

**TOWN OF BEDFORD  
TOWN COUNCIL ORGANIZATIONAL & REGULAR MEETING MINUTES  
March 16, 2020  
BEDFORD MEETING ROOM  
10 MEETINGHOUSE ROAD**

**1. ROLL CALL:** A meeting of the Bedford Town Council was held Monday, March 16, 2020 at the Bedford Meeting Room, 10 Meetinghouse Rd. Present were Bill Duschatko (Chair), Melissa Stevens (Vice Chair) and Councilors Denise Ricciardi, Phil Greazzo, Dave Gilbert, and newly elected Councilors Bill Carter and Lori Radke. Also present was Town Manager Rick Sawyer and re-elected Town Clerk Sally Kellar.

Chairman Duschatko opened the meeting at 7:00 PM.

**2. PLEDGE OF ALLEGIANCE** – Chairman Duschatko led the Pledge of Allegiance.

**3. TAKING OATH OF OFFICE BY NEW COUNCILORS**

Town Clerk Sally Kellar swore in new Councilors Bill Carter and Lori Radke.

**4. ELECTION OF CHAIR AND VICE CHAIR**

**MOTION by Chairman Bill Duschatko to nominate Dave Gilbert for Chairman. Seconded by Councilor Gilbert. Seconded by Councilor Radke. Vote taken – Motion Passed – 7-0.**

Councilor Stevens presented Bill Duschatko with a plaque for his leadership the past year. She stated that they appreciate the work that he's put in. There have been a number of projects that he's set forth to oversee and she thought that the Town had progressed with his leadership, certainly when it comes to technology. They are very appreciative of everything that he's done.

Councilor Duschatko stated that he appreciated working with all of them. He told Councilor Stevens that it had been an interesting five years.

Chairman Gilbert stated that he was appreciative of Councilor Duschatko's support over the years. He took nominations for Vice Chair.

**MOTION by Councilor Carter to nominate Denise Ricciardi for Vice Chairwoman. Seconded by Councilor Duschatko. Vote taken – Motion Passed – 5-0 (Stevens and Radke did not vote)**

**5. BOARD & COMMISSION ASSIGNMENTS**

Chairman Gilbert read the appointments of Councilors to Boards & Commissions:

**Planning Board**

Primary: Bill Duschatko  
Alternate: Phil Greazzo

**Zoning Board**

Citizen Primary: Melissa Stevens  
Citizen Alternate: Dave Gilbert

**Historic District Commission**

Primary: Phil Greazzo  
Alternate: Lori Radke

**Conservation Commission**

Primary: Bill Carter  
Alternate: Denise Ricciardi

**Parks & Recreation Commission**

Primary: Dave Gilbert  
Alternate: Bill Carter

**BCTV-WBNH**

Primary: Melissa Stevens  
Alternate: Bill Duschatko

**Highway Safety Committee**

Primary: Lori Radke  
Alternate: Denise Ricciardi

**Energy Commission**

Primary: Denise Ricciardi  
Alternate: Lori Radke

**Water & Sewer Advisory Committee**

Primary: Phil Greazzo  
Alternate: Bill Carter

**6. PUBLIC COMMENTS – None.**

**7. NEW BUSINESS**

**a. Approval of updated BCTV Policies**

Mr. Sawyer stated that they are minor housekeeping measures for the most part. The last time the BCTV policies were updated was in 2015. These changes were reviewed and recommended by the BCTV Board back on January 16<sup>th</sup>.

**MOTION by Councilor Duschatko that the Bedford Town Council approve the BCTV policies, 12<sup>th</sup> edition, effective March 17, 2020. Seconded by Councilor Radke. Vote taken – Motion Passed – 7-0.**

**b. Review and discuss the Town Council Rules of Procedure, Media Policy, Social Media Policy, and Code of Conduct**

Chairman Gilbert stated that they are going to discuss and either affirm or amend them at their first meeting in April. He asked that the Councilors take a look at them. Mr. Sawyer suggested that if anyone had changes that they send them to the Chair and himself or just to the Chair so they can compile them and have them ready for a document that they could approve at their next meeting.

**c. Other New Business – None.**

**8. OLD BUSINESS – None.**

Councilor Duschatko wanted to know if they should discuss setting a date for the retreat.

Chairman Gilbert stated that the Town Council Retreat is usually on a Saturday in April. Mr. Sawyer stated that if the Council wanted to set it tonight they can. Otherwise they can connect with them via email to get their schedules and availability. He can share that with the Chair and then the Chair can make a recommendation on what date to go forward with. They discussed possible locations. Councilor Duschatko thought they should look into a potential video conferencing setup such as Skype or Zoom that could be used if they get into such a tight situation they can't meet in a public forum. Councilor Stevens thought that was a good idea. She was wondering if it's more important that they try and meet in April and have this discussion in April rather than put it off until May, because they could put it off until May, but then come to find out that this might be even more difficult to do. Councilor Greazzo wanted to know how the public could participate if they are on video. Councilor Duschatko stated that they could dial in and register for that conference. They would have to promote the site address. It's not difficult to do, but if they have enough lead time they could set it up. Councilor Greazzo thought the public would need to be aware of it they did that. Councilor Radke stated that they could also attend the meeting as well. They have to have it at a public place and they could attend. Councilor Greazzo stated that they are saying if they did the meeting remotely, so they wouldn't be at a public place. Mr. Sawyer stated that they would have to have at least one person present and an advertised location. It doesn't have to be a member of the board, it could be himself, but it has to be at a public location advertised. It doesn't have to be in a public building, but it has to be in a location that's publically advertised ahead of time. Chairman Gilbert suggested they communicate through email and see when they can or cannot do a Saturday in April and then take a look at where they could hold it. He has an idea of a private place they could use maybe. Mr. Sawyer stated that the public would have to be allowed. Councilor Greazzo stated that if the public has to have access then he wouldn't be in favor of them all being video. If the rest of the public is gathered in one place, they should be there in person with the public. Chairman Gilbert thought they

should be face to face if they can. Councilor Ricciardi asked that as far as the dates that people keep in mind that some people celebrate Passover and Easter, because that's going to be in April. Mr. Sawyer stated that they will sent out a request for their availability.

## **9. APPROVAL OF MINUTES**

### **a. Public Session – March 4, 2020**

**MOTION by Councilor Duschatko to accept the minutes of the March 4, 2020 Public Session. Seconded by Councilor Ricciardi. Vote taken – Motion Passed – 4-0-3 (Stevens, Radke and Carter abstained).**

### **b. Non-Public Session – March 4, 2020**

**MOTION by Councilor Duschatko to accept the minutes of the March 4, 2020 Non-Public Session. Seconded by Councilor Ricciardi. Vote taken – Motion Passed – 4-0-3 (Stevens, Radke and Carter abstained).**

## **10. TOWN MANAGER REPORT**

Mr. Sawyer updated the Council on the Coronavirus situation and how is it impacting Town services. The Town's response is on Facebook, the Town website and Nixle to try and get the word out on the steps they've taken. They have had to close the Safety Complex and Library. The Library primarily because they were getting overrun with people coming to the Library, because there was no place else to go. Out of great concern for the employees and just being exposed to all the different people trying to attend. Now with the recommendations from the White House this afternoon of groups gathering of no more than 10, they were having many more than that at the Library at any one time. The Town Office Building is also closed except for motor vehicles. All the other departments are by appointment only. There are signs on the doors. They all have email addresses and phone numbers that they can call. He invited them to go to the Town website and review the memos that have been posted daily for the last several days. There are other resources on there that can direct you to State and Federal websites on the coronavirus. He asked everyone to bear with them as they go down this path together. Things do change daily and hourly and they are trying to adapt to them as best they can. The Town employees are just like a cross section of everybody else. They have employees that have been travelling, employees with families that have been travelling, employees with kids who are now home for the next several weeks, employees that have to move their college students out of their dorms in the next couple of days, so they are down staff in certain locations, but all services are currently being provided. Even though the Safety Complex is closed, all public service are being provided. If there is an emergency and they need to go to the Safety Complex, still go there, still dial 911. They are there and they are responding. Contact the Town Manager's Office with any questions or any member of Town staff and they will get back to you. There's been some questions from seniors who feel like they can't come out or feel like they can't make any kind of

appointment, especially with the Assessing Department. They are in a time period where seniors need to be filing their abatement requests. They should just call or email the Assessing Department and they will make an arrangement to work with you to get your materials submitted whether they have to come and pick them up at your house, they certainly will; leave them outside and make an arrangement or leave them at the box at the Town Office Building. The staff has been great in terms of finding ways to communicate with the public and adapt even with these closed buildings. Councilor Greazzo mentioned the information he emailed the Town Manager about earlier and wanted to know if it was something that he could share with the public so people are aware of what they need to do in case they have questions regarding testing. Mr. Sawyer stated that Councilor Greazzo did ask the question earlier today. The Town's memos don't talk about where you go for testing or how you get a test. They are trying to stay focused on the issues related just to the Town government and our response, but it is a great question and something they will be including in the memos going forward. The information they have from the State is that you still need to go through your healthcare provider to get referrals for tests. There are no non-referral locations currently set up in the State. In due time that might be a situation, but for right now continue to contact your healthcare provider if you have any symptoms or trying to get a test of any kind.

## **11. COUNCILOR COMMENTS AND COMMITTEE UPDATES**

Councilor Ricciardi stated that they have to be cautious, but it's an opportunity to come together as a community and look out for each other and stand strong and to not let fear be your driving force.

Councilor Greazzo echoed the same sentiment. People need to calm down and relax. Everything's going to be fine. People die for far more other diseases they have in this country. It's a short-term situation hopefully and everybody's life will go back to normal. Right now there are some extreme things that are starting to take place; stores are closing for a couple of weeks, schools are closed for months, but it will all be fine. Don't panic and run to the store and empty the shelves. Everything is going to be okay.

Councilor Duschatko reinforced what Councilor Greazzo just said.

Councilor Stevens stated that the Zoning Board was scheduled to meet tomorrow, but that could change. As they are in uncharted waters right now, her heart goes out to the first responders and all of those in the medical profession, because they are unable to just stay home and take care of their families and kids that are all now home. Having kids home from school is a feat in itself and she can only imagine the childcare debacles that are going on with those families. Your struggle is not unseen and your work does not go unappreciated, so thank you.

Councilor Radke thanked everyone who supported her in this role as Town Councilor. She's really looking forward to the next three years and working with her colleagues. She hopes to serve you to the best of her ability and plan to do so. She echoes the comments from her colleagues about the COVID-19. She also wanted to let Rick know that the

information he put out was amazing. He did a fabulous job. Kudos to him and the Department Heads.

Councilor Carter thanked the residents for their support last Tuesday and allowing him to become a member of this Council. He looks forward to the next three years working with his fellow Councilors. He echoes what all his fellow Councilors have said and if they are diligent they will get through this.

Chairman Gilbert congratulated Lori and Bill for joining the Board. He looks forward to working with them. He thanked Melissa and Bill Duschatko for their support and guidance over the last couple of years. He thanked them all for having the faith in him to take this on. He will do his best and will endeavor to make sure that everyone is involved with everything they are doing.

**12. NON-PUBLIC – RSA 91-A:3 (if necessary)**

**13. ADJOURNMENT**

**MOTION by Councilor Carter to adjourn the meeting. Seconded by Councilor Duschatko. Vote taken – Motion Passed.**

The meeting ended at 7:22 PM.

Respectfully submitted,

Dawn Boufford