

**Regular Session Minutes – Bedford, MA Select Board Meeting  
Hybrid Participation Meeting-Select Board Meeting Room  
June 12, 2023**

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

**ALSO PRESENT:** Charlie Ticotsky, Colleen Doyle, Kerri Rufo (Town Manager’s Office)

**Audience** Mike Rosenberg (*The Bedford Citizen*); Michelle Puntillo (Cultural Council); Robin Steele (Recreation Commission); Ben Thomas (Finance Committee); David Castellarin (Finance Director); Jen Kelley, Joe Piantedosi (Volunteer Coordinating Committee), Liz Rust (RHSO)

**Zoom Panelist:** Matthew Hunt (Clifton Larson Allen, LLP); David Santos (COA appointee); Scott Bradley (attorney for Roshani Enterprises 2); David Manugian (DPW Director).

**Zoom Attendees:** Brian Covell; Renu Bostwick, Rebecca Pomerantz, Bedford Mothers Out Front; Farrukh Chaudhry, Vinod.

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

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**23-85 Public Comment**

None

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**23-87 DPW Contracts and Fee Update** (This item was taken out of order)

**1. FY24 Material/Service Bid Contract Extension:**

Mr. Manugian explained that these contracts allow the DPW to respond to needs that arise.

Ms. Mitchell asked if the items that are listed as “no award” have to go out to bid again. Mr. Manugian responded that in some cases they did not have any bidders.

Mr. Mortenson asked about the process, and Mr. Manugian explained that DPW bids the work contingent on Town Meeting funding and Select Board approval.

**Ms. Mitchell moved that the Board approve the following bidders to supply materials and/or services for the period July 1, 2023 through June 30, 2024. Funding exists in the DPW operating budget approved at the 2023 ATM. The initial term of the contract was for one year with the option to renew for an additional two years in one-year increments contingent upon the availability of appropriated funds. We are moving to exercise the option of an extension for year two through June 30, 2024 at the current unit prices. For the items and bidders, a referenced in the memo dated June 12, 2023 from Karen Kennedy FY2023 Material/Service Bid Contract Extension.**

**Mr. Hanegan seconded. The motion passed 5-0-0.**

**2. MTP Gravity Sewer Upgrades Phase II**

Mr. Manugian explained that DPW is doing a lot of upgrades to water and sewer infrastructure to accommodate the growth in the life sciences.

**Mr. Hanegan moved to approve the D’Alessandro Corp contract for the MTP Gravity Sewer upgrades for the amount of \$226,552.73. Mr. Mortenson seconded. The motion passed 5-0-0.**

### **3. Solid Waste and Recycling Fees**

Mr. Manugian introduced this item as an annual request. It is a pass-through cost for large, bulky items.

Ms. Fleischman wanted to remind the residents of the Hardship Policy, which the Select Board approved. In the first year of implementation, Public Works received one request, which was approved. Bedford’s fee-waiver policy provides a safety net for residents experiencing financial or other hardships and ensures equitable access to recycling opportunities, regardless of ability to meet the rising costs of collection and disposal. Residents should contact Liz Antanavica at DPW for assistance.

Ms. Mitchell also reminded residents that they can schedule bulky items on the scheduling wizard on the DPW webpage.

**Mr. Hanegan moved that the Select Board approve the changes to bulky item fees according to memo from DPW Director David Munugian dated April 27, 2023. Ms. Mitchell seconded. The motion passed 5-0-0.**

*Materials: FY24 Trash and Recycling Fees*

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### **23-86 Public Hearing—Transfer of Alcohol License—TUF Enterprises LLC dba Gulf Bedford Express to Roshani Enterprise 2 Inc.**

**Ms. Mitchell moved to open the public hearing at 7:10 p.m. Mr. Hanegan seconded. The motion passed 5-0-0.**

Ms. Doyle explained that this is a standard Transfer of Alcohol License. Comments by the Health and Code Enforcement Departments were in the packet.

Mr. Hanegan asked whether there would be any change in operations, and the applicant replied that there would not be.

The hearing was opened to comments from the public.

Brian Covell wanted to speak on another matter. Ms. Malone asked that he instead reach out to the Town Manager’s office or to herself for assistance.

**Ms. Mitchell moved to close the public hearing. Mr. Hanegan seconded. The motion passed 5-0-0.**

**Mr. Hanegan made a motion to approve the transfer of Alcohol License TUF Enterprises LLC dba Gulf Bedford Express to Roshani Enterprise 2 Inc. Mr. Mortenson seconded. The motion passed 5-0-0.**

*Materials—Transfer of License Roshani Enterprise Application, Transfer of License-Comment from Code & BOH Memo to SB-Transfer Transfer Alcohol License*

### **23-88 Boards and Committee Interview and Reappointments**

#### 1. David Santos (Council on Aging Board)

Mr. Santos provided a brief background about himself. He serves on Conservation Commission. He was an administrator in a nursing home for eight years and now he works for the state.

Mr. Mortenson asked what he would like to accomplish. Mr. Santos answered that he would like find affordable housing solutions for seniors.

Ms. Fleischman asked how he feels Bedford is doing with elder affairs compared to our other communities. Mr. Santos answered that Bedford is doing a pretty good job serving the seniors. There is always room to approve and add services.

Mr. Hanegan asked him to expand on strategies to help seniors access housing. Mr. Santos replied that adding 10–15% affordable housing units in a development could help seniors.

Ms. Malone asked about outreach to seniors, and Mr. Santos said he was interested in thinking about new tactics.

**Mr. Mortenson moved to appoint David Santos to the COA Board for a term ending June 30, 2025, and to authorize the Town Manager to sign on behalf of the Select Board. Ms. Mitchell seconded. The motion passed 5-0-0.**

#### 2. Town Counsel Reappointment

**Ms. Fleischman moved to appoint Nina Pickering-Cook (Anderson Krieger) as Town Counsel for a term ending June 30, 2024, and to authorize the Town Manager to sign the appointment letter on behalf of the Select Board. Ms. Mitchell seconded. The motion passed 5-0-0.**

#### 3. Reappointments

Ms. Fleischman noted that the Community Preservation Committee has interest in supporting the 300<sup>th</sup> anniversary. Ms. Mitchell added that she hopes there will be interest among members from other boards. During a brief discussion about recruiting new board and committee members, Mr. Hanegan requested a future agenda item on diversity, equity, and inclusion.

**Ms. Mitchell moved that the Select Board reappoint Roberta Ennis, Cheryl Milroy, Peter Ricci, Ronald Richter, and Mike Rosenberg to the 300<sup>th</sup> Anniversary Committee for a term ending**

**June 30, 2024, and authorize the Town Manager to sign the letter on behalf of the Select Board. Mr. Hanegan seconded. The motion passed 5-0-0.**

**Mr. Mortenson moved that the Select Board reappoint Peter Weichman to the Bicycle Advisory Committee for a term ending June 30, 2026, and t authorize the Town Manager to sign the appointment letter on behalf of the Select Board. Mr. Hanegan seconded. The motion passed 5-0-0.**

**Ms. Mitchell moved that the Select Board reappoint Bryan Carr and Mark Guetersloh to the Community Media Committee for terms ending June 30, 2026, and authorize the Town Manager to sign the letter on behalf of the Select Board. Mr. Hanegan seconded. The motion passed 5-0-0.**

**Mr. Mortenson moved that the Select Board reappoint Stephanie Kane and Stacey Katz to the Conservation Commission for a term ending June 30, 2026, and authorize the Town Manager to sign the letter on behalf of the Select Board. Mr. Hanegan seconded. The motion passed 5-0-0.**

**Mr. Hanegan moved that the Select Board reappoint William Deen, Steve Hagan, and Joseph Piantedosi to the Depot Park Advisory Committee for terms ending June 30, 2024, and authorize the Town Manager to sign the letter on behalf of the Select Board. Mr. Mortenson seconded. The motion passed 5-0-0.**

Ms. Mitchell said that she is not comfortable reappointing William Moonan to the Historic District Commission for another term. She said that Mr. Moonan has done many great things for the Town of Bedford, but his recent actions as a member and as the Chair of the HDC do not reflect what the Select Board expects from appointed committee members.

Mr. Hanegan asked for and received confirmation that Mr. Moonan was informed that he was on the agenda for tonight.

**Ms. Mitchell moved that the Select Board reappoint Ali Hon-Anderson to the Historic District Commission for a term ending June 30, 2026, and authorize the Town Manager to sign the letter on behalf of the Select Board. Mr. Mortenson seconded. The motion passed 5-0-0.**

**Mr. Mortenson moved that the Select Board ask the Volunteer Coordinating Committee to seek a new Historic District Commission member to succeed William Moonan. Ms. Mitchell seconded. The motion passed 5-0-0.**

**Mr. Mortenson moved that the Select Board reappoint Stephanie Keep and John Linz to the Historic Preservation Commission for a term ending June 30, 2026, and authorize the Town Manager to sign the appointment letter on behalf of the Select Board. Ms. Mitchell seconded. The motion passed 5-0-0.**

**Ms. Mitchell moved that the Select Board reappoint Heidi Trockman to the Recreation Commission for a term ending June 30, 2026, and authorize the Town Manager to sign the letter on behalf of the Select Board. Mr. Mortenson seconded. The motion passed 5-0-0.**

**Mr. Mortenson moved that the Select Board reappoint Sue Swanson to the Taxation Aid Committee for a term ending June 30, 2024, and authorize the Town Manager to sign the appointment letter on behalf of the Select Board. Ms. Mitchell seconded. The motion passed 5-0-0.**

**Mr. Hanegan moved that the Select Board reappoint Jennifer Kelley and Kelly Korenak to the Volunteer Coordinating Committee for terms ending June 30, 2026, and authorize the Town Manager to sign the letter on behalf of the Select Board. Ms. Mitchell seconded. The motion passed 5-0-0.**

**Ms. Mitchell moved that the Select Board reappoint Paul Purchia as the Veterans Grave Officer for a term ending June 30, 2024, and authorize the Town Manager to sign the letter on behalf of the Select Board. Mr. Mortenson seconded. The motion passed 5-0-0.**

**Mr. Mortenson moved that the Select Board reappoint Shirley Fan Chan to the Youth and Family Services Committee for a term ending June 30, 2026, and authorize the Town Manager to sign the letter on behalf of the Select Board. Mr. Mortenson seconded. The motion passed 5-0-0.**

*Materials—Youth and Family Services, Volunteer Coordinating Committee, Veterans Graves Officer, Taxation Aid Committee, Recreation Commission, Historic Preservation Commission, Historic District Commission, Depot Park Advisory Committee, Conservation Committee, Community Media Committee, Bicycle Advisory Committee, 300<sup>th</sup> Anniversary Committee, Questionnaire for Volunteers—David Santos*

### **23-89 Inter-Municipal Regional Housing Service Office**

Liz Rust with the RHSO gave a presentation to the Select Board on the history and recent activities of the RHSO, and requested that the Town sign an agreement covering the next three fiscal years. The Regional Housing Services Office (RHSO) is a collaboration among the member towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston, and formed in 2011.

**Ms. Mitchell moved that the Select Board approve the Inter Municipal Agreement for the RHSO, July 1, 2023, through June 30, 2026, and authorize the Town Manager to sign the agreement on behalf of the Select Board. Mr. Hanegan seconded. The motion passed 5-0-0.**

*Materials—Regional Housing Serviced Office IMA-FY24, RHSO FY24 Bedford Update*

### **23-90 FY22 Annual Audit Presentation**

Matthew Hunt of Clifton Allen Larson provided a presentation of the Town of Bedford's Fiscal Audit. He described the key points covered in the Executive Summary and Financial Highlights. He reported no material weaknesses or significant deficiencies related to financial reporting, and he reported no material noncompliance related to laws, regulations, contracts, and grants related to financial reporting.

Mr. Hanegan asked about the overall fiscal health of Bedford. Mr. Hunt replied it is fairly consistent and the bond rating is excellent.

Mr. Mortenson asked about his thoughts on Munis. Mr. Hunt said that the Town of Bedford's audit will be a lot more efficient with Munis.

*Materials—Fiscal Year 2022 Audit Summary*

### **23-91 Consent Agenda**

**Mr. Hanegan moved to approve the consent agenda with the exception of item #3. Mr. Mortenson seconded. The motion passed 5-0-0.**

On item #3, Ms. Mitchell said that she felt uncomfortable appointing Walter St. Onge to the Town Manager Screening Committee because she sees a potential conflict of interest due to his employment as a partner with the Town's current bond counsel. Board members asked Ms. Malone to have a follow up conversation with the search consultant, Town Counsel, and Mr. St. Onge about how to identify and address a potential conflict and what the next steps should be if a conflict does arise.

**Mr. Mortenson moved to approve the ethics disclosure for Walter St. Onge and to authorize the Town Manager to sign on their behalf. Mr. Hanegan seconded. The motion passed 4-1-0.**

*Materials—Chapter 268A Section 20d\_Onge, Minutes—May 22, 2023, One Day License—Neillios, 20b's*

### **23-92 Town Manager's Report**

Interim Town Manager Colleen Doyle informed the Select Board that the Director of Facilities, Taissir Alani, will be leaving his position. She said that he has been with the Town since 2014 and he will be missed greatly. Ms. Doyle is currently working with the current and incoming Superintendents to post the position this week. Board members expressed that it would be a loss to the Town and they want to thank Mr. Alani for all that he did.

Ms. Doyle reminded the Board that the Fire Station Project Community Forum is tomorrow night and that a ribbon cutting for the Police Station is coming soon.

### **23-93 Liaison Report**

Ms. Mitchell said the FAA is undertaking review of their current noise policy and asking for public comments. She presented a draft letter from the Select Board.

**Ms. Fleischman moved to authorize Ms. Mitchell to submit the letter on behalf of the Select Board. Mr. Hanegan seconded. The motion passed 5-0-0.**

Mr. Mortenson reported that the Town Manager Search Screening Committee held a community forum last week and elected a Chair and Clerk. At the community forum, residents articulated their thoughts of what they want in the next Town Manager.

**Mr. Mortenson moved that the Town Manager provide the Select Board's feedback to the consultant about the position profile and to add in "Supports DEI goals." Ms. Fleischman seconded. The motion passed 5-0-0.**

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Mr. Mortenson attended the Municipal Affordable Housing Trust. They discussed next steps on the request for proposals for 23 Winterberry Way, and they voted to allocate additional funds for the rent relief program.

Ms. Mitchell stated that the library is looking to install security cameras at the entrances. They will be reviewing a draft policy before camera placement and use. The Cultural Council had its grant reception and it was lovely.

Mr. Hanegan attending the Planning Board meeting and there was a continuation for the Old Billerica Road Planned Residential Development. The Planning Board also continued discussion of its goals, with a focus on the MBTA two-family zoning mandate. There was also request from the Planning Board and Mothers Out Front for the Select Board to sponsor the specialized energy codes. Mr. Hanegan asked for this to be put on the June 26<sup>th</sup> agenda. In regards to the proposed Carlisle Road development, Mr. Hanegan worked with staff to put together a letter of support with conditions for the project. He also wanted to mention that committees should be working with the Select Board to communicate with the developer going forward.

Ms. Fleischman reported that the Community Preservation Committee is renewing its public engagement and redoing the application form for clarity.

Ms. Malone reported that several of her committees are meeting in the coming week or two. She attended the Violence Prevention Coalition, where they talked about “Permission to Feel” and about tools to educate the community. The gun buy back program has been successful. The Finance Committee Appointing Authority met and appointed the Town Moderator as Chair. They will be interviewing applicants for the Finance Committee opening. She mentioned that the search consultant for the Town Manager did a community survey and it received 221 responses.

*Materials—TOB Public Comment of FAA noise policy, Bedford TM Position Statement*

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

Respectfully submitted by Kerri Rufo

**Approved at the June 26, 2023 Select Board Meeting**