

TOWN OF HUDSON

Board of Selectmen



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6024 · Fax: 603-598-6481

HUDSON, NH BOARD OF SELECTMEN

September 24, 2019

7:00 p.m.

BOS Meeting Room at Town Hall

Agenda

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. PUBLIC INPUT
5. RECOGNITIONS, NOMINATIONS, APPOINTMENTS AND RESIGNATIONS
6. CONSENT ITEMS
 - A. Assessing Items:
 - 1) Tax Deferral Lien Release - Map 173, Lot 25, Sub 054 - 54 Willow Creek Dr., w/recommendation to approve.
 - 2) Tax Deferral Lien Release - Map 191, Lot 082 - 7 Alpha St., w/recommendation to approve.
 - 3) Timber Tax - Map 171, Lot 055 - 469 Tanglewood Dr., w/recommendation to approve.
 - B. Water/Sewer Items:
 - 1) Sewer Abatement - S-UTL-20-01 - 41 Adam Dr., w/recommendation to approve.
 - 2) Sewer Abatement - S-UTL-20-02 - 45 Riverside Ave., w/recommendation to approve.
 - 3) Sewer Abatement - S-UTL-20-03 - 5 Sutherland Dr., w/recommendation to approve.
 - 4) Sewer Abatement - S-UTL-20-04 - 5 Roy Dr., w/recommendation to approve.
 - 5) Sewer Abatement - S-UTL-20-05 - 5 Wentworth Dr., w/recommendation to approve.

- 6) Water Abatement - W-UTL-19-07 - 5 Wentworth Dr., w/recommendation to approve.

C. Licenses & Permits & Policies

- 1) Raffle Permit - Ancient York Lodge #89

D. Donations - None

E. Acceptance of Minutes:

- 1) Minutes of the August 27, 2019 Meeting
- 2) Minutes of the September 3, 2019 Workshop Meeting
- 3) Minutes of the September 10, 2019 Meeting

F. Calendar

- | | | |
|-------|------|--|
| 09/24 | 7:00 | Board of Selectmen - BOS Meeting Room |
| 09/25 | 7:00 | Planning Board - Buxton Meeting Room |
| 09/26 | 7:00 | Zoning Board of Adjustment - Buxton Meeting Room |
| 09/30 | 7:00 | Conservation Commission - Buxton Meeting Room |
| 10/01 | 7:00 | Board of Selectmen Workshop - BOS Meeting Room |
| 10/02 | 7:00 | Budget Committee - Buxton Meeting Room |
| 10/08 | 7:00 | Board of Selectmen - BOS Meeting Room |
| 10/09 | 7:00 | Planning Board - Buxton Meeting Room |

G. 2020 Scheduled Holidays

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on September 10, 2019

- 1) *Motion to authorize the Fire Chief to hire Cody Buskey for the position of Dispatcher in the Fire Department at a starting rate of \$17.54 per hour (step 1) effective Monday, September 30, 2019. This assignment will be a non-exempt position in accordance with the International Association of Firefighters Local #3154 as recommended by the Fire Chief.*
- 2) *Motion by Selectman Coutu, seconded by Selectman Martin, hire Donna Graham as a part-time transcriber for the Board of Selectmen at a salary of \$30.00 per hour, carried 5-0.*
- 3) *Motion to adjourn at 8:44p.m. by Selectman McGrath, seconded by Selectman Martin, carried 5-0.*

B. Involuntary Merged Lot - Map 168, Lot 125 - 8 Windham Rd.

8. NEW BUSINESS

- A. Police Department - Hudson Highway Safety Grant
- B. Police Department - Victims of Crime Act Grant
- C. Police Department - Third Captain's position

- D. Board of Selectmen Interview Committee
- E. Additional Landfill Days
- F. Alvirne High School Construction

9. **REMARKS BY SCHOOL BOARD**

10. **OTHER BUSINESS/REMARKS BY THE SELECTMEN**

11. **NONPUBLIC SESSION**

RSA 91-A:3 II (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

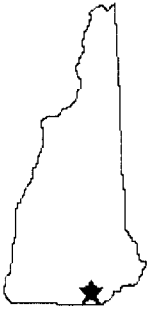
THE SELECTMEN MAY ALSO GO INTO NON-PUBLIC SESSION FOR ANY OTHER SUBJECT MATTER PERMITTED PURSUANT TO RSA 91-A:3 (II).

12. **ADJOURNMENT**

Reminder...
Items for the next agenda, with complete backup, must be in the Selectmen's Office
no later than 12:00 noon on September 19, 2019.

G.A.1

Agenda
9-24-19



TOWN OF HUDSON

Office of the Assessor

Jim Michaud
Chief Assessor, CAE
email: jmichaud@hudsonnh.gov

www.hudsonnh.gov



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6009 · Fax: 603-594-1160

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Jim Michaud, Chief Assessor

DATE: September 24, 2019

RE: Tax Deferral Lien Release:
54 Willow Creek Dr. - map 173/ lot 025/ sub 054

RECEIVED
SEP 19 2019
TOWN OF HUDSON
SELECTMEN'S OFFICE

Please grant and sign the attached Tax Deferral Lien Release for the property owner referenced below:

Marcia Grimes – 54 Willow Creek Dr. - map 173/ lot 025/ sub 054

The property account above has had many recorded Tax Deferral Liens from the years 2002-2014. The Tax Collector's Office and the Finance Department have confirmed that the liens have been paid off in the amount of \$16,600.76. The attached Lien Release needs to be signed in black ink and recorded at the Hillsborough County Registry of Deeds so the liens will be released as a matter of public record.

MOTION:

Motion to approve a Release of Lien for the property owner referenced in the above request.

PLEASE SIGN IN BLACK INK

**RELEASE OF LIENS
ELDERLY AND DISABLED**

Now comes the Town of Hudson, a municipal corporation situated in the County of Hillsborough, State of New Hampshire and releases the tax liens asserted on property Formerly owned by Marcia Grimes, located at 54 Willow Creek Drive in the Town of Hudson, New Hampshire and recorded in the Hillsborough County Registry of Deeds as follows:

<u>Tax Year</u>	<u>Lien Recorded</u>
2002	Book 7429 Page 1272
2003	Book 7429 Page 1275
2004	Book 7429 Page 1278
2005	Book 7601 Page 1034
2006	Book 7783 Page 1861
2007	Book 7942 Page 2358
2008	Book 8044 Page 0385
2009	Book 8185 Page 1504
2010-2011	Book 8372 Page 1709
2012	Book 8560 Page 1254
2013	Book 8648 Page 2789
2014	Book 8743 Page 2189

The property released from the above liens is also described as found on Tax Map 173/ Lot 025/ sub 054 and dated this 24th day of September, 2019.

APPROVED BY HUDSON, NEW HAMPSHIRE BOARD OF SELECTMEN

David S. Morin, Chairman

Kara Roy, Vice-Chairman

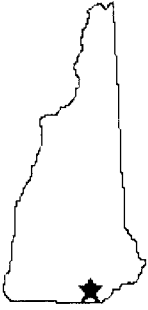
Roger E. Coutu

Marilyn McGrath

Normand G. Martin

Tax Deferral Liens Release-Grimes2019

G.A.2
Agenda
9-24-19



TOWN OF HUDSON

Office of the Assessor

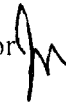
Jim Michaud
Chief Assessor, CAE
email: jmichaud@hudsonnh.gov

www.hudsonnh.gov



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6009 · Fax: 603-594-1160

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Jim Michaud, Chief Assessor 

DATE: September 24, 2019

RE: Tax Deferral Lien Release:
7 Alpha St. - map 191/ lot 082



Please grant and sign the attached Tax Deferral Lien Release for the property owner referenced below:

Cheril Katsohis – 7 Alpha St. - map 191/ lot 082

The property account above has had many recorded Tax Deferral Liens from the years 1992-2012. The Tax Collector's Office and the Finance Department have confirmed that the liens have been paid off in the amount of \$85,324.96. The attached Lien Release needs to be signed in black ink and recorded at the Hillsborough County Registry of Deeds so the liens will be released as a matter of public record.

MOTION:

Motion to approve a Release of Lien for the property owner referenced in the above request.

PLEASE SIGN IN BLACK INK

**RELEASE OF LIENS
ELDERLY AND DISABLED**

Now comes the Town of Hudson, a municipal corporation situated in the County of Hillsborough, State of New Hampshire and releases the tax liens asserted on property formerly owned by Cheril Katsohis located at 7 Alpha Street in the Town of Hudson, New Hampshire and recorded in the Hillsborough County Registry of Deeds as follows:

<u>Tax Year</u>	<u>Lien Recorded</u>
1992	Book 5411 Page 1086
1993	Book 5711 Page 0385
1994	Book 5711 Page 0386
1995	Book 5711 Page 0387
1996	Book 5783 Page 0520
1997	Book 5917 Page 1098
1998	Book 6074 Page 1791
1999	Book 6211 Page 1689
2000	Book 6372 Page 0728
2001	Book 6569 Page 2784
2002	Book 7162 Page 2252
2003	Book 7162 Page 2254
2004	Book 7386 Page 2722
2005	Book 7601 Page 1040
2006	Book 7783 Page 1858
2007	Book 7926 Page 0318
2008	Book 8037 Page 0328
2009 - 2012	Book 8581 Page 1742

The property released from the above liens is also described as found on Tax Map 191 Lot 82
dated this 24th day of September, 2019.

APPROVED BY HUDSON, NEW HAMPSHIRE BOARD OF SELECTMEN

David S. Morin, Chairman

Kara Roy, Vice-Chairman

Roger E. Coutu

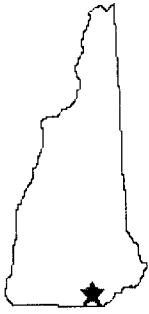
Marilyn McGrath

Normand G. Martin

Tax Deferral Liens Release-Katsosis2019

6.A.3

Agenda
9-24-19



TOWN OF HUDSON

Office of the Assistant Assessor



Jim Michaud
Chief Assessor, CAE
email: jmichaud@hudsonnh.gov

www.hudsonnh.gov

12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6009 · Fax: 603-594-1160

RECEIVED
SEP 19 2019
TOWN OF HUDSON
SELECTMEN'S OFFICE

TO: Board of Selectmen
Steve Malizia, Town Administrator

FROM: Jim Michaud, Chief Assessor *JM*

DATE: September 24, 2019

RE: Certification of Yield Taxes Assessed/Timber Warrant

I recommend the Board sign the attached Certification of Yield Taxes Assessed and the Timber Tax Warrant:

Michael Powers
469 Tanglewood Dr.
Henniker, NH 03242
Map 171 Lot 055

CERTIFICATION OF YIELD TAXES ASSESSED
TAX YEAR: April 1, 2019 to March 31, 2020

TOWN / CITY OF: HUDSON
COUNTY OF: HILLSBOROUGH
DATE: 09/24/19

(Board of Assessors)

TO: DEPT. OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 457
CONCORD, NH 03302-0457

# 1	# 4	# 5	# 6	# 6	# 7		# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE		TOTAL ASSESSED VAL.	TAX AT 10 %	
MICHAEL POWERS 469 TANGLEWOOD DR HENNIKER, NH 03242	WHITE PINE	33.435				\$122.50	\$4,095.79	\$409.58	
	HEMLOCK	0.000				\$30.00	\$0.00	\$0.00	
	RED PINE	0.000				\$20.00	\$0.00	\$0.00	TOTAL TAX
ACCOUNT#: 6144	SPRUCE & FIR	0.000				\$90.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.000				\$160.00	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT MAP & LOT NUMBER 171-055	WHITE BIRCH	0.115				\$77.50	\$8.91	\$0.89	(TOTAL OF COL. # 9)
	YELLOW BIRCH	0.000				\$90.00	\$0.00	\$0.00	
	OAK	20.985				\$355.00	\$7,449.68	\$744.97	
	ASH	1.285				\$147.50	\$189.54	\$18.95	
	BEECH & S. MAPLE	0.505				\$110.00	\$55.55	\$5.56	
	PALLET / TIE LOGS	10.145				\$40.00	\$405.80	\$40.58	
	OTHERS :	0.000				\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000				\$0.00	\$0.00	\$0.00	
					TONS	CORDS			\$1,336.72
# 3 OPERATION NUMBER 19-229-01-T	SPRUCE & FIR		0.00	0.00	\$ 0.10	\$ 2.20	\$0.00	\$0.00	
	HARDWOOD & ASPEN		123.30	0.00	\$ 3.00	\$ 9.75	\$369.90	\$36.99	
	PINE		58.10	0.00	\$ 0.55	\$ 3.00	\$31.96	\$3.20	
	HEMLOCK		0.00	0.00	\$ 0.50	\$ 4.80	\$0.00	\$0.00	
	WHOLE TREE CHIPS		0.00	0.00	\$ -	\$ -	\$0.00	\$0.00	
	BIRCH BOLTS		0.00	0.00	\$ 20.00	\$ 20.00	\$0.00	\$0.00	
	CORDWOOD		0.00	76.00	\$ 10.00	\$ 10.00	\$760.00	\$76.00	
							\$13,367.13	\$1,336.72	

**WARRANT FOR THE
COLLECTION OF
TIMBER TAX LEVY**
TAX YEAR APRIL 1, 2019 TO MARCH 31, 2020
THE STATE OF NEW HAMPSHIRE

HILLSBOROUGH

TO: Patti Barry, Collector of Taxes for Town of HUDSON, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Timber Yield Taxes set against their name(s), amounting in all to the sum of : **\$1,336.72**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.

Given under our hands and seal at HUDSON

(Board of Assessors)

DATE: September 24, 2019

NAME & ADDRESS	MAP & LOT	OPERATION #	TIMBER TAX DUE
MICHAEL POWERS 469 TANGLEWOOD DR HENNIKER, NH 03242	171-055	19-229-01-T	\$1,336.72

TAX DUE DATE:

TOTAL TAX:

\$1,336.72

G.B.1

Agenda
Ref. No. 20-01 9-24-19

TOWN OF HUDSON

Sewer Utility Department

12 School Street Hudson, New Hampshire 03051 (603-886-6029)



September 18, 2019

IN ACCORDANCE WITH ORDINANCE 092-13, the Municipal Utility Committee recommends to the Board of Selectmen that the following application(s) for abatement(s) of sewer utility charges be **APPROVED**:

S-UTL-20-01 (8/13/19) Bouley 41 Adam Dr. m/l 129/022 Acct # 2803

Applicant requests abatement of sewer charges on the basis of a pool fill of 28 units not going into the sewer. The customer notified us but was inadvertently not given credit in the July sewer bill. Request abatement of \$33.33 (28 x 1.1905).

S-UTL-20-02 (8/13/19) Strangio 45 Riverside Ave. m/l 190/131 Acct # 4319

Applicant requests abatement of sewer charges on the basis of late filing of an auxiliary meter card used to record outside water use. Request abatement of \$28.57 (24 x 1.1905).

S-UTL-20-03 (8/15/19) Martell 5 Sutherland Dr. m/l 140/018 Acct # 5662

Applicant requests abatement of sewer charges on the basis of late filing of an auxiliary meter card used to record outside water use. The owner sent readings from the main meter in error and then sent a photo of the auxiliary meter read on July 30. Request abatement of \$19.05 (16 x 1.1905) based on average use.

S-UTL-20-04 (9/11/19) Town/Piotrowski 5 Roy Dr. m/l 160/058 Acct #3563

Property had a balance of \$.14 on the sewer account that was picked up during the lien process and charged an \$18.50 fee. \$10.00 is our minimum to lien. Request abatement of \$18.64 to clear account and remove lien.

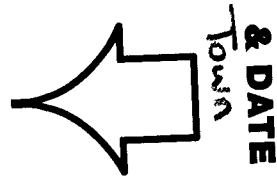
S-UTL-20-05 (9/13/19) Town/ BSP Cottonroad LLC 5 Wentworth Dr m/l/ 215/001 Acct # 3986

A new (used) water meter was installed with a beginning reading of 1357 but we started them at zero. The total readings billed from Oct 2018 through Jun 2019 were 1566 units and they should have been billed 209 in both water and sewer. Request abatement of the difference (1566 – 209= 1357) (1357 x 1.1905) \$1615.51. The corresponding Water Utility abatement is W—UTL-19-07 with meter install information attached.

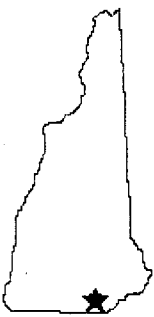
Motion made by Chelsea Prindiville; second by Dalton Perry “to recommend the Board of Selectmen approve the above listed abatements: S-UTL-20-01, S-UTL-20-02, S-UTL-20-03,S-UTL-20-04 & S-UTL-20-05 for the reasons given.” Motion carried.

APPROVED:

Date _____



Town of Hudson Board of Selectmen



TOWN OF HUDSON

10A

Sewer Utility Department



12 School Street, Hudson, New Hampshire 03051

603-886-6029

APPLICATION FOR SEWER ABATEMENT REQUEST

ABATEMENT # S-UTL-20-01

*****APPLICANT MUST FILL IN THE SPACES BELOW AND SIGN*****

Sewer Acct# 2803 Date: 8/13/2019

Name of Applicant RAYMOND BOULEY

Name of Property Owner SAME

Address of Property 41 ADAM DRIVE

Map/Lot 129-022 Water Source, Metered Yes / No YES Other _____

I/We request an abatement of sewer charges on the property listed above for the bill period

APR - MAY + JUNE 2019, for the following reason (s): CREDIT NOT

GIVEN FOR POOL FILL 4/25/19 18x36 ING./
28 UNITS. REQUEST ABATEMENT OF "33.33" (28x1.1905)

Signature of Applicant (s): [Signature] Date: 8/13/2019

Date: _____

Mailing Address: 41 ADAM DR Phone # _____

****RETURN COMPLETED APPLICATION TO THE SEWER UTILITY OFFICE****

Do Not Write Below This Line - Office Use Only

Date Received 8/13/19 Signed [Signature]

Type of Request: Sewer Rents Capital Assessment _____ Betterment Assessment _____

Total Abatement Amount \$ 33.33 ✓ Paid Amount \$ _____

Accounts Receivable Amount \$ 67.05 ✓ Refund Amount \$ _____

ABATEMENT PROGRESS REPORT

1. Date of Filing: 8/13/19 Utility Clerk: [Signature]

Accuracy check, corrections, and deficiencies: COPY OF WORKER READS & JULY BILL. CUSTOMER NOTIFIED IN TIMELY MANNER. HIS ADJUSTMENT WAS OVERLOOKED AT TIME OF BILLING

2. In the event of Lien Fees – Tax Collector Recommendation: _____

Signed: _____

3. Date received by the Finance Director: 8/14/19
Recommendations: OK to abate.

Signed: R Carpenter

4. Date Reviewed by Municipal Utility Committee: 9-17-19
Actions and Recommendations taken by the Municipal Utility Committee: _____

Signed: [Signature]
Chairman

APPROVE ✓ DENY _____

Recommended Total Abatement Amount: \$ 33.33

Recommended Refund Amount: \$ 33.33

Date of Municipal Utility Committee Action: 7-17-19

5. Action taken by Board of Selectmen: APPROVE _____ DENY _____

6. Date Notification Letter Sent to Applicant: _____

TOWN OF HUDSON SEWER UTILITY

12 SCHOOL STREET

HUDSON, NH 03051-4249

Bill#	Bill Date:	Due Date:	Map/Lot	Description	Charges
01272084	7/23/2019	8/26/2019	129-022-000	Usage	\$44.05
Reading Date	Prev Reading	Cur Reading	Usage	5/8" flat rate maint	\$23.00
			37		
Service Location			Account#		
41 ADAM DR			2803		
Bill To:				Total Current Charges:	\$67.05

BOULEY, RAYMOND P.
 BOULEY, BARBARA R.
 41 ADAM DRIVE
 HUDSON, NH 03051

Billing Period
 4/01/2019 through 6/30/2019

For billing inquiries, please call (603) 886-6029. Payment can be made at 12 School Street Hudson, NH 03051. Office hours are Monday through Friday from 8:00am to 4:30pm.

The Town of Hudson offers online bill paying. Please visit us at www.hudsonnh.gov for more information.

Sewer usage is based on your water readings. Outside water users- please ask us how you can reduce future sewer bills. The flat rate maintenance charge is based on the water meter size, bedroom count (well users only) or access only.

Interest of 12% per annum is charged on past due amounts. Liens accrue interest at 18% per annum. A notice will be with your bill if you have a sewer lien and is due in addition to your sewer bill. It can be paid online at the Property Tax link.

The provisions of the Federal bankruptcy law may affect the rights of the Town under State law. If you are a debtor in bankruptcy or other person with an interest in the property subject to the sewer charges, the Town: 1) is only acting to maintain the perfection of its statutory lien and is not attempting to collect any delinquent sewer charge debt, 2) will not deliver a deed or impair a debtor's interest in the property without appropriate bankruptcy approval, and 3) will not increase the interest rate on unpaid sewer charges without seeking appropriate bankruptcy approval. If you have any questions about this bankruptcy notice, you may wish to seek legal counsel. Please be advised that the Town cannot provide you with legal advice.

TOWN OF HUDSON SEWER UTILITY

12 SCHOOL STREET

HUDSON, NH 03051-4249

Bill#	Bill Date	Due Date	Map/Lot	Description	Charges
01272084	7/23/2019	8/26/2019	129-022-000	Total Current Charges	\$67.05
Reading Date	Prev Reading	Cur Reading	Usage		
			37		
Service Location			Account#		
41 ADAM DR			2803		

BOULEY, RAYMOND P.
 BOULEY, BARBARA R.
 41 ADAM DRIVE
 HUDSON, NH 03051

TOWN OF HUDSON SEWER UTILITY
 P.O. BOX 9572
 MANCHESTER, NH 03108-9572

Run: 8/13/19 9:44AM

Meter History

Page: 1

Start Date 4/01/2019

Town of Hudson, NH

PrintMeterHist

End Date 6/30/2019

Name: BOULEY, JR, RAYMOND P

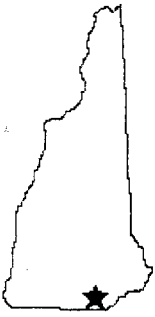
Acct#: 3503615602

Loc: 41 ADAM DRIVE

Meter# 38211678

Read Date	Prev Read	Reading	Usage	Est
6/27/2019	39	42	3	N
5/30/2019	36	39	3	N
4/30/2019	5	36	31	N
		Meter Total:	37	
		Acct Total	37	

28 UNITS
POOL FILL



TOWN OF HUDSON

10B

Sewer Utility Department



12 School Street, Hudson, New Hampshire 03051

603-886-6029

APPLICATION FOR SEWER ABATEMENT REQUEST

ABATEMENT # S-UTL-20-02

*****APPLICANT MUST FILL IN THE SPACES BELOW AND SIGN*****

Sewer Acct# 4319 Date: 2019.AUG.02

Name of Applicant TODD STRANGIO

Name of Property Owner TODD STRANGIO

Address of Property 45 RIVERSIDE AVE

Map/Lot 190-131 Water Source, Metered Yes / No yes Other _____

I/We request an abatement of sewer charges on the property listed above for the bill period

APR-MAY-JUNE 2019, for the following reason (s): LATE FILING

OF AN AUXILIARY METER CARD USED TO RECORD OUTSIDE WATER USE. REQUEST ABATEMENT OF \$28.57 (24x1.1905)

Signature of Applicant (s): [Signature] Date: 2019.AUG.02

Date: _____

Mailing Address: 45 RIVERSIDE AVE, HUDSON, NH 03051 Phone # 603.233.3048

****RETURN COMPLETED APPLICATION TO THE SEWER UTILITY OFFICE****

Do Not Write Below This Line - Office Use Only

Date Received 8/13/19 Signed [Signature]

Type of Request: Sewer Rents Capital Assessment _____ Betterment Assessment _____

Total Abatement Amount \$ 28.57 ✓ Paid Amount \$ 65.86 ✓

Accounts Receivable Amount \$ 65.86 ✓ Refund Amount \$ _____

ABATEMENT PROGRESS REPORT

1. Date of Filing: 8/13/19 Utility Clerk: dlc

Accuracy check, corrections, and deficiencies: copy of CRM, BILL & METER READS.

2. In the event of Lien Fees – Tax Collector Recommendation: _____

Signed: _____

3. Date received by the Finance Director: 8/14/19

Recommendations: OK to abate

Signed: K. Carpenter

4. Date Reviewed by Municipal Utility Committee: 9-17-19

Actions and Recommendations taken by the Municipal Utility Committee: _____

Signed: [Signature]
Chairman

APPROVE DENEY

Recommended Total Abatement Amount: \$ 28.57

Recommended Refund Amount: \$ 28.57

Date of Municipal Utility Committee Action: 9-17-19

5. Action taken by Board of Selectmen: APPROVE _____ DENEY _____

6. Date Notification Letter Sent to Applicant: _____

Auxiliary Meter Readings Due 7/10/19

AD
JULY 24
OCT 9

Sewer account number: 4319

Name: STRANCO

Address: 45 RIVERSIDE DR.
2339.

1. Date: Apr 30, 2019 reading: 233886

2. Date: May 31, 2019 reading: 233886

3. Date: Jun 30, 2019 reading: ~~233886~~ →

237221

card number: 22

33

ROVD
7/30/19

Run: 7/30/19 12:30PM

Meter History

Page: 1

Start Date 1/01/2019

Town of Hudson, NH

PrintMeterHist

End Date 12/31/2099

Name: STRANGIO, TODD

Acct#: 3505548704

Loc: 45 RIVERSIDE AVENUE

Meter# 35206751

Read Date	Prev Read	Reading	Usage	Est
6/27/2019	373	401	28	N
5/30/2019	369	373	4	N
4/30/2019	365	369	4	N
3/28/2019	361	365	4	N
2/28/2019	357	361	4	N
1/28/2019	352	357	5	N
Meter Total:			49	
Acct Total			49	

36

WATER READINGS

TOWN OF HUDSON SEWER UTILITY

12 SCHOOL STREET

HUDSON, NH 03051-4249

Bill#	Bill Date:	Due Date:	Map/Lot
01276326	7/23/2019	8/26/2019	190-131-000
Reading Date	Prev Reading	Cur Reading	Usage
			36
Service Location		Account#	
45 RIVERSIDE DR		4319	
Bill To:			

Description	Charges
Usage	\$42.86
5/8" flat rate maint	\$23.00

Total Current Charges: \$65.86

STRANGIO, TODD P.
45 RIVERSIDE DR
HUDSON, NH 03051

Billing Period
4/01/2019 through 6/30/2019

For billing inquiries, please call (603) 886-6029. Payment can be made at 12 School Street Hudson, NH 03051. Office hours are Monday through Friday from 8:00am to 4:30pm.

The Town of Hudson offers online bill paying. Please visit us at www.hudsonnh.gov for more information.

Sewer usage is based on your water readings. Outside water users- please ask us how you can reduce future sewer bills. The flat rate maintenance charge is based on the water meter size, bedroom count (well users only) or access only.

Interest of 12% per annum is charged on past due amounts. Liens accrue interest at 18% per annum. A notice will be with your bill if you have a sewer lien and is due in addition to your sewer bill. It can be paid online at the Property Tax link.

The provisions of the Federal bankruptcy law may affect the rights of the Town under State law. If you are a debtor in bankruptcy or other person with an interest in the property subject to the sewer charges, the Town: 1) is only acting to maintain the perfection of its statutory lien and is not attempting to collect any delinquent sewer charge debt, 2) will not deliver a deed or impair a debtor's interest in the property without appropriate bankruptcy approval, and 3) will not increase the interest rate on unpaid sewer charges without seeking appropriate bankruptcy approval. If you have any questions about this bankruptcy notice, you may wish to seek legal counsel. Please be advised that the Town cannot provide you with legal advice.

TOWN OF HUDSON SEWER UTILITY

12 SCHOOL STREET

HUDSON, NH 03051-4249

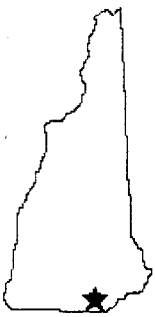
Bill#	Bill Date	Due Date	Map/Lot
01276326	7/23/2019	8/26/2019	190-131-000
Reading Date	Prev Reading	Cur Reading	Usage
			36
Service Location		Account#	
45 RIVERSIDE DR		4319	

Description	Charges
Total Current Charges	\$65.86

STRANGIO, TODD P.
45 RIVERSIDE DR
HUDSON, NH 03051

TOWN OF HUDSON SEWER UTILITY
P.O. BOX 9572
MANCHESTER, NH 03108-9572





TOWN OF HUDSON

Sewer Utility Department

10C



12 School Street, Hudson, New Hampshire 03051

603-886-6029

APPLICATION FOR SEWER ABATEMENT REQUEST

ABATEMENT # S-UTL-20-03

*****APPLICANT MUST FILL IN THE SPACES BELOW AND SIGN*****

Sewer Acct# 5662 Date: 8/14/19

Name of Applicant Norman McNeill & Elizabeth McNeill

Name of Property Owner Norman McNeill

Address of Property 5 SUMNERLAND DRIVE

Map/Lot 140-018 Water Source, Metered Yes / No YES Other _____

I/We request an abatement of sewer charges on the property listed above for the bill period

APR, MAY & JUNE 2019, for the following reason (s): LATE FILING

OF AN AUXILIARY METER CARD USED TO RECORD OUTSIDE WATER USE. WRONG METER INFO WAS SENT (MAIN METER). SEND PHOTO OF AUX. METER 7/30/19. REQUEST ABATEMENT OF \$19.05 (16 x 1.1905) BASED ON AVERAGE USE.

Signature of Applicant (s): [Signature] Date: 8/14/19

[Signature] Date: 8/14/19

Mailing Address: 5 Sumnerland Dr. Hudson Phone # 603 718 1066

****RETURN COMPLETED APPLICATION TO THE SEWER UTILITY OFFICE****

Do Not Write Below This Line - Office Use Only

Date Received 8/15/19 Signed [Signature]

Type of Request: Sewer Rents Capital Assessment _____ Betterment Assessment _____

Total Abatement Amount \$ 19.05 Paid Amount \$ _____

Accounts Receivable Amount \$ 65.86 302.20 Refund Amount \$ _____

ABATEMENT PROGRESS REPORT

1. Date of Filing: 8/15/19 Utility Clerk: dlr

Accuracy check, corrections, and deficiencies: WRONG METER IN ROW WAS SENT.
SENT PHOTO OF AUX METER 7/30/19 ESTIMATED ABATEMENT
BASED ON PRIOR USE. COPY OF CARD & BILL & READINGS.

2. In the event of Lien Fees – Tax Collector Recommendation: _____

Signed: _____

3. Date received by the Finance Director: 8/15/19

Recommendations: OK to abate

Signed: K Carpenter

4. Date Reviewed by Municipal Utility Committee: 9-17-19

Actions and Recommendations taken by the Municipal Utility Committee: _____

Signed: David B...
Chairman

APPROVE ✓ DENY _____

Recommended Total Abatement Amount: \$ 19.05

Recommended Refund Amount: \$ 19.05

Date of Municipal Utility Committee Action: 9-17-19

5. Action taken by Board of Selectmen: APPROVE _____ DENY _____

6. Date Notification Letter Sent to Applicant: _____

Auxiliary Meter Readings Due 7/10/19

Sewer account number: 5662

Name: MARTELL

Address: 5 SUTHERLAND DR.

- BEGIN _____
1. Date: Apr 30, 2019 reading: 3246.61
 2. Date: May 31, 2019 reading: 3259.13
 3. Date: Jun 30, 2019 reading: 3282.43

RCVD
7/30/19

card number: 7

WRONG METER

correct
AUX METER

2471.34 7/30/19



2471.34 7/30/19

Run: 7/30/19 3:03PM

Meter History

Page: 1

Start Date 1/01/2019

Town of Hudson, NH

PrintMeterHist

End Date 7/30/2019

Name: MARTELL, NORMAN E

Acct#: 3507891103

Loc: 5 SUTHERLAND DRIVE

Meter# 11163413

Read Date	Prev Read	Reading	Usage	Est
6/27/2019	3,257	3,275	18	N
5/30/2019	3,246	3,257	11	N
4/30/2019	3,239	3,246	7	N
3/28/2019	3,233	3,239	6	N
2/28/2019	3,226	3,233	7	N
1/28/2019	3,218	3,226	8	N
Meter Total:			57	
Acct Total			57	

36 }
 18
 11
 7
 6
 7
 8

36
 20 AVG.

 16 ✓ ABAME

WARMER READINGS

Bill#	Bill Date:	Due Date:	Map/Lot
01274694	7/23/2019	8/26/2019	140-018-000
Reading Date	Prev Reading	Cur Reading	Usage
			36
Service Location		Account#	
5 SUTHERLAND DR		5662	
Bill To:			

MARTELL, NORMAN E., III
 5 SUTHERLAND DRIVE
 HUDSON, NH 03051

Description	Charges
Usage	\$42.86
5/8" flat rate maint	\$23.00

Total Current Charges:	\$65.86
Past Due	\$219.76
Total Due	\$285.62

Billing Period
 4/01/2019 through 6/30/2019

For billing inquiries, please call (603) 886-6029. Payment can be made at 12 School Street Hudson, NH 03051. Office hours are Monday through Friday from 8:00am to 4:30pm.

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Sewer usage is based on your water readings. Outside water users- please ask us how you can reduce future sewer bills. The flat rate maintenance charge is based on the water meter size, bedroom count (well users only) or access only.

Interest of 12% per annum is charged on past due amounts. Liens accrue interest at 18% per annum. A notice will be with your bill if you have a sewer lien and is due in addition to your sewer bill. It can be paid online at the Property Tax link.

The provisions of the Federal bankruptcy law may affect the rights of the Town under State law. If you are a debtor in bankruptcy or other person with an interest in the property subject to the sewer charges, the Town: 1) is only acting to maintain the perfection of its statutory lien and is not attempting to collect any delinquent sewer charge debt, 2) will not deliver a deed or impair a debtor's interest in the property without appropriate bankruptcy approval, and 3) will not increase the interest rate on unpaid sewer charges without seeking appropriate bankruptcy approval. If you have any questions about this bankruptcy notice, you may wish to seek legal counsel. Please be advised that the Town cannot provide you with legal advice.

Bill#	Bill Date	Due Date	Map/Lot
01274694	7/23/2019	8/26/2019	140-018-000
Reading Date	Prev Reading	Cur Reading	Usage
			36
Service Location		Account#	
5 SUTHERLAND DR		5662	

Description	Charges
Total Current Charges	\$65.86
Past Due	\$219.76
Total Due	\$285.62

MARTELL, NORMAN E., III
 5 SUTHERLAND DRIVE
 HUDSON, NH 03051

TOWN OF HUDSON SEWER UTILITY
 P.O. BOX 9572
 MANCHESTER, NH 03108-9572



TOWN OF HUDSON

100

Sewer Utility Department



12 School Street, Hudson, New Hampshire 03051

603-886-6029

APPLICATION FOR SEWER ABATEMENT REQUEST

ABATEMENT # S-UTL-20-04

*****APPLICANT MUST FILL IN THE SPACES BELOW AND SIGN*****

Sewer Acct# 3563 Date: 9/11/19

Name of Applicant TOWN OF HUDSON

Name of Property Owner JOSEPH & CATHERINE PIOTROWSKI

Address of Property 5 ROY DRIVE

Map/Lot 160-058 Water Source, Metered Yes / No yes Other _____

I/We request an abatement of sewer charges on the property listed above for the bill period

2019 SEWER LIEN, for the following reason (s): PROPERTY HAD A SMALL BALANCE OF \$.14 THAT WAS PICKED UP DURING THE LIEN PROCESS & ADDED THE \$18.50 FEE. WE DON'T LIEN ANYTHING UNDER \$10.00. REQUEST ABATEMENT OF \$18.64 TO CLEAR ACCOUNT & REMOVE LIEN.

Signature of Applicant (s): [Signature] Date: 9/11/19

Date: _____

Mailing Address: _____ Phone # _____

*****RETURN COMPLETED APPLICATION TO THE SEWER UTILITY OFFICE*****

Do Not Write Below This Line - Office Use Only

Date Received 9/11/19 Signed [Signature]

Type of Request: Sewer Rents Capital Assessment _____ Betterment Assessment _____

Total Abatement Amount \$ 18.64 Paid Amount \$ _____

Accounts Receivable Amount \$ 18.64 Refund Amount \$ _____

ABATEMENT PROGRESS REPORT

1. Date of Filing: 9/11/19 Utility Clerk: dhse

Accuracy check, corrections, and deficiencies: CLERICAL ERROR

COPY OF LIEU ATTACHED

2. In the event of Lien Fees – Tax Collector Recommendation: YES

Signed: [Signature]

3. Date received by the Finance Director: 9/12/19

Recommendations: agree to abate

Signed: [Signature]

4. Date Reviewed by Municipal Utility Committee: 9-17-19

Actions and Recommendations taken by the Municipal Utility Committee: _____

Signed: [Signature]

Chairman

APPROVE ✓

DENY _____

Recommended Total Abatement Amount: \$ 18.64

Recommended Refund Amount: \$ 18.64

Date of Municipal Utility Committee Action: 9-17-19

5. Action taken by Board of Selectmen: APPROVE _____ DENY _____

6. Date Notification Letter Sent to Applicant: _____

REPORT OF COLLECTOR'S EXECUTION OF REAL ESTATE TAX LIEN

Date of Execution: 8/27/19

Page: 11

Municipality: Town of Hudson, NH

Date of: 8/27/19

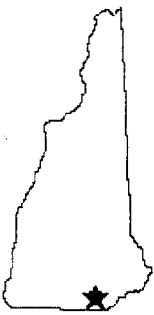
Place of Execution: TOWN OF HUDSON, NEW HAMPSHIRE

Year of Levy: 2019

Current Owner

Property Location Map & Parcel No. - Uni	PID	Billed Owner	Lien Amount
PALEVICIUS, ANTHONY J. ONE FAMILY 66 CENTRAL ST 182-156-000	1821	Taxes: 146.77 Interest: 10.71 Cost & Fees: 37.50 Penalty: 0.00 PALEVICIUS, ANTHONY J.	194.98
PARAMATHMUNI, RAJEEV K. MURTHY, KAVITHA CONDO 69A WINDHAM RD 161-017-002	10813	Taxes: 200.34 Interest: 13.95 Cost & Fees: 37.50 Penalty: 0.00 PARAMATHMUNI, RAJEEV K. MURTHY, KAVITHA	251.79
PARKER, BRETT A. PARKER, ANNE MARIE CONDO 9A INTERVALE CT 177-005-071	10052	Taxes: 115.05 Interest: 8.60 Cost & Fees: 37.50 Penalty: 0.00 PARKER, BRETT A. PARKER, ANNE MARIE	161.15
PATON, JOHN D. CONDO 922 FOX HOLLOW DR 204-006-922	6672	Taxes: 34.28 Interest: 1.10 Cost & Fees: 18.50 Penalty: 0.00 PATON, JOHN D.	53.88
PERSONS, BRANDIE SANTHIA ONE FAMILY 23 BAKER ST 174-010-000	1207	Taxes: 288.43 Interest: 22.00 Cost & Fees: 37.50 Penalty: 0.00 PERSONS, BRANDIE SANTHIA	347.93
PIERPONT, STEVEN M. CONDO 23A RANGERS DR 151-032-001	8189	Taxes: 32.52 Interest: 1.04 Cost & Fees: 37.50 Penalty: 0.00 PIERPONT, STEVEN M.	71.06
PIOTROWSKI, JOSEPH A. PIOTROWSKI, CATHERINE E. ONE FAMILY 5 ROY DR 160-058-000	7044	Taxes: 0.14 Interest: 0.00 Cost & Fees: 18.50 Penalty: 0.00 PIOTROWSKI, JOSEPH A. PIOTROWSKI, CATHERINE E.	18.64

9204/071



TOWN OF HUDSON

Sewer Utility Department



12 School Street, Hudson, New Hampshire 03051

603-886-6029

APPLICATION FOR SEWER ABATEMENT REQUEST

ABATEMENT # S-UTL-20-05

*****APPLICANT MUST FILL IN THE SPACES BELOW AND SIGN*****

Sewer Acct# 3986 Date: 9/13/19

Name of Applicant TOWN OF HUDSON

Name of Property Owner BSP COMMONS LLC

Address of Property 5 WENDWORTH DRIVE

Map/Lot 215-001 Water Source, Metered Yes / No yes Other _____

I/We request an abatement of sewer charges on the property listed above for the bill period

OCT 2018 - JUNE 2019, for the following reason (s): PROPERTY HAD

A "NEW" WATER METER INSTALLED WITH A BEGINNING READ

OF 1357 BUT WE BEGAN AT 0. READS WERE 209 UNITS

(1566-1357) BUT WERE BILLED 1566 UNITS. REQUEST

ABATEMENT OF DIFFERENCE (1566-209 = 1357) 1357 x 1.1905 = 1615.51 ✓

Signature of Applicant (s): [Signature] Date: 9-13-19

Date: _____

Mailing Address: _____ Phone # _____

*****RETURN COMPLETED APPLICATION TO THE SEWER UTILITY OFFICE*****

Do Not Write Below This Line - Office Use Only

Date Received 9/13/19 Signed [Signature]

Type of Request: Sewer Rents Capital Assessment _____ Betterment Assessment _____

Total Abatement Amount \$ 1615.51 ✓ Paid Amount \$ 1975.92 ✓

Accounts Receivable Amount \$ 1975.92 Refund Amount \$ 1615.51 ✓

ABATEMENT PROGRESS REPORT

1. Date of Filing: 9/13/19 Utility Clerk: dlz

Accuracy check, corrections, and deficiencies: Completed with
WATER UMCMY x PRINTED OUT AFFECTED READS

2. In the event of Lien Fees – Tax Collector Recommendation: _____

Signed: _____

3. Date received by the Finance Director: 9/13/19

Recommendations: OK to abate due to clerical
error

Signed: H. Carpenter

4. Date Reviewed by Municipal Utility Committee: 9-17-19

Actions and Recommendations taken by the Municipal Utility Committee: _____

Signed: David N. [Signature]
Chairman

APPROVE

DENY

Recommended Total Abatement Amount: \$ 1615.51

Recommended Refund Amount: \$ 1615.51

Date of Municipal Utility Committee Action: 9-17-19

5. Action taken by Board of Selectmen: APPROVE _____ DENY _____

6. Date Notification Letter Sent to Applicant: _____

Meter History

Town of Hudson, NH

PrintMeterHist

Start Date 10/01/2018

End Date 6/30/2019

Name: BSP COTTONROAD LLC;
C/O ARTHUR SULLIVAN

Acct#: 3506034004

Loc: 5 WENTWORTH DRIVE

Meter# 52755503

Read Date	Prev Read	Reading	Usage	Est
6/27/2019	1,546	1,566	20	N
5/30/2019	1,524	1,546	22	N
4/30/2019	1,503	1,524	21	N
3/28/2019	1,486	1,503	17	N
2/28/2019	146	1,486	1,340	N
1/28/2019	144	146	2	N
12/26/2018	142	144	2	N
11/26/2018	138	142	4	N
10/12/2018	0	138	138	N

Meter Total: 1,566

Acct Total: 1,566

1566 END
 1357 BEGIN NEW METER

 209
 SHOULD HAVE
 BILLED

1566 BILLED
 - 209

 1357
 X 1.1905

 1615.51 ABOVE



G.B.6 Agenda
9-24-19



TOWN OF HUDSON

Water Utility



12 School Street Hudson, New Hampshire 03051 Tel: 603-886-6002 Fax: 603-881-3944

September 18, 2019

The Municipal Utility Committee recommends to the Board of Selectman that the following application(s) for abatement(s) from water utility charges be

APPROVED:

W-UTL-19-07 (08/21/2019) BSP Cottonwood, LLC. Acct # 3506034004

The Municipal Utility requests abatement on the basis that customer was billed in error because of a clerical error. The committee recommends abatement in the amount of \$4478.10.

The Committee voted to recommend approval of this abatement due to clerical error.

Date: _____



TOWN OF HUDSON

Selectmen's Office



12 School Street Hudson, New Hampshire 03051 Tel: 603-886-6024 Fax: 603-598-6481

Account #: 3506034004 **Date:** 09/25/2019

Name: BSP Cottonwood, LLC.
Property Address: 5 Wentworth Drive

RE: WATER UTILITY ABATEMENT REQUEST

Dear Sir or Madam:

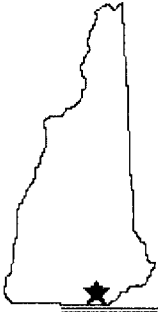
Please be advised that the Board of Selectmen reviewed your Abatement Request at their regular meeting which was held on September 25, 2019.

The Hudson Board of Selectmen has approved your abatement request in the amount of \$4478.10. Your Water Utility account will reflect the above activity. If you have any questions concerning your account, please contact the Water Utility Clerk at the Water Utility Office between the hours of 8:00 am and 4:30 pm Monday through Friday. 603-886-6002.

The Hudson Board of Selectmen:

Chairman

Date



7A

TOWN OF HUDSON

Water Utility



12 School Street Hudson, New Hampshire 03051 Tel: 603-886-6002 Fax: 603-881-3944

APPLICATION FOR WATER UTILITY ABATEMENT

ABATEMENT # W-UTL-19-07

***** APPLICANT MUST FILL IN ALL SPACES BELOW AND SIGN *****

Water Account #: 3506034004 Date: 8/21/2019
 Name of Applicant: Valerie Marquez
 Name of Property Owner: BSP Cottonwood LLC.
 Address of Property: 5 Wentworth Drive
 Parcel ID: 215-001-000 Amount: \$ 4478.10

I/We request an Abatement of water charges on the property listed above for the billing period

1/28-2/28/19, for the following reason(s): When meter was installed the read was 1357 I accidentally did not write it in, so when we billed the account we billed all the usage like if it was at a 0 start.

Signature of Applicant(s): Valerie Marquez Date: 8/21/2019
Date: _____

Mailing Address: Street: 12 School Street Town/City: Hudson
State: NH Zip Code: 03051 Phone #: 603 886 6002

RETURN COMPLETED APPLICATION TO THE WATER UTILITY CLERK

Do not write below this line- official use only

Date Received: 8/21/2019 Received By: V Marquez
Type of Request: _____

Monthly Utility Rents: _____ Monthly Fire Service Fee: _____ Water Connection Fee: _____ Water Access Fee: _____

Total Abatement Amount: \$ 4478.10 Refund Amount: \$ 4478.10

ABATEMENT RECOMMENDATION REPORT

1. Water Utility Department:

Date of Filing: 8/21/2019 Utility Clerk: Valerie Marquez

Accuracy check, corrections, and deficiencies: Enclosed is the paperwork for the meter install and the reads on the meter after and also a picture of the meter.

2. Finance Director:

Finance Director Recommends: Approving Abatement: Denying Abatement:

Comments: OK to abate due to clerical error

Signature: K Carpenter Date: 9/10/19

3. Municipal Utility Committee:

Date Submitted and Reviewed: 9-17-19

Municipal Utility Committee Recommends: Approving Abatement: Denying Abatement:

Comments: _____

Signature: [Signature] Date: 9-17-19

Recommended Total Abatement/Refund Amount: \$ 4478.10

4. Board of Selectman: Granted: Denied: Date: _____

5. Date Notification Letter Sent to Applicant: _____

6. Date Copy given to the Sewer Utility Department: _____

TOWN OF HUDSON, WATER UTILITY

12 SCHOOL STREET, HUDSON NH 03051

WATER BILL

Bill#	Bill Date:	Due Date:	Map/Lot
01234153	3/11/2019	4/05/2019	215-001-000
Reading Date	Prev Reading	Cur Reading	Usage
2/28/2019	146	1486	1,340
Service Location		Account#	
5 WENTWORTH DRIVE		3506034004	
Bill To:			

BSP COTTONROAD LLC;
 C/O ARTHUR SULLIVAN
 670 N COMMERCIAL STREET
 MANCHESTER, NH 03101

Description	Charges
Usage	\$4,422.00
1" Monthly	\$32.21

Total Current Charges: \$4,454.21

Billing Period

Usage 1/28/2019 through 2/28/2019

PAYMENTS MADE ON OR AFTER THE ABOVE BILL DATE WILL NOT BE REFLECTED ON THIS BILL. TO AVOID SEEING OUTSTANDING AND/OR INTEREST CHARGES ON YOUR MONTHLY BILLS, PLEASE ENSURE YOUR PAYMENTS ARE MADE BY THE DUE DATE.

- * For billing inquires please call the Town of Hudson Water Utility at (603) 886-6002. The hours of operation are Monday through Friday 8:00am to 4:30pm.
- * For after hours EMERGENCY service please call WhiteWater at (603) 324-8318
- * All water passing through the meter will be charged, whether used, wasted or lost by leakage.
- * Interest of 12% per annum will be charged for all unpaid balances. Returned check fee is \$25.00 per returned check. Payments will be applied to interest and any outstanding charges prior to being applied to current charges.

Go Green - Pay Online
 Less Clutter, Better for the Environment
 Pay online 24/7 at www.hudsonnh.gov

TOWN OF HUDSON, WATER UTILITY

12 SCHOOL STREET, HUDSON NH 03051

WATER BILL

Bill#	Bill Date	Due Date	Map/Lot
01234153	3/11/2019	4/05/2019	215-001-000
Reading Date	Prev Reading	Cur Reading	Usage
2/28/2019	146	1486	1,340
Service Location		Account#	
5 WENTWORTH DRIVE		3506034004	

BSP COTTONROAD LLC;
 C/O ARTHUR SULLIVAN
 670 N COMMERCIAL STREET
 MANCHESTER, NH 03101

Description	Charges
Total Current Charges	\$4,454.21

TOWN OF HUDSON WATER UTILITY
 PO BOX 9572
 MANCHESTER, NH 03108-9572

Meter History

Town of Hudson, NH

PrintMeterHist

Start Date

End Date 12/31/2099

Name: BSP COTTONROAD LLC;
C/O ARTHUR SULLIVAN

Acct#: 3506034004

Loc: 5 WENTWORTH DRIVE

Meter# 52755503

Read Date	Prev Read	Reading	Usage	Est
8/30/2019	1,595	1,616	21	N
7/31/2019	1,566	1,595	29	N
6/27/2019	1,546	1,566	20	N
5/30/2019	1,524	1,546	22	N
4/30/2019	1,503	1,524	21	N
3/28/2019	1,486	1,503	17	N
2/28/2019	146	1,486	1,340	N
1/28/2019	144	146	2	N
12/26/2018	142	144	2	N
11/26/2018	138	142	4	N
10/12/2018	0	138	138	N
9/12/2018	0	0	0	
Meter Total:			1,616	
Acct Total			1,616	



Meter / MIU Replacement & Problem Form

Hudson Water Utility



Visit Date / Time 9-6-18
Account # 3506034004
Street Address 5 WENTWORTH DRIVE
Reps Name ~~XXXXXXXXXX~~ BSP COTTONWOOD
Reason For Visit ~~XXXXXXXXXX~~ REPLACE METER

PWS ID # or CC ID # _____
Route: _____
Phone _____
Phone # 2 _____
Email _____

Meter Size 5/8" 3/4" 1.0" 1.5" 2.0" Other _____
Meter Type (1.5" & Greater) FL SE STRN Other _____
Pipe Type COP IRON LEAD PLAS Other _____

Meter Info

Old Meter # 53088982 OLD Out Read 58086
New Meter # 52755503 Meter Update Repair
New Meter Start Read 135726.1 FT³

MIU Info

Old MIU # _____ Yes _____ No _____
New MIU # 1550311406 ****New MIU Installed**** Yes No

Wire Info

Wiring Repair Info NW MET MTU
Meter Repair MET REG MB
Damaged Equipment YES NO Comments: _____

Owner to Purchase Equipment & Town to Notify WWI When Ready for Apt

Existing or Potential Cross Connection	Degree of Hazard	Comments / Recommendations

FL = Flanged Meter
SE = Screw End Meter
STRN = Strainer
NW = New Wire

REG = Register
MB = Meter Body
MET = Meter

MIU Located Inside in Basement
Street _____

WWI Completed List Updated
Installer Initials AK AIR

Comments _____

1385
1420
1442
1462
1486

Start at 1357

10/12 -	1385	-	28 units
11/28	1420		35
12/28	1442		22
1/28	1462		20
2/28	1486		24
			<u>129 units</u>

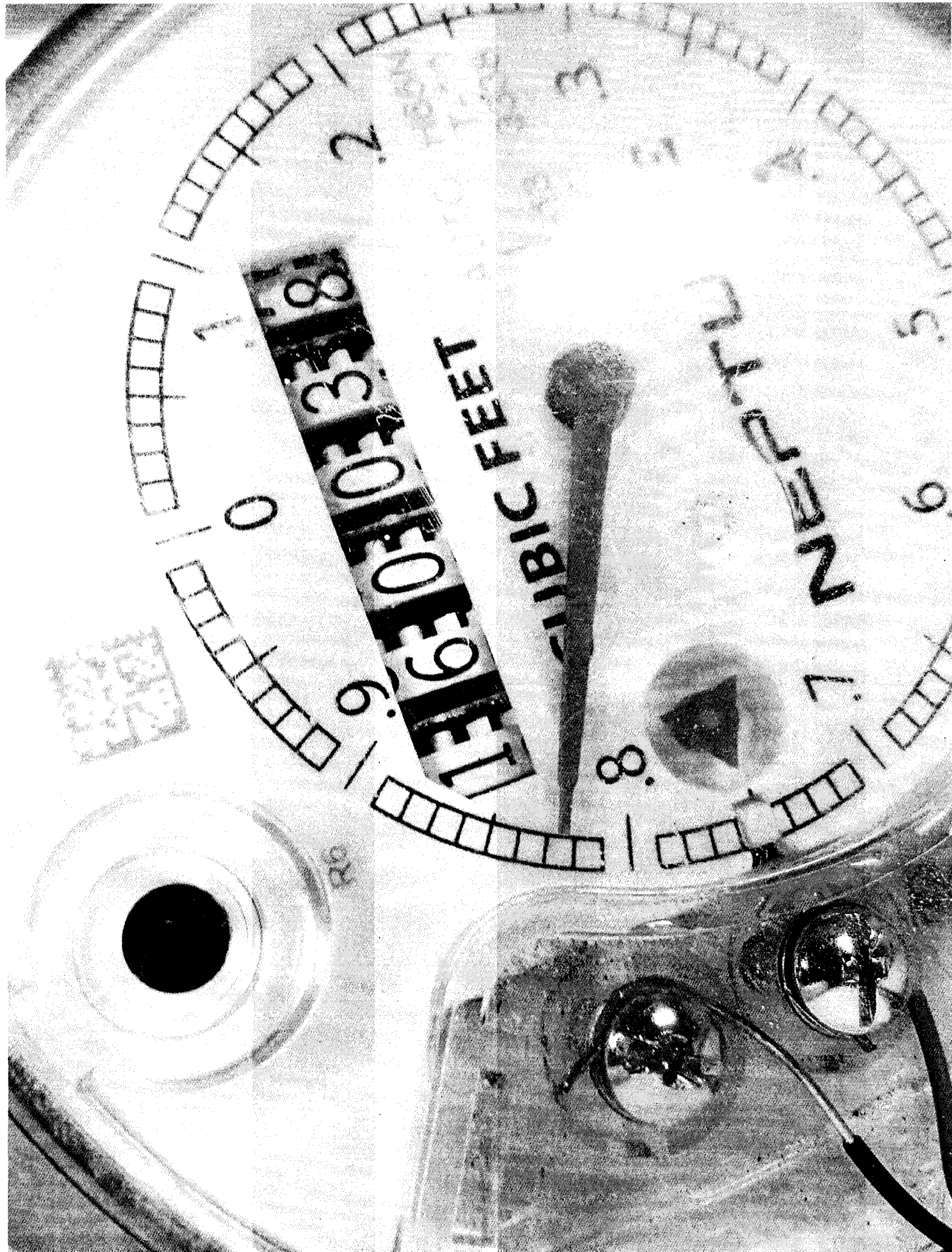
1486 units were billed

129 units - should have been billed

1357 units is the difference

13.30 each unit

4478.10



2

3

4

5

6

7

0

9

8

7

8
7
6
5
4
3
2
1

CUBIC FEET

NEW YORK

22



G.C

Approved 9-24-19
RECEIVED
SEP 17 2019
TOWN OF HUDSON
SELECTMEN'S OFFICE

RAFFLE PERMIT

Hudson, New Hampshire

Name of Organization Ancient York Lodge # 89
Address 200A Main St. Nashua NH 03060
Raffle Benefit of Masonic Service Association for Bahamas Disaster Relief
Date & Time of Raffle Oct. 26 2019 6:00 PM
Raffle to be held at White Birches, Hudson NH 222 Central St.
Prizes 50/50 Assorted items donated by local businesses.

Date of Ticket Sales Oct. 26 2019
(must be after date of Board of Selectmen approval)

Applicant's Signature/Address/Phone Number

Applicant's Signature

Andrew Lane

Applicant's Printed Name

15 Valhalla Dr Nashua NH 03062

Address

603-921-0019

Phone Number

Approved on _____ by

HUDSON BOARD OF SELECTMEN

Chairman

Selectman

Selectman

Selectman

Selectman

(Fax completed form to 603-598-6481 or e-mail to dlgraham@hudsonnh.gov, with Raffle Permit in subject line.)

HUDSON, NH BOARD OF SELECTMEN

Minutes of the August 27, 2019 Meeting

1. CALL TO ORDER - by Chairman Morin the meeting of August 27, 2019 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Selectman Martin.
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; Dave Yates, Recreation Director; Police Chief Avery; Jess Forrence, Public Works Director; Fire Chief Rob Buxton; Kathy Carpentier, Finance Director; Darcy Orellana, School Board Member

4. PUBLIC INPUT

Chairman Morin asked does anyone in the audience wish to address the Board on any issue which the Board has control of at this time. Please state your name and address.

Diana Lamothe - 21 St. Laurent Drive. I came here tonight to share an idea that came to me. I thought it would be helpful to introduce it at this point in time. Much in advance of elections but someone had suggested perhaps we could hand out information to people on how to register to vote and how to vote. Maybe a little note about it's important to vote. At Town Hall, people register their vehicles. They could have a little information sheet. Perhaps through the school information can be shared. I'm not suggesting putting in an agenda on that information sheet. It's just encouraging people to vote and hopefully we can get a greater turnout at the polls, especially I know the Presidential election will be coming up and we'll get a good turnout for that. It would be nice to see that turnout for the town votes as well. I just wanted to share that information. I'd be happy to help put a little sheet together. I'm sure there are many qualified people in Town Hall who could do that as well. I just wanted to share it.

Chairman Morin asked are you looking to do public service announcements on Hudson Cable TV. Ms. Lamothe said yes that too. Absolutely. Hudson/Litchfield News and whatever outlets there are to get the information out there. Maybe it would make a difference.

Selectman McGrath asked can you tell me what you meant by telling people how to vote. Diana Lamothe indicated there are certain dates that are important if they want to be part of Deliberative Session, when to go to the polls, where the location is. Selectman McGrath asked you're not suggesting taking a position on ballot items. It's just informational as to how to get to the polls, what you do when you get to the polls and that type of thing. Diana Lamothe indicated how to register, absentee ballots.

Selectman Roy thought the last date for registration and those kinds of things. Ms. Lamothe said yes. An absentee ballot that would be needed and how to go about that. Just information and not any agenda on any of the questions that would be on the ballot.

Selectman Coutu thought that was an outstanding idea. Selectman Roy agreed. Selectman Coutu said I will work with Diana if she would like to help set her up and whoever she would like with her to do the announcements on HCTV. Mr. Malizia could you afford to give her some time to go over the information that she would provide and see if we can have her, Patti, and you together. Steve Malizia thought Patti would probably be very critical because Ms. Barry is probably the expert on all of that. So Ms. Barry is probably the best person. Selectman Coutu thought it was critical to know where they can register and what days they can register as well as being able to do it at the polls themselves. You're trying to head that off by getting them preregistered.

Selectman McGrath noted that informational packet or document whether it's on HCTV or not is not endorsed by any particular committee or fraction of the town. Ms. Lamothe thought Patti Barry would be the one that needs to okay it. Selectman McGrath indicated whatever is prepared and in writing it doesn't say endorsed by or prepared by. It's an informational only. Ms. Lamothe said absolutely. Selectman McGrath said I'm okay with that.



Chairman Morin asked if there were any other questions. We will get working on it and someone will get a hold of you.

Selectman Coutu told Diana that's a great idea.

5. RECOGNITIONS, NOMINATIONS & APPOINTMENTS - None

6. CONSENT ITEMS

Chairman Morin asked does any Board member wish to remove any item for separate consideration.

Selectman Coutu noted on the calendar the 9-11 ceremony wasn't listed. Just to remind the people anyway the 9-11 ceremony will be held at the 9-11 Memorial at Benson Park on 9-11 which is a Wednesday evening at 6:30 p.m. Everybody is welcome to attend. It will be short but memorable.

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

A. Assessing Items - None

B. Water/Sewer Items - None

C. Licenses & Permits & Policies

- 1) Tag Day Permit - Cub Scout Pack 410
- 2) Petition & License for One New Pole - License #211/1X on Madison Drive
- 3) Petition & License for One New Pole - License #60/1Y on Cedar Street

D. Donations

- 1) \$5,000 donation from Digital Credit Union to the Police to purchase 14 ballistic helmets, 2 scopes, 2 scope mounts for rifles, and the balance towards the comfort dog - Haven

E. Acceptance of Minutes

- 1) Minutes of the August 6, 2019 Meeting
- 2) Minutes of the August 13, 2019 Meeting

F. Calendar

- 08/28 7:00 Planning Bd - Buxton CD Meeting Room
- 08/29 7:00 Zoning Bd of Adjustment Workshop - Buxton CD Meeting Room
- 09/03 7:00 Board of Selectmen Workshop - BOS Meeting Room
- 09/04 7:00 Budget Cte - Buxton CD Meeting Room
- 09/05 6:30 Recreation Cte - BOS Meeting Room
- 09/09 7:00 Conservation Cte - Buxton CD Meeting Room
- 09/09 7:00 Cable Cte - HCTV
- 09/10 7:00 Board of Selectmen - BOS Meeting Room
- 09/11 6:30 9-11 Memorial Ceremony - Benson Park
- 09/17 7:00 Municipal Utility Cte - BOS Meeting Room
- 09/18 6:00 Library Trustees - Hills Memorial Library
- 09/18 7:00 Planning Brd - Buxton CD Meeting Room
- 09/19 7:00 Benson Park Cte - HCTV
- 09/23 7:00 Sustainability Cte - Buxton CD Meeting Room
- 09/24 7:00 Board of Selectmen - BOS Meeting Room
- 09/25 7:00 Planning Brd - Buxton CD Meeting Room
- 09/26 7:00 Zoning Brd of Adjustment - Buxton CD Meeting Room



7. OLD BUSINESS

A. Votes taken after Nonpublic Session on August 13, 2019

- 1) *Motion by Selectman McGrath, seconded by Selectman Roy, to hire Sean Hirschfeld to the position of Truck Driver/Laborer at a rate of \$18.75 per hour (Grade VIII, Step Minimum) in accordance with the Hudson Public Works Union, AFSCME Local 1801, Contract, carried 4-1. Selectman Coutu in opposition.*
- 2) *Motion by Selectman McGrath, seconded by Selectman Coutu, to hire Louis Pilat to the position of Truck Driver/Laborer at a rate of \$18.75 per hour (Grade VIII, Step Minimum) in accordance with the Hudson Public Works Union, AFSCME Local 1801, Contract, carried 5-0.*
- 3) *Motion by Selectman Martin, seconded by Selectman Roy, to authorize the Fire Chief to sign the attached Memorandum of Understanding in reference to the Task Force deployment of Firefighter/AEMT Corey Girard, carried 5-0.*
- 4) *Motion by Selectman Martin, seconded by Selectman Roy, to agree to the Modification Petition from the Hudson Police, Fire & Town Supervisors Association and add the position of Building Official to the unit at the Police Information Manager/Fire Prevention Officer/Computer Service Operator scale, Step 1, and to authorize the Town Administrator to sign the Modification Petition, carried 5-0.*
- 5) *Motion by Selectman Roy, seconded by Selectman McGrath, to sell town owned tax deeded property located at 151 Robinson Road to Jen/Nick Home Builders, Inc. in the amount of \$40,000, carried 5-0.*
- 6) *Motion by Selectman Martin, seconded by Selectman Roy, to sell town owned tax deeded property located at 7 Alpha Street to the highest bidder Kayla Page and Dillon Dumont in the amount of \$200,000, carried 4-1. Selectman McGrath in opposition.*
- 7) *Motion to adjourn at 9:16 p.m. by Selectman Martin, seconded by Selectman Roy, carried 5-0.*

8. NEW BUSINESS

A. Update on Liberty Field

Chairman Morin noted I asked to have this put on the agenda. As you know we have a problem with Liberty Field with flooding earlier in the year. Up to this point, we had a brief discussion but we haven't heard anything on the status of the field at this point. What we may want to do in the future so I'll call Recreation Director Dave Yates to give us an update.

Good evening. Dave Yates asked to give a quick refresher. When we made this field, the intent was the field was for lacrosse which is April through June and soccer which is August through October. As you know, the previous discussion we had several months ago we did not get the lacrosse season on the field as we were hoping for due to the water issues. I'm not sure what's happening out there. We did a walkthrough yesterday of the field with Jess and Jay from Public Works, Selectman Morin was there, and Elvis the Town Engineer was there. The front end of the field still appears to have some wetness. The back 2/3rds of the field is drying out. Up to two weeks ago, there was still standing water on the field. DPW did do a cut of the field yesterday. They haven't been able to get in there because their equipment has been sinking when they go in there. Finally yesterday they were able to get in and we did put a cut on the field. It's probably okay for practices. A lot of the vegetation coming up isn't grass. Its water plants. When it was cut, its crunchy little stems in the ground. I'm going to get a couple of teams out there next week and see if the back end of the field we can use for practices. It definitely isn't suitable for games. It would be an

embarrassment to have other towns come here and play on the field. I hate to see it go to waste. We're going to attempt to get some practices going. The consensus yesterday as we all talked was we don't know what the issue is. Is it groundwater? Can drainage help? Could building the field up could help? The consensus amongst the group yesterday was let's see if the Board will approve to get an engineer in here and let them tell us and put their stamp on it. Let them tell us what the issues are. We can go around, around and around but we're not experts at it. That's the consensus of the group yesterday was to see if this Board would allow us to go out and find an engineer. There is money in the Recreation Capital Reserve Fund - \$35,000 if the Board chose to go that route. That money is available. A little disappointing but we've put a lot of time and effort into it up to now. I really as the Recreation Director think there's a need for it. I'd like to see it be something we can be proud of and right now it needs some work to get to that level.

Chairman Morin indicated at this point they are going to try to use it for practices. We've already spent a lot of money on this field. I hate to just see it sit there. When this came forward to us, it was told to us that we needed this field. You can see why they're running into problems now with putting games on in other places. Also it doesn't reflect this field but due to the Alvirne's CTE building, they are eliminating a field so we're going to lose a field. We're going to need more fields at some point. The school has to expand and unfortunately they're going to be losing a field. At some point, we're going to have to make it up somewhere for people to play on. At this point, I believe the costs that we talked about yesterday was somewhere in the range of \$10,000. It would be best to bring in an engineering company that's familiar with fields to give us a good answer of what we need to do and try to move forward. If we have to take money from something that we already have or we have to budget it in next year's budget, that's why we're here tonight to see if you want to move forward with an engineering company and then see where we're going to move forward after that for the budget next year. Any other comments or questions?

Selectman McGrath asked you mentioned that a field was being eliminated because of the CTE. I thought that that was just a baseball field and not a lacrosse field. Chairman Morin said it is. This field doesn't reflect that field that they're losing but we are losing a field in town. We don't have enough fields as it is. Selectman McGrath noted I've talked to Elvis a number of times about this and he's at a loss as to where the water is coming from. They did testing and it was as dry as a bone when they did the testing and now it's wet. If we've already spent the money instead of just throwing it away if we can determine where the water is coming from and it's something that can be remedied, then I think that we should do that.

Chairman Morin asked should we go with no more than \$10,000. Dave Yates said that's a guesstimate. That was what Elvis had told us the previous quote that he had received was about \$10,000.

Selectman Coutu said just go out to bid and see. We can reject all the bids. Just go out to bid. Mr. Malizia said we could put out an RFP and then we see what we get. Then you can determine from there what you want to do. Just to correct it, it's not out of the capital reserve. It's out of the Planning Board develop fees that have come in for recreation just so we're clear. It's not in the capital reserve. It's in a recreation contribution account.

Chairman Morin asked if we go out to bid is that going to give us enough time if we need to put it in the budget somewhere. Steve Malizia indicated you have to have it in the budget by October/November. I think we can do it pretty quickly. It's not rocket science. Selectman Coutu noted we may have the money. Mr. Malizia said we may. We don't know until we see.

Motion by Selectman Coutu, seconded by Selectman McGrath, to go out to bid for an engineering company to go in and take a look at Liberty Field and determine what the water issue is and what the possible corrective actions may be to repair it, carried 5-0.

Just as an FYI, Selectman McGrath said you can thank Lenny Smith for the recreation contributions. That was his idea a number of years ago. He wasn't a Selectman, he was in the legislature and he was on the Planning Board. Dave Yates indicated it's been used many times over the years.

B. Proclaiming September 16, 2019 as "American Legion Centennial Day"

Chairman Morin recognized Town Administrator Steve Malizia.

Steve Malizia stated the American Legion Post 48 has asked that the Selectmen recognize September 16, 2019 as "American Legion Centennial Day" in honor of their 100th anniversary. I believe they'll be having an event sometime in October but I think the actual centennial is September 15th. A proclamation has been prepared which is attached to this Memorandum. We'll more than like issue this press release or some version of it for the proclamation but this is a request and I think you should grant it.

As a proud member of Post 48, Selectman Coutu said I would make the motion but I will yield to Selectman Roy.

Motion by Selectman Roy, seconded by Selectman Coutu, to declare September 16, 2019 as "American Legion Centennial Day" in honor of the American Legion's 100th anniversary and approve the attached Proclamation, carried 5-0.

C. School Impact Fee Release Request

Chairman Morin recognized Town Administrator Steve Malizia.

Steve Malizia explained the SAU through its Business Administrator Karen Burnell is requesting the release of \$250,000 from the School Impact Fee Account. The request was routed through the Planning Board. The Planning Board has expressed their approval and they're looking for our approval to release the funds. These monies are going towards the payment of the bond for the Hills Garrison School and for the Memorial School renovation which I believe those bonds are paid off in either 2021 or 2022. We're getting near the end of those particular bonds. Our attorneys through the years have said that this is a valid withdrawal from those funds because it has to be for expansion type purposes and that was for expansion. I believe there's over \$400,000 in the account. They're asking for \$250,000.

Motion by Selectman Martin, seconded by Selectman Roy, to release \$250,000 from School Impact Fee Account 09-2000-2080-000-051 per the request from Karen Burnell, Business Administrator for the Hudson School District, dated July 22, 2019 and approved by the Planning Board on August 14, 2019. The funds will be used to offset this fiscal year's School District bond payment, carried 5-0.

D. Hudson Public Works Union AFSCME Local 1801 Request to Commence Negotiations

Chairman Morin recognized Town Administrator Steve Malizia.

Steve Malizia stated in front of you, you have a request from the Hudson Public Works unit AFSCME Local 1801 to commence negotiations on a successor contract. As you recall, we have a one year deal with this group. We negotiated a one-year deal therefore they're requesting to go back to the table to negotiate a successor agreement. I believe Selectman Roy will be the liaison for that but this is how we open up by a request so I recommend that we commence negotiations.

Chairman Morin asked by consensus and was approved.

E. Fiscal Year 2021 Budget Parameters

Chairman Morin recognized Town Administrator Steve Malizia.

The time is upon us. Steve Malizia noted as it comes every year quicker and quicker. We need to discuss and give direction to the Department Heads as to what you would like the parameters for next year's budget to be. Typically what you do is we fold in the labor contracts and any labor agreements that have been approved, any health care, any pension loadings, and after that it's pretty much the parameter is given keep your budget either level funded, an increase, or items outside the budget. That's what we're here to discuss because as you are well aware, the voters were kind enough to approve four contracts last year. A lot of

our labor costs are fixed. We're really talking about things that are non-labor - all the hard stuff that we do. Equipment, materials, etc. I've given you some statistical information just to give you kind of an idea of what exactly it is. You'll probably need a magnifying glass to read it but this ten years' worth of data.

Selectman Coutu asked Mr. Malizia considering all of the budgets that we approved last year were there any others other than the Highway Department that were close or needed some additional funding. Steve Malizia believed Police and Fire were also very close because of the earned time buyouts as you'll recall. Other than that, I think the department heads do an excellent job of managing their budgets to the bottom line. Again when you have excessive either retirement or other buyout costs, that's difficult for them.

Selectman Coutu asked what was the differential between the budget for the Highway Department and his request for additional funds. How much money was required to transfer in in order to carry the budget? Mr. Malizia asked do you recall that Kathy. Kathy Carpentier noted not specifically highway. Mr. Malizia said I know that we had moved \$64,000 over there for the lift and somewhere I think he ended up about \$90,000 over but that's just off the top of my head - the budget was over. Selectman Coutu said my recommendation would be relative to the Highway Department, and I've never done this in the past, but I would advise Mr. Forrence that perhaps what he should do is add monies on the overtime for the winter plowing, extra money for sand and salt. I know he pre-buys and things like that and work it up to approximately \$90,000 to \$100,000. They are predicting that this could be the worst winter in the past century. Mr. Malizia said I'm sure Mr. Forrence is writing this all down. If it's this winter, we've already got that budget. It's the budget after that that we're working on. We're stuck with this budget for now. Selectman Coutu thought we ought to be prepared so this year we're going to have a real bad winter. We need to get ahead of ourselves. That budget has been so close every single year. He needs some breathing room in order to get it done properly. Would you agree Mr. Forrence? Jess Forrence agreed with every word you're saying.

Steve Malizia indicated as you can see through the years, we've been fairly lean the tax rate (inaudible) and in a certain range. Obviously the voters approved labor contracts and it gets added on. Typically we run a very tight budget and at times we probably do without things we should be doing. Probably in the line of maintenance, replacement and that kind of stuff. Again I've given you some statistical information. We need to get some sort of direction from the Board as to what to direct the department heads to do when they come in. Certainly the labor piece is pretty much preordained. We can certainly bump up overtime accounts but when you get below the labor, what's the Board's wish? What would the Board like to do? I see there may be big things that people want to do. Do you want them outside the budget? Do you want them inside the budget? That's the kind of thing we need to think about and talk about.

Chairman Morin said I'd like to see it go outside the budget a little bit. Mr. Malizia is right. We come in with such a firm budget and we keep seeing this with a lot of things that we talk about that we're always playing catch up instead of getting ahead. I know there are departments out there that need some stuff and need some catch up to get done. We don't have to go a huge amount but I think we should give them a little leeway this year to try to catch up on some certain things that they need.

Selectman Roy asked are you thinking of like a percentage number. Chairman Morin said usually we come in zero and then if they need anything extra they ask us. I think we should give them a percentage number that they come above.

Selectman Coutu noted each budget is different and the scope is different in each budget. One has income producing - the Fire Department with the ambulance fees. The Police Department their budget is dependent upon critical incident situations where you tie up a lot of manpower. They have to stay a shift and a half. That happens. I think you would agree Chief as well that crime is again on the increase not just here nationwide but in New England in particular. Drug trafficking is ongoing. The opioid epidemic though we're able to save more people because of the work of the Fire Department and Narcan. We still have to deal with these crisis situations on a daily basis. The suicide rate has been exceptional high in the past year. Major incident when you have a suicide. You're committing a lot of manpower. I'm not averse to letting the department heads rather than give them a percentage if everybody is going to come in at that percentage, I would rather say that if you have a need just bring it before us and let us know. At that point, we will decide whether to put it in the budget or outside the budget. That need could be a \$50,000 ticket item. I might want to go to the voters for that. Something under \$15,000 we'd probably eat it and put it in the budget. To

me it's just common sense or something that's more practical in order to be - just so the voters know what we're doing. It's a decision we have to make. Just to say everybody putting in a budget, you can elevate your budget by 2 percent. We have to justify it. The bulk of the budget costs are labor. The labor is built into the budget. There's nothing we can do about it. Everything else are the incidentals to that department. Unless somebody is coming in like both of the public safety agencies - police and fire - they need vehicles or for whatever reason they've lost a vehicle this year that the insurance company didn't cover entirely and we need to replace that vehicle and we're going to have to pay the differential, well yes they have to come in with a higher ticket item. I think that in order to be more transparent, we need to discuss whatever they want over and above what they're budgeting and come to a decision amongst ourselves whether or not they've articulated that need. Then we make a decision at that point is it such a high price that we need to ask the voters to pay for it outside of the budget or is it of such critical need that we feel we should be including it in the budget. That's where I'm sitting.

Chairman Morin said I see your point and I understand your point. If we're giving them a percentage, we can do the same thing. We could have them come in with whatever percentage if this Board decides. They come in with that percentage and then they have to present to us where that increase is. It's the same thing but we're giving them a little leeway and maybe they can think a little bit out of the box because they have a little more to spend versus I got to think about that zero base and then prove my point. If they come in with a percentage, they'll still going to come to us, we still need to go through that, that is our job but it gives them a little more leeway.

Selectman Coutu said I understand your point. It's six one way and half a dozen the other. I want to be as transparent as possible. Chairman Morin said we can be and we always have been. I can tell you that if you look around the area towns for what they get for a tax rate compared to what people in Hudson get for a tax rate, we're doing really well. Even though people may not understand that all the time, we're doing very well. It's been how many years that we've been zero? Mr. Malizia said as long as I can remember. Since Selectman Coutu's been here. Chairman Morin indicated that's my point. Selectman Coutu noted we started that 12 years ago and it's worked. Chairman Morin noted in theory it's worked yes.

Steve Malizia said any labor for example if people need more manpower and they don't have an empty docket - for example if you need two more people in Public Works Department, or two more officers, or two more firefighters, that clearly would be articulated as we understand the warrant article route. So just saying what we're looking at is the things at the bottom. I need \$50,000 worth of sand because the weather is going to be horrible. I can't cut \$50,000 from somewhere else to get to that.

Selectman Coutu said Mr. Malizia if you recall 12 years ago when I did my first budget with the Board and I made the challenge that we'll stay here until 3 in the morning but we were going to have a zero based budget, that particular year I was concerned about the tax rate going up. It had gone up a few times prior to it and I was trying to stabilize the tax rate. I knew we had some big ticket items that we wanted to get to such as HCTV facility, the senior center. We didn't know exactly where it was going to be located at that time. We continued with that process through the years. We've always said to Department Heads I can remember asking publicly the Public Works Director or then the Road Agent do you need to bite the bullet. If you need one or two more people, we understand just tell us and we'll put it in the budget. We've never denied them access to anything that was of a need to that department as long as they articulated what they were doing. It was never intended to freeze the budget at zero percent. We just said that's your zero based budgeting. You start with zero and then you factor in everything that you know you have to pay for which would be salaries, taxes, benefits, and then you know what you need for supplies. You might have to adjust that a little bit because of the cost increase. The tariffs are going to have an impact on that. We have to consider that. For them to come in and say you know for us to say two percent of one department's budget is a lot different than you're giving police and fire two percent when their budgets is a \$1.5 million and \$2 million versus another department \$600,000.

Chairman Morin noted we don't have to go by their budget amount. We can just say two percent. You don't have to base it on their budget amount because that's not fair. Selectman Coutu said but it's two percent of what? Chairman Morin indicated you can raise a budget two percent not at total. You get two percent not per your budget because Police and Fire is going to be a lot higher than everybody else.

Steve Malizia stated what I think what you're trying to say is the two percent would yield a higher number of police and fire than it would at my department or the Finance Department. They might be only \$5,000 or \$2,000 but for them it would might be \$100,000.

Selectman Coutu indicated I will support whatever the majority wants.

Selectman Roy thought to Selectman Coutu's point, if they told the particulars of what they needed and then prioritized it, we can take that information and finagle it in a budget. Maybe one department is in more need than another and we can figure that out and say oh we need to spend \$100,000 on this in DPW and we only need \$20,000 in IT for instance. I think it might be a clearer way to look at it is the way he's talking about doing it.

Chairman Morin understood but is it in our job no matter what percentage or what they're bringing to us to take a very hard look at it to do it. We're just giving them a little more leeway to try to catch up on some of the stuff they're behind on. There are departments that need stuff that have been put off and Mr. Malizia brought it up - maintenance and things to that nature due to the fact that we do zero budget every time and they meet that. They do an outstanding job to meet that but are we gaining anything and in the long run are we going to end up paying more because we're not keeping up with stuff we should be now. Let's take the radio system for instance. This has been going on for ten years. Now look at the amount of money we're spending on it because we didn't keep up with it. That's one instance.

If I might on that instance. Selectman Coutu said we have a capital reserve fund. We developed a capital reserve fund for radios and communication. That's where the bulk of the money is coming from. So we addressed that issue. Chairman Morin said it hasn't been ten years. Selectman Coutu said the money for that hasn't been ten years but we addressed it by doing it that way so in the long term we weren't hitting the taxpayer with a huge bill all at once. Now we're going to proceed and we're going to correct it in the coming year. We know that. For us, it was the easier way. We weren't going to bite the bullet because it was more like a cannonball and we were all going to choke to death on how much money it was going to cost. It needed to be done and now that the Police Chief has come in and say you know we're at a critical venture with loss of communication or radios, we're finally addressing it. But the radio issue is ongoing because no sooner will we do this, we'll have the communication towers but no sooner will we do this five years from now, Motorola is going to tell us these radios are outdated. It's just like all of technology. It only lasts so long and then we have to update everything.

Chairman Morin said I understand that and I'm very familiar but you just hit the key. We got to a point where we were in a dangerous situation with our radios instead of maintenance and keeping things up to date. That's exactly what I'm talking about. Selectman Coutu indicated it was the towers that were going to cost us the most. Chairman Morin said the part that they needed the most the radios are at a point now where they could fail at any time and it's because we didn't maintain the stuff over the years. He said that they kept parts because they didn't make them any more so they had to get a bunch of parts and keep them on top of a shelf because they didn't have the money to move forward to correct these things. That's what I'm trying to get across to the Board. This is the situation the town's getting into because we do the way we do it.

Selectman Coutu didn't think there's a single department head that can come in here Chairman and state that this Board has not - I don't believe that any of them could make the statement that this Board has not been receptive to their critical needs. Chairman Morin noted they may not say it but - and this isn't Chief Avery's fault so let me make that clear before I make this statement - then why are we hoarding parts and not coming forward to get things fixed? Selectman Coutu indicated we bought a lot of radios in the 12 years I've been here. Chairman Morin said we have but they aren't a system. The system should have been replaced a long time ago. I'm focusing on radios because that's the dilemma we're in now especially with the Police Department. It is because of the lack of being able to let them move forward and complete maintenance. This is the perfect example. We're at a critical point right now with their radios that they could go before we get this new system in. It's going to be at least another year before it's in service at this point for Phase I but there's a bunch of phases to get the whole system complete. Selectman Coutu asked how many phases are there. What's a bunch of phases? There's two phases. Chairman Morin said two years is a long time when your radios break down.

Selectman Coutu suggested that because this is an ongoing issue that we continue the capital reserve fund even after we replace all the radios and the consoles. We are ahead of the game. Chairman Morin wanted to make my point why we're in the situation we're in.

Selectman McGrath agreed that the budgets should probably be increased. Either way it's going to be transparent. Either it's going to be the line items are going to be increased and we're going to be looking at each line item or I would assume everybody looks at all of the line items. I know I do. I sit there and I go through with my ruler, calculator, and pencil and make notes. Either way I think that we need to give them the ability to increase line items as they see fit but do we want to put a cap on the percentage increase of the total budget that it not exceed whether it's 5 percent, 2 percent, 10 percent. I think we should give some sort of guidance as to how far we'd be willing to go on the overall budget. I was just going to calculate the \$250,000 increase in spending. KC correct me if I'm misstating this. If an average house is \$250,000 and it's an \$.08 increase, it would mean a \$20 increase in the tax.

Selectman Coutu indicated it would be a \$.10 increase of \$250,000 - it would be a \$.10. Steve Malizia said no it's closer to \$.08 because it's the \$3 billion valuation of the town. You'd have to divide that by \$1,000. So you're closer to \$30,000. The valuation has changed. Selectman Coutu said the valuation of the town increases. That's right. Mr. Malizia said for every \$250,000, it's \$.08 approximately. \$.08 times a \$250,000 house.

Selectman McGrath noted for a \$250,000 house times \$.08 it would be a \$20 increase. No one like their taxes to go up but \$20 over the course of a year I think people could understand that and accept that. We've reduced the taxes over few years that I've been on the Board. The town's portion of the tax rate has been reduced. We just need to figure out what the percentage increase it can't exceed. That doesn't include any outside of the budget items that they feel the need for that they can come in and present. It will just be a warrant item as opposed to putting it in the budget and let the voters vote on it.

Selectman Coutu said in the financial management world for municipalities, there is a standard practice that if you're going to go percentage the cap be no more than 2.5 percent. That's the normal budgeting for capping an increase. You cap it at a certain percentage. The national average is 2.5. If your budget exceed 2.5, your budget gets slashed.

Selectman Martin said I'll start it out this way. It's time to stop kicking the can down the road. I agree with Selectman McGrath. We need to do this and we need to do it right so we can get things done and 2.5 percent isn't a bad number of an increase for total budget and anything else aside of anything larger than let's say \$15,000 should go as a separate item and we can talk about that. I'm in favor of a 2.5 percent.

Chairman Morin asked what is the Board's wishes. Selectman Coutu indicated zero based budgeting and have them come in with their request independent of their set budget. Their labor costs, their support material needs, paper, and whatever products they need to maintain their facilities. Come in zero based and any requests over and above and beyond come in separately. That's my position. I'm willing to offer a motion that we continue the practice of zero based budgeting with increase over and above their budget request be brought in separately for consideration by the Board of Selectmen

Motion by Selectman Coutu, seconded by Selectman Roy, for zero based budgeting and if over bring to BOS for consideration

Steve Malizia said typically labor is excluded because that's been voted on separately by the voters for warrant articles for contracts or whatever. That's been excluded from that zero based. The other thing too is department heads have had latitude. For example if I don't need \$50,000 here and I only need \$30,000 here, I can move \$20,000 there. I can move things in the budget. Not every line is going to be the same as long as the bottom line of all those other items is zero or the same. That's what we're talking about just so everybody is clear.

Selectman Coutu said with labor costs. Remember the voters approved that number goes up automatically. Mr. Malizia said it is what it is.

Selectman McGrath thought we need as Chairman Morin articulated, we need to give the department heads the ability to come in and present what they feel are the needs of their department whether it's an increased number or a decreased number but we need to give them that ability and without them fearing that they're going to have their heads chopped off every time they tell us that they need something that's over and above what they have now. I don't know that this motion does that. Our department heads and our employees I think that they do an outstanding job at managing their budgets, being fiscally conservative. They don't come in and ask for outrageous spending items. They ask for what they need. The budget that they have now needs to be increased whether it's a line item or a dozen line items, we need to give them that ability to come in here and tell us that and give us what they think would be a reasonable number and then we can make a decision about whether or not that can be approved and put forward.

Selectman Coutu said we're talking apples and apples here. Not apples and oranges. We're talking apples and apples. I think there's a misnomer here about how we've been doing budgets over the years. We have never tied a department head's hands relative to their needs. This cost \$.10 last year because they bought in quantity. They put in the budget and they bought 100 bottles at \$.10, it was \$10. If this is now \$.15 this year, I expect they're going to put in their base budget \$.15. So it's \$15 as opposed to \$10 because that's the base need. Labor costs are fixed. We know what they are. The voters approved them. The taxes and the retirement that we pay out to augment that line, we take care of that. In terms of supplies maybe some equipment that they might need if their supply budget has gone up 10 percent, I expect to see that line item go up 10 percent. I'm not going to question it. We're in a new world right now economically and that world is a world of tariffs. Tariffs are costing the consumers an awful lot of money. I know there are going to be increases in the cost of materials, equipment, supplies. For example the heaviest one might very well be the Highway Department where Mr. Forrence's mechanical people might need some parts and those parts have gone up 20-22 percent even up to 25 percent because of the tariffs. Mr. Forrence is going to have to figure that out. Those line items should increase accordingly. He doesn't have to argue with me as the person who's going to be voting on the budget that there is going to be an impact. I know there's going to be an impact so reflect it in your budget. Zero based budgeting doesn't mean you take your fixed labor costs and everything else stays the same. Everything else doesn't stay the same. The reality is costs go up every year. Whatever you can give them they're going to need to run that department, your base items - what you have now plus whatever increases that are going to be impacted as a result of tariffs on your line items, send it in. If it increases your budget one percent, it increases your budget one percent.

Selectman Coutu indicated what I'm saying is, and I thought we had a clear understanding in past budgets, anything over and above that. You want to buy two window air conditioners at \$6,000. I'm not going to lose any sleep over that. You could put that in your budget if you can articulate why in this world of central air we need two window air conditioners. If you need a large compressor that's going to cost \$30,000 - \$40,000, I want to know about it and it should be separate from the budget. We'll decide whether or not it gets slipped into the budget. Not everybody does like you and I do Selectman McGrath. I've adopted that practice 12 years ago. Paper, pencil, calculator, and a ruler. I do the exact same thing. Line, by line, by line, department, by department, by department. It got so bad one year that I wanted to see a cut. I was looking at how many magazines did they buy. That's a small number. It might be \$250 for a subscription here, \$200 there, \$300 there. We were slashing some of them because they sat there and they couldn't articulate why they were getting that magazine. Well we always got it. What's the use of getting 12 magazines if you're only reading one? Let's get the one or two that are critical. We were cutting.

Selectman Coutu stated I am not opposed to them increasing the base line item by what they project their needs are going to be in each of those lines. I just want high ticket items kept separate. I think we made this clear in the past and I've argued this every time we do this. Just tell us what they are. Articulate what your position is. I'm sure they can muster three votes if not a majority in order to make sure they get their needs. The most critical need I ever saw, and I could be wrong - the Town Administrator could correct me - was at the end of one fiscal year the entire - outside the Fire Department - their central air or heating or whatever it is, the whole thing went to pot and we needed \$40,000 in a hurry. We came up with the \$40,000 and we got it done. We don't deny. We give them what they need. Our department heads - and if they're not then somebody has to start talking to me - but our department heads are quite pleased with our generosity over the years and how we've taken care of them.

Chairman Morin said first I have to say is you nailed it right on the head. We give them what they have if costs go up but we don't move forward. They get what they have now. They don't move forward. They stay with what they got and nothing new happens. If a department head comes in here and can't articulate why they need something, well obviously they don't deserve it or they don't need it because they should have the information to back up what they're saying if they really need it. I'd agree with you there then that's fine. At some point, and we've seen it and I'm going to focus on the radios again and if you want I can bring up other stuff, we're to the point where we get into a crisis situation and the air conditions - I was working at the Fire Department then and that was, again, because things weren't getting taken care of. They were very old. They were never replaced and things like that. The Fire Department needed more important stuff to serve the citizens than to take care of that air conditioning system. Our service has to keep up and that's where we're putting our money. At some point, we need to move forward a little bit and we're not. We're staying static. We give what they got and we don't move forward.

Selectman McGrath said going through the budgets line by line, I know that I'm struck every year. First of all if you keep them at a zero base so that they can't increase the bottom line of their budget. So you look at each line item and you can see where they've struggled to make adjustments because they need to increase one line item. That means that they need to decrease somewhere else within the budget. So they're going back and forth. You can shake your head but that's essentially what happens. There may be department heads that aren't going to struggle. They can stay at zero percent but I can see that especially the three service departments - the three gentlemen that are sitting up in the back of the room - that they're going to struggle going through the line items of their budgets without giving them some cushion to increase. They can highlight those increases. I don't want them to have to go through each and every line item of their budgets and start to reduce. I'll reduce this one by a little so I can add a little to this. They must spend an inordinate amount of time trying to do that. I don't think it's fair and I know what it's like to prepare budgets and it's not a fun thing to do. I would like to at least give them some cushion. If it's 2.5 percent overall that the bottom line can't increase beyond that and highlight the items that they really are increasing at a different level, I'd be fine with that.

Selectman Roy noted that was not what he was saying. He wasn't saying a zero percent budget. He was saying a zero based budget. So you have a baseline and then you build up from there. They can increase a certain line to accommodate an increase in cost but then above that if they wanted a \$30,000 or \$40,000 item, they would have to bring it to us and then we would decide whether it goes in their budget or if it goes out onto a warrant article or whatever. Correct me if I'm wrong Selectman Coutu but that's the way I understood what you were just explaining.

Selectman Coutu said you're correct. Mr. Malizia have we had a problem with that in the past? I hate putting you in the middle of this but. Steve Malizia thought people have typically tried to get to their bottom line to move something here and something there. I think that's from a practical perspective, that's a lot of what's happened. We haven't had a problem putting something out there separate and distinct that the Board has voted on because they go through a needs analysis of that. I think its interpretation. Some folks, again, this is the bottom line. I stay here. If something goes up, something else went down. I can point they're all shaking their heads. That's what they do. Selectman Coutu said if the department heads can't figure out that items are going to go up and they should put it in their budget, that's not my problem. That was what we told them to do every year. We didn't say everything stays exactly the same bottom line number. You have to accommodate a budget for increased costs. I don't see anybody in this town, and I could be wrong, I have never had a department head come to me and complain to me. I think that individually or collectively we have a good rapport with our department heads. Might disagree with them on theories and principles every now and then but all in all, bottom line is this town is functioning very well financially and otherwise. That's because we have great administrative people, great staff, and great department heads. We have not denied them the opportunity to be all inclusive in their budget.

Selectman Coutu stated what I was going to point out is I don't think there's a department head that's sitting there struggling over their budget and spending hours upon hours trying to move numbers around. Maybe mid-year they have to make some adjustments. They're just budgetary transfers. The School Department goes through hundreds of transfers every year. Money needs to get transferred. Things happen. We understand that and so does the School Department. They do it all the time and we do it once in a while because the budgets are pretty good. No one has come to me ever and said to me I have a real serious

problem with my budget except Highway when they have a tough winter. There may be some things that midyear a department head comes and says geez we really could use this but it wasn't necessary at the time of budget preparation. What's so difficult is we're budgeting out 18 months in advance of what their needs are and they have to guess. I'm saying that overall costs are going to increase in the next 18 months if the tariffs persist almost 25 percent. I'm not talking wages. I'm talking about material, paper goods, everything is going to increase by 25 percent. We're starting to feel it on the retail end. All of our dollar items are not costing us the dollar items that we retail. We were paying \$.80 for, we're now paying \$1.05 for. The dollar grids are now becoming a \$1.25. The retail is losing a nickel in the process because we're trying to keep those customers who like to buy the cheaper imported Chinese items coming in the store. I just don't understand where all of a sudden this year it's a major issue but again if I can't muster the votes in my motion, I will support the next motion. I just want to get through this.

Kathy Carpentier asked to approach. I believe in the past what the department heads have strived to do is over 80 percent of our budget is labor and benefits. We agree that that's not what the department heads tried to control. They tried to control the operating expenses and we would try to control that at a zero percent increase is what the objective has been. If it was anything over that zero percent, they would have it outside the budget, bring it to the Board, and the Board would decide whether to put it in or take it out. If electricity went up \$10,000 or maintenance for some software agreement, they would try to find \$10,000 somewhere else and cut it out. That's what we're trying not to do in the future. If I'm hearing collectively I think I might be hearing, the 2.5 percent is what would be great is if in the operating expense could go up by the 2.5 percent. It would give the departments a chance of not having to cut and offset that \$10,000 increase in electricity and maybe they would get to go fix something that's broken, or something that they've been neglecting, or maintenance that they haven't been doing. I think that that is what you're trying to accomplish but I do believe in the past they have been trying to achieve a zero percent increase in their operating expenses. If I'm wrong, they can shake their heads no. I do believe in what you're trying to achieve a 2.5 percent in operating expenses would be a good initiative going forward from this Board. Thank you for your time.

Vote: Motion failed 2-3. Selectmen McGrath, Morin and Martin in opposition.

Motion by Selectman McGrath, seconded by Selectman Martin, that department budgets cannot exceed a 2.5 percent increase of the operating budget not including labor and benefit costs.

Just to speak on the motion, Selectman McGrath said so that they don't have to go through the machinations of trying to adjust their budget lines so that they're at a zero percent increase of operating budget. It gives them the flexibility to recognize increases in costs that they have no control over. I think it would be a more realistic budget and they would highlight those items that they need to increase. It wouldn't be a lack of visibility or understanding of what the budget contained and any increases over and above that.

Chairman Morin asked if there was any other discussion. Seeing none.

Vote: Motion carried 5-0.

F. Revenues and Expenditures

Chairman Morin recognized Town Administrator Steve Malizia.

Steve Malizia noted we're only one month in so this is really not a very exciting report. Know that a lot of purchase orders have been cut for things such as legal, trash so when you look at percentages of expenditure, it reflects the fact that we have those commitments. We do the purchase orders in advance but one month is hardly enough data to really cover much. I will say that auto registrations continue to be strong. It appears that we've bumped that up so. We haven't received an ambulance revenue yet nor have we booked any interest income so you'll see those a zero. It doesn't mean we won't have it, it's just they're usually lagging. Again its one month in. We've done purchase orders and there's not much else to say unless you have questions.

Selectman Coutu asked 4901, page 2 of 4, warrant articles; 6032 development of Benson property. Why is it \$3,974 in excess of what was approved? Steve Malizia said that's a very good question. We'll have to look into that. Selectman Coutu noted you can't spend more than what the voters approved. I would suggest Mr. Malizia as is proper because if this number is correct and they overspent by almost \$4,000, they're going to have to take it somewhere out of their budget and reapportion that money back into the voters in the surplus. Steve Malizia said we'll have to look because it appears to be something between a prior year encumbrance and at this year encumbrance. I'm not sure we spent anything. Selectman Coutu noted I know you'll look into it and we'll be happy that you did that.

Selectman Coutu noted boy are people getting married in Hudson. Mr. Malizia said they love it here. Selectman Coutu said welfare reimbursement - 192 percent reimbursed rate. That's fantastic. I think I am quite happy. The reason why car registration are up, our population has increased significantly. If you haven't been on Lowell Road lately, you see how many cars there are. A lot of them are from Hudson. We'll take their money.

9. REMARKS BY SCHOOL BOARD

Darcy Orellana - This is interesting. I enjoyed that discussion. Just want to continue to appreciate the collaboration and to let the public know that on September 4th and 5th we have rolled out some preliminary designs for the Alvirne High School and we invite people. It will be in the HLN and probably on the School Board website - two listening sessions to get some more input so that we really do try to hear what people support about these designs and where their answers of concern are because we want to be cognizant of that but we're very excited that we've gone through strategic planning, our mission, and interesting our mission really talks about bringing students to become civically engaged and committed members of the community which includes voting. So that was interesting and then how do we bring this school to be the type of facility that supports all these new residents and people that we've just talked about. So those will be on the 4th and the 5th. I think one will be in the high school and one will be in the community center. We want to spread across town and make these accessible to people but I don't have the exact times. I think they're 6:30 so thank you.

Selectman Coutu asked what you didn't explain what is it you want to show the community. Do you have a plan for example to continue to ask the voters for another approximately \$18 million next year? Ms. Orellana said we have a proposal. So we haven't made and ask. We have draft designs to ask people. Selectman Coutu asked does it ask for an \$18 million improvement project for Alvirne High School. Mr. Orellana said there is a range of models. Selectman Coutu said if I can't get a question answered how can people go to these and expect to get an answer? I'm asking you a specific question and you keep telling me there's a range. Is the \$18 million renovation project included? Darcy Orellana said yes. One is \$18 million and there are others at lower amounts. There is a range of choices.

Chairman Morin stated there's three separate plans that they're looking at. The highest one is \$18 million.

Selectman Roy noted A, B, C1, C2, and D, right.

Selectman Coutu said my problem is that if that ends up on the ballot and we're trying to do infrastructure projects, the voters are going to say no to all of it. We're always on the losing end because we can't seem to collaborate with the school. Who's going to ask for a big project? They have the CTE center and this is going to be their third try at a revised plan and somewhere between \$14 and \$18 million. We're trying to get our Police Department more square footage areas to be able to operate out of and we won't be able to go and bond that because the voters are going to think that we have too many high ticket items on the ballot. We were going to collaborate with the School Board. One year would town side and another year would be the school side. Every year the school keeps coming back for that same \$18 million project. I don't know how many times the voters have to say no. I'm disappointed.

Darcy Orellana would like to say that this alternating model is one that hasn't necessarily been confirmed and I think that's something we can engage in that discussion about but I think our collaborative work and efforts to find common ground are still a work in progress. I come to this meeting and I think my colleagues come here to share our information and not necessarily this isn't the forum where I particularly think we

would want to debate it in this infant stage of the process. I would encourage the community to stay tuned, to listen, and to think about where you stand on these issues and these matters. That's not why we're here. I'm here and any of my colleagues are here is to debate this necessarily at this point in time but to share information.

Selectman Coutu stated I wasn't debating. I was trying to get a specific question answered and you didn't answer it but you did finally. Thank you.

Selectman Martin indicated I happened to watch the presentation last evening. My 17 year old daughter watched it. My 78 year old brother-in-law who is a fixed income taxpayer in this town with his wife watched it. I will tell you this, he made a comment - \$50 million - no. He goes that's more reasonable and more palatable. He told me he would vote for this if it went forward. That made me feel better because he understand how everything works and he feels comfortable knowing that they went and did their homework. I think I will go to these listening sessions. I will give input. I think it's a great idea. I watched it. I happened to think that they did some head thinking and brought this to the forefront and knocked it down substantially. I think the school needs it. Thank you.

Selectman Roy didn't find it unreasonable that it's been on the ballot for multiple years. I think we've had other infrastructure projects that have taken more than one time on the ballot to pass. I also look at the amount of time it's gone since there's been major renovations to the high school other than the CTE renovation that's going on now. I think it's how much we value educating our children is one piece of it. Again I'll go to listen at the session because I do think there was a basic plan there. I don't know that it's fully developed yet.

10. OTHER BUSINESS/REMARKS BY THE SELECTMEN

Selectman McGrath - The only comment that I have is that I attended the swearing in ceremony today of six new officers and the promotions of two others. It was an impressive showing of a number of family members, and friends, and former colleagues. I thought that it was a very nice event. I was pleased to attend. Congratulations to the new officers.

Selectman Coutu - Mr. Malizia are there any plans - I was going to call you during the week and I never got around to it. I don't know if you and Mr. Buttrick met to do mosquito spraying in the Town of Hudson. Steve Malizia said that's under the purview of the Fire Department. They have the budget. I believe we larvicide at the beginning of the year. Chief Buxton can speak to it as the Health Officer for the town. I'm not aware that there's any spraying plan but I know that at some point they tried to do preventative larviciding.

Good evening. Chief Buxton stated as you are aware, we had an EEE detection in Pelham over towards the Methuen area of town. Our larvicide sites have been tested. I just went over the results this afternoon. We do not have any known EEE hits in Hudson. The State of New Hampshire is basically keeping us in tune every day as they do more testing. We asked them specifically about doing preventatives right now. With no positive hits in town, they didn't see a need to move in that direction specifically. That's the update on that.

Selectman Coutu said people have asked me and that's the answer. Good. Thank you very much Chief I appreciate it. I want to extend my sincere appreciation to the members of the CIP Capital Improvement Project committee and to our Town Planner Brian Groth for their deliberation and serious focus on those requests that were put forth by the various department heads and the plan is in the process of being finalized. We had I think ten \$100,000 items from the School Department and I guess they used \$800,000 of their surplus and took care of eight of those ten items. We don't have a definitive plan from the School Department to put in a CIP. We're ready to move forward with that. I'm impressed with the deliberation and the volunteers. These people volunteered for the most part to be on that committee. I'm very proud of the work and we'll have a comprehensive apparently municipal plan that we'll put forward.

Selectman Coutu indicated I too attended the swearing in ceremony and Chairman Morin did an outstanding job as always. Chief thank you so much for the way you set that up. The families were quite pleased. I think it was quite impressive. We used our Community Center. Thank god we would have been pretty

cramped and heated inside the Anne Seabury room at your department. It might have been a good indication of what your needs are in terms of space by doing that. They were more comfortable. I know that like Selectman McGrath, I was impressed. I went and I told you I spoke to each one of them individually as you spoke to them and their families. I think your remarks were very apropos and I think very welcoming at the same time. They need to be disciplined at an early age. It's just like newborn children coming into the home. They're the future of our Police Department and I was impressed when I met each one of them. They were very polite, handshakes were firm, and I was very impressed. Considering the process that you have to go through to find qualified candidates to get it done in the amount of time that you got it done. It was impressive. I've been through this before and I was very impressed with this particular group of candidates chosen. I'm also impressed with a lot of the people we have that have been sworn in since I've been a member of the Board of Selectmen. A lot of them have been promoted. Some a couple of times. With that and the promotions, thank you so much. Really impressive. Chief Avery said I appreciate it. Thank you.

Selectman Martin - I had to work today so I was not able to attend the swearing in ceremony. I wanted to make a comment about it. I think it's a great way for your community to meet your Police Department. The way the Police Chief has gone forward to bring his officers and promotions to the community and inviting the community to such an event. That's very outstanding. I've never seen it done that way. It's always been done in the building and I commend you for that. That's a great way to promote your people in front of the people that they work for. Good job.

Selectman Martin encouraged everybody to go to the September 4th and 5th public meetings and give their input. They listen. They'll make changes. I think it's a really good opportunity for the community to give input to see where the community wants to go.

Next week on Wednesday is the Budget Committee. We have our monthly meeting. I wish everybody a happy Labor Day weekend. Enjoy the weather and be safe. School starts tomorrow so be aware that all the little ones, to all the big ones, will be back out there and keep an eye for children on the road. Thank you Mr. Chairman.

Selectman Roy - I only have a couple of things Mr. Chairman. So we have a great number of great people that volunteer to help this town keep running. I'm going to put this out for the Board's consideration that we start formulating a plan to have some sort of recognition of those volunteers. My understanding is there used to be an ice cream social. We invited all the volunteers. I think we should revisit that and start doing those kinds of things again so that the volunteers that give their time know that they are appreciated.

I'm going to echo Selectman Martin's comments that tomorrow is the first day of school. Please give yourself a little extra time, pay attention to buses, children, and crossing guards so everybody can have a safe and happy school year.

Selectman Martin didn't know that we had any discussions or comments about the National Night Out that the Police Department initiated with the Library and Fire Department. I don't know that we heard any comments about it. What a great success. In the short amount of time that it was advertised, you got a large amount of people at the Library to come out and enjoy the police cars, fire trucks, food vendors. A well thought out program in such a short time by Officer Downey. He did a video. He did a tremendous job and the library staff. Thank him for that.

Chairman Morin asked is there a quick consensus about a volunteer recognition night. Should we do that? The Board said yes absolutely. Chairman Morin asked do you want to work together and just get it done. We'll take care of that and come back to the Board with a plan. Sound good?

Selectman Morin - Chief everybody said everything about today but I appreciate it. Thank you. The first thing I got is at our workshop next week we're supposed to have the IT Director Lisa Nute here. She had sent out an e-mail in reference to taking a short class. The only slacker in the group is the Chairman who will get it done tomorrow. Do we want to still have Lisa come on Tuesday night to have a discussion further on the computer stuff or is everybody good because everybody has had it. Selectman McGrath has already had it, correct? Selectman McGrath indicated I didn't take this latest one by I am going to. Chairman Morin

noted everybody will have it done as of tomorrow. Do we want Lisa to come in and have a discussion on the security and things to that nature on IT? Selectman Coutu asked is that the only thing on the meeting. Chairman Morin said no we're going to talk about the addition to the police station also. Selectman Coutu asked that can't be a regular meeting agenda item. Chairman Morin though it would give us the time to actually take a real good look at it instead of having to move on and having a late night. We can have a complete presentation on it.

Selectman McGrath didn't think it was necessary for Lisa to come back. If everybody has taken the security training, that's the important piece that everybody should be aware of. I've taken so many security training classes that I could probably teach one. Not that I want to but I've gotten the e-mail I just haven't gotten to it yet.

Just so everybody understands, Chairman Morin said we were supposed to have her in to discuss other items but she couldn't make it last meeting and she is working on those so at some point she will be coming in.

Selectman Roy indicated I'm out of town so I really don't have an opinion.

Chairman Morin indicated we don't need her here then. Could you do me a favor and thanked all the people from the school that assisted with the Connect the Dots program. That went together very fast. It was very thorough and they've started moving forward with their first meeting next week. I appreciate everybody's work on the school side with that. Thank you.

Chairman Morin stated the last thing probably a month or two ago, we gave funds for Elvis to check the pipe that runs under the Merrimack River to the Nashua treatment plant. Well I actually got to tag along with them on both sides of the river. I wouldn't eat out of it but the pipe looked really good. There was no damage in it. It's been there a long time. They actually cleaned it out totally and it looks really good. What they told us and what Elvis said, it will be in service for a long time without us really having to worry about things. It came out really well. It was well worth the money we spent to have that done.

10. NONPUBLIC SESSION

Motion by Selectman Martin, seconded by Selectman Roy, 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 8:27 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 10:34 p.m.

Motion by Selectman Coutu, seconded by Selectman McGrath, to hire Gary Rodgers as a part-time School Crossing Guard with a starting salary of \$14.00 per hour, carried 5-0.

Motion by Selectman Coutu, seconded by Selectman Roy, to deny the owner's request on property located at 181-189 Webster Street to reduce his monthly payment from \$5,000 to \$3,000 starting August 15, 2019 through January 15, 2020 and then resume his regularly agreed upon monthly payments of \$5,000 due February 15, 2020 and thereafter until paid in full, carried 5-0.

Motion by Selectman Coutu, seconded by Selectman Martin, to increase Police Chief William Avery's salary to \$116,998 per year effective September 1, 2019, carried 4-1. Selectman Roy in opposition.

11. ADJOURNMENT

Motion to adjourn at 10:36 p.m. by Selectman Martin, seconded by Selectman Coutu, 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

HUDSON, NH BOARD OF SELECTMEN

Minutes of the September 3, 2019 Workshop Meeting

1. CALL TO ORDER - by Chairman Morin the meeting of September 3, 2019 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Selectman McGrath
3. ATTENDANCE
Board of Selectmen: Dave Morin, Roger Coutu, Marilyn McGrath, Normand Martin
Absent: Kara Roy
Staff/Others: Steve Malizia, Town Administrator; Police Chief Bill Avery; Captain Dionne, Captain Cayot; Lt. Bianchi; Ted Luszey; Sean Kelly - MRI
4. DISCUSSION
 - a) Discussion relative to Police Station Addition

Good evening members of the Board. Chief Avery stated also with me sitting in the back of the room is Sean Kelly who is a representative from Municipal Resources, Inc. (MRI) who did a feasibility study for the Hudson Police Department. I will be bringing him forth in a couple of minutes to address the Board about his interviews amongst the staff at the Hudson Police Department and his findings. Tonight I've given you all a booklet that we just received at about 4 o'clock this afternoon. It's the conceptual design of the construction project that we are going to be presenting to you here tonight.

Chief Avery explained the process started for the Hudson Police Department in February. Captain Cayot and I initially started meeting on this process on this project and started looking at our facility and where our future and current needs are with the Police Department. It was very readily available and noticeable to the two of us that we are definitely outgrown our current facility and we have probably outgrown this facility about 12 years ago. One of the initial things that we looked at was our female locker room where we have 10 lockers. Coming up in October, I'll be presenting two more female names to hire as police officers and we are running out of lockers. Our evidence room, our Detective Division, our crime lab, our roll call room, the administration area, our records, and our Legal Division are all in need of either relocating or expanding the facility. At the beginning of the project, I brought in Ted Luszey former Selectman and Chairman of this Board. Why did I bring in Mr. Luszey? Because of his past history of project management with other facilities that I was aware of while he was on Board of Selectmen and thereafter and his professional life. Mr. Luszey has been with me every step of the way, every meeting, every discussion, every report. He has been by my side advising me, advising Captain Cayot, and the rest of my staff as we proceed through this.

Chief Avery stated it was recommended from the get go that I reach out to a construction company to get some ideas and initially I reached out to NorthPoint Construction the owner and was quickly introduced to Scott Cornett who is one of their main project managers of the company. We began meeting with NorthPoint Construction and I forgot to mention earlier in the FY2019 budget, we had budgeted approximately \$30,000 to do a needs assessment and possibly a conceptual design and construction budget for this project. We had the funding to go ahead and do that. This project really ramped up in July where Mr. Kelly began his interviews and began putting his report together for me, Captain Cayot, Captain Dionne, and Lt. Bianchi. As we moved through the late spring, I brought in more of my staff to get involved with this project even so far as to meet with all of the employees during 101 interviews to get their input, had their supervisor's meet with them to get their input. Every step of the way we've reached out to all of the employees to get ideas. I want to make it known right here, I am not in the construction business. I know nothing about construction and that's why I'm relying heavily on Mr. Luszey, Mr. Kelly, and my staff to come up with ideas.

As we moved into the July months and we were able to obtain drawings which are here to my left - and if the cameras can zoom in real close to the map on the left-hand side - there's a red line that comes down

the side of the building. This red line will dictate where the new addition will start. It is 5,700 square feet and change and we are also looking at the same time to renovate about 9,000 square feet to our existing facility. Part of the building would be just one side at the current time would be covered the outside parking for 14 marked police cars. Why do we want it covered? Because during snow storms it's very hard to get our cruisers out. We spent hours upon hours cleaning out our rear parking lot with DPW workers and then shuffling cruisers back and forth. If we had a major emergency during a snow storm, it would take us time to get cruisers out. The Lieutenants and the Sergeants are tasked with snow blowing constantly during storms to keep the walkways clean. The officers pitch in, the detectives pitch in, the administration pitches in. It's all hands on deck during blizzards. This would at least free up 14 of our marked units, our first responders, to be able to get out onto the scene.

Chief Avery noted the other area we looked at very early on was when we met with NorthPoint Construction. We have employees that are not located within their teams or their divisions. I'll use the Legal Division as an example. Currently Tracy Carney our Legal Clerk is down here in this part of the facility. She is the only person from the Legal Division down in the records area where all the legal files are kept. Leiane Hewitt, our Attorney Joe Tessier, and our Police Officer Prosecutor Bryan Genovese are all the way down here. Our Victim Witness Advocate who needs extreme privacy to conduct her business is all the way on the other side of the facility in the back by the men's locker rooms. She had been moved roughly five times since February to try to piece together offices that we can by on a day-to-day operations. The orange area you see here will become - this is part of the current administration - that will become the Legal Division so it is right next to the Records Division and they'll be able to access the files on both sides of the filing cabinets that we have in there for those of you who are familiar with it. A big debate that I had and it's also because she was a Board of Selectmen Anne Seabury - everybody knows that room is named after Anne and was a very great person for this town and very nice to me personally but we are in need of space. We are proposing to take 2/3 of that room and turn it into office space. What type of offices? One of the offices will be for Captain Cayot and the polygraphs to conduct polygraph interviews. He needs complete silence. When he conducts these that will be in this office. The other two offices will be public interview rooms. When somebody comes into our Police Department to file a report, they will come in through the lobby but then go into the Anne Seabury room. Why is that important? That is going to limit the amount of people for safety reasons that are coming through the Police Department on a day-to-day basis. We have several people that come in on a daily basis to file reports. We urge people to come in and file reports. It is a safety issue having people walking through our building to come to a public interview room. We're proposed to lock down this department. It would be a nice office but they would just go into this room.

Dispatchers. Chief Avery indicated as you all know in this room, they work 8 hour shifts. They cannot leave that office unless they have three people in there and there's only a couple of shifts a week that we have three people in there. They're stuck in their office. Their breakroom is a microwave, a toaster oven, a refrigerator, and a water bubbler with a bathroom but its right in front of the window from the public. They have no place to decompress, to relax, or take a break without standing in front of people in the public. There are some nights in our lobby it is like the deli line at Hannaford's. There are people coming in to file reports and these women and one male can't take a break. They're stuck at these radios, the phones, and their computers. The public interview room will become a break room for the dispatchers. Another safety thing that was pointed out is we will be putting an emergency door so they can exit through to the outside part of the building. Currently right now they have one door that they can exit out to get to the main corridor in the Police Department and we want to make sure we have a secondary door here in case of an emergency they could escape.

Evidence room - Chief Avery said we are running out of space in the evidence room. We have cages there with weaponry. We are busting at the seams in there and I'm not so sure that we would make it another 10 years with our current evidence space. Detective Al Marcotte works many, many hours a week on just purging evidence on a daily basis. As you know when he's purging evidence that afternoon, more evidence is coming in.

Crime lab - for those who have seen our crime lab, we have a crime scene team and it's broken down into an A and B team. There are five people on each team. That room you could barely fit two people in there right now to work together as a crime scene team to fingerprint, or fumigate, or to lift DNA, or to work period. There is no room in the crime lab as we sit here today.

Chief Avery stated there is another Division in the yellow that's going to be going in. That will be a Narcotics Division. Obviously it will be private offices for the narcotic officers and there will be a separate computer lab. Why do we need a computer lab? As you all know, the technology is computer related. When we're investigating crimes currently, we are pulling cell phones we are pulling computers, etc., plus child pornography investigations, sexual assault investigations we are pulling computers. We need a private area where special trained detectives can go to that nobody else in the Police Department will see or can see. It has to be shielded from everybody within the agency except for the people that are working on these investigations. Currently the detectives put up a shade and hide behind it when they're having to go through these horrific crimes. It is not conducive to good solid investigations.

Women's locker room - will be down here which will be adjacent to the new administration area. The women's locker room will have privacy. Currently the women's locker room when our female employees come out of the shower, they have to get amongst their peers. They have no privacy in this room. It sounds weird but it is important to our female employees that they come out of a shower and they have no place to go change in private.

Roll call room - probably one of the most important rooms that we have within our facility it's the roll call and it will become the EOC room. Why is coming there? Because 2/3 of the Anne Seabury room I'm proposing to use for office space. We need a place in case we have a natural disaster some emergency in this town that we have to activate the EOC and my command staff are in this room together with town employees - the Finance Director, the IT Director, DPW, Board of Selectmen. It's very important that we have a place. Currently our roll call room has six chairs to listen to their Lieutenant and Sergeant brief the squad. On any given day and I can give you an example. Five months ago I came in to brief a group of officers on cruiser designs. I wanted to change the cruiser designs to save approximately \$800 per car. Our cars were black and white and wanted to change them to all black. I saw offices around the building, recruited it for our roll call, and we could not move in there. Literally could not move and we were standing hip to hip and people were standing all along the walls. No place for a big briefing. As you know, we do large scale drug investigations in this town. We have briefings before these raids go down. We need a place to be able to brief in the privacy and not out in the public. We have undercover people that will come to our building and they cannot be exposed to the general public which they currently are when we brief in the Anne Seabury room. So roll call is very important.

Another disruptive thing that happens to us is our mailboxes. Chief Avery explained every officer has a mailbox and every squad has a box and are all inside the roll call room. If Lieutenant Bianchi is briefing our officers for second shift and when day shift comes in off the street, it's disruptive. They're coming in and they're putting files in there. We're proposing a separate mailbox room so we're not getting disturbed during important briefings.

Storage - Our current break room that we have is going to be turned into a storage room. We will look for state of the art shelving. What do we need a storage room for? Files, equipment, uniforms, and the list goes on and on and on. We currently have no storage. The mezzanine is used currently to store some paperwork and is that conducive to good storage? No. We are in the process of purging files. I have somebody that works on that several hours a week but again as soon she purges X amount of files, they officers on the street are bringing in more files. It's a never ending battle.

The current Services Division room which is where Jeri Cloutier our Victim Witness Advocate sits is right outside the men's locker room. We are proposing to turn that room into a nice breakroom. Currently we have a breakroom and it's adequate. We have 5 or 6 chairs in the breakroom but we need more space. There are often times during the day there could be 15 employees what want to eat lunch. Some of them cannot even sit down and eat lunch. They have to go into the roll call room to utilize that room to eat or a couple of them have to go out to the picnic table during the nice weather. We are proposing to move the breakroom into the Services Bureau which is a larger room and we'll be able to equip this with a TV, comfortable chairs, and a place for them to sit and enjoy their lunch.

Overall Chief Avery stated we're looking at a spring build if this was to pass the voters, and pass this Board, and pass the Budget Committee. We're looking at a spring build and currently the budget is at \$4.6 million

what we're proposing. Because it's a spring build and we're looking out about two years from now or a year and a half before we actually start the construction, I do expect the cost of the project to keep rising because of the economy, the tariffs, and what not in the United States that we're dealing with currently. Probably a ball park figure is around \$5 million when this is all said and done. Again we are not asking for a Taj Mahal. We are simply asking for needed space so my staff, for the public to be able to use, for us to be able to work efficiently day in and say out.

The last part Chief Avery wanted to talk about is the security of the Police Department exterior security. We currently have a sign that says "Do Not Enter" in the rear of our building. Is that proper security? One day we caught a gentleman behind our parking lot where all of our employees' cars are parked taking pictures of our cars. Not only of our marked cars but of our employees cars. That is a major safety concern for us. We're proposing to put a gate in to stop people from coming in to the rear of the building and our officers will be exiting out another secured gate next to the sally ports. No more will we be bringing prisoners in through the back parking lot where our employees park and going into our sally ports and out. They will come in through the sally port the front way and if they're transporting them to either court or Valley Street Jail, they'll buttonhook and exit that same way. We're proposing to fence in that whole rear parking lot to make sure that our female staff that leave after hours 11 o'clock at night or later, most times it is later - they're briefing the dispatchers afterwards. They're not sworn personnel and I don't want them out there if it's not safe to leave the building at night. Currently it's a concern. Thankfully our guys that are on second shift, the guys on midnights are coming on so there's a shift change there. Obviously if something happened the officers would be there. I think I owe it to my employees to make sure that they're safe when they're coming and going from the Hudson Police Department especially in this day and age. That basically concludes what we're looking at for the addition and some renovations to our current facility. I would at this time like to turn the presentation over to Mr. Sean Kelly from MRI to discuss his report.

Good evening Selectmen and thank you for having me. Sean Kelly understanding is that you've seen my report. Rather than me go through it by (inaudible). You tell me how you would like me to proceed.

Chairman Morin asked for a general overview.

Sean Kelly explained Chief Avery asked us to come in and take a look at the special needs of the current facility. My partner on this job was the President of our company Mr. Allen Gould. Between the two of us, we have combined close to 80 years of law enforcement service and town government. We have a basic idea of what would be a good idea or a good plan for a police department. What we don't have and we couldn't possibly understand is the unique needs of this community today. Though we took a very comprehensive tour of the facility and saw a number of things that we'll take about in just a moment, one of the key ingredients of this was the input from the employees. We talked to about 40 percent of the employees - every rank, every job classification, men, women, patrol officers, detectives, sergeants, clerks, dispatchers, and then combined that with our direct observations of the facility. If you went down there today, one of the things that you would notice right away is that every possible usable place has things stored. One of the things that really stuck out in my mind was the number of employees that there's space underneath the desk in front of you tonight, the space around their legs and their feet is being used to store the goods and materials that they need on a day-to-day basis to deliver police services. This is true in every work space that we went into and we went into every work space.

Some of things that Chief Avery talked about with regard to evidence, and records, and some of the security features of the building that exist today. Mr. Kelly noted there are impositions that we all have in law enforcement that are no less on the Hudson Police Department. For instance when Chief Avery was talking about records, there are some records that have to be retained indefinitely. When you're back filling with new records every day that gets to be onerous. The department is flat out of space. When I talked to the clerks that are responsible for those things, they talk about a constant every day effort to reduce the amount of records that are being retained. As soon as they're able to be destroyed, they destroy them. That doesn't stop those records that have to be retained forever from building up. They're out of room. They're flat out of room on records.

Chief Avery talked about evidence. Sean Kelly stated evidence right now in the current state is my perspective is not ideal. They've had to split evidence in the building when they should have a centralized

evidence. The function should be better monitored by electronic means. The officer that is tasked with evidence has done a miraculous job under the conditions that they're working with and has purged out as much evidence as possible but like records, some of that evidentiary property has to be retained forever virtually far beyond anybody in this room in government service. Seventy years from now, there are still pieces of evidence that are being brought in there today that have to be retained by the Hudson Police Department. As the Chief described when you're bringing in new evidence every day that becomes a problem.

One of the things that was absolutely evident to me as I was going through the facility to kind of identify what the current state was was that this request for a new facility is not due to negligence. This is a very well cared for building. The people obviously take a great deal of pride in it. It is very well maintained. It is clean. Even the jam packed work spaces are neat and orderly as they can be. There is nothing to suggest to me that you'd be throwing bad money after bad behavior. This is a department that is very evidently proud of their facility and they're making the best of it. It's too small. They just don't have enough space to do their work.

Mr. Kelly said I don't want to reiterate some of the things that Chief Avery already spoke of unless you want to hear from me also. As we were going through the building and Chief Avery described this to some degree, one of the things that we found was that the use of people's time was not being maximized simply because of the design structure of the building. For instance, a patrol officer the majority of their time is spent on patrol car or in the roll call room. A detective - the majority of their time theoretically is spent investigating and reporting on crimes within their ordinary work space. A patrol officer doesn't necessarily need to be close to records but a detective who's constantly looking up old cases to compare Johnny Jones against Johnny Jones or looking for victim services. Things that are document heavy. Those detectives shouldn't have to pack lunch and bring a passport to get records 15 times a day. It should be easily accessible. When we were making our recommendations to Chief Avery, some of the things we tried to do and NorthPoint has done a very nice job putting them together in this graphic here is cluster work spaces together that make better use of the space but also of the employee's time.

One of the things I'm sure you saw in my report was a heavy emphasis on victim and witness privacy rights. This is an area that I'd ask you to put yourself in the shoes of the potential victim or witness. Would you want your son or daughter to be exposed to a suspect or the public when they're having one of the most difficult nights or days of their lives? In the current conditions at the Hudson Police Department, that is a likely event. It's an avoidable event through this project and I think it's an important aspect of it. Juvenile privacy rights is critical. The liability to the community, and I'm talking about the financial liability to the community is extraordinary when you start talking about juvenile matters that are supposed to be under law retained extremely privately and under the current conditions may not be simply because of the condition of the police department. They don't have the availability of the space needed to assure those privacy rights.

Chief Avery talked about the locker space. Mr. Kelly said this is a litigious society that we live in. Right now I know from having interviewed all of these people and my familiarity over the years with the professionalism of the Hudson Police Department and the extraordinary efforts that they go to recruit and retain quality employees. One of the things that you're running up against and Chief Avery touched on it is the fact that you have female employees not just sworn officers but every job classification that are on the outside looking in. What happens if you have an incident occur and a female employee is not treated the same way as another employee? You're exposing yourself to liability. This is an avoidable thing through this project.

Chief Avery talked about the communications center. First of all, Sean said let me comment about your dispatchers. What a great bunch of people. Over the course of my long career, I can't tell you how many times I've just been in awful circumstances and having that calming voice on the other side of a radio or picking up the phone for me is literally lifesaving. Your dispatchers do their job very well in conditions that are not ideal. As Chief Avery described for you, they are physically compressed into a space that is too small for the tasks that they do right now. As technologies emerge and the social expectations of our police expand, the space that they have now is becoming more compressed. I know that seems strange. The size of a radio 30 years ago versus the size of a radio today but now they're also monitoring 100 video cameras. They're taking calls where a crash 30 years ago - one person might get to a phone down the road

and call 911. Now every car that's passing a crash, 2 to 3 people it seems like, are calling 911 and they're getting hammered by this. They never have any relief. Never get a break and yet when they pick up that phone, they continue to behave professionally. They need an opportunity to decompress during the stress and if they can simply step out by this design here into another room and get away from their desk for a minute while another dispatcher answers their calls, it's worthwhile.

Now that communication's center under its current conditions, there's a few things that need to be done. The HVAC system for instance draws air from outside of the dispatch center. In the case of fire, I've been assured that dampers would collapse the HVAC system and it wouldn't draw from outside but currently smoking from cooking in another part of the building comes into the dispatch center. They don't have a place to store their property. It ends up getting left around. They don't have which is an NFPA standard that you don't comply with currently. They don't have a second means of egress. In other words if there was an emergency and their way out of that building was blocked, they'd be stuck. They have no way to get out of that room currently so a second door must be installed. The front glass that Chief Avery referred to does put them in a fishbowl but that's kind of what the job is. They're greeting the people that come in the front door. That's part of the job but what's not part of the job is if there was ever somebody so aggressive that they were essentially for the lack of a better term "assaulting" that front window, there's a safety barricade that can be put down over that window to protect them. They have to stand in front of the window to pull it down. They have to expose themselves to danger to prevent the danger from occurring. That's a change that I think can be made as part of this project.

Sean Kelly recommend that the current fire safety system be evaluated further. We simply don't have the engineering skills to do an engineering assessment of your fire safety system but anecdotally we're hearing stories of your very capable man in charge of the facilities having to bang on the pipes to get the rust loose in order to purge the system first. That doesn't seem to me like its idea for your fire system. As part of this process if you had an engineering study done of your fire safety system, that would be recommended.

Mr. Kelly indicated I discussed this part of it as discretionary - not mandatory but boy wouldn't it be nice kind of thing is what we don't talk about in police work nearly enough and it's finally start to emerge is the health and wellness of our officers and our dispatchers and other staff. Officers don't have the opportunity to decompress. In a community as lovely as Hudson is, the fact is is that the officers aren't there because people want to pass out roses amongst one another, they're there to intervene on your behalf at times when it's awful. There are instances where Hudson Police officers are going from call, to call, to call, to call and they don't have an opportunity to decompress. A sergeant might start to wonder why Officer Kelly is having six hours into the shift boy Kelly you're getting grumpy buddy. They need to decompress. If we can have a break room where they're actually able to take a break and separate themselves from their duties and decompress for a little while, I recommend it.

Sean Kelly said I put it in the report because I think it's an important piece of the social norming that we're seeing. When in office as Governor Maggie Hassan made an executive order that rest facilities, locker facilities as employers the State must provide people with facilities based on their gender identity. Not what I say you are but what you say you are. That is becoming part of the very ordinary social conversation. In conversation with our liability insurance providers, they talk about some of the highest ticket liability items that municipalities in the State of New Hampshire are facing today are based on gender identities, transgenders, the gay, lesbian, bisexual, transsexual communities. They're trying to live their lives and their employers are not taking care of them and there's opportunity to do that here and reduce your risk of liability.

We talked about a little bit about some of the privacy issues. I think that goes toward the detectives very much. One of the things that Chief Avery talked about was the need for separate space for computer forensics. Mr. Kelly said I can't emphasize the need for that enough. That is an area of police work that boggles my mind. I can't believe how complex what would ordinarily crime. What's that? Twenty years ago now is made so complex by the existence of this confounded form that we all have tucked in our pocket or the computer that's on our desk. These detectives are being asked to do awful work. In order for our prosecutors to successful prosecute these horrific crimes that are being committed against children and some adults of course that are now recorded on either audio or video, or have been captured in the form of pictures on computers, and every form of electronic storage device, these detectives are being asked to look at every single one of those pictures. Sometimes hundreds of pictures so that they can go in front of

a jury and describe it. God bless them and thankfully we have these types of men and women in our communities that are willing to do this work. Related to this, they have to do it in privacy. They have to be able to do it so that a child victim of pornography doesn't suddenly inadvertently get exposed to people that shouldn't see it.

Sean Kelly thought Chief Avery's description of the flow of people in and out of the patrol roll call room currently is spot on. The disruption that I've observed during our visits to the police station it wasn't a single instance. It was multiple times where at roll call we were seeing the disruption to a sergeant or a lieutenant that's trying to tell the oncoming shift about what was going on and the off going shift, they're starting to wind down. They're trying to decompress. They're boisterous. They're finally getting some relief, and they're in their gear, and this and that, and other things happening at the same time where these other police officers are trying to figure out what's going to be their day like. The fact that Chief Avery has proposed that this be a multi-function room not just a roll call room but the fact that it would be also available for emergency operation center. Fabulous use of that space. Fabulous.

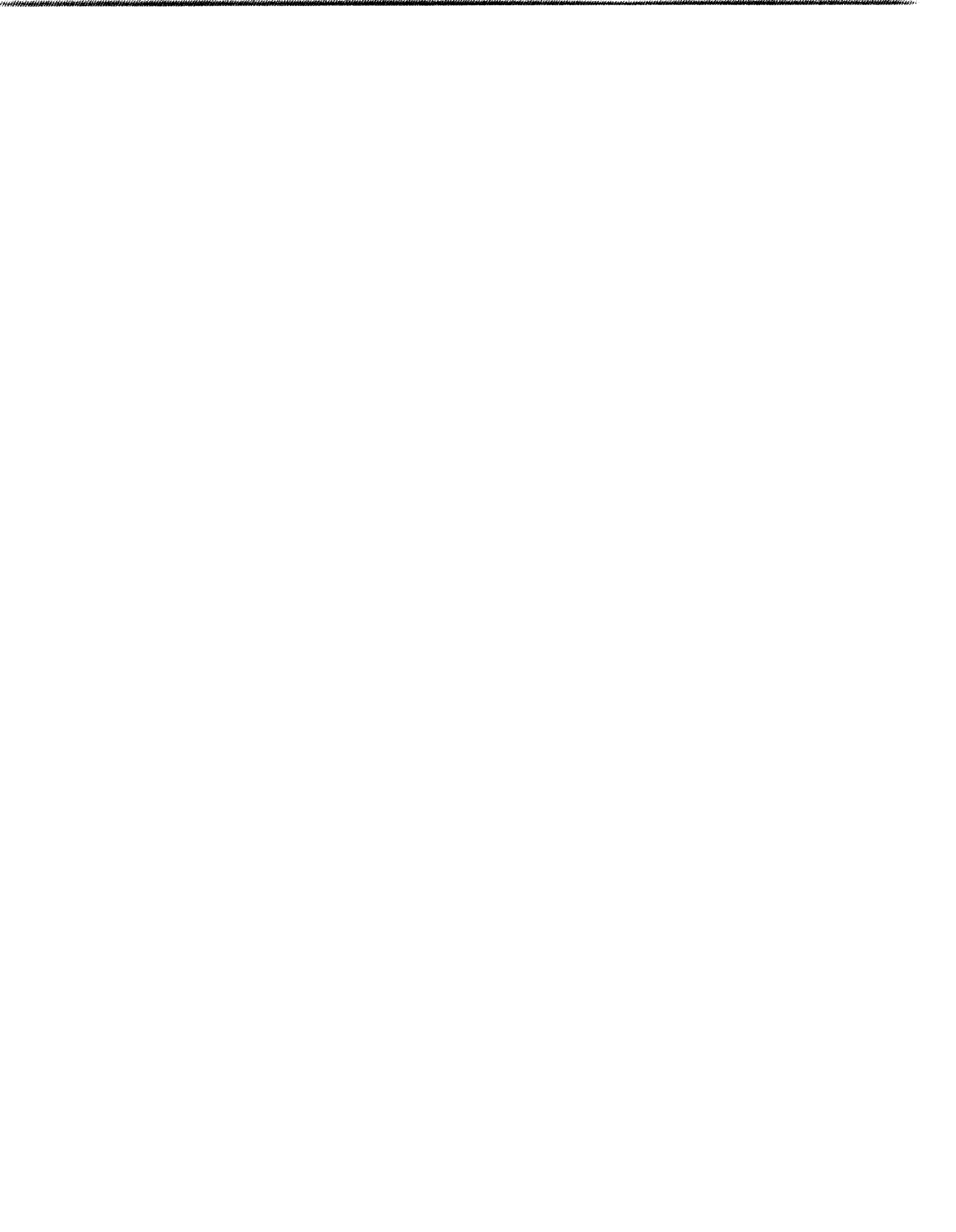
Mr. Kelly indicated that's kind of an overview. I probably went far longer than you cared here. Do you have any questions from me about some of the things that you heard?

Chief Avery added when the building was initially constructed and we moved in in July 11, 1995, the building was supposed to be 28,000 square feet and because of cuts back in 1995, they reduced the square footage to the building 13,900 square feet. There was supposed to be a second floor. There is currently a mezzanine on our second floor so we cannot go up in this facility. I remember moving in there and the architecture company Castle and Bowes told that we will outgrow this facility in approximately 12 years because they were cutting out that second level. They were exactly right. Even with the new addition, we're only going up to \$19,000 and change square footage. So we're still not to where we projected to be in 1954 when Chief Gendron took on this project. For any of the viewers at home, I probably will not even be with the Hudson Police Department when this project comes to fruition. I certainly don't want my staff to have to take on this project. In two, three, or four more years, it's going to be even more expensive. The price is just going to keep going up. Our staffing levels are never going to go down. Crime keeps happening every single day. Arrests keep happening; violent crimes keep happening so I never see a future Chief or Captain coming in front of the five of you and saying we can reduce our staff now. I just never see it happening. It's only going to keep growing as the population of Hudson keeps going. I would like to close it on that end and obviously the two of us or any of my staff that is here will take any questions that you may have.

Chairman Morin said you just opened for one of my questions. Is this going to be enough room and how long do you expect this to last? Chief Avery said if we were to do this entire project, at least 15 to 20 years we could get through - at least.

Second, Chairman Morin indicated you named some things that you're going to do for dispatch for safety but you didn't name a lot. Is it going to meet all the standards? Sean Kelly said the recommendations that we made would comply with NFPA Standards which is the National Fire Protection Association Standards as well as industry best practices.

The last thing Chairman Morin had is how big is the Seabury room going to be once this is done if you put the other offices in there. Chief Avery said two-thirds of it will remain. There will still be a meeting room for the general public. I should say it now Mr. Chairman, one of the things that really bothers me and I've mentioned it to several of you in the past, we allow the general public to come into this room and use this room at no charge. They have TVs in there. They have a grease board. You can run a PowerPoint presentation. Our IT Department assists us in putting up two TVs and the very next day I'm briefed that the TV got damaged at some point this week. I believe it was literally the next day. I have a large contingency of families in there for a swearing in ceremony and I come into the room and the carpets are all stained. Covered. Mr. Clarke works his tail off to keep that building as perfect as he can. The people that are using this room are not taking care of this room. Under no circumstances am I recommending shutting this building down but I will probably be adding cameras to the Anne Seabury Room to make sure that the people that are using it are showing it the respect that it deserves.



Chairman Morin said thank you and that leads into my question also. Do we want to keep that room as part of the police station and a secured area and here's my concern. If you use your roll call for EOC and we're in some type of emergency which means you're probably going to have more officers on and you're going to have a very detailed briefing. At this point if you're using your room as EOC where you're going to have that briefing if you keep that as your briefing and turn the Seabury Room into the EOC, then we don't run into those problems. Chief Avery believed if we use those offices Mr. Chairman, the EOC would not fit in that room. It will still be two-thirds but if I look at all of the town employees that need to be in that command center during a disaster, God forbid we have one, we'll probably need the entire Anne Seabury Room to fit in there and to be able to all of us do our jobs. My command staff, Chief Buxton's command staff, you people. There's going to be a lot of people in there. Chairman Morin is fully aware of that but again I'm also looking at your operations during some type of disaster where you're going to have to brief your own people and if we're using your room looking around, there's really no other space you could put your people for that briefing. We're going to cut into your operations. Chief Avery said yes for that period of time I agree but the amount of times that that takes place Mr. Chairman I think we can get by. We'll have conference rooms that we could use. We could line them all up in the Detective Bureau with Lieutenant Bianchi and give a quick briefing there. I think we can get by it. Personally, Anne Seabury and Mr. Malizia knows her and you all know her in here, a very good person and very nice to me and to the people in this town and I do want to keep that room the Anne Seabury room as I sit here today.

Chairman Morin said trust me it wasn't changing the name of the room. I'm just looking and if you're having problems like that, there are a lot of other rooms that we have if we need it for the public. If you needed the space where you're telling us you need space and that room is so important what we just heard, that's why I brought it up that's all. Chief Avery said we discussed and I appreciate your bringing it up Mr. Chairman. We discussed it at length what else we could do in there. There are several options we could use - use it for storage. At the end of the day, I think we all came back - and this is not just Chief Avery - this is my entire staff that that's named after Anne Seabury for a reason. We wanted to keep it that way. Selectman McGrath indicated she'd be very proud.

Selectman McGrath had a couple of comments. I've talked to you and I've talked to Captain Cayot. I'm fully in support of this project whether it's an expansion of this facility or whether it's building a new facility you need the space. The town needs the space. We rely on the Police Department to keep us safe. You need adequate space to do your work. I took a tour of the Police Department when I first got on the Board of Selectmen and there were two key areas that stick with me. One was the evidence room and they did a phenomenal job. It looked very neat, everything was in its place. You could pick out and I questioned the Chief at the time about there had just been a report that I had seen about rape kits that had gotten lost in another department and another community. I was questioning that and he was able to point out exactly where in the room those were kept and how they were categorized. For me who doesn't tour police stations, it was impressive particularly in light of the report that I had just seen.

Reading your report, Selectman McGrath wrote a few bullet points that stuck out to me. This is in no particular order just as they entered my head. The bollards in front of the building so that it would be a protective mechanism so someone couldn't drive into the building. That seems to be happening all over the place. People driving into restaurants and into buildings. I don't understand it myself because it just seems to be a recent phenomenon but it's happening a lot. That stood out to me as a safety aspect. The other thing that stood out in the report was the HVAC and the conditions and what I would think wouldn't be conducive for safety reasons, for health reasons that the air quality isn't what it should be and not only that the heating and the cooling system. That was another thing that stood out.

The other thing and you mentioned it in your brief was the decompression room for the officers. Selectman McGrath thought too is very important because we hear little bits and pieces of conditions that they have to face on whether it's a crime scene or an accident scene. I walk away and I think to myself I could never do it. I would be awake for days after some of the conditions that they have to face. I think that that's an important component of this building that we should ensure that there is a decompression room where the officers can go and sit down, take a break, relax, try to decompress before they have to head home to their families. That was another thing. The fire safety system was another aspect that stood out.



The other question Selectman McGrath wanted to ask was about that there's attic space and whether or not that can be used for any of the record retention. Chief Avery said yes we currently store records in the mezzanine. Thankfully we have a lock on the door so we do store records up there. Is it ideal? No it's not. Just for the employees have to walk all the way outside through the boiler room, down the whole back of the station, and then up a very steep flight of stairs. The records clerks, my Executive Assistant, everybody in the Legal Division make trips up and down those stairs. I was told early on in this project that a mezzanine is not designed to store and bear heavy weights. We don't know if it was designed to be able to store up there. Recently we had a trash day if I could call it that where we cleaned out old stuff - light bars from 20 years ago and we've reduced the amount of equipment and items that are up in the mezzanine. After speaking with the professionals that know about construction - I'm kind of glad I did because one of them said I would not have been shocked if one of those cabinets come down through your mezzanine and into your building. It kind of hit home to me after he said it. We do have storage up there yes we do but there's pipes all in the ground. There's condensers, generators...Selectman McGrath said it's really not conducive for storage. Chief Avery didn't believe so.

Selectman McGrath closed out her remarks by saying I'm a strong proponent of this project. It's needed by the community. It's needed by this department and it's needed by the officers that keep us all safe. Chief Avery said thank you very much.

Selectman Martin asked is this design I see here on this page is that the whole new addition right here? Chief Avery said yes it is. Selectman Martin said I see part of that addition is flat roof so is there a way to make that whole flatness go the whole way so you have a full upstairs on the addition? Ted Luszey said for an additional cost sure because this is based on a flat construction also. There's no piers put in the ground in order to support the second floor. The reason that's actually flat and the way you've seen it too is those two little white bumps are the HVAC handles on the outside of the building to get rid of as much heat so it's not inside an enclosed attic like the one that's there today. Selectman Morin said the reason why I asked that question is if we did a two-story addition to that police station, I've look this over for four hours on a Friday night. If you had a second floor in this addition, you could bring your locker rooms upstairs. If it could be done and hour administration upstairs and you'd have more room on that bottom floor to grow over the years and maybe even get 15, or 25, or 30 years out of the station. Chief Avery said the initial plan was to go out and up. In speaking with the professionals that know about the construction when you go up, we have limited space in the back of our parking lot to expand out but when you go up, you lose valuable square footage. You need two staircases. You need an elevator. You need a mechanical room. So you're going to lose a lot of square footage just by putting in that second floor. Again after consulting with the professionals and speaking with all the gentlemen involved in this project and I shouldn't forget Jillian from NorthPoint Construction and Claire. The recommendation was to keep it at one story and the cost. Mr. Kelly indicated the elevator is the biggest cost.

Selectman Coutu said to Sean I just want to for the record clarify a couple of things because it is a live broadcast and this will be rerun several times. Could you tell us please how you came about being involved in this project? Sean Kelly explained our company Municipal Resources Incorporated was contacted by Chief Avery and we were asked if we would available to do this work. Selectman Coutu said typically this is a function within your company that you would do for any municipality making such a request, am I correct? Mr. Kelly agreed. Selectman Coutu said prior to commissioning you to do this report, how many times would you say that you had been in our Police Department if at all. Mr. Kelly said since the mid '90s before this project probably as many as ten times prior. Selectman Coutu said for guidance and advice on other matter other than construction of the addition. So this was a unique request. Sean Kelly said why I was here is I've been involved with the Commissioner on accreditation for law enforcement since the mid '90s. Starting with Chief Gendron and ever since, I've been here multiple times as a police partner on best practices and CALEA accreditation matters. Selectman Coutu asked and your years of experience in police matter. Mr. Kelly stated 31 years. Selectman Coutu asked and your company. I know you said this before in total your company. Mr. Kelly indicated the company has been in business for about 30 years and the two people and myself and our President Alan Gould the combined government experience - he was also a Police Chief and Town Administrator in excess of 70 years.

Selectman Coutu stated our request for this service was unique in the sense that we've never requested that you come in and do a study of this particular municipal building or any other for that matter. Correct?



Sean said that's correct. Selectman Coutu said you didn't come and solicit us. We went to you and said basically we need help. Come and look at this and tell us what we're doing wrong and how we can better improve our space. Mr. Kelly said yes Sir. Selectman Coutu said one of the things that I noticed - I've been in and out of the building a lot more than ten times I can tell you that in my 12 years' experience as a Selectman. I've been in and out of there quite a few times. The one thing that as a person who's managed people the better part of his life the thing that I notice more often than not and I think you touched upon it and it's been rehashed here several times in both your report and that of the Police Chief. There's a lot of man hours wasted at the Police Department. There's a lot of people walking up and down hallways that shouldn't have to walk up and down hallways if things were readily accessible. That is evident almost every single time I go into that building and I go into the back area down to the administrative offices, and walk by the detectives. I walk by IT personnel. I walk by Records, clerical staff, and you make your way down the hallway and there's always people going up and down hallways looking for this and looking for that. Not only is this project cost effective for us, it's going to save us a lot of man hours and people will be able to stay in the space they're supposed to occupy and be a lot more productive that they lose that productivity not because they don't make their best effort in providing a maximum level of productivity, the aesthetics of the building as it sits today takes that away from them because they're always shagging after something. I use the word "shagging" because basically that's what it looks like they're doing but technically they are doing their job. It's just taking them a little longer to do because things are not organized in a fashion which would make their job a lot more proficient and for them to be able to use less man hours and get in the case of detectives perhaps one or two more investigations done per week than what they can do today because of the structure.

Selectman Coutu noted one of the things I'm concerned with Chief is we sometimes, not often, have used the Anne Seabury Room for shelter. Will we be able to provide if there was a need for any additional shelter could the new roll call room be made available for shelter if necessary or I believe the request when we've had to have people in shelter I remember a few years back we had people down at the Community Center. We haven't had that many in the Anne Seabury Room. Chief Avery said I have opened it up this year during that week long heat wave and I believe we had two people come in and use it. There's plenty of room and obviously if there was an extreme emergency and we had elderly, or children, or adults that were struggling with the heat, we'd do anything possible Sir to make sure that they were comfortable. Selectman Coutu understood that. I know you would go above and beyond and you'd transport people. You'd do whatever is necessary. That's the nature of our Police Department. I think that people readily see that.

Captain Dionne said the Anne Seabury Room as it sits today I believe has a standing room fire code of 105 people. So at two-thirds that's what would be remaining, I would imagine standing room is 70 people. Shelter wise, I think the Anne Seabury Room is still very adequate.

Captain Cayot asked to address the last topic we were talking about the wasted time. We did look into this a little bit. We only looked at the Legal Division interviewing the staff who are working for the Legal Division right now. A very conservative number. I was told you're supposed to look it over 20 years. Over a 20 year period in speaking with them, they would waste 17,264 hours walking back and forth getting files which at their current salaries would be approximately a half a million dollars over that 20 years of wasted time. Selectman Coutu said I'm glad you looked into it. I didn't know you looked into it. What I'm doing here is not trying to grandstand. What I'm trying to do is I'm trying to educate the public. There are a lot of things in our community, and I'm sure some of you would agree with me if not all of you, that are on a wish list. This is not a wish. This is an absolute - if I've ever in my 12 years sitting here seen something come before me that is an absolute in the terms of necessity, this is it. There are other. They don't take the priority. I've been a strong advocate of doing something about this building. Our staff is jammed in this building but we can make do. This is not a question of making due. This is a question of public safety, personnel safety, personnel decontamination, piece of mind, getting people situated where under a stressful situation there's an ability to be able to decompress them or they decompress themselves so that they can take a deep breath and be able to go back to work because once we're in a crisis situation, it doesn't end like that. Sometimes it's ongoing. We all know in police work when you get called to a home and there's a standoff, it could be an hour. It could be two days. Why? Because there are public safety concerns. There's the evacuation of neighbors. There's the protection of people that may still be the home that we know or we don't know and unaware of. There's the mental stability of the person who is holding down the fort more or less. At any given moment, any given movement, a gun aiming out a window could take down any one of



our units. All of these things are factors but to have to work in an environment that is compressed and continues to make the job even more stressful is what we're trying to eradicate. We're trying to stretch out the building.

Selectman Coutu indicated somebody made a comment - I don't know if it was you Sean or the Chief in regards to something I believe Selectman Martin said. Take a look at the meeting room which would be H34, 36, and 39. The roll call room. Behind that what is that white space? Is that just outside area? Chief Avery said it would be sidewalk, and some gravel, curbing, and then our actual roadway leading to our sally ports. Selectman Coutu said that would be part of a roadway. Chief Avery indicated just beyond that if you look at the current structure of the facility see where it bumps out (looked at the map on the screen and pointed out the areas). We have our generator right outside Dan Clarke's boiler room. This is stone here and then we have a curbing. Don't forget our driveway coming in is not out here at this time. It's closer to this curbing and we have parallel parking that Jay Twardowsky put in for us from Public Works and parked along here. Our officers come in and then into the sally ports with detainees or arrestees.

Selectman Coutu said there's a lot of things as you're coming forward Selectman Luszey. Ted - I hope you don't mind my using your first name. You know I respect you. We've been friends for quite a while now. I respect this is not a political thing for you. You've worked on your own church, in our municipality, the Senior Center, the fire stations - the new one and the rehab over here. You may have had other projects that you've been involved in. You like doing this. This is not a hobby now. This is what I thought was going to be a hobby a few years ago has now turned into a little more than a hobby. Those of you in the audience who know former Selectman Luszey, he's a former member of the Budget Committee - 19 years, and you were a Selectman for 7 years. Private sector and public sector. People who know you, know you to be a fiscal conservative. You've evaluated all of this and worked with the design and trying to structure not just offices and rooms, it affects people. Trying to minimize the amount of walking space, trying to make life more comfortable for the people who work within the confines of these four walls however they're configured. At some point, it becomes a square. Give me your thoughts on that perspective.

Ted Luszey explained in terms of the whole layout, I think we have come to a layout that provides the most productivity enabler if you will for the people in this building. We moved a lot of things around in order to - there's a term in industry called "LEAN". It's all about getting things closer, together to minimize wasted movement equals time, equals money. That's what we've done here. We've made sure we grouped the people that need to talk to one another together. We made sure that the records or the equipment that they need to do their job is clustered together to minimize that, plus we also did some things that I would term that addressed the health and welfare of the individual employees working here. If you go into the dispatch area, it's a dimly lit area. Studies shown that people that work in those types of environments their stress level just increases magnitudes of order. We've done stuff around that area that allows them places to go to kind of get away from that environment yet not actually leave that environment.

The ability to get out of in case of emergency. Mr. Luszey said right now there's only one exit. If there was a fire in the main part of the building, those employees could be caught in there. There's no way out but that one door. We've addressed that. The safety concerns. We took a look at the air quality. There's a couple of things going on there. One is in the crime investigation lab. We're putting separate isolated ventilation in there to take care of the fumes and possible toxic things that could be released so that they're not going through the general ventilation. Things like that.

Getting down to the cost, Ted Luszey said one of the things that I will tell you is we looked at the need not a want to make sure that what we're presenting here tonight is the absolute need of the community to make sure that we are providing a true value to the citizens and the taxpayers of the community. I hope that kind of...Selectman Coutu said you hit in on the head Ted. Achieving the goal that we're trying to achieve it's not just a matter of adding more rooms, more space, it's about personnel. It's about people. It's about conserving man hours. It's about having people more productive and feeling better about themselves, about their work environment, and the quality of air that's circulating in the building, the light. It's a package we're trying to present. At the same time, I want to take advantage while we can of every piece of space we can to minimize something that might occur that in five years or ten years from now we're going to wish we had done something a little differently. I think that's where Selectman Martin was going. That's what he was alluding to. If storage is a problem and I think that even in this configuration, storage is still a problem. Can

we find something and cost should not be a factor in all of this. We're talking about human beings here. We're talking about our citizens who are being serviced by these people.

Ted Luszey said let me address the storage because we are glossing over that. We did talk an awful lot about storage. In each office, we provide storage for the individual what they don't have today. In the proposed cubic work cell - I'll call it that - there's storage there for their stuff. It's no longer stuffed underneath the table and around them or their desk, it's in a storage cabinet for each individual person. We added a couple storage rooms in here to house equipment and expendables, supplies that are used - paper, bathroom supplies, cleaning liquids, and all that. That's in here. The area above, the mezzanine could be used for limited storage and I'll say that but we really don't want to get there unless absolutely we have to. The evidence has been reworked to increase storage. So we did address storage. Unless we kind of really missed what we needed for storage, I think we have that covered and answered. The backup is if we do run out of space what we planned for in the new space. That's where the Seabury room would come into play. I think the Chief said that. If we run out of hard storage, we'll commandeer that space into storage but we don't believe that to be.

Selectman Martin asked how long do records have to be kept. Chief Avery asked if it's solved or not solved. Selectman Martin said sexual assault. Chief Avery said years, and years, and years, and years. If the person is in custody and they have to exhaust all their appeals processes, we're going to be holding on to that evidence 22 years after a victim's 18th birthday to put it in perspective is the law on sexual assaults. Selectman Martin said the question I have to ask you is the storage of those not the physical evidence but the paper records of it, you could have a file this large. Chief Avery indicated most of it is electronic. Selectman Martin said that answers my question. Are you storing a lot of paper files? Chief Avery stated we still have a lot of paper and somebody just asked me this. Do you ever see police going paperless totally? No I don't. We are going to need documents on the side of roads to give to citizens. I just don't see it as going completely paperless. With our IT support that we get from this town, it's fantastic. We're state of the art up there. We're still not going to be able to go without paper.

One last question. Selectman Martin asked does this address your needs for record storage - physical paper storage. Chief Avery said we are expanding those cabinets and we're turning those cabinets so we are gaining space with records. Right now they're pretty much...Mr. Luszey indicated we're increasing the portable role around cabinets in the records and increasing those by about a third I think. Selectman Martin wanted to make sure that we have everything you need.

Selectman Coutu said I feel a lot better about it. Thank you. I just wanted to make sure we're not missing something. If we're going to do this and if we have to put another \$1 million into it - you know you said Ted that yeah we can do it. It's going to cost money and I understand that. I would not be embarrassed as I'm sure Selectman McGrath, Selectman Martin, the Chairman, or Selectman Roy would not be embarrassed to go before the voters if we needed an additional \$1 million to catch something that we might have missed. Now let me ask you a couple of questions based on presentation. One of them let's talk about the internal barrier that exists in the communications room. Were there plans being made to automate it? Mr. Luszey said yes. Selectman Coutu asked were they included in the cost. Mr. Luszey asked you say automation, it has to be...Selectman Coutu said they can push a button and that thing will come down so they don't have to go to the window. Mr. Luszey agreed. Selectman Coutu noted that's what I want to see is that that is an automated barrier. You press a button and that thing comes down. Chief Avery said you can go to shelter and hit a button and the button will be around the corner.

The bathroom facility attached to the dispatch center. Selectman Coutu said they have communication push a button back and forth and they can talk to the person on the exterior. Chief Avery said yes. Selectman Coutu said that takes care of the front end - Anne Seabury. I totally understand. The parking that exists in what we as a private citizen pulling up to the police station coming off of Constitution Drive, those spaces are going to stay. Chief Avery said they'll stay. Selectman Coutu said there was some concern I think Chief you and I talked about a few months ago about parking spaces. I'm set now. I've been through this so many times Chief Avery said some of the employees that come to work, we're going to have tight parking in the back of that building. We have other facilities - the animal control facility. There's a lot of parking and that's where we store the cars now during snow storms. Selectman Coutu noted it's tough in the winter time. With this configuration, this is not going to look like a used car lot where they



shuffle cars over to this side of the lot so they can plow this out, then they move it back over here, shovel that, then they have to move them over there. I've seen enough of that in my day.

Let me ask you Ted construction wise. Selectman Coutu said I want to talk about the shelter that is being constructed for 14 units. That's a great idea. I'm concerned about this looks like a flat roof. Tell me it isn't. Mr. Luszey said it's not a flat roof. There is a pitch to it. Selectman Coutu asked what's the degree, do you know? Ted said I don't know. I can get it for you. I think it's around a four. Selectman Coutu asked the structural engineers have gone over this and think we can support..Mr. Luszey indicated this meets the snow loads and requirements for this area. Selectman Coutu asked are there going to be any kind of melting mechanism. Mr. Luszey said not. It's a metal roof. Selectman Coutu said the sun will just heat it up. I just want to make sure we can slide it off or get it off somehow if necessary. That's my questioning for now. Thank you Mr. Chairman. I appreciate it.

Selectman McGrath had one more question. This addition would accommodate the Police Department as it is now and with any future growth or up to 15 years or so? Chief Avery said 15 to 20 years. Selectman McGrath asked have you given any thought to the potential for explosive development like we saw back in the '80s where all of a sudden Hudson was faced with just an extraordinary amount of development residential and commercial. Residential you'd be more I think probably more concerned with because it brings in more people, more problems perhaps. Has any thought been given to that because that's something I think that depending on a whole lot of things but the economy primarily. We may be faced with that. Nashua is exploding in growth. They're putting in another huge apartment complex on the other side of the bridge and that's going to bring more people into this area. That's something that I think you ought to at least give some thought to and whether or not this expansion is enough or if you need to go either a new building or expand this even more if that's possible. It's a thought because I've witnessed it in my lifetime.

Ted Luszey said I would address your concern this way. We did ask the Town Engineer and I'm not sure if we reached out to the Planner at the time what they were seeing for projections in the pipeline for building permits and stuff like that long term wise. We did extrapolate information out that said if we were to grow this size over the next 15 to 20 years, what would that mean in terms of headcount for the Police Department. So that has been taken into consideration. When you use the word "explosive growth", we would need some parameters around what that might look like. Selectman McGrath said absolutely. Brian Groth the Planner is the person to talk to. Dave and I spoke today and you were going to go over and talk to him and also reach out to NRPC to get some ideas from them. You don't want to shortchange yourselves in space. Not only that but the voters I think if they're faced with expanding this or building a new building depending on the cost differences and if the land is available, then it may all work out that way as well. It's just something to consider because you don't want to go through all of this and then get there and say we really need a little more space or now we're facing a lot of development and that's going to bring in more people, more problems especially if there's...I can tell you that when Sam's Club and Walmart were built which was on farm land, not only did it bring in more residential growth, it brought in the problems that came with that commercial development. I don't need to tell any of you because I'm sure you deal with it on a regular basis but that's potential exists and the economy right now is pretty good. It's just a thought. It's just something for you to consider. Again just to state, I can't emphasize enough how much I support this project. Anyone that knows me and anyone that's dealt with me over the years knows that I don't say anything that I don't think is true or don't believe in. Just want to make sure that everybody understands that people that are watching this meeting that I am in full support of this. I think that this is long overdue and something that I fully support.

Chief Avery said thank you.

Selectman Martin asked Chief do you see a lot of - I'm sure you do. I think the answer is going to be yes. Do you feel a lot the crime that goes on in Nashua spread this way? Chief Avery said there is obviously two bridges that connect the two communities but the crime comes over to our way, the crime in Hudson goes over to Nashua. My Detective Lieutenant Bianchi sitting in the back can speak about it. Probably just about every day of the week our detectives are working with the Nashua detectives on one crime or another. It goes both ways.



Chairman Morin told Chief Avery I'm totally in support of this. I do have a few more questions but it's nothing that we need to talk about tonight. I do want to thank all of you for working together to put this together. We appreciate it very much. This is good that you guys did that. As around the table and even myself, there are some concerns because our biggest thing that we've heard over the years with storage, and evidence, and stuff like that and when you said that we'll take over the Seabury room if we get there, you guys thought that you may run into that problem because you were looking for something to fix in the future. If there is something you want to do that's a little bigger, you need to add, you have all the support and we've all said it tonight. Just make sure you don't sell yourself short as Ms. McGrath said make sure you get what you guys need. It's been a long time coming. You're only going to get bigger and busier and we appreciate again everything. Thank you.

Ted Luszey said if I may for the next step in this process because we're trying to reach a deadline here that we're in front of the voters in March. Would it be worthwhile for us to go back and take one more hard look at the storage and if we have to add, add it and come back and let you know what that price tag is? Chairman Morin thought you should because we all have the same concerns and the way you've talked tonight...Mr. Luszey said you're not comfortable that we fully addressed it. Chairman Morin said I'm really not and that's been your problem in the past. You've always talked about evidence. You had a real problem and you spent a lot of time doing that. Let's just make sure in the future you're going to get busier and you've all said that tonight.

Selectman McGrath said I just have one question and maybe Ted can answer it. Is there any way to expand your saying that this is mostly pavement or concrete back here? Ted Luszey said there is actually green space. This is a walkway over to here. This is green space or gravel. Selectman McGrath asked does it need to be there. Can you expand further back here and maybe even further up front? Mr. Luszey said you get into the discussions - one of the design criteria was to keep this so it aesthetically looks like it was there. We now have to go back to the architect saying if we need more space, how do we do that in the constraints that it doesn't look add on? It looks integrated. Selectman McGrath said if you're going to be using this part, there may be some ability to expand a little bit deeper and give you a little bit more space that would give you a little bit more time in this building. Looking back here, it looks like there's a lot of white area. A lot of area that you could actually move into. Again, Ted said we were working to try to minimize the budget impact on this thing also. Our goal was to try to be within that \$4 - \$5 million range.

Chairman Morin said I'm glad you just said that because we had this discussion at our last meeting. By restraining everything, we're in a bad position we're in now because if they had built the station originally, we wouldn't be talking about this today. That's why we need to make sure we do it right. Ted Luszey said we'll do that but what I need to understand is when do we need to be back here to show you what our results of we look at that. Chairman Morin said it's probably going to go to a warrant article. Steve Malizia said when the police come in in October, and I don't know the exact date - mid October, that the police will come back in with their presentation of their budget. I would think that this would be part of that presentation. So somewhere around October 15, 16, 17 - somewhere in that ballpark. Mr. Luszey thought we'd want to have the discussion prior to going into that meeting so that...Mr. Malizia said it depends what you're doing. You've had a lengthy discussion now. Mr. Luszey said I don't think we have a blank check.

Selectman Coutu said you're not being given a blank check. I'm going to try to summarize how I feel anyway. I have the warm, fuzzy feeling about the project. You know where I stand Chief. I was after the former Chief to do this, exactly this 2 to 3 years ago. It's time we make a move and then we had discussions about where the money was going to come from, and how he was going to use certain monies, and since discovered that we can't use those monies for what is intended here. Through all of this presentation, Sean specifically because he elaborated on all of the key aspects of why it's imperative that we expand the building. It was all personnel related. You are representing a structure. You've listened to the concerns that were expounded upon by Sean and I'm sure he elaborated with you and your company what they were looking for and how they wanted to see it arranged and then it was up to you to take that puzzle and put the pieces together. Oh that unit should be with this unit. We've got to get this over here. What do we do with this space? This is what you did. I have a warm and very comfortable feeling about this structure as it's being presented. I do not feel comfortable at all about the out years. I think it's going to come sooner than 15 years and I think that if we have to spend another \$1 million or a million and a half to do it right, or this is not in order, you come back and the Chief comes back and says look we've looked at this, we've gone over

some more statistical data. This is going to work. I'll take you at your word and I'll feel very comfortable. You've never lied to me Ted. You've never deceived me. I will take you at your word and I certainly have the utmost of confidence in our Police Chief or he wouldn't be sitting there today. I trust you'll do that study. There is no doubt in my mind when I listened to Selectman McGrath that she shares the same concern and Selectman Martin. We share the same concern and as Selectman Morin has said, we've made this mistake in the past. We don't want to repeat ourselves. It's worth going to the voters and say we need \$6.5 million. We want to do this right. We want to be able to protect you not just now but down the road but more importantly, we don't want that - alleviate the stress factor within the building today and have it all returned a year from now. They're going to say those stupid Selectmen didn't do it right. If it's not necessary, it is not necessary. If there's some doubt, doubt means that there is a necessity somewhere. Let's fix it and get it done now and go to the voters because putting this off is just going to cost an awful lot more money. Let's spend the extra million and get it done or tell me it's not necessary and we'll all be happy.

Chief Avery said I will be presenting this to the Budget Committee tomorrow night. I will sum it up with them as well the same thing. We're going to continue our research with storage and look into other avenues to fix the issues that we may see in the future. As Mr. Luszey said, I'm frugal in my own life and we do my entire staff thought about keeping that cost factor down for the taxpayers in Hudson. If nobody believes me, you can ask my staff how cheap I am.

Chairman Morin said please everybody realize that we appreciate you did this but if it's not going to serve you for the next 10 to 15 years and we run into a problem where we're at now, then it's worthwhile. I have to say Chief after all the years we've been here, I've never been in this situation where they told you to come back with maybe more money.

b) Resignation of Executive Assistant

Chairman Morin recognized Town Administrator Steve Malizia.

Steve Malizia stated I put a copy of Ms. Graham's resignation on all of your desks along with a copy of the job description that her and I reviewed today as well as a proposed job advertisement. Obviously a critical position. I believe the sooner we get going the better off we will be. She's leaving at the end of next week. I'll talk to her about maybe some arrangements to do minutes or whatever. I have not had an opportunity to do that but I think it's critical that we at least get the ball rolling and seeing what's out there.

Motion by Selectman Coutu, seconded by Selectman McGrath, to authorize the Town Administrator to advertise the position of Executive Assistant to the Board of Selectmen immediately.

Selectman McGrath said when I saw the resignation this morning, I was surprised and really saddened. Donna has been an outstanding, outstanding employee for the Town of Hudson. She does her job. She does it well. She has a high degree of integrity. She's privy to a lot of information that takes place in this room and doesn't repeat it. I would like to determine whether or not we can try to match what she's been offered over in Nashua, have that discussion, and try to encourage her to stay. In addition to being a really good employee, she also has a lot of historical knowledge. Some people dismiss that as being well she can be replaced. That's true anybody can be replaced but the information that she has, the knowledge that she has, the background that she has, the legal background that she has that she lends to this Board is I think far beyond any employee that we'll be able to get in her place. I thought it would be worth a discussion.

Selectman Coutu said we're on a fringe here. I think I'm trying to recollect the rules and what we can and can't do. I'm willing to withdraw my motion and go into nonpublic.

Selectman McGrath withdrew her second.

Selectman Coutu said we can go into nonpublic this evening or at any time. Steve Malizia believed you have to cite the compensation of an employee. I can't remember the exact citation but if that's what you'd like to do, somebody needs to make a motion.

Motion by Selectman Coutu, seconded by Selectman McGrath, to enter nonpublic session pursuant to RSA 91-A:3 II (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, carried 4-0 by roll call.

Motion by Selectman Coutu, seconded by Selectman McGrath, to authorize the Town Administrator to advertise and post for the Executive Assistant's position, carried 4-0.

Motion by Selectman Coutu, seconded by Selectman McGrath, to accept the resignation of the Executive Assistant Donna Graham with regret, carried 4-0.

5. ADJOURNMENT

Motion to adjourn at 9:04 p.m. by Selectman Martin, seconded by Selectman Coutu, carried 4-0.

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

David S. Morin, Chairman

Roger E. Coutu, Selectman

Marilyn E. McGrath, Selectman

Normand G. Martin, Selectman



HUDSON, NH BOARD OF SELECTMEN

Minutes of the September 10, 2019 Meeting

1. CALL TO ORDER - by Chairman Morin the meeting of September 10, 2019 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Richard Kahn (Sustainability Cte member).
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; Jess Forrence, Public Works Director; Kathy Carpentier, Finance Director; Fire Chief Rob Buxton; Richard Kahn, Member of Sustainability Committee

4. PUBLIC INPUT

Chairman Morin asked does anyone in the audience wish 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 Fire Dispatcher Warren Glenn effective September 14, 2019

Motion by Selectman Martin, seconded by Selectman Roy, to accept the notice to retire from Dispatcher Warren Glenn effective September 14, 2019 with the Board's thanks and appreciation.

Selectman Coutu said Mr. Chairman you've had the distinct opportunity to work with Warren Glenn as a member of the Fire Department. Warren was from the best of my recollection always willing to go above and beyond in volunteering. I can remember him being at the 9/11 when we were building it, doing cookouts, and things of that nature. Warren is somebody that grows on you and I've always felt that he did his job admirably well and I think he's going to be sadly missed in the dispatch center.

Chairman Morin said yes he is absolutely. He did a lot of volunteering within the community also especially with the American Legion. Any other comments? Seeing none.

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

A. Assessing Items

- 1) Current Use Lien Releases - Map 128, Lot 8 & Sublots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Autumn Circle Subdivision

B. Water/Sewer Items - None

C. Licenses & Permits & Policies

- 1) Raffle Permit - Trinity, LLC d/b/a The Bar



D. Donations - None

E. Acceptance of Minutes - None

F. Calendar

09/11 6:30 9-11 Observance
09/17 6:00 Volunteer BBQ - Town Hall
09/17 7:00 Municipal Utility Cte - BOS Meeting Room
09/18 6:00 Library Trustees - Hills Memorial Library
09/18 7:00 Planning Brd - Buxton CD Meeting Room
09/19 7:00 Benson Park Cte - HCTV
09/23 7:00 Sustainability Cte - Buxton CD Meeting Room
09/24 7:00 Board of Selectmen - BOS Meeting Room
09/25 7:00 Planning Brd - Buxton CD Meeting Room
09/26 7:00 Zoning Brd of Adjustment - Buxton CD Meeting Room

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on August 27, 2019

- 1) *Motion by Selectman Coutu, seconded by Selectman McGrath, to hire Gary Rodgers as a part-time School Crossing Guard with a starting salary of \$14.00 per hour, carried 5-0.*
- 2) *Motion by Selectman Coutu, seconded by Selectman Roy, to deny the owner's request on property located at 181-189 Webster Street to reduce his monthly payment from \$5,000 to \$3,000 starting August 15, 2019 through January 15, 2020 and then resume his regularly agreed upon monthly payments of \$5,000 due February 15, 2020 and thereafter until paid in full, carried 5-0.*
- 3) *Motion by Selectman Coutu, seconded by Selectman Martin, to increase Police Chief William Avery's salary to \$116,998 per year effective September 1, 2019, carried 4-1. Selectman Roy in opposition.*
- 4) *Motion to adjourn at 10:36 p.m. by Selectman Martin, seconded by Selectman Coutu, carried 5-0.*

B. Votes taken after Nonpublic Session on September 3, 2019

- 1) *Motion by Selectman Coutu, seconded by Selectman McGrath, to authorize the Town Administrator to advertise and post for the Executive Assistant's position, carried 4-0.*
- 2) *Motion by Selectman Coutu, seconded by Selectman McGrath, to accept the resignation of the Executive Assistant Donna Graham with regret, carried 4-0.*
- 3) *Motion to adjourn at 9:04 p.m. by Selectman Martin, seconded by Selectman Coutu, carried 4-0.*

8. NEW BUSINESS

A. Sustainability Committee - Roadside Cleanup - October 5, 2019

Chairman Morin recognized Sustainability Committee Member Richard Kahn.

Thank you Selectman Morin and members of the committee. My name is Richard Kahn member of the Hudson Sustainability Committee. Two issues to ask the Board's blessing on. Number one to accept the



Public Works Director's recommendations of the roads to be cleaned up: 1) Barretts Hill from Lois to Old Windham Road including along Old Windham from Greeley to Route 111, and 2) if there's enough time, Barretts Hill at Greeley heading east to Hudson Paving. The group will do this again if there's enough time and enough volunteers. Should I give the whole stick or one at a time?

Motion by Selectman Martin, seconded by Selectman Roy, to approve the roadside cleanup on October 5, 2019 - Barretts Hill from Lois to Old Windham Road, including along Old Windham from Greeley to Route 111 and if there's enough time, Barretts Hill at Greeley heading east to Hudson Paving, carried 5-0.

B. Sustainability Committee - Benevity Charitable Causes - Lowes Home Improvement Stores

Chairman Morin recognized Sustainability Committee Member Richard Kahn.

Richard Kahn said first of all Lowes Home Improvement works through an administrator called "Benevity" and I'll read what it says here. "Once organizations become eligible within Lowe's employee giving program, employees are able to donate personal funds and track their volunteer efforts to organizations within the program. Further, all donations made to an organization in a given month are sent in one aggregated amount the following month barring any issues. For example, a donation made in September will be processed and sent the following month after the 21st. Our process saves charities a lot of time and money that is normally spent on the administrative work involved in processing many smaller donations. This frees up employees of the charities to do more meaningful work while also ensuring that as much of the donations as possible go to a worthy cause. If you have any further questions, call this number." The Sustainability Committee Chair Deb Putnam and I were there when she was talking with this person Roxanne and Roxanne sent me an e-mail just before this meeting. "Thank you for reaching out to Benevity. If you searched your cause name and employer identification number and cannot find your organization, we may be able to add your profile to our database. We'll need some additional information to create a profile. This is the first step to be considered eligible." It says under government organization, W9 form for where the funds should be sent. "Depending on how your organization operates, this may be directly to the city or town or your specific organization itself." All I would need to take the next step is to get the town's EIN and a W9 form.

Selectman McGrath asked can you explain to me is this for the Sustainability Committee to collect funds from Lowe's. Mr. Kahn said not to collect funds. The way it would work assuming everything lines up like it's supposed to, Lowe's employees associates could go find out where there might be a charity that they can contribute to or a cause they can donate shoe leather to. If we get this information, we would be entered in that is the Hudson Sustainability as an organization and would be entered into the database. People say oh I live near Hudson and I'd like to help with their roadside cleanup. Then those associates would come to one of our roadside cleanups and whatever their salary is normally paid to them in their paycheck would go I would imagine through the W9 or however that would work in accounting perspective to the Town of Hudson. It would be a donation basically the Lowe's employee would donate his or her time to the effort and it's just a means to get more volunteers for this. It would not be involving any administrative costs to the town. As far as the town is concerned, it would just sit back and collect the money.

Selectman McGrath said you're confusing me. Are you looking for volunteers to donate their time and they'd be collecting a paycheck from Lowe's but actually doing work for the town for a roadside cleanup? Richard Kahn indicated the associate volunteering would not collect anything. The money normally paid to the associate...Selectman McGrath said let me clarify because BAE had a similar - a day of caring every year. The employees could sign up to either help paint a building or do cleanup. They would still collect their salary. They wouldn't take money out of their own pockets. They would continue to collect their salary for that day of work that they would actually donate. BAE would be donating their time to that fundraiser or charity. Mr. Kahn said I'm not sure but I don't think that that's how this would work. My understanding is instead of the associate getting paid, so let's say an associate comes to one of our cleanups. He or she let's say their regular rate of pay is \$15 an hour and they put in 3 hours. They can donate up to 8 man hours a year to whatever cause. If they choose the roadside cleanup as their cause and if the theoretical associate is paid \$15 an hour and they spend 3 hours, they would get I guess after taxes would be deposited to the general fund. If that's not correct I apologize but I was trying to ask at the discussion that we had today with

this representative of Benevity. I got that information and she was not able to provide it until we establish ourselves as a charity with this organization.

Selectman McGrath said I would feel comfortable getting more information about exactly what this is before I vote for it.

Selectman Coutu said I am not going to discuss it.

Selectman Roy suggested what Marilyn was saying maybe if he could send the link to Steve or somebody they could do a little research on how it actually works because I'm confused about what happens here and if any work would be taken on by town employees.

Chairman Morin said let me try to answer it because I was at the Sustainability Committee. If we sign up with Lowe's, they will supply manpower for a road cleanup. That employee's time will not be paid to them but will be paid to the Sustainability Committee as a donation. Like you said if they're making \$15 an hour, and they're there for two hours, \$30 will be donated from Lowe's to the Sustainability Committee depending on if we have an account or whatever but that's something we can talk about later. It's that simple with the information we got. They provide the manpower. The employees have to do this through Lowe's. They provide the manpower, how many hours they work, and they take their pay and the company itself makes the donation to the town.

Selectman McGrath said I'm still not clear and I know what BAE did and they would provide the employees. It was a day that the employee would normally work. They'd receive in their paycheck they wouldn't lose anything for taking the day to donate their time. I think Harbor Homes was one of the locations where they'd go and either do a cleanup or some sort of painting. They'd do charity work. The employee didn't lose anything by that. The charity didn't receive anything other than labor. They didn't receive any money and BAE was actually making the donation because they were paying an employee that wasn't showing up for work. They were actually going to a different location.

In this case, Chairman Morin said it's almost the same as what you're saying except they're not working when they're doing it. This is on their own time and they volunteer that time and Lowe's takes the amount of time that they worked and takes their hourly pay. Instead of having the employee donate it, Lowe's just donates it directly so it keeps the employee out of it other than working the man hours. Any further questions?

Selectman McGrath asked can we get something in writing from Lowe's before we vote on this because I'm still not clear. I don't want to begrudge them the opportunity to get additional labor donated to the Sustainability Committee. This sounds to me like there's something more to it and I'm not comfortable voting for it. I'd like to defer it so we can get some more information.

Selectman Martin asked is there anybody else on the Board that feels the same way. I do.

Selectman Roy said to defer it, yes.

Chairman Morin said we'll defer it. If you can get some more information Mr. Kahn and forward it to the Town Administrator and then he can disburse it out to us and we can take it up next meeting.

Richard Kahn said I will do that. The only thing I wanted to say theoretically we could get 100 people or we could get zero. The individual Lowe's employee would make the decision whether he or she wants to help out in that manner. Is it my understanding Mr. Morin that there's no go in the EIN or the W9? Chairman Morin said not at this point until we get further information. If you get it to us as soon as possible, we can put it on the agenda for next meeting.

Mr. Kahn said if I may Selectman McGrath, your concern or confusion is because it's different from the BAE way of doing things and I'm not sure. I need to know what kind of information I'm asking for because it sounds like we're almost at an impasse based on what they told me that they said they would need that information before they could walk me through the next step.

Selectman McGrath said it shouldn't be an impasse. The way you've described it, the way that Selectman Morin has described it, it sounds to me that the employee is donating time and somehow in addition to getting the time that's being donated to the Sustainability Committee, Lowe's is going to be sending money to the Sustainability as well. That's like double dipping and I don't know. I may be wrong but until I see an explanation precisely outlining what this is, I'm not voting for it.

Chairman Morin told Mr. Kahn just send the information you received because that explains the whole process. What you're talking about once you get the forms is totally different. Just send what they send out to all the businesses and towns with the information and that will explain how it works. Thank you Sir.

C. Public Works - Request to Re-advertise Truck Driver/Laborer Position

Chairman Morin recognized Public Works Director Jess Forrence.

Good evening. Jess Forrence stated it seems like I was here just a short time ago. One of the truck driver applications I fought so hard for never showed up. I would like to take the opportunity to try it again and advertise. We've got a number of sites. We're going to put these things in Indeed, the Public Works, surrounding papers. Hopefully we can get somebody good in. We're running out of summer.

Motion by Selectman McGrath, seconded by Selectman Roy, to allow the Public Works Director to re-advertise for the Truck Driver/Laborer position, carried 5-0.

D. Involuntary Merged Lots, Map 168, Lot 125 - 8 Windham Road

Chairman Morin recognized Town Administrator Steve Malizia.

Steve Malizia said in front of you have a packet of information including an application to unmerge an involuntarily merged lot. As is typical, I route this the Land Use Department as well as the Chief Assessor and Town Attorney to review the facts of the case. It appears from the facts of the case that this eligible to be unmerged. Attorney LeFevre and Brian Groth have reviewed it and they believe that it was not merged by any action of the application. Mr. Michaud thinks that there was some consideration because they did some sort of mortgage and put up some sort of chain link fence. Our attorney reviewed that with him and our attorney doesn't believe that's enough evidence to deny the application. The Board always has the choice of denying or approving. At this point in time based on the recommendations that I saw from the Town Planner and from our Attorney, I'd recommend that you approve. Again if you don't, it's up to you.

Selectman McGrath said I have a couple of questions and I don't know that you have the information. The original plot plans that were signed off by the Planning Board back in the '60s which by the way was before I was ever on the Board. It was for a different applicant. A different property owner. They're the ones that received the mortgage assuming that it was one lot as opposed to two separate lots. I can't tell by the paperwork that we received when this applicant, the Bouchers, purchased the property and if they purchased it as a single lot or as multiple lots and that makes a difference. Unless someone has that answer for me I would suggest that we defer this as well to get additional information before I vote on it.

Chairman Morin asked can you comment on that at all. Steve Malizia said I'm not probably capable of doing it right without all the information in front of me. My understanding was it was one lot but I'm not going to be able to prove that without additional research by staff.

Selectman Martin agreed with Selectman McGrath because of the comments of the Chief Assessor in here and his understanding. Maybe we can get more understanding of how a conventional mortgage works. I agree that we need to have further information. Before I can unseparated a lot, I don't even know if it was merged. There's no documentation saying it was merged. There's no letter in the file upstairs possibly because we would have had it in their building file that says "the Town of Hudson has voluntarily merged your lots". I remember my father-in-law getting one and so on and so forth. Without that for knowing, I can't make a determination or a vote.

Chairman Morin said I have a question for you if you don't mind. How far back are we going to see stuff? Are we going to even have this letter back in the '60s? Selectman McGrath said it's not a matter of a letter. Jim should be able to obtain when this property was transferred from the original owners back in the '60s.

Selectman Roy indicated there should be a deed at the Registry of Deeds. Chairman Morin said I would hope so but I would have thought we would have seen it here that's why I was asking. Selectman McGrath said William and Nancy Roberts of Windham Road were the original owners and it appears that they were the ones that merged the two lots by virtue of taking out a mortgage recognizing that it was one lot as opposed to two. The owners now I can tell by this paperwork when they obtained this property. Maybe they obtained it in the '60s shortly after they did that. I don't know that and until I do I can't vote for this. Chairman Morin said some of our records in the past are...Selectman McGrath said this is a deed issue. That should be readily available.

On this Patriot Properties card, Selectman Morin said there's a lot of legal references to books and pages at the Hillsborough County Registry of Deeds and some of the notes saying that there's a judicial branch case, probate documents. So if he could look at all that up and present that to us, that might help us.

Selectman McGrath indicated normally I could look it up on line but you have to have a special access in order to get the documents and print them and I don't have that and I don't want to go over to the court house nosing around either.

Chairman Morin asked is everybody agreeing to defer. The Board said yes.

E. Recommendation to Revise Estimated Revenues for FY20

Chairman Morin recognized Finance Director Kathy Carpentier.

Good evening. Kathy Carpentier said this is good news. One of the duties of the Finance Director is to revise the revenues by September 1st or shortly after the audit. So here I am before you. I reviewed with the Town Administrator the current revenues and the revenues from last year and we see some opportunities to increase some of the revenues. I've outlined four of them for you. Increasing the revenues by \$450,000. This will help the budget we are currently in right now. It will help the tax rate we're going to set in October after all the pieces are set meaning the assessed valuation comes in from the Chief Assessor. The State budget is done. I present to you the estimated tax rate but this \$450,000 would save \$.15 on the municipal side of the tax rate which is what I'm presenting to you. For the listening public, I would like to add \$20,000 to the interest on property taxes. I'd like to add \$320,000 to motor vehicle permits. The Department of Transportation added a little over \$10,000 to the Highway Block Grant and about \$100,000 to interest on investments because we've been doing very well there. If you have any questions, I'd be more than happy to answer them.

Motion by Selectman McGrath, seconded by Selectman Roy, to approve the Revised Estimated Revenues for Fiscal Year 2020 in the amount of \$16,592,693 as recommended by the Finance Director, carried 5-0.

F. Revenues and Expenditures

Chairman Morin recognized Town Administrator Steve Malizia.

Steve Malizia said we are two months into the fiscal year which if you divided that out, it's 17 percent. Not really a lot to report on in particular. Again we doing encumbrances for the year. It's certainly well before any winter season. From an expenditure perspective, things get skewed because we do purchase orders for trash, purchase orders for legal so it's not always a straight line. Revenues continue to be strong in motor vehicles. You just heard that from the Finance Director and interest continues to do well. Unless you have any questions or you have something in particular you want to look at, it's early in the process and we seem to be doing pretty well.

Chairman Morin asked does anybody have any questions. Seeing none.

G. Fiscal Year 2021 BOS Budget Schedule

Chairman Morin recognized Finance Director Kathy Carpentier.

Kathy Carpentier explained before you I have a preliminary Board of Selectmen budget schedule for the Fiscal 2021 budget that we're just about to undergo. Starting you set the budget parameters but the budget screens and workbooks will be open to the department heads and committees this week and then you can see the dates. I pretty much tried to follow a scheme similar to last year also taking into consideration some RSA deadlines that we need to adhere to. Are there any changes or problems? I have not distributed this to the department heads so they might need to move their own if they had conflicts but I just wanted to first make sure that the dates were good with this group before we moved on.

Chairman Morin asked does anybody have any conflicts or any questions. No.

Motion by Selectman Roy, seconded by Selectman McGrath, to approve Fiscal Year 2021 Board of Selectmen's Budget Schedule, carried 5-0.

H. Discussion Relative to ID Badges

Chairman Morin said what you have in front of you is what we approved and due to some things that have taken place since we put this into effect, I've updated it a little bit and it's just here for the Board's conversation to see if you would like to make the changes. Also what I saw when I was researching this with the badges, I know there's been discussion by some board members in reference to for lack of better word time clocks or whatever. Upon researching this, I found that specifically one that I modeled pretty much this policy out from Franklin, NH, that they actually use their badges not only to identify employees but also to get in and out of buildings and also as a time card. If everybody had a chance, anybody have any comments? Seeing none, what would you like to do? It goes into a little more detail than the other one.

Selectman Martin said it does. I think it's a little harsh. Chairman Morin asked what part. Selectman Martin said as I read it, I went through some grammar things because it wasn't correct when you copied and pasted it. "Employees or committee members abuse this policy may be subject to discipline up to and including termination."

Chairman Morin said I understand what you're saying because I thought about this myself but my problem here is we issued badges. We don't have people that follow the policy and what are we going to do just let it go? Then why did we spent the time and the money to get the badges and why do we enforce our employees to do it but we're not going to put it on everybody else.

Selectman Martin noted it's a little harsh to just because you forgot...Chairman Morin said you're not going to be terminated because you forgot your badge. We have a process for that but they need to know that if they're not going to wear their badges at some point it could end up that way. Selectman Martin said for the committee members going to the committee meetings, I think it would be important for them to wear them when they're outside of Town Hall doing business. The same as us but I happen to wear it because that's who it is. Somebody may forget who you are and it could be an employee. I think that the policy should just be that you must wear your badge when performing town business outside of Town Hall or if you're doing business during the day and you have to come into Town Hall.

Chairman Morin said here lies the confusion why that was put in that part that you wear it for meetings. We have some committees that are wearing, some are not, and when I'm asked questions or make a statement, well you guys are wearing them in your meetings so are we supposed to or not supposed to. I've been saying we're going to look at this tonight to make a decision. If we're wearing them, we're setting the example so we need to make a determination of are we wearing them or are we not wearing them for meetings. That's one of the problems. You have right now three wearing them and two not. So what kind of example are we setting? Selectman Martin indicated we should be firing you. Chairman Morin said then that's what you need to do. Selectman Martin said I'm just kidding. Chairman Morin stated do you see what I'm saying. There's the confusion for the committees.

Selectman Martin indicated you just jogged me to think that sometimes committee members before they start the meeting the public will be there and they may be at Steve's seat but Steve's not there so they won't know who you are if they come over to talk to you. If you had this on, it would be helpful. I agree. They should wear it at a meeting. Even though you're sitting at the table with your name on it but you may be standing over there talking and if somebody from the audience has a question and they come over before a meeting starts or during a break because you're not always at your seat. You can go out to the restroom and so on and so forth. I think it should be worn during the meeting and any trip inside on official business - if you're coming in to pay your taxes, you don't have to wear it. It's not official business. If you're coming in to do official business on behalf of the committee, then you should wear it inside Town Hall and outside on site walks.

Looking through the policy we have in place at this point which I don't even see any signatures or anything that it was approved, the date it was approved or anything to that affect, Chairman Morin said it doesn't say anything about wearing them. It talks about employees wearing them but nothing about committees.

Selectman Roy noted it does. The third paragraph "The identification badge must be worn and clearly visible at all times by non-uniformed employees, volunteers, or elected officials." I think it's a common sense matter. If you have to wear into the building, you just keep it on. I don't understand.

Selectman Martin indicated this policy should have been approved by this Board on line, right? Steve Malizia stated it was approved by this Board on 5/14/19. Selectman Martin said by a vote of this Board but - we get notifications to sign and review policies on PowerDMS. I went in and signed my portion. I don't know if anybody else did but. Mr. Malizia stated this one was approved by the Board.

Chairman Morin understood that but the problem here is if I was still an employee again and after I did my PowerDMS even though I signed it off, there's nothing on the written policy that would be in our personnel manual when this was approved, who approved it, or anything like that. Everything that's important is blank on the top. If we have to revise it or anything to that affect, there's no dates that log anything other than the origination on 5/14/19. Selectman Martin noted and approved by the Board of Selectmen. Chairman Morin asked when. Ms. Carpentier said 5/14/19. Chairman Morin said that's the origination. Up here it says...Mr. Malizia explained it hasn't been revised yet. If we revised it, it would have a revision date. Right now that's the only version you have.

Chairman Morin asked what do we want to do. Do you want to leave it as is? The commons sense thing...

Selectman McGrath questioned this Board back I don't know two or three months ago because I went to a Zoning Board and Planning Board. They didn't know if they needed to wear the badges as they were sitting at a board meeting or not. I asked this Board and they didn't need to wear them when they're sitting at a meeting because they have name plates in front of them that we bought and paid for to identify all of the volunteers. I instructed them that I didn't think that based on our conversation that they needed to wear their badges when they're sitting at a meeting and they've got a name plate in front of them. If they go out on a site visit or they're doing business outside of the Board room area, then they would need to wear their badges. I think that it's redundant and I don't know that it's really necessary. If they have name plates in front of them, why on earth are we going to require them to wear a badge too? It doesn't make sense to me. Are we going to request that the volunteers that come to the cookout that we're going to be hosted in another week do they have to wear the name badges when they come? They're going to be outside of the Town Hall. There will be other people in that area that may not know who they are. Are we going to require that they wear a name badge?

Selectman Martin explained the cookout is not official business of the town. Let me give you an example. I worked for a company and you had a name tag. It was your entry into the building and you wore it all day. Some people had offices that said CEO but he still had to wear a name badge. It's not redundant. I think and as I stated earlier, I may be not here at this table where my name is and I might be over there talking to you Sir and somebody comes up and asks the question off camera. We're not live on camera and they want to ask me a question so they want to know my name. Most people know our names but some people don't. I think its incumbent upon us to set the example and wear them.

Chairman Morin asked Kathy Carpentier we spoke on this last week and at that time there were about 25 people that haven't got them. Could you give me a number at this point? Kathy indicated same 25. Chairman Morin said the same 25 that haven't even gotten their badges yet. Thank you. Ms. Carpentier indicated most of them aren't employees.

Selectman Roy asked are there any employees that have not received their badges yet. Ms. Carpentier indicated a couple part-time people that just haven't scheduled time to come in. I don't want to call it the department but no regularly scheduled people. How's that. The majority of them are committee members. They were given nights, days. We haven't heard from them so it's not like I can't come in. We just haven't heard from them. I don't know why they're not coming in to get their badges.

Selectman Roy asked the Chairman do you want to recognize the gentleman in the back.

Leo Bernard said I'm just a little confused and I brought mine with me. I'm not here as a committee or an employee. Does that mean because I'm here at this meeting I should be wearing it? Chairman Morin said no. Mr. Bernard said I heard the conversation and I was a little confused because I am an employee. I have my employee badge but I also volunteer and I have my volunteer badge. Chairman Morin said no you don't need it. Thank you.

Chairman Morin noted there's part of the confusion there too. What do you want to do? We have 25 people at this point who have not followed the policy we have in place and we've given them ample opportunity and as Ms. Carpentier said, she hasn't even heard from them.

Selectman Coutu indicated we may have given them ample opportunity but we also gave them conflicting information. Not we but if somebody on the Board is representing well you don't really need the badge. Chairman Morin said no I don't think it's come to that point. I think the most confusion was do you need to wear it at a meeting. Everything else was any official business outside of here that you would wear the badge. That's one of the reasons we issued them.

Selectman McGrath knew in some cases - I don't know who the 25 people are at all - but I know in some cases there were concerns because people worked outside of the area and couldn't get here to get badges. In order to get here in order to get a badge, they had to take time out of their schedules. I don't know if that applies to all of them, one of them, or a number of them. That was a concern as well.

Chairman Morin didn't know if it applies to any of them because we did offer nights to come in after work for that reason. Selectman McGrath said if they were in the area at that time. I'll talk to you offline about the one that I'm aware of. Chairman Morin said if a person works during the daytime, they were here to 7 or 8 o'clock. Selectman McGrath said provided they were in the area and not on business travel or on vacation. Chairman Morin said then my question is and this brings it up again. At what point, and at what period, or at what level do we enforce this. If people can't make it, what are we going to do? Selectman McGrath said the question is do you want to get rid of volunteers because they have difficulty getting here to a name tag. Chairman Morin asked do they get here for their meetings. Selectman McGrath said sometimes. Sometimes they're on business travel or on vacation. In the one case that I know about, that was the issue and I don't know if that was ever resolved or if they ever looked into it further. I just know of one. Chairman Morin said my next question if they couldn't make it did they make special arrangements which we could. Selectman McGrath said I don't know the answer to that but I guess this Board needs to decide is it important enough that we give volunteers a name badge that they're required to wear when they're doing official business on behalf of the town and if they don't want to wear a badge when they're sitting at a table with their name plate in front of them, do we want to say to them thanks for your service but it's no longer required because you failed to wear a name badge. That's really the decision that this Board has to make and if that's the case, we're going to lose some good volunteers and some that we may not want to lose.

Chairman Morin said my opinion is if you're going stop being a volunteer because you have to wear a name tag or come in and get a name badge that makes no sense to me. Selectman McGrath said if there's 25 that haven't gotten a name badge yet for whatever the reason, that's 25 volunteers that we could be losing or saying that we no longer want your service because you haven't gotten a name badge. That's something that you have to think about. It may seem simplistic. I had to wear a name badge the entire time that I

worked for BAE. I never questioned it because first of all I needed the badge to get into the building because security had to identify me as an employee. That was number one. Then they changed the requirement that you had to be able to swipe it in order to get into the building because we didn't have security guards any longer and my badge also identified me as holding a clearance and the level of clearance. I had to wear it all the time. It was a condition of my employment. This is a volunteer effort. That's what we have to decide is it that important that we want to require people to wear badges when they're sitting at a table making decisions for the town and they're volunteering their time. If so, then we need to make that as a clear statement to people that when they come to do volunteer for the Town of Hudson that they are going to have to wear a name tag whether they're at a meeting or whether they're outside doing whether its mowing a lawn at a cemetery or going on a site work. I can understand that because you're dealing with the owners of the property, you're dealing with the engineers, you're dealing with other individuals that need to know who you are. If you're sitting at a desk and you're making decisions, do you really need to have them wear a name tag?

Chairman Morin said we shouldn't even be talking about again but unfortunately we are. What would the Board like to do?

Selectman Coutu asked what is the purpose to adopt the policy. Chairman Morin said or add to the existing policy that we already have. One or the other.

Selectman Martin indicated I would like to see this gone through and added to the existing policy and revise it.

Chairman Morin asked for any other comments.

Selectman Coutu said let's see where it goes Mr. Chairman.

Motion by Selectman Coutu, seconded by Selectman Martin, to approve the policy as presented.

Just for the record, Selectman McGrath said I'm going to vote in opposition for the reasons that I just stated.

Vote: Motion carried 4-1. Selectman McGrath in opposition.

Just for clarity, Steve Malizia asked this is now a revision to this policy. Chairman Morin said yes I'll come in and sit with you.

9. REMARKS BY SCHOOL BOARD - None

10. OTHER BUSINESS/REMARKS BY THE SELECTMEN

Selectman Coutu - Other than to say that I'm still noticing an awful lot of cars speeding on our roadway. I watched one in a 35 mph zone on the back roads based on my professional life a former police officer doing approximately 60 mph. School is in session. Animals dart out in front of the roads. Innocent people can get killed. I witnessed two Hudson residents go through a red light on Burnham and Central yesterday. Right through the red light. It was red and we had a green light, went to turn out, and these two guys come flying across. Police just can't be everywhere in this town on any given moment. I appreciate and understand that. It's reached a point now where we need to do serious enforcement on two levels. One people going through red lights and two, people on cell phones while they're driving their vehicles. I would encourage that the Police Chief if he's listening or watching or his representative that we concentrate on it. Maybe if we do some strict enforcement at some intersections, although I've seen them on Lowell Road. I've seen them at other intersections on my way home from here yesterday and the dry cleaners. I witnessed a couple of cars going through a red light. It's just getting idiotic. We're all beginning to start driving like Massachusetts people and I wish it would come to an end and we'd pay more attention. Someone is going to get seriously hurt, or injured, or God forbid they're going to get killed because of the negligence of others and we just need to enforce the law. I'm asking everyone to please be more attentive to your driving habits and be responsible. If the light is yellow, try not to race through it. Just pull up, slow down, and come to a stop. Thank you that's all I have.

Selectman Martin - Some points to make. The Fire Department continues to monitor the EEE issue in surrounding towns. To date, the Town of Hudson has not had any positive testings for EEE. The Fire Department has forwarded an informational document to the members of the Board for review which you should all have on your desks. The Fire Department has been awarded an Assistance to the Firefighters Grant for a new self-contained breathing apparatus in the amount of \$255,245. They will be in on September 24th for a public hearing and final Board of Selectmen approval to accept the grant. The Fire Department will be holding an open house on Friday, October 11, 2019 as part of their fire prevention month activities.

I'll add one other thing. Tuesday, September 17th, is going to be the Hudson Police Department's semi-annual blood drive at the Community Center. So those of you who donate blood, they're looking for you. They're like mosquitos over there. They like poking you. That's all I have Mr. Chairman.

Selectman Roy - So I was at the School Board meeting last night. I hope we can continue our efforts to have a more cohesive relationship between the boards that we can continue to have conversations and discussions that are professional and maintain the professionalism and decorum of this forum. To that end, we are scheduled to have a cost sharing meeting on Friday, September 20th, at 9 a.m. here between the School Board and us. That's all I have.

Selectman McGrath - A couple of things. In response to Selectman Coutu's comments about the traffic and the misbehavior of a lot of drivers, I mentioned to you tonight Mr. Chairman. On my way here this evening, there was a police stop at the intersection of Dracut Road and Lowell Road. I guess it was an accident. The officer had the lights on, had the vehicle askew in the road to slow people down, and as I was sitting there at the red light that was heading north from River Road to Lowell Road, a car drove through the red light, clearly red light, and blew right past this cruiser with the blue lights going. The officer was too involved with the accident and didn't catch up with him. I've gotten comments from people about their appreciation for seeing an increased police presence in the town particularly in the south end Sagamore Bridge area. They're very appreciative of that. I think that the Police Department is doing the best that they can but they'd have to be there 24/7 in order to prevent or even slow down some of this recklessness. We can't expect them to spend all that time. They've had 3 arrests this week for drug possession. That's an important issue that they have to attend to as well as all the other things that they have to deal with on a daily basis. People are noticing the increased presence of the Police Department and they're very appreciative of it as am I.

The other thing I wanted to mention is tomorrow is the anniversary of 9/11 and I will be at the 9/11 Memorial tomorrow evening. I would encourage everyone else to attend. It's not a very lengthy program but it's a very meaningful program. If you can make it, I would encourage you to do so. That's all that I have,

Selectman Morin - Just to talk a little bit about 9/11 - tomorrow night it's at 6:30 at Benson Park. We do encourage everybody to attend.

Tonight for the Board of Selectmen, it's a sad night. This will be our last meeting with Executive Assistant Donna Graham. As anybody knows when you have a good assistant, they basically they run what's going on and without Donna's work she actually makes us look pretty good. We very much appreciate that for all the work. She's been here a long time. She's been a great assistant to me especially learning all this new stuff as the Chairman of the Board and I very much appreciate and our appreciation from the Board. Again we appreciate it speaking for the whole Board. Thank you very much and we wish you the best of luck.

10. NONPUBLIC SESSION

Motion by Selectman Martin, seconded by Selectman Roy, to enter Nonpublic Session under 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; (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 (7:59) 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 (8:48) p.m.

Motion by Selectman (Coutu), seconded by Selectman (Roy), to authorize the Fire Chief to hire Cody Buskey for the position of Dispatcher in the Fire Department at a starting rate of \$17.54 per hour (step 1) effective Monday, September 30, 2019. This assignment will be a non-exempt position in accordance with the International Association of Firefighters Local #3154 as recommended by the Fire Chief, carried 5-0.

Motion by Selectman (Coutu), seconded by Selectman (Martin), to hire Donna Graham for the position of part-time transcriber for the Board of Selectmen at a rate of \$30.00 per hour. This is a non-union position without benefits, carried 5-0.

11. ADJOURNMENT

Motion to adjourn at (8:45) p.m. by Selectman (McGrath), seconded by Selectman (Martin), carried 5-0.

Recorded by HCTV and transcribed by Donna Graham, transcriptionist.

David S. Morin, Chairman

Kara Roy, Vice-Chairman

Roger E. Coutu, Selectman

Marilyn E. McGrath, Selectman

Normand G. Martin, Selectman

G.G.

Hypothetical
9-24-19



TOWN OF HUDSON

Board of Selectmen



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6024 · Fax: 603-598-6481

TO: Board of Selectmen

FROM: Donna Graham, Executive Assistant *DG*

DATE: September 13, 2019

SUBJECT: 2020 SCHEDULED HOLIDAYS

The eleven standard dates as set by the personnel policies are as follows:

<u>DATE</u>	<u>HOLIDAY</u>	<u>TOWN HALL CLOSED</u>
January 1	New Year's Day	Wednesday
January 20	Martin Luther King, Jr. Day	Monday
February 17	Presidents' Day	Monday
May 25	Memorial Day	Monday
July 3	Independence Day	Friday
September 7	Labor Day	Monday
October 12	Columbus Day	Monday
November 11	Veterans' Day	Wednesday
November 26	Thanksgiving Day	Thursday
November 27	Floating Holiday	Friday
December 25	Christmas	Friday

cc: Department Heads
Post

7.B. Agenda 9-24-19



TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051



Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: September 18, 2019

Re: Involuntary Merged Lot, Map 168, Lot 125, 8 Windham Road

At their meeting on September 10, 2019, the Board of Selectmen deferred taking action on an application from Donna and Stephen Boucher, for the restoration of involuntary merged lots pursuant to RSA 674:39-aa. The lot is currently identified as Map 168, Lot 125, and 8 Windham Road. The Board requested the chain of ownership for the property and information relative to the mortgage done after the subdivision of the property. Attorney Lefevre has reviewed all of this information and continues to be of the opinion that the lot was not voluntarily merged. Therefore, in accordance with RSA 674:39-aa, it appears that the application to unmerge Map 168, Lot 125 is appropriate as there has been no evidence found that the current owner or any former owner took action to merge the lots. Should the Board of Selectmen concur with this conclusion, the following motion is appropriate:

Motion: To approve the application for the restoration of Map 168, Lot 125 as two separate lots of record. This action is taken pursuant to NH RSA 674:39-aa.

Should the Board of Selectmen not concur with this conclusion, then the following motion would be appropriate:

Motion: To deny the application for the restoration of Map 168, Lot 125 as two separate lots of record. This action is taken pursuant to NH RSA 674:30-aa.

Should you have any questions or need additional information, please feel free to contact me. Thank you.

TARBELL 
& BRODICH, PA
ATTORNEYS AT LAW

RECEIVED
SEP 18 2019
TOWN OF HUDSON
SELECTMEN'S OFFICE

September 16, 2019

Stephen A. Malizia
12 School Street
Hudson, New Hampshire 03051

RE: 8 Windham Road re Restoration of Involuntarily Merged Lots

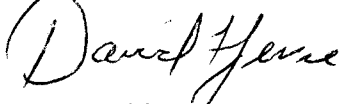
Dear Steve:

I have re-reviewed this file and I continue to be of the opinion that the mortgage of the former owners Richard A. Boucher and Claudia P. Boucher, recorded at the Hillsborough County Registry of Deeds at Book 1786, Page 208, and which describes both Lots 1 and 3 in reference to a single metes and bounds description, did not effectuate a voluntary merger. The reason being, the mortgage also describes the property as "being Lots 1 and 3" as shown on the referenced plan. *See e.g. Roberts v. Town of Windham*, 165 N.H. 186, 192 (2013) ("conveyance of [multiple lots] as one tract in a single deed does not, standing alone, support a finding of voluntary merger.").

Equally, I do not believe the fence is sufficient to support a finding of merger. Improvements from which a merger can be inferred include things like, for example, a garage on one lot serving a house on another lot, a septic field on one lot serving a house on another lot, or a house or garage straddling or directly on a lot line, that sort of thing. Where the alternative to a single fence would be two (2) separate fences, which I think unreasonable, I do not believe one (1) fence can be understood as an abandonment of the common lot line.

Sincerely,

TARBELL & BRODICH, P.A.



By: David E. LeFevre, Esq.

e-mail: dlefevre@tarbellpa.ocm

Eaton W. Tarbell, Jr.
Nicholas Brodich
Shane R. Stewart
Eaton W. Tarbell, III
Friedrich K. Moeckel*
David E. LeFevre
Mary A. Hakken-Phillips
Caroline K. Brown

All Attorneys admitted
in New Hampshire
or as otherwise designated.

*Also admitted in Massachusetts

Reply to:
Concord, NH Office
45 Centre Street
Concord, NH 03301

1-877-898-1135
603-226-3900 Tel
603-225-5398 Fax

8 Windham Rd- ownership history- (not title abstract legal standard)

Stephen R. & Donna E. Boucher	5/15/18 to present
Stephen R. Boucher	11/24/10 to 5/15/18
Barbara J. Boucher	Probate Doc- 5/5/10-11/24/10
Richard A. Boucher	Probate Doc - 10/28/08-5/5/10
Richard A. & Claudia P. Boucher	5/1667 - approx. 10/28/08

Know All Men by These Presents, That

We, Richard A. Boucher, Claudia P. Boucher, Wilfred H. Boucher and Marjorie M. Boucher, all of Hudson, Hillsborough County, New Hampshire

for and in consideration of the sum of SEVENTEEN THOUSAND Dollars (\$ 17,000.00) to.....U.S..... in hand before the delivery hereof well and truly paid by

Nashua Co-operative Bank

a corporation established by law, and having its office and principal place of business at Nashua, in the County of Hillsborough, and State of New Hampshire, the receipt whereof we do hereby acknowledge, do hereby give, grant, bargain, sell and convey unto the said Nashua Co-operative Bank, its successors and assigns forever.

A certain tract of land with the buildings thereon situate in Hudson, Hillsborough County, New Hampshire, bounded and described as follows:

Beginning at a stone bound at the southwest corner of the premises and on the northerly side of Windham Road; thence

(1) North 17° 30' West two hundred thirty-two and 1/10 (232.1) feet, more or less, by land of Lapham Lands Inc. and land now or formerly of Barr to an iron pipe set in the wall; thence

(2) North 89° 07' East by said Barr land one hundred forty-five (145.00) feet, more or less, to a corner of walls; thence

(3) Northerly two hundred (200) feet, more or less, by the wall and said Barr land and land now or formerly of the Baptist Society to an iron pipe; thence

(4) Easterly one hundred nineteen (119.0) feet, more or less, by land now or formerly of Frenette to an iron pipe; thence

(5) Southerly two hundred twenty (220) feet, more or less, by land now or formerly of Post to a stake; thence

(6) Westerly one hundred fourteen (114) feet, more or less, by land now or formerly of Shepherdson; thence

(7) Southwest by a curve having a radius of fifteen (15) feet a distance of twenty-three and 56/100 (23.56) feet by land of said Shepherdson; thence

(8) Southerly one hundred fifteen (115) feet, more or less, by said Shepherdson land to a stake; thence

(9) Westerly one hundred forty-three (143) feet, more or less, by the northerly line of Windham Road to the place of beginning.

Being Lots 1 and 3 on Plan of William L. & Nancy S. Roberts Windham Road Hudson, N. H. Scale 1" = 50' June 1962 July 1963 Ned Spaulding Civil Engineer.

Meaning and intending to describe and convey the same premises conveyed to the within named Richard A. Boucher and Claudia P. Boucher by deeds recorded in Hillsborough County Registry of Deeds Volume 1652 Page 140 and Volume 1737 Page 130 and deed of William L. Roberts et ux dated April 30, 1964 and recorded June 17, 1964.

Lot 1 described above is subject to a mortgage of Richard A. Boucher and Claudia P. Boucher to Nashua Co-operative Bank

dated January 20, 1964 and recorded in Hillsborough County Registry of Deeds Volume 1766 Page 345.

Also a certain tract or parcel of land with the buildings thereon situate in said Hudson, on the southerly side of Windham Road, bounded and described as follows:

Beginning at a stake at the northwest corner of the within described premises and at land now or formerly of Richard A. Boucher; thence

(1) South 28° 01' 30" East eighty-seven (87) feet, more or less, to a point on the northerly line of the New Windham Highway; thence

(2) North 71° 28' 30" East by said New Windham Highway two hundred (200) feet to a point at land of said Richard A. Boucher; thence

(3) North 18° 31' 30" West by land of said Richard A. Boucher about ninety-seven (97) feet to a point at land now or formerly of Hunnewell; thence

(4) South 80° 52' 30" West by Hunnewell land sixty-seven (67.0) feet to an iron pipe in the southerly line of said Windham Road; thence

(5) South 63° 41' 30" West by said Windham Road ninety-five and 97/100 (95.97) feet to an iron pipe; thence

(6) South 61° 58' 30" West by said Windham Road fifty-four and 93/100 (54.93) feet to the place of beginning.

Mortgage covering both lots

Discharge Recorded P-16-73 Joseph & Bradley

WILLIAM L. & NANCY S. ROBERTS

WINDHAM ROAD
HUDSON, N.H.

SCALE 1"= 50'

JUNE 1962
JULY 1963

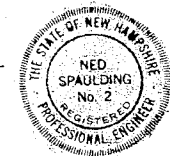
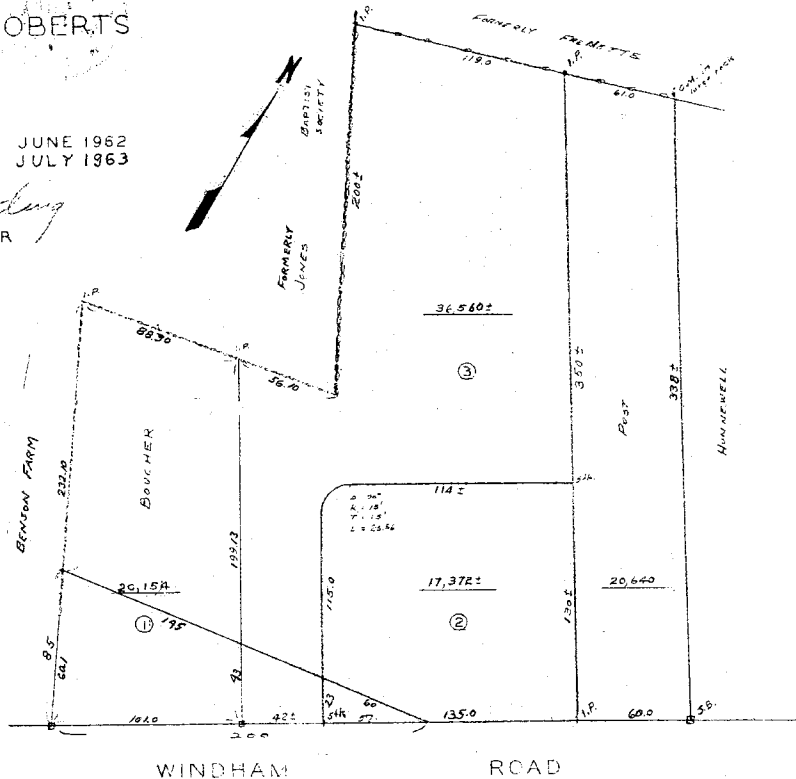
Ned Spaulding
CIVIL ENGINEER

LOTS 1, 2 & 3 APPROVED JUNE 26, 1962

Ned Spaulding
CHAIRMAN - HUDSON PLANNING BOARD

HILLSBOROUGH COUNTY
REGISTRY OF DEEDS
Received at 11m 52 AM

Plan # 2484 JUL 5-1963
Recorded Vol. 684 Page 688
Examined _____ Register.

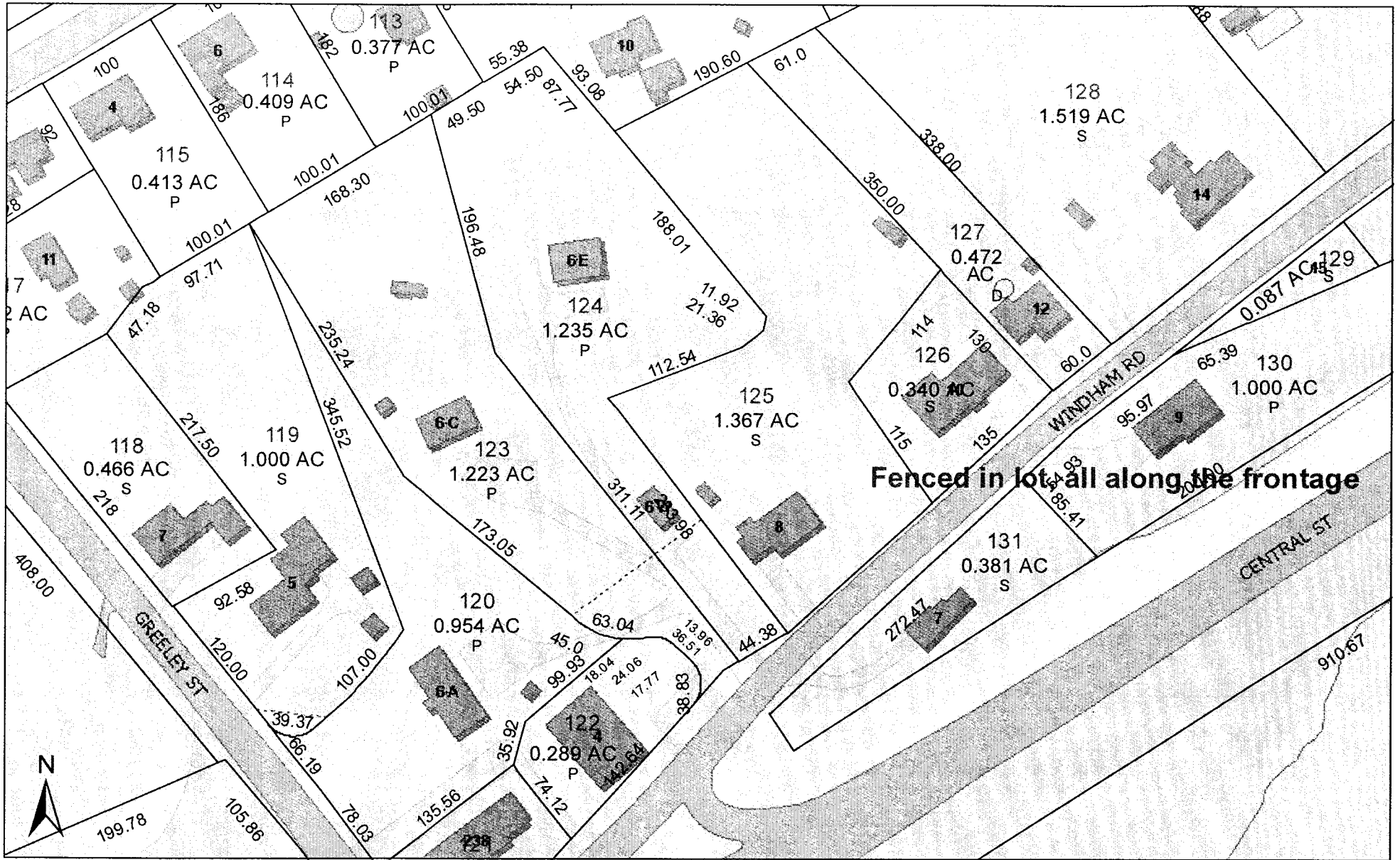


FILE NO. H-1-88

WILLIAM L. & NANCY S. ROBERTS
WINDHAM ROAD HUDSON NH
JUNE 1962
JULY 1963
RECORDED JULY 5, 1963

PLAN #2484
IN RED BOOK #4
PAGE #688
688

8 windham rd involuntary unmerge app



July 26, 2019

----- Easement_Lines

▭ Parcels

1 inch = 109 feet







TOWN OF HUDSON

Land Use Division



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6008 · Fax: 603-594-1142

Zoning Determination #19-108

September 17, 2019

Selectman McGrath
Town Hall
12 School Street
Hudson, NH 03051

Re: 8 Windham Rd – Un-merger request Map 168 Lot 125-000
District: Residential Two (R-2)

Dear Ms. McGrath,

Your request: If this parcel is unmerged, are the resultant parcels able to comply with the Zoning Ordinance requirements?

Zoning Review:

The current parcel had a subdivision approved by the Planning Board June 25, 1962 and two plans were recorded at the HCRD: I include as attachment #A Jul 5, 1963 (plan #2484) and attachment #B Jun 25, 1964 (plan #2732).

I also include attachment #C which is my interpretation (of the subdivision) from the deed and referenced recorded plans (lots #1 & #3).

Lot #1 has 20,154 sqft where 43,560 sqft is required, and 101 ft of frontage, where 150 ft is required, and an existing structure (built in 1700's) is within the side yard setback, and front yard setback.

Lot #3 has 36,560 sqft, where 43,560 sqft is required, and 42 feet of frontage where 150 ft is required. There appears to an existing "outbuilding" on this lot and is in the side yard setback.

Zoning Determination:

I would have to assume that at the time of this subdivision in 1963, the newly created lot #3 and resultant lot #1 had satisfied the Zoning Ordinance requirements at that time, otherwise there would be history of variances etc., of which there are none. In regards to todays' zoning status, these lots are considered lawful existing non-conforming lots.

Any new structure on lot #3 would have to satisfy todays' setback requirements.

Sincerely,

Bruce Buttrick, MCP

Zoning Administrator/Code Enforcement Officer

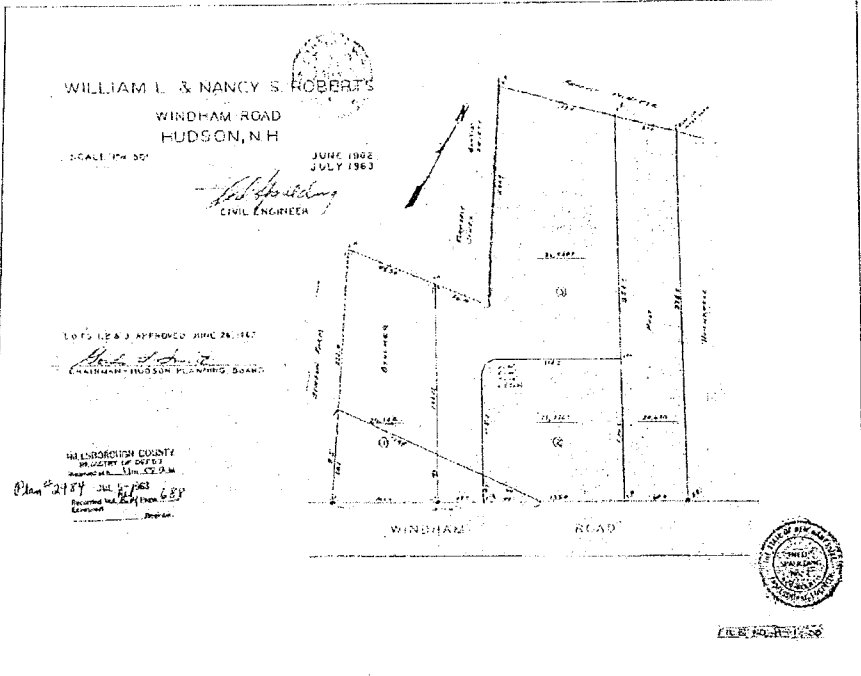
NOTE: this determination may be appealed to the Hudson Zoning Board of Adjustment within 30 days of the receipt of this letter.



encl: attachment "A" Jul 5, 1963 recorded plan #2484
attachment "B" Jun 25, 1964 recorded plan #2732
attachment "C" BB sketch of actual resultant subdivision
cc: Public Folder
B. Groth, Town Planner
File

NOTE: this determination may be appealed to the Hudson Zoning Board of Adjustment within 30 days of the receipt of this letter.





WILLIAM L. & NANCY S. ROBERTS
 JUN 1962
 JULY 1963
 RECORDED JUL 1, 1963

PLAN #2484
 688

Plan 2484





WILLIAM L. & NANCY S. ROBERTS
WINDHAM ROAD
HUDSON, N.H.

SCALE 1" = 50'

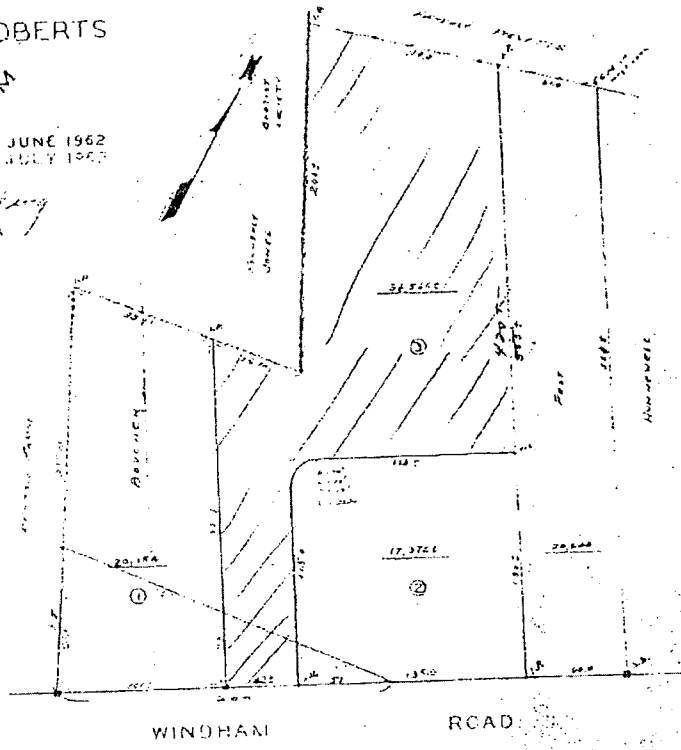
JUNE 1962
JULY 1963

Robert J. ...
CIVIL ENGINEER

PLUMSBOROUGH COUNTY
REGISTERED DEEDS
JUN 25 1964
Page 269

LOTS 1, 2 & 3 APPROVED JUNE 26, 1962

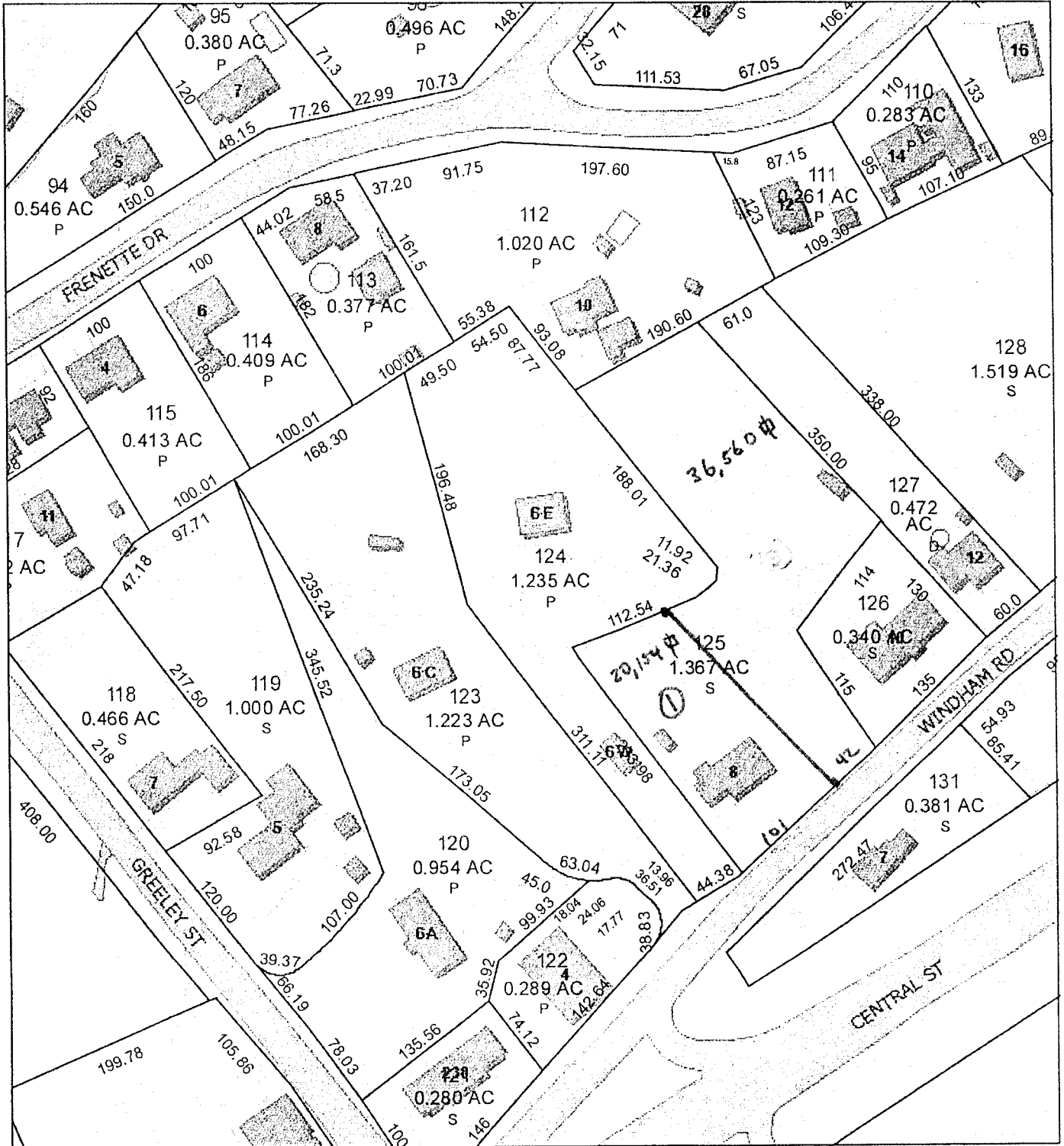
Robert J. ...
CHAIRMAN - HUDSON PLANNING BOARD



Plan 2732




Deeded description of 2 parcels

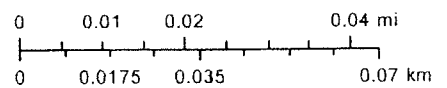


September 17, 2019

Legend

 Parcels

1:1,409



Weissgarber, Lorrie

From: Marilyn McGrath <mmcgpei2@gmail.com>
Sent: Thursday, September 19, 2019 10:23 AM
To: Weissgarber, Lorrie
Subject: Fwd: 8 Windham Rd un-merger result - Zoning Determination

Good morning, Lorrie!

Please include the response from Bruce concerning driveway access. Thank you!

Marilyn

----- Forwarded message -----

From: **Marilyn McGrath** <mmcgpei2@gmail.com>
Date: Wed, Sep 18, 2019 at 9:51 AM
Subject: Re: 8 Windham Rd un-merger result - Zoning Determination
To: Buttrick, Bruce <bbuttrick@hudsonnh.gov>

Thank you very much!

M

On Wed, Sep 18, 2019 at 9:43 AM Buttrick, Bruce <bbuttrick@hudsonnh.gov> wrote:

Marilyn,

I asked through Engineering if any driveway permits are/were ever issued.

Doreena's response is attached and she could find no record of any driveway permit being issued for the old subdivision (lot 3).

I had doubted any were issued, as their requirements don't allow two driveways onto one parcel (which the Town had/has determined in the past, this to be: one parcel).

Answer: Lot 3 did not/does not have driveway permit/access, but it could after the un-merger.

Regards,

Bruce



Thank you, Bruce. The second question that I had asked was whether the 2nd lot had driveway access. Have you determined whether or not it does?

Marilyn

On Wed, Sep 18, 2019 at 9:00 AM Buttrick, Bruce <bbuttrick@hudsonnh.gov> wrote:

Marilyn,

As requested, hard copy will be routed per usual channels.

Regards,

Bruce

Bruce Buttrick, MCP

Zoning and Code Enforcement



Land Use Division

12 School Street

Hudson, NH 03051

Ph: (603) 886-6008

F: (603) 594-1142

----- Forwarded message -----

From: "Stickney, Doreena" <dstickney@hudsonnh.gov>
To: "Buttrick, Bruce" <bbuttrick@hudsonnh.gov>
Cc:
Bcc:
Date: Wed, 18 Sep 2019 13:29:05 +0000
Subject: RE: 8 Windham Rd un-merger result - Zoning Determination

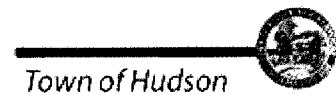
Hey Bruce,

Just to confirm per our conversation, I don't have anything driveway related for that lot. I'm sorry.

Regards,

Doreena Stickney

Engineering Administrative Aide



12 School Street

Ph: 603-886-6008

Fax: 603-594-1142

From: Buttrick, Bruce
Sent: Wednesday, September 18, 2019 9:14 AM
To: Stickney, Doreena <dstickney@hudsonnh.gov>
Subject: FW: 8 Windham Rd un-merger result - Zoning Determination

Doreena,

Can you find out if # 8 Windham Rd ever had a second driveway permit/access for the "old subdivision" would be lot 3 on the attached plans?

Thanks,



Bruce

From: Marilyn McGrath [<mailto:mmcgpei2@gmail.com>]

Sent: Wednesday, September 18, 2019 9:10 AM

To: Buttrick, Bruce <bbuttrick@hudsonnh.gov>

Subject: Re: 8 Windham Rd un-merger result - Zoning Determination

Thank you, Bruce. The second question that I had asked was whether the 2nd lot had driveway access. Have you determined whether or not it does?

Marilyn

On Wed, Sep 18, 2019 at 9:00 AM Buttrick, Bruce <bbuttrick@hudsonnh.gov> wrote:

Marilyn,

As requested, hard copy will be routed per usual channels.

Regards,

Bruce

Bruce Buttrick, MCP

Zoning and Code Enforcement



Land Use Division

12 School Street

Hudson, NH 03051



TOWN OF HUDSON
Office of the Town Administrator
 12 School Street
 Hudson, New Hampshire 03051

Agenda
 9-16-19
 8.8

Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen

From: Steve Malizia, Town Administrator

deferred

Date: September 4, 2019

Re: Involuntary Merged Lot, Map 168, Lot 125, 8 Windham Road

Attached please find an application from Donna and Stephen Boucher, for the restoration of involuntary merged lots pursuant to RSA 674:39-aa. The lot is currently identified as Map 168, Lot 125, and 8 Windham Road. In addition to the application, the applicant has also provided a Warranty Deed, a map with the subject lot highlighted and the Assessing property card, all of which I am copying to you. I forwarded the application to the Town Planner, Zoning Administrator, Chief Assessor and Town Attorney Dave Lefevre. Based on their responses, it appears that there is no record of the lots being voluntarily merged. Therefore, in accordance with RSA 674:39-aa, it appears that the application to unmerge Map 168, Lot 125 is appropriate as there has been no evidence found that the current owner or any former owner took action to merge the lots. Should the Board of Selectmen concur with this conclusion, the following motion is appropriate:

Motion: To approve the application for the restoration of Map 168, Lot 125 as two separate lots of record. This action is taken pursuant to NH RSA 674:39-aa.

Should you have any questions or need additional information, please feel free to contact me. Thank you.

RECEIVED

JUL 19 2010

Town of Hudson, NH
Application for Restoration of
Involuntarily Merged Lots Pursuant to RSA 674:39-aa

Town of Hudson
Selectmen's Office

Applicant Information

Donna boucher @ rocketmail.com

Owner(s) Name	Donna & Stephen Boucher		
Address/Street Number	Sturndham Rd.		
City & State	Hudson, NH.	Telephone	(603) 892-6467

Current Parcel Information (use additional sheet if more than three parcels involved)*

	Parcel 1	Parcel 2	Parcel 3
Assessor's Map/Lot/Sub	168-125		
Street Address	Sturndham Rd		
Deed Reference Book/Page	Book 9081 Page 2385		

*Please attach a copy of the deed for each parcel. Please also attach any relevant surveys, site plans, approved subdivision plans, pre-merger tax bills or other documentation that you think is pertinent. This application must be submitted to the Town of Hudson Board of Selectmen prior to December 31, 2021. Please see the Instructions & General Information for additional details. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.

Owner's Signature 

Date 7/9/19

Owner's Signature 

Date 7-10-19

September 2016

* allow easement for driveway

Town of Hudson, NH
**Application for Restoration of
Involuntarily Merged Lots Pursuant to RSA 674:39-aa**

Instructions & General Information for Restoration of Involuntarily Merged Lots

In accordance with RSA 674:39-aa, any owner of a lot or parcel of land merged by municipal action for zoning, assessing, or taxation purpose prior to September 18, 2010 and without the consent of the owner may request that the lots be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the Hillsborough County Registry of Deeds, provided:

- a. The request is submitted to the Town of Hudson Board of Selectmen prior to December 31, 2021.
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title by any overt act or conduct voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Town of Hudson Board of Selectmen may be appealed in accordance with the provisions of RSA 676. Prior to any action on the application by the Board of Selectmen, the property shall be inspected by the Zoning Administrator with a report of that inspection and recommendation for action to be provided to the Board of Selectmen. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.
- d. The restoration of the lots to their premerger status shall not be deemed to cure any nonconformity with existing local land use ordinances.
- e. In the event the request is granted, the property owner will be required to pay the filing fee to register a Notice of Lot Restoration at the Hillsborough County Registry of Deeds.

The procedure for requesting the Restoration of Involuntarily Merged Lots Pursuant to RSA 674:39-aa is as follows:

1. Complete the Application for Restoration of Involuntarily Merged Lots Pursuant to RSA 674:39- aa. The form must be typed or completed in ink.
2. Attach copies of the following documents:
 - a. Deed(s) for each lot or parcel.
 - b. Survey (if available).
 - c. Site plan (if available).
 - d. Approved subdivision plan (if available)
 - e. Pre-merger tax bills (if available)
 - f. If the property was obtained from an estate (inherited), attach copy of the statutory "Notice to Cities and Towns"
 - g. Any other documentation that you think is pertinent

Please be advised that the restoration of involuntarily merged lots may have assessment implications and may only be developed in accordance with the Ordinances of the Town of Hudson. If the request is granted, the assessment of the restored lots will be effective the following April 1st.

If you have any questions, please contact the Town of Hudson Zoning Administrator, (603) 886-6005

168 125 000
 MAP LOT SUB

1 of 1 RESIDENTIAL
 CARD Hudson

Total Card / Total Parcel
 APPRAISED: 132,800/ 132,800
 USE VALUE: 132,800/ 132,800
 ASSESSED: 132,800/ 132,800

PROPERTY LOCATION

No	Alt No	Direction/Street/City
8		WINDHAM RD. HUDSON

OWNERSHIP

Owner 1:	BOUCHER, STEPHEN R.
Owner 2:	
Owner 3:	
Street 1:	8 WINDHAM RD
Street 2:	
Wn/City:	HUDSON
St/Prov:	NH
Postal:	03051

PREVIOUS OWNER

Owner 1:	BOUCHER, STEPHEN R.
Owner 2:	
Street 1:	8 WINDHAM RD
Wn/City:	HUDSON
St/Prov:	NH
Postal:	03051

NARRATIVE DESCRIPTION

This parcel contains 1.367 ACRES of land mainly classified as ONE FAMILY with a COLONIAL Building built about 1747, having primarily CLAPBOARD Exterior and 2400 Square Feet, with 1 Unit, 1 Bath, 0 3/4 Bath, 1 HalfBath, 8 Rooms, and 4 drms.

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int
------	------------	--------	----------

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	R2	RESD TWO		water	3	TOWN WATE
o				Sewer	2	TOWN SEWE
n				Electri		
Census:				Exmpt		
Flood Haz:	C					
D				Topo	4	ROLLING
s				Street		
t				Gas:		

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class %	Spec Land %	J Code	Fact	Use Value	Notes
101	ONE FAMILY		1		SITE ACRE SITE			0 110,000.	0.95	RE				LOCATIC	-5		104,500					104,500	
101	ONE FAMILY		0.367		ACRES EXCESS			0 4,750.	1.25	RE							2,179					2,200	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value	
101	1.367	25,800	300	106,700	132,800	
Total Card		1.367	25,800	300	106,700	132,800
Total Parcel		1.367	25,800	300	106,700	132,800
Source: Market Adj Cost		Total Value per SQ unit /Card: 55.33		/Parcel: 55.33		

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2018	101	JB	25,800	300	1.367	106,700	132,800	132,800	Year End Roll	5/9/2018
2017	101	FV	25,800	300	1.367	106,700	132,800	132,800	Year End Roll	10/26/2017
2017	101	PV	25,800	300	1.367	106,700	132,800	132,800	Year End Roll	8/28/2017
2017	101	JB	18,900	500	1.367	102,600	122,000	122,000	Year End Roll	5/10/2017
2016	101	FV	18,900	500	1.367	102,600	122,000	122,000	Year End Roll	8/30/2016
2016	101	JB	18,900	500	1.367	102,600	122,000		Year End Roll	5/11/2016
2015	101	FV	18,900	500	1.367	102,600	122,000	122,000	Year End Roll	8/26/2015
2015	101	JB	18,900	500	1.367	102,600	122,000		Year End Roll	5/8/2015

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
BOUCHER, STEPHE	8425-2577	4	8/25/2011	QUIET TRANS		No	No		also corrective deeds 8425-2579, 8425-2581, 8
BOUCHER, STEPHE	8266-1229	2	11/23/2010	FAMILY TRANS	40,000	No	No		
BOUCHER, STEPHE	2009-316	9	5/5/2010	FAMILY TRANS		No	No		PROBATE DOC 316-2009-ET-01217
BOUCHER, RICHAR	2008-1573	9	10/28/2008	FAMILY TRANS		No	No		STATE OF N.H. JUDICIAL BRANCH.CASE NUMBER 2008
	1930-297		6/16/1967			No	No		

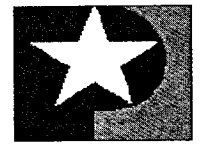
BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment
12/3/2010	2010-00651	ROOF	8,000	C				Roof repairs

ACTIVITY INFORMATION

Date	Result	By	Name
4/28/2011	Meas/Inspect	12	TECH ASMNT
3/21/2011	Permit Visit	14	APPR TECH 4
12/4/2009	Inspected	10	APPRAISER II
12/3/2009	Measured	10	APPRAISER II
10/27/2008	Meas/Inspect	8	ASMNT TECH I
5/26/2006	Meas/Inspect	8	ASMNT TECH I
7/20/2005	New Maps	1	ASST ASSESS
7/24/2002	Hearing - Ch	0	PATRIOT
5/17/2001	Meas/Inspect	0	PATRIOT

Sign: _____



Patriot Properties Inc.

USER DEFINED

Prior Id #	Value
1	0025
2	0196
3	0000
1	
2	
3	
1	
2	
3	

PRINT

Date	Time
06/11/18	14:22:26

LAST REV

Date	Time
06/05/12	08:25:13
amym	
3302	

EXTERIOR INFORMATION

Type: 06 - COLONIAL
Sty Ht: 2A - 2 STY/ATTIC
(Liv) Units: 1 Total: 1
Foundation: 2 - CONC BLOCK
Frame: 1 - WOOD
Prime Wall: 02 - CLAPBOARD
Sec Wall:
Roof Struct: 1 - GABLE
Roof Cover: 1 - ASPH SHING
Color: WHITE
View / Desir:

GENERAL INFORMATION

Grade: B - GOOD
Year Blt: 1747 Eff Yr Blt:
Alt LUC:
Jurisdict:
Const Mod:
Lump Sum Adj:

INTERIOR INFORMATION

Avg Ht/FL: STD
Prim Int Wal: 2 - PLASTER
Sec Int Wal:
Partition: T - TYPICAL
Prim Floors: 02 - SOFTWOOD
Sec Floors: 05 - LINO/VINYL 25%
Bsmnt Flr: 12 - CONCRETE
Subfloor:
Bsmnt Gar:
Electric: 5 - FAIR
Insulation: 2 - TYPICAL
Int vs Ext: S -
Heat Fuel: 2 - GAS
Heat Type: 5 - STEAM
Heat Sys: 1
% Heated: 100 % AC: 0
Solar HW: NO Central Vac: NO
% Com Wal % Sprinkled

BATH FEATURES

Full Bath: 1 Rating: FAIR
A Bath: Rating:
3/4 Bath: Rating:
A 3QBth: Rating:
1/2 Bath: 1 Rating: FAIR
A HBth: Rating:
OthrFix: Rating:

OTHER FEATURES

Kits: 1 Rating: POOR
A Kits: Rating:
Frpl: 2 Rating: AVERAGE
WSFlue: Rating:

CONDO INFORMATION

Location:
Total Units:
Floor:
% Own:
Name:

DEPRECIATION

Phys Cond: VP - Very Poor 64.%
Functional: P - XTR DEPR 75.%
Economic: %
Special: %
Override: %
Total: 91%

CALC SUMMARY

Basic \$ / SQ: 94.00
Size Adj.: 0.87500000
Const Adj.: 0.91967905
Adj \$ / SQ: 75.644
Other Features: 3900
Grade Factor: 1.25
NBHD Inf: 1.00000000
NBHD Mod:
LUC Factor: 1.00
Adj Total: 286560
Depreciation: 260770
Depreciated Total: 25790

COMMENTS

HOUSE MOVED TO PRESENT SITE IN 1966.
INTERIOR VERY POOR, FUNCTIONALLY
OBSOLETE.. WET BASEMENT. ROOF, ROOF
DECKING AND RAFTERS REPLACED 2011..

RESIDENTIAL GRID

1st Res Grid Desc: CONV # Units: 1
Level: FY LR DR D K FR RR BR FB HB L O
Other:
Upper:
Lvl 2:
Lvl 1:
Lower:
Totals RMS: 8 BRs: 4 Baths: 1 HB: 1

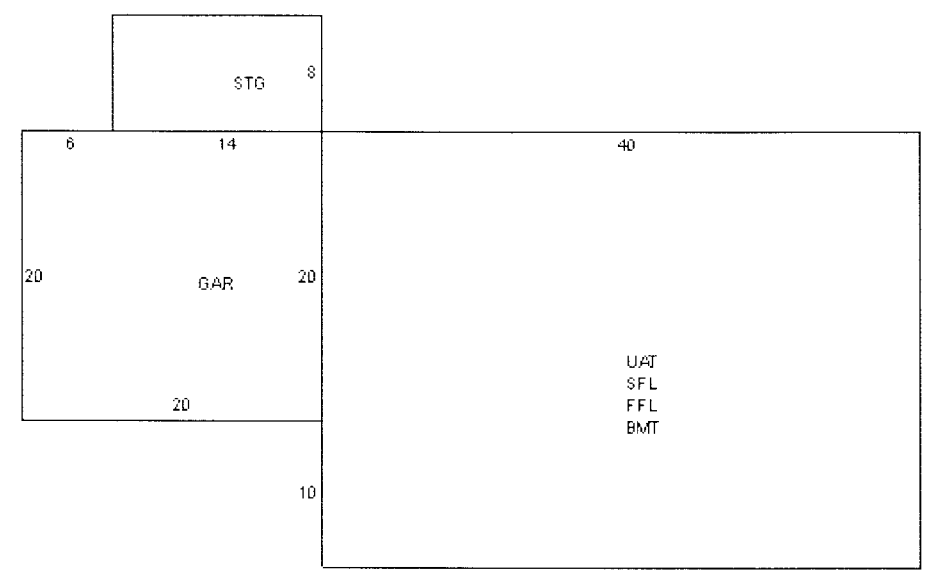
REMODELING RES BREAKDOWN

Exterior: No Unit RMS BRS FL
Interior: 1 8 4 M
Additions:
Kitchen:
Baths:
Plumbing:
Electric:
Heating:
General: 1 8 4

COMPARABLE SALES

Rate Parcel ID Typ Date Sale Price
WtAv\$/SQ: AvRate: Ind.Val
Juris. Factor: Before Depr: 94.55
Special Features: 0 Val/Su Net: 5.85
Final Total: 25800 Val/Su SzAd: 10.75

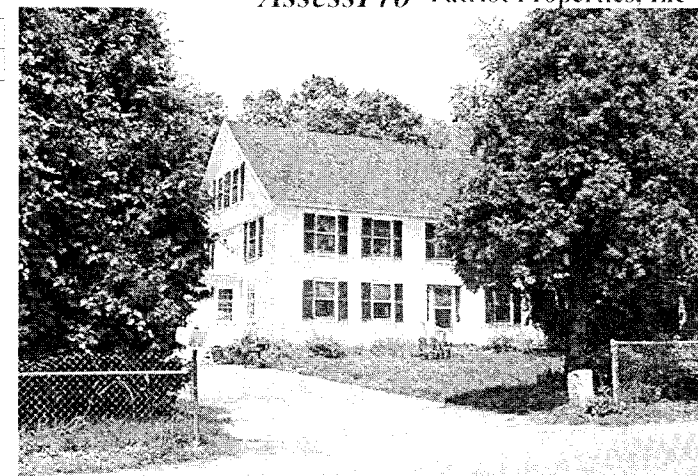
SKETCH



SUB AREA

Table with columns: Code, Description, Area - SQ, Rate - AV, Undepr Value, Sub Area, % Usbl, Descr, % Type, Qu # Ten. Includes rows for BMT, FFL, SFL, GAR, UAT, STG and summary rows for Net Sketched Area and Size Ad.

IMAGE



AssessPro Patriot Properties, Inc

MOBILE HOME

SPEC FEATURES/YARD ITEMS

Table with columns: Code, Description, A Y/S Qty, Size/Dim, Qual, Con, Year, Unit Price, D/S, Dep, LUC, Fact, NB Fa, Appr Value, JCod, JFact, Juris. Value. Lists items like SHED-WOOD and POULTRY.

PARCEL ID: 168-125-000

Carmela O. Coughlin



Return to:

*T Quinn
v 43*

WARRANTY DEED
(NH RSA 477:27)

[Transfer Tax is exempt pursuant to RSA 78-B:2 IX]

KNOW ALL BY THESE PRESENTS THAT I, **Stephen R. Boucher**, a single person, of 18258 61st Road, McAlpin, Florida 32062

FOR CONSIDERATION PAID

grant(s) to **Stephen R. Boucher**, a single person, of 18258 61st Road, McAlpin, Florida 32062, and **Donna E. Boucher**, a single person of 8 Windham Road, Hudson, New Hampshire 03051, as joint tenants with rights of survivorship,

with WARRANTY COVENANTS,

Two certain tracts or parcels of land with the buildings thereon situated in the Town of Hudson, County of Hillsborough and State of New Hampshire, bounded and described as follows:

Tract I:

A certain tract or parcel of land with the buildings thereon, situated in the Town of Hudson, County of Hillsborough and State of New Hampshire, bounded and described as follows:

Beginning at a stone bound at the southwest corner of the premises and on the northerly side of said Windham Road; thence,

1. N 17° 30' W by land of Laphan Lands, Inc. and land of Barr two hundred thirty-two and 1/10th (232.1) feet to an iron pipe set in the wall; thence,
2. N 39° 07' E by said Barr land eight-eight 90/100ths (88.90) feet to an iron pipe; thence
3. S 22° E by other land of the Grantors one hundred ninety-nine and 12/100ths (199.13) feet to a stone bound at said Windham Road; thence,

4. S 68° W by said Windham Road one hundred one (101.0) feet to the point of beginning.

Containing 20,154 square feet and being Lot #1 on Plan of Land of "William L. & Nancy S. Roberts, Windham Road, Hudson, N.H. Scale 1"=50' June 1962 – July 1963" by Ned Spaulding, Civil Engineer, recorded with Hillsborough County Registry of Deeds as Plan Nos. 2484 and 2732.

Tract II:

A certain tract or parcel of land situate in Hudson, County of Hillsborough and State of New Hampshire, on the northerly side of Windham Road and bounded and described as follows:

Beginning at a stone bound at the southwesterly corner of the within described premises at other land of the grantees, thence,

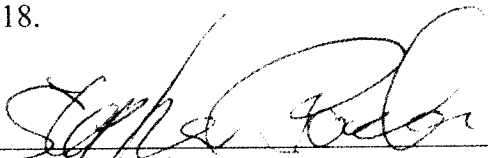
1. Northwesterly by other land of the grantees one hundred ninety-nine and 13/100ths (199.13) feet to an iron pipe in the wall at land now or formerly of Barr; thence,
2. Easterly by said Barr land fifty-six and 10/100ths (56.10) feet to the corner of the wall; thence,
3. Northwesterly by Barr land and land of the Baptist Society about two hundred (200) feet to an iron pipe at land formerly of Frenette; thence,
4. Easterly by a wall line and land of Frenette one hundred nineteen (119) feet more or less to an iron pipe at land of Post; thence,
5. Southeasterly by Post land about four hundred twenty (420) feet, more or less, to a stake at land of Shepardson; thence,
6. Southwesterly by Shepardson land about one hundred fourteen (114) feet more or less to a radius point; thence
7. By a curve to the left, radius 15 feet, southerly a distance of twenty-three and 56/100ths (23.56) feet by Shepardson land to a radius point; thence,
8. Southeasterly by Shepardson land about one hundred fifteen (115) feet to a stake at said Windham Road; thence,
9. Southwesterly by Windham Road about forty-two (42) feet to the stone bound at the point of beginning.

Containing about 36,560 square feet and being Lot #3 on Plan of land of "William L. & Nancy S. Roberts, Windham Road, Hudson. Scale 1"=50' June 1962 – July 1963" by Ned Spaulding, Civil Engineer, recorded with Hillsborough County Registry of Deeds as Plan Nos. 2484 and 2732.

Meaning and intending to convey the premises conveyed to the within grantor by Quitclaim Deed of Barbara K. Boucher, dated November 23, 2010, recorded with Hillsborough County Registry of Deeds at Book 8266, Page 1229. Also see the following instruments recorded with said Registry of Deeds on May 11, 2012 as follows:

- a. Affidavit of Wendy A. Smith at Book 8425, Page 2575;
- b. Corrective Quitclaim Deed of Troy Vernon at Book 8425, Page 2579;
- c. Corrective Quitclaim Deed of Beverly Smith at Book 8425, Page 1581;
- d. Corrective Quitclaim Deed of Joyce Martin at Book 8425, Page 2583;
- e. Corrective Quitclaim Deed of Frederick M. Slayter at Book 8425, Page 2585;
- f. Corrective Quitclaim Deed of Wendy A. Smith at Book 8425, Page 2587;
- g. Corrective Quitclaim Deed of Christopher C. Linke at Book 8425, Page 2589;
- h. Corrective Quitclaim Deed of Deborah Linke Farrington at Book 8425, Page 2591;
- i. Corrective Quitclaim Deed of Jeffrey S. Smith at Book 8425, Page 2593;
- j. Corrective Quitclaim Deed of Steven Greely Smith at Book 8425, Page 2595;
- k. Corrective Quitclaim Deed of Kathryn Vernon at Book 8425, Page 2577.

Executed this 5 day of 15, 2018.




Stephen R. Boucher

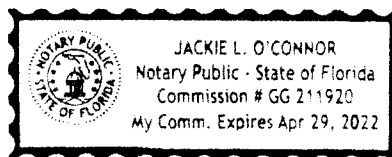
STATE OF Florida

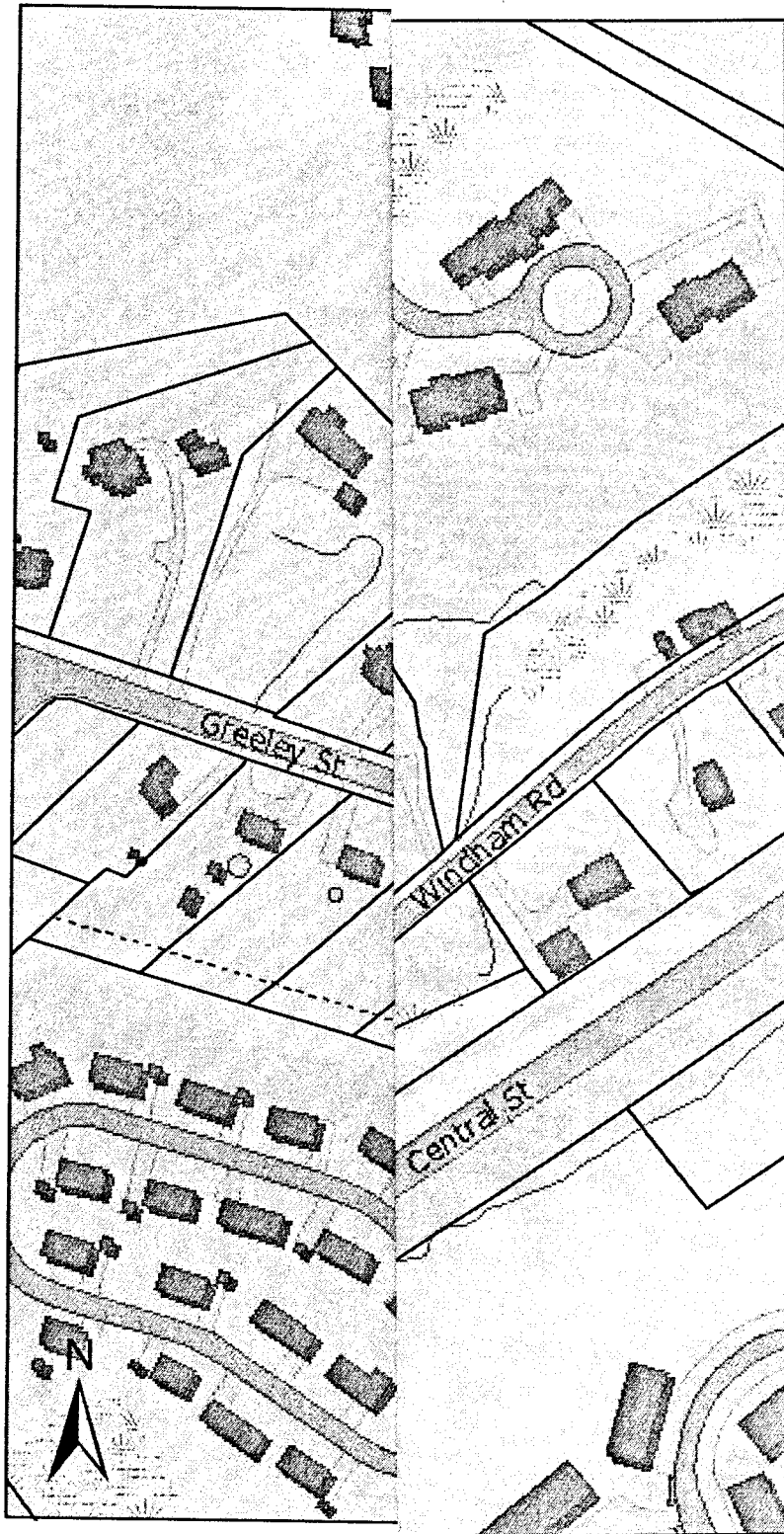
COUNTY OF Columbia

This instrument was acknowledged before me on May 15, 2018 by Stephen R. Boucher.



Justice of the Peace/Notary Public
Commission Expires





April 23, 2018

1 inch = 259 feet

----- Easement_Lines

▭ Parcels

280 560 Feet







TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051



Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Bruce Buttrick
Brian Groth
Jim Michaud

*Sent on
7-26-19 5:19 PM*

From: Steve Malizia, Town Administrator

Date: July 25, 2019

Re: Involuntary Merged Lot, Map 168, Lot 125, 8 Windham Road

Attached please find an application from Donna and Stephen Boucher, for the restoration of involuntary merged lots pursuant to RSA 674:39-aa. The lot is currently identified as Map 168, Lot 125, and 8 Windham Road. In addition to the application, the applicant has also provided a Warranty Deed, a map with the subject lot highlighted and the Assessing property card, all of which I am copying to you. Could you review the records that are available to you to determine if there is anything in the Town's records regarding the merger of the lot(s) in question and forward your findings to my attention.

Should you have any questions or need additional information, please feel free to contact me. Thank you.



TOWN OF HUDSON

Land Use Division



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-594-1142

To: Steve Malizia, Town Administrator

From: Bruce Buttrick, Zoning Administrator

BB

Date: August 2, 2019

RE: Involuntary Merged Lot, Map 168, Lot 125, 8 Windham Road

RECEIVED

AUG 05 2019

TOWN OF HUDSON
SELECTMENTS OFFICE

I found two referenced and recorded plans from HCRD, approved by the Hudson Planning Board June 26, 1962 depicting 3 lots.

Attached:

- 1) Plan # 2484 recorded Jul 5, 1963.
- 2) Plan # 2732 recorded June 25, 1964

PLAN #2484

IN RED BOOK #4
PAGE #688

688

WILLIAM L. & NANCY S. ROBERTS
WINDHAM ROAD HUDSON NH
JUNE 1962

JULY 1963
RECORDED JULY 5, 1963

WILLIA

SCALE 1"=

LOTS 1, 2 & 3

[Signature]
CHAIRMAN - F

HILLSBOROUGH
REGISTRY OF
Received at h. 11n

Plan #2484 JUL 5-1
Recorded Vol. Book
Examined



WILLIAM L. & NANCY S ROBERTS

WINDHAM ROAD
HUDSON, N.H.

SCALE 1" = 50'

JUNE 1962
JULY 1962

Robert J. ...
CIVIL ENGINEER

MILLSBOROUGH COUNTY
REGISTRY OF DEEDS

Received at H. L. M. 200 M

JUN 25 1964

Red Book

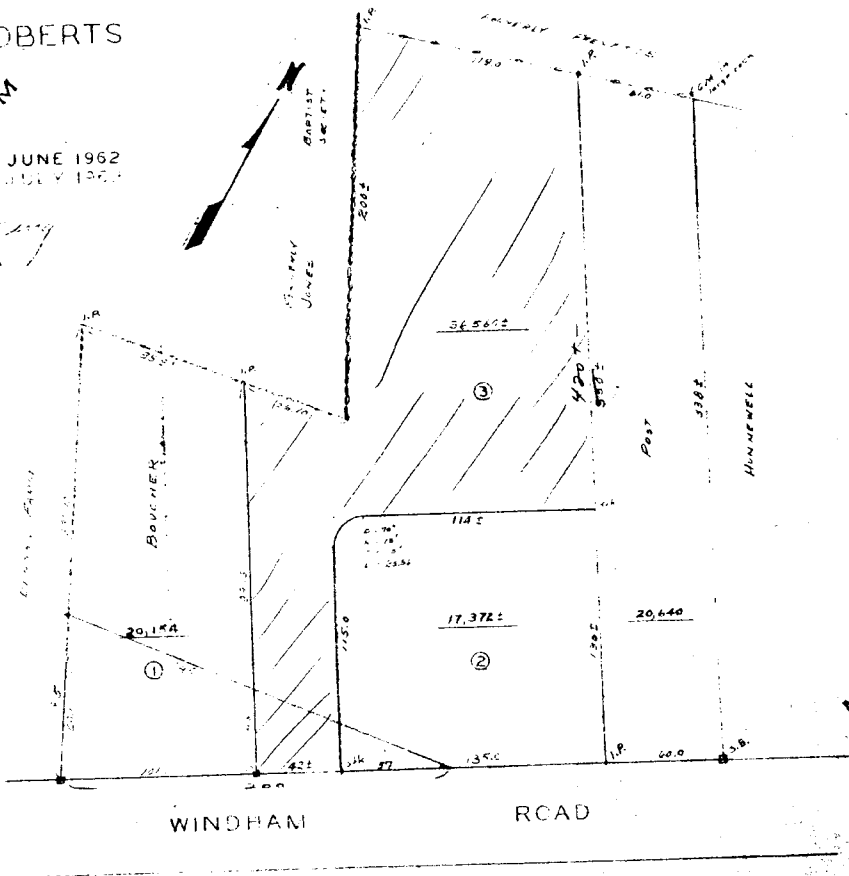
Registered Vol. _____
Registered _____

Page 769

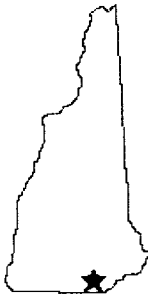
Register.

LOTS 1, 2 & 3 APPROVED JUNE 26, 1962

Robert J. ...
CHAIRMAN - HUDSON PLANNING BOARD



Plan 2732



TOWN OF HUDSON

Planning Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-816-1291

TO: Steve Malizia, Town Administrator
FROM: Brian Groth, Town Planner *BG*
DATE: August 5, 2019
RE: Involuntary Merged Lot, Map 168 Lot 125, 8 Windham Road

RECEIVED
AUG 06 2019
TOWN OF HUDSON
SELECTMENS OFFICE

On June 26, 1962 the Hudson Planning Board approved a subdivision that created three lots (See Attachment). Lots 1 & 3 of this plan comprise the subject parcel of this request, Map 168 Lot 125. Lot 2 appears to be Map 168 Lot 126.

The applicant is requesting the Town restore the lot line that separates Lot 1 from Lot 3. I have found no evidence that development of Lot 1 constructively merged the parcel with Lot 3. In other words, it does not appear that any portion of Lot 3 was used for the purposes of developing Lot 1 in terms of building setbacks or other lot requirements such as septic fields.

In conclusion, the Planning Department has not found any cause to deny this request.

PLAN #2484

IN RED BOOK #4
PAGE #88

688

WILLIAM L. & NANCY S. ROBERTS
WINDHAM ROAD HUDSON NH
JUNE 1962

JULY 1963
RECORDED JULY 5, 1963

WILLIAM

SCALE 1"=

LOTS 1, 2 & 3

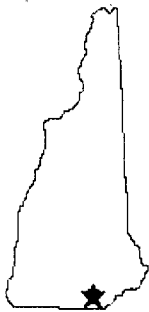
[Signature]
CHAIRMAN

HILLSBOROUGH
REGISTRY OF
Received at h. 11

Plan #2484 JUL 5 -
Recorded Vol. 12
Examined

Plan 2484





TOWN OF HUDSON


Office of the Assessor

Jim Michaud
Chief Assessor, CAE
email: jmichaud@hudsonnh.gov

www.hudsonnh.gov



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6009 · Fax: 603-594-1160

TO: Steve Malizia, Town Administrator
FROM: Jim Michaud, Chief Assessor 
DATE: August 14, 2019
RE: "Involuntary" Merged Lot, Map 168 Lot 125, 8 Windham Road

RECEIVED
AUG 14 2019
TOWN OF HUDSON
SELECTMENS OFFICE

The applicant is requesting the Town restore the lot line that separates Lot 1 from Lot 3. I have found evidence that Lot 1 has been voluntarily and constructively merged with Lot 3, as follows;

1. I have researched and found a mortgage, done after the subdivision, wherein both parcels have been included on that 1 mortgage. This is constructive notice, via my understanding of mortgage underwriting guidelines, of an overt action by the then owners to voluntary merge the lots (1 conventional single family mortgage cannot cover more than 1 lot).
2. Poultry type shed/barn away from the house (appears on GIS) on the plan-referenced "lot" (Plans 2484 and 2732) ; this would appear to indicate the poultry shed/barn historical use in conjunction with the main parcel.
3. There is a chain link fence running at least along the street, traversing both "lot" lines, as well as following the other "lot" line along the line of that parcel, this would appear to be a voluntary constructive overt action to consolidate the parcels, they are in fact treating it as 1 parcel.

In conclusion, the Assessing Department has found cause to deny this request.

Cc: By email to D. LeFevre

I. In this section:

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, **abandoning a lot line.**

Malizia, Steve

From: David Lefevre <dlefevre@tarbellbrodich.com>
Sent: Wednesday, August 21, 2019 3:05 PM
To: Malizia, Steve
Subject: RE: Involuntary Merged Lot Map 168 Lot 125 8 Windham Road

Steve:

I had looked at this application last week and possibly the week before. I agree that the lots can be unmerged. I have spoken with both Brian and Jim. I do know Jim has a different opinion, which I discussed with him at some length via e-mail. My sense is that Jim probably still thinks the lots should not be unmerged, but at the same time isn't really interested in debating the issue. You may want to touch base with him. But my assessment based on the info I have seen is that they should be unmerged.

-----Original Message-----

From: Malizia, Steve <smalizia@hudsonnh.gov>
Sent: Wednesday, August 21, 2019 8:17 AM
To: David Lefevre <dlefevre@tarbellbrodich.com>
Subject: Involuntary Merged Lot Map 168 Lot 125 8 Windham Road

Dave,

We have received an application from Donna and Stephen Boucher for the restoration of involuntary merged lost pursuant to RSA 674:39-aa. Could you please review the materials presented and provide your opinion and recommendation on this application. Please let me know if you need any additional information.

Thanks,

Steve

-----Original Message-----

From: administrator@hudsonnh.gov [mailto:administrator@hudsonnh.gov]
Sent: Wednesday, August 21, 2019 8:12 AM
To: Malizia, Steve <smalizia@hudsonnh.gov>
Subject: Message from "AD-PR-MAILRM"

This E-mail was sent from "AD-PR-MAILRM" (MP 7503).

Scan Date: 08.21.2019 08:12:06 (-0400)
Queries to: administrator@hudsonnh.gov



TOWN OF HUDSON ^{8.A.}

Police Department

Partners with the Community

1 Constitution Drive, Hudson, New Hampshire 03051
Voice/TTY (603) 886-6011/Crime Line (603) 594-1150/Fax (603) 886-0605



*William M. Avery, Jr.
Chief of Police*

*Captain Tad K. Dionne
Operations Bureau*

*Captain David A. Cayot
Administrative Bureau*

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: William M. Avery, Chief of Police *WMA*

Date: 12 September 2019

Re: Agenda Item – 24 September 2019

RECEIVED
SEP 19 2019
TOWN OF HUDSON
SELECTMEN'S OFFICE

Scope:

The Police Department is requesting to meet at the next scheduled Board of Selectmen meeting on Tuesday, 24 September 2019 to request approval to accept the awarded Highway Safety Project #20-092 titled "Hudson Highway Safety Grant" beginning October 1, 2019 and ending September 30, 2020. The specific project titles are STEP for \$10,068.00, DUI Enforcement for \$11,914.00 and Distracted Driving for \$5,572.00. The total price limitation for this agreement is \$27,554.00 to cover the cost of overtime.

Motion:

To authorize the Hudson Police Department to accept the "Hudson Highway Safety Grant" awarded by the New Hampshire Highway Safety Agency in the amount of \$27,554.00 beginning October 1, 2019 through September 30, 2020.



Cayot, David

From: Ruggiero, Paul <Paul.Ruggiero@dos.nh.gov>
Sent: Tuesday, August 27, 2019 11:04 AM
To: Cayot, David; Kimball, Sherrie
Cc: Haynes, William; Clegg, John
Subject: HUDSON PD FFY20 GRANT AGREEMENT ENCLOSED / ACTION REQUIRED
Attachments: HUDSON FFY2020 Grant Agreement.pdf



State of New Hampshire Department of Safety

Robert L. Quinn, Commissioner
Richard C. Bailey, Jr., Assistant Commissioner
Perry E. Plummer, Assistant Commissioner

Office of Highway Safety
Commander William R. Haynes
John A. Clegg, Program Manager



Greetings,

We are pleased to announce that your Office of Highway Safety Grant Agreement for FFY2020 is attached in a PDF format. You will need to print out and execute each action item indicated below. Please note that all incomplete contracts will be returned. More importantly, **DO NOT BEGIN YOUR PROJECTS** until you have received your signed contract and final approval back from the Office of Highway Safety.

Action items to be completed on your Office of Highway Safety Grant Agreement FFY2020:

1. First page review information and subrecipient signatures needed. Two separate signatures are required in Section 1.11 and 1.12, such as the Police Chief and Town Official, whoever has legal authority to enter into a grant agreement.
2. First page, verify that your DUNS# (Section 1.4.2.) is registered and active with SAM (System for Award Management) located here www.SAM.gov
3. First page, a Notary Public or Justice of the Peace has filled out Section 1.13, signed in Section 1.13.1, printed Name and Title in Section 1.13.2, and affix notary seal (not required for Justice of the Peace).
4. Review the federal language. Then an authorized subrecipient is required to complete and sign on the bottom of page 8, after the paragraph about Special Provisions.
5. Review the financial award page and answer the Research and Development Project question, at the bottom.
6. Review the Grant Requirements and Information pages. Then an authorized subrecipient is required to complete and sign on the bottom of that section.
7. Review the Scope of Work pages, related to each of your awarded projects. Then an authorized subrecipient is required to initial and date the bottom of each page, where indicated.

Please **DO NOT do dual sided copying -or-** fold the contract to fit into a #10 envelope, as this contract will need to be finalized, scanned, and emailed back to you. Once all the above required action items are completed, please mail your contract to:

NH Office of Highway Safety
33 Hazen Drive, Room 208
Concord, NH 03305

If you have any questions regarding this or need assistance, please feel free to contact me directly.



#GetHomeSafely
#CrashNotAccident

Paul Ruggiero

Field Representative/Law Enforcement Liaison

New Hampshire Department of Safety

33 Hazen Drive Room 208

Concord, NH 03305

Office: 603-271-2131

Direct: 603-223-8358

Email: paul.ruggiero@dos.nh.gov

Highway Safety Media Toolbox: <https://www.trafficsafetymarketing.gov/>

"Luck is what happens when preparation meets opportunity." - Seneca

This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material protected by law. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited and may be subject to criminal prosecution. If you have received this e-mail in error, please immediately notify me by telephone at (603) 271-2131.

OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT FFY2020

The State of New Hampshire and the Subrecipient hereby mutually agree as follows:
GENERAL PROVISIONS

Grant Agreement Title: Hudson Highway Safety Grant FFY 20

Grant Agreement #: 20-092

Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety		1.2. State Agency Address 33 Hazen Drive, 2 nd Floor Concord, NH 03305	
1.3. Subrecipient Name Hudson Police Department		1.4. Subrecipient Legal Address 1 Constitution Drive Hudson, NH 03051	
Chief of Police Name: William Avery Grant Contact Name: David Cayot		Chief of Police email: wavery@hudsonnh.gov Grant Contact Email: dcayot@hudsonnh.gov	
1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify)) Town Government		1.4.2 DUNS 945079481	
1.5. Subrecipient Phone # 603-816-2249	1.6. Grant Period Start Date 10/1/19	1.7. Completion Date 9/30/20	1.8. Grant Limitation \$ 27,554.00
1.9. Grant Officer for State Agency Paul Ruggiero		1.10. State Agency Telephone Number 603-271-2131	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1 _____		1.12. Name & Title of Subrecipient Signor 1 _____	
Subrecipient Signature 2 _____		Name & Title of Subrecipient Signor 2 _____	
Subrecipient Signature 3 _____		Name & Title of Subrecipient Signor 3 _____	
1.13. Acknowledgment: State of New Hampshire, County of _____, on / / , before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) _____		1.13.2 Name & Title of Notary Public or Justice of the Peace _____	
1.14. State Agency Signature(s) _____		1.15. Name & Title of State Agency Signor(s) Robert L. Quinn, Commissioner NH Department of Safety Date: _____	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G&C approval required) By: _____ Assistant Attorney General, On: / /			
1.17. Approval by Governor and Council (if applicable) By: _____ On: / /			

2. **SCOPE OF WORK** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:55-63, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.15.
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT A, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT A.
- 5.3. In accordance with the provisions set forth in EXHIBIT A, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS
- 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions.
8. PERSONNEL
- 8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, sub grantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, performed, who exercises any functions or responsibilities in the review or computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.
11. EVENT OF DEFAULT: REMEDIES
- 11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and
- 11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and
- 11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST No officer, member of employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **SUBRECIPIENT'S RELATION TO THE STATE** In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
 15. **ASSIGNMENT AND SUBCONTRACTS** The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in EXHIBIT B without the prior written consent of the State.
 16. **INDEMNIFICATION** The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
 17. **INSURANCE AND BOND**
 - 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
 - 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
 - 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
 18. **WAIVER OF BREACH** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
 19. **NOTICE** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
 20. **AMENDMENT** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
 21. **CONSTRUCTION OF AGREEMENT AND TERMS** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
 22. **THIRD PARTIES** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
 23. **ENTIRE AGREEMENT** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

SPECIAL PROVISIONS

U.S. Department of Transportation/NHTSA Grant Conditions:

As a result of participating in Federal highway safety grant programs administered by National Highway Traffic Safety Administration (NHTSA) and the US Department of Transportation (USDOT), highway safety subrecipients are required to comply with the following documents:

- Subrecipients agree to comply with all applicable elements of NHTSA's Memorandum: Use of NHTSA Highway Safety Grant Funds for Certain Purchases May 18, 2016 and found at the following Web link.: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>. Subrecipients should pay particular attention to the sections on (1) allowable costs for equipment, travel, training, and consultant services; and (2) unallowable costs for equipment, facilities and construction, training and program administration.
- Subrecipients agree to comply with all applicable elements of 2 CFR 200 - the **Uniform Administrative Requirement for Grants, Cost Principles, and Audit Requirements** as promulgated by the U.S. Department of Transportation. This document is found at the following Web link <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>.
- Subrecipients agree to comply with all applicable Federal basic and incentive grant program requirements as outlined in the **Highway Safety Grant Management Manual** found at the following Web link: <https://www.nhtsa.gov/highway-safety-grants-program>. This document provides information on each of the grant programs.

The following additional provisions apply to highway safety subrecipients as a result of certifications and assurances provided to NHTSA by State Highway Safety Offices in their Highway Safety Plan:

- **Federal Funding Accountability & Transparency Act (FFATA)**. *Data Universal Numbering System (DUNS) Numbers Requirement*. As the recipient of federal highway safety funds, the applicant agency must have a DUNS number. This is a unique nine-character number that identifies the applicant agency and is used by the federal government to track how federal funds are distributed. If the applicant agency is authorized to make sub-awards under this contract, it must: 1) notify potential sub-recipients that no entity may receive a sub-award unless that entity has provided the applicant agency with its DUNS number; and 2) the applicant agency may not make a sub-award to an entity unless the entity has provided its DUNS number to the applicant agency. (<https://fedgov.dnb.com/webform>)

- The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, [Qrtt.ps://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf](http://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf)) by reporting to FSRS.gov for each sub-grant awarded:
- Name of the entity receiving the award;
- Amount of award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), Program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- A unique identifier (DUNS);
- The names and total compensation of the five most highly compensated officers of the entity if:
 - (i) The entity in the preceding fiscal year received –
 - (ii) 80 percent or more of its annual gross revenues in Federal awards;
 - (iii) \$25,000,000 or more in annual gross revenues from federal awards; and
 - (iv) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13 (a) or 15 (d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;
- Other relevant information specified by OMB guidance.

NONDISCRIMINATION
(Applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 324 *et seq.*), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681–1683 and 1685–1686) (prohibit discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (Pub. L. 100–209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131–12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- Executive Order 12898, Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087–74100).

POLITICAL ACTIVITY (HATCH ACT)
(Applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501–1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING
(Applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub grants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.



This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING
(Applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(Applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *civil judgement*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS-PRIMARY TIER COVERED TRANSACTIONS

- The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or Voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgement*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR part 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transactions that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT **(Applies to subrecipients as well as States)**

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(Applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with the Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employees, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

CASH MANAGEMENT

Cash draw-downs will be initiated only when actually needed for disbursement (i.e., as close as possible to the time of making disbursements). Cash disbursements and balances will be reported in a timely manner as required by NHTSA. 2 CFR Part 200.305.

For subrecipients, recipients must establish reasonable procedures to ensure the receipt of reports on subrecipients' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. Recipients must monitor cash draw-downs by their subrecipients to assure that they conform substantially to the same standards of timing and amount as apply to advances to the recipients. 2 CFR 200.305. Failure to adhere to these provisions may result in the termination of draw-down privileges.

OFFICE OF MANAGEMENT AND BUDGET GRANT CONDITIONS

The following documents issued by the Office of Management and Budget (OMB) apply to all Federal grants regardless of the Federal Department making them available:

- **Audit Requirement of Federal Funds:** 2 CFR part 200, subpart F (formerly known as OMB Circular A-133) – These requirements apply to each non-profit organization, each institution of higher education, and local governments as a whole when they or one of their departments receives federal funds. Any non-profit organization, institution of higher education, or local government spending more than \$750,000 in federal funds *from all sources* within a 12-month period must have an audit performed on the use of the funds. OGR defines the 12-month period as July 1 to June 30. The following link provides the full text of this basic federal grant requirement: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>.
- **Cost Principles for Federal Grants to State and Local Governments**
 - 2 CFR 200 subpart E – These requirements apply only to state and local government subrecipients. These regulations list and define general categories of costs that are both allowable and unallowable. Examples include the following:
 - The cost of alcoholic beverages is unallowable.
 - Costs incurred by advisory councils are allowable.
 - Audit costs are allowable.
 - Compensation costs are allowable so long as they are consistent with that paid for similar work in other activities of the local government.
 - Entertainment costs are unallowable.
 - Equipment costs are allowable with the prior approval of the HSO. Equipment having a useful life of more than one year or a current per-unit fair market value of \$5,000 or more must be tracked. When replacing equipment purchased with federal funds, the equipment to be replaced may be used as a trade-in or can be sold with the proceeds used to offset the cost of the replacement equipment. In addition, during the period of the contract with HSO, insurance on the equipment is allowable.
 - Travel costs are allowable if pre-approved by the HSO and so long as they are consistent with those normally allowed in like circumstances for non-federally funded activities.
- **Cost Principles for Federal Grants to Non-Profit Organizations and Institutions of Higher Education** - These requirements apply to only the non-profit and higher education sub recipients. These document list and define general categories of costs that are allowable and unallowable. The links below provide the full text of these two basic federal grant requirements.
 - 2 CFR 200 subpart E

CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

SPECIAL PROVISION-NH OFFICE OF HIGHWAY SAFETY

- (A) In the event of any conflict or ambiguity between the provisions of the Subrecipient's application and the provisions of the Office of Highway Safety Grant Agreement, including applicable EXHIBITS A and B, the provisions of the Grant Agreement shall govern.
- (B) The New Hampshire Office of Highway Safety (OHS) will review all reports and certifications received to ensure compliance. If findings specific to Highway Safety Programs are detected within an agency's Single Audit, appropriate action shall be taken to ensure that identified sub recipient risks are being timely and appropriately corrected.

I understand that failure to comply with applicable Federal statutes and regulations may subject State officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 2 CFR 200.

I sign these Certifications and Assurances based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in awarding grant funds.

Authorized Contract Signatory: _____ Date: _____

Signors Printed Name: _____ Signors Title: _____

EXHIBIT A

FFY 2020 OHS Grant Award		
Project Titles	Federal Budget	Maximum Match Required
STEP PSP & Task 20-02-04 FAST Act 402 FAIN Number (Subaward): 69A37519300004020NH0, 69A37520300004020NH0 CFDA: 20.600	\$ 10,068.00	\$ 2,517.00
DUI ENFORCEMENT PSP & Task 20-07-04 FAST Act 402, FAIN Number (Subaward): 69A37519300004020NH0, 69A37520300004020NH0 CFDA: 20.600	\$ 11,914.00	\$ 2,978.50
DISTRACTED DRIVING PSP & Task 20-04-04 FAST Act 402 FAIN Number (Subaward): 69A37519300004020NH0, 69A37520300004020NH0 CFDA: 20.600	\$ 5,572.00	\$ 1,393.00
PEDESTRIAN BICYCLE PSP & Task 20-06-04 FAST Act 405h FAIN Number (Subaward): 69A3751830000405hNH0 CFDA: 20.616	\$ 0.00	\$ 0.00
OPERATION SAFE COMMUTE PSP & Task 20-02-11 FAST Act 402 FAIN Number (Subaward): 69A37519300004020NH0, 69A37520300004020NH0 CFDA: 20.600	\$ 0.00	\$ 0.00
JOIN THE NH CLIQUE PSP & Task 20-01-04 FAST Act 402 FAIN Number (Subaward): 69A37519300004020NH0, 69A37520300004020NH0 CFDA: 20.600	\$ 0.00	\$ 0.00
DRIVE SOBER OR GET PULLED OVER PSP & Task 20-07-11 Fast Act 402 FAIN Number (Subaward): 69A37519300004020NH0, 69A37520300004020NH0 CFDA: 20.600	\$ 0.00	\$ 0.00
U DRIVE, U TEXT, U PAY PSP & Task 20-04-11 Fast Act 402 FAIN Number (Subaward): 69A37519300004020NH0, 69A37520300004020NH0 CFDA: 20.600	\$ 0.00	\$ 0.00
E-CRASH EQUIPMENT (MDT) PSP&Task 20-03-06 FAST Act 405c FAIN Number (Subaward): 18X920405cNH17, 69A3751830000405cNH0, 69A3751930000405cNH1, 69A3752030000405cNH1 CFDA: 20.616	\$ 0.00	\$ 0.00
E-CRASH EQUIPMENT (Printers/Scanners/Receivers) PSP&Task 20-03-06 FAST Act 405c FAIN Number (Subaward): 18X920405cNH17, 69A3751830000405cNH0, 69A3751930000405cNH1, 69A3752030000405cNH1 CFDA: 20.616	\$ 0.00	\$ 0.00
Total (Project Cost is 80% Federal Funds, 20% Applicant Share)	\$ 27,554.00	\$ 6,888.50

Awarding Agency: Office of Highway Safety (OHS)

Federal Awarding Agency: National Highway Traffic Safety Administration (NHTSA), US DOT NHTSA Region 1 55 Broadway, RTV-8E Cambridge, MA 02142

Is This a Research and Development Project: YES or NO (circle one)

EXHIBIT B

GRANT REQUIREMENTS AND INFORMATION

- Officers funded during these overtime enforcement grants shall be dedicated in total to traffic law enforcement, except in the case of a criminal offense committed in the officer's presence, in the case of response to an officer in distress, or in the case of a riot where all available personnel must divert their attention.
- Officers may pull over drivers for any driving offense during patrols. This includes, but is not limited to, suspected drunk driving, speeding, school bus violations, CPS violations, traffic light/stop sign running, and distracted driving.
- Nothing in this grant shall be interpreted as a requirement, formal or informal that a law enforcement officer issue a specified or predetermined number of summons in pursuance of the department's obligation associated with the grant.
- If an officer makes an arrest during the patrol shift, but does not complete the arrest before the shift is scheduled to end, the officer can continue working under the grant to complete that arrest even if the time exceeds the scheduled patrol shift; however, the total request for reimbursement must not exceed the approved budget in the Grant Agreement.
- An officer who stops working a Highway Safety grant to assist with a Non-Highway Safety Grant related issue (i.e. crash, domestic dispute, criminal complaint, etc.), must not count such hours as hours worked on a Highway Safety Grant.
- Departments will be reimbursed for actual hours worked.
- Full-time officers will be reimbursed at an overtime rate of pay as established by the department and/or municipality for hours worked during the enforcement patrols. Part-time officers will be reimbursed at their normal hourly rate of pay.
- The Patrol Activity Report (HS-200) must be signed and dated by an authorized signatory (Police Chief or designee). Individuals working the enforcement patrol may not sign off on the Patrol Activity Report for themselves and if the Chief Law Enforcement Officer (CLEO) works an overtime enforcement patrol, they must comply with 29 CFR Part 541 as it relates to "exempt employees". This will require that the CLEO provide a waiver of 29 CFR, Part 541 from their governing body with any reimbursement requests in which the CLEO has worked. Additionally, the CLEO may not sign off on their own HS200 or that of a spouse, child or sibling who may work an enforcement patrol.
- If weather impedes a particular enforcement detail, this should be noted on the Patrol Activity Report (HS-200).
- Command staff may participate in and be compensated for enforcement details if acting in a traffic enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in traffic enforcement.
- Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of grant award.
- Non-participation or non-compliance with the performance measures may result in grant agreement suspension, termination and/non-reimbursement of expenses.

Reimbursement Schedule and Required Paperwork

- Reimbursements are due no later than 15 days after the close of the quarter. Due dates are as follows:
 1. **January 15th** for October-December (Quarter 1)
 2. **April 15th** for January-March (Quarter 2)
 3. **July 15th** for April-June (Quarter 3)
 4. **October 15th** for July-September (Quarter 4)

- Over-Time enforcement patrol reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1);
 2. Overtime Payroll Reimbursement Form (HS-20) for each project;
 3. Match Tracking Form (HS-22) for each project;
 4. Quarterly Summary Report (HS-200 QSR) for each project;
 5. Patrol Activity Reports (HS-200) for each project; and
 6. Final Report HS-7b to be submitted with final reimbursement

- Equipment reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1). Note: if submitting equipment reimbursement along with overtime enforcement patrol reimbursements only one (1) Reimbursement Request Cover Letter (HS-1) shall be submitted.
 2. Copy of the detailed equipment invoice;
 3. Copy of Match Tracking Form (HS-22)
 4. Copy of Cancelled Check
 5. Final Equipment Report (HS-8E)

- If no enforcement patrols took place during the quarter you are required to submit the Reimbursement Cover Letter (HS-1) indicating that you are not seeking reimbursement by placing \$0 in the projects where you were awarded funding.

- Failure to file required reports by the submission due dates can result in grant termination or denial of future grants.

- All publications, public information, or publicity released in conjunction with this project shall state "This project is being supported in part through a grant from the NH Office of Highway Safety, with Federal funds provided by the National Highway Traffic Safety Administration" or related social media tag provided by our office.

- Grant agreements shall terminate in the event funds are exhausted and/or not made available by the federal government for this program. If the grantee makes obligations in anticipation of receiving funds under this grant, the grantee does so at their peril and the State of New Hampshire will be under no obligation to make payments for such performance.

I sign these Grant Requirements based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in reimbursing grant funds.

Authorized Contract Signatory: _____

Date: _____

Signors Printed Name: _____

Signors Title: _____

Scope of Work

Sustained Traffic Enforcement Patrols (STEP)

In order to have the greatest impact police departments should utilize STEP funding to enforce the Highway safety violations within your community that are the cause(s) of crashes. Local data should be used to identify the factors that cause the crashes as well as when and where the crashes are occurring.

- The locations as well as time and days of the STEP overtime patrols shall support the problem statement identified in your grant application.
- Patrols should be 3-4 hours in length.
- The NHOHS has an expectation that Departments shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour, the officer must provide an explanation as to why the officer was not able to fulfill three documented stops per hour.
- Departments must keep on file copies of summonses, documented stops/contacts, officers' time schedules under this grant program, and all other pertinent information. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, bicyclists, and/or pedestrians, during traffic enforcement periods that can be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a review or monitoring site visit.
- To maximize grant funding, patrols must consist of one grant-funded officer per cruiser; however, multiple cruisers may be out at one time.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Scope of Work

Impaired Driving Enforcement (DUI)

Emphasis of DUI enforcement patrols should be those locations where there is a higher incidence of DUI related crashes and arrests.

- Enforcement patrols including DUI Saturation patrols must be no more than 4 hours in duration.
- With written approval from the Office of Highway Safety, departments may conduct 6-hour Sobriety Check Points.
- The locations as well as time and days of the DUI overtime patrols shall support the problem statement identified in your grant application.
- The NHOHS has an expectation that Departments shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour, the officer must provide an explanation as to why the officer was not able to fulfill three documented stops per hour.
- Departments must keep on file copies of summonses, documented stops/contacts, officers' time schedules under this grant program, and all other pertinent information. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, bicyclists, and/or pedestrians, during traffic enforcement periods that can be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a review or monitoring site visit.
- To maximize grant funding, patrols must consist of one granted-funded officer per cruiser; however, multiple cruisers may be out at one time

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Scope of Work

Distracted Driving Enforcement

Distracted Driving enforcement patrols should focus on enforcing **New Hampshire's Hands Free Electronic Device Law as well as other activities that occur behind the wheel that cause the driver to be distracted.**

- Distracted driving patrols shall be conducted in a 3-4 hour timeframe.
- The locations as well as time and days of the distracted driving overtime patrols shall support the problem statement identified in your grant application.
- The NHOHS has an expectation that Departments shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour, the officer must provide an explanation as to why the officer was not able to fulfill three documented stops per hour. **Note:** When conducting distracted driving patrols using a spotter technique (one officer in a cruiser and one officer outside the cruiser), 3 stops per hour per officer may be difficult to achieve. In this instance, please focus on effective enforcement rather than the stops/hour requirement. Please ensure that the spotter notes this on his/her HS200.
- Departments must keep on file, under this grant program; copies of summonses, documented stops/contacts, officers' time and attendance, and all other pertinent information related to the grant. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, bicyclists, and/or pedestrians, during traffic enforcement periods that can be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that accurately reflects and supports the documented activity. These supporting documents are required to be made available during a review or site monitoring visit.
- To maximize grant funding, patrols must consist of one granted-funded officer per cruiser; however, multiple cruisers may be out at one time. **Exception:** Two officers per cruiser when utilizing a spotter (one officer in a cruiser and one officer outside the cruiser), is allowed when a department is conducting strategic Distracted Driving patrols.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____



TOWN OF HUDSON

8.B.

Agenda
09-24-19

Police Department

Partners with the Community

1 Constitution Drive, Hudson, New Hampshire 03051
Voice/TTY (603) 886-6011/Crime Line (603) 594-1150/Fax (603) 886-0605



*William M. Avery, Jr.
Chief of Police*

*Captain Tad K. Dionne
Operations Bureau*

*Captain David A. Cayot
Administrative Bureau*

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: William M. Avery, Chief of Police *WMA*

Date: 18 September 2019

Re: Agenda Request – 24 September 2019

RECEIVED
SEP 19 2019
TOWN OF HUDSON
SELECTMENS OFFICE

Scope:

The Police Department is requesting to meet at the next scheduled Board of Selectmen meeting on Tuesday, 24 September 2019 to request approval to apply for a Victims of Crime Act Grant to attend the National District Attorney's Conference on Domestic Violence. The estimated price limitation for this agreement is \$2,828.00 to cover the cost of Registration Fees, Airfare, Hotels, Meals and Incidentals.

Motion:

To authorize the Hudson Police Department to apply for the Victims of Crime Act Grant through the Attorney General's Office in the estimated amount of \$2,828.00.



September 13, 2019

Tanya Pitman
Criminal Justice Program Specialist
Grants Management Unit
Attorney General's Office
33 Capitol Street
Concord, NH 03301

Dear Ms. Pitman,

The Hudson Police Department is seeking to be considered for Victims of Crime Act money for training. The Hudson Police Department is looking to send our Victim Witness Advocate to The National District Attorney's Conference on Domestic Violence. The training is scheduled on September 30, 2019 to October 4, 2019 in Mesa, Arizona. The conference focuses on working with victims of domestic violence and overcoming complex challenges in providing quality services to victims. A rough estimate of the costs is:

Airfare Manchester, NH (MHT) to Phoenix (PHX)	\$900.00
MHT Airport Sunday, 9/29/2019 arrive in PHX Sunday Evening PHX Airport Friday, 10/4/2019 arrive MHT Friday Evening	
Hotel/Phoenix Mesa \$121 night (conference rate) Sunday 9/29/19 – 10/3/19	\$800.00
Conference Fee:	\$820.00
Federal Per Diem rate for Food & Incidentals in Phoenix (Mesa)	
\$56.00 per day X 4 (Monday – Thursday) =	\$224.00
\$42.00 per day X 2 (Sunday & Friday Travel Days)	\$84.00
	<u>\$2828.00</u>

We respectfully ask that you consider this training request so we can continue to develop the services we provide to victims in Hudson.

Respectfully,

Training Coordinator



TOWN OF HUDSON

Police Department

Partners with the Community

1 Constitution Drive, Hudson, New Hampshire 03051
Voice/TTY (603) 886-6011/Crime Line (603) 594-1150/Fax (603) 886-0605

8.C. Agenda 9-24-19



William M. Avery, Jr.
Chief of Police

Captain Tad K. Dionne
Operations Bureau

Captain David A. Cayot
Administrative Bureau

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: William M. Avery, Chief of Police

Date: 18 September 2019

OK for Chief Avery

Re: Agenda Item – 24 September 2019

RECEIVED
SEP 19 2019
TOWN OF HUDSON
SELECTMEN'S OFFICE

Scope:

The Police Department would like to meet with the Board of Selectmen at their meeting on Tuesday, 24 September 2019 to discuss creating a new Special Investigations Bureau Commander.

The work handled by the Criminal Investigations Division has become increasingly complex and time consuming as technology remains at the forefront in most of investigations. There is also an ongoing Opioid Epidemic which needs to be proactively dealt with through specialized investigations conducted by a dedicated Narcotics Division. In order to insure these investigations are being carried out and managed effectively while also limiting liability to the Town of Hudson, The Police Department is proposing the creation of a Special Investigations Bureau Commander. A comparison of the current Organizational Chart to the proposed Organizational Chart shows the need for this position in the command structure of the Police Department.

The funding for this position will partially come from converting the vacant Information Manager's salary and benefits to a Special Investigations Bureau Commander position. In comparing both positions with benefits, this would leave an estimated \$42,582 which would be unfunded by this conversion. The Police Department currently has 4 vacant positions which will remain unfilled until the end of November 2019. These vacant position salaries/benefits can be used to fund the remaining portion of the proposed position for FY2020. The Police Department will add the proposed position's salary and benefits into the FY2021 budget.

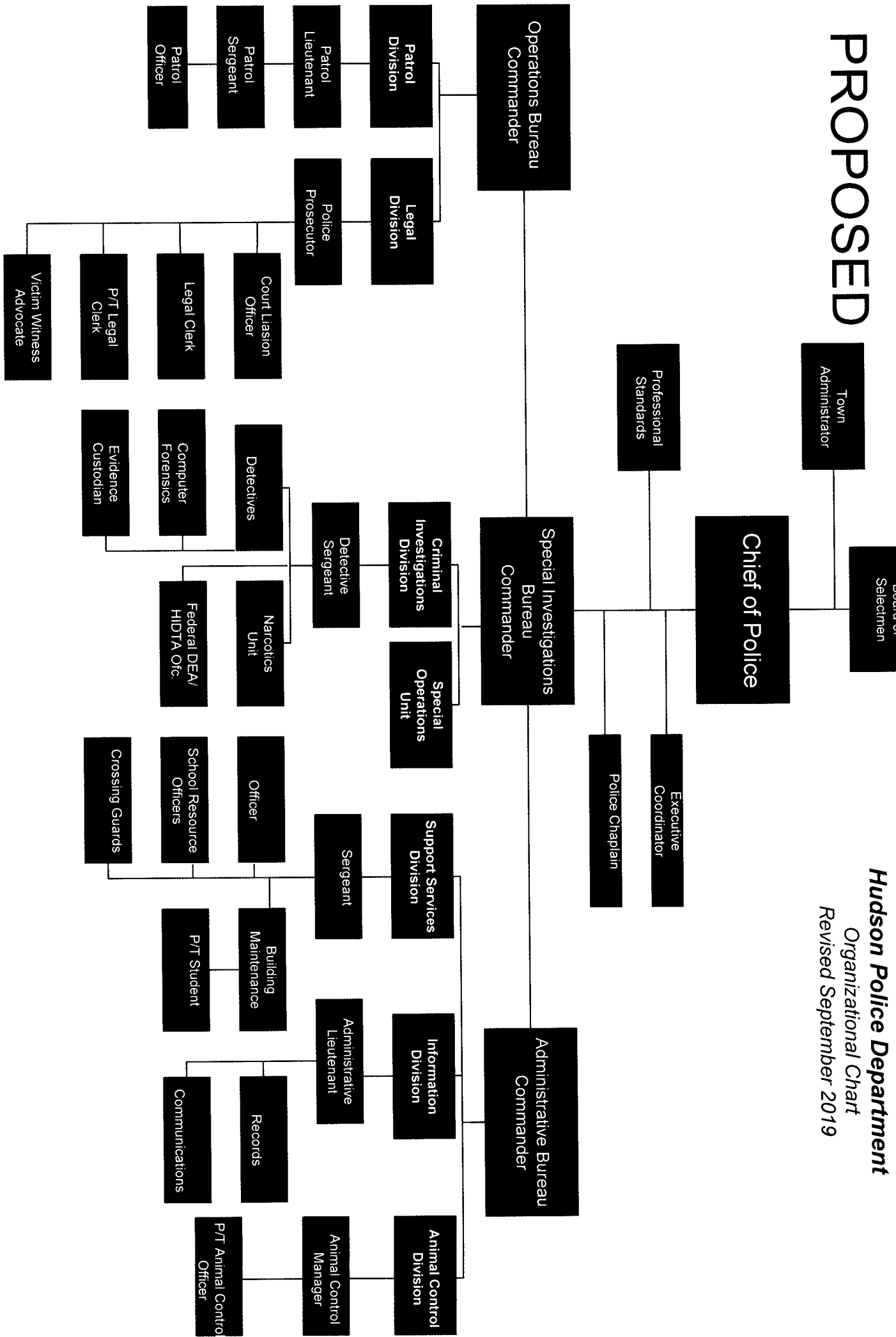
Motion:

To approve the creation of a third Captain's position at the Hudson Police Department.



PROPOSED

Hudson Police Department Organizational Chart Revised September 2019

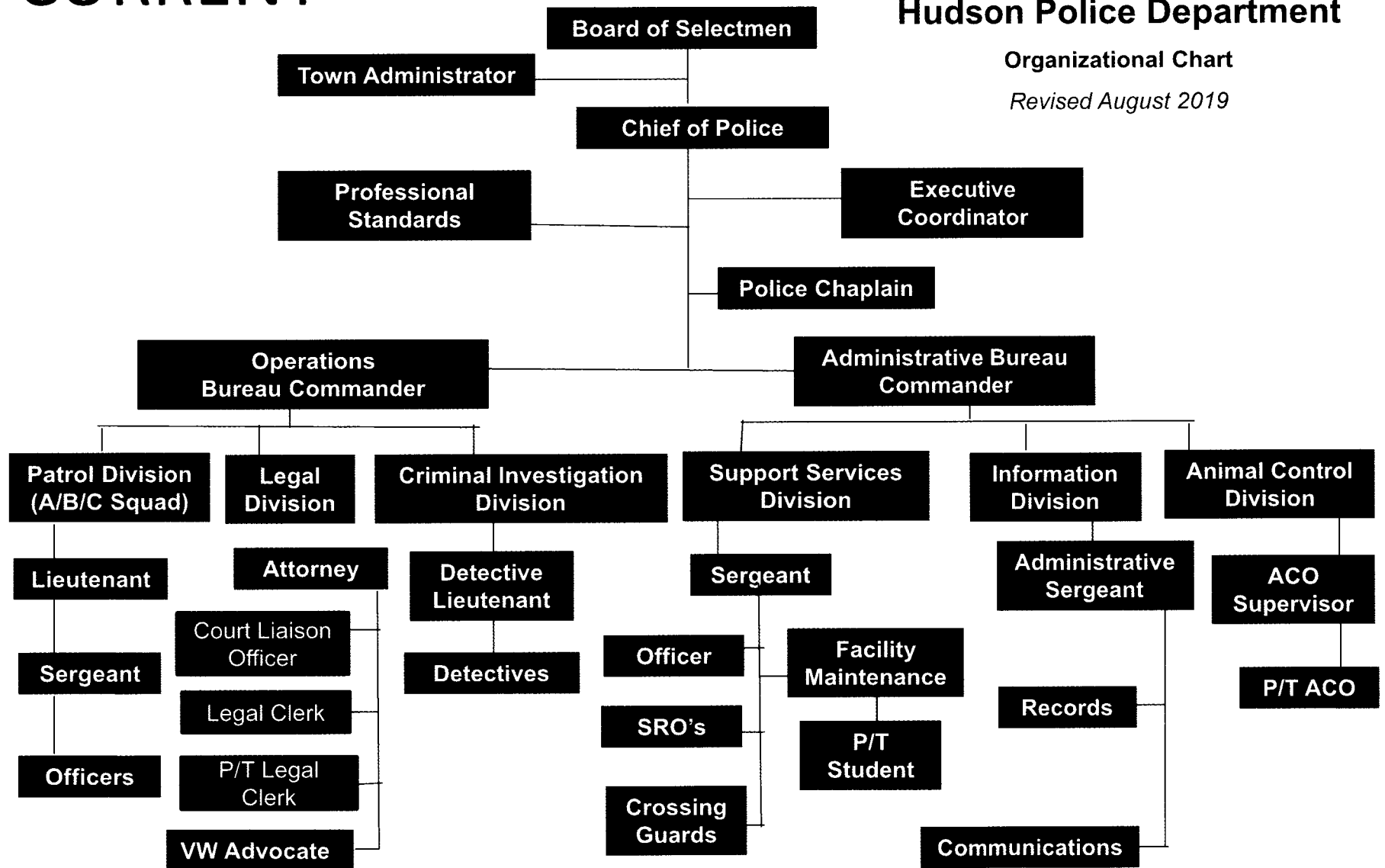


CURRENT

Hudson Police Department

Organizational Chart

Revised August 2019





TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051

8.D.

Agenda
9.24.19



Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen
From: Steve Malizia, Town Administrator
Date: September 19, 2019
Re: Executive Assistant to the Board of Selectmen position

The job posting for the Executive Assistant to the Board of Selectmen closed on September 23rd and the Town has received over sixty five (65) resumes for the position. I am recommending that the Board form an interview committee consisting of two (2) Selectmen and myself to vet the applicants, conduct a preliminary interview of the candidates and recommend final candidates for the full Board to interview. Should the Board accept my recommendation, two (2) Board members will need to be appointed by the Board. The following motion would be appropriate:

Motion: To appoint Selectman _____ and Selectman _____ to the Executive Assistant to the Board of Selectmen interview committee along with the Town Administrator.

Should you have any questions or need additional information, please feel free to contact me. Thank you.



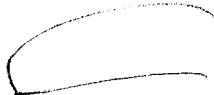
TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051

S.E. Agenda
9-24-19



Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen

From: Steve Malizia, Town Administrator 

Date: September 19, 2019

Re: Additional Landfill Days

Selectman Roy has asked that an item be placed on the Board of Selectmen's agenda to discuss opening the landfill on West Road for additional days and/or expanded hours. As you are aware, the landfill is open on the last Saturday of every month from 8:00 am to 12:00 noon for residents to bring bulky items that do not fit into their trash barrel.

Should you have any questions or need additional information, please feel free to contact Selectman Roy. Thank you.



TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051

8.F. Agenda 4

9-24-19



Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: September 19, 2019

Re: Alvirne High School Construction

Selectman Martin has requested that an item be placed on the Board of Selectmen's agenda to discuss Alvirne High School construction questions.

Should you have any questions or need additional information, please feel free to contact Selectman Martin. Thank you.