

**Board of Selectmen
Approved Minutes
Tuesday, April 12, 2022**

On Tuesday, April 12, 2022, at 6:00 p.m., the Board of Selectmen met in Meeting Room A, at the Town Municipal Building, 10 Grandview Road, Bow, NH 03304.

I. CALL TO ORDER

Chairman Bruce Marshall called the meeting to order. Present: Chairman Bruce Marshall, Vice Chairman Michael Wayne, Selectman Christopher Nicolopoulos, Selectman Matthew Poulin, Selectwoman Angela Brennan, Town Manager David Stack, Finance Director Geoff Ruggles, Administrative Assistant Tonia Lindquist, and members of the public.

II. PUBLIC COMMENT

Chris Bartman, 3 Hampshire Hills Drive, requested permission from the Board to replace the sign in the Town's Right of Way that currently reads Birchwood Hills to new sign of the same size with only the wording changing to Hampshire Hills to match the street name.

Vice Chair Wayne shared his concern with items in the Town Right of Way and would like to hear from Community Development Director Taylor and Department of Public Works Director Sweeney before making a decision.

A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectwoman Brennan to allow the Hampshire Hills neighborhood to replace their sign using the existing footprint and only changing the wording of the sign to Hampshire Hills contingent upon review and approval by Director Taylor and Director Sweeney. MOTION PASSED 4-0-1.

Selectman Poulin recused himself from the discussion because he is a resident of the development.

Anthony Foote, 3 Logging Hill Road shared his concerns with the Town's website, and suggested an informational page be created for potential projects, to include the cost associated with those projects.

III. PUBLIC HEARING

None

III. MEETINGS

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1. Fire Chief Eliot Berman Department Report and Ambulance Fees

Fire Chief Eliot Berman reviewed with the Board what the Fire Department has been working on including a new software program that was implemented which includes a community connection program that will allow for Public Service Announcements that residents can sign up for and continuous training on site and off site.

Chief Berman also discussed implementing a 20% increase ambulance billing for non-residents.

A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to approve the 20% increase in ambulance billing for non-residents. MOTION PASSED 5-0.

2. Finance Director Geoff Ruggles – Quarterly Report

Finance Director Ruggles reviewed with the Board his 3rd Quarter Financial Report. The Town continues to remain in very good financial shape. Revenues are up almost \$174,000 from last year. Operating expenses are down by just over \$14,000 and he anticipates a year end surplus.

The Board asked Director Ruggles to reach out to the school to discuss the SRO budget item.

3. Bow Athletic Club – Athletic Field Use Fees

Bryce Larrabee, Jared Bland, and Don Hubbard representatives from the Bow Athletic Club (BAC) were asked to come before the Board to clarify the past due fees (which were paid on 4/12/2022 \$2,100.00), current fees, and a payment schedule moving forward for the use of the athletic fields in Town.

Selectman Nicolopoulos would be in support of the (BAC) bringing a warrant to Town Meeting to expend the fees collected from the (BAC) to be used for the athletic fields.

IV. CONSENT AGENDA

1. MS-232 – Report of Appropriations Actually Voted
2. Appointment Christopher Moore – Energy Committee
3. Appointment – Alexander Grene – Energy Committee
4. Appointment – Stephen Elgert – Energy Committee
5. Current Use – Preston Blair & Courtney Audet – 79 Woodhill Hooksett
6. Current Use – Michael & Nancy Sampo – 54 Woodhill Hooksett
7. Gravel Tax – Clark Heinz, LLC - \$0.00
8. Gravel Tax – Coastal Bow Properties, LLC - \$65.00
9. Gravel Tax – Keller Products - \$228.30
10. Gravel Tax – Merlin Chapman - \$4.40
11. Intent to Excavate – River Road – Merlin Chapman
12. Intent to Excavate – Gordon Road – Kathy Garfield
13. Intent to Excavate _ Clark Heinz, LLC – 1298 Route 3A

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14. Intent to Excavate – Pike Severance – 652 River Road
15. NH DOT Road Inventory Collection Form
16. Sewer Warrant
17. Tax Collector Authorization to Accept Prepayments

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

V. TOWN MANAGER’S REPORT

- **Fiber Optic Cable installation:** Consolidated has been working in town running fiber optic cable for its new Fidium internet service.
- **New Food Truck:** The Town has issued a Hawkers and Peddlers permit to a food truck company named Plan It Fresh. The truck will be located at the Grappone Hyundai dealership.
- **Water systems:** The Town entered into a contract with Secondwind to perform the management and maintenance of the Town’s public water systems at the Municipal Building, Safety center, DPW facility, Bow Recreation Center, Old Town Hall and Community Building.
- **Bow Pride Week 2022:** Chris Andrews and I will be meeting this coming Tuesday to start planning for the week.
- **Dow Road Commercial Development:** Community Development Director Matt Taylor, Town Counsel Eric Maher, property owner/developer Peter Levine, Mr. Levine’s attorney and I met to discuss the extension of the municipal water system. Mr. Levine wants to extend the system to his property on Dow Road in order to accommodate new commercial development. Mr. Levine’s attorney will be preparing a draft development agreement for review by Town Counsel.
- **Flatley Entrance Scoping meeting:** with the DOT to discuss entrance and exits for their development project.
- **Grant for Thermal Imaging Cameras:** The Department has been awarded a \$15,097 grant from the Firehouse Subs Public Safety Foundation in order to purchase 20 Seek Reveal Fire Pro X thermal imaging cameras and 3 Seek Reveal Fire Pro X 4-Bay chargers. A public hearing to accept the funds will be scheduled for the April 26 Board meeting.
- **SCBA:** Equipment has been ordered.
- **Monthly Bulletin:** The Police Department published its first monthly bulletin, containing information on all Department activities.

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- **Winter Storm Events:** DPW Director Tim Sweeney has reported that there were 23 winter weather storm events. The Department applied 4,700 cubic yards of sand/salt mixture. They used 1,700 tons of salt at a cost of \$130,000.
- **Cemeteries:** Town cemeteries will be opening on April 15.
- **Playing Fields fertilization and care:** I have signed a one-year contract with Hillside Landscaping Inc. to fertilize the Town's athletic fields at Hanson Memorial Recreation Area and Sargent's Park.

VI. DISCUSSION / ACTION ITEMS

1. Acceptance of the March 22, 2022 Meeting Minutes

A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to approve the March 22, 2022, meeting minutes, as presented, MOTION PASSED 5-0.

2. Coronavirus State and Local Fiscal Recovery Fund (CSLFRF)

a. Purchase of AEDs for Police Department Cruisers

A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectwoman Brennan to purchase the AEDs for the police cruisers in the amount of \$8,262. MOTION PASSED 5-0.

b. Bulk Water filling station and extension of water system on Thibeault Road, Ryan Road and Evolution Drive.

There was no motion made on this agenda item.

3. Before and After School Program tuition assistance

Finance Director Ruggles reviewed with the Board his Before and After School Tuition Assistance proposal which is a tiered income-based approach.

The Board went back and forth and would like Director Ruggles to continue working on the draft with a cap being placed on the amount of assistance in the proposal.

4. Board Projects for the upcoming year

Chairman Marshall would like each member of the Board to come up with projects they would like to see completed for the year, and regroup at the next meeting.

5. Communication Committee Proposal

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Selectwoman Brennan requested from the Board, to create a communication committee to work on ways of getting more information out to the residents.

The Board would like Selectwoman Brennan to work with Ms. Lindquist to come up with some ideas on various forms of communications and report back to the Board.

6. Minutes Disclaimer

Selectwoman Brennan shared her concerns with the disclaimer on the draft minutes and requested to have the last sentence removed.

A MOTION was made by Selectwoman Brennan to remove the last sentence “any republishing of same as anything other than draft unapproved minutes shall be at your own risk”

Motion failed, no second. The Board would like Town Counsel to review and make his recommendation on a disclaimer.

7. Residents of Heather Lane (Selectman Nicolopoulos)

There was a brief discussion concerning the proposed water tower and with the concerns the residents of Heather Lane shared at the public hearing.

Selectman Nicolopoulos would like to invite Director Matt Taylor to the next meeting of the Board to recap the concerns the residents shared at the public hearing.

8. Cable work in Town

Town Manager Stack covered this agenda item in his Town Manager’s report; however, Chairman Marshall would like Town Manager Stack to check on whether any permits or plans were submitted for this project.

9. Bow Recreation Center Fundraiser

Vice Chair Wayne shared his concern with the \$20,000 that was to be donated as part of the Town purchasing the Bow Youth Center. He would like clarification on how that was appropriated at Town Meeting.

The Board will table this until the next meeting.

10. Hooksett Water and Sewer

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Selectman Poulin, Town Manager Stack and Matt Taylor will be meeting with the Hooksett Water Commission to discuss future plans.

VII. REPORTS

1. Coronavirus State and Local Fiscal Recovery Fund (CSLFRF)

The Board reviewed the Coronavirus State and Local Fiscal Recovery Fund and updated accordingly.

2. Outstanding Projects List

The Board reviewed the Outstanding Projects List and updated accordingly.

Chairman Marshall would like to add Charter Committee Charge to the next agenda.

3. Town Organizational Goals for FY 2021-22

The Board reviewed the Organizational Goals and updated accordingly.

4. Right to Know Request Log

The Board reviewed the Right to Know log.

VIII. BOTTOM LINES

Chairman Marshall: Chairman Marshall noted he met with Town Manager Stack and Community Development Director Taylor concerning new case law relevant to code enforcement changes. Chairman Marshall reached out to Amazon, to see if Bow could accommodate their needs.

Vice Chair Wayne: Vice Chair Wayne spoke to Police Chief Miller on the speeding issues in town and he will in the near future initiate an educational program.

Selectman Nicolopoulos: Selectman Nicolopoulos commended Chief Berman on his department report and he was impressed with the Department of Public Works and their continued service they provide to our roads. Commended Chairman Marshall on his first meeting as Chair.

Selectman Poulin: Selectman Poulin acknowledged the seven people who joined the meeting via Zoom.

Selectwoman Brennan: Selectwoman Brennan attended the energy committee meeting, and wanted to thank Jessica Dunbar for revitalizing the Energy Committee and she also attended the Heritage Commission meeting and they were very welcoming.

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IX. NON-PUBLIC SESSION - NH RSA 91-A:3, II (c) May adversely affect reputation of non-BoS person and (a) Personnel discipline, promotion or compensation.

At 8:00 p.m. A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Wayne to enter into a non-public session in accordance with RSA 91-A:3, II (a) personnel discipline, promotion or compensation and (c) may adversely affect the reputation of non-BoS person. A role call was taken Chairman Marshall – yes, Vice Chair Wayne – yes, Selectman Nicolopoulos – yes, Selectman Poulin – yes and Selectwoman Brennan – yes. MOTION PASSED 5-0.

X. ADJOURNMENT

At 8:20 p.m. A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to adjourn.