

MEMORANDUM



To: Bedford Town Council
From: Rick Sawyer, Town Manager
Date: January 16, 2020
Re: **Manager's Report**

News & Noteworthy:

- 1) The registration period for open elected positions is January 22, 2020 through 5 PM January 31, 2020.

Open Town Elected Positions:

- Two Town Council positions (3-year terms)
- One Town Clerk (3-year term)
- One Town Moderator (2-year term)
- One Library Trustee (3-year term)
- One Trustee of the Trust Fund (3-year term)
- Three Supervisors of the Checklist (one 6-year term, one 4-year term, one 2-year term)

Open School District Positions:

- Two School Board positions (3-year terms)

Any Bedford registered voter wishing to file for Office must do so by contacting Town Clerk Sally Kellar at 472-3550. The clerk will be available during office hours at the Town Office Building, 24 North Amherst Road and until 5 PM on the last day of filing.

As per RSA 669:19 candidates who file on the last day of the filing period shall do so in person before the Town Clerk.

- 2) The Bedford Men's Club will hold a forum for the Town Council race on Thursday, February 13, 2020 at 7 PM and the School Board race on Thursday, February 20th at 7 PM. The debates are held at BCTV and also broadcast live.
- 3) As a reminder political signs are not permitted in any traffic island or on any town owned land without approval of the Town Council.
- 4) The Presidential Primary Election will be held on February 11th with the polls open at the High School from 7 AM to 7 PM. Absentee ballots are available at the Town Office Building until 5:00 PM on February 10th.
- 5) The last day to register to vote or to make name and address changes prior to the Primary is Monday, February 3, 2020, at 4:30 PM. You can always register to vote at the Primary.
- 6) The Planning Board will hold it's second and final public hearing on 3 proposed zoning amendments on January 27th at 7 PM at BCTV. The amendments can be viewed on the Town Website at: <https://www.bedfordnh.org/DocumentCenter/View/4232/2020-Proposed-Zoning-Amendments>

7) The Bedford Land Trust has merged with the Piscataquog Land Conservancy releasing their financial assets and 704 acres of property as of January 1, 2020. There will be a public information meeting on the merger on Thursday, January 23, 2020 at 6 PM, at the Bedford Library.

8) Family Snowman Challenge – build a snowman in your own yard and submit a picture by January 31st. Be sure to challenge your friends and neighbors!



9) Our Ladder Truck has been out of service several times in the last few weeks due to transmission issues and an failed switch in the electrical system.

10) Transfer Station - a recent letter to the editor pointed out a change we made this fall at the Transfer Station where we have added two handicap parking spaces for those with handicap plates or placards and are in need of assistance disposing of their trash or recycling. Those individuals should park in the designated space and wait for an employee to come to their aid. I want to thank our team at the Transfer Station for being so willing to assist our residents in this manner.



Project Updates:

- 1) 2020 Road Bond Sale – In preparation of the sale of \$10M in bonds for improvements to our roads, which has been scheduled for February 4, 2020, the Finance Department is spearheading the collection of data necessary in advance of a Moody's Rating Agency visit and review on January 22nd. Finance, Assessing, Planning, and I are working hard to prepare the information into a polished presentation and to coordinate an update of the development projects throughout town as requested. Our new bond rate will be set on January 27th and we believe we are in an excellent position to retain our Aaa rating, however we understand current and future economic development will play a vital role in the final rating.
- 2) Route 101 – As everyone is able to see the State of NH did not finish the Route 101 widening project as hoped by the end of 2019 and they will return in the spring to complete the project. Aspects remaining to be completed are the Wallace Road, Constitution Drive, and Route 114 intersections, the sidewalks, some drainage, and final wearing course of pavement. I know there have been some questions as to why sidewalks that have been paved have not been plowed during the winter, which is the Town's responsibility, and the answer is that they have not been turned over to us yet. Until the project is completed we can't perform maintenance that might cause damage and generate an issue as to who is responsible for the repair costs. I have asked the State to reconsider the wire fencing material that they

started installing along sections for the project in hopes that they can use something more aesthetically pleasing or eliminate the fencing where possible. Our DPW team will develop a plan to replace the fencing along the Bedford Village Common in 2020.

- 3) Document Management – The document management system initiated in 2019 is starting to be integrated into all of the departments and currently has over 4,000 documents. The Building Department has fully integrated the system into their work program and is assisting the other departments with training as time permits.
- 4) Time & Attendance – The Human Resources Department continues to make progress with implementing the project and the Police Department has completed the extensive work necessary for the advanced scheduler aspects of the system. The team is working towards a pilot of the system in the next few weeks. It has become apparent that some items thought to have been able to be done in the system don't exist or are not yet released.
- 5) Facilities – The Fire Chief has been reviewing call volume, call location, response time data, hazard types, staffing and equipment considerations in anticipation of a future workshop with the Council on where fire stations should be located in town and in setting our community standard of coverage expectation. These materials are being reviewed with the Town Manager and the Town Council Chairman is also independently reviewing call data and we will be reviewing the materials together next week.
- 6) 2019 Financial Audit – The audit has been initiated and the team is expected to be in the Town Office Building on February 12-13 and April 13-17, 2020.
- 7) 2020 Master Plan – The Planning Staff and Think-Tank teams are working toward a final draft plan for release in February with a public forum held in March.
- 8) PFAS – As a result of the recent court case brought against the State which has stayed the adopted PFAS limits Saint-Gobain is limiting any further well testing to only those who have received written commitments.
- 9) Personnel – One truck driver position has been filled leaving two truck driver positions and a parks foreman position open in DPW. The part time recreation assistant position has been filled, work is being done to start to secure summer camp and lifeguard positions. Two candidates for police patrolman are currently under review, if those are accepted it would leave only 1 remaining vacancy in patrol and 1 dispatcher vacancy in the Police Department. We are currently fully staffed in the Fire Department with one member on part time while recovering from a work related injury.

Events:

- January 20th – The Town Office Building, Library, and Transfer Station will be closed for Martin Luther King, Jr. Civil Rights Day.
- January 23rd – Bedford Land Trust & Piscataquog Land Conservancy merger public information meeting, 6-8 PM, Bedford Library.

- January 25th – Stuff A Cruiser for the Bedford Community Food Panty, 10 AM-2 PM, Harvest Market.
- February 1st – Educational Farm at Joppa Hill, 5th Annual Snow Ball Gala, 7 PM, Murphy's Taproom, Bedford, NH.
- February 4th – "A History of the NH Primary" with John Gfroerer, 3:30-4:30 PM, Bedford Library.
- **February 4th – School System Deliberative Meeting, 7 PM, Bedford High School.**
- February 6th – Conversation with a Councilor, up to 3 Town Councilors will hold office hours for anyone interested in speaking with them, Noon-3 PM, Bedford Town Office Building, 24 North Amherst Road.
- **February 11th – Presidential Primary Election, 7 AM-7 PM, Bedford High School.**
- February 13th – Town Council Candidates Forum, hosted by the Bedford Men's Club, 7 PM, BCTV Meeting Room.
- February 17th – The Town Office Building, Library, and Transfer Station will be closed for Presidents Day.
- February 20th – School Board Candidates Forum, hosted by the Bedford Men's Club, 7 PM, BCTV Meeting Room.
- **March 10th – Local Election Day, 7:00 AM – 7:00 PM, Bedford High School.**
- **March 11th – Budgetary Town Meeting, 7:00 PM, Bedford High School.**

Upcoming Meetings:

- January 21st – 7:00 PM, Zoning Board
- **January 22nd – 7:00 PM, Town Council** (2nd Budget Public Hearing)
- January 23rd – 7:00 PM, Energy Commission
- January 27th – 7:00 PM, Planning Board (2nd Zoning Amendment Public Hearing)
- January 28th – 7:15 AM, Highway Safety Committee
- January 28th – 7:00 PM, Conservation Commission
- February 4th – 7:00 PM, Historic District Commission
- **February 4th – 7:00 PM, SAU 25 Deliberative Session**
- February 10th – 7:00 PM, Planning Board
- February 11th – 7:00 PM, Conservation Commission Workshop
- **February 12th – 7:00 PM, Town Council**
- February 13th – 7:45 AM, Water & Sewer Committee
- February 18th – 7:00 PM, Zoning Board
- February 20th – 11:30 AM, Telecommunications Committee
- February 24th – 7:00 PM, Planning Board
- February 25th – 7:15 AM, Highway Safety Committee

- February 25th – 7:00 PM, Conservation Commission
- **February 26th – 7:00 PM, Town Council**
- February 27th – 7:00 PM, Energy Commission

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