

HUDSON, NH BOARD OF SELECTMEN

Minutes of the March 24, 2020 Meeting

1. CALL TO ORDER - by Chairman Morin the meeting of March 24, 2020 at 7:01 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE

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

Staff/Others: Steve Malizia, Town Administrator; Rob Buxton, Fire Chief; Elvis Dhima, Town Engineer; Jess Forrence, DPW Director; Kathy Carpentier, Finance Director; Jim Paquette, Deputy Fire Chief; Diana LaMothe, School Board; Jill Laffin, Executive Assistant

After the Pledge of Allegiance, Chairman Morin explained to anyone watching from home that Selectman Coutu was joining the meeting remotely. He also listed some additional safety precautions being take this evening due to the Covid-19 outbreak.

4. RECOGNITIONS, NOMINATIONS & APPOINTMENTS -

Hudson resident Leo Fauvel has submitted an application to serve as an alternate on the Zoning Board of Appeals. The Board will invite Mr. Fauvel to attend a future meeting, after the Covid-19 pandemic has passed.

5. CONSENT ITEMS

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

Motion by Selectman Roy, seconded by Selectman McGrath, to approve consent items A, C, E and F as noted or appropriate, carried by roll call vote 5-0.

A. Assessing Items

- 1) All Veterans Tax Credits: Map 161, Lot 009, 126 Barretts Hill Rd.
- 2) Disabled Exemption: Map 183, Lot 050- 5 Chatham St.
- 3) Veterans Tax Credits: Map 173, Lot 045, 34 Baker St.; Map 242, Lot 008, 2 Nathaniel Dr.; Map 173, Lot 038, 37 Baker St.
- 4) Solar Exemption: Map 160, Lot 071, 139 Barretts Hill Rd.

B. Water/Sewer Items - None

C. Licenses & Permits & Policies

- 1) Raffle Permit - Hudson Fish and Game Club

D. Donations - None

E. Acceptance of Minutes

1) Minutes of the March 18, 2020 Meeting

F. Calendar

4/7	7:00	Board of Selectmen Workshop	BOS Meeting Room
4/14	7:00	Board of Selectmen Meeting	BOS Meeting Room

**All other meetings canceled at this time*

6. OLD BUSINESS

A. Votes taken after Nonpublic Session on March 9, 2020

Selectman Roy made a motion, seconded by Selectman McGrath to seal the non-public minutes until resolution of a personnel matter. Carried 4-0.

Selectman Roy made a motion to adjourn at 8:41 p.m. seconded by Selectman Martin. Carried 5-0

7. NEW BUSINESS

A. Covid-19 Update

Chairman Morin welcomed Chief Buxton and asked him to give an update to the Board. Chief Buxton started his update off with deliverables from the March 18, 2020 Board of Selectmen meeting by saying, as of tonight you'll have a Continuity of Operation Plan for consideration. Second to that we've had a mail slot installed in the front door of Town Hall with a drop box behind it for mail and registrations. The EOC has moved to a virtual EOC using the Go To Meeting set up that you're using this evening. That is moving along quite well. Each morning we get together at 10:00 a.m. virtually and then we report out at either two or three in the afternoon after the work is completed for the day.

Organizationally regarding the organizational chart for the incident, we've stood up a Safety and Health Division. The sole purpose of that division is to address all employee safety and health items, public safety and health items. To date I'm happy to report they've put guidelines for travel, cleaning, Town Clerks operation they gave a hand with and mail guidelines. Sunday the CDC adjusted the mail guideline for the handling of mail. We have now put into place a procedure to collect the mail. It goes into quarantine for a 24 hour period and then is handled the next day by staff. So that procedure was rolled out.

Additionally the EOC has been working on Inspectional Services programs for how do we go about putting field inspections back in place and continuing the operation with the Town Clerks office to get motor vehicles registered. So a lot of work is in place, a lot of information coming down from the State. Some additional orders from the Governor regarding a multitude of items. Today they're getting ready to act on some building inspection and permitting activities. There was one other item regarding gatherings and the size of gatherings and limiting that in size to 10. If you remember correctly the State of New Hampshire had 50 as the number before. They've reduced it now to 10. As of today we have 46,000 cases in the United States. One thing I wanted to point out is that 23,000 of them are either in New York City or in the State of New York. We have over 101 cases in New Hampshire. At

this time we have one death of an individual from Covid-19 in the State who was located in Hillsborough County.

Regarding the Continuity of Operations Plan, this afternoon we gave you a copy of plans that the individual Department Heads have put together. The goal was to obviously take into account the health and wellbeing of the employees and how to develop a guideline for continuing services for the public. As I expressed on the 18th of March and expressed to the folks in the EOC, we're not dealing with a snow storm. We're dealing with an event that's going to be several weeks in length, if not several months in length. So, identifying an opportunity for departments to operate and continue to offer services was a focal point for this exercise. Each department's individual plan is included. I've provided you an executive summary that talks about limiting the number of staff within the work area. Adjusting the rotation so you have staff that work remotely or work on site and how that's going to work and go from there. The individual departments have been told to plan for an employee effect of 30% of their workforce potentially being out of work. That is what the Federal Government has been pushing down to us. Operationally, from a Fire Department perspective, just to give you some highlights, we'll be moving to a 10 member shift rotation which will delete the peak-time staffing. The reason for that is to basically reduce one shift change at 8:00 p.m. at night. So that one shift change at 8:00 a.m. and then the duty crew will be on until 8:00 a.m. the next morning trying to limit those exposures halfway through the shift. This will also provide us an opportunity to make sure we have staffing for the third ambulance on a 24 hour basis, so we go down that road.

Additionally staff in inspectional services will rotate to make sure we are providing at least an administrative person and two inspectors available for field inspection once we get the process in place and how those are going to be delivered by the end of this week. So we should be able to move forward with some additional services.

Chief Avery has offered you a suggestion this evening or he has issued you a plan that basically will look to limit services in his criminal investigations area, his support services area, his legal area and his records area. He's moving the bulk of his operation into emergency services where they can do some investigation through patrol and those activities and bolstering those numbers there. So he has a bunch of new recruits who obviously need some guidance in the field so he's moving that number that direction.

The Highway Department is looking to break their staff into two groups and rotate on a weekly basis. They'll continue forward with pump station maintenance, traffic lights, street sweeping, street repairs, spring cleanup and emergency response. That is normal activity for this time of year, trying to get as many services provided. They will not be moving forward with any non-emergent repairs.

Support Services wise, so all the other areas of Town. Administration, Land Use, Water, Sewer, Clerks Office, Assessing, they've also offered individual plans. The nuts and bolts of what they're looking to do is keep social distancing, put some of their staff into a que, rotate them onsite, rotate them off site and alternate so they can continue to be able to deliver services and not get into a situation where their entire division goes out sick. So that is the key to that area.

I'm certainly willing to answer as many questions as I can. I do have a copy of all of the plans, if you have something specific, but I believe that's what we were tasked with doing and that's our report out this evening.

The Chairman thanked Chief Buxton for his report and asked if anyone has any questions. To which Selectman McGrath said, I read over all of what was submitted and I don't have any issues at all with what's being proposed. The question that I have, I noticed like in the town offices they're working three days on, three days off, and whether or not those changes are going to effect the payroll of those employees. And that goes with the Police, Fire Department, Public Works, they've all tried to accommodate so that they have ample time off and ample time on but I just want to make sure that their pay isn't going to be affected. And, if it is, whether or not we'll be getting funds from FEMA to compensate for that. Chief Buxton replied saying, through action of the Board at the 18th meeting you've taken a stance that you were going to make employees whole through I think it was April 4th.

So with where we are in the incident today I would think that we may want to try to push that out through the end of the month. If that's amendable to the Board, but that's a decision the Board needs to make.

Chairman Morin asked if there were any other questions. He went on to say before the Chief leaves do you want to address that or do you want to wait to hear from the Finance Director first? Selectman McGrath said, I don't think so. I think we can make that decision without input. I don't think that any employee ought to lose wages provided we can get reimbursed or get some compensation from FEMA. As everybody knows I watch the news. I'm probably on OD about news now, but FEMA does have funding available to the municipalities for reimbursement to compensate. The Chairman added, I just want to clarify, that's the end of April you're talking about? Chief Buxton said yes, end of April.

Selectman McGrath added the President had his daily briefing this evening he indicated that they're hopeful that things will sort of get back to normal by Easter time. That's about 19 days. So I think by the end of April we'll be in a better place to know whether or not this is going to last longer or hopefully not. Selectman Roy said, I have some concerns about the revenue and if we have the money to cover that and cover all of our other expenses. Particularly if there's going to be a lag in reimbursement from either State or Federal funds. The Town Administrator explained, the Finance Director went over that the other day with me and it appears that we have enough to pay the School their payments and we have enough to do the payroll and pay for the basic bills through at least the end of this fiscal year. When she comes in you can specifically ask her but I believe it was in the ballpark, we have about 12 million dollars in the bank that we'll be able to make all those payments. Selectman Roy replied saying, okay so she expressed a concern about revenue but right now it's not. Town Administrator went on to say we also have 7 million sitting in the water fund that if we needed to we could borrow from one fund to the other fund. She has looked at the School payments because those are important. We pay those over. We've looked at the payroll. If you take it \$250 a week, that's two and a half million dollars probably til the end of the year. When I talked to her yesterday we went through those numbers and appears that we should have sufficient cash to the end of the fiscal year.

Chairman Morin called on Selectman Coutu who said, with all due respect everyone, could you possibly pull your microphones closer to you so I can hear you more clearly? A lot is breaking out at that distance. The Chairman explained to Selectman Coutu that he's not on the microphones, he's on the phone and that is leading to the poor sound quality.

Selectman McGrath made a motion, seconded by Selectman Martin to payroll coverage to all Town employees through the last pay period for the month of April. Roll Call Vote, carried 5-0.

B. Emergency Voting During Covid-19

The Town Administrator explained that Selectman Roy asked for this, I had our attorney put this together for us. It's been updated through today. So what does that mean? Things are changing at the State House so there's language in here referencing the Governors latest order. But this basically gives you the framework for electronic meetings and if we need to meet at any time, this will be the process. Selectman Roy said, I read this and I don't have any problem with the language. Chairman Morin asked Selectman Coutu if he had any questions. He did not.

Selectman Martin made a motion seconded by Selectman Roy to approve the Board of Selectmen Emergency Voting during Covid-19 Pandemic policy. Roll Call Vote, carried 5-0.

C. Town Credit Cards

Town Finance Director, Kathy Carpentier came before the Board. She explained that part of the action items from the Covid-19 Emergency Operation Center was three requests that come to you this evening. One is to talk about Town credit cards. Currently the Town only has two credit cards. One with the Police Chief and one with the Town Administrator. Past Boards didn't want to increase the number of cards. I think at this time it is prudent to get more cards, increase the limit. Especially in a time like this where the Emergency Operations Director doesn't have access to credit cards and if he

needs an emergency on an off day he wouldn't have it. So what I need to do is ask you to increase the credit limit from \$15,000 to \$70,000. I'm proposing to increase the Town Administrator and the Police Chief. The Town Administrator from \$7,500 to \$20,000. The Police Chief from \$7,500 to \$10,000. The Fire Chief, get a new card for \$10,000. The Community Media Director, the Cable gentleman, for \$5,000 and the Public Works for \$5,000. I've also included myself on there to be emergency cases only. I'm not one to purchase too many things but I'd be purchasing on behalf of other departments. I believe I mentioned this to one or two Selectmen at the EOC. If they were to propose this as an approval tonight, might want to revisit it later in the future. So I broke out the language if that is what the Board would like to do.

Chairman Morin asked if there were any questions. Selectman Roy asked, is there any graduated approval process? So for instance, could the Town Administrator make a purchase of \$20,000? Like a onetime purchase of \$20,000? The Finance Director responded saying, well technically today he can only spend, any department head, can only spend up to \$1,000. After that they need the Chairman of the Board and if it's more than \$10,000 they need a majority of the Board. The next thing I'm about to talk might change that. Just during state of emergencies. Like currently though he can only spend \$1,000. Any one of these would have to go through the same purchase order policy that we have in place outside the state of emergency.

Selectman Coutu asked, are these cards are they going to be issued permanently? To which Ms. Carpentier replied, yes they are being issued permanently but one Selectman said they might want to revisit this in six months. If I may, it was before this state of emergency it was my plan to come back to the Board and talk about procurements. We do have some ability to get rebates on some things. Just even our trash pickup. We could get a rebate that could come back to the Town just by putting it on a credit card. But I'm not here tonight to ask you that. But I do see a need in the future to have credit cards for more Department Heads in the future. Selectman Coutu replied, you see a need for more Department Heads to have a credit card? Ms. Carpentier said, the ones in front of you, versus the two. We only have the two that currently have a credit card. Selectman Coutu said, okay, you're just talking about the four additional? The Finance Director said, this list was vetted by myself and the Town Administrator. The Town Administrator said, so currently if the Fire Chief needs to make a purchase on a credit card he has to come basically to get the credit card that I use. Same with the Finance Director and the Public Works Director. Any of those folks. They send me a request, can I use the credit card? It would just be more streamlined with this. The Chairman went on to say, Selectman Coutu if we choose to, after this emergency is over, we can revisit this and lower them or change the cards whatever. This is at this point, due to the emergency. That way it gives them some flexibility to get the equipment and other things that they may need to deal with his problem. Selectman Coutu said, I'm not a big fan of issuing out a bunch of credit cards. I can understand the situation we're in and if we revisit it I will support the motion.

Selectman Martin said I'm prepared to make a motion to authorize the treasurer to request new Town credit cards for the Finance Director, the Fire Chief, the Community Media Director and the Public Works Director and to increase the credit limit for the Town from \$15,000 to \$70,000 as recommended by the Finance Director and to revisit the credit card policy and procedures in six months. Selectman McGrath seconded the motion. The Chairman asked if there was any further discussion. Selectman McGrath said we all know the people that are going to be getting the credit cards and I have the utmost confidence in all of them to use the cards appropriately and not exceed the limits that they can use the card for. I have no indication or hesitation to approve this motion. Selectman Roy agreed with Selectman McGrath and added these folks, we have to show them a level of trust here that they're going to do the right thing. I think knowing all of them, I don't have a problem with that. I also think that it will greatly increase efficiency. They don't have to wait if the Town Administrator has to leave for the afternoon, they won't have to wait to make a purchase so I'm in support of continuing on with the policy. I'll support the motion as it is. Selectman Coutu added, I would like to have the motion amended to say that we will revisit it so we have a date specific, the last meeting of September 2020. Selectman McGrath replied, that's part of the motion, it's six months from today's date. Selectman Coutu responded saying, I understand that but six months when you generalize when you're going to visit something typically based on experience it gets lost in the shuffle. I would prefer a date specific. It was decided the second meeting in September 2020. Selectman McGrath amended her second. A roll call vote was taken. Motion carried 5-0.

D. Revisions on Limits of Authority

The Finance Director started off explaining this is referring to the purchasing policy that we just spoke of. In times of crisis like the State of Emergency, if we were all to work from home, which may never come, but we were looking at a way to streamline the efficiencies. So I am recommending that just in the case of a state of emergency that I would be able to print all the purchase orders myself, sign off on it. The Board would still be able to see everything when the checks are paid. I do not purchase many items. It would be by request of the Department Heads mostly in the EOC group. I think that this is going to cut down a lot of paper processing that has to go. In a time of crisis I think that's the most efficient way to go. Selectman McGrath made a motion to change the Limits of Authority matrix (revision 2020-03) by adding a State of Emergency section authorizing the Finance Director or the Town Administrator to approve purchase up to \$10,000 and require the Chairman of the Board of Selectmen to sign for purchase over \$10,000. This was seconded for discussion by Selectman Roy. Selectman Coutu said, I know that Ms. Carpentier mentioned that this would be during a time of emergency. There was a statement made that we would get to see what they are anyway. When we're given the packet to sign off on it's typically 200-300 pages. If the purchase is \$9,000 you won't sign off on it so you won't get to see it and we'd have to go fishing through the pile to find out what an extraordinary expense that required the Town Administrator or the Finance Director to sign off on it. If it's extraordinary, I would like to have you or the Chair Person review that purchase, if it's over \$5,000. It doesn't limit the Finance Director or the Town Administrator from making the purchase, I don't know if that made sense what I said but. The Finance Director replied saying, I would assume that, I was more hoping to do all the day to day activities. Signing off on those types of PO's. I would think anything in the \$5,000-\$10,000 range would be something to do with the Emergency Operations Center so I'm quite sure that the Chiefs or the Public Works Director would have already told the Chair or the liaison to the Board member whose part of the Emergency Operation Center. It would be hey, we need, I can't even imagine what we'd need, but one hundred million thermometers or something and that would be a recommendation by the emergency operation group. So I think that the Board would know what those large purchases are. The Town Administrator added, we could also make a copy of them and send it around to everybody after we've done it and then you'd all see it. Selectman Coutu said, that wouldn't be necessary. I agree with the Finance Director. That makes a lot of sense to me. The only other question I would have is, is this just during the emergency? To which the Finance Director replied, I'm asking for when we're under a state of emergency.

Selectman Roy asked, how did you come up with the figure of \$10,000? What would you anticipate a purchase of \$10,000 would be? Ms. Carpentier responded, the standard stuff. What I was thinking was if we were all sent home. Town Admin, Police and Fire are still working. Their Admin people might not be there. Chief could send me a quote to buy tires for the truck or something and I would just sign off on that. I would create the PO and he would just give it to the vendor. Normally what would happen is he'd sign it, I'd sign it, Steve would sign it, and Chairman would sign it. If it were over ten then three of you would sign it. Just trying to cut out all that during the time of crisis just getting him his normal day to day goods and services. Selectman Roy said, okay. I just wanted to get to your rationale about where that came from. I support the motion. Ms. Carpentier said, I went to \$10,000. I know that's a lot but that is the threshold that I do believe the Town Code says a majority of the Board needs to at purchases over \$10,000. The Chairman reiterated to the group that there is a motion on the floor made by Selectman McGrath, seconded by Selectman Roy to change the Limits of Authority matrix (revision 2020-03) by adding a State of Emergency section authorizing the Finance Director or the Town Administrator to approve purchase up to \$10,000 and require the Chairman of the Board of Selectmen to sign for purchase over \$10,000. A roll call vote was taken. Motion carried 5-0.

E. Emergency Assistance Intake Form

Finance Director, Kathy Carpentier explained to the Board that this was created under the Covid-19 emergency situation. These times are trying right now. We haven't seen an uptick on Town's people looking for assistance at this point. I can only imagine we are going to see an uptick. We aren't having people come in and go through the whole application process. It's a 14 page application. We really do a good due diligence on the normal day to day. If we were to have a large influx of people requesting

help, we were trying to make it be a little more lax at this point. With the Governors orders where people cannot be evicted or foreclosed on. Utilities can't be shut off. We really aren't in an urgent need to get those people processed. If we had 20-30 people show up one day we could just get them their immediate needs based on this one page application and still go back and help them and try to get them straight on the road to put them back into financial security down the road. But this is something we'd like to put on the website so that somebody can view a fillable form. It's a quick and easy form saying what they need help for. If they're just looking for food or supplies we could give them monetary assistance in the short term. The Town Administrator asked if this was still going through Kathy Wilson. Ms. Carpentier replied, it's going through Kathy Wilson. We also have a backup person that we're training at this point. But that person is not trained at this point. So it is Kathy Wilson. There are two other people who are new to the Town but they're also cross-trained. I myself and you yourself can also help. So there's a pool of people that could be doing this if a big swell of applicants come in. But this form was previously in the policies and procedures. But we're just trying to use this as a snapshot to help out in the short term under crisis. The Town Administrator added, during the State of Emergency. That is important to state.

Selectman McGrath asked, looking at the intake form would you require any kind of proof of residency? Whether it's a license or an electric bill? Ms. Carpentier replied, yes, and I would say most times they would have it but if they didn't and they were looking for food, maybe we'd give them a little food until they can find a document that proves residency. Selectman McGrath said, I'm not trying to limit people either, except that sometimes in times of crisis people from Massachusetts may come in. Ms. Carpentier replied saying we'd be looking for licenses or utility bills. At this point they could take pictures, send a copy of their license or utility bill to prove residency. Because sometimes licenses do say Mass but they're living here in Hudson.

Selectman Coutu made a motion, seconded by Selectman Roy to authorize the use of the emergency assistance intake form for short term financial assistance during a State of Emergency. A roll call vote was taken. Carried 5-0.

F. Town Wide Paving Contract

Chairman Morin recognized DPW Director, Jess Forrence. Mr. Forrence explained that it's that time of year again where Town-wide paving hopefully will take place in the next couple of months if everything starts going in the right direction. What I'd like to do is get it talked about, if needed and see if we would like to extend the Brox paving contract. The letter sent to the Board shows that it is still a substantial savings to the Town by extending it. There is a slight increase but I still think it's well within justification. The Chairman asked if there were questions. Selectman Coutu asked, Mr. Forrence, in your budget did you anticipate an increase and did you budget accordingly? Mr. Forrence replied, we carry the same number each year. So we get as much out of that as we possibly can depending on what the cost is. We know what the number is when we start out figuring roads. So we know what we can get done for that dollar value. Seeing no further questions Selectman Roy made a motion, seconded by Selectman McGrath to waive the bid process and accept the offer from Brox Industries to extend the Town wide paving contract for FY21. A roll call vote was taken. Carried 5-0.

The Public Works Director asked for clarification from the Board. Public Works would like to start this separation as early as tomorrow morning. So if I get the okay with that then I can make the phone calls tonight and keep the people that are on next week, home. The Chairman replied, that was the plan, it starts tomorrow morning.

G. Financial Audit Services

Chairman Morin recognized Town Finance Director, Kathy Carpentier. These next two items I did way back before this State of Emergency started. So it's kind of a little bit backwards on the second one, the credit card policy. Every three years I come before you to ask for you to sign off on the auditors. We've been using Plodzik & Sanderson I want to say, well over 30 years. I couldn't even trace it back how long. We did go out to bid once before and they were the lowest bidder. It is my recommendation to continue using them. They change out their partners and the managers. Meaning the people coming to audit us are different every single year. So whoever is running our show is definitely looking at different areas, getting to know the Town. So it's not like a mom and pop organization where there's only two people and they're looking at the same thing year after year after year. We've had a good relationship with them. They've maintained the same pricing for the last six years now. So my wish is that you'd waive the competitive bidding process and award the audit engagement to Plodzik & Sanderson for the next three years. Fiscal 20, 21 & 22.

Selectman Coutu made a motion, seconded by Selectman McGrath to waive the competitive bidding requirements as outlined in Town Code 98-1 (C) and to award the contract to Plodzik & Sanderson for financial audit services for fiscal years ending June 30, 2020, 2021, 2022 as outlined in the memo dated March 3, 2020 from Plodzik & Sanderson as recommended by the Finance Director and the Town Administrator.

Selectman Martin asked the Finance Director, did I hear you say correctly that they send different auditors every year so you're not seeing the same person every year? The Finance Director responded saying, right. We might have one of the same leads, the manager, but there's managers, there's partners and then there's younger staff. They do rotate out all the time. So different ones are diving into water and sewer this year, might do something else next year. So you have different eyes looking at different parts of the businesses. Selectman Martin then said, my concern is that we don't have the same set of four people coming in and looking at the books because I've seen things happen in life that shouldn't have happened. The Town Administrator explained, in a smaller firm, a mom and pop type firm you might see that. But with this I don't even know half of them that come in every year. Mr. Plodzik retired. I never met Mr. Sanderson. So they're constantly turning over their folks. And again, they have a base of our policies so that part they're much more efficient on. They don't have to dig for every policy. But there's always new partners and new people coming in. I've been doing this for 23 years so I've seen different people. Upon no further questions a roll call vote was taken. Motion Carried 5-0.

H. Credit Card Usage Policy and Credit Card Procedure

The Finance Director explained that she wrote this in the beginning of March. So what you just previously did would change the policy and procedure. But part of the audit that we went through last summer I was asked if I had a credit card policy and we did not. We had nothing written so I created this policy and procedure. I borrowed the template from the SAU and didn't make a lot of changes. But it is good concrete having people sign. Where we only had two credit card holders we didn't have a policy and procedure. But that is a weakness. So it was a finding by the auditors. I was trying to correct that finding. If you choose to approve this now it would need to be amended based on what you just did earlier. I guess my recommendation is if we could approve it as it is now and I will come back again and update it with all the new card holders.

Selectman Martin stated on your credit card policy, page two. To which Ms. Carpentier replied, yes. It was pointed out to me that by borrowing somebody else's policy I didn't take out the word School District. So on page two instead of saying "reimbursing the School District" it would say reimbursing the Town. Selectman Roy asked if the Finance Director knew of or could investigate any training for those card holders so they would know what their parameters are when they get issued a card. Ms. Carpentier said, sure I can research that. I guess I'd like to know what you're refereeing to as parameters. Selectman Roy replied, so that they know how much they can charge, what they can charge for instance. Basically what this policy says. That they're not using it for personal use and they understand what the ramifications are if they do that. Something where they're told what the rules are and they indicate that they understand those rules. Ms. Carpentier responded saying, what's nice about

this is there's two actual policies in front of you FIN-004 which is the credit card policy and FIN-005 which is the credit card procedure. Part of that procedure they will be signing saying that they read this. The cardholders' agreement is on page four, close to the back, saying they understand the parameters. The Department Heads are well aware of our purchasing policy. They know in normal times they can only do up to \$1,000 on a purchase order. That also applies to a purchase order. But I will definitely make sure that they're aware and I've documented that they're aware of the procedure. Selectman Roy said, okay, that's all I have.

Chairman Morin confirmed that Selectman Coutu heard the question and answer. Selectman Coutu said he had one question on page three of the policy. Card holder separation. It says here upon termination of employment from the Town, the Card Holder shall surrender the credit card to the Finance Director. Upon receipt of the card the card will be deactivated. Etc. etc. Can we not deactivate it upon the termination of employment without having to wait for the card to come in? In case they don't come in for a week? Ms. Carpentier replied saying yes, as soon as I'm informed I'd reach out. I think it's a good control to get the card back in my hand or the Town Administrators so we're the ones shredding it. But I do respect that the minute I know of somebody terminated I think I'd be on the phone canceling that credit card. Would you like me to change the wording there? Selectman Coutu said, it would be preferable for me so that it's clear what we're doing. The Finance Director then said, so something like, upon notification of termination the card will be deactivated? To which Selectman Coutu replied, correct. Upon seeing no further questions Selectman McGrath made a motion, seconded by Selectman Roy, to adopt the Credit Card Usage Policy (FIN-004) and adopt the Credit Card Procedure (FIN-005) as amended and recommended by the Finance Director. A roll call vote was taken. Carried 5-0.

The Finance Director thanked the Board for their support this evening. Chairman Morin thanked her for all of her support during the current State of Emergency.

I. Proposal for Legal Services 2020-2021

The Chairman recognized the Town Administrator who said, you have in front of you a proposal to continue with David Lefevre who is working for Tarbell & Brodich, for an additional year starting July 1, 2020 going through June 30, 2021, at the same hourly rate. I recommend that we take this deal. I think Attorney Lefevre has done an excellent job for us. He's already been working for us for 5 years. This would be his 6th year at the same rate. So it's my recommendation that we do a one year contract with Atty. Lefevre. Selectman Roy made a motion, seconded by Selectman McGrath, to enter into a contract for legal services with the law firm of Tarbell & Brodich, PA for the period of July 1, 2020 through June 30, 2021 for the terms as specified in the Proposal for Legal Services 2020-2021 letter as prepared by Attorney David Lefevre. A roll call vote was taken. Carried 5-0.

J. Liberty Field Update

Chairman Morin recognized Town Engineer, Elvis Dhima. Mr. Dhima started by saying, as you recall the Board of Selectmen had requested Mr. Yates to go out for engineering services for the field. We did do exactly that on February 14th. February 26th we had a mandatory _____ meeting at the site. We put an engineering estimate on this service for \$20,000. We got two bids. As you can see on the attachment there, \$18,900 and \$18,500, very close. We set up an interview committee consisting of myself, the Town Administrator, and Director of Public Works. Originally we had Mr. Yates on it but he was on vacation at that time. Overall everything went very well. But we felt that SFC Engineering, out of Windham, NH did a better job than the other one by a little bit. We felt that they had prepared quite a bit what they thought the solutions were. We felt as a group that that was the way to go and that's what's being recommended to you tonight. This engineering firm worked for the Town of Hudson in the past. They were involved with the Senior Center at Kimball Hill and the most recent one has been the utility design project they did for utilities at Benson to get the water and the sewer for Friends of Benson and the bathroom. They have done work for the Town in the past. With that said, I'll take any questions that you might have. Mr. Dhima added this will be coming out of Planning Board account.

Similar to the one that was being done for the assessment. The recreation account that has about \$35,969 dollars. This money will come from that. Those are contributions paid by developers into that fund. To which Selectman McGrath added, so it's not going to be tax payer funded.

Selectman Coutu said, Mr. Dhima, I don't disagree with the recommendation but I have a question relative to Wilcox & Barton. Based on the literature provided to us upstairs in our office, there was a statement made by SFC Engineering that Wilcox & Barton had already done a study. I was wondering what were their recommendations. If they had any, and why we didn't follow their recommendations. Mr. Dhima explained, their recommendations, the assessment, consisted of two things. The findings which the Board of Selectmen were presented with as far as the water table goes other things that were basically causing the drainage. Also their recommendation which wasn't a real design was basically lifting the field about a foot. What we're looking for is basically addressing the situation out there without having to go all the way down to lifting the whole field. What we tried to get into right now is finding exactly the design that is going to address the situation. Selectman Coutu asked, how much did we pay Wilcox & Barton for the initial study? Mr. Dhima replied, \$6,000. Selectman Coutu then said, so we threw away \$6,000 then. Mr. Dhima said, no, we found exactly what was happening with the field, where the issues were and how we're going to address it. What the assessment covered was the findings, what was causing it and basically a recommendation of which you could go. But not a design. What we're doing right now is the actual design to basically get this field operational throughout the year. Selectman Coutu then asked, so there's going to be a fix recommended at a considerable cost? Mr. Dhima said, at an exact cost of what the design will call for, yes. Selectman Coutu said, I didn't say exact, I said considerable. To which The Town Administrator replied, presumably. Mr. Dhima added, we want to get to the bottom of this. The intent right now is identify and now design so we can get this field to basically be used throughout the year. Selectman Coutu asked, how much did we pay to build the field, Mr. Dhima? Mr. Dhima responded about \$300,000. Selectman Coutu then said, so we have \$300,000 plus an additional, what did you say we paid, \$6,000 for the study? And now we're putting out another \$18,900 so we're up to say \$345,000 and we still have to fix it for what could conceivably be a considerable amount of money. Where would you anticipate we would get the funds to fix it? Mr. Dhima responded saying, it was identified at the last meeting that there was some funds available regarding recreation that the Town Administrator presented. It will obviously need a Town vote. But there is some funds available that could maybe be redirected for that on a non-taxpayer base. Selectman Coutu then said, we'll see what that number is. I'm interested in seeing what SFC comes in with. Alright, thank you very much. You answered all of my questions. I didn't mean to imply that you were throwing money away. I want to make it clear to the people who are listening that you and the Recreation Director, and I know I had been out there several times. It was based on the design that we thought was going to fit and it was going to work. We expanded the parking area while the crew was there because it would be a lot cheaper doing it that way than having them come back. If you remember that conversation we had with the contractor. It's a beautiful piece of property. Resolving this problem would provide us with the additional recreation field. It may not be the answer to all the problems with fields but it will certainly be very, very helpful to the youth and adults who want to use it in our community if we can get this thing fixed once and for all. So I did not mean to imply by my questions that I was finding fault with you. I just wanted the voters to know, we have an investment, and they don't give fields away. They have to be cleared, they have to be seeded, and they have to be fenced in. There are costs associated with that. Our situation here is unique in that we have a water problem. We pretty much ascertained what that problem is. And now you're recommending that we get an engineered design to fix the problem once and for all so we can get the field up and running. Mr. Dhima replied, correct. Selectman Coutu then thanked Mr. Dhima for his help with this.

Selectman McGrath made a motion, seconded by Selectman Martin, to approve the contract for engineering design services for the Liberty Field to SFC Engineering, for the amount of, not to exceed, \$18,900 using account #: 2050-182. A roll call vote was taken. Carried 5-0.

K. Spring Cleaning of Central Street Cemetery

The Chairman explained to the Board, as you all know the voters approved the Town taking over the cemetery, but we don't take it over until July when the year starts. Just looking for permission to let Public Works go in there and clean the cemetery up. It went all last fall without a cleaning. All the leaves and debris is still in there. Selectman McGrath said, I would agree that Public Works should now that we have ownership or control of it. I think it's a shame when cemeteries are let go. People have family members or loved ones buried in those cemeteries. If they go to visit the graves or to honor their deceased, that makes it much more heartbreaking for them. The consensus of the Board was to direct the Public Works Department to start a cleanup of Central Street Cemetery.

L. Vetting Volunteers Prior to Appointments

The Chairman recognized Selectman Coutu who asked that this be put on the agenda. Selectman Coutu started by saying I would like to have the Town Administrator or someone in the staff, when someone applies for a position through the Board of Selectmen to sit on a committee for an assignment that we properly vet the application prior to it coming to us for consideration so that we don't run into a problem at the last minute and have to postpone it and make it look like we're conducting a major investigation on somebody who's applying to volunteer. There are a lot of things that could be done to vet an application. With what's online today and what's available we can probably have these properly vetted before they come to us. If nothing of any significance shows up in the vetting then we can act on it. If there is a problem the Town Administrator can advise us in non-public that there's a problem with the application. Selectman Roy then asked, I guess what specifically would you expect them to do? To which Selectman Coutu said vet the application. It's self-explanatory. Selectman Roy said but how? Do you want them to run background checks? Selectman Coutu responded saying, I just said how. There's a lot of tools available on the web today to do vetting. Phone calls can be made however you would want to vet an application. It's an application. Chairman Morin asked if there were any other questions. Seeing none, he asked Selectman Coutu if he'd like to make a motion for that. Selectman Coutu made a motion that the Town Administrator vet all volunteer applications prior to their being presented to the Board of Selectmen. Motion did not receive a second.

M. Nomination and Appointment - Board of Selectmen Chairman and Vice Chairman

Chairman Morin recognized the Town Administrator who said, so this is typically the meeting where the Board nominates and/or appoints the Chairman and Vice Chairman. He then said, if I may, I might make a recommendation, since we're in a State of Emergency. I think from a continuity perspective until we're through this State of Emergency I think my recommendation would be to defer this to a future date or bring it up at the next meeting. I think that given the continuity and what we're going through, I think it's prudent to keep the structure in place that we've got right now. That's my recommendation. You're certainly free to do something else. Selectman McGrath said, I'm prepared to make a motion to nominate Chairman Morin to continue as the Chairman of this Board. Selectman Martin said, I'm prepared to make a motion to close those nominations and appoint Selectman Morin as Chairman to the Board of Selectmen. Selectman Coutu then said, you can't close nominations. Anybody has a right to nominate anybody at any time but I do support it, but you can't close nominations. Anybody has a right to nominate whomever they wish. Selectman Martin said, I realize that. Selectman Roy seconded the motion. Chairman Morin said, thank you. I appreciate it. I will do my best. A roll call vote was taken. Carried 5-0.

Chairman Morin addressed the Board saying, this is probably one of the toughest times the Town has gone through. But it's not all one person, I'll tell you. The support and everything you've all done, is very much appreciated. We've gone a lot of work ahead of us. This is probably just the beginning what we're doing and I appreciate everything you all do. Thank you very much for your advice and time. Myself and Selectman Roy are on the phone a lot. I've been talking to you people three and four times a day. I appreciate it. Mr. Malizia, again, your information you provide, if we didn't have it we'd be lost. We appreciate it very much. Selectman Roy added, I don't say this lightly but I could not think of a

better person to lead us through this time in the Town's history and I thank you for that. To which the Chairman replied, thank you. I appreciate it. Selectman McGrath added, I agree with that. I've expressed that, at least on a couple of occasions.

The Town Administrator asked, does the Board wish to deliberate or nominate anyone for Vice-Chairman? Selectman Martin said, I nominate Selectman Roy for Vice-Chair. Selectman Coutu then said, I will nominate Selectman McGrath as Vice-Chair. Chairman Morin asked if there was further comment to which Selectman McGrath said, under different circumstances I would be pleased to serve as the Vice-Chairman of this Board. However under the circumstances that we're in, the extreme conditions that we have. The safety and all of that that both Chairman Morin and Vice-Chairman Roy have done an exemplary job and given that my health can be precarious, I think its best that I not accept. I'm happy to support and second the motion for Selectman Roy. Selectman Coutu didn't hear what Selectman McGrath said, so the Chairman repeated what was said by Selectman McGrath. Selectman McGrath went on to say I appreciate the nomination, but given the circumstances I think it's best that I not accept. Selectman Coutu said, I accept that. Motion made by Selectman Martin, seconded by Selectman McGrath to nominate and appoint Selectman Roy as Vice-Chair of the Board of Selectmen. A roll call vote was taken. Carried 4-1 with Selectman Coutu in opposition.

N. Board of Selectmen Weekly Meetings

Chairman Morin informed the Board that this item was added to the agenda due to the State of Emergency the Town is currently in. Does this Board want to move its meetings up to weekly so we can deal with any issues coming up that we may have to address? Selectman McGrath replied, I would be agreeable to that. The rest of the Board agreed that this was a good idea. Selectman Roy said, I think it's prudent at this point. We can always adjust if it's necessary. The Chairman said, the consensus would be five in favor to meet weekly.

Chairman Morin asked, do we want to do meetings as we are doing right now or do we want to go totally virtual? Selectman Martin said, I don't particularly care to go total virtual with the Board of Selectmen. I don't mind coming to a meeting. I think it will do a big disservice and give everybody a headache on how to get everybody to call in and ask questions if they have questions. Whereas we put off public input I wouldn't want to go to all virtual meetings. If you can't make it we can set people up as we have here tonight. Selectman Roy added I think we're all prudent enough to make our own decision as to how we want to attend the meeting, whether it's virtual or physical. Selectman McGrath agreed with that. The Town Administrator added, as long as we have notice if this changes so we can set you up. The concern would only be if we were all directed report in. Then we would deal with that totally electronic. But there's no issue with us setting up a meeting. Some members can attend electronically, other members can attend in person. We'll make that work. Consensus of the Board was to continue as is. Selectman Coutu added in that this is new for the Board here in Hudson but it is going well.

8. REMARKS FROM THE SCHOOL BOARD -

School Board Representative, Diana LaMothe addressed the Board. She began with a comment for the public viewers. We all know that the School District and the Town are working together. Superintendent Russell provided an update on the Schools response to Covid-19 at the last Board of Selectmen meeting. I want to emphasize that as always, but especially now, the best way to obtain information about the Schools is to contact the Superintendent's Office or visit our website SAU81.org

Just a quick update on the recount, Warrant Article 1 on the School ballot. As you know the article failed by six votes. Essentially additional votes were noted in the recount, mainly because people circled the bubble instead of coloring it in. So the machines didn't pick those votes up.

I just want to conclude by saying thank you to everyone who's working on the frontline, everyone working behind the scene. I hope you all feel appreciated. I wish everyone good health and positivity at this challenging time.

9. REMARKS BY THE TOWN ADMINISTRATOR

Mr. Malizia said I'd like to thank Chief Buxton for his efforts. He has put in a yeoman's effort and certainly has done very, very incredible work with all the stressors that are there. Also, thank the Department Heads, the Board of Selectmen, Town employees and the citizens of our Town for trying to work together so that we all stay healthy.

10. OTHER BUSINESS/REMARKS BY SELECTMEN

Selectman Coutu - Primarily I have just one and it's all encompassing. I was very pleased that you were reappointed sir as our chairman. We are in unprecedented times. You have headed the Emergency Management Team. I want to thank the Police Chief, the Fire Chief, all our Department Heads as well as obviously the Town Administrator, and our School System. You have worked as a team and have made Hudson look good which makes us in turn look good as administrators of the business affairs of our municipality. The School Department has been on board since day one and we truly appreciate that. I would hope that we would have it no other way. Again, an outstanding job, I want to make it very clear to people watching this evening, that my wife and I do not have Covid-19. I am here as a personal choice because my children would be all over me if they found that I left the house. So we're in a self-imposed hiatus for a minimum of two weeks. We barely left the house. Went to the mailbox, went to the market once and got hell for it. I have a grocery list waiting for them and I'll make sure it's taken care of that way. I want the citizens of our Town to know that between all of our personnel in Town. Those that are working physically in our buildings as well as those that are working virtually from their homes that business is not quite as usual. We're holding our own. We're doing exceptionally well. There have been no cases in the Town related to Covid. We hope it stays that way. We have plenty of supplies. There has been an appeal made today, from the Fire Department, if anybody has any masks or any PPE items we could use, they can drop them off at the fire stations. Anything anyone can do I appreciate, I'm sure the entire Board appreciates, as does the Town. The response has been in kind. People are helping neighbors. People are volunteering to do shopping for people. It's amazing what is going on in our Town today. I'm very proud to say I'm a resident of Hudson and even more proud to say the citizens of Hudson make us look good on the Board of Selectmen. I'm glad I'm on it this time. Thank you Mr. Chairman and thank you for all you've done for our community.

Selectman Martin - Thank you Mr. Chairman. At this time I don't have any comments except for all the good work that our staff, Chief and everybody included. And I'm hoping to see the sidewalks get plowed soon. Thank you that's all I have.

Selectman McGrath - I don't really have anything to say, other than Diana LaMothe just mentioned in her comments, about the ballots and how they were marked up inappropriately. I didn't look at any of the School ballots but I was looking at the Town ballots separating them out and putting them in piles. I think that that's something that next year, if we mail out the ballots again, there should be something in that package that shows what is a proper voting method. There were a number of ballots that they marked off yes and then put an X through it and then selected no. Some people just put a line through, they didn't color in the bubbles. Some people made errors on their ballots and came over to myself or Patti Barry or Paul Inderbitzen and said they made a mistake and they were given a new ballot to mark up. The incorrect ballot was voided. So I think that would be a service to the voters because people think they're doing the right thing but it ends up that their vote isn't counted unless there is a hand recount and that means that every ballot is looked at by a person, not by a machine think that's something we should work on at the end of the year.

Selectman Roy - I think I just want to echo what a bunch of people already said. I need to thank the Department Heads, the School Department, the employees, Chairman Morin, particularly Chief Buxton

and the citizens for their patience and flexibility. This has been a trying time with ever changing messages that we try to adjust to and we try to make the best decisions. As I've continually been saying, to help strike a balance between keeping employees and citizens safe and providing them the services that we're obligated to provide them. I would ask that you continue with that kind of patience and flexibility as we go through this.

I would also say that if you're going to get information please get it from reliable sources. The CDC website, the World Health Organization the Town website, the School website. Now is not the time to take what you read on Facebook or social media as gospel. That's all I have. Other than call your neighbor, reach out to people that you think might be alone at this time and just say hi.

Chairman Morin - Today I received a message directed at myself and Selectman Coutu about how we're dealing with kids with this and having explanations. When I read it and then called the person who sent it to me, I couldn't see two old guys sitting down talking to the kids trying to explain this. So I called the Library Director, Linda, and they're going to put a program together and they're going to film it for HCTV talking about it with the kids, what the kids should do and what they should know about it. So that will be coming in a couple days. That's a group we missed. I was out walking the other day and it's a lot of driveway art. It's all the kids and they have a whole different perspective of this. That's one of the great things. So that's being worked on.

I don't want to say anymore, because you all said it so well. The Town's amazing. All our Department Heads came together as a team. The School has come together as a team and it has made this situation so much easier. The businesses, the residents out there, everybody is pitching in to make this as easy as it can. I think we still have a way to go before we're over this but if we continue doing what we're doing we'll get through it together and come out better on the other end. I appreciate everything you've all done. This is definitely a team and I think we work very well together. It's been proven over the last year and where we're at now. If it wasn't a team we wouldn't be where we're at. And when I say team, it is the whole town.

11. ADJOURNMENT

Motion to adjourn at 8:41 p.m. by Selectman Roy seconded by Selectman Martin, a roll call vote was taken. Carried 5-0.

Recorded by HCTV and transcribed by Jill Laffin, Executive Assistant.

David S. Morin, Chairman

Kara Roy, Vice-Chairman

Marilyn E. McGrath, Selectman

Roger E. Coutu, Selectman

Normand G. Martin, Selectman