

# TOWN OF BOW

## Office of the Selectmen

10 Grandview Road, Bow, New Hampshire 03304

Phone (603) 223-3910 | Website [www.bownh.gov](http://www.bownh.gov)

## Board of Selectmen Meeting

### Agenda

January 25, 2022

On Tuesday, January 25, 2022, at 6:00 p.m., the Board of Selectmen will meet in Meeting Room A at the Bow Municipal Building, 10 Grandview Road, Bow, New Hampshire.

The order of business is subject to change without notice.

- I. Call to Order**
- II. Public Comment**
- III. Public Hearing**
- IV. Meetings**
  - 1. 2<sup>nd</sup> Quarter Financial Report - Finance Director Geoff Ruggles
  - 2. Jessica Dunbar - Energy Conservation Committee
  - 3. Body Camera Presentation - Police Chief Ken Miller
- V. Consent Agenda**
  - 1. Sewer Warrant
  - 2. Appointment – Don Fournier – Heritage Commission
  - 3. Junk Yard Permit – Bow Auto Parts
- VI. Town Manager's Report** pg. 1
- VII. Discussion/Action Items**
  - 1. Acceptance of January 11, 2022 Meeting Minutes pgs. 2-6
  - 2. Town Meeting Warrant Articles pgs. 7-9
  - 3. Withdrawal from Sewer Capital Reserve Fund pgs. 10-11
  - 4. Valuation Update pgs. 12-13
  - 5. Power Plant Protest (Selectman Poulin)
- VIII. Reports**
  - 1. Right to Know Log pg. 14
  - 2. ARPA Funds pgs. 15-16
  - 3. Outstanding Projects pg. 17
- IX. Bottom Lines**
- X. Non-Public Session RSA 91-A:3 (there may be more than one if needed)**
- XI. Adjournment**



# TOWN OF BOW

## Office of the Town Manager

10 Grandview Road, Bow, New Hampshire 03304

Phone (603) 223-3900 | Website [www.bownh.gov](http://www.bownh.gov)

To: Board of Selectmen  
From: David L. Stack, Town Manager  
Subject: Town Manager's Report - 1/21/22

### Administration

**Cell Tower Informational Meeting:** As a reminder, the Cell Tower Informational Meeting will be held on Wednesday, January 26, 2022, 6:00 p.m. at the Bow High School Auditorium. Meeting notices were sent to all abutters.

**Abenaki Water access license:** A final license agreement has been approved by Town Counsel and Abenaki. The Town is reviewing the insurance documents provided and once they are approved the agreement will be signed.

**Candidate Filing Period for Town and School offices:** The filing period for candidates began on January 19 and will end on January 28.

### Buildings and Grounds

**OTH Kitchen:** The new stove and hood have been installed. The fire protection contractor will be installing the protection system in the hood next week. The Bow Rotary Club is donating a new refrigerator and it has been ordered.

**Ventilation System Installation Project:** The deadline for receiving bids is 1/25/22.

**Bow Rec Center generator:** An RFP has been prepared and will be issued next week.

**My activities this past week included:** Met with Chris Andrews for updates on various projects that are planned or in progress; worked on drafting 2022 TM Warrant; continued work on draft RFP for water and sewer operations and maintenance; discussed proposed water main extension to Dow Road with the developers attorney; one on one with the Finance Director; determining Covid-19 protocols for individual employee's; responded to e-mails that had built during my absence; attended the monthly NHMA Board of Director's meeting.

**Board of Selectmen  
Unapproved Minutes  
Tuesday, January 11, 2022**

On Tuesday, January 11, 2022, at 6:00 p.m., the Board of Selectmen met in Meeting Room A, at the Town of Bow Municipal Building, 10 Grandview Road, Bow, NH.

**I. CALL TO ORDER**

Chairman Chris Nicolopoulos called the meeting to order. Present: Chairman Chris Nicolopoulos, Vice Chair Bruce Marshall, Selectman Colleen Hunter, Selectman Matthew Poulin, Selectman Michael Wayne, Town Manager David Stack, Administrative Assistant Tonia Lindquist, and members of the public.

**II. PUBLIC COMMENT**

**Filipe Miranda, 2 Abbey Road**, asked the Board who voted against the request for a warrant article for the Chadwick land donation to become a Town forest by a conservation easement to be held by Bow Open Spaces.

Chairman Nicolopoulos shared his concern to have the land in a conservation easement when there are no plans to develop it. Selectman Poulin seconded that, and stated once you put the land in conservation you can't do anything with it.

**III. PUBLIC HEARING**

None

**IV. MEETINGS**

**1. BAC – Community Turf Field Project**

Bryce Larrabee and Jared Bland with the Bow Athletic Club presented to the Board a proposed community turf field to replace the athletic field currently between Bow Middle School and Bow Elementary. The proposed turf field would consist of bleachers for 700 people and lights.

The field would be used by the schools for outdoor learning, community sports organizations and for facility rental by outside organizations. BAC is asking the town to add a surcharge of \$15.00 to all parks and recreation registration fees to help fund the project.

There was back and forth discussion on the details of the funding for the project, the current high school field, contract between the Town and organizations sponsoring the turf field, bleachers, and parking issues.

Parks and Recreation Director Little was in support of the field, but shared her concern of enrollment numbers dropping with the added \$15.00 surcharge to each registration, she would prefer a blanket amount.

Selectman Hunter shared her concerns of the impact this would have on the proposed elementary school renovations.

**Jack Crisp, Timmins Road,** Mr. Crisp spoke in favor of the turf field, he has served on many committees over the years and the desire to have a turf field has been around since 2005, this would be a benefit to both the town, school and community.

No motion was made by the Board to add the requested \$15.00 surcharge to all parks and recreation registration fees.

## **2. Tim Sweeney – Department updates and/or current projects**

Director Sweeney gave the Board an update on his department, and any ongoing projects. His main concern right now is making sure the roads are taken care of, considering the last few weather events we have had. Director Sweeney shared his concern with the amount of salt the department has gone through so far due to the recent ice storms.

Director Sweeney discussed briefly the need to replace the sewer generator at Whiterock.

*A MOTION was made by Selectman Hunter and duly seconded by Selectman Poulin to move forward with replacing the sewer generator at Whiterock. MOTION PASSED 5-0.*

Selectmen Wayne took a moment to commend Director Sweeney and his team. They do a great job on the roads.

## **V. CONSENT AGENDA**

### **1. Current Use – Jason and Jennifer White - \$11,040**

*A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Marshall to approve the consent agenda as presented. MOTION PASSED 5-0.*

## **VI. TOWN MANAGER'S REPORT**

Town Manager Stack reported on the following items:

- **Cell Tower Informational Meeting:** The meeting will be held on January 26, 2022, 6:00 p.m. at the Bow High School Auditorium.

- **Covid-19 isolation and quarantine requirements:** I issued a new policy today to reflect the updated isolation and quarantine guidance from the CDC and State of New Hampshire. The policy applies to all Town employees.
- **Abenaki Water access license:** A draft license agreement has been sent to Abenaki for its review. The Board previously approved a request from Abenaki to explore potential well sites on Town property for the Rocky Point water system.
- **Eversource P145 Transmission pole replacement:** I met with Eversource representatives this morning for a brief overview of a project to replace existing wooden poles with steel structures along the P145 transmission corridor. I will provide more information to the Board once it is received from Eversource.
- **Internet awareness program:** The Police Department held an informational meeting last evening for parents to hear and learn about current internet practices and how they can protect their children from harmful activities. Approximately 40 residents attended.
- **Gordon Road cleanup:** Director Tim Sweeney has reported that the total cleanup cost to remove the trash and junk on Gordon Road is \$7,000.

*A MOTION was made by Selectman Poulin to submit an invoice to the previous owner for the cost incurred by the town to clean up that site. MOTION PASSED 5-0.*

- **LED Streetlight Conversion Project:** The Town has received the \$31,958 incentive rebate from Unifit for the project.

## **VII. DISCUSSION/ACTION ITEMS**

### **1. Acceptance of December 28, 2021 Meeting Minutes**

*A MOTION was made by Vice Chair Marshall and duly seconded by Selectman Poulin to approve the December 28, 2021 meeting minutes, as presented. MOTION PASSED 5-0.*

### **2. Transportation Improvement Fee**

Town Manager Stack discussed with the Board the option of putting forth a Transportation Improvement Fee to each motor vehicle registration. The Town Clerk's office processes 240,000 registrations a year. The Town could impose a transportation improvement fee up to \$10.00 per motor vehicle registration.

Selectman Hunter asked if this would be set up as a separate fund, which is created and funded by this fee. Town Manager Stack said it would be a separate fund.

*A MOTION was made by Selectman Hunter and duly seconded by Selectman Poulin to move forward with proposing an \$10.00 transportation improvement fee to each motor vehicle registration, to be voted on at Town Meeting by Warrant. MOTION PASSED 5-0.*

### **3. Legislative advocacy**

Town Manager Stack discussed a concern that was raised by one of our State Representatives concerning an employee's use of town email while weighing in on a legislative discussion. This could be construed as representative of the Town.

The Board would like Town Manager Stack to set a policy, of asking employees to use their personal emails for such discussions.

### **4. Annual Town Report**

Ms. Lindquist reminded the Board that the following needs to be completed before January 25, 2022:

- In Memoriam for the report
- Annual Report dedication
- Selectmen's report
- Review and approval of proposed cover and title pages for the report.

## **VIII. REPORTS**

### **1. Right to Know**

The Board reviewed the Right to Know log, noting one new inquiry.

### **2. ARPA Funds**

The Board reviewed the ARPA Funds report and updated accordingly.

Selectman Hunter asked for a status on closing the water main loop at Thibeault/Ryan and the water filling station. Town Manager Stack stated they are waiting on Dubois & King.

### **3. Outstanding Projects**

The Board reviewed the Outstanding Projects list and updated accordingly.

Chairman Nicolopoulos asked if the letter of deficiencies at the Public Safety Center has gone out yet. Town Manager Stack reported him, Chris Andrews, Mike Wayne and Vice Chair Marshall are going to meet first.

## **IX. BOTTOM LINES**

1-11-2022 unapproved Board of Selectmen Meeting Minutes

Chairman Nicolopoulos – None

Vice Chair Marshall – the school budget is proposing \$1.35 per thousand increase, 3 new positions, equipment, IT, salary and health benefits. He let Duane know that the Planning Board has been approached about 100 to 400 new family dwellings in town.

Selectman Hunter - None

Selectman Poulin – reported the engineers were on Heather Lane surveying in anticipation of the potential water tower.

Selectman Wayne - None

## **X. NON-PUBLIC SESSION - NH RSA 91-A:3, II (c)**

May adversely affect reputation of non-BOS person.

*At 7:23 p.m. a MOTION was made by Selectman Poulin and duly seconded by Vice Chair Marshall to enter into a non-public session in accordance with RSA 91-A:3 II (c) and a roll call was taken: Chairman Nicolopoulos – yes, Vice Chair Marshall – yes, Selectman Hunter – yes, Selectman Poulin – yes, Selectman Wayne – yes.*

*At 8:00 p.m. a MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to come out of non-public session. MOTION PASSED 5-0.*

## **XI. ADJOURNMENT**

*At 8:00 p.m. A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Marshall to adjourn. MOTION PASSED 5-0.*



3. To see if the Town will vote to adopt the provisions of RSA 261:153, VI to authorize the Town Clerk to collect an additional fee of \$5.00 per motor vehicle registration for the purpose of creating a Municipal and Regional Transportation Improvement Fund which shall be a capital reserve fund established for this purpose and governed by the provisions of RSA 35. Said fee to become effective \_\_\_\_\_. The fund shall be used to fund improvements in the local and regional transportation system, including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities and public transportation. No funds shall be expended without further vote and appropriation by the town.

**Second Session of Annual Town Meeting  
March 9, 2022  
(Deliberative)**

4. To see if the Town will vote to raise and appropriate the Budget Committee's recommended sum of \$\_\_\_\_\_ for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately.  
(Majority Vote Required)

(Recommended by Selectmen 5-0 and Budget Committee 0-0)

5. To see if the Town will vote to raise and appropriate \$568,000 and authorize payment into existing capital reserve and expendable trust funds in the following amounts for the purpose for which such funds were established. (Majority Vote Required)

(Recommended by Selectmen 5-0 and Budget Committee 7-0)

Bridge and Highway Construction Capital Reserve Fund	\$1,000
Community Center Capital Reserve Fund	\$5,000
Fire Equipment Capital Reserve Fund	\$35,500
Fire Suppression Capital Reserve Fund	\$10,000
Fire Truck Capital Reserve Fund	\$110,000
Library Building Repairs Capital Reserve Fund	\$5,000
Municipal Buildings and Grounds Capital Reserve Fund	\$65,000
Police Department Equipment Capital Reserve Fund	\$30,000
Public Works Department Capital Reserve Fund	\$218,500
Recreation Improvements Capital Reserve Fund	\$20,000
Water System Improvement/Replacement Capital Reserve Fund	\$50,000
Revaluation Capital Reserve Fund	\$18,000

6. To see if the Town will vote to raise and appropriate the sum of \$540,000 for the reconstruction and paving of Town roads. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or by December 31, 2027, whichever is sooner. (Majority Vote Required)

(Recommended by Selectmen 5-0 and Budget Committee 0-0)



7. To see if the Town will vote to raise and appropriate the sum of \$174,300 for the purchase of Self Contained Breathing Apparatus (SCBA) for the Fire Department and to authorize the withdrawal of up to \$174,300 from the Fire Department Equipment Capital Reserve Fund for this purchase.  
(Majority Vote Required)

(Recommended by Selectmen 5-0 and Budget Committee 0-0)

8. To see if the Town will vote to raise and appropriate the sum of \$105,100 for the purchase of a forestry truck and to authorize the withdrawal of up to \$105,100 from the Fire Truck Capital Reserve Fund for this purpose. (Majority vote required)

(Recommended by Selectmen 5-0 and Budget Committee 0-0)

9. To see if the Town will vote to raise and appropriate the sum of \$82,000 to retrofit a surplus Fire Department rescue truck to make a 6-wheel dump truck and plow for the Department of Public Works and to authorize the withdrawal of \$82,000 from the Public Works Department Capital Reserve Fund for this purpose. (Majority Vote Required)

(Recommended by Selectmen 5-0 and Budget Committee 0-0)

10. To see if the Town will vote to raise and appropriate the sum of \$80,000 for the purchase of a one-ton dump truck for the Department of Public Works and to authorize the withdrawal of \$80,000 from the Public Works Department Capital Reserve Fund for this purpose. (Majority Vote Required)

(Recommended by Selectmen 5-0 and Budget Committee 0-0)

11. To see if the Town will vote to raise and appropriate the sum of \$80,000 for renovations at the Municipal Building in order to relocate the Community Development Department to the main level and to authorize the withdrawal of \$80,000 from the Municipal Buildings and Grounds Capital Reserve Fund for this purpose. (Majority Vote Required)

(Recommended by Selectmen 5-0 and Budget Committee 0-0)

12. To see if the Town will vote to raise and appropriate the sum of \$47,888 for the purchase of body cameras for the Police Department and to authorize the withdrawal of \$47,888 from the Police Department Equipment Capital Reserve Fund for this purpose. (Majority Vote Required)

(Recommended by Selectmen 0-0 and Budget Committee 0-0)

13. To see if the Town will vote to raise and appropriate the sum of \$33,700 to purchase security monitoring equipment for the Police Department and to authorize the withdrawal of \$33,700 from the Police Department Equipment Capital Reserve Fund for this purpose. (Majority Vote Required)

(Recommended by Selectmen 5-0 and Budget Committee 0-0)

14. To see if the Town will vote to raise and appropriate the sum of \$25,000 for the renovation of the two main level bathrooms at the Municipal Building and to authorize the withdrawal of \$25,000 from the Municipal Building and Grounds Capital Reserve Fund for this purpose. (Majority Vote Required)

(Recommended by Selectmen 5-0 and Budget Committee 0-0)

Lease for cell tower

Cemetery Trustees (RSA 289:6) – "Shall we discontinue the board of cemetery trustees by delegating their duties and responsibilities to the town manager?"

Petitioned Article(s)

DRAFT



# TOWN OF BOW

## Office of the Town Manager

10 Grandview Road, Bow, New Hampshire 03304

Phone (603) 223-3910 | Website [www.bownh.gov](http://www.bownh.gov)

### ACTION REQUEST

To: Board of Selectmen  
From: David L. Stack, Town Manager  
Date: January 21, 2022

Subject: **Purchase of Emergency Backup Generator** - White Rock Hill Road Pump Station  
Withdrawal from Sewer System Capital Reserve Fund

### Background

The emergency backup generator at the White Rock Hill Road sewer pump station has failed after repeated attempts by the DPW to fix the problems. DPW recommends that the Town purchase a Generac brand generator from Northern Tool Company at a cost of \$20,497. This was the lowest proposal received from four suppliers. The DPW will perform the installation of the new generator.

The Town has a Sewer System Capital Reserve Fund, and the Board of Selectmen is named as agent to expend. The current balance of the Fund is \$21,958.

### Action Requested

- Approve the withdrawal of \$20,497 from the Sewer System Capital Reserve Fund for the purchase of an emergency backup generator for the White Rock Hill Road sewer pump station.

## Generator Quotes

Milton Cat	Caterpillar D80GC	\$ 40,000.00
Generator Connection	Kohler 60KG	\$ 28,900.00
Electric and Generators Inc	Kohler 60RCLB	\$ 21,125.00
<b>Northern Tool</b>	<b>Generac RG06045KNAX</b>	<b>\$ 20,497.00</b>

All models are 277/480 Volts 3 Phase, and natural gas powered

The peak draw at the location it will be installed is 11KW, so any of our choices is more than adequate.

I spoke to Mark Acoin (our electrician) and went over the options. He recommended the Generac and said they are dependable and well made.

From Northern tool, freight was included in the price and DPW could do the install.

Any of the above options are 16 to 24 weeks for delivery.



## David Stack

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**From:** [REDACTED]  
**Sent:** Wednesday, January 19, 2022 3:50 PM  
**To:** Tonia Lindquist; David Stack  
**Subject:** Bow 2022 Update?

Greetings,

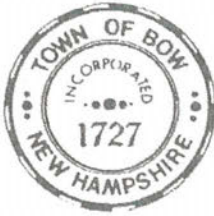
I reviewed the on-line agenda and signature packet from the October 26 2021 meeting when I put the Equalization report and memo together for the Board.

Did the Board approve us moving forward with an update to values in 2022 or are they going to wait another year?

We are just trying to figure out our work plan for Bow for the coming year.

Thanks so much,

Monica



## TOWN OF BOW

Assessing Department  
10 Grandview Road, Bow, New Hampshire 03304  
Phone (603) 223-3975 | Fax (603) 225-2982 | Website [www.bownh.gov](http://www.bownh.gov)

**COPY**

TO: Board of Selectmen  
Town of Bow

FROM: Monica Hurley, CNHA *MH*  
Assessing Agent, Corcoran Consulting

DATE: October 13, 2021

RE: 2021 Equalization Preliminary Report

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The final 2020 equalization ratio as set by the State of New Hampshire Department of Revenue Administration (NH DRA) was 93.4%. This means that the Town of Bow's assessments were 6.6% below market value.

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The attached report is the preliminary 2021 equalization report which indicates our 2021 equalization ratio is now at 81.7%. Bow's assessments are now 18.3% below market value. This means that the real estate market has increased by 11.7% since this time last year. This is not surprising given the strong real estate market the entire state has seen over the last year and a half.

Bow's next scheduled full revaluation is in 2024. This Board may want to consider doing a statistical update to values for the 2022 tax year to bring assessments closer to market value. This would have us do analysis, adjust building, and land tables. There would be no requirement to do a full measure and list of properties since we have been maintaining data collections of one quarter of the town annually. I will provide this Board with another market report in March 2022 to determine what our preliminary ratio for 2022 will look like based on the next six months of qualified sales.

In the meantime, if you could please sign and date the Municipal Assessment Data Certificate and return to me at your earliest convenience. This signed form will be sent to the New Hampshire Department of Revenue for final review.

Please do not hesitate to reach out with any questions or concerns that you may have.

## 2022 Right to Know Request Log

[illegible]



**COVID-19 Grants**  
1/21/2022

**ARPA Grant**

Total funds available \$835,423

Obligation deadline: December 31, 2024  
Spending deadline: December 31, 2026.

<b>Support Public Health Expenditures</b>	<b>Cost</b>	<b>Committed?</b>	<b>Current Funding Plan/Notes</b>
<i>1.4 Prevention in Congregate Settings</i>			
Ventilation Design Services	\$4,600	Yes	Design is completed; 1/25/22 bid deadline
Municipal and Community Building ventilation	\$150,000	Yes	engineers preliminary estimate
LED purification wand	\$821	pending	Town Clerk/Tax Collector; have proposal
<b>Water/Sewer Infrastructure</b>			
Close main - design	\$10,000	Yes	Dubois & King preparing scope of work; TM estimate
Close water main loop - Thibeault/Ryan and filling station	\$250,000	Yes	need estimate; no funds currently allocated
BRC Water Treatment System	\$20,000	Yes	WhiteWater estimate
BRC Emergency generator	\$70,000	Yes	RFP to be issued on 1/24/21
Bow Junction water loop			Need scope and estimate once Concord approves
Bow Junction/Bow Mills water extension design(?)	\$150,000		Need to add to TIF Funds for next phase of design
<b>Public Safety</b>			
Town-wide frequency upgrade	\$5,000	pending	estimate
CGIS compliance	\$15,000	pending	plus more - estimate from Mainstay
PD Body Cameras	\$75,000	pending	

\$750,421

**POTENTIAL**

<b>Infrastructure Water/Sewer</b>			
Manganese Treatment at pump station	?		WhiteWater to provide estimate; no funds allocated

#### NH DOJ ARPA Grant

Total Funds available - \$2,000,000 all localities  
Rolling application process  
Grant funds must be utilized to assist with activities related to relaxed COVID-19 restrictions.

Wait time at hospital and mutual aid to Concord				Wages; Chief Berman compiling
EMD duties increase				Not needed; covered by FEMA funds

#### Locality Equipment Purchase Program

Up to \$50,000 per New Hampshire locality; 10% match

For purchasing safety and emergency equipment needed as a result of or in response to the health crisis and its negative effects.

All reimbursed costs have to be allowable expenses under the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund.

Application deadline: June 3, 2022

Purchase deadline: by December 31, 2022.

Stryker Power-PRO XT ambulance cots and cot fastener system	\$50,021.68	total	Application to be submitted on 1/24/22
	\$5,002.17	10% match	
	\$45,019.51		

**OUTSTANDING PROJECTS LIST**  
Updated 1/21/22

	Date Added	Target	
Bow/Hooksett water and sewer study	9/10/2019	4/16/2021	Met with Hooksett Water Precinct and they would like to proceed; need to negotiate an intermunicipal agreement, and schedule a meeting with Water Precinct to move forward.
Welcome to Bow signs	10/1/2019	TBD	Estimates received for signs; waiting for cost to drop
Cell Tower Committee	3/23/2021	TBD	Planning meetings on 11/3/21 and 12/15/21; public informational meeting on 1/26/22
Safety Center deficiencies	6/1/2021	TBD	Sel. Marshall and Chris Andrews working on list
Governance Study Committee	6/1/2021	3/1/2022	Committee appointed and holding meetings
ARPA Funds	8/3/2021	12/1/2024	TM and FD updating list of potential projects
PD body cameras	11/22/2021		Chief Miller preparing report; two cameras currently being tested; presentation on 1/25/22

**Capital and Buildings**

Water to Bow Junction - Concord	6/26/2013	TBD	Sel. Poulin met with Concord utilities study committee and spoke with Councilor Gatsas TM met with Concord water superintendent to discuss the Bow Junction loop and South Street
Extension of water to Bow Junction - Town	11/9/2020	TBD	Dubois & King performing final design; working on storage tank location; \$800,000 earmark request was not approved; met with Heather Lane abutters on 12/8/21; looking for other options for location of the tank; working with developer on extension to Dow Road
Municipal Building and Community Building ventilation (ARP project)	11/1/2021		Project out to bid; bids due 1/25/22
BRC emergency generator (ARP project)	11/1/2021		Received quote of \$70,000; RFP to be issued 1/24/22
Thibeault/Ryan water main and fill station (ARP project)	12/9/2021		Dubois & King is putting together a scope of work for design and project admin