

TOWN OF BEDFORD
October 10, 2023
BEDFORD FACILITIES INFORMATION & COMMUNICATIONS SUBCOMMITTEE
MEETING MINUTES

A meeting of the Bedford Facilities Information & Communications Subcommittee was held on Tuesday, October 10, 2023 at the Police Training Conference Room, Safety Complex, 55 Constitution Drive, Bedford, NH. Present were: Joseph Hoebeke, Bill Jennings, and Ray Lessard. Also present: Dave Gilbert (Town Council Rep), Sue Thomas (Town Council Rep), Bill Foote (School Board Liaison), Rick Sawyer (Town Manager), Jeanne Walker (Assistant Town Manager), and Coleen Richardson (BCTV, Asst. Station Manager).

1. The meeting was called to order at 5:02 pm.
2. Approval of September 12, 2023 meeting minutes: Ray Lessard made a motion to approve the meeting minutes and Joe Hoebeke seconded. 2 – yeas, 1 abstention - minutes approved.
3. Video Update: The first video is complete and has been publicly posted. Nice job by BCTV especially Bill, Coleen and Andrew. It is playing on BCTV, posted to our YouTube channel and has been shared on Town social pages. JGPR issued a press release today.
 - a.) A script for the second video has been drafted. A meeting at the Hudson Police Department has been scheduled for October 19 to get footage on what a “proper” station should include so that we can show what we have versus what it should look like. They will take footage of our higher risk areas – evidence, outside parking, sallyport, etc. Discussion regarding staging scenarios occurred but it was decided to keep the video simpler. However, information regarding response times and more fire department issues should be added to the script.
 - b.) The third video should not just focus on cost but on the benefit to the Town , the new facility and the cost. It should show the location, the layout, the renderings and give details on the need, the reduced risks and the potential benefits.
 - c.) A fourth video should also be considered to discuss the proposed improvements to the the existing Safety Complex and the Town Offices. This is part of the overall solution to space constraints being experienced by Town employees and provide better access to services.
 - d.) Sue Mullen is scheduled to record the next video(s) on October 24/25.

4. It was asked if it would be possible to offer more tours of the existing Police and Fire Station so voters could see the situation for themselves. Ray Lessard offered that he had given tours to about 90 people during the Police and Fire Open House and the vast majority understood the issues when they were looking at the station. One thought is to offer then on Sundays (late morning/afternoons).
5. Project Cost Estimate: The estimate was received yesterday but there were several items that need to be incorporated that are not included yet – one example is the proposed solar panels, another is additional work that is needed to the Town office building (new roof, HVAC work, etc.). The third large item that needs to be added is the signalization or roundabout needed at the intersection of Cedarwood and South River Road. The revised estimate should be resubmitted by Friday, October 13. It will be less than \$40 million. Once the estimate is revised, the exact amount of the warrant request will be generated and then it can be determined what the anticipated tax rate impact would be.
6. Pamphlets/Other Handouts: The handout that was generated for the Police/Fire Open House was distributed to the Committee. It will have to be updated to include the latest renderings that LBA has generated and the estimated cost impact will have to be added.
7. Presentation Status:
 - a.) Jeanne Walker is working with Tom Zuppa on the slide deck. He has expressed some concerns that the slides have so much information on them that people will be reading and not listening to the speaker. He is going to try to pare down the slides. This will be reviewed at the next meeting
 - b.) No additional meetings have been scheduled yet. Jeanne Walker will reach out to the various agencies and schedule them before the next meeting.
8. Article for Greet Bedford: Tom Zuppa will help craft this article. We will try to be included in the February edition, so it needs to be submitted by January 1.
9. Website Reconfiguration: Jeanne Walker is meeting with the website staff tomorrow to begin the migration/improvements to the website.
10. The next meeting is scheduled for November 7, 2023 at 5:00 pm.
11. The meeting was adjourned at 5:59 pm.

Respectfully submitted,
Jeanne Walker, Assistant Town Manager