

**Bow Community Building Committee Minutes**  
**April 16, 2024, 7:00PM-ET**  
**Bow Municipal Building, 10 Grandview Road, Bow, NH 03304**

**Present:**

**Committee Members:** Janet Shaw, Matt Poulin, Mike Mayo, Brian Murphy, Colleen Hunter, Thomas Betteridge (Buildings and Facilities Advisory Committee Representative), Eleana Colby (Alternate Select Board Representative), Ian Flanagan (Select Board Representative)

**Advisors:** Chris Andrews (Buildings and Facilities Manager), Darcy Little (Director Parks and Recreation), Bill Hickey (HL Turner), Dan Hall (HL Turner)

**I.) Call to order - 7:04PM-ET**

Roundtable introductions.

**II.) Public Comment**

No comments from the public.

**III.) Approve Minutes**

Motion to amend minutes of March 19, 2024 Bow Community Building Committee.

Motion: Mike Mayo  
Second: Brian Murphy

Section 5.a.ii. - remove from minutes.

Section 5.a.iii - remove "and future" from minutes. Note: Mike Mayo and Darcy Little are only working on current utilization of the building.

Section 5.b.iv - Change the abstain vote to a "No" vote.

Vote results:

Aye = 5

Abstain = 2\*

\* Ian Flanagan was not at the March 19, 2024 meeting. Matt Poulin had not been sworn in to the Bow Community Building Committee.

Motion passed.

**IV.) Old Business**

1. Explanation and pricing of the three plans by HL turner using existing building.

I. Plans referred to as Concept #1 Level 1 Renovation, Concept #1 Level 2 Renovation, Concept #1 Level 3 Renovation.

II. Features of each concept discussed.

III. Pricing was not available for the discussion. HL Turner to provide pricing prior to the next Bow Community Building Committee Meeting.

## **V.) New Business**

### **1. Utilization presentation - Mike Mayo**

#### **I. Presentation included:**

- i.** information source and boundaries included in the utilization calculations.
- ii.** Session utilization calculations
- iii.** Participant counts
- iv.** Proposed Next Steps

#### **II. Enhancements to the utilization model were discussed.**

### **2. New/Smaller building design (concept) by HL Turner on lot #68**

#### **I. Discussion of single floor Concept #3 revision features.**

#### **II. Pricing was not available for the discussion. HL Turner to provide pricing prior to the next Bow Community Building Committee Meeting.**

### **3. Timeline/request for Capital Improvement Plan**

#### **I. Department heads turning sheets in soon.**

#### **II. CIP still being planned for August 2024. Discussion CIP may begin in July 2024.**

#### **III. Discussion about critical topics to present to CIP Committee in support of the Bow Community Center Committee efforts.**

### **4. Schedule for Presentation**

#### **I. Discussed next General Public Listening Session to be scheduled on Sunday, May 19, 2024 @ at the Bow Community Center. Time is to be determined as to not conflict with Bow Parks and Recreation or other scheduled activities.**

#### **II. Discussed town organization outreach.**

##### **i. Discussed grouping "like" organizations to maximize the outreach in a short span of time.**

##### **ii. Discussed creating a questionnaire prior to town organization outreach.**

### **5. Creation of Co-Chair for the Bow Community Building Committee.**

#### **I. Danielle Albushies, a current Bow Community Building Committee member, to serve as co-chair for the Bow Community Building Committee.**

Motion: Brian Murphy

Second: Eleana Colby

Vote results:

Aye = 5

Abstain = 1\*

\* Matt Poulin had not been sworn in to the Bow Community Building Committee

Motion passed.

### **6. New Secretary for the Bow Community Building Committee.**

#### **I. Brian Murphy, a current Bow Community Building Committee member, to serve as Secretary for the Bow Community Building Committee.**

Motion: Colleen Hunter

Second: Tom Betteridge

Vote results:

Aye = 5

Abstain = 1\*

\* Matt Poulin had not been sworn in to the Bow Community Building Committee

Motion passed.

**7. High School Student Committee member**

- I.** Brian Murphy, working with the Bow High School staff, has identified a candidate for the High School Student Committee member position currently open.
- II.** Brian to send the Committee application to the student with instructions how to return the completed form to the Town of Bow.

**VI. Adjournment**

Next Bow Community Building Committee Meeting:

May 21, 2024, 7:00PM - 9:00PM-ET - Location is to be determined.

Motion to adjourn: Tom Betteridge

Second: Mike Mayo

Vote results:

Aye = 5

Abstain = 1\*

\* Matt Poulin had not been sworn in to the Bow Community Building Committee

Motion passed.