

**TOWN OF BEDFORD
TOWN COUNCIL MEETING MINUTES
May 23, 2018
BEDFORD MEETING ROOM
10 MEETINGHOUSE ROAD**

1. ROLL CALL: A meeting of the Bedford Town Council was held on Wednesday, May 23, 2018 at the Bedford Meeting Room, 10 Meetinghouse Rd. Present were Bill Duschatko (Chairman), Melissa Stevens (Vice Chair) and Councilors Phil Greazzo, Dave Gilbert, Kelleigh Murphy, Chris Bandazian, and Catherine Rombeau. Also present was Town Manager Rick Sawyer.

Chairman Duschatko opened the meeting at 7:00pm.


2. PLEDGE OF ALLEGIANCE – Led by Councilor Stevens.

3. PUBLIC COMMENTS – None

4. Meeting update with Public Works Director Jeff Foote


Chairman Duschatko mentioned that it was National Public Works Week and he had the pleasure of joining the Public Works Department at a luncheon today.

Jeff Foote, Public Works Director and Jeremy Spooner, Environmental Coordinator came forward to update the Council. Mr. Foote went through a Powerpoint presentation.



Town of Bedford
Department of Public Works
Update
May 23, 2018

**National Public Works Week
May 20 - 26, 2018**

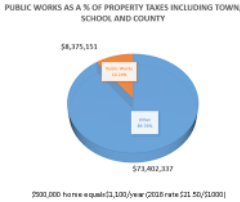


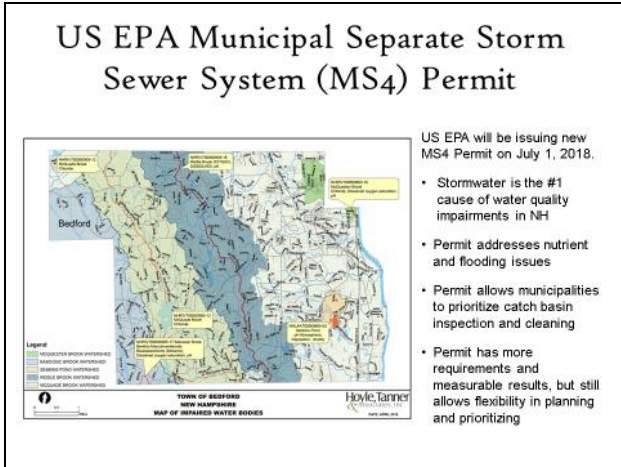
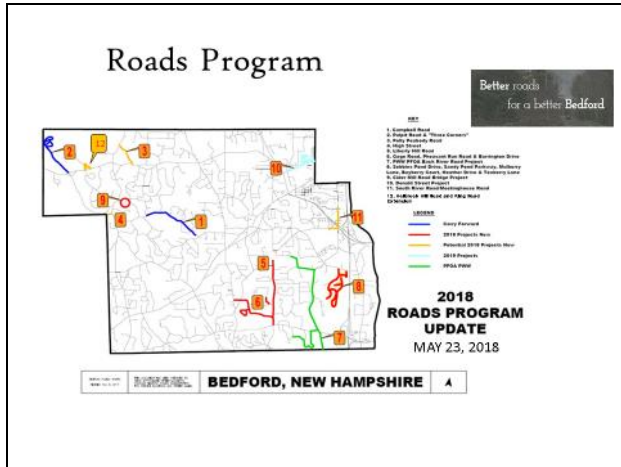
Bedford Public Works

Divisions:

- **Administrative** – Budgeting, program planning, engineering
- **Highway Division** – Reconstruction of Roads including debt service, Plowing, Paving, Roadway Maintenance, Drainage Improvements
- **Field Maintenance** – Playing Fields, Trails, Playgrounds, Pool Operation and Maintenance
- **Facilities Maintenance** – Town owned buildings including Safety Complex, Library, BCTV, Old Town Hall, Town Office, and Highway Garage
- **Wastewater Division*** – Maintenance and operation of municipal sewer collection system* - (Sewer Enterprise Fund)
- **Solid Waste/Transfer Station** – Operations of transfer station including collection and disposal of municipal solid waste, single stream recycling and soft yard waste

PUBLIC WORKS AS A % OF PROPERTY TAXES INCLUDING TOWN, SCHOOLS, AND COUNTY





LED Lighting and Energy/Cost Savings

LED Street Lighting

- In February 2018, new LED street light fixtures were installed throughout Bedford at a cost of \$47,000.
- In May, we received a rebate for the new fixtures from Eversource for \$16,775
- Moving forward, monthly invoices for the outdoor lighting should average \$1,000, (previous average \$3,000) resulting in a fifteen month return on investment

Standard Power of America Inc.

- In October 2017, the Town signed an energy agreement with Standard Power of America Inc. at a current rate of \$.07092
- This agreement expires in November 2018, the Department is currently reviewing energy supplier options for the fall

Transfer Station

Existing Transfer Station

Revised Transfer Station Layout

Estimated Construction Cost \$550,000

- Relocate Scale House
- New Entrance
- Miscellaneous Improvements in Soft Waste Area

John Tanner, Inc.
For a better Bedford

Recycling

- The Town processes about 100 tons of recyclables per month
- The price of recycling has been dramatically increasing - \$152.22/ton in April
- Using April rate, estimated annual cost of recycling is approximately \$183,000
- Soliciting alternate vendors to renegotiate per ton costs
- Additional options being explored include removal of glass from single-stream and either
 - Crush and use in road construction
 - Crush and dispose at landfill
 - Dispose of in municipal solid waste

Councilor Rombeau thanked Mr. Foote for meeting with her and Councilor Greazzo and talking about some of the recycling issues and potential options for the Transfer Station. Regarding the glass, she wanted to know if they had the crushing equipment, and then price of recycling improves, could they stop using it and go back to including it in the recycling. Mr. Foote stated that the quickest and easiest thing to do would be to give it

to a 3rd party vendor for a cost. He mentioned building a little bin in the rear of the facility, storing the glass, building a retaining wall to keep it isolated, renting a roller and crushing the glass, then mix it in and use it for backfill on pipes, etc. It would be a first year cost of around \$35k. Renting a crusher would be significantly more. They received a written proposal from a vendor today. He referred to a sheet showing different options. The existing vendor is Casella, and it's \$183k if they do nothing. If they go with the 2nd vendor on the list, they would have to pull out the glass from the recycling and pay a vendor to remove the recycling minus the glass and pay the same vendor to haul the glass and use it to cap their landfill, that total would be about \$104k.

Councilor Murphy wanted to know what the estimated labor cost was if they did it themselves. Mr. Foote stated that the capital costs to separate it would be about \$5k for two bins. Then they would construct a bin to store the material for about \$25k, and another \$5k for operational cost for a total in the first year of \$35k. Councilor Murphy wanted to know if they would have to hire an additional person to do it. Mr. Foote didn't think they needed to hire an additional person. They discussed closing the Transfer Station on Wednesdays, because it's the slowest day to try and get some of the other tasks done. He didn't think it would be 8 hours a day/5 hours a week for someone.

Chairman Duschatko wanted to know if the Transfer Station employees would separate the glass or would the residents be responsible to do it. Mr. Foote stated that the residents would be responsible for separating the glass before it goes to the Transfer Station. Councilor Rombeau wanted to know if they could they separate it at the Transfer Station. Mr. Foote stated that as long as they put it in the glass bins. Chairman Duschatko wanted to know if that would give them a cleaner stream of papers and cardboard. Mr. Foote explained the contamination with the glass, so it will be an approved quality for recycling; it's not contaminated. He wanted the residents to be mindful of what they put in to be recycled. There are signs at the Transfer Station of what is acceptable and what isn't.

Chairman Duschatko wanted to know if they took the glass out of the municipal waste, would it help in reducing the weight. Mr. Foote stated that it could reduce the tons per haul. They could save \$100k a year. They would have to notify the public. Chairman Duschatko wanted to know when they had to make a decision. Mr. Sawyer stated that a lot of this with the numbers was just coming out today, so it's work in progress. He wants them to continue to work with Councilor Greazzo and Councilor Rombeau who are the committee for the goal the Town Council set. He thought the next step was to identify if they are going to take the glass, and how that marketing campaign to the public will go before they just put it in place. Mr. Foote stated that they need to work aggressively. They have one vendor in place. For every week they delay it, they could be delaying it a month. The Public Works Department will work as quickly as they are directed by the Council to implement it and save \$100k a year.

Councilor Stevens wanted to know if the glass crusher was a piece of equipment where residents would put in the glass and then it crushes it. Mr. Spooner responded yes. Councilor Stevens mentioned rolling the glass to crush it. Mr. Foote stated that it

wouldn't happen every day. Councilor Stevens wanted to know how it would be confined and collected once it's rolled. Mr. Foote mentioned that they would have to spend \$25k to build a 3-sided container. Once it's crushed they would scoop it up with a loader and mix it with other materials and use it for road construction. Councilor Stevens wanted to know if the roller could be used for anything else. Mr. Foote stated that they would rent it. They are inexpensive to rent, so he didn't think they would want to invest in one. Mr. Sawyer stated that they have to make it as easy as possible for the residents. They have to figure it out and get back to the Council as soon as possible.

Tracy Davey, 3 Patton Rd, wanted to know the cost difference of putting the glass into mainstream versus recycling. Mr. Foote mentioned that currently they pay \$70.71/ton for municipal solid waste and pay \$152.22/ton for recycling. Under a proposal they have, if people remove the glass, they could dispose of that at \$30/ton plus trucking. If they separate the glass from the recycling, they could dispose of that at \$32.87/ton plus trucking. If you add the trucking, it comes out to about \$83/ton for the recycling.

Councilor Gilbert wanted to know what the blue boxes were in the diagram on the screen. Mr. Foote stated that they need to make that area cycle better than it does. He mentioned composting and getting the students and parents involved. Councilor Gilbert mentioned the PFOA piping from County Road. Mr. Foote explained that there is a Class 6 road called Presnar and they will go across County until they get to Tirrell Road and then east to Back River Road and South to the contaminated areas.

Councilor Bandazian wanted to know if there was any discussion at the SNHPC and Chairman Duschatko stated that there has been no discussion, but he will bring it up at the next meeting.

5. NEW BUSINESS

a. Award of Sewer Vacuum Truck Bid

Mr. Foote explained that MS4 regulation will cause them to increase frequency of catch basin cleaning, etc. Previously, they spent about \$20k/year and it's likely to increase to close to \$80k/year. There are many other uses for the vacuum truck. He thanked Jeremy, the Highway Superintendent, and the head mechanic. They visited numerous places to come up with a product that met the needs of the Town. They received five legitimate bids and the lowest qualified bid was from Donovan Equipment. Mr. Spooner explained the different ways they could use the sewer vacuum truck. Mr. Foote stated that the lowest qualified bid was also a timely delivery bid. The vehicle is being constructed in Ohio and exceeds their qualifications. It has a 5-year/400,000 mile warranty on the engine.

MOTION by Councilor Bandazian that the Bedford Town Council award Contract #09-2018 to Donovan Equipment Company, Inc. for the tandem axle sewer jetter/vacuum truck in the amount of \$396,300. Seconded by Councilor Murphy.

Councilor Bandazian wanted to know which fund would be depleted less. Mr. Sawyer stated that they were buying it out of the sewer fund with \$120k that was allocated from reallocation in the capital fund. He doesn't know if they've identified how to allocate the different in cost, but for right now it would all come out of the sewer fund. They will clarify that and get them a report. It's possible they delay the payments from the general fund to the sewer fund for two years to make up the difference.

Councilor Greazzo wanted to know if they had an existing truck and Mr. Foote responded no, this would be a new piece of equipment. Councilor Bandazian stated that the Town has rented one when they've needed it.

Councilor Rombeau wanted to know the life span of one of the truck. Mr. Foote said 10-12 years. Mr. Spooner stated that it could be more; it depends on the maintenance.

Vote taken – Motion Passed – 7-0.

b. Award of 3-year Munis Service Contract

Theresa Young, Finance Director, stated that she's there to obtain the approval for a bid waiver that totals \$101,804 for each of the next 3 years, 2018, 2019, 2020. The bid waiver would fund an agreement with Tyler Technologies for the maintenance agreement for their MUNIS financial system. The amount was determined in August of last year, so it was included in the 2018 budget. The bid waiver was required to be signed before it got to the Council by the Department Head, Chief Bryfonski who oversees the IT Department and the Town Manager. She gave a history of the financial system. In 2009 they went out to bid, and they awarded to Tyler Corporation, which holds MUNIS. They don't have a compelling cause to go out to bid right now. Originally they were server based. Tyler Communications is including a one time 5.5% increase. The contract was in effect in January of this year. She thought it was already in place. It is over \$100k because it includes the citizen self-service, which will take over the online taxes, liens and sewer payments.

Mr. Sawyer stated that in 2014, they went from a server based system to a cloud based system. Ms. Young explained that the reason the fees went from about \$55k to \$96k was because they went to a web based system. Mr. Sawyer mentioned that all of the updates became automatic updates.

Chairman Duschatko wanted to know what gets upgraded. Ms. Young explained what would cause an upgrade and explained dashboard and the newest revisions including more report driven cube based reports. Chairman Duschatko wanted to know if any changes were being made to interface with the Time and Attendance program. Ms. Young stated yes and the cost is already included in the Time and Attendance proposal that the Council already approved. Mr. Sawyer stated that the reason for the bid waiver is that it is a sole source; there is no other vendor that could bid on servicing the existing financial package.

MOTION by Councilor Bandazin that the Bedford Town Council approve the Bid Waiver for Tyler Technologies and authorize the Town Manager to sign the 3 year agreement. Seconded by Councilor Gilbert. Vote taken – Motion Passed – 7-0.

Chairman Duschtko wanted to know if because the contract is over \$100k, do they have to approve that also. Mr. Sawyer stated that they did that as part of the motion by authorizing him to approve the contract. The amount is \$305,412 over the three years.

c. Other New Business – None

6. OLD BUSINESS

a. PFC Update

Mr. Sawyer mentioned that there was a public meeting held last night. He didn't hear of any new information. The primary purpose was to get individual residents talking with the engineers from Pennichuck to make sure the residents had already had a design in place or signed up to get a design. There has been a two day delay on the bidding for the water line construction. NHDES came up with an additional requirement that forced Pennichuck to give the contractors who were bidding on the project two additional days to respond, so the bids are now due tomorrow at Pennichuck at 2:00pm. He and Jeff Foote will be there.

Councilor Bandazian mentioned the contact information for people who don't know which engineer to contact. Mr. Sawyer stated that they have all been sent a letter directly from the engineering firms, but if they are confused they can call our office. Councilor Rombeau thanked the residents that came out; they were cool headed and patient and she thought it was productive. Mr. Sawyer thanked Rep. Terry Wolf who has been attending all of these meetings and stood in his place to MC the meeting.

b. Town Council Retreat updates

Councilor Rombeau stated that she and Councilor Greazzo would be meeting to talk about planning for the employee appreciation event in the fall.

Chairman Duschatko stated that he and Councilor Bandazian are doing the documentation, but nothing has transpired since their last meeting. He has asked Lori Radke to look at DocuSign and get familiar with it. He will send out a memo to the Council for anyone who wants to look at it and see how it works.

Councilor Gilbert mentioned meeting with Jane O'Brien and Harry Koslowski about advertising Old Town Day.

Councilor Stevens will send out an email to set up a meeting regarding social media.

Chairman Duschatko mentioned talking to the Town Administrator of Auburn and a representative from Windham and they all have the same question, how can they communicate better with their population. Both Auburn and Windham are considering writing a monthly newsletter coming out from the Town.

Councilor Rombeau encouraged them to engage the commissions and boards to help get the messages out. Mr. Sawyer mentioned the Conservation Commission working with BCTV to do a major segment on the trails in the community. The Chairwoman of the Commission is taking it and running with it. It looks like it's going to be really great.

c. Other Old Business – None

7. APPROVAL OF MINUTES

a. Interviews for Telecommunications Subcommittee – May 9, 2018

MOTION by Councilor Stevens that the Bedford Town Council approve the minutes of the May 9, 2018 Interviews for the Telecommunications Subcommittee. Seconded by Councilor Murphy. Vote taken – Motion Passed – 6-0-1 (Councilor Gilbert abstained as he was not present for the interviews).

b. Public Session – May 9, 2018

Chairman Duschatko stated that he found two typos. On the last page, ‘...train energy...’ should be, ‘...trane energy...’ In his Councilor comment he introduced former Councilor Schneller and it says ‘formerly’. Dawn will make the changes and repost.

MOTION by Councilor Bandazin that the Bedford Town Council approve the minutes of the May 9, 2018 Public Session as amended. Seconded by Councilor Murphy. Vote taken – Motion Passed – 6-0-1 (Councilor Gilbert abstained as he was not present for the interviews).

8. TOWN MANAGER REPORT

- 1) Recognized the CERT team. In a National email blast that went out to all CERT teams, the Bedford team was highlighted for their work with ‘Until Help Arrives’. They also performed a shelter drill at the high school for the first time.
- 2) It's Public Works week. It's also National EMS week. We just came off of Police week. He thanked all three organizations for all their work.
- 3) They have advertised for the oldest resident and are hoping to find someone by June 8th. Mary Menner, the last recipient of the Boston Post Cane, passed away recently. One of the requirements is they have to have lived in Town for 10 years.
- 4) Tax bills have gone out with a July 2nd due date.

- 5) May 27th – Police Department 7th Annual Bicycle Rodeo at the High School upper parking lot, 10:30 AM – 12:30 PM
- 6) May 27th – Memorial Day Parade, 1 PM.
- 7) The last day to make party affiliation changes prior to the September Primary is June 5th. 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 hold additional hours on June 5th from 7-8 PM at the Town Office.
- 8) Those interested in running for State Office need to file June 6th thru 15th, 2018.
- 9) The Bedford Farmers Market opens June 12th and continues on Tuesdays from 3-6 PM until October at the St. Elizabeth Seton Church parking lot.
- 10) June 12th – Police Department Open House 6-8 PM.
- 11) The Bedford Pool is tentatively scheduled to open June 17th (Father's Day). Passes are single \$75, family \$125, and family with baby sitter passes are available. Passes are free for those over 60 years of age.
- 12) Library summer hours start in June. Closed on Sundays and open Saturday 10-1.
- 13) The "Libraries Rock" summer reading program runs June 25th - August 10th with signup beginning June 11th.
- 14) May 27th – Bedford Library Closed for Memorial Day
- 15) May 28th – Bedford Town Offices, Library, Transfer Station, & BCTV Closed for Memorial Day.
- 16) June 14th - Thursday Theater, "Phantom Thread" 2:00 PM and "Wonder" at 6:30 PM
- 17) June 16th – Bedford High School Graduation, 10 AM.
- 18) June 20th – "Bedford Big Band" kicks off of our Wednesday Night Concerts in the Park Series at 6 PM at the Bedford Village Common, Market Basket Bandstand. Concerts continue on Wednesday nights through August 15th. Rain location for all performances is the Bedford Town Hall.
- 19) June 23rd – Household Hazardous Waste Day, 9 AM – 1 PM, Highway Garage, 19 Chubbuck Road.

9. COUNCILOR COMMENTS AND COMMITTEE UPDATES

Councilor Greazzo stated that the Water & Sewer Advisory Committee won't be meeting tomorrow, May 24th.

Councilor Gilbert thanked the EMS and Fire who came and helped them with an emergency before they went on their vacation. They did a fantastic job.

Councilor Murphy stated that there was no Highway Safety meeting in April so she has no updates.

Councilor Rombeau stated that the Conservation Commission met last night, but she got there at the end after the PFOA meeting so she has no update.

Councilor Bandazion stated that the Planning Board met on Monday and reapproved a subdivision to allow the conversion of a small amount of warehouse space to office space on Chestnut Drive as well as to change an approval for an off premises

directional sign for the Bedford Grand. The selection of a Master Plan consultant continues. On Sunday, 1-5, June 3rd – annual Spring Fair at Educational Farm at Joppa Hill. The rain date is June 10th.

Councilor Stevens – ZBA – Per recommendation by the Conservation Commission, they did not approve a pool for a backyard. She thanked everyone for participating in Dunkin Donuts Ice Coffee Day. Dunkin Donuts donates money for their ice coffee sales to hospitals within the Children’s Miracle Network. cHad help out a lot of kids. The Perry family’s son Elliott has become a spokesperson for cHad. Her Bedford friend Phil Taub and wife Julie are the masterminds behind Swim with a Mission, which will be a swim race relay that will be held July 14th at Newfound Lake. They raise money for veteran’s. It all started with a family in Bedford.

Chairman Duschatko mentioned that tonight was the graduation for the Citizens Police Academy. His wife was one of the graduates and she enjoyed it so much. He passed on his appreciation for all the work the Police Department has done on this. He wanted a good turnout for parade and Councilors should wear their navy blue shirts.

10. NON-PUBLIC – RSA 91-A:3

11. ADJOURNMENT

MOTION by Councilor Rombeau to adjourn. Seconded by Councilor Stevens. Vote take – Motion Passed – 7-0.

The public meeting ended at 8:33 PM.

Respectfully submitted,

Dawn Boufford