

**TOWN OF BEDFORD
TOWN COUNCIL MEETING MINUTES
May 9, 2018
BEDFORD MEETING ROOM
10 MEETINGHOUSE ROAD**

1. ROLL CALL: A meeting of the Bedford Town Council was held on Wednesday, May 9, 2018 at the Bedford Meeting Room, 10 Meetinghouse Rd. Present were Bill Duschatko (Chairman), Melissa Stevens (Vice Chair) and Councilors Phil Greazzo, Kelleigh Murphy, Chris Bandazian, and Catherine Rombeau. Also present was Town Manager Rick Sawyer. Councilor Gilbert was absent.

Chairman Duschatko opened the meeting at 7:00pm.

2. PLEDGE OF ALLEGIANCE – Led by Councilor Murphy.

3. PUBLIC COMMENTS – None

4. Meeting update with Police Chief

Chief Bryfonski did a Powerpoint presentation update for the Police Department.

Bedford Police Department
Town Council Update
May 9, 2018

John J. Bryfonski
Chief of Police





Bravery
Professionalism
Dedication

Bedford Police Department

VALUES

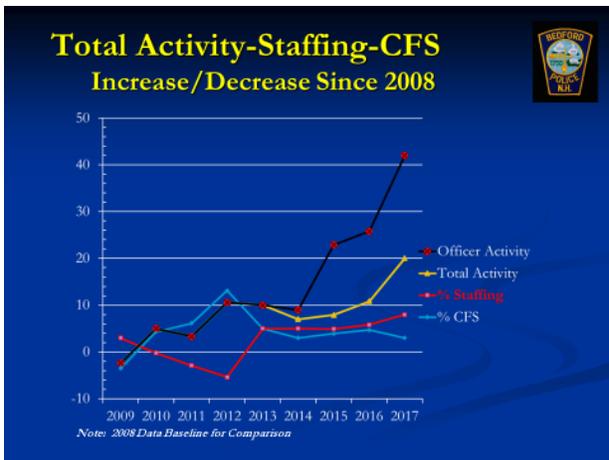
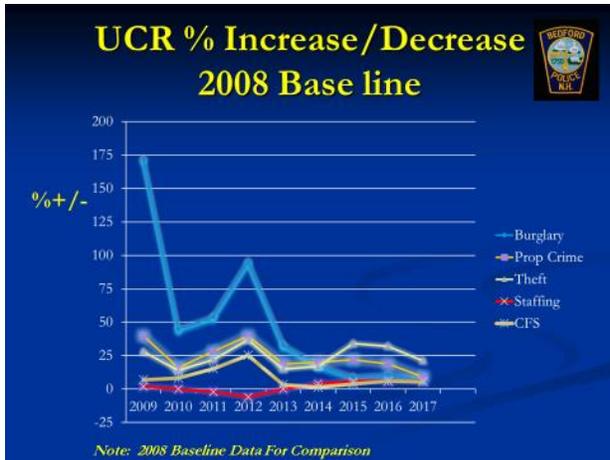
- Integrity
- Respect
- Customer Service
- Leadership
- Continuous Improvement

Vision

- ❑ *To Deliver the Highest Quality Public Safety Services for the Best Value*
- ❑ *To Meet the Challenges of Today*
- ❑ *To Prepare the Organization to Meet the Challenges of Tomorrow*
- ❑ *To Employ and Deploy Cutting Edge Strategies & Technologies*
- ❑ *To Empower-Mentor-Innovate-Encourage Members to Achieve Results*

Statistical Summary

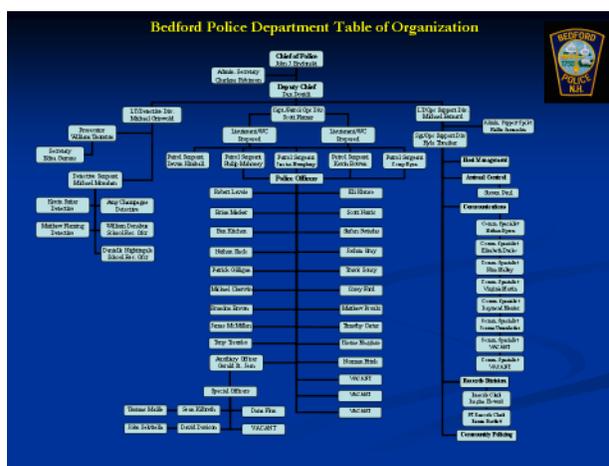
- ❑ *Calls For Service: +8% in 5 Years*
- ❑ *Total Calls 2016-2017 +7,882/+38%*
- ❑ *Authorized Staffing: 2008/34 – 2018/39*
- ❑ *Property Crime*
 - ❑ 425% REDUCTION IN BURGLARY 2011-2017
 - ❑ 40% REDUCTION IN SHOPLIFTING – 2016-2017
 - ❑ 80% REDUCTION IN THEFTS FROM VEHICLES 2016-2017
- ❑ *FBI Per Capita Staffing Index 1.8/39*
- ❑ *Current Per Capita Index 1.66/36*
- ❑ *Spillover Crime*
- ❑ *Service Population 45,000_{est.}*



HIGHWAY SAFETY

INTENSIVE TRAFFIC ENFORCEMENT PROGRAM

- GOAL: REDUCE INJURY AND HARM CAUSED BY COLLISIONS
- STRATEGY: ENFORCE VIOLATIONS RELATED TO INJURY CRASHES
- RESULTS: 2017 PI CRASHES DOWN 20% - DOWN 37% 1ST QTR 2018
- TOTAL SUMMONSES: UP 58% [1,058 MORE THAN 2016]
- CONSTRUCTION ZONE COLLISIONS AND TRAFFIC



Operations Support Division

BeBOLD
BEDFORD
Building Our Lives Together

- RECRUITMENT
- RETENTION
- TRAINING
- COMMUNICATIONS & RECORDS SECTION
- COMMUNITY POLICING PROGRAMS
- FLEET OPERATIONS

BEDFORD POLICE DEPARTMENT

OFFICERS KILLED - 2018

POLICE WEEK – 2018

QUESTIONS?

Councilor Bandazian congratulated the Chief on the reduction in property crimes and overall performance. He asked about increased risk of home burglaries/vehicle thefts in warmer weather. Chief Bryfonski mentioned that ‘see something, say something’ is very helpful to the Department. He also mentioned the ‘vacant check’ program for those going away. Councilor Rombeau was thankful for the Department’s recent efforts on safety with informational meetings at the school.

5. PUBLIC HEARINGS

- a. **To consider Ordinance 2018-02 amending Chapter 262-1, Parking Prohibited, to prohibit parking on the bridge and the area adjacent to the Fire Department stand-pipes on Twin Brook Lane**

MOTION by Councilor Murphy to open the public hearing.

Mr. Sawyer stated that the ordinance specifies that it would be 300 feet from 101 on both sides of Twin Brook Ln. It would become effective May 10th at noon. The Police can enforce it once the signs are up. He explained that they have continuously had trouble with spillover parking from events at LaBelle Winery parking on Twin Brook Lane and blocking the fire pond access. It was referred to the Highway Safety Committee and it was unanimously recommended that the Town Council introduce this ordinance.

Vote taken – Motion Passed – 6-0.

MOTION by Councilor Murphy to close the public hearing. Seconded by Councilor Stevens. Vote taken – Motion Passed – 6-0.

MOTION by Councilor Murphy that the Bedford Town Council adopt Ordinance 2018-02 amending Chapter 262-1, Parking Prohibited, to prohibit parking on the bridge and the area adjacent to the Fire Department stand-pipes on Twin Brook Lane. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 6-0.

- b. **To consider Ordinance 2018-03 amending Chapter 262-6, Speed Limits, to limit the maximum speed on Huntington Ridge Road to 25 MPH**

MOTION by Councilor Murphy to open the public hearing. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 6-0.

Mr. Sawyer explained that Huntington Ridge Road is a new road that is yet to be built, but has been approved by the Planning Board. The ordinance specifies that it would have a speed limit of 25 mph the entire length effective upon construction of the road. This road was only designed to meet the 25 mph standard where typically they are designed for the 30 mph standard. It went to the Highway Safety Committee, which recommended that the Town Council adopt this ordinance.

MOTION by Councilor Bandazian to close the public hearing. Seconded by Councilor Rombeau. Vote taken – Motion Passed – 6-0.

MOTION by Councilor Murphy that the Bedford Town Council adopt Ordinance 2018-03 amending Chapter 262-6, Speed Limits, to limit the maximum speed on Huntington Ridge Road to 25 MPH. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 6-0.

- c. **To consider Ordinance 2018-04 amending Chapter 262-7, Stop Signs, to create a three-way stop condition at South Hills Drive and South Hills Terrace**

MOTION by Councilor Murphy to open the public hearing. Seconded by Councilor Rombeau. Vote taken – Motion Passed – 6-0.

Mr. Sawyer stated that this would be effective May 10th at noon, but will only be effective once the signs are in place.

Chief Bryfonski explained that there were citizen complaints about traffic volume and speed. The traffic unit reviewed the traffic volume and the roads in that area including Regency, South Hills and South Hills Terrace. They noticed that the intersection, which is a T-intersection, was uncontrolled. It was recommended that the Highway Safety Committee consider controlling the intersection. The conclusion was that because of the way the roads are configured, if they just controlled the South Hills Terrace end of it, it would cause confusion. To make sure they are controlling the traffic in a way that everyone would anticipate it, they recommended that they turn it into a 3-way stop.

Councilor Greazzo wanted to know how many other T-intersections shown on the screen had a 3-way stop. Chief Bryfonski wasn't sure how many. Typically with T-intersections they either stop the main road or they stop all of them. Councilor Greazzo thought the confusion was how South Hills was three different roads off of two other roads. Chief Bryfonski explained that it wasn't always a thru street.

Councilor Murphy mentioned that there was a member of the public that came to the Highway Safety Committee meeting and expressed their concern of people tearing through the speed limits. They had a lengthy discussion about it and she thought there would be more accidents if they just put a stop sign at one part of the intersection and not all three ways.

MOTION by Councilor Murphy to close the public hearing. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 6-0.

MOTION by Councilor Murphy that the Bedford Town Council adopt Ordinance 2018-04 amending Chapter 262-7, Stop Signs, to create a three way stop condition at South Hills Drive and South Hills Terrace. Seconded by Councilor Stevens. Vote taken – Motion Passed – 6-0.

6. NEW BUSINESS

- a. **Award of IT Server & Storage Hardware Bid**

Chief Bryfonski explained that the primary purpose is to upgrade the three servers and to upgrade and improve the storage area network. They are aging and in some cases past the production service life and support cycle.

Councilor Murphy wanted to know if Chairman Duschatko's previous concerns were adequately addressed and Chairman Duschatko responded yes.

Councilor Bandazian wanted to know if any warranty work was going to be done through HP or the new vendor. Chief Bryfonski stated that if it is an HP device, they have HP Secure Net warranties.

MOTION by Councilor Bandazian that the Bedford Town Council award the 2018 IT server and storage bid to SHI of Somerset, NJ in the amount of \$108,971.77 and to authorize the Town Manager to execute the contract. Seconded by Councilor Murphy. Vote taken – Motion Passed – 6-0.

b. Appointment of a Deputy Town Clerk

Lori Radke, Town Clerk, explained that she would like to confirm the appointment of the Deputy Town Clerk, Gloria MacVane. She mentioned the qualifications of Ms. MacVane and the training she has had.

Councilor Greazzo wanted to know who would take over if Ms. Radke were to leave and there was no Deputy Clerk. Ms. Radke stated no one. She explained that if she were to leave the Town would not be able to administer any vital records. The residents would be sent to other towns. Councilor Greazzo wanted to know if the Deputy would be an elected position or would they stay. Ms. Radke explained that the Town Clerk is elected and the Deputy Town Clerk is appointed. The Deputy Town Clerk will be in the same term as the elected official. Her term is up in two years and if she gets reelected they would have to reappoint the Deputy for the next three years.

Kathleen Bemiss wanted to know if the Deputy could run against the Town Clerk in the election and Ms. Radke responded yes.

MOTION by Councilor Rombeau that the Bedford Town Council confirm the appointment of Gloria MacVane as Deputy Town Clerk for a two year term ending in 2020. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 6-0.

c. Appointment to the Telecommunications Subcommittee

Chairman Duschatko explained that the subcommittee had been ineffective due to the lack of quorums. They had to replace a member who never attended any meeting and he wanted to expand the subcommittee to include two alternates.

MOTION by Councilor Murphy that the Bedford Town Council add two alternate members to the membership of the Telecommunications Subcommittee. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 6-0.

MOTION by Councilor Bandazian that the Bedford Town Council remove for cause the individual that has not attended meetings. Seconded by Councilor Murphy. Vote taken – Motion Passed – 6-0.

MOTION by Councilor Murphy that the Bedford Town Council appoint Kathleen Bemiss as a regular member to the Telecommunications Subcommittee and Christopher Swiniarski and David Tuttle as alternate members to the Telecommunications Subcommittee. Seconded by Councilor Stevens. Vote taken – Motion Passed – 6-0.

d. Adoption of new Public Comment language

MOTION by Councilor Rombeau that the Bedford Town Council approve the proposed new public comment language as follows:

‘The Town Council welcomes citizen comments on issues not on the agenda for up to 5 minutes per person. When appropriate, the Chair may allow for reasonable input from the public during discussion of agenda items. Individuals desiring items on the Council agenda must contact the Town Manager's Office at 472-5242 by 4:30 PM on the Thursday prior to the meeting. The Council normally meets on the 2nd and 4th Wednesday of the month. Anyone with a mobile device is asked to put it on mute. Anyone with a mobile device that goes off during the meeting is expected to leave. The Council will not hear any new items after 10pm. The Council has the ability to waive its rules.’

Seconded by Councilor Bandazian. Vote taken – Motion Passed – 5-0 (Councilor Murphy was not present for the discussion or vote).

e. Other New Business

Mr. Sawyer mentioned forming committees for the six goals/priorities that came out of the Town Council Retreat. It was discussed and it was decided that no formal subcommittees would be established. Instead, they would be working groups that would report on their particular goal under Old Business at each Council meeting.

7. OLD BUSINESS

a. PFC Update

Mr. Sawyer mentioned that there would be a meeting for anyone who has been impacted by the PFOA/PFC water contamination in their private well, especially along Back River Road, Green Meadow Road and Smith Road. That public meeting is being held by DES and Pennichuck on May 22nd at 6:30 PM at the Peter Woodbury Elementary School, 180 Road. The State will be giving a full update on the full

investigation. Pennichuck will be doing the majority of the presentation speaking about the construction scheduling process and signing residents up for the engineers to come and view the interior of their homes for plumbing changes and where the water lines would run from the street to their home. They are in a critical time period with the water bidding process. Tomorrow is a pre-bid meeting and on the bids are due on May 22nd. Those residents in the contamination area on South River have already been notified by a separate engineering company, C.T. Male Associates, hired by St. Gobain.

b. Other Old Business – None

8. APPROVAL OF MINUTES

a. Public Session – April 18, 2018

MOTION by Councilor Murphy that the Bedford Town Council approve the minutes of the April 18, 2018 Public Session. Seconded by Councilor Stevens. Vote taken – Motion Passed – 6-0.

9. TOWN MANAGER REPORT

- 1) The School District informed the Town of a scam alert. A company known as Sports Media Advertising aka as Boost Sports, Touchdown Sports, and TD Sports has been contacting Bedford residents and businesses indicating that they are affiliated with the School and asking for donations that would benefit the School and promotional items would be made. The School District wanted to make everyone aware that they have no connection with any of those businesses. If a business or resident has been contacted or has given money, try and stop those payments. The School District has tried to issue Cease and Desist orders for this company, but to no avail.
- 2) The last day to make party affiliation changes prior to the September Primary is June 5, 2018. If you are currently registered as one party or the other you will need to vote in that party's primary unless you make a change before June 5th. The Supervisors of the Checklist will be holding extra hours on June 5th from 7-8:00 pm at the Town Office Building. The date for filing for office is June 6th – June 15th.
- 3) The Horace Greeley Road Bridge Amherst just over the Bedford line at the end of North Amherst Road has been closed until November 30, 2018. All motorists are encourage to use Route 101 when traveling to/from Amherst.
- 4) Personnel: Officer Nathan Slack has graduated from the Police Academy and has now entered our field training program. Luci Albertson, Child Services Director at the Library retired after 28 years. Chris Perreault our Transfer Station Manager has accepted the position of DPW Forman (Parks) so we will now advertise for the open position at the Transfer Station.
- 5) May 12th – Annual Spring Work Day at the Pulpit Rock Conservation Area at 9:00.
- 6) May 13th – Bedford Library Closed for Mother's Day.
- 7) May 18th – 79th Annual Bedford Firemen's Ball, 6:00 PM Social, 7:00 PM Dinner.
- 8) May 20th – Sunday Matinee Series, 2 PM, Bedford Library, "Walk the Line".
- 9) May 21st – BeBOLD Bedford presents, Addiction can happen to anyone: A Bedford

family's personal story", 7 PM, Bedford Library. (Intended for adults)

10) May 22nd - The 2018 Citizens Police Academy Graduation, 6:30 PM.

11) May 27th – Police Department Bicycle Rodeo at the High School, 10:30 – 12:30 PM

12) May 27th – Memorial Day Parade, 1 PM.

13) May 27th – Bedford Library Closed for Memorial Day

10. COUNCILOR COMMENTS AND COMMITTEE UPDATES

Councilor Greazzo was at the Conservation Commission meeting and they supported a Dredge and Fill permit for Sebbins Pond Road. Some of that construction will take place over the summer. They will put in two replacement pipes for culverts. He mentioned that earlier in the day he and Councilor Rombeau met with PW Director Jeff Foote about recycling and waste management issues. They would like him to be able to give the Council some information at their next meeting.

Councilor Murphy warned everyone about ticks and to do tick checks.

Councilor Rombeau attended the Historic District Commission meeting. They are moving forward with an application to be a Certified Local Government (CLG), which means a community proves to the State Board that they follow certain best practices with preservation practices and allows them to apply for grants through their organization for the Historic District Commission projects.

Councilor Bandazian stated that the Planning Board approved a small expansion of the BVI to allow for ADA access and reconfiguration of the kitchen. They also approved a home occupation. The Master Plan selection committee conducted interviews this week and will be finalizing a decision. The Energy Commission has been working on tasking themselves with different subject areas. They are looking forward to meeting with Jeff Foote to talk about recycling and the installation of a trane energy management system, which hopefully will bring the cost of summer cooling down significantly. He expressed his condolences to Ken Hawkins' family. He will miss him a great deal.

Councilor Stevens thanked Chief Bryfonski for his update. She mentioned the Route 101 construction and the police being involved in the project and she feels comfortable knowing that anything that could be done to mitigate the headaches and troubles on that road is being taken care of. She mentioned that people are driving fast and she urged people to slow down. She urged everyone to look out for ticks. Go Celtics!

Chairman Duschatko recognized formerly Councilor John Schneller who was in the audience with his two sons for their Citizenship in the Community merit badge. Mr. Schneller stated that his sons are in Troop 5 and one of their requirements for Citizenship in the Community is to interview a Town Councilor. They each have identified an issue that they care about and they want to talk to Vice Chair Stevens. He is soon to be Citizenship in the Community merit badge councilor.

Chairman Duschatko talked about the meeting he attended for document management, which was led by Shaun Mulholland, City Administrator in Lebanon. Councilor Bandazian, Town Manager Sawyer, Chief Bryfonski, Town Clerk Lori Radke, and IT Manager Nate Gagne were also present at the meeting. Mr. Mulholland gave them a very good overview of what to look for and how to do it and what not to do in developing policies and future formats of this. If they can come close to achieving some of the efficiencies that he's been able to do in 90 days in Lebanon, it would be a fantastic benefit to the community in both adding to transparency and improving efficiencies within the departments and making everybody's life a little easier, faster and more customer responsive. It's at least an 18-month program before it gets fully implemented.

11. NON-PUBLIC – RSA 91-A:3

12. ADJOURNMENT

MOTION by Councilor Murphy to adjourn. Seconded by Councilor Stevens. Vote take – Motion Passed – 6-0.

The public meeting ended at 8:39 PM.

Respectfully submitted,

Dawn Boufford