

# MEMORANDUM



To: Bedford Town Council  
From: Rick Sawyer, Town Manager  
Date: August 7, 2020  
Re: **Manager's Report**

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## News & Noteworthy:

1) COVID-19 Pandemic Update – Bedford has seen a great reduction in the number cases with only **11 current COVID-19 positive patients**. It is my understanding that only a few of these cases are within our long term care facilities which means we need to continue to be a cautious as possible when out in the public especially given that we are seeing a tremendous number of visitors from out of state. I strongly encourage all residents to follow the CDC and State of NH recommendations for protecting yourself including wearing a face covering and washing hands as often as possible.

2) The library will re-open to the public on Wednesday, August 12, for walk-in browsing and computer use. Plexiglas barriers are installed and new stanchions will to guide patrons to check out areas. Starting the week of August 17<sup>th</sup> the hours will be extended to add three additional evenings per week:

- Monday – Thursday: 10:00 a.m. to 2:00 p.m. and 4:00 p.m. to 7:30 p.m.
- The library will close for an incremental period to allow time for cleaning and restocking the shelves between 2:00 p.m. and 4:00 p.m.
- Friday and Saturday: 10:00 a.m. to 2:00 p.m.
- Patrons may come to the library for the selection of materials and consult with staff but no seating is available.
- Capacity is limited to 10 people on the upper level and 6 in the children's room plus 2 people at the public computers.
- Computer stations are available by appointment and limited in time to 1 hour.
- Contact-free pickup will continue during all open hours both on the upper level and lower level.
- Entry and exit on the upper level only.
- Meeting rooms are not available.
- Patrons are encouraged to limit time to 45 minutes to 1 hour.
- Open requests for GMILCS and delivery between libraries has fully resumed.
- All library programming will continue to be delivered virtually with the exception of outdoor programming.



- 3) The Town Office Building is open 8 AM – 4 PM. At risk members of our community or anybody else who is not comfortable coming in with the general public can make an appointment for 4 PM by contacting the department they need to see. We do encourage people to continue taking advantage of online or mail in options whenever possible as maximum occupancy in our lobby is 4 customers. **Please wear a face covering and keep a 6 foot separation to others when coming to the building.** Offsite payment options can be found on our website <https://www.bedfordnh.org/819/Online-Bill-Payment>. The Town Clerk's office and Assessing Administrative office are being upgraded with customer service windows and counters to better protect our employees while providing great customer service.
- 4) Bedford Cares – continues to provide an incredible service to members of our community who are in need of assistance with such things as shopping and picking up of prescriptions. If you need their support please reach out to them at 792-1319 or on <https://www.facebook.com/BedfordNHCares/>.
- 5) The Bedford Elections Team has been hard at work developing a plan that will allow for smooth and safe elections this fall. A tremendous amount of PPE will be provided for poll workers and safety measures will be put in place for social distancing and contact free voting to the maximum extent possible. Any resident who has any concerns with voting in person due to COVID-19 are encouraged to vote absentee instructions are available on the Town Clerk's website at: <https://nh-bedford.civicplus.com/491/Election-Information>
- 6) The Bedford Farmers Market continues on Tuesdays from 3-6 PM through September at the Harvest Market parking lot.
- 7) 2020 Census – Bedford currently has a response rate of 81.3% which is third in the State. I would love to see Bedford be the first community to reach 100%. Please complete the Census by going to <https://my2020census.gov/> It truly takes less than 10 minutes to complete.
- 8) Drought – Our dry start to the year has continued and all of southern NH remains in the condition defined as "moderate drought" or "abnormally dry". I would encourage all residents to implement water conservation measures now like only watering vegetable garden crops, watering no more than every other day, and watering in the morning or evening where less water is lost to evaporation. Merrimack Village Water District has implemented an outdoor watering ban which impacts those in Greenfield Farms, Cabot Preserve, Jenkins Road, and the Brick Mill Road area who receive their water from Merrimack through Pennichuck Water Works.

**U.S. Drought Monitor  
New Hampshire**

**August 4, 2020**  
(Released Thursday, Aug. 6, 2020)  
Valid 8 a.m. EDT



**Intensity:**  
 None  
 D0 Abnormally Dry  
 D1 Moderate Drought  
 D2 Severe Drought  
 D3 Extreme Drought  
 D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

**Author:**  
Brian Fuchs  
National Drought Mitigation Center



- 9) The Citizens Police Academy is scheduled to kick off in September and it is my understanding the class is full. The academy has been delayed this year due to the pandemic.

**Project Updates:**

- 1) 2021 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) 2020 Roads Program – Work continues on Grafton Drive, Wentworth Drive, and Gage Girls Road where the Public Works Department held neighborhood informational meetings where it was estimated that 75 residents attended with almost everyone being in complete support for the work. The South River Road project is continuing and the sewer line extension has been completed for use by TRM for their building expansion. The extend stay hotel owner has suspended his project and is not completing the waterline work at this time. The impacted section of South River Road will be paved soon and the contractor will move on to the side road projects.
- 3) The Hazard Mitigation Plan and the Emergency Operations Plan updates both kicked off in July and will be completed over the next several months.
- 4) The Master Plan has completed recording of their public outreach videos which are now in final editing and should be released soon. The plan is proposed to be presented to the Planning Board for action later this fall.
- 5) The final phase of safety camera and security improvements at the Police Department is getting underway with installation of the new equipment in the booking and detention area. The body worn camera and in car camera phases are now complete.
- 6) The exterior painting of the Library is now complete.
- 7) Document Management – Several additional training sessions have been held over the last month for new employees and for those who did not receive training when the system first came online.
- 8) Personnel: Wayne Richardson, our long serving Code Official has announced his retirement for the later this year. Wayne's level of building code knowledge and dedication to the safety of our residents and visitors to our buildings is truly unmatched in the industry and he will leave behind the biggest of shoes to fill. I can't thank Wayne enough for his counsel and support to me as Planning Director and as Town Manager. Chief Hunter is taking this announcement as an opportunity to review the building and fire department code compliance organizational structure and may request a realignment of responsibilities.

We have two police officers entering the police academy in August and are hiring one certified officer as well and when all in place we will be fully staffed again. We have filled our vacant dispatcher position. The fire department has been conducting interviews and will making offers to fill our two vacant positions soon. Postings are currently up for our vacant finance clerk, equipment operator, truck driver, and IT positions.

**Events:**

- Summer Concert Series – Runs every Wednesday night through August 19<sup>th</sup> at 6 PM at the Bedford Village Common.  
August 11 (**Tuesday**) Sixties Invasion (Show band featuring music of the 60's)  
August 12 Timmy Brown  
August 19 Tatoo (American Roots Dance Music)
- **September 7<sup>th</sup> – Town Office, Library & Transfer Station closed in honor of Labor Day.**
- September 8<sup>th</sup> – State Primary Election, 7 AM- 7 PM, Bedford High School

**Upcoming Meetings:**

- **August 12<sup>th</sup> – 7:00 PM, Town Council**
- ~~August 13<sup>th</sup> – 7:45 AM Water & Sewer Committee~~
- August 17<sup>th</sup> – 7:00 PM, Planning Board
- August 18<sup>th</sup> – 7:00 PM, Zoning Board
- ~~August 20<sup>th</sup> – 11:30 AM, Telecommunications Subcommittee~~
- August 25<sup>th</sup> – 7:15 AM, Highway Safety Committee
- August 25<sup>th</sup> – 7:00 PM, Conservation Commission
- August 27<sup>th</sup> – 7:00 PM, Energy Commission
- August 31<sup>st</sup> – 7:00 PM, Planning Board
- September 1<sup>st</sup> – 7:00 PM, Historic District Commission
- September 8<sup>th</sup> – 7:00 PM, Parks & Recreation Commission
- **September 9<sup>th</sup> – 7:00 PM, Town Council**
- September 10<sup>th</sup> – 7:45 AM Water & Sewer Committee
- September 14<sup>th</sup> – 7:00 PM, Planning Board
- September 15<sup>th</sup> – 7:00 PM, Zoning Board
- September 17<sup>th</sup> – 11:30 AM, Telecommunications Subcommittee
- September 22<sup>nd</sup> – 7:15 AM, Highway Safety Committee
- September 22<sup>nd</sup> – 7:00 PM, Conservation Commission
- **September 23<sup>rd</sup> – 7:00 PM, Town Council**
- September 24<sup>th</sup> – 7:00 PM, Energy Commission
- September 28<sup>th</sup> – 7:00 PM, Planning Board (workshop)

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