

## HUDSON, NH BOARD OF SELECTMEN

### Minutes of the October 20, 2020 Budget Review Meeting

1. CALL TO ORDER - by Chairman Morin for the meeting of October 20, 2020 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Chairman Morin
3. ATTENDANCE: Board of Selectmen: David Morin, Kara Roy, Normand Martin.  
Excused Absence: Roger Coutu, Marilyn McGrath

Staff/Others: Steve Malizia, Town Administrator; Bruce Buttrick, Zoning Administrator; Elvis Dhima, Town Planner; Brian Groth, Town Planner; Linda Pilla, Library Director; Barbara Blue, Library Trustees Chairperson; Erin Henderson, Library Treasurer; Jill Laffin, Executive Assistant.

#### 4. BUDGET PRESENTATIONS

Chairman Morin recognized the Town Administrator for a follow up from the last meeting. The Town Administrator started off saying, I put some documents forward for you that should be on your desk. Basically what you've got in order is the summary of what you did at the last meeting, so if you look at this document, the second column from the left is the actual cost of what you did the other evening. You'll also notice at the bottom there are two additional warrant articles. One was an article for the paving and the other was an article forwarded by the Library Trustees for establishing a capital reserve fund for the Hills Memorial Library.

The next document is quite simply put, is a document that shows you the accounting of the accounts you modified on the first budget night.

One of the outstanding action items you asked for was when Jess Forrence was here we talked about the Benson Park. Specifically the train station mitigation of asbestos. Mr. Forrence has provided a memo. There are three quotes in this packet here. The low bid was the \$3200 and change so we rounded up to \$3500. This is to mitigate the asbestos. So if you look through this packet you've received there's a chronological order put together by the Benson Park Committee secretary, followed by the spec that they looked at for an inspection report and then three bids to mitigate. So they're all under the \$4-5,000 range. The lowest one is what they're recommending we go with a year from now. So whether you want to come back and take an action on that, that's up to the Board. But that's what you asked for there. Selectman Martin spoke up and said, nope, that's good.

The Town Administrator went on to say, the last two things in the packet, I prepared a warrant article for paving. The Board discussed raising an additional \$200,000 for paving. You asked for a warrant article. I did run this by the Attorney. He's got a little trepidation about doing a warrant article for it. He recommends you put it in the budget, but I know you want to be transparent. So this is written so that we don't lose the money that's already in the budget for paving. If you look about eight years ago when we raised it up last time it was a very short warrant article. It created a lot of confusion for people. They did not know what we were doing. So the intent if I understand correctly from this Board, add \$200,000 and that will be the new baseline for paving going forward. So this article states that. Selectman Martin asked, 200 plus what's in the budget? The Town Administrator replied, this is in addition to what's in the budget. This is raising another 200. Selectman Roy said, yeah, the last line says it this increase in the Public Works Department's paving budget. The Town Administrator added, yes, so just to make it explicitly clear. So you're all aware of that. Again, you took a decision to not vote on forwarding warrant articles just yet, but I prepared it for your consideration.

The Town Administrator continued saying, the other warrant article I received was from the Library Trustees. I've included this here as they've written it. This is to establish a new capital reserve fund for the Hills Memorial Library building. A few years ago we did not for the Rodgers Library building. It does not transfer over here because it specified the Rodgers Building. Certainly the Trustees, I don't want to speak for them, they can speak for their article, but they forwarded it so you have it for your books. And that is what I have for a summary right now.

Library (5060 & Warrant Article L)

Chairman Morin recognized Barbara Blue, Library Trustees Chairperson. Ms. Blue. Ms. Blue came forward along with Linda Pilla, Library Director and Erin Henderson, Library Treasurer. Ms. Pilla started by saying, good evening everyone. We're here this evening to present the FY22 budget for Rodgers Memorial Library. You requested a level funded budget on the operational side so that is what I prepared. Per conversation with Mr. Malizia I've prepared the payroll side of the budget with a step program for the seven full time librarians. The rest of the staff including myself and the facilities manager, I have included a 3% COLA, cost of living increase. That number is reflected on the salary line item. If you open your budget moving on to the operational side, first take a look at line 206. There is a \$7,000 reduction in that line. That's 25% of last year's budget. We did have the lights upgraded at the end of FY19. FY20 was already funded at that time and for 21 we requested the same amount as we did not have sufficient data available at budget time to predict the total savings. We're comfortable now though we're seeing a measurable success in saving money on our electric bills. I reallocated those funds to other lines that have been underfunded such as 412 which has been increased to allow us to support more virtual programming and remote learning during this COVID time. There's a few other lines that have got very small increases but I'm open to any questions from the Board at this time.

Selectman Martin said, just a comment. That this is very well prepared. The tax payers have been taken into consideration which is and I love the savings, 25%. That's really good. Yes, I agree with moving that money to working with other items in their budget. That's good fiscal management. So that's all I have Mr. Chairman. Thank you.

Ms. Blue then explained, we have a warrant article up for the Hills Memorial Library because right now the fact is it's an old, old building. It could need a new roof, or all sorts of repairs. So we want to be prepared in case something should happen we'd have the money available to make those necessary repairs. Chairman Morin asked, how much you looking to put in it? To which Mr. Malizia replied \$25,000 I believe is what they're looking to start it with. There were no questions from the Board. Selectman Martin commented that he feels this warrant article is pretty straight forward and prudent to have it done. Selectman Roy then said, so we're not voting on the warrant articles or doing anything with those tonight. The Chairman thanked the ladies for coming.

Trustees of the Trust Fund (5020)

Chairman Morin recognized Town Administrator Steve Malizia. Mr. Malizia explained, this series of modest departments are sort of the small departments like Trustees and Checklist Supervisors. In essence they're all level funded. They're pretty simple accounts so it shouldn't take too long to spin through the majority of them. They are level funded for the most part. There may be a couple dollars one way or the other, but in general relatively modest budgets.

So Trustees, looks like just a little bit on the part time salaries. A 3% raise for the bookkeeper. Seeing no questions.

Cemetery Trustees (5025)

Mr. Malizia stated; this is level funded. There are no salaries here. Selectman Martin was recognized and said in this budget, I don't know if anyone of the Trustees have reached out to you. Have the newer one reached out to you the young lady? I can't remember her name. The Town Administrator asked, Ms. Gannon? I've corresponded with her through the year, but not recently. Selectman Martin then said, she has been doing some work cleaning headstones. But there's not enough money in the budget to cover the cleaning supply, but I did tell her to submit the receipts so she can get reimbursement. But I think it's prudent of us to put a little more money into this budget so she doesn't have to use her own money. Selectman Roy was recognized and asked, do you know how much she spent? Because that would be helpful to know how much to raise it to. Selectman Martin said, that I don't know how much she spent or what she's using to clean these headstones. But she showed the difference in the headstone

on Facebook and it looked pretty good. I guess I will reach out to her in an email and find out how much she exactly spent and then we can talk about it. The Town Administrator said, the history if you look at it has been pretty minimum. Selectman Roy replied saying, right, but it's also been fairly inaccurate. The Administrator agreed that that's probably an accurate categorization. I know Highway goes in and cleans and does things but someone wants to restore headstones, there's certainly money this year and the same budget next year. Chairman Morin asked, did we hear from the Chairman of this committee at all? The Town Administrator replied, I don't recall. KC handled all that when she was here. Selectman Martin then said, I'll correspond with her and get some information on how much she spent. Selectman Roy said, and we added a cemetery too, right? Last year? The Town Administrator replied, we did, yes. Seeing no further questions, the Chairman Moved on.

#### Supervisors of the Checklist (5025)

The Town Administrator explained they're election officials. They're elected. They should be level funded. Selectman Roy added, they're actually down a lot because they only have that one election. Oh, I'm sorry, I'm at the wrong one, I think. The Town Administrator added, we budget them. They get a stipend that's set by the voters. They have to do all their requirements through the year so they're level funded from one year to the next. Seeing no questions the Board moved on.

#### Treasurer (5050)

The Town Administrator said, elected official again. The only thing in this account is the salary. As you know we've gone to an appointed treasurer which you will be looking at to make the appointment come February. Selectman Martin spoke up saying, okay because her term ends and? The Town Administrator said, no because we just voted on that. You have to wait a year after the vote. It won't make a difference in the pay or anything, I'm just pointing it out to you. But this is level funded.

#### Sustainability Committee (5055)

The Town Administrator explained, this is pretty modest. I believe they spoke to KC and they're level funding their budget also. It's mostly for advertising and small materials when they do cleanups. Seeing no questions, the Chairman moved on.

#### Benson Park Committee (5063)

The Administrator explained, modestly funded. It's the same over last year. This is basically to help with the cleanup phase, signage and other little supplies they need. As you're well aware the park itself is in the parks budget, this is just for the committee, for their modest needs. Selectman Martin then said, so the meals in Town. The Town Administrator said, so when they do cleanup days they buy water, they buy pizza, whatever they provide to the volunteers. That's what that budget is. Selectman Martin laughed and said, very small. They feed very little people then because since '18 they've spent \$50.00 if you average it out. The Chairman then said, a lot of the times they try to get everybody to bring some potluck and donations. But do to the fact of COVID they've been purchasing it to keep everything safe. Seeing no further questions the Chairman moved on.

#### Budget Committee (5070)

The Town Administrator said, again, elected officials. Its level funded for basically notices, newspaper ads and modest office supplies and registrations should they get new members that should want to attend NHMA workshop.

#### Ethics Committee (5080)

The Administrator explained, \$100.00. Again, very modest committee here. No salaries in there. Basically we put

some money in just in case they need to do a newspaper advertising or publicity for an ethics hearing.  
Planning & Planning Board (5571-5572)

Selectman Martin laughed and said, this is the one I've been waiting for. Brian Groth, Town Planner, came forward and explained, the budget for the Planning Department and the Planning Board pretty much remains the same. It tends to be the right number in the various accounts and we tend to hit those things every year. The difference here is, last year I was before you and asked for an out of budget item for \$5,000 to perform a zoning and regulatory audit with NRPC. That's removed from this budget. What I did introduce this year, however, is an outside the budget request item to continue having a part time assistant planner position. That's based on, it's pretty much the same rate as it was this calendar year. This calendar year we had it for \$38,500. This is proposing \$40,000 to account for any flexibility. The Planning Board remains the same as well.

Selectman Roy asked, so we contracted with NRPC for them to provide this individual? The Town Administrator said, yes, this is a contract, this is not an employee of ours. This is a contracted service. Mr. Groth went on to say, it's a nice arrangement. I can tell you that for the past month and a half it's worked out extremely well. I've had an assistant planner here two days a week. He's relatively new in his planning career, he's been excellent. Just the amount of assistance he provides the Department, both Brooke and myself, is really tremendous. These very busy times every little bit helps. Mr. Groth added, to be truthful, in "regular" times, I might have been in front of you tonight trying to convince you for a fulltime assistant planner. But given the times we're in, and the request for a level budget, I'm asking simply for this. Selectman Martin asked, is that an outside the budget request, no? Is that in your budget? The Town Administrator said, this is an outside the budget request. It's at the front of the section, that's why he's speaking to it. His budget, the labor piece, is calculated based on the contracts and the benefits. His actual operations piece is down 16% because again, he spoke about this \$5,000 he's removed. But this \$40,000 that he just spoke about, or up to \$40,000, that is not in the budget because he's actually less than level funded. Selectman Roy then asked, so you need a motion to add this? The Administrator replied, if you were to add it, you'd need a motion similar to what you did last week on one of the other...Selectman Roy made a motion to add \$40,000 to line 5571-252 to contract a part time assistant planner through NRPC. This was seconded by Selectman Martin.

Selectman Martin was recognized and said, I did hear you correctly. Does it help you a lot? It helps alleviate some of the work because you're busy with Hillwood. Mr. Groth replied, obviously this project has a tremendous impact on personnel in the Planning Department and other departments as well. But generally speaking even outside of this project, what that planning position allows the Town to do, is expand the capacity truly of the Planning Department. So activities such as economic development related activities, grants, creating new zoning regulations that respond to some of the results we found in the Master Plan, those are all things that in order for them to be accomplished, it requires some assistance for the day to day Planning Board business. The day to day counter walk up business. That kind of thing. Selectman Martin replied, okay. Motion carried 3-0.

#### Zoning and Zoning Board of Adjustment (5581 & 5583)

Chairman Morin recognized Zoning Administrator, Bruce Buttrick. Mr. Buttrick started off saying, good evening Mr. Chair and the remaining Board. I've prepared the budget for two sections Zoning Land Use 5581, which is the office operations and then 5583 is the ZBA Board. We have two particular budgets, I guess you might say, kept within the level funded with the acceptance of the salaries and insurance. There's nothing to add to that. Basically developed the budgets based on our actual expenses carrying forward from the past couple years. The Town Administrator added, the operating portion of this budget has actually been reduced by about 4%. Then the ZBA is a static number. It's the same level funded from year to year. Again, some of that's unpredictable. We don't know what we're going to get, but we do the best we can. Selectman Martin was recognized and asked I just want to know, how is having that set of hands working for you? The extra admin? The administrative aide that you have? Mr. Buttick replied, she's tremendous. Selectman Martin said, okay, I just want to make sure we're right on track to make sure everything is working good. Mr. Buttrick added, that was a godsend, really. Seeing nothing further the Chairman moved on.

#### Engineering (5585)

Chairman Morin recognized Town Engineer, Elvis Dhima. Mr. Dhima started off by saying good evening, thank you Mr. Chairman, good evening everyone. First item for you tonight is a request for outside of the budget expenditure in the amount of \$50,000 and it has to do with engineering services for the only bridge the Town has on the red list.

We own 10 bridges in Town and one of them is on the red list. This particular one was done in 1987. It's a galvanized pipe. It's showing some fatigue. I walked the pipe and I brought the Town Planner with me. Of course I let him go first just in case (laughter). It turns out that it was okay but it is showing signs of corrosion. So what typically happens is over time those holes get bigger and the bellies gone. Usually when the belly's gone the whole thing caves within itself. This is not something that's gonna happen next year or the year after, but we're at that point that we need to start planning to address this. \$50,000 will get the design done. And a year from now, hopefully the same time, I'll be in front of you asking you to do the construction portion. The construction portion will only consist of lining the bottom of the pipe without cutting out all of Lowell Road obviously. Basically buying the Town about 20-25 years before we have to do in and do with this in a full blown out Cadillac version. Selectman Martin asked that's the pipe right there at the light, right? Mr. Dhima replied, that's basically exactly. About 1,000' away from the intersection of Central and Lowell, yes. Selectman Martin then asked, does that water continue to run under a certain parking lot? Mr. Dhima replied, no that's another one. That's the second brook. This is the one before that. The one here is the first brook, then the one at Lowell and Birch is the second brook. They both go to the river, but yes. This one is the first brook. The other one is next. That's another one we're keeping an eye on but it's not on the red list. So with that said, I think the right thing to do is to start planning for it. Obviously being proactive. And I'm here to ask the Board if they're willing to entertain that. Selectman Roy asked, do you have a guess in today's dollars, I guess, how much it will cost to repair that? Mr. Dhima answered, so a similar pipe we spent, we did Central Street similar to this. It was a little bit smaller and shorter, and I think the State estimated \$450,000. But we ended up doing it on our own for about \$150,000. So I expect construction of that particular project to be somewhere between \$300,000-400,000 depending what we get for water going through the pipe. The biggest cost believe it or not is making sure we can get the water of the first brook from one side, from the upstream, downstream, while we're doing the work. Because obviously we're not going to close Lowell Road. I can tell you that much right now. So it's de-watering. If we get a drought like we're in now, piece of cake. If we get rain then we're going to have to put bigger pumps there to make sure we can get the water from one side to another because we can't stop. Once construction starts they're going to put the dams up, then we have to make sure we have the power to get the water from one side to the other. We've done it in the past. We know exactly what we need to do, the first thing is just doing the design to know exactly what we're getting into it. As I said, we have time. Right now it's rated as a four. The next step would be probably a three. Then you get a two and then they basically tell you, you should close the road. We're not there yet. We're two-three years out at least. But, it's good to have this in the works. Again, take into consideration what's going on, I don't want to put too much in front. But I think the best thing to do is to get the design done. Mr. Malizia added, that construction would actually be a warrant article not next year, but the year after, so they'll be able to weigh in on that. Mr. Dhima added, that's how Central Street was handled. We put it out there, we got the votes. I think people understand when you tell them, let's close Lowell Road, but for now it's just simply the design. That is the only item outside of the budget we need to consider. Selectman Martin made a motion to add \$50,000 to account 5585-225, Engineering Fees for the design work for the Lowell Road over First Brook Bridge. Seconded by Selectman Roy. Carried 3-0.

Mr. Dhima went on to say next item is the operating budget for the Engineering. As you know we do have a new hire, Don Kirkland. He's been great. Because of that we're going to be able to cut engineering services related to the Land Fill. That's going to be handled in house now. So that's why you see a reduction in operation services of just over 1%. With that said, everything remains the same pretty much. We're going down a little bit because we're going to handle that in house now moving forward. That's all. I'll take any questions you might have. Selectman Martin asked, I know he hasn't talked about vehicles, but I want to ask about vehicles. I know that usually was a hot topic in the past. So are we getting hand me downs from the Police Department still? The Town Administrator replied, yes. Selectman Martin then asked, do we know if the hand me downs are beat up beyond, not outside, but the engine and the stability of it, are they beat up? The Town Administrator replied, we try to get the better models so that we get a few years out of them. We don't take all the beat up stuff, we kind of try to stay away from doing that because then we're just going to put the money into it. The Police, if they trade in the beat up ones, they get less trade-in, so we have to account for that when we plan for doing that. In other words, if we're getting the better trade-ins, we have to put that cost into whatever cost center is getting that better trade-in. short answer is we still move the vehicles over from there to here. We try to keep the better ones. Are they all perfect? No. are they serviceable for our needs? For the most part. I believe he (Town Engineer) has a pretty serviceable vehicle. Mr. Dhima added, we have two vehicles right now. We call them the Ranger Danger and the Tahoe. Ranger Danger, obviously is used by the Civil Engineer, not myself, so we're good (laughter). But we take care of our equipment. Everything passes. We're in good shape. The Chairman added, the cars that are handed down police, they have a good maintenance program. So they're taken care of while they're patrol vehicles. Selectman Martin said, the next lead in question is, maintenance of them. Have you put a lot of maintenance in the vehicles since you've gotten them? The Town Administrator added, you tires, oil changes. Occasionally you have to do something to it, maybe

a transmission or something. You don't have to replace them. They've had use. They're not typically high, high miles. They're not over 100,000. They're not even over 80,000. A lot of them are lower miles. We're judicious and careful. When we're done we give them back to them to trade them in. We're not just scrapping them typically. They're not really worth much by then, but they're worth something. Selectman Martin then asked, there's two for Engineering and one for Assessing? Mr. Malizia replied, Assessing has one, Engineering has two, Zoning has one. Selectman Martin then said, so we have like four vehicles here at Town Hall. The Town Administrator answered, I believe, off the top of my head that sounds correct. Selectman Martin thanked Mr. Malizia and the Chairman. Seeing nothing further, the Chairman moved on.

#### Sewer Fund (5561, 5562, 5564)

The Town Administrator explained, just for the public notification, sewer, there's a rate for that. So if you're a sewer user you pay for the sewer. The rate remains unchanged. It's been unchanged for many years. It's a very good value in my opinion. We're able to accomplish everything we need to accomplish. We have strong reserve funds there and we're always looking to make sure we're not paying for more than we need to pay for. In other words, we look for the inflow infiltration, which is any water leaking into the system. We have a very strong program to really get that out of the system so we're not paying for "water" we're paying for actual sewer. As we're all aware, we ship all of the sewer to Nashua. We own 12.58% of that sewer plant. It appears we get our share of the capital cost for that plant but it all fits within the rate structure we have. Again, we've had healthy surplus and healthy reserve funds for this utility.

Mr. Dhima added, we've done very well with upgrading all our infrastructure as well. There's a few things here that will call for additional capital improvements into it. One of them is flume. We did the evaluation last year. Results were fantastic. We've been advised to line both flumes the pipes, basically they get the sewage from Hudson to Nashua. That's part of this capital improvement project. We have infiltration inflow also added to this. In addition we're putting a significant amount of money on the rest of the pump stations that we have out there. Everything so far, has been excellent. We've done a lot of work. We're in really good shape. Everything has been hooked up so we have access at all times when it rains. Right now we're implementing an I & I program for \$30,000 on the Industrial Drive side. We're going to try to identify where this additional water is coming in from when it rains. Overall we're in good shape. We keep putting money into it so we can't go wrong. Seeing no questions, the Chairman moved on.

#### Water Fund (5591-5594)

The Town Administrator explained, the water utility is also paid for by the utility users. As I keep saying every year, this is now year 22 without a rate increase. We're paying the same rate for the same amount of water that you were in 1998. I think that's a tribute to everybody working together. We've got Whitewater, that's our vendor that operates the system for us. They've been doing a great job. They're on top of things and actually making some improvements to things. They replaced chemical tanks this week at our wells, a necessary repair. But again, it's a very stable utility at this point. It's got decent reserves in it and we've done a whole bunch of capital projects, as you're well aware with upgrading pump stations, everything has generator backups. We're in really good shape with this utility. Mr. Dhima added, we've got a lot of programs and procedures now that we have a much closer look and we control all the subcontractors versus in the past Pennichuck was supposed to do it. Everything goes through the Town now. So we pay the bill directly. The subcontractors, we have the schedules, it's a much tighter operation now. We have put a significant amount of money into the hydrants, getting them all up and running, there's weekly emails that go out if anything goes out, so it's a much, much tighter. If they Fire Department uses something they let us know, we make sure everything operates when they go back. We still have a lot of work to do but we're on track. One of the big success stories out of this year has been a significant amount in changing meters. Which has resulted in a reduction in our water losses throughout the system. So we're doing really good. Actually for the second actually,

average right now we're below industry standard, which is 60%. We're pushing about 10-11%. We're always going to have losses in the systems. Nothing is 100% but to get it under that has been huge. The reason for that is we're replacing more meters now. Which means we're registering more. Also we found a lot of leaks as well. I don't want to say its air tight, but it's getting there. A very good job on that.

Chairman Morin asked, how did our wells do with this drought? Mr. Dhima replied, levels got down, as you know we were one of the few municipalities that did not close basically like everyone else did, including Nashua, which was at the last minute. We have to keep an eye on it. The two major concerns or two major areas that we have to focus on moving forward is the drought conditions. As you know this Board made a decision to adopt three tiers. So we do have that in place now if we do need to execute it. The other one is p-foss. Governor Sununu has an executive order out there that basically dropped the rates, the limits for the p-foss. Basically making New Hampshire a state with one of the strictest standards in the world at this point. Not even just United States. Our wells are below those levels right now, so we're okay, there's a lot of municipalities out there gonna have a lot of issues moving forward. p-foss is something that never goes down on its own. We believe at some point we'll have to deal with that. We are not quite there yet. We test it every month. Our averages are okay. But that's something we have to deal with in the future. But those are the two major things. Drought and p-foss. Everything else is in good shape. We continue to do the capital improvement projects. Very aggressive on the meter replacement programs, trying to catch up and get that under the 10 year replacement cycle, but overall in good shape.

Selectman Martin was recognized and said, just a question of Steve. I just saw it, sorry. The Town Administrator said, six more years for the big bond payment. We pay it off in 2028. There's another one we did for improvements, I think it's 2025, its three years before that one. In 2028 no debt. We're going to own this thing outright. Which is a great step. You're going to have a lot of money left over. When I say that they'll be quite a bit of money. You'll be able to probably do some major projects or put some major funding into reserves or maybe even cut the rates again. But that's for a Board down the road to decide.

#### Conservation Commission (5586)

The Town Administrator explained, this is level funded. The big ticket item in this is doing the invasive weed species control over at Atonic and/or Robinson, which we always get a grant from the aquatics through the State. So we basically budget the same thing every year and we do the same thing every year. That's our contribution to the Conservation budget. As you're well aware, they have their own money and their own ability to do things. This is basically what's coming out of us. So its level funded. Seeing no questions the Chairman moved on.

Mr. Dhima asked, did the transfer station retaining wall? The Town Administrator replied, we talked about that with the Public Works Director. I don't know if they Board had any other questions about the transfer station we talked about? He had a hand in putting that together with Mr. Forrence. The Board did not have any questions regarding the wall. Mr. Dhima did explain, it's part of the master plan, obviously it's the right thing to do. Hopefully the voters vote for it and they see the value into it. We're getting close to the design. I have an estimate. It's the first step to a great transfer station down the road. Chairman Morin asked, what's your vision on how long it's going to be before we end up doing the scales and everything. How long do you think that's going to take? Mr. Dhima replied, so if we do the retaining wall, hopefully the voters vote in favor of this. The approach right now in Public Works is we're going to try to keep everything under a million dollars to keep the ball rolling. The scale could be next. As you know the contract is going up next year. I think if we have this in place and the scale also, we can start negotiating. The Town is in a better position to negotiate the contract at this point. I think the biggest piece will be the building. The building, we're trying to figure out what the needs are and what they could be. That would be the biggest cost. Everything else, I think we can have everything done under like \$300,000-\$500,000 dollar segments and get it done in five years probably. Chairman Morin asked, when you say building, are you talking just like a metal shed to cover or

you're talking an actual building? Mr. Dhima replied, basically the Town wants to get to handing the operation over and becoming a regional point, you will have that option. This Board will. Obviously you will be presented with those options and the way the rates work and how they'll work out. The benefits for it, cost analysis, but from what we can tell, if we can get it done for \$3.5 million overall to \$4 million dollars, the entire landfill, or the transfer station and having it turnkey and see if we can drop the rates, what you pay now, what you could be paying. It could pay for itself in 5-7 years. Similar to the water. You'd be able to keep the rates the same and when you pay it off its just gravy after that. Recycling, trash removal, it's gonna be an expensive business as they get more and more environmental friendly. More regulations, harder to get rid of things. It's coming. Chairman Morin then asked, how about compost? Mr. Dhima replied, same thing, we have a massive area over there. if we want to do something else about it, hand it over, turn it. Right now there's a significant area already dedicated to that. The Chairman asked, but that all gets shipped out, though right? Would that be part of our transfer station? The Engineer replied, it could be. The Chairman went on to say, and then sell it like Nashua does? Mr. Dhima said, it could be part of that, yes. We have the area identified in the master plan. Right now we're just focusing on the flow, how things work. But the consultant we have hired, they know exactly what that operation is, where it's located, how much we have and all that. Just have to figure out to do rates versus how much we want to put into it. The way it's working right now we have to come up with the capital first. Then we'll see the benefits later. It's not like we can get a piece of the contract and have that use. That's going to be the challenge. How we convince people to do this because it's going to pay off in the long run. I think it's the right way to do it. It's in the right direction. Seeing now further questions, the Chairman thanked Mr. Dhima for his time.

#### BOS/Town Buildings (5110, 5115, 5120 & Warrant Article H)

Mr. Malizia explained, you're back at the front of the book. This basically covers our office area. We already talked about that request there. So this is basically our office area. It's actually level funded bottom line. You're salaries, all of that is in this particular cost center. Seeing no questions.

The Town Administrator directed the Board to page eight in this section. He reviewed the costs to run the facility here. Selectman Roy asked, I just have a question because the library brought it up. Have we looked into changing to the same lighting system that they have in there? They save like 25%. You know what I mean? The Town Administrator replied, so we did them so many years ago here. Seven or eight years ago maybe. It's probably been about that long. So we have not gone back out to redo that. He went on to say, it's not something we couldn't not do. Usually Sustainability Committee kind of comes up with the recommendation. Slowly, but surely, when things blow out, we've been trying to look at LED fixtures because the price has gotten better. But it's certainly a big expense. And again trying level fund so I didn't do anything fancy with this particular year. Chairman Morin added, I think Sustainability has capital reserve fund now. The Administrator agreed, they do, we started it last year.

Community Center building was brought up by the Town Administrator. He said, we moved this over to the Recreation Department because that's their residence. So they'll come in and speak to that.

#### Town Poor (5151)

The Town Administrator explained, we level funded this. We seem to be holding our own this year. Again, I don't see any reason that we're going to exceed the \$80,000. As you know Ms. Wilson handles that and does an excellent job of looking for resources to guide people to. Not only are the Town but there other resources in the area. \$80,000 again, it's an estimate. So far this year even with all that's going on she's managed it very well. A lot of times it's rent. That's the big critical one here. After rent it's usually a utility. Like a gas bill or an electric bill. There are programs that Kathy can put people in so she works all of that system. Rents are high around here so that could be difficult. That's typically what we see the most of. Seeing questions the Chairman moved on.



Legal (5200)

The Town Administrator explained, legal, obviously we have our Town Attorney. I believe next year we'll be negotiating one labor contract. That will be the support staff. It's kind of nice it's staggered. We didn't have to do any this year. Everybody is under contract. But next year the support staff will be up for consideration. So I put money for that. We'll still have value defense. That's what we're trying to protect our utility valuations. As you're well aware we've had ongoing cases with Eversource and Fairpoint. So we keep money in for that. Jim Michaud raised an interesting point. We had a discussion. I didn't put any money in for it because I don't know the number. But as you're well aware there's a large development going through the Planning Board right now. Should that development become litigious for some reason, in other words litigated, We're going to probably be paying legal money. We have a budget, I just don't know if it's going to be enough if that were to be a large case. But I don't know what number to tell you. Selectman Roy said, it's a hard thing particularly since it hasn't happened yet. The Administrator added, I have no indication that it's going to happen, but I'm just telling you, I point it out for this Board's edification. We have contingency money. Selectman Roy said, I was going to ask. The Town Administrator went on to say, which you in theory could direct towards that. But again, that might leave you exposed on something else if something else happened. What is that something else, I don't know? But I thought it was prudent to mention from a legal perspective. I didn't put anything in here because I really don't know what I would put in there. I did assume a modest increase for the Attorney. He's been working for us for six or seven years at the same rate. I anticipate an increase but I was able to balance that off by looking at the labor negotiator and backing off a little bit of that. So its level funded. I didn't know where else to go. But at least I wanted to raise the possibility that if we got into litigation that could add up. It may require other outside council for that matter. Selectman Roy said, but again we won't know that until we sort of get that or at least get closer to it. The Town Administrator added, I'm not saying it's going to happen I just don't know. It's the kind of thing that makes you a little bit...we would have contingency so I could at least fall back on that. Quite honestly if we were to become in some sort of litigious situation, typically it takes time. it would tend to span more than a fiscal year. Selectman Roy added, yeah, particularly for cases like that that are complicated. Mr. Malizia added, we could be discussing it at this time and then have maybe an idea. Selectman Roy added, and the other part of that is will the courts have caught up by then? Discussion of how long it could possibly take. The Town Administrator added, again, I just raised the specter just so you know that nothing is in here for that possibility but quite frankly I don't know what to put in there. Selectman Martin added, I don't think we'll be in court next year. The Administrator added, typically, if you look across the line we typically do a good job managing our legal. I think last year the actual \$62,000, I keep a pretty close eye on it. I make sure that I understand. If there's a free resource like NHMA if we can get an answer from them we do. Dave Lefevre knows us pretty well, knows our business pretty well, so he doesn't have to do tons of research typically because he knows pretty much the issue and frankly he's probably seen it before. Again, I could tell you stories back in the early 00's. We were up to \$300,000 a year in legal costs. We had years of that kind of number. So this is great. It's great to have a single practitioner like this. He doesn't milk us. We can get to what we need to get to and again, my only concern is if we got into other litigation, I don't know the number. Seeing no further questions, the Chairman moved on.

Finance (5310, 5320)

The Town Administrator explained, the Finance Director prepared this. It takes into account the Finance Director salary and benefits. The audit cost I believe is in this particular budget. Other than the salary, the rest of the budget is slightly down. Selectman Martin asked, in that finance director salary, is there a Department Head increase there? Mr. Malizia replied, 3%, all the non-union positions, part time and or full time, right now have 3%. Selectman Martin asked, we don't know what we're looking at here. I mean we know we're looking for another person, do we keep the 3% in there? Selectman Roy said, I would say yes because if we hire someone and they don't take all of that salary we can just move that money around in that year. But this is for 22 so. The Town Administrator said, let's presume we hire somebody before the end of the year or starts at the beginning of the year. We've advertised up to, didn't say it was exactly, but up to what the other finance director was making. Quite frankly based on who what we get,

we're probably within a few thousand of that number for next year. Selectman Martin replied, okay, thank you.

You've got the accounting department. The folks that do the payables, the Town Accountant. Page 4. That's basically pretty much benefits. The only other thing we did is we looked at the....Selectman Roy said, there's an increase somewhere. There's \$1,000 office supplies...The Town Administrator said, a large format shredder. We shred a lot of finance records because they're confidential. Selectman Martin said, I see a 2.2% \$10.00 increase in mileage reimbursement. Seeing no questions, the Chairman moved on.

#### Insurance (5910)

The Town Administrator explained, the insurance that's articulated here is our workers comp. which is based on payroll and experience rates and our property liability rates, which again, is based on our experience rates. Those are the numbers that we are aware of for next year. Again, tough to level fund because we don't control this per say. But that's the best estimate we have on where we're headed. We also put money in for unemployment. We don't pay into the system per say, if we have someone that's a claim. We pay direct. So let's say we had somebody that worked here then they left, they went somewhere else, they got laid off there, they come back and we get a piece of it. So just self-insure ourselves for that. We don't pay insurance. We self-insure that. Typically it's not a big number every year but we got to put something in there so we level funded it. Selectman Roy added, it's one of those things, typically now, you don't really know, right.

#### Community Grants (5920)

The Town Administrator said, I level funded this. These are the grants that we give to the agencies in the area that provide assistance to Hudson residents. There was a couple that didn't actually submit their request. But I presume they inadvertently forgot. For example, I don't think the folks down at the Fish and Game, they didn't submit it but we still allocated something for them. Selectman Roy said, can I ask a crazy question? Oh, never mind, I understand. The Administrator explained, if you look at the column the second from the end that's what people requested. But because we level fund, I go back to what we gave them this year. You're free to adjust it or do something different. Selectman Roy asked, what's Nashua Transit? The Administrator explained, that's the handicap bus service that collects residents and takes them to the adult day program or takes them from here and brings them to Merrimack's facility. It's a subsidized program. So the riders pay something and we subsidize part of it. Selectman Martin asked, these programs we give to and Ms. Wilson will possibly send people to these agencies, correct? Mr. Malizia said yes, we've utilized for example, the soup kitchen. We clearly utilize that. That's a real common one. We use the Front Door Agency, assistance to find housing for homeless. The Ann Marie House is another one that takes people, families, and tries to keep them together. I believe they're moving from Hudson to physically over to Infant Jesus School. But we still provide because they provide a benefit to Hudson residents. Selectman Roy added, right, it's a reciprocating thing. The Town Administrator added, I don't put it in the book but if you go upstairs there's a binder that has all of their requests and typically behind their requests is an explanation of what they're providing. They can tell you that this many Hudson residents came to see us for services. Do they all come from here? No, they all don't. Selectman Roy said, some of them might go directly there. I'm guessing that might happen a lot with the Food Pantry. Mr. Malizia added, again, they're part of a network of resources that we use trying to get those resources out to the people that need them.

Selectman Martin said, I do want to talk about possibly increasing the Food Pantry line. I know \$6,000 is a lot of money but again, I would like to bump it up to \$7,000 and go down....bump up the Food Pantry to \$7,000 and bring down American Red Cross to \$1,500. The Town Administrator added, that is certainly this Board's prerogative if you'd like to reallocate. So you're not actually raising any more money you're just moving it. Selectman Roy said, I

wouldn't be opposed to that. Chairman Morin asked, is that a motion? The Administrator added, I think you should make a motion. You're going to keep the number the same but you're going to reallocate \$1,000 from the American Red Cross reducing them from \$2,500 to \$1,500 and increase the Hudson Community Food Pantry from \$6,000 to \$7,000. Selectman Martin said that's my motion. This was seconded by Selectmen Roy. Carried 3-0.

#### Patriotic Purposes (5930)

The Town Administrator explained in a normal non-COVID year we contribute to the fireworks at the Old Home Days, we also contribute to the actual Old Home Days, we give them a stipend and we actually help pay for the parade at Memorial Day. This is level funded. As you can see this year we didn't do all of that because they didn't have all those events. This is a modest amount that we help out to provide these community events.

#### Other Expenses (5940)

This is sort of the catch-all, the Town Administrator explained. This is where you're contingency fund is. \$75,000 in that line. That's 298. We also put in \$60,000. As you're well aware, people have the right to cash out their earned time. Typically we try to manage it through the department budgets but we put another \$60,000 here in case we can't manage it through somebody's department. We you get closer to full staff it's tougher to manage that. When you have opening's it's a little easier to manage that. So on the safe side we put \$60,000. We did it last year, we did it again this year. I think it's down \$1,000. Selectman Martin asked, what's the postage for? The Town Administrator replied, the postage meter upstairs, I believe.

#### Hydrant Rental (5960)

Mr. Malizia said this is the cost of, we pay the water utility to have a full charged and maintained hydrant system. Many years ago, when we took over the utility, this number was closer to \$500,000. We reduced it a few years back. We also reduced the revenue on the water side so it's always in balance. Water is receiving this revenue but we have to maintain those hydrants. Those are all the public hydrants of which there are probably 700-800 of them now. Selectman Roy said I like the one across the street from my house so we can keep them! Mr. Malizia added, we make sure they're maintained and working, fully charged, ready to go. This is the cost to do that.

Seeing no further questions the Chairman said, we received two resignations tonight but they got in too late to get on the agenda tonight. One of the resignations we have some concerns. The person has some concerns about how things are going and one of those concerns was email. They are a Board member and they were concerned that they don't have a Town email and what could happen because they're using their own email. We have had this discussion before and really didn't get anywhere. But now we're using somebody that is very valuable that's on several committees and we're going to lose that. We need to figure out this email situation. Selectman Roy said, I'm just going to be frank, I'm not sure there's anything to figure out. She just needs to get it done. The Town Administrator said, they have emails they need to come in and do the 45 minutes of training before they can actually use them. There's an email account they can all have them. The Chairman can have them. They need to come in...Selectman Martin interrupted saying, even the members. The Town Administrator replied, I believe at least one member does. That's my understanding. Selectman Roy said, that's not what we've been told. That's the first I'm hearing that they're actually even available. When did that happen because? The Town Administrator replied, months ago. They are available. I don't know if somebody didn't take advantage of coming in to do the training. We sent it out to the Code of Ethics. I don't think they did it. Chairman Morin said, I don't know if they know about it. That's the problem here. Selectman Roy said, right, how did word get to them? Mr. Malizia said, I'm not sure. I do know that if they come in and do the 45 minutes of training, they can have that email. If that's the only thing holding this person up...Selectman Roy said, now that makes me concerned that these have been available. We brought up

the issue and we didn't, at least two of us, I don't know if you knew, that didn't know that those were available. Selectman Martin said, I did not know. Selectman Roy added, we liaison to these folks and we could have put them into the right direction to come in here or talk to Lisa or whatever to get that done. The Chairman said, I guess we got to research see if an email even went out to tell people they can come in. Selectman Roy said, or a letter or something. I'm just curious how she notified these folks that that was available to them. The Administrator said, I thought the Planning Board Chairman had a Town email, but I could be...Selectman Martin interrupted saying, wait a minute, was I under the impression that the Chairman of each Board has an email address. Selectman Roy said, that's the way I thought it was. That it was available. Selectman Martin said, I'm looking...I think what we're looking for now is every member of every board has an email address to cya (cover your ass). Chairman Morin added, that is the crutch of this resignation. They're concerned that their personal email is gonna get subpoenaed and we can't have that. They should be able to have their own email. I got to tell ya, I would like her here next week and tell us what the plan is and how it's gonna get done. What I want is Tuesday on the agenda with a plan and a time that it's gonna get done. We can't have this. We're losing valuable people and this was the crutch of the resignation. Jill that's have a plan and a time period that it is gonna be put into effect. Selectman Roy said, can I? Just so we're crystal clear? A plan for all board and committee members to have hudsonnh.gov email address. Seeing nothing further the Administrator said, at the next meeting we're gonna be doing assessing, police, Rec and I also think we should look at offsetting revenue. I don't know the status of Mr. Coutu so warrant articles we'll wait. I only caution but I believe the Budget Committee meets November 3<sup>rd</sup>. Chairman Morin said well if we have to have a special meeting we can. The Town Administrator advised that the Budget Books will take time to prepare before they have to be given to the Budget Committee. Chairman Morin said we'll look cover them at the next meeting then.

5. ADJOURNMENT

Motion by Selectman Roy, seconded by Selectman Martin, to adjourn at 8:05 p.m.

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

Excused absence

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Roger E. Coutu, Selectman

Excused absence

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Marilyn E. McGrath, Selectman

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Norman G. Martin, Selectman

