



SELECT BOARD
Bopha Malone, *Chair*
Shawn Hanegan, *Clerk*
Margot Fleischman
Emily Mitchell
Paul Mortenson

TOWN OF BEDFORD
10 Mudge Way
Bedford, MA 01730
781-918-4000

January 8, 2024

Department Updates & Operational Status Reports

Dear Board Members and Members of the Community,

I am pleased to provide the following updates from Town Hall and throughout Town:

- On December 18th, the Town hosted its **Annual Employee Holiday Brunch** to show our appreciation to all municipal staff and the hard work they do year-round.
- Bedford hosted its first testing procedure for police officer candidates since last November's Town Meeting approved leaving Civil Service Meeting. The test was offered in the **Bedford Police Department's** new training room and all candidates who pass the written portion will move on to the interview phase
- Members of the **Fire Department** who have been promoted or hired within the last year will be "pinned" and sworn in at the badge ceremony on January 13 at Town Hall. Members who were on duty for the building collapse on Dunster Street back in August will be commended for their life-saving actions at the ceremony as well.
- The **Bedford Police Department** received a Violence Against Women Act (VAWA) grant for more than \$40,000 from the Executive Office of Public Safety and Security. The grant will go towards continued staffing and training initiatives offered through our partnership with the Domestic Violence Services Network (DVSN) whose members and volunteers provide valuable support to our community members suffering from domestic violence related issues.
- Congratulations to the **Foy Family** for winning the **2023 Bedford Recreation Winter Lights Contest!** Thank you to all of the families who participated in the contest this season.



Town Manager's Report

Matthew J. Hanson, Town Manager

- The **Department of Public Works'** plow drivers recently participated in simulator training to prepare for winter storms. A simulator trailer was brought in the drivers were able to go through a wide range of conditions with a trained instructor to develop and improve their skills.



- The **Fire and Police departments** are cooperatively participating in ASHER (Active Shooter / Hostile Event Response) training in preparation for the live Active Shooter drill which will occur later this month.
- **Bedford Recreation's Summer Adventures** program details have been published to our website, bedfordrecreation.org. Registration will open on Monday, February 26 at 8:00 PM.
- The **Summer Adventures Counselor in Training (CIT)** Application Process is now open for kids entering grade 9. Details about the process and the [application form](#) can be found at bedfordrecreation.org.
- Congratulations to the Recreation Department for winning the **Bedford Town Hall and Center Door Decorating Contest**, other honorable mentions include: Funniest, Finance; Most Elaborate, Council on Aging; Best Use of Trees, Department of Public Works; Grinchiest, Information Technology; Safest, Fire; Sparkliest/Swiftiest, Health; Gnome-iest, Clerk; and Most Bedford, Planning.



Say "Hello" 
Employee Updates:

- **Korina Vallerand**, Administrative Assistant, Facilities

Town Caucus
Tuesday, January 9, 2024, at 7:00 p.m.

The voters of the Town of Bedford will meet in the Richard T. Reed Room, 10 Mudge Way to nominate candidates for elected Town Offices. The Caucus shall receive nominations from the floor for each office before voting on the nominations. A person must be present at the Caucus and be a registered voter in Bedford to be nominated. The two candidates for each open position that receive the highest number of votes shall be declared nominated, providing that any nominee receives at least a minimum vote of eight percent of the Caucus members voting. Following written acceptance, the names of the Caucus nominees shall appear on the ballot without further requirements.

-
- **2024 Winter Recreation Brochure is here!**

Winter 2024 registration is now OPEN. Register for activities here: [ActiveNet](#).

Or stop by the Recreation office at 12 Mudge Way to register in person.



Summer Jobs Fair

Thursday, January 11th 6:00 PM -7:30 PM
Reed Room at Town Hall (10 Mudge Way)

Learn about Summer jobs in Kids Club, Summer Adventures, and Springs Brook Park!

RSVP here: [Recreation Summer Job Fair Optional RSVP](#) (google.com)

Still Searching  **Employee Updates:**

- **Fire Chief, Treasurer / Collector**, and 15 other positions remain vacant:
 - Please visit www.bedfordma.gov/Human-Resources for more information.



Interested in Volunteering?

Click on a Committee below to learn more or click the following link for an application: [APPLY HERE](#)

Board or Committee	Vacancies	Board or Committee	Vacancies
Ad Hoc Tricentennial Committee	1 vacancies	Hanscom Area Towns Committee	1 vacancy
Bedford Housing Partnership	2 vacancies	Historic District Commission	1 vacancy (alternate)
Bicycle Advisory Committee	1 vacancy	Historic Preservation Commission	1 vacancy
Capital Expenditure Committee	2 vacancies	Municipal Affordable Housing Trust	2 at-large vacancies
Conservation Commission	1 vacancy	Petitioners Advisory Committee	2 vacancies
Cultural Council	1 vacancy	Tree Master Plan Committee (Ad Hoc)	2 at-large vacancies
Energy and Sustainability Committee	1 vacancies	Trails Committee	1 vacancy
Finance Committee	1 vacancy		

Want to watch prior government, educational or public programming?

Visit the [Bedford Video on Demand & Live Streaming Services](#) by clicking the image below:



Don't want to miss the Town Manager's Report?

Great news, you can now SUBSCRIBE!

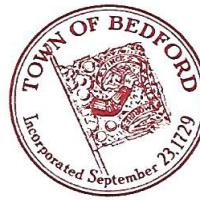
Have the Town Manager's report sent to your email
 (typically twice per month)

Visit <https://www.bedfordma.gov/list.aspx>

[COA Monthly Report Attached Below](#)

COUNCIL ON AGING

12 MUDGE WAY
BEDFORD, MASSACHUSETTS 01730



TEL: 781-275-6825
FAX: 781-275-5673

ALISON CSERVENSCI, Director

Date: January 2nd 2024

To: Members of the Council on Aging Board

From: Alison Cservenschi, Director

RE: Monthly Reports: **DECEMBER 2023**

PROGRAM MEASURES

Category	Duplicated	60 and Over Guests	Under 60 Guests	Total	Unduplicated
Community Education	68	14	1	83	35
Cultural Event	17	6	1	24	8
Fitness/Exercise	457	25	0	482	146
Health Screening	0	0	0	0	0
Information Sharing	42	10	0	52	26
Recreation	156	27	2	185	87
Social Event	960	60	1	293	195
Total Event Sign In	1700	142	5	1119	497

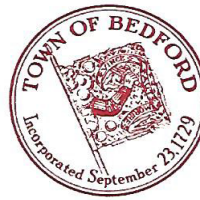
Since COVID all virtual program attendance continues to be manually logged by COA staff into MySeniorCenter at the time of running the class or from attendance provided by the instructor after class. Since COVID COA staff send out multiple weekly reminder zoom link email for all COA-led virtual classes. Room moves were also needed this month and were arranged with other departments.

ONGOING DIRECTOR TASKS/ACTIVITIES

- Completion of monthly Wheels of Life/CWV reports/letters, newsletter letter, approval of monthly newsletter.
- Participated in Department Head, monthly BCP and meeting with Health & Human Services Director.
- Provided packets to COA Board, including: agenda, reviewed minutes, monthly COA report, financial report and other documents as needed. Provided email reminder to Board and prepared in-person documents for the meeting.
- Facilitated weekly COA staff meetings and completed monthly data collection and BLT report for the MBTA.
- Maintained communication regarding At Risk residents with Social Worker and community stakeholders.
- Completed payroll, department supply ordering, budgeting, billing, reconciliation and turnover initiation/tracking.
- Planning meetings/discussion with Social Worker for residents at risk, in crisis, dealing with falls/health changes, heat issues, residents and families in need of support, consultation and follow up.
- Facilitated virtual At-Risk Meeting with town stakeholders including COA, Police, Fire, Youth and Family Services, Board of Health, Elliot Community Health Services, and the Domestic Violence Service Network.
- Participation in monthly COA/MCOA/EOEA Regional Director and monthly Minuteman Senior Services calls.
- Supported instructors, volunteers and participants during virtual, hybrid and in-person groups as needed.
- Maintained zoom attendance and registration tracking/input for virtual classes in lieu of physical 'sign in'.
- Met with Health and Human Services Director for monthly check-in.
- Provided room set up & break down in program rooms.

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OUTREACH ACTIVITIES

Danika Castle LICSW, COA Social Worker

Internships

- Innessa- Supervision weekly- 1 hr each
- Innessa- Semester Evaluation meeting w Chris Bang 12/7- 1 hr

Grants

- Clear the Clutter Grant work- organization of work being done, invoices and CFF group prep: approx. 2 hrs total
- Clutter Free Friends Group 12/21- 1.5 hrs.

Meetings & Trainings

*Response to Immigrant Refugee Crisis at Bedford Plaza Hotel: (64 hours of 144 COA Social Worker Time this month)

- Office Hours at Hotel (Mon & Weds) approximately 4 hrs. each (28 hrs.)
- Daily morning calls M, W, F – 1hr each (11 hrs.)
- Administrative/planning meetings including last minutes meetings with Youth Service Coordinator and & Community Social Worker discussing census data and plans to gather information- approx. (15 hrs.)
- Meeting with Social Work and Nursing team 12/20 (1/2hrs.)
- Weekly meeting with Social Work team 1.5/2hrs (8 hrs.)
- Health and Human Services meeting with HHS Director, Heidi Porter 12/22- (1.5hrs)

Other Meetings

- COA Staff meeting 12/1, 12/7, 12/21- 1 hr each
- 1.1 Supervision Meeting with COA Director
- Preparation, follow up and attendance at monthly virtual At-Risk Meeting with town stakeholders 1hr.

Assisted with preparation and hosting 2023 COA Holiday Party 12/8- 2 hrs

DECEMBER SOCIAL SERVICE OUTREACH MEASURES

Community Home Visits	Mailed Outreach	Office Visits/Consultation	Phone/email/virtual Consultation	*Un-documented Interactions	Total Contacts for Month	Unduplicated Assisted
1	2419	10	34	5	52	33

BEDFORD LOCAL TRANSIT ACTIVITIES FOR DECEMBER

Handicapped Riders	Youth Riders	Adult Riders	Elderly Riders	TOTAL Ridership	New Riders	BLT Cards Sold	Days of Service	Mileage	Fares Collected	MBTA Reimbursement
203	0	12	58	273	3	13	14	753	\$299.00	\$948.09

0 Turndowns this month.

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OVERALL PARTICIPATION

Month Comparison	*Incoming Call Volume	Total In-Person, Virtual and Hybrid Visits	Visits/Day	Unduplicated Individuals	Social Service Interactions	Individuals Served by Social Services
December		1119	45	497	52	33
November	536	2057	89	549	46	30

10 new seniors engaged with the COA in December. 5 rides were completed through the Wheels of Life. 479 congregate meals were served by Minuteman Senior Services and lunches were provided by the drive-through option.

ONGOING VIRTUAL/ZOOM PROGRAMS & SATURDAYS IN DECEMBER

Programs	Chair Exercise	Writing Group	Yoga Chair, Osteo & Floor	Zumba	Brain Stretching	SATURDAYS
Groups Held	4	2	10	0	2	5
Total Attendance (Duplicated)	19	11	82	0	12	83
Class Administrator	COA Run Wednesday 1:00pm	COA Run Tuesdays at 1:00pm	Instructor Thru 10am 11am & Friday 9:30am	COA Run Tuesday 4:30pm	COA Runs e/o Mondays 10am	COA 10 - 3

In-person, virtual and alternative programs and services operated for 25 days in December.

DIRECTOR'S TOWN COLLABORATIONS/GRANTS & FUNDING/EDUCATION/OUTREACH

Grants & Funding

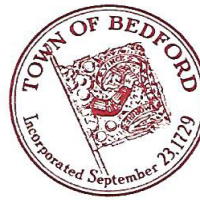
- Collaborated with Social Worker in securing vendors for the service portion of the Clear the Clutter grant. Received \$460 reimbursement for completed grant work.
- Completed revisions and re-submitted the annual National Transit Database report for the Bedford Local Transit.

Education & Professional Development

No education or professional development this month

Outreach

- Created press release for the Bedford Citizen regarding the benefits of working after retirement and who the tax-work off program may help with qualifying for other relief programs.
- Completed annual thank you letters to all paid advertisers/supporters of the COA'S Connections Newsletter.
- Arranged interview, completed required documentation and placed 4th Senior/Veteran Tax-Work Off participant.
- Managed volunteer delivery drivers for ongoing Monday, Wednesday and Friday lunches from Carleton Willard.
- Provided social service coverage in lieu of COA Social Worker, temporarily assigned to assist with refugee crisis including case management, providing resources, information and referral.



Town Collaborations

- Participated in planning meeting with Hilary Viola, Director of Community Programs, and Lisa Krinsky, Director of the LGBTQIA+ Aging Project of Boston, through the Fenway Institute, and Jennifer Stiff, Nutritional Director of Minuteman Senior Services LGBTQIA+ lunch Festive Fest program held on December 16th.
- Attendance at the annual Select Board, Health and Human Services and Town Staff holidays.

DECEMBER PHOTOS AND EVENTS



Trying out a new program with “Lets Paint Tutorials” Snow Globes!



Annual Holiday Party co-sponsored and supported by the FBCOA.



Brightview & Assisting Hands kindly sponsored deserts and hot cocoa !



Keeping Active with Winter Hikes



2023 Holiday Door Department Decorating Competition

“There’s SNOW Place Like the COA”



An amazing staff represented on the front door and the Director Snowman juggling the team !

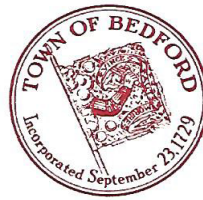


Game snowmen playing pool, bridge and mexican train !

Dancing Snowmen doing tap, scottish and line dancing

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Creative/Crafty Snowmen: Fix It Shop, Stitchery and Art



Exercising Snowmen, one got too hot and melted !



Musical Snowmen doing Ukulele, Sing A Long And Musical Bingo !



Active Snowmen biking and hiking



Movie Snowmen watching "It's a Wonderful Life"

Thank you to the talents of **Alissa Anderson**, COA Admin, for her work again this year in representing our programs and participants in snowen ! Simply Amazing !!

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2023 Sparkle Party – Ringing In the New Year Together !



*Cheers to All, and Happy
New Year, 2024 !*