

MEMORANDUM



To: Bedford Town Council
From: Rick Sawyer, Acting Town Manager
Date: August 6, 2015
Re: **Manager's Report**

News & Noteworthy:

- 1) Solar Up NH continues until September 30th for Bedford (and Goffstown) residents and businesses to take advantage of discounted pricing and flexible financing options for the installation of solar systems. Visit: <http://solarupnh.com/bedford-goffstown>
- 2) The Fire Department is completing large animal rescue training this week which includes scenarios with a 500 pound horse dummy, a trailer overturned in a ditch, a river rescue. This training will help to ensure that our personnel and the animals are as safe as possible in real life events. This program is grant funded.
- 3) Our Police and Fire Departments participated in an Annual National Night Out softball game on August 4th which is intended to foster police-community relationships.
- 4) Our Police Department recently responded to a robbery at TD Bank where they were able to identify a suspect, obtain a warrant, and have the individual under arrest in one day's time. Truly a great job by all members of the Department that were involved.
- 5) The Police Department will be holding a swearing in ceremony on August 18th for one officer and one communications professional. The Department has four open positions to be filled.
- 6) The Library remains a very popular summer destination and recently had a great turnout with hundreds of children attending their Fun Faire and Touch-a-Truck events. The highly popular Library Superhero Summer Reading Program has 950 kids participating. 100 adults are also taking part in a summer reading program.
- 7) The Summer Concert Series has concluded for the year after holding 10 events at the Bedford Village Common and Pool Complex that were well attended.
- 8) Liberty Utilities has completed their gas main extension to the Bedford Hills site and will be continuing extensions to the BVI, Safety Complex, and Memorial School over the coming weeks.
- 9) Excellent progress is being made on our TIF and Roads Program construction projects. The house that we will take possession of on September 8th on Beaudoin Street will be used for Fire Department training for two days prior to being removed to make way for the roadway relocation.

- 10) On July 31st Primary Bank celebrated their grand opening, which was attended by the Governor, Senator Shaheen, Senator Ayotte, Executive Councilor Pappas, several State Representatives, most of the Council, and many community business leaders and residents.
- 11) On August 1st the first residents moved into the first of the four apartment buildings at Bedford Hills. Each building contains 36 units with a mix of 1, 2, and 3 bedroom styles.
- 12) Doug Irvine, our Assistant Assessor has given his notice after 7.5 years of great service to the community. Doug will be missed and we wish him well. A search to fill the position will begin as soon as possible.

Project Updates:

- 1) 2016 CIP & Budget – The Department Heads have submitted their department goals, CIP and staffing requests and will be completing their budget requests next week. The draft facilities and project related portion of the CIP will hopefully be handed out to the Planning Board on August 10th so that they can provide any comments prior to the full CIP being presented to the Council in September.
- 2) 4 Sunset Lane – An agreement has been reached to rent the facility to a local expanding business for a one year period. While the lease has not been signed they have agreed to pay all of the August rent and taxes pending the closing which is expected to take place in the next few days. Should this agreement fall apart we do have another interested party looking for immediate temporary space.
- 3) Safety Substation – A meeting has been held and another one is scheduled of the working group on this project which is focusing on the reasoning, statistics, design and staffing options, cost estimates, and marketing.
- 4) Finance/Personnel Director search – Theresa Young has been selected to fill this important vacancy and is scheduled to start September 8th. I owe a great deal of thanks to all the members of the selection committee for their time and attention to this matter, and to the Town Council for scheduling a special meeting to be able to bring Theresa on as soon as possible.
- 5) Library HVAC/Geothermal project – A contract has been signed for the first well to be drilled that will be used to test the conductivity of the soil which is needed to be known for final design of the system.
- 6) Safety Complex Space Assessment – The final report has been completed which outlines options, including costs, for reuse of the ATF space and core building improvements. The ATF has indicated that they will not be out of the space until at least the first quarter of 2016. The study shows the need for a significant investment into the facility that is being reviewed by the Facilities Manager and the associated department heads.
- 7) Low Power FM Radio Station - While looking for options for a temporary LPFM station location it was determined that the station could permanently be located at BCTV. Station

Manager Bill Jennings is working on scheduling the construction improvements and installation of the tower to be completed for first quarter 2016 go live broadcast.

- 8) Website Update – A revised draft RFP has been completed by our IT Manager and Chief Bryfonski based on input from the members of the Council on the working group. One final review is being completed by the group prior to the release. Proposals will be expected in September.
- 9) Route 101 – The Municipal Agreement for future maintenance of the sidewalks and landscaped median islands has been reviewed, modified, and presented for Council action. Members of the management team and I will be attending a meeting with NHDOT later this summer to review their 60% design plans. NHDOT has submitted a request for an increase in funding for the project from \$19.8M to \$25.5M with right of way costs being principally responsible for the increase.

Events:

- August 18th – Police Department Swearing In Ceremony, time to be determined.
- **September 7th – Town Office, Library & Transfer Station closed in honor of Labor Day.**
- September 26th – Olde Towne Day.

Upcoming Meetings:

- August 10th – 7:00 PM, Planning Board
- **August 12th – 7:00 PM, Town Council**
- ~~August 13th – 7:45 AM, Water and Sewer Committee~~
- August 18th – 7:00 PM, Zoning Board of Adjustment
- August 25th – 7:15 AM, Highway Safety Committee
- August 25th – 7:00 PM, Conservation Commission
- September 1st – 7:00 PM, Historic District Commission
- September 8th – 7:00 PM, Parks & Recreation
- **September 9th – 7:00 PM, Town Council**

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