

HUDSON, NH BOARD OF SELECTMEN  
Minutes of the October 21, 2010 2012 Budget Hearing Meeting

1. CALL TO ORDER by Chairman Massey the meeting of October 21, 2010 at 7:02 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE led by Selectman Coutu.
3. ATTENDANCE

Board of Selectmen: Roger Coutu, Benjamin Nadeau, Richard Maddox, Shawn Jasper, and Ken Massey

Staff/Others: Town Administrator Stephen Malizia, Finance Director Kathy Carpentier, Executive Assistant Donna Graham, Assistant Town Administrator Mark Pearson, Fire Chief Shawn Murray, Deputy Chief Neal Carter, Deputy Chief Rob Buxton, Executive Secretary Torrey Demanche, Administrative Aide Helen Cheyne, Captain Gannon, Call Fire Lt. Michelle Rudolph, Captain Steve Gannon, Assistant Assessor Jim Michaud, Town Clerk/Tax Collector Patti Barry, Stuart Schneiderman, Norm Martin

4. BUDGET PRESENTATIONS

Before they begin, Chairman Massey indicated that there are some updates from Finance Director Kathy Carpentier.

Ms. Carpentier gave a package of the updated numbers based on the cuts that they made the other night. It was a positive change of \$973.00. She also rolled into the department head budget request column the insurance that she spoke of at the end of the meeting. It was an increase of \$84,479.00 based on the fact that they estimated a 10 percent increase. They had gotten anywhere from an 8.2 to a 19.5 percent increase in the insurance. Unfortunately she had to increase it. It represents \$.03. We are currently at \$5.33 on the town side, which is a 2.7 percent increase. That's it for the package in front of the Board. She does have another follow up from the Town Engineer and there's one other document in front of the Board called "vouchers" that they'll be reviewing when they get to the Town Poor. Do you have any questions on the roll up?

Selectman Coutu said the 2.7 percent. He wanted to make sure it was clear. The 2.7 percent is based on the tax rate that we want to set with the \$600,000 they just put in. It's against that new number. Ms. Carpentier said that was correct. It includes 3 warrant articles that are proposed at this point and not necessarily approved by the Board of Selectmen but she rolled it in. You have not yet reviewed them or approved them.

Ms. Carpentier said the other thing was the Town Engineer Gary Webster. He left the other night with an action item on the solid waste. He pulled the 2 contracts for the Burns Hill Road Landfill. The contract is \$18,000 and the West Road Landfill is \$16,700. He had previously budgeted \$50,000 and is recommending that the Board could decrease that line item by \$10,000.

Motion by Selectman Maddox, seconded by Selectman Nadeau, to decrease account 5555-264, water quality, from \$50,000.00 to \$40,000.00, a decrease of \$10,000.00 as recommended by the Town Engineer.

For the record, Chairman Massey did talk to the Town Engineer this morning and he did confirm that he could take the \$10,000.00 out of that account.

Vote: Motion carried 5-0.

Assessing (5410)

Chairman Massey recognized Assistant Assessor Jim Michaud.

Good evening Board members. Mr. Michaud said the Board has had an opportunity to review the department's submission. They're down approximately 6 percent in their total budget. Primarily that involves other professional services, line 252, experienced the largest decrease. In many ways that line item decrease is attributed to a lot of the court cases that they've had this year happening and getting resolved for the most part with a pretty fair resolution. In terms of needing necessary appraisal fees for other cases, they don't have a whole lot of other cases ahead of them. They do have some filings that they're at the BTLA and those would likely be heard in the fiscal year that they're deliberating right now. They don't have the volume and they don't have the scale that they had this time last year.

Going from the budget, Mr. Michaud has made some adjustments in some of the line items. Most of them decreasing some increasing. Like most departments without a lot of equipment, much of their budget is labor related. Two full-time employees, including himself, and 2 part-time employees. There is a separate document that addresses the capital reserve fund for property evaluation and he imaged that they will take that up under separate cover. Beyond that, he is open to any questions that the Board has. The Board has seen his budgets before and the level of detail that he tries to put in.

Chairman Massey asked if any Board members had any questions or comments.

Selectman Maddox said Dues, 5410-217. He understood that Mr. Michaud needed to have a number of those for comparisons and whatever. It looks like the International Association of Assessing Officials dues \$670.00. What would the International do for them? Mr. Michaud said that he currently holds two professional designations with the International Association of Assessing Officials. They are the organization that develops all the textbooks and manuals that Assessors use pretty much throughout the country. They're an appraisal organization for assessors, for government evaluation. What do they get from them? Mr. Michaud gets access to their library. He can research decisions on Wal-Mart cases for example, which he did for the upcoming Wal-Mart and Sam's Club cases that they had. That's a recent example. Their association with them enables them to have access to their magazines, have access to basically their database – their network of assessors throughout not just New Hampshire but throughout New England. It's IAAO. It's about 7,500 members and there are about 230 by last count that were outside the United States and Canada. Even with the Canadian counterparts, it's approximately 150. He currently serves on the Executive Board in a volunteer capacity with IAAO. He's had a long-standing membership. It's a personal membership that he uses for the Town's benefit through his employment here. He's been a member prior to coming to Hudson.

On that line, Selectman Nadeau said they have the Mass Chapter and a Maine Chapter. Is there a reason why we belong to those two? Mr. Michaud said the \$25 line item for the Massachusetts Chapter of IAAO, we get a discount on courses that they take through the Mass Chapter of IAAO through their membership with them. IAAO gives you membership on IAAO courses but the Massachusetts Chapter gives you an additional discount for taking courses that are offered through the Mass Chapter. It's the State closest to us just south of us. They offer more course offerings than we do in New Hampshire. He hasn't taken any courses down there himself in a while. The staff turnover that's he had, we actually haven't had many opportunities to send his staff to courses down there.

In terms of the Maine Association of Assessing Officials, Mr. Michaud said the principal benefit of that is obtaining the newsletter and having access to their network of assessors. He's a certified Maine Assessor. That line item went up from \$25 to \$30 this year. That's why he budgeted for the \$30.

Chairman Massey asked the Board if they had any other questions or comments for the Assessing Department. Are there any other areas that you want to bring to the Board's attention Jim? You have one in the back about the town-wide evaluation right? Mr. Michaud said correct. They wanted to make sure that they work on the budget first and he will follow the Chair's lead. On page 8, the Town at the end of the past fiscal year June of this year supplemented the capital reserve fund that exists for a property re-evaluation for 2012. That had been started by the voters approximately 2 years ago at a sum of \$5,000. The Board supplemented it. Mr. Michaud believed the figure was in the range of \$35,000. What you have

on page 8, and there's backup to that, is the numbers to fully fund that capital reserve fund for property tax year 2012. This budget takes us as you know from July 1, 2011 to June 30, 2012. That means that we need to secure contracts for outside contractors if that is the Board's intention. It's his recommendation to help them do the job, and they would have to do that before June 30, 2012 otherwise they don't get a re-evaluation done, in his opinion, for 2012. Many of those costs are pretty much the same, a little bit higher in terms of postage. Probably \$1,000 or two higher for the public utility evaluation consultant and probably about \$1,000 more for the commercial industrial. He also has in there IT related purchases. They would be responsible for doing the residential end of that job, which his most of the properties within the community. Communities like Nashua and other communities are using this software as it integrates with their GIS system and as it integrates with their computer assisted Mass Appraisal Software to enable them to get their re-evaluations done on a hybrid schedule such as they've done in 2007 and which he hoped to do in 2012.

Chairman Massey asked if it was his recommendation that they add \$30,000 to the capital reserve fund. Mr. Michaud said that was his desire for the Board to consider that yes.

Selectman Jasper remembered they had discussions last year and the Constitution requires every 5 years reassessment. Is 2012 our fifth year? Mr. Michaud said it was. April 1, 2007 was their last effective re-evaluation date. Selectman Jasper recalled that they had an extensive discussion last year about what happens if they go to 6 years. Most communities have not kept up. That 5 year requirement has been in the Constitution he thought pretty much forever. We certainly didn't used to do it every 5 years. They've been better about it lately. He tended to think that they could put it off a year and put \$15,000 in this year and the balance the next year.

*Motion by Selectman Jasper, seconded by Selectman Coutu, to increase line item 5410-450 by \$15,000.*

Selectman Nadeau asked what was the total cost to the re-evaluation. Mr. Michaud said they're estimating in that \$70,000 range that they have on the bottom of that page. Selectman Nadeau asked if that was a pretty accurate number. Mr. Michaud said it was an estimate. He didn't have any contracts in place. He contacted the Public Utility firm. He contacted their commercial industrial consultant that they've used in the past. He looked at what mailing costs are typically for a tax bill that we have, and he also secured the numbers from Patriot Properties for what the software purchases would be as well as the hardware. He reviewed that with Lisa Nute prior to submitting it to the Board. The Department of Revenue is enforcing the law. It's just not Constitutional law. The legislature adopted a 5-year evaluation. RSA 75:8-a. It's a 5-year evaluation requirement. What he can tell the Board is it's a requirement and they will come down. If the Town is not going to go through a 5-year evaluation, the Director of Property Appraisal Division Steve Hamilton has told him that they will likely bring the Town in front of the Board of Tax and Land Appeals to have a re-evaluation ordered. When they do that, they're not going to do that until they absolutely get told no enough times by the Town that we're not going to do it. Then we lose control. At the end of the day if that all comes to fruition, then the Board of Selectmen loses control over their re-evaluation of their community. He didn't think that was an option.

Chairman Massey asked in what respect. Mr. Michaud said in every respect. The Board of Tax and Land Appeals, and they have done this in the Town of Sandown, they go in front of the Department of Revenue to contract with a company and Department of Revenue would load all of that cost into that fiscal year. We wouldn't be signing the contract, the Department of Revenue would be. We wouldn't be in control of the re-evaluation company, the Department of Revenue would be. They don't like to do that. They don't want to do that. Is Mr. Michaud guaranteeing that they're going to do that? He's telling them what he was told by the Director of the Property Appraisal Division. He's not the one enforcing that.

Selectman Maddox said they all hear about Towns that haven't done it for 15 years. We are working towards this process. He would actually think they would go to \$10,000 in our budget and at the end of the year if they had monies available they would then maybe fund the entire \$30,000. This threat from the State. They're going to be so busy with all the other towns that are much further behind than we are. At worst case it's going to be 6; worst case 7 years away. There are towns that are in much longer periods. He thought this was something that we are working towards but trying to keep within our budget parameters, he would offer a friendly amendment to reduce this down to \$10,000 and then we would look

at this at the end of the year and if there were monies available within the Town budget, we would probably fund whatever we could. Selectman Jasper would take that as an amendment.

Motion by Selectman Maddox, seconded by Selectman Nadeau, to amend the motion to increase line item 5410-450 by \$10,000.

Selectman Maddox said what he said. He thought they were working towards trying to keep that budget number as close and see where they are.

Selectman Jasper said this perhaps not so much on the amendment, but he thought it was relevant. The question he was going to ask is Mr. Michaud mentioned Sandown and how long had it been since they had an assessment before they got...Mr. Michaud said it was a long time. It was like Hudson before we did our 2002 re-evaluation. It had been since 1991. Mr. Michaud wanted to add for the record that every town is doing it within a 5-year period. The City of Manchester has funded theirs for 2011. They just did it in 2006. Litchfield just did theirs. He can get the Board a list unless the Board just wants to just move forward with the motion that's fine. He can get them a list of what towns, if any, have not met the 5 year requirement in this second cycle of assessment review. I don't know if I can count them on one hand.

Selectman Jasper had a further question and I'm not sure who this is...Chairman Massey said it had to be on the amendment. Selectman Jasper said it was because Selectman Maddox talked about moving money from the budget to this. He wasn't sure that they could move money into a capital reserve fund. Mr. Malizia thought they could as long as it's existing obviously. Selectman Jasper would still speak against the amendment. We're talking \$5,000 relatively. A little amount here. He'd rather stay within the 5 years if they can and if they can find \$15,000 at the end of this fiscal year, then they could transfer it in there and make it happen on schedule. It's going to be that much tougher to find \$20,000 to move in there. He did think that they ought to make a good faith effort to stay within the 5 years. Selectman Jasper didn't think \$30,000 right now was the best thing to do in the budget.

Let me point this out. Mr. Michaud said there are two areas – postage and publishing a reassessment insert. That's \$13,000. There's nothing in the law that says you have to notify people of their new assessment. He's not recommending this. He was just pointing this out as a point. There's nothing saying you have to publish anything. We're on the internet. We're not going to be any less on the internet 2 years from now. There is \$13,000 in there that is administrative in nature and not value related. It is about notifying people.

Mr. Malizia asked what fiscal year are we going to spend the money if we did the revaluation. Mr. Michaud said the fiscal year that you are working in now. It would have to be contracted out of the fiscal year that you're deliberating now. Mr. Malizia asked if needed an appropriation to spend the capital reserve fund. Chairman Massey said no. The Board of Selectmen is the agent to expend. Mr. Malizia said they would still need an appropriation. Chairman Massey said not if it was in the budget. Selectman Jasper didn't believe on a capital reserve fund. Mr. Malizia said if you're spending money on something. You'd need to have some sort of appropriation to spend it. If you have the money, it would be an offsetting revenue obviously. If we're going to do it in 2012, we need to consider putting in an appropriation in here to spend it.

Chairman Massey said if this amendment/motion passes, we would be funding this account to spend in this fiscal year. This fiscal year being fiscal year 2012. We would have authority at that point to spend the money. Mr. Malizia said they have authority not to go back to the voters but where is the appropriation? Ms. Carpentier said they'd probably need a \$70,000 appropriation and a \$70,000 revenue source. Chairman Massey thought he was missing something. We don't have a separate revenue and appropriation for every line item in this budget. That's why he's having trouble understanding. If we put this into the budget then we would be...Mr. Malizia said you'd have to have revenue from capital (inaudible) when you bought a fire truck, when you buy an ambulance. Chairman Massey said there would have to be a line item in here under professional services to expend.

Selectman Jasper said he was a little tired but he wasn't sure that that's true when selectmen are agents to expend. For instance, we have a capital reserve fund for repair and maintenance of fire trucks. We have it

for...Chairman Massey said they can't do it without an explicit appropriation. Selectman Jasper said because they are the agents to expend. Otherwise there's no purpose of having the Selectmen as agents to expend. If we have to go through the budget process to get the authority to expend on all of those, the school district has one for the handicapped. He does not agree that they have to appropriate because they have the reserve fund. It's already there. What they've done is when they expend, they do the warrant articles. We don't put a line item in the budget. We do a separate warrant article from the capital reserve accounts because the voters need to authorize the expenditure. Selectman Jasper was pretty sure that they done need – if they're agents to expend, they don't need to do it because most of those that's the whole purpose. That's the only reason that he's ever in favor of the Board being agents to expend is in times when you can't really anticipate. Now this one you could anticipate. He thought they needed to check into this a little further.

Chairman Massey thought Selectman Jasper was correct. If the Board so chooses, they can hold off on doing this amendment/motion until we can at least verify that that's the case. Mr. Malizia said they could still do that. He was talking about if they had to do a separate appropriation to take money. They can check that separately. You can still do this action now.

On our capital reserve trust fund summation page, Selectman Maddox said it shows the Board as the authority to expend yet the ambulance CFR it's the voters. That's why they went through and did it there. They are the agents to expend. Mr. Malizia wanted to make sure they weren't running afoul of something that somebody says. Ms. Carpentier said the bullet proof vests they didn't. They put a revenue and they put it in the budget. If anything, they're not being consistent. Chairman Massey said that Selectman Jasper has identified it. The areas where the Board of Selectmen has been identified as the agent to expend, we have gone to great pains to indicate to the Budget Committee when those warrant articles came before them for their approval because they don't normally approve warrant articles where the voters aren't the agents to expend. You need the authority as a Board of Selectmen to do things when the need arises and you couldn't anticipate it. In this one, we could anticipate but we're not going to have \$70,000 at this point if this motion passes to do this work. Chairman Massey thought that they're still on solid ground to have the motion and not to have to raise and appropriate the money. We could go into the capital reserve fund at the point we need to do it.

Vote: Amended Motion failed 2-3. Selectman Nadeau and Selectman Maddox in favor.

Vote: Main Motion for \$15,000 to be added to the capital reserve fund for the Assessing Department, carried 4-1. Selectman Nadeau in opposition.

Before you leave Mr. Michaud, Chairman Massey said the Board should have by now received a letter or Memo that Jim sent to them outlining the differences between the State valuation and the town valuation of utility properties. He thought when you see the difference if the Town takes it upon their own initiative to do the valuations and they're holding up in Court that we have done an excellent job. I think its thanks in no small part to Jim Michaud's attention to the details for this sometimes archaic and little understood except when you get your tax bill business. Jim on behalf of the Board, again, thanks and appreciation to you and your staff. It was almost a \$1 million in revenue difference between the State's valuation form and the Town's. He thought also that we've just recently won two challenges to the Town's valuation methods by two local commercial establishments. Chairman Massey thought that, again, it was in large part because of the due diligence that the Assessing Department and in particular Mr. Michaud has brought to it that we were able to defend our numbers as opposed to the numbers that the commercial establishments brought. Again, Chairman Massey thought it was a significant difference for them. Is that correct? Mr. Michaud said it was definitely significant in terms of tax dollars. Again on behalf of the Board, Chairman Massey said thank you. It goes to everybody in the department. Mr. Michaud said he would convey that to the other folks. Thank you.

Town Clerk/Tax Collector (5030)

Chairman Massey recognized Patti Barry. Good evening Patti.

Good evening. Ms. Barry has submitted the requested zero percent increase in their operating budget. She found it a little more difficult this year maintaining that zero percent. She was faced with increases in three of her line items - Deeds and legal documents 5030-216; 5030-241 Printing; and Professional Services 5030-252. She was able to absorb the costs of the first two line items 216 and 252 within her budget. The Professional Services costs are increasing significantly due to the storage of the Town records and a new vendor for our mortgage research. That's a cost that she can't absorb on her own. She is requesting an additional \$3,800 to be included in that line item from the Board.

Chairman Massey asked the Board if they had any questions or comments on those line items. 5030-252 Professional Services is currently at \$7,700 and she's requesting that it be increased to \$11,500. It's currently at \$7,700 and she's requesting that the Board change it to \$11,500. An increase of \$3,800. Mr. Malizia said the document that's at the very beginning of her presentation did not include that amount. She's asking the Board if they would consider including that. It is not in there right now. Chairman Massey said it was a level funded budget but she's indicated that based on the change in companies and the fact that we have to do this when we do tax deeding or liens, that the difference is about \$3,800. As a result, she's requesting that we increase her operating budget by the \$3,800.

Ms. Barry said the mortgage research is now charging us \$14.00 per parcel. We used to pay \$25 an hour. There are numerous omissions from the research information that we used to get and obviously for lien purposes, she can't have that. The \$25 an hour was unheard of. This \$14.00 per parcel is charge back to all of the residents. So it is money that we do recoup.

Maybe for everybody so they understand what we're talking about, Chairman Massey asked Ms. Barry if she could give one example of what happened when we went back and we tried to do a tax deed and we couldn't because the information we had an incorrect listing of who the owners were. Ms. Barry said right. She's required by law to notify any person of interest – a homeowner or anyone who has any kind of attachment on the property. Our prior mortgage research only researched mortgage companies. They didn't research IRS liens or any kind of attachments. That is all information that has to be notified of a sale. If they're not, we cannot deed a property. We'd lose that and have to start all over again with the whole 3 year requirement. Chairman Massey said we actually have some of those cases right now correct? Ms. Barry said yes they do.

Selectman Jasper was curious about the storage facility that we have these in. Is this climate controlled? Ms. Barry believed so. She has not been there yet. She believed it was controlled. This was just an increase in the number of boxes. We used to be paying \$400 a month and now she's averaging anywhere from \$485 to \$525.

Since you've never taken the tour, Selectman Maddox asked if there was stuff in there that we no longer need to store. Can we scan? Community Development has stored just about all of their records and he knows there's a requirement to keep some paper copies. When Community Development went through and did the scanning, they found duplicates and triplicates of the same stuff. Is there a way to maybe look at that avenue to say is everything in there still needed to be saved, stored at climate control can it be scanned? Ms. Barry said she was paying for the storage for the whole Town. So it's going to require the entire department to go in and take the time to sort through everything. She knows that her department does have some boxes over there that can be destroyed at this point. It's just trying to find the time to get over there. It's a huge undertaking. It is something that she's looking at doing some time in this fiscal year. It will require all the other department heads to go over and research. There are also certain documents that even if you scan them in, you're legally required to have a paper copy.

Ms. Carpentier said that her department, Finance, have sent somebody over there. Two people have spent all day – a Saturday morning, purging some boxes and they're burning them. It is a labor intensive task but they hope to keep more on top of it which they haven't to hopefully decrease her expenses.

Again, Selectman Maddox said even if Wayne brought back several boxes and departments had to go through and justify keeping some of this stuff. He thought it has just become lost storage. Its much like the cable utility office he asked the Assistant Town Administrator if they've scanned all the blueprints. He had

just forgotten about them. There's a chance to maybe free up some space in there also. There is a need to take a look at what those things are. Are there duplicates? It may take a year to go through them all, but let's see if there's a way to save some money and find out what's over there. Is there an inventory of what's there?

Selectman Jasper said that was a lot of boxes. At the Secretary of State's request, they recently changed a lot of requirements on what needed to be kept by Town Clerk/ Tax Collector's things for original records for voter registration. He was wondering if there's a potential here. We've had very good luck using interns at a very reasonable rate to do this. If you identify what records you need to keep and at least have the interns determine what needs on the surface to be kept and bring boxes back that look like they can be discarded. Perhaps have the ones we don't shredded or disposed of however. Maybe there's a potential to do that. This is a lot of town staff time at a much higher rate that he'd like to see them spending to go through 522 boxes. He can't imagine how much time that would take. This could be something we could do over the course of a couple of summers.

Ms. Carpentier said the best thing to do is go there because they do charge you to take it off the shelf and to put it back on the shelf. Its best if you go there and do it yourself versus having it be brought here. It was time well spent and she thought they personally have 6 pallets that need to be burned that have expired. Kevin Burns takes them somewhere and burns them. Selectman Jasper said obviously they're paying for those that they know they can burn so they should get rid of those ASAP. Once we've identified that they don't need to be there, we're still paying for them. That's in Ms. Carpentier's to do list. Her staff just did that.

Chairman Massey asked the Board's consensus on this request. Ms. Barry said there was another option. She didn't know if they consider seeing she is the keeper of the records, possibly having the department share in the cost of the storage. Chairman Massey said that wouldn't change the fact that the Town would have to raise and appropriate.

In light of the fact that we have no choice, Selectman Coutu said we're going to have to store those records. We're going to have to do due diligence and accept the responsibility and what comes with it.

*Motion by Selectman Coutu that the Board increase line item 5030-252 from the \$7,700 request to an increase of \$3,800.00 thus rendering the total appropriation to be \$11,500.00.*

Chairman Massey asked if there was a second. Seeing none, the motion dies.

Selectman Jasper said they have a little bit of time here before we have to wrap up the budget. This is something where they need to have somebody go over there and find out those pallets that need to be destroyed. Are those in this count? If they're in the count of 522 and we can reduce that by whatever number, then he thought they can get a more accurate number. Obviously we have until July 1<sup>st</sup> to physically remove them from there but we need to reconcile the numbers here and find out. He'd assume the 522 is what's physically there. It sounds like there's a substantial number that don't physically need to be there. Again, we have all winter to reduce that down to a number that maybe all we really need is the \$1,200 for the mortgage research. Selectman Jasper would like to see them put this off until they get a better handle on what they really have to have over there.

Selectman Nadeau asked of the 6 pallets do you know how many boxes that is roughly. No. Ms. Barry said not. She can find out. Selectman Nadeau thought that was a lot of space. Selectman Coutu asked if they were charged on the basis of the number of pallets they have here or is it a flat fee regardless? Ms. Carpentier said it was different boxes, pallets, big boxes, little boxes. She thought there were some filing cabinets that aren't from her tenure here. Selectman Coutu said you go in to buy storage – he knows it's inside a building, but you buy a certain amount of space and you pay for it whether you have 1 box or \$25,000 boxes in there. They don't care if you don't put anything in it. You're going to pay for the space. His question is are we paying on the basis of the amount of material we have in there as opposed to the amount of space we rent. Mr. Malizia said material. It's a big, big warehouse. We don't have a storage unit. It's just how much you have. How many pieces you have as far as he knew. Right? Ms. Barry said

right. It's per box. Ms. Carpentier said they itemize it on the bill. It will say big boxes, little boxes, some pallets which must be shrink wrapped, and she thought there were some filing cabinets. With the scanning project, that's what's happening. Some of the things are going over there. So not only have they scanned documents, we're now storing them.

Selectman Maddox said those warehouses if its like some of the ones that he's seen for record storage, they have 35 foot ceilings and they have a machine that goes in and just picks out. You're paying per box. It's not like you're renting a storage space at Larry's storage buildings. You're paying by that box. If we have 6 pallets to be destroyed, those ought to be gone tomorrow. Even if there's only 10 boxes on a pallet, that's 60 boxes out of this 522. He thought they were beating this dead horse.

Just to wrap it up, Chairman Massey thought they're going to have somebody take a look at what's over there and determine whether or not they in fact can cut down the amount of boxes that they have. Ms. Carpentier asked before wrap up night. Chairman Massey said yes before wrap up night. Right now, Chairman Massey suggested to the Board that they do it on the Board's meeting on November 9. It's a regular Selectmen's meeting. It says carry over items from budget presentations if needed. Chairman Massey said Tuesday the 9<sup>th</sup> is when they'd do the wrap up of the budget that they would be forwarding to the Budget Committee. Does that give them enough time? If they finalize the budget on Tuesday, November 9<sup>th</sup>, to meet the 18<sup>th</sup> for the Budget Committee do you have enough time to do it? Ms. Barry asked if this was just for her pallets. Chairman Massey said they were talking about knowing the answers to the questions that they were just raising by Tuesday, November 9<sup>th</sup>, so that they could either decide to put more money in or to leave it as is.

Along with that, Selectman Jasper thought maybe it was something that everybody who has stuff over there ought to take a ride over and somebody take a look at them and decide whether they need to keep records that go back to whatever. If we can say yes we can get rid of a third of this, maybe they don't need to increase this budget. That really doesn't have to be done until the 9<sup>th</sup>. Chairman Massey said it has to be done to know whether they're going to have to actually – he thought they should still know and make an informed decision on what they know that night as to whether to change this number or not.

Selectman Jasper was just saying the more time they can give people to look at it, the more potential there is to save money if they can wait until the 9<sup>th</sup>. If it can get done efficiently by next Thursday, fine. Chairman Massey said it wasn't next Thursday. It's the 9<sup>th</sup> of November. That's what Selectman Jasper was saying. Are they talking the 9<sup>th</sup>? Chairman Massey said the 9<sup>th</sup> which is wrap up night. Hopefully everybody who has stuff over there can get an idea. They would then have until July. Obviously it would save money every day they don't have it there. Along that Mr. Chairman, Selectman Jasper didn't know how burning the papers how well that works or when that has to happen. A lot of times you burn paper and the paper goes up and is all over the place. He knows he has a lot of brush and stuff and that may prevent that. Given that we're talking saving money, it may be something where we could have the stuff shredded on site and not have to move it and worry about its security. There are mobile shredding units that you just take the boxes out and shred them on site.

Selectman Maddox was going in another direction. 5030-238 Postage. In the last 3 years it's been \$24,000, \$25,000, and \$23,000. You budgeted \$30,000 this year and \$30,000 next year. Again, he's just trying to say is that some of that money that may be needed for your mortgage in that \$30,000 that seems to be hefty based on past history.

Ms. Barry said the 2010 actuals do not include the 300 civil forfeitures that she mailed out. They went out in early July so they didn't hit last year's budget and they were included in that amount. So that's another \$2,000. She didn't reduce the postage because she was allowing for an increase in the number of delinquent taxes and the notices that are required to go with that. If she tries to reduce that amount, she may be in trouble of going over with postage. Again Mr. Chairman, Selectman Maddox thought to find the \$1,400 in this department was doable within this budget. Thank you.



Chairman Massey said there was two items to the request. One was for paying for additional storage and the other one was for the increase in the cost to do deed research. Any further discussion on that item. Seeing none. Any other questions or comments?

Selectman Maddox said obviously she timed it right. It's Thursday night so Ms. Barry got to be here. More and more people are telling him that – and he didn't know how many are taking advantage – but they appreciate the fact that they can come down on Thursday nights. Thank you.

Seeing no further questions or comments, Chairman Massey thought Selectman Maddox was right. He believed that Thursday night has proven to be a real asset to the Town. Thank you and all the clerks who make that. Ms. Barry said they are getting busier every week. It's a great thing.

Fire Department (5710 to 5770)

Chairman Massey recognized Chief Murray and his staff. Good evening Chief.

Good evening Chairman and members of the Board. Chief Murray introduced the staff and said each of the staff has different areas of responsibility. If they need a detailed description of some of their projects, he'd ask to be able to defer to them. With him is Torrey Demanche the Executive Assistant. He also has with him this evening Deputy Chief Rob Buxton who is responsible for the Support Services Division. Deputy Chief Neal Carter who is responsible for the Operations Division. Helen Cheyne our Administrative Aide. We also have Captain Gannon and Mickey Rudolph. Mickey being the EMS coordinator and Captain Gannon Captain of the group and also in charge of their EMS medical equipment. Later on Chief Murray will be asking the Board to consider a Warrant Article for defibrillators. We'd like to take a real quick short period of time and show the Board the potential defibrillators they may be asking for.

With that Mr. Chairman, Chief Murray has submitted their Fiscal Year 2012 budget to them. Their budget submittal this year did meet the zero increase on the budget in their operational budget lines, which met the parameter established by the Board. In fact, their actual in budget submission is minus 1 percent in the operational lines. The personnel and benefit lines have a 1 percent increase due to contractual obligations. Our request this year is a maintenance budget. It will, however, allow them to continue to provide emergency and support services for the Town of Hudson with the highest degree of excellence, proficiency and compassion. They accomplished that goal through fire and emergency medical response and through continue proficiency in technical training of our personnel. Our greatest assets in the Fire Department are our professional staff of qualified individuals and in equipment and fire apparatus that they use to perform their duties. Chief Murray said their goal for this next fiscal year is to continue too maintain and improve those critical assets, manpower, and equipment.

[Chief Murray] Each year has its own set of challenges. This past year the challenges were in the form of a continued weak economy and economic struggles, and their attempt to maintain their critical fire department facilities and apparatus. Despite any one of those challenges, again, they're prepared and stand ready to face those challenges of protecting life and property.

The Hudson Fire Department like a lot of other fire agencies and organization are starting to see a shift in the types of calls they are responding to. Again, this year they've seen an increase in EMS calls for service and a slight decline in fire calls. This year they're not focusing on new adventures or projects but focusing on strengthening and maintaining our manpower and equipment.

Chief Murray has conducted a comprehensive review and evaluation of the budget requests for this coming year. There is one area of concern that he wants to bring to the Board's attention. Over the past few years, the Board has chosen to take some of the funds for earned time buy outs from within our department budgets. Specifically that typically comes from the full time budget lines. In last year's budget, a total of \$89,701.48 was taken from those salary lines. Some of it was put back through the earned time fund. However when the funds are not replaced, they cause the indicated salary lines to be over spent. It then requires them to seek further funding from some of their other budget lines.

This year Chief Murray said he has one project outside of the budget for consideration. This project is a repaving and repairs of the parking and fire apparatus apron at the Robinson Road Fire Station. They compiled a list of costs through estimates provided by Kevin Burns at the Highway Department. That estimated cost is \$51,000 due to a need to replace culvert piping and drainage that's going to run along in front of the property. We have those broken down if you're interested in seeing them later.

They have two Warrant Articles, which Chief Murray said they typically will discuss at the end. One is to replace the three fire department defibrillators for our ambulances at a projected cost of \$88,000, and then a request to establish an equipment capital reserve account for the future replacement of self contained breathing apparatus. That request is for \$20,000. With that Mr. Chairman, Chief Murray said they were ready to go.

Chairman Massey asked if any member of the Board had questions, clarification, or clearer information.

Relative to the last two on the proposed Warrant Articles, Selectman Coutu knows they're not going to discuss those at length up front. Have you made any attempts to research any grant monies that might be available for both of those items? Chief Murray said as to the self contained breathing apparatus, there is assistance to firefighter grants out there. Our current SCBA is 5 years old and not knowing what's going to occur in 5 years whether they're going to be available or not, they can't predict that grant program will be there.

Under your revenue page, Selectman Maddox said the Chief didn't have anything in there for false alarms. Is that just an oversight or we're just not charging? You have blasting permits, oil and kerosene permits. Mr. Malizia said in Fiscal 2012 there is a budget in the revenue budget for fire alarm fines and fees of \$1,200. The reason why Selectman Maddox asked was he asked the Chief for a breakdown of the calls yesterday and he went to two box calls to the same place and he had heard on the radio that they had been there the week before. They spent full contingent of apparatus and manpower to a place for the same probably bad smoke detector. Are we having more of those problems where they're expending monies and equipment on calls that they should be getting through free or whatever the policy is and starting to see some financial pain to not getting these issues resolved.

Chief Murray said absolutely. We continue to have charges for false alarms. It's when they trigger is it the second false alarm or third false alarm that the fines and fees start to kick in. They develop almost an automatic report that will kick in when they reach that bench mark and they're sent a bill for the false alarm. Selectman Maddox said he didn't have anything in his budget and Steve its only \$1,200. I can't imagine. It should be substantial at some point if you're rolling the trucks twice in one day to the same place. Chief Murray said that was an oversight as far as revenue.

Chairman Massey asked if there were any additional comments or questions. Selectman Nadeau had a follow up. He knows the police is like \$25 for the first offense, \$50 for the second offense, and \$100 for the third. Do you know what yours is? Chief Murray said no. It's in the Town Code and it does spell it out.

Selectman Jasper thought a lot of the frequent flyers if you will have corrected the problems with their systems and they're more apt to take it more seriously because it was getting expensive. Chief Murray can think of maybe 2 or 3 alarms in the last 2 weeks. They've been at Burns Hill apartments. Today again. Not in defense of them, but they replaced a smoke detector and they may not have done a good job. He gets a second false alarm. Selectman Maddox said they've been there 4 times in two weeks. Chief Murray said it will trigger the fine process. Selectman Jasper said it used to be like Abbott Farms was one where it was once or twice a week. Chief Murray said Continental was another one. Selectman Jasper said that those have been substantially reduced.

Chairman Massey asked if there was anything further on the operating budgets before they go to the requested Warrant Article.

Selectman Maddox said they were blazing through the entire budget. 5715-206 electricity in the facilities, page 39. Chief Murray said that was based on FY2010. Selectman Maddox was still waiting for those magical savings to kick in.

You have to remember Selectman Maddox, Selectman Jasper said there's no reduction until a number of years. We're budgeting the same. The savings don't kick in until it's been paid for. We're paying for the electricity at the same rate so there are no savings. It was like a 3 or 4 year period. Chief Murray said they were still paying for the fixtures and everything else that they've put in. Mr. Malizia said Central Station was 2 1/2 years. Burns Hill was 3.something years. For example, this building is almost 4 years before it's paid off. Community Center is over 4 years before it's paid off. What the Board did was those costs to install is part of your bill. You're saving some money on electricity but you're paying those costs or half the costs it cost to do it. For example when you see Town Hall, you won't see any reduction. We still have another year to go.

All Selectman Coutu was going to say is that electric rates have gone up besides. So whatever they save, they're going to find a way to get it back by raising the rates every year. They were approved this year and that's why the costs keep increasing. Chairman Massey said one of the questions that came up the other night was whether or not they should look for a different supplier for the electricity as opposed to PSNH, which is both the supplier and the distributor. In some cases if you chose a different supplier, you can see substantial savings in your overall electric bill. Chief Murray's only concern or question, which he didn't know how that would work, he understood a different supplier picking it up and then just run it through PSNH, but if they get involved with poles and wires and distribution and stuff, then that will be a challenge for us. Chairman Massey said they don't. They simply transfer their supply wherever it is to PSNH and PSNH is responsible for the distribution, which includes all the poles, wires, and everything. Fire department facilities where at least two of the buildings are running 24/7, Chief Murray said would certainly be something to look at to try to keep those costs down.

If Mr. Malizia could digress back to the fines real quick to answer Selectman Maddox's question. What it states in the Code is that for each police, fire, ambulance response in excess of two false alarms is \$50 and in excess of 4 its \$100 in a 12 month period. They're basically the same for fire, police and ambulance.

Selectman Jasper thought it was terrible for the liaison to be asking but he's been up to his eyeballs and didn't get to review everything. On page 41 is the detail 224 building maintenance. This is substantially down from 2 years before but you have a couple of things in there that catch his eye as to whether those things could be put off. You have the carpet replacement in Admin. and Central Station and the floor repair station to replace the floor drain. Could you give more detail about those projects?

The station floor repair drain, Chief Murray said they've actually put that off for 2 or 3 years. It's the main drain in the bays for the apparatus and draining them off. The concrete around the entire drain has chipped and worn away is actually cracking enough where it could become a trip hazard. That particular issue they really put off for at least 2 or 3 years trying to avoid not having to do it. Carpet replacement in the Admin. building upstairs. They have a lot of foot traffic for permits. That's starting to wear. Deputy Buxton if you want to talk about Central Station.

Deputy Buxton said 2 areas they are specifically targeting. One was the Administration Building (inaudible) in different spots and then the front living quarters at Central Station has not been replaced for a significant amount of time. That has foot traffic 24/7 of the duty crew back and forth and is in dire need of repair inclusive of the library which the chairs have worn threw the carpeting. They're down to sub floor in several different areas. We've pushed it off seeing we're heading with Central Station Committee. Those were just maintenance things they need to address. Selectman Jasper thanked Deputy Buxton.

Selectman Maddox said he'd go there. The Training Captain. It's a position that again he thought the Town is nice to have but he thought it was just nice to have. Hopefully you've been prepared for this question so you have the...Chief Murray said he was. Mr. Chairman and members of the Board, this has been coming up for 3 or 4 years. The Training Captains position is a critical position to this organization. If you allow him he's going to hand out justifications to the Board.

Mr. Chairman given that they go over this every year and it's not just a question its sort of a mission that this had, Selectman Jasper asked if it would be appropriate to have a motion and to see if there was a second before they spend any more time on this. They're all familiar with this issue.

*Motion by Selectman Maddox, seconded by Selectman Coutu, to reduce the line item 5710-101 by \$113,668.*

Again, Selectman Maddox has said it and instead of keep saying it, it's a luxury. It's a nice thing to have. He thought they have personnel within the department that could satisfy the needs of the justification here within the structure of the Fire Department. He thought this was an expense that they cannot afford at this point.

Selectman Jasper said that they have been over this. He was hoping they wouldn't get a second for the purpose of discussion because they've had so much discussion over the years. He disagreed strongly with this motion. Having been a member of the Hudson Fire Department for 20 years, he knows the importance of the training and he fully knows the inconsistency of the training program that they had when they did not have a full time training captain. Not to have the proper training puts members of the department at great personal risk and it puts the citizens of the Town at risk as well. Certainly unless there was somebody who is telling him that the person that they had or the position was not functioning as intended, then to say that this is a nice thing to have is just a statement that is inaccurate on all levels. Having a training officer full time on with probably the 10<sup>th</sup> largest department in the State given our size as a community just doesn't hold water. The Captain has been functioning as the officer at Robinson Road. Selectman Jasper believed that having that station manned albeit 40 hours a week is still a great benefit to the taxpayers. It's good to have an officer available when it's necessary. This is just something he consistently felt was the wrong thing to do.

Selectman Coutu wanted to make two points primarily on the basis that Selectman Jasper stated that he had wished that no one would second the motion so they didn't have to enter into the discussion. He thought it was a very healthy discussion to enter into it for two reasons Mr. Chairman and his fellow members. One Selectman alluded to the fact that he wished to remove the line item and his justification was that he felt that we had in house staff that could continue the training. At no time did he nor did his second to the motion indicate that they wanted to do away with training. They recognize the value of training and they recognize that it's an important factor in that they did the operation of a well rounded and safely run fire department.

Number two, Selectman Coutu said that Selectman Jasper alluded to the fact that prior history indicated that without a training officer training was shoddy at best. Selectman Jasper said "inconsistent". Selectman Coutu apologized. He knew he didn't use that word. Inconsistent at best. Most recently it has been brought to his attention and he's had this discussion with the Fire Chief that his understanding of how this is being done, and the Chief is here to defend the position, is that the training program is written by the training captain and is then passed down to three lieutenants who conduct the training. What he has been able to, and again he's discussed this with the Chief, ascertained is that the captains at that point take the training program and it is not being taught the same way by the 4 Captains. You have 4 different groups of people being trained 4 different ways despite the fact that a training program has been written. He thought that was of serious concern to him. Selectman Coutu has let that be known to the Chief and he was going to look into it and address that. In there interim, he thought it was very important that he participate in the discussion and he hears the justification for this position if in fact they can find an alternative way to conduct the training in house without the expense of \$113,668. Thank you Sir.

Just as a matter of record, Chief Murray corrected the fact that they in fact did have a discussion and Selectman Coutu brought up to him that someone made some anonymous unsubstantiated claim that the training was inconsistent. Selectman Coutu said, "Here we go." Chief Murray wanted to be clear for the record. They did discuss Selectman Coutu's concerns about the training officer but the claims that were made were unsubstantiated and some of that told you the training was inconsistent. He thought that was important because the problem that they run into is people think that the training officer is supposed to be

in a classroom 8 hours a day for his 40 hours a week. That's far from true. He is a training coordinator. He does conduct and participate and teach training classes but he has far more responsibilities. This is going to take Chief Murray a while but he wanted to bring the Board through the whole gamut if they're going to discuss it. Once again, this is one of the most critical positions in this fire department as far as the safety and certification of firefighters, EMTs, and all that goes. One other side comment he wrote on his notes is that the Town is getting a triple value out of this individual. Not only is he a training officer, he's also a certified firefighter and he's a certified EMT. As a matter of fact, the calls that you were looking at the other day when they had back to back calls, 4 of them within an hour that Captain was the driver of the ambulance from Robinson Road that had to go to Spear Road for a rollover with entrapment. He took that vehicle by himself to the rest so the rest of the crew could be called from another call. Just keep in mind that we're getting a triple value.

Chief Murray said this goes way back to 1996. In 1996 they had a study done by MRI which did a comprehensive study of the fire department. At that time, the training division was headed by one of the 4 shift captains on duty. This is the inherent problem in trying to have the Captains be in charge of training and run their shifts, especially when you have the amount of calls and everything else they have to manage in their day. The Captain of training was responsible for all the required duties of the Captain and then training. MRI reported that the Town has a legal and moral obligation to provide the best training possible to ensure the emergency response personnel can offer the best service possible to the customer. That's true. There are legal and statutory laws which say you have to have training officers in place. As a matter of fact, they're required to submit that to the New Hampshire Fire Academy. So the report says a full time position is needed to complete the task of the training division. A specific training program is needed to be created. A specific training program needed to be created for the Call force. Short drills should be utilized to conduct training of on duty crews. Management training needed to be conducted for all supervisors, and training needed to be thoroughly documented.

Chief Murray said in 2004 the Fire Department Reorganization. At that time, they removed the Assistant Chief's position. They created the Deputy Fire Chief of Support Services and created the Deputy Fire Chief of Operations. They deleted the title of "Fire Marshal" and they created the Captain of Training and Safety. There are no new positions created only title changes. It resulted in an estimated cost savings of \$17,081.00 to the Town. The Board of Selectmen adopted this plan on 2/10/04. The original position for training officer was filled by Captain Jack Brewer on 11/6/04. Captain Brewer retired and Captain Kevin Grebinar was hired for this position on 3/04/07.

[Chief Murray] A short list of his job:

- Responsible for the administration of the Training/Safety Division
- Establishes and maintains all employee training files
- Establish and maintain a list of qualified instructors that the department uses to provide various training (Specialty)
- Development of Annual and Monthly Training Schedule
- Conducts Monthly Formal Training
- Assist EMS Coordinator with coordination and monitoring of EMS training
- Chairman of the Hudson Fire Department Safety Committee
- Responsible for recruitment and entrance testing of new personnel
- Operates as the Department Safety Officer
- Works with Administration on preparing annual budget

That's only a brief list of his duties that were approved.

He's accomplished the following since he's been in the Training Division:

- Administered Lieutenant Assessment Center Process
- Administered the hiring process for four full-time positions
- Developed long and short term goals for the Training Division
- Research secondary education options for members of the Hudson Fire Department
- Administered State of New Hampshire Boat training and licensing

- Covered Group Captains while they were out on other Department business
- Began informal mentoring program of Call Department members at Station 1
- Relocated Training Division to Station 1
- Developed and conducted hydraulic and pump drills for Probationary Firefighters
- Development and Training props at station 1
- Develop partnerships with local businesses to support the Fire Department training program
- Development and implementation of fire fighter orientation program
- Developed Skill Proficiency Training Schedule
- Continue to develop monthly training packages for Full-time and Call Department training
- Conducts Call Department training two nights per month
- Worked with Deputy Chief of Support Services on developing goals and objectives of the Training Division
- Developed secondary education program with NH Technical College in Laconia to make available the Fire Science program in Hudson.
- Developed Full-Time Probationary Manual
- Developed Call-Department Probationary Manual
- Conducts Quarterly Proficiency Training
- Conducts Driver Operator Training
- Developed Training Bulletin process for new equipment

Chief Murray said many of the Board members are familiar with the National Fire Protection Association Standards. Those are the standards that fire departments use as guidelines and operate by. They also hold themselves as a legal standard when they have to go to court and risk management. There's one standard 1710 Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations. This one refers to an incident safety officer. Captain Grebinar is Training Officer. He's also detailed as a Department Incident Safety Officer. An Incident Safety Officer shall be deployed to all incidents that escalate beyond a full alarm assignment of when there is significant risk to fire fighters. The Incident Safety Officer shall ensure that the safety and health system is established as required.

➤ 6.3 Training Systems

- The Fire Department shall have a Training program and policy that ensures that personnel are trained and competency is maintained to execute all responsibilities consistent with the department's organization and deployment as addressed in Chapter 4 and 5.

NFPA 1500. This is the Fire Department Occupational Safety and Health Program.

- 4.5 Occupational Safety and Health Committee
  - 4.5.1 An occupational safety and health committee shall be established and shall serve in an advisory capacity to the fire chief
  - 4.5.1.1 The committee shall include the following members:
    - The designated fire department health and safety officer
    - Representatives of fire department management
    - Individual members or representatives of member organizations
  - 4.7.2 The Health and Safety officer, which is Captain Grebinar shall be involved in the development, implementation and management of the written risk management plan.
  - 4.8.1 The Health and Safety officer shall develop, review, and revise rules, regulations and standard operating procedures pertaining to the fire department occupational safety and health program.

Chief Murray said they are not an OSHA state, however he guarantees them if anyone ever gets hurt or killed in the line of duty here in Hudson, OSHA and other federal agencies will be in here. So we have the same responsibility to maintain these programs.

Insurance Services Office (ISO) Training Requirements. The Insurance Services Office rates Fire Department for Insurance purposes. The rating of the Fire Department is developed by examining three areas:

- Communications
- Fire Department
- Water Supply

The rating system looks to make sure the following formula is being fulfilled at a minimum. There is yearly skills proficiency training that has to be held:

- Company Level Drills 24 hours per year
- Multiple Company Drills 12 hours per year
- Night Drills 6 hours per year
- Officer Development 12 hours per year
- Driver Operator Refresher 12 hours per year
- Haz-Mat 3 hours per year
- Monthly training 20 hours per year
- New Employee Training
  - Recruit Training 240 hours
  - Driver Operator 40 hours

Chief Murray said there are lists of other standards which impact the yearly skills training:

- Monthly EMS Training Requirements. They need a minimum of 48 hours over a two-year period to remain licensed and certified as an emergency medical technician.
- National Registry Refresher Training Program
- CPR Training
- 29 CFR 1910.120 Hazardous Materials Training
- 29 CFR 1910.134 Respiratory Protection
- 29 CFR 1910.146 Confined Space

2010 Training Division Accomplishments. Captain Grebinar did the following:

- Hiring / New Employees
  - ❖ New Firefighter Hiring Process
  - ❖ New Dispatcher Hiring Process
  - ❖ New Call Firefighter Hiring Process
- Meetings Attended / Completed
  - ❖ Safety Committee
  - ❖ Officer Meetings
  - ❖ Apparatus Replacement
  - ❖ Area Training Meetings
- Health and Wellness Program
  - ❖ Developed H1N1 Training Program
  - ❖ During the Swine Flu epidemic last year, Captain Grebinar developed a department Healthy Employee Program with Life is Good.
  - ❖ Secured HPD Fitness Facility for Department Employees
- Outside Training Procurement
  - ❖ DHART Air Ambulance
  - ❖ National Grid Propane School
  - ❖ National Fire Academy MayDay Training Certification Course
- Personnel Career Development

- ❖ Career Lieutenant Testing and Examination
- ❖ Call Lieutenant Testing and Examination
- ❖ Student Intern Program
- ❖ Completed Vehicle Check Rides on apparatus as required
- ❖ Training Program for Department Personnel Remediation
  
- Community Service
  - ❖ Completed CPR Training for local business's
  - ❖ Assisted HPD K9 Unit with Training Activities
  - ❖ Assisted with National Incident Management System Training for Town Personnel
  - ❖ Assisted PMA with their Piano Move for their play that they have. Someone always gets to do that.
  
- Policy / Procedure Development and Updates
  - ❖ Created Personal Protective Equipment Inspection Policy and Forms
  - ❖ Reflective Safety Apparel
  - ❖ Driver Training
  - ❖ Call Department Firefighter Ride Along
  
- Training Programs
  - ❖ Continual Updates to Quarterly Training Program
    - 220 Hours of Monthly Training
    - 160 Hours of Proficiency Training
  - ❖ Continual Updates to Training Bulletin Program
  - ❖ Continual Call Department Monthly Training
    - 96 Hours of Monthly Training
    - 40 Hours of Proficiency Training
  - ❖ Continual Development of Probationary Training Programs
  - ❖ Continual Development of Department Driver Training Program
  - ❖ Continual Development of Department Task Book
  - ❖ Continual Development of Department Officer Training and Certification
  - ❖ Continual Development of Dispatcher Task Book
  - ❖ Developed Near Miss Training Program
  - ❖ Developed Training Program for New Ambulance
  - ❖ Current Research and Development
    - Everyday Training Day
    - HFD Internal Training Blog
    - Blue Card Command Training
    - Hose load Modifications
    - Confined Space Entry
  
- Communication / Portable Radio Equipment
  - ❖ Developed Battery Maintenance Program
  - ❖ Completed Mobile and Portable Radio Upgraded
  - ❖ Completed Installation of New Ambulance Radio Equipment
  
- Suppression Coverage
  - ❖ Covered Captains for Training Drills, Thermal Imager and ICS training
  - ❖ Covered Captain Vacancies when Captains are out on earned time or sick leave
  
- Information Requested
  - ❖ Processed Educational Requests from Department Personnel and also through the NH Fire Academy
  - ❖ Maintained Department Training Log Program and Statistics
  - ❖ Completed Monthly Reports as Required
  - ❖ Completed Information Gathering as Required by Senior Officers



- ❖ Completed AAR's for Proficiency Trainings
- ❖ Maintained Department Training Files, including certification and certificates of all personnel

Attached to your package also, Chief Murray included a job description and an example of all the duties that he performs. There are listed 20 examples of duties and he's just gone through most of them. On page 3 of 4 of Captain Grebinar's job description meets minimal qualifications. He is a State of New Hampshire staff instructor Incident Safety Certification, work in personnel administration, fire prevention, Company Officer I & II, Level III, Haz-Mat Operations and Decontamination Level. He's a certified EMT driver. That's a synopsis of what Captain Grebinar does in his job position.

Chairman Massey asked if there were other questions or comments from the Board.

Selectman Jasper said the Board heard quite a bit of information here. He didn't think that any one Captain could or should be asked to do this. If this Board is serious about this, and he hoped that there were not 3 votes that were serious about this. This isn't something that should be done during a budget process. This is something that should be done where the Board is devoting a night to doing this. This is a very serious thing that you're talking about. This isn't eliminating a truck or eliminating a firefighter or a patrol officer. Not that that's not important but to him this is a very key element of what makes a fire department a safe operation. It shouldn't be taken lightly. They should explore all the ramifications of what were to happen. If the Board wants to do this, Selectman Jasper suggested that they have a night where they have the 4 Captains in here, the Training Officer, the Chief and the 2 Deputies and ask some serious and in depth questions about what the ramifications are for taking this action. This is not the time to do this. The reason Selectman Jasper said to Selectman Coutu he had hoped he wouldn't second this he agreed it's a valuable conversation but its one they have every year. It doesn't lead to anything different. If they're serious about it, and certainly he didn't think they should be, this isn't the way to do this in his opinion.

Selectman Maddox said Selectman Jasper has a unique way of moving that target. You're the very person who says that if you want to remove things from various departments you need to do it during the budget discussions. So that's what they're trying to do. You're the very person who said we shouldn't be talking about X now you talk about it during the budget discussions. That's what we are doing. A lot of these things could be farmed out and assigned to other people. Again if they have to make tough choices and this is what we're doing at this point, Selectman Maddox thought this was one of those positions where you could assign many of those tasks to other people and still accomplish the same result. A training officer doesn't train most of these programs, he just implements them and someone else does it. Half of this reporting is just that. It is reporting. It's documentation. The NFPA that were quoted here doesn't say anything about we have to have a training officer. He just trying to make a point here Mr. Chairman that there is a considerable amount of money in that line item and he thought that this is the position that if they have to take something out and they need to start taking a good look at our budget, this is where he was starting and he has been all along. Thank you.

To that question Chief, Chairman Massey said he's indicated that there are 220 hours of month training and it doesn't say whether it's monthly but the 160 hours of proficiency training is that during the month as well? Chief Murray said yes. Chairman Massey said that's 380 hours of training. If 10 people attend an hours worth of training is that 10 hours of training or 1 hour of training? Chief Murray said it was a total training between the...Chairman Massey repeated the question. If 10 people attend the training session is that 10 hours of training or 1 hour of training? He's just trying to understand what this 220 hours is. Chief Murray said it's cumulative of how many people attend the training. If 10 people attend, that's 10 hours of training. Of these total 220 hours of monthly training and proficiency training, Chairman Massey asked how many of those hours are actually conducted by the training Captain?

Chief Murray said it can vary month to month. One of the important things you have to understand is the entire training program is not a matter of whether Captain Grebinar is in front of the group. The Captains and Lieutenants have responsibilities to train as captains of their group with their firefighters. Part of their job description is they're certified State fire instructors too. Captain Grebinar will teach a lot of the broader technical courses but the fire officers on the shift have a responsibility to work with their groups to build

group proficiency, be able to work together as a group so they end up doing some of that teaching also. Chairman Massey said the training officer in fact does conduct training sessions. Chief Murray said he absolutely does. He does fire and EMS training. Chairman Massey said it was not solely an administrative function. Chief Murray indicated that was absolutely correct. He is teaching in front of the fire fighters.

Just to say that Selectman Maddox, Selectman Jasper believed he has never said when it came to eliminating personnel that they should do that in the budget. You said “things” and he agreed. When it comes to “things” the budget is the proper place. You’re talking a whole training program and you sat here and said, “Well I believe this can be farmed out and various people can take these responsibilities on.” This is not something that they should be doing as a matter of opinion. That is your opinion that it can be done. If we’re going to do this, then you need to sit the people down who you think it can be farmed out and ask them if they can do it. We need to find out can this be done and not because you think it can be done, it can be done. That doesn’t make it so. We need to identify who’s going to be responsible if we’re going to make this decision to do this.

For many years when Selectman Nadeau was on the Budget Committee before he became a Selectman, this was one of those ones that he didn’t think they need it. Over the years now he’s seen how valuable this particular one has become. He might not do all the training but he does the record keeping. We all know Lieutenant Rudolph does a lot of the EMS part of it. If we shifted all the EMS over to her, it would probably burden her. If we shifted different ones over to the different Captain, it would probably burden them in doing all the paperwork. We have to remember when the Captains next door or the Captains at Burns Hill and the bell rings, they all leave. They all go out on the call and come back. A lot of the stuff gets broken up into different parts. Selectman Nadeau has seen that this position has worked out very well. The price tag always excites everybody but you go to a fire scene and you see how well things are run now compared to 3 or 4 years ago, there’s a big difference. He can’t support the motion of cutting the Training Captain. Like he said, over the years he’s seen a great difference in how things have been run. It has to do with everybody working together as a team. He can’t support this motion.

Thank you Mr. Chairman. In Chief Murray’s justification report, Selectman Coutu said at the very beginning it starts with in 1996. It goes on to say that Captain of training which is responsible for all required duties of the position of captain on top of the responsibilities of training coordinator. What is the difference today? He is not responsible for the duties of a Captain on top of his training? Chief Murray said not as training coordinator. He may be assigned training for his shift – a 1 hour proficiency session on pump operations or raising ladders but he’s not responsible for coordinating the training for the whole department or the call force, EMS, or EMT training and all of that. Years ago Selectman Coutu they’d take one of the Captains and they would ask them if they could take on the training responsibilities. Before they initiated the training officer position too, there was hundreds of hours less of required training. As you know the fire service has evolved over the years. They’ve taken on EMS training. They’ve taken on hazardous material training, technical rescue training. So as the years have gone by and the fire service has morphed into an all hazards type of response agencies, the training requirements have become 2, 3, 4 fold of what they were even just 10 years ago. Selectman Coutu said that didn’t answer his question so he’ll move on to the next one. Chief Murray asked Selectman Coutu to clarify and he’ll try to answer it. Selectman Coutu said he asked for a simple question.

In your justification, Chief Murray you said that it says here that in 1996 – Selectman Coutu repeated it – “The Captain of training was responsible for all required duties of the position of captain on top of the responsibilities of training coordinator.” Does the training captain act in the duties as a captain and have the responsibilities of a fire captain on top of being the training coordinator. It’s a simple yes or no. Chief Murray said it wasn’t simple. Are you talking about Captain Grebinar? Chairman Massey directed Selectman Coutu to the bullet. It says that the report highlighted that the current training program was ineffective and non productive. If you’re going to look at why the training captain position ultimately got created, it was in large part due to those concerns. Selectman Coutu said that bullet didn’t change anything. It still goes on to say, “The report highlighted that the current training program was ineffective and nonproductive. At that time, the training division was headed by one of the four shift captains. (Selectman Coutu understood he is a shift captain.) The captain of training was responsible for all required duties of the position of captain on top of the responsibility of training coordinator. He didn’t see any difference

today than what it was in 1996. This is to justify why we have a training officer. As Selectman Coutu understood it, he was out ride in the ambulance the other day. He's still the Captain on duty at that fire station as he understood the position.

Deputy Buxton said what happened in the report in 1996 is they split the position into two. The Suppression Captain operates as shift commanding position within the Hudson Fire Department who is responsible for the day to day operations of the suppression force under Deputy Chief Carter throughout the Town. That's inclusive of Central Station, Robinson Road, and Burns Hill. The Training Captain is responsible for the development and delivery and the assistance of that Suppression Captain on a day to day basis. He is not responsible for checking scheduling. He is not responsible for filling overtime. He is not responsible for some of the other duties that the Suppression Captains handle on a day to day basis. His primary function is administrative and delivery on the training side of the house and the safety officer role within the organization underneath support services. They are two distinctly separate jobs. The MRI report in 1996 highlighted the fact that they needed to separate those jobs away from the Suppression Captain based on the fact that it was inconsistent. He's one of two employees on the staff of the Hudson Fire Department have lived two lives with the Town of Hudson.

Deputy Buxton can tell the Board being a member of the original training committee within the Hudson Fire Department in the early 90s that what we have today versus how we were handling it back the is much different. You basically had a committee of people that would sit around, pick up topics, and try to create training and try to deliver it over the department. There was no consistency. The message got lost amongst the groups. Maybe it wasn't completed and it really wasn't very efficient. Today we have the ability to develop the training, get it out to the 4 days, and have it delivered in a consistent manner. That is not something that they had pre-filling of this job in 2004. It was delivered by the Suppression Captain.

Selectman Coutu asked where the Training Captain housed. Deputy Buxton said at Station 1, Robinson Road. Selectman Coutu asked who was the supervising officer at Robinson Road. Deputy Buxton said the members on the group on the operational side of the house report to the officer at Central Station. The Training Captain fills in as the company officer during emergency calls. If he is needed for a structural fire or to fill in on the operational side of the house, he does do dual duty. He delivers his training piece, which is his primary function and provides support to the operational side of the house as staffing requirements are necessary. Is it inaccurate to say that the Captain – Selectman Coutu is trying to avoid names and his name has been bandied about – this is not a personal thing, this is a position we're talking about. So what you're saying is that the Training Captain is not responsible for all the required duties of the position of Captain on top of the training. Deputy Buxton said they were two separate jobs now within the Hudson Fire Department. That is correct. It would appear to Selectman Coutu that based on what you just said that he is the Captain of record at that station and is the supervisor when there's a call for a fire. Deputy Buxton said he is the supervisor but the position of Captain in the suppression force of the Hudson Fire Department is responsible for the day to day operations of all 3 stations. He is responsible for one unit. They are responsible for the daily schedule, prevention activities, maintenance, and all those other things and scheduled on the day to day functions of the operational side of the house. They are two distinctly different jobs within the Fire Department.

Selectman Coutu said that Robinson Road doesn't have scheduling requirements. They know what they are. Its 4 days a week, the same people, and the same shift. You don't need anybody to do a schedule there. If there's a fire...Deputy Buxton said he performs as a supervisor. In Selectman Coutu's opinion – he's going to end this discussion and move on – there is no change. Based on this justification, it hasn't changed since 1996. The position still calls for him to be a Captain when its time for him to be a Captain at a fire scene and he's in charge in training. He's going to move on. That's they way he reads it.

Selectman Coutu asked how many hours a week does a Training Captain spend on training versus actual fire work. Deputy Buxton said it would depend upon the call volume. Selectman Coutu asked on average how many hours a week does he spend on training. Chief Murray said 40. Selectman Coutu said he works 40 hours a week on training. Chief Murray said yes. Selectman Coutu asked pushing a pencil or training. Chief Murray said training, planning, scheduling, coordinating, records work, and all those types of duties.

The last couple of weeks – Selectman Coutu said some professors he knows don't make \$113,000 a year but I'll move on to the next question.

Chairman Massey said that's an out of order comment. Selectman Coutu said he was going to end his discussion. Thank you Mr. Chairman. Every time he tries to say something, he's silenced. He's sick of it. Chairman Massey said the salary of a Fire Captain is irrelevant to what the salary of a profession is. They are two different professions and they have different requirements. He thought Selectman Coutu could continue his conversation. Selectman Coutu said he was finished.

For the record, Selectman Jasper wanted to point out that the annual wage is \$77,000. He does not make \$113,000. The cost to the community is \$113,000. He didn't want it left with the impression that that's what they were paying as a salary. That is not the salary. In this particular instance, Chairman Massey said the individual is not taking flex payments. So the actual salary is what he's being paid. Is that correct Chief? Mr. Malizia said that was correct. Chairman Massey indicated that the total compensation includes the fringe benefits that the Town provides. Chief just a clarification. When there's a call out and the Robinson Road Station responds, does the Captain of Training always participate in that call. Chief Murray said no unless it's a reported structure fire, serious motor vehicle accident because he's not always there. If he is there and there's a structure fire, he jumps as the third man on the engine. If necessary, he will jump on the ambulance as a third man if it's something in their district like a cardiac arrest or something that he can help out with. Chairman Massey said he doesn't always jump on the truck or the ambulance.

Chairman Massey asked if there was any other discussion from the Board.

Selectman Maddox tried not to keep it to a person. He's looking at a position. He thought the Fire Department for the lack of a better term is top heavy. He thought this was the position that could be absorbed by several other members of the department. He hasn't changed his opinion after reading the justification. But let's take a vote and see where they are. They have other business to perform tonight.

Vote: Motion failed 2-3. Selectman Maddox and Selectman Coutu in favor.

Chairman Massey asked if Chief Murray wanted to address the two Warrant Articles.

Mr. Chairman and members of the Board, Chief Murray said the request is for a Warrant Article for the replacement of the Fire Department's 3 defibrillator units on their ambulances. He presented the following information in support of their request. Their current defibrillator units are 8 years old. Those units are used every day for cardiac monitoring, cardiac pacing, and cardiac arrest defibrillation during medical emergencies. They really don't have a specific end of service life. A lot of times their replacement is dependent upon evolving technology and upgrades in diagnostic capabilities. These units are often exposed to various weather and emergency scene conditions. Some of the most recent evolutions and upgrades in the units is a technology called "biphasic technology" which has to do with the way the life saving electrical current is delivered to the patient. There's also faster and more accurate 12 lead heart rhythm interpretation and diagnosis. The ability is critical in being able to diagnose that a patient is having a heart attack. There was a quote in the EMS Arena which states, "Time is muscle". This statement refers to heart muscle. Earlier this year we were able to diagnose a patient having a heart attack. This is only one example. We see this multiple times a year. The ambulance crew was directed to bypass St. Joseph Hospital and transport the patient directly to CMC in Manchester so the patient's heart blockage could be operated on immediately. They were able to do that because of the technology in the defibrillators which indicated that the patient was having a heart attack and was showing damage to his heart. This was done all within a couple of hours versus an extended time trying to diagnose the heart attack.

Chief Murray said the technology continues to evolve. They now contain carbon monoxide meters, oxygen, and pulse oximeters, blood pressure, and a number of other advances which gives a full picture of what's going on with the patient and actually how the treatment is helping the patient in the long run. The new units they are proposing will be able to transmit the EKG (electric cardiogram) directly to the emergency room via an internal modem within the unit. Currently they have to use individual cell phones

attached to the defib. unit for transmission of that EKG. That results in a 50 percent failure rate of that electrocardiogram reaching the hospital for their diagnosis. The use of an internal modem, as we all know with computers and everything these days, would bring that success rate up to as high as 95 percent. The request is to raise and appropriate the sum of \$88,000 through a Warrant Article. The actual estimated cost would be \$87,058.72. This equates to a tax rate impact of \$.03 per thousand dollars of an average home value of \$305, 300, which if you total it all up it results in a cost of approximately \$9 per taxpayer.

Chief Murray asked to bring up Captain Gannon and Mickey Rudolph and give them a quick overview of their defib. units they would be looking to purchase. Without objection, Chairman Massey introduced Captain Gannon and Lieutenant Rudolph. Good evening.

Captain Gannon said he came before the Board in 2001 to bring forward not new technology but something that was new to all of them. That was the ability to take pre-hospital or out of the hospital 12 lead electrocardiograms. The reason for that is that you can mostly diagnose the ability of a myocardial infarction or a heart attack in the ambulance. The Board was very accommodating. He brought a demo model in like he had now. They went forward with it and they purchased in July of 2002. Chief Murray was very correct. On his duty crew alone, he's one of four Captains. We have had 4 saves this year where they've been able to diagnose a myocardial infarction in the patient's house, in the patient's driveway, or wherever they found this patient transmit the EKG to the hospital. On several occasions, the cathlab were waiting for them in the emergency room and they went up to the cathlab and were immediately, immediately operated on. There were 2 occasions where they were diverted. One was his patient and they diverted to CMC with excellent results in patient care.

One of their own firefighters recently suffered a cardiac emergency. He has spoken to him before this meeting to talk about this. He came into the fire station and gave himself a 12 lead. He was transported by our ambulance to the hospital and then up to CMC for a procedure. He's proud to say that the system has worked extremely well for them. Lives have been saved, ability to work with patients has improved dramatically, and including our own people which is very nice as well. We were one of the first fire departments to have non paramedics taking and transmitting 12 lead EKGs to the hospital.

They were asked by Chief Murray last fall to look at upgrading the Lifepak 12 to the new model the Lifepak 15. They had then not gone forward with that because they were in a default budget the year before. When they looked at their numbers and recognized that the trade in value of their current equipment was dropping so rapidly, they decided to move forward this year with it while they can still get some value for their money for their equipment. In short not trying to trade in a 10 year old vehicle with 100,000 miles on it and wondering where the trade went. They were able to secure a 2010 price for those even though they would be purchasing in 2011, which was a very pleasant gift to him. He was quite surprised.

Captain Gannon said the machine offers many upgrades that are not available in the existing Lifepak 12. The 12 cannot for example function as far as registering carbon monoxide poisoning. It has a failure rate as far as transmitting 12 leads based on the fact that we use cell phones. If they lose their phone signal, they have to redial, reconnect and it takes a significant amount of time. They've been very fortunate that some of the patients that they've really, really needed to get the 12 leads to go through they did. However, when he tried to transmit on his run up to CMC, it failed. They lost signal going through Bedford. That happens. This works more like a text message so it submits it into memory, sends it to a text message, and 90 seconds it's at the hospital. Because of the lifenet receiving stations at the hospitals, they can then send that straight to the cardiologist. So if you're the cardiologist in your office, your smart phone, your IPODs and Droids will show the 12 lead Hudson Fire bringing in a 57 year old male, here's the 12 lead. It's all time is money. In the 90s and in the 80s they were talking about doing drug therapy. Now they're doing the cathlab. We're trying to cut that time down even more.

Captain Gannon indicated that this is an upgraded model of what they have. It is military grade, and he does mean that. They are selling those now to the Pentagon. All branches of the U.S. military are using them in Iraq in the field right now. Impact resistant. Some of the problems that they've had engineering wise with the Lifepak 12s have been engineered out of this. For example we have spent over the last 9

years thousands on replacing cables that get damaged. They've engineered systems in place to prevent the cables from being damaged. They're more sturdier the way they connect. The battery life is by far better. They're newer technology batteries. They're lighter. It is actually shock tested. He was told that he could actually drop it off the table on television tonight to demonstrate it. He won't but it is actually impact resistant and shock resistant. The problem that they've had in the past was with them dropping. Remember we pick them up and we go flying through the door. They run into stuff. They bang into stuff. They do tip over and have fallen off stretches and it's nice that they don't break. The physio control people who maintain these units do a fantastic job. Our tech guy actually lives in Londonderry. If he makes a phone call to him, he's here in a half hour. Captain Gannon would be more than happy to entertain any questions you have.

Ms. Carpentier said that defibrillators are at the gyms and at the library. When she first heard that they were buying 3 for \$88,000 she was envisioning those. Could you explain to me and the public the difference between the two. Captain Gannon said that was actually a real concern of his. When they did this last time, they were putting the line operating budget so was just part of the budget. They explained to the boards and they understood what they were talking about. You are correct. It is very difficult for the lay public to understand. (inaudible) have been making it big because they've been teaching it a lot in CPR and in public access stuff. They go to the Lions Club and Kiwanis and they teach the classes.

Captain Gannon said what Ms. Carpentier was talking about is what's called AEDs or public access AEDs which are Automatic External Defibrillators. They are a very bare bones device that are utilized to put on a patient who is unconscious. It looks for a lethal cardiac rhythm which can be treated with electricity. That's all it does. It's designed for true public access. They're at airports, gyms, Pheasant Lane Mall, and golf courses. You put it on, you turn it on and if it says shock you clear the patient and make sure no one is touching it, and you push the button when it flashes. That's all it does. We have one in each of our fire engines. The police have a great of their police cars equipped with them as well because you want to get there quickly.

[Captain Gannon] This is a manual defibrillator. A part of what this does is work as a defibrillator. This is also an integrating cardiac monitor where they can monitor your heart rate. So Captain Gannon can put the electrodes on you, it will give him your heart rate, it will give him an electronic picture of what your heart is looking at in all 12 leads. It has a computer on board that will look at your heart rhythm and it will say heart block, inferior myocardial infarction, and inferior myocardial infarction. This particular unit does nothing that the 12 were never able to do and it looks at men and women differently. Women's markers for cardiac emergencies are different than men. So many millimeters of change on the ECG in a man may not be anything but on a woman it is and it looks at it differently. When they enter in the patient's age and gender, it's going to look at it differently. A cardiac monitor 12 lead EKG machine like you see them wheeled around on the carts in the hospital. (inaudible) blood pressure device. It monitors your oxygen saturation and carbon monoxide level. (Inaudible – Captain Gannon not speaking into the microphone). They took a wild guess that there was a possibility that there was carbon monoxide. They found carbon monoxide in the building but they had no way to register that in blood. So if they put a patient on there and it recognizes (inaudible) carbon monoxide, this will go into alarm. Their resolution is they bring an engine to the scene, they ventilate, and check the carbon monoxide and they find the problem.

[Captain Gannon] Again, they have blood pressures and all kinds of things that are kind of hard to explain to a layman. He hoped he answered Ms. Carpentier's question. Ms. Carpentier said he satisfied it. Captain Gannon said the ones on the airplanes are very small. The next generation of automatic defibrillators for public access are video taped size, which his funny because they're getting rid of video tapes. They are very small. You can get them through prescriptions to have them at your house for family members who might have a problem. They're currently working on something he new at the Zach Tompkins ball field for pediatric care. When you start getting into pediatric care, you're going into a higher cost level. This is of course fully integrated with pediatric as well. This is designed for the trade rescuer that's doing more than just defibrillating as opposed to pulling one off the shelf because someone drops at the Lions Hall.

Chairman Massey was going to make the motion so that it would be easier for the people when they vote on it. Would it be more accurate to say that this is an onboard ambulance monitor/defibrillator? Selectman

Jasper said that was not where he was going with his motion at all. If he gets a second, then he'll explain why he's doing this.

Motion by Selectman Jasper, seconded by Selectman Nadeau, to increase line item 5750-403 fire ambulance small equipment, from zero to \$88,000.

Selectman Jasper said they've replaced 3 dump trucks in this budget in the line item. We replace trucks, cars, everything. This is not new equipment. The Budget Committee's desire is to have new equipment over \$50,000 in a Warranty Article. This is not new equipment. This is a replacement. If they are serious and they believe that its time to upgrade their defibrillators, then it should be in the budget. If they think well this would be nice to have but they really don't need it, then he could see doing a Warrant Article. Consistency for replacement of equipment belongs in the budget.

Selectman Nadeau agreed with Selectman Jasper on this. They are replacing the other units. This one does do a little bit more. We're starting to see a lot more carbon monoxide poisoning now with everybody having generators in the winter. If you were to tell him that 5 years ago that's why they were upgrading that, he would have said no. This year alone during the ice storm and the other floods that they've had, there was a lot more carbon monoxide poisonings. It's one of those silent ones that you don't hear a lot of. He thought they should definitely be in the budget because he did think it was a replacement piece of equipment. Just because it's being upgraded to new technology, Selectman Nadeau didn't think they needed to put it in as a warrant article.

Captain Gannon just a clarification. Chairman Massey said the current systems were purchased in 2001. Captain Gannon said they went before the Board in 2001 and they purchased them at the end of July beginning of August of 2002. One of the major differences in the new units Chairman Massey said is that because they're using texting technology as opposed to phone technology, its still going over the same wire you could potentially still lose the signal but because its in such quick bursts...Captain Gannon said if you lose it on the phone, it has to redial, reconnect, and it's a 2 to 5 minute gap. What this does is automatically reconnect and remembers where it was. So its not even less than 90 seconds.

Selectman Maddox was in a quandary. He didn't disagree with Selectman Jasper but he thought they were pushing the budget up every time they do this with all these wonderful things they have to have. They could be pushing ourselves into a default budget and then they couldn't buy those things. He didn't think the voters are going to turn down a device that is going to save lives. Maybe even theirs. He's kind of in a quandary. If they put that in the budget, they may seal that fate if the voters go to a default budget. He thought this should stand on its own and let people realize the potential for life saving and not putting it in that peril. Thank you Sir.

Selectman Coutu was in the same quandary. Sometimes it's incumbent upon the Board to make those decisions. He wholeheartedly supports making it part of their budget. He thought that people need to come realize that these discussions are held publicly. They have an opportunity again to vet this one more time through the budget deliberation process. They also have the opportunity if necessary to discuss it again at Town Meeting. Selectman Coutu thought that for the most part those people who are interested enough that are going to show up to the polls pay attention and are interested in their deliberations in light of the fact that they are on public access television and available 24 hours a day 7 days a week on the computer. He wholeheartedly endorses the Board putting this in the budget. He thought it was a decision they have to make and he was not reluctant at this time based on Captain Gannon's presentation and the fact that we know that the equipment that we have is depreciating in value significantly, we need to take action. He thought it was an action they need to take as a Board. He will be supporting the motion.

Vote: Motion carried 5-0.

Chairman Massey thanked Captain Gannon and Lieutenant Rudolph. Captain Gannon said to contact him if they have any questions.

Chairman Massey said that there was an item in the Chief's operating budget that they're going to have to go back to and that's the paving at Robinson Road. While we're on the Warrant Articles, let's just continue.

Chairman Massey declared a 5 minute recess at 9:08 p.m. The Board was back in session at 9:16 p.m.

Chairman Massey told the Chief that they were now going to be taking up the capital reserve request for the self contained breathing apparatus.

Thank you Mr. Chairman and members of the Board. Chief Murray said this Warrant Article request is the result of a discussion they had with the Board at their workshop in June. The request is for a capital reserve fund. They initially introduced this back in 2007/2008. The Warrant Article would establish a capital reserve account for the purpose of having funding available to replace their self contained breathing apparatus which will reach its end of service life in 2015. Self contained breathing apparatus is one of their highest cost replacement items for the Fire Department. In 2005, the department replaced the entire breathing apparatus comprised of over 40 sets of breathing apparatus. The cost of the project back then was \$185,000. They anticipate a 10 year replacement cycle for this equipment. However it could happen sooner depending on the equipments use and exposure to fire hazmat and other conditions over the next 5 years.

In your backup, Chief Murray brought forward RSA 35 which talks about what authorizes the establishment of capital reserves funds. They also added the Selectmen as the agents to expend due to the purpose of the reserve fund, which is a replacement of fire equipment which may become damaged beyond repair during the fiscal year. The fiscal year 2012 request is to appropriate the sum of \$20,000 to establish the account and then request funding each year after to meet the future estimated costs. The total cost estimated by the time they get to 2015 could be up as high as \$250,000 for the replacements. Just one clarification Chief on page 30, Chairman Massey sees the extension of 36 units for the \$205,000 but he didn't understand how the 30 spare bottles extend to just \$22,000. Is there 10 bottles in a set? Is that what it is? So you're actually having 3 sets of 10 bottles each. Chief Murray said they have 36 actual units. They're looking for 30 spare sets. That wasn't Chairman Massey's question. He sees the 36 but 30 times 7,500 is not 22,000. It looks like you're looking at 10 bottles per set. Mr. Malizia said it's either \$7.50 a bottle or your math is wrong. Chairman Massey asked if it was \$7.50 a bottle. That makes more sense. There's an extra zero in that request. So its \$750 not \$7,500. The net result is still the same. An estimated cost of replacing all 36 units at \$250,000.

After we put \$88,000 in the budget while Selectman Jasper supports this very much and actually think it ought to be expanded to probably include other things, he didn't think this was the year to do it. Now they'll have the \$88,000 in the budget. It will make it easier to deal with next year. He couldn't see asking for that this year. He won't be supporting it. If Chairman Massey understood it correctly if the budget passes we'd have \$88,000 in that line item. If they were to put \$88,000 into it the following year but the only difference is...Selectman Jasper understood it was a Warrant Article but he's looking at the overall tax rate. Chairman Massey said given what they're talking about and given that this is a 10 year cycle that creates the capital reserve fund but only fund it with \$1,000. Next year you'd be able to take that \$88,000 or some portion of it and put it into the capital reserve fund. If you don't create the capital reserve fund, you won't be able to carry over from year to year. Selectman Jasper thought that makes some sense. Chairman Massey said \$1,000 would create the capital reserve fund. That Selectman Jasper supposed he could support because it is there and then the money is there so that makes sense.

If they use a round number, \$1,000, to start this capital reserve fund, Selectman Nadeau asked at the end of the year if they had money left over from the fuel account, could they put that into this account. Mr. Malizia said yes as long as you've established it.

Selectman Jasper asked if they could ask them to come back. He wanted to make sure that it was broad enough to include CBAs. Chairman Massey said right now it says for the placement of firefighter protective clothing and self contained breathing apparatus. Selectman Jasper said he'd like to see it cover



the defibrillators as well. Perhaps other small equipment as well. On things that they know they're going to have to replace every few years, they don't have these spikes in the budget and can plan a little better.

Chairman Massey asked the Chief that between now and Saturday. Could you put a list of things that you would want to include in that? Selectman Jasper is right. If we're going to do this, let's have enough of the recurring items that are big ticket items that could be covered under the same capital reserve fund. Chief Murray asked it that would be \$1,000, right? Chairman Massey said right. They changed the amount to \$1,000. Mr. Malizia said they'd have to do something to forward it to the ballot. He didn't think they've done that yet. Chairman Massey said the Warrant Article would say to forward to the warrant the capital reserve to create the fund and establish the \$1,000. He didn't think it would be necessary for Chief Murray to come on Saturday. If they could just have the list of items and then they can make that motion that day.

Another follow up to that. Selectman Nadeau said say the firefighters grant comes up, the Safer Grant, or one of those come up for them to buy protective equipment. We could take the money out of this capital reserve fund at any time to make our 20 percent match, correct? Chairman Massey said correct because they're going to make the Board of Selectmen the agents to expend. Just an additional note to that, Chief Murray said by putting those items in the capital reserve fund when you're applying for the federal grant, you're not supplanting. In other words, it's not in your operating budgets in your capital reserve. They don't consider that supplanting. If he went out and got a grant, that would work out real well.

Selectman Maddox had a clarification because it gets fuzzy after a while. He thought they replaced them in 2005 and then they re-replaced them in 2006. There was a change. Chief Murray said they changed models. They had the one model that wasn't working out for them so they switched to another model. Selectman Maddox asked if that was in 2006 that they switched them out. Chief Murray said in 2005. It was all within the same year. Selectman Maddox was just looking to see if they could get another year out of them. Chief Murray said they may too. Depending on where they are at that 10 year mark and what they've seen for service.

Chairman Massey asked Chief Murray to go back to the Robinson Road paving request. Thank you Mr. Chairman. Chief Murray said this was the only item they have on the outside of his budget. It's a costly item. It's for the driveway parking area, apparatus ramp up at Robinson Road Fire Station. The driveway needs to be redone as well as the parking areas. However, Kevin Burns went out there with Deputy Buxton to see if he could come up with a cost. Obviously you know how Kevin is looking at the drainage which would have to be upgraded. They brought this forth to the Board for their deliberation.

Chairman Massey asked if the Board had any questions or comments from the Board. Chairman Massey thought it was something that they ought to at least take another look at. He agreed right now that they should table it. Selectman Jasper wasn't sure he wanted to look at it even this year. He knows it does need to be done but he didn't think it was in any danger at this point. The side driveway in the back is probably in the worst shape. The apron in the front isn't all that bad. The reason why Chairman Massey would like to hold it open is maintenance delayed is capital expenditures in the future. He wanted to have a conversation with Kevin Burns to see what would happen if they did delay it for another year. When it comes to buildings Selectman Jasper agreed with him. When it comes to pavement you're going to rip out, the pavement may get worse. The only cost is going to be whatever additional costs are of pipe and material. The asphalt could all break up and that wouldn't change the overall scope of the project because you're going to replace the pipe that's underneath there. Certainly they can look at it.

Chairman Massey asked if there were any further questions or comments for the Fire Department relative to the budget in general.

Selectman Coutu asked if their Fire Department at Old Home Days this year. Chief Murray said yes. Selectman Coutu said he missed them. They were there? Chief Murray said the entire weekend. Matter of fact, they had the Hudson Fire Prevention trailer; he had the State of New Hampshire fire sprinkler trailer, and he had the State of New Hampshire fire safety house. Chairman Massey said they were there. Selectman Nadeau said the State was there. Selectman Coutu said he didn't see any of their firefighters there. Litchfield was there. The reason why he's questioning it is he was questioning why they're

spending \$594 for media kits and other kits for Old Home Days. He didn't remember seeing anybody from their Fire Department at all. Chief Murray said he was there from Friday night until Sunday night. Selectman Maddox said they were there. Again, you were overwhelmed by the equipment from the Litchfield Fire Department. Everything they had was there. That's fine. All we had was the trailer with people sitting there handing out the Freddie stuff. He saw them there and the State sprinkler trailer was there. Selectman Coutu said that was fine. He even saw Thumbs Down on why our department wasn't represented at Old Homes Day. He didn't see them. Chief Murray said they gave out over 400 pieces of fire prevention education – stickers and crayons.

Chairman Massey thanked Chief Murray and thanks to all of your team. Chief Murray thanked the Chairman and members of the Board. Good evening.

Hydrant Rental (5960)

Chairman Massey recognized the Town Administrator.

Mr. Malizia said this was a pretty short item. When they bought Consumers New Hampshire back in 1998, Consumers was charging the town for hydrant rentals. The cost of having a hydrant system to keep the hydrant system charged, all the attendant hydrants and piping. That charge was somewhere in the \$600,000 plus range. As you recall when they did the water utility to keep things even between the utility and the taxpayer, we had a payment in lieu of taxes going from the utility to the taxpayer and they had a hydrant rental going from the water utility the other way. Several years ago, he believe Selectman Jasper made a motion to reduce the payment in lieu of taxes to zero thereby reducing the hydrant charge by \$400,000 to keep it even. This is the remaining balance of that hydrant charge. This is the cost that basically gets charged. It is a revenue to the water utility for having the hydrant system in place. They have almost 500 hydrants in town that are maintained or are a responsibility of the town. This is the cost that the water utility charges the taxpayer, the general fund, for hydrant protection in the Town of Hudson. So when you said we took it out Selectman Jasper, we evened it up. Selectman Jasper said that was right. Mr. Malizia believed that number was unchanged and they're not looking to make any changes. The number of hydrants has basically at this point become a flat fee for that particular service.

Motion by Selectman Jasper to amend line item 5960-255 by reducing it by \$532.

Selectman Jasper said it was just to even it up to around \$285,000 so it goes down \$532. He didn't know where this \$532 came from. Mr. Malizia said it would be a decrease in the revenue on the water by \$535. It's inconsequential when you look at it either way.

Selectman Jasper withdrew his motion. Next year can we even that number out. Ms. Carpentier said they'd put that into consideration.

BOS/Town Buildings (5110.)

Chairman Massey recognized the Town Administrator at this point.

Obviously, Mr. Malizia said this covers the Selectmen's office and the Administration which is basically himself, the Assistant Town Administrator, the Executive Assistant, and the Administrative Aide.

Chairman Massey asked if there were any questions or comments.

Town Hall Operations (5120)

Mr. Malizia said this covers basically this physical location here, Town Hall. It covers the utilities for Town Hall, the custodial services, janitorial, and building maintenance for this particular location. In addition, he's also has some other numbers for the Board's consideration. As you recall, the Board approved the expenditure of some funds at the end of last fiscal year for carpeting. He's put into this a list of carpeting replacement. They talked about that at some point in time. Again, these items are not in the

budget. This is for the Board's consideration. He knows they discussed continuing with the carpeting replacement. This would be in priority, in order, of where they recommend replacing carpeting in this building. You can clearly go to some of those offices and really see the condition. When Mr. Malizia says Sewer Utility that includes the Welfare/Sewer/Trustees office and hallway. It's that office area.

Selectman Coutu asked what the size of the Sewer Utility office. Mr. Malizia said he took the gentleman and he measured that whole office area. Selectman Coutu said he could carpet his whole house. Mr. Malizia said there's the welfare office, trustee office – they called it "sewer utility, but that's when you go in that doorway. All of that office area in there. Mr. Malizia said what they tried to do was take discrete areas so that they could take an area and do that area.

Selectman Maddox thought he'd like to do the same thing they did last year. If there are monies, they have a cost now and they can go down the list. One thing he would like to make the Board aware of is before they put down the desk over in Community Development, he did ask Mr. Cashell to get updated numbers on getting rid of that electrical wiring that comes down from the ceiling and cut the concrete and then put in the carpeting, which you do have on here is the last one that he would carpet. They'd take that out of the infamous Community Development funds. Again, maybe they can pick off some of the carpeting without taxpayer dollars. He would not like to put that into the budget. He thought they needed to be aware of it. If there are monies available at the end of the year, they'll look at areas to carpet. The carpeting that they did put in obviously dresses up that whole front area as you enter the building.

Selectman Jasper would agree. He particularly liked doing it this way where they've identified it. Unlike some places where you've never heard anything about it and then suddenly stuff gets done. We tend to only do things that they've talked about and considered and then said that they'd put it off. He thought that was the proper way to do it rather than at the end of the year treating it like free cash. With things under consideration it's nice to have but not unless they can find it. Again, Mr. Malizia said they tried to look at specific areas and tried to give the Board some discrete blocks they could do it in. He realizes they can't do the whole building, but you can do these groups perhaps. That's what this represents and he apologized if it wasn't totally clear about the sewer utility, but that is that area.

Mr. Malizia said there was discussion, and he wasn't present for it because he was on vacation, about the gas pump out here. He has some numbers for that. There's some pricing that they've received for that gas pump. The gas pump is basically used by all the Town Hall folks. It's used by the Police Department and it's also used by the fire vehicles that are gas powered, and the Sheriff's office. He believed that Litchfield did not come here anymore. From what Mr. Malizia understood, the pump is still operating. It's just a question in the winter time the electronics or whatever that system is doesn't always work well. As a matter of fact, it fails. When it fails, you have to wait for it to get better. How does it get better? It dries out. There's a box on top of it but at some point that pump will probably fail. It might be a year from now. It might be two years from now.

[Mr. Malizia] Here's some numbers to either replace it, replace it and remove the tank, or go up to the Highway Department. If you get rid of it here, you have to go somewhere. You have gas tanks up at the Highway garage. A couple of issues with that is they don't have the key system so somebody would have to install something to keep track of who's doing what. The other thing is you have a police presence when they come here. Now all of a sudden you don't have that same police presence if they're gassing up over there. Does it make sense to keep it here? For short money it might. He thought that was asked for at some point during the workshops. He's presenting it because this is the most logical place. Why stick it to the Police Department when multiple departments are using it. It's probably more of a Town Hall function. The monitors are here. The tank is here. The tank is in good shape because the tank was replaced within the last few years. We've gone through all the engineering and all the monitoring. So they know the tank is okay. It's the physical pump.

Selectman Jasper said this was another one and he'd move it up above some of the carpeting. Rather than put it in the budget, he's relatively certain they'll be able to find \$5,000 and do this in this fiscal year. He would certainly leave it here. The tank is new and it's monitored. He certainly agreed. The other problem with having it at the Highway facility is that is a gated facility internally. Every time anybody went to fuel

up they'd have to get out and unlock the gate if it was after hours. It's a cheaper option but he thought it made a lot of sense.

Selectman Nadeau too agreed. If this is one of those things that they can do down the road sooner than later, it's a better idea. There's also two reasons. One having two places to fuel up is better than having one place to fuel up. We found that out the hard way during the ice storm. This was the only pump that was actually working for a little while until they got back up and running at that end of town. Not that they don't have that many trucks that run on gas, but its just good to have two places to get fuel.

Selectman Maddox hoped that as part of an Eagle Scout project they build a kiosk that goes over it. The biggest problem with this is the fact that it's exposed totally to the weather. They put that plywood attractive cover over it – is that \$5,000 going to cover? Mr. Malizia said it wouldn't have a lean-to structure. It would have more protection for the actual key coding. If you had the opportunity to build some sort of lean to or almost like a bus stop type of structure would certainly help. That's what the gentleman told him when he came. That certainly would help. Again it could be a volunteer or an Eagle Scout project. Selectman Maddox thought they need to tie both of those. If you're going to take that pump out every time he sees it, they open up the magic box and it's all these key switches. They can't like being in that water even though there's a cover over it. It's probably not waterproof. Mr. Malizia said not particularly but it was better than what was there before which was nothing. Duly noted. He did speak to the gentleman about putting something like that up.

Community Center (5125)

One thing Mr. Malizia will point out. He realizes the Board can see the expenses but it's not imperative to do this year, but it's always good to warn everybody that at some point in the very near future they're going to need to replace the roof. It won't last forever. He just put it here as an extra. He didn't expect anybody to put it in. He didn't even expect to do it out of money at the end of this year. It's coming. He wanted to give them some sort of idea that it's out there so they've at least had an idea that they'll be looking at it in the future.

Selectman Jasper asked if Mr. Malizia had any idea on how old the current roof was. Mr. Malizia was not entirely sure. He can ask Wayne if he can estimate it. Selectman Jasper said that somebody from the Lions Club ought to be able to tell them when it was put on instead of just estimating. Mr. Malizia knows it's starting to go. He knows that much. They're plugging leaks at this point. We're able to keep up with it. They'll able to keep ahead of it. But they're starting to plug leaks. Obviously you're trying to keep ahead of the flashing areas. Selectman Jasper asked if that was primarily on one side. Mr. Malizia didn't recall what Wayne told him. He thought one end he recalled him saying. Again, he wanted to point that out that they are aware that at some point in the future sooner rather than later they'll be looking at some sort of roof replacement. Maybe do half of it and do another side. That's what Selectman Jasper was saying. They generally do the south side much sooner than they do the north side. He just replaced a roof this week that was a 20 year roof that he got 30 years out of it. It wasn't actually leaking. He didn't get as much out of the south side. Selectman Maddox asked why he was replacing it. Selectman Jasper said he was replacing a roof that he had to throw the debris on and he also wanted to get ice and water shield on because he's getting tired of getting tired of getting up there and chopping ice.

Town Poor (5151)

Mr. Malizia said this is the account when folks come in for assistance they met with Kathy Wilson. She vets them, goes through a very thorough interview and review of their needs. Basically Kathy works very hard to keep this under control. As you can see last year, they spent almost \$110,000. He's tried to lower this number. Again, he can't tell the Board what's going to happen. If folks come in and they qualify, we are required to provide some sort of assistance to them. In fairness to the taxpayer and the Town, we try to reduce it a little bit from a budget perspective based on what happened last year. As he said, Kathy is very diligent with working with folks and trying to find even other resources that they can go to at no cost.

Selectman Jasper asked how we were year to date compared to last year at the same point. Mr. Malizia didn't bring his actuals with him. They're within some range. They're not running over where we should be as far as percentage wise. He knows that much. Ms. Carpentier said it's usually the winter into the Public Service shut off that they have issues. Given the economy, Selectman Jasper was wondering...from an economic standpoint, Mr. Malizia said it doesn't appear to be higher than it would be at this time. As a matter of fact, it's lower than it is a percentage. Again it's as best an estimate because we are required at some level to provide assistance to those that qualify.

IT Town Administrator (5125)

Mr. Malizia said those are for cartridges and it's the same number as before. It's basically the fax machine and the printers we have.

Chairman Massey asked the Board if there was anything further on the Board of Selectmen operations.

Legal (5200)

Mr. Malizia said the Town has primarily two legal firms that represent us on a regular basis. The first is Hage, Hodes. They're our general counsel that does most of our work for us. We've been with them for a while. We've gone out to bid every two years he believed, and they've been very responsive. He thought they know our Town very well. They've treated us fairly. If you look at the cost, we've kept it under control. We really do work hard to try to get answers if they can without using them.

Mr. Malizia said the other firm they use is Devine, Millimet for labor. As you know when we negotiate contracts, when we have to respond to grievances or other labor issues, we use them as a special contractor or specialty. He's kept this even. Sometimes it's not easy to do when you have labor issues that go on and on. It just means you have to manage your general legal budget better. Next year, i.e. June 2011, they'll be looking at the current contract to the Town's contract with Hage, Hodes expiring. At that point or somewhere before that they'd be going out to either renew with them or put it out to bid. Basically what you're looking at is your hourly rate, your retainer. It's all a function of how litigious things get. It's a function sometimes of how many tax appeals we get when we need to have the attorney represent us. Wal-Mart/Sam's come to mind immediately and all those other little issues that go on day to day. Enforcing certain codes, somebody sues us for some reason this is the bucket of money that it comes from.

If Mr. Malizia recalled, last year the Board cut \$10,000. He thought they were at \$152,000 as the proposed budget. The Board put it at \$142,000. His recommendation at this point knowing what he knows, he'd leave it even. He wouldn't cut it any more. He gets concerned when they have labor issues that it gets more complex and more contracts and what not. He thought this was a reasonable number at this point. For those of you that were here, remember the \$300,000 days. This is quite cheaper.

Chairman Massey asked if the Board had any questions, comments, thoughts. Ms. Carpentier wanted to go back and answer. Town Poor is at 14 percent through September. If everything was linear, it would be 25 percent.

Insurance (5910)

Mr. Malizia said there are basically three components here. One is unemployment where they are on occasion required to pay its own employment. Folks may not have been laid off from here but if they were say a crossing guard or some other function that left here and gone somewhere else, we're a past employer and we'll get tagged for some piece of their unemployment. Obviously in today's economy you see that a little bit more often.

Selectman Coutu knows that the FUTA and SUTA rates both went up percentage wise for everybody. Is the \$3,000 based on that new percentage rate that the Town is being charged for FUTA and SUTA. You pay both FUTA and SUTA right – federal and state? Ms. Carpentier said right but all they did was budget close to actuals because they don't know who's going to be doing their claims. We don't have the same

people collecting. It's not a calculation. Selectman Coutu said it's like Steve said, it's not based on numbers of people that we lay off. It's based on the pool and we pay accordingly to refill that money pool that they need for unemployment cases. If the actuals in 2010 were \$2,000, we only have budgeted \$1,200 for 2011 and we're upping to \$3,000, he would stay at \$3,000. He didn't know that they had enough this year. Mr. Malizia said they'd have to make do. If necessary, they'll have to get it from an account like Town Poor if they don't spend it all there. For the last 3 year history, Ms. Carpentier said \$350, \$6,300 in 2000. So it is very volatile.

Mr. Malizia said they also have two other insurance programs. One is the worker's comp. and the other is the property liability. We do a pretty good job with the workers comp. stuff. As you're well aware, we had a recent Department of Labor Safety Audit. Generally it wasn't too, too bad. When he says too, too bad obviously things could be worse. Some things could be better. We've basically taken care of the issues that they wanted to take care of or at least working to take care of them. We do have an active Safety Committee. They do meet and safety is important to the various departments. They review claims and from what Mr. Malizia understood based on talking to the folks at the workers comp. insurance, they have a very good experience rate here. In other words, we are better than average at our claims. Better training, better equipment makes for a safer work place leads to less claims. On the other hand as you are all well aware, property liability and things go up in that world. They just seem to keep trickling up. They have more assets. As you recall we've added a lot of the Benson's assets. They don't seem like much, but we are protecting those buildings with insurance. Certainly for the cost that we've put into them. We're not insuring them for millions of dollars, but the roofs cost money and we have at least that amount of insurance on them. We don't seem to be taking anything out. We seem to be always adding something. The same with the new library, Mr. Malizia said that's on the policy. SO things like that contribute to your premium increases.

Selectman Coutu asked Mr. Malizia if he were to make a motion to remove \$10,000 from line item 201, insurance property and liability...Mr. Malizia said they'd have to remove items from their insurance policy. Selectman Coutu asked if we knew what the insurance policy was going to be for 2012. Mr. Malizia said they have documentation that just came in today that says there's a contract we could sign that would keep our increase to no more than 6 percent. Rates are now going down. Selectman Coutu said the 195 that they budgeted from 2011, which is \$3,000 less than our actual in 2010...Mr. Malizia said it may not be adequate. We maybe, hopefully, take it from the worker's comp. side if you look at the 175 budget for the worker's comp., it's a bucket. If they can take it from that bucket and put it in this bucket. Ms. Carpentier said 213 is the actual for fiscal 2011. Selectman Coutu said it was the actual for fiscal 2011. That's why you put in 2012. If that's the actual than on average we go up whatever percentage, 6 percent, shouldn't we budget more then. Mr. Malizia said he'd love to but the problem is he was told to come in at level funding. That's the best they could do with that. Again looking at the worker's comp., we've managed to keep driving down that cost obviously with our record. It's tough. They're trying to do the right thing.

On that 2201 account line, Selectman Maddox said in the backup he has note \$7,300 is also charged to the water fund. Is that in addition to? Mr. Malizia said he knows they get that reimbursed. Ms. Carpentier said she didn't have an answer to that right this minute. Selectman Maddox asked about sewer. Mr. Malizia said sewer does not treat it the same. Sewer pays a flat fee. Selectman Maddox said they were insured by themselves on a separate...Mr. Malizia said no they're insured by us. They don't get a separate insurance charge. That's not the way its set up in sewer. It's in that \$40,000 charge over to them. Selectman Maddox was just trying to justify the magic trucks that we just went through. He was wondering if they were insuring the various pump stations. Mr. Malizia said they insure everything for liability in Town. So if you're on a piece of town property, and he qualified that – not school property, town property, they're covered with liability. They have a schedule of vehicles, trucks, and equipment that's also covered. They go through that every year with the departments on what they have. They also do buildings. Buildings include anything that can burn down or fall down. That kind of thing. That includes the library too for example. They don't charge the library for the insurance. We pay for it here. Selectman Maddox was just trying to see how that all corresponds.

Ms. Carpentier does have an answer. The general fund is paying approximately \$213,000 and the water fund paid \$7,300 is how much total insurance they paid. Selectman Maddox said it was actually \$220,000. Ms. Carpentier's best estimate was to put the \$213,000 into fiscal 2012 knowing she has an increase.

It just peaked Selectman Nadeau's interest when Mr. Malizia said the new library. The old library has just been renovated or upgrades have been made to it. Not through us but through the School District. Do we have that? As far as Mr. Malizia knew, that library is still under our insurance because it's the library property. Am I correct? Ms. Carpentier said yes. Doesn't the Town have ownership of it? They may have use of it, but that was her understanding. Selectman Nadeau said they just brought all new stuff into the library and renovated it. Do we have to update that on our books? Mr. Malizia said that we own the building. As far as the contents go, he's not sure if they're insuring anything inside of that. They can find out. He didn't put anything on the schedule. He wasn't aware that Ms. Carpentier put anything on the schedule that took care of the contents. We own the building. The Library Trustees control it. They don't have a separate insurance budget. It's always been under the Town. It comes out of the same pocket. Why bother going through all the machinations. As far as the contents go if that burns down, he hasn't put them on our schedule. He wasn't aware that you have. School has property all over the place. They have insurance Mr. Malizia assumed for their goods.

Chairman Massey thought Selectman Nadeau raises an interesting question. Did the deed that gave that property to the town specify the agent to be the Town or did it specify the library? He knows the deed says that should the property cease to be used as a municipal facility, it reverts to the heirs of the Alvirne Estate. It sure does. He read the deed. Selectman Jasper said it was the heirs of the Webster family. It's the underlying land. Creutzborg, the mother-in-law gave the library as a gift. Kimball Webster gave the land as a gift with the stipulation. Good luck trying to move the building.

The deed Chairman Massey read said that the building if it ceases to be used for municipal purposes...Selectman Jasper said no. It's if the land is used. The Library Trustees have looked at it. He didn't think they needed to spend any more time looking at it. They know exactly what it says. Mr. Malizia said under the umbrella, there's only 2 umbrellas. There's a school umbrella and a town umbrella. The library is under the town umbrella. Like it or not, that's where they come therefore it's on the town policy. If the school wants to put \$3 million worth of equipment in their, that's their contents and they can do what they want. He's not saying that disparaging of the school, he's just saying that's their equipment. We're responsible for the building.

Ms. Carpentier said if it was used exclusively used by them, should it be on their insurance policy. Mr. Malizia asked the building? He guessed they could have that debate. Selectman Jasper said the school does not have exclusive use.

#### Patriotic Purposes (5930)

Mr. Malizia said this was a relatively modest budget. As you recall, this is basically used for a couple of things. One is for the American Legion for the Memorial Day Parade and observation that goes on here. There's also money that's granted to the Historical Society for two things. One is Old Home Days to help subsidize that and the other is for subsidizing the Old Home Days fire works. This amount, he believed, has remained unchanged in years. Mr. Malizia thought at one point it was \$5,300. Seven or 8 years ago it went to \$5,600. Chairman Massey said that was because they changed the Memorial Day from \$1,200 to \$1,500. Mr. Malizia said that was correct. Again, it's a modest amount but this has been a regular in the budget.

#### Other Expenses (5940)

Mr. Malizia said it was sort of an amalgamation or a compilation of miscellaneous things, including the general telephone system in the town. Ms. Carpentier said correct. This is the one for all the phone lines that are not dedicated to specific departments.

Also in that Mr. Malizia said was the contingency, which is the Board of Selectmen's purview of the \$50,000 contingency as well as a proposal to add \$75,000 to the employees...Ms. Carpentier said no. There's \$50,000 for the employee's earned time trust fund and \$25,000 for the future senior center capital reserve. Mr. Malizia said there was funding for 2 capital reserves in the capital reserve. Thank you.

Selectman Jasper said the postage meter has gone down substantially. Is that based on actual usage or are we just mailing a lot less stuff now? Ms. Carpentier said it was being misclassified between 221, where the postage machine should be because its equipment rental, and then 238 is the supplies for the postage machine. Selectman Jasper said it was actually an increase then. Chairman Massey said it was a decrease from last year. Ms. Carpentier said if you combined the two accounts, it was \$2,600 and now we have \$4,200. We're going through a lot of labels. She did want to point out, and she pointed out when IT was here, you can see the decline in the telephone expenses.

Chairman Massey indicated that the next meeting is Saturday at 9 a.m. at which time we'll be taking up all of the town offices and the Finance Department. Mr. Malizia also pointed out that the community grant section will be on Saturday. Traditionally that's what you've done. There will be one new grant request that's come in from CASA. They have been notified that they need to send a representative here to come in to speak to the Board as to why they are requesting a new grant. They have not called all the other ones. They're all perennials. They might have asked for different amounts. If there's anybody on that list that you see that you want to come in, we can still call them tomorrow. At this point, the practice has been if you're new you come in to talk to the Board. If you've already been around, the Board has not had them come in. For the record, Chairman Massey is a volunteer with CASA. He had nothing to do with this being place here. However, he will not be voting on that particular item.

To that end Mr. Chairman, Selectman Maddox didn't see the \$500. Again, it's a new one. Does the Board put them through it for \$500 when this budget wants to go from \$90,260 to \$114,000. He didn't see them putting any money into that account.

Selectman Jasper said he was not going to be there Saturday. He would agree it shouldn't but last year they added 2 new ones. He didn't think they should add any last year either. What's to say you won't be adding a new one this year where they added 2 new ones last year. Selectman Maddox said it was a \$23,000 increase in this line request. Selectman Jasper said it was a pretty hefty increase request last year as well.

Mr. Malizia said currently it's at the request are at \$113,967. Selectman Jasper said last year they added. Chairman Massey said if you look at it, it's been level funded for the last 7 or 8 years. Selectman Maddox said they reapportioned. People asked for \$112,000. Mr. Malizia did say they've done some reapportioning. Selectman Jasper said they reapportioned and then added a new one. Who's to say you won't reapportion and add another new one. Ms. Carpentier said this was one that would come in and get exactly what they'd ask for versus trying to level fund.

Chairman Massey asked what the Board's pleasure was. Do you want to have the organization come and make their case? Selectman Nadeau said while Selectman Jasper was there, he was thinking of just going with the \$90,260 again and just reapportioning them the way they fall. He did not want to go up to the \$113,000 as much as a lot of those organizations or agencies have been hit with the economic times. We have too. We've used the \$90,260. He would like to stay with the \$90,260. So whether they have to reapportion them again this year, they have to reapportion them.

Chairman Massey said what would be before them right now is one of two things. You don't have to reapportion anything if you fix it that the \$90,260 is as it was last year. If you want to add an agency or subtract an agency, that's the only case where you'd be reapportioning. Selectman Jasper wouldn't add anybody. He thought if you want to add it, they're only asking for \$500. So don't take money away from other people just because somebody is asking for more money. If you feel this warrant is adding, then add the \$500 to the budget. This is crazy if they keep adding more people in and keeping the numbers constant. You're talking away from the people they've been supporting for years and years. He didn't see the rationale for that. That's why he thought if they're considering adding them, you need to have them come



in here and listen to what they have to say. If it were up to him, he'd say to tell them no thank you. We're not adding any new this year.

Selectman Nadeau said he would like hear what they have to say. If they do add the \$500 in, it would be \$90,760 versus \$90,260. He'd like to hear what they have to say and what they do for the Town, what they have been doing and not charging us for type deal. That's why they've added some of other ones in the past. He would definitely like to hear from them but he'd like to readjust all the other ones to what they've done in the past. Chairman Massey said the effect of that Selectman Nadeau is we give them what we gave them last year. We don't give them what they're asking.

With all due respect Mr. Chairman, Selectman Coutu said they're going in the wrong direction. He understood what they're trying to do. They're trying to level fund it by reapportioning. From his perspective if he were to sit here and do this budget by himself, he'd made a lot of cuts and the tax rate would be going down next year on the Town's side he can assure them. A lot of things he'd like to say but he won't. He will say this. He's not interested in entertaining any more people, adding more money to the budget, reapportioning monies that they've already promised agencies that they've been giving. He was just reassured again by the Finance Director that those agencies that we're presently supplementing with some funding from the Town kind of alleviates some of the services that are required by the poor who come into town. They're good referral agencies. We've had good luck with them. At this time, this Town cannot afford to give out any more money and the agencies that we already fund he didn't think they could afford to take a cut. Let's stick with what we have this year. When times get better, we can look at entertaining other agencies.

Unfortunately Mr. Chairman when times get tough, Selectman Maddox said this is when you need to utilize those services. That is the challenge that they're facing. He didn't know what the Nashua Transit does for the Town of Hudson. He knows they transport some people somewhere. Chairman Massey said you call them and ask them to come and pick you up and they take you where you're going. It's only a once a day service. Selectman Maddox said we're getting \$13,857 worth of taxi service. Chairman Massey said the bill is much higher than that. If you look at their backup material...Selectman Maddox said you pay a \$5 co-pay. Mr. Malizia said there's a co-pay and there's also a federal grant that subsidizes half of that service on an annual service. So folks who go to the adult day program may be transported from one end of Hudson up to the adult day program for the day. They would pay a \$5 payment for that service. Chairman Massey said that was up from \$3.50 from 2 years ago.

Selectman Maddox detoured from some of the previous speakers. He thought this is where trying to cut money from other places, this is probably where they should be putting some money. Those probably serve Hudson residents. Again, he didn't think they needed to see the one new person. He thought the challenge is going to be apportioning \$90,000 into all the ones that they present have. Chairman Massey said the consensus between the 4 of them would be not to see the new agency. If you could call them and say the Board has made the decision to not have them be in attendance.

Selectman Jasper would remind the Board that the backup indicates that some of the agencies have actually requested less money. Simply giving the same amount of money that you gave last year to the same groups actually gives some people more than they've asked for. There may be only a couple in that category in a small amount. Chairman Massey said they could look at those and maybe make some adjustments on the two odd numbers. The reason for the odd, when they did the reapportionment, that was the only way you could make it come out to the \$90,260, which is what the Board's wish was at the time. So no new agencies for this year and we'll just look at the allocations on Saturday. Selectman Maddox ask the Town Administrator to get some sort of numbers about the Nashua Transit and how many people that actually serves. Ms. Carpentier said a lot of the agencies give a lot of backup. They don't hand it out every year. Mr. Malizia said there's a backup book. It got too voluminous for this purpose.

Again, Chairman Massey said Saturday, October 23<sup>rd</sup>, at 9 a.m. they'll deal with all the town offices and the Finance Department and some of the committees that have expenses involved.

5. ADJOURNMENT

*Motion by Selectman Maddox, seconded by Selectman Jasper, to adjourn at 10:12 p.m., carried 5-0.*

Recorded by HCTV and transcribed by Donna Graham, Recorder

**Hudson Board of Selectmen**

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Kenneth J. Massey, Chairman

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Richard J. Maddox, Vice-Chairman

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Shawn N. Jasper, Selectman

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Benjamin J. Nadeau, Selectman

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Roger E. Coutu, Selectman