

Board of Selectmen
Approved Minutes
Tuesday, August 11, 2020

On Tuesday, August 14, 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 and live stream via YouTube.

I. CALL TO ORDER

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

II. PUBLIC COMMENT

None

IV. MEETING

1. NH DOT Presentation – Route 3A Corridor Safety Improvements

Gerard Bedard, Sr. Design Engineer and Matt Lampron, Project Manager, with the New Hampshire Department of Transportation presented to the Board the Route 3A Corridor Safety Improvements Plan, which identified two intersections for possible improvement:

Johnson Road now River Road and;
Grandview Road

There are two conceptual alternatives. There was brief discussions on the flow rate of Route 3A which according to NH DOT is 11,500 vehicles per day. Selectman Poulin shared his concern regarding the cost difference between the two alternatives.

A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to support moving forward with both projects for the Route 3A Corridor Safety Improvement Project. MOTION PASSED 5-0.

2. Town Moderator Peter Imse – Face Masks at Polling Places

Town Moderator Peter Imse discussed with the Board his intent as Moderator to require face mask to be worn by everyone including election officials and employees, at the upcoming Primary Elections in September, and the General Election in November. Accommodations will be made for those individuals not wanting to wear a mask.

Selectman Poulin shared his concern with decorative mask, and the increased number of election staff that will be needed.

Vice Chair Hunter and Selectman Poulin shared their support of Moderator Imse's requirement that everyone is to wear a mask at the upcoming Primary Election and General Election.

3. Geoff Ruggles – Financial Report – June 2020

Finance Director Ruggles, reviewed with the Board his Financial Report for the period ending June 30, 2020, noting revenues was up slightly and expenditures were well below budget resulting in a net surplus of roughly \$275,000.

4. Geoff Ruggles – Capital Project Status Report

Finance Director Ruggles reviewed with the Board the Capital Projects Status Report in which the Board discussed which projects to move forward on.

Before making any decisions the Board would like to have Chief Harrington and Director Sweeney come to the next meeting to discuss their needs.

V. CONSENT AGENDA

1. Issuance of License to Sell Pistols and Revolvers - Kinsman Arms
2. Intent to Cut – 141 Page Road
3. Current Use – Christopher & Tracey Sweiger - \$9,200.00
4. Tax Abatement – 8 Sundance Lane - \$1,775.13
5. Intent to Excavate – 9 Gordon Road
6. Yield Tax – 75 White Rock Hill Road - \$76.25
7. 2019 Abatement Application – 58 Robinson Road – Eric & Keryn Anderson
8. 2019 Abatement Application – 39 Brown Hill Road – Daniel & Meagan Phelan

A MOTION was made by Selectman Poulin and duly seconded by Selectman Marshall to accept Consent Agenda item No. 's 1 through 4, and Consent Agenda Items No. 6 through 8, as presented, MOTION PASSED 5-0.

A MOTION was made by Selectman Poulin and duly seconded by Selectman Marshall to accept Consent Agenda item No. 5 as presented. MOTION PASSED 4-0-1.

VI. TOWN MANAGER'S REPORT

Town Manager Stack reported on the following items:

- **Dunklee/3A Project:** I attended the monthly project meeting on August 6, 2020. The main focus has been on the replacement of the bridge. Audley is in the process of moving the versa-lock wall block walls and installation of utilities (gas, water, sewer).

- **Celebrating Children:** Celebrating Children will be re-opening on Monday, September 14, 2020 with a modified operations plan.
- **Personnel:** The Town is advertising for a Heavy Equipment Operator position. The position was offered in-house first, however, no applications were received.
- **Fuel Filling Station Replacement:** Three bids were received for the project. The apparent low bidder is MB Maintenance with a bid of \$158,400. The other bids were for \$168,261 and \$223,700. The bid is under review.
- **Trespassing signs Safety Center:** Chief Lougee and Chief Harrington are reviewing a request from an employee to install no trespassing signs on the back side of the building. This is the side that is visible from Knox Road.
- **Town Organizational Goals for FY2020-21:** I am working with the department heads on a draft list of goals. They will be presented to the Board for review at the September 8, 2020 meeting. If any Board member has something that they would like to add, please contact me and I will put it in the draft.
- **Community Center and Old Town Hall:** Looking for direction from the Board on their thoughts.

The Board would prefer to hold off on opening the Community Center, and Old Town Hall to the public for functions, and to community groups, The Board will discuss further at the end of September.

- **Birthday Brigade:** Town Manager Stack commended Chief Lougee for her service to the community Chief Lougee was leading the Birthday Brigade parade on Saturday.

Chairman Nicolopoulos took a heartfelt moment to let Town Manager Stack, know that he appreciates everything he has done and is doing, and to thank him for everything he has done. It has been a tough five months to be a Town Manager in this pandemic, and to assist a Board that was remote, and to handle the various things that came up. He did a great job, and we have a great team.

VII. DISCUSSION / ACTION ITEMS

1. Acceptance of the July 14, 2020, Meeting Minutes.

A MOTION was made by Selectman Poulin and duly seconded by Selectman Marshall to approve the Minutes of July 14, 2020 as presented. MOTION PASSED 4-0-1.

2. Request to remove hazardous trees on Putney Road

The Board reviewed an Action Request from Town Manager Stack concerning a request from Public Works Director Sweeney to remove two hazardous trees on Putney Road (a designated scenic road), in accordance with RSA 231:158.

A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Poulin to approve the removal of two hazardous trees on Putney Road, as requested by Director Sweeney. MOTION PASSED 5-0.

3. Hazard Pay for Election Workers

Town Manager Stack discussed with the Board hazardous pay for election workers for both the Primary in September and the General Election in November. Most towns are allowing a stipend of \$75.00 per person per day.

A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Marshall to allow up to \$2,500 for hazardous pay, for election staff in both the Primary and General Election, as the Town Manager sees fit MOTION PASSED 5-0.

4. Acceptance of \$600.00 Donation from the Bow Volunteer Fire Association for irrigation project at the Safety Center.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to accept the \$600.00 from the Bow Volunteer Fire Association towards the total cost of installation for an irrigation system at the Public Safety Center. MOTION PASSED 5-0.

5. Date for Annual meeting with Town Board, Committee and Commission Chairs

The Board reviewed proposed dates to consider for their annual meeting with the Committees and Commission Chairs.

The Board will meet with the Committee and Commission Chairs on September 22, 2020 at 5:00 p.m. and will cancel the meeting for September 8, 2020, unless we need to.

6. Appointment of David Withers to the Trustees of the Baker Free Library

A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Poulin to appoint David Withers, as Trustee of the Baker Free Library, to fulfill Binette Pizzimenti's position, with a term ending in 2021, as recommended by the Trustees of the Baker Free Library. MOTION PASSED 5-0.

7. Acceptance of resignation – Kristen Hayden – Planning

A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Poulin to accept the resignation of Kristen Hayden from the Planning Board, with regrets. MOTION PASSED 5-0.

8. Donation in Memory of Tom Fagan

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to make a donation in the amount of \$150.00 to the Alzheimer's Association in memory of Tom Fagan. MOTION PASSED 5-0.

9. Bow Athletic Club – Basketball Hoops / Lines at the Community Center

Selectman Poulin reported that the Bow Athletic Club would like to replace the basketball hoops and paint lines at the Community Center, at no cost to the town.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to accept the donation of new basketball hoops and the painting of court lines at the Community Center at no cost to the Town. MOTION PASSED 5-0.

10. Extension of Water to Bow Mills and Bow Junction

Community Development Director Matt Taylor discussed with the Board the next phase of the extension of water to Bow Mills and Bow Junction and was looking for support from the Board to move forward.

The Board informed Director Taylor, that they would like to move forward with a quote for the design phase of the Extension of Water to Bow Mills and Bow Junction project.

11. Approval of Exit 1 Plan

The Board reviewed the Exit 1 Plan and made the following motion.

A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Poulin, to approve the Exit 1 Plan as presented. MOTION PASSED 5-0.

12. Ordinance No. 20-03 – Family and Medical Leave Act

Town Manager Stack reviewed with the Board Ordinance No. 20-03 Amending Section B (136-28) and adding Section D (136-28).

A MOTION was made by Selectman Marshall and duly seconded by Selectman Poulin to adopt Ordinance No. 20-03, that amends Section B (136-28), and adds Section D (136-28) contingent upon Town Counsel review. MOTION PASSED 5-0.

VIII. REPORTS

The Board reviewed the Right to Know Log, noting eleven new requests since their last meeting.

IX. BOTTOM LINES

Chairman Nicolopoulos: wanted thank everyone for everything they are doing.

Vice Chair Hunter: would like clarification on the Financial Disclosure Form and seconded Chris's sentiment.

Town Manager Stack will get further clarification on the Financial Disclosure Form.

Selectman Poulin: Welcomed Bruce Marshall to his first in person meeting and inquired on the gift cards for the employees.

Town Manager Stack and Ms. Lindquist are putting this together.

Selectman Wayne: seconded Bruce's sentiment on the reopening process.

Selectman Marshall: Commended all the employees on reopening the Town Buildings.

Finance Director Ruggles wanted to discuss briefly with the Board a notification of a Grant from the Secretary of States Office. This grant will pay for processing of any absentee ballots above and beyond our voter numbers from the 2016 elections, up to \$22,000.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to accept the grant in accordance RSA 21-P:43 and to authorize Town Manager Stack to execute the necessary documents. MOTION PASSED 5-0.

X. NON-PUBLIC SESSION RSA 91-A:3 (A) personnel discipline, promotion or compensation.

At 8:00 p.m. a MOTION was made by Selectman Poulin, and duly seconded by Vice Chair Hunter to enter into a non-public session in accordance with RSA 91: A:3 (a). MOTION PASSED 5-0 and a roll call was taken: Chairman Nicolopoulos – yes. Vice Chair Hunter – yes, Selectman Poulin – yes. Selectman Marshall – yes. Selectman Wayne – yes.

At 8:50 p.m. A MOTION was made by Selectman Poulin and duly seconded by Selectman Marshall to leave non-public session. MOTION PASSED 5-0.

A MOTION was made by Chairman Nicolopoulos and duly seconded by Selectman Marshall to seal the minutes for 4 years or until all litigation matters are settled. MOTION PASSED 5-0

XI. ADJOURNMENT

At 8:50 p.m. A MOTION was made by Selectman Poulin and duly seconded by Selectman Marshall to adjourn. MOTION PASSED 5-0.