

Town of Bow Organizational Goals

FY 2020-21

Final Status Report - 6/30/2021

ADMINISTRATION

Goal I: Update and create administrative procedures and policies.

	Objectives	Tasks/Strategies	Status
1	Municipal records management	A. Research options for electronic archiving B. Implement standard retention process	DocStar record management program purchased
2	Introduce new personnel evaluation process that will engage employees and help to make employees as successful as possible while meeting Town's values.	Explore options and samples of forms	Narrative reviews performed for department heads
3	Create and adopt local Town health regulations and enforcement process	A. Health Officer develops regulations B. Board of Selectmen approve C. File with Town Clerk and post	Not completed
4	Develop a plan to consistently ensure compliance/enforcement with Town's regulations, including but not limited to: Town ordinances, zoning, subdivision and site plan	A. Zoning changes proposed by Planning Board and TM approves B. Planning Board amends and adopts site plan and subdivision regulation changes C. Consider creation of a "local summons"	COMPLETED Zoning Amendments passed
5	Organize and update Administrative Policies	Review and update as needed	COMPLETED

COMMUNICATION AND RELATIONSHIPS

Goal II: Continue to report on activities and initiatives to residents and foster collaboration.

	Objectives	Tasks/Strategies	Status
1	Provide reports and status updates for highway and infrastructure projects	Set up section on Town website	COMPLETED
2	Provide information on new Town initiatives		COMPLETED (and ongoing)

Goal III: Keep line of communication open with employees

	<i>Objectives</i>	<i>Tasks/Strategies</i>	<i>Status</i>
1	Conduct Selectmen meetings with all Town employees on a department by department basis	Develop format and implement	To be set up with lifting of Covid restrictions
2	Introduce a "Lunch with the Town Manager" program to provide an opportunity for the Manager and employees to communicate on a more informal basis	Develop format and implement	Program will be set up with lifting of Covid restrictions

Goal IV: Relationship and collaboration with School District

1	Schedule and hold regular meetings of the two Boards		Currently scheduling a meeting
2	Schedule and hold meetings of the Town Manager, Town Finance Director, Superintendent and Business Administrator		Not completed

ECONOMIC DEVELOPMENT**Goal V: Continue to create opportunities for commercial development and support local businesses.**

	<i>Objectives</i>	<i>Tasks/Strategies</i>	<i>Status</i>
1	Extension of water to Bow Junction, South Street and Exit 1 from existing municipal system and/or Concord	Engineering design for water system extension	Project under design.
		Continue to work with City of Concord	Sel. Poulin and Matt Taylor meeting with City utilities committee on Concord option.
2	Collaborate with Hooksett on sharing municipal water and sewer utilities for development of South Bow TIF	A. Meet with Hooksett officials B. Complete feasibility study C. Determine next steps	Board met with Hooksett Village Water District officials; sharing cost of feasibility study; study completed

3	Feature a Bow business twice per month on the Town website and Facebook page	A. Contact businesses B. Put info on social media	COMPLETED RH White and NH Bindery were the first two featured
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TOWN INFRASTRUCTURE

Goal VI: Manage, maintain and improve the Town's infrastructure

	Objectives	Tasks/Strategies	Status
1	Form a Joint Town and School Buildings Committee to plan the timing of large capital projects in order to spread out the financial impact to the tax rate	A. Create Town committee first B. BOS adopt ordinance C. Name members	COMPLETED ; Town facilities only
2	Develop and implement a pro-active plan for maintenance of Town buildings and facilities	Improve and update database of Town buildings equipment and systems	Not completed
3	Energy costs savings and reductions		
	<i>A. LED Streetlight Conversion Project</i>		Affinity and Unitil determining final project cost
	<i>B. Safety Center solar project</i>		COMPLETED
	<i>C. Old Town Hall insulation</i>		COMPLETED
4	Building Projects		
	<i>A. Construct new salt storage facility</i>	Spring/Summer, 2021	Contract signed; project started
	<i>B. Muni Building bathrooms</i>		Project deferred
	<i>C. Replace fueling station at DPW</i>	Spring, 2021	COMPLETED
5	Roads and Bridges		
	<i>A. Complete Dunklee/3A Intersection and Bridge project</i>		Construction began on 4/21/21
	<i>B. Route 3A Intersection improvements River Road/ Rte. 3A and Grandview Road/Rte. 3A</i>		Selectmen supports moving forward; NH DOT creating preliminary plans; public information meeting held
6	Improve process for acceptance of new Town streets and roads	A. Review current process B. Draft new process for inclusion in subdivision regulations C. Planning Board adopt changes	COMPLETED ; adopted by PB

7	Development of Farrington's Corner Recreational Trail	A. Maintenance agreement with Bow Pioneers B. Create use rules and regulations C. Conduct public hearing	Pioneers securing wetlands permit Drafted and adopted
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