

HUDSON, NH BOARD OF SELECTMEN

Minutes of the July 9, 2019 Meeting

1. CALL TO ORDER - by Chairman Morin the meeting of July 9, 2019 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by School Board Member Gary Gasdia.
3. ATTENDANCE

Board of Selectmen: David Morin, Kara Roy, Roger Coutu, Marilyn McGrath, Normand Martin

Staff/Others: Steve Malizia, Town Administrator; Donna Graham, Executive Assistant; Kathy Carpentier, Finance Director; Fire Chief Rob Buxton; Police Chief Bill Avery; Lisa Nute, IT Director; Jess Forrence, Public Works Director; Police Captain Cayot; Officer Jason Downey; Gary Gasdia, School Board Member

4. PUBLIC INPUT

Chairman Morin asked if anyone in the audience wished to address the Board on any issue which the Board has control of at this time. Seeing none.

5. RECOGNITIONS, NOMINATIONS & APPOINTMENTS

- A. Resignation of R. Susan Horsley as a member to the Citizens Traffic Study Committee

Motion by Selectman McGrath, seconded by Selectman Roy, to accept the resignation of R. Susan Horsley as a member of the Citizens Traffic Study Committee with the Board's thanks and appreciation, carried 5-0.

6. CONSENT ITEMS

Chairman Morin asked does any Board member wish to remove any item for separate consideration. Seeing none.

Motion by Selectman Coutu, seconded by Selectman Martin, to approve consent items A, B, C, D, E and F as noted or appropriate, carried 5-0.

- A. Assessing Items

- 1) Veteran Tax Credit - Map 197, Lot 137 - 1 Sycamore Street, w/recommendation to grant
- 2) Discretionary Easement Application - Map 182, Lot 142 - 13 Water Street, w/recommendation to approve
- 3) Discretionary Easement Application - Map 117, Lot 31 - 19 Parker Drive; Map 125, Lot 16 - 100 Robinson Road, w/recommendation to approve
- 4) 2018 Tax Abatement - Map 210, Lot 1 - 6 Executive Drive, w/recommendation to approve
- 5) 2018 Tax Abatement - Map 110, Lot 35 - 120 Old Derry Road, w/recommendation to approve

- B. Water/Sewer Items - None

- C. Licenses & Permits & Policies

- 1) Request to Solicit Funds - Cub Scout Pack 19

- 2) Raffle Permit - Knights of Columbus
- 3) Raffle Permit - The Bar
- 4) Raffle Permit - Hudson Republican Committee

D. Donations - None

E. Acceptance of Minutes

- 1) Minutes of the June 25, 2019 Meeting

F. Calendar

- | | | |
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| 07/10 | 7:00 | Planning Bd - Buxton CD Meeting Room |
| 07/11 | 7:00 | Zoning Bd - Buxton CD Meeting Room |
| 07/15 | 7:00 | Cemetery Trustees - BOS Meeting Room |
| 07/16 | 7:00 | Municipal Utility Cte - BOS Meeting Room |
| 07/17 | 6:00 | Library Trustees - Hills Memorial Library |
| 07/18 | 7:00 | Benson Park Cte - HCTV |
| 07/22 | 7:00 | Sustainability Cte - Buxton CD Meeting Room |
| 07/23 | 7:00 | Board of Selectmen - BOS Meeting Room |
| 07/24 | 7:00 | Planning Bd - Buxton CD Meeting Room |
| 07/25 | 1:00 | Trustees of Trust Fund - Buxton CD Meeting Room |
| 07/25 | 7:00 | Zoning Bd of Adjustment - Buxton CD Meeting Room |

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on June 25, 2019

- 1) *Motion by Selectman Coutu, seconded by Selectman Martin, to hire Chloe Kroner as a Regular Special Shift Employee at a rate of \$12.50 per hour, carried 4-0.*
- 2) *Motion by Selectman McGrath, seconded by Selectman Martin, to promote Master Patrol Officer Kevin Riley and Master Patrol Officer Patrick McStravick to the position of Sergeant at \$35.53 per hour according to the Hudson Police Employee Association Union Contract (Step 5). This elevation in rank would be effective July 1, 2019, carried 4-0.*
- 3) *Motion by Selectman McGrath, seconded by Selectman Martin, to hire Zachary Nardini, Leandro Sosa, Shane Grayson, Giomar Colon, Kraig Hoag, and Matthew Horton to the position of Full-Time Police Officers with a starting salary of \$23.68 per hour according to the Hudson Police Employee Association Union Contract. This will be contingent upon all six candidates passing the psychological and medical exams, carried 4-0.*
- 4) *Motion to adjourn at 8:59 p.m. by Selectman McGrath, seconded by Selectman Coutu, carried 4-0.*

B. Reconsideration of Motion Relative to Rick Harvey's Sewer Line Damage Claim

Chairman Morin recognized Selectman Coutu to speak on this item.

Selectman Coutu thanked the Chairman for allowing me to have this opportunity. As you know, I believe you watched the meeting. We had that discussion. The vote was 2 for and 2 against a motion made by Selectman Martin to resolve the case by making a settlement offer of \$15,000. In all fairness, I had hoped that we had had it when we had a full represented and we did not. My only resource at this point would be to ask either of the two people who did not support the motion if they would make a motion for reconsideration.

Chairman Morin noted we do have a motion that reads: "*Motion to renew the motion made at the Board of Selectmen's meeting of June 25, 2019: Motion by Selectman Martin, seconded by Selectman Coutu, to help offset the costs in the amount of \$15,000, failed 2-2 by roll call. Selectman Coutu and Selectman Martin in favor, failed 2 - 3. Selectmen Martin and Coutu in favor.*"

Selectman Martin indicated I will make that motion. Selectman Coutu stated you cannot make the motion. You were not on the prevailing side. Selectman Martin indicated nobody was on the prevailing side. Selectman Roy said if it's a tie, the motion fails. The two people that voted against it prevailed.

Selectman Coutu asked what is he motioning. Chairman Morin indicated I just read it. Do you want me to read it again? Selectman Coutu said I heard that. Is that a motion to reconsider? Chairman Morin said yes Sir. Selectman Roy thought procedurally he cannot do that. Selectman Coutu said he cannot make a motion to reconsider because he was not on the prevailing side otherwise I'd make the motion.

Steve Malizia stated it's to renew not to reconsider. It's a different section of Robert's Rules of Order. For a renew, anybody can make it as we read Robert's Rules of Order. Chairman Morin said it was researched to make sure that we had the correct verbiage.

Motion by Selectman Martin, seconded by Selectman Coutu, to renew the motion made at the Board of Selectmen's meeting of June 25, 2019: Motion by Selectman Martin, seconded by Selectman Coutu, to help offset the costs in the amount of \$15,000, failed 2-2 by roll call.

Selectman Roy said when we were here in the last meeting Selectman McGrath moved to defer the issue until we could obtain advice from Town Counsel. There was no seconder to that motion and it failed. There's no new evidence presented here salient to this issue. Simply adding pictures does not change the larger issue of setting a precedent allowing individuals to circumvent the insurance process. I and all of us here were elected to protect the interests of the entire town and not just one individual. This was the same rationale that was articulated at the last meeting. I think it's a misuse of this Board's time and resources to reconsider this issue.

Selectman Coutu responded when a citizen of our community comes before this Board and seeks our assistance that is not a waste of time. That is our obligation. You're right. Our obligation is to serve and to protect all of our citizens. Collectively we'll never do it because we're not asked to do it for the whole town. Yes we are doing it. We're being asked by one individual to consider the facts that he's going to present this evening with photos and perhaps answer some further questions that we might want to ask. I know I certainly will and I'm sure the Chairman might and ascertain whether or not we should reconsider the motion made by Selectman Martin in order to put this to bed. The reason why this came before us was because there was a failure of the sewer system and it affected his home. This could happen to others. This should be the foundation for us to look for an insurance carrier that's going to cover these kinds of problems in the future so that they don't have damages in excess of \$15,000 or \$20,000 and have an insurance company say here's \$3,500 take it or leave it. I'm going to support the motion.

Selectman Roy responded saying I would agree that it is not a waste of time to hear a citizen's concern which we did two weeks ago and it was voted on and properly heard.

Selectman Martin said I don't know when this development was built but I talked with the Town Engineer. Any development built nowadays there's a thing called "backflow preventer" these backflows. Apparently it wasn't done. In my opinion - just my opinion - there was a failure on whoever was inspecting the sewer at that point from the town didn't see it. They didn't catch it and they approved it.

Selectman McGrath stated I was hoping that this was going to be relatively easy to get through. Apparently not. I agree with Selectman Roy completely and I am not going to change my vote. I, too, spoke with the Town Engineer and learned about the sewer flow back preventer. That is typically installed by a plumber. Had that been done, perhaps this wouldn't have happened. You're making an assumption that someone actually did inspect them and either missed it or ignored it. You're making that assumption. I do not.

Selectman McGrath indicated I've got to say that over the last week and a half I've gotten calls, I've been approached by individuals concerning what they consider to be an ethical dilemma that's facing this Board. I was hoping it wouldn't come to this but apparently it's going to and apparently I'm going to have to be the one to broach it. Selectman Coutu when he presented this case a week and a half ago started out by saying that it was a friend of his, someone that used to work for him, someone that donates time for the Town of Hudson. All of the people that have approached me and called me wanted to know why on earth he wouldn't step down. How can you present something that you're asking the town to spend money on and not just small money. \$15,000 is not a small amount of money. Asking us to vote to approve that because it's a friend of his, a former employee. It's not right. I'm not changing my vote. I think that we listened to the evidence. We looked at it. I've looked at the pictures. I, too, and I did my due diligence. I've talked to the Town Engineer and I'm not changing my vote.

Just a comment. Selectman Martin said I'm not making an assumption. It's a known fact that there's been failures in this town by previous building and code inspectors on project done in this town. I'm not making an assumption. I'm telling you the truth. It's still happening and we're suffering from it again today. Thank you.

Chairman Morin asked if there was anyone else. I'm going to have my comment now. I was not here last meeting when this first came up but I did watch the video on this issue particular and I spent several hours today visiting the Building Department, the Engineering Department, the Assessing Department in putting information together on this. Relative to the basement being finished, no permits could be found that there was any approval to do that. So that would probably explain why the backflow preventer wasn't put in because there wasn't any permits to have that done and whoever did the construction may not have known about that. What the town has for information on this basement being finished was from Assessing that they found in 2006. What I could find out from the town reference to building codes, we couldn't go back that far. The closest we found was 2009 and it did have the requirement of the backflow preventer. I'm not going to assume it was in 2006 but I would think this day and age there had been enough problems that it was there but that's only speculation on my part.

Chairman Morin said my concern is that the town has never done this in the past. I can tell you that probably ten years ago the town was doing paving and covered all the sewers on Ferry Street and Library Street and we had a very big thunderstorm. My basement got flooded because all the street water that couldn't go into the sewers because they were covered with tar went into my basement and nothing could be done at that either and we flooded the Library Street School with six inches or more. We actually had a fire truck pumping out of the parking lot to get the water out of it. This is not a new thing. We just never covered it before.

Chairman Morin said I also have a big problem with handing out \$15,000 without a procedure or how we're going to go about this, how it's going to be document, how we're going to work with this in the future. That's a problem and the comment was made at the last meeting and I've heard it since then that so we do it for this one person, the people that we didn't help in the past are going to come, and what's going to happen in the future. When it comes to liability with the town, I'm no lawyer but if you look at how this happened if you're driving down the street and a sink hole happens, a car falls in it, we're not liable for that. It's something that happened. If we left the hole open and a car fell in it, then it's our problem. If we had caused the backflow which we did not in this case. I can tell you on the Fire Department I responded to numerous calls like this and the town at that time had never taken blame for it or had paid out other than the insurance. If Mr. Malizia would yield to me and explain a little bit about how the insurance works because that's a big concern about everybody and that we may want to look outside. You may want to hear this information before we get into that discussion.

Steve Malizia explained we're insured with Primex which is basically a quasi-government agency. We used to have NH Property Liability Trust but they're no longer writing insurance so Primex is pretty much the only agency that's really covered by the law. What's important about that is it limits the liability. For example if somebody suffered some sort of claim, there's a cap on the liability for that claim. I believe its \$250,000. It could be \$275,000 but it's one or the other. If somebody sued us for \$5 million, most we're going to get paid is \$250,000 because of the fact that we use Primex. If you wanted to go private insurer, there would be no cap. It's that simple and I can only imagine if you had liability claims and they happen

or they could happen your premiums would go up. It's not just about premiums but it's also about capping the liability. Just be mindful that that is the law. That's Primex. It used to be NHMA or whatever they called it Local Government Center. You have to be very mindful of that. Liability is capped because of the quasi-governmental nature of Primex.

Chairman Morin asked do you want to talk about if we went to a private insurer what that could do. Mr. Malizia said, again, there would be no cap on the liability. If somebody got some sort of accident, there is no limit and potentially our premiums could go up or potentially that insurer could drop us. Again with Primex, we're in a pool. We share a risk. We go out on our own which is certainly the Board's purview, you're not in a pool. You're subject to the market and again there's no limit to the liability that you potentially could be paid out on our behalf. I can only imagine that if an insurer is paying out liability claims, they're probably not going to insure you very long. Most of us if you've ever filed a homeowner's claim or two, they'll probably drop your homeowner's insurance. I wouldn't say Primex is a last resort but they are basically the agency that's protected under the law and actually has limits of liability. We've been through this before. If you recall a few years ago, we had a dog bite claim. The liability was capped on that. That's basically one of the better reasons to keep that insurance.

Chairman Morin stated I spent a lot of time on this today to make sure that we covered everything and we could do what we possibly could for the resident if we needed to and what we could do for the town. At this point, I'm going to vote against the payment but I will put out in the open if this group wants to make a decision that we put some type of policy together for the future. Unfortunately it doesn't help the resident that's here tonight. If this is something that the group thinks we need to do, then we can put something together. I don't want to just take \$15,000 and hand it out. The town itself requires itself to get three bids especially on something like this. We've got one. I have some concerns about why we're replacing ceilings and things to that nature. I got an answer today about that and I understand it now but we only have one person telling this. Again I would like to see some type of policy and if we're going to do this three bids like we require ourselves to do, it's the only fair way to go. Any other discussion?

Vote: Motion failed - Selectman Coutu and Selectman Martin in favor, failed 2 - 3. Selectmen Martin and Coutu in favor.

Selectman McGrath asked for a roll call voted.

Selectman Martin called point of order. We took the vote. It should have been asked before. It's 2 to 3. We know what it is. We heard the voices. Chairman Morin said I heard 2 to 3 also unless you want to do it Selectman McGrath. Selectman McGrath said I didn't hear Selectman Coutu.

C. Sale of Town Property - 7 Alpha Street

Chairman Morin recognized Town Administrator Steve Malizia.

Steve Malizia stated I did some research and found there's no reason not to list 7 Alpha Street with DiBernardo Real Estate. I've made some inquiries about the property. We've had a conversation in nonpublic. Basically we're ready to sell the property if the Board is ready.

Motion by Selectman McGrath, seconded by Selectman Martin, to sell Town owned tax deeded property located at 7 Alpha Street that is surplus to the Town's needs and to hire DiBernardo Real Estate for the sale of this property, carried 5-0.

8. NEW BUSINESS

A. Recommendation - Copier Equipment Refinance and Additional Equipment and Software

Chairman Morin recognized Finance Director Kathy Carpentier.

Thank you. Kathy Carpentier indicated I'd first like to say thank you to Kathy Wilson who couldn't be here tonight because she's on vacation but she did a lot work on this. On behalf of most of the departments in

town, we currently have three leases: six copy machines under one lease, five copy machines under another lease, and one for Lowell Road the new fire station under a different lease. What we'd like to do is do a two-year lease extension which they're calling a "refinance" and then two department heads asked for additional machines. The Fire Chief asked for one for Robinson Road and the Town Clerk asked for one for their office. In addition to doing a 24 month refinance on the lease, two new machines and then we felt that we needed some better scanning capabilities. We'd like to add to the big six machines that are part of this copy machine. We'd still be saving over \$2,777 per year on the lease. I'd like to waive the bid process for the 14 copy machines and refinance.

Motion by Selectman Martin, seconded by Selectman Roy, to waive the bid process and approve option 2 which is a 24 month copier equipment lease refinance with Ricoh in the amount of \$1,514.52 per month for the lease and \$559.30 per month for the service payment for 14 copy machines as recommended by the Human Services Specialist and the Finance Director, carried 5-0.

Kathy Carpentier stated I'm limited on the software but in order to scan the documents and have them be scanable and readable - they call it "OCR" - we wanted to add that to the big copier, the Community Development copier and police copier. With the IT Director's blessing, we're adding it to the six largest machines that would cost us about \$24 a month per machine. We're adding that software and it's still giving us a net savings. I did write that as a second motion.

Motion by Selectman Roy, seconded by Selectman Martin, to add Integrated Cloud Environment Software to 6 of the Ricoh copier machines at a cost of \$147.36 per month for 24 months as outlined by the Finance Director and the IT Director, carried 5-0.

B. Bid Recommendation - Postage Machine Leases

Chairman Morin recognized Finance Director Kathy Carpentier.

Kathy Carpentier stated on this one we went out to bid for two postage machines. The Police Department has its own postage machine and Town Hall has its postage machine. The postage machine at the Police Department is very old. They're price went up slightly. It went up from \$51 and change per month to \$57 but it was worth it because it was a big increase in the capability. However, Town Hall they were giving us the same machine at an additional cost and we just felt it wasn't worth it so we're just going to keep the machine we have and go out to bid in a year or two from now. The dimensions of the space that the machine was in kind of stopped us from getting a better machine. Right now I'm just here to ask for the bid for just the police station postage machine and reject the bid for the Town Hall machine. I did write that as two motions again.

Selectman Roy said you can still refill the old machine even if there's no lease associated. Ms. Carpentier indicated we just go month to month. At some point they could increase it but they said at this point there's no plan on doing that. That is something they could do to us. At this point, it would have cost us more to take their bid and get a refurbished same machine so we might as well keep the machine we have.

Motion by Selectman Roy, seconded by Selectman McGrath, to award the bid for a 36 month lease for a postage machine for the Police Department in the amount of \$57.42 per month to Pitney Bowes, the lowest bidder, as recommended by the Human Services Specialist and the Finance Director, carried 5-0.

Motion by Selectman McGrath, seconded by Selectman Roy, to reject the bid for the Town Hall postage machine lease as recommended by the Human Services Specialist and the Finance Director, carried 5-0.

C. Police Department - Introducing the Department's Comfort Dog - Haven

Chairman Morin recognized Police Chief Bill Avery.

Good evening members of the Board. Chief Avery said to my right is Officer Jason Downey as everybody on the Board knows. Seated next to me now is Laura Barker who is the founder and owner of the company

that we're going through to obtain our new comfort dog "Haven". I brought Laura in here to speak about the program. I am no expert in canines but I do know that over the course of the last 3 or 4 months, we've had several occasions that more importantly used for the public for people that we've been dealing with, victims of sexual assaults, victims of domestic violence, people that have had loved ones pass away, children being present at these scenes. That is the purpose. I spoke with Selectman Morin. I first heard about this program about 3 or 4 years ago and this was one of my priorities when this Board promoted me to Chief of Police. I met with Officer Downey and Captain Cayot. They reached out to Laura Barker and she is here to speak a little bit and give you a little insight about Haven and what her capabilities are.

Thank you for having me. Laura Barker explained Haven was the dog that was selected for a lot of very specific reasons and that's the qualities that we look for in a comfort dog. We want that dog to be able to not only assist the police officers that are out in the field dealing with traumatic events but also the stresses that Officer Downey comes in contact with when he's going through the schools and make it a community asset. It's kind of another tool in the toolbox to start enriching and mitigating some of the challenges that come along with very stressful, traumatic situations. The dogs that we have placed - I'm sorry she's only 4 months old that's why I keep like no, no. It's like a toddler. The dogs that we have placed the feedback that we've gotten is that the community as a whole is very much on board but also the crimes that are being reported are higher, clearer. They want to come and see the dog and if that means that they walk into a police department and an underreported crime gets reported, then that's a win right there. I could talk all night about how great I think this program is but the fact that we could use a rescue dog to boot kind of makes it in my opinion a little bit better. Usually there's a lot of questions.

Chief Avery said the cost of the dog is \$5,000. We are going to be seeking donations. We are not going to be taking this out of the Police Department budget. I do have one person in the town that heard about this program and immediately stepped up and wanted to pay for the entire dog. Although I'm going to reject that, he is going to make a donation but we have had several people now reach out to me wanting to make a contribution. We will start a fundraising effort here in the near future. The dog is still undergoing extensive training with Laura. We will not have the dog for another 8 to 9 months.

Laura Barker agreed although she will be available for community events. We really try to work with the Police Department. She has her next trip scheduled I believe its National Night Out. She will still be out and about and in town. You'll be seeing her and seeing a lot of cool pictures on Facebook and all the fun stuff.

Selectman McGrath said count me in for a donation. We could use her at Selectmen meetings. I'm not kidding.

Selectman Roy asked if there was a certification process that goes along with the dog. Ms. Barker said right. She will go through multiple levels of what they call a "canine good citizen". That is a series of tests. There are some that people will do just for their own pets meaning that the dog has been "proofed" is a term we use. We have tested her in high stress situations so we know what her bounce back effect. To answer your question, yes there is. We take it a lot further than you normally would with a regular therapy dog or a companion animal like a pet. There is going to be times when she is going to be put to the test. We want to make sure that she's stable and she's able to handle it. She's supposed to be an add on to the police officers that have her not a take away. Once all of that is completed, that's when we will turn the dog over full time.

Selectman Martin asked Chief Avery you're not asking to train it for your golf game are you. Chief Avery said if she can fetch a golf ball and help me out, yes.

D. Creating a LEAN Management Culture

Chairman Morin recognized IT Director Lisa Nute and Chief Rob Buxton.

Good evening Mr. Chairman and members of the Board. Chief Buxton stated tonight we're here to basically inform you of an effort that the department heads with the support of the Town Administrator have taken on to put in place a lien process management here in the Town of Hudson. This by no extent

is new. This is just a continuous process improvement program that has been in the private industry for a long time. The town IT Director, Finance Director, and myself attended some training along with several other town employees that thought it was a good idea to kind of incorporate that into who we are and what we do each day. We've kind of continued to move down that path. We've provided you with six simple slides and basically giving you some backup and reasons why we think that this is going to be good for the town. Probably the biggest thing that I would point out is basically keeping us all on target. One of the things from time to time as the day goes on, the inbox continues to get full and new initiatives get pushed to the side and never get brought to completion. The process is basically identify ways that we can streamline events and prove better process and better project management and move down from there. The old adage that we don't have time to complete this type of an event. I can tell you as department heads and employees in town continue to rotate, along with them they take all their institutional knowledge with them. That institutional knowledge goes out the door. We find ourselves in a situation where we just naturally are starting to reinvent who we are and how we do things. This is the perfect time to bring that in and continue to modernize our events. There's my opening.

Lisa Nute thought we're on about slide 4 is an example of where you have some colored blocks starting with 2, 4, 1, 3, 5 on the upper half of the slide is kind of typically what happens sometimes. A process is kind of all over the place and when you're working in that process, sometimes you don't stop to take a look at that and say hey is there a better way we could be doing this. The lower part of that slide where the boxes are pretty much in a streamlined fashion is our goal in LEAN. That's too streamline processes basically. LEAN is not an acronym for anything. It simply is a way to LEAN your process. It's a collaborative approach between employees and management. We need support from the top down and the bottom up which is why we're here today to make you aware of what we're looking to do and hopefully get that cooperation/collaboration from this Board as well.

Ms. Nute explained it is a user friendly approach. It is design to build moral, to enhance teamwork, to encourage innovation, and whether you're in a small department or large department, or we're taking on a small process or large process there was basically some same principles that applied to all of it. You basically identify the process, you create a team to look at it. In one of the pictures/slide I think it is the 6th one down, there is a board with just a bunch of colored papers on it. That's actually a LEAN process we worked on here in the Town of Hudson. We approached the Land use and Inspectional Services and said hey will you train - in yellow belt we call it - and that's the process we tackled. We did see a lot of collaboration between each Division up there and I thought it was very successful. That's what we're doing is we're mapping the current process, figuring out how long that took, and the people it involved, and what started here and ended here. Then we go back and redo that process. There's of course discussion all along the way. Are there better ways to do this? There are people in the room who are fresh eyes we call them not involved specifically in that process and sometimes that's always helpful too to say hey why do you do it that way. The goal is by the end the second time you go and look at that process we whittled it down, maybe found some areas where we can minimize or eliminate waste in whatever manner that may be.

If you look at slide 7, Lisa Nute stated its LEAN training. The colored slide shows a white belt, yellow belt, green belt, and a black belt. These are basically the four levels of LEAN. When we did that process with Community Development, they were obtaining their yellow belt certificate. Currently the Chief and I and KC our Finance Director are going through green belt training right now so that we can facilitate yellow belt training in the town. Right now our first goal is to come up with a white belt training for everybody. We would love to see this Board included in one of those trainings. We'll offer them starting in September is our goal both in the morning and an afternoon session. We would like to see everybody in every department make their way through this 2 to 3 hour training max just to introduce them to LEAN, explain what this is, and begin the process and becoming a LEAN culture. Are there any questions?

Selectman Roy said I'm going to date myself a little bit but back in the 1990s, the National Guard bought into a program called "Total Quality Merriment". Guess what they talked about - continuous process improvement, collaborative events, and all kinds of things like that. This sounds very similar. My first question is are there any costs associated with this? Is this like a can thing a consulting company put together that we're purchasing? Lisa Nute said there is no hard cost of a piece of software or anything. There are soft costs of course because it's our time to meet with employees, to send everybody through

this training. We're only looking at soft costs but the goal is to save costs eventually if we can and by streamlining processes.

Selectman Roy asked how are you getting the green belt training. Chief Buxton indicated the State of New Hampshire is sponsoring it.

Lisa Nute told Selectman Roy I'm sorry there was that initial cost and my department did pick that up. Chuck Bagley is the representative we have - the facilitator who is training the three of us. He helped facilitate that yellow belt training we had.

Selectman Roy stated one of the things that was associated that I didn't hear you talk about is having matrix and how are we going to evaluate those matrix to be make sure those goals that you set are met. Is that part of this program? Ms. Nute indicated that will need to be part of the program. We are just starting out here. Chief Buxton stated the ability to identify efficiencies and then reach benchmarks and track the benchmarks are a part of this whole process from beginning to end. When you talk about incorporating the Finance Department into a Fire Department project, we'll they're obviously bringing the financial perspective and is helping us set that financial benchmark to be able to compare it to and make sure we are saving what we say we're going to be saving. Project management is a big piece in regards to how we facilitate projects across the town, are we reaching the benchmark in regards to the cost that we said because we budget 18 months in advance, right? So you have an ability to put out an estimate. Did you get a good estimate? How did it come in? If it didn't come in well, why didn't it come in well and what were those identifications of the weaknesses in the plan.

Gary Gasdia indicated in my real life, I bring teams through this. That's what I do for a living among other management cultures. Everything they are saying is true. The most important thing they said in that entire thing is that it gets said at the top. I would advise that if you do adopt this that it is something that you call consider because it is a change in how things get done. The biggest struggle I see in the private sector when we come into teams, the teams love it and then it goes up a level or two and they don't get it and then it falls apart and everyone says the process doesn't work. My professional recommendation would be if you are doing this, it would be good to at least get you guys through the first level. Thank you.

Chairman Morin stated I did a lot of reading when I saw this to see what this was about. I actually started off with Toyota. I read how it all worked and it worked very well. I found a lot of businesses were using it and I couldn't find any municipalities. I looked a little deeper and I did finally come to some municipalities all across the country and one that was actually picked out in the stuff I was reading was the Environmental Services of NH using this. Since that time that they've taken this on, a lot of other towns, and cities, and agencies are starting to use it. There was a lot of good comments about it. There was two things that I wanted to ask for questions. I saw exactly what Mr. Gasdia said that it started and then it went away. I've seen that happen a lot in this town. We start something and then it goes away. That's a concern. The other thing that I read through all the processes both commercial and within municipality, this process takes a long time. What it did with the cities and towns is police and fire are pretty good but IT and Finance might not have a clue why we ask for the money and what we do. It brought these different departments together and they all started understanding what everybody did which actually worked the process to make it better. The only concern, again, it's a long process. We need to understand that they're going to start something. This could go on for several months because everybody is stressed in the stuff that I read too. The first meetings can get very ugly because people don't understand. They don't understand what everybody is doing and they don't understand why they're bringing this forward. That is the biggest time consuming thing to get everybody on the same page to understand. This is going to be a long process. It was all the same in all the ones I read that was one of their biggest problems. My concern is like I said been here long enough. We start something and it goes away.

Selectman McGrath had a brief comment. I believe BAE started that and they called it if I remember correctly it was TQM. I don't remember going through it. I've been out of there for a number of years now but before I left that was one of the things that they were doing.

Gary Gasdia asked to speak one more time. All of these are different management type of methodology. TQM is one. LEAN is one. There's a whole bunch of different ones that you have. It is a long process.

They are contentious as the first meeting so you'd want a facilitator there that understands and sets the context. Again it needs the backing of everyone up the organization because someone will say it worked well the way we've always done it why are we changing this. That's where the backing is going to come from all of you.

Chief Buxton said over the last two years we've been exposed at the Fire Department through the Department of Safety to this process. The State of NH started the LEAN process. Commissioner Barthemus at the time adopted and jumped in with both feet and has pushed this through the Department of Safety and the way they go about adopting the procedures on the fire side of the house. I know that's spread over the State, Police and stuff now. I don't know the effects of that on the Hudson Police Department but I know on our side of the house from the Fire Academy to emergency management, this is a process that we're working in at the State level as we do things. I think that there's going to be an easier transition because of that exposure. There will be challenges and there's going to be we're always done it this way why do we have to change. That doesn't mean that change doesn't happen. It's a cultural change that will take several years before it gets put into place.

Chairman Morin asked what are the Board's wishes.

Selectman McGrath said if it's to improve processes, how can we deny that. I think that if it makes things easier to get accomplished and everyone is following a process that can only be a good thing. I can support it.

Chairman Morin asked who's going to be the point person. Lisa Nute indicated it's a collaborative effort as I had said.

Chairman Morin asked consensus from the Board. Selectman Roy, Selectman Martin supported it.

Selectman Coutu asked why are we not making a motion as opposed to a consensus. Chairman Morin didn't know if we need a motion. We're giving them the reign to take this program that they've had training in already and move forward. It's just like anybody taking a class. They bring forward the information to get it out to the whole department and town and that's what they're doing. They're just looking for us to give them the blessing to move forward. If you'd like to do a motion, we can I don't think we need one. Selectman Coutu said it's your call. I'm not presently in a position to say yea or nay. I'm not going to. I just feel that based on the research that I've done, there are more failures than there are successes. It's very time consuming. All that time is money. Take everyone's hourly pay and if they're devoting 3, 4, 5 hours a week and multiple it out, it's a very costly program. Chairman Morin said it can be yes. I read the same thing. We have the good people in place and that's why we got them. Selectman Coutu indicated that's what they said about the other communities too. I'm neutral. I'm not against it. I'm not really for it either. I'm neutral at this point. I've been researching trying to find one that has tremendous success. I haven't been able to find it. Maybe Gary can steer me in that direction.

Chairman Morin asked would everybody be okay with them moving forward with the initial training and we take it from there. Okay. Thank you.

E. Discussion Relative to E-mails for Boards and Committees

Chairman Morin recognized IT Director Lisa Nute.

Lisa Nute understood it was actually a couple of meetings ago I think that this Board had some questions regarding the e-mails that we are not giving to every committee member. This Board had mentioned about it being because of cost. That is actually not the reason that we had made that decision that we shouldn't be doing that. The main reason was for security reasons. To give everybody a hudsonnh.gov address in this town if all the volunteers for every committee means putting them on our network. I don't know these people. I don't know what they're using for home equipment. I would not know if they're keeping their computers virus free, protected at all. Also to give everybody a town account means they need to come in here, log in, change their password once they expire. You can't do that remotely. It would involve a large amount of training on my part, my department's part to change passwords when they forgot them or

purchase the software to make that automatic. In that regard it would be a cost but it was for security reasons that I'm not giving everybody an account on our network when it's a volunteer that I have not vetted or don't know anything about them. It wasn't cost based.

Chairman Morin stated we have given training and we have very much been pushing the use of e-mails and the proper use of e-mails and things to that nature. There is a need. We've had multiple people come to us and say we have this need. There has got to be some way we can do this. If we start with just elected officials at first and see how that goes and not everybody, not committee members but the elected officials, there's got to be some way we can provide these people an e-mail address. We've talked about people getting e-mails at home and going back and forth and having three people talking in e-mails. This is going to eliminate some of that problem but we have to give them some access. There's got to be a way to do it. Other places do it. We're not special. We're not different. This is a big world. There's technology out there. Some of it is way ahead of what we're doing.

Lisa Nute didn't believe there are a lot of communities that give all of their volunteers e-mail addresses. I think that the whole reason that this started was because of the Right to Know and if somebody were to be using their personal address for town business, then that is privy to discovery as is their home PC, their mobile if they're using that town business, etc. what we had recommended to every committee member is that they create something like a g-mail account that is separate. Something like BudgetCommittee@gmail.com or something like that. We do, in fact, have members who have done such a thing. They're keeping their e-mail separate. That is not on our network. It suffices for the Right to Know and keeping town business separate from their personal which was the whole concern when people were asking for their own account. I would ask members of this Board to come see what we are dealing with on the side of spam if we are giving everybody a town account. Security is a full-time job in and of itself and we filter as much as possible. We have software doing that but no algorithm is perfect. So some legitimate e-mails go through. The more people we have on our town account, the more spam we go through to try to find the legitimate ones when people say hey I was expecting something and it didn't come in. We need to sift though I can't tell you the multitudinous amount of e-mails. To find those, it just means the more people we add the more spam. Again I don't know these people and haven't vetted them and don't know what type of a savvy or non-savvy user they are. It would require that everybody go through security training just as I make our employees go through to understand the dangers of opening a crypto locker and now it's on our network. Again it is sufficient for the Right to Know that they create their own Gmail or any other free account. The moment you bring additional people in on our network, we are responsible for training them, and for keeping track of their spam, and for possibly introducing more viruses to our network that we are working so hard to keep clean.

Selectman Roy asked how long would it take for you to at least get the people that are elected - I'm not talking about all of the volunteers at this point trained and able to get on the network. Lisa Nute indicated I can give anybody a network account within minutes here. It would like to see at a minimum that they go through our security on line and then additional every so many months additional training. If I see that they're clicking on things that they shouldn't be clicking on, it's just more training that they are going to need. The majority of problems that come into a network are people opening them and allowing them in. If somebody were to click on a bad link, you basically opened the door to somebody. I can provide as many locks and layers as possible which is what we're doing. If anybody with a user account, which is what all these people will have, decides to open a bad link because they're working quickly, or don't understand the dangers, or don't do the hover that's it they've open in our network. It is just adding to that that's all.

Selectman Roy said I just need to kind of go beyond the Right to Know Law. They believe that citizens should have access to the elected officials. It shouldn't be up to that elected official to set up - I myself have three e-mail accounts which I find totally annoying. I'd rather just have one. To go on their own and set up another e-mail account whether it's free or not which has its own traps in it going through Gmail, yahoo, or any of those things it's not as secure as say a Comcast account or something like that. Again the citizens should be able to say oh I know that everybody's e-mail address in Hudson, NH, is their first initial last name @. I want to get in touch with Len Lathrop. I can figure out his e-mail address and send something to him because he's an elected official and he has an official e-mail address. I guess what I'm getting to is how do we get that to happen? How do we get there?

Lisa Nute said we just set them up, give them some training, and ask them not to sign up for newsletters and all kinds of things using their town e-mail. It needs to be for official business only and that's it. I can't control what people do with it. The more they sign up and the more they misuse that, the more stuff we have to filter through.

Selectman Coutu said what I'm hearing Mrs. Nute is that you would recommend against doing it is that correct? Ms. Nute said that is correct. Selectman Coutu indicated I'm going to support your position. I understand why. We've been this before. It was costly and we were shut down for several days. I don't want to see that happen again. I will support your position.

Selectman Martin asked let's say I sign up for all these newsletters. Are you notified or if a newsletter comes in to me do you see that? The reason why I ask is if we do go forward with giving e-mails to the elected positions we could have some control on our end that if you're signing up for all these newsletters then you're not using it in an official, responsible manner. Ms. Nute said I don't know what people are signing up for using their address until things start getting caught in filters and then I see oh that was coming from because they were doing banking on line using their work e-mail otherwise I'm not going to know what they're doing. It's just suddenly they're in data bases everywhere. We've had employees like this too. Somebody who recently left we're still getting all kinds of things because they used that address for way too many things that they should have been using them for. Once you're in databases, that's it. We can certainly do that for elected officials. I guess we're just talking Mr. Inderbitzen, and this Board already has them, checklist supervisors, Budget Committee, Cemetery Trustees, Trustees of the Trust Fund, Ethics Committee. Selectman Coutu said it's almost everybody.

Chairman Morin said something to the effect that the Board of Selectmen have. The mail system we have it goes to the Board. Is something like that as dangerous as everything else or is that set up a special way? Lisa Nute said we already have distribution lists. For instance there is already a Budget Committee e-mail. It's com-budget@hudsonnh.gov. We do have those already set up for the majority of boards and committees like this one. What that does is on the back end it goes to whatever address we have for them. If they have their separate Gmail account that is set up just for their town business, that's how people will reach the committee and it goes to every member. We're already doing that.

Chairman Morin asked for every committee. Ms. Nute said just about. There might be maybe Checklist Supervisors we don't. I think they use their individual e-mails.

Chairman Morin said if we have this is it a lack of letting people know that we have this. Lisa indicated it's on our website. Chairman Morin said I'm not talking people out there. I'm talking our own committees because it doesn't seem that anybody knows this. Then it goes back to some other discussions we had earlier that we're trying to correct with a list of what's your responsibility and that should be included in it. That's why I'm asking if you've already got these, why are we having this discussion. I didn't realize that all the committees had them. Lisa said I know the Budget Committee does all their correspondence through that. That's how they get all their agendas. That's how the Planning Board gets all their packets. That's how Conservation does all their business. They are using them.

Chairman Morin said I can tell you we had a conservation meeting last night. This came up because they were actually talking about e-mails and how they were going to do stuff and they had no idea they had one. Lisa Nute said a distribution list. I'd would have to check. I believe they had one.

Selectman Martin asked I'm going on the website right now. If I go to the ZBA website and I want to reach that board, I can send that board an e-mail from the town's website. That's the goal here is for a citizen to go on our website and be able to send an e-mail to their elected officials through the website. Lisa Nute said there is member's pages. It's kind of been up to how the committee wants to conduct their business. Sometimes chairmen or members on that committee did not want their e-mail on the website. We tried to stick to the chairmen or something like that. It was their option.

Selectman Martin said I know that there's the option for them to put their e-mail address on the website because you can go look at the member and see that there's an e-mail for it. I've seen that. I think that may be the better solution.

Chairman Morin agreed but you were there last night. They had no clue what we're talking about now because that's why they wanted to start that e-mail chain and everything they were talking about where we already had it in place and they didn't know. What I would like to ask then if we have this already in place if the board is good for it come up with a list of all of the committees that have this. If a majority do have it, then we need to get this information out to the committees and move this forward if that's good for everybody at this point. We'll see where we're at first. There's no sense in giving her more work if we've already got it on place but we need to see who's got it in place first.

Selectman Martin agreed.

Selectman Roy said I would like to see a status but I still stand by my statement about the citizens having access to elected individuals. Chairman Morin said to separate elected versus committee members. Is that agreeable to everybody for now until Lisa can get that together? Lisa Nute reiterated so I'm going to give you through Steve a list of all the committees that have these distribution e-mail addresses. Chairman Morin said yes and if you've already done that, then we'll get it out somehow to every committee that this is already in place. You need to start using it and that's what it's there for. Steve Malizia indicated we'll send it to the list of e-mails. It's already there.

Selectman Martin said I do agree about getting all the people's e-mails. I think we need to talk to the individual committees to have those elected official's e-mails on our website. If the people can go onto Code of Ethics and say I want to send it to Jared Stevens, they can click on his name and a format will pop up and send him an e-mail. I think we need to go that way because it's on there. Anybody can access our e-mails.

Chairman Morin indicated this comes back to again these committees lack of knowledge. We have one committee that started their own website not realizing that they could put it on our website. There is a lack of the information getting out there. If you could come back with that, we can take it from there.

F. Discussion Relative to Replacement of Police and Fire Dispatch Consoles and the Radio Infrastructure

Chairman Morin recognized Police Chief Bill Avery, Fire Chief Rob Buxton and Public Works Director Jess Forrence.

Good evening. Police Chief Bill Avery explained as we talked about several months ago that one of my priorities was to get rid of a certain company that's been managing our radio system because we were not working collaboratively with the Fire Department. I have done that and starting July 1st we are now with 2-way communications. Chief Buxton and I started almost immediately working on revamping our complete radio system with 2-way communications. We've had several meetings with their owner Bill Bartlett. He's been outstanding to work with and kind of bringing me up to speed. I was no radio expert and I've had to rely heavily on Chief Buxton's expertise when it comes to the radio system.

In talking with Chief Buxton, Chief Avery said we also recognize that Jess Forrence his radio system has been outdated for about 15 years and that the FCC could come in and shut down his radio system at any time. So the three of us are working together here to replace our complete radio systems. Tonight we have a certain amount of money and Chief Buxton provided some slides to present to you. We're looking to replace our five consoles. So three dispatch consoles at the Police Department and two fire consoles at Central Fire Station. I'll turn it over to Chief Buxton who will talk about our current state of our radio system.

Fire Chief Rob Buxton said basically what we're looking to do is integrate the police system, the fire system into one town-wide radio system. Currently we're operating on a radio system that was purchased in 2004 utilizing federal grant money. The devil is always in the details with grant money. The year that the radio

system was actually purchased is the year that they stopped manufacturing it. That required that they then manufactured parts for the next 15 years. Here we are in 2019 and they are no longer manufacturing repair parts for the radio system. We find ourselves in a situation where we've had to put a plan together on how we move forward to replacing the radio system. Currently the Fire Department operates out of four different locations in utilizing what is called "a simulcasting system" which basically means if you press the button it transmits from the four different sites. The Police Department operates through a system that transmits on two sites. We talk about infrastructure and the impact of making decisions. The Police Department's primary site is not the police station located on Constitution Drive. It is the site located at the top of Merrill Hill. The specific reason for that is the fact that when they built the police station they reduced the budget number and reduced the height of the tower that was currently installed. So there's 40 feet so basically if you go to the police station and take a visit, the tree cover around the police station is well over 40 feet in height so no transmission signals get out. That is their backup site. They are in desperate need of some upgrades up there and we felt that it was time to sit down as a group and start looking at how that worked out.

Chief Buxton said we are still operating on copper lines that are owned by the telephone company. I know during our budget presentation I've offered this information up before. The telephone company is no longer investing in telephone lines. Those are going by the wayside as they move to fiber optics and satellite technologies. So we find ourselves again behind the 8-ball in regards to what is the next technology for us and how do we move that forward. Our emergency operation center which is located on Constitution Drive operates basically off a portable radio. It doesn't have the ability to access the consoles which is in the next room over, how to communicate between police and fire departments, and we actually have no communication capability with the Highway Department. We're really trying to put a plan together and work with in identifying a way to integrate all of our systems under one umbrella and build a system that is going to afford us the opportunity to continue to expand and continue to update and move forward over the next 20 - 25 years. One thing about technology is it never goes away. You need to continue to invest over time. I believe it was the Board when Selectman Maddox was actually on this Board and you folks set up the capital reserve accounts. You actually started saving money because you knew this day was coming. As you sold town property, you put a certain percentage of that in a capital reserve account to start creating a fund to fund this update because we knew this day would come.

Threats to our system, Chief Buxton noted Selectman Morin certainly could tell you the horror stories over at the Fire Department. When we talk about breakdowns, there was one night that the radio system completely failed and we ended up dispatching calls out of the parking lot out of the back of my command vehicle. Certainly not the way that an emergency center should be operating. We've increased our capabilities since that point in time but we still operate underneath a system where during extended weather events the Police Department will routinely lose connectivity to Merrill Hill. They either go over to the Sheriff's Department or come over to our site to communicate which is cumbersome at best. We need to find a way to move this process forward. We've identified the process through utilizing and leveraging certain things in town. One of those being the fiber optic system and looking at creating a redundant system with a point to point microwave system between two sites. We're looking at two additional radio towers at some point in this process to create a redundant system so there's always a backup for how we communicate across the board.

Selectman McGrath asked because I read your presentation on leveraging the fiber optic, this may be a typo but it says "fiber optic plant". I just want to make sure that we're talking about a plan and not an actual structure of some kind. Chief Buxton said the infrastructure in the street I believe the IT Director would reference that as her fiber optic plant and that is the line that is hanging in the road. That's where that terminology came from.

Chief Buxton said our vision is to basically purchase a Motorola MCC7500 K-2 Core System, increase our capabilities utilizing the consoles that will be integrated between the two. The Fire Department communication system would be able to act as a backup to the police and if we had a failure, we'd be able to go there. We'd go to an IP base system which I know about this much about which basically means that we can plug into a network and open up a dispatch center within the EOC and give us some capability. We're basically bringing the Highway Department along with us and trying to modernize their capabilities because the ability for first responders to communicate in the field with the Highway Department is very,

very important if you think about some of the weather events that we've had. Basically looking to work with our neighbors. Two of our transmission sites would actually be located one on Black Forest which is located in Londonderry and I'm sorry one located right in Londonderry but they would also be sharing our sites over on Griffin Road. Digital signal doesn't travel as far as analog signal does and there's a ridge that runs right down the center of town which loves to block that signal. We need to come up with more than one site that simulcasts the signal out. The Police Department has spoken in the past about dropped communication in the south end of town. We're looking to improve those coverages and get town coverage to about a 95 to 99 percent coverage area.

Chief Avery said to speak briefly about what Chief Buxton just spoke about. We constantly are losing coverage. Officers are calling out on their portable radios, dispatch not hearing them, the other sector cars are not hearing them. We did have an officer dealing with an incident with a gun down the south end of town and could not communicate back to our dispatch center. Recently over the last four months our radio consoles in dispatch have been powering down. Dispatcher Deploy talks to the radio system and prays that it comes back up. One day it happened literally four times right in a row. As I was leaving work, it let out these alerts. I ran in there and they say hopefully it comes back up. Knock on wood it's been coming back up but it's just a matter of time before our consoles do not come back up and we're in tough shape. We're not going to be able to communicate with our sector cars that are out there. As you know, our radio is our key communication component to our officer's safety. The consoles are definitely a priority for Chief Buxton and myself at this point.

Selectman Roy ask is this system integrated with NH emergency management. Chief Buxton noted great question. Basically this is a mirror system to what they're utilizing. When you think about the State 911 and emergency communication center, they're using a K Core. It's much larger than the one we would want to purchase. Its several hundreds of channels versus the number of channels that we're looking to manage. They have the ability to leverage that and merge a center if we need to. That would allow that expectation. The total investment - and I know the slide lends sticker shock - you're looking at a \$1.5 million investment in your radio communication system. How does that work? I would propose that we look at phasing this in. You've been putting some monies away and you have about \$736,000 in a capital reserve fund that is available to this Board to spend. You could do such things as a lease purchase over five years. You could do a bunch of different things depending on how you wanted to go about funding the program overall. That is kind of your options at this point. This was a conversation to give you the plan, and to answer questions, and then start talking about how we move forward from here and what our next step would be.

Selectman McGrath assumed that you'd refer to this as a critical need. Chief Buxton said yes absolutely. I want to be clear and the Chief just reminded me in my ear here, you have the money sitting here today to move forward with the console portion of this project. That becomes a little bit cumbersome as you overlay new technologies in and you hope you don't have a failure. There is lead time to getting that equipment manufactured. If we left here tonight and decided we were going down the path of consoles, it will be a couple of months before those consoles are even manufactured and available for us to put in play. That affords some time for us to move forward with a formal plan in regards to how to make up the remainder of the money. My proposal would be that we come back. Our first step is to come back with a formal financial plan for the consoles - two weeks out - and then move forward with the remainder of the plan as we move forward.

Selectman McGrath was in favor of that. It's clear to me and I think probably everyone else here that this is critically needed. We can't have emergency responders whether it's the police, fire, or even the Highway Department going out to respond to emergencies and not be able to get communication back to other officers, or firemen, or highway people that need assistance from. This isn't something that we should wait on I don't think.

Chairman Morin stated through experience the south end where the Police Chief was talking about was actually on calls where I had to use my cell phone to get a hold of dispatch because I couldn't get through on the radio. In the north end off Robinson Road, I could be looking at the fire truck talking on my portable radio and they couldn't hear me in the fire truck. There are definitely spots that need to do it. Just for

clarification, I understand but when you say you guys all can't talk to each other it's not like you're all going to be on the same frequency. You can switch over just so people understand that.

Chief Buxton indicated you're looking at three different frequency layouts - one for fire, police, and one for highway that would be able to be merged through either of the communication centers. The other important piece to point out is we would be buying equipment directly from Motorola themselves. They don't afford the opportunity for you to buy from private vendors so there's no second hand. You're buying directly from the factory. It would be a sole source type situation.

Selectman Coutu said 8 to 9 years ago we talked about the same thing and we're still talking exact same thing today and there's been no disaster that I know of. We've been able to operate the past 8 years. I know that you just started studying this because we have a new Chief of Police and the two of you got together and you came up with a plan. I'm concerned that when I look at your estimated associated costs being \$1.5 million perhaps this is something that should go before the voters. I don't think we're going to find \$1.5 million in the next two years to pay for this entire project. If we have the money for the consoles which you claim we do and I went over some of the numbers and I think we would have enough to purchase the consoles. Once we get hooked into this thing we have to change everything else out including buying additional towers. I would imagine that would be part of the plan. If you recall, we discussed extending the tower up at Robinson Road and the station. We talked about putting in a new tower there eight years ago and it was discussed again several years after that and nothing was done. Now it seems that I'm hearing the word "critical". I don't think we're any different than we were eight years ago.

Chief Avery said let me explain that. What's critical right now is our radio system the consoles. That is absolutely vital. To have our radios go down Sir is dangerous. The towers I agree. That can happen in piecemeal but right now we have that money for our consoles and I'll speak for Chief Buxton. For me, that is critical. They've run out of parts. When our thing goes down, our radio goes down. Two-way communication has been fantastic and to put Band-Aids on it just to get us through but any day that thing could just start smoking and that's the end of the shelf life. We do have the money that we've put aside for the consoles. I agree with you, the towers we're going to work on a plan to get that to the voters.

Selectman Coutu asked Chief Avery do you have a redundant system. Chief Avery said no I do not.

Selectman Coutu asked Chief Buxton we do in the Fire Department or we do not. Chief Buxton stated we do not have a redundant system as we sit here today. Selectman Coutu asked wasn't that the plan eight years ago to provide redundancy. Chief Buxton said absolutely.

Selectman Coutu said if we go ahead and buy the consoles which I'm not averse to because I know the money is there to do that, do we have some sort of a plan that's going to allow us to introduce redundancy in our community so that we can overcome the obstacle like what we had on Lowell Road a few years ago. The pole went down, running the radio I heard you talk about that story. You were out in front of the fire station in your vehicle running your radio system out of that. I remember that incident. I just feel if we're going to do it, let's do it right from beginning to end and make sure that we have the backup that we're going to need in the event of some sort of catastrophe in town that's going to knock down communication. Do we have a fallback? Chief Avery stated yes. The IT Director but she is planning on this fall finishing the loop of fiber optic from Robinson Road fire to Alvirne High School. Then we will have our loop completed. There will be redundancy built in and there will be a backup plan if you will. If fiber optic went down on Central Street, the radio could then be rerouted to the north up Route 102 to Robinson Road.

Selectman Coutu asked Mr. Forrence in terms of your communication, your main place of operation is located near the Police Department. The radios you have now how old are they? Jess Forrence said the oldest one is probably 12 years old. To your knowledge and researching when you took over the department, Selectman Coutu asked there was no program in place to phase in new radios.

Mr. Forrence said there was a program. Kevin started it probably five or six years ago and I think he worked with the Fire Chief and that got dropped for one reason or another. We are on a limited timeframe for the low frequency that we have. FCC could come in at any time and tell us you have two years. I don't

think they'd pull the plug on us but they'd tell us you have limited time to get rid of it. Items on the shelf, we don't have any any more. You can't buy them. They don't sell them. When I heard the guys were going this way, it just made sense to jump on board. Would it be a benefit to us not day to day? Like the guys said, in emergency situations that we can talk to each other is always been a very good thing.

Selectman Coutu said the portion that would affect the Department of Public Works that's going to be in the phase in? That's where the portables will come in on the phase in? Chief Buxton said yes. Selectman Coutu asked you're all set on portable Chief Avery right? Chief Avery said yes we are. The only thing we are not set on are our mobile radios. We have some that are in the cruisers that are 20 to 22 years old. We're going to slowly start getting those up to date but they're working and we're okay there. We'll get those replaced.

Chairman Morin asked can you explain because it just came up. He's on low band, you guys are on a different band. This system will incorporate everybody into one and that may help a little bit.

Chief Buxton said each of us operate actually on a different band. We're on a high band. They're (Police) on ultra-high band, and Jess is on low band so 2,000, 95, 72. That's the way the technology goes. The reality is with the new core system, we're actually going to all get on one technology and be on one platform so we can pass information across. One of the important pieces will be the distribution of data through the MDTs and the Police Department. They'll be able to incorporate MDTs in the Fire Department and continue to provide support to the Highway Department as their technology has changed and be able to manage that across the board which is very important.

Chairman Morin remarked the MDTs is a huge thing - HUGE.

Selectman Martin asked the consoles I know you said there's a critical need but is there a motion going forward to move forward with these consoles because they're critical. Chairman Morin said we have a motion but it isn't written out so we have to make one.

Selectman Roy asked does this have to be timed kind of in tandem. Can you buy the consoles and then wait to fund the rest of it? Chief Buxton said that is a great question. When I pose that to our radio vendor, the answer was yes. Selectman Roy said you'll be able to use those consoles. Chief Buxton said we'll be able to use the consoles but it is going to be as he termed it "chunky" on the back end. The back room piece will be a hybrid between two systems. We're going to have to continue to move forward with investing monies into getting the full project completed - the full \$1.5 million to bring it to completion. This is a process to get us started and the console piece which we don't have the formal number tonight. So to your point in regards to making a motion and what should the motion be this evening, my recommendation is we bring that formally back the end of July and then you continue to come up with a plan on how you're going to fund that and get that accomplished.

Selectman Coutu asked Mr. Malizia are you recommending based on what was presented to us that - not necessarily you - but the plan is the line item 5940-450 take it from there. Steve Malizia indicated that's where you'd start for the consoles.

Chairman Morin reiterated basically my understanding and correct me if I'm wrong once we start this we've got to keep moving. Chief Buxton said we need to have a plan on where we're going and how we're going to get it accomplished.

Chairman Morin asked if anyone had any questions. Everybody is good? The come back the end of July with a proposal and we move from there?

Selectman Martin asked Mr. Malizia the capital reserve fund for fire equipment can that be used. Mr. Malizia noted I don't believe so because it was very specific equipment and it was not including this equipment.

G. Police Detail Rates

Chairman Morin recognized Police Chief Bill Avery.

Chief Avery explained the Board approved the sidebar with the Police Patrolman's Union. I would like to recommend a motion, "with the revision to the Agreement between the Town of Hudson and Hudson Police Employees Association an increase in fees to the consumer is in order." Right now the town bills a certain amount but we have raised the rate that the officers are going to be making on regular details and on holidays and if it's over 8 hours a day. The motion recommend the "increase for the Increase the charge to the consumer from (currently) \$60.00 per hour to \$70.00 per hour and an overtime rate (which is anything in excess of one officer working over 8 hours) the rate would go up to \$105 per hour for details over eight (8) hours or on holidays." I consulted with Steve Malizia and Kathy Carpentier and these were the figures that we came up and these rates, again, will go back onto the consumer to make sure the town is whole while the officers are working details.

Selectman McGrath had a question. I read this and the motion \$70 per hour that's without a cruiser correct. Mr. Malizia said correct. The cruiser is identified separately in the Town Code as an additional charge. Selectman McGrath indicated I'm just trying to make sure that the motion when its read includes that language the \$15. Mr. Malizia said I don't think you want to. It's separately in the Town Code. This is just for the officer piece. The Town Code piece is already articulated in Code.

Other than this Chief, Chairman Morin asked this is pretty standard with the area that we're looking at. We didn't raise this. Steve Malizia said we're not priced out of the market if that's the question. Chief Avery stated we're right where we should be now. The other thing, Steve Malizia said if you could make it effective July 10th so it's going forward.

Motion by Selectman McGrath, seconded by Selectman Roy that with the revision to the Agreement between the Town of Hudson and Hudson Police Employees Association an increase in fees to the consumer is in order. Increase the charge to the consumer from \$60.00 per hour to \$70.00 per hour and an overtime rate of \$105 per hour for details over eight (8) hours or on holidays, carried 5-0

H. Request to Waive the Bidding Process for the Purchase of 3 Police Utility Vehicles

Chairman Morin recognized Police Chief Bill Avery and Captain Cayot.

Chief Avery noted Captain Cayot is in charge of the Services Bureau currently and he is going to speak about the cruisers and what we're up against in purchasing three additional cars.

Captain Cayot explained we're looking to purchase three additional cars as we've done in the past several years. Unfortunately we're up against a few different things. The prices have gone up by \$3,000 for the standard cars from last year and then if you look at the hybrids, it's actually \$6,000 over what we paid last year for the cars. We're also up against the fact that everybody is trying to get these cars right now and the inventory is very low. What we're looking to do is typically we go through this entire bidding process. We're actually part of what's call "the Greater Boston Police Council." What they do is they take care of that bidding process. They go out and get bids from all the different car dealerships. They find the ones that are willing to give the best deal for the ones with the police package like we'd be looking for and then those are the ones that win the contract. They sign a contract with the Greater Boston Police Council and then those are the prices they give out to member agencies. We actually pay a fee to be a part of this so that we have access to these prices. What we're requesting is for the Board to waive the bidding process so we can go through the Greater Boston Police Council who has already done the bidding process for us.

Selectman McGrath asked the prices that you've got listed the \$32,900 is that the \$6,000 increase. Captain Cayot said no that is the standard gas engine. That's the \$3,000 increase over last year's price. Selectman McGrath asked is that car that you really need though - this one. Captain Cayot said yes this is the less expensive one. In speaking with the dealership and some of the people who are part of this Greater Boston Police Council, they actually recommended that we stick with the gas engines where the

hybrids this is their first year in service so we don't know what concerns are going to come up. Also they said that it would take approximately 8 years to see a savings in the gas that you would save with these vehicles.

Selectman Roy asked are these additional vehicles or replacement vehicles. Captain Cayot said replacement vehicles. We'd be replacing ones that have come to the end of their service life. Selectman Roy asked are these the black on black with the gray lettering. Chief Avery said yes. We're going to look at two options either trade our vehicles in that are end of shelf life or put them through the auction. Depending on which we get the better deal on is the one we're going to go with. We're going to put them out on the auction. We'll get a price on the trade in. If we get an extra \$1,000 whichever benefits the town, we're going to go that route.

Selectman Roy had one more question. Is this something you do every year? You take a certain percentage of your fleet. Chief Avery said yes based on mileage we turn them over.

Selectman Martin asked how long has the department been on this Greater Boston Police Council. Captain Cayot believed this is our second or third year. It used to be called something different. It was the Plymouth County Procurement Group and now we switched over to the Greater Boston. Selectman Martin asked is this the first time you've used it. Captain Cayot said no we've used it in the past. We also get all our equipment that goes into the cruisers from this as well because the bid the process out through that as well.

Chairman Morin understood that you have taken the time with the graphics on the police car you've dropped \$2,000. Chief Avery said what we did is we stopped painting the doors white so it was gold, black and white cruisers. Just painting those doors is costing us a great deal of money and we were getting less on the trade when we were trading them back in because they had to be repainted. We've gone all black. Chairman Morin said but there is a cost savings there. Chairman Avery said yes there is.

Motion by Selectman Roy, seconded by Selectman McGrath, to waive the bid process and accept the Police Department's recommendation to purchase three (3) police utility vehicles from Colonial Municipal Group of Plymouth, MA, in the amount of \$98,700.00. It is noted that this cost does not include the cost to swap over equipment nor the installation of graphics, carried 5-0.

I. Reorganization of Inspectional Services Division

Chairman Morin recognized Fire Chief Rob Buxton.

Good evening Mr. Chairman and members of the Board. Chief Buxton stated I'm here this evening to discuss the possible reorganization of the Inspectional Services area. As you are aware earlier in the month of June we lost our Permit Technician who decided to leave employment of the town. At that point in time, we decided to take a global look at the Division and see what gaps we were finding. We've had some difficulty located qualified candidates to replace a Fire Inspector and also a Part-Time Inspector within that Division. What we identified was in 2013 when we created the Inspectional Services area, we incorporated a Permit Technician that was supposed to give process to conducting all of the permits for the construction and area of town. That was supposed to be inclusive of some minor plan review, primary customer contacts for the Community Development area, and basically what we found is that gatekeeper piece never got off the ground. Things got bogged down at the counter and we felt that we needed to take another examination at that.

Chief Buxton indicated what we're proposing is to change the makeup of the Division in four different steps. It is all built on need and it's all built on a phase in plan because you're talking a division of five employees and you can't flip the staff in that area over in one month right and hire three additionals and train them properly. So we're looking at doing multifaceted piece. We would like to first create a Building Official and have a Building Official in the area which is equal on the organizational chart to the Fire Prevention Officer. Steve Dube takes care of all the technical review in the sprinkler system, fire alarms systems and so forth. This will provide an official building official within the area. Right now that duty is split between myself and one of the inspectors. So we give that fully to the inspector and ask him to fill

those duties. We would look to get that accomplished immediately and come back to you at the end of the month and this plan is endorsed and move forward with creating that position.

Chief Buxton noted I offered you a job description this evening. It was attached to your packet to move that forward. The second piece would be to reallocate funds from the Permit Technician's position and to go back to an Administrative Aide and basically go back to a clerk position at the counter and provide some stability in that area. Phone activity, answering the counter activity, and work within that scope. They would not have the technical expertise to answer permitting or do permit review. That would be pushed off to the Building Official or the Fire Official as that is what they are paid to do and basically go back to that model. We would look to get that position posted and hire that position in September.

Chief Buxton indicated the third piece would be to reclassify the Fire Inspector's job to a civilian inspector. When we merged, the Fire Prevention Division and the Inspector's position into one area. We always talked about cross training with the inspectional staff and how that was going to be carried out. The Fire Inspector's position basically was a Firefighter that was assigned to Fire Prevention and over time would work into the plan review on the building side of the house and act as an inspector. That's what our former fire inspector did. To date, we've posted that position twice and we've yet to locate a candidate that can fill that need either internally or externally. We would like to rotate that back to just a straight civilian inspector's position and go down that path and hire that in October of this year. The job description for the inspector's position is currently in place. It's in the process and we're basically looking to move that forward.

The fourth step Chief Buxton explained would be to transition looking at the workload coming down the road transition in February of 2020 the part time position to a full time position. Over the last year you'll note that you have Eagle's Nest which is basically starting up. You have a full time effort that's taking place at the high school that will bridge at least one if not two years. They have started actually going through the demolition process over there now and then you have the continuation of the development on Lowell Road in regards to the 81 units that are going in. This is all work on top of our normal work load. We've been averaging just north of 2,000 permits a year out of the Inspectional Services area. They conduct 3,800 inspections a year so that's 5,915 contacts with the public that we're managing through three full time employees and one part time employee. When you add in the 81 units on Lowell Road, the high school project that will take an inspector there every day working through the staff because you have to remember that they're renovating a section of that building which will be occupied with high school students. That process will go very quickly and needs to be followed down a path. We're looking to create that environment where you have a Building Official, a Fire Prevention Officer, 2 Inspectors, and an Administrative Aide that roll up underneath the Inspectional Services area. They will roll up as a liaison assignment to my office and I will afford the supervision over there at the continuation at this point on the part of the organization.

Selectman Coutu said I want to understand this. I read this a couple of times and I was a little confused about the proposed Administrative Aide. I got the impression after I read the job description that he or she was going to be supervising the entire department and apparently that's not the case. Let's go to square one. Deputy Fire Chief will no longer be housed in that unit, correct? Chief Buxton said that is correct. Selectman Coutu stated the Building Official and the Fire Prevention Officer will all of them report to you directly. Chief Buxton said that leads for that Division will be the Building Official and the Fire Prevention Officer will report to me directly as they have been since the beginning of June. Selectman Coutu reiterated the Building Official will be the lead person for that unit. The Fire Prevention Officer will be reporting directly to you. Chief Buxton said yes as they do today. Selectman Coutu stated then you want to convert the part time inspector to full time so that we have two active full-time inspectors. I got all of that.

Selectman Coutu asked what makes you think this is going to work any better than what we have. Chief Buxton believed is that you're going to see a better streamline of operations based on the fact that they're coming directly to my office. Simply you're going to put a Building Official in charge of the building practices. You're going to have the Fire Prevention Officer in charge of the fire practices, and you're going to move down that path. What we were finding with the Permit Technician that was in place before is things got convoluted at the counter in regards to information that was being given out and it didn't turn

out to be as efficient as we thought it was going to be. By clearly identifying the Administrative Aide that will be the counter person in that area, we believe that a lot of the pushing of work from one side of the office to the other goes away and you're going to find a more streamlined, harmonious working group within that area.

Selectman Coutu asked when you were recruiting for the Fire Inspector and you said you had a difficult time finding one internally or externally, internally I know you post it. What was the recruiting methodology for the Fire Inspector outside? Chief Buxton explained the position was posted in the Union Leader. It was posted on the NH Municipal site, MA Municipal site, along with our social media outlets and basically through the Fire Academy's list serve, and through the Building Officials site. We pushed it out in all areas attempting to find that person. The key component to the Fire Inspector's position is they need to qualify as a Firefighter/AEMT with the department on top of being a Fire Prevention Inspector and a Building Official. So that position was very difficult to hire. It is a specialty and there's just not a lot of those folks out there. I had an opportunity to sit with John Connell who is the head of the Fire Science program and the Lakes Regional Community College. That discipline is not producing maybe 12 graduates a year at this point. They are gobbled up and gone. This is not uncommon for a lot of communities. If you go on the list serve, you'll find fire inspector jobs posted. Bedford had one. Dover's had one. Londonderry had one and these are vacancies that have been open for a significant amount of time because there's just not the candidate pool out there to fill those positions. We're looking at going a different venue by hiring a civilian inspector which is going to provide us the opportunity to cross train this individual to perform both of those functions and not require them to be a certified firefighter but have them be certified to fill the inspectional plan review portion of that program.

Selectman McGrath had a couple of questions. I'm looking at your org. chart on page 3 of your document. Just for clarification you have Building Official and you mentioned Steve Dube is going to be that. Chief Buxton said no Steve Dube is the Fire Prevention Officer. Selectman McGrath asked the Building Official is that the current Building Inspector. Chief Buxton said the current Inspectors who I would attempt to put into that position with you the second meeting of July. Selectman McGrath asked about two other inspectors going forward. Chief Buxton said yes.

Selectman McGrath said the second full time inspector is that just contingent on the high school being approved by the voters or are you looking at additional building projects that are going to be coming up. Chief Buxton said great question. We've actually tracked this out and that position used to be what I term our specialty position where we went after a master electrician and unfortunately those aren't quite available in this economy. The economy is very good so everybody is running their own business. The last thing they want to be is an enforcement person. What we're finding over time is to attract a candidate pool to be able to fulfill that need is to push that position to full time to meet our requirements of the Division. You're looking at with four people within the Division the workload that's there now, you're looking at almost 7 permits that they're handling a day. In an 8 hour day, that's a pretty full day based on the fact that we average between 45 to an hour on each of those projects. You have your ebon flow where you have construction season and then you have the slow season in construction season starts up again. I believe that this is an efficient model that will deliver good customer service across the community.

A couple of other things too. Selectman McGrath said I read over all of the job descriptions and I just had a couple of comments. On page 3 of 4 under the Building Official to be politically correct under the "Physical Exertion/Environmental" last sentence, "unpleasant and hazardous conditions during the course of his *or her* duty. Then on the Inspector the last one, page 1 of 4 under "Example of Duties" item #1, you've got National Standards but if you look back on the other Inspector's positions, it's National Codes. So some consistency whether standards or codes or whatever is appropriate. That's all that I have. Thank you.

Chairman Morin stated the inspector right now also has to serve as a Firefighter. How many times have they been able to respond due to the workload in that office? Chief Buxton said they haven't. Originally back in the early '90s, that position was actually put in there to help out the Fire Prevention Officer at the time and they would split their duties. Our staffing at that point in time in the Emergency Services end was as of such that we needed them to respond over if we needed backup for a structural fire, ambulance call, box alarm. They responded over a lot. As that workload has increased, their availability because

they're consistency on the road they're not in quarters working with the crews any more, they're actually out doing enforcement type work. That percentage has gone way done. We're actually going to create a more efficient model and put the right skill set in the area that needs to be there/

Selectman Roy asked the position that you're converting to a civilian the Building Official will that still comply with all the State codes. Chief Buxton said yes. It still complies with all the State requirements. The Fire Inspector was basically a Firefighter that was assigned to the Fire Prevention Division. It's our option if we want to keep it as dual role position or go to a single roll position. By going to a single roll position, you actually received some capability to qualify them differently into the State Retirement System and that is a cost savings for us because they're not playing that dual role. We've put this out internally trying to attract somebody and openly going to a five day work week and having just two days off on the weekend versus the work schedule in the Emergency Service areas just is not very attractive to a 25 or a 27 year old. We're looking at it differently now.

Motion by Selectman Martin, seconded by Selectman McGrath, to approve the reorganization of the Inspectional Services Division, carried 5-0.

J. Hudson Police Employees Association Request to Commence Negotiations

Chairman Morin recognized Town Administrator Steve Malizia.

Steve Malizia stated we received an e-mail from the attorney representing the Hudson Police Employee Association. They would like to commence negotiations. As you are aware, we do not have a contract with them so we'd like to start negotiations. I just put this on the agenda to let the Board know. I believe Selectman Coutu is the liaison to the Police Department so he would be the representative to the negotiating team. I have forwarded this to our attorney to make contact. It's just more for information at this point.

Motion by Selectman Roy, seconded by Selectman McGrath, to approve the request to commence negotiations with the Hudson Police Employees Association, carried 5-0.

9. REMARKS BY SCHOOL BOARD

Gary Gasdia thank the Board for having me. Obviously school is out but if you've been by Alvirne, you'll see there's work being done there. There's a lot of other work being done in the other schools preparing for the next school year. There's a lot of students in our schools and they are used year round now for various things. A lot of things going on there. I know the last time I was here there was talk about the CIP and the strategic plan. The strategic plan that was worked on in the spring with public input is to be delivered to the School Board at our next meeting which will be July 22nd. From there, we'll be in a better position to formally do that. A little more than we have in the past. That's about it for me. Thank you again for having us.

10. OTHER BUSINESS/REMARKS BY THE SELECTMEN

Selectman Coutu - I wasn't going to say anything and I'll say this only because it's a public service announcement. Mr. Gasdia and I were at a meeting yesterday evening and we were told not that we didn't know about it, I certainly knew about, that cable providers such as Comcast and other large like companies in the country have spent a considerable amount of money and time to do away with public access television. A decision is pending and the decision should be made during the month of August. What's lacking is that we don't have despite a lot of pressure that's been put onto our United States Senators both Shaheen and Hassan and House of Representative members such as Congresswoman Kuster. We need to communicate to them our displeasure with their inaction to try to bring awareness to the House and the Senate that they need to take action to prevent cable companies from being able to do this. If they succeed, all of our networking that we're doing now through public access could conceivably be shut down. We may not have a Hudson Community Television. We would have to wait to see what the Federal Communication Commission allows us to do but all of the funding will be shut off. We will receive zero money from cable. I'm asking people to write to their Senators and their Congresswoman and ask them

to take whatever steps are necessary to prevent or restrict them from taking the funding away from public access. Public access is critical around the country in order for people to know what their government officials are doing. With that Mr. Chairman, I would be best to keep my mouth shut at this time.

Chairman Morin asked would you like to have a letter from this Board go anywhere. Selectman Coutu said that would be nice. I think that would be acceptable. Chairman Morin asked is that acceptable that we send as a Board to our representatives on this matter. Can you take care of that Mr. Malizia?

Selectman Martin - I don't have anything.

Selectman Roy - I have nothing.

Selectman McGrath - I have nothing as well.

Selectman Morin - I just have two things. A while back the town and the schools put together a committee in reference to the parents dealing with the drug epidemic. I wanted to bring you up to date on that. It is going extremely well. We actually have a name. It's called "Connect the Dots" because basically the group is going to take all the different things to put it together. We are moving forward and I see in the near future we will have a plan basically we will use a plan that took place quite a while ago in the town and it kind of got away because we didn't have the clients coming at that time. We're basically heading back to that direction and going back to that which will include our people in town and will include many agencies from around the area. We've had numerous people come in and speak to us to provide lots of information which has really helped and we've actually got some of those organizations to join our committee to assist us which has been great.

One big accomplishment that we have already taken care of was in the past the students at the schools that received lunch through the year weren't getting these lunches in the summer. Working with the Food Pantry at St. John's Church the students are not getting lunches every week so they are actually getting a bag that takes care of them for a week. That's a huge step in the right direction there. I just want to recognize Officer Avery and Downey who have taken on that and they've been working very closely with the pantry to make sure that that gets done and the food gets delivered if there's any problems. We will be meeting again on July 16th if anybody would like to come and hopefully we're going to move forward a little more on that but it is going well and I just wanted to bring the Board up to date.

The second thing is the cemetery problem - there have been two meetings on that. We had a resident Art Shepherd who took the time on his own with his own equipment and went and cleaned up the cemetery. We are not working to get groups every two weeks community organizations and things like that to get their group in there every two weeks. We had asked to do it once to go in and mow it and keep it up to date. There is a process we have to go through to take the cemetery over. There is a committee working on that. We believe it has to go through Probate Court and the costs are going to be between \$800 and \$1,500 but they're working on that too to get the funds. That process is also going on and I just wanted to bring you up to date on that. That's all I have.

10. NONPUBLIC SESSION

Motion by Selectman Roy, seconded by Selectman McGrath, to enter nonpublic session pursuant to RSA 91-A:2 (a) Strategy or negotiations with respect to collective bargaining; RSA 91-A:3 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; (b) The hiring of any person as a public employee; and (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant, carried 5-0 by roll call.

Chairman Morin entered Nonpublic Session at 9:05 p.m., thus ending the televised portion of the meeting. Any votes taken upon entering open session will be listed on the Board's next agenda. The public is asked to leave the room.

Chairman Morin entered open session at 10:04 p.m.

Motion by Selectman Coutu, seconded by Selectman McGrath, to hire Cooper Downey as a Part-Time Maintenance Assistant in the Police Department with a total of fifteen (15) hours per week with a starting salary of \$10.00 per hour, carried 5-0.

Motion by Selectman Roy, seconded by Selectman McGrath, to deny the Step 2 Grievance filed by the Hudson Public Works Union, AFSCME Local 1801 for the Class Action Hours of Work and Overtime Foreman Position, carried 5-0.

Motion by Selectman Coutu, seconded by Selectman McGrath, to grant the Town Administrator an additional two (2) percent raise effective July 14, 2019, carried 5-0.

11. ADJOURNMENT

Motion to adjourn at 10:11 p.m. by Selectman Coutu, seconded by Selectman Roy, carried 5-0.

Recorded by HCTV and transcribed by Donna Graham, Executive Assistant.

David S. Morin, Chairman

Kara Roy, Vice-Chairman

Roger E. Coutu, Selectman

Marilyn E. McGrath, Selectman

Normand G. Martin, Selectman