

# MEMORANDUM



To: Bedford Town Council  
From: Rick Sawyer, CPM, AICP, Town Manager  
Date: August 11, 2019  
Re: **Manager's Report**

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## News & Noteworthy:

1) DWI arrests are up 100% over last year at this time and we have already reached our total for the past year. I can't stress enough for the need to use designated drivers, taxis, Uber, Lyft, or phone a friend rather than getting behind the wheel after having had anything to drink.

2) The Library Summer Reading Program has had another great year with 870 children, 50 teens, and 200 adults participating and recently held a touch-a-truck event which was very well attended. Thanks go out to our Library, DPW, Police, and Fire Department personnel for their efforts for this event.



3) Our Police and Fire Departments participated in an Annual National Night Out softball game on August 6<sup>th</sup> which is intended to foster police-community relationships. WZID also held a neighborhood block party at the same time at the pool complex area which was well attended by residents.



4) The Student Parking program will be completed in the same manner this year as last year. All students needed to apply through the High School application process which closes in mid-August at which point we will be provided with the list of students who did not get spaces on campus who will have the first opportunity for spaces within the town lots. Town permits are expected to be issued starting August 14<sup>th</sup>. Any student with a license will be eligible to obtain a permit within the town lots at any point in the school year if a space is available. The permit hangtags are color coded to the color that has been assigned to the lot by the ordinance. The program worked very well in 2017 and 2018 and we have no expectation of issues this year. Last year all licensed students who wanted permits at the start of school were able to be accommodated and all the permits were issued by early October.



5) Just a reminder that the town is completing a re-evaluation process this year and preliminary values have been mailed to each taxpayer. As part of that mailing you received information about how to schedule a hearing should you want to question your assessment. It is important that you do not estimate your projected tax bill based on our current tax rate as it will change

based on several factors. With the 2017 update the average assessment went up 15% and the tax rate went down 15%. The Town Assessor will provide a detailed update on the re-evaluation to the Council and community at the September 25, 2019 Council meeting.

**Project Updates:**

- 1) 2020 CIP & Budget – The Department Heads have submitted their department goals, CIP, and staffing requests, and budget requests are due in two weeks. The CIP is being reviewed and a draft will be provided to the Planning Board and Council in September.
- 2) The new pavers at Library walkway have been installed making for much safer access to the building.
- 3) 2019 Roads Program – Work Continues on Liberty Hill Road and Phase 2 is nearing completion. We have been considering the potential impacts of possible future waterlines in the Liberty Hill Road area as a result of the new PFAS standards to determine if we should delay Phase 3 of the project. At this time we believe it is best to complete the work at least through base pavement as it may be several years before any decisions are made as to whether water needs to be extended or not and it is not clear where the lines would be placed. While we don't ever want to see newly paved roads torn up later at least in this case it shouldn't be with tax payer money and will be as a result of a health related issue. The Donald Street project continues and the blasting taken place on Savoie Street. Please continue to watch the Roads Program website for timely updates at [www.bedfordroads.com](http://www.bedfordroads.com)
- 4) Route 101 - It is my understanding that the State is still anticipating substantial completion on the Route 101 project late this year, with final paving and striping taking place in 2020.
- 5) Document Management – Most departments have received training and are now able to start using the system.
- 6) Time & Attendance – Meetings between the town and vendor have been reinstated and the Police Department is trying to resolve issues found with the advanced scheduling module. Implementation will continue as soon as possible.
- 7) Personnel: Our Fire Department will be holding a pinning ceremony on September 11<sup>th</sup> at 6 PM for our newest firefighters and recent promotions. The Deputy Fire Chief position was posted and applications are now being reviewed with hopes of having someone in place very quickly. Our Children's Librarian, Grace Larochelle has announced her resignation and has accepted a position with the Springfield Massachusetts Library where she will be relocating. The Police Department recently swore in one certified officer and on August 20<sup>th</sup> at 9 AM Timothy Hayden will be sworn in prior to attending the Police Academy this fall. Recently the DPW request to reclassify one of their equipment operator positions to be a mechanic which is a position that has been listed in the union contract for years but not recently filled. Ian Rollins has been performing the duties of the mechanic under the direction of Head Mechanic Mark Weir for the last couple of years and now has the title to go along with the assignment. A limited number of life guards this year will likely impact our pool hours for the rest of the season as they start to go back to college and high school starts.

**Events:**

- Wednesday Night Concerts in the Park Series are at 6 PM at the Bedford Village Common. Concerts continue on Wednesday nights through August 21<sup>st</sup>. Rain location for all performances is the Bedford Town Hall or Library.
- August 14<sup>th</sup> – “Bryan Conway” Concert in the Park, 6 PM at the Bedford Village Common.
- August 18<sup>th</sup> – Friends of Aine Try-Athon, 8 AM, Bedford Recreation Complex and Bedford High School area.
- August 20<sup>th</sup> – Police Department Swearing In Ceremony, Safety Complex, 9 AM.
- August 21<sup>st</sup> – “Hickory Horned Devils” Concert in the Park, 6 PM at the Bedford Village Common.
- August 27<sup>th</sup> – First day of School.
- **September 2<sup>nd</sup> – Town Office, Library & Transfer Station closed in honor of Labor Day.**
- September 2<sup>nd</sup> – Last day for the Town Pool, Noon-5 PM.
- September 11<sup>th</sup> – Fire Department Pinning Ceremony, Safety Complex, 6:00 PM.

**Upcoming Meetings:**

- August 12<sup>th</sup> – 7:00 PM, Planning Board
- **August 14<sup>th</sup> – 7:00 PM, Town Council**
- August 15<sup>th</sup> – 11:30 AM, Telecommunications Subcommittee
- August 20<sup>th</sup> – 7:00 PM, Zoning Board
- August 22<sup>nd</sup> – 7:00 PM, Energy Commission
- August 27<sup>th</sup> – 7:15 AM, Highway Safety Committee
- August 27<sup>th</sup> – 7:00 PM, Conservation Commission
- September 3<sup>rd</sup> – 7:00 PM, Historic District Commission
- September 9<sup>th</sup> – 7:00 PM, Planning Board
- September 10<sup>th</sup> – 7:00 PM, Parks & Recreation Commission
- **September 11<sup>th</sup> – 7:00 PM, Town Council**
- September 12<sup>th</sup> – 7:45 AM Water & Sewer Committee
- September 17<sup>th</sup> – 7:00 PM, Zoning Board
- September 19<sup>th</sup> – 11:30 AM, Telecommunications Subcommittee
- September 23<sup>rd</sup> – 7:00 PM, Planning Board (workshop)
- September 24<sup>th</sup> – 7:15 AM, Highway Safety Committee
- September 24<sup>th</sup> – 7:00 PM, Conservation Commission
- **September 25<sup>th</sup> – 7:00 PM, Town Council**
- September 26<sup>th</sup> – 7:00 PM, Energy Commission

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