

**Town of Bedford**  
**Safety Complex**  
**55 Constitution Drive**  
**Facilities Information and Communications Committee**  
**January 30, 2024, 5:00 pm**

- 1) Call to Order/Introductions
- 2) Approval of January 2, 2024 meeting minutes
- 3) Website Update – New link, looks different – same information. Any changes, comments or corrections, please let Jeanne know.
- 4) Video Update
  - a) Six videos posted to website
- 5) Slide Deck for Presentations –Posted on website, updated with new funding schedule
- 6) Presentations and Tours – Attendance, Presenters, set up, handouts
  - a) Presentations at McAllister Room – Bedford Public Library - January 30 at 6:30 pm, February 15 at 1:00 pm, February 20 at 6:00pm
  - b) Tours of Existing Safety Complex – February 15 at 6:00pm and February 22 at 6:00 pm
  - c) Virtual Information Session – March 4 at 6:30 pm
- 7) Mailers – Schedule and design update
- 8) Pamphlets
  - a) Extra pamphlets available, does anyone want to distribute/leave in public spaces?
  - b) Pamphlets to be available at Library, Town Office, DPW and Building Department
- 9) Presentation Status
  - a) Slide Deck should be modified dependent upon time allocated, and handouts prepared
  - b) Scheduled:
    - Bedford Democrats – February 5 (6:30 pm, McAllister Room, Bedford Library) – Sue Thomas and Sue Mullen
    - Rotary Club – February 7 (7:15 am, Manchester Country Club) – Joe Hoebeke and Rob Buxton
    - Bedford Lion’s Club – February 13 (6:00 pm, Airport Diner, Manchester) - Jeanne
  - c) Other potential groups for presentations? Speaking with representative at Riverwalk Condos
- 10) Article for Greet Bedford – February Edition.
- 11) Schedule next Committee Meeting: February 26, 2024

Important Dates

- a) **March 12, 2024 – Town Election Day**