

## August 24, 2023 - 7:00PM

### Town of Bedford, MA - Select Board Agenda

#### Hybrid Meeting

Town Hall - Reed Room - 10 Mudge Way

Zoom Webinar Link:

<https://us02web.zoom.us/j/84653606956?pwd=QUFyVFIEQWZmV3B4U0tycmZ>

HTDdOQT09

Password: 792804

Webinar ID: 846 5360 6956

Phone Number: 309-205-3325

23-135 7:00	<b>Executive Session</b> 1. Strategy and Preparation for Contract Negotiations with Non Union Personnel
23-136 7:20	<b>Public Comment</b>
23-137 7:30	<b>Town Manager Contract Approval</b>
23-138 7:40	<b>Contracts and Lease:</b> 1. Extension of Lease at Old Town Hall -Bedford Historical Society 1a. Approval of Technical Changes to Old Town Hall Alcohol Policy 2. Public Safety Contract - Insight LLC
23-139 7:50	<b>Historic Preservation Properties Fund - Request for Appropriation</b>
23-140 8:00	<b>Board and Committees:</b> 1. Reappointment: Elena Zorn (Bedford Housing Partnership) 2. Fire Station Building Committee Appointments Paul Sheehan, Interim Fire Chief Amy Fidalgo, Assistant Town Manager
23-141 8:10	<b>Racial Equity Vision Statement Approval</b>
23-142 8:20	<b>Future Select Board Meeting Locations</b>
23-143 8:35	<b>Consent Agenda</b> 1. Election Workers 2. One Day Liquor License - September 23 - Davis Farm 3. Chapter 268A-Section 20bs-Brecher, Anna; Norese, Maria
23-144 8:40	<b>Town Manager's Report</b> 1. Mini Art Gallery
23-145 8:45	<b>Liaison Reports</b>



# *Town of Bedford Police Department*

*SERVING THE COMMUNITY WITH PRIDE*

bedfordpd.org  
twitter.com/bedfordpd  
facebook.com/bedfordpd

**John C. Fisher**  
Chief of Police

**To:** Select Board  
Colleen Doyle – Interim Town Manager

**From:** Chief John Fisher

**Date:** August 21, 2023

**Subject:** Pro Phoenix Computer-Aided Dispatch and Records Management System Procurement

The Bedford Police and Fire Departments researched and chose Pro Phoenix software to replace their existing computer-aided dispatch software, as well as the Police Department's records management system. Bedford participates in COMMBUYS, our state's only public procurement vehicle. Pro Phoenix software is available through a company named Insight that is listed in COMMBUYS, Operational Services Division, Section ITS75: Software and Services.

**Recommended Motion:** I move the Select Board authorize Interim Town Manager Colleen Doyle to approve the purchase of Pro Phoenix Software from Insight as outlined in their quote dated May 25, 2023.

The funds are available and listed in Munis as:

Public Safety Software

ORG 50011335

OBJ 580000

PROJ 50037

Attached for your review is the bid from Insight as well as a signature page.

**SOLD-TO PARTY 10329689**

TOWN OF BEDFORD  
 FINANCE  
 10 MUDGE WAY  
 BEDFORD MA 01730-2193

**SHIP-TO**

TOWN OF BEDFORD  
 10 MUDGE WAY  
 BEDFORD MA 01730-2193

**Quotation**

**Quotation Number** : 0226314549  
**Document Date** : 25-MAY-2023  
**PO Number** :  
**PO release:** :  
**Sales Rep** : Rosemarie Pavlick  
**Email** : ROSEMARIE.PAVLICK@INSIGHT.COM  
**Telephone** : +12036592448

**We deliver according to the following terms:**

**Payment Terms** : Net 45 days  
**Ship Via** : Insight Assigned Carrier/Ground  
**Terms of Delivery:** : FOB DESTINATION  
**Currency** : USD

**Item Details:**  
 Description/Qty

**Application Software**

CAD-CLI-SGL-PF CAD Client - SingleJuris - Police/Fire 1  
 CAD-STA-SITE CAD Status Client 1  
 Site License good for up to 4 CAD Licenses.  
 RMS-SER-SGL-POL RMS Server - Single Juris - Police 1  
 RMS-CLI-SITEP RMS Client - Single Juris - Police (Site License) 1  
 WDA-SER-POL WDA (Mobile) Server - Police 1  
 WDA-CLI-POL-SITE WDA (Mobile) Client - Police (Site License) 1  
 WDA-SER-APP WDA - PD App Server License for Tablet and Phone 1  
 RMS-CRT Court Module 1  
 CAD-SER-SGLPF CAD Server - Single-Juris Police/Fire

**Interface**

INT-HUNTER-MUG Interface - Hunter SmartShot Mugshot System  
 INT-SM-LIVE Interface - SagemMorpho LiveScan (MA) 1  
 INT-CAD-TXT2-LS Interface - Text2Dispatch and LiveStream to Dispatch 1  
 INT-ESO-RMS Interface - Phoenix CAD to ESO Records Management 1  
 INT-COPLINK Interface - CopLink/LEAP Repository 1  
 INT-MA-DIST Interface - MA District Court Interface 1  
 INT-NCI-SER-QU Interface - NCIC Server TCP/IP (Queries Only) 1  
 INT-ECITA-MA Interface - Massachusetts e-Citation 1  
 INT-RAPIDSOS-II Interface - RapidSOS CAD Interface 1  
 INT-ESRI-BUNDLE Interface - ESRI Bundle (Phoenix CAD Map, RMS Map and Geo Sync) 1  
 INT-IBR-CONFIG Interface - NIBRS Module Configuration and Set Up 1  
 INT-PROQA Interface - Priority Dispatch Pro QA (EMS) 1  
 INT-LENELS2 Interface - Lenel S2 Access Control and Security Management 1  
 INT-CLR-RPT Interface - Clery College Reporting Feature 1  
 INT-TONE-ZETRON Interface - Zetron Fire/EMS call toning 1  
 INT-MA-COMP Interface - MA Complaint Form with e-Submission 1  
 INT-911-NEXTGEN Interface - E911 Next Gen Features 1  
 INT-MA-CRASH Interface - Massachusetts e Crash Reporting 1  
 INT-KGIS-NET Interface - Key Global Information Sharing 1

**Citizen Services**

CIT-SETUP-SJ Citizen Services - Initiation and Setup - Single Agency 1

CIT-SUP Citizen Services (Crime View) - Annual Subscription 1

**Installation**

PNX-INS Installation - Phoenix Software 1

GOOG-MAP-SETUP Installation - Google Map Setup and Configuration 1

POWERBI-ENT-CFG Power BI Configuration for SQL Enterprise or Standard 1

POWERBI-ADDON Power BI Pro License for Existing BI User 6

INS-SER-TEST Installation - Components/Licensing for Test Server 1

**Conversion**

CON-HYD Data Conversion - Hydrant Data 1

CON-CRASH-REPORT Data Conversion - Crash Reports 1

CON-GC Populate Geo (Address) 1

CON-PAMET Data Conversion - Pamet 1

**Training**

TRN-REM-WEB Training - Off-Site On-Line (WEB and/or Telephone) 8

TRN-ONS-TTT Training - On-Site Train the Trainer 26

**Project Management**

PM-GEN Project Management and Professional Services 1

**3rd Party Software**

GOOG-MAP-SAAS Google Map Subscription 30

Material	Material Description	Quantity	Unit Price	Extended Price
<u>19-000302-1</u>	PROPHOENIX COMPLETION OF INITIATION COMMONWEALTH OF MASSACHUSETTS SOFTWARE AND SERVICES(# ITS75)	1	206,710.29	206,710.29
<u>19-000302-2</u>	PROPHOENIX PLANNING STAGE PHASE 1 COMMONWEALTH OF MASSACHUSETTS SOFTWARE AND SERVICES(# ITS75)	1	101,765.32	101,765.32
<u>19-000302-3</u>	PROPHOENIX IMPLEMENTATION STAGE PHASE I COMMONWEALTH OF MASSACHUSETTS SOFTWARE AND SERVICES(# ITS75)	1	44,444.44	44,444.44
<u>19-000302-4</u>	PROPHOENIX IMPLEMENTATION PHASE COMMONWEALTH OF MASSACHUSETTS SOFTWARE AND SERVICES(# ITS75)	1	35,269.71	35,269.71
<u>19-000302-5</u>	PROPHOENIX GO LIVE READY PHASE COMMONWEALTH OF MASSACHUSETTS SOFTWARE AND SERVICES(# ITS75)	1	20,216.80	20,216.80

---

Services Subtotal	408,406.56
TAX	0.00
<b>Total</b>	<b>408,406.56</b>

---

---

**PURCHASE ORDER REQUIREMENTS:**

Quote Number:226314549

Purchase Order Number: \_\_\_\_\_

Authorized by/Title: \_\_\_\_\_ (please print)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional signature, where required

Authorized by/Title: \_\_\_\_\_ (please print)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Rosemarie Pavlick  
+12036592448  
ROSEMARIE.PAVLICK@INSIGHT.COM

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

**SOFTWARE AND CLOUD SERVICES PURCHASES:** If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.  
<https://www.insight.com/terms-and-policies>

**TOWN OF BEDFORD REGULATIONS GOVERNING ALCOHOLIC BEVERAGE  
CONSUMPTION AT  
BEDFORD OLD TOWN HALL, 16 SOUTH ROAD**

*(Updated ~~May, 2017~~ August 2023)*

Effective Date: May 15, 2017  
Approved: September 7, 2004 and Amended July 30, 2007, October 19, 2009, ~~and~~  
May 15, 2017, and August 28, 2023  
Affected Entities: Town Center of Bedford, Inc.  
Community Organizations  
Police  
Bedford Historical Society

The Town of Bedford (through a lease with the Bedford Historical Society) has made the Bedford Old Town Hall available for rent to recognized, responsible individuals, organizations and business for educational, recreational, civic and cultural activities. In conjunction with functions, or events or other rentals in Old Town Hall, renting parties may seek to serve, or allow consumption of, alcoholic beverages. **However, renting parties that seek to serve alcoholic beverages should be aware that there are many state and local laws, regulations, and requirements governing the acquisition, transportation, consumption, and service of alcoholic beverages for such functions, events, and other rentals, and it is the renting party's obligation to be aware of and comply with all such relevant laws, regulations, and requirements on behalf of themselves and their guests and attendees. Generally speaking, and with no intent to provide legal advice or a full description of relevant Massachusetts law, the commonwealth of Massachusetts regulates and licenses the businesses that may provide and deliver alcoholic beverages to functions and events. Alcoholic beverages that are not acquired and transported to, and served and consumed at, old town hall in compliance with Massachusetts state law, the Bedford general bylaws, and the town of Bedford alcohol policy and procedures are not allowed on the premises. In addition to such requirements, alcoholic beverages that have been legally acquired and delivered to old town hall may be served subject to the following town of Bedford policies and conditions.**

1. Permission to serve alcoholic beverages in the Great Room of the Bedford Old Town Hall shall be granted only with the full understanding that the renter will assume full responsibility and will reimburse the Town of Bedford for any and all damage to the building or its contents resulting from such use.

2. Any permit request seeking to serve alcoholic beverages, obtained from the Facilities Coordinator, for rental of the Great Room in the Bedford Old Town Hall seeking to serve alcoholic beverages shall be accompanied by a permit fee of \$435; the check -and an advance refundable deposit of \$100; two separate checks should be made payable to the "Town of Bedford" and given to the Facilities Coordinator at Old Town Hall and mailed or handed to the Town Manager's Office at 10 Mudge Way, Bedford, MA 01730 more than 30 days prior to the event.

3. Alcoholic beverages (including beer, wine and hard liquor) may be served only in conjunction with the serving of food.

4. Since Town of Bedford and Bedford Historical Society insurance policies do not provide insurance protection for the serving of alcoholic beverages by private individuals, groups or organizations, a certificate of insurance for liquor liability coverage in the amount of \$1 million dollars or more naming the Town of Bedford and the Bedford Historical Society as ~~an~~ additional insured for the duration of the function or event must be obtained by any individual, group or organization seeking to serve alcoholic beverages. Such a certificate shall be submitted to the ~~Facility Coordinator~~ Town Manager's office with the permit application. This insurance coverage shall indemnify and defend the Town of Bedford and the Bedford Historical Society from all claims that may arise from the function or event. **While it is a standard practice of insurance companies to require all alcoholic beverages be served by trained bartenders or wait staff in the employ of a company, it is a requirement of the town of Bedford that alcoholic beverages be served by TIPS certified server(s) (Trained Intervention procedures) in the employ of the party carrying the insurance indemnifying the town of Bedford. The server(s) should have his or her TIPS identification card available for inspection upon request, and they are encouraged to post a sign stating that they reserve the right to refuse to serve any attendee who is visibly intoxicated.**

5. Alcoholic beverages shall not be served for more than five (5) hours in duration at any single function or event. ALCOHOLIC BEVERAGES MAY NOT BE SERVED PAST 11:00 P.M. If service of alcoholic beverages has not ceased, OR if alcoholic beverages are not removed from the Great Room premises after 11:00 p.m., OR **if other violations of Massachusetts law or Town of Bedford bylaws, policies, procedures or regulations occur, the Bedford Police Department will be notified and proper action will be taken.**

6. Food and beverages may only be consumed within the third floor level (the Great Room), and may not be consumed on the first and second floor levels or outdoors on the site of the Bedford Old Town Hall.

7. In addition to obtaining permission from the ~~Selectmen~~ Select Board to serve alcoholic beverages, if alcoholic beverages are to be sold, or included in the price of admission, the applicant must apply to the ~~Selectmen's~~ Town Manager's Office for a separate one-day special (temporary) license in accordance with MGL CH. 138, Sec. 14. For applicants other than non-profit organizations, only beer and wine may be sold. State law does not permit the issuance of a special (temporary) license for the sale of hard liquor except in the case of a non-profit organization. In addition, state law requires all special (temporary) license holders to purchase the alcoholic beverages to be served directly from a wholesaler/importer, manufacturer, winery or brewery; special (temporary) license holders are not permitted under state law to purchase alcoholic beverages from licensed alcoholic beverage retailers (package stores) for resale. All applications for such sales licenses must be submitted at least 30 days prior to the event and are subject to approval by the ~~Selectmen~~ Select Board.

8. The Bedford ~~Selectmen-Select Board~~ and Town Manager reserve the right to make special regulations and changes to all contracts and to make determinations regarding the hiring of a Police ~~d~~Detail paid by the applicant for any function or event.

9. The ~~Selectmen-Select Board~~ with reference to the conditions cited above, do hereby authorize the Town Manager to grant 1-day special licenses for use of Old Town Hall for receptions following funeral or memorial services where approval by ~~Selectmen-Select Board~~ would not otherwise be possible due to their meeting schedule. The Town Manager shall report to the ~~Selectmen-Select Board~~ all such licenses issued.

It is the applicant’s responsibility to ensure that these policies and conditions are followed. A member of the Bedford ~~Old Town Hall~~historical Society ~~staff will may~~ check in with the event/functions’ responsible party or bar/wait staff during the event or function to make sure that the above policies and conditions are being observed. Failure to abide by the policies and conditions may result in the loss of the deposit, the imposition of fines, and the possible banning of the individual, group or organization from renting space or doing business at the Bedford Old Town Hall in the future.

Check List:

**Serving** beer/wine/hard liquor:

- (a) Permit obtained from ~~Facilities Coordinator — Old Town Hall, 16 South Road~~Town Manager’s Office
- (b) Fee of \$~~345 and \$100 refundable deposit~~ to the “Town of Bedford” paid to ~~Facilities Coordinator~~Town Manager’s Office
- (c) Liability coverage obtained from your insurer in the amount of \$1,000,000 naming the Town of Bedford and Bedford Historical Society as an additional insured. Your caterer may have this insurance. ~~Add Town of Bedford as an additional insured. Standard practice of insurance companies to require~~ All alcoholic beverages served by trained bartenders (with proof of training provided).

**Selling** beer/wine:

- (a) In addition to the above, a special one-day temporary license is to be obtained from the ~~Selectmen~~Select Board

**Selling** beer/wine/hard liquor:

- (a) Only non-profit organizations are allowed by state law to sell hard liquor.
- (b) Temporary license holders may purchase alcoholic beverages from a wholesaler/ importer but not from package stores.
- (c) Permit/temporary license/liability insurance required.

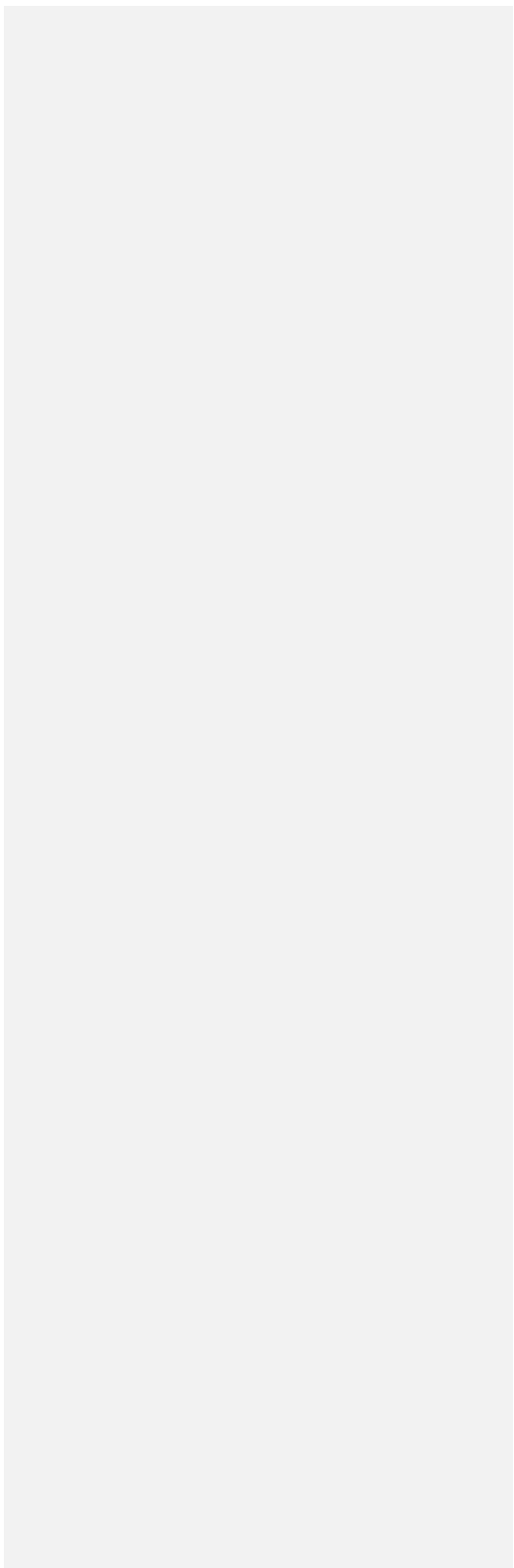
Approved this ~~15<sup>th</sup> day of May, 2017~~<sup>28<sup>th</sup></sup> Day of August, 2023

Bedford ~~Selectmen~~Select Board

Formatted: Superscript

\_\_\_\_\_  
\_\_\_\_\_

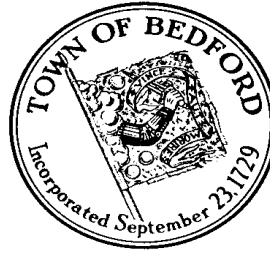
~~I Doreen Tremblay, Town Clerk of Bedford Massachusetts, do hereby certify that the foregoing policy was duly passed and adopted by the Town of Bedford Selectmen at a regular meeting assembled this 15<sup>th</sup> day of May, 2017.~~



# TOWN OF BEDFORD

BEDFORD, MASSACHUSETTS 01730

Charlie Ticotsky, *Special Assistant to the Town Manager*



Town Hall  
Bedford, MA 01730  
781-275-1111  
bedfordma.gov

## MEMORANDUM

**To:** Select Board  
Colleen Doyle, Interim Town Manager

**From:** Special Assistant to the Town Manager Charlie Ticotsky

**Date:** August 21, 2023

**Subject:** Committee Appointments and Reappointment for the August 24, 2023 Meeting

### **Bedford Housing Partnership**

Elena Zorn has returned her reappointment form for Bedford Housing Partnership.

**Motion: Move that the Select Board reappoint Elena Zorn to the Bedford Housing Partnership for a term ending June 30, 2026, and authorize the Town Manager to sign the letter on behalf of the Select Board.**

### **Fire Station Building Committee**

With the retirement of Chief Grunes, Interim Chief Sheehan should be appointed to fulfill the membership requirements as voted by Town Meeting. The Town Manager's staff recommends that Amy Fidalgo, Assistant Town Manager for Operations, be appointed to replace Charlie Ticotsky on the committee.

**Motion: Move that the Select Board appoint Paul Sheehan and Amy Fidalgo to the Fire Station Building Committee to replace David Grunes and Charlie Ticotsky, and authorize the Town Manager to sign the letter on behalf of the Select Board.**

# BEDFORD FACILITIES DEPARTMENT

101 McMahon Road, Rear  
Bedford, MA 01730-2160



## INTERDEPARTMENTAL MEMO

**FROM:** Ronald Scaltreto  
Director of Facilities

**TO:** Colleen Doyle  
Interim Town Manager

**DATE:** August 22, 2023

**SUBJECT:** Depot Park- Proposed Transfer of Funds from the Historic Properties Preservation Fund

---

Dear Colleen,

We presently have a project at the Depot Station building that involves replacing the existing decking and railings along with repainting the building. Being a historic building some of the original paint layers contain lead. Due to this, an additional cost for removal of the lead paint was required. As such, only two sides of the building could be painted with the appropriated funds. This project had been funded through the Community Preservation Budget at Annual Town Meeting March 2023. The Facilities Department recommends at this time to finish the painting scope of work for the remaining two sides of the building. In order to assemble the necessary funds to allow a project change order for the additional painting, a transfer from the Historic Properties Preservation Fund in an amount not to exceed \$75,000 is being requested.

Below is the project funding and expenditure update:

The project appropriation is \$217,726

Total spent and obligated is \$217,726

The current balance is approximately \$0

Attached please find a quote for the related painting in addition the Facilities Department will be managing some additional work, foundation repair, downspout repairs, and additional painting to the Freight House not to exceed the \$75,000 request. Any additional funds for the additional work will be funded through the Depot Revolving account.

The following motion is suggested for your consideration:

*Move, that the Select Board approve a transfer from the Historic Properties Preservation Fund of up to \$75,000 (as needed) to be used toward the painting, foundation repair, down spout repair, at the Depot Station and additional painting at Depot Freight House.*

Your concurrence and favorable approval of this additional work contract are both sought and appreciated.

Respectfully,

Ronald Scaltreto  
Director of Facilities

Attention: Ron Scaltreto  
Organization Name: Town of Bedford

Estimate

Project Address: 120 South rd, Bedford, MA 01730 Date: 08/01/2023

Project Title: Bedford Depot Park

Project Description: Exterior Painting (Two Sides) E.N:08012023

Description/Price

Lead Safe Plastic and Material (Suites and Masks) \$ 9,800

Labor \$11,500

Material and Paint \$ 2,500

Total \$ 23,800

Note: The price includes all materials, paint, primer, Labor and covering. Any and all debris caused by our work will be cleaned up and disposed appropriately.

Specifics of Work: Two Sides of the Building.

The two sides of the building the work will be performance on will be isolated with thick plastic from the top of the building till the ground the entire period of the project to control any dust from spreading in the air or the area around the two sides of the building.

All the loose and chipping paint will be hand scraped and removed from the body and trims of the building. Any thick layers of paint will receive coats of stripper paste then shave it off from the body and trims as needed. The rest of the building will be machine sanding using festool sanders 100% (Hepa Filtered) to make sure any dust is controlled. All the body, trims and overhead ceiling will be painted the same color. The two sides will be receive one coat of primer following with two coats of finish paint. Sheen TBD with management team at the town.

NATIONAL PAINTING SERVICE will be responsible to supervise all the workers and safety on the site during the work hours . National Painting Service will supply all the materials and tools for to complete the project.