

TOWN OF BEDFORD  
January 2, 2024  
BEDFORD FACILITIES INFORMATION & COMMUNICATIONS SUBCOMMITTEE  
MEETING MINUTES

A meeting of the Bedford Facilities Information & Communications Subcommittee was held on Tuesday, January 2, 2024 at the Police Training Conference Room, Safety Complex, 55 Constitution Drive, Bedford, NH. Present were: Rob Buxton, Kevin Glenn, Bill Jennings, Ray Lessard, and Sue Mullen. Also present: Dave Gilbert (Town Council Rep), Sue Thomas (Town Council Rep), Bill Foote (School Board Liaison), Rick Sawyer (Town Manager), Jeanne Walker (Assistant Town Manager), Bill Jean (Fulcrum Associates), and Tom Zullo (John Guilfoil Public Relations).

1. The meeting was called to order at 5:02 pm.
2. Approval of December 5, 2023 meeting minutes: Ray Lessard made a motion to approve the meeting minutes and Sue Mullen seconded. 5 yeas, 1 abstention - minutes approved.
3. Video Update:
  - a.) The links to the videos on the website were not correct but have been updated. Since that time, Bill Jennings has been able to track the number of views – Video 1 had 32 views, Video 2 had 109 views, and Video 3 had 21 views.
  - b.) Video 4 is a tour of the Police Station, hosted by Captain Monahan. He did an excellent job describing the building’s deficiencies. It was asked if the video should be reduced from its 34-minute run time. The problem is that there is nothing that should be edited out – it tells the story well. It will be added to the website as soon as possible.
  - c.) A fifth video from the Fire department is also being developed. The script has been written; it just needs to be recorded. It will be hosted by Chief Scott Hunter.
4. Slide Deck for presentations
  - a.) General comment: The slide deck should be posted on-line.
  - b.) The cost of the facility needs to be updated to show the estimated \$0.50/\$1,000 (or \$300 annually for a \$600,000 house). Financing for project is currently being reviewed.
5. Presentations and Tours.
  - a.) Presentations at McAllister Room – Bedford Public Library  
January 3, 2024 at 6:00 pm
  - b.) Tours of Existing Safety Complex  
January 3, 2024 at 1:00 pm

- c.) While there was only 1 person at the first presentation and only 1 person at the first tour, the second presentation had 7 attendees and the second tour had about 8 people. Everyone is asking solid questions.
  - d.) It was recommended that handouts of the whole presentation, brochures and copies of the Frequently Asking Questions be made available as meeting handouts.
  - e.) Additional project information sessions will be added to the schedule. The group thought additional tours should be offered as well.
  - f.) It was also suggested that a presentation be done on the Zoom platform that allows numerous people to attend without having to leave their houses. The possibility of having a live broadcast project information session was also discussed.
6. There was a discussion about comments made on a Facebook post regarding the Firing range/training facility. The firing range is estimated at \$750,000. It would be used consistently and help with risk mitigation – as there is lower risk with well-trained officers. It was decided to add the question to the Frequently Asked Questions section. The answer will include the benefits of well-trained officers, discuss the difficulties in training at privately-owned, outdoor facilities, and the ability to train officers continually rather than on two occasions per year. Kevin Glenn was looking for data to support the justification of having an indoor training facility. It is something that is being requested in most new facilities to be able to attract employees and to keep them properly trained. The space will also be used for training of other tools such as tasers and scenario training.
7. Mailers – Schedule and Design: It was agreed that the mailers should target a March 1 delivery date. It should include facts and finances and a QR code to get people to the website. If a larger meeting (at BCTV) is scheduled, this should be included on the mailer.
8. Review of Brochure – Brochure to be updated to stay current with Financing results.
9. It was confirmed that a staffed display table and handouts should be available at the polling place (High School) on Primary Day, January 23, 2024. This is an excellent way to reach voters. The table is set up after voting and on the way out of the building. Typically other groups are also represented there (Boy Scouts, Girl scouts, etc.) Jeanne Walker will make the necessary arrangements. Volunteers to help staff table would be appreciated.
10. Yard Signs – Joe Hoebeke and Rob Buxton will reach out to the Fire and Police Associations/Unions and see if they would be willing to fund.
11. Presentation Status
- a.) The Slide Deck can be modified for each audience and printouts can be made for those groups without video availability.

b.) Scheduled:

Joppa Hill Farm on January 7 - Dave Gilbert (7 pm, Safety Complex)

Men's Club on January 8 – Dave Gilbert (7pm, Murphy's)

Bedford Republicans on January 9 - Dave Gilbert (7 pm, Murphy's)

Bedford Democrats (February 5) – Sue Thomas and Sue Mullen (6:30 pm, McAllaster Room, Bedford Public Library)

Rotary Club on February 7—Joe Hoebeke and Rob Buxton (7:15 am, Manchester Country Club)

Bedford Lion's Club on February 13 – Jeanne (6:00 pm, Airport Diner, Manchester)

c.) Jeanne reached out to the Women's Club but they already have speakers scheduled for January and February. It was suggested that a potential joint meeting with the VFW and American Legion would be a good opportunity. Efforts to schedule with other groups will continue.

12. Article for Greet Bedford: Article was submitted and should be in the February edition.
13. Website Reconfiguration: JGPR is working on the updated website. It is important to get the new website up and running as we are driving people to the website with our outreach efforts.
14. The next meeting is scheduled for January 30, 2024 at 5:00 pm. Post meeting edit – Meeting will be held in the McAllaster Room at the Bedford Library, followed by a Public Information Session at 6:30pm.
15. The meeting was adjourned at 6:17 pm.

Respectfully submitted,  
Jeanne Walker, Assistant Town Manager