

**Board of Selectmen  
Approved Minutes  
Tuesday, March 22, 2022**

On Tuesday, March 22, 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 Chris Nicolopoulos called the meeting to order. Present: Chairman Chris Nicolopoulos, Vice Chairman Bruce Marshall, Selectman Matthew Poulin, Selectman Michael Wayne, Selectwoman Angela Brennan, Town Manager David Stack, Finance Director Geoff Ruggles, Administrative Assistant Tonia Lindquist, and members of the public.

**II. PUBLIC COMMENT**

None

**III. PUBLIC HEARING**

None

**IV. MEETINGS**

**1. Flatley Company Presentation – Kevin Walker**

Kevin Walker with the John Flatley Company presented his company's proposed development of The Colby property at Exit 1. It will consist of five deluxe apartment buildings, as well as commercial retail space near Logging Hill Road. There was some discussion concerning the location of the entrance to the development and traffic control. Mr. Walker reported that the apartments cannot be built without the availability of municipal water.

**2. Jessica Dunbar – Energy Committee Charge/Appointment**

Jessica Dunbar came to request approval for the revised Energy Committee charge. The Board reviewed the charge and wants to add "*are either cost neutral or that will result in a cost saving*" to the ordinance.

*A MOTION was made by Vice Chair Marshall and duly seconded by Selectman Poulin to adopt Ordinance No. 22-01 creating the Bow Energy Committee with the Board recommended changes. MOTION PASSED 5-0.*

**3. Library Director Martin Walters, Baker Free Library**

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Library Director Martin Walters discussed the current projects underway at the library. The library now has an art gallery featuring local artist. Through donations, they will be purchasing new furniture for the children’s section of the library, as well as some landscaping projects for the front of the building on South Street.

**V. BOARD OF SELECTMEN ELECTIONS AND COMMITTEE ASSIGNMENTS**

*A MOTION was made by Selectman Wayne and duly seconded by Selectman Poulin to nominate Vice Chair Marshall as Board Chairman. MOTION PASSED 4-1.*

*A MOTION was made by Selectman Poulin and duly seconded by Chairman Nicolopoulos to nominate Selectman Wayne as the Board’s Vice Chair. MOTION PASSED 5-0.*

The Board reviewed member committee assignments and made the following changes:

<b>Committee</b>	<b>Selectman Representative</b>	<b>Selectman Alternate</b>
Planning Board	Selectman Wayne	Vice Chair Marshall
Business Development	Selectman Poulin	Chairman Nicolopoulos
CIP	Vice Chair Marshall	Selectwoman Brennan
Budget Committee	Chairman Nicolopoulos	Vice Chair Marshall
Heritage Commission	Selectwoman Brennan	Selectman Wayne
South Bow TIF	Selectman Poulin	Vice Chair Marshall
Bow Business Corridor TIF	Selectman Poulin	Vice Chair Marshall
Concord Water Line	Selectman Poulin	Selectman Wayne
I-93 & I-89 expansion	Vice Chair Marshall	Selectman Wayne
Ad Hoc Charter Committee	Selectwoman Brennan	Vice Chair Marshall
Buildings & Facilities Advisory Board	Vice Chair Marshall	Selectwoman Brennan
Energy Committee	Shared	Shared

**VI. CONSENT AGENDA**

1. Intent to Excavate – Continental Paving
2. Excavation Tax – Continental Paving – \$1,909.40
3. Current Use – Matthew and Deanna Parker – 16 Merrill Crossing - \$11,820.00
4. Appointment – Energy Committee – Michael Leuchtenberger
5. Appointment – Energy Committee – Dana Mosher
6. Appointment – Energy Committee – Jessica Dunbar
7. Abatement – Jared and Jamie Bland - \$1,642.47

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*A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to approve the consent agenda as amended, to add item No. 7 for public record an Abatement for Jared and Jamie Bland in the amount of \$1,642.47. MOTION PASSED 5-0.*

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

Town Manager Stack reported on the following items:

- **ARP Locality Equipment Purchase Program:** The Town's grant request has been approved by the Governor and Council. The Department will be purchasing two Stryker Power-PRO XT ambulance cots and a cot fastener system.
- **Police Department Status Report:** A Police Department status report from Chief Miller was distributed to the Board the previous week.
- **Water and Sewer O&M RFP:** The RFP was issued on March 16, 2022, and the deadline for submission of proposals is April 11, 2022.

Chairman Nicolopoulos thanked Town Manager Stack for following up on possibly pressure washing the water tower and asked that the Board's follow up task list remain an agenda item.

## **VIII. DISCUSSION/ACTION ITEMS**

### **1. Acceptance of the March 8, 2022 Meeting Minutes**

*A MOTION was made by Vice Chair Marshall and duly seconded by Selectman Poulin to approve the March 8, 2022, meeting minutes, as presented, MOTION PASSED 4-0-1. Selectwoman Brennan abstained.*

### **2. HELPSY Textiles Recycling Contract**

The Board reviewed an email from the Recycling Committee requesting to enter into a contract with HELPSY Textiles Recycling, a program for donating clothes and textiles. Residents will be able to schedule a home pickup through an online platform.

*A MOTION was made by Vice Chair Marshall and duly seconded by Selectman Poulin to approve the HELPSY Textiles Recycling Contract and authorize Town Manager Stack to sign the necessary documents. MOTION PASSED 5-0.*

### **3. ARP Projects Status Report**

The Board reviewed the ARP Projects Status Report and updated accordingly.

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Selectman Wayne asked about using ARP funds to have AEDs purchased for the police cruisers. Chairman Nicolopoulos would like Town Manager Stack to get an opinion letter and estimate of cost from Chief Miller.

#### **4. Energy Committee Ordinance**

This item was addressed above under Meetings, item number 2.

#### **5. Cyber Security Policy**

Finance Director Ruggles reviewed with the Board the Cyber Security Policy. The Board made the changes to change “Joint Loss Management Committee” to “Safety Committee” and to include elected officials in the policy.

*A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to amend the Cyber Security Policy with the Board recommended changes above. MOTION PASSED 5-0.*

#### **6. Bow Recreation Donations**

The Board would like to revise the GoFundMe page to fundraise for a playground at the Bow Recreation Center since an appropriation for the \$20,000 was made at Town Meeting.

The Board asked Ms. Lindquist to work with Town Manager Stack to notify the donors to ask permission to use the funds for a playground instead and to change the goal of the fundraiser.

#### **7. Selectman Exit Procedures**

The Board discussed a need to have a formal exit procedure for when a Selectman’s term ends. The Board will adopt a policy for those Selectmen who are not re-elected, or not running for office again to allow time for a Selectman to transition their work.

*A MOTION was made by Chairman Nicolopoulos and duly seconded by Selectman Poulin to allow a transition period of one week after elections and Town meeting for outgoing Selectmen to have access to their email to transition their work. MOTION PASSED 5-0.*

#### **8. Bow Recreation Generator Bid Acceptance**

*A MOTION was made by Selectman Wayne and duly seconded by Selectwoman Brennan to approve the bid from Gemini Electric Inc., for a Kohler Diesel Generator in the amount of \$85,000 to be funded by the ARP Funds. MOTION PASSED 5-0.*

#### **9. Governance Report**

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The Board discussed briefly their expectations of the charge that needs to be created for the proposed Ad Hoc Charter Committee.

## **10. Board Meeting Livestream and Posting of Board Meeting Minutes**

Before getting to bottom lines, there was a discussion concerning live streaming Board of Selectmen Meetings and posting the draft minutes to the website.

A MOTION was made by Vice Chair Marshall and duly seconded by Selectwoman Brennan to live stream the Board of Selectmen meetings for a 4-month trial period. MOTION PASSED 5-0.

A MOTION was made by Vice Chair Marshall and duly seconded by Selectwoman Brennan to post the draft meeting minutes on the website with the following disclosure:

“Draft minutes of the Select Board meeting dated xx are being provided as draft minutes only and have not been reviewed by any member of the Selectboard for content or accuracy. The Selectboard shall review and approve draft minutes at the subsequent meeting only. Any republishing of same as anything other than draft unapproved minutes shall be at your own risk”

MOTION PASSED 5-0.

## **IX. REPORTS**

### **1. Right to Know Request Log**

The Board reviewed the Right to Know log.

## **X. BOTTOM LINES**

Chairman Nicolopoulos: Chairman Nicolopoulos reported police are increasing their presence on Page Road to address speeders. He appreciates Chief Miller finding ways to fund the extra patrols on Page Road. He thanked all of the volunteers that worked on election day. Chairman Nicolopoulos took a moment to thank Town Counsel Eric Maher, he has been phenomenal.

Vice Chair Marshall: Vice Chair Marshall welcomed Selectwoman Brennan and commended her enthusiasm. He thanked Chairman Nicolopoulos for being a mentor to him from day one.

Selectman Wayne: Selectman Wayne thanked Chairman Nicolopoulos for being Chair for the past three years; it was tough with COVID and he did a great job. Selectman Wayne welcomed Selectwoman Brennan and gave an update on the public safety center deficiencies letter.

Selectman Poulin: Selectman Poulin echoed Selectman Wayne’s sentiments. He welcomed Selectwoman Brennan to the Board. He would like to add the Board of Selectmen’s goals for the

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next year to the agenda for the next meeting. He encouraged residents of Page Road to continue to work with the police department on their concerns with speeding.

Selectman Wayne as a follow up to Selectman Poulin's bottom lines will work with David and Chief Miller to coordinate some educational sessions at the high school for the students.

Selectwoman Brennan: Selectwoman Brennan thanked everyone for being so welcoming. She he thanked Chris Andrews for giving her a tour of all of the Town buildings and she looks forward to working with everyone.

#### **XI. NON-PUBLIC SESSION - NH RSA 91-A:3, II (a) Personnel discipline, promotion or compensation**

*At 7:45 p.m. A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to enter into a non-public session in accordance with RSA 91-A:3, II (a) personnel discipline, promotion or compensation. A role call was taken Chairman Nicolopoulos – yes, Vice Chair Marshall – yes, Selectman Poulin – yes, Selectman Wayne – yes and Selectwoman Brennan – yes. MOTION PASSED 5-0.*

*A MOTION was made by Selectman Poulin and duly seconded by Selectmen Wayne to seal the minutes for 6 years. MOTION PASSED 5-0.*

#### **XII. ADJOURNMENT**

*At 7:59 p.m. A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to adjourn.*

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