

## **Regular Session Minutes – Selectmen’s Meeting**

Selectmen’s Meeting Room, Town Hall

Monday, March 18, 2013, 7:30 p.m.

**PRESENT:** William S. Moonan, Chair, Margot R. Fleischman, Caroline Fedele, Michael A. Rosenberg, Mark Siegenthaler, and Town Manager Richard T. Reed

**ALSO PRESENT:** Jessica Porter, Assistant Town Manager; Victor Garofalo, Finance Director; Ben Thomas and Stephen Steele, Finance Committee; Adrienne St. John, Department of Public Works; James Shea, 30 Independence Road; Kim Siebert and Mary McBride, Press Representatives

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Chair Moonan called the meeting to order at 7:30 p.m.

### **13-224 Contract Approval – Mixing Systems for Pine Hill and Crosby Drive Tanks**

Adrienne St. John from the Department of Public Works spoke to the Selectmen about a new water mixing system for the tanks located at Pine Hill Road and Crosby Drive. Ms. St. John reminded the Selectmen of the many issues the Town of Bedford had last summer with the age, temperature and chlorine balance of the water. The purpose of these new mixing systems is to address and correct these issues. Other projects that the Department of Public Works will be implementing are pipe cleaning for Great Road as well as a chemical injection system at the Shawsheen Treatment Plant. Ms. St. John stated that all of these steps will help to avoid water issues in the future.

The Department of Public Works advertised for bids on the Mixing Systems for Pine Hill and Crosby Drive Water Tanks in the Bedford Minuteman and the Central Register. There were a total of 4 bids received. One bid was received from the Utility Service Company, Inc. The base bid consisted of furnishing and installing a complete tank mixing system at Pine Hill Standpipe and Crosby Drive Standpipe. The alternate bid provided a thorough chemical cleaning of the tank interior at the Pine Hill, Crosby Drive and Reeves Road Standpipes. The bid totaled \$113,200 which included the base bid and alterative bid.

Mr. Rosenberg inquired when the Great Road Water Main project would start and how long it would take. Ms. St. John stated that it would take the entire summer to complete the project and it couldn’t start until late April when the night temperatures are warmer. Mr. Reed informed the Selectmen that the projects would be done one section at a time.

Chair Moonan wanted to know about the life of the mixing equipment and need for maintenance. Ms. St. John said that maintenance was not required for the system and that it should last 20 years.

Mr. Siegenthaler asked where the funding would come from for this project. Ms. St. John informed the Selectmen that at Town Meeting last fall, there was \$95,000 put aside for this project by Camp, Dresser and McKee and the balance would be charged to the water operating budget. She went on to say that the wells had been shut off thus creating a savings in the budget that could absorb the balance for the water mixing system project.

**Mr. Rosenberg made a motion to approve the expenditure of \$113,200 for the contract from Utility Service Company, Inc. for the installation of tank mixing systems at Pine Hill Standpipe, Crosby Drive Standpipe including the base bid and alternates 3, 4 and 5. Ms. Fleischman seconded the motion.**

**The motion passed 5-0-0.**

**13-225            Goodwin Fund Transfer – Summer Adventure/ Summer Recreation Programs**

Mr. Reed asked the Selectmen to approve moving the interest in the Goodwin Fund to the Recreation Department. The Town of Bedford has this fund at its disposal to use for any purposes the Selectmen decide. By making this transfer of \$1,343.79 from FY 12 to the Recreation Department, it would enable children to participate in summer programs at the Recreation Department who otherwise could not afford to attend. Mr. Reed stated that this is an annual request from the Recreation Department and the transfer has been taking place for the last 25 years.

**Mr. Siegenthaler made a motion to approve the transfer of the Goodwin Fund's FY 12's interest of \$1,343.79 to the Recreation Department to fund summer programs. Mr. Rosenberg seconded the motion.**

**The motion passed 5-0-0.**

**13-226            Reserve Fund Transfer Request – Fire Station Garage Door Project**

Mr. Reed presented the Selectmen with a request from the Facilities Department to approve a Reserve Fund transfer not to exceed \$15,000 for the Fire Station Ambulance Bay Door Project. Mr. Reed stated that the Facilities Department who is managing this project has gone out for this bid twice. The first time they did not receive any bids. The second time, they separated out the projects: one for masonry work, the other for the fire door itself. The bid received was over the budgeted funds. To resolve this problem, the Facilities Director and Mr. Reed are seeking approval for a Reserve fund transfer to make up for the deficit. The Reserve fund transfer request is \$11,963.85 plus an additional \$3,036.15 as a contingency. The Facilities Director referred to 3 projects: Public Library Re-Roofing, Fire Station Flooring and Fire Station Exterior Painting that have been completed. By closing these projects, totaling \$15,996.11, it would help to offset the request for additional funding. Mr. Reed went on to say that if this transfer was approved, there would be a contract to award on the agenda for the next Selectmen's meeting.

Mr. Moonan pointed out that the exterior painting of the handrails at the Elm Street entrance to the fire station has not yet been completed and that the balusters are also in need of painting. Mr. Reed stated that would be taken care of by in-house staff.

**Mr. Rosenberg made a motion to approve a Reserve Fund transfer not to exceed \$15,000 for the Fire Station Ambulance Bay Door Project. Ms. Fleischman seconded the motion.**

**The motion passed 5-0-0.**

### **13-227      Vehicle Assignment Policy Update – Approval**

Mr. Reed stated that he and Chair Moonan had been working on this item for several months and believed it to be ready for approval. Mr. Reed noted 3 primary differences between the newly proposed policy and the 1997 policy. They are: employees who are assigned vehicles will be asked to submit a monthly log of commuting use, the Town will report the value of an employer-provided vehicle for income tax purposes and there will be a 20 mile limitation on the distance a vehicle may be used for commuting. However, current employees that exceed this limitation will be grand-fathered from this limitation.

Chair Moonan went on to say that although there are some people who would like to do away with this program, it isn't practical. He stated that a number of the cars are for Police and Fire personnel who are considered First Responders. Also, there are legal conditions of employment that provide Town assigned vehicles. Chair Moonan said that the main purpose of these changes was to remind the employees of their obligations and to see how these vehicles are being used. Chair Moonan informed the Selectmen that this policy does not apply to the Facilities Department but the School Department is looking into adopting a similar policy.

Ms. Fleischman raised the question of compliance. Specifically, how would the Town deal with an employee who didn't keep a daily log of their mileage. She stated that there might be a better way to keep track of mileage than to have the employee keep a daily log. Mr. Reed stated that point was yet to be ironed out but the policy needed to be updated to include language to make this practice mandatory.

Mr. Rosenberg raised the question of how to make a policy like this applicable to the Facilities Department. Mr. Reed stated that there was a proposal before the School Board that would encompass the Facilities Department as well. It was waiting approval from the School Committee.

**Ms. Fleischman made a motion to adopt the new Vehicle Assignment Policy dated March 18, 2013. Ms. Fedele seconded the motion.**

**The motion was passed 5-0-0.**

**13-228 2013 Annual Town Meeting Preparations**

Mr. Reed gave the Selectmen a draft of the motions that are to be presented at Annual Town Meeting on April 1, 2013. Mr. Reed asked Mr. Siegenthaler if Articles 6 – 15 relating to Sign Bylaw Amendments were worded correctly; namely that Mr. Siegenthaler would present them together but have them voted on separately. Mr. Siegenthaler was in agreement with the way the motion was prepared. He stated that there would be slides to present at Annual Town Meeting to show what changes are being proposed to the Sign Bylaws.

**13-229 Selectmen Liaison Assignments – Review/Update**

The Selectmen reviewed the committees that were currently without a Selectmen liaison as Chair Cordes stepped down from the Board. They also discussed which committees they would like to switch with one another going forward as well as the function of various committees and their respective time commitments. A second draft of these changes will be presented at a future Selectmen Meeting.

**13-230 Minutes – Regular Session Minutes January 14, 2013 (resubmitted)**

**Mr. Siegenthaler made a motion to approve the Regular Session Minutes of January 14, 2013, as amended. Ms. Fleischman seconded the motion.**

**The motion passed 4-0-1. Ms. Fedele abstained.**

**13-230 Town Manager’s Report**

Mr. Reed had no updates for the Selectmen.

**13-231 Open Discussion**

Ms. Fleischman noted that she attended the annual Mass Safe Routes to School forum last week with Sue Baldauf, Director of Youth and Family Services, as well as Healthy Bedford Coordinator Carla Olson. Bedford received an award for their innovations in providing safe routes to school. Ms. Fleischman pointed to the Town’s collaborative efforts for pedestrian and bicycle infrastructure.

**13-232 Executive Session – Collective Bargaining – Emergency Communication Officers**

**Ms. Fleischman made a motion to adjourn into Executive Session for the purpose of discussing collective bargaining for Emergency Communication Officers because discussion in Open Session would compromise the strategic advantage of the Town, not to return to Regular Session. Ms. Fedele seconded the motion.**

**The Selectmen were polled individually: Siegenthaler, aye, Rosenberg, aye, Moonan, aye, Fleischman, aye and Fedele, aye.**

**The motion passed 5-0-0.**

The Regular Session meeting adjourned at 8:40 pm.