



MEMORANDUM

To: Bedford Town Council
From: Rick Sawyer, Town Manager
Date: October 4, 2019
Re: **Manager's Report**



News & Noteworthy:

- 1) Town Office Building will be closed Thursday, October 17, 2019 from 1–4:30 PM so that the staff can attend an employee appreciation luncheon and mandatory safety training. You will not be able to register motor vehicles, pay bills, meet with staff, or obtain vital records during this time.
- 2) National Red Ribbon Week October 23-31, 2019, "Send A Message. Stay Drug Free" is the theme this year. Please join us in recognizing this week by decorating your home, mailbox or fence. Several town buildings and grounds will be illuminated in red during the week.
- 3) National Drug Take Back Day – Saturday, October 26th between 10 AM and 2 PM. Residents can dispose of their prescription drugs at the Bedford Police Station, 55 Constitution Drive 24 hours a day, 365 days a year, but we bring special attention to issue on the National Drug Take Back Day.
- 4) We have not yet received our Tax Rate but we are hopeful it will be received soon so that we can issue tax bills with a December 1st due date.

Project Updates:

- 1) 2019 CIP & Budget – The Department Heads have completed their proposed budgets and review meetings have been held with the Manager and Finance team. Work continues on revenue projections, fund balance standing, and tax impacts of requested elements and programs. The budget will be presented to the Council on October 23rd.
- 2) 2019 Roads Program –Liberty Hill Road Phase 3 has received base pavement and the team is working on side gravels and driveway aprons. The final wearing course on the entire Liberty Hill Road will hopefully be completed on Columbus Day to avoid impacts with school traffic. The Donald Street project continues to make progress but has been slowed by the amount of ledge encountered. Savoie Street base gravels and the drainage on Johnson Street should be completed in the next few days. Please continue to watch the Roads Program website for timely updates at www.bedfordroads.com

- 3) Transfer Station Access – This project is making good progress and should be at subbase in the next week. The DPW team has developed a temporary access plan that will allow us to continue to make use of the existing Transfer Station throughout the project but there will be a 2-3 day period without a scale.
- 4) Time & Attendance – Work with the contractor has restarted and the Police Department is working to develop the advanced scheduler module for use in their department. HR is developing new pay codes that will be needed for Munis. Hopefully continuous progress will be made until installation and training is complete.

Events:

- October 6th – Library Concerts & Cookies Series, Baza – country and blues music featuring guitar and harmonica, 2:30-4:00 PM.
- October 8th – The Bedford Fire Department Open House, 5-8 PM at the Safety Complex, 55 Constitution Drive.
- October 14th – Columbus Day – Library will be closed to the public for staff training; all other facilities will be open. The Transfer Station will be closed as is typical on Mondays.
- October 10th – Thursday Theater, “Yesterday” 2 PM and 6:30 PM, Bedford Library.
- October 16th – Police Department Swearing In Ceremony, Safety Complex, 9 AM.
- October 17th – Town Office Building will be closed from 1–4:30 PM so that the staff can attend an employee appreciation luncheon and mandatory safety training. You will not be able to register motor vehicles, pay bills, meet with staff, or obtain vital records during this time.
- October 17th – NH Governor’s Advisory Commission on Intermodal Transportation (GACIT) will be holding a hearing on the draft 2021-2030 Ten Year Plan, 7 PM, BCTV.
- October 20th – Adult & Senior Movie Matinee, “Queen of the Desert”, 2 PM, Bedford Library.
- October 31st - Trick or Treating 6:00-8:00 PM.



Upcoming Meetings:

- October 7th – 7:00 PM, Planning Board
- ~~October 10th – 7:45 AM, Water and Sewer Committee~~
- **October 10th – 7:00 PM, Town Council**
- October 15th – 7:00 PM, Zoning Board
- October 18th – 11:30 AM, Telecommunications Subcommittee
- October 21st – 7:00 PM, Planning Board
- October 22nd – 7:15 AM, Highway Safety Committee
- October 22nd – 7:00 PM, Conservation Commission

- **October 23rd – 7:00 PM, Town Council**
- October 24th – 7:00 PM, Energy Commission

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