

TOWN OF BEDFORD  
August 8, 2023  
BEDFORD FACILITIES INFORMATION & COMMUNICATIONS SUBCOMMITTEE  
MEETING MINUTES

A meeting of the Bedford Facilities Information & Communications Subcommittee was held on Tuesday, August 8, 2023 at the Police Training Conference Room, Safety Complex, 55 Constitution Drive, Bedford, NH. Present were: Robert Buxton, Kevin Glenn, Joseph Hoebeke, Bill Jennings, and Ray Lessard. Also present: Dave Gilbert (Town Council Rep), Sue Thomas (Town Council Rep), Sue Thomas (Town Council Rep), Bill Foote (School Board Liaison), Jeanne Walker (Assistant Town Manager), Coleen Richardson (BCTV, Asst. Station Manager), Bill Jean (Fulcrum Associates), Robert Robicsek (Lavallee Brensinger Architects) and Kathleen Porter (Lavallee Brensinger Architects).

1. The meeting was called to order at 5:07 pm.
2. Approval of June 28, 2023 meeting minutes: Ray Lessard made a motion to approve the meeting minutes and Rob Buxton seconded. Minutes approved.
3. Review of Video
  - a. Bill Jennings provided a voice recording of the proposed first in a series of videos being created. Each video shall consist of a host (common to all videos) and video of the issues being discussed. The first video is an overview, potential next video about the history of the project and the land purchase, followed by a video about the cost of the facility and why the current building no longer works.
  - b. The committee expressed interest in showing the why the facility no longer works for Police or Fire. It is a matter of risk, liability and safety. The building no longer functions the way it should. There is just not enough room – not in the evidence room, not in the sallyport.
  - c. It was recommended to develop a list of risk areas. This would help to explain the need for a new facility. The current station should be compared to a Police Station that shows what it should look like.
  - d. The videos need to show why the new station should matter to residents, why it is needed and show how it will help mitigate risks and injuries.
  - e. One of goals is to hire and keep the best and the brightest employees. The current facilities make that difficult as candidates and employees look at other towns that offer better facilities.
4. Review of Presentation
  - a. It was discussed that there should be at least two versions of the presentation – one full presentation (posted on website) and one shorter version for in person presentations.

- b. Many changes were suggested to be made to the presentation, including adding the mission statements of both departments, remove focus on fire personnel quarters, add photos of ambulance, day room, fitness room, training room, roll call (get people into photos).
  - c. There should be a graphic/photo of all of the proposed changes
  - d. Presentation should show the way it is versus the way it should be. The current building is operationally ineffective and a new facility would be operationally efficient.
  - e. Add another slide showing the elevations of the proposed building and talk about the fact that the building is being designed to last 30 plus years.
5. Presentation Plan
- a. It will be October 25 before we are ready to start making presentations. The committee requested that Jeanne Walker set up the meetings with as many groups as possible and then the committee will volunteer to present when they can.
  - b. Flyers/handouts should be prepared
  - c. A button redirecting people to the Facilities website will be added to the front page of the Town's website.
  - d. Specific distribution ideas still need to be developed.
6. The next meeting is scheduled for September 12, 2023 at 5:00 pm
7. The meeting was adjourned at 7:10 pm.

Respectfully submitted,  
Jeanne Walker, Assistant Town Manager