

MEMORANDUM



To: Bedford Town Council
From: Rick Sawyer, Town Manager
Date: March 2, 2020
Re: **Manager's Report**

News & Noteworthy:

- 1) The Finance Team has been awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 2018 Comprehensive Annual Financial Report (CAFR). This is the 14th year in a row that the community has received this honor which is a tremendous reflection on the high quality staff we have and their excellent work.
- 2) Absentee ballot applications and sample ballots for the March 10th Election are available from the Town Clerk or her website: <https://nh-bedford.civicplus.com/491/Election-Information>
- 3) Zoning Amendments – The Planning Board has moved 2 zoning amendments to the March ballot. The amendments can be viewed on the Town Website: <https://nh-bedford.civicplus.com/DocumentCenter/View/4232/2020-Proposed-Zoning-Amendments>
- 4) The Budgetary Town Meeting Handout has been completed and have been posted on the Town Website for the public's review at: <https://www.bedfordnh.org/DocumentCenter/View/4385/2020-Town-Meeting-Handout>
- 5) As a reminder political signs are not permitted in any traffic island or on any town owned land without approval of the Town Council.
- 6) 2020 Census - Throughout March, households will be invited to participate in the Census by internet, by phone, and, in a few cases, by mail. Separate efforts will reach out to institutional housing and homeless populations. And, beginning in April, Census Bureau staff will be knocking on the doors of those who have not responded.
Census PSA: <https://youtu.be/oXZAe8XYeNQ>
- 7) Bedford Citizen's Police Academy is accepting applications for this year's class which runs for 10 weeks on Tuesday evenings 6:30 – 9:30 PM starting March 24th. Applications are available on the Police website. <https://www.bedfordnh.org/FormCenter/Police-Department-6/Citizen-Police-Academy-Application-58>
- 8) Registration for Camp Witzel summer camp and other summer camp programs are now open and information is available through the Recreation page of the Town Website <http://www.bedfordreconline.com/info/activities/default.aspx>

Project Updates:

1) Sewer Backups at Safety Complex – We have sustained multiple sewer backups at the Safety Complex forcing the closing of the Police Department booking/holding rooms on several occasions recently so an emergency repair was completed to replace the line in front of the building to the street where a sag of at least one foot in the pipe was found.



2) Pool Damage – It has been discovered that the pool sustained significant damage over the winter with several tiles coming off and other areas where the walls have broken off or cracked. The DPW team is working on a scope of work for the repairs and securing cost estimates.



3) Body Worn Cameras – The Police Department will be completing training on the use of their body worn cameras by the manufacturer on March 10th. The building and car camera installations will take place following the body camera implementation.

4) Time & Attendance – The Human Resources Department continues to make progress with implementing the project and representatives from the vendor will be on site in March to help with outstanding items. It has become apparent that some items thought to have been able to be done in the system don't exist or are not yet released.

5) 2019 Financial Audit – The audit team was on site on February 13-14 with no initial issues found and they are scheduled to return April 13-17, 2020.

6) 2020 Master Plan – The Planning Staff and Think-Tank teams are working toward a final draft release and a public forum in March (tentatively March 26th).

7) Personnel – One of our finance clerks has resigned for a job in another community leaving us with a vacancy. The parks foreman and one truck driver position have been filled leaving one truck driver and one equipment operator position open in DPW. Two candidates for police patrolman are currently under review, if those are accepted it would leave only 1 remaining vacancy in patrol, 1 Watch Commander, and 2 dispatcher vacancies in the Police Department. Three Police Officers have completed their 13 week field training in the last week and are now serving the community independently. We are currently fully staffed in the Fire Department with one member on part time while recovering from a work related injury.

Events:

- March 5th – Conversation with a Councilor, up to 3 Town Councilors will hold office hours for anyone interested in speaking with them, 9:30 AM-12:30 PM, Bedford Town Office Building, 24 North Amherst Road.

- March 8th – Spring Forward Walk at Pulpit Rock with the Piscataquog Land Conservancy, 1-4 PM. www.plcnh.org/events
- March 8th – Concert & Cookies Series, 2:30 PM, “Celtic Traditions”.
- **March 10th – Local Election Day, 7:00 AM – 7:00 PM, Bedford High School.**
- **March 11th – Budgetary Town Meeting, 7:00 PM, Bedford High School.**
- March 12th – Thursday Theater Movie Matinee 2 PM “A Beautiful Day in the Neighborhood” at the Library.
- March 12th – Thursday Theater Movie Night 6 PM “Knives Out” at the Library.
- March 15th – Adult & Senior Movie Matinee 2 PM “Walk the Line” at the Library.
- March 21st – Florence M. Tarr Wildlife Sanctuary with the Piscataquog Land Conservancy, 1-4 PM. www.plcnh.org/events

Upcoming Meetings:

- ~~March 3rd – 7:00 PM, Historic District Commission~~
- **March 4th – 7:00 PM, Town Council** (rescheduled from February 26th)
- March 9th – 7:00 PM, Planning Board
- **March 10th – 7:00 AM-7:00 PM, Elections/Voting**
- **March 11th – 7:00 PM, Budgetary Town Meeting**
- March 12th – 7:45 AM Water & Sewer Committee
- **March 16th – 7:00 PM, Town Council**
- March 17th – 7:00 PM, Zoning Board
- March 23rd – 7:00 PM, Planning Board
- March 24th – 7:15 AM, Highway Safety Committee
- March 24th – 7:00 PM, Conservation Commission
- March 26th – 7:00 PM, Energy Commission

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