

**Regular Session Minutes – Bedford, MA Select Board Meeting  
Hybrid Participation Meeting (Select Board Meeting Room and Zoom)  
January 17, 2023**

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

**ALSO PRESENT:** Leanne Petto, Administrative Assistant, Town Manager’s Office; David Manugian, Director of Public Works; Ben Thomas, Finance Committee; Paul Mortenson, Finance Committee; Mark Guetersloh, Chair, Community Media Committee; Uma Kaundinya, Vice-Chair, Community Media Committee; Bob Dutton, President, Bedford TV; Brian Hebert, Executive Director, Bedford TV; Scott Counsell.

**Ms. Mitchell called the meeting to order at 7:00 pm.**

**23-08 Public Comment**

There was no public comment.

**23-09 Department of Public Works Contracts**

Ms. Stanton presented two contracts. First is a change order with N. Granese for water main services on Springs Road and Pine Hill Road. The second agreement is for Right of entry between the Town of Bedford and Ultragenyx on Middlesex Turnpike.

**Mr. Hanegan moved that the Town approve the change order request for the work on water services on Springs Road and Pine Hill Road to be completed by N. Granese and Sons for the amount of \$80,000.00. Mr. Pierce seconded.**

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

**Mr. Hanegan moved that the Town approve the attached Right of Entry between Ultragenyx Pharmaceutical Inc. and the Town of Bedford, as described in the Public Works memo dated January 9, 2023. Mr. Pierce seconded.**

**The motion passed 4-0-1.**

**Ms. Fleischman recused herself from voting on Ultragenyx, due to a family member’s employment there.**

*Materials: Proposed Change Order #4 from N. Granese; Memo to SB Motion to Approve N. Granese CO#4; Ultragenyx ROE Approval.*

## **23-10 FY24 Cable Budget**

Ms. Stanton introduced the Cable Budget for FY24, and noted that renegotiations have begun for the Town's contracts with Comcast and Verizon. The proposed budget shows a modest increase of 2.2% for FY24.

Mark Guetersloh, chair of the Community Media Committee, and Brian Hebert, Executive Director of Bedford TV, presented the budget, which included three capital request items.

Mr. Hanegan asked about the foreseeable plan for the cameras in the Select Board Meeting Room. Mr. Hebert noted that the cameras no longer connect to BTV's current technology at the station and have trouble focusing, and the audio cannot be adjusted. Currently meetings are only available live on YouTube, not on the public access TV, where they are shown after the fact. The OWL technology ideally works in a small room with minimal focal points.

Ms. Malone asked if there were any cost estimates for upgrades to the Select Board Meeting Room. Mr. Hebert responded that there was an estimate from several years ago, but the technology and costs have changed since then, so it is no longer accurate.

Ms. Fleischman asked about the training offerings for the public. Mr. Hebert said they are still offering classes every Wednesday, with frequent attendance especially by the youth population.

Mr. Pierce asked about the training and classes for adults (16+). Mr. Hebert said they are currently offered through the Recreation Department for a nominal fee. Bedford TV is looking to develop free classes and online classes to draw interest.

Ms. Mitchell noted that funding for the budget comes from the Special Revenue Account. There is a decline in cable subscribers, attributed to the increase of online viewing availability, which impacts the funds available to the Town for PEG access programming.

Mr. Guetersloh noted that they are monitoring the revenue and subscriber numbers to analyze patterns. Bedford TV is a subscriber-based service, and if it is a desired service, then he hopes the community will find a way to support and promote continued services. The Community Media Committee will continue to look into finding other sources of revenue.

Ms. Mitchell noted that in previous years there was a presentation showing a staffing and salary survey, and asked whether BTV felt its salaries remained competitive.

Mr. Hebert responded that the compensation levels at BTV had been comparatively low, resulting in a high rate of turnover. Mr. Hebert feels that since the study and subsequent adjustments in FY22, there has been improvement and the budget as presented is adequately funded.

**Ms. Malone moved the Select Board recommend approval of the FY24 PEG access Programming budget at the total number \$286,040 as presented, with \$235,155 for operating, \$35,000 for studio rental, and \$15,685 for capital. Mr. Hanegan seconded. The motion passed 5-0-0.**

*Materials: CMC Recommendation on Bedford TV FY24 budget request; FY24 Annual Plan\_FINAL; Y24 Budget Cover Letter.*

### **23-11 Review Annual Town Meeting Warrant**

Ms. Stanton noted that there have not been significant changes. She is waiting on clarification on a few things from Town Counsel. The Finance Committee and Community Preservation Committee need to meet before their sections can be updated.

Ms. Mitchell asked about the Town Meeting Accessibility survey, and whether the data collected will be available for decision-making for this year's Annual Town Meeting. Ms. Stanton replied that it more likely would be a resource in preparation for Special Town Meeting.

Ms. Mitchell wanted to touch back regarding the Article 2 debate rules. Ms. Fleischman would like presentation time to be held at 10 minutes. Mr. Hanegan agreed.

Mr. Hanegan was partial for amendment time for 3 minutes. Mr. Pierce would like to see it at 5 minutes, as he doesn't want to make the individual feel rushed. Mr. Fleischman felt that 5 minutes was reasonable as well for amendments, and 3 minutes for speakers.

The consensus was that items A, B, and C will remain as listed.

Ms. Fleishman liked starting the meeting at 6:30 but was concerned what impact will it have on staff. By starting the meeting at 6:30 this will allow for the Minuteman to

proceed with the Post of Colors, and the meeting to begin with the Memorial Resolution. The warrant articles would follow.

Mr. Pierce looked at the proposed start time in perspective to sports. Games typically start at 5:30–6:00, so starting at 6:30 is not unrealistic.

Ms. Mitchell asked if the 6:30 start time would be contingent on a 10:15 stop time to present new articles.

Ms. Fleischman questioned the order of the items being presented. Ms. Stanton responded that two-family zoning is a big item for the end, but the placement is strategic to ensure we maintain a quorum for budget items.

Ms. Mitchell asked the Board if they would like to offer a pre-Town Meeting forum to answer questions. Ms. Fleischman asked if this would be about the process or the content. Ms. Stanton responded it would be both; we would work with the respective departments and committees to make sure they would have individuals available to answer questions.

*Materials: ATM 2023 – Draft Warrant – 1-10-23.*

### **23-12 Consent Agenda**

No items presented.

### **23-13 Town Manager's Report**

Ms. Stanton presented a letter from Heidi Porter, Health and Human Services Director; the Board of Health; and Police Chief John Fisher, about the Bedford Safe Campaign, a joint prevention campaign sponsored by the Bedford Police Department, Bedford Health Department, and the Board of Health. This campaign includes practicing safe gun storage, an enhanced gun buyback program, and community education.

Ms. Fleischman noted that, though gun violence is not so prominent in Bedford, she appreciated taking proactive measures. Mr. Hangean agreed.

**Ms. Fleischman moved to sign on to the Bedford Safe Campaign with the Health and Human Services Department, Board of Health and Police Department. Mr. Pierce seconded.**

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

*Materials: FINAL Gun Violence Campaign Letter to Dept Heads.*

### **23-14 Liaison Reports**

Ms. Fleischman reported that the Community Preservation Committee meeting featured a presentation on the Bedford Housing Authority's Life Management program. In the future, the program is looking to expand to include people both living in rentals and owning property. The Transportation Advisory Committee continued to review the Complete Streets Program. The Zoning Board of Appeals continued its hearing on 330 South Road.

Mr. Hanegan noted that the Bedford Housing Partnership will be meeting January 18<sup>th</sup> about the Carlisle Road LIP project.

Ms. Malone commented that the Council on Aging would like to make Bedford a Dementia Friendly Community. The Recreation Commission met regarding winter programs, increased enrollment, and having some space issues. Summer Adventures rates will be increasing by 3%.

Ms. Mitchell congratulated Mr. Hanegan on running the caucus. The MLK Breakfast sponsored by Bedford Embraces Diversity went well. Bedford Library Trustees and Hanscom Field Advisory Committee were meeting concurrently with the Select Board meeting.

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

**Meeting adjourned at 7:55 p.m.**

**Respectfully submitted by Leanne Petto**