

MEMORANDUM



To: Bedford Town Council
From: Rick Sawyer, AICP, Town Manager
Date: June 24, 2016
Re: **Manager's Report**

News & Noteworthy:

- 1) The Bedford Pool will open tomorrow Saturday June 25th from noon-5 PM and will be open the rest of the summer. The opening was delayed one week due to a failure in one of the new pieces of equipment installed as part of our anticipated pump replacement project. I do want to thank Jane, Mike, and Peter for putting in extra hours this week to ensure the vendors made the repairs as soon as possible.
- 2) Online payment of tax bills did go online for June 15th as anticipated and after some software issues that only impacted internal processes everything is working well and the citizens are taking advantage of the convenience. Tax bills have need to be paid by July 7th.
- 3) Congratulations to the Bedford High School for winning State Championships in baseball! A big thank-you goes out to Harry Kozlowski, WBNH Station Manager for covering and broadcasting the championship run as well as several other sports so professionally.
- 4) Open enrollment for town employees is underway and a series of informational meetings were held and a first ever information packed newsletter tailored to union and non-union members was created and distributed.
- 5) The Bedford Fire Department has supported the City of Manchester with their recent large structure fires (one with 4 fatalities) as well as covering for them during the review sessions following the fires.

Project Updates:

- 1) We continue to monitor and work on the PFC water contamination issue and a full staff report is available on SharePoint. The Town Engineer and I will be meeting with DES and the various water supply teams on June 29th to discuss the preliminary impacts of extending water to the Saint-Gobain private well study area. Water samples from the Bedford landfill monitoring wells have been taken and we anticipate results in approximately one week. A public forum has been scheduled to be held in Merrimack on June 29th at 7:00 PM which is open to all public not just Merrimack residents.
- 2) The Library HVAC/Geothermal project is progressing as scheduled and the upstairs remains closed until July 1st.
- 3) The Town Hall Roof replacement is complete and the scaffolding will be removed shortly.
- 4) Website - The final design changes on the aesthetics and function of the new town website have been approved and we expect to be live soon.

- 5) Wallace Road reconstruction continues between Beals and Wiggin Roads but progress has been impacted as a result of the utility poles not being relocated yet. On Monday June 27th work will begin on the next section to the north between Wiggin Road and Nashua Road.
- 6) The South River Road TIF Area improvements continue and there are likely to be major delays on Monday June 27th when crews will start at 4 AM with grinding and repaving the intersections of South River Road and Meetinghouse Road and South River Road and Back River Road. Starting on July 5th the contractor is scheduled to start the milling and paving of South River Road to Back River Road with the exception of the portion between Kilton Road and Meetinghouse Road due to the Market and Main (former Macy's) project.
- 7) Sewer Billing – DPW and Finance staff continue to work through the back-billing issue and discussed the matter with the Water & Sewer Advisory Committee during their June 8th meeting in anticipation of providing a recommendation to the Council at the June 29th meeting. It is anticipated that additional properties will need to be reviewed and resolved.
- 8) Time, Attendance & Scheduling – A team made up of representatives of many departments and lead by the Finance Director have been meeting to develop the RFP for a system to efficiently track and schedule hours worked for all of our employees to better ensure that all labor and contract requirements are being met. The installation of this system will likely take 12 months to complete and will be a significant change for many employees.
- 9) Personnel – The new accountant position remains unfilled as a result of the lack of applicants. Similarly the response to vacant Assistant Planning Director position has been limited so interviews were held back slightly longer than anticipated but are scheduled for next week. Our Police Department had made a conditional offer for our vacant patrol position, however that person has since withdrawn. We also have a vacant equipment operator position in DPW as a result of a retirement. The Fire Department has hired one new member and another will be starting soon and two positions remain open. The two new window clerks have started and are already receiving positive feedback from the community.

Events:

- June 25th – The Bedford Historical Society 11th Annual Car Show, 139 New Boston Road, 10 AM – 2 PM.
- June 28th – The 26th Annual Family Cultural Series continues at 6 PM at the Pool/Recreation Complex Performance Stage. The remaining Tuesday concerts are on 7/5, & 7/12.
- June 30th – Concerts in the Park start with the Manchester Community Music School at 6 PM at the Bedford Village Common. Concerts continue on Thursday nights through August 11th.
- July 4th – Bedford Town Offices, Library, Transfer Station, & BCTV Closed for Independence Day.

Upcoming Meetings:

- June 27th – 7:00 PM, Planning Board
- June 28th – 7:15 AM, Highway Safety Committee
- June 28th – 7:00 PM, Conservation Commission
- **June 29th – 7:00 PM, Town Council**
- June 30th – 7:00 PM, Energy Commission
- July 5th – 7:00 PM, Historic District Commission
- July 18th – 7:00 PM, Planning Board
- July 19th – 7:00 PM, Zoning Board
- **July 20th – 7:00 PM, Town Council**
- July 21st – 7:45 AM Water & Sewer Committee
- July 26th – 7:15 AM, Highway Safety Committee
- July 26th – 7:00 PM, Conservation Commission
- July 28th – 7:00 PM, Energy Commission

* * * * *