

**Regular Session Minutes – Bedford, MA Select Board Meeting  
Hybrid Participation Meeting (Select Board Meeting Room and Zoom)  
January 9, 2023**

**PRESENT:** Town Manager Sarah Stanton, Chair Emily Mitchell, Shawn Hanegan, Edward Pierce, Margot Fleischman. Bopha Malone joined at 7:04.

**ALSO PRESENT:** Leanne Petto, Administrative Assistant, Town Manager’s Office; Amy Fidalgo, Assistant Town Manager of Operations; Colleen Doyle, Assistant Town Manager of Human Resources and Administration; David Manugian, Director of Public Works; Ben Thomas, Finance Committee; Karen Dunn, Finance Committee; Karen Willson; Mike Rosenberg, *The Bedford Citizen*.

**Ms. Mitchell called the meeting to order at 7:01 pm.**

**23-01 Public Comment**

There was no public comment.

**23-02 Department of Public Works Contracts**

Ms. Stanton presented two contracts. First is a final amendment for VHB Engineering Services for close out services pertaining to the Minuteman Bikeway Extension. The second contract is for MUSCO Sports Lighting for lighting at the JGMS tennis/pickleball courts.

**Mr. Pierce moved that the Board approve Amendment 5 to the Professional Services Agreement, dated November 16, 2022 between VHB and the Town of Bedford for the Minuteman Bikeway Extension Project. Mr. Hanegan seconded.**

**The motion passed 4-0-0. Ms. Malone was not present to vote.**

**Mr. Pierce moved that the Town approve the contract with MUSCO Sports Lighting LLC in the amount of \$63,526 as described in the public works memo dated January 3, 2023. Ms. Malone seconded.**

**The motion passes 5-0-0.**

*Materials: VHB Contract Cover Memo, VHB Contract Package 2023-01-03, MUSCO Contract Cover Memo 2023-01-03, MUSCO Purchase Agreement 218564R2.*

### **23-03 FY24 Select Board Budget Discussion and Vote**

Ms. Fleischman appreciated that they were ending the ambulance enterprise subsidy. Ms. Stanton commented that Chief Grunes has been a great fiscal budget monitor.

Ms. Fleischman asked why the recreation budget is lower. Ms. Stanton replied that the new Recreation Director is junior to his predecessor, who had longevity.

Ms. Malone asked why there is a fluctuation of free cash. Ms. Stanton responded that the more salient question is levy capacity. The tax rate is stable in comparison to other communities. Free cash is recommended as a revenue source for one-time expenses, not a regular way to offset budgetary increases.

Ms. Malone asked if we expect free cash increases to be sustained. Ms. Stanton responded that Bedford has been fortunate with development, which increases new growth. She would like to see the budget looked at in terms of free cash and levy capacity together, as different levers to manage.

Ms. Fleischman noted that the Select Board set a goal to review the Town's financial policies, and suggested looking at the utilization of free cash.

Ms. Mitchell commented that the Library numbers needed to be updated before they are presented to Finance Committee.

**Mr. Hanegan moved the Select Board recommend approval of the Select Board Budget at the total number \$60,598,245 as presented in the budget book. Ms. Malone seconded.**

**The motion passed 5-0-0.**

### **23-04 Annual Town Meeting Warrant and Review**

Ms. Stanton presented the framework of the Annual Town Meeting Warrant.

The board discussed the provisions of Article 2, Debate Rules. Ms. Mitchell noted the difference in presentation length from Annual Town Meeting 2022 and Special Town Meeting 2022; the current warrant shows the ATM length. Ms. Stanton said this was based on feedback received after STM. Ms. Fleischman commented that five minutes is not enough time to adequately present on a complex article.

Mr. Hanegan proposed changing the time in Part D from 10:30 PM to 10:15 PM. The board discussed the pros and cons of an earlier end time, noting that a short warrant (<25 articles) could be completed in one night. Mr. Pierce suggested that Town Meeting could start earlier, perhaps at 6:30 PM; the board generally agreed with this proposal. Ms. Fleischman commented that a survey would still be the best way to determine how to proceed to maximize attendance and handle a multi-day Town Meeting.

Ms. Malone asked if Town Meeting would be in the gymnasium again. Ms. Stanton said the expectation is to return to the auditorium for ATM.

Ms. Mitchell would like to revisit this for the next Select Board Meeting.

### **23-05 Consent Agenda**

Two items in the consent agenda: the Annual Town Election Warrant and regular session meeting minutes for December 19, 2022.

**Mr. Pierce moved to approve the Consent Agenda. Mr. Hanegan seconded. The motion passed 5-0-0.**

*Materials: Annual Town Election Warrant, 12192022 Select Board Meeting Minutes - Draft.*

### **23-06 Town Managers Report**

The Bedford Recreation Department is having a summer job fair. Staff will also be visiting Shawsheen Tech's job fair to answer questions about municipal government.

Developer Brian DeVellis will be having two public forums regarding the proposed Carlisle Road LIP. The public is encouraged to attend and ask questions. The forums are scheduled for January 24<sup>th</sup> and February 14<sup>th</sup> at 7:00pm in the Reed Room, Town Hall. Both forums will be recorded.

Ms. Stanton noted that Bedford received a Green Communities Grant for LED lighting at BHS and Lane School, thanks to efforts by Facilities Director Taissar Alani.

### **23-07 Liaison Reports**

Mr. Hanegan encouraged the public to attend the public forums for the proposed Carlisle Road LIP. The Planning Board met and discussed two-family zoning. The Volunteer Coordinating Committee will be meeting next week.

Ms. Malone has two meetings coming up this week, Council on Aging and Recreation.

Ms. Fleischman has two meetings coming up this week, Community Preservation and Zoning Board of Appeals. Zoning Board of Appeals members will have professional development training.

Mr. Pierce noted that there will be considerable discussion on two-family zoning.

Ms. Mitchell commented that the MMA Conference is coming up next week. She represented the Select Board at the Troop 114 Eagle Court of Honor last weekend for three new Eagle Scouts. The Community Media Committee met to review and approve the FY24 PEG Access budget. The Historic District Commission got a brief presentation on the Fire Station project, and also discussed repairs to the Old Town Hall steps. Finance Committee reviewed the FY24 Capital Budget. The Hanscom Field Advisory Commission met in late December. Ms. Mitchell would like to prepare a comment on behalf of the Select Board supporting the EPA's proposed findings on the dangers of lead pollution from aviation; the Select Board agreed that Ms. Mitchell should draft and submit a public comment.

**Ms. Malone moved to adjourn. Mr. Hanegan seconded.  
The motion passed 5-0-0.**

**Meeting adjourned at 7:46 p.m.**

**Respectfully submitted by Leanne Petto**