

**Regular Session Minutes – Bedford, MA Select Board Meeting
Hybrid Participation Meeting (Select Board Meeting Room and Zoom)
April 24, 2023**

PRESENT: Chair Bopha Malone, Clerk Shawn Hanegan, Emily Mitchell, Margot Fleischman, Paul Mortenson

ALSO PRESENT: Howard Sumner (Disability Commission); Peter Frazier (Hilltop Securities); Barbara Purchia (Cultural Council); Sarah Blackman (Disability Commission); Matthew Porter; Alex Dizio (Finance Department); David Manugian (DPW); Amy Fidalgo, Charlie Ticotsky, Colleen Doyle (Town Manager’s Office); Ben Thomas (Finance Committee); Mike Rosenberg (*Bedford Citizen*); Fire Chief David Grunes, Lieutenant Brian Oates (Fire Department); Robin Steele, (Recreation Commission); Sarah Scoville

Chair Bopha Malone called the meeting to order at 7:00 pm.

23-61 Public Comment

Matthew Porter of 22 Brooksbie Road thanked the Select Board for conducting the Town Meeting Survey. He believes that a way needs to be developed to reach the 96% of Bedford registered voters who aren’t currently attending Town Meeting, and noted that the current demographic attending Town Meeting will not be the same demographic in coming years. He felt the survey was structured to those who are already attending. Mr. Porter created graphs based on the data that was received, which was provided to the Select Board members.

Sarah Blackman of 2 Notre Dame Road very happy to see on the agenda tonight the renovation of the Tot Lot. She mentioned the importance of accessibility to the Tot Lot, which is currently not accessible for children and adults with disabilities.

23-62 Contracts

1. Dept. of Public Works – Republic Services – Trash Hauling Contract

Mr. Manugian provided a summary of the history of the Trash Hauling Contract with Republic Services. Based on community feedback, the department wanted to address the importance of improving customer service.

Ms. Mitchell clarified that resident issues with customer service/fees for damages can only be resolved through communication to the DPW, not social media. In addition, she also asked for clarification that the prohibition of animal waste does not apply to dog waste, but rather larger scales of animal waste.

Mr. Mortenson asked for clarification on the tipping fees paid to another vendor. Mr. Manugian explained how much the Town is paying for trash tipping and recycling processing and potential future trends.

Mr. Mortenson moved that the Town of Bedford approved the contract with Republic Services in the amount of \$6,511,703 for a 5-year period effective July 1, 2024. Mr. Hanegan seconded. The motion passed 5-0-0.

Materials: Republic Services Contract Materials 2023-04-18

2. Dept. of Public Works – M.E. O’Brien and Sons – Mudge Way Playground Contract

Mr. Manugian provided a summary of the contract and addressed the concern of accessibility.

Ms. Fleischman provided an explanation of the transition to the park approximately 15 years prior. One of the concerns was the accessibility; she is glad to see that is addressed in regards to the access and the type of equipment. In the previous transition, one thing that was changed was the type of swing, which went from a flexible swing to a more rigid, narrow swing, which seemed to be exclusionary. She encouraged the attention to those details. Another change was fencing in the playground, which reduced the space for running around and limited entry/exit of the area, causing bottlenecks. She asked if the fencing is needed and sought details on the plan for entrances and accessible fencing.

Mr. Manugian responded that the fencing defines the area and is not in the plans to be altered.

Ms. Mitchell mentioned the security/safety element to the fencing, being close the ball field.

Ms. Mitchell and Ms. Fleischman asked Mr. Manugian about details of the plans and the expected timeline.

Mr. Mortenson asked how much was appropriated. Mr. Manugian responded that this was a part of an article for the school grounds rehabilitation that also included the dugouts, with funds totaling approximately \$275,000. There are funds that will also be available for the accessible walkway.

Ms. Malone asked if this was funded by CPC; Mr. Manugian replied that it was.

Ms. Mitchell moved to authorize M.E. O’Brien and Sons Inc of Medway, MA to undertake the improvements of the Mudge Way playground as detailed in their April 3, 2023 quote in the amount of \$281,974.81. Mr. Hanegan seconded. The motion passed 5-0-0.

Materials: Motion to Approve Mudge Way PG Renovation Mtg date 4-24-23

3. Fire Dept. – ESO Solutions, Inc. – CAD/RMS System Replacement

Chief Grunes provided a summary of the Fire Record Management System replacement.

Mr. Hanegan asked if this contract includes security. Chief Grunes responded that this contract includes security for record management systems.

Mr. Mortenson asked about training. Chief Grunes responded that there is a lot of training involved with this software, and part of the contract includes in-person training, train-the-trainer, and subscriptions to web-based training.

Mr. Hanegan moved that the Town approve the ESO Solutions, Inc. contract for the Fire and Emergency Medical Services Record Management System in the amount of \$105,255.50

as detailed in their quote dated February 28, 2023. Mr. Mortenson seconded. The motion passed 5-0-0.

Material: Recommendation of Contract Memo 4.19.23

23-63 Committee Interviews and Appointments

1. Community Media Committee – Matthew Porter

Ms. Malone provided general information regarding the committee interview and appointment process.

Ms. Mitchell shared information about the Community Media Committee.

Mr. Porter introduced himself to the board, as well as his background in the media field.

Mr. Hanegan thanked Mr. Porter for applying and asked about his knowledge in regard to the committee.

Mr. Porter replied that he has watched the most recent meeting, as well as reviewed the current contracts. He acknowledged the trends of subscribers dropping cable in favor of streaming options.

Mr. Mortenson asked how he would communicate with those who are new to the committee's topic areas.

Mr. Porter responded that he would take the topic step by step and be patient with explaining topics that others may not have the same knowledge as himself.

Ms. Mitchell moved to appoint Matthew Porter to the Community Media Committee for a term ending June 30, 2025 and authorize the Town Manager to sign the appointment letter on behalf of the Select Board. Mr. Hanegan seconded. The motion passed 5-0-0.

1. Cultural Council – Michelle Puntillo

Ms. Mitchell provided a brief overview of the committee.

Ms. Puntillo explained why she is interested in the Cultural Council.

Ms. Fleischman thanked her for stepping forward and asked if she has drawn any conclusions regarding the town's differences from other communities.

Ms. Puntillo feels that there could be more performing arts.

Mr. Mortenson asked what she felt the limiting factors are.

Ms. Puntillo spoke about marketing, especially to a younger crowd.

Mr. Mortenson asked if there are enough of helping hands within the community that just need to be led.

Ms. Mitchell mentioned another challenge is the lack of performance space. There was a brief discussion about the possibility of an outdoor performance space.

Mr. Hanegan thanked Ms. Puntillo for her enthusiasm.

**Ms. Mitchell moved to appoint Michelle Puntillo to the Cultural Council for a term ending June 30, 2024 and authorize the Town Manager to sign the appointment letter on behalf of the Select Board. Mr. Hanegan seconded.
The motion passed 5-0-0.**

23-64 Dept. of Public Works – Quarterly Update

Mr. Manugian presented a PowerPoint with various updates.

2023 Road Projects: Mr. Manugian outlined the anticipated paving projects for the 2023 season and explained the various terms used such as “fog seal” and “microsurfacing.” Ms. Mitchell thanked the DPW for the road conditions and stated that she can tell the difference on the roads.

Water/Sewer System: Mr. Manugian described a potential agreement with Burlington to have an additional source of water. In an answer to a question from Ms. Fleischman, Mr. Manugian responded that an intermunicipal agreement would likely be similar to the one the Town has with Lexington.

Shawsheen Wellfield Study: Mr. Manugian reported that a consultant is recommending to continue to not use the wellfield, but leave that option open for the future if technology advances.

Cemetery: Mr. Manugian described the upcoming cemetery expansion project. Ms. Mitchell said she hoped there could be public parking for access to the Old Res trail that would not interfere with cemetery visitors, and Mr. Manugian concurred. Ms. Mitchell asked whether the soil quality would be studied, and Mr. Manugian said it would be.

Stormwater/Drainage: Mr. Manugian reported that some property owners have been experiencing issues with stormwater. Ms. Fleischman asked if there is a method which the town has the ability to approach property owners to request them to deal with silting or with stormwater infrastructure that is not meeting the requirements they agreed to when they received permits. Mr. Manugian replied that this is something that could be looked into.

Mr. Hanegan asked when the crosswalk signs were going to be put back out. Mr. Manugian said he would check on that.

Material: Public Works Spring 2023 Update

23-65 Approval – Sale of General Municipal Obligation Bonds

Ms. Doyle provided an overview of the process for sale of General Municipal Obligation Bonds, as well as introduced Alex Dizio, Treasurer/Collector, and Peter Frazier, Hilltop Securities, to talk to the process and answer any questions.

Mr. Dizio spoke about the Town’s AAA rating, which speaks volumes to the financial health and well-being of the Town. The rating also allows the Town to take advantage of some of the best possible rates. He requested the Select Board approve issuing municipal bonds in the amount of \$6.1 million.

Mr. Frazier provided an overview of the overall process and the bond results.

Ms. Mitchell asked about difference in the amounts in different years. Mr. Frazier responded the difference is based on the projects’ useful lives.

Mr. Mortenson asked if there were a reason why we would want to have the coupon around 5%. Mr. Frazier responded that the Town figures out how best to structure in terms of the couponing and the yields and they are going to take the best bid, which is the lowest bid. They will then adjust the size of the issue by the premium.

Mr. Hanegan moved to approve the votes of the Board as prepared by Bond Counsel to the Town and presented to this meeting, which votes, among other things, formally award the bonds to the low bidder determined at a competitive sale held on April 19, 2023, and establish the terms thereof.

Voted: that the sale of the \$6,135,000 General Obligation Municipal Purpose Loan of 2023 Bonds of the Town dated April 27, 2023 (the “Bonds”), to Fidelity Capital Markets, a division of National Financial Services LLC at the price of \$6,744,066.33 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on May 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2024	\$1,010,000	5.00%	2029	\$250,000	5.00%
2025	985,000	5.00	2030	245,000	5.00
2026	975,000	5.00	2031	245,000	5.00
2027	970,000	5.00	2032	245,000	5.00
2028	965,000	5.00	2033	245,000	5.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated April 12, 2023, and a final Official Statement dated April 19, 2023 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as

the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Ms. Fleischman seconded.

The motion passed 5-0-0.

Material: Select Board Vote – Bedford Bonds 04-27-23-c

23-66 Consent Agenda

1. **Old Town Hall – One-Day Alcohol Licenses – May 20, 2023 and June 16, 2023**
2. **Regular Session Meeting Minutes – March 13, 2023 and April 10, 2023**
3. **Temporary Sign Permit – Garden Club April 29th – May 13th**

Ms. Mitchell moved to approve the Consent Agenda. Mr. Hanegan seconded.

The motion passed 5-0-0.

23-67 Town Manager’s Report

1. **Outdoor Dining Update – Confirmation of Approval – Ken’s Deli**
2. **Utility Boxes Painting Project Update – Approval of Two Additional Boxes**

Sarah Scoville provided an overview of the utility box painting project and described the locations of the two new boxes.

Ms. Mitchell mentioned that there is an overlap with the Historic District and the Cultural District and eventually that will have to be resolved.

Ms. Mitchell moved to approve outdoor dining for Ken's New York Deli. Ms. Fleischman seconded.

The motion passed 5-0-0.

Ms. Fleischman moved to approve the two utility box projects. Mr. Mortenson seconded.
The motion passed 5-0-0.

Ms. Doyle advised there are two upcoming events the Select Board will be invited to. The first will be the Major Seidman bridge dedication event on May 27th. The second is the annual Memorial Day parade.

23-68 Liaison Reports

All members are maintaining their liaison assignments. Mr. Mortenson will take over the committees of his predecessor.

Ms. Malone asked the Board whether they wanted to see any changes to the reappointment process. She suggested that Mr. Ticotsky re-send the handbook to all committees as a reminder of the responsibilities and guidelines.

Ms. Mitchell suggested adding the handbook to the reappointment letter to reiterate the guidelines.

Ms. Fleischman also felt recirculating the handbook would be another opportunity to affirm that they understand the responsibilities. She suggested having Town Counsel host a training to provide a refresher of the open meeting laws.

Ms. Fleischman provided an update on the Energy and Sustainability Committee.

Mr. Hanegan provided an update on the Housing Partnership.

Mr. Mortenson provided an update on the Planning Board.

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

Respectfully submitted by Meaghan Sturgis.