



TOWN OF BOW

Office of the Town Manager
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To: Board of Selectmen
From: David L. Stack, Town Manager
Date: January 2, 2019

Re: Board of Selectmen Goals, 2rd Quarter Status Report

Category #1: COMMUNICATION AND RELATIONSHIPS

1-A. Objective: Better working relationships with the Select Board and School Board.

- The Board and School Board met to review and discuss a Memorandum of Understanding between the Town and School District concerning services provided to each other.

1-B. Objective: Continue to report on activities of Town using variety of media

- The Community Development Department and Town Manager actively use LinkedIn accounts to provide information on commercial development activities and other topics.
- Town staff monitor the Bow Community Facebook page and provide information when questions come up concerning Town services
- The Town Manager now has a Twitter account used to provide news and information.
- The Administrative Assistant has been meeting with different departments to train them on how to use the web site.

1-C. Objective: Board participation in various Town related activities

- Board members manned the s'mores station at the Holiday Tree Lighting and handed out treats at the Recreation Department's Annual Treat or Treat event.
- Selectmen Wayne and Selectman Poulin continue to participate in community activities with the Bow Men's Club and Selectmen Judd with the Rotary Club.
- Selectman Hunter is assisting the Men's Club with a fundraiser to pay for a long-term storage solution.
- The Board reviews upcoming events to determine what members will be attending them.

1-D. **Objective:** Maintain the high level of customer service.

- Inquiries received from the website are responded to promptly and sent to appropriate departments.
- Simplified the ZBA receipt of application process by no longer requiring a separate meeting for the receipt of application alone, thus reducing the decision time by one month.
- Simplified site plan modification requests by not requiring a formal application for minor modifications.
- Electronic customer service via email and social media to provide copies, information, change of address, etc., to eliminate the necessity to physically come to the Municipal building.
- Developing a procedure to email renewal notices.

Category #2: ECONOMICS

2-A. **Objective:** Welcome commercial development.

- The Board is in the process of appointing members to an advisory board for the Bow Business Corridor Tax Increment Finance District (TIF). The board will meet quarterly and will serve in an advisory capacity to the Board of Selectmen on all matters related to the District.
- The Community Development Director has been meeting with the owner of Continental Paving about their parcel of land at the southern end of Route 3A. They have discussed potential zoning that would have a mixed-use district with an industrial/commercial prevalence.
- Dubois & King is making progress on a feasibility study to expand the Town's water main from Vaughn Road to Bow Junction. The study is being funded with a grant from the State. The Town will then file a NH Department of Environmental Services water grant/loan pre-application

2-B. **Objective:** Manage, maintain and improve the Town's infrastructure in a fiscally responsible manner.

- An existing PT position was changed to a PT building and facilities manager position. Chris Andrews was brought on board on 10/14/18, and he is responsible for the maintenance, renovation and management of Town buildings and facilities

- Municipal Building: Vermiculite in the attic was removed and new insulation installed. The building is now much more airtight and efficient; H.L. Turner is in the process of conducting a space needs evaluation of the Municipal Building.
- Old Town Hall: A new efficient heating and cooling system was installed; the building and facilities manager organized a group consisting of representatives from the user groups to coordinate storage and paint the kitchen; additional shelving and storage space was created.
- Community Building: A project was done to renovate the bathrooms at the Community Building to make them handicapped accessible. This will allow voting to be moved back to the Community Center.

2-C. Objective: Continue to work at seeking the most cost effective and efficient manner with which to provide services to the residents of Bow.

- The Police Department received a grant from the Concord Regional Crime line to install a Mobile Repeater System in a cruiser to better enhance our communication to Dispatch and other officers while inside a building. (\$3,580)
- The Police Department has been awarded the following Highway Safety grants:
 - DWI enforcement (\$2,483)
 - Sustained Traffic Enforcement Patrols (STEP) (\$1,907)
 - Safe Commute (any traffic violation) (\$636)
 - “Join the Clique” - Seatbelt Enforcement (under 18) (\$282)
- The Fire Department was awarded a grant from the NH Volunteer Firefighters Assistance Fund for pagers, radio chest harnesses, and forestry pants. (\$2,000)
- The Central NH Regional Planning Commission received a grant on behalf of the Town, to update the Town’s Hazard Mitigation Plan. (\$7,500)
- The Town received a FEMA Disaster Assistance Grant for the October rain/wind event. (\$14, 625)

Category #3: BOW COMMUNITY BUILDING

3-A. Objective: What is the Town’s long-term vision for the Community Building?

- The Town Manager is working with the NH Listens organization to set up visioning session for Town residents to discuss what they would like to see in a community building and how to get there.