

Board of Selectmen  
Approved Minutes  
**Tuesday, September 22, 2020**

On Tuesday, September 22, 2020, at 5:00 p.m., the Board of Selectmen met in Meeting Room A, at the Town of Bow Municipal Building, 10 Grandview Road, Bow, NH. In accordance with the State and Federal recommendations of Social Distancing this meeting was held via Zoom Meeting Software.

**I. CALL TO ORDER**

At 5:00 p.m. Chairman Nicolopoulos called the Board of Selectmen Meeting to order in Meeting Room A. Present: Chairman Christopher Nicolopoulos, Vice Chair Colleen Hunter, Selectman Michael Wayne, Selectman Bruce Marshall, Town Manager David Stack, Finance Director Geoff Ruggles, Chief Mitchell Harrington, Deputy Chief Michael Van Dyke, Director Tim Sweeney, Fleet Manager Rick Wombolt Administrative Assistant Tonia Lindquist and members of the public.

*Selectman Poulin arrived at 6:00 p.m.*

**II. PUBLIC COMMENT**

**Robert Demers, 59 River Road** Mr. Demers took a moment to thank Tim Sweeney for the road work he did in front of his house. Mr. Demers shared his concern with the Board regarding the amount of trucks, and truck noise, going past his house on River Road, due to the construction at Dunklee Road.

Town Manager Stack reported at some point in the future, they are hoping to reroute those trucks and not even have them going up that end of River Road.

**Mike Conroy, 19 Hooksett Turnpike**, Mr. Conroy shared with the Board the positive feedback he received from residents concerning the organization of the elections.

**III. PUBLIC HEARING**

**1. Pushee/Chadwick Land Donation**

Chairman Nicolopoulos opened the Public Hearing at 6:09 p.m. on the Pushee/Chadwick Land Donation and gave a brief overview of the land donation.

With there being no public comments, Chairman Nicolopoulos closed the public hearing at 6:10 p.m.

The next public hearing on this matter will be October 6, 2020, at 6:00 p.m.

## **IV. MEETING**

### **1. Meeting with Board, Committee and Commission Chairs**

#### **Bill Hickey, Business Development Commission**

Chairman Bill Hickey shared with the Board they have a great group of people serving on the Commission. The commission has one new member Wendy Gazaway. The commission continues to encourage new business and is still working on extending water to both TIF Districts, and is making great progress with Hooksett.

#### **Bill Oldenburg, Capital Improvements Committee**

Chairman Bill Oldenburg reported that the Capital Improvements Committee (CIP) has met several times over the last month or so, and has reviewed each department needs, the committee is coming to an end, and will have a full report for budget preparation.

#### **Sandy Crystall, Conservation Commission**

Chairman Sandy Crystall shared with the Board their current projects. Right now, the Commission is working on the Natural Resources Inventory, once that project is complete there will be a public informational meeting to go over the results. The Commission continues to work on the milfoil at Turee Pond and Timber Harvesting in Walker Forest.

#### **Cynthia Klevens, Drinking Water Protection Committee**

Chair Cynthia Klevens took a moment to thank the Town Staff for their support, especially Alvina and Matt. The committee lost long time member Dick Kraybill, who moved out of state. The Committee did however, gain a new member Jordan Vachon she brings a fresh light to the Board. The Committee is currently monitoring the drought condition and keeping the Town updated. The Committee is working with the School Board on water and lead testing.

#### **Eric Anderson, Heritage Commission**

Chairman Eric Anderson took a moment to recognize former Chairman Gary Nylen, Gary has served as Chair on the Commission for many years, and in those years made the historical sites in Bow, what they are now. The Commission continues to develop their website and they are working on getting organized by creating 7 sub committees to work on the various activities and goals that were created by the commission. The main focus is finding a permanent meeting place for the Commission where they can display, meet and do their research.

#### **Donald Berube, Planning Board**

*Not present.*

### **Sherri Cheney, Recycling Committee**

Chair Sherri Cheney reported this year's Household Hazardous Waste Day is scheduled for October 31, 2020, 8:00 a.m. to 1:00 p.m. at the Department of Public Works. There are several new members on the Committee, Mark Davis, Rebecca Elwood and Danielle Ruane, these members bring a lot of talent and scientific knowledge to the table. Danielle Ruane continues to keep the residents of Bow, informed of all things recyclable with her Talking Trash articles in the Bow Times.

### **Harry Hadaway, Zoning Board of Adjustment**

Chairman Harry Hadaway reported that there are only 4 members on the Zoning Board, there are no alternates leaving 5 open positions. The Board received six applications this year.

Chairman Harry Hadaway also reported on Bow Open Spaces, the group remains committed to maintaining town trails and conservation needs. They have been faced with a challenge in Walker Forest and Knottingcook trails by mountain bike enthusiast who are creating unauthorized trails.

### **2. Tim Sweeney – Capital Improvement Projects**

The Board heard from DPW Director Sweeney concerning the purchase of the 10-wheel truck, and parts for the Retrofit 2002 Fire Truck for the Department of Public Works.

*A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Marshall to move forward with the purchase of the 10-wheel dump truck at the cost of \$179,106 to come out of capital reserve as approved at Town Meeting. MOTION PASSED 5-0.*

*A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Marshall to approve the Retrofit 2002 Fire Truck at approximately \$80,000. MOTION PASSED 5-0.*

### **3. Mitchell Harrington – Capital Improvement Projects**

Chief Harrington and Deputy Mike Van Dyke discussed with the Board the need to purchase the ambulance in which the Fire Department was asked to put on hold due to the pandemic back in March. If the Department continues to put this purchase off, there will be an increase in the purchase price.

*A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Poulin to move forward with purchase of the ambulance from PL Custom, at a purchase price of \$249,850 to come out of capital reserve as approved at Town Meeting. MOTION PASSED 5-0.*

On another note, the irrigation system, at the Public Safety Center is coming along nicely. This was a collaboration of volunteers from both the Fire Department and Police Department.

#### 4. Geoff Ruggles, Financial Highlights Memo

Finance Director Geoff Ruggles reviewed with the Board his Financial Highlights memo dated September 18, 2020 noting, if revenues and expenses continue at current levels, there will be ample funds throughout the remainder of the fiscal year.

Motor vehicle registration revenues are up, and expenditures are up due to anticipated increases in the operating budget.

#### V. CONSENT AGENDA

1. Intent to Cut – 29-2-121 Robinson Road – Bryan and Margaret Westover
2. Intent to Cut – 10-1-37-F Wilderness Lane – Sam Cooper III

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

*AN AMENDED MOTION was made by Selectman Poulin and duly seconded by Vice Chair Hunter to add to the above MOTION, the Health Inspector/Deputy Health Inspector nomination form naming Health Inspector Captain Tom Ferguson and Deputy Health Inspector Lee Kimball, to the consent agenda as presented. MOTION PASSED 5-0.*

#### VI. TOWN MANAGER'S REPORT

- **GOFERR Coronavirus Relief Fund:** The Town has submitted its second reimbursement request to the State for the period ending August 31, 2020. The amount of the request is \$83,890.31.
- **Future Use of Community Building and Old Town Hall:** We are currently in the process of developing a plan for the potential re-opening of the Community Building and Old Town Hall by town organizations. We are wading through all of the various state guidelines trying to develop protocols.
- **Security at Safety Center:** A wooden guardrail is being installed on the north end of the front parking lot in order to discourage the public from entering restricted areas. Proper signage will be installed to allow for enforcement.
- **Celebrating Children:** Celebrating Children opened on Monday, September 14, 2020 with a modified operations plan. The total number of children enrolled is 14, and they are divided into two separate groups.

- **NHMA Trick or Treat Webinar:** On September 30, 2020, Town staff will be participating in a webinar on how COVID-19 will impact Halloween Trick or Treating.
- **Phone and Internet Service and Security:** A contract has been signed with Consolidated to upgrade our communication system, including internet and phone. The upgrade will increase our network speeds at each Town building.

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

### **1. Acceptance of Minutes: August 11, 2020 and September 1, 2020.**

*A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Wayne to approve the meeting minutes of August 11, 2020 as amended. MOTION PASSED 5-0.*

*A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to approve the meeting minutes of September 1, 2020, as presented. MOTION PASSED 4-0-1*

### **2. Adoption of FY 2020-21 Organizational Goals**

The Board reviewed the Organizational Goals, and will move forward with the continuing to work on them.

### **3. Water System Extension Design**

Community Development Director Matt Taylor, reviewed with the Board the current project status, noting the preliminary design would cover to Exit 1, and South Street, including Dow Road. The Design phase will cost \$173,800 which would be funded by the TIF District.

Chairman Nicolopoulos asked how much money was in the in the TIF District, which is approximately \$225,000.

Selectman Poulin shared his concern of Town funding for the project, and whether there was a recommendation from the TIF District Advisory Board to use the funds in the TIF District to fund the Design Phase. Director Taylor reported the Board received the recommendation back in December.

*A MOTION was made by Vice Chair Hunter and duly seconded by Selectman Wayne to use the funds from the TIF District to pay for the design phase and authorized Town Manager Stack to sign the Agreement (in the amount of \$173,800) with Dubois & King. MOTION PASSED 5-0.*

### **4. Community Center Vendor Parking (Selectman Marshall)**

Selectman Marshall shared his recommendation on a process for allowing mobile food vendors to park at the Community Center, by designating a parking spot. Town residents would be given the opportunity to rent it for a fee.

Chairman Nicolopoulos shared his concern with the state guidelines each mobile food vendor has to comply with that it may be more work for the Town to make sure each vendor is in compliance.

#### **5. Heritage Commission Meeting Place (Selectman Marshall)**

Selectman Marshall asked if the Board would allow the Heritage Commission to use the Coffin Building as a permanent meeting/space, based on the needs outlined in Chairman Anderson's space needs draft.

*A MOTION was made by Selectman Poulin to allow the Heritage Commission to use the Coffin House for their meetings, with no second the MOTION FAILED.*

Vice Chair Hunter requested that the Board ask Chief Harrington to take a look at the Coffin House to see if it can be used safely as a meeting space, and to check ADA compliance.

The Board would like a to have Chief Harrington attend the next meeting of the Board or to provide a memo with his recommendation of use of the Coffin Building, by the Heritage Commission.

#### **6. Surplus Sand Sales (Selectman Marshall)**

Selectman Marshall discussed with the Board his thoughts on the Allen Road sandpit. There is a valuable asset in the materials, and the Town would benefit from selling out the sand.

Vice Chair Hunter and Selectman Marshall will work together on this project.

#### **7. Street Renaming – Short Street (Selectman Poulin)**

As a follow up from our last meeting Selectman Poulin proposed renaming Short Street after Tyler Shaw. Based on input from the Shaw Family, Selectman Poulin recommended Tyler Drive. There was a brief discussion concerning E-911 regulations on using "drive" or "street".

*A MOTION was made by Selectman Poulin and duly seconded by Selectman Marshall to rename Short Street, to Tyler Drive (preferred) or Tyler Street in honor of Tyler Shaw, contingent upon what the 9-1-1 regulations will allow. MOTION PASSED 5-0.*

### **VIII. REPORTS**

Right to Know Log

The Board did not review the Right to Know log.

### **IX. BOTTOM LINES**

Chairman Nicolopoulos: reported Elections went well, there were 850 absentee ballots, very few people went through the drive thru voting. Chairman Nicolopoulos took a moment to thank Town Manager Stack and Ms. Lindquist for all they do for the Board.

Vice Chair Hunter: Vice Chair Hunter thanked everyone that was at the elections, and suggested that each Board Member have a backup if they cannot make it to the elections.

Selectman Poulin: Elections went well, kudos to everyone that was there, Chris Andrews, DPW, Mridula and the explorers it was very organized and went very well.

Selectman Wayne: None

Selectman Marshall: took a moment to Thank Eric Anderson for everything he did to prepare for tonight's meeting, and went on to state the Heritage Commission does a good job of preserving our history, it would be nice if the Town could provide a permanent meeting place.

## **X. ADJOURNMENT**

*At 6:57 p.m. A MOTION was made by Selectman Marshall and duly seconded by Vice Chair Hunter to adjourn. MOTION PASSED 4-0.*