

**TOWN OF BEDFORD**  
**August 12, 2021**  
**POLES AND WIRES COMMITTEE**  
**Action Sheet**

*The following is a summary of the Poles and Wires Committee actions.*

Town Offices Conference Room – 9 A.M. – 24 Amherst Road

**Members present:** Becky Hebert (Planning Director), Lori Radke (Town Council), Jeff Foote (Public Works Director)

**Staff present:** Jillian Harris (Assistant Planning Director)

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**I. Call to Order and Roll Call:**

Becky Hebert called the meeting to order at 9:00 AM and read the agenda into the record.

**II. New Business:**

**1. Election of Officers**

**On a motion made by Becky Hebert and seconded by Lori Radke, The Board voted unanimously to elect Jeff Foote as the Chair.**

**On a motion made by Jeff Foote and seconded by Lori Radke, The Board voted unanimously to elect Becky Hebert as the Vice Chair and Jillian Harris as the Clerk.**

**2. Adoption of Rules of Procedure**

**On a motion made by Becky Hebert and seconded by Lori Radke, The Board voted unanimously to adopt the Rules of Procedure with the following amendments:**

Article 6(a): Meetings – Regular meetings shall be held monthly, on the second Thursday of the month beginning at 9:00 AM.

Article 11(a): General Procedures – All permit applications to be considered by the Committee must be submitted at least 30 days prior to the next scheduled Committee meeting.

**3. Review of application form, meeting schedule and fees**

**On a motion made by Becky Hebert and seconded by Lori Radke, The Board voted unanimously to approve the application form and meeting schedule with the following amendments:**

Application form - Part I:

- 1) Add “Pole ID”
- 2) Change “Operator” to “Contractor”

**III. Communications: None**

**IV. Other business: None**

**V. Adjournment**