



# TOWN OF HUDSON

## Town Hall Advisory Committee

12 School Street  
Hudson, New Hampshire 03051

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12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000

## TOWN HALL ADVISORY COMMITTEE MEETING

**September 8, 2025, 7:00 PM**

Buxton Meeting Room, Town Hall

### AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ATTENDANCE**
4. **PUBLIC INPUT**
5. **APPOINTMENT**
6. **CONSENT ITEMS**
  - A. **Acceptance of Minutes**
    - 1) Meeting minutes from August 21, 2025
  - B. **Calendar**

09/18	7:00	Board of Selectmen	BOS Meeting Room
10/02	7:00	Board of Selectmen	BOS Meeting Room
10/16	7:00	Board of Selectmen	BOS Meeting Room
10/30	7:00	Board of Selectmen	BOS Meeting Room
7. **OLD BUSINESS**
  - 1) None
8. **NEW BUSINESS**
  - A. Town Hall Presentation from NorthPoint and questions/answers session.
  - B. Town Hall Project Timeline
  - C. Discussing items for discussion for the next THAC meeting
9. **COMMITTEE REMARKS**
10. **ADJOURNMENT**

Responses from Gary Thomas of NorthPoint Construction Mngt. (TW & GT comments)

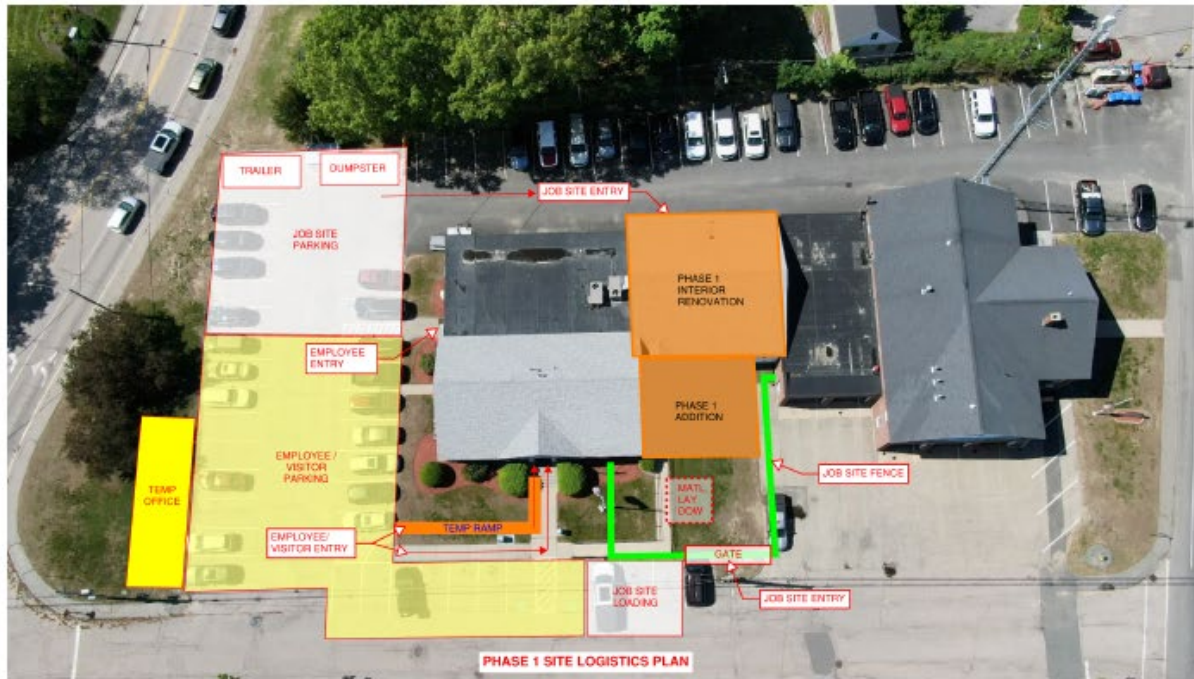
- Why were space needs based on current staff only when Hudson's population and service demand are growing? Shouldn't the study model 2040 staffing and program needs?
  - Original request for proposal directed bidders to review existing services provided and review program needs for future growth. The assessment reviewed existing working conditions that were not optimal for staff and or the department's needs. NPCM corresponded with each department head reviewing current conditions and what would be needed to make the department function properly today and with anticipated growth for future needs.
- Did you analyze department adjacencies (e.g., Land Use, Planning, and Code Enforcement working together) or just assign square footage per department? Efficiency matters as much as size.
  - Yes, NPCM did review adjacencies of departments and noted current conditions are not ideal. The assessment square footage noted in the report is existing conditions. Any square footage projected in the proposed new Town Hall to a department would be implementing the 'needs' to bring the department up to current standards with the missing storage, required restrooms and circulation, thus increasing the square footage.
- Why is the largest public meeting room still capped at ~34 people due to egress/lift failures? Shouldn't a 25-year plan include civic gatherings, training, and emergency use?
  - The existing meeting room (Buxton Room) is still capped at 34 due to code compliant issues. For example, occupancy load would allow for 64 people, however the number of exits from the meeting room does not comply and therefor limits the number of occupants at one time.
  - Lift failures were addressed in the assessment with recommendations for a proposed elevator to the Buxton Room area
  - Future proposed Town Hall took your concerns into account and provided for two large meeting rooms that could be opened into one large room providing the town multiple uses for various uses.
- Why was IT "assessment" limited to server room square footage and toner boxes? Where is the evaluation of fiber backbone, Wi-Fi coverage, AV for hybrid meetings, and cybersecurity compliance?
  - The assessment or RFP did not ask for this type of review. Items such as IT and sizes of server rooms typically come in later during the next schematic phases once additional departments are interviewed.
- Did you evaluate how online permitting and digital citizen portals could reduce counter space needs, or was everything sized around paper workflows?
  - Yes, NPCM did note in the assessment that online services should be considered but did not take this any further. This involves more in-depth discussions for town officials as websites and portals need to be designed.
- Why did you recommend rolling file systems and off-site storage when NH law requires fire-rated vaults for permanent records? Did you test the existing vault against those requirements?
  - The recommendation for the rolling file system was to maximize file storage while minimizing floor space. Currently there is off-site storage of records and with current conditions the existing space cannot support the amount of storage needs.
  - We did not test the existing vaults for these options as it had not been requested nor part of the RFP

- Why wasn't a digitization + cloud archive strategy presented as a long-term solution instead of continuing off-site storage rentals?
  - In preliminary conversation with department heads, scanning information was discussed, it was then brought to NOCMs attention that there are some documents that are required and cannot be eliminated to the cloud.
  - Additionally, this study does not cover these types of strategies, this is a Design Only Study, not a study to revamp the Towns ability to begin cloud based storage. This should be done internally with departments and town officials as a separate budget.
- Why were HVAC recommendations limited to “boiler replacement or VRF” with no mention of solar, geothermal, net-zero strategies, or EV charging? Taxpayers are exposed to decades of rising utility costs.
  - Anything is possible but honestly, the existing roof system cannot handle additional loads for any type of solar panels. As for Geothermal, this project is not large enough to even consider that type of expense and the initial Return on Investment. These types of systems are meant for large schools, hospitals, heavy manufacturing, etc.
- Where is the analysis of backup generator capacity, stormwater management, and climate resilience? A modern Town Hall can't be offline after the first storm.
  - Not sure what this is about
    - #1 – the existing generator in the facility should suffice but again, at this stage of the process, it is not even being looked at until further investigation has been discussed to see if the program even fits the towns requirements and for how long.
    - #2 – we are not able to add any parking so stormwater management is not even on the table, the existing parking lot will remain as is.
    - #3 – Climate resilience? Sure, anything is possible but it all comes down to BUDGET!
- Did you confirm whether the sprinkler, alarm, and fire compartmentation systems meet current NFPA standards — or just note deficiencies piecemeal?
  - We have not gotten that far yet, this has ONLY been laid as a program to see if this building even makes sense for the Town to remain in and if it makes sense for tax payers to pay monies for something that may only allow the town to stay here short term as opposed to more long term options available.
- You noted Hudson Code requires ~43 spaces, but real demand is closer to 50–70 during meetings. Why didn't you model structured parking, shared parking agreements, or site alternatives?
  - The assessment based the 43 off the building size. It has already been determined with the assessment that the building has outgrown its capacity, hence why this study is being done. However, code allows a building to have parking calculated base of the building square footage not based on meeting or town hall, zoning or planning board hearings. The building as noted in the assessment has an additional 8 parking spots per what is required “By the Code”.
- Did you analyze circulation, school bus conflicts, or traffic flow at peak times? Or was parking treated as a static number?
  - Yes, during the assessment parking was discussed several times regarding existing conditions for neighbors, employees, voting and town meetings. Daily activities like the fire station and school traffic were noted but not part of this assessment / study.

- Your cost estimates (\$165–\$185/sf) don't include contingencies for structural unknowns. Why not apply a risk premium for hidden costs in renovation scenarios?
  - Because it was not a cost estimate, it is a Rough Order of Magnitude to help decision makers decide if it makes sense to move forward with the renovations or next steps for the town to renovate this property. The ROM is based on industry knowledge of “today's costs” for construction of this type of building and renovations. Honestly, given the economy and environment of our world today, these costs are changing quarterly and YES, contingencies should be held but that's a discussion if the process moves further along.
- Why was leasing brushed off with generic \$125–\$150/sf costs without modeling availability, escalation, or fit-out realities? Was this just a placeholder?
  - At the time of the assessment, leasing information or option was provided as exactly that...an option, however without a re-design of “an actual space” to determine the true cost of construction, a general cost of construction was provided based on our knowledge of current buildings that we are working on today. The assessment did not include re-design so ‘realities’ were based on a Rough Order of Magnitude for current or average construction costs today.
- Why did the study only compare construction costs instead of 25-year lifecycle costs (utilities, IT, staffing efficiency, maintenance)?
  - Do not understand your question but we did what was asked of the RFP
- Only 45 residents attended a workshop in 2023. Why wasn't a larger engagement strategy (surveys, online portal, outreach sessions) part of the study?
  - The assessment was to determine the function and code deficiencies within the building for the Town to determine the next steps. If this question is about resident engagement, it was not part of the study, other than how to make the town hall's experience better, regarding access, parking, meetings, long term value to spend taxpayers funds on the aging facility.
- You noted unsecured back-of-house areas, but why didn't you provide a security plan (card access, CCTV, zoning)?
  - The assessment recommended installing a lock or passcode / key-fob to employee-only entrances in marked areas. The assessment was to provide recommendations and not ‘new’ design drawings or full plans to start building this. This is a process that starts with the study and whether it makes sense to continue the process.
- Did you see your role as cataloging deficiencies or providing a forward-looking civic facility plan? Because the output reads like a punch list, not a strategic roadmap.
  - The assessment provided went above what was asked for in the Request for Proposal. The goal of the assessment was to establish a true baseline of the existing building in its current condition for the town and taxpayers. We evaluated where and what the needs are to not only make the Town Hall a functional building but to provide better experience for the residences of Hudson either here or make the recommendation of moving somewhere else. From there the dialog to moving forward to remodel or re-build would happen, outside and after the assessment but not part of.

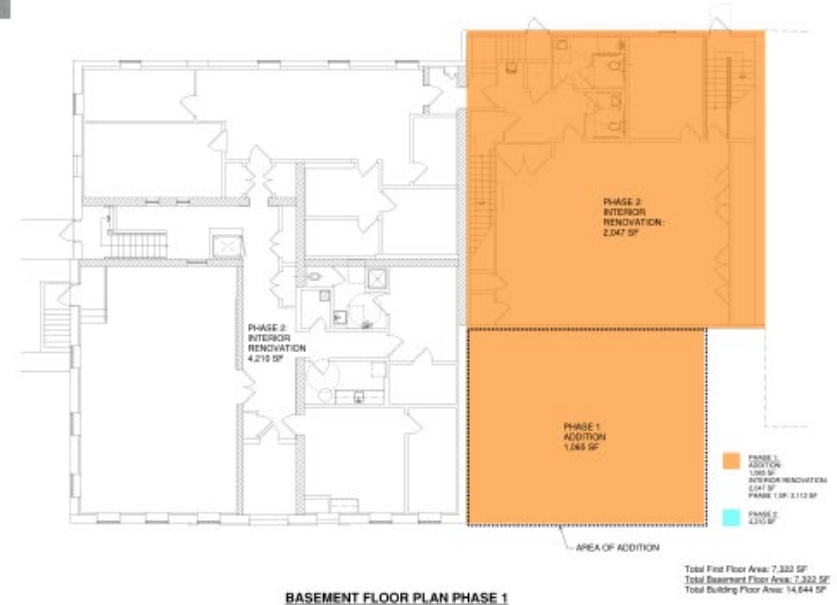
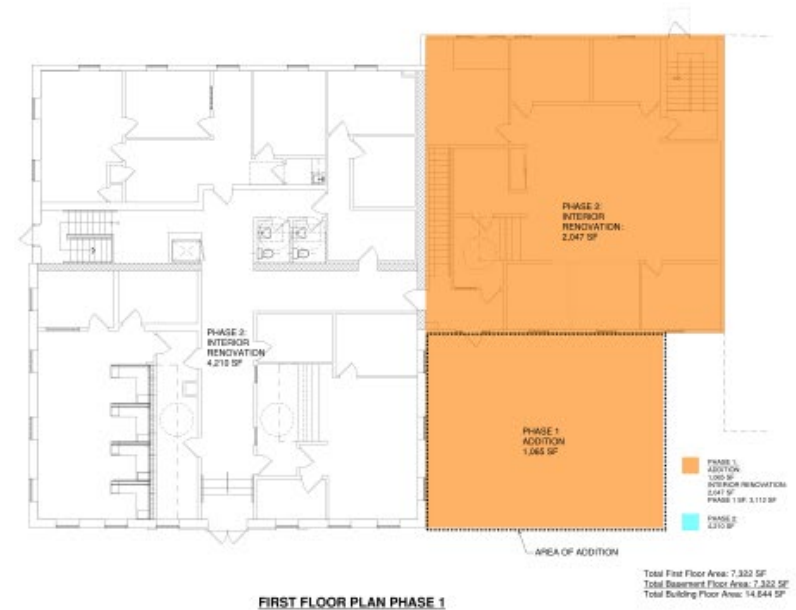


## PHASE 1: LOGISTICS AND CHALLENGES

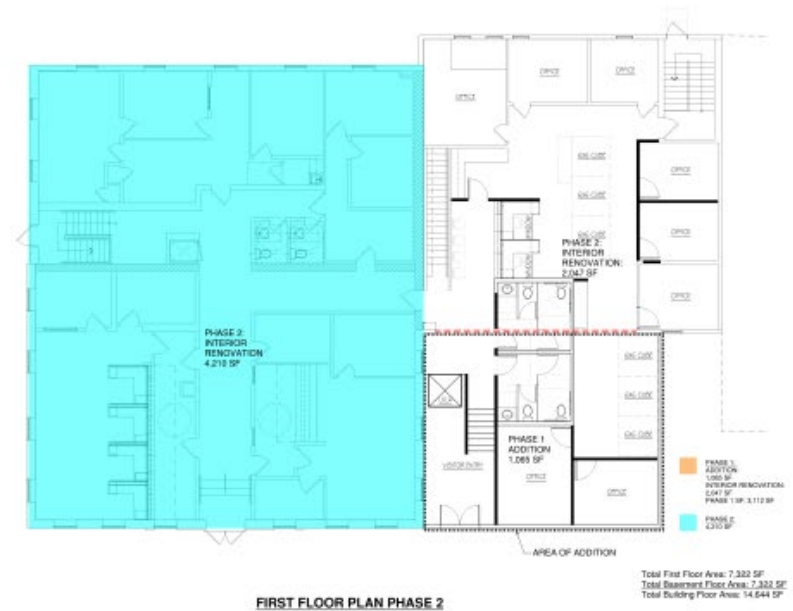
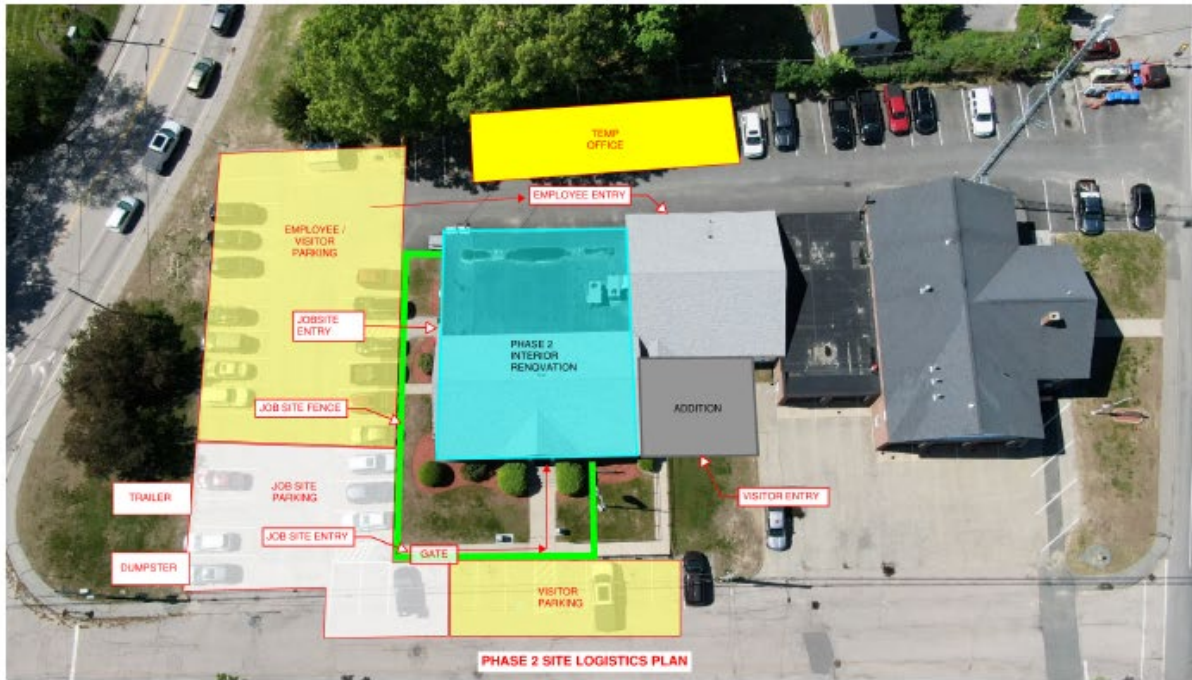


### PHASE 1: (ALL NOTES BELOW APPLY DURING CONSTRUCTION)

- NO ADA ACCESS INTO BUILDING WITHOUT RAMP AND LIFT.
- NO ADA RESTROOMS AVAILABLE FOR EMPLOYEES OR PUBLIC.
- WILL NEED TEMPORARY OFFICE LOCATION FOR 15 OR MORE EMPLOYEES THAT IS ALSO OPEN TO THE PUBLIC FOR 12 MONTHS.
- LOSE BUXTON ROOM FOR MEETINGS, OFF SITE MEETINGS REQUIRED.
- ON-SITE TEMPORARY OFFICE SPACE IS LIMITED, OFF-SITE TEMPORARY OFFICE EXPENSES WILL BE INCURRED.

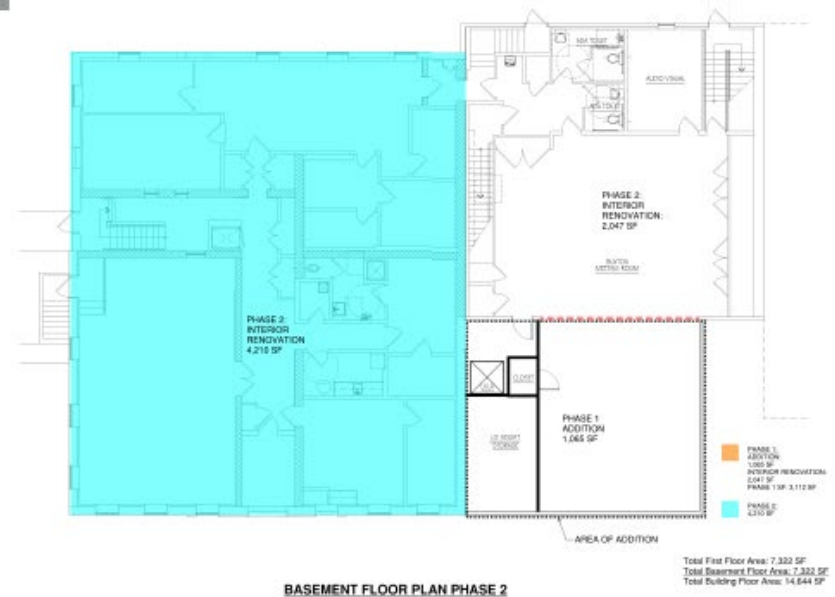


## PHASE 2: LOGISTICS AND CHALLENGES



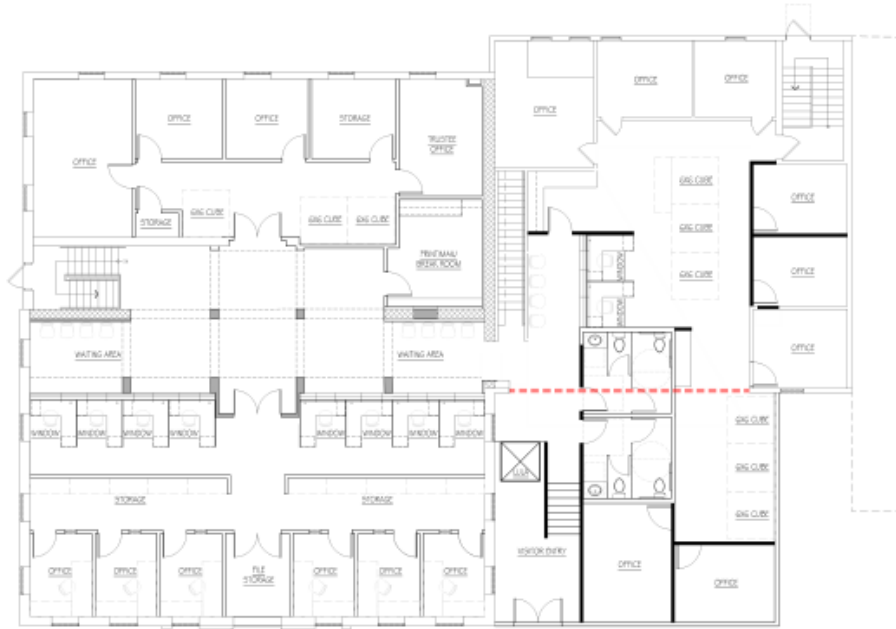
### PHASE 2: (ALL NOTES BELOW APPLY DURING CONSTRUCTION)

- CANNOT BEGIN PHASE 2 WORK UNTIL PHASE 1 IS COMPLETELY FINISHED.
- WILL NEED TEMPORARY OFFICE LOCATION FOR 20 OR MORE EMPLOYEES THAT IS ALSO OPEN TO THE PUBLIC FOR 8-10 MONTHS.
- LOSE BOARD OF SELECTMAN MEETING ROOM FOR MEETINGS, OFF SITE MEETINGS REQUIRED.
- ON-SITE TEMPORARY OFFICE SPACE IS LIMITED, OFF-SITE TEMPORARY OFFICE EXPENSES WILL BE INCURRED.





## Proposed Preliminary Floor Plans



First Floor Plan



Basement Floor Plan

- STRUCTURAL UNKNOWN (DASHED RED LINES)
- SMALLER OFFICES
- LACK OF STORAGE, OFF-SITE STORAGE EXPENSE CONTINUES
- NO ROOM FOR GROWTH
- STILL LEFT WITH LIMITED ON-SITE PARKING FOR MEETINGS



## TOWN OF HUDSON

### Engineering Department

12 School Street  
Hudson, New Hampshire 03051

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Elvis Dhima, P.E., Town Engineer  
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To: Town Hall Advisory Committee  
Dillon Dumont, Chairman

From: Elvis Dhima, Town Engineer

Date: August 26, 2025

Re: Town Hall Executive Timeline

A handwritten signature in black ink, appearing to be "Edhima", is written over the "From:" line of the letter.

#### Town Hall Project Timeline

- **Late 2023** – Special Board of Selectmen (BOS) meeting held regarding the need for a new Town Hall.
- **April 2024** – Town advertises for services to assess the existing Town Hall building.
- **May 2024** – NorthPoint Construction is hired.
- **September 2024** – NorthPoint presents the assessment report.
- **October 2024** – BOS selects **Option 2: Renovation and Addition**.
- **March 2025** – Town Hall Renovations warrant article passes at Town Meeting.
- **April 2025** – NorthPoint Construction is hired to design renovations.
- **June 2025** – NorthPoint raises significant concerns regarding feasibility of renovations.
- **June 2025** – BOS pauses renovation efforts and establishes the **Town Hall Advisory Committee (THAC)**.
- **August 21, 2025** – THAC holds its first meeting.



# Town Hall Project Timeline (2023–2025)

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