

TOWN OF BEDFORD
April 6, 2023
BEDFORD FACILITIES INFORMATION & COMMUNICATIONS SUBCOMMITTEE
MEETING MINUTES

A meeting of the Bedford Facilities Information & Communications Subcommittee was held on Thursday, April 6, 2023 at the Police Training Conference Room, Safety Complex, 55 Constitution Drive, Bedford, NH. Present were: Robert Buxton, Kevin Glenn, Joseph Hoebeke, Bill Jennings, Ray Lessard, Sue Mullen, Dave Quick and Peter Stillman. Also present: Dave Gilbert (Town Council Rep), Sue Thomas (Town Council Rep), Rick Sawyer (Town Manager), Jeanne Walker (Assistant Town Manager), Coleen Richardson (BCTV, Asst. Station Manager), Bill Jean (Fulcrum Associates) and Kathleen Porter (LBA).

The meeting was called to order at 5:02 pm.

New Business

1. Introductions – Everyone introduced themselves and several committee members provided details on their background and years of Bedford residency.
2. Election of officers: Joe Hoebeke was elected Chair and Rob Buxton was elected Vice Chair of the committee.
3. Approval of March 16, 2023 meeting minutes. Rob Buxton made a motion to approve the meeting minutes of March 16 and Sue Mullen seconded. Minutes approved.
4. It was announced to the committee that the Town has signed a purchase and sale agreement with the sellers for the purchase of 300 South Main Street, the proposed site of the Police Station and Fire substation. Two proposed site layout options (attached) were presented. The final layout is still under review.
5. Sue Mullen asked about how this affects response time. Dave Quick expressed concerns about the location of the current station and renovation of it. He believes the current station should be moved to an area of town where it can have a more positive change on response times, especially the western part of town. He continued with concerns about what impact the new station location had on response times to the west since there is no direct route from South River Road to the western part of town and the effect of splitting staffing between stations.
6. Town Councilors Gilbert and Thomas explained that there are problems with the site of the current Safety Complex and that the facility at 55 Constitution cannot be expanded. Combined with data that over 40% of current fire department calls are from the South River Road corridor, a station in this area made sense, to improve response times. The Town has been trying to find a suitable piece of property to purchase in this area for a long time.
7. Dave Quick clarified that his concerns were not about response times but rather about the level of service when you split current staffing into two stations.

8. Current Fire Department staffing consists of four shifts of eight people. The Town has applied for a SAFER grant that would increase staffing to 11 per shift (for three years) – but would only require a minimum of 9 firefighters to be on duty. It would become effective January 2024.
9. There was a request to have Fire Chief Scott Hunter attend the next meeting to discuss these issues. He can provide more details, including the Heat mapping of calls received.
10. Rob Buxton explained that he was also concerned about these issues but wanted to try to bring it back to the mission of the committee which is to create a communication model to help achieve the goal of obtaining passage of a bond article for construction of the facility plan. He spoke about how the community has not expanded the municipal facilities, while the community's population has increased and the schools have continued to be developed.
11. Kathleen Porter presented several potential avenues to begin crafting the communication plan. One option would be to distribute a simple five question poll to take the pulse of the community and find out what, if anything, that they know about a new police and fire facility. It could be done via social media using Survey Monkey and/or from the Town's website. A paper survey/postcard might also be appropriate for those not on-line. Questions could include: "What do you know about a new Police/Fire Facility", and "Are you willing to attend an informational meeting?"
12. A web page on the Town's website should also be created. It should include facts and figures as well as answers to frequently asked questions.
13. There was a discussion regarding the idea of the communication plan. Is the overall goal to educate residents on the need for a new facility or is it to sell the idea of the new facility? Need to communicate messages properly, present all the information and let people make up their own minds.
14. Information needed includes deficiencies of current station, the risks of not proceeding, and potential benefits of new station. There is the possibility of a site tour of current facility for committee at a future meeting. Is it worthwhile to have an open house of the Safety Complex to show the issues or would a video (as previously shared with the Committee) suffice?
15. Bill Jean presented details on the current design of the facility. He explained there have been extensive meetings with the Fire and Police Departments to determine the space needs of the departments. The next step is to fit those components onto the site and then create 2D and 3D concepts that can be used as part of the communications package. However, the final design will not be completed until the warrant is approved (March 2024). This means that construction of the facility would not occur until 2025.
16. There was a preliminary discussion on the development of subcommittees to pursue different elements mentioned above.
17. The next meeting is scheduled for May 4, 2023 at 5:00 pm.

The meeting was adjourned at 6:48 pm.

Respectfully submitted,
Jeanne Walker, Assistant Town Manager

Town of Bedford
Public Safety Building
Facilities Information and Communications Committee
April 6, 2023, 5:00 pm

- 1) Introductions
- 2) Election of Chair/Vice Chair or Co-Chairs
- 3) Approval of March 16, 2023 meeting minutes
- 4) Update on site location
- 5) Communication Tools
 - a) Social Media
 - Managing
 - b) In-person
 - Logistics/coordination
 - c) BCTV
 - d) Website
- 6) Design process and next steps
- 7) Target Dates
 - a) October 2023 Submittal of Town Manager's Budget
 - b) January 2024 Budget Hearing
 - c) March 2024 Warrant
- 8) Schedule next meeting

April 6, 2023

Facilities Information and Communications Committee Meeting

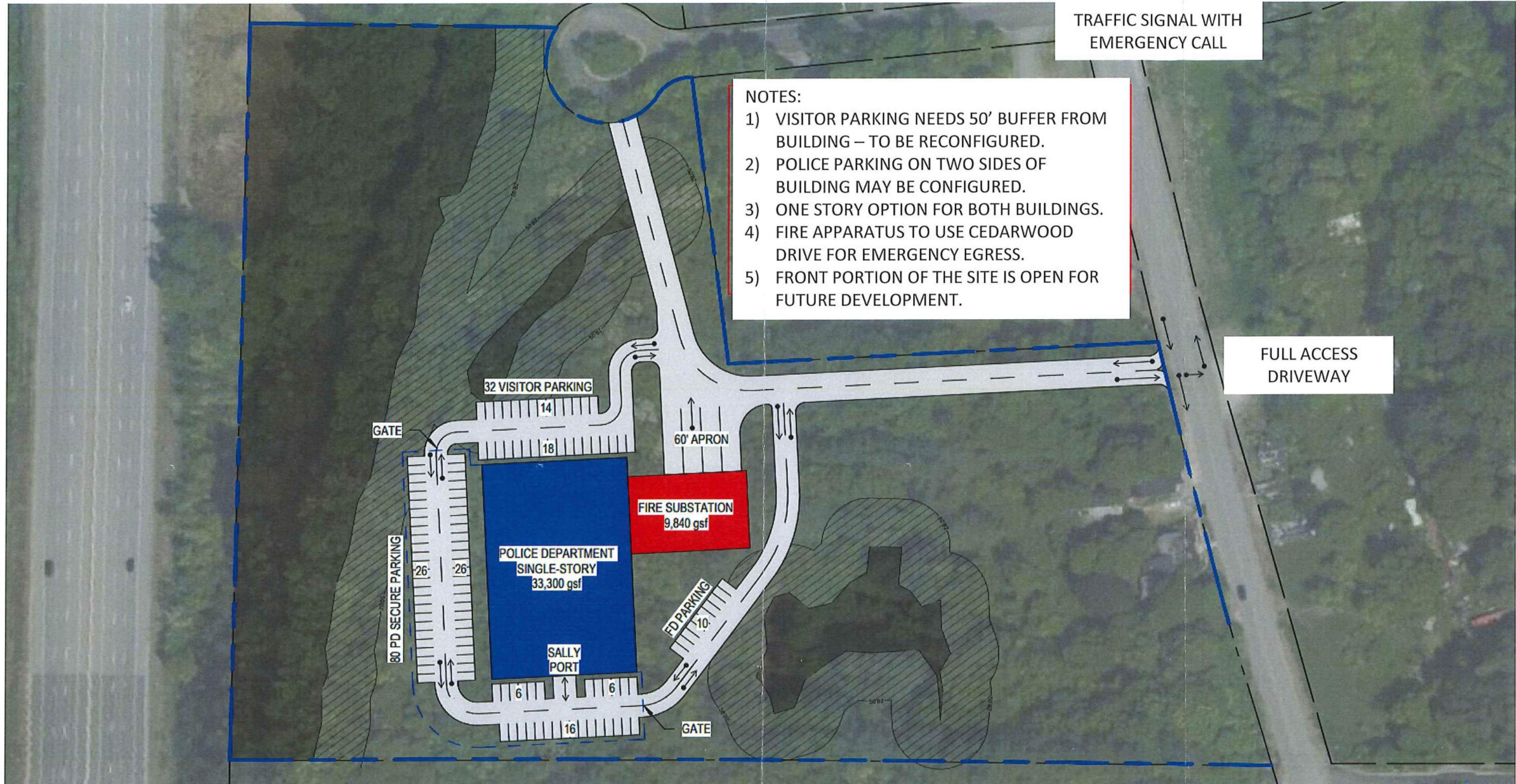
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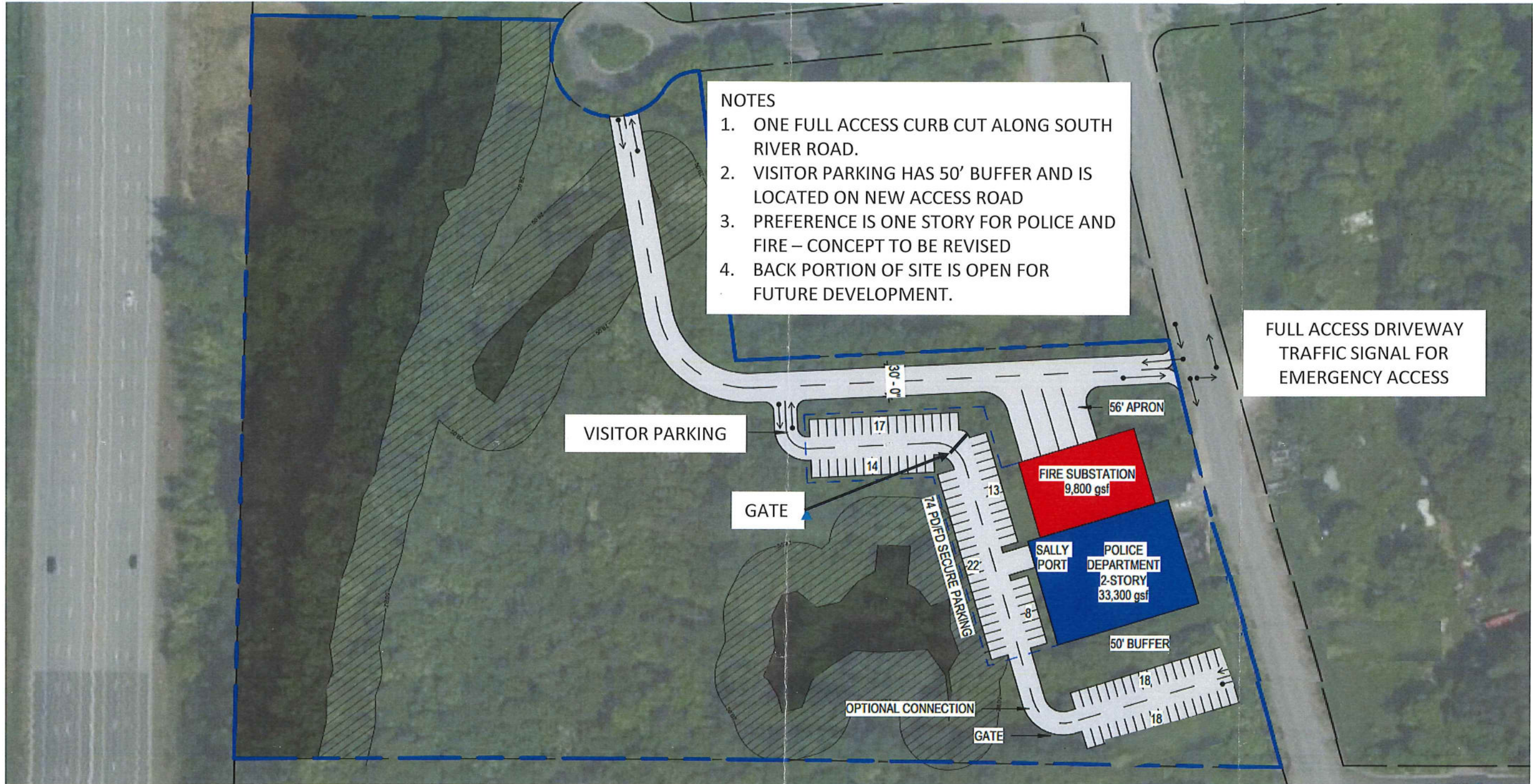
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ROBERT BUXTON	603-596-6110	ROBERTBUXTON@msn.com

- NOTES:**
- 1) VISITOR PARKING NEEDS 50' BUFFER FROM BUILDING – TO BE RECONFIGURED.
 - 2) POLICE PARKING ON TWO SIDES OF BUILDING MAY BE CONFIGURED.
 - 3) ONE STORY OPTION FOR BOTH BUILDINGS.
 - 4) FIRE APPARATUS TO USE CEDARWOOD DRIVE FOR EMERGENCY EGRESS.
 - 5) FRONT PORTION OF THE SITE IS OPEN FOR FUTURE DEVELOPMENT.

TRAFFIC SIGNAL WITH EMERGENCY CALL

FULL ACCESS DRIVEWAY





- NOTES
1. ONE FULL ACCESS CURB CUT ALONG SOUTH RIVER ROAD.
 2. VISITOR PARKING HAS 50' BUFFER AND IS LOCATED ON NEW ACCESS ROAD
 3. PREFERENCE IS ONE STORY FOR POLICE AND FIRE – CONCEPT TO BE REVISED
 4. BACK PORTION OF SITE IS OPEN FOR FUTURE DEVELOPMENT.

FULL ACCESS DRIVEWAY
TRAFFIC SIGNAL FOR
EMERGENCY ACCESS

VISITOR PARKING

GATE

FIRE SUBSTATION
9,800 gsf

SALLY PORT
POLICE DEPARTMENT
2-STORY
33,300 gsf

50' BUFFER

OPTIONAL CONNECTION

GATE

30'-0"

56' APRON

17

14

13

74 PD/ID SECURE PARKING

22

8

18

18