 Reports of Town Officers and Committees

To hear and act upon the reports of Town officers and committees.

This article provides for officers and committees so instructed to report to Town Meeting their progress or recommendations.

Article 2 Debate Rules

To determine whether the Town will 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 PM;
- E. Town Meeting by majority vote may waive A, B, C, or D;

pass any vote or take any action relative thereto.

This article proposes time limitations on presentations and debate of articles before this Town Meeting.

RECOMMENDATIONS

Select Board: Approval Recommended

Finance Committee:

Article 3 Consent Article

To determine whether the Town will vote to:

- A. Raise and appropriate the sum of \$75,000 for an audit of Fiscal Year 2023 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 \$500.00 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 accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests;

pass any vote or take any action relative thereto.

Sections A–D of this article have been regularly voted by past Town Meetings. Section A would appropriate funds for the Fiscal Year 2022 audit.

Section B proposes that the Town accept a state law provision that permits adjustment in Fiscal Year 2024 to the eligibility age permitted, gross receipts, and whole estate limits set forth in Massachusetts General Laws pertaining to an existing elderly property tax exemption. This same provision has been approved by Town Meeting each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemption to be available. If this section is not adopted, the exemptions levels would return to Fiscal Year 2003 levels. At that time, property owners could qualify for the exemptions if they were 70 years old, had income (gross receipts) not more than \$13,000 for a single person and \$15,000 combined for two married people, and had combined assets (whole estate) of not more than \$28,000 for a single person and \$30,000 combined for two married people. Under this proposed article, the income limit would be increased to \$24,000 for a single person and \$34,000 combined for two married people, and the asset limit could be increased up to \$40,000 for a single person and \$55,000 combined for two married people. These are the maximums permitted under the law allowing property tax exemptions. Persons who qualified for exemptions in Fiscal Year 2003 were eligible for a maximum exemption of \$500. If Section B is approved as written, the exemption would increase 100% resulting in a maximum exemption of \$1,000. In Fiscal Years 2004 and 2005 the exemption was increased by only 50% resulting in a maximum exemption of \$750. Since Fiscal Year 2006 the exemption was increased by 100%, as is proposed for Fiscal Year 2023.

Section C proposes that the Town accept a state law provision that allows for increases in all property tax exemptions currently granted by the Town. This same provision has been approved by Town Meeting for each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemptions to be available. If Section C is not adopted, the exemptions levels would return to Fiscal Year 2003 levels, which at that time were as follows: Clause 17D allowed an exemption of up to \$175 for surviving spouses or minor children occupying a property; Clauses 22, 22A, 22B, 22C, 22D, and 22E allowed veterans exemptions of various types and amounts between a maximum of \$400 and \$2,500; Clause 37A allowed an exemption of up to \$500 for a blind person owning and occupying a property. Each clause has certain eligibility requirements that must be satisfied to receive the exemption and only one type of exemption can be granted for each property. If Section C is adopted, a uniform percentage increase of 100% would be applied to all of the exemptions. In Fiscal Years 2004 and 2005 the exemptions were increased by only 50%. Since Fiscal Year 2006 the exemption was increased by 100%, as is proposed for Fiscal Year 2023.

Section D proposes to delegate to the Select Board on behalf of the Town to accept any and all easements for sidewalks, trails, drainage, and other utility purposes during Fiscal Year 2024. Massachusetts General Laws otherwise require that Town Meeting accept any interest in real property including easements. In the course of the year, easements on private property are often required to implement sidewalk, trails, road, and drainage improvements. Providing the Select Board with the authority to accept easements will expedite planning and implementation of projects.

RECOMMENDATIONS

Select Board:

Finance Committee:

Residential Tax Impact:

**Article 4
Bills of Prior Year**

To determine whether the Town will vote to appropriate by transfer from available funds or otherwise provide a sum of money to pay for, services rendered, or goods received in a previous year; pass any vote or take any action relative thereto.

This article provides for the payment of bills that were not received in time for payment in prior fiscal years.

RECOMMENDATIONS

Select Board:

Finance Committee:

**Article 5
General Bylaw Amendment–Revolving Funds**

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford as follows:

Council on Aging Fund – Council on Aging

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.

13.4.4.8 Council on Aging Revolving Fund

13.4.4.8.1 Fund Name. There shall be a separate fund called the Council on Aging Revolving Fund authorized for the use of the Council on Aging.

13.4.4.8.2 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 _____.

13.4.4.8.3 Purposes and Expenditures. During each fiscal year, the Council on Aging may incur liabilities against and spend monies from the Tree Mitigation Revolving Fund for the loss or damage to trees.

13.4.4.8.4 Fiscal Years. The Council on Aging Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023.

Athletic Field Revolving Fund – Recreation Department

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.

13.4.4.8 Athletic Field Revolving Fund

13.4.4.8.1 Fund Name. There shall be a separate fund called the Athletic Field Revolving Fund authorized for the use of the Recreation Department.

13.4.4.8.2 Revenues. The Town Accountant shall establish the Athletic Field 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 [redacted].

13.4.4.8.3 Purposes and Expenditures. During each fiscal year, the Recreation Department may incur liabilities against and spend monies from the Athletic Field Revolving Fund for the [redacted].

13.4.4.8.4 Fiscal Years. The Athletic Field 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.

13.4.4.8.1 Fund Name. There shall be a separate fund called the Biosafety Program Revolving Fund authorized for the use of the Board of Health.

13.4.4.8.2 Revenues. The Town Accountant shall establish the BioSafety Program 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 [redacted].

13.4.4.8.3 Purposes and Expenditures. During each fiscal year, this revolving account will be used by the Board of Health to receive fees from facilities that apply for an annual Biosafety Permit and in turn expend funds to pay biosafety consultant costs.

This article proposes to establish new revolving funds within the Town’s General Bylaws.

RECOMMENDATIONS

Select Board:

Finance Committee:

**Article 6
Revolving Funds Expenditure Limits**

To determine whether the Town will vote 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:

Revolving Fund	Not to Exceed Expenditure Limit	June 30, 2022 Balance
Board of Library Trustees Revolving Fund	\$25,000	\$10,870
Conservation Commission Revolving Fund	\$100,000	\$3,726
Depot Park Revolving Fund	\$100,000	\$81,303
Old Town Hall and Town Center Revolving Fund	\$150,000	\$18,964
DPW Refuse and Recycling Revolving Fund	\$150,000	\$79,291
Facilities Department Energy Revolving Fund	\$100,000	\$65,836
Board of Health Revolving Fund	\$45,000	\$42,422

DPW Tree Mitigation Revolving Fund	\$50,000	\$0
DPW Sewer I/I Mitigation Fee Revolving Fund	\$900,000	\$0
Council on Aging Revolving Fund (New)	\$35,000	
Athletic Field Revolving Fund (New)	\$50,000	\$0
Board of Health – Bio/Tech Life Sciences (New)	\$25,000	\$0

pass any vote or take any action relative thereto.

This article would establish the Fiscal Year 2024 expenditure limits for the Town’s revolving funds as authorized under Article 13, Section 4 of the General Bylaws of the Town.

RECOMMENDATIONS

Select Board:

Finance Committee:

**Article 7
Community Preservation Budget – Fiscal Year 2024**

To determine whether the Town will vote to appropriate the sum of \$ or any other sum, to act upon the recommendations of the Community Preservation Committee by appropriating or reserving the following amounts for Fiscal Year 2024 Community Preservation purposes with each item considered a separate appropriation; and to determine whether such sums shall be appropriated from Fiscal Year 2024 Community Preservation Fund Revenues or the current Community Preservation Fund Balance or Reserves, borrowed, or by any combination of these methods:

pass any vote or take any action relative thereto.

This article proposes projects and reserves recommended by the Community Preservation Committee for FY2024 under Bedford’s Community Preservation Act (CPA) accepted by the Town in March 2001. Descriptions of the proposed items follow:

	FY2024 APPROPRIATIONS	FY2024 Funds
	Administrative	\$10,000
	Affordable Housing Consultant (Regional Housing Service Office)	\$38,000
	Archival Records Preservation	\$37,817
	Athletic Field Fencing Rehabilitation	\$43,000
	Bedford Housing Authority Life Management Program	\$28,270
	Bond Payment—350A Concord Road	\$331,913
	Bond Payment—Town Hall MEP Project	\$91,375
	Bond Payment—Liljegren Way/Mudge Way Athletic Fields	\$111,500
	Bond Payment—Bedford Village	\$167,790
	Bond Payment—Fawn Lake	\$203,625
	Job Lane House Roof Rehabilitation	\$71,500

	Old Town Hall Elevator Controls Replacement	\$75,570
	Springs Brook Park Walkway Rehabilitation	\$37,800
	Trails Committee- Buehler Conservation Area Rehabilitation	\$152,000
	Trails Committee—Pedestrian Bridges, Bog Bridges, Stone Dust, Trail Infrastructure	\$11,000
	TOTAL	\$1,411,160

pass any vote or take any action relative thereto.

This article proposes projects and reserves recommended by the Community Preservation Committee for FY2024 under Bedford's Community Preservation Act (CPA) accepted by the Town in March 2001. Descriptions of the proposed items follow:

1. **Administrative:** *This is appropriated annually for administrative costs, such as legal fees and dues. Unspent monies are returned to the general CPC fund for the following year.*
2. **Affordable Housing Consultant:** *This annual funding request is to pay for the contract with the Regional Housing Services Office for an affordable housing consultant. Consulting services are essential to ensuring compliance with all affordable housing requirements, and to maintain, or increase, our current level of affordable housing stock. Any funds not used can be applied toward the RHSO contract for the following year.*
3. **Archival Records Preservation:** *Conservation of historically significant Select Board meeting minutes and documents dating 1800-1943. Repairs will include re-backing of bound volumes, stabilization of text blocks in general, surface cleaning, reattaching loose leaves, mending of tears and creases with Japanese paper, and construction of proper housing for each piece.*
4. **Athletic Field Fencing:** *Rehabilitation of various court and field fencing by the tennis courts, basketball courts, Wilson Field, and miscellaneous other locations as deemed necessary.*
5. **Bedford Housing Authority Life Management Program:** *This annual funding request is to continue the Life Management Program run by the Bedford Housing Authority. The program is a collaboration between the Bedford Housing Authority and Community Teamwork, Inc., a Lowell-based regional social service agency servicing 63 neighboring towns, to provide life management skills to residents in order to guide them toward increased employment and economic independence.*
6. **Bond Payment—350A Concord Road:** *Funding would provide the necessary payment during FY24 for the bonded cost of the previously approved purchase of land.*
7. **Bond Payment—Town Hall MEP Project:** *Funding would provide the necessary payment during FY24 for the bonded cost of the previously approved mechanical, electrical, and plumbing project for Town Hall.*
8. **Bond Payment—Liljegren Way/Mudge Way Athletic Fields:** *Funding would provide the necessary payment during FY24 for the bonded cost for the construction of the Liljegren Way/Mudge Way Athletic Fields.*
9. **Bond Payment—Bedford Village:** *Funding would provide the necessary payment during FY24 for the bonded cost of the previously approved preservation of affordable housing project.*
10. **Bond Payment—Fawn Lake:** *Funding would provide the necessary payment during FY24 for the bonded cost for the Fawn Lake Dredging and Dam Replacement Project.*
11. **Job Lane House Roof Rehabilitation:** *Rehabilitation of the historic cedar shingle roof at the Job Lane House.*
12. **Old Town Hall Elevator Controls Replacement:** *Replacement of the elevator control in the historically significant Old Town Hall, as determined by the state and annual inspection. Maintaining the elevator system in this historical building is necessary to keep the building ADA compliant and open to all members of the public.*
13. **Springs Brook Park Walkway Rehabilitation:** *Rehabilitation of the walkway leading down to the water at Springs Brook Park.*
14. **Trails Committee- Buehler Conservation Area Rehabilitation:** *To repair two berms that impound the Buehler Ponds, in order for the ponds to remain intact.*
15. **Trails Committee—Pedestrian Bridges, Bog Bridges, Stone Dust, Trail Infrastructure:** *The*

refurbishment of trail infrastructure, bog bridges, trail signage, trail guides, and kiosks.

RECOMMENDATIONS

Select Board:

Finance Committee:

Community Preservation Committee: Approval Recommended

Article 8 Proposed Fiscal Year 2024 Capital Projects Plan

To see if the Town will vote to raise and appropriate, transfer from available funds, or to borrow the sum of \$ _____ for the capital projects set forth below, including all incidental costs and to authorize the Treasurer with the approval of the Select Board, to borrow all or a portion of said sum under the applicable provisions of M.G.L. c.44 or any other enabling authority, or to do anything in relation thereto.

Project #	Department	Project	Funding Source	Amount
24-01	School	All Schools- Durable Furniture and Equipment Replacement	Tax Levy	\$ 50,088
24-02	Fac - Sch	All Schools- Flooring	Tax Levy	\$ 76,650
24-03	School	All Schools- Info Tech Plan Replacement	Tax Levy	\$ 498,900
24-04	Fac - Sch	All Schools- Interior Painting	Tax Levy	\$ 60,109
24-05	Fac - Sch	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	Fac - Town	Current Fire Station- Fire Sprinkler Dry System	Tax Levy	\$ 62,000
24-09	Fac - 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	Fac - Town	Town Buildings- Lightning Protection	Tax Levy	\$ 68,500
24-13	Fac- 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	Fac - 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
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	Fac - Town	108 Carlisle Site Improvements (Salt Shed and Washing Station)	Bond	\$ 632,731

24-24	Fac - Sch	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

This article would provide funds for the various projects contained within the Fiscal Year 2024 Capital Projects Plan. A description of all projects is contained in the Capital Expenditure Committee’s Report on pages 7 through 15 of this Warrant.

RECOMMENDATIONS

Select Board: Approval Recommended
 Finance Committee:
 Capital Expenditure Committee: Approval Recommended
 Residential Tax Impact:

Individual bond articles split out? Check with Dave and Town Counsel

**Article 9
 PEG Access and Cable Expense Related Budget – Fiscal Year 2024**

To determine whether the Town will vote to appropriate the following sums or any other sums to provide Public Education Governmental (PEG) Access programming 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; pass any vote or take any action relative thereto.

Budget Expenses	FY2024 Recommended
Contracted Operational Cost	\$235,155
Building Expenses	\$35,000
Capital Equipment Purchase	\$15,685
Total PEG Access and Cable Related Fund Budget	\$285,840

At the November 2016 Special Town Meeting, the Town voted to establish a PEG Access and Cable Related Fund, effective July 1, 2017. Such a fund is considered a special revenue account under Massachusetts General Laws, requiring the Town to adopt a budget annually for PEG access services and other related expenses. Approval of this article would establish the Fiscal Year 2024 budget for the Town’s PEG Access contractor and operational expenses for hosting the PEG access studio at Old Town Hall.

RECOMMENDATIONS

Select Board:
 Finance Committee:

**Article 10
 Land Acquisition for Evans Avenue Sewer Pump Station**

To determine whether the Town will vote to authorize the Select Board to acquire by gift, purchase, or eminent domain, land for the purpose of construction/ reconstruction of, access to, and operation of a

municipal sewer pump station and all associated appurtenances, as shown on a plan entitled "Preliminary Right of Way Plan", revised December 1, 2021, prepared by VHB and a copy filed in the office of the Town Clerk, and to determine whether the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide a sum of money for this purpose and related engineering costs; pass any vote or take any action relative thereto.

This article proposes to authorize the Select Board to acquire the land on which the existing Evans Avenue sewer pump station and its associated appurtenances (vehicle access, piping to and from, fencing, electrical control panel, and generator) is situated. Through the deed research for the Minuteman Bikeway extension project, it was determined that the Town in fact did not have ownership of the subject land, and the fee owners would like to deed the land to the Town.

RECOMMENDATIONS

Select Board:
Finance Committee:

**Article 11
Supplement Operating Budget for Fiscal Year 2023 and
Articles of the 2022 Annual Town Meeting**

To determine whether the Town will vote to transfer from available funds or otherwise provide a sum of money to be added to sums appropriated under certain Operating Budgets for Fiscal Year 2023 first voted under Article 14 of the Annual Town Meeting of 2022 or to sums appropriated under certain articles voted at the Annual Town Meeting of 2022; pass any vote or take any action relative thereto.

This article would provide additional funds to be added to the Fiscal Year 2023 Operating Budget and other articles voted at the 2022 Annual Town Meeting.

RECOMMENDATIONS

Select Board:
Finance Committee:

**Article 12
Salary Administration Plan Bylaw Amendment – Classification & Wage Schedule**

To determine whether the Town will vote to amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2023, unless another effective date is set forth herein.

A. Management / Professional / Administrative Classification and Compensation Plan
(Hourly/Annual)

Minimum	Mid	Maximum	Minimum	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			
Hourly	16.48	17.95	19.43
35 hrs.	30,108.96	32,802.26	35,495.57
40 hrs.	34,410.24	37,488.30	40,566.36

Grade 3 No Positions Assigned			
Hourly	17.51	19.30	21.09
35 hrs.	31,990.77	35,259.74	38,528.71
40 hrs.	36,560.88	40,296.85	44,032.82

Grade 4 No Positions Assigned			
Hourly	18.54	20.48	22.41
35 hrs.	33,872.58	37,408.83	40,945.07
40 hrs.	38,711.52	42,752.94	46,794.37

Grade 5 Library Assistant I, Seasonal Assistant Youth Worker			
Hourly	19.31	21.25	23.19
35 hrs.	35,283.94	38,828.61	42,373.27
40 hrs.	40,324.50	44,375.55	48,426.60

Grade 6 Department Assistant I, Library Assistant II, Veteran's Services Officer			
Hourly	20.04	22.55	25.05
35 hrs.	36,616.26	41,190.94	45,765.62
40 hrs.	41,847.15	47,075.36	52,303.56

Grade 7 Department Assistant II, Library Custodian, School Traffic Supervisor			
Hourly	22.25	25.31	28.37
35 hrs.	40,647.10	46,238.89	51,830.69
40 hrs.	46,453.82	52,844.45	59,235.08

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 Library Technician			
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			
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Grade 13			
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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

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

Grade 16 Capital Projects Manager			
Hourly	47.36	56.24	65.12
35 hrs.	86,535.03	102,756.24	118,977.44
40 hrs.	98,897.18	117,435.70	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, Finance Director/ Town Accountant			
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			
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	per hr.					

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
Call Firefighter	3502.50 23.25	/yr. max /hr.	3823.50 25.49	/yr. max with EMT /hr. Spec. Assign.		9,394.56 32.62	/yr. max with Paramedic /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

F. Recreation Programs

School-Age Child Care Program (40 hr/wk)

	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

Springs Brook Park Program (Hourly)

	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

Summer Adventures/Summer Recreation Programs (Hourly)

	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. Life Guard Training

	Min.	Mid.	Max.
Instructional Programs (hourly)			
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

G. Miscellaneous	Step 1	Step 2	Step 3	Step 4	Step 5	
Local Transportation Oper./Coord. (40 hr/wk)	1,058.20	1,077.69	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.
Temporary Painter	28.10	31.03	33.95			

(c.) Per Labor Contract

This article establishes the compensation ranges for all non-School Department employees of the Town. Those rates are shown for informational purposes and to keep the plan current with labor contracts.

RECOMMENDATIONS

Select Board:
Finance Committee:

**Article 13
Operating Budgets – Fiscal Year 2024**

To determine whether the Town will vote to make appropriations for expenditures by officers, boards, committees, and for the Reserve Fund in the fiscal year beginning July 1, 2023, and to determine whether such

appropriations shall be raised in the tax levy, transferred from available funds, transferred from the Stabilization Fund, borrowed, or by any combination of these methods; pass any vote or take any action relative thereto. *(Please see pages 41 through 45.)*

RECOMMENDATIONS

Select Board:
Finance Committee:

**Article 15
Ambulance Enterprise Budget – Fiscal Year 2024**

To determine whether the Town will vote to appropriate the following sums or any other sums to operate the Ambulance Enterprise for the fiscal year beginning July 1, 2023:

INSERT AMBULANCE ENTERPRISE FUND CHART

and that in order to meet such appropriation, the Town shall raise the sum of \$ _____ or any other sum from the Ambulance Enterprise Revenues, the sum of \$ _____ or any other sum from retained earnings within the Ambulance Enterprise, and the sum of \$ _____ or any other sum from the tax levy; pass any vote or take any action relative thereto.

RECOMMENDATIONS

Select Board:
Finance Committee:
Residential Tax Impact:

**Article 16
Salary Plan Additional Funding**

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$292,425 or any other sum, to fund salary adjustments for certain employees; pass any vote or take any action relative thereto.

This article funds additional compensation for employees listed in the Salary Administration Plan Bylaw, Compensation & Wage Schedule, Section A.

RECOMMENDATIONS

Select Board:
Finance Committee:
Residential Tax Impact:

**Article 14
Supplement Accrued Leave Fund**

To determine whether the Town will vote to raise and appropriate the sum of \$150,000 or any other sum 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 for such purpose; pass any vote or take any action relative thereto.

This article supplements a fund established by the 1994 Annual Town Meeting through which the Town maintains a reserve for future costs of accumulated sick and vacation leave benefits when Town employees retire and/or resign. Such practice is highly endorsed and recommended by the Town’s auditors and is sound business practice. As of the printing of the Warrant, approximately

\$0 remains in this fund.

RECOMMENDATIONS

Select Board:
Finance Committee:
Residential Tax Impact:

Article 17 Stabilization Fund

To determine whether the Town will vote to raise and appropriate the sum of \$500,000, or any other sum, to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B; pass any vote or take any action relative thereto.

This article requests an appropriation to be added to the Stabilization Fund. This fund may be used for any purpose in the future, but requires a vote of Town Meeting in order to transfer and spend any of these funds. The present balance in the fund is approximately \$4,058,394.

RECOMMENDATIONS

Select Board:
Finance Committee:
Residential Tax Impact:

Article 18 Other Post-Employment Benefits Liability Trust Fund Appropriation

To determine whether the Town will vote to raise and appropriate under M.G.L. Chapter 32B, Section 3A, or transfer from other available funds, or any combination of these methods, the sum of \$969,190, or any other sum, 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; pass any vote or take any action relative thereto.

This article proposes to appropriate \$969,190 towards the Town's unfunded liability for health and life insurance benefits of both current and future retired employees. Appropriations for this liability were first made at the 1994 Annual Town Meeting. The 1999 Annual Town Meeting approved the filing of a home rule petition for special legislation to establish a trust fund for investment of the appropriations. The Massachusetts Legislature approved the Town's home rule petition to establish a trust fund in 2000. The 2011 Annual Town Meeting transferred the balance in the original trust fund to a new irrevocable trust fund. At the 2017 Special Town Meeting approved the provision of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 218, Section 15 of the Acts of 2016. The present balance of the irrevocable trust fund is approximately \$11,096,995. Governmental Accounting Standards requires all local governments to account for other post-employment benefits (OPEB) using an accrual methodology over participants' active working lifetimes. The Town's most recent actuarial study indicated that the Town had an actuarially determined unfunded liability of approximately \$50.5 Million after taking into consideration the funds that the Town has already set aside for this long-term liability. This proposed appropriation is consistent with the Town's policy to address future liability concerns.

RECOMMENDATIONS

Select Board:
Finance Committee:
Residential Tax Impact:

Article 19
Appropriate Funds for Transportation Infrastructure Fund

To determine whether the Town will vote to appropriate a sum of \$3,075.30 received from the Commonwealth Transportation Infrastructure Fund for purposes of transportation services in the Town of Bedford; pass any vote or take any action relative thereto.

This article appropriates funds received from the Commonwealth Transportation Infrastructure Fund pursuant to St. 2016, c. 187, § 8(c)(i). The Fund was established to provide cities and towns with a portion of the per-ride assessment of \$0.20 from transportation network companies such as Uber and Lyft. Authorizing the use of these funds at the Annual Town Meeting will allow the Town to expend the funds to use for transportation projects. The total amount of funds made available to the Town for appropriation is \$3,075.30, and the current balance of said fund is \$8,612.

RECOMMENDATIONS

Select Board:

Finance Committee:

Article 20
300th Anniversary Stabilization Fund Appropriation

To determine whether the Town will vote to raise and appropriate the sum of \$10,000, or any other sum, to the 300th Anniversary Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B; pass any vote or take any action relative thereto.

This article requests an additional appropriation to be added to the 300th Anniversary Stabilization Fund. At the Fall 2019 Special Town Meeting, the Town established a Stabilization Fund for its 300th Anniversary in 2029. As of the printing of the Warrant, \$22,496 is in this fund.

Do we need to create a budget line item to spend?

RECOMMENDATIONS

Select Board:

Finance Committee:

Residential Tax Impact:

Article 21
Free Cash

To determine whether the Town will vote to transfer from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2023; pass any vote or take any action relative thereto.

This article allows for the transfer from "free cash" a sum of money to reduce the amount of the tax levy for Fiscal Year 2023.

RECOMMENDATIONS

Select Board:

Finance Committee:

Article 22
Zoning Bylaw Amendment – Two Family Dwellings

To determine whether the Town will vote to approve the following amendments to the Zoning Bylaw: *(additions shown in red and deletions in strikeout; notations in italic)*

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 and 4.2.5.

4.2.2 Two Family Dwelling

The provision 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.**

4.2.2.2 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:**

- ~~(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%)**
- c) the two-family structure (new or converted) is subject to a maximum lot coverage of 0.10 (10%)**

4.2.2.4 Existing or proposed Two-Family Dwellings on nonconforming lots

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
4.2.2.1 Two Family Dwelling (Conv)	SP	SP	SP	SP	SP	SP	No	No	No	No		NR
4.2.2.2 Two Family	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No		NR

~~Dwelling (New)~~

4.2.2 Two Family Dwelling Yes Yes Yes Yes Yes No No No No No NR

and you are directed to serve this Warrant by posting attested copies thereof at the Town Hall and in at least three other public places in the Town at least seven days before the time of said meeting.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this day in February in the year Two Thousand Twenty-Three

Select Board of Bedford

Emily Mitchell, Chair

Bopha Malone, Clerk

Margot Fleischman

Shawn Hanegan

Edward Pierce

A true copy
Attest:
Constable

I have served this warrant by posting attested printed copies thereof at the Town Hall and four other places of public travel.

_____, 2023.

Constable

(month and day)

Town Meeting Procedures
(As Established Under Article 4 of the Bedford General Bylaws)

4.1 Debate Rules

The following rules shall govern Town Meeting:

- No voter may speak without recognition by the Moderator.
- Speakers must give their name and address before commencing.
- No voter may speak in debate more than twice on any article without specific permission from the Moderator, except to correct a statement. Questions do not fall under this rule.
- Speakers must keep their debate within the scope of the motion on the floor.
- All questions must be directed through the Moderator.

4.2 Motions

All motions shall require a majority vote except as noted.

4.2.1 Privileged Motions

The following motions are privileged motions addressing the conduct of the meeting, and have priority, in order as shown, over any other motion or any question which may be pending:

4.2.1.1 Dissolve or adjourn *sine die*

Final adjournment of Town Meeting may occur only after the completion of action on all articles in the Warrant. Not debatable or amendable.

4.2.1.2 Adjourn or recess

Postpones the meeting to a specified time, which must be within 21 days. Debatable and amendable.

4.2.1.3 Point of no Quorum

A call for a count of voters. No vote required.

4.2.1.4 Fix the time for which to adjourn

Sets a certain time for later adjournment. Debatable and amendable.

4.2.1.5 Question of privilege

Relates to the rights and privileges of the meeting and to the rights of the members. Not debatable or amendable.

4.2.2 Subsidiary Motions

The following motions are subsidiary motions. They have a direct effect on the original or main motion. They are listed in order of their rank, which follows the privileged motions, above:

4.2.2.1 Lay on or take from the table

Postpones action on the motion for an unspecified time and resumes action at the will of the meeting. Town Meeting may not be adjourned *sine die* until some action is taken on the motion in question. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.2 Previous question

Calls for a vote on the motion under discussion without further debate. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.3 Limit or extend debate

Sets a time limit for each speaker or the entire debate or may reopen the bounds of debate. Debatable and amendable. Two-thirds majority vote required.

4.2.2.4 Postpone to a specified time

Postpones action on an article to a specified time, or until after a specified article. Debatable and amendable.

4.2.2.5 Commit, recommit or refer

Sends the Article to a committee or other body for further study. Debatable and amendable.

4.2.2.6 Amend or substitute

Modifies the motion on the floor, in whole or in part. A written copy of the amendment must be presented to the Moderator or the Town Clerk. Debatable and amendable.

4.2.2.7 Postpone indefinitely

Ends debate and removes the main motion from discussion without a vote on the main motion. Not debatable or amendable. A brief explanation of the reason(s) for indefinite postponement may be given. Two-thirds majority vote required.

4.2.3 Incidental Motions

The following actions have the same rank as the motion from which they arise. They are subordinate motions relating to the conduct of the meeting with respect to the motion on the floor. They are considered and acted upon before the motions out of which they arise are concluded:

4.2.3.1 Point of order

Questions a possible error of omission or commission. Neither debatable nor amendable and no vote taken.

4.2.3.2 Appeal

Moves to reverse the decision of the Moderator on a point of order. Must immediately follow the point of order. Subject to acceptance by the Moderator. Debatable but not amendable.

4.2.3.3 Division of a question

Divides a main motion or amendment where practical to discuss and vote on the separate parts. Debatable and amendable.

4.2.3.4 Separate consideration

Requests discussion on separate parts of a question which do not allow for division since the separate parts are interrelated and will not stand on their own. Debatable and amendable.

4.2.3.5 Fix the method of voting

Request a specific form of voting, different from the normal one. Debatable and amendable.

4.2.3.6 Withdraw or modify a motion

Allows the maker of a motion to withdraw or modify the motion. Not debatable or amendable.

4.2.3.7 Suspension of rules

Requests a change in the rules relating to the conduct of the meeting. Not debatable or amendable.

4.2.4 Main Motions

The following are main motions in order of the rank and stem from articles in the Warrant:

4.2.4.1 Main motion

A motion made within the scope of the related article in the Warrant. The motion is debatable and amendable. The main motion may require a two-thirds vote, *e.g.*, bonding and zoning.

4.2.4.2 Reconsider or rescind

Reconsideration requests reopening of debate on a motion previously voted on while rescission overturns a previous affirmative vote and defeats the motion involved. May be debatable but it is not amendable.

4.2.4.3 Advance an article

Asks to consider and discuss an article in the Warrant out of order. Debatable and amendable.

4.3 Reconsideration

4.3.1 Number of reconsiderations

When a motion of reconsideration is decided, that decision shall not be reconsidered again at the same session and shall not be reconsidered more than once thereafter.

4.3.2 Notice of intent to reconsider at future meeting

Articles voted upon at any meeting shall not be reconsidered at a subsequent meeting unless notice of intent to reconsider shall be given to the Moderator prior to adjournment and publicly announced to the meeting at which the article has been voted upon.

4.3.3 Requirements for voter to move reconsideration

Reconsideration may be moved only by one who voted on the prevailing side.

4.4 Amendments

4.4.1 Amendments to amendments

An amended amendment may not be amended.

4.4.2 Order of voting on amendments

In the case of several amendments of different amounts or periods of time, the largest amount and the longest time will be voted on first, and an affirmative vote will be a negative vote of the smaller sums or shorter times.

4.4.3 Amendments to bylaws

No amendment may be made to a proposed General Bylaw printed in the Warrant unless it is to correct an error in the printing which does not change the meaning. A proposed Zoning Bylaw article may be amended on the floor to be less restrictive.

4.4.4 Reports to meeting

Recommendations made in the report of any board or committee shall not be acted upon or debated at any meeting unless there is an article in the Warrant.

4.4.5 Acceptance of reports to the meeting

When the report of a committee is placed in the hands of the Moderator, it shall be deemed to be received. If it is a final report, a vote to accept it shall discharge the committee. If it is an interim report, the committee continues to serve unless the Town votes to discharge the committee.

4.4.6 Amendments to articles

Any article appearing in the Warrant and considered at any Town Meeting may be amended and any portion may be deleted or added to by the vote of the Town, provided the phrase "do anything in relation thereto," "pertaining thereto," or words of similar import appear in the article. Any proposed amendment must be within the scope of the article.

4.4.7 Quantum of vote on bylaws and borrowing

A motion under an article to add to or amend the Town Bylaws, unless otherwise required by the General Laws shall require a simple majority vote. An article to amend the Zoning Bylaws or one for the purpose of borrowing for a period greater than one year shall require a two-thirds vote. A vote requiring a two-thirds majority does not have to be counted unless questioned by the Moderator or seven voters.

4.4.8 Reports and motions in writing

All reports, resolutions, motions and amendments submitted to the meeting for consideration shall be presented in writing to the Moderator.

4.4.9 Secret ballot

A majority of those present and voting may choose to vote on any article or amendment by secret ballot.

Guidelines for Civil Discourse

The Town of Bedford respects and recognizes each citizen's right to free speech. In order to guarantee all people's right to free speech and to ensure productive civil discourse, we request that all citizens respect the following guidelines.

Show respect for others.

- Discuss policies and ideas, not people
- Only one person should be speaking at any given time
- Use helpful, not hurtful language

Speak as you would like to be spoken to.

- Use courtesy titles (Mr., Ms., Sir, etc.) and ask if unsure
- Restate ideas when asked
- Use a civil tone of voice

Agree to listen.

- Respectfully hear and listen to differing points of view
- When unsure, clarify what you heard
- Realize that what you say and what people understand you to have said may be different
- Recognize that people can agree to disagree

Speak for yourself, not others.

- Speak from your own experience
- Use "I" statements ("I think that the ideas presented . . .")

Follow agreed-upon guidelines regarding who speaks when and for how long.

INSERT FY24 BUDGET CHART HERE

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

Terms of office vary from one to three years. Committees that have openings as of the printing of the warrant are listed below:

Bedford Arbor Resources Committee (1 vacancy)

Bedford 300 Exploratory Task Force (2 vacancies)

Bedford Housing Partnership (1 vacancy)

Bicycle Advisory Committee (1 vacancy)

Community Media Committee (1 vacancy)

Conservation Commission (1 vacancy)

Finance Committee (1 vacancy)

Hanscom Area Towns Committee (HATS) (1 vacancy)

Historic District Commission (2 alternate vacancies)

Historic Preservation Commission (3 vacancies)

Municipal Affordable Housing Trust (1 vacancy)

Petitioners' Advisory Committee (1 vacancy)

Appointment Process

If you would like to be a part of our Town government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest. For more information and an electronic version of the volunteer questionnaire, please see bedfordma.gov/vcc.

Town of Bedford Questionnaire for Volunteers

Good Government Depends On You!

Please read about opportunities for volunteer appointments and the process on the previous page.

Name	Date
Address	Occupation
Preferred Phone	E-mail

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. No. years lived in Bedford: _____ Are you a registered Bedford voter? _____

4. Attended Bedford Town Meeting(s)? _____ If yes, please indicate last year(s) you attended. _____

5. Please describe your background or training from work and/or life experience that relates to your interest in government. _____

6. What Town government experience have you had? _____

7. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)? _____

8. Additional information for the Select Board to consider. (Please add to this form and/or attach a resume as necessary.) _____

9. Do you have any restrictions on your availability to attend committee meetings? _____

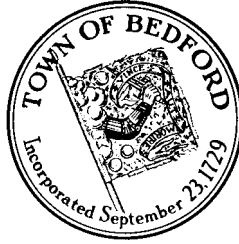
10. How do you hear about this vacancy? _____

Feel free to call a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way or by email to townmanager@bedfordma.gov.

Patricia Carluccio 781-275-0645 Joseph Piantedosi 781-275-6077 Kelly Korenak 917-741-9934
Jennifer Kelley 617-331-1983 Angel Pettitt 917-683-7018

.....
NOTES

TOWN OF BEDFORD
BEDFORD, MASSACHUSETTS 01730
TOWN MANAGER'S OFFICE
Charlie Ticotsky, Special Assistant to the Town Manager



Town Hall
10 Mudge Way
Bedford, MA 01730
Phone 781-275-1111

MEMORANDUM

To: Select Board
Town Manager Sarah A. Stanton

From: Special Assistant to the Town Manager Charlie Ticotsky

Date: January 18, 2023

Subject: Committee Interviews for the January 23, 2023 Select Board Meeting

Transportation Advisory Committee

Two residents (Nicholas Howard and Sean Laffey) have submitted volunteer questionnaires to serve on the Transportation Advisory Committee, and they have been recommended for interviews by the Volunteer Coordinating Committee. There is currently one opening on the committee, with a term ending on June 30, 2023.

Proposed motion:

Move that the Select Board appoint _____ to the Transportation Advisory Committee for a term ending June 30, 2023 and authorize the Town Manager to sign the appointment letter on behalf of the Select Board.