

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Tuesday, December 24<sup>th</sup>, ½ day in observation of Christmas Eve
- ✓ **Town Offices Closed:** Wednesday, December 25<sup>th</sup>, in observation of Christmas Day

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- Online Credit Card Payment functionality has been added to the Town's website. Beginning April 2014, the Town will no longer accept credit card payments over the phone – only online or in person. (see photo 1)
- Town Hall has renewed our lease for our two (2) Sharp copiers – included with the new lease is a new phone system. The lease cost for both is less than our current monthly payment. Additionally we will have lower rates for copies.

### **Planning**

- 2014 Business License renewal update. As of December 18<sup>th</sup>, the following has been renewed:
  - In-Town Business: 45% (\$14,670.00)
  - Out of Town Business: 35% (\$26,880.00)
  - Rentals: 37% (\$29,045.00)
- Planning Commission Meeting:
  - Historic Review – 136 East Market Street (partial demolition) – ***Approved***
  - Site Plan Review – North Bedford Elementary (classroom addition) – ***Granted Preliminary Approval***

### **Police**

- Significant Incident Reports distributed as received

### **Wastewater**

- Large Lagoon depth is 12 feet and small Lagoon depth is 7 ½ feet
- Mission Communications has been installed at the Stevenson Lane headworks
- DBF is working on the pump sizing requirements for the County Seat Highway Grinder Station
- Baxter's did not spray more than the minimum required gallons this year

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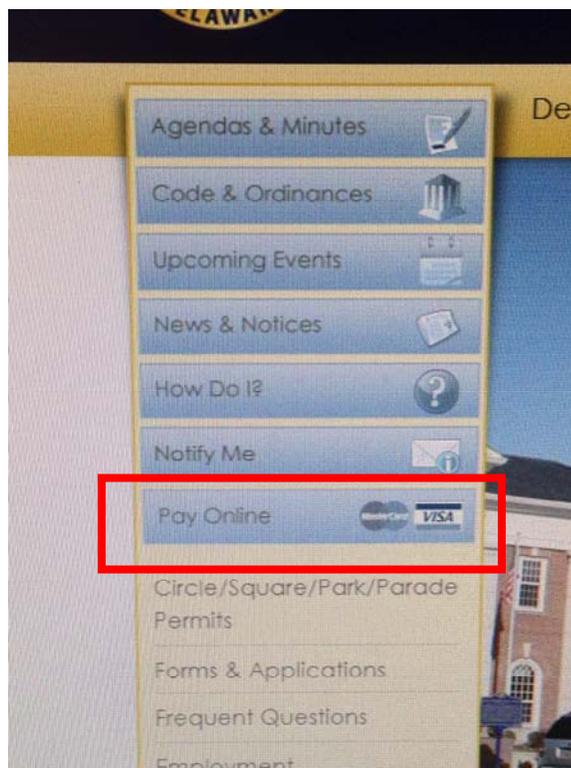


## **Public Works**

- Water leak on West Market Street (near Family Court) was repaired
- Margaret Street Project continues – Paving of the roadway is underway (see photo 2)
- New turn lanes (Route 113 & College Park Drive) have been paved

## TOWN MANAGER'S UPDATE ...

- Met with DNREC Water Resources to discuss sewer issues related to four (4) parcels along County Seat Highway
- Worked with the Commonwealth Group regarding the lot line adjustment for the Beacon Hospitality parcel



**Photo 1 - Online Payment Link**

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**Photo 2 - Pavement Installation (Margaret Street)**

***PLEASE NOTE THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***