

HUDSON, NH BOARD OF SELECTMEN  
Minutes of the April 5, 2016 Meeting

1. CALL TO ORDER - by Chairman Luszey the workshop meeting of April 5, 2016 at 6:30 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Kevin Burns.
3. ATTENDANCE

Board of Selectmen: Ted Luszey, Marilyn McGrath, Roger Coutu, Pat Nichols, Angela Saucier

Staff/Others: Steve Malizia, Town Administrator; Kevin Burns, Road Agent; Patti Barry, Town Clerk/Tax Collector; Paul Inderbitzen, Moderator

4. NONPUBLIC SESSION

*Motion by Selectman Coutu, seconded by Selectman McGrath, to enter Nonpublic Session relative 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 AND (b) The hiring of any person as a public employee, carried 5-0 by roll call.*

Chairman Luszey entered open session at 7:00 p.m.

5. PUBLIC INPUT

Chairman Luszey asked does anyone in the audience wish to address the Board on any issue which the Board has control of at this time.

Good evening. I'm Linda Kipnes. I'm Lisza Elliot, 6 Alvirne Drive. Ms. Kipnes noted we're here from the Sustainability Committee and we are here to request permission to do our springtime roadside cleanup. We would like to do it on April 23<sup>rd</sup>.

Lisza Elliot indicated we're proposing Burns Hill Road and a section of Musquash. Our essential meeting point we would like to meet at the Burns Hill Fire Station and branch out to the nonresidential areas to the north and south of that road.

Chairman Luszey asked you've spoken to the both the Road Agent and Captain Avery of the Police Department and they are okay with it. Ms. Elliot indicated yes. I would also like to reach out to our Fire Chief and make sure we can set up a home base at the Burns Hill Fire Station as well. So we can either park and meet there - ultimately we meet there and then we kind of take our vehicles at the opposite ends of the property or where we're going to pick up so we can all have transportation back to our meeting place. We're thinking Burns Hill would be a perfect meeting place and we won't of course set up in front of their emergency garages. I went by there today and I saw picnic tables off to the right and I was like okay this would be a really nice place to have a place for the community come together.

Selectman Coutu asked have you estimated how many people might come to volunteer. Lisza Elliot thought 20 or less because in the past we haven't had a great turnout but we're really hoping maybe to publicize this a little bit more this year. Selectman Coutu asked can we accommodate 10 to 15 additional cars in there without interrupting the flow of service of the fire department. Linda Kipnes thought there's room along the street I think. We wouldn't have to park in the parking lot. There's a shoulder along the street there. Ms. Elliot thought just meeting there and then we'd disburse. A lot of times a vehicle would be parked at the northern end or the southern end of those areas and that way we provide transportation back and forth. I know my son has been very helpful being able to move his vehicle because being a teenager he participates and he moves around. Driving is a big thing for teenagers.

Chairman Luszey had a question on Musquash. I know the Mitchell family has already done a pickup probably about a week or so ago. They've come all the way down to about where that Jersey barrier is which is only a 1/8 of a mile up from the end of the intersection. Would you be looking to do that piece and then mainly up the Burns Hill section? Linda Kipnes noted whatever needs to be done. If we could go further down Musquash. Chairman Luszey noted it's already been picked up. He did it two weeks ago. Ms. Kipnes said we could do Burns Hill or a little bit down. Chairman Luszey asked that's your focus is Musquash and Burns Hill not Wason Road. Linda Kipnes said at the intersection there we would like to do that whole area where the intersection is but focusing on Musquash and Burns Hill. We are also encouraging people to clean up in their own neighborhoods and if they do that, they can bring trash if they don't want to put it in their own trash, they could bring trash there to somewhere around there and we'll leave piles of trash if people need to bring it from their own neighborhoods.

*Motion by Selectman Coutu, seconded by Selectman Nichols, to approve the Sustainability Committee's request for roadside cleanup on adjacent roads near the Burns Hill Fire Station and Musquash Road on Saturday, April 23, 2016*

from 10:00 a.m. to 12:00 p.m. This request has been approved by both the Road Agent and Captain Avery, carried 5-0.

6. OLD BUSINESS

A. Votes taken after Nonpublic Session:

- 1) Motion by Selectman Coutu, seconded by Selectman Nichols, to accept Gilles Dube's retirement effective June 30, 2016, carried 5-0.
- 2) Motion by Selectman Nichols, seconded by Selectman McGrath, to hire Brad Hatfield and Joshua Edwards for the position of Truck Driver/Laborers at a rate of pay of \$17.67 per hour (Grade VIII, Step Minimum) per the Town of Hudson and Hudson Highway Department Local #1801 of the American Federation of State, County and Municipal Employees (AFSCME) Contract effective April 11, 2016, carried 5-0.

7. DISCUSSION ITEMS

A. Location for new polling place for Presidential Election

Chairman Luszey recognized Town Administrator Steve Malizia, Moderator Paul Inderbitzen, and Town Clerk/Tax Collector Patti Barry for a lively discussion on where we're taking this.

Steve Malizia noted you have some information that's been provided you prior to the meeting. I got this from the Fire Chief and he's basically looking at square footage capacity and parking spaces for the Community Center in comparison to Hudson schools. We've had no conversation with anybody at the school. We just wanted to get to the statistics to you. This evening I believe the Moderator is has also provided additional statistics that articulate the participation at various elections over the last few years. Paul Inderbitzen noted since '08 when I started and the Town Clerk started. We started at the same time with that first Presidential Primary.

Just to bring the views totally into focus on what we're talking about, Chairman Luszey explained at the last couple of elections we got some feedback as to the crowding voting place of the Community Center and if there was any possibility of breaking the voting into two different sections. We're here tonight to talk about that and the Town Moderator is the one that really has the ultimate say around how that all plays out given he's responsible for the elections within the Town of Hudson.

Paul Inderbitzen indicated that is true but the Selectmen are responsible for the location, the travel, the traffic and all the outside stuff. I'm only responsible for the inside stuff. In reviewing of this, I looked in the sections of the law when I was getting ready for this meeting. I came across a law RSA 658:10 through 17 if you want to look it up. There's a section that said the Town would have to vote at Town Meeting to authorize the Selectmen to have an alternate voting place.

Chairman Luszey reiterated so we'd have to hold another election. Mr. Inderbitzen said we would have to put it on a Town Meeting or a special election in order to authorize you to do that. Now I got a call into the Secretary of State's office because I got confused with a couple of the sections. You know how easy the RSAs are to read. "Alternate Polling Places". Now that authorizes it. In one section it talks about only State elections which is what we would be looking for anyway. I don't know whether you're required to do that every State election which mean the State Primary which 3,000 people show up. As you can see from those figures, nobody shows up for the State Primary. I don't know whether you have the option. That's what I have a call into Dave Scanlon at the Secretary's office to say if we did this would that require us to do that. Also I think you have to have your districts set up. You have decided how you were going to do your districts. We would have two so we'd only have two districts. Now the one option you'd have - we have a State Primary in September. If you wanted to get ready to do this, you could call a special Town Meeting for September which we'd have to have a Deliberative Session and then we could put it in and have our own ballot in with the State Primary ballot. You won't get a big turnout. You could do it that way if you wanted to and then you'd have everything ready so that right after that if it passes you could go ahead and declare a second polling place. I'm going to get some more information. I will e-mail you with whatever the Secretary of State tells me whether or not we have to put the districts out there with the ballot or whether you have some options of ebb and flow of deciding that. Also once you do that, do you have to do it for every State election every two years or can you just say we only want to do it for every four years when we have the big Primary and the big Presidential.

Chairman Luszey asked or is it a permanent.

Paul Inderbitzen said that's the question that I have because one section just says the town can allow and the Selectmen can do it and the other one where you can reverse it if the town wants to reverse having multiple alternatives, then it says something about requiring that it be done every year. There's two different things and I'm

not sure how they all play out. Until I get a little more confirmation from the Secretary's office so that kind of puts a damper on the thing for this year which makes it kind of rough.

Selectman Coutu said there was nobody in the Secretary of State's office that had an answer. Mr. Inderbitzen explained I put a call into Dave Scanlon who's is our main contact up there and he didn't get back to me by 4 o'clock but I had a few other phone calls in between. He may have tried when I was on the phone. I'm sure he will call me tomorrow. I did talk to Anthony Stevens up there talking about another issue which I'll highlight in a minute. I brought that up to him too. He said yeah it looks like you have to have a town vote for that but talk to Dave and find out the ins and outs of it because he would have more of that than Anthony Stevens is in have an office To Help America Vote Act office.

Chairman Luszey stated it sounds like we need some information from the State. Paul Inderbitzen noted if I hear from him tomorrow, I will e-mail you all with what we would have to do step by step if you wanted to call a special town meeting. Chairman Luszey thought we would want to come back and have that discussion here right at our next meeting. I'm thinking maybe our fourth Tuesday to give us time to get that all together so we have everything.

Motion by Selectman Coutu to defer.

Selectman McGrath asked instead of having two polling places could we just have one and not be the Community Center but perhaps Memorial School. They have a larger parking capacity. They have 260 parking spots versus 100 marked at the Community Center.

Chairman Luszey thought that was a great question but let's have that as part of the conversation because there's a traffic flow issue even with Memorial. I see it every morning that the buses arrive and parents arrive. With just the population of the school, there's an issue. I couldn't imagine 3,000 cars showing up. Selectman McGrath said if we can coordinate with the schools to at least have a no school day on the Election Day in November, that's the election that we really need to be concerned about more than the State election in September, the State Primary in September, or our own town elections in March. It's really the Presidential Election in November that we need to be concerned with. If we just moved the polling place once every four years to whether it's Memorial. Alvirne has a large capacity. They have 470 parking spots as opposed to trying to create districts, trying to have two different polling places. Just have one for those Presidential Elections where we're going to see a big turnout and it's going to be difficult for people to get in and out. To me, that makes more sense.

Chairman Luszey agreed but I know there is a traffic problem. Even if school was out, the amount of traffic we see at the Community Center on voting day would be an issue at Memorial School if we only had one. Again let's get all the information on what we have to do and then we can tackle...

Paul Inderbitzen said if you look back in '08 and in '12 when we had Presidentials, we had about the same amount of people showing up about 12,500 and I remember it being very busy and I remember in '12 it was pretty hectic. I know there were backups outside. The inside - now the reason I sent you that other item our layout - now this is not to scale by the way. It's a program that I found and at least make it look a little more formal. I actually went over there the other day a couple weeks ago and I measured the floor. Dave Yates told me what the total measurements were but I figured we can push everything back 11 feet and still gives us a little room in the back to have lunch. As long as we get the basketball things into the garage, we can move everything back 11 feet which would certainly give us more of a cue up front. I'm going to try that for the Primary anyway just to see how it works out since it will be a smaller number of people. The other thing that I'm thinking of is moving all the ballot boxes to one side and that would then give us possibly room for another table where we could break out 9 or 18 check in books. For the Presidential we always go to 16. We have 2 people at every table. I did that in the Primary but remember we had a bunch of people training. I'm a little over on the food budget but I'm still well under my budget. We were training extra people. I tried to measure it but it's really hard to do that unless you have the tables set up. I think for the primary when I set up the day before, I'm going to try moving the ballot boxes all to the left, see if I have enough room to add a 9<sup>th</sup> table which would give us 18 checklist books. You can see I gave you the check in book numbers. If you notice, everybody thought that there were so many in E and H, well C and D were the biggest ones. If you look at everything, there is really not a big difference from the whole day as to the number that went to each table. It's just that they all happened to come at the same time. You're never going to get around that. I don't know why that works. We can fix C and D and E through H a little bit to make it a little bit more palatable to try to even it out. Even R and S at the end of the night got very long and they had over 1,000 people.

Paul Inderbitzen said I also gave you the machine counts and the average per hour. We process 682 voters per hour. That also includes the absentee. Just so you're aware that inside I think you can do some things to give us a little bit more cue to make it work.

Selectman Coutu said, again, it will work. The Primary is 2,500 people show up. About 1,000 less than our Town Elections but when you're going from 2,500 to 12,500, the last Presidential Election I worked it. It wasn't chaos but it was horrible. I think there's so much that we have to look at that to continue to talk about it without sufficient information to make an intelligent decision just doesn't make sense to me. The problem we're going to have with

some of the schools - the one thing that we have at the Community Center we can align the traffic one way in one way out. You can't do that with a school that's in a dead end parking lot. They're going to go in and out the same parking lot which can create absolute havoc on the main roadway trying to get back in and out. We're going to need 2 or 3 detail police just in the street. All of that has to be looked at. To just say that we'll try it at the Primary and if it works in the Primary we'll go ahead and do it in the general election, I found that in the last general election all of the booths were being used because there are a lot people voting and they needed to use all the booths. Now we're talking about removing some of the booths which is fine in a Primary or in a municipal election because in a municipal election some of these they're in and out but the municipal election it's only 3,000 people that show up and it's spaced out throughout the day.

Paul Inderbitzen said I'm not going to remove any booths. I have enough room in the back to push everything just the way it is back 11 feet. I don't have to take any out. For the Presidential, we have about 17,000 registered voters. We need 170. I think I have 162 so we're pretty close. Patti Barry noted that's a State requirement the number of booths that we have. Mr. Inderbitzen said 1 booth for 100 voters. You can count all your stand ups and everything else. For the Primary that was the requirement because it was a Presidential Primary. However, it was an easy one. People took one ballot made one mark and left. It was a big turnover. The November ballot will have the Governor, the US Senate, and all the State and local stuff. It's going to be a bigger ballot. I remember the last one; people were in a little bit longer because it took them longer to fill out that ballot.

Chairman Luszey knew like this last Primary we had a line at 7:45 that was up to Valentino's. At 8:05, we were done just about. I think what happened, and I got reports that people at 8:00 started leaving the line on the road even though we sent an officer up to find out where the end of the line is and say that we would take care of them. For me part of the issue is getting people through the process in a quick and efficient manner that doesn't put an unrealistic wait time on them. We had lines going out the door and around the building at times. I think what would help us is 1) if we could get the answers to your RSA concern and then have a couple proposals that take a look at what we could expect for cue times if you moved your configuration of the Community Center around and also if we were to break the town into 2 districts and what that would look like and what we could expect for cue times if we did something like that and have that come back for us to discuss. I think right now we're just kind of throwing darts at a dart board.

Paul Inderbitzen said once you decide not make a decision but you also have to say okay if we have it here, what's the traffic impact and the Police Chief is going to be part of that or if we have it here, what can we do. I remember the last Presidential Election they were lined up down Lowell Road. I didn't hear anything about going down Lowell Road this last Primary.

Selectman Coutu said on my way home at 2:30 in the afternoon, it was a straight line of traffic all the way to Suzie's Diner. It was backed up. It was a straight line. When I returned, it took me forever to get there. When I finally got up to the Firefighter's Memorial, there were cars turning around and leaving. Based on my conversations with people, I think several hundred people did not go and vote as a result of not wanting to wait in traffic from about 2 o'clock in the afternoon until 8 at night there were cars just turning around. Some of them were parking over at the old Kiwanis bingo hall and walking all the way across. The wanted to vote and there were others that just didn't have patience and they were turning around. I've had people call me saying my mother and father didn't want to wait. I've heard it time, and time, and time again. This year more loudly than 4 years ago people are hammering for us to change this.

Selectman Saucier asked has it ever been looked at in like a commercial area where you're not going to disturb residences to see if there's an empty commercial spot that would hold it. Pau Inderbitzen noted an empty warehouse or something that we could setup and that would be nice. Selectman Saucier didn't know who would have plenty of parking. I don't know what's out there if anyone has ever looked or considered it. Mr. Inderbitzen didn't know if we have anything that we could lease for a couple of days and then take down. That would be something you'd have to consider. I asked Steve today and asked if we had any commercial buildings.

Chairman Luszey thought that gets to the RSA is we vote to change the location. Is it a one time or do we have to...Paul Inderbitzen said no. If it's one location, you guys can make the decision. You just have to notify the Secretary of State within a certain amount of time saying this is going to be because they post it on their website. Here's our location. You can do that on your own. That's something you can do for a single location. It's only going to multiple that you'd have to have a vote a Town Meeting.

Selectman Coutu noted you don't want to put it in a commercial building that you won't be able to get four years from now either. Mr. Inderbitzen noted well that's the thing. Selectman Coutu said you can't be changing the polling places every four years.

Chairman Luszey asked does that sound like a workable plan to have you go back. Mr. Inderbitzen noted well I'll get as much information as I can. I'll get it back to you. I'm not here the week of the 25<sup>th</sup>. Your meeting is the 26<sup>th</sup>. Tuesdays are tough for me because I work. I took this Tuesday off because I had a month's notice that you were going to have this meeting. I can do that if I ask 30 days in advance. They can deny me if I don't. I can do that. Tuesdays are a little rough. Chairman Luszey asked our next Workshop May 3<sup>rd</sup>. Paul Inderbitzen was hoping to have Dave's response by tonight just to get clarification on the procedure. There's got to be a procedure. It's not very

clear in the law. I wanted to find out what that is and what exactly they'd have to vote on. You could do it and you don't need to go to court because there's no money involved. You could just call a special Town Meeting for September and we would have a ballot. The only thing it would cost us would be printing the ballots.

Selectman Coutu indicated the problem with the Town Meeting in September I think the School Department needs to have prior to setting the calendar to know the date so they could close a school. Paul Inderbitzen said last time I came to you about this they had told me they needed to know by the next week because they have already set their calendar for the next school year. This would be a change for them. If we wanted to use one of the schools, that would be kind of tough.

Selectman McGrath asked didn't we used to get the Election Day off years ago. I'm talking about in school when I was in grammar school. Mr. Inderbitzen noted Nashua does. Nashua schools are off because they use them all. A lot of towns do it. Lowell does it because they use the schools. It's a day off but it's in their schedule.

Selectman Saucier said they're set up as a districting system that your district goes to this school.

Paul Inderbitzen stated that's why Nashua doesn't have a problem they have 9 wards. They don't have the volume of people that we have. Okay your next workshop is May 3<sup>rd</sup>.

*Motion by Selectman Coutu, seconded by Selectman McGrath, to defer to the May 3<sup>rd</sup> BOS workshop*

Paul Inderbitzen said the Primary only cost us a little under \$5,000. The Town cost just a little over \$7,000 because we have to pay for the printing of the ballots. The State pays for the printing. We just pay for the programming. So that's why actually the Town Meeting costs more than the State meeting.

*Vote: Motion carried 5-0.*

Chairman Luszey told Paul Inderbitzen if you get stuff that you want us to look at prior to, please send it. The more we have, the better off we're prepared for the discussion in May. Paul Inderbitzen noted you might want to touch base with like the Police Chief and say if we're looking at this or this, what kind of traffic impacts do you think we have. Even 102 if you use the high school. 102 in the morning is pretty bad. You want to increase that by X number of thousands. I don't know if they kept any counts at the Primary the number of cars. That's one thing I don't know.

Chairman Luszey again said if you use Central Street for Memorial, it's a one way in. Mr. Inderbitzen said right it's a one way in and a one way out to Melendy if you go that way but then that's your impact on Melendy and then Melendy and Central Street. What are you going to do there or if they go through to Lowell Road, there's all kinds of impacts. No matter where we go, traffic will be an impact and I don't want to see what happens with Merrimack. Chairman Luszey said we have a lot to digest.

Selectman McGrath asked about St. Kathryn's Church. Selectman Nichols asked isn't downstairs isn't that kind of cut up into different rooms. Selectman Coutu noted there are a lot of offices. He has one big hall and then they have a bunch of offices. Selectman McGrath indicated they have plenty of parking. That's the point. They have plenty of parking and you can go up Dracut Road to St. Kathryn's. You can come down Dracut Road if you live in the south end of town. You can go up Stewart Street and take a left to go into St. Kathryn's. There's a couple of different ways to get in there.

Chairman Luszey suggested we ask the Police Chief to give us a couple of his recommendations on where he would consider poll sites. I would think they would have good traffic flow information for our meeting with the Moderator on the 3<sup>rd</sup>. November is going to be a big one. We can't afford to have people leaving because they can't get to the polls.

Selectman Nichols said I don't want to hear afterwards because we'll hear it.

Selectman McGrath noted we heard it at the polls. Chairman Luszey said we had people actively seeking us out at the polls during the preliminary. It's for real. It's out there.

#### B. Employee Separation - Exit Interviews

Chairman Luszey noted we'll take about the role of HR and who does it belong to, and the role of the Board of Selectmen. I'd like to recognize Town Administrator Steve Malizia.

Steve Malizia explained there is a policy in the Personnel book. It's under the "employee separation" section. It primarily deals with the exit interview. It does talk a little bit about the COBRA and coordination of benefits if you leave employment. So it's in here. We do have a policy. Simply stated, employees who want an exit interview would basically have it with me and a member of the Board of Selectmen. They're not required to have it but they can have it.

Knowing that this topic was coming up, Steve Malizia said the Finance Director, myself, the Police Chief, the Fire Chief, and the Road Agent who have the majority of the employees met to look at the current policy to see what we might suggest for edits, tweaks, updates, revisions to the policy. So what we've been provided with was I believe a red-lined copy of what that sub group of department heads thought might be appropriate regarding a policy. A key change might be for employees who are leaving to fill out a questionnaire before they come in for an exit interview. In other words, they'd have the questions in advance. If they so chose to have the interview they could fill it out and bring it in as opposed to someone like me trying to write it down and possibly be oh I didn't say that. That's not what I meant. Again a modest tweak but something that's in there.

As Mr. Malizia understood exit interviews, it's for improvement. When I say improvement, I think the intention was is this something the town could do better. Could we offer more opportunities for employees? Training? Promotion? Whatever the case may be. What did they enjoy about working? What did they not like? There's also a component that they could give some feedback about their supervisor, how did they think they were communicated with. I don't perceive that the exit interview is to bash anybody. It's not to be negative. It's my understanding it's to be positive. Obviously people are free to say what they want but that's how I read the intent. If you look at this how it's been tweaked, I frankly don't see any reason to take a discharged employee - one that you've terminated and exit interview them. I'm not interested in getting into a hostile situation. I'm not interested in somebody who might be filing a grievance. I think we don't need to have every seasonal recreation person come in and tell us what we're doing wrong nor do I think we need to necessarily have any temporary employee coming in. Again that's some of the tweaks we've had to make on this. Frankly there was one question on here - what kinds of skills and knowledge are needed by a person filling your job? If we don't know, why am I asking you for? Silly little things like that. That was the intent just to try to clarify things. Again we've give this to you for your consideration. Again there is a policy. These are some recommended tweaks. You're free to tweak it. You're free to change it. You're free to edit it whatever this Board likes to do. I want to at least get the conversation started.

Chairman Luszey said I went over this a couple of times and thought it through. When I read it through and I thought about what our roles are - the roles of the Board of Selectmen is in this, it's a little different than how I read it in here. My experience has been in the private sector forever. We had exit interviews and normally the exit interview was the employee had an exit interview with their direct supervisor and their next direct report. I think we should have that type of language in here and not talk about the Board of Selectmen because then it requires the Board of Selectmen be at all exit interviews. I really think we need that separation and I'd like to open it up to the Board.

Selectman Saucier thought that's why they say and/or. The Board of Selectmen in here so if the employee requests someone from the Board to be there.

Chairman Luszey said that's where I'm having the hang up. Everyone wants to have an exit interview with the highest level of management they can. Usually when that happens, it's not on the positive side of things. I don't find that useful. If the management structure is working - the organization structure is working, we as a Board of Selectmen will know that from the exit interview write ups or summary sheets. I don't think we should be putting the department heads and I guess intermediate supervisors in a position having to defend themselves in front of us with a disgruntled employee during exit interviews. That's my take on that.

Selectman Nichols liked the idea of the exit interview being held by the Chair and the Town Administrator but I like that idea and maybe one other because it doesn't need all of us. Everybody has a different opinion of what people are saying. We all hear something different. You have this guideline which I think is wonderful. The new one. It comes up with the questionnaires and things that you should know that they should have ahead of time to fill out and you can come back to us and tell us that. I don't see that this Board needs to be at an exit interview. That's my opinion. I can be wrong but I don't think so. I would like to see it done professionally and that's how I look at that. I don't want to be there.

Chairman Luszey was in agreement with that. How where I see the different levels of management and their roles.

Selectman Nichols iterated that's how it should be. We agreed to hire these people but we're not there on the jobsite watching these people work. We don't know what they're doing. Unless somebody tells us or we happen to see something. I can't say oh yeah they're a great worker. I mean they could be a great worker in front of me but they could be having a nap later on under a tree. I don't know. I just feel as though that should be to the ones who are supervising them and then coming to the Chair and the Town Administrator to settle that maybe with one other supervisor. I don't know but that's my opinion right now. If anybody has something to say about that, I'd like to hear it.

Selectman McGrath indicated I have something to say but I was waiting for the others to jump in.

Selectman Coutu was waiting for everyone to jump in as well. Let me just say this. I also read it and I'm also hung up on that very same topic but just the opposite. In the private sector, and I've been entrenched in the private sector for many years as well as the public sector having operated the CEDAR Program having 3,300 employees in 7 municipalities. In the private sector, you meet with historically your immediate employer and his or her supervisor.

They are the hiring authorities. Corporate passes that down. The CEO is not interested in who gets hired. He's interested in whether or not the job gets done. In the public sector unless otherwise written in their by-laws or whatever type of government they have and there are various forms of government, the Board of Selectmen in our form of government are the hiring and firing agent. I think that it behooves the Board of Selectmen to fulfill their responsibility and part of that responsibility is an obligation not just to the department heads but to the people who we hire and work for us. The manual labor that's performed whether it be as a police officer, a firefighter, a backhoe operator, a plow operator, mechanic, or administrative position within our town government, all work for us. I think that a one on one situation with an employer will give us absolutely nothing. A one and one with an immediate supervisor and a Town Administrator might get us something. One on one with us as a hiring authority might get us a lot and it might open our eyes to things that we might not otherwise see in conversations that are being held between and employer, immediate supervisor who has a problem with the employee and a government which is lead by the Town Administrator - well it's lead by us but under the direction of the Town Administrator might tend to side with the supervisor. I don't think that we're going to get much information on any exit interview with employees that are being interviewed by their immediate supervisor who for one reason or another doesn't like their work performance or their work habits.

Selectman Coutu said I had a similar situation I believe two years ago the incident with the call firefighters who all walked out and wanted to meet with me and one other Selectman and we met with them. The other Selectman at the time was Selectman Nadeau. We had an open discussion and a discourse about their reasons for walking off the job and what we could do better. I found it very enlightening some of the things that I learned. At the time there were some problems in the Fire Department at the time. We're talking 2, 3, maybe even 3 years back. I don't think we would have garnered the information that we received during that interview had it been held behind closed doors with the Department Head and/or the Town Administrator. So I'm a strong advocate of the Board of Selectmen allowing - not necessarily making it a policy - allowing an and/or the Board of Selectmen as opposed to I don't want to - if the employee is happy to meet with a supervisor or his supervisor and the Town Administrator and doesn't want to take it any further, I'm all for that. Let them do it that way and then we'll get a report back from the Town Administrator and the immediate supervisor what was said. I'd like to give them an option if they want to meet with us. We've had 2 employees who retired recently who would have liked to have met with all of us. Both of them felt that they were at least entitled to meet with one of us and the Town Administrator but there was some confusion and here we are today discussing this and trying to come up with a sensible resolution to the problem of employees who might want to meet with the Board of Selectmen as opposed to a supervisor. That's all I got to say for now.

Selectman McGrath commented I couldn't have said it better. I agree completely with Selectman Coutu. I don't think we're going to get a barrage of people coming in before this Board to have an exit interview. I know if I had to have an exit interview, I wouldn't choose to come before the Board of Selectmen nor would I choose to have an exit interview period. I think that we need to give them that option. I think they're entitled to that especially if they've served the town as in the cases that Selectman Coutu just referred to. Both of those individuals worked for the Town. One in excess of 30 years and I don't know about the other one but I think it was close to that. I think that spending a few minutes talking to them and giving them the opportunity if they want to air grievances or if they just want to make suggestions about how to better improve the atmosphere that they're working in, we owe that to them. I think that it's the right thing to do. I think it's the right thing for our employees and Selectman Coutu is entirely correct. We're the ones that hire them. We authorize the hiring and the firing of these individuals. I really feel very strongly that we owe that to them and if they want to have an exit interview with us that they should be entitled to that and we should grant that request.

Chairman Luszey didn't disagree with either of you. As a matter of fact, I fully agree with you. You used the word "authorized" and you talked about the CEO basically authorizing managers of organizations the right to hire and fire. That's all we do here. We don't really do the hiring and the firing. We authorize our department heads just like we did tonight to hire. We didn't make that hire. We took their recommendations and we passed it on.

Selectman Coutu noted we are the hiring agent.

Chairman Luszey said just like the CEO is the hiring agent and managers are hiring agents. We are the Board of Directors for the Town of Hudson. There's our CEO. It's the same analogy but what I'm getting at is the policy statement that's written here because the first line says "the employee's supervisor will offer". What I suggested is that it's not an offer it is there will be an exit interview.

Selectman Saucier said I personally think we should change it towards the employee's responsibility to ask for it. If supervisor forgets to offer it, then it's our fault but the employee has to have some responsibility in asking for that exit interview. They have to have some ownership in it. They have to ask for that exit interview if they want it.

Selectman McGrath marked up this policy not extensively but I made some mark ups. That first sentence, "the employee's supervisor" instead of "will" "shall" offer to schedule an exit interview. That compels the supervisor to make sure that the employee knows that they have that ability to have an exit interview as opposed to this tenuous maybe or will which isn't compelling at all. As far as the department liaisons, I think that it should be the full Board of Selectmen and if they just want to meet with one Selectman, I don't have heartburn over that but.

Chairman Luszey asked to stay with the first sentence first. We're kind of wordsmithing this thing as we go through it. I agree with the shall. At the end of the sentence it should be either accepted or declined by the employee to get at Selectman Saucier's point. Selectman McGrath had no problem with that. That should be noted if the employee declines to have an exit interview. Chairman Luszey said yes that they were notified and they either accept or declined it.

Selectman McGrath asked to go through my suggested changes because there are a few and not many.

Selectman Luszey thought the last sentence I think you were starting to get at with the liaison. What was your thought?

Selectman McGrath said these are questions that I had. When and also what is the deciding factor and it was concerning the "Town Administrator and/or the Board of Selectmen department liaison MAY conduct the exit interview". I'm questioning that.

Steve Malizia said I could be out for two weeks and a person leaves when I'm gone. They might not want to come back. They would have the option of going to the department liaison or a department liaison can't make it for some reason but we don't want to not give the employee an exit interview. So there's some flexibility.

Selectman McGrath said, again, this is referring to two individuals - yourself and a liaison. It's not including the entire Board of Selectmen which is I think what the two individuals that Selectman Coutu and I have referred to both wanted to come before the full Board. This wouldn't allow for that.

Chairman Luszey said well it wouldn't allow right now but I also believe given the situations that we're talking about, this Board should either want to have that exit interview or not have that exit interview based on the circumstances. So I think it shouldn't be an automatic that this Board is going to have exit interviews. That's where I am in agreement that it's - and that's why I have that tier of the direct supervisor the next level. If you want to add in there the liaison to that department, I'm okay.

Selectman McGrath noted perhaps the questionnaire when they're provided that option of having an exit interview should include who they want to have the exit interview with whether it's the Town Administrator and their supervisor, or they want a member of the Board of Selectmen, or the full Board of Selectmen but they ought to be given that opportunity. That's my point in all of this. I think that we owe our employees that option.

Selectman Saucier commented their supervisor is not an option on this though. I think part of the reason their supervisor is not an option on this is in case there is an underlying issue with the supervisor so during their exit interview they're able to bring that issue up. So the point is they're either meeting with the Town Administrator or their liaison. So what we're trying to bring into this is either they meet with the Town Administrator, their liaison, or the whole Board. So their supervisor is not someone they would be meeting.

Selectman McGrath noted when you say "liaison" though are you referring to our positions as liaison as opposed to...Selectman Saucier said yes our position liaison. Steve Malizia said one of the Selectmen is the fire liaison. One of the Selectmen is a fire liaison. It would seem like the logical person to talk to a fire person. So is police. Selectman McGrath said that's okay if that's what they choose. That's one individual select person whether it's the Chairperson or someone else or the full Board. If they want a meeting with the full Board, again, I think that they ought to be given that opportunity.

Selectman Saucier thought generally when someone is doing an exit interview, if you give your notice you give a two week notice so it's done within that two week time frame and it's usually done during your working hours. So you're looking at someone coming in outside of their working hours to come to one of our meetings to meet with us and that maybe something that could deter them. It may not but it maybe something that would deter them.

Selectman McGrath stated they'd know that up front. If they choose that they wanted to come before the entire Board, they'd know that it would have to be at a meeting night and not during the day where we all march into Town Hall and have a meeting with one employee. I mean they'd know that. They'd know that they'd have to make arrangements to come in before this body.

Just thinking and Chairman Luszey's reaction to the conversation is if we're going to go that type of route, then for me it would be the department head, the Town Administrator, and the liaison. If the employee wants to meet with the entire Board, that's a request made of this Board and this Board votes to either yes or no to do it. We may not want to do it based on the situation.

Selectman McGrath noted I'm okay with that too. It's the entire Board making a decision about whether or not they're going to meet with an employer or whether or not it rises to that level.



Chairman Luszey said what we're trying to do is establish a policy going forward on what that exit interview process looks like and policy looks like.

Selectman Saucier asked can we add a sub clause into this that during their exit interview if they want to meet with the entire Board it can be offered to them during their exit interview process. Steve Malizia said they can request it. Selectman Saucier said during their exit interview if they want to meet with the entire Board secondarily. Mr. Malizia said it would imply that that's not going to follow this questionnaire then.

Chairman Luszey said the last sheet of this marked up policy is an exit interview form. We could add on there a box that says do you wish an interview with the entire BOS. You check it off yes or no. If it's yes, then this form comes here for our approval that yes we're going to schedule it or no we're not.

Selectman Saucier indicated you can't really approve or deny it though if we're adding in whether they want to meet with us or not.

Steve Malizia said so you grant it to one and you don't grant it to another one. I don't know if that's givable or that's going to create a whole other can of worms. I only say that because you didn't let me have one. You gave it to him. Again I'm assuming if you're doing that you're not following this questionnaire which is okay but you don't need to talk to them about this then. You're talking to them about something totally different presumably.

Chairman Luszey stated I'm personally not in favor of us doing all exit interviews.

Selectman Saucier didn't agree with doing all exit interviews either. I think it should be the Town Administrator and if the requested liaison then they do the liaison as well.

Again Selectman McGrath said if they want to have an exit interview with us, we ought to give them that opportunity. I don't think that we need to meet with every single person that leaves the employ of the Town of Hudson and the majority of them may not want to meet with us. They'd rather that the devil has us.

Selectman Saucier noted I could be wrong here but could that be something that's not necessarily the policy though where they would submit something to Donna or just like anyone else that wants to be on the agenda. Chairman Luszey thought that's where I think we get in trouble when things are part of the policy and something happens. Selectman Saucier indicated we can have this exit interview process and if someone wants to meet with the Board, they can submit it to be on an agenda. Chairman Luszey said then it gets back to what happens if we grant an exit interview with one and then the next one we say no we're not interested. Either we're all in or we're not.

Selectman Coutu asked what's wrong with that upon their request. I would think that it's going to be less than 10 percent or probably even less than 5 percent of the employees that will ever request to meet with the entire Board. Most people leave our employment in good stead. I don't see them wanting to come in and talk to us. I think they wouldn't mind sitting down with the Town Administrator and their Supervisor and say hey from my perspective I think you could do this, should offer this kind of training I was looking into it. There are different things they could do to suggest or they might just say you know I just want to tell you guys I've got 30 great years, don't change a thing, everything is fine. I've heard both.

Chairman Luszey asked is that part of the policy. Do we put making a request for a full Board of Selectmen exit interview an option?

Selectman Coutu said it's an option and we should be willing to listen to them. That was the point of my argument for including having us being inclusive in wanting to meet with them and not take a vote every time somebody says I want to meet with the whole full Board. If somebody says I want to meet with me, shame on me if I say no I don't want to meet with you. If they have something to say, I've got ears and I'm going to listen. I'm going to be here anyway. If it's another hour because I have to listen to them and I might derive from that meeting something constructive for our town that might benefit other employees, then so be it. If we get nothing out of it and he's just being vindictive, the Chairman of the Board of Selectmen at those interviews or at that time also controls the meeting. If we're going to get into name calling and berating each other, you pound the gavel and you say we're not going there. That's not constructive to us. The foreman can come in here and say the same thing and they're going at each other. That's not the purpose of the exit interview. The two that I know that were requested both assured me that they weren't head hunting. They were going to make some constructive observations and some suggestions they felt would be a positive step for the department. I took them at their word that that's what their intent was and I think it was. We never afforded them that opportunity. As far as I'm concerned, they're welcome to come in and talk to us any day if they feel that what they can contribute in that interview process with us will be beneficial for us and for the department head in the future. It's not just us. We have to relay the information to the department head. Ultimately that person could make the decision based on the information that's provided.

Selectman Coutu thought the option should be there. Do I think we're going to have every employee going out the door insisting that they meet with us, absolutely not. One out of 10 maybe. One out of 20 maybe. It's manageable.

Just to jump in too, Selectman McGrath added we've got to remember they're professionals and they're not going to come in and be hurling all kinds of - I don't think - maybe I'd be surprised. Steve Malizia said you'd be surprised. Let's say a scenario that somebody has been picking at one of the department heads to do this, do this, do this and the department head say no we're not doing that. They're not going to come in and pick to you we should be doing this; we should be doing this; we should be doing this. Now you're going to go to him and say how come you're not doing this? How come you're doing this? How come you're not doing this? Who the hell is running the department? That's my concern about the whole thing. I'm not saying people don't have the right to speak. I'm just concerned from my perspective.

Selectman Saucier thought we have department liaisons for a reason and we have a Town Administrator for a reason. It should be the Town Administrator and if they request the Board of Selectmen liaison, it's still where I stand those are the people that should be there.

Selectman McGrath thought you just said a minute ago you were in favor of the full Board.

Selectman Saucier said no. If they specifically put in a separate request to meet with the full Board but I don't know that it needs to be in the policy where you can meet with just these two or meet with the Board. I think the policy should be it's the Town Administrator and meet with the department liaison and if they don't feel like they've made headway or gotten far enough with that, then they can put in a separate request just like anyone else that puts in a request with Donna.

Selectman Coutu commented it muddies the water. You can't say you know the policy is that you're going to meet with the department head, the liaison to that department from the Board of Selectmen and the Town Administrator and oh by the way it's not in the policy but if you want to meet with the Board of Selectmen, that option might be available if you asked. It's either part of the policy or it isn't. If it's not part of the policy, then what we're saying is we're not interested in meeting with you.

Chairman Luszey said I'd ask the question do we have an open door policy in terms of this Board. Selectman Coutu said in my opinion I've always had an open door policy that always welcome people coming in to talk to us. Chairman Luszey said that non-written policy exists today. Any employee can request time to come here and talk to us. Selectman Coutu said it doesn't mean they'll be granted the time. It's up to the Chairman whether or not to allow that on the agenda. It's a one person decision. Chairman Luszey said shame on them if they don't.

Steve Malizia said yes. The Chairman sets the agenda that's correct. I'll qualify what I said earlier. If someone came in and said hey I have evidence that this guy has been doing this for 6 years, do you think I wouldn't bring that in here? I'm not trying to hide anything. All I'm trying to...Selectman Coutu was not suggesting that. You may not be the Town Administrator a month from now or 4 years from now. Mr. Malizia said someone may want to come in and complain about me. That's fine. Selectman Coutu doubted that they love you. Mr. Malizia was just saying someone may. Again my concern is, again, maybe I'm hypersensitive to it. People obviously have been working for the town. Maybe they've advanced the suggestions. Maybe the suggestion didn't get the traction that they wanted it to get and now maybe this is another angle. I'm not accusing anybody of this but gee you should be doing this. I don't know if that works out in the corporate world. I'm just afraid of undercutting the people that you've promoted to oversee these departments.

Selectman McGrath asked if that happened and they came in and they gave a laundry list of complaints that they've had that didn't gain any traction by their department head, that department head is going to get a copy of whatever is said in the exit interview before us. Right?

Selectman Saucier said no. It goes through the Town Administrator and the department liaison.

Steve Malizia said I'm of the opinion that if we do this exit interview questionnaire and then you do something different, I don't think you're going to ask the same questions. I don't think you're going to get the same feedback. That's just my opinion. Selectman McGrath said it will be recorded whatever takes place in the exit interview. Mr. Malizia noted I would ask them to fill out this questionnaire and they could certainly attach anything they want to it. It's their prerogative. I would not deny that. If they came in here, they may have some other issues other than what's on here. I don't know. Selectman McGrath said exactly. If they did, those concerns would be reduced to writing. Either Donna would be here to take that information down and that would be conveyed to their department head. These were the concerns that they expressed to the Board of Selectmen, or complaints, or however you'd want to phrase it. That department could then say listen I've been listening to this for X number of years, or X number of months, or whatever and it doesn't make sense because of this, this, and this and explain it away. We might not be the least bit concerned about what they're telling us either. It may come across as just sour grapes. I mean I think we're all intelligent people here that we can sift through the nonsense and get to the meat of things. I go back to and I insist on from my perspective if any employee wants to talk to us whether it's all of us, or me alone, or any one of you, they ought to be given that opportunity.

Chairman Luszey didn't think anyone is disagreeing with that. What we're debating is whether or not it's part of the separation policy and what that policy and process is which has gotten us to this table right now because of some ambiguities in it. And oh by the way is that interview a public or nonpublic discussion because I have a thought that those are nonpublic discussions because of the nature of the matter.

Steve Malizia said I would clearly recommend that it's a nonpublic discussion. It's a personnel matter.

Selectman Nichols suggested it's a nonpublic session for sure.

Chairman Luszey goes back to I'm in full agreement that it's the Town Administrator, the department head, and the liaison that's part of the policy. There is nothing that stops an employee to request time to come and speak to this Board any time. That's where I'm at.

Selectman Saucier noted it only says the Town Administrator. It doesn't say department head.

Chairman Luszey believed through this conversation I went from supervisor to next level, to right to the department head, and the Town Administrator, and the liaison. Those are the 3 top positions in this organization and then the whole Board if they want to request it but that's not part of the policy. That's part of the open door policy of just running the business day to day to get to your point.

Selectman McGrath asked what do we need to do. Do we need to modify the policy so that...Chairman Luszey indicated the last sentence. It's the last sentence of the statement of the policy where it says the Town Administrator. It's talking about the exit interview process and then it says "the Town Administrator and/or the Board of Selectmen department liaison may conduct an exit interview". I'm of the opinion we should modify that to say "the Town Administrator, the department head, and the Board of Selectmen department liaison will conduct the exit interview".

Selectman Saucier asked do you think by adding "department head" it may stop someone from saying something. Steve Malizia said if I am two levels down from the department head - I'll just take the police department for example. The Police Chief is a department head. If I'm a Sergeant, there's at least two levels between that and the Chief. If I'm a Captain, I may have an issue - I've got to tell you about the Chief. Just saying that's the only time. Some of our small departments is just a couple of people but our big departments for the most part it wouldn't be an issue. Again you're talking police, fire. The majority of our employees are in police, fire and highway. Not to diminish anybody else, that's just where the majority of folks are. Generally speaking there's quite a lot of - if you're a truck driver/laborer, he works for a foreman a level below Kevin for example.

Chairman Luszey asked for thoughts.

Selectman Coutu wanted to clarify one thing. In the discourse I mentioned the Town Administrator and a supervisor. I want to make it very clear I'm not talking about a specific person. I'm not talking about Steve Malizia and I'm not talking about say for example Kevin Burns. I'm talking about the position. On any given day that person holding that position could change. I'm concerned about the position itself and then whoever is holding that position. It was not to imply or infer that I don't trust you. You know better than that or that I don't trust our department heads. Shame on me. You know I'm not bashful and if I'm not happy with somebody, I'll be the first to bring it to everybody's attention and I've done it. Mr. Malizia agreed. Selectman Coutu noted in nonpublic and in public. I trust our department heads if I thought trust was a liability, the person would be sitting in here in closed doors right now. It's just to clarify that policy. For me at the end of the sentence or adding another sentence, you may also have the option of meeting with the entire Board of Selectmen upon your request or something as simple as that will make me a happy camper. How you want to wordsmith it is fine with me. I just want them to be afforded the opportunity to come in and meet with us as a full Board. The rest of the stuff you want to meet with the liaison and what not, a lot people might want to. I'm saying it's going to be getting my numbers down less than 3 percent even. Most people retire and there's longevity here.

Steve Malizia noted great terms. They've been a great employee. It's been a good relationship. Selectman Coutu said some of them write in their retirement or their letter I truly enjoyed working for the department and they're not interested in managerial issues. It wasn't their responsibility. They could care less. They've served 30 great years and they want out. There's going to be 1 or 2 who are going to have issue whether it's with their immediate supervisor or with policy. I'm more interested in how - I still want the questionnaire filled out. I'm still more interested in what can we as a town do better for that department period. I'm not interested in head hunters. I don't like my boss or he's this. I don't want to listen to it. If the Chairman doesn't pound the gavel, I would just interject. I'll call for a point of order and say listen we're not interested in having arguments here. We're interested in something that's constructive. What could we have done to make it different. Well you shouldn't have hired him. Okay we get that. Now what else.

Steve Malizia said they could critique the Board too. They may have said the Board should have fought harder for this. The Board should have put a budget of...that's a possibility too. I bring that to your attention. It's not just us.

Selectman McGrath noted I'm okay with that as long as we wordsmith it so that they're given that opportunity to come before the entire Board. I only had a few things that I'd suggest.

Chairman Luszey said I have some other questions. Can we go down the page? The first two are okay. The third one I think should totally be taken out of there because the compensation for skills, that's a negotiated type thing. Steve Malizia said I'm not disagreeing. This is what was already there. I had to leave some questions.

The next one down - the fourth one, Chairman Luszey read "were you given sufficient advancement?" We have a limited opportunity for advancement in this town. I'm not sure if that's even worthwhile to being asked. The learning one and education I think is. Advancement - if I'm a firefighter and I think about who's in front of me or a police officer, I'm not even sure in my career as one of those two I would even be here if I wanted to get into a Captain or a Deputy Chief position because of the nature of the turnover that we don't have. We're not big enough.

Steve Malizia noted we did have someone recently leave recently because they wanted a career advancement. Unfortunately from their perspective the timing wouldn't have been on the schedule they wanted to be on. Chairman Luszey said that's what I'm saying sufficient advancement opportunities and I'm not sure we can even offer that. Mr. Malizia asked how about learning opportunities. Chairman Luszey concurred learning I'm with the education piece. Mr. Malizia reiterated learning/educational opportunities.

Selectman Saucer said I don't know much about our contracts with our unions. Are there learning opportunities built into their contracts? Steve Malizia said there's generally funding built in for town provided training and then for exterior of you go to extra education, there are some clauses in there for what we'd pay and what not.

Selectman Coutu noted and beyond that. We have been - and I won't use the word "generous" - the Municipal Association offers various training programs and I think we have had a policy that if an employee felt that that particular course that was being offered whether its being held in Concord, Hollis, or Nashua, or wherever and they felt it would enhance their ability to perform better, they can bring it to you and you make that decision. It doesn't come to us. He can make the decision. I think that course would help you. You made a particularly good argument to render my decision to let you go to that class. Now the fee might be \$50, \$100. We have money for that. It would come out of that department's budget but we would notify the department head the request was made. Usually it goes through the department head first and then to the Town Administrator. He doesn't have to come running to us for some guy who wants to take a class on whatever as long as he can articulate.

Chairman Luszey indicated there's also mandatory training required that we provide for meeting the job requirements.

Steve Malizia said we've also had an opportunity where people have been taking the paramedic training which this Board has always approved if you recall. That's a skill set that takes a couple of years I think to attain. This Board has always been very supportive of that. Budgets are budgets and it costs money.

Chairman Luszey was good with learning.

Selectman McGrath commented just strike "advancement". Mr. Malizia said put in the word educational/learning opportunities.

Chairman Luszey asked if anyone had anything else between there and the bottom.

Selectman McGrath noted on the very last sentence "the exit interview questionnaire *shall* be signed" instead of "should be". On the next page under the paragraph town property - the fourth line up from the bottom of that paragraph "The IT Director *shall* be notified by a department head or supervisor". It compels them to notify them. We need to make sure that their access to computer information is fine. That's all that I have.

Selectman Saucier asked why would someone's access be revoked before their last day of employment. Chairman Luszey noted there's many reasons. Selectman McGrath said security reasons. Selectman Saucier said I understand if it's terminated but if they were giving like - it says "revoked on or before their last day of employment". Chairman Luszey indicated I've had employees that had a friendly separation yet within an hour their access was revoked.

Selectman Coutu stated another thing too is we had a situation where policy was not - I'm trying to relate it to actuals rather than the hypotheticals. We had a situation where we had an employee who I felt should have been immediately suspended by the Town Administrator. At the time we were in a quandary about whether or not we ever gave you that authority. I said there are certain things that you should on your own make a decision that is in the best interests of the town. This employee needs to be suspended immediately and I'm going to the Board of Selectmen. I'm going to recommend that that person be terminated and he knows the reasons. At that point of suspension, that all technology should be withheld - the ability to be able to get into our technology to erase information or whatever the case might be and for security purposes we should. If it's the wisdom of the Board that the Town Administrator acted in haste and knowing our Town Administrator if he were to do that, he's certainly not acting in haste. They

really were egregious and for him to do it. Steve Malizia pointed out I can't fire anybody so the point is there's a period of time. Selectman Coutu indicated it would be an egregious thing and it would be - you've been around long enough. We don't want them having access to something that they could mess up. Mr. Malizia noted excellent point.

Chairman Luszey had one closing comment before we make a motion either to come back and review this or accept it with the changes. What is the role of HR in all of this? Selectman Coutu said exit interview for benefits. What they're entitled to upon termination.

Steve Malizia said I'll qualify that. Define HR. Selectman Saucier said that's what I was going to ask. Selectman Coutu said benefits representative. We don't have an HR Department. Mr. Malizia said our benefits representative reviews all the benefits with the employee prior to their leaving.

For the sake of this document, Chairman Luszey said the HR should be defined to as the Town Administrator. Mr. Malizia indicated I am not qualified to do that.

Selectman Coutu said the only person qualified - there are two people qualified to do it. It would be the Finance Director or Kathy Wilson. Chairman Luszey said the benefits coordinator if you will. I'm talking about Human Resource Management. Selectman Coutu noted we are the Human Resource Managers. Chairman Luszey said that's what this falls under. Selectman Saucier noted that's why our Finance Dept. handles our human resource management.

Chairman Luszey stated I'm missing my point. This policy who's responsible to maintain it and to execute it - HR? Selectman Coutu noted the Town Administrator. As far as executing this particular document the way it's going to be worded even with the modifications. Ultimately the responsibility lies with the Town Administrator who disseminates it down to his department heads. Steve Malizia added and/or the Benefits Coordinator. She does her part. Selectman Coutu said IT absolutely. Those two besides the department heads. He would do on a Wednesday morning once we approve this document, he'll obviously when he meets with the department head go over it with him. Mr. Malizia noted this will go out to everybody in the town. It will be disseminated through our PowerDMS. For Highway to get it you have to hand it to them and make them sign which we do so they're cognizant of it. They don't have e-mail.

With that being said, Chairman Luszey asked is this Board comfortable with making a motion to accept it with the changes or do we need to see the changes made. Selectman McGrath stated I'd like to see the changes made. Chairman Luszey noted we'll bring it back at the next meeting with the changes to accept it.

In light of the fact that Selectman McGrath likes to see it in writing, Selectman Coutu agreed.

Selectman McGrath said we've seen documents where they haven't been updated the way that they think it is. Steve Malizia stated that way you'd get to look at it. If I tweak something wrong, you can say it's easier to fix that. I think I got them all.

## 8. SELECTMEN COMMENTS

Selectman Coutu - I'm good.

Selectman McGrath - I have a couple of things. In a couple of the issues of the HLN lately and I noticed it before it was even written about, the trash that's blowing onto the State-owned property that's supposed to be the circumferential highway right at the intersection, it's really deplorable. Market Basket I don't know where it's coming from. I do know that there was a property on Wason Road where they were so incensed over the constant trash blowing onto their property that they ended up moving out of town. That was after he assaulted one of the Market Basket managers with the trash. I don't know if there is anything that I can do about that but I think we should certainly try to get that area cleaned up. It's a pigsty.

Selectman Coutu told Steve Malizia if you call our DOT regional, that's their responsibility and suggest to them that the Board of Selectmen would like to have it cleaned up. Not just cleaned up, I'd like to see them go in there with whatever it takes to start cutting all that brush down and take a tractor in there and pull some of those trees up. Give us a nice line. It's a disgrace. It's an absolute disgrace and they ought to fix the potholes at that intersection too. They're getting wider every year. It's been neglected for three years now. There's one of them heading south. I swerve around them. It's not a deep pothole but it's going to get worse. It's widening. The car knows how to turn to avoid the pothole. I think that if you were to call DOT for our region, the kid that supervises this region they're very good with cleanup. They get their marching orders every morning. So they don't know where they're going to be. If we have no success, please let me know and I'll call the Governor and see if she'll call DOT. I don't think they want a call like that. Of course she might be so busy with her campaign.

Selectman McGrath noted that was one of the things. One of the writers of one of those articles suggested having a welcome sign at that location. Because it's State-owned property, I don't know that we'd be able to do that. In any

event, I wanted to comment on both of those things because they were written about at least a couple of times and it was something that I had already observed because I drive by there all the time.

Selectman McGrath indicated we also all received an e-mail today concerning 3 Chestnut Street. Can we have a discussion at some point about that? That's property that we're attempting to sell - town-owned property and the e-mail that we received today was asking that we take that one off the list.

Chairman Luszey stated that would be a non-public discussion. Selectman McGrath said that's okay but among the Board of Selectmen have a brief discussion about that. Selectman Coutu noted that's not non-public, that's public discussion. Chairman Luszey said it was on the list to be sold because it could affect the price.

Steve Malizia said you've made a decision to put it out for sale. Unless you're going to make a decision to take it off the market, I'm not sure what other decision you're looking to make. Without discussing the price, this Board made a decision and they voted in public to put it on the market.

Selectman McGrath made a suggestion based on I believe we all got the e-mail today.

Chairman Luszey noted I haven't seen an e-mail today.

Selectman Coutu had some personal messages that were sent to me. Personal phone messages.

Selectman McGrath stated it was an e-mail and you were mentioned in the e-mail. In any event. Selectman Coutu said it's probably what I told him that we made a decision to sell the property. Selectman McGrath said there was more to it than that. If we can have a brief discussion about that at either our next meeting or next workshop. Chairman Luszey asked to take a look at the e-mail and if it's appropriate to put on the agenda, I will. Selectman McGrath wanted to raise the issue.

Steve Malizia said we've received two offers on the properties. I'll just tell you that.

Selectman McGrath's next item - I don't know if all of the Board of Selectmen received e-mails. I've gotten three of them so far because of being on the Zoning Board, Planning Board, and Conservation Commission. There is a Right to Know Law seminar that's being offered by the Municipal Association. One of the locations is in Hudson. That's on April 27<sup>th</sup> from 9 a.m. to 4 p.m. I just wanted to mention that in case none of you had received that correspondence. I plan to attend that. I think that's an excellent thing for us to participate in.

The last thing Selectman McGrath had was employee rewards program. You and I had discussed that Mr. Chairman at the polls and I just wanted to raise that so that we can have that on an agenda to discuss. Chairman Luszey indicated it's on the list. I have a running list with Donna on things.

Steve Malizia noted we have a service one.

Chairman Luszey noted this is different than those. It's about...Selectman McGrath said it's recognizing people that come up with cost saving ideas for the town.

Selectman Coutu thought we implemented a policy for that. A reward program that saved us money. Chairman Luszey said that's why it's back on the table to implement.

Selectman Saucier - I have nothing this evening.

Selectman Nichols - I did go to the Chamber of Commerce dinner - the awards dinner. It was absolutely phenomenal. Jeremy Griffith was our man of the year sort to speak and the Lyons Club. There were so many others. A young who was brilliant. A young girl from Alvirne - just brilliant, brilliant girl. The shooting club which I'm dying to go there but I'm afraid I'll shoot my foot off so I don't know if I'm going to go there or not. I'll get to the doorway. Selectman McGrath didn't think saying "dying to go there" might not be the appropriate term either. Selectman Nichols noted that was a wonderful evening with lots of friends and a lot of fun. The dinner was great. We had a great table. We had fun. The whole evening was just well done. Thank you to the Chamber of Commerce for putting on a great show.

Selectman Coutu asked to say one thing. Seeing you brought up the Hudson/Litchfield News. There was one written this week about my giving testimony about my signs being removed. It's on Musquash Road at initials of the person's property. The person called me immediately and said Roger I assure you the election was Tuesday. That sign was taken off my property on that Friday. I don't know - just spell my name right. Thank you very much. Chairman Luszey asked if all your signs are down, right? Selectman Coutu said they're down. I gave testimony that they're down. They're down.

Selectman Luszey - I don't have anything to add to this tonight. Our next meeting is April 12<sup>th</sup>. Normal hours 7 p.m. and I thank everyone for coming. I adjourn the meeting at 8:36 p.m.

9. ADJOURNMENT

*Chairman Luszey adjourned the meeting at 8:36 p.m..*

Recorded by HCTV and transcribed by Donna Graham, Recorder.

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Ted Luszey, Chairman

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Marilyn McGrath, Vice-Chairman

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Roger E. Coutu, Selectman

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Pat Nichols, Selectman

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Angela Saucier, Selectman