

HUDSON, NH BOARD OF SELECTMEN  
Minutes of the April 8, 2014 Meeting

1. CALL TO ORDER - by Chairman Coutu the meeting of April 8, 2014 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.

2. PLEDGE OF ALLEGIANCE - led by Selectman Nadeau.

3. ATTENDANCE

Board of Selectmen: Roger Coutu, Ben Nadeau, Rick Maddox, Pat Nichols

Absent: Nancy Brucker

Chairman Coutu hoped to see Selectman Brucker at the next meeting. She's coming along well.

Staff/Others: Steve Malizia, Town Administrator; Donna Graham, Executive Assistant; Kathy Carpentier, Finance Director; Police Chief Jason Lavoie; Dave Yates, Recreation Director

4. PUBLIC INPUT

Chairman Coutu asked does anyone in the audience wish to address the Board on any issue which the Board has control of at this time. None.

5. NOMINATIONS AND APPOINTMENTS

a) Resignation of Dave Briand as an alternate from the Benson Park Committee

*Motion by Selectman Nichols, seconded by Selectman Nadeau, to accept the resignation of Dave Briand as an alternate to the Benson Park Committee with the Board's thanks and appreciation.*

Before we go into the vote, Chairman Coutu wanted to say - and Ben you can jump in because you know Dave as well as I do - he put an awful lot of work into raising the funds and building the dog park. It's been a major attraction at Benson Park. I would be remiss personally because I know Dave personally as you do Ben and the hard work that he put into it. I certainly want to state publicly that I appreciate it.

Selectman Nadeau too would like to say thank you to Dave for all the work he did on the dog park. I look forward to somebody coming forward to filling the new vacancy created by Dave on the Benson's Committee. There is a lot of work still to do at the dog park. There is a subcommittee meeting of the Benson Park Committee for the volunteers that they're looking to kind of like chaperone and take care of the dog park. It's this Thursday I believe. It should be on the website but I'll make sure that it is. I know that it's on Facebook on the Hudson Dog Park website. They're looking for volunteers also to come to that. I think in order to keep the dog park going, this would be a great thing for everybody to do. I'd like to thank Dave again for what he did.

Selectman Nichols thanked Dave for all the work they've put in. I attended a lot of their functions, their fundraisers and whatever. He was the one who took me on my first motorcycle ride. Probably my last. He did work hard and they did raise quite a bit of money to do a lot of work. I appreciate it and I think everybody else in town should take that up. I think Jessica and her crew will do a phenomenal job. Thank you.

*Vote: Motion carried 4-0.*

6. CONSENT ITEMS

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

*Motion by Selectman Nadeau, seconded by Selectman Nichols, to approve consent items A, B, C, D and E, as noted or appropriate, carried 4-0.*

A. Assessing Items

- 1) 2013 Tax Abatement - Map 160, Lot 105, w/recommendation to approve
- 2) Veteran Tax Credits - Map 198, Lot 179; Map 174, Lot 198; Map 214, Lot 003; w/recommendation to approve
- 3) Elderly Exemptions - Map 190, Lot 054; Map 167, Lot 066; Map 197, Lot 105, w/recommendation to approve
- 4) Disabled Exemption - Map 175, Lot 055, w/recommendation to approve

B. Water/Sewer Items - NONE

C. Licenses & Permits

- 1) Request to Solicit Funds - End 68 Hours of Hunger

- 2) Request to Solicit Funds - New England Voices in Harmony
- 3) Raffle Permit - End 68 Hours of Hunger
- 4) Outdoor Gathering Permit - British Cars of New England

D. Acceptance of Minutes - NONE

E. Calendar

4/09 7:00 Benson Park - Landscape Subcte - BOS Meeting Room  
4/09 7:00 Planning Board - Buxton CD Meeting Room  
4/10 7:30 Zoning Brd of Adjustment - Buxton CD Meeting Room  
4/10 7:30 Budget Cte - Buxton CD Meeting Room - CANCELLED  
4/14 7:00 Conservation Cmsn - Buxton CD Meeting Room  
4/15 7:00 Cable Utility Cte - BOS Meeting Room  
4/16 5:00 Municipal Utility Cte - BOS Meeting Room  
4/16 7:00 Senior Affairs Cte - Buxton CD Meeting Room  
4/17 7:00 Benson Park Cte - BOS Meeting Room  
4/22 7:00 Board of Selectmen - BOS Meeting Room  
4/23 7:00 Planning Brd - Buxton CD Meeting Room  
4/24 3:00 Trustees of Trust Fund - Buxton CD Meeting Room  
4/24 7:30 Zoning Brd of Adjustment - Buxton CD Meeting Room  
4/28 7:00 Recycling/Energy Cte - BOS Meeting Room

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on March 25, 2014

- 1) Motion by Selectman Nichols, seconded by Selectman Nadeau, to approve Kevin Burns to cash in four (4) weeks, 160 hours, of accumulated vacation time, carried 4-0.
- 2) Motion by Selectman Coutu, seconded by Selectman Nichols, to terminate Janelle Sargent's employment with the Town of Hudson effective March 26, 2014, carried 4-0.
- 3) Motion by Selectman Coutu, seconded by Selectman Nadeau, to promote Master Patrol Officer Joseph Hoebeke to the position of Sergeant at \$31.48 per hour (Step 5) according to Police Union Local #3657 Contract. This elevation in rank would be effective on or about Wednesday, March 26, 2014, carried 4-0.
- 4) Motion to adjourn at 10:42 p.m. by Selectman Nadeau, seconded by Selectman Nichols, carried 4-0.

B. Votes taken after Nonpublic Session on April 1, 2014.

- 1) Motion to adjourn at 9:00 p.m. by Selectman Maddox, seconded by Selectman Nadeau, carried 4-0.

C. Adoption of Amendment to Chapter 264 "Race Track, Motor Vehicles"

Chairman Coutu recognized Town Administrator Steve Malizia.

As you all recall, Steve Malizia said you had two public hearings - the last two meetings regarding changing the time for the summer schedule for the Hudson Speedway. The races will now end at 10 o'clock. Previously it was I believe 10:45. They're start an hour earlier but you've made that change. You've had the two requisite public hearings. In order to put that into effect, you'll now have to make a motion to change the Chapter 264 to make that change. This as another note our folks who are doing the annual inspections I would anticipate they'll come in at the next meeting for their license. The license will reflect this change should you pass this motion this evening.

Chairman Coutu told Chief Lavoie there will be a time change and you'll continue to monitor that this summer as well as the traffic. I think that we're going to work with Kevin Burns on sign designations for non parking areas. Thank you Sir.

Motion by Selectman Nadeau, seconded by Selectman Maddox, to adopt the change to Chapter 264-4 B (2) Racetracks, Motor Vehicle Regulations to reflect the change in the start time from 5:00 p.m. to 4:00 p.m. and the change in the end time from 10:45 p.m. to 10:00 p.m., carried 4-0.

8. NEW BUSINESS

A. Request to advertise for a part time Animal Control Officer

Chairman Coutu recognized Police Chief Jason Lavoie.

Good evening. Thank you for having me here. Chief Lavoie said our current part time Animal Control Officer Zachary Keller has handed us his resignation letter. Mr. Keller after being with us for kind of a short period of time has had a - while he was going to school decided that he wanted to change directions in life and do something before time passes him by. That's following the footsteps of some family members of his and he has since enlisted in the US Army with the option for the Rangers. He'll be leaving us very quickly in May. We're hoping that we can fill his position - the part time Animal Control position - again, the usually work a Friday, Saturday, Sunday or a Saturday, Sunday, Monday type of a work week. In those three days, about 150 days a year, they'll answer about 500 to 600 some odd calls just during the times that they work.

Chairman Coutu asked do they patrol aside from whatever handling calls. They're all patrolling looking for stray dogs and things like that. Chief Lavoie stated they'll walk Benson Park. Sometimes they'll go in there with just civilian clothes on. They also have to maintain the animals that are in our possession. They have to feed, water, clean. They're pretty steady.

Motion by Selectman Nadeau, seconded by Selectman Nichols, to accept Chief Lavoie's request to advertise for a part time Animal Control Officer.

Selectman Maddox asked do we need to put this person that we're going to hire through the scrutiny we did with the last person. It seems like they kind of come and go quickly. I know they carry a rifle but is that something that's used often enough to justify the whole background check, all the things that we did for a position that doesn't seem to hold very long. Chief Lavoie indicated the stuff that we're screening for is stuff that you'd be surprised that somebody would apply for when they're working for a police department. That's what we're seeking to eliminate if I was able to convey the message there through that. It may not be as scrutinous as a police officer what's entailed there but there are some things that we just find maybe a conflict of interest between the person that we hire representing our organization with outside activities.

Vote: Motion carried 4-0.

B. Request to advertise for a full time Executive Secretary

Chairman Coutu recognized Police Chief Jason Lavoie. In light of the fact that Dorothy Carey has already announced her plan on retirement, it breaks my heart. She's a sweetheart and she does a terrific job for the Police Department. It's gonna be tough shoes to fill. It's a key position I understand that. Chief it's yours.

Chief Lavoie stated Dorothy as you know has been with us for about 28 years of service to the Town. That's a very important role within the Police Department. I would like to be able to start a search for her replacement as soon as possible so that in working with the Finance Director, we'll review some salary lines. My overall goal would be to bring somebody on as soon as I could. If that allows up to 4 weeks prior to because there is just so much information. I would definitely need some overlap in training for her responsibilities.

Motion by Selectman Nichols, seconded by Selectman Maddox, to accept Chief Lavoie's request to advertise for a full time Executive Secretary, carried 4-0.

Chief Lavoie thanked Selectman Maddox's help the other day in finding somebody that's been looked for for the last two years. Good night.

C. Recommendation - Financial Audit Services

Chairman Coutu recognized Finance Director Kathy Carpentier. Good evening Kathy and welcome.

Good evening. Kathy Carpentier thanked the Board for seeing me this evening. I'm here to ask to waive the bid process for our financial audit services. I would like to recommend that we accept the engagement letter for the financial audit services from Plodzick and Sanderson for the fiscal years 2014, 2015, and 2016. This is a significant price decrease because we've been able to absorb some of efficiencies and at the same time become compliant on some of the government accounting standards that have come across our desks. We've had this company for well over 25 years. We have changed different partners in the firm have been our lead auditors and they've also had turnover. So it's not like the same person has been working with us for 25 years. I truly believe that it is a good idea to stick with this firm because we don't have to pay the cost of a different firm to learn the Town of Hudson. I'm here to ask you to waive the bidding requirements and award the engagement to Plodzick and Sanderson.

Chairman Coutu indicated for 2015 their bid request is \$34,000. Kathy Carpentier indicated 2014 is \$32,000. We're in 2014 right now. At the end of June would be the end of our fiscal 2014. They'd come over the summer. Chairman Coutu indicated that would be the \$32,000. We budgeted \$44,000. Ms. Carpentier indicated we budgeted \$44,000 however it determines whether there's a single audit. If we have a lot of federal grants, then it could increase. This is just for the actual financial services. If you have 10 federal grants and they have a lot of complexity, then we'd have an hourly base would be added to that fee. That's why there's such a discrepancy between what is being forwarded and the budget and also with the default I've tried to decrease it and it keeps coming back the same.

When Chairman Coutu read through the document, it's the 5<sup>th</sup> page that you have, it says page 4 on the top left but it's the 5<sup>th</sup> page in the document. Half way down under audit procedures I found this - again, I took auditing as well as my finance classes in college. One thing that I found a little discerning was that it says an audit is not designed - it's above audit procedures that little paragraph - "An audit is not designed to provide assurance in internal controls." That I understand. "Or to identify significant deficiencies." That I don't understand or material weaknesses. Doesn't an auditor point out - I can understand that they can't provide assurances on internal controls. That's our obligation but I would think that an auditor would be responsible to identify significant deficiencies or material weaknesses.

Kathy Carpentier said right. They do sampling. So they're not testing all of our records which is if you did an internal control audit, it would say whether you're cash flow process had all the right procedures in place so no fraud could happen. During their sampling when they are doing a review, they would definitely pick out any frauds or deficiencies but what they're saying is in a sampling, they're not doing the whole internal control. Chairman Coutu stated now I understand. How often do we do a thorough audit? Do we ever do one? Ms. Carpentier indicated the 14 years I've been here, we've never done an internal controls audit. I would say every year they do do a thorough audit. They go through the water fund books, the sewer fund books, the general fund books, the Trustees books, the Library's books. They're here approximately two weeks anywhere from 4 to 6 people are here doing the field work. Within 90 days, they would turn around all the financial statements for our review.

One other point with us having had Plodzik and Sanderson, Kathy Carpentier indicated we're able to get an early tax rate setting appointment because the quicker they get us done, the quicker we get our financial reports to the Department of Revenue and we can set a tax rate appointment.

*Motion by Selectman Nadeau, seconded by Selectman Nichols, to waive the bidding requirements and award the contract to Plodzik & Sanderson for Financial Audit Services for fiscal years ending June 30, 2014, 2015, and 2016 as outlined in the Memo dated March 18, 2014 from Plodzik & Sanderson as recommended by the Finance Director, carried 4-0.*

D. Ambulance Cash Receipts

Chairman Coutu recognized Finance Director Kathy Carpentier. Ms. Carpentier I just wanted to know that I've been through this. I'm a little confused. I'm going to listen to your explanation. I want you to know that despite previous remarks and however they were interpreted, I don't question the accounting procedure and how accounts are maintained. What I question and I'll make it clear was that we were looking at numbers that were billing numbers and not actual cash coming in. I wanted to clarify that. In light of that, we have a couple of documents that I spent a lot of time on this being one and the next one which is the expenditure and revenue report. I have a lot of questions. We'll deal with the first document which has to do with ambulance revenue.

Kathy Carpenter indicated I hope I have a lot of answers for you. I come before you at the Chairman's request. You had asked me to give you six months of cash flow for ambulance billing. What I gave you was a copy of a reconciliation that is done monthly. There is about a month and a half lag by the time we get the information but we every month reconcile all our accounts to the balance sheet again with a month or two lag. This being one of them. It's a cash generator. We make sure all the bills are posted and the cash. In the second page after the Memo is a copy of the billings, the cash receipts is in column c, which is specifically what you asked for.

Chairman Coutu indicated in the periods July, August, September, October, November, December, January, February - from July of last year through February of this year we billed out \$673,580 column A. Column C we received \$386,637 or 42 percent less than what was actually billed. What was puzzling me is when I look at the revenue line in the expenditure and revenue's report if this is a sampling of what we're going to get, that revenue line is exceptionally high if we're receiving 42 percent less than what that line is showing us.

Kathy Carpentier said we do adjust the revenue. What we would book if you took the month of February, you have \$71,000 is what was billed out. The second column is taken away from that \$71,000. It's \$21,000. It's like a markup. It's the Medicare plus 30 percent. If Medicare is paying us the bill, we have to deduct that from the bill. So if it was \$130 bill that was sent out, that is what was billed. However, we only know we're going to collect 100 after Medicare pays it because Medicare is not going to pay 130 percent of that bill. They're only going to pay that 100.

Chairman Coutu indicated it's important for us as Selectmen when we're going through the budgeting process, I was looking at a lot of anticipated revenue lines and we're deficient in some of them. This is one that if we're running at this rate, we're already almost \$287,000 less than what we anticipated. When we're doing budgeting, does not the revenue for the ambulance factor into how much we're going to budget for the community? Ms. Carpentier believed they're two independent items. I'm questioning where you're coming up with your number. On the revenue page through February, we're \$124,000 away from our budget of \$605,000. We're at 79 percent so we're right on target. Chairman Coutu asked what this document says. It says that we billed out 673 and we received 386 - \$287,000 less. Ms. Carpentier explained this is the cash received. Chairman Coutu asked isn't that what matters how much money you get. However, Ms. Carpentier indicated we don't get paid right away. Some people pay 30, 40, 60, 80, 90 days and especially insurance companies. Money will come in. The cash is coming in.

Chairman Coutu didn't mean to interrupt but if you look at July, we billed out 85 we got 68. In August we billed out 79 and we got 51. We never get more. We get a lot less than what we bill out. October - we billed out \$99,000 and we only got \$39,000. Yeah money keeps coming in but it's not matching what we anticipated our billing to be. Kathy Carpentier agreed. Our receivables do increase. We do have people deceased. We have people relocate. Collections is not at 100 percent. This is something that definitely needs to be reviewed the profile on how we're collecting. We don't have an in house person aggressively collecting these ambulance receivables. So yes our receivables are increasing. We definitely have a hardship policy that the Town Administrator sees and writes off some items. Those items haven't been written off. As you can see in the bottom right hand corner of the reconciliation, it's been about \$2,000 this year, \$10,000 last year and \$15,000 the year before.

Selectman Maddox said let's see if I can help out the Chairman and me. On our revenue report it says to date we have taken in \$480,000. Are we all there on the revenue page 6 as of through March. When you look at this one, it says we're at 386 plus another 40. So we're at \$400,000. There just seems to be a discrepancy. Where am I missing it? Kathy Carpentier if you take column A and B on this second sheet that I handed out, \$673,000 minus \$193,000, you get \$480,000 of revenue which ties out to page 6 of the revenue that you're looking at. That is everything that is billed minus the Medicare allowance. Selectman Maddox asked is it the balance that is throwing us off. Is that where we're misaligned here? If you take 193 from the 673, you're saying we're at 480. Chairman Coutu stated no we're at 386. Ms. Carpentier said no - 673 minus 193 is 480. Right at the bottom you can see on the left. So everything that was billed out was \$673,000. Chairman Coutu asked why does cash receipts mean. We really got a lot more than that amount of money? Ms. Carpentier indicated we're \$100,000 less right now but it's timing. We've billed out 673. I had to adjust down by \$193,000 for the mark up. We've received in \$386,000 but we need to wait for the bills to come. Chairman Coutu noted it says here we received \$480,000. Steve Malizia said no that's the net billing. That is not the cash. Chairman Coutu asked revenue is not money coming in. Steve Malizia stated it is not cash. Like water when we bill out water, we book a revenue for water for the month. Not everybody pays their bill that minute. That's the billing that goes out. We are not on a cash basis. We are at an accrual basis. Kathy Carpentier indicated the Town doesn't work on a cash basis. Chairman Coutu understood that but it says cash receipts. Steve Malizia said which is originally what I think you started asking for which was a cash receipt. Chairman Coutu indicated the cash receipts are \$90,000 less than what it says on the year to date revenue. Kathy Carpentier indicated that is correct. Revenue is what is billed. We do a modified accrual accounting. Chairman Coutu indicated we're running approximately \$90,000 behind on that line item. Selectman Maddox indicated that's what I'm saying. That is the balance off on the right hand side. If we add that in, it becomes the 480.

Kathy Carpentier indicated if you only looked at that picture, we're still waiting for \$90,000 in cash to come in, or be written off, or adjusted off. It hasn't been addressed yet. Chairman Coutu indicated we're really not at 79.39 percent collections. Ms. Carpentier said not collections that's correct. Chairman Coutu thought when I look at parking violation fees, estimated revenue \$5,000. It says year to date revenue, \$2,620. Is that a real number? Did we actually get \$2,620? Ms. Carpentier indicated they are all real numbers. It's how they're booked. We do not bill out parking tickets. Chairman Coutu indicated I used the wrong term. Is the \$2,620 that's listed on year to date revenue under parking violation fees money we actually received for parking violations fees? Ms. Carpentier stated yes. Chairman Coutu said the ambulance number is not. Ms. Carpentier indicated yes because one is done on an accrual basis when we book the bills. When we send out the bills, we don't bill people for parking tickets. They just get sent out. Chairman Coutu stated I know. When I look at the revenue sheet and I look at the two biggest ones which is ambulance and automobile registration - automobile registration I would assume that is the actual amount of money whatever it shows. This is the only one. In this case it says we receive 79 percent of the money - \$480,390 but we didn't receive it. It's an assumption that we might receive it because we billed it.

Kathy Carpentier focused Chairman Coutu on the top of that revenue page is taxes. It's the same thing. When the tax bills go out in December it hits the revenue report as half of the year. That isn't collected. So ambulance and taxes are falling the same way. Water bills, sewer bills anything we bill out of these companies that we're running is what gets booked into the revenue report. Any permits, and fees, and that type of thing are cash transactions.

Chairman Coutu's question is this to go back to where I was on doing the budget. I know that we identify ambulance as a revenue line. We budgeted this year anticipation of \$605,000. When we're doing the budget and we're doing our expenditure column is that \$605,000 must offset some of our expenditures - \$605,000 worth. If we don't get \$605,000, we run \$100,000 short where do we find the money at the end of the year to cover the \$100,000 we were short? Kathy Carpentier indicated sometimes we run over but appropriations are independent than revenues. You do it when you're budgeting...Chairman Coutu said I understand that. I know water and sewer are the same way but 79 percent is not what we received. It's more like we actually received 386 right? It's more like 55 or 57 percent.

Selectman Maddox asked to help me out KC. If we're at 386 which is the magic cash receipts the Chair is describing, we're probably going to get 90 percent of the \$93,000 that is still in balance for year to date. Chairman Coutu said he couldn't wait to see the number at the end of the year. It isn't going to happen. We're not going to catch up that quickly. I just don't see it happening. Ms. Carpentier stated you're not going to catch up because June bills are going to go out. You're not going to collect that money. It depends upon the billing cycle and when the monies come in. Selectman Maddox said we really have to look at last June because that's really in this year's receivables. Steve Malizia stated we're billing out all the time and we're getting cash in all the time. It's not always in the same month. Kathy Carpentier indicated we're never going to have 100 percent receivables. This one is probably one that's - we have a better collection rate in water, and sewer, and tax bills. This one is probably because of the nature of the business, people don't have insurance or...Chairman Coutu asked if we were

overestimating. I don't know what we budgeted this year but according to this, we anticipated..Steve Malizia said 605 was I think the budgeted revenue. Chairman Coutu asked where did we get that number from. Kathy Carpentier indicated we bumped it up either \$25,000 or \$30,000. Steve Malizia stated it's generally historical data with some sort of factor. Selectman Maddox stated it's going to fall back to us anyway because we're in default. Ms. Carpentier indicated not for revenue. When you go into a default, revenues stay what they are. It's just appropriations that go back to default. Mr. Malizia stated which is why we have a conversation when we set the tax rate what the revenues may or may not be. There may be some adjustments. As you're well aware, you look at what you got in your surplus.

Chairman Coutu appreciated you providing the document. I do have an understanding and I understand the accounting procedures that are applied. I read the measurements and focus of basics of accounting which I learned in Accounting 1 at Northern Essex. It's just that I go back to what I said. I consider cash coming in - the actual money. My business it's not actual until I get the cash in my hand. I don't care who I bill. I understand the accounting methods and it's not trying to hide something. You're showing everything here.

Steve Malizia indicated I've changed the title if I could interject on the next report. I know when you used the word "budget and actual". So I said "revenue and expenditures". Not to confuse anybody but that makes it clearer that it's not an actual cash receipt. It's a revenue. Chairman Coutu laughed and said you agree with me. Thank you! Ms. Carpentier indicated it was his cover though. My reports never said that. Mr. Malizia tried to make it so that it would be more illustrative of what actually happened. Chairman Coutu mentioned ambulance cash receipts. That's what I wanted to know. How much money are we actually getting in and whether or not we're in trouble. Ms. Carpentier indicated that I gave you and you have some concerns. In a couple of months we'll come back. Chairman Coutu indicated that's all I ask. I'd just like to see that number. Ms. Carpentier indicated there's others we could do too if you get a concerned area that you'd like to do. Chairman Coutu indicated that's the only one because I knew that the numbers weren't right. The numbers are right but they weren't what I thought they were. Ms. Carpentier indicated you're interpreting them a little differently. Chairman Coutu appreciated the work that you're putting into this.

On the three line revenue, Kathy Carpentier was just giving you three little revenues. I just wanted to show you. Chief Buxton and I decided for more visibility to break out contracted services - Litchfield which is like \$19,000. That is for their ambulance and for their dispatching. That used to be buried into the ambulance net proceeds. So we want to give it more visibility. The line right below it, that's the cost of doing business with the ambulance company - the company that's doing the collections. Chairman Coutu asked what would I get paid if you hired me as a collector and I go to Litchfield and get \$19,856 because they haven't paid yet right. Steve Malizia clarified by stating that number is the contract. We contract to be their dispatch and we also contract to do their ambulance. We get a fixed price to do that every year. In addition, we bill their customers. If we pick up in Litchfield, we bill. After three billings in Litchfield if that customer doesn't pay, we then turn around and bill Litchfield for that expense. So the expense you see there is really the contracted fix price is what we're trying to represent so you can see that we actually have a contract. Clearly the bottom number, the negative number is on collections. That's what we pay on the collection.

E. Budget to Actuals

Chairman Coutu recognized Town Administrator Steve Malizia.

Steve Malizia indicated we are 75 percent through the year. What that basically means is we have one quarter to go. You can take a look and you can see who's up and down. As you previously discussed, the Highway - tough winter. So we're keeping an eye on them. Chairman Coutu indicated so we're just keeping an eye. We wouldn't say that we're critical yet. Steve Malizia stated KC and I look at this at the beginning of May to come back if we have some recommendations. Again, there's a lot of things that get encumbered. We have the whole trash contract. If you're in a contract relationship, we put the whole thing in a purchase order. As this gets to May, that's when we come back and say gee it looks like we've got some room here. We'll be able to cover this here. We'll be able to cover that there. We are lucky that we negotiated contracts. That's great. That will really slow down. We're spending as you'll recall good money the last couple of years on that. So now we just have the run of the mill legal bills. I think we'll be okay there. Town Poor - we're keeping an eye on. As you're well aware, that's been a bit up there this year but don't forget we have donation money in an account that if you plan to use if we got into difficulty there. I think the rest of it, the departments we're all conscious of it and we have conversations in department head meetings. If anybody has a problem, they would identify it and we would try to fix it for them. I think at this point other than the tough winter, it's pretty typical of what we would expect to see.

Chairman Coutu asked what is an excavation activity tax. Mr. Malizia believed that you have a working box. They come in and they have to get permits for that. I believe they pay some sort of tax for that. Chairman Coutu asked they haven't done anything all year. Mr. Malizia stated it's only once a year. Selectman Maddox noted you just signed it. Mr. Malizia said you might have just signed the warrant for it. It's only once a year. That's something that comes through the Town Clerk. I'm not sure exactly what that is.

Chairman Coutu asked about the interest on the property tax. We're at 46 percent. Is that interest for late payments? Steve Malizia indicated that is correct. The previous year we collected \$280,000. Mr. Malizia said that was the estimated revenue based on some sort of history but it may not have been that number. Motor vehicles as you can see is running about 4 percent

greater than what we budgeted which was \$100,000 higher than we budgeted last year. That's a positive indicator of the economy. People are registering more vehicles or more expensive vehicles.

Chairman Coutu noted animal control. The dogs are not being registered. We're down \$12,000. Selectman Nadeau indicated the bills just went out. Again, Steve Malizia stated it's a timing thing. They go out once a year and this is the time of the year. Like you said, Chairman Coutu stated automobiles I noticed are doing very well. Selectman Maddox noted we're doing great on marriages this year. Did you see the number - from 250 to 2,500? Steve Malizia said people get married.

F. Liaison Assignments

Chairman Coutu noted that you all received your liaison assignments. I apologize. Mrs. Nichols when I first did it, I did not give you a single department. I looked it over and made a couple of changes there. I did not shake everything up. I pretty much acceded to what everybody asked for except Selectman Maddox. I gave him the things I know he loves to do which is Planning, and Fire Department, and NRPC. Any questions or comments on the assignments?

Selectman Maddox asked is Selectman Nadeau going to go to the Zoning Board. The Chairman keeps on asking me where his liaison is. If you can't make it those nights...Selectman Nadeau indicated his liaison was there the other night. Let me tell you, you don't want me sitting up there. Chairman Coutu said he texted me right after the meeting and I made sure I watched it. Selectman Nadeau said if they have any problems, questions, or concerns, they know how to get a hold of me.

Chairman Coutu didn't know what my immediate plans are but things are going to change drastically I think in the next 45 days. They meet on Thursday evening, I might...Selectman Nadeau wanted to make sure that you have plenty of Prozac before you go. Chairman Coutu said I might take plenty of Prozac and go to the meetings and serve as your alternate.

Selectman Nichols asked to take a moment to thank you very much for what you gave me. I know it's my first year and I'm very happy with the assignments I have. Thank you very much. Chairman Coutu said I've never had a Selectman say thank you. Mr. Malizia stated wait until she gets to the end of the year. Chairman Coutu stated she'll say damn Coutu, I'll never thank him again after her third budget meeting. I will on the Budget Committee I'm serving as your alternate. For any reason you cannot - Budget Committee meetings are as important as any other meeting. I don't want to say they're the most important meetings because they're not necessarily the most important but they're very important to us or the information that we provide them and information that we get back from them request that they have. I'm going to try to make the first couple of meetings with you. The meeting for this month has been cancelled. I'll try to make the next one with you.

Motion by Selectman Nadeau, seconded by Selectman Nichols, to approve the Board of Selectmen Liaison Assignments for the upcoming year, carried 4-0.

Chairman Coutu said I'm going to do something a little out of the ordinary before I get into Other Business/Remarks by the Selectmen. This evening we're scheduled to go into Nonpublic for the hiring of all of the summer program people for the Recreation Department. I don't know when you all got your packets. If you all reviewed them, is there a consensus that we can do this in public rather than nonpublic unless there's going to be questions about individuals. I went through all the names and I recognized most of them as having been on the program last year. The same Director who did an outstanding job and I think there's 4 new part timers coming on Dave. Dave Yates stated yes there's about 4 or 5. Chairman Coutu saw 4 under the Councilors in Training program. None of them are related to...Dave Yates stated no.

Chairman Coutu asked do you want to go into Nonpublic and do this or can we do this in public. Selectman Maddox stated we can do this in public. Chairman Coutu asked if there was any objection. Selectman Nadeau said no that way you can read them all now and you don't have to read them next week.

Chairman Coutu recognized Dave Yates and is in relation to the summer program hirings.

Good evening. Dave Yates stated we have many pages of - it's the summer program hirings, along with the Soccer Directors for the fall, and our Softball Coordinator.

Chairman Coutu started with the Director. Dave Yates indicated the first one is Frank Girginis as the 2014 Summer Program Coordinator effective June 1<sup>st</sup> for the fee of \$5,500. It's the same fee as Frank received last year. He did a great job. He's willing to come back again this year. I would recommend that we bring Frank back. Chairman Coutu said he's a teacher in the school system. I obviously have met with a few times. I'm very, very impressed with him. Any questions about that position?

Selectman Maddox stated it will be the question I have for all of them Mr. Chairman. Was this advertised in the paper? How does this job...Mr. Yates indicated if it's returning people, I ask the returning person that did a great job to return. If they did not want it, then we would advertise. Selectman Maddox asked so we're not advertising to our citizens to see that these jobs are available. Mr. Yates said not for the summer program. Ninety-five percent of them return and then we did advertise on our website - the Hudson Rec. website - and we did have some new applicants for other jobs. We didn't advertise for the Summer Coordinator position no.

Chairman Coutu asked Dave Yates to correct me if I'm wrong. Last year for example there was a problem with one particular individual and he was told not to reapply this year. Am I correct? I don't want to get specific - something to do with Robinson. Mr. Yates stated two years ago we had an individual. It wasn't last year, it was two seasons ago. That individual did not apply.

Selectman Maddox had a follow up question. So somebody does not come back, how do you find their replacements? Dave Yates indicated its all people within the system. We had our substitute counselors move up to the full time counselor positions. Our CITs, which are counselors in training move up to the full time positions if there's openings. We did advertise for anybody - geez I think we had about 15 applicants for summer counselors where a couple of them are going to be substitutes this year. There is no full time positions open because the way the chain works and to get your foot in the door, the CITs and the Substitute Counselors move into the full time positions. We haven't hired somebody full time directly in years because the substitutes and CITs fill the positions. As Selectman Coutu said, there is a few new people on here because they applied and we're going to use them as substitutes this year.

Selectman Nadeau indicated a lot of these people have come through the system as they've come through the summer program. A lot of the CITs that we get were older kids that were in the program a year before. So they've already been in the system and they know that this job could be coming up. Usually they're already asking that they want to be there. He puts it on like he said the Town of Hudson Rec. website. Some of the CITs and the Counselors in Training might only work 10 hours a week. It just depends on the need and the demand for them.

Selectman Maddox had a follow up to Selectman Nadeau. Has any of these salaries gone up from last year? To Chairman Coutu's knowledge, no. We're in a default budget so they didn't go up. He didn't recommend any raises. I think the last time we raised them was a couple of years ago but you came in prior to - Mr. Yates believed we bumped them a quarter that year. Chairman Coutu thought it was during the budget cycle you recommended that and that's when it would be appropriate to do that in my opinion. All of these when I looked at them, they're the same rates we paid last year.

*Motion by Selectman Nadeau, seconded by Selectman Nichols, to hire Frank Girginis as the 2014 Summer Program Coordinator effective June 1, 2014 for a fee of \$5,500, carried 4-0.*

Chairman Coutu noted the next ones are Counselor I, II, and III. Dave Yates said we have a full time and we have a part time one. The full time one is Michelle Alvayero and Brandon Doyle, Counselor III. All of these people were from last season. Everybody on this page is returning.

Selectman Maddox asked this staffing is based on how many participants in the program. Dave Yates indicated we hire 16 each season. Chairman Coutu asked how many participants in the program. Mr. Yates thought last year we had probably our total enrollment was about 400. Selectman Maddox asked if that was up from the year before. Mr. Yates said it was right about even from the year before. Selectman Maddox asked if you're projecting this year to be...Mr. Yates stated we've getting a lot of phone calls. We're actually getting a lot of out of town phone calls. I think that number will be up from last year. We only had 15 last year but I think that number now with the word out will be up.

Selectman Maddox stated I know you and I have had this discussion from 3 different seats in this room. What have you done to increase that number? Dave Yates said it is now on Facebook. That's a big way of getting the word out. We do advertise on Channel 22. There will be an ad in the HLN and it is on our website. Facebook - I'm not a Facebook user but I know Chrissy tells me we have over 600 users now. The word is getting out. We do send flyers through all the schools. All the Hudson Schools -every child in the school system will get a flyer sent home. Selectman Maddox asked if somebody goes to the parent/teacher organizations. We've done a promo for cable and that type of thing that we've talked about in the past. Mr. Yates indicated we have done the promos too. Jeremy from the Rec. Committee has done the promos for us.

Selectman Maddox thought we have this discussion every year in some sort of fashion. I would hope that this year we do some sort of tracking to see what those numbers are. I know that it changes from day to day with these people. If we can see that 400 is the people that paid, I guess that's good. If there's only 200 on Fridays - I know you say on Fridays it drops dramatically. I stopped by one Friday. Are we still carrying the same amount of personnel that you would for 400? Chairman Coutu indicated no he does not. Am I correct Dave? Dave Yates said well we do and we don't. Fridays we're at a lake and our ratio and our watching the water is a lot more extensive but we do send people home as the day goes on. Typically they all come in on Friday. We'll see how our numbers are and by the afternoon we're starting to send people home early. Again, we don't want to go down to just 2 or 3 staff members when we have 100 kids on the water. Of all days, Friday is a day and they're more than happy to go home a couple of hours early if it's a quiet day.

Where Selectman Maddox was coming from Mr. Chairman and I've had this discussion several times before is this is a program that doesn't break even. I'm trying to find a way that we could at least make it break even by whether reducing costs or increasing sales. That's the way businesses do it. I would like to see us not just simply hire all these people and expect to just spend that money if there's not enough kids in the program to justify it. That's all I'm trying to do is set up the program to say week one, Monday through Friday what are your numbers? What was your staffing? I think that that would help us tremendously. You'd be able to make an intelligent decision rather than one Selectman going off on a crusade. I think it would be nice to be able to see some numbers documented rather than guesstimates. Again, I've come by and seen a lot of kids in the program and I've seen days when there's limited numbers and a lot of Counselors sitting at the picnic table. Again, I'm trying to look at if we can make this thing revenue neutral. No more no less. As long as we can do something like that Mr.



Chairman to see what our numbers are and what our staffing is, let's see where we are. Maybe it's appropriate. Maybe we can find some savings. Thank you Sir.

Motion by Selectman Nadeau, seconded by Selectman Nichols, to hire the following effective May 24, 2014 as Counselor I at \$9.75 an hour: Michelle Alvayero, Peter Busnach, Nicholas Bunker, Delaney Burns, Kaela Craven, Britton Doyle, Kevin Kauffman, Alyson Lavery, Julianne McGrail, Kelly Robinson, Kristine Rowe; Counselor II at \$10.25 an hour: Brandon Doyle; and Counselor III at \$11.00 an hour: Mathew Brownrigg, Michele Martineau, Larissa Manning, and Debra Smith.

Selectman Nichols stated you're right in having most of these Counselors because you're dealing with children. You have to watch them carefully. I can see you letting some go home on a Friday early but if you're at the water, I'm one of those people that gets nervous with kids. I really am a wreck with children. I think if you're very conscientious, you're watching how many children you have and you can let people go home and still keep enough to keep an eye on them.

Vote: Motion carried 4-0.

Chairman Coutu stated to Selectman Maddox as the liaison to the Recreation Department, I will be monitoring the summer activities and the numbers and the cost of the program visa be the income and perhaps work with the Recreation Director to come in with a recommendation for next year. I've listened to a lot of this discussion over the years. I can remember meetings where former Selectman Jasper here. It had been a goal that maybe we could look to try to make as much of this cost neutral as possible. I'll be working in that direction.

Selectman Maddox said to Mr. Chairman you'll be looking to get those reports. Again, I think we work from darkness sometimes. Here's a case where you have staff on hand. If you tell us that at the start of the day you had 361 and at the end of the day you had 322, the Counselors start at the morning and all through the week we can see. Chairman Coutu understood but I try not to micromanage. Selectman Maddox said it won't give us any data to be able to see where we are Sir. Chairman Coutu indicated we'll get data. I'll be working with the Recreation Director to provide that data and to also look at the cost and the effectiveness of that cost. At the same time being cognizant of a lot of people not being in the position to afford the program if we go up too high as well. We may want to look at assistance from the schools if we have people that are known in the school system as being indigent. Maybe we'll come up with a special fee for them. We're going to work on a plan to try to make it cost neutral and we'll see if we can work on that and I'll work with Mr. Yates relative to providing daily statistical or doing daily actuals. We have counselors there. They can keep track of numbers and provide them to the Recreation Director and we can tabulate those numbers at the end of the week. He has a secretary and then we could look at them for the summer program. Fair enough.

Dave Yates thought we will bridge the gap. When the word gets out about the out of towners, that fee we're charging them - I forget what our numbers were last year how many we needed. I think 50 and I think we're about \$15,000 short. That 50 times the \$350 that we're charging them - if we get 50, we're going to be a break even program. Again, things take time. We had 15 in last year. I've already received several phone calls already from out of towners. I think our numbers will go up. Will they hit 50 this year? I don't know but I know it's going to be higher than 15 from last year.

Chairman Coutu also noted that we offer early arrival and late dismissal for an additional cost per hour. Dave Yates indicated that's going to be revenue generated too.

Chairman Coutu noted the next ones are Counselors in Training. All four of these are new I would assume. Dave Yates indicated 3 out of the 5 are new. Anthony Oliverira and Devon Ruitter were both CITs last year. They were Substitutes last year. Chairman Coutu said going along with the questions Selectman Maddox asked, these are trainees. If they don't have many kids there on a given day - like a Friday when you know you're not going to have a lot, do you bring these trainees in on a Friday? Dave Yates indicated they're only 20 hours a week. The other people are 40. These are CITs. If it is a quiet day, we don't want to use them. Chairman Coutu's question is how do you notify them that we're not going to use them. Mr. Yates indicated Frank would give them a call and just say hey they numbers are down today and we don't need you. Chairman Coutu asked at what time...Mr. Yates indicated they don't start until 10 o'clock. Chairman Coutu stated an estimate is made and he can tell them to stay home. Mr. Yates said everybody else is there at 8:30. He'll see that first hour or so. Chairman Coutu asked how likely is the substitute going to be. Mr. Yates said if one of these people takes a day off. Probably not likely but, again, they'll do days here and there. People take time off in the summer if they're going away for a weekend or something.

Motion by Selectman Nadeau, seconded by Selectman Nichols, to hire the following effective June 1, 2014 as Counselors in Training at \$7.50 an hour: Bri Fluery, Anthony Oliveira, Devon Ruitter, and Taylor Thyne; and Substitute at \$7.50 an hour: Corey McGovern, carried 4-0.

Selectman Maddox asked if this was only through June 30<sup>th</sup>. Mr. Yates indicated when the operating budget didn't get approved we gave back Robinson Pond which wouldn't be in affect on July 1<sup>st</sup>. Chairman Coutu asked to repeat the question. Selectman Maddox was under the impression that the Robinson Pond thing was going to stop at the end of June. Is that still the case? Steve Malizia indicated you haven't approved anything yet. Selectman Nadeau was hoping not. Dave Yates indicated that was part of the department head discussion of items that we may have to give back. One of the items I gave back was the Robinson Pond, which would be effective July 1<sup>st</sup> if the Board approves it. If they do approve it, I won't have

people out there after July 1<sup>st</sup> but I would have people out there through June 30<sup>th</sup>. Steve Malizia stated you haven't approved or disapproved anything yet. Chairman Coutu asked if we should hold off on these hirings then. Mr. Yates stated they're not strictly for Robinson Pond. They are substitutes and some of them will be working at the pond also. The gentleman we had last year, they did a lot of our Robinson Pond hours has passed away. We're going to be looking at our counselors to do the Robinson Pond hours on the weekends. Depending on what the Board approves, it will either go through June 30<sup>th</sup> or will continue all summer.

Selectman Nadeau hoped this would happen. When we have light days, we let these counselors go home and then we offer them the prime hours on 10 to 3 at Robinson. Robinson is a big problem with out of towners coming in doing stuff that we don't want happening at the pond. I think having a gatekeeper at Robinson and if we can accommodate that by cutting back hours over here and getting the hours over here, this is something that I think helps our Police Department by not getting all the phone calls that all these people from Massachusetts are at the pond and I can't get a parking spot. I think that by doing this, I hope that that's how we'll use the manpower. Chairman Coutu asked if we were talking about the attendant on the weekend - how is that going to affect our budget - one person, one job checks people in and out. Mr. Malizia said we budgeted for Robinson Pond a couple of thousand bucks. If we could save during the week but right now when we articulated a plan to you for the default budget, that was one of the items that we would say hey we've got to cut something. Cutting the attendant at Robinson Pond because he's an attendant and not a lifeguard would be one way to save some money. So what you're having a conversation about is these people serve as substitute counselors and they could also serve as attendants if needed and if appropriate if he's got the money. All they basically do is card people when they come in. Are you from Hudson? Yes, go ahead. Are you not from Hudson? Don't go ahead. Chairman Coutu said they do ask to see a license. Mr. Malizia indicated that's what I said. They card them. They ID them. If they're from Hudson or guests of Hudson, they go away. If they're not, sorry this is for Hudson residents only. The gentleman that did it for the last couple of years has passed away. His plan to replace that would be to take maybe some of these folks which are already on the Substitute Counsel list and put them out there as appropriate. Chairman Coutu indicated we only use one on Saturday and one on Sunday correct? Mr. Yates said correct and holidays. Chairman Coutu stated he also picks up and cleans up the beach area. I know he was an older gentleman. He was very responsible. Depending on where we go with the budget discussion which I have asked our Executive Assistant to put on the agenda for the next meeting because we need to make some decisions. We also have the question of whether or not we want to have a special election. Time is fleeting for the end of the year. The end of the year is going to be here and we won't have made decisions. Hiring these people right now is not going to affect that. We will let you know whether or not you have the money to do it.

Motion by Selectman Nadeau, seconded by Selectman Nichols, to hire the following effective May 24, 2014 as the Substitute Counselors/Robinson Pond Attendants for the 2014 Summer Program - Counselor I at \$9.75 an hour: Jorge Alvayero, Erin Craven, Andrew Gora, Brittney Lambert, Emily LaPlante, Mikayla Powlowsky, Daeghan Stone, and Shantelle Lacasse; and Counselor III at \$11.00 per hour: Thomas Tollefson.

Selectman Maddox thought we should at least tell these people that there is a possibility that this may not happen past June 30<sup>th</sup> so if they wanted to do something else, they could do so. Again, I think it's unfair to - I assume we're going to do something but we don't know where we're going yet. Chairman Coutu was hopeful that we may resolve it at the next meeting. We may put it off. Yes you're right Selectman Maddox I think that these hires - especially the substitutes. Steve Malizia indicated these are substitutes. There's no guarantee of any hours correct? Mr. Yates said there's no guarantee. Mr. Malizia said they're there if they're available. If not, we go down to the next person on the list, correct? Mr. Yates said right. If there's Robinson Pond hours available, we can offer that too. If there's not, there's no guarantees.

Vote: Motion carried -0.

Dave Yates stated the Ladies Softball Coordinator is Cindy Holton. I don't know how many years Cindy's been doing it now. I'd say a good 10 or 12 years. The fee hasn't gone up in years. She enjoys doing it. It's a stipend of \$600 for the summer. We haven't hired a men's coordinator in years. I typically do that and I don't put in for the fee. I'll just continue to do that because it's not the most desirable position. People aren't banging down the door to be a softball coordinator. Cindy does a great job with the ladies.

When Chairman Coutu looks at the revenue line for softball, it says adult softball. Would that be men and women together the revenue that we get? Mr. Yates said yes. Chairman Coutu stated you're estimating that it was \$14,000. Obviously you collect that in April/May. Mr. Yates indicated we have sign ups this week. Chairman Coutu asked generally have we been breaking even. Mr. Yates said yes. It makes money. The ball field line item, that includes some of the maintenance items, port-a-potties for all the other parks too. It's not really a fair place for it to be but if you take what it costs for umpires, and lights, and the amount we charge, that is a moneymaker.

Motion by Selectman Nadeau, seconded by Selectman Nichols, to hire Cindy Holton as the 2014 Ladies Softball Coordinator effective April 9, 2014 for the fee of \$600, carried 4-0.

Dave Yates indicated Tennis Instructors - all 3 are returning from last year - Dominique Kaempf, Victoria LaRoche and Paul Martineau. Again we only use 2 at a time. So Paul Martineau was a substitute last year. All 3 of them did a great job. If one of the other two cannot be there, then we call him in and he fills in for one of the other two.

As Chairman Coutu understood it, the tennis program is always full to capacity and it breaks even or its revenue generated. Mr. Yates said it actually makes money. It's offered just in the mornings. These are the same exact people from last year.

Motion by Selectman Nadeau, seconded by Selectman Nichols, to hire the following effective June 1, 2014 as the 2014 Tennis Instructors at \$10.75 an hour: Dominique Kaempf, Victoria LaRoche, and Paul Martineau, Jr., carried 4-0.

Dave Yates indicated the last one is the Soccer Coordinators. Both of them are new. Lori Bowen and Sherri Lavoie did it for the past years. Lori has a lot bigger fish to fry now. She's going to give it up this year. I did put it on the website. John Brower was actually our basketball coordinator. He did a great job with basketball. He approached me and said he'd be interested in doing soccer. Frances actually volunteered during basketball season. She did a nice job. I recommend that we go with John and Frances for our Soccer Coordinators.

Motion by Selectman Nichols, seconded by Selectman Nadeau, to hire effective June 27, 2014 the following: John Brower as the Soccer Coordinator for the fee of \$1,275 and Frances Grella as the Assistant Soccer Coordinator for the fee of \$775, carried 4-0.

Chairman Coutu thanked Mr. Yates.

Selectman Nadeau asked what time does the doors open Saturday? Mr. Yates said 7:30. Chairman Coutu asked if it was comedy night this week. How's the ticket sales. Mr. Yates indicated they're actually down a little. We'll be fine. Tickets are on sale upstairs. Chairman Coutu stated comedy night this Saturday night coming.

#### 9. OTHER BUSINESS/REMARKS BY THE SELECTMEN

Selectman Nadeau - First I'll start off with comedy night. This Saturday night the doors open at 7:30. The comedians start at 9. It's a great time. Tickets are \$10. They're available at Town Hall or at the Rec. Department. Chairman Coutu interjected and noted that you bring your own food and you can bring your own beverages. Thank you. I just wanted people to know they can do that. It is a fun time. Ben there with you Ben.

The next thing is Selectman Nadeau was talking about the dog park earlier. It is April 10<sup>th</sup> which is this Thursday night at 6 p.m. and it's at the dog park. It's like a training program for people that are going to be volunteers at the dog park. It's informational to tell people when they come in the rules and regulations of the park. The training will start at 6 or they'll be gathering at 6.

The next thing is as you can see, the Highway Department has been very busy with their spring cleanups and pothole repairs and a lot of washouts after this last storm. If there is any potholes, you can call the Highway Department and tell them that there's a pothole and when they get a chance they'll go out and fix it. There's plenty of pot holes. It might not get fixed immediately but at least they'll be aware of it. If they're not aware of it, they can't fix it. Please let them know if you have any. That's all I have this evening.

Selectman Maddox - A couple of things. I met with the new Engineer who has come on board. I would hope that this Board would ask through the Town Administrator to continue what the previous one was doing with the reports that we got. Again, I think those were very helpful Mr. Chairman inasmuch that it was like a two page synopsis of all the things that had happened over the month - any issues that they saw as a concern. It just, again, gave us some enlightenment that benefitted all of us. It's much like the police and fire reports that we get. I don't know if you've started reading those Selectman Nichols but they are interesting. They fill us in on various aspects that, again, we can't know everything and the liaisons to those departments would spend their days calling all of us to update us. I would hope Mr. Chairman that since our IT Selectman has now left us, that we would get some sort of report from the IT Department in the same vain. This ticket system - how many tickets are done every month? What percentages are resolved in one day? What takes a week? Again so we can see some idea of what the issues are in the IT Department. Again, I think that we should be working from a position of knowledge Sir rather than we think, we've heard, something on paper that shows us what they've done for the last month. It makes it a lot easier Sir. I was hoping that that would be something that we could put forward. I was hoping that that would be something that we could put forward. Whether you want it by a motion or how you'd like to do it Sir - consensus.

Chairman Coutu asked did you understand what he was referring to. Selectman Nichols said I do understand that. Chairman Coutu noted when there's a problem a ticket is issued. Initially the Police Department was so overwhelmed they just didn't bother with tickets and we insisted they start doing tickets. I agree with Selectman Maddox. We can do it by consensus Selectman Maddox but you might want to make a note of it - make it an action item. Chairman Coutu indicated make it an action item that the IT Director provide us with a monthly report of activities, tickets issued, how many calls they make and if there's any problems to identify them in the report. You can then follow up on that with her directly as her liaison. If it doesn't come in in a month, we'll be calling you.

Next item Mr. Chairman and you and I talked briefly on this. Selectman Maddox would like the Board's consensus if you would to think outside the box that carries the box. I would like to be able to utilize the services of the Assessor, the two Chiefs, probably the Civil Engineer, and the Town Administrator to look at a possible project for our space needs for both Town Hall and Fire Department. I'd like to kick some things around like a subcommittee if you would Sir to be able to look at some ideas

that I have that I did share with you. Again, I'd like to have some of those people help me if the Board was agreeable. Chairman Coutu stated I would agree to it as long as we don't get into a dictatorial status and say well this is my idea, this is what I want to do, and make it work. I've given a lot of thought to what you said. I thought you were thinking outside the box but I don't know that it's feasible. I would not object to - as long as we don't tie up a lot of their time - about two meetings. Selectman Maddox said I won't tie up a lot of it. Again, I just want to see if it's even feasible. If it's something that won't go anywhere, I don't want to tie up the Board's time with it but if it's something that is doable, I would at least like to see us...

Chairman Coutu said what Selectman Maddox is referring to is that we know we're cramped for space in this building. We have a fire station that obviously either needs some work, needs to be demolished, we need a new one, or we need an entire government structure. There are a lot of ideas out there. Selectman Maddox I don't want to just throw it out there. It's something that he discussed with me and I thought he was thinking outside the box. It was a good idea. I talked to Selectman Nadeau about it. He wasn't so keen on it and he kind of convinced me that maybe it wasn't such a good idea. That's when you have those discussions. If you have a collaboration of people who are in the building who work here put all of their knowledge together as well as the Fire Chief, like Selectman Maddox said, maybe it can work. Maybe there's another alternative but we want to explore. We're close to bursting in the seams in this building. We got people fighting over space and there's so little available. Day after day I've been going through my mind despite all the other things I'm trying to go through personally. I'm trying to figure out where we could create more space in this building. I think Selectman Maddox I would agree to it. Would you agree to allow him to meet with some people that are knowledgeable about the building to try to come up with some ideas on how to solve some of the problems?

Selectman Nichols stated definitely. I know there is crowding in this building and in the Fire Department.

Selectman Nadeau indicated I would go along with it so we'd have something to put on our CIP plan.

Chairman Coutu said I'd like to have something put on our CIP plan. I agree with that. So you're all set. We have that by consensus.

Selectman Maddox's last thing is a small rant. Mr. Chairman maybe it's the seat. We managed somehow to get the voters I think with a lot of explaining of what we were doing to award the contracts. I know in past years we have heard that the Selectmen didn't sell it that's why it didn't pass. Well this year it did pass and no one said wow that was a great job by the Selectmen. Be that as it may, that's the small part of my rant. I guess I'm just a little tired of people telling me that they would like a window in their office. People here got a raise. People here are well compensated, good benefits. I'm just unable to manufacture windows. You shouldn't be coming to me if that's what you're looking for and I'll just leave it at that Mr. Chairman.

Chairman Coutu asked are you suggesting that I sent them to you. I'm going to try and resolve the problem. It's in my lap now. Thank you.

Selectman Nichols - I just want to say thank you again for my assignments. I wanted to say thank you - I had a wonderful time at the awards for the swearing in and the promotion for the ceremony at the police station. That was so, so well done. It was kind of an honor to be there and see you award the Sergeantship or whoever you put that. I was thrilled to be there that day. I loved the whole thing. Chairman Coutu commented - Sergeantship. Selectman Nichols also noted the perk of being shown the whole police station. That was really, really nice. I enjoyed my day. That was wonderful.

Selectman Coutu - I wasn't going to say anything but Selectman Maddox gets me going. Who determines who gets what in this building for space? Say it's me please and get it over with in one fell swoop. Is that your job? Steve Malizia stated you never assigned it to me. Chairman Coutu asked the Board of Selectmen decides who sits where and when because I could have a fun time with that. My staff when I was the CEDAR Director and I had 67 of them on my staff didn't know where they were sitting when they came in on Monday morning. I moved desks around all weekend. Anyway. Is there an objection because I don't want employees coming to individual selectmen making requests. I'm not going to put it any other way making requests. I think that is, again, we've had this discussion many times about what the Town Administrator should be doing. Not that he doesn't do anything but what kind of authorities does he have? He works for us but I don't want us to be in the business of assigning desks and moving people. I would think that if a person went to the Town Administrator and said there's going to be a vacancy in this office that gives me more space, he or she justifies the move and he okays it and he's not going to have the wrath of the Board of Selectmen on him because he moved somebody. He's here. He works with them. Selectman Maddox said he could. Chairman Coutu asked would you have a problem with that?

Selectman Maddox stated it depends on what it is and where it is. Again, Chairman Coutu stated so now you do want to tell them. Selectman Maddox said if you wanted to put Finance in Community Development. Chairman Coutu said no. I'm saying without a cost involved. If you're going to move Community Development to another branch of the building, there's going to be some costs there in plugs, walls may have to come down and built. No I'm talking about just a simple move. We have a situation where one person who I think should not be in the office that he's in but I don't dictate who sits where and I never complained about it because I didn't like it and I think he's justified, has an opportunity to move into a bigger office that's going to be available. I don't see the problem with it but I don't think it should be my decision or your decision. I think it should be the Town Administrator's decision to sit there and say I listened to your request. I think about it and I'll take it under advisement and I'll get back to you next week or your request makes a lot of sense, or let me go down there and take a look. I'll tell you whether or not I agree with it and make the decision. I don't think that should be out business. Yes moving a whole

department somewhere, yes. I want to know about it and I want to know what the costs are. We should all want to do that. We're controlling the purse strings. What it becomes is a conflict between the Board because I got this third hand and I'm in the middle of it and I don't want to be. I thought you were trying to push it off not because it wasn't your responsibility. My conversation with you was that you didn't want to be bothered with stuff like this. Neither do I. That's why I'm saying if it's a simple move office to office - moving a couple of desks and phones and everything stays the same...

Selectman Maddox said nothing is simple here Mr. Chairman. Chairman Coutu said so you're saying no because I know why but let's - I'm willing to air this right out. Selectman Maddox thought...Chairman Coutu stated no personalities should be involved in our decisions. Selectman Maddox said what is there works. As I understand it from the department head that oversees that area, it is being utilized. Again, I'm just surprised...Chairman Coutu noted I was told otherwise. I will ask the Town Administrator to look into it if there's space available for the Planner to move.

Selectman Nadeau said we went through all the work of renovating that office, moving certain people out of that office so he could have that office. There was a cost associated with that. Chairman Coutu said it was assigned to him. He didn't ask for that office. That office was assigned to him. Selectman Nadeau said we moved our elected officials' office and now we're renovating down here to put the elected officials. So we're spending money to renovate something down here. I think we just need to leave things alone the way they are.

Chairman Coutu said I'm done with it. This is going to come to a head. Decisions are being made on the basis of who we like and who we don't like in this building. I don't like it. I don't like. Personality should not be involved. It should be the job. It should be the position. It should be the person. It should be the office space that's available. So forget everything I said about - just tell everybody not to complain about where they are I guess. If space becomes available, leave it empty.

10. NONPUBLIC SESSION - NONE

11. ADJOURNMENT

*Motion to adjourn at 8:28 p.m. by Selectman Nadeau, seconded by Selectman Nichols, carried 4-0.*

Recorded by HCTV and transcribed by Donna Graham, Recorder.

HUDSON BOARD OF SELECTMEN

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Roger E. Coutu, Chairman

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Benjamin Nadeau, Selectman

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Richard J. Maddox, Selectman

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Nancy Brucker, Selectman

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Pat Nichols, Selectman