

**Board of Selectmen  
Approved Minutes  
Tuesday, April 26, 2022**

On Tuesday, April 26, 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, Community Development Director Matt Taylor, Fire Chief Eliot Berman, Fire Fighter/EMT John Sartorelli, Administrative Assistant Tonia Lindquist, and members of the public.

**II. PUBLIC COMMENT**

**Sue Marcotte Jenkins, 11 Hope Lane** Ms. Jenkins asked the Board to consider expanding their experiment of livestreaming their meetings to include video recording and publishing online those recordings?

Chairman Marshall said the Board will evaluate at the end of the trial of livestreaming and they will accept input from the public then.

**III. PUBLIC HEARING**

**Acceptance of grants – Firehouse Subs Public Safety Foundation - \$15,097 20 Seek reveal Pro X Thermal Imaging Cameras**

Chairman Marshall opened up the public hearing at 6:00 p.m. and Fire Chief Berman and Firefighter/EMR John Sartorelli gave a brief summary about the 20 Seek Reveal Pro X Thermal Imaging Cameras that will be purchased with this Grant.

**Kim Dionne, 59 Allen Road,** was in favor of the Thermal Imaging Cameras and hoped the Board of Selectmen would approve the grant to allow them to be purchased.

At 6:05 p.m. hearing no further public comments, Chairman Marshall closed the Public Hearing.

*A MOTION was made by Selectman Poulin and duly seconded by Selectman Nicolopoulos to accept the grant from Firehouse Subs Public Safety Foundation in the amount of \$15,097, for the purchase of 20 Seek Reveal Pro X Thermal Imaging Cameras. MOTION PASSED 5-0.*

*Draft minutes of the select board meeting dated April 26, 2022. Are being provided for informational purposes only. Draft minutes have not been reviewed by any member of the Select Board for content or accuracy and have not been adopted by the Select Board. Review, revision, discussion, and adoption of meeting minutes shall occur at a subsequent public meeting of the Select Board. Until the meeting minutes are formally adopted by the Select Board, the use, distribution of, and republishing of these draft minutes comes with the risk that said meeting minutes are incomplete, inaccurate, and subject to change. Neither the Select Board nor the Town assume any responsibility related to the use, distribution of, or republishing of these draft meeting minutes.*

## IV. MEETINGS

### 1. Boy Scouts – Field Request – Bob Ives and James Weber

**Bob Ives, 4 Bow Bog Road and James Weber, 11 Rosewood Drive**, came before the Board on behalf of the Boy Scouts to request permission to mow the stump dump field to help alleviate the ticks prior to their scheduled camp outs.

*A MOTION was made by Selectman Poulin and duly seconded by Selectman Nicolopoulos to authorize the Boy Scouts to mow the stump dump field prior to their scheduled campouts. MOTION PASSED 5-0.*

## V. CONSENT AGENDA

### 1. Appointments

Mark Davis	Recycling and Solid Waste Committee
Rebecca Elwood	Recycling and Solid Waste Committee
Taj Pietkiewicz	Recycling and Solid Waste Committee
John Fournier	TIF Advisory Board
Don Berube, Jr.	South Bow TIF District
Harry Hadaway	Zoning Board of Adjustment
Stephen Buckley	Zoning Board of Adjustment
Bill Oldenburg	Planning Board
John Meissner	Heritage Commission
Cynthia Klevens	Drinking Water Protection Committee
Mark Davis	CIP Committee
Glenn Dugas	Buildings and Facilities Advisory Boards
June Branscom	Business Development Commission
Chris Johnson	Business Development Commission
Adam Sandahl	Planning Board

2. Intent to Excavate – Dunklee Road – Severino Trucking
3. Intent to Excavate – Dunklee Road – Severino Trucking
4. Sewer Abatement – Tom and Cindy Prescott - \$142.04

*A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to approve the consent agenda items No. 2 - 4, as presented. MOTION PASSED 5-0.*

*A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to appoint all of the committee reappointments for Agenda Item No. 1. MOTION PASSED 5-0.*

*Draft minutes of the select board meeting dated April 26, 2022. Are being provided for informational purposes only. Draft minutes have not been reviewed by any member of the Select Board for content or accuracy and have not been adopted by the Select Board. Review, revision, discussion, and adoption of meeting minutes shall occur at a subsequent public meeting of the Select Board. Until the meeting minutes are formally adopted by the Select Board, the use, distribution of, and republishing of these draft minutes comes with the risk that said meeting minutes are incomplete, inaccurate, and subject to change. Neither the Select Board nor the Town assume any responsibility related to the use, distribution of, or republishing of these draft meeting minutes.*

## VI. TOWN MANAGER'S REPORT

- **Community Development Director position:** The opening has been posted and the deadline for submittal of resumes is May 13, 2022. Director Matt Taylor's last day of employment with the Town will be May 18, 2022.
- **New fiber installation:** In response to a Board inquiry, no excavation permits were sought, and no plans were submitted.
- **Personnel:** Barb Hayes will be moving from the Town Clerk's office to fill the open Administrative Assistant position in Community Development.
- **School Resource Officer opening:** Two candidates, one internal and one external, were interviewed this week. A final decision has not been made.
- **Water and Sewer Systems O&M:** The Town received proposals from current contractor, WhiteWater and from Pennichuck. The proposals have been reviewed and it is recommended that the Town enter into a new 5-year agreement with WhiteWater.

## VII. DISCUSSION / ACTION ITEMS

### 1. Acceptance of the April 12, 2022 Meeting Minutes

*A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to approve the April 12, 2022, meeting minutes, as presented, MOTION PASSED 5-0.*

### 2. Committee reappointments

The Board reviewed the committee vacancies, and will post them on the Town website and Facebook page.

### 3. DPW Paving Recommendation

Town Manager Stack gave a brief overview of the bid proposal and the Board made the following motion.

*A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to accept the bid from Pike Industries for \$80.50/ton, for a total bid of \$566,320, and to authorize Town Manager Stack to sign the necessary documents. MOTION PASSED 5-0.*

*Draft minutes of the select board meeting dated April 26, 2022. Are being provided for informational purposes only. Draft minutes have not been reviewed by any member of the Select Board for content or accuracy and have not been adopted by the Select Board. Review, revision, discussion, and adoption of meeting minutes shall occur at a subsequent public meeting of the Select Board. Until the meeting minutes are formally adopted by the Select Board, the use, distribution of, and republishing of these draft minutes comes with the risk that said meeting minutes are incomplete, inaccurate, and subject to change. Neither the Select Board nor the Town assume any responsibility related to the use, distribution of, or republishing of these draft meeting minutes.*

#### 4. Schedule for setting FY2022-23 Organizational Goals

Town Manager Stack discussed with the Board that an organizational goals workshop for the fiscal year 2022/23 needs to be scheduled.

The Board scheduled the workshop for May 17, 2022 at 5:00 p.m.

#### 5. Water Extension Storage Tank Location

Chairman Marshall recused himself from this discussion.

Community Development Director Matt Taylor gave a brief summary of the neighborhood meeting with the Heather Lane residents. Director Taylor indicated his understanding of the outcome of the February 22, 2022 meeting was that Heather Lane was taken off the table and he had relayed that message to the appropriate persons.

Selectman Nicolopoulos confirmed Dubois and King came in after the meeting with the residents of Heather Lane and stated the residents were not receptive of having the water tank in their neighborhood due to the elevation and the access, they wanted it placed further away from their homes. Dubois and King had an alternative design and wanted to move forward with that and wanted authorization for the next steps.

Selectwoman Brennan shared her concern that the Heather Lane location has not been fully exhausted, and feels there is not enough information to make a decision on the location and is concerned there hasn't been a vote on the location, yet information is being relayed that there has been a vote. Selectwoman Brennan would like to see the Town explore all options before making a decision.

There was further back-and-forth discussion on location, cost, type of tanks and maintenance cost of those tanks.

**Art Cunningham, 8 Heather Lane** confirmed most of the residents were against having the tank so close to the street and probably more than half of the people there were concerned with having the street dug up to get to the tank but in general people were understanding that there was a water tank needed and it needed to be somewhere.

Vice Chair Wayne would like Town Manager Stack to have Dubois and King come to the next meeting and invite the residents of Heather Lane.

Selectwoman Brennan for the record expressed concerns about the impact of even a perception of a conflict of interest or ethics code violation, it could jeopardize the whole project.

*Draft minutes of the select board meeting dated April 26, 2022. Are being provided for informational purposes only. Draft minutes have not been reviewed by any member of the Select Board for content or accuracy and have not been adopted by the Select Board. Review, revision, discussion, and adoption of meeting minutes shall occur at a subsequent public meeting of the Select Board. Until the meeting minutes are formally adopted by the Select Board, the use, distribution of, and republishing of these draft minutes comes with the risk that said meeting minutes are incomplete, inaccurate, and subject to change. Neither the Select Board nor the Town assume any responsibility related to the use, distribution of, or republishing of these draft meeting minutes.*

The Board will have Dubois and King at the May 24, 2022 meeting when all of the Selectmen will be present.

## **6. Municipal Work Zone Agreement with NH DOT**

The Board reviewed the Municipal Work Zone Agreement with NH DOT and made the following motion.

*A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to approve the agreement with NH DOT and authorize Town Manager Stack to sign the agreement, contingent upon limited night work, and that Bow Police get first option on police detail.*

*MOTION PASSED 5-0.*

## **7. Charter Committee Charge**

Selectwoman Brennan discussed with the Board the proposed draft charter committee, based on the Governance Report. The Board made their recommended changes and asked Selectwoman Brennan to make the changes for the next meeting.

**Harry Judd, 25 Stack Drive**, urged the Board not to commit to a 2023 Town Meeting deadline and to maybe set 2022 as an educational period.

Chairman Marshall was in agreement with the charter, and would like to have Town Counsel review and work with the committee.

**Sue Marcotte-Jenkins, 11 Hope Lane** wanted to know how the Board planned on recruiting members of the Charter Committee. Chairman Marshall said the Board would notify the public in the same manner they do for the other committees.

## **8. Household Hazardous Waste Grant**

The Board discussed the Household Hazardous Waste Grant, and made the following motion.

*A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to accept the Household Hazardous Waste Grant and authorize Town Manager Stack to sign any necessary documents. MOTION PASSED 5-0.*

## **9. Selectmen exit Procedures**

The Board reviewed the proposed Selectmen Exit Procedures. There was some back-and-forth discussion on a Selectmen not re-elected and a Selectman not running again. Selectman Poulin suggested a week to have access to their respective emails whether not re-elected or not running.

*Draft minutes of the select board meeting dated April 26, 2022. Are being provided for informational purposes only. Draft minutes have not been reviewed by any member of the Select Board for content or accuracy and have not been adopted by the Select Board. Review, revision, discussion, and adoption of meeting minutes shall occur at a subsequent public meeting of the Select Board. Until the meeting minutes are formally adopted by the Select Board, the use, distribution of, and republishing of these draft minutes comes with the risk that said meeting minutes are incomplete, inaccurate, and subject to change. Neither the Select Board nor the Town assume any responsibility related to the use, distribution of, or republishing of these draft meeting minutes.*

Town Manager Stack will update the Selectman Exit Procedures, based on the Boards recommendations and will send it for review.

### **10. Summer Meeting Schedule**

*A MOTION was made by Selectman Poulin and duly seconded by Selectman Nicolopoulos to approve the summer schedule with one meeting in June, one meeting in July and one meeting in August and then back to the regular schedule in September. MOTION PASSED 5-0.*

### **11. Water and Sewer Operations and Maintenance Contract**

Town Manager Stack reviewed with the Board the two proposals received from the Town RFP. The two received were from WhiteWater our current provider and Pennichuck, both proposals were reviewed by Chairman Marshall, Chairman O'Donovan from the Drinking Water Protection Committee and Director Sweeney.

*A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to authorize Town Manager Stack to negotiate and execute a 5-year contract with WhiteWater, for the operation and maintenance of the Bow Water and Wastewater Systems, with a term of May 8, 2022 to June 30, 2027.*

### **12. Bow Recreation Center - \$20,000 Donation Budget Item**

The Board discussed the \$20,000 Donation line item, it was the Boards understanding that the budget did include the \$20,000 coming from fundraising to offset the purchase cost of the Bow Recreation Center, if the funds are available, then the Town should move that through, instead of asking for donations.

*A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to fund the \$20,000 at the discretion of Town Manager Stack and Finance Director Ruggles that was in the fundraising line item that was to help offset the building purchase. MOTION PASSED 5-0.*

### **13. Acceptance of Bid – 2022 4-wheel Drive Truck Cab and Chassis**

*A MOTION was made by Selectman Nicolopoulos and duly seconded by Selectman Poulin to accept the bid from MacMulkin Chevrolet for a 2022 5500 4-wheel drive truck cab and chassis in the amount of \$69,976 with a trade in of \$15,000. MOTION PASSED*

*Draft minutes of the select board meeting dated April 26, 2022. Are being provided for informational purposes only. Draft minutes have not been reviewed by any member of the Select Board for content or accuracy and have not been adopted by the Select Board. Review, revision, discussion, and adoption of meeting minutes shall occur at a subsequent public meeting of the Select Board. Until the meeting minutes are formally adopted by the Select Board, the use, distribution of, and republishing of these draft minutes comes with the risk that said meeting minutes are incomplete, inaccurate, and subject to change. Neither the Select Board nor the Town assume any responsibility related to the use, distribution of, or republishing of these draft meeting minutes.*

## VIII. REPORTS

### 1. Right to Know Log

The Board reviewed the Right to Know log, noting no new request.

### 2. Coronavirus State and Local Fiscal Recovery Fund

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

Vice Chair would like to add Electric Gates or a solution to what is there now, at the Public Safety Center to the ARPA list.

### 3. Outstanding Projects

The Board reviewed the Outstanding Projects list and updated accordingly.

## IX. BOTTOM LINES

Chairman Marshall: Chairman Marshall commended Chief Miller on the Awards Ceremony and acknowledged all of the officers. Chairman Marshall asked Town Manager Stack to arrange for a surveyor for the Heritage Commission for the Carriage House and let him know when it's been completed.

Vice Chair Wayne: Vice Chair Wayne met with Chris Andrews and Bow Plumbing and Heating at the safety center to research some deficiencies.

Selectman Nicolopoulos: Selectman Nicolopoulos attended the Energy Committee meeting on behalf of the Board he enjoyed attending, and appreciates their passion.

Selectman Poulin: Selectman Poulin took a moment to personally thank Community Development Director Matt Taylor; it has been great working with him and he appreciates everything he has done for the Town. Selectman Poulin wanted to Thank Chief Miller, for an excellent awards night and thanked Bruce, Mike and Chris for attending, and Eric Anderson for taking the Board photo. Selectman Poulin would like to send Thank You letters to Bob Pike, Alvina Snegach and Matt Taylor. Selectman Poulin thanked Chris Andrews for the desks, and all of the re-appointees for the time and service to the Town.

Selectwoman Brennan: Selectwoman Brennan met with David and Tonia to review the website and social media. Selectwoman also met with members of the Rotary Club with Chris Andrews

*Draft minutes of the select board meeting dated April 26, 2022. Are being provided for informational purposes only. Draft minutes have not been reviewed by any member of the Select Board for content or accuracy and have not been adopted by the Select Board. Review, revision, discussion, and adoption of meeting minutes shall occur at a subsequent public meeting of the Select Board. Until the meeting minutes are formally adopted by the Select Board, the use, distribution of, and republishing of these draft minutes comes with the risk that said meeting minutes are incomplete, inaccurate, and subject to change. Neither the Select Board nor the Town assume any responsibility related to the use, distribution of, or republishing of these draft meeting minutes.*

over at Hanson Park, member of the Rotary Club will be coming before the Board with a Donation of a pavilion in memory of one of their members.

**X. NON-PUBLIC SESSION - NH RSA 91-A:3, II (c)** May adversely affect reputation of non-BoS person (e) Pending claims or litigation.

*At 7:46 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 (c) may adversely affect reputation of non BoS person (e) Pending claims or litigation. 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.*

*A MOTION was made by Selectman Poulin and duly seconded by Selectman Nicolopoulos to seal the minutes until all litigation has ended and the appeals period has ended. MOTION PASSED 5-0.*

## **XI. ADJOURNMENT**

*At 7:45 p.m. A MOTION was made by Selectman Poulin and duly seconded by Selectman Wayne to adjourn.*

*Draft minutes of the select board meeting dated April 26, 2022. Are being provided for informational purposes only. Draft minutes have not been reviewed by any member of the Select Board for content or accuracy and have not been adopted by the Select Board. Review, revision, discussion, and adoption of meeting minutes shall occur at a subsequent public meeting of the Select Board. Until the meeting minutes are formally adopted by the Select Board, the use, distribution of, and republishing of these draft minutes comes with the risk that said meeting minutes are incomplete, inaccurate, and subject to change. Neither the Select Board nor the Town assume any responsibility related to the use, distribution of, or republishing of these draft meeting minutes.*