

Board of Selectmen
Approved Minutes
Tuesday, April 28, 2020

On Tuesday, April 28, 2020, at 6:00 p.m., the Board of Selectmen met in accordance with the State and Federal recommendations of Social Distancing via Zoom Meeting Software.

I. CALL TO ORDER

At 6:00 p.m. Chairman Christopher Nicolopoulos, called the Board of Selectmen meeting to order. Present: Chairman Christopher Nicolopoulos, Vice Chair Colleen Hunter, Selectman Bruce Marshall, Selectman Michael Wayne, Selectman Matthew Poulin, Town Manager David Stack, Finance Director Geoff Ruggles, Administrative Assistant Tonia Lindquist and members of the public.

II. PUBLIC COMMENT

None

III. CONSENT AGENDA

1. Intent to Excavate – 1601 Route 3A – Continental Paving
2. Gravel Tax Levy - \$1,856.20 – Continental Paving
3. Intent to Excavate – HLF South, LLC – 594 Route 3A
4. Yield Taxes – Continental Paving - \$681.04
5. Yield Taxes – Town of Bow - \$0.00
6. Yield Taxes – New Siteworks, LLC - \$3,873.70
7. Third Quarter Sewer Warrant

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to approve the consent agenda items as presented, and the Board will electronically sign them. MOTION PASSED 5-0.

IV. TOWN MANAGER'S REPORT

Town Manager Stack reported on the following items:

- The EOC is working on a preliminary re-opening plan, and the Municipal Building will be implementing two persons in each department at a time as part of the re-opening process.

V. DISCUSSION / ACTION ITEMS

1. Acceptance of April 7, 2020 and April 14, 2020 Meeting Minutes

A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Wayne to approve the meeting minutes of April 7, 2020 as presented. MOTION PASSED 5-0.

A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to approve the meeting minutes of April 14, 2020, as presented MOTION PASSED 5-0.

2. Capital Expenditures and Use of Venmo – Finance Director Geoff Ruggles

Finance Director Ruggles discussed with the Board his Capital Expenditures Memo and shared his research on how the Town could implement using Venmo for cash donations, for the food pantry.

The Board agreed to move forward with the following Capital Projects now and will regroup and discuss to decide whether to move forward with the others in the near future:

- Gravel Crushing
- Dunklee Bridge/Rte. 3A
- Road Paving
- Buckingham Dr. Culvert Replacement
- Street Light Replacement
- DPW 1-ton Utility Truck
- Police Cruiser
- Chief's Vehicle
- Police Equipment
- Vehicle Fueling Station
- Salt Containment

Finance Director Ruggles, will follow up with Human Services Director Bourbeau concerning the discussions of Venmo for cash donations for the food pantry.

3. Contract Award – R.S. Audley – Dunklee/3A project

The Board reviewed the bid tabulation for the Route 3A/Dunklee Road intersection improvement project. There were five bids received from the following companies:

- F.L. Merrill Construction Co., Inc.
- R.M. Piper, Inc.
- R.S. Audley, Inc.
- Severino Trucking, Inc.
- Weaver Bros. Construction Co., Inc.

A MOTON was made by Selectman Poulin and duly seconded by Selectman Wayne to accept the bid from R.S. Audley Construction in the amount of \$1,836,463.00 and authorizing Town Manager Stack to sign the necessary documents. MOTION PASSED 5-0.

4. Acceptance of Federal HHS CARES Act Funds

The Board reviewed a memo from Finance Director Ruggles, concerning the Federal Department of Health and Human Services CARES Act funds. Bow's share of these funds is \$7,137.09.

A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Poulin to accept the CARES Act funds as unanticipated revenue, to be used to offset lost revenues attributed to the Coronavirus. MOTION PASSED 5-0.

5. Property and Liability insurance Renewal

The Board reviewed a memo from Finance Director Ruggles concerning Primex's Property & Liability Insurance renewal package. The premium for fiscal year 2020-21 will be \$82,395.00.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to accept the renewal package from Primex. MOTION PASSED 5-0.

6. Health Insurance Renewal

The Board discussed the renewal package provided by HealthTrust for the health and dental insurance.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to accept the renewal package for medical and dental insurance coverage, provided by HealthTrust. MOTION PASSED 5-0.

7. Board, Committee and Commission Appointments

The Board reviewed the reappointments, to the various Town Boards, Commissions and Committees.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to reappoint the following members:

Business Development Commission

Larry Haynes and John Meissner

Conservation Commission

Bob Ball

Drinking Water Protection Committee

Madhumita Chatterjee and Wendy Waskin

Heritage Commission

James Dimick and Susan Wheeler
Planning Board
Sandra Crystall and Kristen Hayden

Recycling & Solid Waste Committee
Beth Titus

Zoning Board of Adjustment
Robert Ives and Donald Burns

With terms ending May 1, 2023, MOTION PASSED 5-0.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to appoint Wendy Gazaway to the Business Development Commission for a 3-year term ending May 1, 2023. MOTION PASSED 5-0.

8. Bow Pioneers Snowmobile Club – School Forest Knox Road – Bridge Repair

The Bow Pioneers Snowmobile Club is requesting permission to do some bridge repair at the School Forest off of Knox Road. The Snowmobile Club would like to apply for a monetary grant from the State to pay for the repairs.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to allow the Bow Pioneers Snowmobile Club to do maintenance and repairs to the bridge on School Forest Trail, off of Knox Road, and to authorize Town Manager Stack to sign the grant permission form, and write the letter of recommendation for the wetlands permit. MOTION PASSED 5-0.

9. Land Donation – Conservation Commission – 13-4-117

Chair Sandy Crystall discussed with the Board a parcel of land off of Branch Londonderry Turnpike West (approximately 25 acres), being donated to the Town from Joan Pushee, and her brothers Steven and Michael Chadwick. This donation would be a benefit to both wildlife and recreation, due to its location.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to accept the land donation of approximately 25 acres, (Lot 13-4-117) from Joan Pushee and her brothers Steven and Michael Chadwick. MOTION PASSED 5-0.

10. Emergency Sick Leave Directive

The Board reviewed the Emergency Sick Leave Directive Order No. 4. Chairman Nicolopoulos shared his concerns with the eligibility for essential employees and non-essential employees. The Town is allowed to exclude first responders, emergency management personnel and the Department of Public Works.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to exclude First Responders, Emergency Management Personnel and the Department of Public Works, from the Emergency Sick Leave Directive, and in lieu the Board will review First Responders, Emergency Management Personnel and the Department of Public works emergency sick leave requests, on a case by case basis. MOTION PASSED 5-0.

In reviewing the emergency sick leave for First Responders on a case by case basis, Chairman Nicolopoulos discussed a request from a police officer for an additional 40 hours of sick time.

A MOTION was made by Selectman Marshall and duly seconded by Vice Chair Hunter to approve the additional 40 hours of sick time for the current officer out on FMLA leave now. MOTION PASSED 5-0.

VI. REPORTS

1. Right to know log

The Board reviewed the Right to Know Log, noting no additional request have come in since their last meeting.

2. Outstanding Projects

The Board reviewed the Outstanding Projects list, and updated accordingly.

3. Status of food truck vendor location bid

The Board discussed the bid process for food trucks to be located at the Community Building. Chairman Nicolopoulos shared his concern, at this time with the current COVID-19 Pandemic, the community building should not have any food trucks located there.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to hold off on the Food Truck Bids for this summer due to the COVID-19 Pandemic. MOTION PASSED 5-0.

VII. BOTTOM LINES

Chairman Nicolopoulos agreed with Vice Chair Hunter's sentiments that the School Board did a great job with the voting for the Annual District Meeting.

Vice Chair Hunter added to Selectman Wayne's sentiments to the Emergency Operations Center folks and wanted to thank DPW for all they are doing, and wanted to add that she thought the schoolboard did an amazing job with their annual district meeting voting Procedures.

Selectman Marshall was appreciative of the Town Residents during this trying time, kudos to them.

Selectman Poulin thanked everyone at the Emergency Operations Center, and to Deb Bourbeau and Colleen for everything they are doing with the food pantry.

Selectman Wayne Thanked everyone for the exceptional job, everyone is doing during the COVID-19 Pandemic.

VIII. NON PUBLIC (if needed) RSA 91:a-3

IX. ADJOURNMENT

At 7:40 p.m. A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to adjourn the Board of Selectmen Meeting MOTION PASSED 5-0.