

HUDSON, NH BOARD OF SELECTMEN

Minutes of the September 22, 2020 Meeting

1. CALL TO ORDER - by Chairman Morin the meeting of September 22, 2020 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE led by Selectman Morin
3. ATTENDANCE

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

Staff/Others: Steve Malizia - Town Administrator Rob Buxton - Fire Chief; Kathy Carpentier - Finance Director; Bill Avery - Police Chief; Paul Inderbitzen - Town Moderator; Jill Laffin - Executive Assistant

4. PUBLIC INPUT

There was no public input this evening.

5. RECOGNITIONS, NOMINATIONS & APPOINTMENTS

Jeffery Sands - 20 Years of Service with Hudson Fire Department

Chairman Morin called Jeff Sands forward and read: Jeff was hired 9/17/2000 as a Firefighter/EMT. He received a Unit Citation in 2011. In September of 2016 he received his AEMT license. Jeff has been an active member with the Professional Firefighters of Hudson Local 3154 serving as a Member at Large and beginning in 2016 through 2019 he served as President. During his tenure as President, Jeff was the driving force and an integral part in securing a five year contract for the group which was approved by the voters in March of 2019. Jeff resides in Kingston NH with his wife Monique and children Sammy, Liam and Brady. We thank him for his dedicated service and commitment to the Town of Hudson and the members of the Hudson Fire Department.

- 1) Municipal Utility Committee - (1 full member vacancy which expires 4/30/21 & 1 alternate member vacancy which expires 4/30/22) applicant - Brian Prindiville

Selectman Coutu made a motion, seconded by Selectman Roy to nominate and appoint Brian Prindiville as a member of the Municipal Utility Committee with a term to expire 4/30/21. Carried 4-0.

Chairman Morin went on to Consent Items and asked, does any Board member wish to remove any item for separate consideration on consent items? Seeing none. Selectman Coutu made a motion, seconded by Selectman Martin to approve consent items A, B, C, D, E & F as noted and appropriate. Carried 4-0.

6. CONSENT ITEMS

A. Assessing Items

B. Water/Sewer Items

C. License, Permits, Policies

- 1) Raffle Permit - Knights of Columbus
- 2) Raffle Permit - Hudson Republican Committee

D. Donations

- 1) \$500 donation for Haven, HPD Comfort Dog, from the Nash Foundation

E. Acceptance of Minutes

E. Calendar

- 9/23 Cancelled - Planning Board
- 9/24 3:00 pm Trustees of the Trust Funds - Buxton Meeting Room
- 9/24 7:00 pm Zoning Board of Adjustment - Hudson Community Center
- 9/28 7:00 pm Sustainability Committee - Buxton Meeting Room
- 10/6 7:00 pm Board of Selectmen Workshop (if necessary) BOS Meeting Room
- 10/7 7:00 pm Budget Committee - Hudson Community Center
- 10/8 7:00 pm Zoning Board of Adjustment \*TENTATIVE\* - HCC
- 10/12 - Columbus Day - Town Offices Closed
- 10/13 7:00 pm Board of Selectmen - BOS Meeting Room

7. OLD BUSINESS

A. Votes taken after the non-public session on 9/15/2020

1) Selectman Roy made a motion, seconded by Selectman Martin to hire Donald Kirkland for the position of Civil Engineer at Step 2 \$64,531 of the Hudson Police, Fire and Town Supervisors Association Contract, with an increase to Step 3 \$68,592 per year, upon the successful completion of six (6) month probation period. Carried 3-1, Selectman Coutu opposed.

2) Selectman Martin made a motion seconded by Selectman Roy to hire Kyle Tobin as a Police Officer with the Hudson Police Department with a starting salary of \$25.61 (Step 1) per hour, in accordance with the Hudson Police Employee Association Contract. Carried 4-0.

3) Selectman Roy made a motion, seconded by Selectman Martin to hire Corrine Blanchard as a Police Officer with the Hudson Police Department with a starting salary of \$25.61 (Step 1) per hour, in accordance with the Hudson Police Employee Association Contract. Carried 4-0.

4) Selectman Martin made a motion, Seconded by Selectman Roy to support Chief Buxton in developing a memo of agreement with Sousa Realty regarding the relocation of the Firefighter's Memorial. Carried 4-0.

5) Selectman Martin made a motion, seconded by Selectman Roy to support the selection of a site at Benson Park for the Firefighter's Memorial to allow for the installation estimates to be gathered.

6) Selectman Martin made a motion, seconded by Selectman Roy to accept the resignation of Finance Director, Kathy Carpentier and to allow the Town Administrator to start the search process for a new Finance Director.

7) Selectman Martin made a motion, seconded by Selectman Coutu to add 2019 to the 2018 PSNH Tax Appeal case.

8) Selectman Martin made a motion, seconded by Selectman Roy to adjourn at 10:25 pm. Carried 4-0.

B. Town Credit Cards Policy & Procedure - Six month revisit

Chairman Morin recognized Finance Director, Kathy Carpentier. Ms. Carpentier started by saying, Good evening. In March 2020, shortly after the EOC was activated, I came before you to change the limits and authorize four (4) additional credit cards. We wrote a procedure and a policy and part of your motion was to come back and revisit it after six months. It is my recommendation that you leave the limits and the cards in place. But I'm open to your suggestions and questions. Chairman Morin asked if there was any discussion. Selectman Roy spoke up saying, I just have one question. Have we encountered any issues? Ms. Carpentier replied saying, nope, nope. We haven't had a lot of use. I haven't used mine at all. Mine was more for emergencies. But the Chief has, the Community Media Director has used his, the Public Works Director has used his and everybody's been according to the policy. Selectman Martin made a motion, seconded by Selectman Roy to maintain the Town credit cards at the current limits. Carried 4-0.

8. NEW BUSINESS

A. HFD - Replacement of Monitors & Defibrillators

Chief Buxton was recognized by the Chairman. He started off by saying good evening Mr. Chairman, members of the Board. I'm here this evening to request authorization to update our defibrillators for the ambulances and additionally to purchase a Lucas device which is a manual CPR device for compressions. We're looking to purchase this out of the EMS Revolving Fund.

The LifePak currently that we utilize is ten years old. We're running into an issue that the software platform will not support the new software that they try to download in the machine. Basically we're looking to update those same machines that we have because our batteries will interchange and the supporting documents will be as of use. Additionally we're looking to add a mechanical CPR device to our stockpile of equipment that we carry. We're looking to purchase one at this time. This is part of the State EMS protocol to basically free up a responder from having to do the compressions so you get consistent compressions the entire time. Currently under the protocol we do 20 minutes of CPR consistently in the field prior to making any notification to a hospital where the call is to discontinue the code or to continue to bring the code to the hospital.

So this is sticking with one type of device that we've been utilizing for 25 plus years. With Visio control and not outfitting with all new equipment which is basically the other supporting cables, battery stations and those types of things within the building. So we're looking to move forward with waiving the bid process and authorize me to move forward with the purchase. Chairman Morin asked

if there were any questions. Seeing none Selectman Martin made a motion, seconded by Selectman Coutu to waive Chapter 98-7 Bidding Procedure of the Hudson Town code for the purpose of purchasing replacement monitors/defibrillators and mechanical CPR device. Carried 4-0.

Selectman Martin a motion, seconded by Selectman Coutu to authorize the Fire Chief to purchase four replacement monitors/defibrillators at a cost of \$101,705.60 and a chest compression system at a cost of \$22,721.12 from Stryker, to be funded by the EMS Revolving Fund. Carried 4-0.

## B. HFD - Town Hall & Fire Administration Renovations

Chief Buxton was again recognized and went on to say last week we had a conversation regarding moving forward with this project. Tonight I'm bringing forward the formal PO process to be accepted by the Board. This is the COVID-19 monies to update the workspaces upstairs in the Town Clerk's office and the Assessing office and to add a barrier to an area within the Fire Administration building. Additionally to take care of some ventilation issues in the Fire Administration, along with a door in the rear. So those activities are outlined for you here. We worked with Northpoint Construction which is a local contractor here in Town and basically felt the reason we stayed with them was because of the rate that they could get the work done and the infrastructure that they have in place to get the work accomplished. There was less time to advertise and go out to bid so we're asking you to award us this opportunity this evening by waiving the bidding process and moving forward with the project.

Selectman Martin asked, was that in our packet? Selectman Coutu responded, mhm. Selectman Martin then said, I must have missed it. Chief Buxton stated, it's on the second page. Selectman Roy, made a motion, seconded by Selectman Martin to waive Chapter 98-7 Bidding Procedure of the Hudson Town code for the purpose of renovating the recommended spaces at Town Hall and Fire Administration. Chairman Morin asked if there as any further discussion. Selectman Coutu was recognized and he said Chief, did I hear you say you didn't have time to go out to bid? Chief Buxton replied saying, yes, the bidding process, because we got down to September when we were trying to get authorization from the State, we had under the amount of time to advertise and go out to bid which would have taken us past the deadline to get the work accomplished. Because it would have had a 30 day review process and go from there. Chairman Morin added, the State put that on us. He discussed that last time he was here with us. Selectman Coutu then asked, so the State makes the rules about bidding procedures and they set it up so you can't go out to bid. That's what I'm hearing. Chief Buxton said, as I expressed last week the moving target with the CARES Act money and the GOFFER money has been back and forth with deadlines and activities across the Board and we're trying to move as efficiently as we can through the system that's why I came to the Board last week with this project and then move forward with this tonight to formalize it. Because we have until October 15<sup>th</sup> to basically get this work started and the purchasing for the installation parts to be done prior to the 15<sup>th</sup> of October. Selectman Coutu went on to say, I'm just gonna state my position, I will support it because we've used this company on several occasions. For the most part they've been under budget on a lot of what they've done and that what they do has been well done. However, I'm a strong advocate of the bidding process in order to give everybody a shot at it. If in the process of reviewing those who bid and we vet the bidders, it may end up being within, even if were a little more, because I'd rather pay for a quality job. Not bidding out projects like this to the local community and its environs just goes totally against everything that's right about the laws regarding the bidding process. I will support the motion. We need to get this done. I have nothing contrary to say about the contractor. It's the process that I'm upset with. It has nothing to do with you. I'm upset with the State about a lot of things. Chairman Morin added, just to make it clear, because of the uncertainty it put him in a bad position with the State and this money we're going to get back, hopefully through the grant, so I understand where you're coming from but we were just put in a bad position. Selectman Coutu said, he's blameless in this. I'm not faulting him in this. I just don't like the way the State, the Federal Government have gone about this whole process. It's a nightmare. Hopefully they've learned

from it. It's all been politics because it happened through the summer and a major election. So the whole thing's been political. Anyway, that's my opinion.

Chairman Morin asked if there was any other discussion. Seeing none. Motion carried 4-0.

Selectman Martin made a motion, seconded by Selectman Roy to Authorize the Fire Chief to award the renovation project at Town Hall and Fire Administration to Northpoint Construction Management in the amount of \$243,650.00. Carried 4-0.

### C. Town Moderator - Primary Wrap Up & Election Planning

The Chairman recognized Town Moderator, Paul Inderbitzen. Mr. Inderbitzen started by saying, thank you. I sent you some documentation just to give you a post view of the Primary. Which was the biggest primary that we've had at least since 2008. When I came on board and started keeping some records. We normally have a 15-16% turnout, we had a 23% turnout. That was remarkable. Just for the public who haven't gone on your website and pulled up these things, we had 4,428 ballots cast, which was a record for a primary. This is now talking about a primary. They usually don't generate a lot of interest in that like a presidential primary does. Our absentee for our last state primary in a presidential year was 82. We had 1,279, which is 29% of the ballots cast. That is going to hold into November. We already have well over 2,000 absentee requests out there. We just received the ballots so they're going to be going out very soon. As soon as can get people to stuff envelopes. Selectman Martin said, call me, tell me what day. The Moderator said she's going to let me know.

We had 98 voting day registrations which usually is, we've had 81. We've had 32. It depends on the number of people. But we have a lot of new people in Town. There seems to be a lot of real estate transactions that I read in the paper every week. There was a voter registration drive. Today was national Voter Registration Day. The Hudson Women's Club held a drive at the Library. I provided them with some equipment. Shields and masks and sanitizer and they had 10 new registrations today. Which is a little unusual. Usually when the Supervisors get together they have 2 or 3 come in. but they like doing it at the library. They did it outside. They had 10 new registrations. So that was a plus. The more we can get to register ahead of time, the better we'll be in November. Last presidential election we had 1,200 same day registrations which is a lot.

As I said the in person was 3,186. That was about 245 people per hour through the checklist. We had quite a bit. We had 81 new voters and 17 absentee registrations that we found on the day of registration that came in that day. The preprocessing, remember we had a preprocessing of absentee ballots? Which the State allowed under the emergency order allowed us to. We did that on the Thursday before. We processed about 1,000 absentee ballots. We still had to go back on Election Day to check the box and mark AV in case they came in and voted in person. We always have a handful of people. They always call ahead and say I'm going to be in Town, I'm not going to be away, I want to vote in person. The Clerk will pull their ballot and mark it as voted in person. We've requested that the Governor and Secretary of State let us complete the checklist on the preprocessing day. It's a lot. So if they allow us, there's some wiggle room if the Attorney General and the Secretary say go ahead and do that. If someone wants to come in and vote in person, it's easier to fix the dozen or so that do that than it is to have to go back and check off 3,000-4,000 people on the checklist. I think that would be a lot easier. We have a meeting Thursday with the Moderators. I know it's going to be brought up. So we'll see what happens. That would improve our process on November 3<sup>rd</sup>.

I would just ask if there's any questions, comments or that we have on the Primary. And if you want to discuss anything for November we could do that as well. Chairman Morin asked, does anyone have any questions? Selectman Martin said, yeah, can we have Cahill's back? I'll buy boxes and we can put the sandwiches in boxes. Call it a boxed lunch. The Moderator replied, I haven't heard any negatives about the boxed lunches that we did. Selectman Martin replied, a local business. Mr. Inderbitzen said, I know I like to keep it local. Selectman Martin then said, just a quick question about the new place we're going to go to. Have you started drafting plans or taken a tour and walked it? The Moderator replied, we've done that. We did it in the spring. We started that process. I'm getting a

layout. We're going to try and figure out where we're going to put people and how we're going to do it. I know the Police Chief get started planning for the circulation and all of that. I would suggest, I think I sent you guys a quote from a company that would do a mailing. When you suggested we mail out an absentee application to every household. We can use that same quote and send out a notecard. Couse there's so many cards coming in the mail now, political, so we'd have to make it, let every household know that we're voting at the Memorial School on November 3<sup>rd</sup>. That might not be a bad idea for publication purposes.

Chairman Morin said, we need to start that now, on Facebook everything. Are we going to have to station somebody at the Community Center to send people that way if they show up there? Mr. Inderbitzen said, we'll put a big sign in front of the door. Voting is at Memorial School Central Street. Chairman Morin said, I think that's going to be a big change. That's something we've got to start as early as possibly can to get that out. Any other questions? Selectman Roy said, you guys did a great job once again at the State Primary. Mr. Inderbitzen said, it went very well. It went very well across the State. There was a Clerk's meeting today. The Secretary was very thankful for all the work that was done. My thought on absentees, I was looking at the calendar, because people are concerned about the mail and everything. I was looking at the last couple of Saturdays in October. Which would have been the 24<sup>th</sup> oh, and Halloween. Selectman Martin interjected saying, we're not trick or treating so...The Moderator asked, we're not trick or treating? Selectman Martin said, not that I know of. Chairman Morin said, no, everything is status quo at this time. Selectman Roy said, we haven't decided anything yet. Mr. Inderbitzen went on to say, well, the 31<sup>st</sup> may be a little, to, well, we can probably do it. We'll probably do the processing on the Thursday or Friday, 29<sup>th</sup> or 30<sup>th</sup>. The pre-processing. I'll talk to the Clerk and see what she wants to do. But I was thinking of publicizing that we will accept absentee ballots, I will go to the Community Center and we'll have a drive through absentee ballot drop off. I'll publicize that as well. Seeing no further questions, Chairman Morin thanked the Moderator for his hard work and time. I'll be having a meeting with the maintenance man for the Schools about what we need to do and stuff, so if any of the Selectmen want to be included in that, I'll include you in anything we set up.

#### D. Master Plan Update

Town Planner, Brian Groth was not present. In his absence the Town Administrator went on to say, I can certainly speak to this. I believe last meeting it was asked about the Master Plan. Just a quick update about it. Quite honestly it's been on hold because of the Green Meadow project. That's been a major piece of it. The Planning Board actually has the chapters. They've got the public input. My understanding is that they have to review it. At this point in time, my understanding is they don't have time to review it. They've been tied up with the Green Meadow. I would also point out that if Green Meadow gets approve, it's going to have a major impact on the Master Plan itself. So at this point in time it may not make sense to do the Master Plan and then have this come in afterwards. Selectman Coutu agreed saying, correct.

Selectman Roy said, I'll just comment that it appears that we're letting the Hillwood Development decide the destiny of the Town. Selectman Coutu was recognized and said, this project is of a great magnitude. Approximately 10 years ago we went through this with the potential of having a casino and a huge development center down there with river walks and shopping center and it was very time consuming. It was a lengthy process. We had to bring in additional staff that they paid for. As is happening here. It's not something that you review in two or three meetings and say yay or neigh. There's lot of studies. This here (held up booklet) by itself, is just a traffic impact study. We as Board members, if we're going to do our job, are going to read through this and go through the maps and try to make heads or tails out of it. This is only one study. This will be discussed at length. Where there's going to be virtual meetings with the Department of Environmental Services. We've had virtual meetings with the Department of Transportation. The State is totally involved. I don't want to blame a person who wants to develop in our Town that it's their fault that we can't do certain things. It's not their fault, it's the planning process that overwhelms us. It is what it is. Selectman Roy added, it's unfortunate is what it is. Chairman Morin asked if there was anything else.

9. REMARKS BY THE TOWN ADMINISTRATOR

Mr. Malizia stated I just have one. The small business partnership with the Chamber, the applications were due and were closed as of Friday. We ultimately received 13 applicants for a total of \$11,290.51. I'll hand out a list so you can have a look. The Fire Chief, Finance Director and myself, met yesterday and reviewed the application. We reviewed the documentation that was provided. We found it all to be in order. It was PPE type equipment. Sanitizer type equipment, Plexiglas types of installation. I'll put that material in your office to look at. It's pretty voluminous. Bottom line, these are the folks that applied. We're recommending, as you gave us the authority, to make these payments. The only thing we're asking is for a W9 from all these folks so we make sure we have the appropriate tax filing for the end of the year. I did communicate that to Brenda Collins who we did work with on this project. Just wanted to give you an update. I think it was appreciated. These are the folks who took advantage of it. Chairman Morin said, thank you. Any questions?

Selectman Coutu said, so you're saying Steve is that between you, the Fire Chief and the Finance Director, you vetted all of these? The Administrator said, we went through every application. Selectman Coutu then said, so the only missing document is what we need for taxes? The Administrator said, I wouldn't call it missing. We're requesting a W9. There was a question on the application that said type of business: sole proprietorship, corporation and people answered, hair salon. I don't know if you're a sole proprietor so in this case we're going to get a W9 from everybody and make the payments. Selectman Coutu then said, would you prefer, rather than us putting this to bed now, wait til you have the W9 in? The Administrator replied, you don't have to do anything you gave us the authority to take care of it. I'm just informing. You of this. We are going to process the payments once we get the W9. We're confident. We signed off on it. We're going to process it. I just wanted to let everybody know that's where that is.

10. OTHER BUSINESS/REMARKS BY SELECTMEN

Selectman Roy - I have nothing

Selectman Coutu - I have nothing tonight sir.

Selectman Martin - I have nothing tonight.

Selectman Morin - We received a letter from the Fish and Game that they have canceled the Thanksgiving assistance meals that they do, due to covid, which is going to be a big hit to a lot of people on Thanksgiving. Again, covid-19 is what led them to determine they're not going to do it this year.

Also, I talked to Supt. Russell, he'll try to make our next meeting. He'll be coming.

The Town Administrator spoke up and said, just to that point, I wanted to bring up, because the Fish and Game isn't going to be able to do their event, we allocated \$500 to them through the Community Grants. If this Board wanted to, the Board could repurpose that maybe to the Food Pantry to be able to buy maybe some additional meals for families. Selectman Coutu said, good idea. Selectman Roy and Martin also agreed. Chairman Morin asked, do you need a motion on that? The Town Administrator replied, let's make a motion to move the \$500 allocation for Hudson Fish and Game for the Food Pantry. Selectman Coutu made this motion, seconded by Selectman Roy. Carried 4-0.

11. NONPUBLIC SESSION

The Town Administrator said, the Chairman will entertain a motion to go into non-public 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. & (b) The hiring of any person as a public employee. A roll call vote was taken. Motion by Selectman Roy at 7:38 p.m., seconded by Selectman Martin, to go into non-public session Carried 4-0.

Chairman Morin entered Nonpublic Session at 7:38 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 8:04 p.m.

Selectman Coutu made a motion, seconded by Selectman Martin to promote Master Patrol Officer Bryan Genovese to the position of Sergeant at \$38.42 per hour according to the Hudson Police Employee Association Contract (step 6). This elevation in rank would be effective on Sunday October 4, 2020. Carried 4-0.

Selectman Coutu made a motion, seconded by Selectman Martin to promote Sergeant Roger Lamarche to Lieutenant at \$89,811 per year, in accordance with the Hudson Police, Fire, Town Supervisors association Contract (Step 5). This elevation in rank would be effective on Sunday October 4, 2020. Carried 4-0.

Selectman Roy made a motion, seconded by Selectman Coutu to hire Chrissy Peterson as the Recreation Director effective 9/23/2020 at a rate of \$52,000 per year with a review at six (6) months. Carried 4-0.

12. ADJOURNMENT

Motion to adjourn at 8:05p.m. by Selectman Martin seconded by Selectman Roy. Carried 4-0.

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

\_\_\_\_\_  
David S. Morin, Chairman

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Kara Roy, Vice-Chairman

Excused  
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Marilyn E. McGrath, Selectman

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Roger E. Coutu, Selectman

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Normand G. Martin, Selectman