

TOWN OF BEDFORD

Commonwealth of Massachusetts -- Warrant for a Special 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 Special Town Meeting for the transaction of Town affairs, to meet in said Town in the **Bedford High School Auditorium – Monday, November 6, 2017 at 7:30 p.m.**

Then and there to vote upon the following articles:

Article 1 - Debate Rules

To determine whether the Town will vote to adopt the following procedure for the current Special Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

pass any vote or take any action relative thereto.

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

Recommendations:

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 2 – Bedford’s Energy Assessment and Action Plan

To determine whether the Town will vote to align the Town’s energy goals with the Massachusetts Global Warming Solutions Act of 2008 to achieve an 80% reduction of greenhouse gas emissions by 2050 from a baseline to be established, and in accordance with this goal, to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$75,000 or any other sum for the purposes of: 1) Conducting a greenhouse gas inventory to assess Bedford’s energy use profile; and 2) Engaging one or more consultants for the purpose of developing and making publically available a report, road map and timeline to achieve said goals; pass any vote or take any action relative thereto.

Submitted by petition

This article would provide funding to assess Bedford's annual energy use and greenhouse gas emissions and then develop a plan to reduce those emissions by the year 2050. The cost of this assessment and plan are estimated to be no more than \$75,000. The plan would align Bedford's energy goals with the Massachusetts Global Warming Solutions Act in such a way that is beneficial to Bedford's residents and businesses.

Recommendations:

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 3 – Amendments Addressing Sign Illumination - Terminology, Unit of Measure, and Internally-Illuminated Sign Compliance Documentation

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 39 – Sign Bylaw as follows:

- A. Define sign illumination as a measure of luminance; Change foot-lamberts to candela per square foot (candela per square meter); and Replace signed and sealed calculations requirement with requirement for written certification of the luminance of each internally illuminated sign from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant - Article 39.5, Section 1 - Illumination, Sub-paragraphs A, B, C, and D.

Current Text:

- A. All illuminated signs require a Special Permit. The Board of Appeals may authorize the illumination of a sign if said sign conforms to such limitations of size, brightness, color and suitability as the Board of Appeals deems proper, and if the sign does not violate this or any other section of this bylaw. This requirement applies not only to external signs but also to interior signs that are so designed or placed as to shine through windows or doors of any building.
- B. The illumination of any sign shall not exceed seventy-five (75) foot lamberts.
- C. Internally-illuminated signs are permitted in Industrial Zones only. The illumination of any internally-illuminated wall or freestanding sign shall not exceed fifty (50) foot lamberts. Where internally-illuminated signs are proposed, calculations signed and sealed by an engineer licensed in the Commonwealth of Massachusetts shall accompany the application; said calculations shall document compliance with the fifty (50) foot-lambert requirement and fifteen thousand (15,000) initial rated lamp lumens requirement. All Special permits for internally-illuminated signs shall include the following Condition of Approval: "In the event that the Sign bylaw requirements for internally-illuminated signs become more restrictive in the future, this internally-illuminated sign shall be brought into compliance with the most recent edition of the bylaw within a period of 1-year from its enactment.
- D. The illumination of any proposed sign shall be completely described and documented with the application submitted under Article III, Section 1.B. A written certification of the foot lamberts of each illuminated sign shall be obtained from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant and will accompany the sign permit application. The sign shall be maintained in conformance with and within the limits of this description and certification.

Proposed Text:

- A. All illuminated signs require a Special Permit. The Board of Appeals may authorize the illumination of a sign if said sign conforms to such limitations of size, luminance ~~brightness~~, color and suitability as the Board of Appeals deems proper, and if the sign does not violate this or any other section of this bylaw. This requirement applies not only to external signs but also to interior signs that are so designed or placed as to shine through windows or doors of any building.
- B. The luminance ~~illumination~~ of any sign shall not exceed 24 candela per square foot ~~seventy-five (75) foot lamberts~~.
- C. Internally-illuminated signs are permitted in Industrial Zones only. The luminance ~~illumination~~ of any internally-illuminated wall or freestanding sign shall not exceed 16 candela per square foot ~~fifty (50) foot lamberts~~. ~~Where internally illuminated signs are proposed, calculations signed and sealed by an engineer licensed in the Commonwealth of Massachusetts shall accompany the application; said calculations shall document compliance with the fifty (50) foot-lambert requirement and fifteen thousand (15,000) initial rated lamp lumens requirement.~~ All Special permits for internally-illuminated signs shall include the following Condition of Approval: "In the event that the Sign bylaw requirements for internally-illuminated signs become more restrictive in the future, this internally-illuminated sign shall be brought into compliance with the most recent edition of the bylaw within a period of 1-year from its enactment."
- D. The illumination of any proposed sign shall be completely described and documented with the application submitted under Article III, Section 1.B. A written certification of the luminance (in candela per square foot) ~~foot lamberts~~ of each illuminated sign shall be obtained from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant and will accompany the sign permit application. The sign shall be maintained in conformance with and within the limits of this description and certification.

B. *Change foot-lamberts to candela per square foot (candela per square meter) - Article 39.5, Section 2 - Overspill, Sub-paragraphs D post-script.*

Current Text:

The Board of Appeals may grant a Special Permit for lighting which does not comply with these specifications if it determines that the performance standards of the first paragraph will still be met, and if the applicant provides certification from a qualified lighting or engineering consultant that the brightness of any sign or building element will not exceed twenty (20) foot lamberts in residential districts or fifty (50) foot lamberts in other districts.

Proposed Text:

The Board of Appeals may grant a Special Permit for lighting which does not comply with these specifications if it determines that the performance standards of the first paragraph will still be met, and if the applicant provides certification from a qualified lighting or engineering consultant that the luminance ~~brightness~~ of any sign or building element will not exceed 6 candela per square foot ~~twenty (20) foot lamberts~~ in residential districts or 16 candela per square foot ~~fifty (50) foot lamberts~~ in other districts.

This Article proposes to define sign illumination as a measure of luminance; to update the unit of measure for sign illumination from foot-lamberts to candela per square foot; and to require a written certification of the luminance of internally illuminated signs from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant in place of the requirement for signed and sealed calculations from a licensed professional engineer in order to document the illumination for internally-illuminated signs complies with the Bylaw.

Luminance indicates the amount of light emitted by a light source. Foot-lamberts is a unit of measure often used in the cinema industry for measuring the luminance of images on a projection screen in a 1-foot x 1-foot area, and in the flight simulation industry for measuring the brightness of visual display systems of flight simulators. It is an inappropriate unit of measure to indicate the luminance of signs. Candela per square foot is a unit of measure recommended by the United States Sign Council in its Model Code for Regulation of On-Premise Signs.

Requiring signed and sealed calculations from a licensed professional engineer is a costly burden to business owners. Engineers would not stamp and sign calculations using foot-lamberts as the unit of measure. No other neighboring town could be identified that requires such a measure to document compliance with their municipality's Sign Bylaw and it seems an unnecessary requirement to place on businesses in the Town's Industrial Districts. This amendment proposes that internally illuminated signs be held to the same standard for documenting compliance with the Bylaw as every other illuminated sign in town.

Recommendations:

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 4 -Zoning Bylaw Amendment – Non-Medical Marijuana Use

To determine whether the Town will vote to approve the following amendments to the Bedford Zoning Bylaw, relating to non-medical marijuana establishments:

Section 4.3 is hereby amended to add the following new subsection:

4.3.11 – Prohibition on Non-Medical Marijuana Establishments

In accordance with Massachusetts General Laws Chapter 94G, § 3(a)(2), all types of non-medical marijuana establishments, as defined in Massachusetts General Laws Chapter 94G, § 1 and as may otherwise be defined by Massachusetts law, to include, without limitation, all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers, and any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Bedford. This prohibition shall not be construed to affect the medical use of marijuana as expressly authorized by the provisions of Chapter 369 of the Acts of 2012 and 105 CMR 725.000 (as

the same may be amended from time to time), nor shall it be construed to include registered marijuana dispensaries as defined by Section 4.3.10 of the Zoning Bylaw;

And further, **Table I “Use Regulations”** is hereby amended by inserting a new line item for Non-medical Marijuana Establishment, and to provide a NO in all zoning districts.

Table 1 Use Regulations

4.3 Institutional Uses

	R	A	B	C	D	LB	GB	C	IA	IB	IC	Site Plan Approval
4.3.11 Non-medical Marijuana Establishment	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NR

pass any vote or take any action relative thereto.

This article is part of a two-pronged approach to establishing a prohibition on establishments associated with the growing, preparation and/or sales of recreational and non-medical marijuana, consistent with the majority vote expressed by Bedford residents voting on Question 4 of the November 8, 2016 state election ballot. Pursuant to regulations subsequently adopted under House Bill 3818, signed by the Governor on July 28, 2017, as specifically amending G.L. c. 94G, § 3, a local prohibition may be established by adoption of bylaws at Town Meeting because the majority of Bedford voters opposed Question 4. Pursuant to subsequent guidance of the Municipal Law Unit within the Attorney General’s Office, both a General Bylaw and a Zoning Bylaw are proposed for adoption to effectively prohibit non-medical marijuana establishments.

Recommendations:

- Selectmen: Approval Recommended
- Finance Committee: Approval Recommended
- Planning Board: Disapproval Recommended

Article 5 - General Bylaw Amendment – Marijuana Establishments

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford by adopting the following amendment relating to non-medical marijuana establishments:

Article 60. Marijuana Establishments

Consistent with G.L. c. 94G § 3(a)(2), all types of non-medical marijuana establishments as defined in G.L. c. 94G, § 1, including all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, shall be prohibited within the Town of Bedford.

This article is part of a two-pronged approach to establishing a prohibition on establishments associated with the growing, preparation and/or sales of recreational and non-medical marijuana, consistent with the majority vote expressed by Bedford residents voting on Question 4 of the November 8, 2016 state election ballot. Pursuant to regulations subsequently adopted under House Bill 3818, signed by the Governor on July 28, 2017, as specifically amending G.L. c. 94G, § 3, a local prohibition may be established by adoption of bylaws at Town Meeting because the majority of Bedford voters opposed Question 4. Pursuant to subsequent guidance of the Municipal Law Unit within the Attorney General’s Office, both a General Bylaw and a Zoning Bylaw are proposed for adoption to effectively prohibit non-medical marijuana establishments.

Recommendations:

- Selectmen: Approval Recommended
- Finance Committee: Approval Recommended

Article 6 - Zoning Bylaw Amendment
Temporary Moratorium on Recreational and Non-Medical Marijuana Establishments

To determine whether the Town will vote to approve the following amendments to the Bedford Zoning Bylaw, relating to recreational and non-medical marijuana establishments:

Section 20 is hereby amended by deleting the existing text in its entirety and substituting the following:

Section 20 Temporary Moratorium on Recreational Marijuana Establishments

20.1. PURPOSE

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law that would legalize recreational marijuana. The law requires a newly appointed Cannabis Control Commission, which would be responsible for regulating and supervising marijuana businesses. The law, as amended, provides that the commission must adopt initial regulations by March 15, 2018.

Currently under the Zoning Bylaw, a Recreational Marijuana Establishment, as defined in G.L. c. 94C, §1, is not a permitted use in the Town. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments.

The regulation of recreational marijuana and associated sales raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of recreational marijuana sales and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of recreational and non-medical Marijuana, including sales, dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use.

The Town adopts this temporary moratorium on the use of land and structures in the Town for recreational and non-medical Marijuana Retail Sales, dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

20.2 DEFINITION

"Recreational Marijuana Establishment," shall mean a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

20.3 TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use). The moratorium shall be in effect through November 30, 2018 or 6 months after the effective date of the Cannabis Control Commission regulations, whichever is greater. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the regulations of the Cannabis Control Commission regarding recreational Marijuana and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Marijuana Retail Sale, which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use.

pass any vote or take any action relative thereto.

This article would enact a temporary moratorium on the establishment of businesses and facilities engaged in activities related to the growing, processing and/or sales of marijuana not intended for medical use, to await forthcoming state regulations to be established by the newly appointed Cannabis Control Commission. The deadline for promulgating such regulations is April 1, 2018, and such regulations may provide guidance as to the extent of local regulations and processes to be recommended for adoption at a future Town Meeting.

Recommendations:

Selectmen:	Recommendation to be given at Special Town Meeting
Finance Committee:	Recommendation to be given at Special Town Meeting
Planning Board:	Approval Recommended

Article 7 - Zoning Bylaw Amendment – Military Housing Reuse Overlay District

To determine whether the Town will vote to approve the following amendments to the Zoning Bylaw pertaining to adoption of a new Section for Military Housing Reuse Overlay District:

Section 2.1 is hereby amended to include reference to Military Housing Reuse Overlay District.

A new Section 21 is hereby added to the Zoning Bylaw, as follows:

SECTION 21. MILITARY HOUSING REUSE OVERLAY DISTRICT

21.1 Purpose

The Military Housing Reuse Overlay District (MHR) is intended to promote development or redevelopment of a mix of residential uses to promote an active pedestrian environment, distinctive architecture that respects the context of the surrounding neighborhood, reduce demand for vehicle ownership and parking due to access to public transit, and provide broader housing opportunities within walking or biking distance to shopping, personal services, municipal facilities and services, and other activities of daily living.

21.2 Authority

The Planning Board shall be the special permitting authority for the projects permitted in accordance with this Military Housing Reuse Overlay District Section.

21.3 Special Permit Goals

The MHR District will provide for a greater mixture of housing types in the Town, at greater density than is otherwise permitted in Residential Districts, without a significant increase in Town-wide population density. The Planning Board shall consider whether the proposed site design, development layout, and types of dwelling units constitute a suitable alternative to the pattern of land development permitted in the residential district within which it is to be located.

In approving or negotiating the Special Permit, the Planning Board shall consider, among other factors, the degree to which a proposal achieves the following goals:

- Increases the range of housing options for people of different income levels and ages, especially 55+.
- Enhances pedestrian and bicycle access by linking to abutting pathways, roads, and trails. Additionally, onsite layout, features, and amenities will emphasize pedestrian and bicycle access.
- Fosters and encourages social interaction and physical activity through the built environment.
- Includes best practice provisions for energy and environmental design for structures and orientation and low impact development (LID) practices for stormwater management.
- Incorporates coherent architecture and high quality architectural and landscaping design, and its massing respects the context of the surrounding neighborhood.
- Provides universal design elements related to senior friendly living in at least 30% of the dwelling units.

21.4 Permitted Uses

Only the following types of uses shall be permitted in a MHR Overlay District development. It is intended to permit multiple 1- and 2-family dwellings on a single parcel.

Single family dwellings

Two family dwellings

Community-amenity accessory structures and uses such as community building(s), covered parking, flag pole, fence, gazebo, patio, greenhouse, shed, sport court.

21.5 Performance Standards

21.5.1 Minimum Tract Size

A MHR Overlay District Development shall be permitted upon a tract consisting of one or more parcels of land, in common ownership, comprising at least 5 acres.

21.5.2 Permissible Density

Density of development shall not exceed 6 units per acre.

21.5.3 Lot Coverage and Floor Area Ratio

Building footprints shall not exceed 20% lot coverage, and the total square footage of all floor areas shall not exceed 35% floor area ratio.

21.5.4 Minimum Frontage

The overall tract shall have a minimum of 100 feet of frontage on a public way. Where individual lots are proposed, the minimum lot frontage shall be 40 feet.

21.5.5 Minimum Lot Size

Where individual lots are proposed, the minimum lot size within such developments is 4,000 square feet.

21.5.6 Setbacks and Yard Regulations for Buildings

In order to facilitate flexible design and a village atmosphere, buildings shall be constructed in accordance with the front, side and rear yard distances specified below:

- Minimum Front Yard Depth – 10 feet.
- Minimum Side Yard Width – 5 feet.
- Minimum Rear Yard Depth – 5 feet.

The required front yard shall be measured from the nearest exterior line of the street right of way in question.

Where individual lots are not created, the minimum distance between buildings shall be 10 feet.

21.5.7 Maximum Height of Structures

The maximum height of structures shall be 26 feet and not more than 2 stories.

21.5.8 Buffer

Where the tract abuts an existing residential neighborhood, there shall be a 5' buffer consisting of vegetation and/or fencing to provide an element of screening between the proposed military housing reuse development and the existing residential neighborhood, except that pedestrian and bicycle connections may be constructed through such buffer. The Planning Board may reduce this requirement where unique circumstances require consideration of alternatives and the Board finds such alternative to meet the intent of this provision.

21.5.9 Common Space

Common space consisting of green space, landscaping, and pedestrian amenities shall contribute to the village character of the development, link parcels and uses, and encourage walking. A minimum of 30% of the tract area shall be common space, and may consist of courtyards, sidewalks, sports courts, swimming pool, patios, stormwater management and other common unenclosed facilities which may involve hardscape features.

21.5.10 Pedestrian and Bicycle Amenities.

Developments shall be made pedestrian-friendly by use of amenities such as wide sidewalks/pathways, outdoor seating, and/or appropriate landscaping. Structures, parking, pathways and other pedestrian amenities shall be designed to maximize ease of pedestrian access. Bicycle features shall include bike racks and be designed to provide pathways connecting to any existing and proposed bicycle routes.

21.5.11 Affordable housing units

No less than 10 percent of the total number of units shall be affordable to households at or below 80 percent of the Area Median Income for the Boston Metropolitan Area as determined by the most recent calculation of the United States Department of Housing and Urban Development. The affordable units must be subject to use restrictions, deed restrictions, or other legally binding instruments to ensure that the units remain affordable and available in perpetuity exclusively to people with qualifying incomes. The units must be sold or rented on a fair and open basis, and subject to an approved affirmative fair housing marketing plan. Affordable units shall be developed under any State sanctioned affordable housing program that allows the housing to count toward the affordable housing requirements of Chapter 40B of the Massachusetts General Laws.

Affordable residential units shall have a Monitoring Agent named, who is responsible to ensure continued compliance with these provisions. The Town may require, for itself or its designee, an option to purchase or lease affordable units for rents, sale prices, or resale prices that are affordable to eligible households. The option shall apply to the initial and any subsequent sale or lease of affordable units.

In computing the number of required affordable units, fractions shall be rounded up.

21.5.12 Parking

Preexisting dwelling units shall be entitled to 2 parking spaces; new dwelling units shall have 1.5 parking spaces per dwelling unit, and these spaces may be garage or surface parking and may be tandem in arrangement. Any attached garage shall be recessed from the front face of the dwelling unit. The Planning Board may approve additional parking for guests, employees of any management entity, or users of public recreation facilities, open spaces and trails.

21.6 Design Standards

21.6.1 Quality of Architecture

The same quality of material and design shall be reflected on all sides of a dwelling and shall incorporate features to add visual interest while reducing the appearance of bulk or mass. Featureless walls (i.e. walls without fenestration, doors, and/or architectural details similar to the other dwelling faces) are prohibited.

Architectural design shall reflect modernized adaptations of recognized styles such as village vernacular, craftsman, bungalow, Victorian or Edwardian cottage. Contemporary designs complementary of Bedford's traditional architecture may be proposed if they are respectful of neighborhood scale and context and represent original architectural design.

21.6.2 Sustainable Building and Site Plan

New buildings shall incorporate best-practices in energy efficiency, environmental protection, and stormwater management.

Developments shall incorporate sustainable design features of Leadership in Energy and Environmental Design (LEED) criteria, as promulgated by the U.S. Green Building Council, or other recognized performance standard acceptable to the Planning Board.

Developments shall incorporate Low Impact Development site design components.

There shall be common space with walkways throughout. Housing shall be sited around a well-landscaped green(s) or courtyard(s) as organizing elements. The greens/courtyards shall be landscaped with trees, shrubs, and other plantings well suited to the site and surrounding vicinity as well as other landscape elements but also shall be fully accessible for use by residents.

21.7 Application

For proposals in the Military Housing Reuse Overlay District, an application for Special Permit shall be submitted with an associated Site Plan to the Planning Board. The applicant shall submit 10 copies of the application in such form as the Planning Board may require.

21.7.1 Development Statement

A development statement shall consist of a petition, a list of the parties in interest with respect to the land, a list of the development team and a written statement describing the major aspects of the proposed development.

21.7.2 Development Plans

A minimum of two (2) large format plan sets and ten (10) reduced size plan sets shall be submitted; reduced size plans may be 11 x 17 inch. Plans shall bear the seal of a Massachusetts Registered Architect, Registered Professional Engineer, Professional Licensed Surveyor or similar professional as appropriate and consisting of:

- a) Site plans and specifications showing all site improvements and meeting the requirements set forth for a Site Plan under section 7.5.
- b) Existing Conditions Plan, including wetlands, watercourses, existing structures, rights of way, and specimen trees.
- c) Existing Topography and Proposed Grading Plan
- d) Site perspective or oblique view, floor plans, elevations at a scale of 1/8 inch = 1 foot.
- e) Utility Plan, depicting existing and proposed water, sanitary sewer, drainage, electric and cable TV, and availability of natural gas service and probable location.
- f) Landscaping Plan, identifying specimen trees to be saved, trees to be removed, proposed site plantings, existing or proposed fences and stone walls. Existing trees with a diameter of 18" or more shall not be removed except by prior approval of the Planning Board, and if removed with prior approval, shall be replaced with a minimum 3-1/2 inch caliper tree unless waived by the Planning Board.
- g) A LEED Project Checklist (or comparable list if using other accepted criteria) documenting the sustainable design features that will be incorporated.

21.7.3 Technical Reports

- a) Drainage calculations, unless waived by the Planning Board, meeting the criteria of the DPW Engineer.
- b) Traffic report, unless waived by the Planning Board, predicting Average Daily Traffic and impacts in am and pm peak hour trip generation.

21.7.4 Additional information

As the Board may determine necessary to evaluate the proposal.

21.8 Planning Board Findings

A Special Permit shall be issued under this Section if the Planning Board finds that the development is in harmony with the purpose, and intent of this Section and that it provides for housing opportunities sufficiently advantageous to the Town to render it appropriate to depart from the requirements of the Bylaw otherwise applicable to the Residence District in which the development is located.

- 21.8.1 The site plan proposes an appropriate mix of dwelling units and supporting amenities, including consideration of how the plan addresses senior housing options and universal design in dwelling units.

21.8.2 Residential dwellings are less than 1,500 square feet of living area to provide modest size housing opportunities.

21.8.3 The massing and architecture of units respects the context of the neighborhood.

21.8.4 Access to pedestrian networks, bicycle trail, and/or public transit is readily available to future residents of the development.

21.8.5 Project design maximizes the opportunities for walking and bicycling.

21.8.6 Landscaping is adequate and comprised of species that are native, non-invasive, hardy for New England weather conditions and disease resistant.

21.8.7 Common space is adequate and well distributed in relation to the size of the development.

21.8.8 Water supply, sewage disposal and storm water drainage are adequate to serve the proposed development.

21.8.9 Vehicular access, emergency access and parking are adequate for the proposed density and placement of dwellings.

21.8.10 Sustainable design features have been adequately provided in the project design.

21.9 Amendments

After approval, the applicant or property owner may seek amendments to the approved plan. Minor amendments may be made by a majority vote of the Planning Board without a public hearing. It shall be a finding of the Planning Board, not subject to dispute by the applicant, whether a requested amendment is deemed to be major or minor. A major amendment shall require the filing of an application for amendment to the Special permit.

21.10 Implementation

A special permit shall lapse if substantial use thereof has not commenced within two years of the approval. Upon request of the applicant, the Planning Board may grant an extension of up to one year. Multiple extensions may be granted.

If occupancy of certain dwelling units is requested prior to completion of all site improvements, a performance guaranty may be required to secure the completion of the outstanding improvements in exchange for the release of completed phases of construction.

A condominium association, homeowners association, or similar entity shall be established to oversee maintenance of roadways, walkways, utilities, landscaped areas, and other common areas.

Pass any vote or take any action relative thereto.

This article proposes to establish zoning criteria for the redevelopment of the former Coast Guard housing off Pine Hill Road, by adoption of an overlay district. The subsequent article seeks to rezone the property to this new overlay district. The property currently consists of 15 single family dwellings on one 5.2 acre property, and includes two private ways, Michelson Road and Lewis Road. It is bound on the west by Pine Hill Road, on the north by single family dwellings on Irene Road, on the east by the Murray York Conservation Area, and on the south by the narrow gauge bicycle trail. After the property ceased to be used for military housing, the Town wanted to be proactive in determining the future of the property. A public planning charrette was conducted during 2014 that reviewed multiple options for future use of the property. The recommendations resulting from the charrette, subsequently endorsed by the Selectmen and Planning Board, were to enable denser development of this property, allowing as many as 29 to 35 dwelling units, through a combination of renovation of existing units and construction of additional one-family and/or two-family units.

Recommendations:

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Planning Board:	Approval Recommended

**Article 8 - Zoning Bylaw Amendment – Amendment to Bedford Zoning Map
Former Coast Guard Property off Pine Hill Road**

To determine whether the Town will vote to amend the Bedford Zoning Map to incorporate the property on Pine Hill Road, Lewis Road and Michelson Lane, heretofore commonly referred to as the Coast Guard property, with mailing addresses of 33, 35, 37, 39 Pine Hill Road, 1, 2, 3, 4, 6 Lewis Road and 1, 2, 3, 4, 5, 6 Michelson Lane, consisting of 5.4 acres, to the Military Housing Reuse Overlay District pursuant to Section 21 of the Bedford Zoning Bylaws, said parcel owned by Pine Hill Crossing LLC, and identified on Assessors Map 45 as Parcel 1;

pass any vote or take any action relative thereto.

If approved, this warrant article will designate the former Coast Guard property in the new Military Housing Reuse Overlay District, enabling a redevelopment of that property under the provisions of the overlay district.

Recommendations:

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Planning Board:	Approval Recommended

Article 9 - Zoning Bylaw Amendment - Section 10 Nursing Care Facility

To determine whether the Town will vote to approve the following amendments to the Zoning Bylaw pertaining to Nursing Care Facility:

Section 10.3.2 “Permissible Density” is hereby amended by deleting the phrase “eight and one-half persons per acre exclusive of land situated within Flood Plain / Wetland District” and substituting therefor “ten (10) persons per acre exclusive of land within the Common Open Space.”

Section 10.3.3.1 “Principal Uses”, subsection (d) pertaining to Independent Living Facilities is hereby amended by deleting “33%” and substituting therefor “50%.”

Section 10.3.7 “Common Open Space” is hereby amended by deleting “50%” and substituting therefor “75%.”

pass any vote or take any action relative thereto.

This first part of this article would change the calculation by which density is determined, by using the amount of land set aside as open space rather than the area of wetlands on the premises. The open space calculation allows for a permanently consistent calculation, whereas wetlands may increase or decrease in area over time. Specific to Carleton-Willard, it is also clear that the method of calculating the extent of wetlands when the facility was first established has changed, such that the existing facility is substantially nonconforming to the current requirement.

The second part of this article would enable up to half of the residents of a nursing care facility to reside in independent living facilities. Historic demographics were such that these units were occupied by a single resident (typically a surviving spouse). Current trends show that couples are living longer together and independent living units now typically house two persons.

The third part of this article would change the minimum percentage of uplands required in the common open space, enabling up to 75% of the open space to be wetlands. The current requirement allows up to 50% of the open space to be wetlands. The requirement that at least 35% of the total site be set aside as open space is not changed.

Recommendations:

Selectmen: Approval Recommended
Finance Committee: Approval Recommended
Planning Board: Approval Recommended

**Article 10 - Zoning Bylaw
Designation of Nursing Care Facility**

To determine whether the Town will vote to approve the addition of 3 parcels of land, located at 56, 62, and 66 Old Billerica Road, pursuant to Section 14.8 of the Bedford Zoning Bylaws, to the Nursing Care Facility overlay provisions of Section 10 of the Bedford Zoning Bylaws, said parcels owned by Carleton-Willard Homes, Inc. and identified on Assessors Map 47 as Parcels 2, 4, and 5.

pass any vote or take any action relative thereto.

If approved, this warrant article will add the three specified properties to the Carleton-Willard campus, increasing the size of the campus from 64.7 acres to 67.78 acres, and enabling a potential increase of up to 12 additional independent living housing units.

Recommendations:

Selectmen: Approval Recommended
Finance Committee: Approval Recommended
Planning Board: Approval Recommended

Article 11 - Davis School Design & Construction Document Bond Authorization

To determine whether the Town will vote to appropriate \$990,000, or any other sum, to pay costs of the schematic design of additions and improvements to the Davis Elementary School, costs of construction documents, and the payment of all costs incidental and related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; pass any vote or take any action relative thereto.

This article would appropriate funds for schematic design and construction documents for improvements and additions to the Davis School. The total cost for the design and construction documents is \$990,000.

Recommendations:

Selectmen: Approval Recommended
Finance Committee: Approval Recommended
Capital Expenditure Committee: Approval Recommended

Article 12 - Bedford Woods Conservation Restriction Acquisition

To determine if the Town will vote to authorize the Selectmen to acquire by gift, purchase or eminent domain a conservation restriction on the following described land for the purpose of creating a mitigation area required by the Massachusetts Department of Environmental Protection in connection with the construction of roadway improvements to the Middlesex Turnpike, the land in Bedford, Middlesex County, Massachusetts situated on the westerly side of the Middlesex Turnpike shown as Lots 3A and 4A on a plan entitled, "Exhibit 'B' Conservation Restriction Plan of Land in Bedford, MA Prepared for Town for Bedford" by Hancock Survey Associates, Inc. dated September 3, 2014; according to said plan Lots 3A and 4A together contain 6.1955+/- acres; and to raise and appropriate, transfer from available funds, borrow or otherwise provide any sum of money for the purpose and related acquisition costs of said conservation restriction; pass any vote or take any action relative thereto.

This article would authorize the Selectmen to acquire by eminent domain a conservation restriction over 6.1955 acres of land on a portion of the Bedford Woods office park at 174-176 Middlesex Turnpike. The conservation restriction would protect an area close to a vernal pool by preventing future development of this portion of the 54.5

acre site. This conservation restriction is an environmental permitting requirement for the reconstruction of the Middlesex Turnpike north of Crosby Drive.

Recommendations:

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

Article 13 - Grant of Easement - 13 School Avenue

To determine whether the Town will vote to authorize the Selectmen to negotiate and grant a permanent easement, not to exceed 18 feet in width, for a driveway to access the residential property at 13 School Avenue; pass any vote or take any action relative thereto.

This article would allow a permanent easement from private property at 13 School Avenue over Town-owned land to Mudge Way and then extending over Mudge Way to a public way maintained by the Town of Bedford. Approval of this article would permit the Bedford Selectmen to negotiate and grant the easement, with appropriate conditions.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Recommendation to be given at Special Town Meeting

Article 14 - Infiltration/Inflow Work

To determine whether the Town will vote to appropriate a sum of \$118,273 for construction, reconstruction, investigation and design of sewer infiltration/inflow improvements, including costs of issuance of bonds or notes; to determine whether this appropriation shall be raised by borrowing or otherwise; pass any vote or take any action relative thereto.

This article appropriates funds for sewer sump pump related building inspections coupled with the water meter replacements which will allow cost efficiencies by only scheduling and visiting residential customers once. Therefore, authorizing the use of these funds at the Special Town Meeting will allow the Town to enter into a contract this year and start the meter replacements and building inspections soon afterwards. The total amount of the project is \$118,273, of which the Town expects to issue a zero interest bond to the Massachusetts Water Resources Authority for 55% of project costs, and receive a grant for the remaining 45% of project costs.

Recommendations:

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

Article 15 - Community Preservation Surcharge Effective July 1, 2018

To determine whether the Town will vote to reconfirm a property tax surcharge of three percent (3%) of the taxes assessed annually on real property which shall be dedicated to the Community Preservation Fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2018; pass any vote or take any action relative thereto.

This article would authorize the Town to continue to levy in Fiscal Year 2019 a surcharge of three percent (3%) on property taxes to be used for purposes authorized under the Community Preservation Act, which the Town accepted in 2001. Each year the Town receives matching funds from the Commonwealth, as a result of having accepted this Act. In November 2016, the Town received a total of \$324,091 from Commonwealth distributions. This total match was 23.1%. A conservative 15% match is projected for next year because it is not known at this time how much money will be available and how many communities will be participating in the program. Both Municipal and Commonwealth funds are to be used exclusively for affordable housing, open space preservation, historic properties preservation, and recreation. Under the Act, municipalities are required to spend or reserve for future

expenditure at least ten percent of the fund for each of the first three above purposes. The property tax surcharge may be any percentage up to three percent. The Selectmen are placing this article on the Warrant of this Special Town Meeting in keeping with a commitment made at the time the Community Preservation Act was accepted. If Town Meeting were to adopt any percentage other than the current three percent in effect, this change would also need approval of Bedford's registered voters at the Annual Town Election in March 2018.

Recommendations:

Selectmen: Approval Recommended
 Finance Committee: Approval Recommended

Article 16 - Amend FY 2018 Community Preservation Budget

The Community Preservation Committee recommends the following amendments to the Fiscal Year 2018 Community Preservation appropriations voted in Article 21 of the 2017 Annual Town Meeting, by appropriating or reserving from Fiscal Year 2018 Community Preservation Fund Revenues and the Community Preservation Fund Balance, unless otherwise specified, with each item considered a separate appropriation:

		Previous FY18 Appropriation	Appropriation Change	Total FY18 Recommended
New Appropriations				
16	Dog Park	\$0	\$25,000	\$25,000
17	Housing Strategic Study	\$0	\$20,000	\$20,000
18	Historic House Appraisal for Preservation Restriction	\$0	\$4,000	\$4,000
19	Application for Concord Road National Register Historic District	\$0	\$10,000	\$10,000

and to determine whether the Town will vote to amend the vote taken under Article 21 of the 2017 Annual Town Meeting in the amount of \$3,000,000 for the Bedford Village Expiring Use project, by transferring the sum of \$942,148 from Affordable Housing Reserves; and further that the Town appropriate the sum of \$557,852 from FY18 Community Preservation Available Funds;

pass any vote or take any action relative thereto.

This article proposes amendments to the Fiscal Year 2018 Community Preservation Budget adopted at the 2017 Annual Town Meeting. The Community Preservation Committee is recommending that four additional appropriations be made for four new Town projects.

The Dog Park Task Force recommends that the Town contribute \$25,000 towards the construction of a new Dog Park in Town. The Stanton Foundation provides grants for the design and construction of dog parks. Design grants are as much as \$25,000 with no match required by the Town. Construction grants up to \$225,000 are also made available for 90% of project costs. This appropriation request of \$25,000 would be the Town's 10% share of construction costs anticipating a total project cost of \$250,000.

The Housing Strategic Study is a Selectmen-driven project to inform the planning and development of affordable housing within Bedford. CPA funding for this project would pay for a consultant to study the Town's demographic trends affecting future growth, its existing housing stock, and its future housing needs. The consultant will consider the Town's desire for new housing, types of housing most likely to be needed, and, generally, its fair housing obligations. The study will inform a strategic plan for municipal action with regards to housing, based upon a comprehensive housing needs assessment.

The Historic Preservation Commission recommends an appropriation of funds for an appraisal meeting IRS requirements of one of Bedford's few remaining homes over 200 years old, which would compare the value of the property if it was redeveloped to its maximum potential under current zoning with the value if the historic home was preserved. The redeveloped value is typically higher, but if the homeowner agrees to a permanent preservation restriction on the home, the difference in value becomes a deduction on state and federal income taxes.

The Historic Preservation Commission recommends the Town contribute \$10,000 to fund preparation of an application to the Mass. Historical Commission and National Park Service for listing of a historic portion of Concord Road on the National Register of Historic Places. The specific boundaries would be established with the Massachusetts Historical Comm., but the area is generally in the vicinity of the Hartwell Road intersection. It would include the 18th Century homes of 2 Revolutionary soldiers - Captain John Moore (191 Concord Road) and Colonel Timothy Jones (231 Concord Road).

The Town appropriated the sum of \$3,000,000, as a bonding project, for purchasing an affordable housing restriction at the housing development known as Bedford Village in the Town, being located on land shown as Parcel 0110-F on Bedford Assessors Map 54, consisting of 10.38 acres, more or less. The original appropriation amount of \$3,000,000 has not changed. This article, as well as Article 14 of the 2017 STM Warrant, will amend the use of Community Preservation Funds to pay for this appropriation.

Recommendations:

Selectmen: Approval Recommended
 Finance Committee: Approval Recommended

Article 17 - Rescind Remaining Unused Portion of 2018 Bond Authorization for Bedford Village Expiring Use Project

To determine whether the Town will vote to rescind \$1,500,000 of the \$3,000,000 borrowing authorized under Article 21 of the 2017 Annual Town Meeting for Bedford Village Expiring Use, which is no longer required to complete the project for which it was authorized, pass any vote or take any action relative thereto.

This article proposes to rescind a \$1.5 Million portion of the original \$3.0 Million borrowing authorized under Article 21 of the 2017 Annual Town Meeting for the Bedford Village Expiring Use project. This bond authorization is being used to preserve the affordable apartment units at Bedford Village using Community Preservation funds. The Community Preservation Committee is now recommending that remaining amount of \$1,500,000 not to be borrowed instead be funded from Affordable Housing Reserves (\$942,148) and Community Preservation Available Funds (\$557,852), as proposed under Article 13 of this Warrant.

Recommendations:

Selectmen: Approval Recommended
 Finance Committee: Approval Recommended

Article 18 - Land Acquisition Fund

To determine whether the Town will vote to amend its Community Preservation Land Acquisition Fund as last amended under Article 20 at the 2014 Annual Town Meeting by substituting the real property specified for acquisition in said Article 20 with all or any portion of the following real property together with any buildings that may be thereon consisting of the acres, more or less, of land above or below water or both together with all flowage and other rights and easements which may exist and subject to all well rights and easements which may exist, as follows:

<u>Assessors Map</u>	<u>Parcel</u>	<u>Address</u>	<u>Acreage ±</u>
59	82	36 Riverside Avenue	0.97
51	30	145 Davis Road	15.00
11	25	466 Old Billerica Road	21.10
11	24	40 Cot Hill Road	7.50
11	3	50 Cot Hill Road	6.50
25	8	7A Old Causeway Road	7.90
25	6	100 Old Causeway Road	12.80

25	7	9 Old Causeway Road	47.30
25	2	10 Old Causeway Road	10.70
9	7A	18 Chelmsford Road	11.95
44	57	97A North Road	15.21
52	11A	10 Battleflagg Road	2.17
44	11	3 Pollard Inn Lane	1.52
44	12	5 Pollard Inn Lane	1.52
44	13	7 Pollard Inn Lane	1.38
44	14	9 Pollard Inn Lane	1.40
44	15	10A Pollard Inn Lane	5.70
44	18	8 Pollard Inn Lane	1.41
44	19	6 Pollard Inn Lane	1.38
44	20	1 Pollard Inn Lane	1.41
53	11	4 Pollard Inn Lane	1.38
53	12	2 Pollard Inn Lane	1.38
19	69	1 Alcott Street	0.96
19	68	3 Alcott Street	0.94
19	67	5 Alcott Street	1.08
19	66	7 Alcott Street	1.02
19	63	6 Alcott Street	1.10
19	64	8 Alcott Street	0.92
19	75	11A Bandera Drive	6.62
18	9	60 Sweetwater Avenue	1.34
18	12-2	74 Sweetwater Avenue	1.16
18	12-1	76 Sweetwater Avenue	1.54
18	15	88 Sweetwater Avenue	1.79
18	16	90 Sweetwater Avenue	1.06
2	1	32 Chelmsford Road	3.92
53	35-1	12 The Great Road	0.76
53	35-2	16 The Great Road	0.69
63	104	55 Loomis Street	0.17
63	102	59 Loomis Street	0.33
54	155	49 Elm Street	0.93
9	54-B	361 North Road	2.30

and further amend by raising and appropriating, transferring from available funds, borrowing or otherwise providing the sum of \$200,000 or any other sum for said real property acquisition for any municipal or school use;

and further to act upon the recommendation of the Community Preservation Committee by appropriating the sum of \$350,000 for real property acquisition and to determine whether such sum shall be appropriated from Fiscal Year 2018 Community Fund Revenues or the current Community Preservation Fund Balance or Reserved, borrowed, transferred from prior Community Preservation Fund appropriations, or any combination of these methods;

and further to authorize the Selectmen, or the Conservation Commission with the permission of the Selectmen under Section 8C of MGL Chapter 40, as amended, (after consultation with the Community Preservation Committee in either event) to use said sum to purchase any portion of such real property for open space, recreational use, affordable housing or historic preservation, or any combination of such purposes, or provide for incidental expenses related to such purchase or purchases; provided that, pursuant to Section 12 of Chapter 267 of the Acts of 2000, any land purchased with said funds will be bound by a permanent deed restriction limiting the use

of the land to the purpose for which it was acquired; and further, that the Selectmen and the Conservation Commission are authorized to enter into all agreements as may be necessary to acquire such land to take any other action necessary to carry out this project,

pass any vote or take any action relative thereto.

This article would re-establish the land acquisition fund utilizing general funds as well as community preservation funds. Most of the listed parcels are identified in the Town's Open Space and Recreation Master Plan as parcels that the Town should consider acquiring. General municipal purpose acquisitions made with unrestricted funds. Acquisitions made for the Community Preservation purposes of open space, recreational use, affordable housing or historic preservation would be made with Community Preservation funds after consultation with the Community Preservation Committee. By approving this article, Town Meeting would be authorizing the purchase of any of the listed parcels to the extent that sufficient funds are available for the individual parcel. The advance authorization of such a purchase will allow the Town to quickly act to purchase property should it be placed on the market for sale.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Capital Expenditure Committee:	Approval Recommended
Community Preservation Committee:	Approval Recommended

Article 19 - Amend FY 2018 Operating Budgets

To determine whether the Town will vote to amend the sums appropriated under Article 25 of the 2017 Annual Town Meeting, Operating Budget - Fiscal Year 2018, for expenditures by officers, boards, committees, and for the Reserve Fund in the fiscal year beginning July 1, 2017, by either increasing or decreasing said sums, and to determine whether such appropriation 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.

This article would allow amendments to the Fiscal Year 2018 Operating Budgets which were adopted at the 2017 Annual Town Meeting.

Recommendations:

Selectmen:	Recommendation to be given at Special Town Meeting
Finance Committee:	Recommendation to be given at Special Town Meeting

Article 20 - Bills of Prior Year

To determine whether the Town will vote to appropriate, and 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. The Bedford Department of Public Works has an outstanding monthly invoice from Fiscal Year 2016 in the amount \$95,147.12 that is owed to the Town of Lexington for the purchase of MWRA water.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 21 - Revisions to Other Post-Employment Benefits Liability Trust Fund

To determine that the Town hereby accepts the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 218, Section 15 of the Acts of 2016 (the "Act"), and that the provisions of that statute shall apply to the Town's existing Other Post-Employment Benefits Liability Trust Fund (the "OPEB Fund"); further, that, in accordance with the Act, the Town hereby designates the Finance Director, Treasurer/Collector of the Town to serve as Custodian of the OPEB Fund (the "Custodian"); further, that the following person be designated as Trustee of the OPEB Fund: The Custodian; pass any vote or take any action relative thereto.

The 2013 Annual Town Meeting under Article 28 established an Other Post-Employment Benefits Liability Trust Fund ("OPEB Trust Fund"). Article 28 of the same Annual Town Meeting also authorized the transfer of the Trust's funds to the Massachusetts Pension Reserve Investment Fund ("PRIT") for management and investment. This article would update Bedford's Trust to comply with the provisions of Chapter 32B, Section 20 as amended by the Municipal Modernization Act of 2016 designating the Finance Director, Treasurer/Collector of the Town to serve as Custodian of the OPEB Fund. The Town will continue to invest its OPEB Funds with PRIT. The balance in OPEB Trust Fund as of September 30, 2017 was \$7,534,808.54.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

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 fourteen days before the time of said meeting.

Hereof fail not and make return of this Warrant with your doings thereof at the time and place of said meeting. Given under our hands on this 2nd day of October in the year Two Thousand and Seventeen.

Selectmen of Bedford

Margot Fleischman, Chair

Caroline Fedele

Edward M. Pierce

William S. Moonan

Michael Rosenberg

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.

**Town of Bedford
Massachusetts 01730**

**Presorted Standard Mail
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Permit No. 42
Bedford, MA 01730**

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Bedford, MA 01730**

**Special Town Meeting
Monday, November 6, 2017
Bedford High School
7:30 P.M.
Open To All Registered Voters**