



Planning Department Procedures in Response to COVID-19

(Updated 6/16/2020)

The Bedford Town Office building is now fully open to the public from 8:00 AM to 4:00 PM and the Planning Department will be available to assist walk-in customers at the Planning counter. We ask that you maintain 6 feet of distance and wear a mask when entering the building. The Town Office meeting space is limited and we are only able to accommodate small groups of 1 -3 people. If you need to meet with a larger group, please contact the Planning Department and we will arrange a conference call to facilitate broader conversations. We are still encouraging you to complete transactions online or through the mail whenever possible. At risk members of our community or anyone who is not comfortable coming in can make an appointment at 4:00 PM by contacting the Planning Department.

As we all adapt to the changes brought on by the pandemic we offer the following:

- **Communication:** Please email or call Planning staff directly as we are working both remotely and in the office.
 - Becky Hebert, Planning Director rhebert@bedfordnh.org 603-792-1314
 - Mark Connors, Assistant Planning Director mconnors@bedfordnh.org 603-792-1377
 - Karin Elmer, Planner kelmer@bedfordnh.org 603-792-1320
 - Christine Szostak, Land Use Executive Assistant 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) or in the bin at the Planning Department counter. If you leave material in either bin, please also call or email staff so we can confirm receipt. The Planning Department also accepts new information by USPS, FedEx & UPS.
- **Public Meetings:** In accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Planning Department will be using the Zoom platform to conduct public meetings electronically. The BCTV building is closed to the public there will be no in-person meetings. While the restriction limiting group sizes to 10 people or more has been lifted, the BCTV meeting room does not provide adequate space for social distancing and the Board and Commission meetings will continue using the Zoom platform until further notice.

The Town of Bedford is providing public access to the Zoom meetings by telephone, and the meetings will also be broadcast live on BCTV. Members of the public will be able to listen and participate in Zoom meeting by dialing 1-929-205-6099 and entering the meeting ID, which will be provided by Planning staff by emailing planning@bedfordnh.org. We will also be accepting questions and comments during the meetings by email at planning@bedfordnh.org.

Stay safe and healthy!