

Contents

Page		
2		To the Voters
3		Finance Committee Report
5		Capital Expenditure Committee Report
Warrant for Annual Town Meeting		
9	Article 1	Report of Town Officers and Committees
9	Article 2	Debate Rules
9	Article 3	Consent Article
11	Article 4	Reauthorization of Revolving Funds
12	Article 5	Bills of Prior Years
12	Article 6	General Bylaw Amendment – Hazardous Trees (<i>by petition</i>)
14	Article 7	Zoning Bylaw Amendments – Flood Plains
15	Article 8	General Bylaw Amendment – Clearing of Obstructions on Sidewalks, Placing Snow on Public Ways or Town Property
16	Article 9	General Bylaw Amendment – Placing of Refuse or Recycling Materials at Curb for Municipal Collection
16	Article 10	General Bylaw Amendment – Sewer System
25	Article 11	General Bylaw Amendments – Miscellaneous
29	Article 12	General Bylaw Amendments – Finances
30	Article 13	General Bylaw Amendments – Affordable Housing Related
32	Article 14	General Bylaw Amendments – Cable Television Committee
33	Article 15	General Bylaw Amendments – Youth and Family Services Committee
34	Article 16	General Bylaw Amendment – Prohibition of Marihuana Use on Town Property
35	Article 17	Capital Projects Plan – Fiscal Year 2011
36	Article 18	Former Reformatory Branch Improvement
37	Article 19	Community Preservation Fund – Fiscal Year 2011
38	Article 20	Community Preservation Land Acquisition Fund Amendment and Bond Authorization
39	Article 21	Supplement Operating Budgets for Fiscal Year 2010
39	Article 22	Supplement Articles of Annual Town Meeting of 2009
39	Article 23	Salary Administration Plan Bylaw Amendment – Classification and Wage Schedule
44	Article 24	Operating Budget – Fiscal Year 2011
44	Article 25	Salary Plan Additional Funding
44	Article 26	Fund Post Retirement Benefits Liability
45	Article 27	Free Cash
51		Appendix Town Meeting Procedure
53		Guidelines for Civil Discourse
56		Questionnaire for Volunteers

Cover designed by Bedford resident Jean Hammond. Photographs show affordable housing units constructed in Bedford over the past several years. Bedford's affordable housing development programs have earned awards from both the Citizens' Housing and Planning Association (2006) and the International City/County Management Association (2009).

To the Voters

This Warrant report reflects operational needs and proposals for the continuation of improvements to Town service for Fiscal Year 2011. It represents information furnished to the Selectmen, Finance Committee, and Capital Expenditure Committee by the 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 enhance the quality of life for the citizens of Bedford.

A Zoning Bylaw Amendment is proposed in Article 7 that would replace outdated references to Flood Insurance Rate Maps which have recently been revised.

Ten (10) articles propose to amend the General Bylaws of the Town. Article 6, relating to hazardous trees, was submitted by petitioners. The Public Works Department has proposed three (3) General Bylaw Amendments. Article 8 proposes additional enforcement provisions pertaining to clearing obstructions and snow deposited on sidewalks and public ways. Article 9 proposes to regulate the times that refuse and recycling materials may be placed at the curb for collection. Article 10 proposes to replace the current General Bylaw that regulates the Town's sewer system. The Town's current General Bylaws provide that that they be reviewed every ten (10) years. As a result of that periodic review, the Selectmen-appointed Charter and General Bylaw Review Committee is recommending a series of General Bylaw Amendments in Articles 11 through 16.

Over the last several years, many in the community have requested the Town improve the former Reformatory Branch of the Middlesex Central Railroad for use as a bikeway. However, there has been a difference of opinion on the finished surface of an improved bikeway. Through Article 18, the Selectmen will propose one particular surface treatment among the three described and allow Town Meeting to approve or amend the proposal. After Town Meeting makes this decision, it is anticipated that design or construction of these improvements will commence. The design/construction process will be contingent upon funds being appropriated under Article 19.

Through the annual Community Preservation Budget in Article 19, the Community Preservation Committee has recommended appropriation of funds for a variety of projects eligible for such funding under the Community Preservation Act, including debt service funds for the previously approved Old Town Hall. Funds are also proposed for restoration of the Old Reservoir Dam and sidewalk construction. The Committee is recommending funds be reserved for future affordable housing efforts. Article 20 proposes to amend the Community Preservation Land Acquisition Fund established at the 2004 Annual Town Meeting by adding two additional parcels of land to the list of parcels previously approved for acquisition. This same article also proposes a bond authorization to provide additional funding for acquisition of parcels on the approved list.

The Capital Projects Plan (Article 17) and Operating Budget (Article 24) for Fiscal Year 2011 fund a vital part of 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 resurfacing, building improvements, information systems, equipment, and vehicle replacement.

Town Meeting begins on Monday, March 22nd, continuing to Tuesday, March 23rd. No Town Meeting sessions will be held during the week of March 29th because it coincides with Passover. If necessary, Town Meeting would continue on Monday, April 5th and Tuesday, April 6th. Your participation in our local government is essential if our Town Meeting form of government is to be successful.

Selectmen of Bedford
Mark Siegenthaler, *Chair*

Finance Committee Report

As the Finance Committee began its annual budget process this fall, we were quite aware of the financial situation globally as well as locally. From the beginning, we knew it would be difficult, if not impossible, to meet each department's needs. In the end, we are satisfied that the budget we present to you meets the needs of the Town while reflecting sound financial practices.

Our overall revenue projections show a slight decrease from FY10. This is due to a decline in local receipts as well as overall state aid. The largest source of the Town's annual revenue is derived from the annual increase in the tax levy (Proposition 2 1/2), in combination with the addition of tax revenues generated by new growth. Local receipts make up our next largest source of revenue: water, PILOT payments, motor vehicle excise taxes, and licenses and permits to name a few. We anticipate an \$875,000 decrease in local receipts in FY11 versus FY10. Based on the state's budget projections and FY10 reduction in state aid, we are anticipating an additional decrease in state aid for 2011. The next source of revenue used in budget building is Free Cash; for Fiscal Year 2010's budget we used \$3,055,000 of an available \$4,355,208. This year, Free Cash was certified at \$2,393,359, of which the committee recommends using \$1,893,659. Even though this results in one of the leanest remaining balances of the Town's Free Cash in more than a decade, it still resulted in \$1.4 million less funds available to help bridge the significant gap between revenues and expenses for FY11. We next turned to the Stabilization Fund (our rainy day fund) to help offset the impending budget shortfall. We are proposing the use of \$800,000 of the Town's Stabilization Fund compared to \$639,000 used in FY10.

For the first time ever, the Finance Committee recommends using half the unused levy capacity. This is the difference between MITRE's PILOT payment and what the Town could tax at the total levy capacity. We plan to have an in-depth presentation on this topic at Town Meeting.

This is the second year the committee looked at revenue sources prior to looking at expenditures, resulting in a more realistic financial picture earlier in the process. As we looked at funding for departments, certain costs were deemed uncontrollable. These included Insurance and Benefits, Principal and Interest, MWRA and Water, Vocational Education, and Regular School Transportation. After removing these expenses, the overall available growth in department budgets was \$1 million. We then calculated each department's budget based on last year's share of operating expenses.

Historical Trends

FY06 - FY11 Perspective

The following table presents selected financial and other data for the Town for FY11, as of February 17, 2010, and a historical perspective of the five previous fiscal years.

	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	Proposed <u>FY11</u>
<u>Revenue</u>						
Tax Levy	40,056,708	41,641,583	44,085,726	47,223,392	47,723,182	50,432,664
Local Revenues	16,773,062	17,992,235	20,143,354	19,019,765	20,902,619	17,081,819
Other Sources*	<u>8,759,235</u>	<u>8,621,398</u>	<u>8,164,850</u>	<u>9,506,221</u>	<u>8,269,415</u>	<u>8,213,121</u>
Total Revenue	<u>65,589,005</u>	<u>68,255,216</u>	<u>72,393,930</u>	<u>75,749,378</u>	<u>76,895,216</u>	<u>75,727,604</u>
<u>Expense</u>						
Operating Budget	56,375,989	60,182,783	64,020,760	67,845,193	68,175,502	70,845,280
Articles*	6,147,832	5,604,435	5,531,695	5,141,627	5,812,074	2,914,856
Governmental Charges/Offsets	628,475	293,557	296,625	320,478	314,168	320,451
Overlay Reserve	909,148	800,000	1,062,646	900,350	868,878	800,000
Miscellaneous Charges**	<u>338,506</u>	<u>157,175</u>	<u>52,312</u>	<u>349,573</u>	<u>477,598</u>	<u>191,500</u>
Total Expenses	<u>64,399,950</u>	<u>67,037,950</u>	<u>70,964,038</u>	<u>74,557,221</u>	<u>75,648,220</u>	<u>75,072,087</u>

Surplus/(Deficit)	<u>1,189,055</u>	<u>1,217,266</u>	<u>1,429,892</u>	<u>1,192,157</u>	<u>1,246,996</u>	<u>655,517</u>
% Change in Total Expenditures	10.93%	4.10%	5.86%	5.06%	1.46%	-0.76%
Average Assessed Residential Value	\$510,982	\$528,800	\$534,376	\$516,168	\$506,600	TBD
Residential Tax rate per \$1,000 of Value	\$11.47	\$11.29	\$11.38	\$12.43	\$13.08	TBD
Average Residential Tax***	\$5,861	\$5,970	\$6,086	\$6,416	\$6,626	TBD
% Increase	7.7%	1.9%	1.9%	5.4%	3.3%	TBD
*Includes State aid and Community Preservation; excludes bonding						
**Includes snow/ice deficits	\$338,472	\$147,175	\$51,127	\$348,198	\$474,948	TBD
***Includes 3% Community Preservation surcharge additions	\$141	\$145	\$148	\$155	\$160	TBD

Conclusion

The budget presented to you represents many months of deliberation. With a full year of the economic downturn and its resulting consequences, the Finance Committee recommends using a greater proportion of Free Cash and Stabilization Funds than originally planned. As you know, there are many towns facing significantly more difficult financial situations. Our goal is to navigate through the downturn no matter how long it lasts. With that in mind, 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*
Theresa Morrow, *Vice Chair*
Robert Kenney, *Clerk*
Peter Bentley

William Cimino
Meredith McCulloch
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 17 – Capital Projects Plan Fiscal Year 2011 beginning on page 35 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 2011 (FY11) budgeting process, Town and School departments requested a total of ninety-nine (99) capital items and projects totaling \$3,931,192. The Finance Committee Budget Guideline for FY11 of \$750,000 is to be funded from the FY11 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 Finance Committee amended their guideline in February to add an additional \$40,000, specifically for road resurfacing, for a new total guideline of \$790,000.

This year the CEC also had discussions with the Community Preservation Committee (CPC) in an effort to determine if items on the capital request list could possibly be funded by the CPC. As a result, a \$25,000 Mechanical, Engineering, and Plumbing (MEP) Study was removed from the capital request list and is now being funded by the CPC. This allowed additional monies from the \$790,000 budget guideline to fund additional items from the capital requests.

Through the CEC assessment and prioritization process, 18 items are recommended for funding from the following sources:

\$790,010 for items 11-01 through 11-13 to be funded through the tax levy;

\$65,000 for item 11-14 to be funded via transfer from sewer fund;

\$5,000 for item 11-15 to be funded through water rates;

\$170,000 for item 11-16 to be funded through a bond authorization with the related future debt service retired from sewer revenue in future fiscal years;

\$550,000 for item 11-17 to be funded through a bond authorization with the related future debt service retired from water revenue in future fiscal years;

\$204,500 for item 11-18 to be funded through a bond authorization with the related future debt service retired through the tax levy in future fiscal years.

All of the debt service costs for the three 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																																			
11-01	<p><u>Equipment Vehicle Replacement</u> Provides funds to purchase required equipment as defined in the Department of Public Works' "Ten Year Municipal Equipment Retirement Program." The upkeep of the Town's major equipment and vehicular fleet at a high level of efficiency and readiness is of major importance to Town departments' capability to provide high levels of service. All equipment is constantly being evaluated to determine the optimum retirement life. Through careful planning, an effort is made to prevent numerous items from landing in a single year and to spread replacement costs over time as evenly as possible. Equipment is evaluated to ensure that the most cost-effective purchases are made. The following vehicles were planned for replacement; however, due to approximately a 42% reduction in assigned funding, only the highest priority pieces of equipment can be purchased from this list this year and the remaining equipment will have to wait another year.</p> <table border="1" data-bbox="349 751 1224 1142"> <thead> <tr> <th><u>Year</u></th> <th><u>Department</u></th> <th><u>Description</u></th> <th><u>Purpose</u></th> <th><u>Cost</u></th> </tr> </thead> <tbody> <tr> <td>2003</td> <td>Public Works</td> <td>Elgin Sweeper</td> <td>Roadway Maintenance</td> <td>\$151,770</td> </tr> <tr> <td>2004</td> <td>Public Works</td> <td>Roadway Line Painter</td> <td>Highway Maintenance</td> <td>\$ 10,000</td> </tr> <tr> <td>N/A</td> <td>Public Works</td> <td>Asphalt Heater</td> <td>Pothole Repair</td> <td>\$ 36,000</td> </tr> <tr> <td>2003</td> <td>Facilities</td> <td>Service Van</td> <td>Facilities Maintenance</td> <td>\$ 24,893</td> </tr> <tr> <td>2007</td> <td>Police</td> <td>Marked Cruiser</td> <td>Marked Police Cruiser</td> <td>\$ 33,500</td> </tr> <tr> <td>2001</td> <td>Public Works</td> <td>Turf Sweeper</td> <td>Park Maintenance</td> <td>\$ 14,514</td> </tr> </tbody> </table>	<u>Year</u>	<u>Department</u>	<u>Description</u>	<u>Purpose</u>	<u>Cost</u>	2003	Public Works	Elgin Sweeper	Roadway Maintenance	\$151,770	2004	Public Works	Roadway Line Painter	Highway Maintenance	\$ 10,000	N/A	Public Works	Asphalt Heater	Pothole Repair	\$ 36,000	2003	Facilities	Service Van	Facilities Maintenance	\$ 24,893	2007	Police	Marked Cruiser	Marked Police Cruiser	\$ 33,500	2001	Public Works	Turf Sweeper	Park Maintenance	\$ 14,514	\$ 270,677.
<u>Year</u>	<u>Department</u>	<u>Description</u>	<u>Purpose</u>	<u>Cost</u>																																	
2003	Public Works	Elgin Sweeper	Roadway Maintenance	\$151,770																																	
2004	Public Works	Roadway Line Painter	Highway Maintenance	\$ 10,000																																	
N/A	Public Works	Asphalt Heater	Pothole Repair	\$ 36,000																																	
2003	Facilities	Service Van	Facilities Maintenance	\$ 24,893																																	
2007	Police	Marked Cruiser	Marked Police Cruiser	\$ 33,500																																	
2001	Public Works	Turf Sweeper	Park Maintenance	\$ 14,514																																	
11-02	<p><u>School Facilities Capital Maintenance</u> This project provides funding for the ongoing various painting and flooring replacement projects at the Lane, Davis, and John Glenn Schools.</p>	\$ 80,000.																																			
11-03	<p><u>Wireless Networks – Lane and Davis Schools</u> Proposal to install wireless computer access in the Lane and Davis Schools which will enable teachers to integrate technology more effectively into the curriculum. The wireless network will allow more flexibility and will increase student access to technology. Access points will be installed in various locations throughout each building, with a central management device and associated hardware. The current network consists of only one access point per building, which must be moved to the room where it is needed.</p>	\$ 33,000.																																			
11-04	<p><u>Computer Server and Network Equipment</u> Maintenance of various Town computer servers and the Town's data communication network infrastructure. Includes replacement of the server at the Public Works Department, as well as purchase of a device to provide secure remote access to the network for employees and authorized vendors.</p>	\$ 23,000.																																			

11-05	<u>Road Resurfacing</u> Proposal to crack seal approximately 10 miles of newer sections of pavement, and reconstruct 2-3 miles of roadways. The Town has implemented a pavement management program which assesses the current condition of each roadway segment to develop a cost-effective method and schedule for roadway repair. The original amount of \$450,000 was determined by the paving study as necessary for the best combination of road maintenance and cost control.	\$ 250,000.
11-06	<u>Public Safety Video Surveillance System Upgrade (Phase 2)</u> Upgrade and expand the video surveillance system at the Police and Fire Stations to improve image quality, coverage, and functionality of the system. The upgrade includes converting from analog to digital technology, higher quality, color and low light digital cameras with a much higher resolution than what currently exists, and replacement of the video monitors and digital video recorder. Expanded coverage at the Police Station includes the building exterior and the adjacent parking lot.	\$ 43,039.
11-07	<u>Auto Scrubber – John Glenn Middle School</u> Replacement of existing auto floor scrubber. The current scrubber has required many major repairs over the past couple of years.	\$ 8,645.
11-08	<u>Site Lighting – John Glenn Middle School</u> Installation of two pole-mounted light fixtures to illuminate stairs and sidewalk to small parking lot on the front side of the school. Current lighting is not sufficient or safe.	\$ 6,660.
11-09	<u>School Furniture & Equipment Replacement</u> Continuation of a multi-year program to replace classroom furniture (4-5 rooms in Lane and 4-5 rooms in Davis). This replacement is yearly, ongoing, and this is the third year of funding for such items.	\$ 38,500.
11-10	<u>Interior Painting – Fire Station</u> Includes painting of the apparatus bay, basements, and administrative offices, which was proposed for the past 3 years and not funded. This facility is used 24 hours per day, 7 days per week. The living quarters were repainted during FY06.	\$ 6,489.
11-11	<u>Kitchen & Day Room Refurbishing – Fire Station</u> Replacement of existing vinyl floor tile, kitchen cabinets, and countertops in a space that is used 24 hours per day, 7 days per week. Current condition includes damaged/worn floor tiles and chipped Formica on cabinet doors and counters.	\$ 15,000.
11-12	<u>HVAC Equipment Purchase – Facilities</u> Includes purchase of several pieces of testing equipment which will allow in-house staff to adjust air flow in order to avoid heating or cooling more outside air than is required by code, and to identify inefficient electrical equipment and areas of air infiltration.	\$ 5,000.
11-13	<u>Soccer/Lacrosse Field Turf Replacement</u> Request will fund yearly purchase of sod to reconstruct sections of athletic fields to ensure they will remain safe and playable.	\$ 10,000.
11-14	<u>Sewer Force Main Evaluation</u> Request for thorough evaluation of the integrity of the 20” sewer force main that handles 100% of the Town’s wastewater flow into the Massachusetts Water Resources Authority system from Bedford. This pipe was installed in 1975 and is owned entirely by the Town of Bedford.	\$ 65,000.

11-15	<u>Water Leak Detection</u> Will allow for inspection of pipes, valves, services, and hydrants for possible leaks, as required on a bi-annual basis by the Massachusetts Water Resources Authority.	\$ 5,000.
11-16	<u>Sewer Pump Station Rehabilitation</u> Ongoing program to fund and reconstruct some of the Town's 29 sewer pumping stations. Systematic replacement of these stations reduces the time and cost of making emergency repairs and unscheduled replacements. Present plans call for the Meadowbrook Road station to be funded.	\$ 170,000.
11-17	<u>Water Main Improvements</u> Will allow for continued replacement and restoration of aged cast iron water mains. Present plans are to replace 8 sections on Gould Road and a section of Springs Road.	\$ 550,000.
11-18	<u>Ambulance Replacement</u> This ambulance will replace the 2000 Ford Ambulance (Rescue 1) and move the 2005 International Ambulance (Rescue 2) to reserve status. This heavy-duty ambulance includes digital radio, and the requested amount reflects an approximate trade-in value of \$5,000 for Rescue 1.	\$ 204,500.
	<u>TOTAL APPROVED REQUESTS</u>	<u>\$1,784,510.</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 FY07	Actual FY08	Actual FY09	Actual FY10	Proposed FY11
Total funding requested	\$5,452,475	\$4,054,677	\$4,135,599	\$4,087,291	\$3,931,192
Funded through tax levy	\$1,332,570	\$1,519,072	\$1,330,705	\$1,281,980	\$790,010.
\$ approved as % of requests funded through tax levy	24.4%	37.5%	32.1%	31.4%	20.1%

The FY11 review process has been completed. Ninety-nine (99) requests totaling \$3,931,192 from School and Town departments were presented to the CEC. The approved projects within the chart above reflect capital expenditures that were not bonded, absorbed into either water or sewer rates, or voted at prior Town Meetings under separate articles on the Warrant. Using the same methodology, FY11's percentage of approved requests relative to total FY11 requests is 20.1%.

Respectfully submitted,

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

Jean-Marc Slak
Brad Hafer, *School Committee Representative*
Barbara Perry, *Finance Committee Representative*
Mark Siegenthaler, *Selectmen Representative*

Warrant for Annual Town Meeting of 2010
--

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 22, 2010 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

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, 2010 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 \$47,000 for an audit of Fiscal Year 2010 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 2011;

- 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 2011;
- E. Authorize the Selectmen, during Fiscal Year 2011, 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-D 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 FY10 audit.

Section C proposes that the Town accept a state law provision that permits adjustment in Fiscal Year 2011 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 re-approved 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 2011.

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 re-approved 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 2011.

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 2011. 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 expedites planning and implementation of projects.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Residential Tax Impact:	\$.81

Article 4 **Reauthorization of Revolving Funds**

To determine whether the Town will vote to:

- A. Establish, pursuant to Massachusetts General Laws, Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 2011;
- B. Establish, pursuant to M.G.L., Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 2011;
- C. Establish, pursuant to M.G.L., Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 \$50,000 for said Fiscal Year 2011;
- D. Establish, pursuant to M.G.L., Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 2011;
- E. Establish, pursuant to M.G.L., Chapter 44, Section 53E ½ for Fiscal Year 2011, 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 \$125,000 for said Fiscal Year 2011;

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 **General Bylaw Amendment – Hazardous Trees**

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford by adding the following new bylaw:

a. General

This by-law is enacted for the purpose of preserving the character of Bedford's tree-lined streets and public areas while protecting the public from the dangers associated with damaged or diseased trees pursuant to Massachusetts General Law Chapter 87. This by-law covers hazardous trees otherwise covered by Article 46, Scenic Roads, and all other public trees.

b. Definitions

- (a) Public Tree – Pursuant to M.G.L. Chapter 87, Section 1, for the purposes of this by-law, any tree within a public way or within the boundary of a public way or situated on public property that is at least 3 inches diameter at a height of four feet from ground level, with the exception of those within a state highway.
- (b) Tree Warden – Pursuant to M.G.L. Chapter 41, Section 106, the Tree Warden is appointed by the board of selectmen. Such tree warden is qualified by training and experience in the field of arboriculture.
- (c) Target – the area in which property damage or personal injury could occur, if the tree or part thereof were to fail.

c. Detection of Hazard Trees

Town citizens should notify the Tree Warden via telephone, email or mail of trees that are suspected of being hazardous. In addition, inventories and inspections conducted under the auspices of the Tree Warden will identify potentially hazardous trees.

d. Management of Public Imminent Hazard Trees

A public tree with a Target and that:

has 30% or more decay or cavity in tree trunk

or has multiple cracks or a single crack that goes completely through the tree trunk

or has a weak union between major limb and tree trunk with crack or decay

or has defect(s) affecting more than 50% of the tree trunk's circumference, with decay present

or has a lean toward target area at greater than 10-degree angle with recent root lifting or soil mounding

or is dead

or has been struck by lightning with obvious signs of damage, splitting, cracks, instant die back or browning

or has lost 50% or more of its root system by cutting or crushing or filled on top six inches or more, paving or showing signs of disease such as mushrooms, shoe strings

or has girdling roots or constrictive roots covering 30% of the root flare

or has cankers affecting more than 50% of the circumference of the tree

or has a large branch out of proportion with the rest of the crown which causes significant uneven stress on the trunk

or has an insect infestation with insects such as Asian longhorn beetles or Emerald Ash borer that have been designated by the Massachusetts Department of Conservation and Recreation, the Massachusetts Department of Agricultural Resources, the U.S. Forest Service or USDA APHIS-PPQ as invasive species

or other characteristics as identified in the professional literature

shall be deemed Imminently Hazardous. Upon discovery, such trees shall be labeled "Hazard" or "Danger" with tape extending around the circumference of the tree. In addition, if possible without blocking vehicular traffic, the area most likely for the tree to hit shall be cordoned off. Imminently Hazardous trees shall be removed as soon as equipment and personnel can be arranged.

e. Management of Public Non-imminent Hazard Trees

Trees with Targets and multiple defects or disease, but to a lesser degree than Imminent Hazard trees, shall be deemed Non-imminent Hazard trees. These trees shall be labeled with weather-resistant placards on at least two side of the tree. Measures to alleviate the hazard shall be taken, if reasonable, such as moving the Target, removing defective parts of the tree, cabling or thinning the tree. If the tree remains a hazard after reasonable efforts at abatement, it shall be placed on a list for a hearing on its planned removal; pass any vote or take any action relative thereto.

Submitted by petition.

RECOMMENDATIONS

Selectmen:

Recommendation to be given at Annual Town Meeting

Finance Committee:

Recommendation to be given at Annual Town Meeting

Article 7

Zoning Bylaw Amendments – Flood Plains

To see if the Town will vote to amend the Bedford Zoning Bylaws as follows:

1. Delete the following from Section 2.2:

- Flood Plain District, Town of Bedford Flood Insurance Rate Map (FIRM), Zone A, A1-30, and the Flood Boundary and Floodway Map, Effective date: June 15, 1983, as amended.

and replace it with the following:

- Flood Plain District--The district includes all special flood hazard areas within the Town of Bedford designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Bedford are panel numbers 25017C0264E, 25017C0268E, 25017C0269E, 25017C0288E, 20517C0377E, 25017C0381E, 25017C0382E, 25017C0383E, 25017C0384E, 25017C0401E dated June 4, 2010, as amended. The FIRMs and accompanying Flood Insurance Study report are incorporated herein by reference and are on file with the Code Enforcement Department.

2. Delete the following from Section 2.2:

- Wetland District, Town of Bedford, February 1982 (Scale 1"=100' consisting of 82 matched sheets including the index and designated as Wetlands Map, I.E.P. Inc.).

and replace it with the following:

- Wetland District, Town of Bedford, July 2007 (Scale 1" = 200', consisting of 81 matched sheets, Index Sheet, and guidelines page and designated as Wetlands Maps, prepared by Bedford GIS), subject to delineation as required in Zoning Bylaw Section 2.3.6.

1. Delete Section 2.3.5 and replace it with the following:

2.3.5 Flood plain boundaries

The exact boundaries of the Flood Plain District shall be located on the ground, as determined by an actual field survey, of the (100 year) flood contours shown for Zone A and AE on the Flood Insurance Rate Maps and further defined by the Flood Insurance Study, both with effective dates June 4, 2010, as amended.

2. Add new Section 2.3.5.1 with the following:

2.3.5.1 Notification of watercourse alteration

In a riverine situation, the Zoning Enforcement Officer shall notify the following of any alteration or relocation of a watercourse:

Adjacent Communities

NFIP State Coordinator at Massachusetts Department of Conservation and Recreation

NFIP Program Specialist at Federal Emergency Management Agency, Region 1

3. Add the following to the end of the first sentence in Section 2.3.6:

and the current Department of Environmental Protection Wetlands Protection Regulations.

4. Delete Section 7.2.4 and replace it with the following:

7.2.4 Floodway and Base Flood Elevation Data

In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available federal, state, local, or other floodway data shall be used by the board to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge. Base flood elevation data is required for subdivision proposals or other developments;

pass any vote or take any action relative thereto.

This article would replace sections of the current Zoning Bylaw to reference the new Flood Insurance Rate Maps being produced by the Federal Emergency Management Agency (FEMA). As a result of area-wide flooding, FEMA is updating the Flood Insurance Study for all of Middlesex County. The last revision to the Bedford maps was July, 1988. The new maps do not change the expected flood elevations of any of the Town's named water ways (Concord River, Elm Brook, Mongo Brook, Shawsheen River, Spring Brook, Tributary to Mill Brook or Vine Brook), but minor changes to the limits of flood elevations are being adjusted due to more accurate available mapping. By having accurate maps, properties affected by flooding can be properly compensated for losses under federal assistance programs. Text changes within the Zoning Bylaw would also be made to reference the current Department of Environmental Protection Wetland Regulations and to reference the new Wetland District Map. Maps and other related materials will be available for review in the Planning Office at Town Hall. As of the printing of the Warrant, the public hearing on this proposed Zoning Bylaw amendment had not yet been held.

RECOMMENDATIONS

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

Article 8

**General Bylaw Amendment – Clearing of Obstructions on Sidewalks,
Placing Snow on Public Way or Town Property**

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 47, Section 47.10 by deleting the existing sentence as follows:

“This section may be enforced by the Director of Public Works or designee thereof through the provisions of M.G.L. c40 S.21D, and the penalty for each violation shall be one hundred dollars (\$100.)”

and replacing it with the new sentence as follows:

“This section may be enforced by the Director of Public Works or designee, or the Chief of Police or designee, thereof through the provisions of M.G.L., C. 40, § 21D, and the penalty for each violation shall be one hundred dollars (\$100.00)”;

pass any vote or take any action relative thereto.

This article proposes to amend the General Bylaws so as to permit the Chief of Police or his/her designee to enforce the provisions of the present bylaw. Currently, only the Public Works Director has enforcement responsibility for this bylaw which prohibits intrusion of trees, vegetation, and brush onto sidewalks and prohibits persons from depositing snow on sidewalks, public ways, and public property.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 9

General Bylaw Amendment – Placing of Refuse or Recycling Materials at Curb for Municipal Collection

To determine whether the Town will add a new bylaw under Article 47 as follows:

47.24 Placing of Refuse or Recycling Materials at Curb for Municipal Collection

All refuse and recycling materials for municipal collection must be placed at the curb by 7:00 a.m. on the day of collection to receive collection but not earlier than 12:00 p.m. on the day prior to the collection day. The provisions of this bylaw may be enforced by the Chief of Police or designee, or the Director of the Health Department or designee, thereof through the provisions of M.G.L., C. 40, § 21D, and the penalty for each violation shall be one hundred dollars (\$100.00); pass any vote or take any action relative thereto.

This article proposes to amend the General Bylaws so as to prohibit persons from placing refuse and recycling materials at the curb no earlier than noon on the day preceding collection and no later than 7:00 a.m. on the day of the collection.

RECOMMENDATIONS

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

Article 10

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, replacing it with the following revised Article 52 in its entirety:

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.

52.1 Massachusetts Water Resources Authority

The Town is a member of the Massachusetts Water Resources Authority (MWRA) and is subject to the MWRA Sewer Use Regulations (360 CMR 10.000). No industrial discharge shall be allowed without permits from both the MWRA and the Town.

52.2 Administration

The sewer functions and services, including maintenance of the public sewers and sewerage systems, shall be performed by the Department of Public Works in accordance with these rules and regulations of the Town of Bedford and Massachusetts Water Resources Authority

including, but not limited to, the requirements of 360 CMR 10.000 and regulations and amendments thereof.

52.3 Definitions

Authority - shall mean Massachusetts Water Resources Authority.

Authority Sewerage System - shall mean the sewerage works under the control of the Authority including sewers, pump stations, treatment plants, and all other works under the control of the Authority used in collection, storage, transport, treatment, and discharge of waters and wastes and in the operation of the residuals program.

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.

Building Sewer/Drain - shall mean that pipe which receives the discharge of wastewater from inside the walls of the building. The extension from the building to the public sewer or other place of disposal, also called house or building connection. The property owner owns the building sewer up to and including its intersection with the public sewer, and its maintenance, repair, and replacement are the sole responsibility of the property owner.

Commonwealth - shall mean the Commonwealth of Massachusetts and its regulatory departments.

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.

Easement - shall mean an acquired legal right for the specific use of land owned by others.

EPA - shall mean the United States Environmental Protection Agency.

DEP - shall mean the Massachusetts Department of Environmental Protection.

Department - shall mean the Department of Public Works.

Director - shall mean the Director of Public Works, who is the administrative authority for the wastewater collection system in the Town of Bedford. In the absence of the Director, the Director's designee shall be authorized to perform the Director's duties and responsibilities.

DPW - shall mean the Department of Public Works.

Floatable Oil - shall mean oil, fat, or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. Wastewater shall be considered free of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.

Grease, Oil, and Sand Interceptors - shall mean devices used to prevent grease, oil, and sand from entering the wastewater stream.

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

Infiltration - shall mean water other than wastewater that enters any sanitary sewer (including building sewers) from the ground through means which include, but are not limited to, defective pipes, pipe joints, service connections, or manholes. Infiltration does not include, and is distinguished from, inflow.

Inflow - shall mean water other than wastewater that enters a sewer (including building sewers)

from sources which include, but are not limited to, roof leaders, cellar drains, yard drains, area drains, sump pumps, drains from springs and swampy areas, manhole covers, cross connections between storm sewers and sanitary sewers, catch basins, cooling towers, storm waters, surface runoff, street wash waters, or drainage. Inflow does not include, and is distinguished from, infiltration.

Infiltration and Inflow - (I/I) shall mean the quantity of water from both infiltration and inflow.

May - is permissive (see "Shall").

MWRA - shall mean Massachusetts Water Resources Authority.

Natural Outlet - shall mean any outlet, including storm sewers into a watercourse, pond, ditch, lake, or other body of surface or ground water, without any wastewater flow.

Non-Residential - includes agricultural, commercial, hospital, industrial, institutional, nursing care, school, and religious.

Person - shall mean any individual, firm, company, association, society, corporation, partnership, group, any political subdivision of the Commonwealth, or entity of any sort.

pH - shall mean the negative logarithm of the hydrogen ion concentration. The concentration is the weight of hydrogen ions, in grams, per liter of solution. Neutral water, for example, has a pH value of 7 and a hydrogen ion concentration of 10^{-7} .

Private Sewer - shall mean the building drain and the building sewer, which shall be owned, operated, and maintained by the owner of the property on which the private sewer is located.

Properly Shredded Garbage - shall mean the wastes from the preparation, cooking, and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch in any dimension.

Public Sewer - shall mean a common sewer controlled by a governmental agency or public entity. The public sewer extends to the property or easement line.

Residential Sewer - includes both single family and multiple family buildings. A mixed-use building is defined as a building with both residential and non-residential use. See non-residential use for "sewer unit" calculation.

(Sanitary) Sewer - shall mean a conduit that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with minor quantities of groundwater, stormwater, and surface waters that are not admitted intentionally.

Septage - shall mean the wastes from holding tanks such as chemical toilets, campers, or trailers, and wastes from septic tanks and cesspools.

Sewage - is the used water of a community. The preferred term is "wastewater" (see "wastewater").

Sewer - shall mean a pipe or conduit that carries wastewater.

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 gross 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.

Shall - is mandatory (see “May”).

Sludge - shall mean solid and semi-solid residuals and concentrated contaminants removed by treatment of wastewater.

Slug - shall mean any discharge of water or wastewater which, in concentration of any given constituent or in quantity of flow, exceeds five (5) times the average twenty-four (24) hour concentration of normal operating flow for more than fifteen (15) minutes and adversely affects the collection system and/or the performance of the wastewater treatment works.

Storm Drain - (“storm sewer” or “building storm drain” or “public storm drain”) shall mean a conduit for conveying stormwater, groundwater, subsurface water, or unpolluted water from any source.

Suspended Solids - shall mean total suspended matter that either floats on the surface of, or is in suspension in, water, wastewater, or other liquids, and that is removable by laboratory filtering as prescribed in “Standard Methods for the Examination of Water and Wastewater” and referred to as nonfilterable residue.

Town - shall mean the Town of Bedford, Massachusetts or any duly authorized officer, agent, or representative of the Town of Bedford.

Unpolluted Water - is water of quality equal to or better than the treated effluent criteria in effect, or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sewers and wastewater treatment facilities provided.

Users - shall include all persons connected to the Town of Bedford sewer system whether resident within the Town, or not, and all users of MWRA (see “MWRA”).

Wastewater - shall mean the used water of a community. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with any groundwater, surface water, and stormwater that are not admitted intentionally.

Wastewater Facilities - shall mean the structures, equipment, and processes required to collect, transport, and treat domestic and industrial wastes and dispose of the effluent.

Wastewater Treatment Works - shall mean an arrangement of devices and structures for treating wastewater, industrial wastes, and sludge. Sometimes used as synonymous with “wastewater treatment facility” or “water pollution control facility.”

Watercourse - shall mean a natural or artificial channel for the passage of non-wastewater either continuously or intermittently.

52.4 When Bills for Sewer Charges are to be Sent Out, etc.

The Director of Public Works shall cause to be made out and placed in the hands of the Bedford Treasurer/Collector, bills for such charges at least twice in each year, and at the same time shall cause to be sent to the persons from whom such sewer charges are due a notice stating the amount due for payment thereof. The Director of Public Works shall also cause to be kept in suitable books the names of all persons from whom such sewer charges are payable, the name and number of the street, and the amount charged.

52.5 Sewer Charges – Payable

Such sewer charges shall be payable on or before the date published on each bill, and shall bear the assigned interest from said date, if they are not paid within 30 days after issuance.

52.6 Rates for Use of Public Sewer

The Selectmen shall establish a schedule of rates for use of the public sewer. In addition to all other betterment assessments and fees provided for in this bylaw, the Town shall charge each owner or designated tenant of a building or dwelling unit using the Town sewer system such fees as are in effect.

52.7 Assessment on Uniform Unit Method

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.

52.8 Application/Inspection Fee

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.

52.9 Betterment Unit Cost

The betterment assessment made under this bylaw shall be \$5,000.00 per sewer unit.

52.10 Calculation of Assessment

Existing sewer units shall be calculated with respect to existing buildings or any building for which a building permit has been issued as follows:

- a) Each single family residence shall be assessed as one sewer unit.
- b) 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.
- c) 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 gross 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.

52.11 Collection of Assessments

The provisions of the Massachusetts General Laws relative to the assessment, apportionment, division, re-assessment, abatement, and collection of sewer assessments, and collection of sewer assessment liens and interest, shall apply to assessments made under this bylaw. The Bedford Treasurer/Collector shall have all of the powers conveyed by the Massachusetts General Laws.

52.12 Connection in Lieu of Betterment

If a private developer or person other than the Town constructs sewer facilities in an approved subdivision, the Town shall charge a connection fee in lieu of a betterment assessment against each lot in such subdivision in an amount equal to one-half the amount that would have been assessed under Section 52.9. The assessments shall be made at the time of the installation of the sewer facilities.

52.13 New Connections

Where any property not previously bettered is connected to the public sewer, the Town shall charge a connection fee for one sewer unit in an amount equal to the betterment assessment under Section 52.9.

52.14 I/I Mitigation Fee

All new connections to the municipal sanitary system or changes in use that have an expected increase in wastewater discharge shall be charged a one-time I/I fee in accordance with the following fee schedule:

(Title 5 (310 CMR 15) shall be used to determine flow rates.)

<u>Use</u>	<u>Required Fee</u>
Residential	
Less than 2,201 gallons per day (20 bedrooms)	No Fee
Non-Residential	
Less than 2,201 gallons per day	\$10.00/gallons per day
Residential/Non-Residential	
2,201 gallons per day – 50,000 gallons per day	\$10.00/gallons per day

Residential/Non-Residential

Greater than 50,000 gallons per day - Applicant must remove four (4) gallons of I/I from the sewer for each one (1) gallon of wastewater flow requested in the permit. If DEP requires a different removal ratio, then the larger of the two (2) ratios shall be used. Any I/I removed from the sewer system as part of the I/I Mitigation Fee shall be the property of the Town of Bedford and may not be applied to future removal requirements without the written authorization of the Director.

52.15 Undeveloped Land

Potential sewer units with respect to undeveloped land shall be calculated as set forth in Section 52.10 based upon the maximum number and size of buildings that could be built on such land under the Zoning Bylaw then in effect, assuming no further subdivision of such land. However, the potential sewer units with respect to land having frontage on the street or way in which the sewer is installed shall be calculated on the basis of the number of lots into which such land could be divided without approval of the Planning Board.

52.16 Building Sewers and Installation

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.

Permits are not transferable and are valid for ninety (90) days from the date of issue. If no work commences within said ninety day period, a new permit must be obtained as described above.

For non-residential building sewers, the Director may require any or all of the following:

- A. Limits on rate, time, and characteristics of discharge or requirements for flow regulation and equalization;
- B. Installation of inspection, flow measurement, and sampling facilities, including access to such facilities;
- C. Monitoring programs which may include flow measurement, sampling, chemical and biological testing, recording of data, and a reporting schedule;
- D. Any other conditions as deemed appropriate by the Director to ensure compliance with these regulations and with applicable requirements of federal or state law.

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.

A separate and independent building sewer shall be provided for every building or dwelling unit except where one building stands at the rear of another on the same lot or a duplex condo unit. In this case, the front building sewer may be extended to the rear building and this shall be considered as one building sewer. No such connection shall be made without a connection permit. Any connection made without such a permit shall be discontinued and any fees paid shall be forfeited. The Town does not and will not assume any obligation or responsibility for damage caused by or resulting from any such single connection.

Existing building sewers shall not be used in connection with new building sewer construction, except by written permission of the Director. New building sewers shall include a watertight connection to the public sewer.

Building sewers shall be of such size and material as the department shall determine on each application and built in accordance with department sewer construction standards. The building sewer shall be furnished and installed by a competent contractor who has been approved by the Director. The connection of the building sewer to the public sewer shall conform to the requirements of these regulations and the building and plumbing code or other applicable rules and regulations of the Town. In the absence of code provisions or in amplification thereof, the materials and procedures as set forth in appropriate specifications of the American Society of Testing Materials (ASTM), the Water Pollution Control Federation (WPCF) Manual of Practice No. 7 "Operation and Maintenance of Wastewater Collection Systems," WPCF Manual of Practice No. FD-5, the American Society of Civil Engineers (ASCE) Manuals and Reports in Engineering Practice No. 60 "Gravity Sanitary Sewer Design and Construction," and WPCF Manual of Practice No. FD-4 "Design of Wastewater and Stormwater Pumping Stations" shall apply. All such connections shall be made gastight and watertight, and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved by the Director before installation. Non-approved material will be required to be removed and replaced at the expense of the applicant.

Whenever possible, the building sewer shall be installed to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, the wastewater carried by such building drain shall be pumped by an approved means and discharged to the building sewer or public sewer. Shop drawings of

proposed pumping equipment must be submitted for approval by the Director.

A proper manhole or clean-out must be installed at any change in the line or grade of a building sewer. A manhole must be installed if the sewer is longer than 100 feet. The manhole shall conform to department construction standards.

The applicant for the building sewer permit shall notify the Director when the sewer is ready for inspection and connection to the public sewer. The connection and testing shall be made under the supervision of the Director, and no backfilling shall be permitted until all appropriate inspections are made. If the appropriate inspections are not completed, the Director may require an internal television inspection of the service connection or may require re-excavation of the building sewer. Any defects in the service shall be repaired prior to discharging wastewater.

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Any person who, during the installation of a sewer connection, shall excavate or otherwise disturb the roadway and/or sidewalk shall obtain a street opening permit and trench permit from the department prior to the commencement of the work. A performance bond of \$5,000 or the cost of restoring said roadway and/or sidewalk to its prior condition, whichever is greater, shall be required before a permit is granted. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored to its original condition in a manner satisfactory to the Director. The bond amount shall be determined by the Director.

The DPW reserves the right to shut off the public sewer for the purpose of making alterations or repairs.

No person shall make connection of roof downspouts, foundation drains, sump pumps, area drains, or other sources of surface runoff or groundwater to a building sewer or building drain, which in turn is connected directly or indirectly to the public sewer. Any persons found discharging said sources shall be subject to penalties as set forth in Section 52.21 of these regulations. The removal and rerouting of any of these types of sources shall be completed in accordance with the Department of Public Works.

The DPW reserves the right to internally inspect building sewers and internal building plumbing prior to the time of transfer of title. Inspection shall be performed to ensure the building sewer is in compliance with Town Bylaws and that illegal connections (e.g. sump pumps) to the sewer system do not exist. Any defects in the building sewer shall be repaired at the owner's sole expense. Any repairs made to building sewers shall be done in accordance with Section 52.16. The Director shall inspect and approve all repair methods and repairs in accordance with Department of Public Works standards.

52.17 Use of the Public Sewers

No person shall discharge or cause to be discharged any unpolluted waters such as stormwater, surface water, groundwater, roof or surface runoff, subsurface drainage, uncontaminated cooling water, unpolluted industrial process waters, non-contact cooling water, or non-contact industrial process waters to any public sanitary sewer.

No person shall discharge or cause to be discharged substances, materials, waters, or wastes if it appears likely, in the opinion of the Director, that such wastes can harm either the sewers, sewage treatment process, maintenance personnel, or equipment; have an adverse effect on the receiving stream; or can otherwise endanger life, limb, public property, or constitute a nuisance.

Unless otherwise stated herein, the provisions of 360 CMR 10 and any supplementary revisions shall govern all discharges to the sanitary sewer system.

A grease interceptor shall be installed in the waste line leading from sinks, drains, or other fixtures where grease can be introduced to the sewer system if, in the opinion of the Director,

they are necessary for the proper handling of liquid wastes containing floatable oils and greases in excessive amounts.

Grease interceptors shall be properly sized and approved by the Director. Approved grease removal methods shall be within an interior automatic grease removal unit or a properly sized external underground tank complete with a passive point-of-use grease trap.

A manhole or other sampling part shall be installed on the discharge line of the grease trap for sampling of the grease trap effluent. Sampling shall be performed to ensure compliance with MWRA regulations.

Grease interceptors shall be equipped with devices to control the rate of water flow through the interceptors so that the flow rate does not exceed the rated design flow of the interceptors.

The waste from food and waste grinders shall not discharge to the sewer system through a grease interceptor.

The use of water-cooled grease interceptors is prohibited.

In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal, by appropriate means, of the captured material, and shall maintain records of the dates and means of disposal. These records shall be submitted to the Director annually. Licensed waste disposal firms must perform any removal and handling of the collected materials.

All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in these regulations shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, and shall be determined at the control structure provided, or upon suitable samples taken at said control structure. In the event that no special structure has been required, the control structure shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb, and property.

All industries discharging into a public sewer shall perform such monitoring of their discharges as the Director and/or other duly authorized employees of the Town may reasonably require, including installation, use, and maintenance of monitoring equipment, keeping records, and reporting the results of such monitoring to the Director. Such records shall be made available, upon request by the Director, to other agencies having jurisdiction over discharges to the receiving waters.

52.18 Protection from Damage

No person(s) shall maliciously, willfully, wantonly, intentionally, or negligently break, damage, destroy, uncover, deface, or tamper with the structures, mains, or other appurtenances or equipment which is a part of the sewerage system or wastewater facilities or public storm drain. Any person(s) violating this provision shall be subject to all civil or criminal penalties as provided by Massachusetts General Laws or these regulations.

52.19 Powers and Authority of Inspectors

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.

The Director or other duly authorized employees or agents are authorized to obtain information

concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater facilities.

While performing the necessary work on private properties, the Director or duly authorized employees or agents of the Town shall observe all safety rules applicable to the premises established by the companies.

52.20 Validity

The invalidity of any section, clause, sentence, or provisions of these regulations shall not affect the validity of any other part of these regulations, which can be given effect without such invalid part or parts.

52.21 Penalties

In addition to penalties provided under 360 CMR 2.00, any person found to be violating any provision of this bylaw shall be served by the Town with written notice stating the nature of the violation and a reasonable time limit for satisfactory correction.

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 \$100.00 for the first offense and each subsequent offense. Each day in which any such violation shall continue shall be deemed a separate offense.

Any person violating any of the provisions of this bylaw shall be liable to the Town for any expense, loss, or damage caused to the Town by reason of such violation.

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;

pass any vote or take any action relative thereto.

This article proposes to amend the current Article 52 of the Bedford General Bylaws by replacing it with a new expanded bylaw that addresses changes that have occurred in the nearly twenty years since the Sewer System Bylaw was last amended. Key new elements of this bylaw include grease and oil removal requirements, infiltration/inflow mitigation fees, and correlation with Department of Environmental Protection and Massachusetts Water Resources Authority sewer use regulations.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 11

General Bylaw Amendments – Miscellaneous

To determine whether the Town will vote to propose the following amendments to the Town of Bedford Bylaws:

A. Article 1, Town Elections - Section 2.2 - Delivery of printed warrant to voters

Current

At least seven days prior to the date of the Annual Town Election or any Special Election, the Town Administrator shall cause a printed copy of the warrant to be delivered to each household in the Town.

Proposed

At least seven days prior to the date of the Annual Town Election or any Special Election, the Town ~~Administrator~~ **Manager** shall cause a printed copy of the Warrant to be delivered to each household in the Town.

B. Article 3, Town Meeting - Section 3.4 - Delivery of printed warrant*Current*

At least seven days prior to the date of Annual Town Meeting, and 14 days for any Special Town Meeting, the Town Administrator shall cause a printed copy of the warrant to be delivered to each household in the Town.

Proposed

At least seven days prior to the date of Annual Town Meeting, and 14 days for any Special Town Meeting, the Town ~~Administrator~~ **Manager** shall cause a printed copy of the Warrant to be delivered to each household in the Town.

C. Article 5, Officers of the Town - Section 5.9 - Annual Report*Current*

All boards, committees, commissions and officers of the Town shall annually submit a written report to the Town Administrator's office not later than September 15 following the close of the fiscal year. This report shall contain a statement of the activities of their department for the past fiscal year.

Proposed

All boards, committees, commissions, and officers of the Town shall annually submit a written report to the Town ~~Administrator's~~ **Manager's** office not later than September 15 following the close of the fiscal year. This report shall contain a statement of the activities of their department for the past fiscal year.

D. Article 9, Planning Board - Section 9.3 - Responsibility*Current*

The duties of the Planning Board are outlined in M.G.L. Ch 40A and 41. The Board shall make rules and regulations relating to subdivision control, initiate Zoning Bylaws, hold public hearings on all Zoning Bylaws submitted to the Selectmen, and from time to time make studies of the resources and needs of the Town.

Proposed

The duties of the Planning Board are outlined in M.G.L., ~~Ch C.~~ 40A and 41. The ~~Board~~ **board** shall make rules and regulations relating to subdivision control, initiate Zoning Bylaws, hold public hearings on all Zoning Bylaws submitted to the Selectmen, ~~and~~ from time to time make studies of the resources and needs of the Town, **and revise and update the comprehensive plan.**

E. Article 10, School Committee - Section 10.4.a - Responsibilities*Current*

The School Committee's responsibilities include but are not limited to the following:

- a. The School Committee shall establish educational policy and educational standards that are consistent with the requirements of the law and statewide goals and standards of the Massachusetts Board of Education.

Proposed

The School Committee's responsibilities include but are not limited to the following:

- a. The School Committee shall establish educational policy and educational standards that are consistent with the requirements of the law and statewide goals and standards of the Massachusetts ~~Board of Education~~ **Department of Elementary and Secondary Education**.

F. Article 11, Selectmen - Section 11.11 - Traffic rules and regulations

Current

The Selectmen, with the assistance of the Chief of Police, shall establish Traffic Rules and Regulations for the Town and such Traffic Rules and Regulations shall be filed with the Clerk of the Court having jurisdiction. The Clerk of the Selectmen or the Town Administrator shall keep up to date, in the office of the Selectmen, at least two copies of the Traffic Rules and Regulations, including all amendments.

Proposed

The Selectmen, with the assistance of the Chief of Police, shall establish Traffic Rules and Regulations for the Town and such Traffic Rules and Regulations shall be filed with the Clerk of the Court having jurisdiction. The Clerk of the Selectmen or the Town ~~Administrator~~ **Manager** shall keep up to date, in the office of the Selectmen, at least two copies of the Traffic Rules and Regulations, including all amendments.

G. Article 12, Trustees of the Bedford Free Public Library - Section 12.4 - Responsibilities

Current

- To establish policies with respect to the programs and services of the Library
- To receive and administer all funds and personal property bequeathed or donated to the Library

Proposed

- **To appoint a Library Director to supervise the operation of the library.**
- To establish policies with respect to the programs and services of the ~~Library~~ **library.**
- To receive and administer all funds and personal property bequeathed or donated to the ~~Library~~ **library.**

H. Section 13, Finances - Section 13.1 - Finance Department

Current

The Town Administrator shall appoint a Director of Finance. This Director shall oversee the general operations of the Finance Department, Treasurer, Town Collector, and Town Accountant. The offices of Treasurer and Town Collector may be held by the same person. The Town Administrator may appoint assistants to the offices as needed for continuity of operations within the appropriations for the various agencies.

Proposed

The Town ~~Administrator~~ **Manager** shall appoint a Director of Finance. This Director shall oversee the general operations of the Finance Department, Treasurer, Town Collector, and Town Accountant. The offices of Treasurer and Town Collector may be held by the same person. The Town ~~Administrator~~ **Manager** may appoint assistants to the offices as needed for continuity of operations within the appropriations for the various agencies.

I. Section 19, Conservation Commission - Section 19.3 - Purpose*Current*

The purpose of the Commission is to protect the Town's environmental resources through enforcement of relevant State law and Town Bylaws and through management of properties acquired for conservation purposes.

Proposed

The purpose of the ~~Commission~~ **commission** is to protect the **environmental resources in the Town through administration and** ~~Town's environmental resources through~~ enforcement of relevant ~~State~~ **state** law and Town Bylaws and through management of properties acquired for conservation purposes.

J. Article 43, Dog Regulations - Section 43.1(c) - Definitions*Current*

(c) "Dog Control Officer" means any person designated by the Town Administrator to enforce the requirements of this bylaw. Dog Control shall include all duties of the Dog Officer as listed in MGL and additional duties as specified by the Town Administrator.

Proposed

(c) "Dog Control Officer" means any person designated by the Town ~~Administrator~~ **Manager** to enforce the requirements of this bylaw. Dog Control shall include all duties of the Dog Officer as listed in MGL and additional duties as specified by the Town ~~Administrator~~ **Manager**.

K. Article 46, Scenic Roads - Section 46.9 - Emergency and/or exempt work*Current*

Nothing in this Bylaw shall prevent any work being performed as the result of emergency conditions that threaten the lives and/or safety of the public.

Proposed

Nothing in this ~~Bylaw~~ **bylaw** shall prevent any work being performed as the result of emergency conditions that threaten the lives and/or safety of the public, **as determined by the Director of Public Works or his/her designee.**

L. Article 46, Scenic Roads - Section 46.10.c - Enforcement*Current*

Non-criminal Disposition - In addition to the procedure for enforcement as described above, the provisions of this bylaw penalty for such violation shall be not more than \$300.00 per tree, or per incident may also be enforced by non-criminal disposition, as provided in M.G.L., Ch. 40, Sec. 21D. The resulting in the destruction of stone walls. 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 ~~provisions of this bylaw~~ 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., ~~Ch. C. 40, Sec. § 21D.~~ ~~The resulting in the destruction of stone walls.~~ 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 to correct numerous "housekeeping" errors contained within the General Bylaws. Included are occurrences where the term "Town Administrator" is used and needs to be changed to

“Town Manager” to reflect a title change of that position. Other changes seek to clarify duties already being performed by various departments, but not specifically stated in the General Bylaws.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 12 General Bylaw Amendments – Finances

To determine whether the Town will vote to propose the following amendments to the Town of Bedford Bylaws:

A. Article 13, Finances - Section 13.1.1 - Treasurer

Current

The Treasurer shall be the custodian of all bonds and insurance policies belonging to the Town, except that the surety bonds of the Treasurer and Town Collector shall be in the custody of the Town Accountant.

Proposed

The Treasurer shall be the custodian of all **Town insurance policies, bonds related to municipal borrowings, and all public official surety bonds.** ~~bonds and insurance policies belonging to the Town, except that the surety bonds of the Treasurer and Town Collector shall be in the custody of the Town Accountant.~~

B. Article 13, Finances - Section 13.1.2 - Town Collector

Current

The Town Collector shall collect taxes when a tax list and warrant are furnished by the Assessors. The Collector shall transfer these receipts to the Treasurer and inform the Assessors of the tax collection status of all properties. The Collector shall perform all the duties of a Collector of Taxes established by the General Laws of the Commonwealth of Massachusetts.

Proposed

The Town Collector shall collect taxes when a tax list and warrant are furnished by the Assessors, **and revenue from water and sewer bills as generated by the Department of Public Works.** The Collector shall transfer these receipts to the Treasurer and inform the Assessors of the tax collection status of all properties. **The Collector shall inform the Department of Public Works of the collection status of water and sewer revenue.** The Collector shall perform all the duties of a Collector of Taxes established by the General Laws of the Commonwealth of Massachusetts.

C. Article 13, Finances - Section 13.1.3 - Town Accountant

Current

The Town Accountant shall have custody of all uncompleted contracts, agreements, and any attachments. Upon completion of a contract or agreement the Accountant shall maintain them as a part of the permanent records of the Town. A signed copy of an executed contract shall be filed with the Town Accountant promptly. This shall apply to all documents, including amendments and attachments.

Proposed

The Town Accountant shall have custody of all uncompleted contracts, agreements, and any attachments. Upon completion of a contract or agreement **for either the Town or School**

Department, the Accountant shall maintain them as a part of the permanent records of the Town. A signed copy of an executed contract shall be filed with the Town Accountant promptly. This shall apply to all documents, including amendments and attachments.

D. Article 17, Town Clerk - Section 17.4 - Custody of original documents

Current

The Town Clerk shall keep all deeds, bonds and other original documents with their attachments relating to the affairs of the Town. The Town Clerk shall not allow deeds, bonds and other original documents of the Town to be taken from the Town Clerk's office except as they remain in the Town Clerk's custody or by authority of law.

Proposed

The Town Clerk shall keep all deeds, **surety bonds relating to developments**, and other original documents with their attachments relating to the affairs of the Town. The Town Clerk shall not allow deeds, bonds, and other original documents of the Town to be taken from the Town Clerk's office except as they remain in the Town Clerk's custody or by authority of law.

This article proposes to correct and clarify within the General Bylaws the method currently in place pertaining to the storage of Town insurance policies and bonds, as well as clarify the process in place with regard to the collection of water and sewer revenues.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 13

General Bylaw Amendments – Affordable Housing Related

To determine whether the Town will vote to propose the following amendments to the Town of Bedford Bylaws:

A. Article 22, Affordable Housing Committee - Section 22.4 - Responsibilities

Current

The Affordable Housing Committee shall develop criteria for eligibility and shall determine eligible applicants for affordable housing under the provisions of the Zoning Bylaw.

Proposed

The Affordable Housing Committee shall develop criteria for eligibility and shall determine eligible applicants for affordable housing ~~under the provisions of the Zoning Bylaw.~~

B. Article 23, Bedford Housing Partnership - Section 23.4 - Responsibilities

Current

The Housing Partnership shall:

- Develop criteria for eligibility and assist in the determination of eligible applicants for affordable housing under the provisions of the zoning Bylaw
- Investigate methods of land acquisition and affordable housing development
- Investigate sources of funding for land acquisition and affordable housing development.

Proposed

The Housing Partnership shall:

- Develop criteria for eligibility and assist in the determination of eligible applicants for affordable housing, ~~under the provisions of the zoning Bylaw~~

- Investigate methods of land acquisition and affordable housing development.
- Investigate sources of funding for land acquisition and affordable housing development.
- **Review all affordable housing proposals and make recommendations.**

C. Article 41, Subsidized and/or Affordable Housing - Section 41.1.C - Option in lieu of reservation

Current

- (1) As an alternative to reservation of land for Town purchase, the subdivider may elect to enter into partnership agreement with the Town, through the Board of Selectmen, to build subsidized and/or affordable housing units on the area of the tract which would have been reserved under Section 1/A. Provided that the Board of Selectmen agree to enter into such a partnership, Section 4 shall govern the maximum number of units which may be built.
- (2) As an alternative to reservation of land for Town purchase, the subdivider may elect to provide an alternate cash contribution to the Town or to a non-profit housing assistance corporation or trust designated by the Board of Selectmen to receive such funds in lieu of payment to the Town; such funds to be used to provide subsidized and/or affordable housing. The alternative cash contribution shall be calculated by multiplying five thousand dollars times each buildable acre or fraction thereof of the entire proposed subdivision.
- (3) The definition of "subsidized" and "affordable" housing shall be as follows:
 - a. "Subsidized" shall refer to dwelling units which are made available to the Bedford Housing Authority either for purchase within the price of limits allowed by the Executive Office of Communities and Development, or for lease under federal or state rental assistance programs, through a long-term contractual agreement.
 - b. "Affordable" shall refer to dwelling units which are available for rent or purchase to households earning up to one-hundred fifty (150) percent of the median income for the Boston Metropolitan Area as determined by the most recent calculation of the U.S. Department of Housing and Urban Development.

Proposed

- (1) As an alternative to reservation of land for Town purchase, the subdivider may elect to enter into partnership agreement with the Town, through the ~~Board of~~ Selectmen, to build subsidized and/or affordable housing units on the area of the tract which would have been reserved under Section 1/A. Provided that the ~~Board of~~ Selectmen agree to enter into such a partnership, Section 4 shall govern the maximum number of units which may be built.
- (2) As an alternative to reservation of land for Town purchase, the subdivider may elect to provide an alternate cash contribution to the Town or to a non-profit housing assistance corporation or trust designated by the ~~Board of~~ Selectmen to receive such funds in lieu of payment to the Town; such funds to be used to provide subsidized and/or affordable housing. The alternative cash contribution shall be calculated by multiplying five thousand dollars times each buildable acre or fraction thereof of the entire proposed subdivision.
- (3) The definition of "subsidized" and "affordable" housing shall be as follows:

- a. "Subsidized" shall refer to dwelling units which are made available to the Bedford Housing Authority either for purchase within the price of limits allowed by the ~~Executive Office of Communities and Development~~ **Department of Housing and Community Development**, or for lease under federal or state rental assistance programs, through a long-term contractual agreement.
- b. "Affordable" shall refer to dwelling units which are available for rent or purchase to households earning up to ~~one hundred fifty~~ **one hundred twenty (120)** percent of the median income for the Boston ~~Metropolitan Area~~ **metropolitan area** as determined by the most recent calculation of the U.S. Department of Housing and Urban Development.

This article proposes changes to various General Bylaws pertaining to the establishment and monitoring of affordable housing within the Town of Bedford. The majority of the proposed changes in wording will more accurately reflect the duties and processes already in place. The proposed change to Section 41.1.C (3)b will lower the income requirements necessary to qualify for affordable housing in Bedford, thus making it more advantageous for lower income persons and families to reside in Bedford.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 14

General Bylaw Amendments – Cable Television Committee

To determine whether the Town will vote to propose the following amendments to the Town of Bedford Bylaw, Article 27 – Cable Television Committee:

A. Article 27, Cable Television Committee - Section 27.3 - Purpose

Current

The purpose of the Committee is to advise the Selectmen on licensing and operation of cable television in the Town.

Proposed

The purpose of the ~~Committee~~ **committee** is to advise the Selectmen on licensing and operation of cable television in the Town, **including matters pertaining to Public, Educational, and Governmental (PEG) access.**

B. Article 27, Cable Television Committee - Section 27.4 - Responsibilities

Current

The committee responsibilities are to:

- Monitor the Cable Operators' License
- Insure the Cable Operators' compliance with the license requirements
- Investigate any unresolved problems and complaints consumers have with the Cable Operator

Proposed

The committee responsibilities are to:

- Monitor the Cable Operators' ~~License~~ **license and the PEG Access Service Provider's contract for compliance;**

- **Inform relevant parties of instances of license or contract noncompliance; ~~insure the Cable Operators' compliance with the license requirements~~**
- **Investigate and work to resolve any consumer ~~unresolved~~ problems relating to the operation of cable television, and ~~complaints consumers have with the Cable Operator~~**

This article proposes to amend the General Bylaws to clarify and expand the scope of the duties performed by the Cable Television Committee.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 15

General Bylaw Amendments – Youth and Family Services Committee

To determine whether the Town will vote to propose the following amendments to the Town of Bedford Bylaws:

A. Article 35, Youth and Family Services Committee - Section 35.2 - Membership

Current

The Youth and Family Services Committee shall consist of nine members appointed by the Selectmen for three year terms. At least four members shall be at-large and the remaining members should be representatives from constituent Town Departments such as Police, Schools, Public Health, Recreation or Selectmen.

Proposed

The Youth and Family Services Committee shall consist of nine members appointed by the Selectmen for three year terms: ~~At least~~ four members shall be at-large and the remaining **five** members ~~should~~ shall be representatives from constituent Town ~~Departments~~ **departments** such as Police, Schools, Public Health, Recreation, ~~or~~ **and** Selectmen.

Additional advisory members from a broad base of constituencies such as parent associations, Hanscom Air Force Base, other community groups, youth, and veterans will be actively solicited. Such advisory members shall be non-voting members of the committee.

B. Article 35, Youth and Family Services Committee - Section 35.3 - Purpose

Current

The purpose of Youth and Family Services is to coordinate and carry out programs designed to provide education and counseling about family development issues and to enhance community awareness about healthy lifestyles.

Proposed

~~The purpose of Youth and Family Services is to coordinate and carry out programs designed to provide education and counseling about family development issues and to enhance community awareness about healthy lifestyles.~~ **The purpose of the Youth and Family Services Committee is to advise the Town about programs and services in support of its mission, which is to identify and address the social, emotional, and developmental needs of children, youths, adults, and families in Bedford through programs and services that support and nurture.**

C. Article 35, Youth and Family Services Committee - Section 35.4 - Responsibilities

Current

Youth and Family Services shall

- Identify and assess the social and emotional concerns of youths, families, and adults, focusing on those in distress and with limited resources
- Develop and implement counseling services and educational programs for this population, coordinating with other town departments and the schools as well as other area resources
- Initiate educational programs for the public at-large about issues and choices related to a healthy family life, including the hazards of alcohol and drug use
- Solicit advisory members from a broad base of constituencies such as parent associations, Hanscom Air Force Base, other community groups, youth and veterans
- Provide linkage to entitlement programs such as veterans’ benefits, fuel assistance, and medical assistance.

Proposed

The Youth and Family Services Committee shall provide advice related to its primary functions:

- ~~Identify and assess the social and emotional concerns of youths, families, and adults, focusing on those in distress and with limited resources~~
- Develop and implement counseling services **for residents**, ~~and educational programs for this population~~, coordinating with other ~~town~~ **Town** departments and the schools, as well as other area resources.
- Initiate educational programs for the public at-large about issues and choices related to a healthy family life, including the hazards of alcohol and drug use.
- ~~Solicit advisory members from a broad base of constituencies such as parent associations, Hanscom Air Force Base, other community groups, youth and veterans~~
- Provide **information about** linkage to **area resources**, as well as entitlement programs such as veterans’ benefits, fuel assistance, and medical assistance.
- **Promote youth empowerment through programs designed to educate in collaboration with Schools, Police, and other youth-serving organizations.**

This article proposes to update the Youth and Family Services Bylaw to incorporate their newly adopted mission statement (Section 35.3) and clarify the role and membership of the Youth and Family Services Committee.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

**Article 16
General Bylaw Amendment – Prohibition of Marihuana Use
on Public Property**

To determine whether the Town will approve the following amendments to the Town of Bedford Bylaws:

Article 47, Streets, Sidewalks and Public Property - Section 47.18

Current

Create new Section 47.18 entitled “Public Consumption of Marihuana or Tetrahydrocannabinol” and renumber remaining sections accordingly.

*Proposed***47.18.1 Public Consumption Forbidden**

No person shall smoke, ingest, otherwise use or consume marijuana or tetrahydrocannabinol (as defined in M.G.L., C. 94C, § 1, as amended) while in or upon any street, sidewalk, public way, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the Town; or in any place accessible to the public.

47.18.2 Enforcement

The Police Department shall enforce this bylaw. This bylaw may be enforced, in the sole discretion of the enforcing agent, through any lawful means in law or in equity including, but not limited to, enforcement by criminal indictment or complaint pursuant to M.G.L., C. 40, § 21, or by noncriminal disposition pursuant to M.G.L., C. 40, § 21D. The fine for violation of this bylaw shall be three hundred dollars (\$300) for each offense. Any penalty imposed under this bylaw shall be in addition to any civil penalty imposed under M.G.L., C. 94C, § 32L.

This article proposes an addition to the General Bylaws to restrict the use of marijuana in public places throughout the Town of Bedford, establish a method for enforcement, and outline the fine for any such violations.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 17**Capital Projects Plan – Fiscal Year 2011**

To determine whether the Town will vote to appropriate the total sum of \$1,784,510, or any other sum, for the items contained within the following proposed Fiscal Year 2011 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
11-01	Equipment Vehicle Replacement	\$270,677.
11-02	School Facilities Capital Maintenance	\$80,000.
11-03	Wireless Networks – Lane and Davis Schools	\$33,000.
11-04	Computer Server and Network Equipment	\$23,000.
11-05	Road Resurfacing	\$250,000.
11-06	Public Safety Video Surveillance System Upgrade (Phase 2)	\$43,039.
11-07	Auto Scrubber – John Glenn Middle School	\$8,645.
11-08	Site Lighting – John Glenn Middle School	\$6,660.
11-09	School Furniture and Equipment Replacement	\$38,500.
11-10	Interior Painting – Fire Station	\$6,489.
11-11	Kitchen and Day Room Refurbishing – Fire Station	\$15,000.
11-12	HVAC Equipment Purchase – Facilities	\$5,000.
11-13	Soccer/Lacrosse Field Turf Replacement	\$10,000.
11-14	Sewer Force Main Evaluation	\$65,000.
11-15	Water Leak Detection	\$5,000.
11-16	Sewer Pump Station Rehabilitation	\$170,000.
11-17	Water Main Improvements	\$550,000.
11-18	Ambulance Replacement	\$204,500.

This article would provide funds for the various projects contained within the Fiscal Year 2011 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 11-01 through 11-13 in the proposed plan. Projects 11-14 and 11-15 would be funded through revenue collected from sewer and water user fees during Fiscal Year 2011. Bond authorizations are planned for Projects 11-16 through 11-18. 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 5 through 8.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Capital Expenditure:	Approval recommended
Residential Tax Impact:	\$13.65

Article 18

Former Reformatory Branch Improvement

To determine whether the Town will vote to authorize the design services for the construction of a bituminous asphalt paved bike path upon the former Reformatory Branch of the Middlesex Central Railroad from a point near Railroad Avenue west to its intersection with Concord Road, a distance of 1.67 miles, and from Railroad Avenue to South Road, a distance of 0.30 miles, said design services subject to later appropriation; or

to determine whether the Town will vote to authorize the design services for the construction of a stone dust surface bike path upon the former Reformatory Branch of the Middlesex Central Railroad from a point near Railroad Avenue west to its intersection with Concord Road, a distance of 1.67 miles, and a bituminous asphalt paved bike path from Railroad Avenue to South Road, a distance of 0.30 miles, said design services subject to later appropriation; or

to determine whether the Town will vote to authorize the services for refurbishment of the former Reformatory Branch of the Middlesex Central Railroad bed from a point near Railroad Avenue to its intersection with Concord Road, a distance of 1.67 miles, said services being for the purpose of maintaining this property so as to foster its continued use as a gravel surface trail, said services subject to later appropriation;

pass any vote or take any action relative thereto.

This article proposes to establish the surface treatment for the Town-owned property that once was the Reformatory Branch of the Middlesex Central Railroad. This former railroad bed has been owned by the Town since 1963. It has been used in part for Town utilities and as a hiking and biking trail linking the center of Bedford with western areas in Bedford. There is a general desire to improve the former railroad bed, but there has not been a clear determination as to the community's preferred surface treatment. Some prefer a paved asphalt surface that would result in bikeway similar to the Minuteman Commuter Bikeway which ends near the South Road / Loomis Street / Railroad Avenue intersection. Others prefer that a stone dust surface be provided. Still others prefer only minimum improvements be made to remove some stones, trees, and branches that are inhibiting safe use of the pathway as well as stabilizing the surface by replacing sandy portions with more firm material suitable for biking. Funding for this effort is being proposed under Article 19. If Town Meeting determines that the surface should be paved asphalt or stone dust, the funds will be utilized for design of this project; if on the other hand Town Meeting determines that only minimum improvements should be made at this time, then the funding proposed under Article 19 would be used to implement those improvements.

RECOMMENDATIONS

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

Article 19**Community Preservation Fund – Fiscal Year 2011**

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2011 Community Preservation Fund Revenues and Community Preservation Fund Balance, unless otherwise specified, for Fiscal Year 2011 Community Preservation purposes with each item considered a separate appropriation:

	Appropriations	CP FY11 Funds	CP Fund Balance/Transfers	Total Recommended
1	Administrative	\$25,000.	\$0.	\$25,000.
2	Reformatory Branch Trail Improvements	\$210,000.	\$0.	\$210,000.
3	Congregational Church Exterior Preservation of Manse	\$15,000.	\$0.	\$15,000.
4	Old Reservoir Dam - Preservation of Open Space	\$0.	\$350,000.	\$350,000.
5	Affordable Housing Consultant	\$10,000.	\$0.	\$10,000.
6	Land Acquisition Fund	\$250,000.	\$0.	\$250,000.
7	National Registry Project (partial grant)	\$7,200.	\$0.	\$7,200.
8	New Trails on Conservation Land	\$0.	\$36,583.89	\$36,583.89
9	Old Town Hall (bond payment)	\$315,038.	\$0.	\$315,038.
10	Sidewalk Project	\$19,004.	\$180,996.	\$200,000.
11	Town Hall Mechanical, Engineering, and Plumbing (MEP) Study	\$25,000.	\$0.	\$25,000.
12	Town Center North Wing Project (bond payment)	\$4,984.	\$0.	\$4,984.
	RESERVES			
13	Affordable Housing	\$117,722.	\$0.	\$117,722.
14	Field Creation (Recreation)	\$150,000.	\$0.	\$150,000.
	TOTAL	\$1,148,948.	\$567,579.89	\$1,716,527.89

pass any vote or take any action relative thereto.

This article proposes projects and reserves recommended by the Community Preservation Committee for FY11 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. **Reformatory Branch Trail Improvements** – Funding will allow for an engineering firm to design an extension of the Minuteman Bikeway from South Road to Concord Road or for implementing other improvements to the existing path, as decided by Town Meeting.
3. **Congregational Church – Exterior Preservation of Manse** – Funding will allow for the restoration of the exterior of a historic home located at 27 Great Road, which is part of the Old Town Center Historic District.
4. **Old Reservoir Dam – Preservation of Open Space** – Funding will address safety issues at the Old Water Supply Reservoir Dam, and will preserve a 100-year-old historic structure in an area of open space and recreation land.
5. **Affordable Housing Consultant** – Funding would be used for expenses in connection with maintaining the services of a housing consultant to assist with affordable housing issues.
6. **Land Acquisition Fund** – Funds to be set aside for future land purchases.
7. **National Registry Project** – Funding requested by the Historic Preservation Committee would be used in conjunction with a \$10,800 Survey and Planning Grant from the Commonwealth of Massachusetts to expand the Old Bedford Center Historic District.
8. **New Trails on Conservation Land** – Funding would allow for creation and/or repair of boardwalks, bog bridges, kiosks, and trail expansion on Town conservation land. Funding for this project will come from the surplus from a previously funded Trails Project that is now completed.
9. **Old Town Hall Bond Payment** – Funding would provide the necessary payment during FY11 for the bonded cost of the previously approved Old Town Hall preservation and rehabilitation. This is the last payment for this project.
10. **Sidewalks** – Funding would provide for new sidewalks as recreational opportunities.
11. **Town Hall MEP Study** – Funding will allow for an evaluation of existing mechanical, electrical, and plumbing systems in Town Hall to identify current code issues, potential energy savings, and develop a replacement upgrade plan including estimated costs and completion schedule. This building is eligible for rehabilitation as an historic structure.
12. **Town Center North Wing Project** – Funding would provide the necessary payment during FY11 for the bonded cost of the previously approved restoration project.
13. **Affordable Housing Reserves** – These funds would be placed in reserve for affordable housing in order to meet the required minimum allocation of 10%.
14. **Field Creation Reserves** – Funds to be set aside for future creation of recreation fields.

RECOMMENDATIONS:

Selectmen:	Approval recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting for Item 2; disapproval recommended for Item 3; approval recommended for all other items

Article 20
Community Preservation Land Acquisition Fund Amendment
and Bond Authorization

To act on the report of the Community Preservation Committee on Fiscal Year 2011 appropriations, and to determine whether the Town will vote to amend the vote taken under Article 10 - Community Preservation Land Acquisition Fund of the 2004 Annual Town Meeting as later amended by Article 8 - Community Preservation Land Acquisition Fund of the 2005 Special Town Meeting and further amended by Article 11 - Community Preservation Land Acquisition Fund of the 2006 Special Town Meeting by amending the real property specified for acquisition in said articles so as to add Parcel 54 on Assessors Map 48, located at 135 Old Burlington Road consisting of 1.7 acres +/-, and Parcel 93 on Assessors Map 68, located at 350 Concord Road consisting of 3.6 acres +/-, and, in so amending,

thereby authorize the purchase of all or any portion of the parcels so specified, as well as any real property interest in the parcels so specified; and to determine whether the vote to appropriate a sum of money under the Community Preservation Program, including the cost of the issuance of bonds or notes, for the acquisition of any parcel or parcels of land specified for acquisition in said Community Preservation Land Acquisition Fund; that to meet this appropriation the Treasurer, with the approval of the Selectmen, be authorized to borrow such sum under the General Laws, Chapter 44 or Chapter 44B, Section 11, or any other enabling authority; and further to appropriate a sum of money from available funds in the Community Preservation Land Acquisition Fund appropriations account for any short-term borrowing costs; pass any vote or take any action relative thereto.

This article would amend and expand the current list of parcels authorized for purchase under the Community Preservation Land Acquisition Fund by adding 135 Old Burlington Road and 350 Concord Road. This article also proposes a bond authorization to provide additional funding to acquire the parcels approved for purchase under the Community Preservation Land Acquisition Fund.

RECOMMENDATIONS

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

Article 21

Supplement Operating Budgets for Fiscal Year 2010

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 2010 voted under Article 25 of the Annual Town Meeting of 2009; pass any vote or take any action relative thereto.

This article would provide additional funds to be added to the Fiscal Year 2010 Operating Budget.

RECOMMENDATIONS

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

Article 22

Supplement Articles of Annual Town Meeting of 2009

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 articles voted at the Annual Town Meeting of 2009; pass any vote or take any action relative thereto.

This article would provide additional funds for certain articles voted at the 2009 Annual Town Meeting.

RECOMMENDATIONS

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

Article 23

Salary Administration Plan Bylaw Amendment - Classification and Wage Schedule

To determine whether the Town will vote to amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new

Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2010, unless another effective date is set forth herein.

A. Management / Professional Schedule (Annual)

	Min.	Mid.	Max.
M-21 DPW Director Fire Chief Police Chief	81,748	99,120	116,491
M-20 Facilities Director Finance Director	77,855	94,400	110,944
M-18 Capital Project Manager	70,013	84,015	98,018
M-17 Code Enforcement Director / Building Inspector DPW Engineer Library Director	66,121	78,519	90,917
M-16 Accountant Associate Assessor Health Director Information Systems Manager Planning Director Treasurer / Collector	61,796	73,382	84,969
M-15 Assistant Town Manager Council on Aging Director DPW Business Manager Grounds Operations Manager Highway Operations Manager Human Resources/Management Analyst Recreation Director Town Clerk Water & Sewer Operations Manager Youth & Family Services Director	57,827	67,947	78,066
M-14 Assistant Library Director	53,543	62,913	72,284
M-13 Civil / Environmental Engineer Community Nurse Conservation Administrator Facilities Information and Procurement Analyst Facilities Operations Manager GIS Analyst Local Building Inspector Assistant Recreation Director	49,651	57,719	65,787

Senior Librarian
 Technical Support Specialist

M-12	45,551	52,953	60,355
Assistant Assessor			
Building & Systems Superintendent			
Elder Services Coordinator			
Engineering Technician			
Health Agent			
Librarian			
Prevention Services Coordinator			
School-Age Child Care Director			

M-11	41,860	48,139	54,418
Archivist			
Assistant to the Accountant			
Assistant to the Treasurer / Collector			
Engineering Assistant			
Human Services Assistant			
Youth & Family Services Counselor			

M-10	38,055	43,763	49,471
Respite Care Coordinator			
Senior Library Technician			
Youth Worker			

M-9	34,660	39,426	44,192
Animal Control Officer			
School Traffic Supervisor			

M-7	28,190	31,713	35,237
Assistant Youth Worker			

B. Secretarial Clerical (35 hr/wk)	Min.	Mid.	Max.
Administrative Assistant II	722.58	821.93	921.29
Administrative Assistant I	669.26	761.29	853.31
Department Assistant III	627.22	705.62	784.02
Department Assistant II	580.52	653.09	725.65
Department Assistant I	544.03	605.24	666.44

C. Library (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5
Library Assistant II	15.69	16.32	16.94	17.64	18.35
Library Assistant I	14.53	15.11	15.69	16.33	16.99
Library Page	8.51	8.83	9.14	9.46	9.77
Custodian	14.47	15.03	15.65	16.28	16.91

D. Public Works (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Water System Operator (c.)	904.60	949.83	997.33	1,047.21	1,099.57
Chief Sewer System Operator (c.)	904.60	949.83	997.33	1,047.21	1,099.57
Working Foreman (c.)	904.60	949.83	997.33	1,047.21	1,099.57
Electrician (c.)	889.32	924.92	961.90	1,000.39	1,040.40
Maintenance Craftsman (c.)	873.37	908.31	944.65	982.44	1,021.74
Mechanic (c.)	873.37	908.31	944.65	982.44	1,021.74
Water System Operator (c.)	873.37	908.31	944.65	982.44	1,021.74

Sewer System Operator (c.)	873.37	908.31	944.65	982.44	1,021.74
Assistant Working Foreman (c.)	873.37	908.31	944.65	982.44	1,021.74
Heavy Equipment Operator (c.)	791.81	823.48	856.42	890.68	926.31
Summer Laborer (interim / seasonal)	11.60/hr				

E. Public Health (c.)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
School Registered Nurse - licensed (annual)	40,659	42,488	44,400	46,398	48,486	50,668
	Step 7	Step 8				
	52,948	55,331				
School Registered Nurse - unlicensed (annual)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	37,046	38,898	n/a	n/a	n/a	n/a
School Registered Nurse - licensed (PT hourly)	31.22	32.63	34.10	35.64	37.24	38.92
	Step 7	Step 8				
	40.67	42.50				
School Registered Nurse - unlicensed (PT hourly)	Step 1	Step 2				
	28.45	29.88				

F. Public Safety - Fire (42 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain Fire Prev. (40 hr/wk) (c.)	1,232.03	1,265.02	1,358.65	1,394.05	1,429.96	1,465.07
Lieutenant - Fire (c.)	1,048.96	1,068.12	1,137.52	1,157.64	1,177.85	1,212.95
Private - Fire (c.)	893.77	910.05	968.86	985.90	1,003.02	1,038.12
Student Firefighter	659.53	/wk.				
Call Lieutenant	2,970.40	/yr. max	3,184.17	/yr. max with EMT		
	15.00	/hr.	15.77	/hr. Spec. Assign.		
Call Firefighter	2,531.78	/yr. max	2,687.24	/yr. max with EMT		
	13.62	/hr.	14.28	/hr. Spec. Assign.		

G. Public Safety - Police (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5
Lieutenant - Police (c.)			1,357.25	1,381.19	1,405.23
Sergeant - Police (c.)			1,170.04	1,190.68	1,211.41
Patrol Officer - Police (c.)	935.15	952.23	1,013.95	1,031.84	1,049.80
Student Police Officer	659.53	/wk.			
Police Matron	18.50	/hr.	20.08	/hr. nights and weekends	

H. Public Safety - Dispatch (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer (c.)	678.91	712.85	748.49	785.92	825.21	866.47

I. Recreation Programs

School-Age Child Care Program (40 hr/wk)

Assistant Director	Min.	Mid.	Max.
	16.00	18.50	21.00
Group Leader	12.00	15.93	19.86
Aide (High School)	8.00	9.00	10.00

Youth Center Staff (Hourly - effective September 1, 2009)

Supervisor	17.00
Adult Staff (H.S. Graduates)	15.00
Junior Staff (H.S. Students)	10.00

Springs Brook Park Program (Hourly - effective May 15, 2010)

Director/Manager	Min.	Mid.	Max.
	20.55	27.76	34.96
Aquatics Director	18.00	21.50	25.00
Assistant Director	14.00	17.00	20.00
Supervisor	12.00	13.00	14.00

	Level A	Level B	Level C	Level D	Level E
Swimming Staff III	11.85	12.15	12.45	12.75	13.05
Swimming Staff II	10.54	10.76	10.98	11.25	11.55
Swimming Staff I	9.44	9.66	9.88	10.10	10.32
Crew IV	9.30	9.50	9.70	9.90	10.10
Crew III	8.30	8.50	8.70	8.90	9.10
Crew II	7.30	7.50	7.70	7.90	8.10
Crew I	6.50	6.65	6.80	6.95	7.10

**Summer Adventures/Summer Recreation Programs
(Hourly - effective May 15, 2010)**

	Min.	Mid.	Max.
Director	19.51	24.09	28.66
Program Leader	15.37	18.80	22.22
Assistant Director	17.70	19.64	21.59

	Level A	Level B	Level C	Level D	Level E
Supervisor	16.00	16.40	16.81	17.23	17.66
Administrative Coordinator	16.00	16.40	16.81	17.23	17.66
Program Staff	12.00	12.66	13.36	14.09	14.87
Counselor (HS Grad) *	8.50	9.00	9.50	10.00	10.50
Counselor (HS) *	7.50	7.75	8.00		
Assistant Counselor	7.25	7.50	7.75		
Aide	6.00	6.25			
Overnight Stipend	100.00	/night			

* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training

Instructional Programs (hourly)

	Min.	Mid.	Max.
Program Instructor II	25.00	37.50	50.00
Program Instructor I	15.00	20.00	25.00

	Level A	Level B	Level C	Level D	Level E
Program Aide	10.00	11.25	12.50	13.75	15.00

J. Miscellaneous

	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation Oper./Coord. (40 hr/wk)	832.97	848.31	863.54	877.95	892.59
Recording Secretary	15.47	/hr.	Alt. / Asst. Inspectors		26.87 /hr.
Temporary Clerk II	9.72	/hr.	Wiring Inspector		29.34 /hr.
Temporary Clerk I	8.51	/hr.	Plumbing & Gas Inspector		27.95 /hr.
Substitute Local Transportation Operator	17.48	/hr.			
Youth Leader	8.51	/hr.			

	Min.	Mid.	Max.
Temporary Painter	22.60/hr.	23.49/hr.	24.38/hr.

(c.) Per Labor Contract

This article establishes the compensation ranges for all non-School Department employees of the Town. Where designated by footnote, collective bargaining agreements with the public employee unions are the legal basis for compensation rates. Those rates are shown for informational purposes and to keep the plan current with labor contracts.

RECOMMENDATIONS

Selectmen: Approval recommended
 Finance Committee: Approval recommended

Article 24

Operating Budget – Fiscal Year 2011

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, 2010, 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 46 through 49.*

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 25

Salary Plan Additional Funding

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$141,318, or any other sum, to fund salary adjustments for certain employees; pass any vote or take any action relative thereto.

This article funds additional compensation for employees listed in Sections A and B of the Salary Administration Plan Bylaw.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Residential Tax Impact:	\$2.44

Article 26

Fund Post Retirement Benefits Liability

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 Post Retirement Insurance Liability Fund established under Article 25 of the 1999 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 to appropriate \$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, following formal establishment of a trust fund at the 1999 Annual Town Meeting. In 2000, the Massachusetts Legislature approved the Town's home rule petition to establish this trust fund and, presently, it has a balance of approximately \$2.0 million. Governmental Accounting Standards require all local governments to account for other postemployment benefits (OPEB) using an accrual methodology over participants' active working lifetimes, commencing in FY2009. The Town's most recent actuarial study, completed in FY2008, indicated that the Town had an actuarially determined unfunded liability of approximately \$61 million, not including the funds that the Town had already set aside in its trust fund. 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:	Approval recommended
Residential Tax Impact:	\$2.59

Article 27
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, 2010; 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 2011.

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 16th day of February in the year Two Thousand and Ten.

Selectmen of Bedford

Mark Siegenthaler, Chair
Angelo A. Colao
Catherine B. Cordes
Michael Rosenberg
Walter J. St. Onge III

A true copy
Attest:
Constable

FISCAL YEAR 2011 OPERATING BUDGET

Account #	Department	FY 2009 Expended	FY 2010 Appropriated	FY 2011 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
1220	Selectmen	534,853	537,098	486,225	-9.5%	0.7%	8.40	Salaries:	
								Chairman	2,000
								Clerk	1,500
								Other Selectmen, each	1,200
								Office	348,659
								<i>Out of State Travel</i>	<i>2,410</i>
								<i>Estimated Revenue</i>	<i>55,080</i>
1300	Finance/Administrative Services	857,353	913,871	913,869	0.0%	1.3%	15.79	Salaries	673,044
								Capital Outlay	32,600
								From Sewer Fund	69,300
								<i>Out of State Travel</i>	<i>3,400</i>
								<i>Estimated Revenue</i>	<i>655,962</i>
1301	Insurance & Benefits	7,858,206	8,744,720	9,459,367	8.2%	13.4%	163.47	From Sewer Fund	113,196
								From Pension Trust Fund	190,031
	<i>Health Insurance</i>	<i>4,365,623</i>	<i>5,091,500</i>	<i>5,600,000</i>	<i>10.0%</i>	<i>7.9%</i>			
	<i>Retirement Assessment</i>	<i>2,416,747</i>	<i>2,535,150</i>	<i>2,650,592</i>	<i>4.6%</i>	<i>3.7%</i>			
	<i>General Insurances</i>	<i>560,141</i>	<i>603,500</i>	<i>633,675</i>	<i>5.0%</i>	<i>0.9%</i>			
	<i>Medicare Assessment</i>	<i>431,474</i>	<i>450,000</i>	<i>468,000</i>	<i>4.0%</i>	<i>0.7%</i>			
	<i>Unemployment Insurance</i>	<i>68,516</i>	<i>46,350</i>	<i>90,000</i>	<i>94.2%</i>	<i>0.1%</i>			
	<i>Life Insurance</i>	<i>15,705</i>	<i>18,220</i>	<i>17,100</i>	<i>-6.1%</i>	<i>0.0%</i>			
1303	Principal & Interest	7,966,462	7,132,661	7,923,829	11.1%	11.2%	144.47	Non Exempt Principal	2,438,711
								Non Exempt Interest	1,216,325
								Exempt Principal	2,190,000
								Exempt Interest	1,758,771
								CPA Debt Costs	320,022
								From Stabilization Fund	800,000
								From Debt Stabilization Fund	105,772
								From Overlay Surplus	500,000
								From Sewer Fund	93,320
								From CPA Fund	320,022

Account #	Department	FY 2009 Expended	FY 2010 Appropriated	FY 2011 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
1310	Financial Committees	632	459,598	443,614	-3.5%	0.6%	7.67	Reserve Fund Capital Expenditures Committee	442,000 260
1410	Board of Assessors	232,921	257,761	260,736	1.2%	0.4%	4.51	Salaries: Stipend, each Assessor Office <i>Estimated Revenue</i>	 1,600 204,467 1,428
1510	Legal Services	187,261	175,000	175,000	0.0%	0.2%	3.02		
1610	Town Clerk	181,878	189,891	190,934	0.5%	0.3%	3.30	Salaries: Office Stipends <i>Out of State Travel</i> <i>Estimated Revenue</i>	 167,160 310 2,199 35,700
1620	Elections & Registrations	43,224	22,224	48,853	119.8%	0.1%	0.84	Personnel Costs Stipends	30,418 1,350
1750	Planning Board	126,122	131,375	129,948	-1.1%	0.2%	2.25	Salaries <i>Estimated Revenue</i>	 125,789 2,040
2010	Police Department	2,999,834	3,086,184	3,156,946	2.3%	4.5%	54.56	Salaries Capital Outlay <i>Out of State Travel</i> <i>Estimated Revenue</i>	3,022,073 14,330 3,500 241,324

Account #	Department	FY 2009 Expended	FY 2010 Appropriated	FY 2011 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
2200	Fire Department	2,104,375	2,210,039	2,196,540	-0.6%	3.1%	37.96	Salaries	2,046,452
								Capital Outlay	15,200
								Out of State Travel	1,500
								Estimated Revenue	328,339
2360	Town Center	145,241	125,112	129,026	3.1%	0.2%	2.23	Salaries	41,771
								Estimated Revenue	97,442
2400	Code Enforcement	389,364	410,125	412,969	0.7%	0.6%	7.14	Salaries	383,827
								Out of State Travel	600
								Estimated Revenue	513,200
3000	School Department	30,144,615	31,030,492	31,968,135	3.0%	45.1%	552.45	From Impact Aid/Defense Aid	381,317
3001	Vocational Education	488,616	489,967	450,000	-8.2%	0.6%	7.78		
3500	Facilities Department								
	Municipal	721,209	718,542	750,027	4.4%	1.1%	12.96	Salaries	394,949
	School (in School budget)	2,635,535	2,537,078	2,493,669					
	Total (Informational Only)	3,356,744	3,255,620	3,243,696	-0.4%				
4000	Public Works	9,078,972	9,299,712	9,348,157	0.5%	13.2%	161.55	Salaries	2,500,101
								Snow Removal Overtime	116,700
								Snow Removal Materials	199,430
								MWRA	2,872,130
								Water Purchase	1,287,742
								Refuse/Recycling	961,300
								Energy	611,478
								Equipment/Materials	792,231
								Capital Outlay	7,045
								From Sewer Fund	3,559,184
								From Cemetery Fund	80,000
								Out of State Travel	1,363
								Estimated Revenue	6,626,340

Account #	Department	FY 2009 Expended	FY 2010 Appropriated	FY 2011 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
5000	Board of Health	483,557	511,795	509,750	-0.4%	0.7%	8.81	Salaries	495,598
								<i>Estimated Revenue</i>	<i>24,480</i>
5001	Hazardous Waste	8,767	13,250	13,250	0.0%	0.0%	0.23		
5003	Mosquito Control	32,673	33,489	33,489	0.0%	0.0%	0.58		
5400	Bedford Local Transit	45,943	55,105	56,070	1.8%	0.1%	0.97	Salaries	55,388
								<i>Estimated Revenue</i>	<i>25,500</i>
5410	Council on Aging	165,500	167,094	166,158	-0.6%	0.2%	2.87	Salaries	154,494
								MMHC	2,756
								Capital Outlay	1,332
5420	Youth & Family Services	310,373	339,531	340,183	0.2%	0.5%	5.88	Salaries	171,983
6100	Public Library	1,093,273	1,122,753	1,130,265	0.7%	1.6%	19.53	Salaries	767,428
								Capital Outlay	5,000
								<i>Estimated Revenue</i>	<i>17,000</i>
6300	Recreation Commission	118,223	150,507	150,720	0.1%	0.2%	2.60	Salaries	150,720
6910	Historic Preservation Commission	1,206	1,220	1,220	0.0%	0.0%	0.02		
TOTAL		66,320,653	68,329,116	70,845,280	3.7%	100.00%	1,232		

* 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. All motions on articles involving bond or note issues shall be voted upon by secret ballot, and such action shall require a two-thirds vote.

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.

NOTES

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; their descriptions are found in the Town's Bylaws at www.bedfordma.gov:

Arbor Resource Committee (ad hoc)
Cable Television Advisory Committee
Conservation Commission
Finance Committee
Housing Partnership
Patriotic Holiday Committee
Youth & Family Services Committee
Zoning Board of Appeals

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.

For questions, please call a member of the Volunteer Coordinating Committee:

Dawn Theodore
781-275-9243

Lora Goldenberg
781-275-7354

Ilsa Gottlieb
781-275-0953

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 _____ Acknowledged _____ Attended Meetings _____

Interviewed _____ Appointed _____ Appointment Letter _____