

HUDSON, NH BOARD OF SELECTMEN

Minutes of the June 23, 2020 Meeting

1. CALL TO ORDER - by Chairman Morin the meeting of June 23, 2020 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Jess Forrence, Public Works Director
3. ATTENDANCE

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

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

4. PUBLIC INPUT

There was no public input this evening.

5. RECOGNITIONS, NOMINATIONS & APPOINTMENTS

Nominations

Benson Park Committee (1 member vacancy which expires 4/30/23 & 2 alternate member vacancies, 1 which expires 4/30/22, 1 which expires 4/30/23)

Kevin Cormier (new applicant)

Judy Brouillette (new applicant)

Chairman Morin called Ms. Brouillette forward and asked her to state her name and address and to tell the Board a little bit about herself and why she'd like to serve on the Benson Park Committee. Ms. Brouillette started by saying, Hi, I'm Judy Brouillette, I live at 183 Highland Street in Hudson and I heard about the alternate position for the Benson Park Committee when there was all that discussion that was happening about the reopening and all of that. One of the things that I have learned, not only being a teacher, but just from doing assistant coaching in a variety of different manners is that these areas need help and a lot of it's by volunteering. When I heard that there was a position open, I think it's important that if you feel passionate about something that you're part of the solution, you're not just part of someone that's a mouthpiece that just wants to be loud. I love Benson's. My son love's Benson's and it's something that I want to see go on forever as long as I'm alive. I figured this might be a nice way of being able to give back to the community and to something that I love a lot. I do teach, in Milford. I am a 5-12 social studies teacher at an alternative school. I also am an assistant coach for Hudson Baseball, that's where I came from, and I also am one of the coaches for Tokyo Joe's the demo karate team. I try to give back whenever I can. I hate sitting on the sideline doing nothing. I'm one of those people that don't mind assisting and when I saw that there was an alternate position I was like that's probably more what I need right now, not an actual position itself, only because I do have a lot of things that I work on so I need to make sure that I spread myself appropriately. I looked into it to see what was expected of me to make sure it was something that I'm spreading myself too thin and I didn't think that I was. That's why I decided to apply for the position.

Chairman Morin said, thank you. Any of the Board have any questions? To which no one did. He then said, does anybody want to make a motion while she's up? Town Administrator Malizia reminded the Chairman, typically we do it at the next meeting. That is your policy for new folks. Chairman Morin then said, okay, we notify you of the Board's decision.

Chairman Morin then asked Mr. Cormier to come forward, state his name and address for the record and tell the Board a little bit about yourself and why you'd like to be on the committee. Mr. Cormier said, my name is Kevin Cormier. I live at 10 Nevins St. here in Hudson. I've lived in Hudson for approximately 13-14 years. I'm a transplant from MA and I will never go back. Love NH and everything about the State and just coming from MA and seeing the difference, there is no difference. New Hampshire is the place to be. Although I grew up in MA my father used to take me to Benson's as a kid, so I remember how it was as a kid, years ago, when it was the animal farm. When I bought the house on Nevins, I'm five minutes from there. We take our dogs there all the time. We love the dog Park, it's great. I go there two to three times a week to walk, so it was kind of a bummer when we had to close due to covid. Then you go on Facebook and you get the Hudson page and there are just so many people complaining about the Park. That's when I thought. I went on the Town Hall website and saw the opening and said you know, like the lady before me, it's time to get involved. It's easy to sit on Facebook and be a keyboard warrior and state your case and whatever it is you want to do. But for me, I want to be involved. I want to help make a difference. I want to help keep the park alive because I think it's really important. It's a great place for families to bring their kids to have a picnic, to walk your dogs, for kids to fish. Because too many kids just don't get outdoors enough today. So we got to keep that available as our Town, for the kids to have somewhere to go and just enjoy the outdoors. For work I'm a production manager at a manufacturing facility in Massachusetts. I've been a production manager for approximately the last ten years. I feel that managing budgets at my job and managing people, will come in handy being on a Board because I can help when we start talking about finances and resources that we could apply to helping the park. I feel I can be an asset to that just because of my profession. It's just something I really want to do. Again, like I said, I see a lot of people comment on Facebook and it's just nobody, all these comments and all the stuff going on the past couple months and we have two people here applying. I'm glad I'm one of those two. Even if I don't get the position, that's okay, at least I know I tried and I want to put the effort in.

Chairman Morin asked, and you're going for the member position, not the alternate? Mr. Cormier replied, I have the time for the member. I'm a 9-10 hour a day guy at work, but I'm on flex time so I can do meetings, are not a problem. My kids are grown. So I have the time. My wife works full time so it's not like, you know. I have the time.

Chairman Morin asked, any questions from the Board? To which there were none. He then said, we will let you know what the Board's decision is. Thank you very much.

#### Appointments

##### Municipal Utility Committee

Chelsea Prindiville (incumbent member, term to expire 4/30/23)

Selectman McGrath made a motion, seconded by Selectman Roy to suspend the rules and nominate and appoint, Chelsea Prindiville as a member to the Municipal Utility Committee with a term to expire 4/40/23. Carried 5-0.

##### Recreation Committee

Keith Bowen (incumbent member, term to expire 4/30/23)

Selectman Roy made a motion, seconded by Selectman Coutu to suspend the rules and nominate and appoint, Keith Bowen as a member to the Recreation Committee with a term to expire 4/40/23. Carried 5-0.

Chairman Morin asked does anybody wish to remove any consent items for separate consideration. To which Select Roy yes, I'd like to remove items 6A-5. Selectman Martin said, I'd like to remove 6A-4. Chairman Morin asked, anybody else? Selectman McGrath said, Mr. Chairman, I'm going to abstain on the vote. I need to recuse myself.

Selectman Coutu made a motion, seconded by Selectman Martin to approve Consent Items A1, 2, 3, B, C, D, E and F as noted and appropriate. Carried 5-0.

Selectman McGrath was recognized by the Chairman and she said, I'm certainly not going to bring forward item number 5, because that's why I need to recuse myself. Selectman Roy made a motion to approve Item 6A-5. Seconded by Selectman Coutu. Selectman Coutu said I don't know why it was removed. To which Selectman Martin said, Selectman Coutu it was removed, Selectman McGrath is one of the properties. Selectman Coutu responded yeah, I know that. Selectman McGrath said, let me just explain. I wanted to have clean hands and not act on that item at all. So I'm going to abstain from voting. Motion on the floor by Selectman Roy, seconded by Selectman Coutu. Carried 4-0 with Selectman McGrath abstaining from voting.

Selectman Martin said, 6A-4, I thought I didn't know that to deny a big company like that. Deny their abatement would be a Consent Item. I thought it might be an item of separate consideration. Just for clarity. Selectman Martin made a motion to deny a 2019 abatement for map/lots as in this memo, as recommended by the Chief Assessor. This was seconded by Selectman Roy. Selectman Coutu said, I don't understand the motion. Selectman Martin explained, I wanted it, I removed it for a separate vote because I don't think it should be a Consent Item that's consented on as one vote. I think it should be voted on separately in my opinion, such a large company, we're probably going to see whatever they want to do in the future, so, that's why I wanted to bring it forward. Selectman Roy interjected saying, he simply read the motion that's at the bottom of the memo by the Chief Assessor. Chairman Morin asked Selectman Coutu, do you want to take a second to look at that, Selectman Coutu? To which Selectman Coutu responded, I know what it says, we've always done it this way for 12 years now without issue. Chairman Morin asked, any further discussion? To which there was none. Motion on the floor by Selectman Martin, seconded by Selectman Roy. Carried 5-0.

## 6. CONSENT ITEMS

### A. Assessing Items

All Veterans Tax Credit: Map 116, Lot 075 - 13 Stoney Ln.

2) Elderly Exemptions: Map 205, Lot 024 - 44 Glen Dr.; Map 241, Lot 008 - 39 Dracut Rd.

3) Solar Exemption: Map 152, Lot 052 - 9 Dugout Rd.

4) 2019 Abatement Application - Eversource Energy: Map 100, Lot 8; Map 167, Lot 9; Map 190, Lot 192; Map 179, Lot 31; Map 107, Lot 30; Map 208, Lot 11; Map 107, Lot 3-1; Map 144, Lot 8; Map 175, Lot 153; Map 182, Lot 181; Map 162, Lot 80; Map 138, Lot 36; Map 179, Lot 11; Map 195, Lot 5; Map 175, Lot 6; Map 171, Lot 31; Map 162, Lot 16; Map 135, Lot 7; Map 135, Lot 2; Map 171, Lot 46; Map 138, Lot 56; Map 175, Lot 153-2; Map 138, Lot 86

5) Residence in Industrial or Commercial Zones: Request for Approvals - Map 198, Lot 17 - 89 Lowell Rd.; Map 198, Lot 148 - 104 Lowell Rd.; Map 234, Lot 31 - 281 Lowell Rd.; Map 234, Lot 42 - 2 Davenport Rd.; Map 251, Lot 7 - 81 River Rd.

B. Water/Sewer Items - None

C. License, Permits, Policies - None

D. Donations - None

E. Acceptance of Minutes

- 1) Minutes of the June 2, 2020 Meeting
- 2) Minutes of the June 9, 2020 Meeting

E. Calendar

- 6/24 7:00 pm Planning Board - Hudson Community Center
- 6/25 7:00 pm Zoning Board - Hudson Community Center
- 7/6 7:00 pm Conservation Commission - Hudson Community Center
- 7/8 7:00 pm Planning Board - Hudson Community Center
- 7/9 7:00 pm Zoning Board of Adjustment - Hudson Community Center
- 7/13 7:00 pm Cable Utility Committee - HCTV
- 7/13 7:00 pm Conservation Commission - Hudson Community Center
- 7/14 7:00 pm Board of Selectmen - BOS Meeting Room

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on June 16, 2020

Selectman McGrath made a motion to seal the non-public meeting minutes of the June 16, 2020 meeting. This was seconded by Selectman Roy. Carried 5-0.

Selectman Martin made a motion to adjourn at 9:26 pm, this was seconded by Selectman Roy. Carried 5-0.

B. BOS Cell Phone Policy - deferred from 6/9/20 BOS Meeting

Selectman Martin said, Selectman Roy and I were wondering why, I thought we put that off. I know I said I would put it in the bylaws, which I'm in the process of doing so it should be here next week for a bylaw vote and acceptances of the bylaws so we wouldn't need to discuss this. Chairman Morin said, it was put on there because I had thought we were going to have it this week to look at. That's why it was there. Selectman Martin responded saying, my apologies. Selectman McGrath was recognized and she said, I've requested information from the Municipal Association's Steve Buckley about whether or not there are any policies that are in place that we could look at and possibly use and we haven't heard back from him. Chairman Morin said, so, we'll just defer this for now then. Everybody's good with that? Sorry, Selectman, I thought you were going to have it. Selectman Martin replied, no worries.

8. NEW BUSINESS

A. Covid-19 Scientific Update

Chief Buxton was recognized and said, good evening Mr. Chairman, members of the Board. Tonight we're here to go through the covid-19 update for June 23<sup>rd</sup>. A couple of positives in tonight's report. As of today we've had 5,558 positive cases in the State of New Hampshire with 339 deaths. The good news in the numbers as we look at the data across today, hospitalizations in the State of New Hampshire have actually dropped to 54. That number the end of last week was starting to escalate again. That has leveled off and is now on the downward slide again so we're very happy to see that.

Hudson has experienced 104 cases of covid-19 here locally. We're down to 12 active cases within the Town borders, so that's another positive step for us.

A couple of things regarding the incident update for the week. Monday we opened the Town Clerk's office to the public. That's the first time since the middle of March that it has been open. Staff worked very diligently to get that laid out. Safety and Health along with the Administrators' assistance, they looked at ingress into the building, foot traffic and how the traffic was going to flow in and out. Signage was established with mass distribution efforts in Town Hall and the Administrator worked with the maintenance staff to make sure the hallways were clear and make sure we had the maximum width to provide the most social distancing that we could, which was a good increase there. The Town Clerk has gone through the training to make sure her staff is ready to roll and they've been working efficiently now for the week to date, yesterday and today.

Selectman Roy asked, did you take the tents down because they weren't needed? To which the Chief responded, the tents out front on the sidewalk came down because they're going up the handicapped ramp and coming around now. So you'll note we have one tent on the side of the building if there's any excess that comes out because they're going in the door and lining in the hallway. If you go upstairs and look down the hallway you'll actually see feet on the floor for social distance reminding and go from there so it's kind of a pretty easy approach as you come through the building now.

Chief Buxton went on to say, additionally this week we're here to discuss with you the potential of more Cares Act expenditures. This is the \$600,000 that was allocated to the Town. We're looking to do an additional, if you remember in Phase 1 of this money expenditure we talked about setting the foundation for the IT projects. This is the second phase of that project is to move onto Microsoft SharePoint. If I can just provide you just a brief synopsis what that is. I want you to think about individual office spaces around Town and everybody has their own file cabinet. As documents get updated they go in individual file cabinets. SharePoint is actually a collaboration effort that is going to afford the opportunity for us to have one file cabinet and the most current documents always be on the top. So it doesn't Steve has the most current document and Norm has the most current document, that goes away because the current document is actually stored in one spot no matter who touched it last. It helps us with our sharing of documents and working in team collaboration regarding project management and those things that are split between the different departments or individual departments that they folks work in different areas. So that is the first project that is slated to move forward. That will be the second and final piece of the IT projects for the covid money.

The second piece is regarding facility upgrades. One of the projects that was looked at was how do we increase the safety and health of the employees within the building. Look at how we harden the sites so make sure that our counter spaces, if you remember correctly, prior to covid-19 hitting all of our counter spaces were wide open. You could come in and talk with an employee and actually reach out and touch them. We did some temporary separation regarding plexi-glass. The Cares Act money provides an opportunity to actually reconstruct those counter areas, due upgraded network wiring, electrical systems, harden some security efforts and increase the separation between the employees. Along with an HVAC review that we did with all the Town buildings. So anyplace that harbors employees on a normal basis, so Public Works, Town Hall, Police Department, Fire Administration, all the fire facilities got looked at and we're suggesting that we actually go with increased air purification systems, utilizing UV and sanitization canisters. We also looked at in this building here, which gets the most public foot traffic, so day in and day out, Town Hall gets the most public foot traffic. So trying to decrease the number of hand touches within the building, we're suggesting we look at the plumbing fixtures within the building. And that all of the lavatories in this establishment get upgraded so all the handles are touchless. The sinks, toilets, and urinals are all touchless and controlled that way. We worked with Northpoint Construction and Smith Plumbing and have come up with an estimated cost of \$255,000. And this would be a design built project. So as we look at each of the individual areas, the design would get built. All of the counter surfaces would not be wood. They'd be a laminate material, so it's a solid surface, so it's not porous and it doesn't allow for the absorption of anything in there easy to clean and those types of upgrades.

Additionally we're also looking at three areas that the Command Staff discussed this week. We talked about Greely Park, and what the potential of having basketball hoops installed there. We talked about the dog park and we talked about the playground. And at this point we're suggesting that we revisit those on July 14<sup>th</sup>. Even though our case number is coming down, if you go to the day camp site, they're still talking about keeping the playgrounds and those areas closed. There is some difference of opinion in regards to what the basketball type things are happening at different day camps around the State, but they're still concerned about the spread of covid on basketball courts. So we're suggesting that we revisit that July 14<sup>th</sup>. So that provides an opportunity for us to not go an entire month out but gives us a couple weeks to bring it back. That's the recommendation this evening.

Concerns for the week. 23 states in the country are seeing a significant increase in numbers. This is attributed mostly to the deep southern portion of the country, along with western areas. One of the public officials, I think everybody's probably seen Dr. Fauci at least 30-40 times now on tv. One of the concerns is everybody keeps talking about the second wave and they're not even sure we're fully through the first wave. They build that off the number of cases they have across the country. The additional concern that was highlighted this week was that 80% of the cases are very mild in nature. So as we see reopening take place I may get covid and have mild cold symptoms so I'm not really affected. I might not even get the fever, right? And I don't even know that I've really had it. So, you see folks that aren't maintaining their vigilance and they're getting out, they're not social distancing. They're not wearing their masks, they're not practicing hand hygiene. It's very important that we continue to drive that responsibility in regards to mask wearing, separation of space. I actually saw a picture today, I forget where I saw it, somebody said, hey have you see this hat? It was actually a hat that they were handing out at the restaurants that had the swim noodles coming off the hat and it was actually a crown that you put on and it basically provided social distancing. If you were touching the noodles then you were too close another patron. So I think that sounds comical and funny and all those things but we need to stay vigilant on keeping our separation and making sure we are truly providing the opportunity for folks to have masks available, wear the masks and make sure we're ready to move forward. Regarding covid, that's really the update for this evening and I'm certainly open to answer any questions Mr. Chairman.

Selectman McGrath was recognized and she said, Rob, can you explain why the dog park has to be closed? I've been hearing complaints about it being closed. I'm not in a position to respond. Chief Buxton responded saying, so one of the concerns that was discussed during the Command Staff meeting was actually, that is a hot spot for person to person contact because you get a number of dogs in that area, either they're not getting along or they try to play with each other, they get tangled up and now you have a person, or Chief Avery actually raised a very good point, the Animal Control Officer routinely is down there separating dogs that are fighting and those types of things. So we felt at this point, until we really saw the numbers really bottom out in Hudson that we should hold firm. I know that's not a comfortable statement to hear but we're really trying to put our due diligence into making sure we're providing the best opportunity to keep our number down. I had a conversation with the Commissioner of Safety today and we were talking about numbers. You know Hudson never got above 104 cases. If you look at Londonderry, you look at Nashua, certainly the populations are higher, but when you start talking about Londonderry, very similar to us, their case number was through the roof. Bedford same thing. They had 288 cases in Bedford. Some of that was attributed to their long-term care facilities, but we have a long-term care facility here in Hudson that did the right thing right up front. I cannot say enough about Fairview Nursing Home. They closed the doors very, very early and they have not had one case to date. So we've managed this very well and I just, I want to open up. I want to take it slow. I'm recommending that we really kind of pump the brakes a little bit and bring it back on the 14<sup>th</sup>. I know that's not a popular stance, but that was the recommendation from the Command Staff. Selectman McGrath said, I'm not able to respond to anything like that so. The other thing I was just going to mention, I either read it or heard it on the news today, that there was one young person that passed away due to covid, under the age of 18. So, I don't remember where they were. I don't know if they mentioned where that person was from but. So it is affecting young people. I have a niece and nephew that are in that age bracket. She's 17 he's 21. I don't know how their mother and father are trying to get them to social distance, be careful, don't go out in crowds. But you don't know what they're doing when they're away from home. Chief Buxton then

said, so if you look at Arizona, in particular, at this point, their growth has actually been in that 20-50 range. That is the piece of the population that is really getting out and being very active and some of the not using a mask and stuff is coming back to haunt them. Florida itself, yesterday we were discussing they're out of ICU beds. Selectman McGrath said, I read that they're going to be the next epicenter for this. Very scary. Thank you.

Selectman Coutu was recognized by the Chair and he said, Chief, let's start with the first, Information Technology. \$57,938 to install Microsoft SharePoint? Chief Buxton responded, yes. Selectman Coutu then asked, how much are the upgrades every year? Chief Buxton answered, there is no revolving cost. So there's no cost that would be built into the budget. That is a one-time expenditure and that relicenses every user in Town and the servers. Selectman Coutu then said, and when I read the facility upgrades \$255,750 plus the \$57,938 dollars, you're asking us to authorize an expenditure of \$313,688 dollars and yet our budget, what was allocated to us, you put \$600,000 but it's \$660,000 and we've already spent more than half of that. Chief Buxton responded, no. when you look at the financial report that is what has been spent on the covid itself. That is not broken down by individual grants. So if you look at the GOFERR under grants received, you're going to see that you've spent \$8,135 of that \$600,000 dollars. Go to the last page of the report. Selectman Coutu said, no, I'm not. I'm looking at financial review. To date our expenditures have totaled \$23,079.34. The Chief replied, that is all of the grant programs that we're managing at this point. Not just the GOFERR money. Selectman Coutu said, so, if I'm looking at this correctly, we're committing \$737,000 because of covid? \$737,000 is what is coming out of taxpayer money, not locally, but. Chief Buxton responded saying, so, total, I didn't do the math, but I believe your numbers, but you have over \$190,000 of stipend that came into us prior to spending that money from the State for the First Responders Stipend. You were allocated \$661,000 dollars through the GOFERR account. To date, you still have over \$500,000 dollars remaining in that fund. You have applied for an AFG-Supplemental grant for \$27,785 dollars and you have an authorization for the DOJ grant for \$38,098.81. That is between protective clothing, upgrades to the facilities, the IT update to this point. So any expenditure we've put out there. Selectman Coutu asked, how much have we spent for IT so far. Discounting the \$57,000 request? Chief Buxton replied, right now, if you go to, I think it's your next page, you'll see IT listed out there. Selectman Coutu said, I have it here \$29,352 and now we want to spend another \$57,000 to have a file cabinet. Chief Buxton responded, I say file cabinet, its file storage. Selectman Coutu then asked, how do you justify that? I know what you mean by file cabinet it's on the cloud. Chief Buxton replied, so, I would tell you that one of the things that has been highlighted going through the virtual EOC is the sharing of documents and everybody going into one file and trying to maintain the most up to date projects on the surface and folks no taking old information, and disseminating old information to their people. This is not only going to have an effect on Emergency Management, this is going to have an effect across Town. So if you have a project that you're putting different members of different departments on, whether it's a safety program or a building program, they're going to be able to share those documents amongst themselves and not have to have folders and drives set up which take server space and then slows the entire process down. So this sharing of information and collaboration amongst the team is going to be much more efficient. Selectman Coutu asked, how many documents are going to be shared on the SharePoint in the SharePoint program? What's the limit? Chief Buxton answered, every document that we create will go into that filing system. Selectman Coutu said, so everything that we've spent all the money and time that we spent in taking all the microfiche and everything and putting it all in storage, we're going to take it all out of storage now and transfer it to SharePoint? Chief Buxton replied, no the software is just going to be upgraded on the backside and make it easier for us to extrapolate and utilize. That's it. Selectman Coutu then said, so they're not, so it's not software, the only function of the software is for you to be able to extract documents from whatever file they're in easier? Chief Buxton added, or share them amongst each other. It's an efficiency piece. Selectman Coutu said, and we got to pay \$58,000 to do that. Chief Buxton replied, correct. Chairman Morin said, Selectman Coutu remember that discussion we had about we're not up with the times? This is part of it right here. Chief Buxton added when we discussed the Cares money originally, we talked about two pieces that we were going to do. One was regarding the foundation that was the server update. That was done and it's been completed. That had some additional fiber optics put between the Fire Station and Town Hall. This is the final piece of that to afford the opportunity for us to be more virtual, more remote. This was a two phase project from the get go, this is the second piece of that project. Selectman Coutu said, that's

news to me. We talked fiber optics. We were talking \$170,000 each year for three years. It was going to be done. Now I'm hearing it's going to cost another \$58,000. Chairman Morin said, no, why don't you explain it Chief. To which Chief Buxton said, no it when we talked about the Cares money and what the opportunities were going to be to leverage that account, we talked about an IT project that was going to update all of the servers, allow us to be virtual on the network so we could do the remote meeting stuff and anything that was going to be impacted by the remote world to make sure we could efficiently exchange and conduct business. This is the second piece of that project. This was not ready to go because we took it in phases and this is the second piece of that. I understand that covid is starting to come to a close, my concern is that as we look at expenditures and we prepare, the point of this grant specifically, is to make sure we're prepared for what's going to happen in the fall and future. I never would have thought that we'd have a pandemic that started in March and we'd still be dealing with it today. Never. That was not on my radar screen for a good time. you know, but the reality is, we're trying to put plans in place so we're prepared to move forward as the unknown continues to come down the road and this is the second piece of that. Chairman Morin added, on top of that even if once this is all done, this is going to be a great improvement to the Town as a whole, for everybody to work together and faster, which is going to save us money in the long run. Because they're going to have the equipment and the tools they need to do what they need to do. And this is again, part of where we've been behind all these years now we're kind of forced to move up to where we need to be. Selectman Coutu replied, I bet you we're one of the very few towns in the State of New Hampshire to be doing this. Do you, what is the training program for this? I'm sure people have to be trained on how to do this. Chief Buxton responded, IT Department will be providing that training to everybody. That's part of their responsibility.

Selectman Coutu said, okay, let's go to the facility upgrades. First question I have is on the air purifying system. Over a period of time, let's talk about this, over a period of time you know we've had additions and we've had separate air conditioning systems in different parts of the building. And as we progress we tried to upgrade it. Can you assure me that the air that's flowing through this entire building is integrated? To which Chief Buxton responded, you cannot do that. You cannot tie all of the systems into one system in this building. Selectman Coutu said, I just wanted to have that clarified. So we're going to have to have different air quality systems installed at different portions of the building. Chief Buxton replied, I believe we counted five separate systems in this building. And they will have five separate coils installed in them. That's why the cost escalates. Selectman Coutu asked, did they give you the cost of replacement of the UV lights the tubes? Chief Buxton answered, they actually can be removed and cleaned and when they burn out then they would have to be replaced. But the routine maintenance would be a cleaning opportunity to basically remove the tube, clean it and reinstall it. I don't have an estimated cost. Selectman Coutu said, I'm familiar with that but they didn't give you a cost replacement. Did they give you the cost of maintenance of the system or is that something that we're going to expect someone in house to do? Chief Buxton replied, well, I would assume that we have the furnaces cleaned every year, and that would be part of the regimen to clean that. Selectman Coutu said, I'm all for better air quality, I just want to have a clear understanding. Chief Buxton said, one of the other pieces of the challenges we've given them is to make sure they're providing fresh air makeup into the facility. So that's one of those challenges that's a piece of that HVAC upgrade. Selectman Coutu said, to me this makes more sense at \$255,000 than \$57,000 for Microsoft Softshare. Thank you. You've answered all my questions and I appreciate it.

Chairman Morin asked, does anyone else have questions? Seeing none he asked, does anybody want to make a motion? Selectman Roy said, I'll make a motion. Do you want to do one motion for the whole thing? Chairman Morin asked, that's all under the same grant Chief or is that separate? Chief Buxton said it's under the same. The Chairman said, so we could lump it all into one because it's the same grant. Chief Buxton said Cares Act money. Selectman Roy made a motion to expend \$57,938 dollars for IT upgrades and \$255,750 dollars in facilities upgrades out of the GOFERR account provided through the Cares Act. Selectman Martin seconded this motion. Chairman Morin asked if there was any discussion to which Selectman McGrath said, just to clarify to anybody watching this. This isn't coming from taxpayer money. Resident's taxpayer money. This is coming from the Federal Government. Chairman Morin asked, Chief when would the work start? Chief Buxton answered, we would go into the design phase as soon as I call them because you know



each, I'll give you an example. One of the things we discussed with them was how many ADA compliant stations do we need? Whereas the Town Clerk may want all of the stations be ADA height. Different application in the Building Department and Assessing where they may want one of the stations to be ADA compliant because they're standing versus sitting. So that will be, as we go through the design process, we'll be engaging all of them. This is something that is a fairly quick turnaround, right. We'll have expenditure time that we'll have some limitations on and this will be moving rather quickly once we get authorization from them for monies back. I'm trying to keep my friend back here, the Finance Director, happy. So I'm trying to make sure that the authorizations, as we're cutting PO's we're able to put in the monies to get the reimbursements back. So from a cash flow standpoint weakening that process.

Chairman Morin asked if there was further discussion and recognized Selectman Coutu. Selectman Coutu said, Mr. Chairman, as a result of having to crop this all into one motion, which shows very little respect for me, that's fine. I'm going to vote no, even though I do support the facility upgrades because I think our employees need to be protected. And I think a better quality of air in the building is necessary. So I will be voting no because I'm not going to vote to give Microsoft \$58,000 of taxpayer money. It flows to Washington. Washington doesn't just make the money and send it out. It's taxpayer money that's being sent to us. It's coming back to us. But I don't think Microsoft is a good way to spend money. \$58,000 for a program from Microsoft is not a good way to spend money in my opinion. So I'll be voting no.

Chairman Morin asked if there as anyone else? Motion on floor by Selectman Roy, seconded by Selectman Martin to expend \$57,938 dollars for IT upgrades and \$255,750 dollars in facilities upgrades out of the GOFERR account provided through the Cares Act. Carried 4-1 with Selectman Coutu in opposition.

## B. Hudson Speedway Operating License

Chairman Morin recognized Ben Bosowski, owner of Hudson Speedway. Mr. Bosowski said, as you said, my name is Ben. I'm the owner/operator of Hudson Speedway. I'm here today to ask if I can put in a beer garden at my race facility. There are other tracks in this state that do have them. They are pretty much the same all around. If you go from Loudon to Monadnock Speedway, Claremont Motor Sports Park and Lee Speedway, they are all the same. They are in a separate area. Pretty much there is an officer at the gate checking ID's and bartenders are pretty much doing their job like a regular bar. I'm just pretty much here to just discuss it if it's even possible. I have not gone to the State to get a permit or anything yet. I just wanted to get your feedback on it if there's any questions I can answer. Selectman McGrath said, I have two. You mentioned having an officer at the entrance. Is that something, you wouldn't expect our police officers to go and do that? You'd be paying them? Mr. Bosowski said, yes, I pay for two officers to show up anyway. I was just going to possibility have one of them go up and do that as a gesture type of deal. I know Lee Speedway what they do is, they actually hire a separate security company to do that job. I believe Mondadnock they do have one officer to do that. Selectman McGrath asked, so if it were approved how would you control the amount of alcohol that one consumed? Mr. Bosowski responded, usually what it's up to the bartender to check if visually they're stumbling or slurring their words or anything like that. Usually the bartender would say no, you're cut off or even if security there notices something they will let the bartender know what's going on and aware of that. Selectman McGrath said, I would be concerned about the safety of the residents surrounding that property when those attendees left if they had too much to drink and they caused an accident and someone got hurt. Mr. Bosowksi said, I totally agree, but I look at it as it would be the same if someone left the bar and left intoxicated. It would be the same amount of risk, I guess, but I know, I actually have another speedway that does have a beer garden and I am very, very, very strict on how many people drink. Usually sometimes we'll do only three beers per person. That's it. After that you can't have anymore which I could do as well. Selectman McGrath said, I've never been to your racetrack. I've lived in Town forever, never been there. Car racing isn't my thing. But, can people bring in their own alcohol like going to a ballgame? Mr. Bosowski responded, no, I do not, just because of the liability of it. That and I don't like having

people drink with people that aren't drinking. If there's kids or anything and some guys spills their beer, personally I just don't like it so I say no alcohol on the property. Selectman McGrath said, thank you, that's all I have.

Selectman Roy asked, do you have other security other than those two police officers typically at Hudson? Mr. Bosowski responded, no, usually because if there's any real altercations or anything it's sometimes in the pits, but for the past couple of years I've made it very clear if there's any fighting or any altercations, you're banned from the property for the rest of the year. And racers when you tell them that they kind of get nervous. Selectman Roy then asked and then, would the alcohol be confined to just the beer tent? Like they couldn't bring it into the racetrack proper, right? Mr. Bosowski responded, no, it would be in a specific area, fenced off. There's only one entrance in and one entrance out and it's monitored by an officer or security guard. Selectman Roy said, that's all I have.

Chairman Morin said, I have some concerns. Two police officers are probably there for a reason due to the amount of the people. What's going to happen if you have some type of problem and that police officer has to leave that's doing the carding to go deal with the problem? Mr. Bosowski replied, usually, like I said, knock on wood, we have not had a problem. But like I said, I would be willing to have an extra security person at the beer garden so the two officers could stay down in the pits. So that if something were to happen we do not have to pull them away from where they are, but I mean like I said, we haven't had any problems. I'll admit we did have one altercation but it was put to rest right away. There was nothing dramatic. Chairman Morin said, no, and I understand that you haven't had any problems but there's always that one time. So if you wanted a police officer I don't think police officers should be carding people, I think you should just have one of your employees do it. That's how a bar does it. You know what I mean? But, if you're going to do, I would rather see three police officers because I'd hate to break up those two. Because again, it leaves you wide open if that police officer has to leave the beer garden to go handle a problem, what are you going to do? Second of all, where are you looking to place this at the track? Mr. Bosowski responded, believe it or not, I made packets but floating my mind, I believe Steve has the diagram. It would be towards the back of the property in the corner, it's a shaded area. It would be far enough away from the general grandstand area in a shaded area, just so drinking and sun don't get along very well. I wanted to put them aside to eliminate the risk. Selectman Roy asked, what is the capacity of the tent or the beer garden that you're proposing? Mr. Bosowski replied, believe it or not the State actually tells me how much I can, it's a calculation they use. I know Claremont Motor Sports Park their capacity for the whole thing is 7,500 people in the grandstand and I think our beer garden is the max, 1,500 we can have in there. Selectman Roy said, that's a lot of people. Mr. Bosowski went on to say, but that's basing it off a full house of 7,500 people there. There's no way you're going to get that in Hudson. Selectman Roy said, I think I would be more comfortable with it if there was a security plan other than the police officers. That's a lot of people for two police officers to kind of handle.

Chairman Morin recognized Selectman Coutu who said, Ben, I was at your facility two weeks ago. I was impressed with the upgrades that you made since you took ownership. I went down to take specifically my wife wanted to see it. She hadn't seen it in years. Last time she saw it I raced a car in there on a bet, the spectators' race. Mr. Bosowski said, yup, we still have those. Selectman Coutu went on to say, so, what is the total capacity of your bleacher area? Mr. Bosowski replied, right now it is 565. We are still under construction of our new bleachers. The bleacher company that I hired robbed me pretty much. They were supposed to put in 2,000 seats. They only put in 500 and took the rest of my money. So right now I'm in the process of putting in the rest. I think when I'm done I'll have about 1,300-1,400 seats. Selectman Coutu then asked, what provisions have you made for additional parking? Mr. Bosowski replied, believe it or not I am, if you're on Robinson Road the land next to the handyman building owned by Peter Norie, Selectman Coutu said, Peter is going to lease you that property? Mr. Bosowski said, no, I'm actually going to buy a piece. I'm going to buy a piece. I'm working with an engineering company, this is for another time, you'll be seeing me again, to do a parking lot on that property to help out with the parking. Because I know parking on the side of the streets concerns me. Because it's a safety hazard. I don't like people walking down the road and all that stuff. Selectman Coutu said, it's prohibited. The Director of the Public Works Department is here. He can tell you, I've called many times because people are calling me saying there's traffic backed

up on both sides of the street. They're just parked. Some of them were sticking out into the road. About three years ago it was seriously problematic to the point where at three o'clock in the afternoon I left my house and my family to go up there to see if somebody was just making this up or if it was for real, and it was for real. A lot of cars got ticketed that day. That's not good for your business. That's not good for our Town. Those roads are made for vehicles to traverse on and the Highway Department has more important things to do than be out on a Monday morning replacing signs that got torn down or trying to put up more signs than they had to because people obviously don't see them. So, you know, I know your reputation Ben. I've talked to a few people. This is not your first go round. I think, what is your, you never directly answered the question, so I'll ask it again, and I'll try to be a little more clear, Selectman Roy asked, what is the capacity of the beer garden. You went off about the State sets that and you started talking about the other race track. What is your proposed seating capacity or whatever, standing capacity, seating capacity, for the beer garden you want to design here in Hudson. Mr. Bosowski replied, so the area where I want to put it, I actually have two sets of bleachers that the City of Manchester donated to me. They hold I think 150-160 in each thing, and they gave me two of them and I was planning on using that for the beer garden area. Selectman McGrath said, that's 320. Mr. Bosowski said, yes. Selectman Coutu said, when I look at the chart that you provided us for information, it looks to me like the beer garden is where the old snack bar was. Mr. Bosowski said, the snack bar is actually towards the middle of the track. Selectman Coutu said, where this T is? Mr. Bosowski replied, so if the T is right here, that is actually the scoring tower. To the right of it. If you're looking at it to the right, that's the old snack. Selectman Coutu said, that's the old snack bar. What's going to become of that? Mr. Bosowski said, that actually is just a garage right now. We couldn't use that. It was kind of falling down. We fixed it and we're just using it as kind of like a shed storage. But what we have now, if you're concerned about food or anything, we have food trailers there. Selectman Coutu asked, how many food trailers you have there? Mr. Bosowski said, we have three. Selectman Coutu asked, do you own them? To which Mr. Bosowski replied, yes. Selectman Coutu asked, all three are licensed by State of New Hampshire? Mr. Bosowski said, yes, through Bobola's. I own the trailers. Selectman Coutu said, Bobola's in Dracut? Mr. Bosowski said, yes. He actually has a restaurant in Nashua. That's how he rents off of me. That's how we got to know each other. Selectman Coutu asked, him or his son? Mr. Bosowski replied, yes. Derek. Derek Bobola. He rents the trailers off of me. I own them, he rents them off of me. He runs it through his business and that's how we did the food part. Selectman Coutu said, so it is through Derek. Selectman Coutu said, I don't, you know, I support the idea. You can't, you need to generate more income in order just for the upkeep of the park in order to keep it in the direction you've got it going. It's been let go for a long time. No capital improvements, no major capital improvements. It looked worse than when I went there when I was 18-19. It looked worse when you took it over. So I applaud what you've done. And I know that you're going to have to generate additional income. I don't see you, good luck if you think you could get 1,300 people to come back to the Hudson Speedway like it used to be in the old days when Ollie Silver and all those guys were racing. So I wish you the best of luck. I like the concept of a beer garden, I think, I'd have to look at the area more carefully to see if the concept of bleachers and sitting 150 people sitting there drinking beer and how you're going to control the amount that's sold. I personally feel that as Chairman Morin suggested, we hire, we've had the racetrack hire two police officers for a particular purpose. The bulk of the problems are in the pits, you and I both know that. That's where tempers flare. That's where things happen and then of course there's also public safety concern as the Chairman would attest, he was a captain on the Fire Department when he retired, accidents. Ambulance on scene, crowd control because everyone wants to see what's going on. We've ascertained and I worked at the White Mountain Speedway when I was a police officer in Woodstock. So we had two police officers and that track is smaller than the one you're proposing to build. Have you been there? White Mountain? Mr. Bosowski replied, last time I was there I think was about three years ago. Selectman Coutu said, okay so the Avery's own it and they've done a good job with it, and two police officers taking one police officer to assign him to a beer tent I absolutely object to. They have a job to do and especially if you're going to try to build this up to a capacity of 1,300, as opposed to 500, you're going to need two police officers there. So what you need to do is you need to think clearly, more clearly about the beer garden and how you're going to, umm, you need to hire a bouncer and you have to have very, as you know, you need to have very responsible bar tenders working. And making sure people are not inebriated and the signs are there; bloodshot eyes, slurry speech, the odor of alcohol and they have to be forceful and say I'm sorry sir, I cannot serve you and if it's a problem you have to

have to have a force, where bar tender signals the bouncer, the bouncer comes over, that person is removed. If they're going to start arguing. That's, we need to have that assurance. That you can manage that. I support the concept. I'm not against it. I don't mind advertising it and have it go to a public hearing and hear what the residents are going to say. But you haven't convinced me that you're prepared to do this. Mr. Bosowski responded saying, like I said, I didn't know how you guys felt about it. I just came here. I am more than willing to have security, bouncer on that beer garden. That's how Lee Speedway does it. I'm more than willing to do that. And if for some reason you do wish me to hire another officer, I will do that as well. Selectman Coutu said, thank you Mr. Chairman.

Selectman Martin said, thank you Mr. Chairman. I can tell you that I've had the opportunity to go to the New Hampshire Motor Speedway after a race and work for the music program as a fundraiser and you clean the grandstands. You want me to tell you how many beer cans I swept down that dang thing? And got all, when they didn't drink them all and you get it all over your and everything. Yeah there were police officers there and it was a pretty controlled environment. I do not have an issue with this property owner building his establishment and having serve alcohol. The Chief of Police is on board and it's aggressively monitored by the State of New Hampshire you know they have the liquor commissioners going around so I'm sure that a liquor commissioner would be going there to make sure that everything is intact. In fact the State issues the license. I don't have a problem with going to a public hearing and changing and hearing the public at changing the regulations and then present us a plan of what he's going to do and go from there. I don't see, you go to all the professional venues, football, baseball, hockey, they all sell alcohol. They all have a limit. In fact sometimes you have to show two ids and if you don't have two id's you don't get anything. so I'm not willing to sit and be tough on him, but I'll support a plan that we still have the two police officers and that additional security. That's going to be key to make sure that if there's anybody out of hand in the bar area that somebody is there to take care of that issue. That's the only concern. But any of these big venues serve alcohol and have limits. And I'm sure that this property owner would be the same way. Thank you.

Chairman Morin recognized Selectman Roy who said, I think I'm with Selectman Coutu on this in that it's not that I don't support it, but I'd rather see a more defined security plan as to the beer garden, before we bring it to the public. So that we can assure the public that those things are in place. Mr. Bosowski said, I totally agree. I can draft up something. Selectman Coutu added, if I might Mr. Chairman, I think I'm not speaking out of turn when I say, knowing Chief Avery the way he is, our Police Chief would be a great assist to you, I'm sure if you called and asked him to give you some time, between him and the Fire Chief, would you Rob, if something could be set up? So the Fire Chief is here, the Police Chief isn't but I'm sure if you sat down and consulted with them, they would help you, you know, focus in on the direction you want to go with the beer garden and what would be the best way to approach it. The Fire Chief is going to be concerned about the population within the beer garden. How compact are they going to be? Make sure they got some room to move and maneuver, and we want to make sure that nobody under the age of 21 is allowed in that beer garden. To which Mr. Bosowski added, that's a definite. Selectman Coutu went on to say, that's the number one priority and that has to be in your plan because I never heard that mentioned. What is the access point? I see where you've got you know, X-ed off like a fencing area. It doesn't work if you don't have somebody standing at that gate. Kids will sneak in, you know that. You and I both know that 18, 19 and 20 year old kids are going to try to pass themselves off as their brother. I sold liquor for the better part of my life. Sometimes its problematic and sometimes it's easy. So our Police Chief and our Fire Chief are available to you. You just need to take the initiative to call them and see if you can set something up with them. Mr. Bosowski said, I will definitely do that. Selectman Coutu went on to say, Ben, I want to see you succeed, but I want you to do it the right way so that we can boast that we have something else that we can be proud of in Town that's a successful business and that you're able to grow it and I don't get phone calls at two or three o'clock on a Sunday afternoon about cars parked all over the place. I had hoped that he was going to reach a deal with you. I didn't know you had reached an agreement with him. Mr. Bosowski, responded, yes, it took a little bit but. Selectman Coutu said, he's a tough cookie but he's a business man. Okay, thanks Ben.

Chairman Morin said, I'm with Selectman Roy. I'd rather see a plan before we go to the public so we're not surprised because we can't give the public answers and we need to do that. And where

your population is going to grow and alcohol does bring a big concern. You only have problems in the pits, well, we may see that change a little bit and where you're looking at a number of people, I'd rather have you talk to the Police Chief too because due to the number of people there and the alcohol that may require another police officer. So, I feel we need to see all that before we go to the public so we know what's going on. Mr. Bosowski replied, okay, I can do that.

Selectman McGrath said, I have a question concerning the property that you're going to acquire. How much is that going to allow you to increase your capacity for parking? Mr. Bosowski replied, we designed a couple of things but I also was trying to see if I could put possibly a building in the back so I could have more storage to keep the trailers inside and stuff. But I think the number we had was 131 spots, but like I said, I might get rid of the building just so I can get more spots in there. Depending on how the terrain is and stuff. We have it on paper but until you actually go walk the property and see. But I'm hoping I can get a little over 200 spots. Selectman McGrath asked, on that piece of property? And what's your capacity now? Mr. Bosowski replied right now, it's hard to tell. Selectman McGrath said, like your ticket sales. To which Mr. Bosowski replied, we have about, I'm going to do a safe number, I'll probably say about 150. Selectman McGrath replied, okay, so that would increase your capacity to 350. So, I'll suggest to you that you talk to the Zoning Administrator and the Town Planner. Possibly the Town Engineer. They can help you at least come up with a number that might be more accurate. You can't have offsite parking. Even though you might own the property, so it may cause you to want to consolidate the two lots into one lot. But you need to talk to him. I can't tell you that. Selectman McGrath said, so that's what I would suggest. Moving forward you'll be able to do that and it will be helpful for you.

Chairman Morin asked, anybody like to make a motion? To which Selectman McGrath said, motion to defer. Chairman Morin asked, you want to defer until he comes back with a plan? Selectman McGrath responded, well I mean that's the general consensus. Chairman Morin went on to say, if you can get to us we have one more meeting this month. Selectman Coutu asked, motion on the floor? Chairman Morin replied there is no motion at this point. Selectman Roy said, just the motion to defer. Chairman Morin said, no I'm just talking to him real quick to see, can you get back here before the scheduled public hearings? Selectman Roy said, will we have notice time? Chairman Morin said, we have one more, I think. We have more meeting. The Town Administrator said, what I'd recommend is get his plan and we'll look at the public hearing, after you have his plan. Chairman Morin said, right, exactly, that's why I'm asking if he can come in for the next meeting we can try to, oh, no because that won't give us enough time to post it. The Town Administrator said, I recommend he comes in with his plans. I'm going to suggest to the 14<sup>th</sup> because next week is supposed to be a covid update basically. Mr. Bosowski said, and I'm not trying to get this done this year. I'm just trying to. Chairman Morin said, where we saw the dates for the public hearings, I thought that this was something you were trying to do quickly. Mr. Malizia said, I only suggested that. Mr. Bosowski said, with the whole covid thing I'm just trying to keep the track running right now. So if I can at least get this somewhat going through this year, just to get it approved, next year I'd like to try and put it in effect. Chairman Morin said, *motion on the floor to defer, from Selectman McGrath, seconded by Selectman Roy. All those in favor. Motion carried 5-0.* Mr. Bosowski thanked the Board for their time.

### C. Electronic Message Sign - Taylor Memorial Fire Station

Chairman Morin recognized Town Administrator, Steve Malizia who said, Selectman Roy asked me to get some information regarding the installation of an electronic message sign located at 204 Lowell Road which is the Taylor Fire Station. I contacted Barlow Signs who installed the electronic message sign at Alvrine High School and solicited quotations from them for a couple of different size signs. There are a couple of options here in front of you. The larger of the two options or the pricier of the two is a similar size sign as the one at Alvrine. It may be a little overwhelming for this site just because of the size and where you're potentially looking at putting it. Alvrine has quite a bit of real estate, the fire station, maybe not so much. If you'll look, there's some pictures in there to kind of give you an idea of the dimensions of the sign and what it may look like on the property. Again, those are just renderings. Along with that, I also got some maintenance costs because those signs do require maintenance. The Alvrine High School has a maintenance program. They go on a two, three, four and five year

maintenance contract. Your choice which one you'd want. All of that is priced out here. I believe they were offering a 10% discount, which mean the smaller of the two would be \$48,500.16 and the larger of the two or option two is \$63,891.37. Those quotes include the installation of the sign. Again, the maintenance contract would be separate. Those are priced out. They range from \$2,879 to \$4,000. I will say, this wasn't a budgeted item so if the Board wants to do it, I suggest that they look at the remaining balance of the Tayer Fire Station construction. I believe the majority of that work, I don't think there's anything left to do. There's \$135,000 left in that account. If the Board wanted to expend that money they could do so. I only went to Barlow because I was trying to get information, get quotes. So it has not been competitively bid. If the Board wants to go with this option, you'd have to waive the bidding requirements. And, I was also asked to prepare some sort of policy as we don't have any of these signs that I'm aware of, in Town. Who controls it? How does it get changed? That sort of thing. So there's a policy in here too. So you've got a couple of things to consider. Do you want to do it? If you want to do it, you waive the process, pardon me, the bid process. And furthermore if you want to do it you really should establish a policy as to how it's operated. I think that's everything.

Chairman Morin asked, do you want to talk on this Selectman Roy? Selectman Roy said yeah, so, you know we've all talked about, we kind of have a gap in communication with the loss of Hudson Litchfield News. I also think this gives an opportunity to be able to get information out to the most traveled road in Town, quickly. So you know, I kind of envision like if there's an accident or road closure for construction that can be up there and people will see it because almost, I would presume, by the traffic patterns that almost everybody drives past that sign at some point during the day. We can also talk about elections. When the election is. Where it is. All those kinds of things. Without obviously without any political underlying's. Just basic data information. I just think this is an opportunity for us to have one more mode of communication with the citizens. Chairman Morin said, I got to tell ya, She just brings up a good point going into the last week. If you go to Hudson residents and the residents of Hudson, when's Benson's going to be open? When's the pond going to be open? It's been open for a week and they're still asking the same questions. So we're getting the information out there. They're just not looking at it. This is just another piece that we can. Just throwing that out there. Anybody else got any questions?

Selectman McGrath said, I don't have any questions, I've got comments. Chairman Morin said, I was going to ask the Chief afterwards if he had any input on this. Selectman McGrath said, I'd like to hear from him first. Chief Buxton said, good evening, so, when the Administrator shared with me the three separate renditions of the sign that you are looking at, I suggested to him to look at the medium sized sign because I thought the larger sign would be too big for the site. You have a very narrow window of landscaping between Lowell Road and the Firehouse sidewalk. The next piece that I would raise for comment would be the location of the sign in the front of the building. Right now if I look at the picture that was in the print, it looks like they're attempting to sit the sign just about on the corner of Hardy Road. My concern there is that all of our utility lines come in off of Hardy Road. So when we look at location we would have to have some guidance documents put in place for the construction of the sign and try to shift that as far away from the utilities as possible. So maybe further down the landscape. It's going to take a little bit of engineering because that front area is a little bit of a catchall for water and stuff like that for a swale. The one positive is with the location of the sign in that front strip, you would be able to set an electrical service attached to the sign itself and not have to basically cut up the sidewalk or anything like that. So you could do an underground service to the sign off the pole right there. So as far as what their construction costs would be, I don't know if that entails all that, how they're figuring out how they're getting power for the sign those types of things. So those would be my general comments off the bat.

Selectman McGrath was recognized and she said, I'm not in favor of this for a couple of reasons. I think that from a personal perspective, I think that these types of signs are a blight on the community. If you go to other communities, I've gone up to, I think its Freemont NH where LL Bean is. That community is quaint, they have strict guidelines of what can be built and how it looks and it adds to the community. It doesn't take away, it doesn't distract. They allowed McDonald's to be built but they couldn't have the arches and they had to follow the guidelines of the Town. This is on the major thoroughfare through Hudson. I think this fire department really is attractive. It fits in with Fairview which is across the street and it's a nice addition to that area and I think that this is going to distract from that.

If we need to have a sign somewhere, a message sign, we could put it out in front of this building. We could put it near the sign welcoming people to Hudson. But trying to distract from the beauty of this building, and it really is a very pretty building and I think that it really adds quality to the Town, I just, I can't support it. But I think if you want a messaging sign find another spot for it. But I wouldn't put it there.

Chairman Morin asked if there were any other comments or discussion, motion. Selectman Coutu said, is there anything that would prohibit us from using the funds that are in excess out of the construction of the firehouse to put the sign, other than in front of that firehouse? The Town Administrator responded saying, I think you're really stretching it at that point in time because the money is for the fire station and an appendure or fixtures to it. If you stick it somewhere else, we'd have a difficult time justifying that expenditure because it's for that fire station and anything that goes with that fire station. So if you stuck it five miles down the road, I think that would be problematic. Selectman Coutu interrupted asking so what happens to the balance of the money? Mr. Malizia responded, it goes to the general fund, it lapses to the surplus and the taxpayers either get it back through a tax rate adjustment or we use it for some other project. Selectman Coutu went on to say, Chief, when I look at the first picture that was provided us, it shows the sign as it shows on the corner. There are those two utility poles and now my mind has drawn a blank. I know there's a sign out there. When you look at the very first picture, where is our sign? Chief Buxton responded, the sign is actually on the building itself. Selectman Coutu said, it's on the building. I was going to say, I know there's a sign but I don't think it's on the property itself. I know there's a sprinkler system in that field. And I didn't realize this is your water retention area for the runoff. Chief Buxton responded, the swale down the other end, there is a small runoff that comes in. Selectman Coutu asked, on the end where the trucks come back in? So that's the retention area. Now that planter, that's problematic, right? Chief Buxton responded, the planter is the middle of the building so you would have to go to the far end of the property or the far end of the building, so you'd have to be in the apparatus area, away from the. Selectman Coutu asked, how would these poles effect the visibility of the sign from the road? I know that going north it would certainly be visible on one side. Coming south it's going to be very difficult to see. Chief Buxton said, I did not lay this out so I really haven't gone out and visited that angle. That's a valid concern. Selectman Coutu then said, so what you're saying Mr. Malizia is that, I knew the answer, but I just wanted to hear it from you, technically we can't use the money for anything other than Fire Department related. An appendure to the building, yes. An appendure to the property, yes. We can justify its relationship to the Fire Department but to put it somewhere else, you can't do it. Mr. Malizia responded, I don't believe you can, based on the warrant article. Again, if you did it here, you would make the argument EOC information or other information that's of an emergency nature, could certainly use it for that but if you were to put it, I don't know, somewhere down the corner of Lowell Road and Central Street, that's awful far away from your fire station. Again, that's using that money. Let me be clear, that's using the funds from the Fire Station. So if somebody wanted to make a transfer or you wanted to use, I'm not sure there's quite enough in contingency, but if you wanted to make a transfer, you could take it from somewhere else in the budget. That was just a logical place if the sign was going to be in this location. Selectman Coutu said, see, for me, I had always hoped, there has always been talk about using the sign at Alvrine to do those kinds of things. Community type things. But they're all school related and I understand that. Selectman Roy interrupted saying, they do elections and stuff like that. Selectman Coutu went on to say, I'm not knocking them for doing that. I understand that. We're not going to put up a sign for the Town of Hudson and have every Tom, Dick and Harry want to put a message on the Board. We want to use it for Town, so I understand. I'm not faulting the School Department at all. I just thought but then I heard the arguments pro and con. Why aren't we paying for half the sign if we want to use it half the time? I love the idea of the sign being located at the welcoming area. That is so visible. It's an attractive. You guys do an awesome job. It was a blight for years, you fixed it up, you responded to that call very well. I like the idea of putting a sign there. I don't know where we'd get the electricity there's a meter box but that's a State meter box, right? Mr. Forrence, DPW Director, answered from the audience, we can make anything work. Selectman Coutu responded, that's what I thought. We go underground, right? On this one. I mean I would like to look at an alternate site because I think that we're going to have, I like the idea, I'm not 100% against putting it in front of the fire station, I just think that it's only going to be visible from one side. My opinion. We'd have to engineer it. I'm sure you probably could but I know you're going to have some obstacles there with the sprinkler system, the retention well, the retention pit, no less, it's a small pit. And it's so pristine now, I agree with Selectman

McGrath, I think it's going to be a distraction and I think it's going to be an unsightly distraction when you look at the esthetics of your building. To me and it's funny you mention this, Thursday or Friday Doris and I stopped by the old age home across the street, I'm going to be there shortly, Fairview. How beautiful that property is, the flowers, the landscaping. I know you're laughing because I know you want to carry me in there. So, I'd like to explore alternatives. I'm not ready to support a motion to spend the money just yet.

Chairman Morin asked, how does that get programed? Would we be able to sit in this building and program a sign at Lowell and Sagamore? Is that how it works or do you have to physically go to the sign? Chief Buxton said, you can program it. Selectman Coutu said, PMA does it, Sister Maria does it from inside the building. The Town Administrator said, you don't have to go there. Chief Buxton said, I would defer for one second, quickly, (speaking to Town Engineer, Elvis Dhima who was standing in the doorway of the meeting room), you have cameras on the sanction poles over there, correct? So do you have fiber optic running down there? Mr. Dhima responded saying there's only certain channels that we use for that. I don't know if we have additional capabilities within the fiber there. Chief Buxton said, you might be able to get that on the network. We'd have to research that but you might be able to get that on the network. So Steve can control it from his office. Mr. Dhima said, I'm going to add to it, I'm sorry, I have to, the engineer in me, another thing to look at and I agree with Selectman Coutu, Selectman McGrath is, on that particular area, there's double lanes on Lowell Road so it's going to be very hard a 40mph trying to get a message for people to read through as they're trying to double lanes. Something like that would be ideal if it's one lane at a time. Also the speed needs to be taken into consideration. If people are doing 40-45mph you're not going to be able to get a message through. Or they'll have to slow down, it's going to be distracting, so that's something that needs to be looked at. Maybe that would be feasible, something further down when Lowell Road gets converted to one lane on each side because double lanes would be hard to get. It would be only one side getting it if they can, if there's no truck in the way or something to think about. That's all. Thank you.

Selectman Coutu said, have a good night, Elvis. Elvis has left the building. Selectman Roy chuckled and said, he's on the agenda, he's coming back. Selectman McGrath was recognized and said, I'd like to suggest that we defer this so that we can research other locations. I really don't like these signs but if it's trying to get messages to the residents of this Town than that's probably the only way we're going to do it. The Telegraph isn't doing a great job and the other paper didn't do a great job either, that's why it's no longer in existence. So, I'd like to defer this and another area I just thought of is the fire station right next door. There's a sign there, the Lenny Smith Fire Station sign. And maybe a messaging sign could be put next to it one way or another. There's other areas in Town. I think it might be more acceptable. That's a two lane road out here. And people are slowing down because they're getting to the light. That's what I suggest we defer this.

Selectman Roy said, I don't have a problem with deferring to explore those options. Chairman Morin said, thank you Chief. Mr. Malizia said, so as I understand, we'll defer it and look at alternate options, alternate locations? Selectman Coutu said, and justify the reason for that location. I like the south end because a lot of people from the north end go to the south end and come on and off the highway. But not a lot of people from the south end come up here except Town Hall. They don't even know where Hannaford's is people down on Rita Ave. Mr. Malizia jokingly said, we'll put it by Market Basket. Everybody goes there. Selectman Coutu said, if they pay for it, sure. Chairman Morin said to Mr. Dhima, you have some input on this? Mr. Dhima said, yes, I can't help it. Chairman Morin said, sit down! Mr. Dhima, Town Engineer said, to Selectman Coutu's point, we do have traffic data to show where most of the traffic is in Town. Basically the one that sees the most traffic right now is Lowell Road which is the south end. Benson could be, around Kimball Hill, there's a lot of traffic there as well. People going to work. A few different options we can be looking at, but I think we're in the right direction. Selectman Coutu said, you should be on the committee to study this then. Mr. Dhima replied, I'm okay, thank you. Jokingly, Selectman Coutu said I make a motion we appoint the Fire Chief and the Town Engineer. Mr. Dhima responded, no good deed goes unpunished, I knew it. Chairman Morin asked, all set with that? To which Selectman Roy responded, we're all set. Thank you.



D. Request for approval of Funds for Tax Map Update

Chairman Morin recognized Town Engineer, Elvis Dhima. Mr. Dhima started off by saying, thank you Mr. Chairman, good evening everyone. This particular expenditure is related to updating our tax maps. The funds come 100% from the Planning Board related to fees that they collect for things like this. This is basically a single lot that could be subdivided that eventually shows 5, 6 lots, right of way, things of that sort. We do this exercise every year. I'm in front of you tonight to ask you to proceed with the expenditure as recommended by Planning, Zoning, Engineering and the Planning Board as well. I'll take any questions you might have. The Town Administrator added, if I could just provide some information, the balance on that account is currently \$15,196.50, so we have more than enough money. We anticipate doing this every year. So there's certainly a sufficient budget to do this work coming from Planning Board fees, and as he said, the Planning Board has approved this. Selectman McGrath made a motion, seconded by Selectman Coutu to proceed with the upgrade of GIS Tax Maps using Planning Board Tax maps update account 1312-505 in the amount of \$2,000. Carried 5-0.

E. Review Outside Water Usage

Mr. Dhima explained, the second item for you tonight is revisions related to outdoor water usage. As we've all experienced, there's a significant deficiency in the rainfall. I didn't want to say drought yet, because we're not into it yet, but we're heading that way it appears. So, one of the policies we have in place in the Town is a water ban. It is a voluntary one right now. Most of the municipalities around us their utilities have a mandatory one. I think it's time for the Town to look into switching from the voluntary to mandatory. I'm here tonight to ask you if the Board is willing to entertain the idea for us to move forward with a policy and procedure related to this and it will be presented to you for July 14<sup>th</sup> meeting to take it to the next level. Chairman Morin asked if there were questions. Selectman Martin asked, who's going to enforce it. Who's going to come to my house and give me a \$250 fine? I just want to know. Mr. Dhima responded, part of the policy and procedure would be who will be enforcing it? What I envision is it being Town staff and our operators. Selectman Martin asked, you're going to drive around Town every day? To which Mr. Dhima responded, not all of us but it would be certain staff in, it could be Whitewater doing their policies every day, doing their day to day operation such as replacing metes, gate repairs, things of that sort. Mr. Dhima went on to say, the intent is to continue to maintain the integrity of the system in place which is primarily domestic and fire protection. Irrigation is not a necessity, it's something that we accommodate and we make a lot of money on it, but something like this, where everyone else is being conservative, we need to make sure that we do everything on our end to have the most up to date procedures in place and the intent is if everyone else is doing a mandatory ban, it might be time for Hudson to look at that as well. That's why I'm in front of you tonight to see if you're willing to entertain it or not. Selectman Martin said, just one more follow up, just to give you devil's advocate now, oh that Whitewater guy is already gone. It's been four hours. Mr. Dhima responded saying, it's not going to be perfect. You're going to have a lot of people basically violating it. The intent here, when it comes to fines, is not to get people. It's to tell them that we're serious about this and there's going to be consequence. But I don't expect to come here six months from now and say we've made \$10,000 in fines. That's not the intent here. The intent here is to basically say, we're doing everything that everyone else is doing around us, simply updating our procedures in place. It's not going to be perfect, I can tell you that. But I don't think it's a good reason to say well, this is going to be very hard to do, therefore we shouldn't do it at all. I don't think that's a good reason not to go forward with this. Selectman Martin said, I just wanted to hear your enforcement efforts, that's all. Mr. Dhima said, we had the discussions internally and we've gone through this exercise before to how we can prevent it and it's going to be very hard. It is live free or die in this state, it's one of those things. But I think if we have any place at least, and we have a good mechanism, I think we can try, and that's all we can do. The intent is to be conservative, the intent is to be proactive, not reactive, so I'm bringing this up to you because I don't want to be here a month or two from now saying, you know we should have done this. Everyone else is already a little ahead of us when it comes to this. We're in good shape right now but I am concerned because I'm seeing water usage now, that we typically see at the end of July beginning of August. Just to give you an idea, so far this year, as of now, as of May, we have consumed over 60 million gallons more

than last year. 916 that was only last month. That has to do with the pandemic of course, there's more people at home. But also there's a significant increase in irrigation. We see that through our Dig Safe that come through us. So there's a lot of people doing that. And I understand it. Mr. Malizia and I had discussions. I think people are home taking care of their lawns. Getting the stimulus package, they want the irrigation, I totally get it. Mine has died, so has Chairman Morin's! My concern is day to day operation. We want to make sure we don't end up like the system in Windham which ran out of water last week. Just like that because they were not paying attention. Someone wasn't paying attention. We're not there, I don't see us being there, but I'd rather be prepared and have all the tools in place that I need and our operators to make sure that doesn't happen. Selectman Martin said, just one further question, if we authorize you to do this you're going to come back with some plans for us to vote on? That's what I want to understand. Mr. Dhima said, the intent today, we had other plans but we had a discussion and I understand, I didn't want to feel rushed, I don't want to rush this either, I just want to make sure that we're moving in the right direction. So the intent tonight is simply ask you to authorize to basically come with a policy and procedure so I can present this to you on the 14<sup>th</sup>. Then we can sort of discuss it then, then at that point we'll have to decide if we agree with it, and if it needs to go in front for a public hearing meeting, which has to be the case for implementing fees.

Selectman Roy asked, do you have an idea of a timeline of when the storage tank couldn't recover giving that the conditions remain the same, how long before? Mr. Dhima replied, we started seeing a significant reduction on recharging the tanks about two weeks ago. We thought this was simply a spike. Something related to the weather and not getting the rain we'd been getting we're deficient right now between last month and this month. As of Friday it was two weeks at basically, we'd been monitoring. We have three stations. One in my office, one at the operators and the third that goes with on-call operator. We're seeing the same trend. It comes up, it goes down, it comes up, it goes down. It's not getting completely full. I like to have the tanks full at night but we're not reaching that. So what's happening is if we see a significant drop in the morning from 3-8:30 in the morning. That is related to people getting ready. But the biggest factor is irrigation. Most of that happens in the morning. It's not just Hudson. We feed Pelham, Windham, Londonderry and Litchfield. Most of the tanks, all the tanks mostly, are in Hudson. So everything basically is being provided by us. So what's happening is water is coming in and out of Hudson, it's being stored here but then we're providing basically we're supporting all the demand out there in Pelham, Windham, Londonderry, so we're kind of responsible for that. As you remember, most of you, we had issues with pressure in Windham. The reason we solved that is by putting a pressure valve going to Pelham so every time things do drop in the morning that value closes very slowly and reduces the flow in Pelham and Windham so people in the high end, in Hudson, like Barrett's Hill, Rangers Drive, they do not have pressure issues like we did in the past. In addition we went through a significant upgrade to the Windham booster station. Selectman Roy asked, so would you say that like in another two weeks it couldn't even recover at the same rate of consumption? Mr. Dhima said, we might not be able to see a change in trend from what we're seeing right now. These two weeks is going to be more like three months. Because what we see right now is what we typically see in June, July. So my concern is we have plans in place to implement. We have increased production, you know from Pennichuck, we have a Plan B and a Plan C in place to increase that. I want to make sure we have this in place as well if we need to. And there's two options here. Tier One is to basically make it mandatory. Exactly what we have in place but mandatory and option B is another option which is basically a total ban. Salem is looking into that. They have a meeting tomorrow. Other municipalities are looking at that as well. I don't think we'll end up to that but I want to make sure that I have that option if I need to.

Selectman Coutu was recognized and he said, one of the problems that we have, Elvis, that I'd like to see addressed if this goes into effect, either option one or option two, we have a lot of businesses in Town who have irrigation systems and they run. Nothing aggravated me more than driving up Lowell Road and seeing sprinkler systems going in the middle of a rain storm in the middle of the afternoon and I remember seeing the same thing in the morning. So they're on timers but it's aggravating. But I spoke to one particular business which is closing and relocating within Town, their sprinkler system was going off almost all the time. So I said, you know, you have to be conservative about your water use. That's the way it's set up, we don't know how to shut it down. I said well you need to get ahold of somebody and shut this system down. You got water pouring down your parking lot, it's going down Lowell Road, it just, from a conservative, to watch that much water getting thrown away I was getting

upset. So we would have to get ahold of the community and the best resource for that business community is obviously the Chamber of Commerce because she puts out bulletins every day to all the members and most of them are loyal when they read it. Mr. Dhima said, part of the policy would be, I already started it today, identifying to what people will be required to do, including businesses. Time when they're allowed to do it and there's different ways to do it and I think that will be part of the night's discussion, do we want to be conservative, we don't want to go extreme but it would be across the board. Residential, commercial, also we have to be sensitive to certain things, gardens etc. businesses, as far as car washes, gardens, flower shops, they will be exempt. There will be a list of businesses exempt. Also residents will be exempt for filling a 100 gallon pool for the kids for the summer. We're not going to go crazy here. What we want to do is send the right message out there that we as a community are trying to be conservative and we're doing everything we can. That's the intent.

Selectman McGrath said, so I think we do need to enact a policy. I've been reading that the water shortage that we're going through, they're calling it a drought. It may not be here it may not be here today, but we're facing that in the very near future. And as somebody, I have a well, but, my well went dry two or three years ago. When you're without water, you might as well just, there's nothing more frustrating. You can do without electricity. You can do without heat for a short period of time but when you don't have water you can't cook, you can't use the facilities, you can't take showers, it really alters your life and people, I'm one person. But people that have families and small children, and all of a sudden they don't have water and they're on a Town water system? We need to be careful about our resource and people may not like having to not water their lawns and make them nice and green but I'd rather put up with a pretty gray lawn as opposed to being without water. So I'm in favor enacting a policy. Mr. Dhima responded, thank you Selectman McGrath, I just want to be clear for everyone that's watching. Just because we're going to have this ban, doesn't mean that you can't water the lawns. If you're on a well, that's entirely up to you to continue to do that. You can be conservative and take it easy on the well, obviously you don't have to. So we won't be going after people that have a private well. We also have a lot of people that have connection to the Town and use either a dug well or an irrigation well, as they call it. Basically it's the same, it can very well do that as well. So I don't want people to feel that we're coming in tomorrow and we're going to start unplugging them. That is not the intent. The intent is to be conservative. If something happens, climate, something out of our hands, we have something in place to protect, which is the primary goal is domestic and fire protection. Selectman McGrath said, I just have a comment. There's a typo on the front page of this that's pretty important, so you need to. I'll give you my copy. It's as opposed to odd/even its add. Mr. Dhima said, thank you. You can tell it was rushed on Friday. We'll have it clean on July 14<sup>th</sup>. Thank you very much.

Chairman Morin asked if there were further questions. *Selectman Martin made a motion, seconded by Selectman McGrath to authorize the Town Engineer to prepare the Policy and Procedure for the Revised Outdoor Water Usage for the Board of Selectmen meeting on July 14, 2020. Carried 5-0.*

#### F. Sustainability Committee Roadside Cleanup Approval

Chairman Morin recognized Town Administrator, Steve Malizia. Mr. Malizia said, the Sustainability Committee sent an email through their Chairman looking to do a roadside cleanup on October 3<sup>rd</sup>. They originally had scheduled something for April 18<sup>th</sup> that obviously got canceled from the pandemic. So they're asking for the Board's permission to get it out there that it will be October 3<sup>rd</sup>. they're looking to do Wason Road and we realize inherently that's a pretty busy road, so a police escort will be provided. It's my understanding that the Public Works Department will be picking up the trash that day. They're not going to let it sit there like on some of the side roads you can wait til the next day. They're going to be working hand in hand on that. They're basically asking that permission and I put it on the agenda for you to do so. Chairman Morin added, we had approved this previously with all the police detail and everything. Just covid kind of took care of it. Is there a motion on the floor? *Selectman Roy made a motion, seconded by Selectman McGrath to approve a Sustainability Committee clean on Wason Road on October 3, 2020. Carried 5-0.*

G. Accrued Time Payouts

Chairman Morin recognized Finance Director, Kathy Carpentier. Ms. Carpentier started off by saying, one of my annual duties at your last scheduled meeting is to give you a snapshot of the accrued time payouts. In fiscal year 2020 we had 75 accrued time payouts. Ten employees have left employment and 12 were earned time max payouts. The total cost including taxes and pension were \$347,785. Those dollars were booked into the salary and benefit accounts within each department. So the Department Heads have been absorbing that cost this year.

The Capital Reserve Fund is about 41% funding based on last years compensated absence liability. The balance in this Capital Reserve Fund is \$802,698. It is my duty to ask you to use some of those funds if I see necessary to cover any over expenditure due to these buyouts. At this point we do not see that being a problem. As of May 31<sup>st</sup> the Town had been about 90% expended, which is slightly less than it should have been at a trend rate. Only \$56,847 was bought out in June. So I do not think we need to tap into the Capital Reserve Fund this year. Last year I came to you asking up to \$200,000. We only took \$45,000 out of the Fund. But at this point we don't need to use any of the Capital Reserve Funds. We can leave it there to accumulate interest and growth. So, I don't need a motion, but if you have any questions I'd be more than happy to. Selectman Martin asked, what is a max payout? I don't understand that. Ms. Carpentier responded, in the contracts it will say something like you can only accrue 60 days or 90 days is some of them. So if that person hits the 60 or 90 days on their anniversary of hire we would automatically pay them out anything over that 90 or 60 days. Selectman Martin asked, not in hours, just in days, because you got to buy them out in 40 or 80 hours, right? Ms. Carpentier responded, that's a different clause, the max is, we hit a ceiling so that people couldn't just keep building and building and building their accruals. We said once you hit 90 days is one contract. So its 90 days times 8 hours if that's your contract. 720 hours so if on your anniversary you're 900 hours we'd automatically pay you out the difference so that person just can't keep accumulating over and over. The other things the buyout. Twice a year all the contracts have a clause in it saying you can buy out and some of the contracts now say you can do it in increments of 10 hours but they can buy out in December or June of each year and that's what some employees have done. We did not see a lot in June you know June's the caveat. Like you could have a whole bunch of people buying out a whole bunch of hours and we did not see that so we're fortunate. Selectman Martin said, okay, thank you.

Selectman Coutu said, sometimes this is a thorn in my side and sometimes it isn't. but right now it's a thorn in my side. We have a lot of public safety employees both Fire and Police. We had covid-19 this year. We saw what it did to the morale of some of the people in the building, how they reacted to it. There seemed to be a lot of stress and strain. And I started reading these, line by line. I do it every year, but this year especially because I thought the amount was a lot higher than it had been in the past and apparently it isn't. It's a high amount, but. But I look at the amount of time that we buy out. Some of these retired people and I say to myself, apparently these people never take any time off. It's just a bank account. When they leave they get all this money. And I'm a firm believer, always have been, that if you earned vacation time, you should take some vacation time. You need to get away from your job. You need to get that relief, that stress relief. And I find that you know, its, I'm, well, I'm not going to go there. I just feel that we've got to start talking to our unions in negotiations that we're going to have to set, I think we should have a firm policy on vacation time. It's earned time but time off. That people should take a week or two every single year. We should have a policy to that effect. Just to get them away from their job and so they can relax and refresh with their families. But yet we have people that never take any time out based on what I see here. They just never take any time out. They're either buying it out when they go over and they just keep that same amount then when they leave some of these people, what's the highest one like \$26,000? Selectman Martin responded, \$29,000. Selectman Coutu then said, \$29,000 we have to pay them when they leave their employment because they didn't use any sick time and vacation time and holidays and whatever else they accrue in that, in that pool. It's just, I'm a strong advocate of still maintaining this. It's a benefit that we've allowed them to have. But we have a mandatory vacation period for employees. That's something for another discussion. It's just this brought up the subject. I think we ought to talk about it, seriously about mandating time off for people so they're not as stressed out as they appear to be sometimes. And some of the jobs, the work itself, causes the stress because it,

being a firefighter might seem like a fun time for a lot of people, but it isn't when an incident happens and in Hudson that's like every ten minutes. And police departments today. I wouldn't put a police uniform on today. You couldn't pay me enough to put a police uniform on today. It's a crazy world out there. I saw what it did, the covid-19 did or how a lot of people in this building reacted to the covid-19 and it's understandable. I'm not faulting them. I'm not ridiculing them. And I think having time to get away from the stress and that's what we try to accommodate in our processes here in trying to make the people feeling uncomfortable coming to work in a closed environment like this, we try to accommodate by giving you know, extra time off and things like that and I felt it was justified. But I think that vacation overall, everybody should take at least, at a very minimum, one week's vacation a year. At a minimum. If I had my druthers and I was rewriting everything I'd say, you have to take two and that's the rule and that's what it's going to be. You have to take two weeks' vacation every year. Just to get away from things and relax. Anyway. Subject for another day.

Chairman Morin asked if there were any other comments, questions. Seeing none.

#### H. Online Transaction

Chairman Morin recognized Finance Director, Kathy Carpentier who said, I believe it was Selectman Coutu who asked me if online transactions had increased and I didn't know the answer so I promised I would be back. So I did a comparison of 2019 to 2020 for March, April, May and half of June. You can see a steady increase in both transactions and an increase in funds. I believe Selectman Coutu's question came from us saying that we were no longer going to be taking water and sewer face to face payments here at Town Hall. So I also wanted to take the opportunity to point out that there are many ways right now that you can pay without doing face to face opportunities for water and sewer and that is the only two that I'm talking about. You can mail a check to our lockbox service which is the address on the bill. You can mail a check to Town Hall at 12 School Street. You can drop a check off, we have brown wooden boxes out front. You can just drop them in the mail at no cost. You can pay with your credit card. Usually there's a 2.95% fee that the Town is currently covering through August 31<sup>st</sup>. you can do an EFT check through online, this costs .40 cents. The town is absorbing that cost through August 31<sup>st</sup>. you can also set up an automatic payment through your own personal online banking. So, I do see the costs have gone up. I gave you a comparison on both transactions and dollars. So it is nice to see that in these times people are taking advantage of the online but online payments was only one flavor of payments and we are trying to make sure that people that need to be walked through the online process because they're not technically savvy, we will spend time walking through and helping them set it up. So I don't believe there's a motion necessary. But I wanted to follow up with the answer for Selectman Coutu.

Selectman Roy was recognized and said, so is there any way we can explore either a reduced credit card fee or no credit card fee going forward? I know we're waiving it right now but that ends on August 31<sup>st</sup> I believe. And the same with the EFT check. Ms. Carpentier responded it is not our fee, it's a third party vendor um and it is going to get charged, um what you could do, the Town could absorb the fee but it's. Selectman Roy asked, so but have we explored I guess other vendors that would have maybe a better rate? Ms. Carpentier responded, the Town Clerk/Tax Collector was the one who did it and it is comparable with others but it has to also match with your software. So, I mean you know it has to upload into our current billing software also, so. Invoice Cloud is the vendor that works with Munismart which is our financial software package so.

Selectman McGrath asked, so in the past, were there any people that came in with cash payments? Ms. Carpentier responded, cash and checks to our doors. Selectman McGrath said, I'm not talking about checks. I'm talking strictly cash. I don't carry much cash, I use my debit card for just about everything but some people that are old school, I used to work with someone. He didn't have a checking account, he, it was cash. Cash only for everything. He'd go and pay his bills with cash. So, you know, I was, when I read this I was wondering if there's other people that do want to pay with cash and not rely with having to have checks or credit cards or anything of that nature. Ms. Carpentier responded, there's definitely 100-200 people that show up in a month to pay their bill, whether it's by check or cash. I don't know if it's for the social aspect or to just get a hard copy receipt in their hands, you know,

what their rationale is. But we do have a small number of people that do show up and I'm talking for water. I don't know how many stop up at Sewer. But down here in water there's the same customers who show up the minute the bill hits their mailbox and they're paying. If there were to be somebody who doesn't have any method of paying other than cash, we have had people dropping money in an envelope in the front door. You know so it comes right into Town Hall. Selectman McGrath asked, so how would they get a receipt for that? Ms. Carpentier said, if they ask for one we'd mail it to them. But they'd see their payment on the next invoice. So. It was a way of decreasing face to face contact. You know. I don't, I personally, and I'm not the norm, but I don't run to pay my electric bill or cable bill, I think that it's just a convenience in these times we didn't need to continue. I guess we'd be more than happy to look and see but I believe it was a compatibility on the third party vendor to the billing.

Selectman Martin was recognized and he said, Mr. Chairman, I think we should move, I'll move to have that option looked at because we talked about it last week with the Fire Chief. It would be nice to have no fees for the residents to pay online. You'd probably see a higher increase. Not saying it will happen but at least it will be less money that they have to pay out of their pockets so they could pay their tax bill. So they're expecting to pay \$3,000 in taxes, they pay \$3,000 in taxes. Not \$3,004.12.

Selectman Roy added, I just want to be clear. I don't know that if we're going to use a credit card service that we'd ever get it to zero. Right, because they have to make money because otherwise they'd go out of business. I just, all I'm saying is maybe there's a better deal out there than the one we currently have. Selectman Martin said, right. So, I point out that when you have a moving violation in your vehicle, they hand you a ticket. There's no option but to go to Concord and pay it in person or you pay it online. I paid mine online. \$62.00 that's what my ticket amount was. And I didn't pay anything extra. So maybe we can visit the State of New Hampshire and ask what kind of service they have or they use cause I'm sure they're not waiving fees. Mr. Malizia said, I don't know that. They very well may. Selectman Martin said, I think it's worth the explore in my opinion. Ms. Carpentier added, I would think they're absorbing the fees. We also charge, and I look at it as a convenience fee. If I want to use my credit card I'm paying a convenience fee. But if you just look at halfway through June on the second sheet I gave you, we took in a little over \$515,000 at the 2.95% convenience fee, that's \$15,000. So for the whole month that would be \$30,000. In the month where you have taxes, if we have a lot of people paying you know huge taxes and it's based on the transaction fee, you know we could have a big corporation pay their taxes and we'd be absorbing that fee. And if it is less than 2.95% it's still a big hit to the Town. Selectman Martin said, I think in this day and age, asking is free, so why don't we ask what the State does and then we can go from there. It does not hurt to ask. Selectman Roy said, I think looking for a better deal is worth exploring. Selectman Martin added, exactly. I agree. Chairman Morin said we'll move to have them look into it and come back and tell us what they found. How's that? Everybody good with that? Any other questions? Ms. Carpentier said, I'm just going, so we're looking for a better deal and we're looking at what the State does for parking tickets is that? Selectman Martin said, moving violations.

I. FY2020 Encumbrances

The Finance Director started off by saying, so one of my year-end responsibilities is to come to you with a list of encumbrances. These are financial liabilities that have been committed to and not completed before June 30<sup>th</sup>. I asked the Department Heads and Committee Chairs. This list is smaller than it's been in prior years because we've had some freezing holding off on spending since March, but some of these are reoccurring. At the top we also have some non-lapsing warrant articles. The construction of the new fire station that Town Administrator Malizia mentioned is up the top there. Line item number 2. Before you entertain this motion I do need to bring up two things. You have another \$100 donation that was on the consent items today. So I would need to increase this by \$100. No big deal. Then I only have one concern, on the signage that you were previously deferring. You're out of time for this year, if you're going to be spending the contingency money. I don't know how long you were deferring or what you were intending. But if it is your intention to use some funds in fiscal year 20 you kind of have to have a liability by June 30<sup>th</sup> and get it on the encumbrance list. Unless you were putting it at the fire station. I did look it up and it does say construction of the fire station so you couldn't go put it at Sagamore Bridge or wherever you were talking about. So I'm only

bringing it up this is a not to exceed amount. So you can always add for an example the \$75,000 Contingency for that project. If you do not have a good liability by June 30<sup>th</sup> you can take it off and decrease the number. But there's no moving the number up after June 30<sup>th</sup> you can only move it down. So I know I just gave you a lot of information. Selectman Coutu said, I heard what she said. We either add \$100 or we add \$75,100, whatever so that we have enough money for the sign. I don't think there's such a rush on the sign. I'm ready to make a motion Mr. Chairman. Selectman Coutu made a motion, seconded by Selectman Martin, to encumber the not to exceed amount of \$2,055,098.66 for fiscal year 2020 as recommended by the Finance Director. Carried 5-0.

After the vote Chairman Morin asked the Finance Director before you leave how's taxes? To which Ms. Carpentier responded, as of yesterday because today's deposit hasn't hit, we're 68.3% collected. To put that in monetary we bill out about \$31 million, we've taken in \$21 million. We're still waiting for ten more million to come in. There's about nine more days some of those it's over the weekend, so they have til July 1<sup>st</sup> to pay so we're seeing some big bulk tax service payments come in. \$9 million, \$2 million, that type of thing. So we're heading in the right direction but we're still only two-thirds of the way there. The Town Administrator added, I think last year at this time we were somewhere in that approximate ballpark. So at this point last year we were somewhere in the sixties so we're not 50% of what we did last year. We are right kind of where we were based on the numbers that we saw. Selectman Coutu added, it's fair to assume that it's some of the major developments in Town that wait til the last minute to pay? Ms. Carpentier responded, some of the tax services. You know it's the escrow companies. That type of thing. But you also have people you know, a person might be holding onto their money thinking you know I'm not going to pay them til the last possible minutes. Selectman Coutu then said, didn't Patti say that she assessed how much was through tax service and we're very healthy. We have about 85%. The Administrator answered, it was a pretty healthy number. I'm not sure if it was 85 but it was. Selectman Coutu said, a lot of other towns I know the people pay it themselves as opposed to the bank. The Administrator responded, again, we've removed some obstacles, waiving that fee for this period of time certainly helps. I actually paid my taxes with a credit card online this year. Why not? It's simple, I did it. I didn't have to pay the fee and I just figured from a cash flow perspective, for the Town it was helpful and I did it that way this year. So it looks like we're right where we should be. But we're keeping an eye on it. Obviously that was a big concern was the cash and the cash flow for this fiscal year. And it appears that our citizens have stepped up to the plate, the tax services are pretty much where they should be. Selectman Coutu added, we don't have to do a Go Fund Me page for the Town of Hudson? The Town Administrator laughed and replied, not yet! You can put your little elf hat on and do that again.

J. DPW - Request to Advertise Truck/Driver Labor Position

Chairman Morin recognized Jess Forrence, DPW Director. Mr. Forrence started off by saying, thank you. I haven't been up this late in a long time. Three items to bring before the Board tonight. First one is actually just a replacement truck driver/laborer. We lost this guy in March. He was a pretty good guy. He moved on to a different Town. Hate to see him go. Steve and I talked, we were going to wait until this time of the year to help with the covid cause and that's why I'm here tonight to see if we can get somebody on board, get them trained and look forward to winter. Selectman Roy made a motion, seconded by Selectman McGrath, to grant permission for the DPW Director to advertise for a truck driver/laborer position. Carried 5-0.

K. DPW - Request to Advertise 2 New Truck/Driver Labor Positions

Mr. Forrence went on to say through the budget process we discussed adding a couple more people. We settled with the two new guys. We went through the budgeting, we went through Town Meeting, everything was passed on it. So we'd like to react to that now for the same reasons. We get them in, find out what they're capabilities are, see what we get for applicants in, see what kind of training and everything that they need to get ready for the winter months. The advertising will be done Lowell Sun, Telegraph the Sunday paper the public works of New Hampshire Municipal, the Town webpage,

Indeed. That one always brings out some candidates. Selectman Coutu stated, you'll get some more forklift operators with Indeed. Selectman Coutu made a motion, seconded by Selectman McGrath to authorize the Public Works Director to advertise for two new additional truck driver/laborer positions for the Highway Department. Carried 5-0.

L. DPW - Request to Go to Bid

Mr. Forrence said, through the budget process again, the Board was gracious enough to put it into working budget but we looked at lease purchasing two new six wheel dump trucks. We checked on local government pages. We found a couple that might work but adding the stuff we needed to it didn't quite fit what we needed to do. So we decided to go out to bid, take the long way around, but I think we're going to get better products that way. Like I said, it's a five year lease coming out of the four different departments and I think we'd be in good shape with it. Selectman Roy made a motion, seconded by Selectman McGrath, to allow the DPW Director to go out to bid for two six wheel dump/plow trucks. Selectman Coutu asked, Mr. Forrence, you're looking to buy new vehicles, correct? To which Mr. Forrence replied, correct. Selectman Coutu went on to say, I just want to make sure I didn't misinterpret that you were trying to buy something that we can put stuff and fit on. Mr. Forrence responded, no this is going to come through complete. Chairman Morin asked if there was any further discussion. Seeing none, motion Carried 5-0.

M. HPD - Request to Advertise Telecommunications Tech

Chairman Morin recognized Town Administrator Steve Malizia. Mr. Malizia said, I offered to do this for Chief Avery. He's been working many nights and days and this is very simply put. He needs to get permission to hire or to go out and advertise for two police dispatchers. He has one that's moving out of the area and the other is retiring after many years of service. I basically told I could pinch hit. Quite simply put, it's a request to hire replacement police dispatchers. Selectman Roy said, I have a questions. I thought this particular dispatcher who's retiring, he was going to convert that to a full time position? Mr. Malizia replied, that is correct. That's what he's looking to do is two full time people. Which I think he had discussed previously with the Board. Selectman Coutu made a motion, seconded by Selectman McGrath to accept Chief Avery's request to advertise for two telecommunications technicians. Carried. 5-0.

Chairman Morin said, I just have one question. The Dispatcher, she's part time but she's been here for 22 years. Do we do anything? I mean 22 years part time, that's a long time. Something should be, is there any past practice? Mr. Malizia replied, not that I'm aware of. Selectman Coutu said, none, we've never had a part timer work here 22 years. This is a rare occasion in Hudson and I agree with you. We should do something. Whatever you come up with, you talk to the Town Administrator, I'm sure. The Town Administrator asked, are you talking a certificate or something like that? Chairman Morin replied, yeah we need to do something. Selectman Coutu added in, some public recognition. Have her come in, picture taken. We give them the schmooze. It's our way of saying thank you. We let them know we appreciate them and what they put in. That's a tough job. Chairman Morin said, we took a vote on her leaving. If you've ever had her chocolate chip cookies, I vote she's not leaving. She's not leaving (laughter from the Board).

N. Town Hall Time Clark

Chairman Morin said, I'll start off with questions. The other day I came in to meet with you and we met with some employees. Did anybody call anybody and announce they were coming in late that day? The Town Administrator responded, I don't know I'd have to check. I'm not sure which employees. The employees may have talked to KC or they might have talked to Mr. Michaud. I don't know. So the simple answer is I don't know if they called in, if they were here, they went out, they came back. I don't know. Chairman Morin then said, we've had this discussion in the past about a time clock here. Every other department in Town fills out some type of time sheet and they're



recorded. I know the DPW Director is actually looking for a new program right now for his people. I know Fire Department has Telestaff. I don't know exactly what the Police use but they do have something but they do have something. I was here to meet with the Town Administrator and some people the other morning and the person that we were meeting came in 15 minutes late. And I know for a fact talking with the Town Administrator, he wasn't aware that they were coming in late. As I sat in the Town Administrator's office looking out the window at the personnel door, I witnessed six other employees come to work after eight o'clock. I mean, I'm not saying they do it every day but you know what, we're paying them to serve our Town, our residents. Fire Fighters are on time. Police Officers have to be on time. DPW people have to be on time because they have to do specific jobs. We should require and expect that every employee is here at eight o'clock. That wasn't the only time I witnessed this because I've been in here mornings early for other items. The day we had our covid meltdown I was here early that day and not everybody was here on time because we had to deal with some people that came in after. I think this, we need to take a step to start documenting some of this and make sure people are here and they're getting paid for their work. I asked the Town Administrator to get some prices on a wall mount type unit for now until we can come up with some type of computerized program that we may purchase in the future. See how this works. I just want to throw this out there to the Board see what you want to do.

Chairman Morin recognized Selectman Martin who said I don't know what it's going to take. My company uses Paylocity. All hourly employees that come into work they go to a computer. They have to punch in their employee number and hit clock in, clock out, clock in, clock out. I don't know if you have to use Paylocity's service of payroll, I don't know but I know they have that timeclock. So that maybe an option you want to look at. It's up to you. Just throwing that out there. Paylocity. Chairman Morin responded saying, I think we need what the Board wants to do before we. He then recognized Selectman Roy who said, I mean I think there needs to be some kind of tracking mechanism. I think if an actual wall mounted time clock gets us to 1968 then we'd look at long-term, a more computerized, automated system where you're logged in. once you log in that's your clock in, right? Once you're sitting at your desk and you log in then. We can generate reports that show that they, when people were logged in and all those kinds of things.

Chairman Morin recognized Selectman McGrath who said, so when I found out that this was on the agenda, I asked Steve to get some information from other surrounding towns. Were you able to get that Steve? The Town Administrator responded, yes, I communicated with the Town Manager or Town Administrator of Litchfield, Londonderry, Pelham and Windham. Specifically asked about their Town Hall personnel. None of them have time clocks. Some of them don't have time clocks for any departments including. Selectman Coutu added in, neither does the City of Lowell and they have over 150 people in their Town Hall. City Hall. They don't use time clocks either. Selectman Roy asked are we using any method of tracking time. Selectman Coutu said, supervisor. Town Administrator Malizia responded, their supervisor. Pelham is looking at something along the lines of this computer thing you're talking about but they have not done anything with it yet. Because I thought maybe if they had something I could get some information about that. And they're basically towns in our area that touch us. I thought that would probably be an appropriate place to go look. Again, that's they feedback I got from all those time managers. Selectman Coutu said, if I might Mr. Chairman, most of those that's how we, Walmart Corporation uses the badge. You have to be tied into a payroll system. They're not doing it just to give you hours. They want your payroll. Most of those companies. Walmart Payroll Company does their time clocking. Keeps track of it. And when it breaks down what do you do? And we've had a lot of breakdowns. I mean Walmart's largest employer in the world and their things are always breaking down. There are days you go in. you can't clock in. the employees are 15 minutes at the clock waiting for it to kick in. it just becomes a nightmare sometimes. Then every supervisor has to be notified because the supervisor has to go in the following day and correct everybody's time. So it's problematic but at the same time it is the most fashionable way to get people in and out of work to record their time is to have the badge and scan the badge or punch in as Normand said. We used to, at Walmart, we did a badge. But when the badge didn't work then we had to go to the computer and more often than not they were linked. When one was down they were both down. But we had numbers we could punch into the computer to log in. Selectman Roy said although I worked in a place that was actually tied to a security as opposed to a payroll system so you had to swipe in. but you could still get the information about

when an individual card was swiped. You know? And stuff like that. S I think there might be products out there.

Selectman Coutu said, if I might, Mr. Chairman, I don't know if they Police and the Fire do it the same way, when, as a Captain, you have a crew that reports to you directly. You logged in their time manually, correct? Then would enter it into the computer? Chairman Morin said, correct but I was at five minutes of eight, upstairs with the whole crew, making sure everybody was there because we did have times that people didn't show up and things like that. We knew before 8:00 that everyone was present. Because you shouldn't be coming in two minutes late. You shouldn't be coming in one minute late. Your job starts at 8:00. In reference to any type of system, I did for 20 years over there, with a pen. Come in every day. In at 8:00, I was out at 8:00 the next morning. Wrote my overtime on the back of the card with a pen. So we have systems out there but this building no matter what other towns are, because let's look at things. We do different things than every other town does. Everybody has their own way. This building is the only building in here that our employees are not held accountable to what time they're supposed to be here. I was here to talk to an employee and they came in late. I mean, we shouldn't have that. We shouldn't have that. Selectman Coutu said, I agree. That was shocking to me.

Chairman Morin recognized Selectman McGrath who said, so it shouldn't be shocking because some of these same employees work late. You're not here at 4:30 or 5:00 or 6:00 when they're still here and they're walking out of the building. And if they came in 15 minutes late in the morning they've more than made up the time on the other end. We heard from one employee a while ago where they had to come in late. Not terribly late. Maybe 10-15 minutes because it was a childcare issue. But made up that time by not going to lunch or staying late at night. So when I worked at BAE I had to first of all, when I started there we had badges but we had to show them to a security guard to be let into the building. Then they changed it. They got rid of the security guards and we had to swipe our badge to just get access into the building. Our labor was recorded, initially it was on paper, initially when I went there. Then they changed it to a computerized system. So I had to log in. I think it's fair to say. I don't know about in the assembly areas, I don't know if they have to hit a time clock or not. But for all of the professional people, we filled out our own. We recorded our time on the computer. We had, if I worked on certain programs, and there were times that I worked on two or three or four different programs at once during the week. Different projects. You had a code for the project so they could charge the government for that time. But I never had to in all of the years that I worked, I don't think I ever used a time clock. I think I recorded my own time.

Selectman Roy asked, so does everybody have the same hours? Like does every employee in Town Hall work from 8:00-4:30? The Town Administrator responded, I believe they do. Unless they've made a prearrangement for a day or. Selectman Roy interjected saying, so then that would beg this next question, is there some sort of policy about approvals for their deviations from that schedule? So if you take Marilyn's example if somebody has a problem with childcare they can't drop off their child. The Town Administrator replied saying, there are provisions in either labor contracts or personnel policies that if somebody had some sort of issue they could work out some sort of adjustment. Selectman Coutu said, here's another question. I'm sorry, relative to labor contracts. We're people that have job titles within this building that belong to a union that others from other departments outside of this building also belong to. In the secretarial area. If we tell one, you have to punch a time clock don't we have to make them all do the timeclock? Because they're all in the same union contract. The Town Administrator responded saying somebody could make a credible argument for that. You got 32 people in this building that typically are assigned to this building. 14 of them are exempt. They're salaried. So 18 people are non-exempt. In other words, they're the ones that are hourly, for lack of a better word. Yes they are spread. There are people here that are in bargaining units and there are people in other locations that are in those same bargaining units. The Support Staff, for example. The Professional Staff for example. Those are spread out in other departments, to answer your question. So you're talking, you have 32 employees here. 14 are salaried, 18 are exempt. Pardon me, non-exempt. They're eligible for overtime. Selectman Morin said, I would agree with you. If they're in the union they should be following whatever everybody else is doing no matter what building they're in. I agree with you. And for the people that are on salary, I get if they're at a meeting at night they come in late the next day because

that's actually been the past practice. But if they didn't have a meeting the night before or any other reason, they should be here at 8:00 unless they notify you and get permission to do it. Which again, didn't happen the other day. They came in late. So we need some kind of system that's going to document this stuff when people are coming in and people are leaving.

Chairman Morin recognized Selectman McGrath who said, so, I would suggest instead of installing a time clock, if they're going to be late. Maybe establish a policy that if they're going to be late, if their time to work is from 8:00-4:30 and they're going to be late, they need to notify their supervisor. I think that that's one of the policies that we could do. Let me just say it this way, to penalize how many are in this building? 18 are non-exempt and 14 are exempt? The Town Administrator said, that's the count, yes. So, to penalize that number of people because you saw one person or a few people coming in late when this building was closed to the public? I mean, I think that that's...I can understand your concern about tardiness. I can understand that. But these are professional people and I think that having a discussion with them and their supervisors having a discussion with them, then that's probably the more appropriate thing to do. But to come down with, I just think that it's harsh. That's my opinion. Chairman Morin responded saying, well whether the building was opened or closed, they should be here doing their job. That's irrelevant in my opinion. Selectman McGrath said, but again if they stayed late, you don't know that. Chairman Morin responded, but they shouldn't be staying late unless they've talked to somebody. So that's another violation that they're doing. If they're coming late so they can stay late, that's not the policy. Their job is 8:00 in the morning to 4:30 in the afternoon. That's their schedule unless somebody gives them permission to change it. They can't make the change. Top of that, it being an inconvenience or we're affecting a lot of people just because a few, well what about all the fire fighters, police officers and all the DPW guys that have to come in every single day at their regular time and work their regular time and if they want overtime they have to get permission. If they want to work late they have to get permission. If they want to swap with somebody they get permission. The standard is more than three quarters of the employees it's just this small few that don't have any rules. Everybody else does. Selectman McGrath responded saying, I'm not certain that that's accurate. I think that they do have rules but there may be extenuating circumstances. I don't know what the situation was when you were sitting up in Steve's office. I don't know. They may have, some of them that may be a pattern. I don't think that it probably is. But, maybe it is. Again, you don't know if they're staying late at night, maybe they're getting ready for a meeting. I know that up in Land Use Brooke is here late with Brian trying to get packets ready for Planning Board meetings. This project that they're facing, they're spending an inordinate amount of time on. Chairman Morin said, you just bring up another problem, another thing, if the secretaries are staying late we paying them overtime? We should be. Selectman Coutu interjected saying point of order for one thing Mr. Chairman. I'm just trying to be respectful here. Can we avoid using names? Selectman McGrath said, I don't think I used a name. Selectman Coutu responded saying you used two names, we're getting into personnel and that's non-public. Chairman Morin said, you did. And went on to say, but are we paying them overtime? If they're staying late and their hours are 8:00 to 4:30 and they're staying after that, are we paying them overtime? Because we should be. So that's another thing. Selectman McGrath said, I can't answer that. Chairman Morin said, I can tell you we're not.

Selectman Roy was recognized and said, first of all, I don't see the correlation between asking people to punch in or somehow electronically keep their time is a punishment. And then, you know, we as a Board have an obligation to the tax payers here. So if we're paying an employee to work 40 hours they should be working 40 hours. Not 39 hours and 58 minutes. Not 35 hours. They should be working what they were hired to work. Now are there always going to be adjustments to that for specific instances? Yeah, but that needs to be communicated which I just get the sense that that's not what's happening here. People are kind of coming and going as they please. And maybe they are making up the time. I don't know that. And I think that's the problem that we don't know that we're getting what we're paying for as far as time goes. I'm not going into quality of work, as far as time goes. Chairman Morin asked, did you have a comment? I'm sorry. To which Selectman McGrath responded, no I was just going to ask a question. To which the Chairman responded, go ahead. Selectman McGrath asked, Steve, how is their time recorded? The Town Administrator responded, on a time sheet. They have a spreadsheet that they keep track of it for the week they turn in their timesheet. For the hourly people it's listed by days. What time they came in, what time they left and

then they tally it at the bottom. For salaried people it's pretty much 40 hours but if they had exceptions for a holiday, a sick day, a vacation day they would put that exception on that you see every week. Well, you see mine every week but that's the typical one for a salaried person because a salaried person by law, is salaried. Most frequently they'll put in more time than 40 hours and they get paid the 40 hours. But the other folks basically have a daily, it's recorded daily. Or they turn it in and it has a daily recording. Selectman Coutu asked the Chairman, can I follow up on that? He proceeded to say, I'm a secretary in an office. I do clerical work. When I come in, do I fill something out? Mr. Malizia responded, you turn in a timesheet at the end of the week. Selectman Coutu went on to say, so I'm supposed to fill one, if I'm going to do it right I'm going to do it every day, right? What do I put on that sheet? Do I put the time I came to work? Or I just put, I worked 8 hours today? The Town Administrator responded, it usually has a start and a finish time. It's typically 8:00 to 4:30 with eight hours. Selectman Coutu then asked, what if you discovered that somebody put that they came in at 8:00 and left at 4:30 but you saw them walking in at 8:30? Who monitors that to see if they're telling the truth on the sheet? Town Administrator Malizia responded, they all have supervisors. Let's be frank. Their supervisors should be speaking to them. Selectman Coutu then said, you, generically, I'm not saying you, how do you. How do Department Heads, the supervisors? They're supposed to be monitoring that right? The Town Administrator responded saying, yes, they're supposed to be keeping track and speaking to their people. So for example, pick an office, whoever supervises that office should be speaking to those people if they're tardy or constantly tardy. Unless they had previously said, hey, Bob, I'm going to be 15 minutes late. Selectman Coutu then asked, does every office have a sub-supervisor to the Department Head? To which Mr. Malizia responded, we're not that big of an organization. Selectman Coutu said, that's what I'm saying. So, if the Department Head in your case, you have some people in Land Use that report to you, do you look at their timesheets? To which Mr. Malizia responded, the three people that directly report to me are salaried people. Yes, I look at their timesheets. The other folks I get. Selectman Coutu then asked, they're on salary? To which Mr. Malizia responded, I don't want to get into names but the Town Planner, the Town Engineer and the Zoning Administrator are salaried employees. Selectman Coutu said, really? I always thought they got paid by the hour. The Town Administrator replied, they do not. They're salaried. Chairman Morin added in, in reference to your question, remember we had this discussion about one department in here that wasn't going through supervisors? They were sending text messages to each other saying hey, I'll be late or and no one knew what was going on until we were looking into this before. Selectman Roy added, right, so we don't really, we don't know at that point what they put on, wrote in on their timesheet. You know what I mean? That person could have texted another person in that department, said, hey, I'm gonna be 20 minutes late and then put on his or her timesheet, 8:00am til 4:30. Selectman Coutu said, falsifying a document. That's going over the edge for me. Well, it's a mess. It's a mess but it isn't a mess. I sympathize and agree in some respect what Selectman McGrath eluded to, is that it's going to be a punishment for some people because they're always here on time and they're always leaving at 4:30 or after 4:30. I don't know what the solution is. The best solution would be, and I think it's a simple solution, would be to have a clocking mechanism. IT and if they were in here right now and they told me they couldn't do this, I think I'd go right through the roof here, should be able to devise a program, where somebody can clock in on their computer. So a Department Head can look at the computer every day to see who clocked in at what time. That's what they put on the timesheet. When they lock out at night, the next morning the Department Head looks to see what time did they clock out at night and write it on the timesheet. It should be a simple process to do that. Chairman Morin asked, would you like me to get the Fire Fighter that did the other program and do something? You know what I mean? Selectman Coutu said, well, I thought about that. I was going to ask you privately. I mean that's a simple process to do. That's just a computer application. Chairman Morin said, absolutely, we can put him on overtime and come up with a computer application. I mean he came up with the other program that couldn't be done. Selectman Coutu asked, can we explore having IT design a program where people can log in and log out on their computer? That person has to know their password to be able to log in. and if we find out that somebody shares that password with somebody else for other purposes, for deceit, we'll deal with that appropriately.

Selectman Martin was recognized and he said, I know that one of the IT people programed through Outlook Express, a paging system or email text system for call outs for the special operations unit, through Outlook Express at no cost to the taxpayer. I'm sure that same person could probably do the

same for a timeclock. Through Outlook Express, which is the email app everybody uses. Chairman Morin then said, so we know of two people that can do it if there's a problem. Selectman Martin said, I think we should have IT explore it. Chairman Morin said, it's whatever you want to do. Selectman Roy said, works for me. Chairman Morin said, works for me. Selectman Martin & Selectman Coutu both said, works for me. Chairman Morin asked recognized Selectman McGrath who said, I'm not in favor of it. Selectman Roy then said, do we want to put a suspense date on it? A date that we want to see some kind of...Chairman Morin asked, what about by the end of July? To which Selectman Martin said second meeting in July 28<sup>th</sup>. I'll make that motion if you want. Chairman Morin said, yup, let's do a motion. Selectman Martin made a motion to have IT explore timeclock system using Outlook Express, a date with some kind of answer by July 28<sup>th</sup>. Chairman Morin said, if I may suggest why don't we tie their hands just at that. Let them see what they have within the systems or come up, make a program. Because like I said, they did the permit program at the Fire Department without using anything that was. Okay, you understand what I'm saying? Selectman Martin replied, I am good with that because that's my motion and I'll speak to it after if you want. Selectman Roy asked, would you like me to clarify, I don't mind doing that. Chairman Morin said sure. The Town Administrator said, it will probably be good for the minutes. Selectman Roy said, a motion for IT to explore a computerized time keeping system for employees with a report to the Board no later than July 28<sup>th</sup>. Selectman Coutu asked, a timeclock system or a computerized timeclock system? Selectman Roy said a computerized timeclock system. Chairman Morin said, within house, not a program. Within house. Chairman Roy seconded this motion. Chairman Morin asked if there was further discussion to which Selectman Martin said, I personally don't think it's harsh on everybody. It's something that should be done. I punch in, in fact, it reminded me that I didn't even write my time, put my time in the computer today for today. So I'll do that tomorrow morning. Shame on me, but I was there 8-4:30. But anyway, I think it can be done and quite frankly the program to renew your burn permit is perfect. You fill it out, within 24 hours it comes back. So I support the motion. Chairman Morin asked if there was further discussion. The Town Administrator asked, when you say employee you're not saying employees just as a general category? Chairman Morin said, this building. Everybody else has their own system. Selectman Roy said, Town Hall. Selectman Coutu said, Recreation Department doesn't, there's three employees there. Chairman Morin said, they're part of Town Hall. Selectman Roy said yeah but I think we need to be specific, Town Hall, Recreation, who else is off site? Selectman Coutu said, Seniors that's recreation. She reports to Dave. HCTV. Selectman Coutu said the program would be applicable to everybody because we're all in the same, we're all linked on the computers in house. So, they'll have to go on their computer and clock in. Chairman Morin asked, is that acceptable? To which Selectman Martin said, oh yeah absolutely.

Selectman McGrath was recognized and said, I wanted to ask Steve. Do you foresee any issues or do you have anything you'd like to convey to us? The Town Administrator responded, do I see any issues? Well you got the salaried people for one thing. And that's all great and I respect that people need to be on time, but, they are salaried. I'm not trying to be a wise guy but they do have some flexibility in their schedules. So just respectfully I tell you that. I respect that the Boards trying to ensure attendance. I can tell you the majority of the time people are in attendance here. And I don't know if they'll be an unintended consequence. So for example, I'll be here at eight and I'm leaving exactly at 4:30. Selectman Martin said, you can't ask for more than that. Chairman Morin agreed. Mr. Malizia then said, so when I've got a customer upstairs in the line and they're standing there, I'm leaving at 4:30. Just so you know. Chairman Morin responded, so we pay them overtime. Like I said, if people are staying longer, doing their job, they should be getting paid. Selectman Coutu said, but if they're salaried they're salaried. Chairman Morin responded saying but the salaried guys, but at least we're going to know they're working 40 hours now. Selectman Coutu said, well, one of the problems that led to this was because of a salaried person. That's what gave me the confusion, I thought that they were hourly but no, that's a salaried person. Chairman Morin said, well at least we have a document of when they were here. It's pretty simple. At least we have a document. And you know, the 8:00 to 4:30, yeah, I get it. I'm a union guy myself, but you know what, if somebody stays then the document it on their timesheet that they were here, the reason why they should be getting paid overtime. Selectman Coutu said, another thing I might add to what Steve said, is that I'm a supervisor in a department. You can name any department here in Town. And there's a customer at the window at 25 past four and they've got four or five documents to be processed, as a supervisor, I'm going to walk out and say, hey, I'll take care of this, why don't you just go home. Or if you want to stay, I'll stay

with you, I've got some paperwork to do. I'll put you in for the overtime. That's a supervisor's responsibility to make that decision. But I would hope that the supervisor is still here at 25 past when somebody comes in with three documents and offers to. I can see some of our Department Heads doing that and say, yeah, I'll take care of it, you go home. And if the person says, I'll stay, I don't mind staying to do it, okay, I'll make sure you get paid for it and they clock out when they leave. But I mean, if a supervisor says to me or I hear that a supervisor said, I'm working 8-4:30, that's what they want us to do, that's what I'm going to do, we'll deal with that one separately.

Selectman Martin was recognized and he said, well, I just want to point out, I don't think that I'm not overly concerned about a salaried person their hours. I'm concerned but they have a little bit more flexibility, that's why they're salaried. But the hourly employees, start time is at 8:00 and you leave at 4:30 and if you happen to work overtime, well, we pay overtime. That's how it works. I think I was looking at it more towards hourly paid employees. I know there's only a few of them, but. Cuz, I'll tell you now, I'm sure it happens everywhere, the salaried employees where I work don't punch a clock but the hourly employees do. Chairman Morin said, no, no, and I understand that. Our problem is with your place is different than here. Especially our salaried employees, they're very important to deal with many things that take place continually every day. We need to know where they are and why they weren't here. That's the issue here. The issue is not the salary, the issue is having our people here to take care of our customers. And we've already seen where that caused problems. Selectman Martin responded, okay.

Selectman McGrath was recognized and she said, so for those offices in this building, that deal with the public and they have to deal with multiple applications or forms or whatever it is that's time consuming, so I can foresee them wanting to close the office to the public, starting at 4:00 or 4:15 that's the last person in because they're not going to stay beyond 4:30. I can see that happening. I can see that they're going to want to do that because there's at least one office upstairs where they deal with that consistently. People coming in at the very last minute and oh, I need to get this done or I need something else. Then they're here, this is going to have some unintended consequence that I don't know that we're going to be very happy about. Chairman Roy responded saying, but see the problem is, I understand what you're saying, and if they have to do that then they have to bring that to us. But right now, what I'm hearing, if I'm understanding right, we've got employees staying after their time to leave and they're not getting compensated for it. So what's the difference if we close at quarter past four or they stay til quarter to five, if we close at 4:15 we're not going to pay overtime? If they're staying right now, they should be getting the money that they're here for and that's not happening. Selectman McGrath said, that's if they're hourly. If they're salaried people they could work here until midnight and they're still going to get the same salary, right? Chairman Morin responded, that's right but if they work here til midnight, they should be letting their supervisor know, I was here til midnight, I'm going to take tomorrow off. That way at least we know and we can arrange for that. That's how this all started. We dealt with this before but that's what we run into. The matter is, yup, I worked til midnight, I'm taking tomorrow off, simple, polite phone call but it's not happening. Town Administrator Malizia said, I have people that do that. I'm sorry, I don't mean to interrupt, there are people who say, I worked two nights this week I'm planning on taking Friday afternoon off. I don't want you to think that never happens. That happens. People tell me, they email me, call me. Chairman Morin added, but we're here for a reason why. Because that wasn't happening. That's why this all happened. That's why I'm going to leave it at that because I can't go down that road. Selectman McGrath said, no, I don't think you should, but in the cases where people are here attending meetings and staying late, some of them go right up until 11:00 and that's the cutoff time for meetings but the next day, they may not want to take the whole day off. They may want to come in maybe an hour late in the morning if they need to take a little bit of time in the morning. But the next day maybe really busy for them, they may be doing other things that are a service to the residents. I know that a former employee used to work late attending meetings and sometimes maybe not take comp time for that for two or three weeks afterwards because there was so much else going on they weren't able to. So that's one of the things that we really need to think about. This is a unique business. I'm not trying to ignore some potential problems but I think we need to take a look at the whole structure and figure out what is appropriate and I don't think we're there yet. Chairman Morin said, I don't think we need to look at the whole structure. It's pretty cut and dry. Salaried people they know they got the meetings. They know when the meetings are. Okay, this is

nothing new, they've been doing it for years here. Simple phone call, I'm not coming in tomorrow or a visit to his office, I got a meeting tonight, I'll be in one hour late, I'll be six hours late, I'm not coming in. if they can't use the time they can get together with him and say this is the plan, maybe in three weeks I'll come back to you and talk to you. All I'm looking for here is making sure we know where our people are so if we have customers. The second thing is with the people that are not salaried, they're supposed to be here 8:00-4:30. If they're here after 4:30 they should be getting overtime, they shouldn't be working their overs and if we have to close at 4:15 so we don't pay overtime, we have to close at 4:15. It's pretty cut and dry. I mean there's no, we've been doing this for years. It's just all of a sudden it came to a head.

Selectman Martin was recognized and he said, just to point out, I had to renew my driver's license. The State DMV office at Exit 6 stops taking people at 4:15. Anybody in that seating area is serviced until they're serviced out. So nobody new. if somebody comes in at 4:29, sorry, we're closed. 4:16, whatever it may be. And if that's what we need to do then that's what we need to do. It all goes to accountability. Chairman Morin asked, any further discussion, if not there's a motion on the floor. Would you like to state the motion again so we're.... Selectman Martin made a motion, seconded by Selectman Roy, for IT to explore a computerized time keeping system for employees of Town Hall, Senior Center, Rec Center and HCTV, we should have something in writing by the second meeting in July. Carried 4-1. Selectman McGrath in opposition.

9. REMARKS FROM THE SCHOOL BOARD - no School Board member present

10. REMARKS BY THE TOWN ADMINISTRATOR -

The Town Administrator stated, very briefly, obviously Benson Park is open. That seems to be going well. That's much appreciated. Robinson Pond we had our attendant at the beach area on Saturday and Sunday. He did turn away some non-residents. So that's what the goal is to allow that amenity to be used for our residents. That's up and running. It seems to be going okay so far. Town Hall, Town Clerk opened yesterday. We put out a supply of masks, that's mandatory when people enter the building. We have a designated pathway. At this point through today, I'm not aware of any problems or issues. It seems like sometimes there's nobody in the building then they'll be a couple people in the building. The folks servicing them wear masks just to make sure everybody is understanding the seriousness of that. At this point I think its going as well as can be expected. We do expect next week to open other departments by appointment so folks can come visit Assessing if they need to do some paperwork. Land Use/Inspectional Service's we will have them make appointments to come into the building.

11. OTHER BUSINESS/REMARKS BY SELECTMEN

Selectman Coutu - I'm all set thank you.

Selectman Martin - Thank you Mr. Chairman. I was going to ask how the opening went. Seems like it's going out very well. That's good that the attendants are catching and turning away non-residents. It is a good program and it's nice to have that park open. That's all I have.

Selectman McGrath - I have nothing tonight.

Selectman Roy - I have nothing.

Chairman Morin - The only think I got is we have a letter here from the Police Chief of Nashua Police thanking our Police Department for their assistance during the protests that took place over in Nashua and their deep appreciation for all they did and I will forward this over to the Police Chief.

12. NONPUBLIC SESSION

Motion by Selectman Roy seconded by Selectman Martin, to go into non-public session under RSA 91-A: 3 II. (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. & (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph. A roll call vote was taken. Carried 5-0.

Chairman Morin entered Nonpublic Session at 9:54 p.m., thus ending the televised portion of the meeting. Any votes taken upon entering open session will be listed on the Board’s next agenda. The public is asked to leave the room.

Chairman Morin entered open session at 10:46 p.m.

Selectman Roy made a motion, seconded by Selectman Martin to exit nonpublic session. Carried 5-0.

Selectman McGrath made a motion, seconded by Selectman Roy to deny the Step 2 Grievance filed by the Hudson Public Works Union, AFSCME Local 1801 for the Article XII Discipline and Termination for Cause: Matt Costa. Carried 5-0.

13. ADJOURNMENT

Motion to adjourn at 10:47 p.m. by Selectman Martin seconded by Selectman Roy. A roll call vote was taken. Carried 5-0.

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

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David S. Morin, Chairman

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Kara Roy, Vice-Chairman

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Marilyn E. McGrath, Selectman

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Roger E. Coutu, Selectman

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Normand G. Martin, Selectman