

**TOWN OF BEDFORD  
TOWN COUNCIL MEETING MINUTES  
AUGUST 12, 2020  
Zoom Meeting**

**1. ROLL CALL:** A meeting of the Bedford Town Council was held on Wednesday, August 12, 2020 virtually without a physical location in compliance with Governor Sununu's Emergency Orders #12. Participating were Dave Gilbert (Chair) and Councilors Phil Greazzo, Bill Duschatko, Melissa Stevens, Bill Carter and Lori Radke. Also participating virtually was Town Manager Rick Sawyer.

**7:00 PM** – Chairman Gilbert stated I'd like to call the August 12, 2020 meeting of the Bedford Town Council to order and as Chairman of the Council I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing public access to the meeting by telephone, with additional access live on BCTV Comcast Channel 22 or streaming online by going to the Town website and choosing BCTV under "departments" and clicking on Channel 22. We are utilizing an online platform called Zoom for this electronic meeting. All members of the Council have the ability to communicate contemporaneously during this meeting through this platform. The public can call into this meeting via the instructions that are being shown on the BCTV broadcast. If anybody has a problem accessing the meeting via the phone please email us at:councilors2@bedfordnh.org.In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Chairman Gilbert took a roll call attendance and called on the Councilors and they responded: Bill Carter-here, Bill Duschatko-here, Phil Greazzo-here, Lori Radke-here, and Melissa Stevens-here. Town Manager Rick Sawyer was also joining the meeting. Councilor Denise Ricciardi has an excused absence.

## **2. PUBLIC COMMENTS**

Chairman Gilbert stated that public comments can be made now if you are on the phone by dialing \*9 and then wait until we call on you. We will also read any comments that have been sent to councilors2@bedfordnh.org.Chairman Gilbert asked Mr. Sawyer if any comments had been received through our email address or if there was anyone on the phone who have dialed \*9. Mr. Sawyer responded that no one was on the phone. The Council received three emails regarding the student parking

## **3. NEW BUSINESS**

### **a. Announcement of the Boston Post Cane**

Chairman Gilbert stated that there were many nominations deserving of the Boston Post Cane, but I'd like to announce that the recipient is Edna Jane Dubbury who is 102 years old. He read a proclamation in her honor.

**TOWN OF BEDFORD, NEW HAMPSHIRE RESOLUTION**

*WHEREAS, Edna Jane Dubbury is honored as the newest recipient of the Boston Post Cane;*

*WHEREAS, Ms. Dubbury was born in South West London, England on May 11, 1918 and turned 102 this year; and*

*WHEREAS, Ms. Dubbury studied at the Royal Academy of Music in London for piano. She was secretary to the bank president in London pre, during, and post-World War II, a legal secretary for an attorney, and a piano instructor. She also volunteered a great deal including the VA and Women's Club among others; and*

*WHEREAS, Ms. Dubbury survived The Blitz during World War II. Her husband was a pilot in the Royal Air Force and was shot down in Germany where he was a prisoner of war at Stalag Luft III, the site of the Great Escape; and*

*WHEREAS, Ms. Dubbury, her husband and son immigrated to Ontario, Canada in 1953 and then to the USA in 1957, residing in Bedford, Massachusetts and in 1975, Ms. Dubbury moved to Oak Park, California with her husband; and*

*WHEREAS, In 2007, after her husband's passing, she moved to Bedford, NH to live with her daughter and son-in-law; and*

*WHEREAS, Ms. Dubbury has two children, Jane and Michael, and four grandchildren. She loves music and played piano with others at church and for local groups. She is a fabulous knitter, needleworker, gardener, avid reader, always had pets, and is a great cook; and*

*WHEREAS, Ms. Dubbury currently resides at Bentley Commons and although living in quarantine, she remains alert and her mind is still very sharp. She also still takes daily walks; and*

*THEREFORE, be it declared that we, the Bedford Town Council, do hereby present the Boston Post Cane to Edna Jane Dubbury for the honor of being Bedford, New Hampshire's oldest resident.*

**PROCLAIMED BY THE Bedford, NH Town Council THIS 12<sup>th</sup> DAY OF August 2020**

Chairman Gilbert stated that Ms. Dubbury was joining the Zoom meeting as well as some family members. She is receiving a full size replica cane that has been delivered to her.

Ms. Dubbury thought it was an interesting review of her life. She thanked everybody around her, family and friends, for many good wishes. She's got a nice place to live and has good people with her. She feels at her age she's in a very good situation right now. She said thank you very much.

Jane Furusho was thankful and stated that it was a lovely honor. Her mother is very happy and honored to accept the cane and it was wonderful that they were doing this. They appreciate it very much. They look forward to seeing the cane at the Town Office.

## **b. Election Update**

Moderator Bill Klein stated that their goal is to provide the workers and voters a safe and healthy environment and continue to have an accurate and well-managed polling experience. He was part of the Secretary of State's select subcommittee to look at Federal funding due to the fact that they have one of the most prominent polling places. At this point there are still a lot of things that they know need to be decided and changed with guidance from up in Concord. It's been stressful trying to get definitive assistance on exactly how to do some of the things. One of the areas that seems consistent, is that they (Secretary of State, Governor, Executive Council, etc.) are leaving a lot of the decision making to the local groups. The biggest issue is masks. The consensus of moderators around the state, somewhat supported by Governor Sununu's announcement yesterday for any planned events of 100 or more, it is mandated that the individuals attending need to wear masks. Based on everything they've heard, it's very clear that masks should be required, so inside the building, masks will be required to be worn properly. Anyone who does not wish to wear a mask, including those that have a medical condition where they can't wear masks indoors, there will be two voting places. They will have a 20' x 21' tented area used as a walk-through structure right outside the high school next to the cafeteria. It is an extension of their polling area. They will set it up so it mirrors the inside. The effort to man the polls so they can continue to offer the kind of experience the voters have had in the past has been difficult. When they first sent out the request, they had 50 % of the ballot clerks and staff say no, because they didn't feel comfortable doing it. Right now, they sufficient people, because they had people that stepped up, and half of them are new. A lot of young people in Town stepped up.

Mr. Klein showed maps and explained where the entrances and exits for the building and extra polling place were and the flow of voters in and outside of the polling place. He explained that the Supervisors of the Checklist would be in the cafeteria for new voter registration and masked individuals only. He showed where the outside polling place (tent) would be and explained that they would use walkie talkies for the checklist, because they can't have a separate checklist. They will radio a designated person inside who will mark the checklist once the individual is identified. A ballot will then be given to them outside and there will be a smaller version of the voting setup and a ballot box for their ballot. Chairman Gilbert asked about an individual trying to enter the school in the front without a mask. Mr. Klein stated that they will not be allowed to enter the school. They will specifically train some staff that will be outside the entrances and also monitoring the exits so people don't enter. They will also have very clear signage. They will do a lot of advertising so those that show up and don't want to wear a mask will know where to go and park as well as signage in the parking lot directing them where to go. They will do everything they possibly can to avoid issues.

Councilor Duschatko wanted to know how they are going to handle the handicapped and disabled. Mr. Klein explained that it would be the same as in the past and more staff to help them get in. Councilor Duschatko asked about those that enter the gym to vote and then have to exit, because it's a long walk to get to their car. Mr. Klein stated that there would be a side door they can exit that is closer. He has a lot people helping out as

greeters and hopefully the Councilors who will be there to help out. Councilor Radke suggested having a golf cart available to pick up the handicapped and disabled and bring them back to their cars. Mr. Klein believes that the School has a golf cart and thought it was a fantastic idea. Mr. Klein stated that they are going to have some easy-up pop-up tents at every entrance and exit, which will help those that are being dropped off that are waiting for assistance and for greeters. Some things are still possibly going to change and they will have to adapt to them. Councilor Radke assumed that the curb-side voters would have to be treated like an absentee voters, because their ballot would be put in an envelope so it could be brought to the ballot box, so it couldn't be tampered with. Mr. Klein stated that that wouldn't be needed for the tented area, because it would be a regular polling place with a ballot box. It's not curb-side voting. If someone did want to vote curb-side, not inside a designated voting area that has all of the conditions that make it a regular polling place, if they show up in person, they would get an absentee ballot request form. Mr. Klein mentioned that Brandon Boisvert of the Public Works Departments did the diagram of the inside of the building. Mr. Klein explained all the check-in and voting areas and how they would work. They will have a minimum of six ballot clerks. They will have stand up voting booths, a handicapped booth, and the voting tables, all following the 6-foot distancing. They are adding an area with single voting tables. The ballot clerks will have screens and there will be hanging screens in front of the ballot boxes to protect the voter and the assistant moderators. Councilor Duschatko didn't see a provision for change back to undeclared registration. Mr. Klein stated that at the ballot boxes or at the exits or at both places, that's where people will drop a card into a box that will be labeled 'Return to undeclared here'. Mr. Klein talked about the PPE items they were getting. The State is covering everything and there is very little the Town will have to. He mentioned the cost for the election. He stated that because so many things were covered by Rick's ability to find the money and a couple of different grants and the fact that they sold 10 of the old big black ballot boxes, which brought \$1,500 in, they are going to have very low expenses. There will be a pre-processing of absentee ballots on Saturday, September 5<sup>th</sup> at 9:00am at Town Hall, which is open to the public. They will open up all of the absentee ballots they have received up to that point.

Town Clerk Sally Kellar stated that so far they have had 1,488 absentee ballot requests for the State primary; about 38% of the total ballots cast in 2016, which was just under 4,000. Right now, about 8% of registered voters have requested an absentee ballot for the State primary. They are almost at the 2,000 mark for absentee ballots for the General Election in November, 1,903. Just under 24% of the absentee ballots requested for the State primary have been returned. She talked about signing the affidavit envelope. She stated that if you are voting absentee because of COVID, you can sign the right hand side, which is due to disability, however, they don't match signatures anymore so if anywhere on the envelope you have your printed name and signature, the ballot is going to be accepted. They have been trying to make it easier for voters and have been marking COVID on the right hand side for them. She mentioned concerns people had about the mail being slow, but she stated that she hadn't seen an issue. They have less than a 24 hour turnaround from when someone requests a ballot until it's in the mail and sometimes it's less than that. There is a bin right outside her office for absentee ballot requests. Gloria (MacVane) has a clear view outside the door and they are also getting a window next

week, so they will be able to see traffic in the hall, and keep an eye on those things. There is a ballot return box (unmarked) outside the office and she takes the ballots out of it all day long. The Supervisors of the Checklist are in more often, so they are keeping an eye in the hallway and are helping the voters with absentee ballot requests and voter registrations. They have had 197 new voter registrations since the end of June. They are not handing ballots out in the Town Offices. They are telling voters that they are mailing them out. There is a card included with the absentee ballots for them to fill out and mail back with their ballot to go back to undeclared. At the Election, they are considering, with the guidance of the Secretary of State's office, what to do about going back to undeclared. There will probably be something similar to what Mr. Klein mentioned about dropping in a card to return to undeclared. If you are registered a Democrat or Republican right now, you cannot return to undeclared at the polls. You will have to wait until the day after the Election as always. She thanked everyone at the Town Office that has been helping the Town Clerk's office with such things as folding instruction forms, marking the envelopes, stamping the envelopes with a return address and helping people if they go to the window. She mentioned that they have hired the help of Joan McMahan to be an assistant Town Clerk to help with some of the filing, etc. She is very knowledgeable, because she was a Supervisor of the Checklist for so many years.

### **c. Request to suspend Student Parking Ordinance**

Mr. Sawyer explained the Town's student parking ordinance, which requires a permit for parking. Of the 186 Town spaces, all but 17 of them have been assigned through the lottery system that the School completed and 67 have paid and picked up their permits. They have had three families have requested refunds since the hybrid return to school model was announced. The student parking permit program generates \$23,250 in revenue if all of the spaces are sold, which they have been historically. The School District has requested that the Town suspend its parking permit program for the year, so that all student drivers have the ability to park either on campus or in Town lots without restrictions. In order to do that, the Town Council would have to pass an ordinance repealing Article 262-8 or at a minimum at least pass a resolution suspending the ordinance for a period of time and account for the lost revenue by some other means.

Rebecca Roe, Assistant School Principal has joined the Zoom meeting.

Mr. Sawyer stated that there are some days where all the students will not be able to be accommodated on the campus at one time. Their model does have about 50% of the students there at any one time, but given the transition period there will be some times when students would need to park in the Town lots. He thought the Town lots were likely to be parked on whether there is a permit process in place or not, because they are very popular spots. Students like to park in them, because they avoid all of the traffic of parents picking up and dropping off. His recommendation is that they leave their permit process in place, but allow for refunds at least through September 15<sup>th</sup> for families who decide that the option of parking on campus for free is a better solution for them. They have had 12 families request to have a Town spot assigned even though they weren't part of the lottery system, because they feel that it's a better solution for them that they know their

student has an assigned spot that they can just go to every day and not have to be worried about finding a space or being late to class trying to find a space on campus.

Rebecca Roe, Assistant Principle, explained 70-80% of kids would come through the building at any one time, but there might be 43% of the kids in the building, but it's also freshman and seniors. There might be three mornings out of two weeks where they would have overflow from their parking lot from the expected drivers that they would have. They look at how many juniors and seniors are scheduled for classes and they would be looking at 20 – 40 spots beyond what they can hold at the high school. That's one of the reasons they are recommending that the Town to follow what the School District has done. The school can hold about 320 cars in their parking lots for students, so it's when they have the overflow on those three mornings a week, because of the schedule they have created.

Councilor Radke, wanted to know on the days of remote learning if teachers would be driving in or teaching from their homes, and if so, wouldn't there be extra spaces where teachers would normally park for students. Ms. Roe explained that the schedule they've created is a hybrid in the morning, so A-K students would come in their scheduled blocks every morning. They are going to make the transition time longer, so they are looking at 20 minutes at this point. In that 20 minutes is when students could exit and the next batch of students, L-Z, would come in, so teachers would be in the building teaching for those blocks in the morning. They would have some teachers leave for the remote period and they would have some teachers that would stay during the remote period.

Councilor Stevens stated that she talked to Ms. Roe, because she had some questions for her. She wanted Ms. Roe to clarify that if the school goes to a different schedule that the school would go back to having permitted lots. Ms. Roe explained that if they go fully back to school in person, they would go back to having BHS permits for the students and they would revert back to the original list that they have. They have 308 seniors that had applied by June 9<sup>th</sup> that would receive parking permits and then there were 16 juniors that won the BHS lottery. The students that didn't make the BHS lottery went to the Town. Councilor Stevens found out that the list that the Town received was received prior to the hybrid schedule being presented, so those families and students weren't aware at the time that there would be a hybrid schedule and that the high school planned on allowing any student to park in the lot. Ms. Roe stated that students were notified on June 10<sup>th</sup> on what type of parking they received.

Chairman Gilbert didn't see how they could change this, because they would be telling the taxpayers that they are not going to take the revenue, and he didn't see how they could do that this year. It's an optional program. He read a comment that was submitted: *'I feel allowing some students to have paid Town spots would help alleviate the traffic and parking congestion at the high school. It will likely be problematic in the setting of the new hybrid learning schedule, which involves a changeover of students mid-morning.'*

**MOTION by Councilor Duschatko that the Bedford Town Council keep the student parking ordinance in place at this time and allow the Town Manager to continue to administer the permit process including refunds when and if appropriate. Seconded by Councilor Carter.**

Councilor Stevens thought they would have a big problem on their hands, because now they would be having some folks approach the Town saying that they do want a permit that they weren't allotted in the original lottery, so then would they not be in the position to offer permits to all the students and not just to juniors, if they are under the presumption that having an assigned spot was beneficial. She wanted to know if they then run into a problem where people say they are going to buy the spot for \$125, but they don't think they actually need it, then have a whole bunch of families come back and say on September 14<sup>th</sup> I'm sorry, but I want my money back. Then they are running a bunch of reimbursements and she saw that being a problem. Another problem she had was the Town saying they need \$25k. They have an item further down on the agenda in which they talk about the budget and the money that they saved on certain things including \$60k for not opening the pool. She didn't think the \$25k was a good rationale to create issues for students, because if they have students that bought the Town permit, but decide they want to park in the BHS lot, then they take a spot from someone who didn't buy a permit and now they are ticketing these kids because of this whole issue of just trying to find the best available spot. She thought that was tricky when they have a really good option of waiting and seeing if the kids end up going back to school full time and then administering the permit policy then. There is also a chance that come November, the kids are fully remote and the Town is asking them to pay for a user fee for a full year when the reality is that they only end up using it for two months out of the year. She thought there were folks who play baseball and have used the Town lots more than some of the high school students have. She has a real problem voting for it based on the fact that they could potentially be losing \$25k when policy wise, they are just a number of reasons why they shouldn't be implementing this policy right now.

Councilor Greazzo thought that since the schedule had been altered, he couldn't charge them full price for something they can't fully utilize. He understood that they aren't trying to give away money, but he also didn't think they should be charging for something somebody paid for expecting to be able to utilize it for a full year. He would rather see the kids goes to school all the time, but that's not his decision. His decision whether they are charging them to pay for their parking space that they paid for a full year. He can't charge them full price if they can't use it full time. Councilor Duschatko stated that it's entirely optional. It's the choice of the family and the student. They are not forcing anybody to buy a permit. Councilor Greazzo wanted to know if they've already purchased them and Councilor Duschatko responded yes. Councilor Greazzo pointed out that now the schedule has been altered, and they purchased them with the understanding that they would be using it for the full year and now they're not. Councilor Radke stated that they could get refunds. Chairman Gilbert stated that they could get a refund up to September 15<sup>th</sup>, so they've got ample time to make that decision. He thought they were flexible enough that if things got really crazy and everybody has to go home, they could revisit it and do something different down the road. As of right now, he can't see changing it.

Councilor Radke mentioned the article about four years ago that the fields would be paved and that it would be funded by revenue from the parking permits and thought they owed it to the voters to keep that promise that they gave them. It may not be \$23k this year, because she didn't believe a lot of students would buy the permits. She also believed that

it's an insurance policy for the students that they are guaranteed a spot when they come to school. It's optional; they don't have to do it. She thought that spots would open up when teachers weren't there and hoped that the school would look to open other spots.

Councilor Stevens wanted to know what they would end up doing if they do permit the lots. If they sell half of the permits and end up with a lot of empty spots. She wanted to know if they were going to ticket people who are using those spots to play tennis or use the playground or to use the ballfields during the school hours. She also wondered what would happen in an instance where they have a senior that was going to get a spot at the high school, but now they don't have to pay for a spot, but they didn't win the lottery for the dirt lot, because they are seniors so they were never in that mix. You have that senior that ends up not being able to find parking, because you have students with permits now parking at the high school lots and wanted to know if that senior would get ticketed for parking in the Town lot. Chairman Gilbert pointed out that there weren't any dirt lots anymore. Also, there are parking spots for tennis and parking spots for the playground that are not designated for student parking. Mr. Sawyer stated that there are spots for Town sports that are reserved and spots for the playground that are reserved that people could park in. As long as they aren't staying there for the whole school day, they don't get a ticket. The Police Department monitors that during the school day. The ordinance does require a ticket to be issued if someone is parked in a numbered spot without a permit. Councilor Stevens was thinking that maybe the tennis courts, playground, and fields might be more utilized now that they have a hybrid program for the elementary schools and McKelvie. She thought there would be a problem if they had kids with permits who were looking at the high school lots and would just park there, because there were available spots. Even though the School has pretty much figured out the transition to ensure that they have enough spots at the high school and everybody is moving out and people aren't coming in until everybody is out, she thought that was an issue that needed to be resolved before they could ever vote to permit that lot.

Councilor Radke wanted to know if they don't change the ordinance and someone comes three weeks from now and wants buy a permit, is the Town only going to allow permits for those on the list. Mr. Sawyer explained that the way they've handled this every year is they give a certain number of days or weeks for students to pick up their passes and if they choose not to pick up their pass by a certain date, the Town notifies them that they no longer have a pass and they can then sell the spot to someone else on the waiting list.

Councilor Greazzo wanted to know if the refund cut-off date was up until September or though September. Mr. Sawyer explained that the cut-off date of September 15<sup>th</sup> for refunds was his recommendation. He thought that was a good cut-off date for refunds, because he felt that they would have a couple of weeks of school for everybody to have an understanding of how the process was going to work. If the Council wants to have it go all the way through September, that's fine too. Councilor Greazzo stated that he wasn't completely up to speed that there was that component, so he's comfortable with leaving it as it is. Mr. Sawyer stated that he left it vague in his recommended motion so that he could have some flexibility if parents or students were finding out that the first two weeks of school wasn't a good example of how the rest of the school year was going to go, they



could go to the end of September. Councilor Radke recommended that they go until the end of September. Chairman Gilbert agreed and thought they should make it September 30<sup>th</sup>. Ms. Roe stated that August 25<sup>th</sup> was the date the students were told they had to pick up their parking permits from the Town. Tammy Penny joined the Zoom meeting and stated that was the original date before all of the hybrid came to fruition and the discussion on spending and the parking ordinance. Ms. Roe stated that if that changed, she didn't know if parents and students know that. Mr. Sawyer stated that the motion on the table is open ended it; they are allowing him to administer it, but he would take their advice to extend it beyond September 15<sup>th</sup> to at least the end of September. Chairman Gilbert polled the Council to see if anybody had a problem with September 30<sup>th</sup> and seeing none, he stated that they would make it September 30<sup>th</sup>.

**Roll Call Vote: Carter-aye, Councilor Duschatko-aye, Radke-aye, Councilor Greazzo-aye, Councilor Stevens-nay, Chairman Gilbert-aye. Motion passed 5-1.**

Chairman Gilbert stated that they will keep the program and extend the date for applying for a refund to September 30<sup>th</sup>.

#### **d. Presentation of the Comprehensive Annual Financial Report**

Tammy Penny, Finance Director, stated that the Town received a clean audit. The Town continues to have a strong financial position. They added \$1.25 million to Unassigned Fund Balance in 2019, which brings it to about \$18 million, which is about 20.35% of the total tax. The 2020 budget anticipates using \$2.3 million to reduce tax rate impact, which would bring them down to approximately 16%. The Council would have the opportunity later in the year to use additional Fund Balance. This would allow the Council to reduce tax impacts further. It would need to be discussed at the October 14<sup>th</sup> meeting. There is no public hearing required, but it must be voted on in a public meeting. She mentioned a chart that shows different examples and scenarios to use that \$2.3 million to reduce the tax rate and how much the tax rate would be reduced and where they would land percentage wise in Fund Balance. Later in October she could come back to the Council and tell them what she anticipates the change in Fund Balance so they could make the decision to use additional Fund Balance to reduce the tax rate.

Mr. Sawyer explained that the CAFR points out to the Council and to the public that they have a complete, clean audit and that all of their 2019 financials are in great shape. It shows that their accounting practices and policies are really where they need to be. Year after year they have an excellent report from the auditing team on the work they do.

Councilor Duschatko wanted more detail on the footnote that saying the 2020 estimate assumed usage of \$2.3 million does not use any SAU anticipated \$3 million surplus. Ms. Penny explained that the percentage is total tax effort, which includes the School accounting, State Education, and those aren't know at this point. The \$3 million surplus is anticipated at the School District and they will wait to hear what happens when the School settles up with the DRA and determines the tax rate. Mr. Sawyer explained that if

the School uses the \$3 million, it will change the percentage of Fund Balance. It doesn't change the dollars; it changes the percentage of Fund Balance allocation. Councilor Duschatko wanted to know if that was determined the same time the tax rate is determined. Ms. Penny stated that it was a moving target. She doesn't know what the total of the denominator is at this point and she won't know until the tax rate is set.

**e. 2020 Budget Amendments**

Mr. Sawyer stated that some of the revenue lines that they reported on during the early weeks of the pandemic like motor vehicle registrations have been fully able to recover, however, they won't be able to recover things like investment income, which has really taken a hard hit as well as not being able to make up for all of the missed ambulance calls that didn't occur during the early days of the pandemic. Also, the State has indicated that the Highway Block Grant and Meals & Rooms revenue that should be received in the initial weeks of the pandemic, it was unclear if the State was able to give them those revenues that are included in the budget. Many of the other revenues such as Land Use Change Tax, Transfer Station, and Police Special Detail are running much higher than originally budgeted. Given the overall revenue forecast, he believes the Council should make use of the provisions of Emergency Order #56 and modify the budget as presented in the amount of \$277,260. It was noted that \$200,000 of that is due to the Sportsman Field project not yet moving forward. These funds were shown as anticipated revenue, but the impact fees cannot be withdrawn until the project is awarded. They do remain available for the project and they are hoping to re-bid the project and be to award the project later this year, so they will still be able to use those funds, but it is appropriate to make that change right award. They currently show a fair amount of unspent appropriations of other lines such as Legal Services, Finance, Police Training, and Professional Services for PFAS that they can make use of later in the year. They've been able to recover dramatically better than they thought back in April or May.

**MOTION by Councilor Duschatko that the Bedford Town Council reduce appropriations under Article 5 titled Capital Reserve for deposit to the Recreation Field Improvements by \$200,000 and under Article 6 references Town Operating Budget, Recreation pool by \$77,260 to keep total expenditures within our total anticipated revenues as allowed under Emergency Order 56. Seconded by Councilor Radke.**

**Roll Call Vote: Councilor Greazzo-aye, Carter-aye, Councilor Stevens-aye, Radke-aye, Councilor Duschatko-aye, Chairman Gilbert-aye. Motion passed 6-0.**

**f. Appointments to Conservation Commission**

Mr. Sawyer explained that there was a request from Beth Evarts, former Conservation Commission Chair, to step down to an alternate position. The Conservation Commission

has recommended that Gregory Schain be moved from an alternate to a regular member to serve the rest of Ms. Evert's term.

Councilor Carter hoped they would pass along their sincere appreciation to Beth Evarts. When it comes to recognizing the trails and everything that she has done at the Pulpit Rock, and all the other lands that the Town of Bedford owns that they owe her a lot of gratitude for the work that she has done. Her leadership on the Conservation Commission has taken the Conservation Commission to a new level and she will be sorely missed. Her mindset and thoughts really drove the way conservation really grew over the last few years. He wanted to make sure they pass that along to her. Chairman Gilbert stated that he would be happy to do that.

**MOTION by Councilor Carter that the Bedford Town Council appoint Beth Evarts as an alternate member of the Conservation Commission with a term to expire in 2022 and appoint Gregory Schain as a regular member of the Conservation Commission with a term to expire in 2021. Seconded by Councilor Radke.**

**Roll Call Vote: Councilor Duschatko-aye, Councilor Greazzo-aye, Councilor Stevens-aye, Carter-aye, Radke-aye, Chairman Gilbert-aye. Motion passed 6-0.**

d. **Other New Business – None**

#### **4. OLD BUSINESS**

a. **Other Old Business – None**

#### **5. APPROVAL OF MINUTES**

a. **Public Session – July 15, 2020**

**MOTION by Councilor Carter that the Bedford Town Council approve the minutes of the July 15, 2020 public session as posted. Seconded by Councilor Radke.**

**Roll Call Vote: Carter-aye, Radke-aye, Councilor Duschatko-aye, Councilor Stevens-aye, Councilor Greazzo-aye, Chairman Gilbert-aye. Motion passed 6-0**

#### **6. TOWN MANAGER REPORT**

- 1) COVID-19 Pandemic Update – Bedford has seen a great reduction in the number cases with only **11 current COVID-19 positive patients**. It is my understanding that only a few of these cases are within our long term care facilities which means we need to continue to be a cautious as possible when out in the public especially

given that we are seeing a tremendous number of visitors from out of state. I strongly encourage all residents to follow the CDC and State of NH recommendations for protecting yourself including wearing a face covering and washing hands as often as possible.

- 2) The library re-opened to the public on Wednesday, August 12, for walk-in browsing and computer use. Plexiglas barriers are installed and new stanchions will to guide patrons to check out areas. Starting the week of August 17<sup>th</sup> the hours will be extended to add three additional evenings per week:
  - Monday – Thursday: 10:00 a.m. to 2:00 p.m. and 4:00 p.m. to 7:30 p.m.
  - The library will close for an incremental period to allow time for cleaning and restocking the shelves between 2:00 p.m. and 4:00 p.m.
  - Friday and Saturday: 10:00 a.m. to 2:00 p.m.
  - Patrons may come to the library for the selection of materials and consult with staff but no seating is available.
  - Capacity is limited to 10 people on the upper level and 6 in the children’s room plus 2 people at the public computers.
  - Computer stations are available by appointment and limited in time to 1 hour.
  - Contact-free pickup will continue during all open hours both on the upper level and lower level.
  - Entry and exit on the upper level only.
  - Meeting rooms are not available.
  - Patrons are encouraged to limit time to 45 minutes to 1 hour.
  - Open requests for GMILCS and delivery between libraries has fully resumed.
  - All library programming will continue to be delivered virtually with the exception of outdoor programming.
- 3) Drought – Our dry start to the year has continued and all of southern NH remains in the condition defined as “moderate drought” or “abnormally dry”. I would encourage all residents to implement water conservation measures: only watering vegetable garden crops, watering no more than every other day, and watering in the morning or evening where less water is lost to evaporation. Merrimack Village Water District has implemented an outdoor watering ban which impacts those in Greenfield Farms, Cabot Preserve, Jenkins Road, and the Brick Mill Road area who receive their water from Merrimack through Pennichuck Water Works.
- 4) Summer Concert Series –Wednesday night through August 19<sup>th</sup> at 6 PM at the Bedford Village Common.
  - August 12 – Timmy Brown
  - August 19 – Tattoo (American Roots Dance Music)
- 5) August 20<sup>th</sup> – Bedford Rotary Trail Race, 5:20 PM, Earl Legacy Park
- 6) September 7<sup>th</sup> – Town Office and Library closed in honor of Labor Day.
- 7) September 8<sup>th</sup> – State Primary Election, 7 AM- 7 PM, Bedford High School
- 8) 2020 Census – Bedford currently has a response rate of 81.3% which is third in the State. I would love to see Bedford be the first community to reach 100%. Please complete the Census by going to <https://my2020census.gov/> It truly takes less than 10 minutes to complete.
- 9)

10) Wayne Richardson, our long serving Code Official, has announced his retirement for the later this year. Wayne's level of building code knowledge and dedication to the safety of our residents and visitors to our buildings is truly unmatched in the industry and he will leave behind the biggest of shoes to fill. I can't thank Wayne enough for his counsel and support to me as Planning Director and as Town Manager. Chief Hunter is taking this announcement as an opportunity to review the building and fire department code compliance organizational structure and may request a realignment of responsibilities.

## **7. COUNCILOR COMMENTS AND COMMITTEE UPDATES**

Councilor Carter stated that the Conservation Commission met and there were three major discussion points. One was a Dredge & Fill to rehabilitate the large culvert that carries Bowman Brook under Boynton Street and Route 101. This was put in back in the mid 70's and it is failing. DES talked about how they were going to rehabilitate the culvert. It's not costing the Town anything, but it's going to be about \$1.8 million to rehabilitate it. If it fails, it would cost \$8-\$10 million. They approved a pool. The application realized that they didn't have to have the pool so far away. They had a long discussion concerning the Circle Drive project on South River Road about filling a wetland. The Board said no to that. The Planning Board is having a site walk there at 11:00 am tomorrow. He talked about the clean-up Bedford project. He encouraged any residents that are interested in the Cub Road Club to reach out to him at [wcarter@bedfordnh.org](mailto:wcarter@bedfordnh.org). You can get blue bags from DPW to pick up trash along the roads. Once they are filled DPW will pick them up.

Councilor Duschatko stated that the Planning Board met and they had an approval for a waiver for Market and Main at the request of the developer and it has been continued to the next Planning Board meeting. The other items included a request for an approval for a site plan amendment at an outdoor storage area on Boynton St., which was approved. The 3<sup>rd</sup> item was a discussion of a site plan violation for the 93-unit workforce housing on Bow Lane. A stop work order was issued and the Planning Board has withdrawn the site plan approval pending a resubmission of a revised site plan that would deal with a number of remedial landscaping issues, which was caused by the unapproved and incorrect clear cutting of the lot and the destruction of a number of trees that were supposed to be left for a buffer zone. This will take several weeks to get resolved and be resubmitted to the Planning Board for its approval probably before mid-September.

Councilor Greazzo stated that there was no Water & Sewer Committee meeting and a driveway was approved off of Meetinghouse Road by the Historic District Commission.

Councilor Radke stated that they had an Energy Commission meeting on July 23<sup>rd</sup> and had a great discussion on some things and projects that the Commission is looking forward to talking this year. She urged those that wish to vote absentee to get their request in early.

Councilor Stevens stated that they didn't have a ZBA meeting last month, but there will be one next week on Tuesday at 7:00 PM via Zoom.

Chairman Gilbert mentioned that there was a potential to cancel the September 9<sup>th</sup> meeting, which is the day after the Primary. If they don't have any agenda items, he would let them know that they were going to cancel it. They will definitely be having a meeting on the 23<sup>rd</sup> and he would like to do that in person, but he knows the complications. He and Rick have been talking about alternatives to even BCTV. They will explore that and he will get back to the Council as to what they might potentially be able to do other than Zoom.

**8. NON-PUBLIC – RSA 91-A:3 II (if necessary)**

**9. ADJOURNMENT**

**MOTION by Councilor Duschatko to adjourn. Seconded by Councilor Carter.**

**Roll Call Vote: Stevens-aye, Radke-aye, Greazzo-aye, Carter-aye, Duschatko-aye, Chairman Gilbert-aye. Motion passed 6-0.**

Public Session ended at 8:48 PM.

Respectfully submitted,

Dawn Boufford