

TOWN OF BEDFORD
June 27, 2023
BEDFORD FACILITIES INFORMATION & COMMUNICATIONS SUBCOMMITTEE
MEETING MINUTES

A meeting of the Bedford Facilities Information & Communications Subcommittee was held on Tuesday, June 27, 2023 at the Police Training Conference Room, Safety Complex, 55 Constitution Drive, Bedford, NH. Present were: Kevin Glenn, Joseph Hoebeke, Bill Jennings, Ray Lessard, Sue Mullen, and Peter Stillman. 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), Coleen Richardson (BCTV, Asst. Station Manager), Bill Jean (Fulcrum Associates) and Kathleen Porter (Lavallee Brensinger Architects).

1. The meeting was called to order at 5:02 pm. The new School Board liaison, Bill Foote was welcomed to the subcommittee and introductions were made.
2. Approval of June 6, 2023 meeting minutes: Ray Lessard made a motion to approve the meeting minutes and Sue Mullen seconded. Minutes approved – 2 abstentions (B. Jennings and K. Glenn).
3. Sub-committee Reports
 - a. Review of Frequently Asked Questions: General discussion of the questions and answers drafted by the subcommittee. Discussed changes will be made and shall be redistributed to committee for comment before posting on new website page.
 - b. Powerpoint presentation on Need for Project: The presentation was reviewed by the committee and several comments were offered. Changes will be made and be reviewed at next month's meeting.
 - c. Next Steps: Need to start getting out the message and the information.
 - d. Website creation: Jeanne Walker will create a webpage on the Town's website for the project. When revised, the Frequently Asked Questions, copies of the press releases and a way to contact us with questions will be incorporated. Further content will be reviewed next meeting.
 - e. Video creation: Bill Jennings, Joe, Hoebeke and Coleen Richardson shall meet to develop a plan for video content and filming.
4. Press Release Update
 - a. The first press release was on June 19. It appears that no papers published the story.
 - b. Second press release including the tour of the facility/photos will be released the week of July 9. It will mention the presentation of the conceptual plans for the facility being made to the Town Council on July 19.
 - c. The third press release should be targeted for the week of July 24 and detail the Town Council's review of the conceptual plans.

5. Communications/Action Plan
 - a. Kathleen Porter presented the design process worksheet.
 - b. Schedule: The draft project timeline was presented.
 - c. Content: The title of the facility was discussed. It was agreed that it shall be called the South River Road Police and Fire Complex. Different ideas for a slogan were also discussed. All agreed that "For the Safety of Our Community," would be appropriate (This was amended to "Enhancing the safety of our community" after the meeting).
 - d. Specific distribution ideas still need to be developed.
6. The next meeting is scheduled for August 8, 2023 at 5:00 pm
7. The meeting was adjourned at 6:57 pm. Motion made by Ray Lessard, seconded by Bill Jennings. All in favor.

Respectfully submitted,
Jeanne Walker, Assistant Town Manager