



March 23, 2020

## Planning Department Procedures in Response to Coronavirus

The Bedford Town Office building is closed to the public until further notice, but the Planning Department is still working remotely to process applications and answer inquiries from residents and the development community. As we all adapt to the social distancing recommendations, we offer the following:

- **Communication:** Please email or call Planning staff directly. If you would like to meet with more than one person, we are happy to arrange a conference call to facilitate broader conversations.
  - Becky Hebert, Planning Director [rhebert@bedfordnh.org](mailto:rhebert@bedfordnh.org) 603-792-1314
  - Mark Connors, Assistant Planning Director [mconnors@bedfordnh.org](mailto:mconnors@bedfordnh.org) 603-792-1377
  - Karin Elmer, Planner [kelmer@bedfordnh.org](mailto:kelmer@bedfordnh.org) 603-792-1320
  - Christine Szostak, Land Use Executive Assistant [cszostak@bedfordnh.org](mailto:cszostak@bedfordnh.org) 603-792-1304
- **Submission of Applications & Documents:** Please place new documents and plans in the black bin located in the vestibule at the main entrance to the town office building (upper level). If you leave material in the bin, please also call or email staff so we can confirm receipt. The Planning Department also always accepts new information by USPS, FedEx & UPS. We will be flexible with deadlines during this period, but would recommend that you call to discuss any new applications.
- **Public Meetings:** The March 23 Planning Board meeting is canceled, but we plan to hold public meetings in April for the Planning Board, Conservation Commission, Zoning Board of Adjustment and Historic District Commission with a call-in or video conferencing option for Board members and possibly the public. We will announce protocols for the meeting as soon as these details have been finalized.

Please do not hesitate to ask questions. Stay safe and healthy!