



TOWN OF BOW

BOARD OF SELECTMEN

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Board of Selectmen FY 2018-19 Goals Final 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.
- Selectman Hunter is serving on the elementary school renovation planning committee
- PD attends Safety and Response Team meeting with the three schools on a monthly basis.

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 met with different departments to train them on how to use the web site. She continues to assist departments with web site management.
- A social media policy was developed and approved by the Board on 4/2/19.

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

- Board members manned the s'mores station at the Holiday Tree Lighting, created a scarecrow for Scarecrows Across Bow 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 assisted the Men's Club with a fundraiser to pay for a new storage shed located at the Old Town Hall.
- 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.
- 2019 Property Revaluation information notice was sent out with the first issue tax bills. The notice included an explanation of the process and a list of frequently asked questions.

Category #2: ECONOMICS

2-A. Objective: Welcome commercial development.

- The Board appointed members to the 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.
- Town staff are working with property owners in Bow Mills District to bring high value development
- I-89/I-93 Project: Town representatives met NH DOT to discuss alternative designs that will benefit existing businesses as well as future development in the Bow Mills Mixed Use 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.
- Zoning changes were approved by voters at the 2019 Town Meeting to create the South Bow Mixed Use District. The District is located at the south end of Bow, on the Bow-Hooksett town line. The overall purpose of the new District is to allow a mixed use of commercial and residential uses that will broaden and diversify the Town's tax base
- A proposal to establish the South Bow TIF was presented and approved at the 2019 Town Meeting. Need to appoint a TIF advisory board.
- ***Explore all avenues of intergovernmental cooperation, particularly in regards to shared utilities with Town of Hooksett.***

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

- A new part-time building and facilities manager position was created, utilizing funds already budgeted for another part-time 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. The manager has developed a schedule of projects and prioritized them in order to maintain a steady level of the funding needed for the projects. The following projects were completed, or begun, in FY2018-19:

Municipal Building

- Vermiculite in the attic was removed and new insulation installed. The building is now much more airtight and efficient.
- H.L. Turner conducted a space needs evaluation of the Municipal Building and submitted its report to the Board on 4/23/19.

Old Town Hall

- A new 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 completed 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.

Salt Storage Building

- The Town continues to explore all options for the construction of a salt storage building. The Building and Facilities Manager and Public Works Director are compiling numbers to construct a building similar to one that was looked at the Sutton Highway Department.

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 FY 2019-20 Town Budget was approved with a proposed decrease of \$0.25 cents, from \$8.24 to \$7.84. Able to add a 13th police officer position and fully fund a 7th firefighter position and fund a \$1.8 payment to Eversource.
- The Board negotiated a comprehensive settlement with PSNH, ending 8 years of litigation over the assessment of Merrimack Station. The settlement resolves all outstanding property tax matters in dispute from 2014 through 2018, and makes it possible for the Selectmen to resolve the abatement requests of the new owners of Merrimack Station (Granite Shores Power) and Garvin Falls (Hall Street Energy) so we can look forward to a good working relationship with Eversource and other owners of utility property.
- Began implementation of multi-year budget planning process, including fund balance utilization and tax rate projection to minimize tax increases.
- Conducted an annual review of fees and adopted new and/or increased fees where necessary.
- New financial and tax collection software was purchased and installed. The software allows for a higher level of financial analysis. Also, with the implementation of the new software there will be a decrease in the annual maintenance and support fees of approximately \$4,300 per year.
- Purchased and installed more robust software that used to process motor vehicle registrations and property tax billing, collections and reporting. Additionally, the older software that was replaced had not been updated in recent years to keep pace with changes and address efficiencies. The new program allows the Town Clerk/Tax Collector office to provide even better customer service.

- Fire truck fleet reduction: In 2017, a 3,000-gallon tanker was put into service replacing an 1,800-gallon tanker. This was the first step toward reducing the size of the fleet. A new fire engine to be purchased in 2020 and it will replace both an engine and a second tanker. This will reduce the size of the fleet from 4 large trucks to 3 large trucks while maintaining comparable capabilities. Additionally, the new engine was designed to reduce the size and scope of the current rescue vehicle.
- Municipal records retention procedures were adopted by the Board. A municipal records committee will now manage the retention and storage of town records. The committee will utilize new records storage technology which will result in a decreased need for physical storage space.
- All dog registration notices are now being sent out via e-mail, eliminating the cost of postage.
- The Police Department has received several grants for its activities; 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); Highway Safety grants for 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 NH Listens organization was contacted to discuss setting up visioning sessions for Town residents to discuss what they would like to see in a community building and how to get there. It was decided to schedule the sessions in the Fall.
- Selectman Hunter was designated as lead on the effort.