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Warrant for Annual Town Meeting

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Cover designed by Bedford resident Jean Hammond. Photographs show Bedford Garden Club plantings within public ways and near public buildings at various locations throughout Bedford. The Bedford Garden Club's efforts to beautify the public areas of the community each summer demonstrate exemplary civic spirit and are appreciated by all. Photos were taken by Patricia Hurd, Administrative Assistant, Town Manager's Office.

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| To the Voters |
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Looking for a sure sign of spring? Here is your Annual Town Meeting Warrant Report, reflecting operational needs and proposals for improvements to Town services for Fiscal Year 2012. It represents information furnished to the Selectmen, Finance Committee, and Capital Expenditure Committee by various Town departments, boards, and committees. Recommendations are provided where appropriate as guidelines for your consideration. Various boards, committees, and staff have all participated in the process of formulating the Warrant in the hope that the articles presented here will sustain and enhance the quality of life for the citizens of Bedford.

Please bring the Warrant Report to Town Meeting, which begins on Monday, March 28, continuing to Tuesday, March 29. If necessary, Town Meeting would resume on Monday, April 4 and Tuesday, April 5. Your participation is central to the success of our Town Meeting form of government.

General Bylaw amendments are proposed in Articles 7 through 10. The first amendment would delete a provision that assigns responsibility to the Selectmen for establishment of fire lanes in the community, since more recent state law and regulations allow Fire Chiefs to establish such lanes. The second amendment (Article 8) would make technical corrections to the Sewer System Bylaw that was adopted at the 2010 Annual Town Meeting. These changes were recommended by the Attorney General's Office after review of the bylaw as approved at the Annual Town Meeting.. The third amendment (Article 9), also recommended by the Attorney General's Office, would establish a precise fine amount for violations of the Scenic Road Bylaw. The final and most significant bylaw amendment (Article 10) would establish an energy code within Bedford that would require most new construction, including additions and renovations, to meet higher energy conservation standards.

The 2009 Annual Town Meeting approved funding for the design and construction of a new dam in the Wilson Mill Pond. Article 12 would authorize the Selectmen to acquire an easement on property where a portion of the new dam will be constructed.

The Town's current refuse collection contract expires on June 30, 2011. Article 13 would allow the Selectmen to enter into a new contract for a five-year term. Without such authorization, the Selectmen are limited to approving a contract with no more than a three-year term.

Through its annual budget in Article 15, the Community Preservation Committee has recommended appropriation of funds for a variety of projects eligible for such funding under the Community Preservation Act. They include debt service resulting from the previously approved Old Town Hall renovation and the recent acquisition of 350A Concord Road.

Community Preservation funds are also proposed for preservation projects in the Town Hall and Town Center, as well as design funds for the extension of the Minuteman Bikeway from Concord Road to the Concord town line. Funding is requested for the continuation of affordable housing consulting services through a regional housing services office hosted by the Town of Sudbury. Article 16 proposes to amend the FY2011 Community Preservation budget to meet the annual minimum 10% Community Preservation affordable housing funding threshold required for that fiscal year.

The Capital Projects Plan (Article 14) and Operating Budget (Article 19) for Fiscal Year 2012 fund the Town's continuing operations. Please note the highlights detailed in the comprehensive reports of the Finance Committee and the Capital Expenditure Committee that follow. The Capital Projects Plan requests funds for the water and sewer systems, road repair, information systems, equipment, and vehicle replacement.

Other Warrant articles can be categorized under the umbrella category of “housekeeping,” including reauthorization of revolving funds and establishment of a minimum personal property assessment. They may seem uninspiring, but these proposals are also essential to the smooth operation of town government.

The Selectmen look forward to hearing your voices on these matters as we resume a venerable tradition that began here on October 6, 1729.

Selectmen of Bedford

Mike Rosenberg, *Chair*

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|--------------------------|
| Finance Committee |
|--------------------------|

As the Finance Committee began its annual budget process this fall, we found ourselves confronted with yet another year of difficult financial challenges. It was readily apparent that it would be difficult, if not impossible, to meet each department's budget request.

As in the recent years, the committee looked at revenue sources prior to looking at expenditures, resulting in a more realistic financial picture earlier in the process. For the second year in a row, we are recommending use of the unused levy capacity.

While tax levy revenues increase by 2.5% each year and new growth adds to revenue, all other sources of revenue continue to trend down from FY 2011. These include state aid, federal impact aid, and local receipts. In fact, our revenues won't even match those of FY 2009.

We anticipate a \$570,000 decrease in local receipts in FY2012 versus FY2011. Based on the State's budget projections, we are anticipating an additional decrease in State Aid for 2012. The next source of revenue used in budget building is Free Cash; for Fiscal Year 2011's budget we used \$1,893,659 of an available \$2,393,359. This year, Free Cash was certified at \$2,394,874 of which the committee recommends using \$1,894,000. For the second year, this is one of the leanest remaining balances of the Town's Free Cash. We next turned to the Stabilization Fund (our rainy day fund) to help offset the impending budget shortfall. We are proposing the use of \$500,000 of the Town's Stabilization Fund compared to \$800,000 used in FY2011, leaving a balance of approximately \$1,178,000.

The Town of Bedford's spending has outpaced its revenue for several years. The Town *had* been able to cover the shortfall by utilizing non-recurring revenues and dipping into its savings (i.e. the stabilization fund). Based on current projections for FY 2012 and beyond, non-recurring revenues are not as readily available, and the savings accounts have been spent down to dangerously low balances. The stabilization fund and free cash are at almost historic lows, and the percentage of debt relative to the Town budget is at an historic high.

In the end, we are satisfied that the budget we present to you meets the needs of the Town while reflecting sound financial practices.

FY07 - FY12 Perspective

The following table presents selected financial and other data for the town for FY2012, as of February 11, 2011 and a historical perspective of the five previous fiscal years.

| | <u>FY07</u> | <u>FY08</u> | <u>FY09</u> | <u>FY10</u> | <u>FY11</u> | Proposed <u>FY12</u> |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|
| <u>Revenue</u> | | | | | | |
| Tax Levy | 41,641,583 | 44,085,726 | 47,223,392 | 47,723,182 | 50,577,996 | 53,091,106 |
| Local Revenues | 17,992,235 | 20,143,354 | 19,019,765 | 20,902,619 | 17,273,854 | 15,727,318 |
| Other Sources* | <u>8,621,398</u> | <u>8,164,850</u> | <u>9,506,221</u> | <u>8,269,415</u> | <u>13,112,483</u> | <u>8,317,199</u> |
| | <u>68,255,216</u> | <u>72,393,930</u> | <u>75,749,378</u> | <u>76,895,216</u> | <u>80,964,333</u> | <u>77,135,623</u> |
| <u>Expense</u> | | | | | | |
| Operating Budget | 60,182,783 | 64,020,760 | 67,845,193 | 68,175,502 | 69,791,768 | 71,281,987 |
| Articles* | 5,604,435 | 5,531,695 | 5,141,627 | 5,812,074 | 9,292,866 | 3,626,427 |
| Governmental Charges/Offsets | 293,557 | 296,625 | 320,478 | 314,168 | 338,300 | 354,206 |
| Overlay Reserve | 800,000 | 1,062,646 | 900,350 | 868,878 | 796,197 | 950,000 |
| Miscellaneous Charges** | <u>157,175</u> | <u>52,312</u> | <u>349,573</u> | <u>477,598</u> | <u>114,373</u> | <u>351,500</u> |

| | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | <u>67,037,950</u> | <u>70,964,038</u> | <u>74,557,221</u> | <u>75,648,220</u> | <u>80,333,504</u> | <u>76,564,120</u> |
| Surplus/(Deficit) | <u>1,217,266</u> | <u>1,429,892</u> | <u>1,192,157</u> | <u>1,246,996</u> | <u>630,829</u> | <u>571,503</u> |
| % Increase in Total Expenditures | 4.10% | 5.86% | 5.06% | 1.46% | 6.19% | -4.69% |
| Average Assessed Residential Value | \$528,800 | \$534,376 | \$516,168 | \$506,600 | \$513,497 | TBD |
| Residential Tax rate per \$1,000 of Value | \$11.29 | \$11.38 | | \$13.08 | \$14.33 | TBD |
| Average Residential Tax*** | \$5,970 | \$6,086 | \$6,416 | \$6,626 | \$7,358 | TBD |
| % Increase | 1.9% | 1.9% | 5.4% | 3.3% | 11.1% | TBD |
| *Includes State aid and Community Preservation; excludes bonding. | | | | | | |
| **Includes snow/ice deficits | \$147,175 | \$51,127 | \$348,198 | \$474,948 | \$111,411 | TBD |
| ***Includes 3% Community Preservation surcharge additions | | | | | | |
| | \$145 | \$148 | \$155 | \$160 | \$178 | TBD |

Conclusion

The budget presented to you represents many months of deliberation. As we see no quick turnaround in the economic downturn, we wish to maintain fiscally stable town finances, able to cope with any additional unexpected situations. Our goal is to navigate through the downturn no matter how long it lasts. As this document goes to print, we have basically agreed on budgets with all departments except Schools. We anticipate reaching an agreement with the Schools before Town Meeting, as we have in all years past. The Finance Committee considers it fiscally irresponsible to spend down all its reserves in any one year. In addition, responsible use of available revenue sources means maintaining our AAA credit rating; this enables the Town to borrow at the best possible rate, saving a significant amount of money on interest payments in future years.

We anticipate some changes between the time this goes to the printer and Town Meeting as more up to date information becomes available.

Acknowledgements

The Finance Committee receives assistance from many different Town employees, as well as elected officials and members of other Town boards and committees. We appreciate everyone's advice, guidance, and opinion. The Finance Committee is particularly grateful to Peter Naum, Bedford's Finance Director. The Finance Committee is indebted to Peter for his invaluable input and guidance throughout the entire budget process. We are also grateful to Rick Reed, Town Manager, for his advice and support.

Finally, the Finance Committee would like to thank all departments for their due diligence in these difficult times.

Respectfully submitted,

Tom Busa, *Chair*
 Peter Bentley, *Vice Chair*
 Robert Kenney, *Clerk*
 Richard Bowen
 William Cimino

Meredith McCulloch
 Theresa Morrow
 Barbara Perry
 Michael Seibert

Capital Expenditure Committee Report

Introduction

The Capital Expenditure Committee (CEC) reviews and offers recommendations concerning all requests for funds for capital items and projects submitted by Town and School departments. These projects, and their costs, appear in Article 14 – Capital Projects Plan Fiscal Year 2012 beginning on page 21 of the Annual Town Meeting Warrant.

Definition of Capital

CEC defines a capital expenditure as any item or project expenditure of \$5,000 or more per item with a useful life of two or more years. Individual capital items of less than \$5,000 each are considered operating capital and are funded through departmental operating budgets with the exception of multiple, similar items that are “bundled” together to reach an amount that exceeds \$30,000.

Capital Projects Plan

At the beginning of the Fiscal Year 2012 (FY12) budgeting process, Town and School departments requested a total of seventy-four (74) capital items and projects totaling \$4,484,212. The Finance Committee Budget Guideline for FY12 of \$850,000 is to be funded from the FY12 tax levy. Other sources of funds such as water/sewer rates, open article balances, etc. could potentially be used to fund projects above that guideline.

The CEC once again had discussions with the Community Preservation Committee (CPC) in an effort to determine if items on the capital request list could possibly be funded with Community Preservation Funds. As a result, three requests were removed from the capital request list were referred to the Community Preservation Committee. The three items are 1) replacement of flooring in the Union School Room of Town Center (\$49,995); 2) roof replacement for Town Hall (\$60,200); and 3) repointing of Town Hall Chimneys (\$15,180). This made it possible for other requested capital items to be considered in the amount of \$125,375, following the Capital Expenditure ranking order.

Through the CEC assessment and prioritization process, 16 items are recommended for funding from the following sources:

\$851,340 for items 12-01 through 12-11 to be funded through the tax levy;

\$214,000 for items 12-12 through 12-15, and a portion of 12-05 to be funded through a bond authorization with the related future debt service retired from water and sewer revenue in future fiscal years;

\$450,000 for item 12-16 to be funded through a bond authorization with the related future debt service retired from water revenue in future fiscal years;

All of the debt service costs for the projects funded through bond authorizations will be reflected in future Town principal and interest budgets. The remaining items or projects not being recommended for funding may be deferred until a later year, were removed from consideration, were deemed operating capital, or have been funded through alternative sources. All reductions on projects may result in future higher costs.

| Project | Project Description | | | | FY11 Cost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|---|--------------------|--|-------------|-------------|-------------------|--------------------|----------------|-------------|------|--------|----------------|---|----------|------|--------|----------------|---|----------|------|------|------------|--|----------|------|--------------|-----------------|--|----------|------|--------------|-----------------|--|----------|------------|
| 12-01 | <p><u>Underground Fuel Tank Testing</u> Federal regulations require testing of underground fuel tanks every three years. The Town has underground tanks located at the Main Sewer Pumping Station, Shawsheen Road Well Field, and at three of the schools. These tanks are due for reinspection in FY2012 and 2015.</p> | | | | \$8,000. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12-02 | <p><u>School Facilities Capital Maintenance</u> Funding will allow for various capital maintenance projects throughout the schools such as painting, flooring, electrical/HVAC, security and roofing needs.</p> | | | | \$102,590. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12-03 | <p><u>Equipment Vehicle Replacement</u> The procurement and upkeep of major equipment and vehicle fleet is a major factor in the Town's ability to provide quality services. All equipment is evaluated to ensure a cost effective approach to equipment retirement versus ongoing maintenance and repairs.</p> <table border="1" data-bbox="337 751 1237 1944"> <thead> <tr> <th data-bbox="337 751 428 793"><u>Year</u></th> <th data-bbox="428 751 607 793"><u>Department</u></th> <th data-bbox="607 751 829 793"><u>Description</u></th> <th data-bbox="829 751 1097 793"><u>Purpose</u></th> <th data-bbox="1097 751 1237 793"><u>Cost</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="337 793 428 1037">2007</td> <td data-bbox="428 793 607 1037">Police</td> <td data-bbox="607 793 829 1037">Marked Cruiser</td> <td data-bbox="829 793 1097 1037">Replacement of a cruiser that has met the retirement criteria of 3 years, 75,000 miles, on a vehicle with multiple drivers.</td> <td data-bbox="1097 793 1237 1037">\$41,000</td> </tr> <tr> <td data-bbox="337 1037 428 1272">2009</td> <td data-bbox="428 1037 607 1272">Police</td> <td data-bbox="607 1037 829 1272">Marked Cruiser</td> <td data-bbox="829 1037 1097 1272">Replacement of a cruiser that has met the retirement criteria of 3 years, 75,000 miles, on a vehicle with multiple drivers.</td> <td data-bbox="1097 1037 1237 1272">\$41,000</td> </tr> <tr> <td data-bbox="337 1272 428 1476">2003</td> <td data-bbox="428 1272 607 1476">Fire</td> <td data-bbox="607 1272 829 1476">Marked SUV</td> <td data-bbox="829 1272 1097 1476">Replacement of a front line administrative vehicle that was due for replacement 2 years ago.</td> <td data-bbox="1097 1272 1237 1476">\$32,000</td> </tr> <tr> <td data-bbox="337 1476 428 1780">2005</td> <td data-bbox="428 1476 607 1780">Public Works</td> <td data-bbox="607 1476 829 1780">16' Field Mower</td> <td data-bbox="829 1476 1097 1780">Replacement of the largest department mower. This vehicle has been in the shop repeatedly, and has hydraulic, wiring and overheating problems.</td> <td data-bbox="1097 1476 1237 1780">\$85,000</td> </tr> <tr> <td data-bbox="337 1780 428 1944">2005</td> <td data-bbox="428 1780 607 1944">Public Works</td> <td data-bbox="607 1780 829 1944">11' Field Mower</td> <td data-bbox="829 1780 1097 1944">Replacement of another large department mower. This vehicle has been in the shop</td> <td data-bbox="1097 1780 1237 1944">\$60,000</td> </tr> </tbody> </table> | | | | <u>Year</u> | <u>Department</u> | <u>Description</u> | <u>Purpose</u> | <u>Cost</u> | 2007 | Police | Marked Cruiser | Replacement of a cruiser that has met the retirement criteria of 3 years, 75,000 miles, on a vehicle with multiple drivers. | \$41,000 | 2009 | Police | Marked Cruiser | Replacement of a cruiser that has met the retirement criteria of 3 years, 75,000 miles, on a vehicle with multiple drivers. | \$41,000 | 2003 | Fire | Marked SUV | Replacement of a front line administrative vehicle that was due for replacement 2 years ago. | \$32,000 | 2005 | Public Works | 16' Field Mower | Replacement of the largest department mower. This vehicle has been in the shop repeatedly, and has hydraulic, wiring and overheating problems. | \$85,000 | 2005 | Public Works | 11' Field Mower | Replacement of another large department mower. This vehicle has been in the shop | \$60,000 | \$355,000. |
| <u>Year</u> | <u>Department</u> | <u>Description</u> | <u>Purpose</u> | <u>Cost</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2007 | Police | Marked Cruiser | Replacement of a cruiser that has met the retirement criteria of 3 years, 75,000 miles, on a vehicle with multiple drivers. | \$41,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2009 | Police | Marked Cruiser | Replacement of a cruiser that has met the retirement criteria of 3 years, 75,000 miles, on a vehicle with multiple drivers. | \$41,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2003 | Fire | Marked SUV | Replacement of a front line administrative vehicle that was due for replacement 2 years ago. | \$32,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2005 | Public Works | 16' Field Mower | Replacement of the largest department mower. This vehicle has been in the shop repeatedly, and has hydraulic, wiring and overheating problems. | \$85,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2005 | Public Works | 11' Field Mower | Replacement of another large department mower. This vehicle has been in the shop | \$60,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | | | repeatedly, for overheating problems and it also burns oil. | | |
| | 2002 | Public Works | Backhoe/Loader | Replacement of a 9 year old backhoe with multiple operators that has seen hard excavating as well as snow removal. This piece also needs a new injector system and has leaky hydraulics. | \$96,000 | |
| | | | <u>TOTAL</u> | | <u>\$355,000</u> | |
| 12-04 | <u>Road Repair</u> This funding is in addition to the money allocated for Road Resurfacing and will address issues such as crack repair, filling of potholes, and other maintenance on roads to prolong their useful life. DPW would like to crack seal approximately 10 miles road in FY2012. The candidate roads for crack sealing will be those that have been paved over the last ten years. The determination for which roads that will be sealed will be made in the spring. | | | | | \$75,000. |
| 12-05 | <u>Capital Assets Management Software</u> The purchase of this software will allow the Town to better manage its millions of dollars in assets. Assets include infrastructure, buildings, equipment and vehicles. A comprehensive approach to capital asset management is needed in order to incorporate maintenance into the budgeting process. This software will allow the implementation of a long-term plan for maintaining and replacing our many assets. The software can integrate current varying systems used by Town and School departments into one database and will give the Town the ability to forecast costs, condition, service level and risk. | | | | | \$59,000. |
| 12-06 | <u>Stormwater Regulations</u> Per EPA regulations, the Town is required to file annual reports outlining efforts to put into place a Stormwater Pollution Prevention Plan. Most of the work is performed by DPW staff. The plan includes development of a public education program and outfall monitoring during storm events. This is the first of four requests to be presented over as many years. Projected additional costs will be \$173,000. | | | | | \$89,250. |
| 12-07 | <u>Facilities Space Modification Projects</u> Funding will assist with the reconfiguration of existing classroom space at John Glenn Middle School to create additional educational space and make better use of existing space. | | | | | 70,000. |
| 12-08 | <u>Computer Server and Network Equipment</u> Funding will be used to maintain various Town computer servers and the Town's data communication network infrastructure. This request will replace one server and provide for capacity for disaster recovery. | | | | | \$15,000. |

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| 12-09 | <u>Lane School Network Equipment Upgrades</u> This request will replace networking hardware that was purchased and installed in 2001 that has reached the end of its lifespan. There is currently little room for expansion and the switch devices provide a limited number of free ports. The funding would replace a total of 8 IDF switches. | \$35,500. |
| 12-10 | <u>Town/School Grounds Capital Maintenance</u> Funding will be for necessary improvements to the infrastructure of the Town's athletic fields as well as the landscaped areas requiring sod, fencing, court refurbishment, irrigation, shrubbery and other miscellaneous items. This years' funding is for improvement to Springs Brook Park Field. | \$42,000. |
| 12-11 | <u>Hazardous Tree Program</u> This funding will address the removal of trees in the Town campus area deemed hazardous as a result of a FY2011 tree inventory. A total of 48 trees were deemed hazardous, and this funding would assist with the removal of a portion of these trees. | \$23,000. |
| 12-12 | <u>Main Sewer Station</u> The Variable Frequency Drives (VFD) for three pumps in the main sewer pumping station are 14 years old and have required constant service as of late. Some of the replacement parts will no longer be manufactured in the near future. The VFD's control the speed of the pumps, and are crucial for maintaining a proper discharge of sewer to the MWRA system in Lexington. | \$128,000. |
| 12-13 | <u>Water Leak Detection</u> The MWRA requires its member towns to conduct a bi-annual leak detection of their water distribution system. | \$8,000. |
| 12-14 | <u>Remote Meter Reader Software</u> The Town's current water meter reader system is 14 years old and the present manufacturer will not longer service the equipment. This funding will allow for the purchase of a new hand held meter reading system with updated software that will be compatible with the Town's network of water meters. | \$20,000. |
| 12-15 | <u>Pump Station Rehabilitation</u> The present alarm system at the 31 pump station locations is 11 years old. The upgrade will help reduce ongoing maintenance and emergency response expenses. Telemetry costs will also be reduced with upgraded alarms. | \$35,000. |
| 12-16 | <u>Water Main Improvements</u> This funding is part of a continuous multi-year program to improve water mains. This funding is allocated for the cleaning and lining of 4,200 feet of 8 inch water main running along Concord Road between Davis Road and Hartwell Road. The new main will have a cement lining to prevent rust formation. | \$450,000. |
| | <u>TOTAL APPROVED REQUESTS</u> | <u>\$1,515,340</u> |

The following table shows a capital expenditures historical perspective for five fiscal years based on capital requests of the various School and Town departments.

Capital Expenditures Historical Perspective

| | Actual FY08 | Actual FY09 | Actual FY10 | Actual FY11 | Proposed FY12 |
|--|------------------------|------------------------|------------------------|------------------------|--------------------------|
| Total funding requested | \$4,054,677 | \$4,135,599 | \$4,087,291 | \$3,931,192 | \$4,484,212 |
| Funded through tax levy | \$1,519,072 | \$1,330,705 | \$1,281,980 | \$790,010. | \$851,340. |
| \$ approved as % of requests funded through tax levy | 37.5% | 32.1% | 31.4% | 20.1% | 18.9% |

The FY12 review process has been completed. Seventy-four (74) requests totaling \$4,484,212 from School and Town departments were presented to the CEC. The approved projects within the chart above reflect capital expenditures that were not bonded, funded through either water or sewer rates, or voted at prior Town Meetings under separate articles on the Warrant. Using the same methodology, FY12's percentage of proposed approved requests relative to total FY12 requests is 18.9%.

Respectfully submitted,

Michelle Matteo, *Chair*
 Brian DeVellis
 Alma Hart
 Jon O'Connor
 James O'Neil

Jean-Marc Slak
 Anne Bickford, *School Committee Representative*
 Barbara Perry, *Finance Committee Representative*
 Mark Siegenthaler, *Selectmen Representative*

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| Warrant for Annual Town Meeting of 2010 |
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To any of the Constables of the Town of Bedford in the County of Middlesex.

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Bedford, qualified to vote at Town Meeting for the transaction of Town affairs, to meet in said Town in the Bedford High School Auditorium, Monday, March 28, 2011 at 7:30 p.m. then and there to vote upon the following articles:

Article 1
Reports of Town Officers and Committees

To hear and act upon the reports of Town officers and committees.

This article provides for officers and committees so instructed to report to Town Meeting their progress or recommendations.

Article 2
Debate Rules

To determine whether the Town will vote to adopt the following procedure for the current Annual Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

pass any vote or take any action relative thereto.

This article proposes time limitations on presentations and debate of articles before this Town Meeting.

RECOMMENDATIONS

| | |
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| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 3
Consent Article

To determine whether the Town will vote to:

- A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2011 in accordance with the provisions of General Laws, Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of General Laws, Chapter 44, Section 17, or Section 17A, as may be appropriate;
- B. Raise and appropriate the sum of \$53,000 for an audit of Fiscal Year 2011 and related services;
- C. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax exemption of

\$500.00 for the elderly so as to increase the gross receipts limitations to \$20,000.00 for a single person and \$30,000.00 for married persons and so as to increase the whole estate limitations to \$40,000.00 for a single person and \$55,000.00 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00, effective in the Fiscal Year 2012;

- D. Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the amount of property tax exemptions by 100% for persons who qualify for said exemptions under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the Fiscal Year 2012;
- E. Authorize the Selectmen, during Fiscal Year 2012, to accept any and all easements for sidewalk, drainage, or other utility purposes, as they may deem in the Town's best interests; pass any vote or take any action relative thereto.

Sections A-E of this article have been regularly voted by past Town Meetings.

Section A would authorize short-term borrowing in anticipation of revenue.

Section B would appropriate funds for the FY11 audit.

Section C proposes that the Town accept a state law provision that permits adjustment in Fiscal Year 2012 to the eligibility age permitted, gross receipts and whole estate limits set forth in Massachusetts General Laws pertaining to an existing elderly property tax exemption. This same provision has been approved by Town Meeting each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemption to be available. If this section is not adopted, the exemptions levels would return to Fiscal Year 2003 levels. At that time, property owners could qualify for the exemptions if they were 70 years old, had income (gross receipts) not more than \$13,000 for a single person and \$15,000 combined for two married people, and had combined assets (whole estate) of not more than \$28,000 for a single person and \$30,000 combined for two married people. Under this proposed article, the income limit would be increased to \$20,000 for a single person and \$30,000 combined for two married people, and the asset limit could be increased up to \$40,000 for a single person and \$55,000 combined for two married people. These are the maximums permitted under the law allowing property tax exemptions. Persons who qualified for exemptions in Fiscal Year 2003 were eligible for a maximum exemption of \$500. If Section C is approved as written, the exemption would increase 100% resulting in a maximum exemption of \$1,000. In Fiscal Years 2004 and 2005 the exemption was increased by only 50% resulting in a maximum exemption of \$750. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2012.

Section D proposes that the Town accept a state law provision that allows for increases in all property tax exemptions currently granted by the Town. This same provision has been approved by Town Meeting for each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemptions to be available. If Section D is not adopted, the exemptions levels would return to Fiscal Year 2003 levels which at that time were as follows: Clause 17D allowed an exemption of up to \$175 for surviving spouses or minor children occupying a property; Clauses 22, 22A, 22B, 22C, 22D, and 22E allowed veterans exemptions of various types and amounts between a maximum of \$400 and \$2,500; Clause 37A allowed an exemption of up to \$500 for a blind person owning and occupying a property. Each clause has certain eligibility requirements that must be satisfied to receive the exemption and only one type of exemption can be granted for each property. If Section D is adopted, a uniform percentage increase of 100% would be applied to all of the exemptions. In Fiscal Years 2004 and 2005 the exemptions were increased by only 50%. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2012.

Section E proposes to delegate to the Selectmen on behalf of the Town to accept any and all easements for sidewalks, drainage, and other utility purposes during Fiscal Year 2012. Massachusetts General Laws otherwise require that Town Meeting accept any interest in real property including easements. In the course of the year, easements on private property are often required to implement sidewalk, road, and drainage improvements. Providing the Selectmen with the authority to accept easements will expedite planning and implementation of projects.

RECOMMENDATIONS

| | |
|-------------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |
| Residential Tax Impact: | \$.99 |

Article 4 **Reauthorization of Revolving Funds**

To determine whether the Town will vote to:

- A. Establish, pursuant to Massachusetts General Laws, Chapter 44, Section 53E½ for Fiscal Year 2012, a departmental revolving fund to be under the jurisdiction of the Board of Library Trustees, such fund to be used for the purchasing of library materials, and to be comprised of charges for lost or damaged library materials or cards, and late fines to the extent that such fines and charges exceed \$17,000, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$25,000 for said Fiscal Year 2012;
- B. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2012, a departmental revolving fund for the Conservation Commission, and to authorize the Conservation Commission to deposit into such fund any and all consultant fees from permit applicants, and to use such funds for the purchase of consultant services needed to fulfill the work of the commission, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2012;
- C. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2012, a departmental revolving fund for cable television franchise fees and revenue to be under the jurisdiction of the Selectmen, such fund to be used for purchasing equipment, supplies, and services related to the operation of cable television municipal access channels, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$200,000 for said Fiscal Year 2012;
- D. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2012, a departmental revolving fund for fees and revenue received from the operation of Depot Park to be under the jurisdiction of the Selectmen, such fund to be used for the maintenance and improvements for Depot Park and purchasing equipment, supplies, and services related to the operation of Depot Park, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$75,000 for said Fiscal Year 2012;
- E. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2012, a departmental revolving fund for fees and revenue received from the operation of Old Town Hall and Town Center to be under the jurisdiction of the Selectmen, such fund to be used for the operation and maintenance of Old Town Hall and Town Center, including utility expenses and purchasing equipment, supplies, and services related to Old Town Hall and Town Center, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$150,000 for said Fiscal Year 2012; pass any vote or take any action relative thereto.

Section A would reauthorize a revolving fund for the library charges and fines. Section B would reauthorize a revolving fund for Conservation Commission contributions used for consultant fees. Section C would reauthorize a revolving fund for cable television franchise fees and revenue to be used for purchasing equipment, supplies, and services related to the operation of cable television municipal

access channels. Section D would reauthorize a revolving fund for the maintenance and operation of Depot Park. Section E would reauthorize a revolving fund administered by the Facilities Department for Old Town Hall and Town Center. The revolving funds in Sections C, D, and E are all under the auspices of the Selectmen.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 5 **Bills of Prior Years**

To determine whether the Town will vote to appropriate, and transfer from available funds or otherwise provide a sum of money to pay for services rendered or goods received in a previous year; pass any vote or take any action relative thereto.

This article provides for the payment of bills that were not received in time for payment in prior fiscal years.

RECOMMENDATIONS

| | |
|--------------------|---|
| Selectmen: | Recommendation to be given at Annual Town Meeting |
| Finance Committee: | Recommendation to be given at Annual Town Meeting |

Article 6 **Small Personal Property Exemption**

To determine whether the Town will vote to adopt a Small Personal Property Exemption under M.G.L. Chapter 590, Section 5, Clause 54 thereby setting a minimum Personal Property Assessment of \$2,000 for taxation purposes beginning FY12 as of the Assessment date of January 2, 2011; pass any vote or take any action relative thereto.

Based on a study of operational costs the Assessors have determined that Personal Property accounts of less than \$2,000 do not generate sufficient tax revenue to cover the cost of administering the account. All Personal Property accounts with assessments of \$2,000 and over will be taxed and all accounts with assessments of less than \$2,000 will not be taxed. This does not excuse a taxpayer from the obligation of filing a Form of List with the Assessors Office. Blank returns or failure to return a Form of List will result in an estimated assessment. Based on FY11 data this would affect 112 existing accounts with a cumulative assessed value of \$128,100 and produce tax revenues of \$4,070 in total. The tax burden exempted under this article would be spread across all other property tax accounts in the Town. The estimated impact on the annual tax obligation for the average single family home would be about \$0.66.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 7 **General Bylaw Amendment – Repeal of Fire Lanes**

To determine whether the Town will vote to repeal General Bylaw Article 45 - Parking Regulations, Section 45.1 Fire lanes as follows:

The Selectmen may establish fire lanes as a means of access for fire apparatus to any building and may require a property owner to post appropriate signs above grade at designated places on such fire lanes. Such a fire lane in a shopping center, or any other place where the public has a right of access, shall be a strip of 16 feet in width. Fire lanes which are a component of approved roadways/driveways shall not be designed so as to impede the normal flow of traffic. It shall be unlawful to obstruct or park a vehicle in a fire lane. The Chief of the Police Department or designee is authorized to remove or have removed any unattended vehicle in a fire lane which obstructs or blocks the operations of fire apparatus, in accordance with the provisions of M.G.L. Ch 266, § 120D.

The effect of the repeal would be that the Fire Chief would use the provisions of M.G.L. Ch 266, §120D to establish fire lanes.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 8

General Bylaw Amendment – Sewer System

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 52. Sewer System as follows:

ARTICLE 52. SEWER SYSTEM

The Town of Bedford Sewer System was established under Chapter 223 of the Acts of 1947, as amended by Chapter 131 of the Acts of 1952, and under M.G.L., Chapter 83.

Article 52, Sewer System-Section 52.3, Definitions

Current

Industrial Wastes - shall mean the wastewater from industrial processes, trade, or business as distinct from domestic (sanitary) wastes.

Proposed

Industrial Waste - shall mean any solid, liquid, or gaseous wastes or wastewater, resulting from an industrial or manufacturing process, or from a commercial, governmental, or institutional activity, or from the development, recovery, or processing of natural resources.

Article 52, Sewer System-Section 52.3, Definitions

Current

BOD (Biochemical Oxygen Demand) - shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter.

Cooling Water - shall mean the water discharged from any system of condensation, air conditioning, cooling, refrigeration, or other system of heat transfer.

Contact Cooling Water - shall mean water used in a process for cooling purposes that has come in direct contact with a raw material, intermediate product, waste product, or finished product.

Sewer Unit (Non-Residential) - each building not used for residential purposes shall be assessed for the total number of sewer units produced by the following formula: one sewer unit for the first

10,000 square feet or fraction of gross building floor area; one additional sewer unit for each additional 10,000 square feet or fraction of building floor area, up to a maximum of 50,000 square feet; and one additional sewer unit for each additional 25,000 square feet or fraction of gross building floor area in excess of 50,000 square feet.

Sewer Unit (residential) - each single family residence shall be assessed as one sewer unit. Each dwelling unit in a multiple family building shall be assessed as one sewer unit. As used herein, the term “multiple family building” shall include, without limitation, apartment houses, complexes, townhouses, condominiums, and other buildings or groups of buildings containing more than one single family dwelling unit.

Proposed

Remove in their entirety.

Article 52, Sewer System-Section 52.7, Assessment on Uniform Unit Method

Current

The Town, through its Selectmen acting as the Sewer Commissioners, shall assess owners of land abutting a sewer line installed by the Town at a rate based upon a uniform unit method. Such assessments shall be made regardless of whether an owner makes a connection to the sewer line. As used in this bylaw, the terms “uniform unit method,” “sewer unit,” “general benefit facilities,” and “special benefit facilities” shall have the same meanings as set forth in M.G.L., C.83, § 515.

Proposed

The Town, through its Selectmen acting as the Sewer Commissioners, shall assess owners of land abutting a sewer line installed by the Town at a rate based upon a uniform unit method. Such assessments shall be made regardless of whether an owner makes a connection to the sewer line. As used in this bylaw, the terms “uniform unit method,” “sewer unit,” “general benefit facilities,” and “special benefit facilities” shall have the same meanings as set forth in M.G.L., C.83, § 515.

Article 52, Sewer System-Section 52.8, Application/Inspection Fee

Current

| | |
|--------------------------------|-----------------|
| Residential | \$ 200/unit |
| Non-Residential | \$1,000/service |
| Replacement/Repair/Abandonment | \$ 200/service |

Such fees will apply to all connections to the public sewer system and to rebuilt, repaired, and replacement of existing connections as set annually by the Selectmen.

Proposed

| | |
|--|-----------------|
| Residential | \$ 200/unit |
| Non-Residential | \$1,000/service |
| Rebuild/Repair/Replacement/Abandonment | \$ 200/service |

Such fees will apply to all **new** connections to the public sewer system and to ~~rebuilt-rebuilding, repaired-repairing, replacement-replacing~~ **rebuilding, replacing or abandoning** existing connections ~~as set annually by the Selectmen,~~ **and shall be paid at the time of application.**

Article 52, Sewer System-Section 52.16, Building Sewers and Installation*Current*

No person shall uncover (excavate), connect or cause to be connected to, or make any opening into, use, alter, or disturb any building sewer, public sewer, or appurtenances thereof except by written permit from the Director of Public Works. The permit shall be obtained in accordance with the current regulations. Any person proposing a new discharge into the public sewer or a substantial change in the volume or character of pollutants that are being discharged into the public sewer shall submit plans and calculations for the connection, stamped by a Massachusetts Registered Professional Engineer in accordance with these regulations. A permit must also be obtained for any repair work to existing building sewers.

Proposed

No person shall uncover (excavate), connect or cause to be connected to, or make any opening into, use, alter, or disturb any building sewer, public sewer, or appurtenances thereof except by written permit from the Director of Public Works. The permit shall be obtained in accordance with the current regulations. Any person proposing a new discharge into the public sewer or a substantial change in the volume or character of pollutants that are being discharged into the public sewer shall submit plans and calculations for the connection, **and, except for entities regulated by the Department of Public Utilities (DPU) or the Department of Telecommunications and Cable (DTC)**, stamped by a Massachusetts Registered Professional Engineer in accordance with these regulations. A permit must also be obtained for any repair work to existing building sewers.

Article 52, Sewer System-Section 52.16, Building Sewers and Installation*Current*

The Director may require an evaluation of a proposed sewer connection, performed by a Massachusetts Registered Professional Engineer selected by the Director, to assess the impact the additional flow or characteristics of the pollutants would have on the public sewer. The cost of said evaluation shall be borne by the applicant. A permit application may be denied if the additional flow is determined to have an adverse effect on the public sewer. The applicant shall make all recommended improvements to accommodate the proposed connection.

Proposed

The Director may require an evaluation of a proposed sewer connection **to assess the impact the additional flow or characteristics of the pollutants would have on the public sewer and, except for entities regulated by the Department of Public Utilities (DPU) or the Department of Telecommunications and Cable (DTC), and such evaluation shall be performed by a Massachusetts Registered Professional Engineer selected by the Director, to assess the impact the additional flow or characteristics of the pollutants would have on the public sewer.** ~~to assess the impact the additional flow or characteristics of the pollutants would have on the public sewer.~~ The cost of said evaluation shall be borne by the applicant. A permit application may be denied if the additional flow is determined to have an adverse effect on the public sewer. The applicant shall make all recommended improvements to accommodate the proposed connection.

Article 52, Sewer System-Section 52.19, Powers and Authority of Inspectors*Current*

The Director and other duly authorized employees or agents of the Town bearing proper credentials and identification shall be permitted to enter, at reasonable times, all private properties connected with public sewers for the purposes of inspection, observation, measurement, sampling, and testing pertinent to discharge to the wastewater facilities in accordance with the provisions of these regulations.

Proposed

The Director and other duly authorized employees or agents of the Town bearing proper credentials and identification shall be permitted to enter, at reasonable times, all private properties connected with public sewers for the purposes of inspection, observation, measurement, sampling, and testing pertinent to discharge to the wastewater facilities in accordance with the provisions of these regulations **and consistent with state law and applicable constitutional requirements.**

Article 52, Sewer System-Section 52.21, Penalties*Current*

Any person who shall continue any violation beyond the time limit provided shall be subject to enforcement of non-criminal penalties, as provided in M.G.L. Chapter 40, Section 21D. The penalty for such violation shall be \$100 for the first offense and each subsequent offense. Each day in which any such violation shall continue shall be deemed a separate offense.

Proposed

Any person who shall continue any violation beyond the time limit provided shall be subject to enforcement of non-criminal penalties, as provided in M.G.L. Chapter 40, Section 21D **by the Director of Public Works or his or her designee.** The penalty for such violation shall be \$100 for the first offense and **\$100** for each subsequent offense. Each day in which any such violation shall continue shall be deemed a separate offense.

Article 52, Sewer System-Section 52.21, Penalties*Current*

All penalties, fines, or fees related to Article 52, Sewer System, shall be collected as described in Section 52.11 of this article, Charges to Constitute Lien Upon Real Estate.

Proposed

All penalties, fines, or fees related to Article 52, Sewer System, shall be collected as described in Section 52.11 of this article, ~~Charges to Constitute Lien Upon Real Estate~~ **Collection of Assessments.**

This article proposes amendments to Article 52 – Sewer System of the Town’s General Bylaws. This new bylaw was adopted at the 2010 Annual Town Meeting. The proposed amendments represent recommended changes suggested by the Attorney General’s Office after their review of the bylaw adopted last year.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 9**General Bylaw Amendment—Scenic Roads**

To determine whether the Town will vote to amend General Bylaws Article 46. Scenic Roads – Section 46.10.c, Enforcement, as follows:

Current

Non-criminal Disposition-In addition to the procedure for enforcement as described above, the penalty for such violation shall be not more than \$300.00 per tree, or per incident that results in the destruction of

stone walls. It may also be enforced by non-criminal disposition, as provided in M.G.L., C. 40, § 21D. No penalty shall be imposed for destruction of or damage to any tree of less than three inches caliper measured one foot from the ground.

Proposed

Non-criminal Disposition-In addition to the procedure for enforcement as described above, the penalty for such violation shall be ~~not more than~~ \$300.00 per tree, or per incident that results in the destruction of stone walls. It may also be enforced by non-criminal disposition, as provided in M.G.L., C. 40, § 21D. No penalty shall be imposed for destruction of or damage to any tree of less than three inches caliper measured one foot from the ground.

This article proposes an amendment to a provision within Article 46 of the Town's General Bylaws that established a non-criminal disposition procedure for violations of the Scenic Road bylaw. The Attorney General's Office requested that the Town establish a specific fine, rather than permitting a range in the fine of up to \$300.00.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 10

General Bylaw Amendment – Stretch Energy Code Adoption

To determine whether the Town will vote to amend General Bylaws of the Town of Bedford, under Article 36 by adding the new Section 2 entitled “Stretch Energy Code” for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115. AA of the Massachusetts Building Code, 780 CMR, the “Stretch Energy Code”, including amendments or modifications thereto, a copy of which is on file with the Town Clerk, as follows:

36.2.1 Definitions

International Energy Conservation Code (IECC) 2009 - The International Energy Conservation Code (IECC) is a building code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency. Commencing July 1, 2010, the baseline energy conservation requirements of the MA State Building Code will default to IECC 2009 and MA amendments.

Stretch Energy Code - Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA, the Stretch Energy Code is the International Energy Conservation Code (IECC) 2009 with amendments contained herein.

36.2.2 Purpose

The purpose of 780 CMR 115.AA is to provide a more energy efficient alternative to the base energy code applicable to the relevant sections of the building code for both new construction and existing buildings.

36.2.3 Applicability

This code applies to most residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 13, 34, 61, or 93, as applicable.

36.2.4 Authority

A municipality seeking to ensure that construction within its boundaries is designed and built above the energy efficiency requirements of 780 CMR may mandate adherence to this appendix.

780 CMR 115.AA may be adopted or rescinded by any municipality in the commonwealth in the manner prescribed by law.

36.2.5 Stretch Code

The Stretch Code, as codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA, including any amendments or modifications, is herein incorporated by reference into the Town of Bedford General Bylaws, Article 37, Section 2.

The Stretch Code is enforceable by the inspector of buildings (Code Enforcement Director).

This article proposes to amend the General Bylaws of the Town so as to establish a more energy efficient building code than otherwise applicable in the Commonwealth of Massachusetts. By state law, municipalities have the option to adopt the more efficient code. As of November 2010, at least 64 communities have adopted this code. The benefits of doing so include: decreased energy use and associated cost savings over the life-span of the building; increased comfort for building occupants; home-buyer quality assurances with regard to energy efficiency due to required performance testing; making contractors qualified in higher efficiency building construction easier to find; enhanced rental value resulting from decreased energy costs.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 11

Tax Increment Financing Agreement – 5 Alfred Circle

To determine whether the Town will vote to enter into a Tax Increment Financing Plan with Mabbett & Associates, Inc. or their successors pursuant to the provisions of M.G.L. Chapter 40, Section 59, in connection with the redevelopment of property located at 5 Alfred Circle, Bedford, MA, as shown on Assessors Map 64, Parcel 83G as described in the Certified Project application prepared by Mabbett & Associates, Inc. and to authorize the Selectmen to take such action as is necessary to obtain approval of the Certified Project Application and to implement the Tax Increment Financing Plan, a copy of which is on file in the Office of the Town Clerk; pass any vote or take any action relative thereto.

RECOMMENDATIONS

| | |
|--------------------|---|
| Selectmen: | Recommendation to be given at Annual Town Meeting |
| Finance Committee: | Recommendation to be given at Annual Town Meeting |

This article would authorize a Tax Increment Financing Agreement for the Mabbett & Associates, Inc. property located at 5 Alfred Circle. The agreement would permit the reduction of the new property taxes generated from the redevelopment of the present facility. The tax reduction would not be permanent. In exchange for the tax reduction, Mabbett would agree to renovate the property adding value to the Town's tax base. Overall the Town would benefit by receiving increased property tax revenue from the development. This agreement is required in order for Mabbett to qualify for investment tax credits from the Commonwealth of Massachusetts under its Economic Development Incentive Program.

Article 12

Wilson Mill Pond Dam Easement

To determine whether the Town will vote to authorize the Selectmen to acquire by gift, purchase or eminent domain, all or any portion of Parcel 54, Assessors Map 48 located at 135 Old Burlington Road,

or any interest in said land to construct, expand, maintain and repair a dam in the Wilson Mill Pond as shown on a plan entitled “135 Old Burlington Road, Water Control Easement”, dated October 15, 2009 and revised April 14, 2010 by Haley and Aldrich, 465 Medford Street, Suite 2200, Boston, Massachusetts; pass any vote or take any action relative thereto.

RECOMMENDATIONS

Selectmen: Recommendation to be given at Annual Town Meeting
Finance Committee: Approval recommended

This article proposes to authorize the Selectmen to acquire an interest in land for the construction and future maintenance of a new dam in the Wilson Mill Pond. A new dam has been designed to be constructed upstream of the present Wilson Mill dam in order to preserve this historic structure. Community Preservation funds for the construction of the new dam were appropriated at the 2009 Annual Town Meeting. The ownership interests in this pond are vested in the property owners surrounding the pond who own property underwater to the centerline of the previous alignment of the Vine Brook predating the construction of the original dam. The Town owns the land consisting of the east side of the proposed new dam. The ownership interests in the west side of the proposed dam are associated with the residential parcel located at 135 Old Burlington Road. The Selectmen plan to acquire an easement on this parcel to construct the new dam and provide future access to the dam for its continued maintenance.

Article 13

Refuse Collection Contract

To determine whether the Town will vote to authorize the Selectmen to authorize a refuse and recyclables collection contract commencing July 1, 2011 for a term of five years; pass any vote or take any action relative thereto.

RECOMMENDATIONS

Selectmen: Recommendation to be given at Annual Town Meeting
Finance Committee: Recommendation to be given at Annual Town Meeting

This article proposes to authorize the Selectmen to execute a contract for refuse and recyclables collection. The present Town contract expires on June 30, 2011 and at the time the Warrant went to print, a new contract was being procured. Massachusetts procurement law normally allows three-year contracts without Town Meeting approval, but five-year contracts may be authorized by Town Meeting vote. The funding for this contract is appropriated annually within the Department of Public Works Operating Budget.

Article 14

Capital Projects Plan—Fiscal Year 2012

To determine whether the Town will vote to appropriate the total sum of \$1,515,340 or any other sum, for the items contained within the following proposed Fiscal Year 2012 Capital Projects Plan and to determine whether such sums shall be raised in the tax levy, transferred from available funds, borrowed, appropriated from the Stabilization Fund, or by any combination of these methods; pass any vote or take any other action relative thereto:

| Project | Project Name | Appropriation |
|----------------|---------------------------------------|----------------------|
| 12-01 | Underground Fuel Tank Testing | \$ 8,000.00 |
| 12-02 | School Facilities Capital Maintenance | \$ 102,590.00 |
| 12-03 | Vehicles and Equipment | \$ 355,000.00 |
| 12-04 | Road Repair | \$ 75,000.00 |

| | | |
|-------|---|-----------------------|
| 12-05 | Capital Assets Management | \$ 59,000.00 |
| 12-06 | Storm Water Regulations | \$ 89,250.00 |
| 12-07 | Facilities Space Modification Projects | \$ 70,000.00 |
| 12-08 | Computer Server & Network Equipment | \$ 15,000.00 |
| 12-09 | Lane School Network Equipment Upgrades | \$ 35,500.00 |
| 12-10 | Town/School Grounds Capital Maintenance | \$ 42,000.00 |
| 12-11 | Hazardous Tree Program | \$ 23,000.00 |
| 12-12 | Main Sewer Station | \$ 128,000.00 |
| 12-13 | Water Leak Detection | \$ 8,000.00 |
| 12-14 | Remote Meter Reader Software | \$ 20,000.00 |
| 12-15 | Pump Station Rehabilitation | \$ 35,000.00 |
| 12-16 | Water Main Improvements | \$ 450,000.00 |
| | Total | \$1,515,340.00 |

This article would provide funds for the various projects contained within the Fiscal Year 2012 Capital Projects Plan. At the time the Warrant was printed, it was intended that the Town would utilize the tax levy or a transfer from available funds, or a combination thereof, to fund projects 12-01 through 12-11 in the proposed plan.

Projects 12-12 through 12-15, as well as a portion of project 12-05 would be funded through revenue collected from sewer and water user fees during Fiscal Year 2012. A bond authorization is planned for Project 12-16. Bond authorizations or projects funded through a transfer from the Stabilization Fund require a two-thirds majority vote; those utilizing the tax levy or available funds require only a simple majority vote. A description of all projects is contained in the Capital Expenditure Committee's Report on pages 6 through 10.

RECOMMENDATIONS

| | |
|-------------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |
| Capital Expenditure: | Approval recommended |
| Residential Tax Impact: | \$17.08 |

Article 15

Community Preservation Budget—Fiscal Year 2012

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2012 Community Preservation Fund Revenues and Community Preservation Fund Balance, unless otherwise specified, for Fiscal Year 2012 Community Preservation purposes with each item considered a separate appropriation:

| | Appropriations | CP FY12 Funds |
|----------|---|----------------------|
| 1 | Administrative | \$ 10,000.00 |
| 2 | Minuteman Bikeway Extension 25% Design | \$ 35,500.00 |
| 3 | Town Center Flooring | \$ 49,995.00 |
| 4 | Town Hall Reroofing | \$ 60,200.00 |
| 5 | Town Hall Chimney Repointing | \$ 15,180.00 |
| 6 | Affordable Housing Consultant | \$ 10,000.00 |
| 7 | 350A Concord Road (bond payment) | \$511,312.50 |
| 8 | Town Center North Wing Project (bond payment) | \$215,900.00 |
| | TOTAL | \$908,087.50 |

pass any vote or take any action relative thereto.

This article proposes projects and reserves recommended by the Community Preservation Committee for FY12 under Bedford's Community Preservation Act (CPA) accepted by the Town in March 2001. Descriptions of the proposed projects follow:

1. **Administrative** - Administrative expenses for legal work and clerical costs are included in this item.
2. **Minuteman Bikeway Extension 25% Design** – Town Meeting voted to amend the 2010 Annual Town Meeting Warrant Article 18 (Former Reformatory Branch Improvement) in order to extend the 25% design extension from Concord Road to the Concord town line. This would provide funding to accomplish this design.
3. **Town Center Flooring** – Funding would allow removal of the existing floor, refastening and repair of the wide board subfloor, installation of underlayment and new maple flooring.
4. **Town Hall Reroofing** – Funding would allow the rubber roofing to be removed and new PVC roofing installed, as well as the gutters and down spouts modification to eliminate overflow during heavy rain, and the repair and replacement of missing or damaged lead-coated copper flashing.
5. **Town Hall Chimney Repointing** – Funding would be used to demolish the active chimney down to the roof level and rebuilt. The two inactive chimneys on the north side will be repointed.
6. **Affordable Housing Consultant** – Funding would be used for affordable housing consultant services made available through an inter-municipal agreement made with the Town of Sudbury and other communities or through other procurement contracts for such services.
7. **350A Concord Road Bond Payment** – Funding would provide the necessary payment during FY12 for the bonded cost of the previously approved purchase of land.
8. **Town Center North Wing Project** – Funding would provide the necessary payment during FY12 for the bonded cost of the previously approved restoration project.

RECOMMENDATIONS:

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 16

Amend Prior Community Preservation Budgets to Meet Minimum Thresholds

To determine whether the Town will vote to amend the Fiscal Year 2011 Community Preservation budget by adding \$50,000 to the Affordable Housing account and reducing the Sidewalk appropriation by \$50,000 to cover the cost; pass any vote or take any other action relative thereto.

This article proposes to amend the Fiscal Year 2011 Community Preservation budget in order to add \$50,000 to Affordable Housing Reserves. This transfer is needed so that the Town will meet the annual minimum 10% Community Preservation affordable housing funding threshold required for Fiscal Year 2011. In order to meet this minimum threshold, the Community Preservation Committee is recommending that the current Fiscal Year 2011 Sidewalk appropriation of \$100,000 be reduced by \$50,000.

RECOMMENDATIONS:

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 17
Supplement Operating Budgets for Fiscal Year 2011
and Articles of the 2010 Annual Town Meeting

To determine whether the Town will vote to transfer from available funds or otherwise provide a sum of money to be added to sums appropriated under certain operating budgets for Fiscal Year 2011 voted under Article 22 of the Annual Town Meeting of 2010 or to sums appropriated under certain articles voted at the Annual Town Meeting of 2010; pass any vote or take any action relative thereto.

This article would provide additional funds to be added to the Fiscal Year 2011 Operating Budget and other articles voted at the 2010 Annual Town Meeting.

RECOMMENDATIONS

| | |
|--------------------|---|
| Selectmen: | Recommendation to be given at Annual Town Meeting |
| Finance Committee: | Recommendation to be given at Annual Town Meeting |

Article 18
Establishment of Ambulance Enterprise Fund

To determine whether the Town will vote to accept the provision of Chapter 44, Section 53F ½ in order to establish an Ambulance Enterprise Fund, to be effective July 1, 2012; pass any vote or take any action relative thereto.

This article proposes to accept a provision of Massachusetts General Laws in order to establish an enterprise fund for the Town's ambulance service effective July 1, 2012. The purpose of such a fund is to facilitate transparency of the ambulance service by detailing the costs and revenues for this service. A separate ambulance enterprise fund will allow Town officials to quantify how much ambulance services are supported by property taxes and user fees. Enterprise accounting requires that separate financial statements be prepared annually for the particular service being provided through the special fund. A separate operating budget for the fund must also be adopted each fiscal year. Should the 2011 Annual Town Meeting approve this article, Town officials will prepare over the next fiscal year to propose a separate ambulance enterprise fund budget for Fiscal Year 2013.

RECOMMENDATIONS

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 19
Operating Budgets – Fiscal Year 2012

To determine whether the Town will vote to make appropriations for expenditures by officers, boards, committees, and for the Reserve Fund in the fiscal year beginning July 1, 2011, and to determine whether such appropriations shall be raised in the tax levy, transferred from available funds, transferred from the Stabilization Fund, borrowed, or by any combination of these methods; pass any vote or take any action relative thereto. *Please see pages 27 through 30.*

RECOMMENDATIONS

| | |
|--------------------|---|
| Selectmen: | Recommendation to be given at Annual Town Meeting |
| Finance Committee: | Approval recommended |

Article 20

Establishment of Other Post-Employment Benefits Trust Fund

To determine whether the Town will vote to accept the provisions of Chapter 479 of the Acts of 2008, An Act Providing for the Establishment of Other Post-Employment Benefits Liability Trust Funds in Municipalities, which amended Chapter 32B of the General Laws, to add Section 20, which allows creation of this fund; pass any vote or take any action relative thereto.

This article proposes to establish an Irrevocable Other Post-Employment Benefits (OPEB) Trust Fund. Appropriations for this liability were first made at the 1994 Annual Town Meeting, to a general fund article; then, following the formal establishment of a trust fund by Home Rule Petition at the 1999 Annual Town Meeting, which was approved in 2000 by the Massachusetts Legislature, to a fund to which accrued interest could be added. This article would create an Irrevocable Trust arrangement which would allow the Town's Auditors and Actuaries to formally recognize, by said vote of Town Meeting, these funds as a countable asset to reduce the OPEB liability, for financial reporting purposes. If approved, Article 22 of this Town Meeting will authorize the monetary transfers involved with this matter.

RECOMMENDATIONS:

| | |
|--------------------|----------------------|
| Selectmen: | Approval recommended |
| Finance Committee: | Approval recommended |

Article 21

Fund Other Post-Employment Benefits Liability Trust

To transfer a sum of money from the Post-Retirement Insurance Liability Fund as originally voted by Article 26, Fund Liability for Post-Retirement Benefits at the 1994 Annual Town Meeting and as amended by Article 3, Consent Article at the 2001 Annual Town Meeting to the Other Post-Employment Benefits Liability Trust Fund established under the provisions of Chapter 479 of the Acts of 2008, Article 21 at the 2011 Annual Town Meeting;

and further to determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$150,000 or any other sum, for the Other Post-Employment Benefits Liability Trust Fund established under Article 21 of the 2011 Annual Town Meeting, and authorized by special act of the General Court, in order to offset the anticipated future cost of providing post retirement health and life insurance benefits to current and future retired Town employees; pass any vote or take any action relative thereto.

This article proposes both to transfer previously appropriated balances and to appropriate an additional \$150,000 towards the Town's unfunded liability for health and life insurance benefits of both current and future retired employees. Appropriations for this liability were first made at the 1994 Annual Town Meeting, to a general fund article, then, following formal establishment of a trust fund at the 1999 Annual Town Meeting and approval in 2000, by the Massachusetts Legislature of the Town's home rule petition to establish a trust fund that would accrue earned interest. Presently, this fund has a balance of approximately \$2.2 million. The Governmental Accounting Standards Board required all local governments to account for other post-employment benefits (OPEB), on annual audited financial statements, using an accrual methodology over participants' active working lifetimes, commencing in FY09. The Town's most recent actuarial study, completed as of July 1, 2010, indicated that the Town had an actuarially determined unfunded liability of approximately \$71,292,000, not including the funds that the Town had already set aside in its trust fund. By transferring the funds already set aside by the Town for this purpose, the unfunded liability would be approximately \$69,090,000. Future contributions to the OPEB fund will reduce the growth in the Town's unfunded liability over time. Bedford is one of the very

few communities that have appropriated funds in the past to recognize this long-term liability; and this type of funding is consistent with our proven desire to recognize the importance of addressing future liability concerns.

RECOMMENDATIONS

| | |
|-------------------------|---|
| Selectmen: | Approval recommended |
| Finance Committee: | Recommendation to be given at Annual Town Meeting |
| Residential Tax Impact: | \$2.84 |

Article 22
Free Cash

To determine whether the Town will vote to transfer a sum of money from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2011; pass any vote or take any action relative thereto.

This article allows for the transfer from “free cash” a sum of money to reduce the amount of the tax levy for Fiscal Year 2012.

RECOMMENDATIONS

| | |
|--------------------|---|
| Selectmen: | Recommendation to be given at Annual Town Meeting |
| Finance Committee: | Recommendation to be given at Annual Town Meeting |

and you are directed to serve this Warrant by posting attested copies thereof at the Town Hall and in at least three other public places in the Town at least seven days before the time of said meeting.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 14th day of February in the year Two Thousand and Eleven.

Selectmen of Bedford

Michael A. Rosenberg, Chair
Catherine B. Cordes
William S. Moonan
Mark S. Siegenthaler
Walter J. St. Onge III

A true copy
Attest:
Constable

FISCAL YEAR 2012 OPERATING BUDGET

| Account # | Department | FY 2010 Expended | FY 2011 Appropriated | FY 2012 Recommended | % Change | % Of Total | Residential * Tax Impact | Segregations Description | Amount |
|-----------|---------------------------------|------------------|----------------------|---------------------|----------|------------|--------------------------|---|---|
| 1220 | Selectmen | 517,399 | 530,928 | 556,214 | 4.8% | 0.8% | 10.53 | Salaries: Chairman Clerk Other Selectmen, each Office | 2,000 1,500 1,200 355,648 |
| 1300 | Finance/Administrative Services | 858,166 | 938,246 | 946,191 | 0.8% | 1.3% | 17.91 | <i>Out of State Travel</i> <i>Estimated Revenue</i> Salaries Capital Outlay From Sewer Fund | 2,500 61,000 699,917 32,600 71,500 |
| 1301 | Insurance & Benefits | 8,346,639 | 9,459,367 | 9,916,867 | 4.8% | 13.9% | 187.76 | <i>Out of State Travel</i> <i>Estimated Revenue</i> From Stabilization Fund From Sewer Fund From Pension Trust Fund | 3,400 551,000 500,000 163,441 170,888 |
| | <i>Health Insurance</i> | 4,753,594 | 5,600,000 | 5,810,650 | 3.8% | 8.2% | | | |
| | <i>Retirement Assessment</i> | 2,527,971 | 2,650,592 | 2,847,038 | 7.4% | 4.0% | | | |
| | <i>General Insurances</i> | 530,926 | 633,675 | 665,359 | 5.0% | 0.9% | | | |
| | <i>Medicare Assessment</i> | 453,659 | 468,000 | 486,720 | 4.0% | 0.7% | | | |
| | <i>Unemployment Insurance</i> | 64,993 | 90,000 | 90,000 | 0.0% | 0.1% | | | |
| | <i>Life Insurance</i> | 15,496 | 17,100 | 17,100 | 0.0% | 0.0% | | | |
| 1303 | Principal & Interest | 6,848,747 | 6,745,817 | 7,761,951 | 15.1% | 10.9% | 155.97 | Non Exempt Principal Non Exempt Interest Exempt Principal Exempt Interest CPA Debt Costs From Debt Stabilization Fund From Sewer Fund | 1,996,654 665,236 2,757,000 1,615,848 727,213 148,620 139,000 |

| Account # | Department | FY 2010 Expended | FY 2011 Appropriated | FY 2012 Recommended | % Change | % Of Total | Residential * Tax Impact | Segregations Description | Amount |
|-----------|---------------------------|------------------|----------------------|---------------------|----------|------------|--------------------------|--|-------------------------------------|
| 1310 | Financial Committees | 200 | 405,614 | 380,614 | -6.2% | 0.5% | 7.21 | Reserve Fund Capital Expenditures Committee | 379,000 260 |
| 1410 | Board of Assessors | 255,447 | 260,736 | 258,786 | -0.7% | 0.4% | 4.90 | Salaries: Stipend, each Assessor Office | 1,600 204,373 |
| 1510 | Legal Services | 171,916 | 175,000 | 175,000 | 0.0% | 0.2% | 3.31 | <i>Estimated Revenue</i> | <i>1,202</i> |
| 1610 | Town Clerk | 185,599 | 195,875 | 196,151 | 0.1% | 0.3% | 3.71 | Salaries: Office Stipends | 172,377 310 |
| 1620 | Elections & Registrations | 21,035 | 48,853 | 32,821 | -32.8% | 0.0% | 0.62 | <i>Out of State Travel</i> <i>Estimated Revenue</i> | <i>2,199</i> <i>46,610</i> |
| 1750 | Planning Board | 131,328 | 134,123 | 133,455 | -0.5% | 0.2% | 2.53 | Personnel Costs Stipends Salaries | 18,803 1,350 129,964 |
| 2010 | Police Department | 3,086,354 | 3,164,823 | 3,226,424 | 1.9% | 4.5% | 61.09 | <i>Estimated Revenue</i> Salaries Capital Outlay | <i>2,000</i> 3,091,551 14,330 |
| | | | | | | | | <i>Out of State Travel</i> <i>Estimated Revenue</i> | <i>3,500</i> <i>170,070</i> |

| Account # | Department | FY 2010 Expended | FY 2011 Appropriated | FY 2012 Recommended | % Change | % Of Total | Residential * Tax Impact | Segregations Description | Amount |
|-----------|----------------------------|------------------|----------------------|---------------------|----------|------------|--------------------------|-----------------------------|-----------|
| 2200 | Fire Department | 2,172,713 | 2,201,710 | 2,222,585 | 0.9% | 3.1% | 42.08 | Salaries | 2,066,941 |
| | | | | | | | | Capital Outlay | 15,200 |
| | | | | | | | | Out of State Travel | 1,500 |
| | | | | | | | | Estimated Revenue | 381,000 |
| 2360 | Town Center | 124,999 | 129,026 | 126,791 | -1.7% | 0.2% | 2.40 | Salaries | 46,541 |
| | | | | | | | | Estimated Revenue | 110,034 |
| 2400 | Code Enforcement | 400,867 | 423,670 | 424,275 | 0.1% | 0.6% | 8.04 | Salaries | 395,059 |
| | | | | | | | | Out of State Travel | 600 |
| | | | | | | | | Estimated Revenue | 513,700 |
| 3000 | School Department | 30,144,615 | 31,968,135 | 31,716,380 | -0.8% | 44.5% | 600.50 | From Impact Aid/Defense Aid | 249,000 |
| 3001 | Vocational Education | 489,090 | 450,000 | 465,000 | 3.3% | 0.7% | 8.80 | | |
| 3500 | Facilities Department | | | | | | | | |
| | Municipal | 714,513 | 752,612 | 742,875 | -1.3% | 1.0% | 14.07 | Salaries | 411,800 |
| | School (in School budget) | 2,459,464 | 2,493,669 | 2,420,102 | | | | | |
| | Total (Informational Only) | 3,173,977 | 3,246,281 | 3,162,977 | -2.6% | | | | |
| 4000 | Public Works | 9,124,610 | 9,374,145 | 9,551,489 | 1.9% | 13.4% | 180.84 | Salaries | 2,530,872 |
| | | | | | | | | Snow Removal Overtime | 116,800 |
| | | | | | | | | Snow Removal Materials | 199,430 |
| | | | | | | | | MWRA | 2,987,015 |
| | | | | | | | | Water Purchase | 1,339,252 |
| | | | | | | | | Refuse/Recycling | 984,100 |
| | | | | | | | | Energy | 611,478 |
| | | | | | | | | Equipment/Materials | 775,497 |
| | | | | | | | | Capital Outlay | 7,045 |
| | | | | | | | | From Sewer Fund | 3,727,561 |
| | | | | | | | | Out of State Travel | 1,363 |
| | | | | | | | | Estimated Revenue | 7,652,324 |

| Account # | Department | FY 2010 Expended | FY 2011 Appropriated | FY 2012 Recommended | % Change | % Of Total | Residential * Tax Impact | Segregations | |
|-----------|----------------------------------|------------------|----------------------|---------------------|----------|------------|--------------------------|------------------------------------|---------------------------|
| | | | | | | | | Description | Amount |
| 5000 | Board of Health | 506,494 | 516,772 | 517,028 | 0.0% | 0.7% | 9.73 | Salaries | 501,376 |
| 5001 | Hazardous Waste | 9,510 | 13,250 | 13,250 | 0.0% | 0.0% | 0.25 | <i>Estimated Revenue</i> | <i>31,500</i> |
| 5003 | Mosquito Control | 33,489 | 33,489 | 33,489 | 0.0% | 0.0% | 0.63 | | |
| 5400 | Bedford Local Transit | 52,742 | 56,070 | 56,070 | 0.0% | 0.1% | 1.06 | Salaries | 55,388 |
| 5410 | Council on Aging | 162,017 | 170,252 | 174,205 | 2.3% | 0.2% | 3.30 | <i>Estimated Revenue</i> | <i>25,500</i> |
| 5420 | Youth & Family Services | 296,985 | 345,691 | 346,201 | 0.1% | 0.5% | 6.55 | Salaries | 178,001 |
| 6100 | Public Library | 1,115,648 | 1,140,960 | 1,151,271 | 0.9% | 1.6% | 21.80 | Salaries MMHC Capital Outlay | 780,000 2,756 1,093 |
| 6300 | Recreation Commission | 125,585 | 155,384 | 155,384 | 0.0% | 0.2% | 2.94 | <i>Estimated Revenue</i> | <i>17,000</i> |
| 6910 | Historic Preservation Commission | 1,212 | 1,220 | 1,220 | 0.0% | 0.0% | 0.02 | Salaries Capital Outlay | 155,384 5,000 |
| TOTAL | | 65,897,919 | 69,791,768 | 71,281,987 | 2.1% | 100.00% | 1,359 | | |

* Per 100,000 of assessed value.

Town Meeting Procedure
(As Established Under Article 4 of the Bedford General Bylaws)

4.1 Debate Rules

The following rules shall govern Town Meeting:

No voter may speak without recognition by the Moderator.

Speakers must give their name and address before commencing.

No voter may speak in debate more than twice on any article without specific permission from the Moderator, except to correct a statement. Questions do not fall under this rule.

Speakers must keep their debate within the scope of the motion on the floor.

All questions must be directed through the Moderator.

4.2 Motions

All motions shall require a majority vote except as noted.

4.2.1 Privileged Motions

The following motions are privileged motions addressing the conduct of the meeting, and have priority, in order as shown, over any other motion or any question which may be pending:

4.2.1.1 Dissolve or adjourn *sine die*

Final adjournment of Town Meeting may occur only after the completion of action on all articles in the warrant. Not debatable or amendable.

4.2.1.2 Adjourn or recess

Postpones the meeting to a specified time, which must be within 21 days. Debatable and amendable.

4.2.1.3 Point of no Quorum

A call for a count of voters. No vote required.

4.2.1.4 Fix the time for which to adjourn

Sets a certain time for later adjournment. Debatable and amendable.

4.2.1.5 Question of privilege

Relates to the rights and privileges of the meeting and to the rights of the members. Not debatable or amendable.

4.2.2 Subsidiary Motions

The following motions are subsidiary motions. They have a direct effect on the original or main motion. They are listed in order of their rank, which follows the privileged motions, above:

4.2.2.1 Lay on or take from the table

Postpones action on the motion for an unspecified time and resumes action at the will of the meeting. Town Meeting may not be adjourned *sine die* until some action is taken on the motion in question. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.2 Previous question

Calls for a vote on the motion under discussion without further debate. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.3 Limit or extend debate

Sets a time limit for each speaker or the entire debate or may reopen the bounds of debate. Debatable and amendable. Two-thirds majority vote required.

4.2.2.4 Postpone to a specified time

Postpones action on an article to a specified time, or until after a specified article. Debatable and amendable.

4.2.2.5 Commit, recommit or refer

Sends the Article to a committee or other body for further study. Debatable and amendable.

4.2.2.6 Amend or substitute

Modifies the motion on the floor, in whole or in part. A written copy of the amendment must be presented to the Moderator or the Town Clerk. Debatable and amendable.

4.2.2.7 Postpone indefinitely

Ends debate and removes the main motion from discussion without a vote on the main motion. Not debatable or amendable. A brief explanation of the reason(s) for indefinite postponement may be given. Two-thirds majority vote required.

4.2.3 Incidental Motions

The following actions have the same rank as the motion from which they arise. They are subordinate motions relating to the conduct of the meeting with respect to the motion on the floor. They are considered and acted upon before the motions out of which they arise are concluded:

4.2.3.1 Point of order

Questions a possible error of omission or commission. Neither debatable nor amendable and no vote taken.

4.2.3.2 Appeal

Moves to reverse the decision of the Moderator on a point of order. Must immediately follow the point of order. Subject to acceptance by the Moderator. Debatable but not amendable.

4.2.3.3 Division of a question

Divides a main motion or amendment where practical to discuss and vote on the separate parts. Debatable and amendable.

4.2.3.4 Separate consideration

Requests discussion on separate parts of a question which do not allow for division since the separate parts are interrelated and will not stand on their own. Debatable and amendable.

4.2.3.5 Fix the method of voting

Request a specific form of voting, different from the normal one. Debatable and amendable.

4.2.3.6 Withdraw or modify a motion

Allows the maker of a motion to withdraw or modify the motion. Not debatable or amendable.

4.2.3.7 Suspension of rules

Requests a change in the rules relating to the conduct of the meeting. Not debatable or amendable.

4.2.4 Main Motions

The following are main motions in order of the rank and stem from articles in the Warrant:

4.2.4.1 Main motion

A motion made within the scope of the related article in the Warrant. The motion is debatable and amendable. The main motion may require a two-thirds vote, *e.g.*, bonding and zoning.

4.2.4.2 Reconsider or rescind

Reconsideration requests reopening of debate on a motion previously voted on while rescission overturns a previous affirmative vote and defeats the motion involved. May be debatable but it is not amendable.

4.2.4.3 Advance an article

Asks to consider and discuss an article in the Warrant out of order. Debatable and amendable.

4.3 Reconsideration**4.3.1 Number of reconsiderations**

When a motion of reconsideration is decided, that decision shall not be reconsidered again at the same session and shall not be reconsidered more than once thereafter.

4.3.2 Notice of intent to reconsider at future meeting

Articles voted upon at any meeting shall not be reconsidered at a subsequent meeting unless notice of intent to reconsider shall be given to the Moderator prior to adjournment and publicly announced to the meeting at which the article has been voted upon.

4.3.3 Requirements for voter to move reconsideration

Reconsideration may be moved only by one who voted on the prevailing side.

4.4 Amendments**4.4.1 Amendments to amendments**

An amended amendment may not be amended.

4.4.2 Order of voting on amendments

In the case of several amendments of different amounts or periods of time, the largest amount and the longest time will be voted on first, and an affirmative vote will be a negative vote of the smaller sums or shorter times.

4.4.3 Amendments to bylaws

No amendment may be made to a proposed General Bylaw printed in the Warrant unless it is to correct an error in the printing which does not change the meaning. A proposed Zoning Bylaw article may be amended on the floor to be less restrictive.

4.4.4 Reports to meeting

Recommendations made in the report of any board or committee shall not be acted upon or debated at any meeting unless there is an article in the Warrant.

4.4.5 Acceptance of reports to the meeting

When the report of a committee is placed in the hands of the Moderator, it shall be deemed to be received. If it is a final report, a vote to accept it shall discharge the committee. If it is an interim report, the committee continues to serve unless the Town votes to discharge the committee.

4.4.6 Amendments to articles

Any article appearing in the Warrant and considered at any Town Meeting may be amended and any portion may be deleted or added to by the vote of the Town, provided the phrase "do anything in relation thereto," "pertaining thereto," or words of similar import appear in the article. Any proposed amendment must be within the scope of the article.

4.4.7 Quantum of vote on bylaws and borrowing

A motion under an article to add to or amend the Town Bylaws, unless otherwise required by the General Laws shall require a simple majority vote. An article to amend the Zoning Bylaws or one for the purpose of borrowing for a period greater than one year shall require a two-thirds vote. A vote requiring a two-thirds majority does not have to be counted unless questioned by the Moderator or seven voters.

4.4.8 Reports and motions in writing

All reports, resolutions, motions and amendments submitted to the meeting for consideration shall be presented in writing to the Moderator.

4.4.9 Secret ballot

A majority of those present and voting may choose to vote on any article or amendment by secret ballot.

| |
|---------------------------------------|
| Guidelines for Civil Discourse |
|---------------------------------------|

The Town of Bedford respects and recognizes each citizen's right to free speech. In order to guarantee all people's right to free speech and to ensure productive civil discourse, we request that all citizens respect the following guidelines.

Show respect for others.

- Discuss policies and ideas, not people
- Only one person should be speaking at any given time
- Use helpful, not hurtful language

Speak as you would like to be spoken to.

- Use courtesy titles (Mr., Ms., Sir, etc.) and ask if unsure
- Restate ideas when asked
- Use a civil tone of voice

Agree to listen.

- Respectfully hear and listen to differing points of view
- When unsure, clarify what you heard
- Realize that what you say and what people understand you to have said may be different
- Recognize that people can agree to disagree

Speak for yourself, not others.

- Speak from your own experience
- Use "I" statements ("I think that the ideas presented...")

Follow agreed upon guidelines regarding who speaks when and for how long.

Volunteer Opportunities and the Appointment Process

Opportunities for Volunteer Appointments in Bedford

All Town boards and committees consist of volunteers who live in Bedford and are registered Bedford voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- Help guide your community

Most appointments to committee vacancies are made following the Annual Town Meeting. However, vacancies also occur at other times during the year. Terms of office vary from one to three years. Committees which may have openings are listed below:

Arbor Resource Committee
Cultural Council
Housing (Fair, Partnership)

Historic District Commission (Alternate)
Historic Preservation Commission
Sign Bylaw Review Committee
Wilson Mill Park Planning Committee

Appointment Process

If you would like to be a part of our Town Government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest.

Town of Bedford Questionnaire for Volunteers

*Good Government Depends On You
Please read about opportunities for volunteer appointments and the
Process on the other side of this Questionnaire.*

Name _____ Date _____

Address _____ Occupation _____

Home Phone _____ Business Phone _____ e-mail _____

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. # of yrs. lived in town: Are you a registered Bedford voter? Attended Town Meeting? _____

4. Please describe your background or training from work and/or life experience that relates to your interest in government.

5. What Town government experience have you had? _____

6. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)?

7. Additional information for the Selectmen to consider. (Please add to this form as necessary.)

8. Do you have any restrictions on your availability to attend committee meetings? _____

Feel free to call a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved, and the process of appointment. You may complete this form and mail it to the Town Manager's Office, Town Hall at 10 Mudge Way. You will get a reply.

Dawn Theodore – 781-275-9243 Lora Goldenberg – 781-275-7354 Ilsa Gottlieb – 781-275-0953

.....
Office Use Only

Registered Voter
Interviewed

Acknowledged
Appointed

Attended Meetings
Appointment Letter