

**Board of Selectmen
Approved Minutes
Tuesday, September 27, 2022**

On Tuesday, September 27, 2022, at 5:00 p.m., the Board of Selectmen met in Meeting Room C, 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 Matthew Poulin, Selectwoman Angela Brennan, Town Manager David Stack, Administrative Assistant Tonia Lindquist, CIP Chair Glenn Dugas, Buildings and Facilities Advisory Board Chair David Cook, Conservation Commission Chair Sandy Crystall, Drinking Water Protection Committee Chair Tom O'Donovan, Business Development Commission Chair Bill Hickey, Energy Committee Chair Jessica Dunbar, Heritage Commission Member Sue Wheeler, Planning Board Chair Don Berube, Recycling Committee Chair Sherri Cheney, Zoning Board of Adjustment Chair Harry Hadaway and members of the public.

Not Present: Selectman Nicolopoulos

II. ANNUAL MEETING WITH TOWN BOARD, COMMITTEES AND COMMISSIONS

Glenn Dugas, Capital Improvements Plan (CIP)

Chair Dugas updated the Board on where in the process the CIP committee is in its review of projects. They have had eight meetings and as of now the proposed contribution to capital reserve funds is up by \$250,000 due to costs going up and as a result of inflation.

David Cook, Buildings and Facilities Advisory Board

Chair Cook gave an update on the Buildings and Facilities Advisory Board, noting they are working with the school district to encourage them to work together as a whole. They have discussed various items concerning the fueling station, salt shed, Hanson Storage Building, renovating the stage at the Old Town Hall, renovations at the Municipal Building, Hanson Storage and continue to address the issues at the safety center.

Sandy Crystall, Conservation Commission

Chair Crystall gave her update on the Conservation Commission, noting the NRI report was completed in late 2021. The Commission continues to monitor Turee Pond and started to monitor White Brook, as it is a native to eastern brook trout. The last bond payment for Hammond Nature Preserve. They would like to request to have administrative support in the future when the community development department is fully staffed.

Tom O'Donovan, Drinking Water Protection Committee (DWPC)

Chair O'Donovan gave an update on the DWPC, noting the committee is made up of mostly volunteers from DES and DHHS. DWPC completed their annual water testing program and hosted an open house event at the Baker Free Library to go over the results. Currently, the Committee is supporting the DPW team and WhiteWater on the operation of the municipal water system.

William Hickey, Business Development Commission (BDC)

Chair Hickey gave an update on the BDC. It is an active group. They are short one member right now. Coastal is looking to expanding on their property and they are working with the library on the next business to business event.

Jessica Dunbar, Energy Committee

Chair Dunbar updated the Board on what the committee has been working on. They are in the middle of various events and programs. They had the Button Up workshop at the Baker Free Library, home energy tours, and their big event is the Energy Expo with the Dunbarton Energy Committee to be held at the Dunbarton Elementary School.

Sue Wheeler, Heritage Commission

Ms. Wheeler updated the Board on the Commission's activities and projects. Members of the Commission repaired all of the shutters on the Bow Bog Meeting House, participated in Trunk or Treat, worked with Sara Guerette on her Senior Project on the history of the sycamore tree on South Street. They continue to work on finding a permanent meeting place.

Don Berube, Planning Board

Chair Berube updated the Board on current applications and site plans before the Planning Board. He discussed the new commercial buildings going in on Dow Road. He expressed the need for Planner in the Community Development Department.

Sherri Cheney, Recycling and Solid Waste Committee

Chair Cheney updated the Board on the committees' activities. She noted that this year's Household Hazardous Waste Day is coming up on October 15, 2022, at the Public Works facility. They could use some more volunteers. Last year, they collected over 4,000 lbs. of household hazardous waste. The Town entered into a contract with HELPSY and started textile recycling this past year.

Harry Hadaway, Zoning Board of Adjustment (ZBA)

Chair Hadaway updated the Board on the activities of the ZBA, noting they have a lot of expertise on the ZBA which is greatly appreciated, however they currently have three vacancies on the Board, which at times has made it difficult to have a quorum.

Chair Hadaway updated the Board on Bow Open Spaces, they have a lot of community interest in what Bow Open Spaces does. Currently the group is working in the Walker Forest, hoping to get signage in there in the near future.

III. PUBLIC COMMENT

Andrew Mattiace, 1 Beaverbrook Road, Mr. Mattiace came before the Board to request permission to tap maple trees located on Town property.

Town Manager Stack will research to see if there are any regulations or stipulations on tapping maple trees on Town property.

IV. PUBLIC HEARING

1. Fire Department Fees - RSA 41:9-a

Chairman Marshall opened the Public Hearing for comments at 6:21 p.m. Hearing no public comments Chairman Marshall closed the hearing at 6:21 p.m.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Wayne, to implement a detail rate of \$75.00 per hour, per Firefighter/EMT for the school district. MOTION PASSED 4-0.

2. Commercial Tipping Fees - RSA 41:9-a

Chairman Marshall opened the Public Hearing for comments at 6:26 p.m. Hearing no public comments Chairman Marshall closed the hearing at 6:26 p.m.

A MOTION was made by Selectman Poulin and duly seconded by Selectwoman Brennan to increase the commercial tipping fee to \$77.50 per ton. MOTION PASSED 4-0.

3. NH Department of Safety Federal Emergency Management Agency Grant Acceptance RSA 31:95-b

The Board tabled this agenda item until the next meeting.

V. MEETINGS

VI. CONSENT AGENDA

1. Current Use – Ian Roberts – 25 Merrill Crossing
2. Current Use – Michelle and Jeffrey Martineau – 113 Hooksett Turnpike
3. Water Abatement - Donald & Kelli Berube – 135 River Road
4. Utility Billing Warrant – Town of Bow

Chairman Marshall for the public record announced that a Conservation that was approved at the September 14, 2022 meeting was added to the Consent Agenda for signature.

A MOTION was made by Selectman Poulin and duly seconded by Selectwoman Brennan to approve the consent agenda as presented. MOTION PASSED 4-0.

VII. TOWN MANAGER'S REPORT

Town Manager Stack reviewed his Town Manager's Report dated September 27, 2022 (attached).

VIII. DISCUSSION / ACTION ITEMS

1. Acceptance of the September 14, 2022 Meeting Minutes

A MOTION was made by Selectman Poulin and duly seconded by Selectwoman Brennan to approve the minutes of September 14, 2022, as amended. MOTION PASSED 4-0.

2. Eversource Access Request – Transmission Maintenance

The Board reviewed the Temporary Access Permit that is being requested by Eversource through Town property located on Allen Road.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Wayne to approve the Temporary Access Permit being requested off of Allen Road, contingent upon not altering the right of way in any way and authorized Town Manager Stack to sign the necessary documents. MOTION PASSED 4-0

3. Directive of Building Committee

Bow residents Colleen Hunter (3 Hope Lane), Tim Fish (12 Hampshire Hills Dr.), Brian Murphy (15 Vaughn Road) came to request from the Board formal recognition of a committee to be formed to create a proposed project plan for the gazebo, community building, landfill and Coffin House.

The Board tabled this agenda item until the next meeting to allow time for the resident group to create the committee charge, to be reviewed and approved by the Board.

4. Old Town Hall Roof Proposal – Fontaine Construction

Fontaine Construction has offered to replace the roof on the Old Town Hall, at no cost to the Town. The offer includes materials and labor. If accepted, the Board will need to conduct a public hearing at a later date.

A MOTION was made by Selectman Poulin and duly seconded by Vice Chair Wayne to accept the proposal from Fontaine Construction to replace the roof on the Old Town Hall contingent upon the proper liability insurance provided to the Town and authorized Town Manager Stack to sign the proposal. MOTION PASSED 4-0.

IX. REPORTS

1. Right to Know Log

The Board reviewed the Right to Know log noting that one request was withdrawn by the requestor.

2. Coronavirus State and Local Fiscal Recovery Fund

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

3. Outstanding Projects

The Board reviewed the Outstanding Projects list and updated accordingly, noting the Hooksett Water Commission would like a working group for the interconnection project. Chairman Marshall and Selectman Poulin would like to be a part of the working group with Hooksett.

4. Dubois & King - Water Extension Project Update

Chairman Marshall recused himself as he may have an interest in one of the potential locations for the water storage tank.

Town Manager Stack updated the Board on the water extension project. Dubois and King are concentrating on conducting field work at golf cart location on Rte. 3A (option 3). Test borings are to be conducted this week and a ground survey will be prepared. They have contacted the State of NH to discuss option 2 (Dow Road near I-93) with them to see if they will approve an easement on a different location on the State-owned parcel of land.

Selectwoman Brennan would like documentation of the updates in writing for review prior to the meetings.

X. BOTTOM LINES

Selectwoman Brennan: We had a lot of good updates from the Boards, Committees and Commission and wanted to first say thank you to all of the volunteers who are serving on these committees. The work that you do is vital to our community, and we do have vacancies. She is recovering from a rough bout of COVID and it would have been far more challenging had she not gotten vaccinated. Currently there are vaccines and updated booster shots widely available at our nearby pharmacies. Also, we are nearing flu season there will be a flu clinic held at the Bow Community Center on Thursday, October 27, 2022.

Selectman Poulin: Selectman Poulin shared his concern with the notice that the contract assessor is leaving at homes if no one is home. Thanked the Boards, Committee and Commission chairs for coming in tonight to talk with the Board; the time you put in serving our community is certainly recognized.

Vice Chair Wayne: Thank you to all of the Boards and volunteers that support those Boards. He reminded his fellow Selectmen of the Employee and Volunteer Appreciation cook out on Thursday and thanked all of the Boards, Committees and Commissions for meeting with the Board.

Chairman Marshall echoed all the sentiments on the Boards, Committees and Commission and took a moment to recognize Chris Andrews who does a lot for our facilities. He was recognized by more than one committee tonight and he wanted to thank him for his work with the various committees.

XI. NON-PUBLIC SESSION - NH RSA 91-A:3, II (d)

Sale, lease or acquisition of property that if discussed in public would benefit an interested party.

XII. ADJOURNMENT

At 8:15 p.m. A MOTION to adjourn was made by Selectman Poulin and duly seconded by Chairman Marshall.