



TOWN OF HUDSON

Board of Selectmen



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6024 • Fax: 603-598-6481

HUDSON, NH BOARD OF SELECTMEN

September 22, 2020

7:00 PM

BOS Meeting Room at Town Hall

Agenda

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. PUBLIC INPUT

Any Hudson resident who wishes to submit public input can do so by emailing BOSpUBLICinput@hudsonnh.gov by 5:00 p.m. the day of the meeting. Please be sure to include your name & address with your public input. Also, please include a phone number that the BOS can reach you at should they wish.

5. RECOGNITIONS, NOMINATIONS, APPOINTMENTS AND RESIGNATIONS

A. Recognition

Jeffery Sands - 20 Years of Service with Hudson Fire Department

B. Appointments

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

Brian Prindiville

6. CONSENT ITEMS

A. Assessing Items - None

B. Water/Sewer Items - None

C. Licenses, Permits and Policies

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

D. Donations

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

E. Acceptance of Minutes - None

F. 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

8. **NEW BUSINESS**

- A. HFD - Replacement of Monitors & Defibrillators
- B. HFD - Town Hall & Fire Administration Renovations
- C. Town Moderator - Primary Wrap Up & Election planning
- D. Town Planner - Master Plan Update

9. **REMARKS BY SCHOOL BOARD**

10. **REMARKS BY TOWN ADMINISTRATOR**

11. **OTHER BUSINESS/REMARKS BY THE SELECTMEN**

12. **NONPUBLIC SESSION**

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

THE SELECTMEN MAY ALSO GO INTO NON-PUBLIC SESSION FOR ANY OTHER SUBJECT MATTER PERMITTED PURSUANT TO RSA 91-A:3 (II)

13. **ADJOURNMENT**

Reminder ... Items for the next agenda, with complete backup, must be in the Selectmen's Office **no later than noon on October 8, 2020.**

Agenda
9-18-20

Published on *Hudson New Hampshire* (<https://www.hudsonnh.gov>)

[Home](#) > [Applications for Boards & Committees](#) > [Board & Committee Application](#) > [Webform results](#) > Board & Committee Application

5B

Submission information

Form: [Board & Committee Application](#) [1]
Submitted by Visitor (not verified)
Tue, 08/18/2020 - 11:49am
75.68.95.69

Date

Tue, 08/18/2020

First Name

Brian

Last Name

Prindiville

Street Address

6B April Ct

Home Phone

603-361-6573

Work Phone

Education

BS Chemical Engineering

Occupation (or former occupation if retired)

Engineer

Special Interests

Professional/Community Activities

Reference

Jonathan Millet

Reason for Applying

I'm interested in familiarizing myself with municipal water distribution/treatment systems (I have some background in wastewater treatment).

Please check the area in which you are interested in serving:

Member

Please select area of interest

Municipal Utility Committee

1 full member vacancy expires 4/30/21

Areas of Expertise

- Construction
- Other

1 alternate member vacancy expires 4/30/22

Are you a Hudson, NH resident?

yes

E-mail Address:

prindiville.brian@gmail.com

Source URL: <https://www.hudsonnh.gov/node/42498/submission/11191>

Links

[1] <https://www.hudsonnh.gov/bc-bc/webform/board-committee-application>

Agenda
9-22-20



RECEIVED

SEP 15 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE

6C-1

RAFFLE PERMIT

Hudson, New Hampshire

Name of Organization: KNIGHTS OF COLOMBUS HUDSON COUNCIL 5162
 Address: PO Box 42 HUDSON NH 03051
 Raffle Benefit of: CHARITABLE WORK OF COUNCIL 5162
 Date & Time of Raffle: 1st & 3rd WEDNESDAYS - JAN - JUN - 2021 8PM
 Raffle to be held at: COUNCIL MTGS 4 DONALD RD - ST. CATS PARISH HALL
 Prizes: WILLY - 1st \$25 2nd \$10 3rd \$5
GRAND PRIZE \$250 - 1st \$150 2nd \$100 3rd \$50
 Date of Ticket Sales: OCT and DEC
 (must be after date of Board of Selectmen approval)

Applicant's Signature/Address/Phone Number

[Signature]
Applicant's Signature

WILHE A. MADSEN
Applicant's Printed Name

11 PECHAM RD HUDSON NH 03051
Address

603-883-8797
Phone Number

Approved on: _____, by

HUDSON BOARD OF SELECTMEN

Chairman

Selectman

Selectman

Selectman

Selectman

(Fax completed form to 603-598-6481 or e-mail to lweissgarber@hudsonnh.gov, with Raffle Permit in subject line.)



RECEIVED

SEP 15 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE

Agenda
9-22-20

6C-2

RAFFLE PERMIT

Hudson, New Hampshire

Name of Organization Hudson Republican Committee

Address 24 Woodcrest Drive

Raffle Benefit of Hudson Republican Committee's various funding

Date & Time of Raffle October 14th 2020

Raffle to be held at VFW 15 Bockes Rd. Hudson

Prizes Firearm and various gift certificates

Date of Ticket Sales October 14th 2020

(must be **after** date of Board of Selectmen approval)

Applicant's Signature/Address/Phone Number

Michael Trafaglia
Applicant's Signature

Michael Trafaglia
Applicant's Printed Name

24 Woodcrest Dr. Hudson, NH
Address

781.632.3626
Phone Number

Approved on _____ by

HUDSON BOARD OF SELECTMEN

Chairman

Selectman

Selectman

Selectman

Selectman

(Fax completed for to 603-598-6481 or e-mail to digraham@hudsonnh.gov, with Raffle Permit in subject line.)



TOWN OF HUDSON

Police Department

Partners with the Community

1 Constitution Drive, Hudson, New Hampshire 03051
Voice/TTY (603) 886-6011/Crime Line (603) 594-1150/Fax (603) 886-0605

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SEP 17 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE



Agenda 9-22-20

6D

William M. Avery, Jr.
Chief of Police

Captain Tad K. Dionne
Operations Bureau

Captain David A. Cayot
Special Investigations Bureau

Captain David A. Bianchi
Administrative Bureau

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: William M. Avery, Chief of Police 

Date: 17 September 2020

Re: Agenda Item – 22 September 2020

Scope:

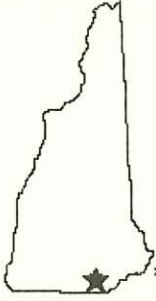
The police department received a donation from the Nash Foundation in the amount of \$500.00. HPD will use this donation towards the needs of our comfort dog, Haven.

Motion:

To accept the donation of \$500.00 from the Nash Foundation.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



TOWN OF HUDSON
Finance Department

RECEIVED
SEP 19 2020
TOWN OF HUDSON
SELECTMEN'S OFFICE



Agenda
9-22-20

7B

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000 • Fax: 603 881-3944

To: Steve Malizia, Town Administrator

From: Kathy Carpentier, Finance Director 

Date: September 18, 2020

Subject: Town Credit Cards

Please accept this request to be put on the Board of Selectmen's next agenda.

In March 2020 shortly after the EOC was activated I came before you to make recommendations to increase the Town Credit card limit from \$15,000 to \$70,000 and authorize 4 additional credit card users. The Board supported my recommendations but requested we revisit this in six (6) months. So I am bringing this back to the Board to see if they want to make any changes. It is my recommendation to keep the current cards and limits in place. The Department Heads who have credit cards have used them as needed according to the authorized purchasing policy.

	Current Limits
Town Administrator	\$20,000
Police Chief	\$10,000
Finance Director	\$20,000
Fire Chief	\$10,000
Community Media Director	\$5,000
Public Works Director	\$5,000
Total Credit Limit	\$70,000

Motion:

To maintain the above Town credit cards at the current limits.



TOWN OF HUDSON
Finance Department



*Agenda
9-22-20 ①*

7-A2

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000 • Fax: 603 881-3944

To: Steve Malizia, Town Administrator
From: Kathy Carpentier, Finance Director *(Signature)*
Date: March 23, 2020
Subject: **Town Credit Cards**

RECEIVED
TOWN OF HUDSON
SELECTMEN'S OFFICE

Please accept this request to be put on the Board of Selectmen's next agenda.

The Town of Hudson currently has two credit cards with Citizens Bank, one for the Town Administrator and one for the Police Chief, with a combined credit limit of \$15,000. I would like to make a recommendation that we increase the number of card holders and increase the credit limit so that we can increase our current resources and expedite emergency items. It is my recommendation that the following changes be made:

	Current Limit	Proposed Limit
Town Administrator	\$7,500	\$20,000
Police Chief	\$7,500	\$10,000
Finance Director		\$20,000
Fire Chief		\$10,000
Community Media Director		\$5,000
Public Works Director		\$5,000
Total Credit Limit	\$15,000	\$70,000

Motion:

To authorize the Treasurer to request new Town credit cards for the Finance Director, Fire Chief, Community Media Director, and the Public Works Director and to increase the credit limit for the Town from \$15,000 to \$70,000 as recommended by the Finance Director.

Additional Language (if necessary):

And to revisit the credit card policies and procedures in 6 months.

Cc: R. Buxton EO Director

Town of Hudson, NH

Policies and Procedures

Credit Card Policy

Policy Number: FIN-004	Revision Number: 00
Approved By: Board of Selectmen	Last Revision Date:
Origination Date: 3/24/2020	Review Frequency: As Needed

Purpose and scope:

The use of credit cards has proven to be a cost-effective method of obtaining supply and service items. The use of credit cards helps the Town be more accountable by providing detailed purchase histories and other important record keeping and time saving information. Some travel and training costs may also be handled best through the credit card process. All benefits of Town credit cards will belong to the Town.

Credit cards will be provided to the Town Administrator and the Chief of Police and any other employees deemed necessary by the Town Administrator.

A. Use of the Credit Card

1. An employee will receive a unique card with "Town of Hudson" and his/her name on it. The Cardholder has the ability to make transactions on behalf of others. However, the Cardholder is responsible for all use of his/her card.
2. The credit card is to be used to conduct Town business only. The use of a Town credit card to acquire or purchase goods and services for other than official use of the Town is fraudulent use and may subject the employee to disciplinary action up to and including dismissal as specified in the Town's Personnel Policy and/or criminal prosecution. All purchases should adhere to the Purchasing Policy of the Town.
3. The Cardholder will retain vendor's receipts and/or records of telephone, Internet, and/or mail orders and file for future reconciliation of the credit card statement.

B. Unauthorized Credit Card Use

1. The credit card SHALL NOT BE USED for the following:

Town of Hudson, NH

Policies and Procedures

Credit Card Procedure

Policy Number: FIN-005	Revision Number: 00
Approved By: Board of Selectmen	Last Revision Date:
Origination Date: 3/24/2020	Review Frequency: As Needed

For the credit card process to operate efficiently, a timely response to each of the elements of the procedure is required from those concerned.

Issuance of Credit Cards

1. The employee must sign documentation verifying agreement to the conditions of use.
2. The Town Administrator will determine the purchase authority of the employee and sign the enrollment form indicating approval.
3. The Finance Director will review the enrollment form and process for issuance of a credit card to the employee.

Making a Purchase

It is the Town's policy to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a credit card purchase the Cardholder will check as many sources of supply as reasonable to the situation to assure best price and delivery. The Cardholder should also ensure that the goods or services to be purchased are budgeted and allowable.

Cardholder Record Keeping

1. Whenever a credit card purchase is made either over-the-counter or by other means, documentation shall be obtained as proof of purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.
2. When the purchase is made over-the-counter the Cardholder shall retain the invoice and "customer copy" of the charge receipt. The Cardholder is responsible for checking that the vender lists the quantity and fully describes the item(s) prior to the Cardholder signing the slip.

2. If the card is lost or stolen the Cardholder shall immediately notify their Supervisor, the credit card company and the Finance Director. The Lost/Stolen Card Notification form should be filled out and given to the Finance Director.
3. A new card shall be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be returned to the Finance Director to be destroyed.

Cardholder Separation

Upon termination of employment from the Town, the Cardholder shall surrender the credit card to the Finance Director. Upon notification of termination, the card will be deactivated and destroyed. A cardholder who fraudulently uses the credit card after separation from the Town will be subject to legal action.

Lost/Stolen Card Notification

Cardholder's Name: _____ Card Number: _____

Please Check One:

Card was: Lost
 Stolen
 Other (Describe) _____

Describe how card was lost/stolen:

Was a police report filed (circle): Yes No

If yes: Department: _____

Report Number: _____

Cardholder Notified the Credit Card Company:

Date: _____

Time: _____

Cardholder's Signature: _____ Date: _____

Finance Director's Signature: _____ Date: _____

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

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

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

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

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

B. Emergency Voting During Covid-19

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

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

C. Town Credit Cards

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

Start

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

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

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

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

stop



TOWN OF HUDSON

FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051

RECEIVED

SEP 16 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE



*Agenda
9-22-20*

8A

Emergency 911
Business 603-886-6021
Fax 603-594-1164

Robert M. Buxton
Chief of Department

TO: David S. Morin
Chairman

FR: Robert M. Buxton *RMB*
Fire Chief

DT: September 16, 2020

RE: September 22, 2020 BOS Public Agenda - Replacement of monitors and defibrillators

Our EMS division has been diligently researching the best options for the replacement of our existing monitor/defibrillators as well as additional medical advances utilizing mechanical CPR devices. The department does not currently have a mechanical CPR device.

Our current LifePak 15 monitor/defibrillators are nearing their tenth year in service. We have been informed that our current models will begin to have limited opportunity for replacement parts. This equipment is utilized in the vast majority of ambulance calls.

Additionally, mechanical CPR devices have been in use for cardiac arrest patients for a number of years and is included in the current State of New Hampshire EMS protocols. The benefit of the mechanical device is that it provides consistent, high quality compressions for the patient while stationary, throughout transfer to the ambulance and during transport, freeing up the responding crews for additional care.

After considerable research and consideration, the department would like to move forward with the purchase of four LifePak 15 V4 Monitor/Defibrillators at a cost of \$101,705.60 and a Lucas 3 Chest Compression System at a cost of \$22,721.12 from Stryker.

This purchase would be funded from the EMS Revolving Fund.

Motion #1

To waive Chapter 98-7 Bidding Procedure of the Hudson Town code for the purpose of purchasing replacement monitors/defibrillators and a mechanical CPR device.

Motion #2

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.



LP15 Warranty Replacement

Quote Number: 10194604

Remit to: **Stryker Medical**

Version: 1

Prepared For: HUDSON FIRE DEPT

Attn:

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Shane Donnelly

Email: shane.donnelly1@stryker.com

Phone Number: (774) 502-9462

Quote Date: 05/19/2020

Expiration Date: 11/30/2020

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	HUDSON FIRE DEPT	Name:	HUDSON FIRE DEPT	Name:	TOWN OF HUDSON
Account #:	1095356	Account #:	1095356	Account #:	1071839
Address:	15 LIBRARY STREET	Address:	15 LIBRARY STREET	Address:	12 SCHOOL ST
	HUDSON		HUDSON		HUDSON
	New Hampshire 03051		New Hampshire 03051		New Hampshire 03051

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99577-001957	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	4	\$18,365.00	\$73,460.00
2.0	41577-000288	Ship Kit -QUIK-COMBO Therapy Cable; 2 rolls100mm Paper; RC-4, Patient Cable, 4ft.; NIBP Hose, Coiled; NIBP Cuff, Reusable, adult; 12-Lead ECG Cable, 4-Wire Limb Leads, 5ft; 12-Lead ECG Cable, 6-Wire Precordial attachment	4	\$0.00	\$0.00
3.0	11171-000049	Masimo™Rainbow™ DCI Adult Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	4	\$512.00	\$2,048.00
4.0	11160-000011	NIBP Cuff-Reusable, Infant	4	\$18.40	\$73.60
5.0	11160-000013	NIBP Cuff-Reusable, Child	4	\$20.80	\$83.20
6.0	11160-000017	NIBP Cuff -Reusable, Large Adult	4	\$28.80	\$115.20
7.0	11160-000019	NIBP Cuff-Reusable, Adult X Large	4	\$40.80	\$163.20
8.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	3	\$269.60	\$808.80
9.0	11220-000028	LIFEPAK 15 Carry case top pouch	4	\$48.80	\$195.20
10.0	11260-000039	LIFEPAK 15 Carry case back pouch	4	\$69.60	\$278.40
Equipment Total:					\$77,225.60

ProCare Products:



LP15 Warranty Replacement

Quote Number: 10194604

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: HUDSON FIRE DEPT

Chicago, IL 60673-3308

Attn:

Rep: Shane Donnelly

Email: shane.donnelly1@stryker.com

Phone Number: (774) 502-9462

Quote Date: 05/19/2020

Expiration Date: 11/30/2020

#	Product	Description	Years	Qty	Sell Price	Total
11.1	78000008	On Site Prevent for LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	4	4	\$6,120.00	\$24,480.00
ProCare Total:						\$24,480.00

Price Totals:

Grand Total: \$101,705.60

Comments:

LP15 V1/V2 Loyalty Program
With trade-in of current monitors

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

AUTHORIZED CUSTOMER SIGNATURE

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



LUCAS (4)

Quote Number: 10185390

Remit to:

Stryker Medical

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: HUDSON FIRE DEPT

Rep:

Shane Donnelly

Attn:

Email:

shane.donnelly1@stryker.com

Phone Number: (774) 502-9462

Quote Date: 08/18/2020

Expiration Date: 09/30/2020

Delivery Address

End User - Shipping - Billing

Bill To Account

Name: HUDSON FIRE DEPT

Name: HUDSON FIRE DEPT

Name: TOWN OF HUDSON

Account #: 1095356

Account #: 1095356

Account #: 1071839

Address: 15 LIBRARY STREET

Address: 15 LIBRARY STREET

Address: 12 SCHOOL ST

HUDSON

HUDSON

HUDSON

New Hampshire 03051

New Hampshire 03051

New Hampshire 03051

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$13,769.60	\$13,769.60
2.0	11576-000071	LUCAS External Power Supply	1	\$320.62	\$320.62
3.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	3	\$619.10	\$1,857.30
4.0	11600-000030	CODE-STAT 11 Data Review Seat License	1	\$2,000.00	\$2,000.00
Equipment Total:					\$17,947.52

ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
5.1	78000020	On Site Prevent for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	4	1	\$4,773.60	\$4,773.60
ProCare Total:						\$4,773.60

Price Totals:

Grand Total: \$22,721.12

Prices: In effect for 60 days.

Terms: Net 30 Days



LUCAS (4)

Quote Number: 10185390

Version: 1

Prepared For: HUDSON FIRE DEPT

Attn:

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Shane Donnelly

Email: shane.donnelly1@stryker.com

Phone Number: (774) 502-9462

Quote Date: 08/18/2020

Expiration Date: 09/30/2020

Ask your Stryker Sales Rep about our flexible financing options.

AUTHORIZED CUSTOMER SIGNATURE

PENDING APPROVAL

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

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Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



PURCHASE ORDER

(Pending Posting Process)

PO No: **MISC21039**

Date: 9/16/2020

Dept. Of: MISC

Job No:

Ship Via: Standard Shipping

Terms: Standard Terms

Comment:

TO: Stryker Medical
PO Box 93308
Chicago, IL 60673

Contact:

Vendor ID: S02680 (269) 329-2100

1099 Eligible: No

BILL TO: Town of Hudson, NH
12 School Street
Hudson, NH 03051-4249

SHIP TO: Town of Hudson, NH
12 School Street
Hudson, NH 03051-4249

Attention:

Requested By: elariviere

ITEM	DESCRIPTION	QTY	PRICE	TOTAL
Chief	(4) LifePack 15 monitor/defibrillators Debit Account No: 50-0000-5750-401-000	1.0000	101,705.6000	101,705.60
			Desc: EMS - Large Operating Equipment	
Chief	Lucas 3 Chest Compression System Debit Account No: 50-0000-5750-401-000	1.0000	22,721.1200	22,721.12
			Desc: EMS - Large Operating Equipment	
			Total	124,426.72

Department Head

Board of Selectmen

Finance Director

Board of Selectmen

Town Administrator

Board of Selectmen

Chairman, Board of Selectmen

Agenda
9-22-20



TOWN OF HUDSON FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051

RECEIVED
SEP 17 2020
TOWN OF HUDSON
FIRE DEPARTMENT
INSPECTOR'S OFFICE



8B

Emergency 911
Business 603-886-6021
Fax 603-594-1164

Robert M. Buxton
Chief of Department

TO: David S. Morin
Chairman

FR: Robert M. Buxton *RMB*
Fire Chief

DT: September 17, 2020

RE: September 22, 2020 BOS Public Agenda – Town Hall & Fire Administration Renovations

As you are aware, the Emergency Operations Center continues to ensure that we are providing our employees with a safe and healthy working environment as we work through the COVID-19 pandemic. As guidelines continue to change, and new regulations are issued, we work to identify areas in need of improvement throughout our facilities.

We have identified three areas for renovation in order to provide a safe, protective area between our staff and any customers and vendors who come in from the public access points. The Town Clerks office, the Town Assessors office and the main floor of the Fire Administration building are the focus of these renovation recommendations. Attached you will find the full scope of this project.

Here is a brief synopsis of the work to be completed:

Currently when you walk into the Fire Administration building you enter directly into the office area in front of the Administrative Aides desk with no barriers in place. The main entrance would be reconfigured to provide better physical safety and health protection. The new entrance would provide a security window with a speaker cutout for staff to communicate with customers and vendors before they are allowed entry into the office. This barrier will eliminate the ability for someone to walk directly into the office without being screened. The existing sliding door at the top of the stairs will be replaced with a new glass door. Additional work will be done to bring the HVAC up to appropriate standards.

The Town Clerks office area will have a new counter and work area installed. Goals of this work are to improve security, increase the health and safety of our employees and improve the efficiency of the work space. The Town Clerks office will be moved to the opposite end of the work area and open work space will be installed behind the clerks. This will increase ventilation to the area and open up greater spacing for the tasks of the Clerk's office to be completed. All counter areas will be installed to meet the ADA rules currently in place.

The Assessing area will have new security and counter areas installed. The goal of this work is to provide for improved security, increased safety and health and overall work place efficiency.

Motion #1

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.

Motion #2

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



PROPOSAL

September 3, 2020

James Paquette, Deputy Fire Chief
Hudson Fire Department
39 Ferry Street
Hudson, NH 03051
(603)886-6021
(603)759-0224
jpaquette@hudsonnh.gov

RE: Misc. Town Hall & Fire Department Renovations
School Street Town Hall and Ferry Street Fire Administration Building

Jim,

We are pleased to provide this Proposal for misc. renovations and secured areas for COVID-19 protection within the School Street Town Hall and the Ferry Street Fire Admin location. The intent being to provide a safe protective area between the Town Hall employees and the fire department staff from any visiting customers or vendors on the public side of the day to day activities.

Scope of Work for Town Clerk at School Street Location

General Requirements:

- Building permits and inspection fees by Owners
- All Site supervision and project management for the entire project
- Coordination with All owner's vendors and potential service company contractors
- Architectural Design Build plans / Shop Drawings and Engineering for all MEP aspects of the project.
- Progress and final clean for the completion of the project.
- Some off hours have been included for demolition work only
- All required insurances including Errors and Omissions, WC and Liability insurances.
- Temporary coverings and barricades for the project during construction.

DIVISION 2 - Demolition:

- Remove all existing walls, misc. finishes and items within the parameters shown on the plans, including but not limited to: interior office walls, CMU wall and door opening, cabinets and counters, acoustical and drywall ceilings, doors, frames and hardware, all flooring materials, and all misc. accessories. Removal of the existing lighting, power, HVAC ductwork and distribution, grilles and diffusers that will ONLY be required for the new layout in the Directors office area, new and old.
- An allowance of \$1,200 has been carried for the saw cutting of the CMU wall and block removal.
- Dumpsters and debris removal
- *No removal of any contaminated and hazardous materials, soils or other items have been included in this price.*

DIVISION 3 - Concrete:

- N/A

22 Hampshire Drive, Hudson NH 03051
603.546.2000 / F. 603.546.2002
www.northpointcm.com

DESIGN
BUILD
DONE

DIVISION 4 - Masonry:

- Create new or infill old CMU block wall from the old door opening and the new door penetration location.

DIVISION 5 - Metals:

- Supply & Install (S&I) the steel brackets for the new counters and desk areas

DIVISION 6 - Woods / Plastics:

- S&I fire rated wood blocking for misc., counters and new storefront glass protection system
- S&I new blocking and supports for the new vault door and half door area.
- S&I new file cabinets, pencil drawers, employee desk / counter, customer counter, misc. customer shelving and handout documents display shelving.
- S&I new wood trimmed vision window units within the Directors office.

DIVISION 8 - Doors & Windows:

- S&I (1) new door, frame and hardware with office lockset for the new Directors office space.
- S&I (1) new half door with associated metal frame, upper swing door with associated locking hardware and worksurface shelf at the lower half portion.
- S&I (1) new vault door, welded punch and dimple frame for CMU wall with relocation of existing door hardware for security purposes.
- S&I (2) new 6'x4' laminated safety glass for the new Directors office vision windows
- S&I approx. 20 lineal feet of new Storefront aluminum frame and glazing for the permanent COVID protection between customer and employees. All glazing includes a pass thru area and speaker provision cutout for the customer communication. The intent will be to keep the glass enclosure below the acoustical ceilings by approx. 12" in order to allow appropriate air flow for the HVAC system.
- *The (2) existing entry doors for public access into the Clerks offices will remain as is*

DIVISION 9 - Finishes:

- S&I all new walls and patching per the proposed plans and as follows:
 - New Directors office walls to be built thru the acoustical ceilings.
 - New full wall for door entry between front customer side and the employee staff side (half door)
- S&I new half wall area for the new customer service and employee counters
- Patch and infill the old vault door location and patch for new vault door location.
- Touch up and patch all existing walls and provide door in-fills as required from the old office location and the removal of front desk.
- S&I all new 2x2 or 2x4 acoustical ceiling tile and grid system thru-out the Director of the Clerk's office area as shown on the plans.
- Patch and repair the existing ceiling grid and tile from the new work being performed.
- S&I new carpet tile flooring per plans, thru-out the entire open area including customer side. (the existing flooring area will remain as is)
- S&I vinyl base material thru-out the space per plans
- Floor preparation as required.
- S&I all interior wall painting for the new office, open office customer area walls and trims.
- S&I painting of all new and existing metal and wood doors and frames.
- *No other exterior finishes of the existing building have been included.*

DIVISION 10 - Specialties:

- An ALLOWANCE of \$500 has been included for interior signage, final scope TBD.

DIVISION 15 - Mechanical:

Fire Protection:

- N/A

Plumbing:

- No plumbing work is required

HVAC:

- Furnish all labor and materials to perform necessary ductwork modifications to accommodate the new architectural floor plan. Services include: All work for the new Directors office location.
- S&I a new iWave Air Purifier unit within the existing forced air unit for additional air purification and virus protections.

Please note:

-NEW HVAC load calculations and / or any new equipment for the proposed modification for the new layout have NOT been included in this proposal.

DIVISION 16 - Electrical:

- Demolition of existing conditions
 - A. Cut and Make safe
 - B. Temporary Lighting
- S&I new lighting, switching and duplex power outlets for the new Directors office location
- S&I new quad receptacle outlets for each of the new Clerk station desk units
- All misc. lighting, fire alarm horn strobe devices, life safety items and devices that will remain as is.
- S&I or relocate Cat 6E cable with associated punch down termination and final testing
- Furnish all new MC Cable for a complete electrical system.
- Provide Electrical permit.

TOTAL COST OF WORK INCLUDING O.H. & FEE = \$ 102,150.00

END OF SCOPE OF WORK

Scope of Work for Town Assessor's Office at School Street Location

General Requirements:

- Building permits and inspection fees by Owners
- All Site supervision and project management for the entire project
- Coordination with All owner's vendors and potential service company contractors
- Architectural Design Build plans / Shop Drawings and Engineering for all MEP aspects of the project.
- Progress and final clean for the completion of the project.
- Some off hours have been included for demolition work only
- All required insurances including Errors and Omissions, WC and Liability Insurances.
- Temporary coverings and barricades for the project during construction.

DIVISION 2 - Demolition:

- Remove all existing walls, misc. finishes and items within the parameters shown on the plans, including but not limited to: interior existing reception counter walls, cabinets and counters, doors, frames and hardware, all flooring materials for the customer standing area only, and all misc. accessories. Removal of the existing lighting, power, HVAC ductwork and distribution, grilles and diffusers that will NOT be required for the new layout.
- Dumpsters and debris removal
- *No removal of any contaminated and hazardous materials, soils or other items have been included in this price.*

DIVISION 3 - Concrete:

- N/A

DIVISION 4 - Masonry:

- N/A

DIVISION 5 - Metals:

- Supply & Install (S&I) the steel brackets for the new counters and desk areas

DIVISION 6 - Woods / Plastics:

- S&I fire rated wood blocking for misc., counters and new storefront glass protection system
- S&I new blocking and supports for the new ADA customer waiting and work counter.
- S&I new file cabinets, pencil drawers, employee desk / counter, and ADA customer work counter.

DIVISION 8 - Doors & Windows:

- S&I (1) new door, frame and hardware with combination lockset for the new door into the back of the house space.
- Remove and install a new door, frame and hardware at the existing entry door to the Assessor's area lobby from the main common corridor area.
- S&I approx. 11 lineal feet of new Storefront aluminum frame and glazing for the permanent COVID protection between customer and employees. All glazing includes a pass thru area and speaker provision cutout for the customer communication. The intent will be to keep the glass enclosure below the acoustical ceilings by approx. 12" in order to allow appropriate air flow for the HVAC system.
- *The existing entry door for public access into the Assessor's offices will be replaced for the appropriate new swing of the door, but we did not include an ADA automatic accessible door opener package at this time. Please see ADD Alternate #1 for pricing.*

DIVISION 9 - Finishes:

- S&I all new walls and patching per the proposed plans and as follows:
 - New back of the house walls to be built thru the acoustical ceilings.
- S&I new half wall area for the new customer service and employee counters
- Touch up and patch all existing walls as required from the demolition and the removal of front desk.
- Patch and repair the existing ceiling grid and tile as required for the new employee wall and door location
- S&I new carpet tile flooring per plans, thru-out the entire open area including customer side. (the existing flooring area will remain as is)
- S&I vinyl base material thru-out the customer lobby area only, per the plans
- Floor preparation as required.
- S&I all interior wall painting for the new walls and open office customer area walls and trims.
- S&I painting of all new and existing metal and wood doors and frames.
- *No other exterior finishes of the existing building have been included.*

DIVISION 10 - Specialties:

- An ALLOWANCE of \$200 has been included for interior signage, final scope TBD.

DIVISION 15 - Mechanical:

Fire Protection:

- N/A

Plumbing:

- No plumbing work is required

HVAC:

- S&I a new iWave Air Purifier unit within the existing forced air unit for additional air purification and virus protections.

Please note:

-NEW HVAC load calculations and / or any new equipment for the proposed modification for the new layout have NOT been included in this proposal.

DIVISION 16 - Electrical:

- Demolition of existing conditions
 - A. Cut and Make safe
- S&I new quad receptacle outlets for each of the new Assessor's Counter work station desk units
- All misc. lighting, fire alarm horn strobe devices, life safety items and devices that will remain as is.
- S&I or relocate Cat 6E cable with associated punch down termination and final testing
- Furnish all new MC Cable for a complete electrical system.
- Provide Electrical permit.

TOTAL COST OF WORK INCLUDING O.H. & FEE = \$ 43,250.00
ADD Alternate #1 – Supply & Install ADA Auto Opener Device at Entry Door = \$ 4,600.00

END OF SCOPE OF WORK

Scope of Work for Fire Administration Building – Ferry Street Location

General Requirements:

- Building permits and inspection fees by Owners
- All Site supervision and project management for the entire project
- Coordination with All owner's vendors and potential service company contractors
- Architectural Design Build plans / Shop Drawings and Engineering for all MEP aspects of the project.
- Progress and final clean for the completion of the project.
- Some off hours have been included for demolition work only
- All required insurances including Errors and Omissions, WC and Liability insurances.
- Temporary coverings and barricades for the project during construction.

DIVISION 2 - Demolition:

- Remove all existing walls, misc. finishes and items within the parameters shown on the plans, including but not limited to: interior office walls, glass partition at the stairs, HVAC closet and cabinet area, cabinets and counters, acoustical and drywall ceilings, doors, frames and hardware, all flooring materials, and all misc. accessories. Removal of the existing lighting, power, HVAC ductwork and distribution, grilles and diffusers that will ONLY be required for the new layout in the open office area.
- Remove the existing wood entry door at the front lobby vestibule off of Ferry St., leaving the wood frame in tact as is to remain in place.
- Remove the existing slider off of the parking lot side of the building from the back stair entrance.
- Dumpsters and debris removal
- *No removal of any contaminated and hazardous materials, soils or other items have been included in this price.*

DIVISION 5 - Metals:

- Supply & Install (S&I) the steel brackets for the new reception desk window and counter.

DIVISION 6 - Woods / Plastics:

- S&I fire rated wood blocking for millwork and the new security reception window.
- S&I new blocking and supports for the new wall mounted split system Mitsubishi style AC and heating unit for the 2 separate offices.

DIVISION 8 - Doors & Windows:

- S&I (1) new door, frame and hardware with office lockset for the new entry vestibule area.
- S&I (1) new glass door to replace the existing sliding glass door off of the back stairs. The intent being to allow this door to be more readily accessible for employees.
- S&I one new Storefront aluminum frame and glazing for the permanent COVID protection between customer and employees. This will a smaller 42"-w X 50"-t security window with a speaker voice cutout.
- *The existing front entry door for public access off of Ferry Street and the glass door heading to the lower level offices will remain as is*

DIVISION 9 - Finishes:

- S&I all new walls and patching per the proposed plans and as follows:
 - New office walls to be built on top of the existing half wall to replace the glass stairwell enclosure.
 - New full wall for door entry between front customer side and the employee staff side creating its own vestibule
- Patch and infill the old walls being removed and misc. penetrations and damages from sub-trades.
- S&I all new 2x2 acoustical ceiling tile and grid system thru-out the open office area as shown on the plans.
- Patch and repair the existing ceiling grid and tile from the new work being performed.
- S&I new carpet tile flooring per plans, thru-out the entire open area including the 2 existing offices. Also, we have carried the cost to S&I approx. 200 sq ft of laminated vinyl plank flooring at the existing entry vestibule both front and rear areas.
- S&I vinyl base material thru-out the space per plans
- Floor preparation as required.
- S&I all interior wall painting for the new office, open office customer area walls and trims.
- S&I painting of all new and existing metal and wood doors and frames.
- *No other exterior finishes of the existing building have been included.*

DIVISION 10 - Specialties:

- An ALLOWANCE of \$300 has been included for interior signage, final scope TBD.

DIVISION 15 - Mechanical:

Fire Protection:

- N/A

Plumbing:

- We have included an Allowance of \$3,500 for a small coffee bar type sink near the back-entry vestibule for a new coffee area for Staff and Firemen.

HVAC:

- Furnish all labor and materials to perform necessary ductwork modifications to accommodate the new architectural floor plan. Services include: All work for the existing open office area ductwork, including a new split forced hot air unit with AC unit.
- S&I (1) new 3-ton split system unit for the open area space including the new customer waiting area vestibule.
- S&I (1) new 1.5 ton split system VRF Mitsubishi unit with (2) individually controlled wall pack devices in each of the existing offices on the main floor.
- S&I a new iWave Air Purifier unit within the NEW forced air unit for additional air purification and virus protections.

Please note:

-NEW HVAC load calculations and / or any new equipment for the proposed modification for the new layout have been based on the overall use and square footage of the space for this proposal.

DIVISION 16 - Electrical:

- Demolition of existing conditions
 - A. Cut and Make safe
 - B. Temporary Lighting
- S&I new LED lighting, switching and duplex power outlets for the changes
- S&I new quad receptacle outlets for each of the new desk units, the existing offices to remain as is
- All misc. lighting, fire alarm horn strobe devices, life safety items and devices that will remain as is but will be moved or relocated as required for the new layout and acoustical ceilings being installed.
- S&I or relocate (4) Cat 6E cable with associated punch down termination and final testing
- Furnish all new MC Cable for a complete electrical system.
- Provide Electrical permit.

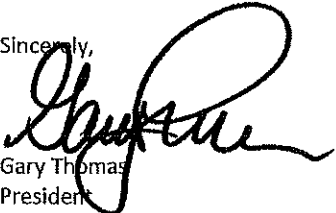
TOTAL COST OF WORK INCLUDING O.H. & FEE = \$ 93,650.00

END OF SCOPE OF WORK

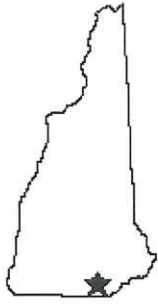
Assumptions & Clarifications:

1. All work is to be completed during regular business except for demolition and possibly millwork installation hours.
2. We have not included any work to the common hallways or existing departmental door entrances and hardware unless noted otherwise
3. ALL Security is by Owner
4. HVAC pricing is based on utilizing the existing forced air system, its ductwork and infrastructure, while installing a new iWave filtration and virus protection system on each of the existing units pending department separation.
5. Electrical pricing is based on providing adequate power for individual counter or desk locations as well as new offices per plans.
6. All Costs associated with additional requests or requirements not indicated on this narrative or on the plans provided by the local building and fire departments will be priced accordingly.
7. The installation and/or relocations of all telephone systems or the main D-marc location, all existing power equipment and devices that currently feed the building and businesses will be by others.
8. The cost for any testing of or the removal of contaminated or hazardous materials if found will be priced and removed according to current abatement methods and unit cost as an additional fee.
9. All Final keying for lock-sets will be supplied and installed by the Owner.
10. Costs associated with all third-party testing agencies have not been included, assumes by owner.
11. All security cameras, electronic strikes, card access units, punch pad combination lever sets, and other special security units are assumed by owner.
12. Costs associated with liquidated or consequential damages have NOT been included.
13. We are projecting that millwork shop drawings and fabrication of the millwork will take approx. 3 to 4 weeks, therefore starting demolition work will begin 1 week prior to notification of millwork arriving. We expect complete installation will take at least 16 working days for construction only. Some activity will take place while awaiting the approved millwork however, the critical path to completion of all construction is dependent upon the fabrication of the millwork and storefront virus protection window system in each particular area.
14. Moving and relocation of each department will be by others. We will require that each department be fully vacated within the required work area. Temporary plastics, covering and enclosures will be setup and installed by NorthPoint.

Please contact me at your earliest convenience should you have any questions regarding this proposal.

Sincerely,

Gary Thomas
President

Approved / Accepted _____
Date _____
Title _____



TOWN OF HUDSON MODERATOR

RECEIVED

SEP 16 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE



Agenda
9-22-20

8C

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6024 • Fax: 603-598-6481

September 16, 2020

To: Board of Selectmen

Attached, please find the Hudson Voter Participation Statistics including the recent State Primary and the Election Statistics.

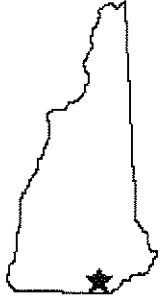
As you can see, this Primary saw the largest voter turnout since my tenure as Moderator. We usually have an average turnout of 15-16 % while this year's was 23%.

As expected during the pandemic there was a sharp increase in absentee voting amounting to 29% of the ballots cast. Our average in past Primaries has been 3%.

We processed an average 245 in-person voters per hour and did not experience unusual backups at check-in or in the booths. Extra help was required to process the high number of absentee ballots and that also went well. The State permitted partial processing of absentees prior to the election; completing the process on Election Day. While this two-step process was helpful, processing more than 4000 expected absentee ballots for the General Election will be very difficult. Our Moderator Group is asking the State to allow for the full processing of absentees on the Checklist prior to Election Day.

I will be available at your Sept. 22nd meeting if there are any additional questions.

Thank you,
Paul Inderbitzen
Moderator



TOWN OF HUDSON MODERATOR



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6024 • Fax: 603-598-6481

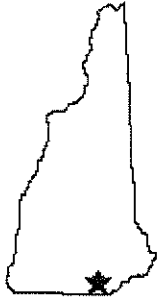
September 8, 2020 State Primary ELECTION STATISTICS

Number of Voters per Hour

TIME	MACHINE COUNTS	VOTERS/HR
7-8	217	217
8-9	419	202
9-10	641	222
10-11	943	302
11-12	1193	250
12-1	1393	200
1-2	1635	242
2-3	1845	210
3-4	2145	303
4-5	2433	288
5-6	2732	299
6-7	3017	285
7-8	3183	166
TOTAL		3186
	AVE/HR	245

Number of Check-ins per Book

CHECK-IN BOOK	TOTAL
A - C	894
D - H	1016
I - Mc	821
Me - R	813
S - Z	764
New Voter Cards	81
Same Day Absentee Registration	17
TOTAL	4406



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TOWN OF HUDSON VOTER PARTICIPATION AT STATE ELECTIONS

Election	Date	Ballots Cast		Absentee		Voting Day Registrations	Total Checklist	%
State General Election	Nov. 2222							
State Primary	Sept. 2222							
State/Presidential Election	Nov. 2020							
State Primary	Sept. 2020	R – 2618 D – 1810	4428	R-385 D-894	1279	98	19,236	23.0
Presidential Primary	Feb. 2020	R – 2979 D - 4260	7239	299		464	19,052	40.0
State General Election	Nov. 2018		9453	510		601	18,820	50.2
State Primary	Sept. 2018	R – 1531 D – 1286 L - 31	2848	101		90	18,145	15.7
State/Presidential Election	Nov. 2016		13,535	1076		1221	18,558	72.9
State Primary	Sept. 2016	R- 1801 D- 780	2581	82		32	16,920	15.3
Presidential Primary	Feb. 2016	R -5300 D - 3560	8860	335		725	16,946	52.3
State General Election	Nov. 2014		8344	322		304	16,129	51.7
State Primary	Sept. 2014	R – 2005 D - 517	2522	78		81	15,813	15.9
State/Presidential Election	Nov. 2012		12,412	794		1370	15,974	77.7
State Primary	Sept. 2012	R – 1585 D - 871	2456	53		42	14,159	17.3
President Primary	Jan. 2012	R – 4304 D - 768	5027	136		352	14,013	35.9

State General Election	Nov. 2010		7246	267	251	16,599	43.7
State Primary	Sept. 2010	R - 2052 D - 662	2714	57	70	16,327	16.6
State/Presidential Election	Nov. 2008		12,417	802	1246	16,405	75.7
State Primary	Sept. 2008	R - 1005 D - 549	1554	26	31	14,585	10.7
Presidential Primary	Jan. 2008	R - 4177 D - 4399	8576	227	1012	14,979	57.3



TOWN OF HUDSON



Agenda
9-22-20

Land Use Division

8D

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TO: Board of Selectman
FROM: Brian Groth, AICP, Town Planner
DATE: September 18, 2020
RE: Master Plan Update
CC: Tim Malley, Chairman of the Planning Board

In the Fall of 2019, the Planning Board commenced an update of the Master Plan with the assistance of the Nashua Regional Planning Commission (NRPC). The schedule at that time was to have the Master Plan fully updated by June of 2020. The results of the public outreach efforts have been completed and published, and NRPC has submitted draft chapters. However the updated Master Plan chapters have not been reviewed by the Planning Board nor adopted.

On April 21, 2020, the Planning Board received an application for the Green Meadow golf course that represents one of the largest development applications in the history of the state of New Hampshire. The fate of this proposal is integral to long range strategic planning efforts such as the Master Plan. Therefore, the review and adoption of the Master Plan update is on hold until the proposal for the Hudson Logistics Center is no longer in front of the Planning Board.