

Town of Bow  
Board of Selectmen  
Approved Minutes  
**April 23, 2019**

The Board of Selectmen met on Tuesday, April 23, 2019, at 5:30 p.m. at the Town of Bow Municipal Building, 10 Grandview Road, Meeting Rm. C for a Municipal Building Use Study presented by Buildings and Facilities Manager Chris Andrews and William Hickey, from HL Turner.

Buildings and Facilities Manager Chris Andrews and representatives from HL Turner met with Town Employees earlier in the year to review their space currently being occupied.

Based on the discussions with the employees, and the review done by the Buildings & Grounds Manager and HL Turner they presented the Board with their recommendations on the best use of space at the Municipal Building.

The Board thanked Mr. Andrews and Mr. Hickey for their presentation.

**I. CALL TO ORDER**

At 6:00 p.m. Chairman Nicolopoulos called the regular Board of Selectmen meeting to order in Meeting Room A. Present: Chairman Christopher Nicolopoulos, Vice Chair Colleen Hunter, Selectman Harry Judd, Selectman Michael Wayne, Town Manager David Stack, Finance Director Geoff Ruggles, Administrative Assistant Tonia Lindquist and members of the public.

Not Present: Selectman Mathew Poulin

**II. PUBLIC COMMENT**

None

**III. PUBLIC HEARING**

Chairman Nicolopoulos opened the Public Hearing on the establishment of Parks, Recreational Facilities and Public Lands User Fees for comment at 6:01 p.m. Chairman Nicolopoulos gave a brief overview of the reason for the Public Hearing.

With there being no comments from the Public, Chairman Nicolopoulos closed the Public Hearing at 6:05 p.m.

*A MOTION was made by Selectman Judd and duly seconded by Selectman Wayne to adopt the Establishment of the Parks, Recreational Facilities and Public Lands User Fees. MOTION PASSED 3-0.*

*Selectman Hunter had to step out of the meeting for a brief moment.*

#### **IV. MEETINGS**

##### **1. Finance Director Geoff Ruggles – FY 2018/19 3<sup>rd</sup> Quarter Financial Report**

Finance Director Geoff Ruggles reviewed with the Board his 3<sup>rd</sup> Quarter Financial Report. Operating revenues are \$155,000 above last year and expenditure are up from last year at 58% of the budget.

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

Town Manager Stack reported he did not have any new items since his weekly roundup that he sent out on Friday to the Board.

#### **VI. CONSENT AGENDA**

1. Matthew Reed – Intent to Cut - \$501.85
2. New Hampshire Retirement System – Certification Form
3. Committee Reappointment Forms that need to be signed
4. Household Hazardous Waste Day Grant – Selectmen Authorization Form to be signed

*A MOTION was made by Selectman Hunter and duly seconded by Selectman Judd to approve the Consent Agenda Items as presented. MOTION PASSED 4-0.*

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

##### **1. Acceptance of March 12, 2019, Meeting Minutes.**

*A MOTION was made by Selectman Hunter and duly seconded by Selectman Judd to accept the March 12, 2019 Meeting Minutes as amended . MOTION PASSED 4-0.*

##### **2. Sale of Town Property – 1310 Route 3A**

Chairman Nicolopoulos announced there would be a brief nonpublic session before the Board addressed the Sale of Town property.

*At 6:36 p.m. a MOTION was made by Selectman Judd, and duly seconded by Selectman Hunter, to enter into non-public session in accordance with RSA 91-A:3, II (d), MOTION PASSED 4-0 and a roll call was taken: Selectman Nicolopoulos – yes, Selectman Hunter – yes, Selectman Judd – yes, Selectman Poulin – not present, Selectman Wayne – yes.*

*At 6:48 p.m., a MOTION was made by Selectman Judd and duly seconded by Selectman Hunter to come out of non-public session. MOTION PASSED 4-0.*

Chairman Nicolopoulos stated that all bids met the minimum requirements to be accepted. Bids were reviewed to determine which would provide the most long-term benefit to the Town, including the future use of the land.

Comments were received from Stan Emanuel, with a business on River Road and Mr. Jim Phillips, an employee of Mr. Emanuel concerning whether it was appropriate for the Town to consider future development of the site instead of only the bid offer.

Vice Chair Hunter stated as a member of the Business Development Commission it has been the intent of the Business Development Commission to develop that land.

*A MOTION was made by Selectman Judd and duly seconded by Selectman Hunter to award the bid for the 1310 Route 3A property to Ted Severance and to move forward with a Purchase and Sales Agreement in the amount of \$212,000. MOTION PASSED 4-0.*

Selectman Judd noted that bid was made by a representative of a company with an established commitment to building business facilities in Town, and the bid included a statement of intent to develop the land, and to work with our Bow Pioneers Snowmobile Club, and to provide access to the old mill site.

### **3. Adoption of Ordinance No. 19-02 Disposition of Municipal Records**

The Board discussed and reviewed Ordinance No. 19-02 of Disposition of Municipal Records.

*A MOTION was made by Selectman Judd and duly seconded by Selectman Hunter to approve the adoption of Ordinance No. 19-02 Disposition of Municipal Records with the approved foot note recommended by the Board. MOTON PASSED 4-0.*

### **4. Adoption of Ordinance No. 19-03 Financial Policies Amendments**

The Board discussed and reviewed Ordinance No. 19-03 Financial Policies Amendments.

*A MOTION was made by Selectman Judd and duly seconded by Selectman Hunter to approve the adoption of Ordinance No. 19-03 Financial Policies Amendments. MOTION PASSED 4-0.*

### **5. Appointments to Boards, Committee and Commissions**

The Board reviewed and discussed the reappointments for the Boards, Committees and Commissions. Ms. Lindquist confirmed that the chairman and individuals were contacted for reappointment.

*A MOTION was made by Selectman Hunter and duly seconded by Selectman Wayne to reappoint the following committee, commission and board members for another 3-year term. MOTION PASSED 4-0.*

- *June Branscom, Business Development Commission*

- *Christopher Johnson, Business Development Commission*
- *Michael Percy, Business Development Commission*
- *Wendy Waskin, Conservation Commission*
- *Cynthia Klevens, Drinking Water Protection Committee*
- *Gary Nysten, Heritage Commission*
- *John Meissner, Heritage Commission*
- *Bill Oldenburg, Planning Board*
- *Adam Sandahl, Planning Board*
- *Matthew Fossom, Recycling Committee*
- *Harry Hadaway, Zoning Board of Adjustment*
- *Maya Dominguez, Zoning Board of Adjustment*

## **6. Request to Install Fence in the Town Right of Way**

Mr. and Mrs. Sardella of 1 Smokey Road came to discuss with the Board a letter they received from Town Manager Stack, concerning their fence that was installed in the Town right of way.

The Board reviewed the photos of the fence as well as, Director Sweeney's and Building Inspector Pike's memo to the Board sharing their concerns regarding the fence being in the right of way.

The Board will table this until the next meeting, Chairman Nicolopoulos would look at the fence with Director Sweeney and the Sardellas.

## **7. Issuance of food truck license – Firehouse Grill, LLC**

The Board will table this until the next meeting since Ms. Needleman wasn't able to make this meeting due to a household emergency.

Selectman Hunter would like to make sure there is language concerning adherence to the contract terms. Chairman Nicolopoulos and Selectman Judd will review the proposed Food Truck License.

## **8. Informational Letter to Tax Payers Spring 2019**

The Board reviewed and discussed the Informational Letter prepared by Assessor Monica Hurley. This letter will go out in the Spring 2019 Property Tax bills. The Chair and Vice Chair will do a final review of the letter.

*A MOTION was made by Selectman Hunter and duly seconded by Selectman Judd to approve the informational letter, contingent upon review by the Chair and Vice Chair. MOTION APPROVED. 4-0*

## **9. HHHWD Grants 2018-19 and 2019-20**

Town Manager Stack reported to the Board that the Department of Environmental Services never received the 2018-19 paperwork and the paperwork for the 2019-20 Grant had to be redone by the Department of Environmental Services due to an error on their part.

*A MOTION was made by Selectman Hunter and duly seconded Selectman Judd to accept the 2018-19 and the 2019-20 Household Hazardous Waste Day Grant from the Department of Environmental Services, and to authorize the Town Manager to execute the necessary documents. MOTION PASSED 4-0.*

## **VIII. REPORTS**

### **1. Cell Carrier on Safety Center Tower**

Selectman Judd reported that a draft lease has been prepared and is being reviewed by Town Counsel.

### **2. Solar Project – Safety Building**

Town Manager Stack reported that Revision Energy is to provide an Agreement for review.

### **3. Right to Know Request**

Town Manager Stack reviewed the Right to Know Request policy, and went over the Right to Know log with the Board.

### **4. Elementary School Renovation**

Vice Chair Hunter updated the Board on the elementary school renovation committee.

The committee toured the elementary school, and asked the Police Chief, Fire Chief, Principal and the Facilities Manager, to report what their needs are. Storage is a huge issue, as it is right now there will be 100 kindergarten students next year, and the space will be very tight. The Committee will continue working on this, and Vice Chair Hunter will keep the Board updated.

### **5. Ethics Implementation**

Town Manager Stack recommended working with Town Counsel to come up with Q & A handout or session for employees currently here for the one-year exemption period from adoption. The Board asked Town Manager Stack to distribute the policy to everyone along with the Frequently asked Questions.

### **6. Outstanding Projects List**

Town Manager Stack reviewed with the Board the Outstanding Projects List and updated the Board accordingly.

## **IX. BOTTOM LINES**

Selectman Nicolopoulos announced to the Board that Lori Fisher, Director of the Baker Free Library has given her notice and he anticipated there would be a farewell gathering for her. Lori has been a huge asset to the Town and she will be missed.

Selectman Hunter would like to organize a community clean up day, like the Bow Pride Day where the employees came together and worked on projects around Town. Selectman Hunter will work with Town Manager Stack.

Selectman Judd None

Selectman Poulin Not Present

Selectman Wayne would like to order new Welcome to Bow signs, the ones we currently have are looking very aged and faded. The logs on Logging Hill Road still have not been moved. Town Manager Stack will touch base with Director Sweeney to find out why they have not been removed. Selectman Wayne would like to set up a meeting on the voting at the Community Building sooner than later. Selectman Wayne reminded the Board the bond for Pinnacle Lane will be coming due at the end of May.

## **X. NON-PUBLIC SESSION**

*At 8:00 p.m. a MOTION was made by Selectman Judd, and duly seconded by Selectman Hunter, to enter into non-public session in accordance with RSA 91-A:3, II (a), MOTION PASSED 4-0 and a roll call was taken: Selectman Nicolopoulos – yes, Selectman Hunter – yes, Selectman Judd – yes, Selectman Poulin – not present, Selectman Wayne – yes.*

*At 8:40 p.m., a MOTION was made by Selectman Judd and duly seconded by Selectman Hunter to come out of non-public session. MOTION PASSED 4-0.*

## **XI. ADJOURNMENT**

*At 8:40 p.m. a MOTION was made by Selectman Hunter and duly seconded by Selectman Wayne to adjourn the meeting. MOTION PASSED 4-0.*