

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

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

**5. PUBLIC HEARING**

**a. Acceptance of gift from New England Heart and Vascular Institute of a Lifepack 15 Monitor Defibrillator**

**MOTION by Councilor Murphy to open the public hearing. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 5-0.**

Fire Chief Scott Wiggin and Deputy Chief Hunter came forward to present.

Chief Wiggin gave credit to Deputy Chief Scott Hunter. He attends certain monthly meetings at the Elliot Hospital and CMC and he approached CMC about outfitting the Town's Lifepack 15 on ambulance #3. CMC came forth with a proposal that they would purchase it.

Deputy Chief Hunter explained that he was at one of those monthly meetings and the topic of the 3<sup>rd</sup> ambulance was brought up. A representative from the NEHVI Foundation was there and she mentioned that this might be an opportunity for them. A letter was sent to the NEHVI Foundation and they asked for a presentation. He and Captain Selleck did a presentation on September 4<sup>th</sup> and they were notified shortly after that they were going to fund that. He has a letter dated September 21<sup>st</sup> that they were looking to fund that with a value of about \$33k.

Councilor Bandazian wanted to know if someone was going to send a thank you letter if the Council votes to accept and would it be appropriate to come from the Fire Department, the Council or both. Chief Wiggin explained that once the gift is received,

they would like to be present at a Council meeting for acknowledgement at that level. Councilor Bandazian thought that would be appropriate.

Chairman Duschatko wanted to know if there was a time frame when they would be receiving it. Deputy Chief Hunter not exactly, but it would be before the end of the year.

**MOTION by Councilor Bandazian to close the public hearing. Seconded by Councilor Murphy. Vote taken – Motion Passed – 5-0.**

**MOTION by Councilor Murphy that the Bedford Town Council accept the donation of a new Lifepack 15 monitor/defibrillator from the Catholic Medical Center New England Heart and Vascular Institute with our sincere appreciation. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 5-0.**

**b. Consideration of Transfer Station rate changes**

**MOTION by Councilor Murphy to open the public hearing. Seconded by Councilor Gilbert. Vote taken – Motion Passed – 5-0.**

Jeff Foote, Public Works Director, came forward to present.

Mr. Sawyer mentioned that he received an email from a resident and it's on Sharepoint. He also has a hard copy if anyone needs it.

Mr. Foote stated that he is recommending a fee schedule update for pay disposal items at the Transfer Station. The existing fees have been in place since 2011 and they are proposing to have these fees effective January 2, 2019. The proposed changes are a result of DPW staff conferring with other communities and developing a comparison sheet. It was also in collaboration and consultation with other staff members at the Transfer Station, the Environmental Coordinator, and a few residents they talked to. He made everyone aware that residents will continue to be able to dispose of their household waste, recycling, brush and compost at the Transfer Station for free. [The Transfer Station Rates and Rules are attached to the minutes.] Proposed changes:

- |  |                             |
|--|-----------------------------|
| - TV's and Monitors – 13" or less                  | - \$5.00 to \$ 10.00 each   |
| - TV's and Monitors – greater than 13"             | - \$10.00 to \$ 15.00 each  |
| - Tires – Passenger (1 <sup>st</sup> two are free) | - \$1.50 to \$5.00 each     |
| - Tires – Commercial Truck                         | - \$10.00 each              |
| - Tires – Off Road/HeavyEquipment                  | - \$15.00 each              |
| <b>Commercial Rates</b>                            |                             |
| - Refuse and Bulky Waste                           | - \$130/ton to \$150.00/ton |
| - Construction Demolition                          | - \$130/ton to \$150.00/ton |
| - Roofing Shingles                                 | - \$130/ton to \$150.00/ton |

Mr. Foote noted that for tires, at the end of August 2018, the Town paid \$14k to dispose of tires and revenue was about \$7k, so they are trying to rectify that and have it self-sustaining. He mentioned that other items were added. They will assign a value to them and then it will be one transaction versus having to come back multiple times.

- Push Lawn Mowers/Snow blowers, etc. - \$10.00
- Riding Lawn Mowers - \$15.00
- Single (twin) Mattress & Box Spring - \$5.00 each
- Large (double/queen/king) Mattress & Box Spring - \$10.00 each

Chairman Duschatko mentioned the email from a resident complaining about having to pay for disposal of building materials. Mr. Foote stated that they are not proposing to increase any rates for residential bulky waste disposal. Mr. Sawyer explained that this was a homeowner doing his own carpentry work and bringing his construction debris on his own and needing to pay for it, which has always been and that rate would remain the same. It's being increased \$20.00/ton for commercial. Chairman Duschatko wanted to know if it would be pro-rated if it was only 100 pounds. Mr. Foote stated that the first 50 pounds are free. It's automatically calculated on the scale.

Jim Dodge, 91 Back River Road, moved to Town in the 90's. He enjoys going to the Transfer Station and finds scraps, metals and tires that he can use. He mentioned a commercial business that gets charged \$2.50 for each tire they discard. He wanted to know how the Town come up with the charge of \$5.00 each to dispose of passenger tires. He also wanted to know what the unintended consequence of that action would be. Mr. Foote gave comparisons of what other towns charge that are similar and some that may charge less for passenger, but may also charge more for the larger tires. He stated that they looked at everything and hadn't raised fees in 8 years. Next year, all of the other communities might be in there cycle where they are going to be raising their rates and Bedford might be on the low side again. Mr. Dodge wanted to know if they did any research into the people they are paying to hire to haul the tires away. Mr. Foote explained that they utilize NRRA who represents many towns in the State and they are the ones that brokered what they pay, which is similar to what other communities pay. Mr. Dodge stated that he very rarely saw Bedford trying to be like other towns. They usually try to think outside the box. Just because other towns are doing something, that doesn't mean that's the only way to do it. If it's a huge expense, maybe they could take the time to look into a different company that doesn't charge as much money. Mr. Foote mentioned 'picking' at the Transfer Station and that there are signs there that prohibit people from standing on the wall for safety issues. That was required by Primex, the Town's insurance carrier. As far as people going and picking for metal and tires and whatnot, he hasn't put much thought into that, but the first concern he would have as far as people 'picking' is that they should consider safety and the Town's liability.

Councilor Rombeau wanted to know if NRRA hauled stuff other than just tires. Mr. Foote stated that they do glass, metals, and all sorts of things. Councilor Rombeau wanted to know if that affected pricing as opposed to if they were using a company that just hauled tires. Mr. Foote explained that they have to pay a monthly fee to store the

tires in a trailer, so there are other costs associated with it. Councilor Rombeau wanted to know if when rates have gone up, they saw a difference in tires not being brought to the Transfer Station. Mr. Foote pointed out that this is the first time in eight years, so he hasn't. Chairman Duschatko wanted to know what type of volume they were talking about. Mr. Foote stated that they've disposed of two loads so far this year, but he could be wrong. He talked to the Environmental Coordinator yesterday and he gave him the numbers of what they've paid and what they've taken in in revenue. When somebody disposes of and pays for a tire, it's acknowledged and it's recorded, so they separate the pay items, so they see where they are and if they are upside down or trying to break even, which is their goal.

**MOTION by Councilor Bandazian to close the public hearing. Seconded by Councilor Murphy. Vote taken – Motion Passed – 5-0.**

**MOTION by Councilor Murphy that the Bedford Town Council modify the Transfer Station Rates and Rules effective on January 2, 2019 in accordance to the attached schedule dated September 26, 2018. Seconded by Councilor Rombeau. Vote taken – Motion Passed – 5-0.**

**c. Consideration of dog licensing rate changes**

**MOTION by Councilor Murphy to open the public hearing. Seconded by Councilor Rombeau. Vote taken – Motion Passed – 5-0.**

Lori Radke, Town Clerk, explained that they had the opportunity many years ago to do this, but she never did, because she didn't want to raise fees. She thought this might be a good year to bring it forward based on the economy being better. This is entirely up to the Council to make that decision. She wanted to bring it forward that they had the opportunity to increase the fees up to \$1.00 based on RSA 466:39.

Councilor Murphy thanked Ms. Radke for all of the work she put into it. She appreciated the time she took to meet with her to answer the questions she had about it. Chairman Duschatko stated that the research had been thoroughly done.

Councilor Bandazian stated that over 10 years probably the staff time has increased in cost more than they are raising, so he thought it was reasonable.

**MOTION by Councilor Murphy to close the public hearing. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 5-0.**

**MOTION by Councilor Murphy that the Bedford Town Council approve the increase of dog license fees from \$6.50 to \$7.00 for puppies 4 months to 7 months, \$6.50 to \$7.00 for altered dogs and from \$9.00 to \$10.00 for unaltered dogs in accordance with RSA 466:39 with an effective date of January 2, 2019. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 5-0.**

Ms. Radke mentioned that there was an article in the Union Leader that the November ballot had an error and that it had been fixed by the Secretary of State's office and it did not affect any of the Town's absentee voters, except for the UOCAVA voters, which are the uniformed overseas voters. She has given all 39 of them the corrected ballot.

## **6. NEW BUSINESS**

### **a. Acceptance of the 2018 Perambulation Report**

Mr. Foote and Chief Wiggin came forward to present. Chief Wiggin stated that the DPW has been doing the documentation and photography and confirming the individuals who were out doing the neighboring communities: Goffstown, New Boston, Amherst, Merrimack, and Manchester.

Mr. Foote explained that they began the process earlier in the year. There are 31 bounds that delineate between Bedford and the neighboring communities. Of the 31, five are missing or have been disturbed. The two with Merrimack are going to be reset. There were two with Manchester that had been missing for decades and there was no attempt to re-establish them. They spent a lot of time with Goffstown. There is one outstanding marker on Wallace Road that the Town has hired a licensed land surveyor to determine where the actual town line is. Before they determine that, they will seek advice from the Town's counsel. There is a little ambiguity in that area and thought it would be good to fix and rectify that situation. With Chief Wiggin's leadership, they were lucky to find most of the bounds without much effort; he was a great asset to the overall project. Chief Wiggin stated that Mr. Foote was an asset too, because of the connections he made with the other communities.

Councilor Bandazian wanted to know the value of the exercise spending all of the staff time. Mr. Foote stated that it's State law. Mr. Sawyer stated that Russ Marcoux tried very hard to get the law eliminated and was unsuccessful. Councilor Bandazian stated that it is a non-funded mandate.

**MOTION by Councilor Murphy that the Bedford Town Council accept the 2018 Perambulation report dated September 26, 2018. Seconded by Councilor Rombeau. Vote taken – Motion Passed – 5-0.**

Mr. Foote stated that they heard late this afternoon that Saint Gobain was going to contribute \$20k to the repair of pot holes on Liberty Hill Road as that road project was delayed because of the PFOA contamination that required road work on Back River Road. They are going to be shimming it and digging it up next year, but it's not going to cost the Town anything.

### **b. Other New Business**

Ms. Radke explained that she was requesting a budget transfer from Unallocated Reserves over to the Elections budget for \$2,700.

Councilor Murphy wanted to know what the division was between training versus election staffing per her memo. Mr. Radke stated that she didn't break it down, because both come out of the same budget. This year it's not divided. The line item for the Deputy Town Clerk should be coming out of the Town Clerk budget, but it wasn't set up that way this year, so all of the funds came out of the Elections fund. When the budget starts up they will see that delineation and she will have a better idea of how to monitor that. Councilor Rombeau stated that the training money would be back in the Town Clerk. Ms. Radke stated yes. The money for the Deputy Town Clerk will be in a whole different line item.

Ms. Radke explained that she didn't realize how much time was needed to train someone on the software programs. It also involves coming in and actually using the programs to understand them. The bulk of that time happened the beginning of August all the way up to the Election in September. She now feels confident that if she were to leave the office, the Deputy Town Clerk is trained well enough to use all of the programs and to run the office.

Chairman Duschatko wanted to know if the Deputy Town Clerk would continue to use them. Ms. Radke stated yes. It's a front-end cost for her to be able to use them throughout the years. She wasn't planning on training her on Avatar this year, but the Finance Director thought it would be a good thing for her to learn that as she was taking in fees for vital records. Next year she will train her on doing dogs and she put enough money in next year's budget to accommodate all of that.

Ms. Radke was a little nervous about the upcoming election because of the increase of people coming in to register to vote. She thinks it's going to be a big one and she's being cautiously prepared to meet the demands. She may have to bring in some more ballot clerks to stretch out the alphabet line.

Councilor Bandazian didn't recall using an Unallocated Reserve earlier this year, so they should have the full \$25k and wanted to know if there was anything else coming down the pike. Mr. Sawyer stated that legal fees is the only other line item that they are running up against, but he's confident they can be okay there. He has no concerns with using this amount of money from Unallocated. The Finance Director prepared a transfer memo and the amount that was requested of \$2,700, when you add FICA and Medicare, it brings the total transfer request to \$2,907. The Town Manager can approve transfers within a department, but the Council is required to approve transfers between departments. The Unallocated Reserve is considered a department for budget reasoning.

**MOTION by Councilor Bandazian that the Bedford Town Council approve the request for an Unallocated Reserve transfer to Elections Part-time wages account #10010208-51200 in the amount of \$2,907. Seconded by Councilor Gilbert. Vote taken – Motion Passed – 5-0.**

## **7. OLD BUSINESS**

**a. PFC Update**

Mr. Sawyer explained that there is a public information meeting going on in Merrimack that is being televised live on BCTV Channel 16 and the recording will be rebroadcast. The BCTV team also worked with Merrimack and Litchfield to make sure that meeting is being shown live in all three communities. He thanked Mr. Jennings for all his hard work pulling that together.

Mr. Sawyer stated that DES will have three work sessions to discuss the contaminate level; the toxicity profile that the State is looking at to set a drinking water threshold. Right now they have a groundwater threshold. The meeting closest to Bedford will be held on Tuesday, October 16<sup>th</sup> @ 5:00 PM in the Litchfield Talent Hall Community Center, which is their recreation center. There are also meetings being held in Concord and Portsmouth. If anyone is interested in those dates they contact him or look on the DES website.

As far as the construction, the contractor has been making good progress. He apologized to those people along Back River Road and Smith Road who had to listen to construction all through the weekend. As of last week, they had completed 71% of the water main to be installed. He's sure by today it's closer to 80%. The schedule is to have all of the water main on Back River Road and Smith Road installed by Friday, October 12<sup>th</sup> and to have those two roads repaved by the end of the month; hopefully by October 26<sup>th</sup>. That still leaves all of Green Meadow Road to be completed. They are still hopeful to have all of those residents connected to public water by year's end.

Saint Gobain still hasn't hired a contractor to complete the work on South River Road. He asked the Assistant Commissioner to try and report on that tonight at the public information meeting and to keep the pressure on to get a contractor on board and get that resolved. There are over 30 properties in that area with some of that highest levels that need to be connected to public water.

**b. Town Council Retreat Updates**

Councilor Gilbert stated that they will be presenting the Parks Plan at the October 24<sup>th</sup> Council meeting. He went to the Parks & Recreation Commission meeting last night and they approved the plan to bring to the Town. He and Councilor Murphy have been also been discussing potential fee structure changes to help pay for all that they plan to do. They have a meeting after this meeting.

Chairman Duschatko mentioned document management and there is an RFP. Mr. Sawyer stated that it is in final draft form ready to go. Ms. Radke state that it's in the hands of the Finance Director for some final review and they are hoping to get that online, out to the public by the end of the week, October 12<sup>th</sup>.

Mr. Sawyer mentioned that he had a number of employees come up to him and make sure that he sent along their appreciation for the employee appreciation luncheon.

c. **Other Old Business** – None.

## 8. APPROVAL OF MINUTES

a. **Public Session – September 26, 2018**

**MOTION by Councilor Murphy that the Bedford Town Council approve the minutes of the September 26, 2018 Public Session. Seconded by Councilor Gilbert. Vote taken – Motion Passed – 4-0-1 (Rombeau abstained as she was not present for that meeting).**

## 9. TOWN MANAGER REPORT

- 1) The threat level still remains for EEE and West Nile Virus. The State has made this a moderate threat level. Bedford remains under that threat area for mosquito borne illnesses. He encouraged residents to protect themselves.
- 2) All of the Town Student Parking Permits have been issued. If any students are still getting their licenses they can be put on a waiting list.
- 3) Blueprint Bedford Art Contest is open until October 19<sup>th</sup>. Visit [www.blueprintbedford.com](http://www.blueprintbedford.com) for more information.
- 4) Planapalooza, which is a 5-day event, kicks off on Thursday, November 1<sup>st</sup>. That evening will be a public presentation 6:30 – 8:30 and on the 5<sup>th</sup> there is also a public presentation of all of the work that took place during the four days prior. The schedule was reviewed by the Planning Board on Monday night and they made some adjustments to it. The final schedule will be out by the end of the week. There will be several focus groups on Friday, the 2<sup>nd</sup> and Saturday, the 3<sup>rd</sup>. Monday night will be the presentation of their findings to date.
- 5) National Red Ribbon Week October 23-31, 2018, “Life is Your Journey, Travel Drug Free”, please join us in recognizing this week by decorating your home, mailbox or fence. Several town buildings and grounds will be illuminated in red during the week.
- 6) National Drug Take Back Day – Saturday, October 27<sup>th</sup> between 10 AM and 2 PM. Residents can dispose of their prescription drugs at the Bedford Police Station, 55 Constitution Drive 24 hours a day, 365 days a year, but we bring special attention to issue on the National Drug Take Back Day.
- 7) complete work on Barrington Drive. The Cider Mill Road Bridge project is proceeding. Please continue to watch the Roads Program website for timely updates at [www.bedfordroads.com](http://www.bedfordroads.com)
- 8) October 11<sup>th</sup> – Thursday Theater, “Won’t You Be My Neighbor” 2 PM and “RBG” at 6:30 PM.
- 9) October 14<sup>th</sup> – Library Sunday Concert Series, Sean Gaskell – Traditional songs on the Kora, 2:30-4:00 PM.
- 10) October 17<sup>th</sup> – Book discussion, ‘Critical Hours-Search and Rescue in the White Mountains’.
- 11) October 29<sup>th</sup> – BeBOLD will be holding a speaker series at the Bedford High School @ 7:00 PM.
- 12) October 31<sup>st</sup> - Trick or Treating 6:00-8:00 PM.

13) November 6<sup>th</sup> – General Election, Bedford High School, 7 AM – 7 PM.

Chairman Duschatko mentioned that they will be getting the budget on the 24<sup>th</sup>.

The Council discussed possible dates for a budget workshop or several budget workshops including meeting on Wednesday nights in November except for the Wednesday before Thanksgiving. Mr. Sawyer stated that he and the Chair would come up with a decision by the next meeting.

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

Councilor Murphy mentioned the Ghost Whisperers from the Past event. Tickets are still being sold only online through [friendsofbedfordcemeteries.org](http://friendsofbedfordcemeteries.org). There is a session 2-4 for children under age 12 and one at 5:00pm and one at 7:00pm for 12 and older. She mentioned the pink badge on the PD website in honor of breast cancer awareness. She pointed out that there is a self-defense course for women being put on October 16, 18, 23, and 25, 5:30-8:30pm at the St. Anselm Institute of Politics located on St. Anselm Drive in Goffstown. They can RSVP tagged on the Bedford PD Facebook page. The BPD would like to remind everyone to stop speeding on the Route 101 construction.

Councilor Bandazian mentioned great PSA's from Beth Evarts on BCTV on the trails that are available.

Chairman Duschatko mentioned that for information on the Ghost Whisperers from the Past event they can contact him at 472-5393.

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

## **12. ADJOURNMENT**

**MOTION by Councilor Murphy to adjourn. Seconded by Councilor Gilbert. Vote taken – Motion Passed – 6-0.**

The meeting ended at 8:10 PM.

Respectfully submitted,

Dawn Boufford