



TOWN OF HUDSON

Board of Selectmen



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

BOARD OF SELECTMEN MEETING

September 28, 2021

Board of Selectmen Meeting Room, Town Hall

Agenda

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ATTENDANCE

4. PUBLIC INPUT

5. RECOGNITIONS, NOMINATIONS & APPOINTMENTS

A. Interviews

1) Cable Utility Committee - (4 member vacancies, 2 expire 4/30/22, 2 expire 4/30/23)

Len Segal

2) Zoning Board of Adjustment - (5 alternate member vacancies 2 terms to expire 12/31/21, 2 terms to expire 12/31/22, 1 term to expire 12/31/23)

Edward Thompson (applying for alternate member term expiring 12/31/21)

3) Zoning Board of Adjustment - (5 alternate member vacancies 2 terms to expire 12/31/21, 2 terms to expire 12/31/22, 1 term to expire 12/31/23)

Dean Sakati (applying for alternate member term)

B. Appointment

Zoning Board of Adjustment - (5 alternate member vacancies 2 terms to expire 12/31/21, 2 terms to expire 12/31/22, 1 term to expire 12/31/23)

Normand Martin (applying for alternate member term)

6. CONSENT ITEMS

A. Assessing Items - none

B. Water/Sewer Items

- 1) Sewer Abatement - S-UTL-21-06 Acct# 5010
- 2) Sewer Abatement - S-UTL-21-07 Acct# 3334
- 3) Sewer Abatement - S-UTL-21-08 Acct# 6329

C. Licenses & Permits & Policies

- 1) Outdoor Gathering Permit - Hudson Speedway Car Show
- 2) Outdoor Gathering Permit - Block Party (new date)
- 3) Raffle Permit - The Bar
- 4) Raffle Permit - The Bar
- 5) Raffle Permit - Knights of Columbus

D. Donations - none

E. Acceptance of Minutes

- 1) Minutes of September 14, 2021

F. Calendar

9/29 7:00 Cemetery Trustees - BOS Meeting Room
9/30 7:00 Sustainability Committee - Buxton Meeting Room
10/6 8:30AM Highway Safety Committee - Buxton Meeting Room
10/6 7:00 Budget Committee - Buxton Meeting Room
10/7 6:30 Recreation Committee - BOS Meeting Room
10/11 Indigenous Peoples Day - Town Hall Closed
10/12 7:00 Board of Selectmen - BOS Meeting Room

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on September 14, 2021

1) Selectman Guessferd made a motion, seconded by Selectman Morin to hire Angela Routsis as a part-time School Crossing Guard with the Hudson Police Department at the rate of \$14.50 per hour.

2) Motion to adjourn at 8:13 p.m. by Selectman Morin, seconded by Selectman Roy.
Carried 5-0.

8. NEW BUSINESS

- A. Sparkling River Condo Development - Water Main Acceptance (Bracket Lane)
- B. Sparkling River Condo Development - Sewer Main Acknowledgement (Bracket Lane)
- C. Heritage Landing 8" Water Main Extension (112-114 Greeley Street)
- D. 35 Sagamore Park Road - Sewer Allocation
- E. Fiscal Year 2023 BOS Budget Schedule
- F. Solid Waste & Recycling Collection/Disposal Contract
- G. HFD - Inspectional Services Division - Fee Schedule
- H. IT Director Position
- I. VFW Post 5791 Loyalty Day Award Nomination
- J. Recommendation to Revise Estimated Revenues for FY22
- K. Action Taken During BOS Nonpublic Session August 24, 2021
- L. Nomination and Appointment of BOS Chairman

9. REMARKS BY TOWN ADMINISTRATOR

10. REMARKS BY SCHOOL BOARD

11. OTHER BUSINESS/REMARKS BY THE SELECTMEN

12. NONPUBLIC SESSION

RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. (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 12:00 noon on Thursday, October 7, 2021**

Azula
9-28-21

RECEIVED

SEP 22 2021

TOWN OF HUDSON
Board & Committees Vacancy Application
(Hudson, NH Residents Only)

TOWN OF HUDSON
SELECTMEN'S OFFICE

Date: Sept. 18, 2021

5A-1

Len Segal
Name
6 Breckwood Rd (Please Mail Only to PO Box 334 Hudson)
Street Address

617-304-5020
Home Phone Number
N/A
Work Phone Number

Retired / Formerly: Constable, Police Officer, Engineer
Occupation (or former occupation, if retired)

RSEE, MBA
Education/Special Interests

Sharon (MA) Cable + Technology Comm., Sharon Development + Industrial Comm., Study Comm.
Professional/Community Activities

Interest in serving my community.
I served >10 yrs on Sharon MA Cable + Technology Committee.
Reason for applying

Regina Beals, Chuck Levine (Chairman - Sharon MA Cable + Tech Comm.)
Reference(s)
*781-784-3704
c.levine@cs.com
c.levine@townofsharon.org*

Please check the area in which you are interested in serving, then return this form to:
Selectmen's Office, 12 School Street, Hudson, NH 03051

- | | | |
|---|--|--|
| Member <input checked="" type="checkbox"/> | Alternate <input type="checkbox"/> | Reappointment <input type="checkbox"/> |
| <input type="checkbox"/> Benson Park Committee | <input type="checkbox"/> Building Board of Appeals | |
| <input checked="" type="checkbox"/> Cable Utility Committee | <input type="checkbox"/> Conservation Commission | |
| <input type="checkbox"/> Municipal Utility Committee | <input type="checkbox"/> Nashua Regional Planning Commission | |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Recreation Committee | |
| <input type="checkbox"/> Sustainability Committee | <input type="checkbox"/> Citizens Traffic Advisory Committee | |
| <input type="checkbox"/> Zoning Board of Adjustment | | |

Area(s) of Expertise:

- | | |
|--|---|
| <input type="checkbox"/> Architecture/Construction | <input type="checkbox"/> Environmental Planning |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Other _____ |

Information contained on this form is available to the public and will be given to the press. The Town of Hudson exercises affirmative action in its employment/appointment practices. Applicants must be Hudson, NH residents. For additional information, call 886-6024. Appointees are required to complete a Financial Interest Disclosure Form (FIDF) in accordance with the Town Code.

[Signature] 9/18/2021
Signature of Applicant

Hudson Resident: Yes No

LES-47@comcast.net
e-mail address

49-114
9-28-21

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SEP 23 2021
TOWN OF HUDSON
SELECTMEN'S OFFICE

TOWN OF HUDSON
Nominations & Appointments/Talent Bank Application Form
(Hudson, NH Residents Only)

Date: 09/23/21

5A-2

Edward R. Thompson
Name

22 Burns Hill Rd
Street Address

(603)845-8339

Home Phone Number

Work Phone Number

Sr. Manufacturing Engineer

Occupation (or former occupation, if retired)

BS Biology - Syracuse Univeristy. BS Mechanical Engineering - Texas Tech University
Education/Special Interests

Member Sustainability Committee. Citizens Police Academy. Red Fox Condo Board
Professional/Community Activities

The ZBA plays a very important role in town. I feel I have the acumen and skills to help.
Reason(s) for applying

Capt. William Avery. William Cole. Kathy Leary. Bill Kalgren. Pat Bator-neighbor
Reference(s)

Please check area in which you are interested in serving, and return this form to
→ The Selectmen's Office, 12 School Street, Hudson, NH 03051

Member _____	Alternate ^x _____	Reappointment _____
_____ Benson Park Committee	EXP. 12/21	_____ Building Board of Appeals
_____ Cable Utility Committee		_____ Conservation Commission
_____ Municipal Utility Committee		_____ Nashua Regional Planning Commission
_____ Planning Board		_____ Recreation Committee
_____ Sustainability Committee		
<input checked="" type="checkbox"/> Zoning Board of Adjustment		

Area(s) of Expertise:

_____ Architecture/Construction	_____ Environmental Planning
_____ Information Technology	_____ Communications
_____ Finance	_____ Other _____

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Circle One

Yes No Hudson Resident

Edward R. Thompson
Signature of Applicant

ethompson67@gmail.com
e-mail address

Agenda
9-28-21

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TOWN OF HUDSON
SELECTMEN'S OFFICE

TOWN OF HUDSON
Nominations & Appointments/Talent Bank Application Form
(Hudson, NH Residents Only)

Date: 09/23/21

S. Dean Sakati 11 Fairway Drive 5A-3
Name Street Address
(603) 886-1676 (617) 664-2025
Home Phone Number Work Phone Number

Head of Global Markets Product Strategy, State Street Bank
Occupation (or former occupation, if retired)

BS Accounting - State University of NY, Oswego, MBA - Boston College
Education/Special Interests

Board Member- Lukka, Finance and Strategy Committee Member- Equilend Holdings
Professional/Community Activities

Would like to make a contribution to our community- ZBA plays an important role
Reason(s) for applying

William Cole, Liam Urbach (resident, former Army colleague), Kathy Leary, Bill Kalgren
Reference(s)

Please check area in which you are interested in serving, and return this form to
The Selectmen's Office, 12 School Street, Hudson, NH 03051

Member _____	Alternate ^x _____	Reappointment _____
_____ Benson Park Committee		_____ Building Board of Appeals
_____ Cable Utility Committee		_____ Conservation Commission
_____ Municipal Utility Committee		_____ Nashua Regional Planning Commission
_____ Planning Board		_____ Recreation Committee
_____ Sustainability Committee		
<input checked="" type="checkbox"/> _____ Zoning Board of Adjustment		

Area(s) of Expertise:

_____ Architecture/Construction	_____ Environmental Planning
_____ Information Technology	_____ Communications
<input checked="" type="checkbox"/> _____ Finance	<input checked="" type="checkbox"/> _____ Other <u>Army Engineering</u>

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Circle One

No Hudson Resident

Dean Sakati

Digitally signed by Dean Sakati
Date: 2021.09.23 08:55:58 -0400

Signature of Applicant

dsakati@me.com

e-mail address

*Agenda
9-14-21*

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)
 Wed, 09/01/2021 - 4:13pm
 96.39.86.10

Date

Wed, 09/01/2021

First Name

Normand

Last Name

Martin

Street Address

3 EDGAR COURT

Home Phone

6039212388

Work Phone

978-433-9500

E-mail Address:

norm91370@msn.com

Education

High School

Occupation (or former occupation if retired)

Customer Service Representative

Special Interests

Municipal Budgeting and Law and Land Use

Professional/Community Activities

Former Selectman, Previous service on the ZBA (14 years)

Reference

Dave Morin, Steve Malizia

Reason for Applying

I heard the call from the Board of Selectman asking for volunteers to come forward and volunteer on a board, so I decided to apply to one of the vacant seats on the ZBA. I was first appointed to the ZBA in 2004 by the BOS and thoroughly enjoyed the work that I did as an alternate and as a board member.

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

Alternate

Please select area of interest

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SEP 01 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

Zoning Board of Adjustment

Areas of Expertise
Communications

Are you a Hudson, NH resident?
yes

Source URL: <https://www.hudsonnh.gov/node/42498/submission/26608>

Links

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

TOWN OF HUDSON
Sewer Utility Department

12 School Street Hudson, New Hampshire 03051 (603-886-6029)

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SEP 23 2021
TOWN OF HUDSON
SELECTMENS OFFICE
6B



September 23, 2021



IN ACCORDANCE WITH ORDINANCE 092-13, the Municipal Utility Committee recommends to the Board of Selectmen that the following application(s) for abatement(s) of sewer utility charges be **APPROVED**:

S-UTL-21-06 (08/19/21) Harrison, 18 Oban Dr. m/l 190/064 Acct. #5010

Applicant requests abatement of sewer charges based on late filing of an auxiliary meter card used to record outside water use. Request abatement of \$21.43 (18 x 1.1905).

Motion made by Dawn Lavacchia; second by Bill Abbott "to recommend the Board of Selectmen approve abatement S-UTL-22-06 in the amount of \$21.43 for the reason given." Motion carried.

S-UTL-22-07 (09/03/21) Town/Coulombe 14 Greentrees Dr. m/l 183/107 Acct. #3334

The water use was estimated from 1/30/21 – 10/30/20. We got a good read when installing a new meter. 1022 units were estimated and 990 units were actually used. Request abatement of the difference \$38.10 (1022 – 990 = 32 units x 1.1905). Reference Water Utility abatement W-UTL-21-05.

Motion made by Dawn Lavacchia; second by Bill Abbott "to recommend the Board of Selectmen approve abatement S-UTL-22-07 in the amount of \$38.10 for the reason given." Motion carried.

S-UTL-22-08 (9/3/21) Town / Luong 21 Burns Hill Rd. m/l 204/063 Acct. #6329

The water use was estimated from 4/30/20 – 9/30/20. We got a good read when installing a new meter. 1992 units were estimated and 1953 units were actually used. Request abatement of the difference \$46.43 (1992 – 1953 = 39 X 1.1905). REFERENCE Water Utility abatement W-UTL-21-06.

Motion made by Bill Abbott; second by Dawn Lavacchia "to recommend the Board of Selectmen approve abatement S-UTL-22-08 in the amount of \$46.43 for the reason given." Motion carried.

APPROVED:

_____ Date _____

Town of Hudson Board of Selectmen

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SEP 07 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE



6C-1

OUTDOOR GATHERING PERMIT
(Chapter 253 of the Hudson, NH Town Code)

Type of Activity CAR SHOW
Date & Time of Activity 10/16/21 8^{am} - 4pm
Site (address) of Activity 120 old derry Rd
Name & Address of Company conducting Activity Hudson Speedway

I certify that all state regulations regarding this request have been met:

[Signature] 9/7/21
Signature of Officer of Company conducting Activity Date

Name, Address & Phone No. of President/Manager Benjamin Bosowski
Ho Temple St Nashua NH 03060

State of Incorporation (if incorporated) _____

Name & Address of Registered Agent (if corporation) _____

Name of Local Organization sponsoring Activity Hudson Speedway Bosowski Racing LLC

[Signature] 120 old derry Rd Hudson
Signature of Officer of Local Organization sponsoring Activity Address

603-233-1328 Bosowski racing@gmail.com
Phone Number e-mail Address

◆ **Signed letter of authorization from establishment where the event will be held must be provided with application.** (BOS consensus 7/22/08)

◆ **Proof of Insurance—Certificate must be provided w/application, setting forth policy limits, activity & location of activity.**

!! Please note that the application, with attachments, must be submitted at least 30 days prior to the event !!

e-mail completed form to lweissgarber@hudsonnh.gov or FAX to 603-598-6481

For Office Use Only

Attachments to permit application: 1) Report of town Building Inspector/Health Officer, ensuring site of proposed activity is suitable, with minimum sanitary and safety requirements having been met, with signoff/clearance from the Fire Chief and Police Chief; 2) Signed letter of authorization; 3) Proof of insurance certificate.

Proof of public notice.

Date approved by Board of Selectmen

Chairman, Board of Selectmen

OFFICE USE ONLY

Applicant _____ Date of Event _____

Map _____ Lot _____ Building Permit Req'd _____ Street _____

SANTARY APPROVALS

Stipulations MUST PROVIDE TOILETS

Health Officer/Date [Signature]

FIRE SAFETY

Stipulations _____

Fire Dept./Date [Signature]

ZONING

Stipulations _____

Zoning Administrator/Date [Signature] 9-8-21

BUILDING

Stipulations NONE

Building Inspector/Date [Signature] 9-8-21

POLICE DEPARTMENT

Stipulations [Signature] 9/13/21

Police Chief/Date _____



BOSORAC-01

DOYLES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/7/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Office of America, Inc. 1855 West State Road 434 Longwood, FL 32750	CONTACT NAME: Shelley Doyle PHONE (A/C, No, Ext): (407) 998-4911 14911 E-MAIL ADDRESS: Shelley.Doyle@ioausa.com		FAX (A/C, No): (321) 214-6402
	INSURER(S) AFFORDING COVERAGE		
INSURED Bosowski Racing LLC 40 Temple Street Nashua, NH 03060	INSURER A: New York Marine & General Insurance Company		NAIC # 16608
	INSURER B: Federal Insurance Company		NAIC # 20281
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

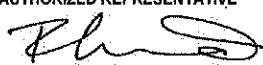
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

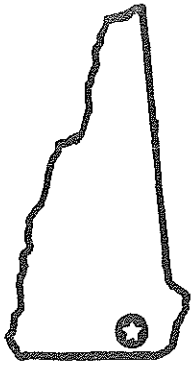
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Motorsports liability	X		GL202000014046-122	4/5/2021	4/5/2022	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 PARTICIPANT LEG \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			EX202000001718-156	4/5/2021	4/5/2022	EACH OCCURRENCE \$ 1,000,000
	DED RETENTION \$						AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical			9908-3595	4/5/2021	4/5/2022	ADD 10,000 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Hudson Speedway - 120 Old Derry Rd, Hudson, NH
Certificate holder listed is included as additional insured as respects to liability claims arising out of the negligence/ operations of the Named insured.

CERTIFICATE HOLDER

CANCELLATION

Town of Hudson New Hampshire Attn: Steve Malizia 12 School Street Hudson, NH 03051	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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TOWN OF HUDSON

Board of Selectmen

12 School Street Hudson, New Hampshire 03051 603/886-6024 FAX 603/598-6481



2021 HUDSON SPEEDWAY LICENSE

Date: March 23, 2021

This is to acknowledge that I have received the license issued by the Town of Hudson, which was approved by the Board of Selectmen on March 23, 2021, along with Town of Hudson Ordinance No. 115 as enacted April 8, 1983 and Town Meeting Article No. 24 as adopted March 18, 1985, and that Hudson Speedway will abide by the provisions outlined therein and in accordance with attached staff comments. I also acknowledge that the race schedule may change subject to State of New Hampshire COVID-19 restrictions.

Hudson Speedway's mailing address is:

40 Temple Street
Nashua, NH 03060

and the name(s) and phone number at which an official or representative of Hudson Speedway can be contacted are:

Ben Bosowski - Work - 882-2702
- Cell - 233-1328
Email – bosowskiracing@gmail.com

HUDSON SPEEDWAY

By 
Ben Bosowski
Bosowski Racing LLC

cc: Land Use
Police
Fire

Agenda 8-24-21

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AUG 19 2021



TOWN OF HUDSON

Board of Selectmen



TOWN OF HUDSON
SELECTMEN'S OFFICE

6C-2

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

Block Party Permit

Name: Holly Whitesell Date: 8/17/21

Address: 21 Chalifoux Road Phone: (603) 759-3138

Block Party to be held at: Chalifoux Rd - From Muldoon to dead end (BAE)

Date and Time of Block Party: Saturday Nov. 6th, 2021 Noon - 11:00pm??
midnight

Rain Date: None

- All of the affected neighbors, within at least 500 feet, have been notified of the event and written approval gained from a majority.
- Street to be blocked with traffic cones and barricades, available from the Highway Department (886-6018), and positioned to warn the motoring public, but, not so as to prevent access by emergency vehicles.
- The dispensing, possession, and consumption of any alcoholic beverages must be done in compliance with all applicable laws, regulations and ordinances.
- The hours of the requested permit must be restricted to the stated times.
- If music is played, it is to be kept to a reasonable level so as not to disturb the residents in the vicinity. Music is to cease at 11:00pm.
- A copy of the Party flyer is attached. *- Will make a better one. Printer is not working. Sorry about the drawing.*

This permit should be acted upon by the board of Selectmen at least 30 days prior to the event. Exceptions may be granted, however, at the discretion of the Board of Selectmen.

Approved Disapproved by the Chief of Police on William M. Long Jr.

Approved Disapproved by the Board of Selectmen on _____
Provided all of the aforementioned conditions have been met.

Chairman

By signing below, I express approval of a block party to be held on:

Date: Saturday October 2nd 2021

Name	Signature	Address
Suzanne Barclay	Suzanne Barclay	24 Chalifoux
Bill Joyce	William Joyce	23 Chalifoux
Mary-Ann Wie	Mary-Ann Wie	25 Chalifoux Rd
Mary Palmer	Mary Palmer	26 Chalifoux Rd.
Bernadette Wickham	Bernadette L. Wickham	22 Chalifoux Rd
Laura Gebing	Laura Gebing	22 Chalifoux Rd
William Joyce	W. Joyce	28 Chalifoux Rd
Cellean Vurganopoulos	Cellean Vurganopoulos	5 Muldoon Dr
Jennifer Tatten	J. Tatten	8 Muldoon Dr
Pandra Prochick	Pandra Prochick	4 Par Ln.
Robin Garvey	Robin Garvey	16 Par Lane
Audra Barstow	Audra Barstow	20 Par Ln
Cyndi Dickard	Cyndi Dickard	12 Par Lane Muldoon
Chene Emery	Chene Emery	25 Chalifoux Rd
John Leser	John Leser	16 Par Lane

over
→

Celebration of Life

Block Party on Chalifoux Rd

Sat. Oct. 2nd (Starts at midnoon)

Noon till Midnight!!
Come Hungry!

Come help us celebrate Wyatt's 15th birthday and his successful fight with Cancer!!

picture
of Wyatt
+ 1 w/short
story of our
fight.

Short story about Wyatt + I
fighting stage 4 Non-hodgkins Lymphoma
and the support from the community that
kept us going while we were living and
fighting the worst nightmare of our lives!

(These are 2 ways we would go depending on vendors)

Flyer 1

Fee?? \$10 Adults \$5 kids

Pig Roast w/sides

dessert + table

Ice cream

* No Alcohol offered but will
have some for us but not
for public

DJ

Bounce house or slide

face painting

Dunk bath

Tug-of-war

corn hole

Silly character drawings

Bonfire after 6:00pm

Flyer 2

Activities would be
the same
Fee - \$5 for any age
Food vendors of all kinds

* Alcohol vendor if available - would
be the only Alcoholic beverages
offered

50/50

open donation station with
our full story

Tables + chairs

potty's

* We are still working on all the details but *
this is what we are looking to do. Thank you so much!!

A quick story about Wyatt & I, ...

Sept. 6th 2020 was the beginning of the worst 4 months of our lives. Wyatt was diagnosed with Stage 4 Non-hodgkins Lymphoma and only had about 3-5 days left of his life. We started in Lebanon but after 15 days we transferred to Boston Children's Hospital. After that, things went down hill very quickly.

Wyatt ended ~~up~~^{up in} a coma for a month. While he was, we were able to start his first 2 rounds of chemotherapy. Once the chemo started working it was very scary for the next 2 1/2 months. Blood transfusions, platelet transfusions, ~~diuresis~~ dialysis, not to mention all the poisons they were pumping him with. There were so many complications and extremely hard weeks!! The hardest of my life!! I didn't think he would come home with me.

Finally, things started to look better after 2 months but if it wasn't for the support, love and encouragement from the community, friends & family I wouldn't have had the strength I needed on an hourly/daily basis. All of you helped in more ways than you'll ever know. I'm/we are so grateful!!

Our community also had a welcome home parade for us when we were finally able to come home for the first time in over 4 months! It was the most incredible feeling. One that will last a lifetime!! 68 Vehicals!!

These are the reasons I would love to have the block party, ... First of ALL it will be his 15th birthday and a TRUE Celebration of life! Second to finally get to thank the loving community that supported us in our worst time that became family!! Last but Definitely not least, ... Wyatt KICKED Cancers ass!!

Thank you ALL so much!!
Wyatt is now in Complete remission and we hope that never changes!



Agenda 9-28-21

RECEIVED

SEP 15 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

6C-3

RAFFLE PERMIT

Hudson, New Hampshire

Name of Organization: Trinity LLC dba The Bar

Address: 26 Burnham Rd Hudson

Raffle Benefit of: 50 Legs This will be 4 years

Date & Time of Raffle: Oct 2nd 2021

Raffle to be held at: The Bar

Prizes: Assorted Raffles

Date of Ticket Sales: Day off
(must be after date of Board of Selectmen approval)

Applicant's Signature/Address/Phone Number

Judy LaFreniere-Mark
Applicant's Signature

Judy LaFreniere-Mark
Applicant's Printed Name

56 Richman Rd Hudson
Address

978 837-0515
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 weissgarber@hudsonnh.gov, with Raffle Permit in subject line.)



Agenda 9.28.21

RECEIVED

SEP 15 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

6C-4

RAFFLE PERMIT

Hudson, New Hampshire

Name of Organization: Trinity LLC dba The Bar

Address: 26 Burnham Rd Hudson NH

Raffle Benefit of: Pets for Vets 1st year

Date & Time of Raffle: Nov 6 2021

Raffle to be held at: The Bar

Prizes: Assorted Raffles

Date of Ticket Sales: Day off

(must be after date of Board of Selectmen approval)

Applicant's Signature/Address/Phone Number

Judy Laferrere-Mark
Applicant's Signature

Judy Laferrere-Mark
Applicant's Printed Name

26 Burnham Rd Hudson
Address

978 837-0515
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 10 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

6C-5

RAFFLE PERMIT

Hudson, New Hampshire

Name of Organization: KNIGHTS OF COLUMBUS COUNCIL 5162 HUDSON

Address: PO Box 42 HUDSON NH 03051

Raffle Benefit of: CHARITABLE WORK OF COUNCIL 5162

Date & Time of Raffle: 1ST & 3RD WEDNESDAYS JAN - JULY - 2021 8PM

Raffle to be held at: ST KATHS CHURCH HALL - COUNCIL MTG, 4 DRACUT RD HUDSON

Prizes: WIKELY 1ST \$25, 2ND \$10, 3RD \$5

GRAND PRIZE 1ST \$250, 2ND \$150, 3RD \$100 (JULY)

Date of Ticket Sales: OCT → DEC 2021

(must be after date of Board of Selectmen approval)

Applicant's Signature/Address/Phone Number

[Signature]
Applicant's Signature

WIDYNE A. NADEAU
Applicant's Printed Name

11 DELHAM 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.)

HUDSON, NH BOARD OF SELECTMEN

Minutes of the September 14, 2021 Meeting

1. CALL TO ORDER - by Chairman McGrath the meeting of September 14, 2021 at 7:00 p.m. in the Selectmen Meeting Room at Town Hall
2. PLEDGE OF ALLEGIANCE led by Selectman Guessferd

3. ATTENDANCE

Board of Selectmen: Marilyn McGrath, David Morin, Kara Roy, Brett Gagnon, Bob Guessferd

Staff/Others: Steve Malizia, Town Administrator; Lisa Nute - IT Director; Rob Buxton - Fire Chief; Bill Avery - Police Chief; Gary Gasdia - School Board Chairman; Jill Laffin - Executive Assistant

4. PUBLIC INPUT

Dean Sakati, 11 Fairway Drive

Good Evening. Dean Sakati, 11 Fairway Drive. I understand this evening you're going to be voting on Mr. Martin for the position at the Zoning Board. I'm asking in the most respectful way possible that Mr. Martin not be appointed to the Zoning Board. These appointed positions, especially zoning, require trust, professionalism, the ability to forward think and integrate into the Town Master Plan and respect for residents. Even empathy for residents. In my view Mr. Martin does not embody these qualities. These views were shaped by me, over the last year, as I witnessed Mr. Martin in action in at least three or four separate instances. First as a Board of Selectmen member he disrespectfully referred to the public as the peanut gallery. Even when Mr. Coutu offered him the opportunity to apologize to residents for this comment last March he still couldn't bring himself to apologizing to the residents for this. That was when he was applying to the Zoning Board back in March. The second, he voted in my opinion, against Town Code in approving a sewer allocation, seemingly without basis. And regardless if you're for or against this decision it highlighted flaws in his decision making process. As he stated he does not read lawyer briefs because they bore him. Going with our gut is not an attribute I personally think we need for zoning. Especially where the Town zoning is quite messy. And this vote in particular had very serious consequences. Beyond its legality it represents a significant wealth transfer from Hudson residents to the Friel family as a seller of the Green Meadows property. Third observation when Norman Martin posted in a Facebook account in April of 2020 where he disrespected residents specifically on Eagle Drive and I need to give a little description for context. Some resident posted a picture of an old beat up couch in the back of a truck asking where he could dump the couch. Normand Martin responded with the post "Eagle Drive! LOL" and while this was likely just a bad joke, it's not appropriate at this time given the moment we're in with the contention around this controversial Town altering project. You know someone who wants to be a Town leader would not try to enflame the situation. They would have empathy and what really happened was all it did was fuel an ember hot mood in the Town. Every elected official and appointment, need to have the best interest of the entire Town at heart and be capable of fulfilling these duties. Especially at a moment when the Town's problems become much more complicated. And unfortunately what I've observed is a pattern of disrespect for at least select residents. Therefore my view is that Normand Martin, while I thank him for his previous service, does not possess the personal attributes not the character required that Hudson needs for the Zoning Board at this time. In closing, I'd once again like to thank you, for this opportunity to hear my comments and for your service as well. Thank you.

Seeing no other public input Chairman McGrath asked Mr. Martin if he'd like an opportunity to respond. Mr. Martin came forward and said thank you for the opportunity. Normand Martin, 3 Edgar Court. In my

14 years that I sat on the Zoning Board prior being elected to this Board I did make decisions. I did read lawyer briefs because I know that during those cases you have to be prepared because that lawyer is going to be in front of you explaining what he wrote. When I said that I didn't read lawyer briefs I didn't read those particular ones because I knew what they were asking for. I have enough experience, Madame Chairman, for that. And publicly, I haven't apologized as of today I haven't apologized for that statement calling the crowd a peanut gallery. It was a mistake in my judgement to say that. I meant no harm by it. I don't understand, I'll probably never understand why people were so overzealous about it. But I do apologize deep down. I have no ill will against anybody. I walk out of a room and I leave it all there. No ill will Madame Chairman. And again, my 14 years of experience, I don't believe any of the cases we had in front of us went to court. And I believe we were very successful in keeping our town looking good. One example is we don't have a Bluebird Self Storage on the south end of town. Thank you Madame Chairman.

5. Recognitions, Appointments and Resignations

A. Recognition

20 Years of Service - Hudson Fire Department - Eric Lambert

Selectman Morin, a former Hudson Firefighter, asked Lt. Lambert to come forward and said Lieutenant Eric Lambert began his career as a Firefighter with the Hudson Fire Department in September of 2001 and was promoted to Lieutenant in November 2015. A man of many talents, his extensive IT knowledge has been a valuable asset to not only the department but also to the Professional Firefighters of Hudson Local 3154. He has also been involved with the Hudson Firefighters Relief Association during his tenure with the department. We thank you for your 20 years of dedicated service and contributions to the department and to the citizens of Hudson. Congratulations!

20 Years of Service - Hudson Fire Department - Sean Mamone

Selectman Morin then asked Captain Mamone to come forward and said, Captain Sean Mamone began his career as a Firefighter with the Hudson Fire Department in September of 2001. He was promoted to Lieutenant in January of 2014 and held that position until July 1, 2016 when he was promoted to Captain. Sean has been an integral member of the department as Director of Communication and the lead on our grants program as well as a part of the Hudson Firefighters Relief Association. We appreciate his contributions, dedication and service to the department and the community over the past 20 years. Congratulations!

B. Removal

Zoning Board of Adjustment - (alternate member term to expire 12/31/2021)

Ethan Severance

The Town Administrator was recognized and he said you have correspondence from the Chairman of the ZBA, Gary Daddario, basically letting you know that there's been four unexcused absences by Mr. Severance from the Zoning Board. He is an alternate member. If you turn to page two of the document you'll see the last four meetings he's been absent

without excuse or notifying anyone. Prior to those four meetings he was absent twice, excused. According to the bylaws after three unexcused absences members are potentially subject to removal so it's come to your attention. This Board appoints and this Board will remove. Selectman Roy then said Madame Chair, if I could just add that Mr. Buttrick has reached out several times to Mr. Severance and he has not responded. Selectman Roy made a motion, seconded by Selectman Morin to removed Ethan Severance as a member of the Zoning Board of Adjustment for violating ZBA bylaw 43.6(5)

C. Interviews

- 1) Zoning Board of Adjustment - (5 alternate member vacancies 2 terms to expire 12/31/21, 2 terms to expire 12/31/22, 1 term to expire 12/31/23)

Normand Martin

Mr. Martin came before the Board and said thank you Madame Chairman, members of the Board. My name is Normand G. Martin. I reside at 3 Edgar Court. I'm applying for an alternate position on the Zoning Board of Adjustment. I've heard your call for volunteers. I heard it loud and clear and I would like to help to the best of my ability. First I would like to take this time to apologize for my words to the public when I was a selectman. I did not intend to offend anyone and I'm deeply sorry that I did so. I would like to put that behind me so I can help the Town as I truly care for the greater good of Hudson. I have 14 years of previous Zoning Board experience with being chairman two of those years. One of my key accomplishments on the Zoning Board was establishing its bylaws. I also have five years of Budget Committee experience with one year of those being chairman. I have lived in this Town for 20 years. I have raised my family here. The Zoning Board needs help and I'd like to provide all the help that I can give with my knowledge and experience. Again, I apologize to any resident that was hurt by my words. That truly was not my intent. I care very much and am very passionate about this Town and I'm hoping to bring the same passion and care to the Zoning Board of Adjustment. Thank you for your time.

Selectman Morin was recognized and asked Mr. Martin if he'd like to comment on the couch photo. Mr. Martin said the couch photo? I don't even remember. Honestly tell you I can't remember that couch photo. And if I did it was just a joke. If we all look at Facebook a lot of people are posting about couches, right? All over this Town. They just had an 80 year old woman. Somebody put two boxes out at her recycling bin and they got wet and she couldn't lift them. So residents came forward and helped them out. I would have done the same thing. There are a lot of people who dump couches on this Town. Okay? Then there are a lot of people that post about certain restaurants in this Town. One of them being Pekos. Facebook for me is not to air out anything. I look at pictures, communicate my family and I make comments. Was it inappropriate? Maybe so. But it wasn't meant to hurt anybody. Selectman Morin then said, my concern is, and it was 2020, and I see all the posts all the time. What I kind of agree with what the gentleman said and I know we've had issues with other postings by Selectman and we've got to have a standard. You know what I'm saying? That's my concern. How are we gonna take care of this in the future? Mr. Martin responded saying number one I don't remember doing it. I don't remember the post about that. It's been so long. Will I go back and research it? Yeah. Will I do it again? Probably not. Like I said it was in a line of succession of jokes. I'm being singled out. I don't mind. Selectman Morin said I actually saw it today in an email and it only shows yours. Which I understand so we don't know what was behind everything else. It seems to be a thing. Mr. Martin responded saying, exactly. My intent was not malicious if I did make those comments.

Selectman Roy was recognized and said so I'm a little torn on this issue. I understand the need for appointees. However I also feel that we have an obligation to only appoint citizens that will act in the best interest of the Town, prepare for every Board meeting and treat citizens with respect. I, as I am sure my fellow Board members, have received six emails from citizens asking we not appoint you to the ZBA. I did not receive any emails in support. So I'm not going to rehash because they site the peanut gallery remark. The couch issue. The statement you made about not reading I believe what they quoted was what anyone presents to this Board and that Attorney arguments are boring. They also talk about during candidate night that it didn't matter if you lost the election because you would easily get appointed to a board or committee. And finally of great concern. The greatest concern I think is these constituents believe that you do not have the best interest of Town in mind. So other than what you've already told us, why should we put aside what those citizens have told us and appoint you to the Board? Mr. Martin responded saying I have acted in the best interest of this Town for all the 14 years. I've probably only missed two meetings during that time as my three years as selectman I missed zero meetings. You make a commitment. You get appointed to that commitment and you're there. You're committed. I will tell you I just gave a perfect example. Bluebird Self Storage wanted to be put in on the south end of Town. They stated to the Board that they look for the best sites they can. But they needed two wetland special exceptions and two variances to go on a property. So I asked how is that the best property in this Town for you to go on when you need all that relief. We denied. We reheard. We denied. They walked away. They never brought us to court. They came back to this Town just last Thursday. They are now going to go on Central Street. I thought that was the greatest spot they could bring a business into this Town because it will lift up that road. The appeal on that road right now is not very appealing. Addition of that building will be great. So I will say this. I don't miss meetings. I have a lot of respect, if you go back and watch that particular meeting, I did make a comment to the attorney who was being disrespectful to the resident of this Town, that they are our residents and we have to listen to their concerns. Because they didn't want it there either. So I don't know that you have evidence to the contrary saying I have never been respectful or always disrespectful. But the comments I made were disrespectful. I agree with that. I already said that. I made my point towards that. But I've always acted in the best interest of the Town. Especially when you have a developer like Public Service who wanted to put in new poles and they were waiting for a wetlands special exception. Their builder went ahead and put the poles up without approval. This person, me, went to the Zoning Administrator at the time and said why is this being allowed? Why aren't we stopping that? He said we can't. I said so I think we can. So I met with his permission, with the engineer of the project and asked why these are up before approval. And the only explanation was his developer went ahead and did it. So they came in front of the Zoning Board and I had a talk with Mr. Snow the engineer from PSNH and their resolution for what I encountered was to give the Town \$5,000 donation for their mistake. And I promptly brought up I did this in a meeting for the public to hear and they gave \$5,000 to this Town. Was I looking for money? No. I was looking for an explanation to why are you violating the zoning ordinance. I see it every day in this Town. Every day I see the zoning ordinance being violated and quite frankly something needs to be done in this Town about that and I don't know where to go with it. But I'm sure I will send an email to people who are in the position to make those decisions.

Chairman McGrath said I have a question for you (Selectman Roy). You're the liaison to the Zoning Board, correct? Has the Zoning Board meetings that you've attended, have all of the members been present? Has there been any time when you didn't have enough, like a quorum, to act on any of the cases? Selectman Roy responded, has there ever been not a quorum, no. however I will say that there have been meetings where four people were present and the applicant wanted five members present. Chairman McGrath asked how many times did that happen? Selectman Roy responded once or twice I'm not really sure. Chairman McGrath went on to say and the people who have sent the emails to us concerning their concern about Mr. Martin, and I agree that the comment that you made was

inappropriate and unnecessary. And I accept your apology. I live in the south end of Town. So you know it could have applied to me too. I lost my train of thought where I was going with this. But in any event I served with Mr. Martin on the Zoning Board. I was a liaison to the Zoning Board. I was an alternate member to the Zoning Board during your term. I always felt that even though sometimes I didn't agree with the way you handled yourself sometimes I didn't agree with what you said, but I never doubted for one second your concern for the Town and the well-being of the Town. I always felt that you kept that at the forefront. And that's the truth. And I think you know me well enough that I wouldn't say it if I didn't mean it. So I don't think that there's any need to deny someone, an applicant, who has had the service that he's had, that he's provided to this Town, and I don't think that there's any need to deny him an ability to sit on a Board that he sat on for a number of years, provided great service for one instance when he was disrespectful and said something that was probably ill thought of and said in haste. So I'm willing to give him a chance to serve the Town again. Now if we were overrun with applicants for this position I would say well maybe you stand at the very back of the line and wait a while. But we're not overrun by applicants. We're having a hard time finding applicants whether it's for the Zoning Board, the Planning Board or any other board in this Town. So if anyone is willing to make a motion...Selectman Morin was then recognized and said I just got a couple more comments if I might. He said Selectman Roy brought it up. Did you (the Town Administrator) receive any emails for either candidate that the Board of Selectmen didn't receive? Mr. Malizia replied, not to my knowledge. I don't think so. The Executive Assistant added no, everything that you received is what I received as well. Selectman Morin said I'm talking either of the candidates. Did any emails come in? I only received emails for Mr. Martin. Ms. Laffin responded, the only emails we received were for Mr. Martin. Selectman Morin said okay.

Selectman Gagnon was recognized and said I'm really torn. I'll put aside the emotional stuff. The couch stuff the word stuff. I'll take your apology. I'm really trying to put a lot of that aside. People are people. I make mistakes too. So I'm really trying to go on this more on a logical sense. What's your knowledge base? You know, you've helped yourself a lot in my mind by explaining some of the cases you've talked about and what you've done. That to me holds weight with me. You kinda went out, you tried things on your own, you had permission, you read the rules, so that resonates with me a lot. I try to do that as well. So that's what's making this really difficult. We did receive a lot of emails and you know this, I don't want to make a choice retaliation based on what you believe in, who you are, or what you vote yes or no on a project. That's not what this is about. It's truly about your skillset and what you try to do. So I think I may vote positively. And part of that is because it's an alternate position. So I believe, I hold faith in the other voting members and that you know you can provide some assistance as an alternate and speak but you don't generally have a voting capability. The slim chance is if someone isn't there, then you can. So even if I had some doubt in potential of your skillset. I think you have more to give than potentially negatives to take away. So at this point I think I'm in support. Which is maybe different than what most people may think.

Selectman Morin was recognized and said, as the Chairperson just said I watched the Zoning Board meeting and at the end they had quite a discussion on some of their cases that have been put off and that it is impeding our residents getting the service they expect and they deserve. They actually told Selectman Roy several cases that were pending and the other side of it, it does hurt us, the Town also, because are people not following the zoning regulations? They're against it? Are we not getting progress? Like Selectman Gagnon, Selectman Roy, and Chairperson feel you got to be careful. You know? No matter what, how we feel or what we feel or how we get attacked. Whatever. They're still the residents and we're here to serve them. Mr. Martin replied absolutely. Selectman Morin then said that's my big concern. The couch, I can understand the joke. Again, we're only seeing one slide which I can probably assume it was 100 different comments. I get it. But, you as that elected person at the time made that comment. That's my concern. You gotta be careful. Would you like to respond to anything before we move on? Mr. Martin said I don't have any negative

response. I truly believe that in the time I served on the Zoning Board it was about the residents. It's about the case, that's in front of you. It's not about the person. It's about the case and the law that has to be followed to seek relief from the Zoning Board by a variance. I don't know of special exceptions anymore. But there's you know I mentioned a waiver requirement. Because a house was built way back in the early 1900's. All of a sudden they decided it's sitting outside the setbacks and the new dimensional requirement. We're not going to make somebody take down a 100 year old house and rebuild it. You're gonna give them the dimensional requirement. And those are the things that they're requesting. So when you talk about hardships on properties for a variance one of the hardships is they're enjoying their property beautifully so why do they need a variance for this. You really have to balance and weigh everything they're presenting to you. Whether it's their attorney, the resident or an engineer. Thank you.

Selectman Guessferd was recognized and said as been said by the rest of the selectmen, this is not an easy decision. I'm on the fence and I've been going back and forth on this myself. And I think you served the Town well in your years with the Zoning Board but it comes down to me, in the end, you made a statement yourself, what do the citizens of this Town want, I've always been belief that we are servants of those citizens. And there's a number of citizens that have stepped forward and there are a number of instances that have occurred and so I have to go back to that. What input have I received and it's nothing about any relationships or any personal things or anything like that? It just comes down to what do the citizens of this Town want and what do people see? Um and so for that reason I'm most likely going to vote no. it really comes down to that for me.

Seeing no further comment Chairman McGrath asked anyone wish to make a motion? Selectman Morin asked is there one written or we just making one. The Town Administrator then said so typically what you've done if you've listened to a candidate at a meeting and then defer to the next meeting. You can certainly do whichever you'd like. I mean I think when you know a candidate I'm not sure what's going to happen in another two weeks, but it's up to the Board how you'd like to handle it. Selectman Roy then said Madame Chair quite frankly I am truly torn between this. Cuz I understand that there's a real need out there. I read everything. Everything came in this afternoon as you know. All the emails that I talked about. Umm, I just think maybe we should take some time and make a good decision instead of a quick decision. The Chairman said well hopefully in the meantime, some of the people that have complained are willing to step up and serve. Because you know they're all ready to complain and find fault but they're not willing to step up and serve the town that they're complaining about. So we can put this off for two weeks and come back to it. Mr. Martin we'll decide in two weeks' time. You can be present if you'd like to be. If not you can see it on Hudson Television. Selectman Morin asked are all the emails we received public information? The Town Administrator said unless they're from your attorney I believe they would be in the public domain. And let me correct one thing. I think some of the emails may have referenced another individual in the same email, so I don't want to say. Selectman Morin said that's why I'm asking. They're directed to the Board as a general thing but. The Town Administrator said but my point is in some of those emails you may have more than one candidate someone is talking about. Selectman Roy said can I ask a question. So if somebody did like a Right to Know request would then be redacted, all of those folks it doesn't pertain to? Like the people they mentioned other than Mr. Martin? The Town Administrator said an email is an email. I'm not sure we'd redact anything. Selectman Roy said I don't know, I just. The Town Administrator said an emails and email. If it's sent to you folks through your Board of Selectmen email I'd lean towards its public information unless it comes from our Attorney, its attorney-client. Or if you're communicating back to the Attorney. Selectman Morin said so it would be public records cuz none of the ones I saw tonight came from the Attorney. Chairman McGrath said I would think that that's right. It's public knowledge. People are writing these things for our review and our understanding and I think that should be open to the public. Again, with the clarification if it came from our Town

Attorney and it was privileged information then that's. But they're not talking about their backgrounds or anything that should be kept private. The Town Administrator said its citizens expressing their opinions, which is free, and I just want to check my email, make double sure that I didn't get one that you all didn't get. It's possible that I did, but. Selectman Roy said there was one that was forwarded to us I think by Jill that went to Brian. Ms. Laffin agreed with this. The Town Administrator said I want to double check mine just to be sure. Selectman Morin asked I was just seeing if anything came in late this afternoon or anything that we did not receive. The Town Administrator said not late this afternoon that I'm aware of. They're in the public domain as far as we're concerned.

Mr. Martin was excused by the Board and said thank you Madame Chairman. You will see an email, I did send a public records request.

2) Cable Utility Committee - (4 member vacancies. 2 terms to expire 4/30/22, 2 terms expire 4/30/23)

Roger Coutu

Mr. Coutu was recognized by the Chairman and said thank you Madame Chair, members of the Board of Selectmen. I'm here this evening requesting that I receive your vote to allow me to serve on the Cable Utility Committee for the term to expire 4/30/2023. Some of you may know and some of you may not. So for your clarification, edification, I want you to know that I served on the Board of Selectmen for approximately 13 years and two months. Of those 13 years 12 were dedicated and committed service as a liaison from the Board of Selectmen to the Cable Utility Committee. During that time the Town Administrator, the Committee Chair Michael O'Keefe and I, were a committee that negotiated two successful contracts benefiting the Town with Comcast and we represented the Town's interested and I think it showed through the documents that we were successful in attaining and getting considerable concessions from Comcast in terms of what we would like. We have at our availability any time we would want an additional television channel which we haven't had to utilize up to this point. I can't recall, accept for the time that I was seriously ill from the surgeries I had, ever missing a Cable Committee meeting. I think I'm well versed, well qualified and again for your knowledge, when the City of Lowell Massachusetts first decided to bring cable television into the City of Lowell, I was the chairman of the Committee that negotiated the first contract for the City of Lowell for the then city manager. I think I'm more than qualified for the position, able and willing to serve on a regular basis and I ask for your endorsement for a term to expire April 30, 2023. I can answer any questions anyone may have.

Selectman Roy was recognized and said, if I could, over the last couple of weeks I think we all received a couple emails from an individual that raises some questions about Mr. Coutu that I don't think is appropriate to discuss in the public forum. So I would ask that this be moved to nonpublic session and of course Mr. Coutu would be more than invited to attend. Chairman McGrath said I don't recall receiving any emails concerning him? Selectman Morin said there were several. Chairman McGrath replied were there? I don't remember. Selectman Roy said I'm not passing any judgement on what was said in them, I just don't think it's appropriate to do in a public session. Selectman Morin added some of the content to those, absolutely. Chairman McGrath asked so are those emails available to Mr. Coutu? If we're going to be having a meeting in nonpublic to discuss them, I would think...Selectman Morin said I don't mean to interrupt but what we just talked about is it a public email and is it a public? And he should be able to read them before we have any discussion. Selectman Roy said and I would agree with that. I wouldn't have a problem with that. I just don't know if discussing them in a public forum is appropriate. Selectman Morin asked can we do this if the Board agrees. We forward the emails to Mr. Coutu and as our bylaws state, the person

has the right to have it in public or nonpublic and let him make that decision. Selectman Roy said that would be fine with me. Selectman Guessferd agreed. Chairman McGrath said we can defer this to the next meeting which is the 28th and Mr. Coutu if after reading the emails, if you feel you prefer to have it discussed in public session let us know so that we can arrange for that. Otherwise we'll have it in nonpublic. Mr. Coutu replied, thank you very much.

D. Appointment

Planning Board - (1 alternate member vacancy with a term to expire 12/31/21)

Michael Lawlor

Mr. Lawlor was interviewed at the August 10, 2021 meeting. Selectman Morin made a motion, seconded by Selectman Gagnon to appoint Michael Lawlor as an alternate member of the Planning Board with a term to expire 12/31/21. Carried 5-0.

Chairman McGrath asked if any selectman had any items they'd like removed for separate consideration. Selectman Gagnon asked that item 6E be removed for separate consideration as he was absent for that meeting.

Selectman Roy made a motion, seconded by Selectman Morin to approve items Consent Items A, C, & F. Carried 5-0.

Selectman Roy made a motion, seconded by Selectman Morin to approve the minutes of August 24, 2021. Carried 3-0-2 with Selectmen Gagnon and Guessferd abstaining.

6. CONSENT ITEMS

A. Assessing Items

1) Certification of Yield Taxes: Map 200, Lot 007, 65 Bush Hill Road

B. Water/Sewer Items - none

C. Licenses & Permits & Policies

1) Raffle Permit - GFWC Women's Club

D. Donations - none

E. Acceptance of Minutes

1) Minutes of August 24, 2021

F. Calendar

9/15 6:00 Library Trustees - Hills Memorial Library
9/16 7:00 Benson Park Committee - HCTV Meeting Room
9/20 7:00 Traffic Advisory Committee - Buxton Meeting Room
9/21 7:00 Municipal Utility Committee - BOS Meeting Room
9/22 7:00 Planning Board - Buxton Meeting Room
9/23 3:00 Trustees of the Trust Funds - Buxton Meeting Room
9/23 7:00 Zoning Board of Adjustment - Buxton Meeting Room
9/28 7:00 Board of Selectmen - BOS Meeting Room

7. OLD BUSINESS

- 1) Selectman Guessferd made a motion seconded by Selectman Morin to hire Angela Routsis as a part-time School Crossing Guard with the Hudson Police Department at the rate of \$14.50 per hour. Carried 5-0.
- 2) Motion to adjourn at 9:12 p.m. by Selectman Morin, seconded by Selectman Roy. Carried 5-0.

8. NEW BUSINESS

A. Public Hearing - Benson Park Rock Wall Donation

Chairman McGrath recognized the Town Administrator who explained the Town has been offered a donation to repair/rebuild rock wall that is near the A-frame picnic area. The wall has deteriorated and needs replacement. So Erikson Construction is donating the refurbishment of the rock wall. That donation is approximately \$4,000. Because of the amount of the donation the Board needs to hold a public hearing. After which you hold a public hearing you can then accept that donation. So you need to open a public hearing for public comment. Unless there's any questions first. Seeing no questions Chairman McGrath opened the public hearing at 7:44pm. There was no public comment. Chairman McGrath closed the public hearing at 7:44pm. Selectman Morin made a motion, seconded by Selectman Guessferd to accept the donation from Erikson Construction for the refurbishment of a rock wall near the A-frame structure at Benson Park with the estimated value of \$4,000. Carried 5-0.

B. Public Hearing - Friends of Benson Park Elephant Barn Roof Donation

Chairman McGrath recognized the Town Administrator who said similar to the previous item, the Friends of Benson Park have the exclusive use of the Elephant Barn. That's the red structure that's up in the front of the park. They would like to replace, redesign and reconstruct the roof because there's a lot of leakage problems, there's a lot of issues with the roof based on construction of the roof. Original construction and or whatever. They have their museum and shop up there and they have generously offered to donate a whole new redesign and reconstruction of that roof at the Elephant Barn. That's valued at approximately \$95,000. So in order to accept that donation you need to have a public hearing. I don't know if you want to hear from Mr. Leone, Friends of Benson Park, I believe he spoke at your last meeting. Gave you an overview of the plan of what they're trying to do. Technically the roof is the

Town's responsibility. That's why we have to accept it as a donation. So they've generously offered to construct and redesign that roof.

Mr. Leone was invited forward and said I'm John Leone, 30 Flying Rock Road. President/Chairman of the Friends of Benson Park. I don't have anything in particular to offer other than what we talked about a couple weeks ago. But I'm here to answer questions if you have any. Selectman Morin was recognized and said did you suffer any more damage with the recent rain? To which Mr. Leone responded, no new leaks. We still have issues obviously. Selectman Morin then asked when are you looking to do this. Mr. Leone replied, so pending hopefully the Board's decision this evening to accept the donation we're asking for written authorization because again the Town owns the building, that we can go work with the contractor. Included in the documenting you received from us is the written estimate from one contractor who is willing to work with us. We hope we can kick off the permit process right away. So hopefully in the next couple weeks.

Selectman Gagnon was recognized and said thank you Madame Chair. Sir, for my own knowledge, how were you able to raise \$90,000? That's an incredible feat and a generous donation. Mr. Leone replied, we've had some very generous support these last couple of years in fact and since our inception we've sort of been building a bit of a nest egg for something like this that we thought might come down the road. Sort of always suspected there might be issues and there were issues with the roof, no surprise and given the Town's financial position this year and the default budget we just can't afford to put it off longer and wait for another opportunity because of all the leaks we had and issues this past year. Selectman Gagnon then said, and if I may follow up on that, are those all just small donations? Or were you looking at grants? I'm just asking for other boards to follow suit in what you've accomplished. Mr. Leone said sure. So we're a 501(C) 3 nonprofit that's existed for about 10-12 years now. It comes from a variety of sources. There's been some individuals, very generous donations, others are you know, every single ice cream we sell in the shop. We all volunteer. All those dollars go right back into our general fund.

Seeing no further questions from the Board, Chairman McGrath opened the public hearing at 7:48pm. Seeing no one present to speak on the matter, Chairman McGrath closed the public hearing at 7:48pm. Selectman Roy made a motion, seconded by Selectman Morin to accept the donation from the Friends of Benson Park to redesign and reconstruct the roof of the Elephant Barn at Benson Park, with an estimated value of \$95,000. Carried 5-0.

C. IT- Request to Advertise

Chairman McGrath recognize IT Director Lisa Nute. Ms. Nute said thank you Madame Chairman, members of the Board. In light of the recent resignation of Doug Bosteels who was not seeking other employment but was given an offer he couldn't refuse, I am asking your permission to post the vacant position of IT Technician. That's an important role for us. As you know I have requested for several years to move that position to full time because we had always been so short staffed and his coming on has been great. I think every department noticed the level of service and how we were able to respond much quicker than before. So it's an important role that I fill. Again, just looking for permission from you all. Selectman Gagnon was recognized and said thank you Madame Chair. In today's economy and hiring world, which is extremely difficult, other than posting publicly for the position are there any creative or innovative ideas you have to really reach out and try to find someone? Because with two potentials this could be critical. Ms. Nute responded saying yes you're absolutely correct. I guess just for the viewing public, since you just brought it up, there's also the recent announcement of my resignation, December 1 and I would like to see if we can kill two birds with one stone and give me permission to post that one as well so that I have an opportunity to put things in place before I leave. However that is an absolute valid point and I have already reached out to a temp agency. They've been looking for me because he gave his notice two whole weeks ago and by the time I can come before this Board, get something posted you know it takes quite some time. So with a temp employee that I'm seeking, I've given them the job description. They understand what I'm looking for. I hope to

have resumes by tomorrow. We've sectioned off a block of time on Thursday for interviews. That's going to help there to at least give me some more time to find somebody. So online. Not just Indeed but there are other places like that. NHMA has assisted us in the past. We've used MRI for other positions. Usually that's higher in the rank though. It's mostly internet that people look for jobs. Usually with that comes a lot more weeding through the stuff that's just not even relevant. You get a lot of stuff that people don't even read when they apply. But we'll do our best that way and see what we get. Selectman Gagnon said one more question Madame Chair quickly, have you ever thought about interning with college students or anything like that. That may be a different avenue but something to patch the hole for the part time. The IT Director replied saying sure we have worked with interns in the past so I do have a connection with UNH and Southern New Hampshire so that is potential. I would prefer somebody not that green if possible. Interns have been very difficult for us because this is basically a training ground possibly. So we were grooming Doug for this position he was well aware of that and aware of my retirement as well. I just couldn't match the offer that he had. We had been grooming him for this for a couple years. I'd say we were very fortunate to find him. We knew him already and brought him in. if you certainly know of anybody let me know. That has worked for us in the past. I'm very concerned about how tough that might be. Competing with the private as well as just being able to find somebody. Chairman McGrath asked Ms. Nute if she can stick around until the Board goes into nonpublic. Chief Avery is here. I think I'd like to ask a question of him that he could probably provide us with some guidance. Ms. Nute said I can certainly do that. Selectman Gagnon made a motion to approve the posting for a full time IT Technician. This was seconded by Selectman Guessferd. Carried 5-0.

D. American Rescue Plan Act

Chairman McGrath recognized Fire Chief Rob Buxton. Chief Buxton said good evening Madame Chair, members of the Board. Nice to see a full room tonight. Welcome Mr. Guessferd. So this evening I'm here to take the second step of our planning process towards the American Rescue Plan and how to best utilize that funding opportunity. I think provided you a slide show this evening that goes through some historical data along with some recommendations to move forward. I think from a historical snapshot I think it's important to basically identify that the program that the program is \$350 billion dollars in emergency funding for the country. \$65 billion in direct aide across the country. The programming period runs from March 2021 through December 2024. That means that we have within that period to identify projects to utilize funds that are going to come to the Town of Hudson. Hudson, over two years, will receive approximately \$2.5 million dollars in funds from the American Rescue Plan. Possible uses go direct towards combating Covid-19 through public health costs, address negative impacts to the economy, along with lost public sector revenues. I think the Town Administrator during our first presentation discussed that our revenue stream is actually remained pretty solid as we move through the Covid-19 period. Also discussed infrastructure and premium pay. Please remember that we're still operating underneath the final interim rules from the federal government. The rules are still being written as we move forward. The anticipation is that this fall, early winter the final rule set will be out, if they come out. Okay? So it's a very broad program that provides for investment of the infrastructure in the community. How do we accomplish this program? We've proposed using the Town departments, the business sector and the community. Engaging all three of those pieces to basically bring forward a priority list of projects that would afford the best utilization of funds as they come forward. Initial actionable items was for the Board to endorse the plan, identify the stake holders that we have and determine the expectations and the schedule.

Chief Buxton went on to say so what have we done since the initial meeting? We met on June 8th, July 9th. We opened up the portal and set up the Town account and started the application process. August 10th the Board of Selectmen held a public hearing about accepting the funds. August 10th the Board of Selectmen formally accepted the American Rescue funding and as of August 13th the Town of Hudson actually received its first payment of \$1.3 million dollars in funds. So those payments as I said would come in two year period. One this year and one next year.

What are the next steps as we move forward? Establish the working group and establish expectations, collect public input and create a final project list as we move forward. when we talked about the potential working group originally we talked about having two members of this Board, requesting one member from the Budget Committee, the Town Administrator, myself, the Finance Director and the Town Planner and the Executive Director for the Chamber of Commerce. I want to be clear that this working group is an oversight group that would oversee the process in that all of the Department Heads, committees and elected chair folks would obviously have the opportunity to solicit projects or push projects up for consideration as we move forward. So your actionable item tonight would be to endorse that formula and then to come forward with a recommendation or assign two members of the Board to actually do that so we can get to work. So that's the first step this evening. I don't know if you want to talk about that now or you want me to keep going Madame Chair. Chairman McGrath responded, we can talk about that now. I've gone through this package and I've got some questions and comments so. Selectman Morin was recognized and said first Chief, the possible uses, I know you can't give me exact numbers and I get that. You just talked about the revenue we're doing pretty well. So that assumption would put it on the bottom of the list. Can you give us a brief overview of the rest of this stuff? Where the money may be going and any issues with any of these areas? Chief Buxton responded, sure. I think one of the first pieces and you can spend the money on one project if that's what the Board chooses to do. That's the prerogative the Board has. But really, HVAC upgrades I think you have a failing HVAC system in this building here and a failing HVAC system in the Recreation building. You have potential of HVAC funds that could be utilized to offset some potential costs for the Police Departments renovation. So those are the type of projects, big ticket items that could come off of the rolls of the tax payer and basically utilize these funds. Later in the process I make the notation about basically looking at and taking our time as we identify projects. That's specific. We have an infrastructure bill that's in the Senate that would at some point here this fall or early winter, most likely, get voted on in some format. I think it's important to recognize that we don't want to double up. We want to utilize the funds efficiently. We don't want to rush to use this \$2.5 million dollars, identify projects, and then find out we're eligible to be funded from the infrastructure bill through a partnership with the state or federal government. So that's why I'm recommending we kind of pump the breaks a little bit and slow down to make sure we have a full clear picture as to what those could be. I did watch the Budget Committee's meeting from I think it was the first and they seem to want to identify some projects that may need to come off now. I think that's well intended on their part but I think we need to make sure we're identifying the process so we know all the channels. Right? So we know what all potential funds. I can personally sit here and think about a culvert on Lowell Road that needs some attentions. Some engineering and repair costs there. There's some big ticket pieces that need to be done.

The question may come in, why include the Town Planner in the working group? Well the Town Planner's responsible for the Master Plan and the Capital Improvement Plan. So I think it's imperative to kind of get his opinion of that work. I don't shepherd that work. Steve doesn't shepherd that work. That's the Town Planner's job to shepherd that work. He should be there to identify as projects come in, is this a project that was either identified as benefit through the master plan or the capital

improvement plan? Or was it not. Where does it rank in that structure? So those are the type of projects I foresee.

Selectman Morin then asked okay for the public health cost did we take a hit on that at all for all the clinics we did and everything? Chief Buxton said we have not at this point. Selectman Morin then said so at this point the Town hasn't suffered anything there per say? Chief Buxton responded correct. We have one last check that will be coming in from June vaccination clinics but that is pending. Everything else has been received and there's revenue coming back to the budget. Selectman Morin said okay so that takes that off. Negative economic impacts, businesses? Chief Buxton said we ran a small program through the CARES Act money. Pushed money out to the business community. The Town Administrator added, there was an application process that we went through. Quite a few businesses got direct aid. Not through us but directly from the federal movement. Selectman Morin then said and the premium pay for essential workers we took care of that during the whole process. Chief Buxton agreed. Selectman Morin then said so basically we're looking to invest in infrastructure at this point. And I get the committee may come up with something different. Chief Buxton said that would be my recommendation but that's for the committee to look at.

Selectman Morin then said my next question, you just brought it up, and you got an eight member committee. Our usual committees we have an odd number, especially where we're dealing with what we're dealing with and we're talking a lot of money, why didn't we make this so it wasn't an odd number committee? Chief Buxton said I view my position as a facilitator. Strictly as a facilitator. That's my purpose. I'm no different than any other department head where my department would push projects up. I'm a facilitator of the process. Selectman Morin then asked, and just a question, why don't we see Public Works or Engineering especially where we're talking infrastructure where you had just brought up the, the...Chief Buxton said this is a working group that will identify projects. All the departments would still have that input. So no different as to why I'm a facilitator of this process, the individual department heads would have the ability to push up to the working group to identify their projects. This is your call. This is a recommendation.

Selectman Morin then said, last page, public engagement. It says once the Board of Selectmen have been provided a list, the project would be out to public input. Why wouldn't we do public input first so we had their input when it came to the Board. Chief Buxton said I think you need to have a narrowed scope of projects instead of just having an open forum. You would have had the committees, elected officials and the Department Heads pushing projects up to the working group. The working group should identify projects to report back to this Board and you either endorse the work or you don't. If you endorse that work then it goes to the public for comments. Selectman Morin said but if you look at the plan Brian's putting together we went to the public first and that's a very broad...that's why I'm asking. Chief Buxton said you certainly have that venue and I'm not going to get in the way of that. Selectman Morin said it's just this could be a very broad list. As the plan Brian's putting together. At least we could get some input and see what they're interested in before it came to the Board.

Selectman Gagnon was recognized and said so to your point, valid, but I guess in contrast, if Brian's process, the Town Planner's process is to go out to the public and get that wide net and kind of narrow it up to a triangle, it would be nice to have this process be the opposite and kind of a different way where the technical leads make projects and then the public reports on them. So you have two opposite processes that blend together might be a good idea. Selectman Morin said I'd like to hear the public input before we got it. That's my opinion. We can, with \$2.5 million dollars I don't see it going very far talking about some of the projects we got to deal with. So I don't think the list is gonna be that long to

tell you the truth. I really don't and he just said it himself, you know the expense just for the stuff here. I don't think it's gonna be a very long list.

Selectman Roy was recognized and said I kinda agree with Selectman Gagnon that it should be a little bit focused as to the public input. Now that being said if we go there and there's a project on that list and they say no I want to go down this road instead, obviously we need to listen to them. But I think it needs to be a little focused so that we sorta don't get bogged down in the public input process. Cuz it could be a million ideas, even for \$2.5 million dollars it could be a million ideas. Right? Selectman Morin responded saying but the way I understand this process, this group is gonna come up with the list and that's what's going to be submitted to the public and I'll say it again with what the Chief's comments were. Due to the cost of many of these items this list is not gonna be very long. Selectman Roy said Right. Because they list the list that they did, the committee. Selectman Morin said why not just look at it all then and give their opinion because if the list is ten items, five items, I mean the culvert itself is gonna be huge money if that's what we decided to do. If we didn't get the money for the other project we were talking about. Chief Buxton said, can I ask one clarification question? Selectman Morin are you looking to basically reverse a step so in other words the working committee identifies projects, then it goes to the public, then to the Board of Selectmen? So the working group still is creating that priority list but before that list is brought to this Board for priority setting it goes to the public. That's very reasonable. Chief Buxton then said sorry, I didn't understand that at first.

The Chairman then said everybody's all set? So on this establishment of the working group, I highlighted on this that you know, the Town Engineer is missing and I think that he's an important component of the staff upstairs and he has important projects. Talking about the bridges across the river that need work. Talking about the culvert on Lowell Road. Redesigning the roadway so that it, I forget the name of the street behind Suzie's Diner and all of that...Chief Buxton and the Town Administrator both said County Road. The Chairman went on to say, County Road, to align it with Lowell Road. I mean those are all gonna be expensive projects and I think that he should be part of this. So that's my comment. But also, what is the meeting schedule for all of these individuals? Is it once a week? Once a month, twice a...Chief Buxton said that could be up to the members of the committee. Depends on how fast of a schedule this Board sets. I'm made a recommendation of 90 days. I would tell you that I feel that is the fastest you could get anything done because this government is going to be in the middle of budget season here in the next few weeks. The Town Administrator added, some of us are going to be very busy with the budget in that 90 days. I hate to use the word too aggressive, but we can't do everything at the same time. Selectman Morin was recognized and said well, where you said we should be pumping the brakes a little bit, do we need to do it that fast? Chief Buxton responded, my job is to make a recommendation to you. Selectman Morin replied, right, but you being on that budget and whoever the selectmen are and looking at the other people, they're going to be on that budget so maybe we put that off a little bit. Chief Buxton replied, you can table it to the first of the year as far as I'm concerned. Selectman Morin added, that may be the smartest thing to do. If it's not an urgent thing we have to get done, let's take the time and do it correct instead of rushing it. Chairman McGrath added, I would agree.

Seeing no further comments Selectman Morin made a motion to table it til after budget season. Chairman McGrath then said I just have a comment, or a question I guess for Chief Buxton. And I hate to do this to you but did you, Chief Buxton, did you read this? The Chief responded, I did, why? Chairman McGrath went on to say, you missed a whole lot of things. Chief Buxton apologized. The Chairman went on to say, no that's okay but they jump off the page to me. This is the business I used to be involved with and so, if you can't make sure that it's accurate, can you have your staff...Chief

Buxton said thank you for that. I appreciate that very much. The Chairman continued saying because it reflects on you and it may not be you. Thank you. Anyone else? Seeing no further questions she asked Chief Buxton if he was done. Chief Buxton replied, I'm crystal clear. Selectman Morin make that motion then. Do you want to wait til the complete budget is over or do you want to go, you tell me Chief cuz again, everybody here is going to be busy through that. The Town Administrator spoke up saying, I think if you go through the deliberative session, which would be the very beginning of February, and then you know you're through the budget season. Selectman Morin said okay so March 1st, we'll make a motion to defer the committee til March 1st. The Town Administrator then said but if you wait til the election....Selectman Roy jumped in saying right, see cuz that would be the problem cuz if we pick two people, depending on who they are...Selectman Morin said well you're not gonna do any work til then. You're gonna hold everything off til March 1st. The Town Administrator said, I think what she's saying is you have an election on March 10th or whatever the date is...Selectman Morin realized what The Town Administrator was getting at. Selectman Morin said right, because we don't want to be in the middle of it and have to change people either. Selectman Roy agreed. Selectman Morin said I make a motion after April 1st. Chairman McGrath said April Fools. Selectman Morin made a motion, seconded by Selectman Guessferd to defer the American Rescue Plan Committee formation until April 1st. Carried 5-0.

E. Town of Hudson Support Staff AFSCME Local 1801 Request to Commence Negotiations

The Town Administrator was recognized and said we've received correspondence from the AFSCME Support Staff. This contract expires June 30, 2022. They're looking to negotiate a successor contract. This would be the only contract we'll be negotiating this year. All the other ones that go past next June. Typically, not typically, it's in our Code that a negotiating committee will consist of professional negotiator, which is usually Mark Broth or his designee, myself, the Finance Director, typically a Department Head, because this union isn't the Fire Department, isn't the Police Department, it's spread out among our organization, we don't have a Department Head, nor do we have a selectmen liaison because there's folks in the Clerk's office, there's folks in the Planning, Zoning, Engineering office, my office. So there isn't a natural liaison as there would be a Fire liaison or a Police liaison so what we need to do this evening is appoint a Selectmen member to be the participant in the negotiation sessions. Typically they're held during the day. Typically with a unit such this there may be 3-4 meetings where we exchange proposals and hopefully agree on a tentative agreement to bring back to our respective boards in this case, the Board of Selectmen, they would bring it back to their body. Should we agree that would forward to the warrant? So that's the process we do, I need someone to be the liaison. And again, there's no natural, there's nobody that's in charge of the support because the folks are dispersed through the organization. Chairman McGrath asked if there were any volunteers to which there were none. Selectman Morin said to Selectman Guessferd, be good for you to get your feet wet. To which Selectman Guessferd replied, day meetings are tough. That's the tough thing for me. I'd love to do it. The Town Administrator said there are no meetings set just yet so I don't know if they could be done every other Friday, I'm just throwing it out there. Selectman Guessferd laughed. Selectman Morin said, I believe this is retirement discrimination. The group laughed. Selectman Morin said if nobody else I can jump in. Selectman Roy said I just yeah. Selectman Roy made a motion, seconded by Selectman Gagnon to appoint Selectman Morin to the negotiating team for the Town of Hudson Support Staff Union successor contract. Carried 5-0. The Town Administrator told Selectman Morin we'll get some dates out there, I don't have any dates yet, and we'll let you know.

F. Requests for Reimbursement

The Town Administrator was recognized and he said so we've had two requests for reimbursement for the fees to file in Superior Court. I believe you may or may not have seen that the Court authorized the reimbursement of the court fees, which were approximately \$280.00. The Court did not reimburse the Sheriff fees. It was out of their prevue I believe. So I'm bring it to the Board to reimburse the folks that requested reimbursement. Mr. Murray requested \$175.00 for his Hillsborough County Sheriff's service fees. Mr. Weissgarber requested \$117.79 for his Hillsborough County Sheriff's service fees. Chairman McGrath asked if there was any discussion. Selectman Roy said, you know I already stated my position. When you file something in the court you do it at it at your own peril and it's not typically reimbursed for any reason. So I'm not going to vote in favor of that. Selectman Gagnon said I'm just curious, what's the price difference, \$175 vs. \$117 do we have a receipt at least proving this? Mr. Malizia replied, we have receipts, so we know that Mr. Murray, and I'm not sure if he filed something twice or he submitted something twice, his were \$175 and Mr. Weissgarber's were \$117.79. I have the receipts here if you'd like to see them. Selectman Gagnon said if the receipts make sense I'd okay. Mr. Malizia said they are itemized and they did spend that money. Selectman Gagnon said okay, then I'm in support. Selectman Morin was recognized and said I would agree with Selectman Roy accept that after the judge made the ruling everybody else was for free so it's not fair. I agree with you but the judge made a ruling and everybody else didn't have to pay so I would support this. Selectman Guessferd was recognized and said my only comment beyond that is that yes, they kind of filed at their own risk I'd say but we were also, people were encouraged to do this. So my view is I welcome them stepping forward and putting themselves out there and my view is that those should be reimbursed. Chairman McGrath said I'm in agreement with reimbursing them because if not for us they wouldn't have been in that position. So anyone wish to make a motion to reimburse Shawn Murray \$175.00 for Hillsborough County Sheriff's service fees and Richard Weissgarber \$117.79 for Hillsborough County Sheriff's service fees. Selectman Gagnon made that motion, seconded by Selectman Morin. Carried 4-1 with Selectman Roy opposed.

G. Legislative Proposal

Town Administrator, Steve Malizia was recognized and explained back in 2019 the legislature lowered the interest rate that tax payers have to pay on delinquent taxes. I believe they went from 18% to 14% and they went from 12% to 8%. The Town of Hudson in 2018 through the NHMA to sponsor legislation to lower the amount that we pay on abatements. So for example if we end up abating someone's taxes we're paying 6% by statute. Well, what's good for the goose should be good for the gander. If they legislature saw fit to lower the interest rates for people that are delinquent then maybe we should lower the interest rate or the interest rate should be lowered for folks that get abatements. So the Town of Hudson sponsored a floor proposal in 2018 and 2020. NHMA accepted the proposal. Seemed like a reasonable idea but nobody has put it forward as legislation. So quite simply put we're looking to see if this Board would approve us sending a request to Senator Carson to put forward legislation that would lower the abatement interest rate, the rate that we pay for abatements from 6% to 4%. I've got the background here if you need to look at it or you have any questions. Seeing no questions Selectman Roy made a motion, seconded by Selectman Guessferd to request that Hudson State Senator, Sharon Carson introduce legislation that will lower the abatement interest rate that municipalities pay from 6% to 4% (RSA 76:17-a) to better align with the interest rate on delinquent taxes that were lowered by the New Hampshire Legislature in 2019. Carried 5-0.

H. Revenues and Expenditures

The Town Administrator explained we are two months into the new fiscal year, which started July 1st. this report is through August 31st. it's approximately 17% of the way through the year. If you look at some of our expenditure patterns you'll see that there higher than 17% but that's typically because we encumber various contracts. We do for trash, for legal. And some of our expenses are front loaded. If you think about paving, we do that this time of year. So at this point it's premature for me to say anything other than the year looks to be tracking okay. One concern, is we've had some litigation that we've had to deal with and that we've been dealing with and those costs hit our legal budget. Right now we're okay but just for warn that the more litigation that we have to defend, the more that that will cost. So just pointing that out. We don't need to do anything right now. Auto registrations are right on track. They're right about 17%. People are still buying and registering cars it appears because that's a pretty good size number for this town. Other than that I don't see any patterns. It's still early in the year. Looks like ambulance is going to be okay. That's tracking okay. We're typically a month behind there. The interest rates for our investments is pretty anemic. It's nothing different than it was last year. Permit activity seems to be going well. That's just a quick snapshot for the first two months of the year. It's pretty early in the year so you really can't see any major patterns, other than I just point out the legal.

I. 2022 Board of Selectmen Meeting Schedule

The Town Administrator explained this is pretty preform this is the basic proposed schedule for next year's meetings following the same pattern. We do have to make exception in March because we have the election. The Board does not like to meet the night before the election because you have a long day so we usually meet the week before. I don't believe we don't tentatively schedule a workshop for the 4th of July week. Other than that this is following the calendar that's been established in previous years. We just like to formalize it so that we know what we're working with from a schedule perspective. Seeing no comments Selectman Morin made a motion, seconded by Selectman Gagnon to approve the 2022 Board of Selectmen Meeting Schedule. Carried 5-0.

J. 2022 Scheduled Holidays

The Town Administrator explained these are the holidays identified in either the Town's personnel policies or the union or association contracts. Typically the Board approves this and then we post it so everybody has an idea of what days we are opened or closed based on the holiday schedule. Selectman Roy made a motion seconded by Selectman Gagnon made a motion, seconded by Selectman Gagnon to approve the 2022 Schedule Holidays. Carried 5-0.

K. Joint Sub Committee Discussion

Selectman Morin was recognized and said we had talked about this last meeting. Selectman Roy asked to move it on so we could get a little more, better, background which I believe we have in front of us. Doing some research since the last meeting, this group has been formed and disbanded several times. There's never really been a set of ground rules laid. I got numerous different reasons why it went away. I again think that we need to approach this but I believe that whoever the committee is made of

needs to sit down before they move on and setup some ground rules. How this is going to work, what they're gonna go forward with. Setup meeting dates and everything because like I said it's fallen apart three other times and we don't get anywhere.

Selectman Roy was recognized and said so this might be a sort of a technical question for Mr. Malizia, is there any way we can codify this so there's a required annual or biannual meeting of the two Boards? I don't know if that's like a warrant article on both warrants, do you know what I mean? Mr. Malizia said I know what you're trying to get at. I know that this Board can direct this Board but I don't know if they can direct the School Board and the School Board may have to do something similar. So you may want to confer and determine what kind of motion, what are you looking for this Board to....Selectman Morin spoke up and said what you're saying we're talking two different things here. This committee needs to meet once a month, whatever, and come up with how we're gonna do some cost savings. That's how this was directed. You know setting up a meeting between the two Boards twice a year is fine with me. This is a whole separate committee. Budget Committee member, a resident, School Board and Selectman. Selectman Roy replied, right, and even codifying that I think is a good idea. Selectman Morin agreed. Selectman Roy went on to say this Board looks different in March or whatever and that could all just go away. So how do we make this a thing that obligates both Boards is my question. Selectman Morin replied well first, not to get off yours, but I think we need to bring the Library in on this too. Selectman Roy said I would agree with that. Selectman Morin went on to say then after that have the committee meet, come up with their bylaws or whatever you want to call it and then we put it forth to the Town to have it voted on if that's the route we go. Selectman Roy I guess I'll swing it back to Mr. Malizia about the technical aspect of that. Mr. Malizia said I'd have to confer with the Attorney to see if you'd actually need a warrant article. Because a warrant article of this nature may be advisory, it doesn't mean you can't do it, I'm just saying it may not have any legal weight. Selectman Roy went on to say so would that mean that we could then make an ordinance or and then what would the School Boards obligation be? Because they have to and the Library too would have to...The Town Administrator said everyone would have to concur and vote somehow to do something. Do you codify it in code? I'm not sure. We might have to ask the Attorney on that because I'm not sure our other committees are all codified in code. Which is what I perceive this to be is a committee of some sort. I'm not sure they're all codified in the Town Code. Selectman Roy then added because I see the same thing you see. This has been started and stopped three or four times. That doesn't get us anywhere. Selectman Guessferd added something that would survive boards and elections. Selectman Morin asked so do we want to der then til Mr. Malizia can get us an answer. The Chairman said let's get Mr. Gasdia's comments first before we.

Mr. Gasdia said so I think I completely agree one million percent with what you're saying. This is a futile idea if you know the people sitting around this table agree to it and come March 15th its different people and they're like yeah we don't want to do that anymore so which it seems to what happens over the years. But I think what we can do in the spirit of trying to move forward. Right because they idea behind it was can we share expenses. That's really the idea. And we have budget season coming up. If we postpone it too long we sort of miss this budget season. So I sort of think what we can do is sort of take two parts. One, if we want to follow exactly what's written here then we come up with the people that are gonna be on it, you come up with your couple of folks, we have our meeting Monday night. We'll come up with our folks we'll get some meetings, we'll work on it then phase two would be okay how do we make sure this actually exists. I think if we wait to figure out if it actually exist we're gonna miss this budget season. We're gonna start something and be like ahh that really didn't get us anywhere and we're back to where we are. So that would be my two cents.

Chairman McGrath then said so let me just ask a question. So are you also including the Library in your comments? Mr. Gasdia said I have no problem including the Library. I don't have any say over them. Chairman McGrath said right but you can contact them. Mr. Gasdia said I have no problem. I mean the idea is if this group is spending money for something and we're spending money for something is there a way to share some costs and savings and go from there. Maybe overtime it matures into something different. I have no problem who include but I think if we don't pick people this week here and then we wait to see what comes next. Now we're into mid-October til we have our people in place. We're meeting gin November. But of course everyone is meeting every week in November cuz its budget season so it gets pushed. Next thing you know we're like well you saw Mr. Buxton we're up to April 1st when we finally launch this thing. That would be my suggestion.

Selectman Gagnon was recognized and said and this is just constructive discussion here, kind of far-fetched, but I was thinking, what is this group, what's it meant to do, what's it's goals as we talked about. You know do we codify and so forth, well wouldn't we essentially be stepping on the Budget Committee toes? I mean that's their job and with that in mind would that in mind would it better served, because he Budget Committee already has authorization and it's codified, to making a sub-group for the Budget Committee that includes someone from the Library. I mean it already includes myself and a School Board member, but if you add a Library Trustee on there as well, maybe a public body and you make this idea as sub group to the Budget Committee? Would that be more applicable? Selectman Roy responded, no because I don't believe that's a function of the Budget Committee. The Library, the School Board and Us make the budget, right? And that's what we're looking at. Correct me if I'm wrong. Selectman Morin agreed with Selectman Roy. Selectman Guessferd said that's the reality. Selectman Roy went on to say so it would be the authorizers I guess. That would be the Library Board of Trustees, the School Board and Us. Selectman Morin said what it is take the three groups, okay, we all buy paper so let's all buy it together instead of the School ordering from this place, Town from here and we get the cheaper price. We all buy cleaning supplies. That's the kind of thing. It's not going to affect the Budget Committee it's just gonna make things cheaper for us so when we submit our budget it comes in cheaper because we're working together to buy everything together. Selectman Guessferd then said now at that point the Budget Committee, if we didn't do that, could say you know what, we're gonna reduce your budget by 10%. Once they own that budget, once it comes to them, you know and so, it's up to us to put that budget together in the most efficient manner right? So if this helps us to do that, as a group, then the Budget Committee can look at that and say okay there's no need to do anything with this. It's a good budget. But I know that's one of the things the Budget Committee has been concerned with over the course of the last several years is this idea of joint purchasing and in terms of the actual budgeting piece and so I can't see the Budget Committee being the one that would own that. That would own that committee. Selectman Gagnon then said I guess I see where you're coming from and I generally probably agree, but just for a final clarification it wouldn't be the Budget Committee per say, it would be a sub-committee that would organize the information, gather the data and present that to the Budget Committee or the School Board or Select Board. But I get where you're coming from. Just trying to. Selectman Guessferd said it's just kind of the cart before the horse. Selectman Roy said no cuz we would work it into our budget that then gets presented. Selectman Guessferd said I understand what you're saying.

Chairman McGrath asked what do you want to do. Selectman Morin said it should probably be the two liaisons, right? Selectman Roy said that's fine, that's fine. So I guess my question is, sort of technical, do we want a motion to form an interim committee? Whatever we want to call it a cost saving committee? Selectman Morin said I'd like all you guys to get together and do your own thing. I mean once the School Board decides who their people are we don't even know if the Library is gonna

participate yet. The Town Administrator said so you could appoint two Board of Selectmen members and you could appoint and you could figure out when you're gonna meet. Selectman Morin said you could put it together like we told the Chief tonight, you guys put together a committee, we're gonna let the committee put it all together and flow with it and take it from there. Selectman Roy replied okay. Chairman McGrath said okay by me. Mr. Malizia said so is there a motion to appoint two selectmen? Selectman Morin said we did the two liaisons. Selectman Roy said well there was no motion. Everyone laughed. Selectman Morin made a motion, seconded by Selectman Guessferd that the Board of Selectmen liaison's to the School and Library will be on the Joint Cost Saving Committee. Chairman McGrath asked Selectman Morin to articulate his motion as it wasn't clear to her. Selectman Morin said we're gonna put together a committee between the Town, which they're represent (we'll appoint after the motion) the School Board will do however many members they decide. Then we need to discuss with the Library if they're going to participate and the way it was going for the motion is the representatives for this Board would be the liaisons of the School Board, which is Selectman Roy and the liaison for the Library who is Selectman Gagnon, because those are the groups that are participating and they work with them anyway. There was some discussion as to the name of the committee. Carried 4-0-1 with Chairman McGrath abstaining.

9. Remarks by the Town Administrator

The Town Administrator said I have brief remarks. There is a Budget Committee vacancy just so everybody knows. That application is due by October 1st. I did write this down and will re-emphasize the Zoning Board is looking for alternate members. There are five seats. The material is on the Town website. If anyone has any questions and wants to know more they can contact myself, the Zoning Administrator and I dare say they can probably contact any of you folks. But we're looking for volunteers for the ZBA. Just real quick the LED streetlight project is almost 100% completed. I believe there's a few that they're going back and double checking. So that project is almost complete. If you drive around and look up you can almost see the difference in the light head. We should realize savings right now.

10. Remarks by the School Board

Mr. Gasdia said great thank you. First thank you welcome Selectman Guessferd. It's nice to see five people around the table. School is back in session. I know everything on everyone's minds is about masks. We did go to mask recommended for everyone 12 and over as intraday today. The number dropped late last night below 50. Dropped at about eight o'clock last night. After verifying that number the Superintendent made that call intraday. And we will continue to monitor the cases and hopefully the trend continues and they go down. While that is everyone's focus I want to make sure that people understand first you can always check online for that. But school is in session and I think we're sort of missing the point of why this year is different than last year. We are in school every single day. We aren't quarantining large groups of kids for long periods of time. Teachers are doing things. Classes are going on, field trips are going on. Sports are going on. Nail biter the other night at the football game. A lot of people were out. The marching band is back. The school all the different groups. They're auditioning for the play tomorrow. So I just ask everybody. I know it's a big deal. I'm not trying to trivialize it. But let's look at everything good that's going on. Yes the masks are terrible. I don't want to wear them. You don't want to wear them. Nobody wants to wear them. But we're back and let's just focus on that. If we all do our parts, the numbers go down, hopefully no ones in a mask.

Let's celebrate some of the good stuff because there's a lot of good things going on right now in our schools.

11. Other Business/Comments by the Selectmen

Selectman Roy: So first, welcome Selectman Guessferd. I look forward to having you on the Board. And I just want to emphasize what Selectman McGrath said earlier, there are a number of vacancies on boards and committees in Town. Please check the website. If you have one day a month that you can free up or one night a month, please consider serving your town and applying for some various boards and committees that have vacancies. That's all I have Madame Chair.

Selectman Morin: Anybody happen to notice at the 9/11 Memorial I looked over and I didn't see an ambulance. I saw a real big truck. HCTV got their truck. They're not finishing putting it together yet, that's why we haven't heard much about it, but they're working on it. But it's a big difference from what they had I'll tell you. Just the control room itself makes it so much easier for them. So they'll be finishing that up and we'll be seeing it and we'll get some information on it.

I want to thank everybody for the 9/11 Memorial. I don't want to name people cuz I'll probably forget somebody but it went very well. It was very well attended. When I pulled into the parking lot I was shocked. Both parking lots were full and it was back out into the street. So I appreciate everybody that showed up so we never forget that day on September 11th.

I just got one last thing as we all talked about tonight, we are hurting for members for volunteers for our boards. So I'd just like to throw this out, there's a lot of people in Town that send us emails on the votes we have taken or are going to take. Many of them do this with much interest within the Town and many of them I see at all the meetings that I go to. So I'd like to ask those people that go to these meetings and send us emails and show up at all meetings to volunteer. If you got that much interest, obviously if you're here every night you could probably sit on a board and help us out. Thank you.

Selectman Gagnon: thank you Madame Chair. First I really want to make a huge applaud to Selectman Morin. I know you didn't want to name names but I know you had a big partake in the 9/11 Memorial. As you stated it was beautiful. Very well done. Very touching. So thank you for all your hard work with that.

To the School Board liaison, Gary, I want to applaud you on behalf of the School, school system and the entity. Watching some of your meetings, its tough being in those positions. And you are very uplifting. You're holding it well. Probably a lot of stress. So I give you and everyone associated with the School District a lot of support and thanks.

Other than that, you know, Mr. Guessferd, welcome. I look forward to working with you and getting to as part of this group. I think that's all I had. Thank you Madame Chair.

Selectman Guessferd: Thank you Madame Chair. Yeah, I guess the first thing is thank you very much for the welcome, everybody. I'm glad to be a part of this Board. I'm hoping for some really good things in the next six months. I know it's only til the next election but hoping we can have a really effective budget season ourselves and accomplish some good things here for the next six months. I'm excited about it working with each one of you.

I do want to echo what Selectman Gagnon said. Not only did Selectman Morin put this one together, but he put together the original. He was part of the original group of people that brought that memorial to this town. And if anybody's ever read through that book that was put together by another one of your committee members, it's pretty spectacular. We are recognized around the country and its people like Selectman Morin that make those kinds of things happen. So thank you very much on my behalf and the town. Other than that, thank you for your remarks as well Mr. Gasdia. Let's do some good things.

Selectman Morin added, we need to make sure we recognize the Town Administrator for the ceremony too. Selectman Guessferd said absolutely. Chairman McGrath said Steve is always working on behalf of the Town and isn't recognized often enough.

Selectman Guessferd added, I also want to echo Selectman Morin's comments about volunteerism. You said it earlier as well. if you're out there, if you're coming to the meetings, if you're sitting at home watching these meetings you can take that time and become a member of a Board and volunteer. It's so important to serve the community in that way. And that way you can have input into these decisions that are made and make a difference. All we need is a few more people and it would be helpful to have that happen.

Chairman McGrath: I really don't have any particular comments that I want to make. I wasn't at the 9/11 Memorial on Saturday. I'm confide to this wheelchair for the time being and I'm working very hard to get out of it. But in the meantime I'm stuck in this. So if you see me when I can't be standing. Recognizing the firemen that were here earlier tonight or I'm not standing saluting the flag, you'll understand. But I'm making great progress and hopefully not too far in the future I'll be standing for a lot of these things.

12. Nonpublic Session

Motion by Selectman Morin at 8:18 p.m., seconded by Selectman Roy to go into non-public session under RSA 91-A: 3 II (b) the hiring of any person as a public employee. A roll call vote was taken. Carried 5-0.

Chairman McGrath entered Nonpublic Session at 8:48 p.m. thus ending the televised portion of the meeting. Any votes taken upon entering open session will be listed on the Board's next agenda. The public is asked to leave the room.

Chairman McGrath entered open session at 9:12 p.m.

Motions made after nonpublic session

1) Selectman Guessferd made a motion, seconded by Selectman Morin to hire Angela Routsis as a part-time School Crossing Guard with the Hudson Police Department at the rate of \$14.50 per hour.

13. ADJOURNMENT

Motion to adjourn at 9:12 p.m. by Selectman Morin seconded by Selectman Roy. Carried 5-0.

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

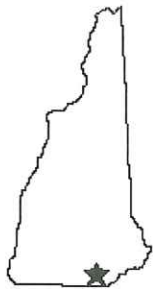
Marilyn E. McGrath, Chairman

David Morin, Selectman

Kara Roy, Selectman

Brett Gagnon, Selectmen

Bob Guessferd, Selectmen



RECEIVED

SEP 22 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

Agenda
9-28-21



TOWN OF HUDSON

Engineering Department

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-594-1142

8A

INTEROFFICE MEMORANDUM

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer

DATE: September 22, 2021

RE: Sparkling River Condo Development –
Water Main Acceptance – Phase 5 – Bracket Lane

Mr. Malizia,

The Engineering Department has received the Notice of Water Main Acceptance for the above. Construction of the water main was done by Continental Paving, Litchfield, NH and inspected by the Engineering Department.

The current owner's agent, K&M Developers, LLC, has provided the Engineering Department with an As-Built plan of the water line extension, which has been reviewed and approved by the Town Engineer and Public Works Director. In addition, we have received copies of the results of pressure testing and bacteria testing of the water main, with all criteria meeting the local standards. The water mains will become property of the Hudson Water Utility.

The water main subject to acceptance includes the following:

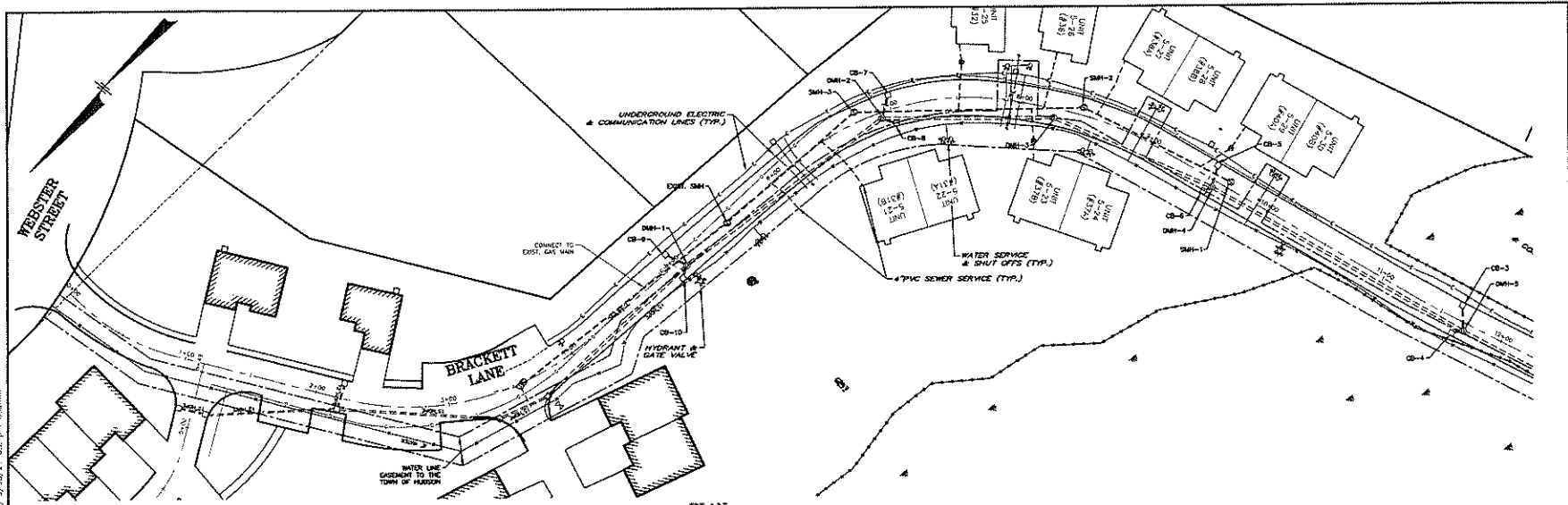
1. Approximately 1,425 linear of 8 inch main along Bracket Lane.
2. Three fire hydrants.

This water main comes with a one year warranty from the date of acceptance by the Board of Selectmen.

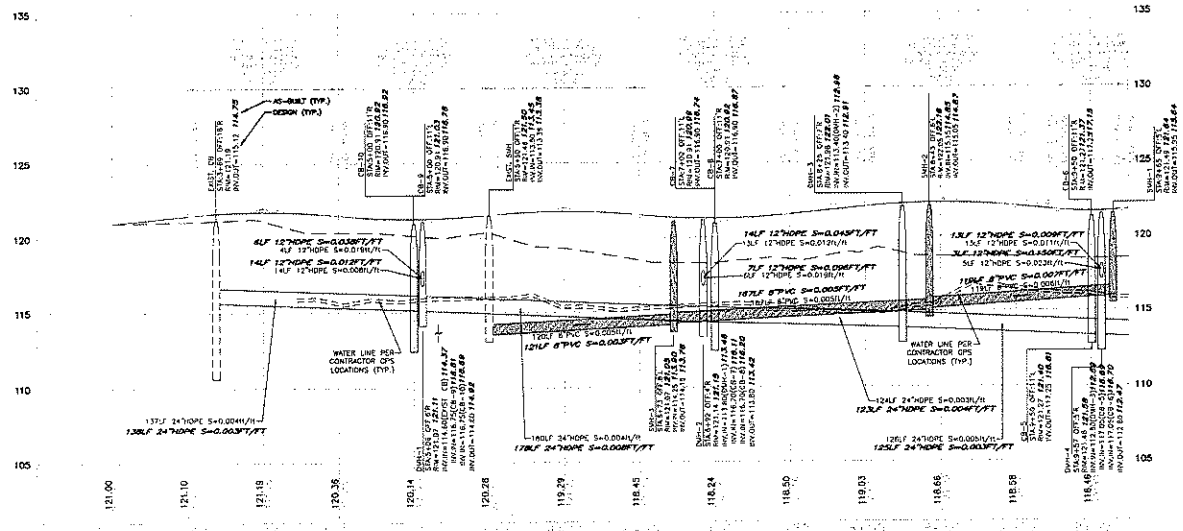
Motion:

To accept the Bracket Lane water main and fire hydrants as recommended by the Town Engineer, DPW Director and Municipality Utility Committee.

C:\Users\jve\OneDrive - Hudson, Inc - 4647 Developers, LLC\000 - Frank\21081885 - Utility As-Built_20210813.dwg Brackett, Profile - (1) 9/16/21 2:57pm - utamm

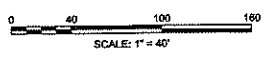


PLAN
SCALE: 1"=40'



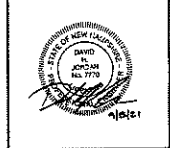
PROFILE
SCALE: 1"=40' H/V

- NOTES:**
- 1) THE INTENT OF THIS PLAN IS TO SHOW AS-BUILT WATER, DRAINAGE, AND SEWER INFORMATION ONLY. ALL OTHER INFORMATION SHOWN HEREIN IS FOR REFERENCE PURPOSES ONLY.
 - 2) AS-BUILT LOCATION OF THE WATER MAIN, WATER SERVICES, SEWER LATERALS, AND UNDERGROUND ELECTRIC IS FROM GPS LOCATIONS TAKEN BY THE SITE CONTRACTOR DURING CONSTRUCTION.
 - 3) ELEVATIONS SHOWN HEREIN ARE ON NAD 83 DATUM.



PREPARED FOR
K&M DEVELOPERS, LLC
 46 LOWELL ROAD
 HUDSON, NH

**SPARKLING RIVER
 CONDOMINIUM
 OFF WEBSTER STREET
 HUDSON, NH**

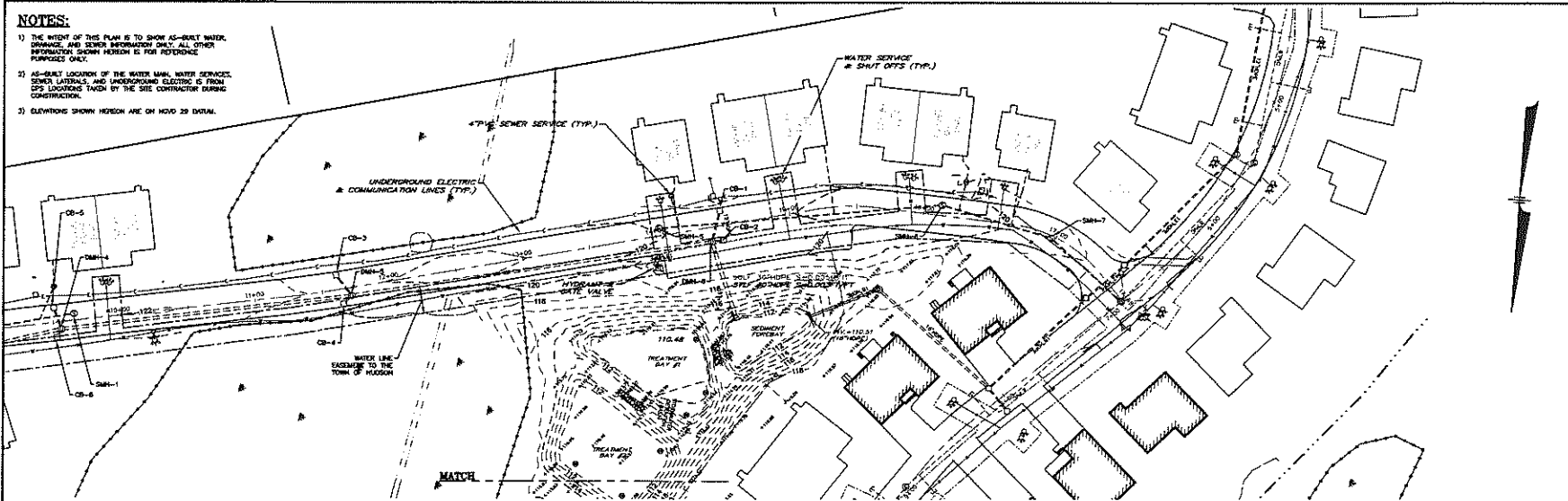


REVISIONS		
NO.	REVISION	DATE
3	ADD WATER LINE TO PROFILE	9/5/21
2	ADD WATER LINE EASEMENT	8/27/21
1	PER TOWN COMMENT	8/17/21
AUGUST 13, 2021		
DRAWN/DESIGN BY JAC		CHECKED BY DRJ

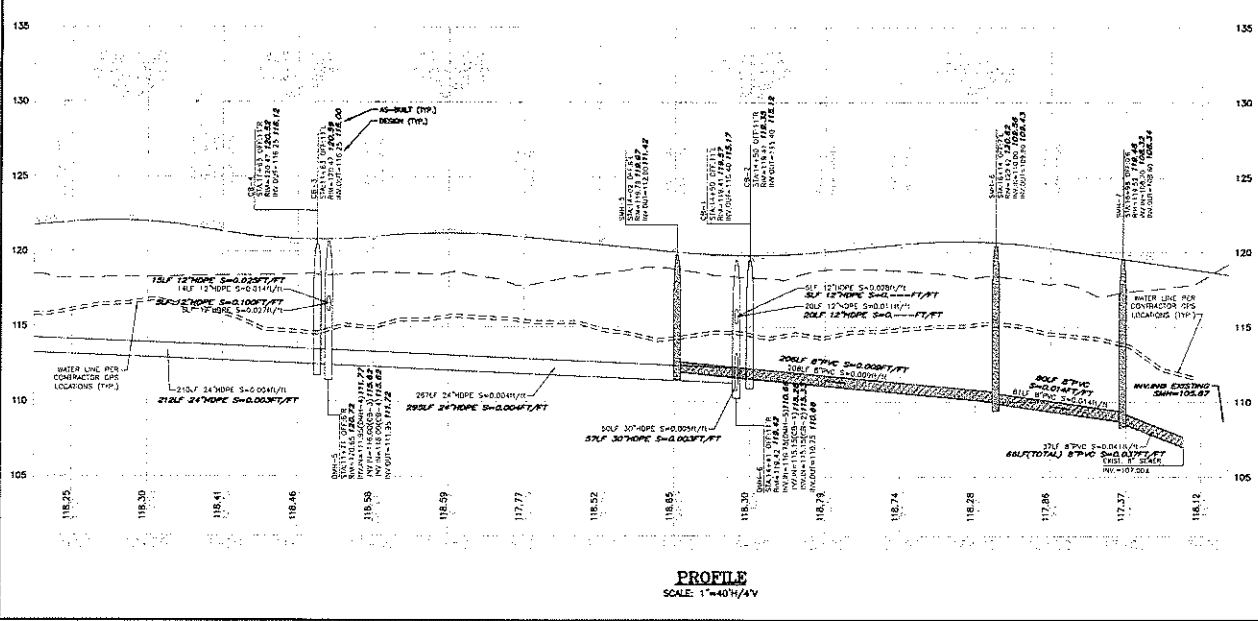
**BRACKETT LANE
 UTILITY AS-BUILT**

SCALE: 1"=40'
 PROJECT NO. NEX-2021088
 1 OF 2

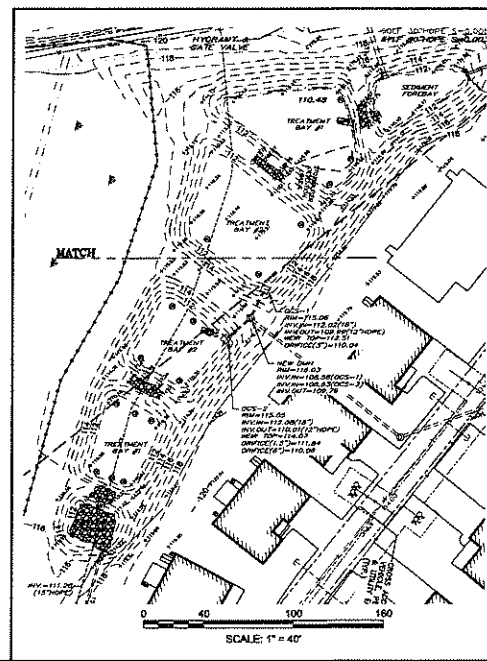
F:\Projects\NEA-2021088 - Hudson, NH - Main Developers, LLC\CAD Files\21088559 - Utility As-Built_20210608.dwg Brackett Plots - (2) 9/28/21 3:28pm cramm



PLAN
SCALE 1"=40'



PROFILE
SCALE 1"=40' H/V



SCALE: 1"=40'

NOTES:

- 1) THE INTENT OF THIS PLAN IS TO SHOW AS-BUILT WATER, DRAINAGE, AND SEWER INFORMATION ONLY. ALL OTHER INFORMATION SHOWN HEREON IS FOR REFERENCE PURPOSES ONLY.
- 2) AS-BUILT LOCATION OF THE WATER MAIN, WATER SERVICE, ZONE VALVES, AND UNDERGROUND ELECTRIC IS FROM GPS LOCATIONS TAKEN BY THE SITE CONTRACTOR DURING CONSTRUCTION.
- 3) ELEVATIONS SHOWN HEREON ARE ON NAD 83 DATUM.



PREPARED FOR
K&M DEVELOPERS, LLC
48 LOWELL ROAD
HUDSON, NH

**SPARKLING RIVER
CONDOMINIUM
OFF WEBSTER STREET
HUDSON, NH**



REVISIONS		
NO.	REVISION	DATE
3	ADD WATER LINE TO PROFILE	8/9/21
2	ADD WATER LINE EASEMENT	8/27/21
1	PER TOWN COMMENT	8/13/21
AUGUST 13, 2021		
DRAWN/DESIGN BY	JAC	CHECKED BY
		DRJ

**BRACKETT LANE
UTILITY AS-BUILT**

SCALE: 1"=40'
PROJECT NO. NEX-2021088
2 OF 2

“NOTICE OF WATER ACCEPTANCE”

1. The water line as described herein:

Project Name: Sparkling River Contractor: Continental Paving Inc

Owner: Sparkling River Condominium Association

Street and Station (Location): Brackett Lane

Has been inspected and tested and is in compliance with the Town of Hudson requirements for water construction (inspection and test report on file with the DPW).

2. Portions which are Public Water are described as (attach legal documentation) and are so dedicated as such:

Starting at station 375 and ending at station 1768


3. Portions which are Private Water are described as: _____

4. The following sites/lots/units which have “accessibility” are: (list by Tax Map & Lot #'s)

Map 156- Lot 5 Sublot 19-30, 36-41

Access fees for these lots/sites are to be assessed as of _____ (Date)

5. I, Manny Sousa (owner), state that the above-described water(s) has been constructed in accordance with the requirements for water construction of the Town of Hudson, and I further understand and accept the conditions set forth by the Town of Hudson for Public and Private Waters and accessibility.




Owner

9/9/2021

Date

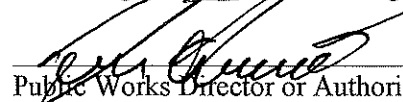
6. In accordance with the above stipulation and description, this water is recommended for acceptance.



Town Engineer or Authorized Agent

9/10/21

Date

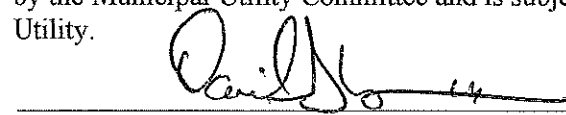


Public Works Director or Authorized Agent

9/13/21

Date

7. In accordance with the above stipulations and descriptions, this water is hereby recommended for Acceptance by the Municipal Utility Committee and is subject to all rules and regulations and fees of the Hudson Water Utility.



MUC Chairman

Approved at meeting of:
9-21-21

Date

8. Water Accepted by Water Utility and Town of Hudson

Board of Selectmen Chairman

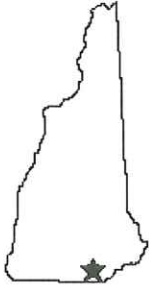
Approved at meeting of:

Date

RECEIVED

SEP 22 2021

Agenda
9-28-21



TOWN OF HUDSON TOWN OF HUDSON
SELECTMEN'S OFFICE

Engineering Department



8B

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-594-1142

INTEROFFICE MEMORANDUM

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer

DATE: September 22, 2021

RE: Sparkling River Condo Development –
Sewer Main Acknowledgement – Phase 5 – Bracket Lane

Mr. Malizia,

The Engineering Department has received the application, plans and testing results for the above. Construction of the sewer main was done by Continental Paving, Litchfield, NH, and inspected by the Engineering Department.

The current owner's agent, K&M Developers, LLC, has provided the Engineering Department with an As-Built plan of the sewer main, which has been reviewed and approved by the Town Engineer and Public Works Director. In addition, we have received results of deflection and vacuum test as well as visual inspections of the sewer main, with all criteria meeting the local standards. The sewer main and manholes will remain private and responsibility of the Sparkling River Association.

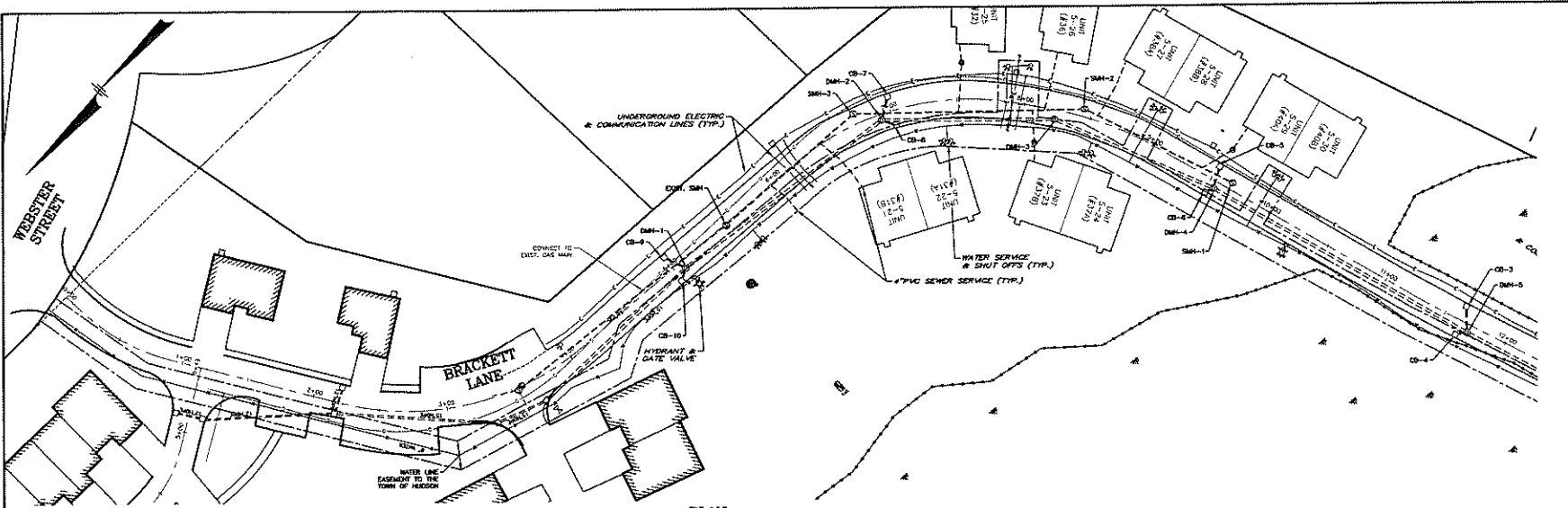
The sewer main subject to acknowledgement includes the following:

1. Approximately 700 linear feet of 8 inch sewer main.
2. Six sewer manholes.

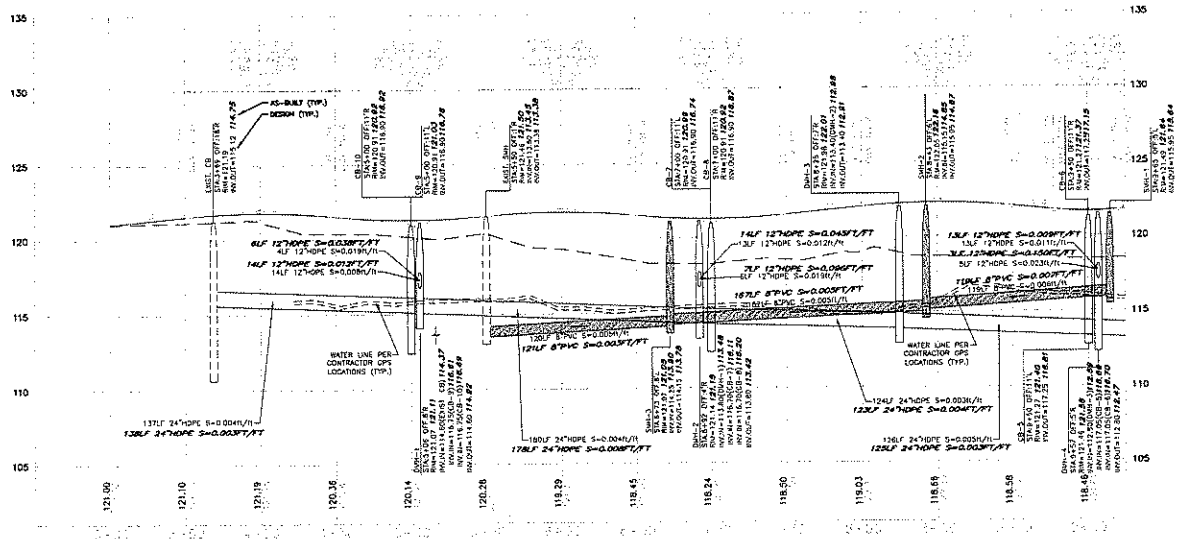
Motion:

To acknowledge the sewer main was built to Town standards, as recommended by the Town Engineer, DPW Director and Municipality Utility Committee.

F:\Projects\NEX-2021088 - Hudson, NH - 16W Developers, LLC\0300 Final\21088sp - Utility As-Built 272 10509.dwg Brackett Lanes - (1) 9/28/21 3:27pm csmm

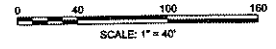


PLAN
SCALE: 1"=40'



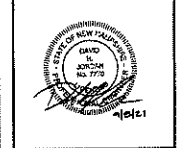
PROFILE
SCALE: 1"=40'/4V

- NOTES:**
- 1) THE INTENT OF THIS PLAN IS TO SHOW AS-BUILT WATER, SEWER, AND GROUND INFORMATION ONLY. ALL OTHER INFORMATION SHOWN HEREIN IS FOR REFERENCE PURPOSES ONLY.
 - 2) AS-BUILT LOCATION OF THE WATER MAIN, WATER SERVICE, SEWER LATERALS, AND UNDERGROUND ELECTRIC IS FROM GPS LOCATIONS TAKEN BY THE SITE CONTRACTOR DURING CONSTRUCTION.
 - 3) ELEVATIONS SHOWN HEREIN ARE ON NAD 83 DATUM.



PREPARED FOR
KAM DEVELOPERS, LLC
46 LOWELL ROAD
HUDSON, NH

SPARKLING RIVER
CONDOMINIUM
OFF WEBSTER STREET
HUDSON, NH



REVISIONS		
NO.	REVISION	DATE
3	ADD WATER LINE TO PROFILE	9/8/21
2	ADD WATER LINE EASEMENT	8/27/21
1	PER TOWN COMMENT	9/13/21
AUGUST 13, 2021		
DRAWN/DESIGN BY JAC		CHECKED BY DRJ

BRACKETT LANE
UTILITY AS-BUILT

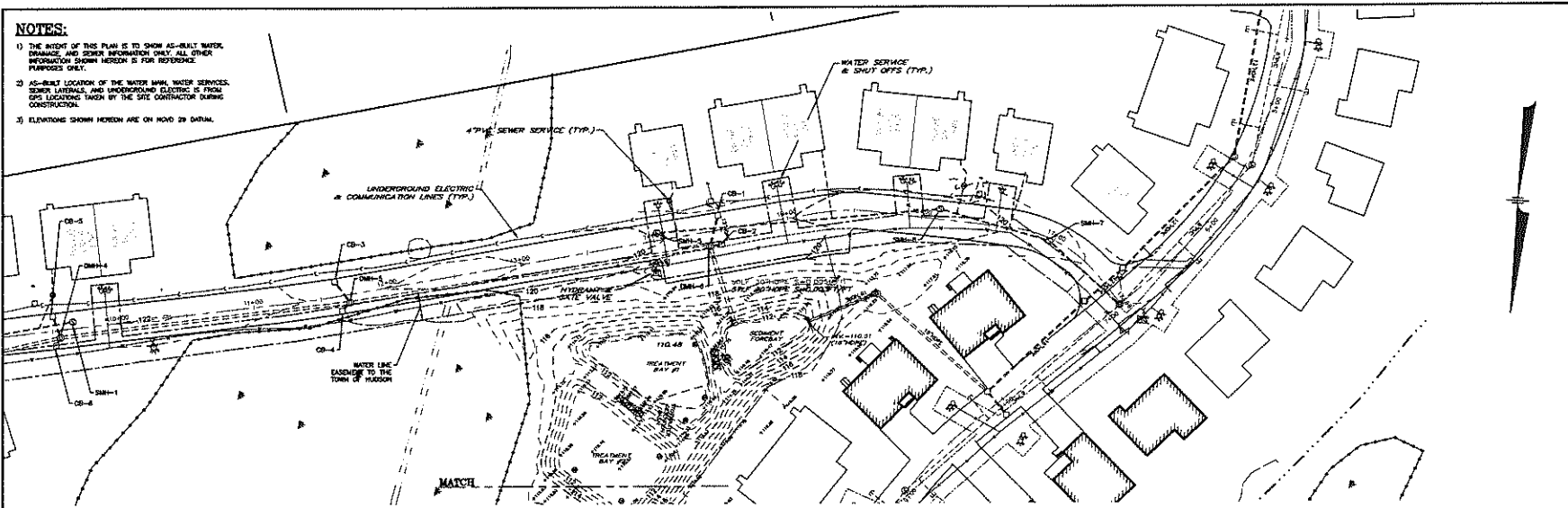
SCALE: 1"=40'

PROJECT NO.
NEX-2021088

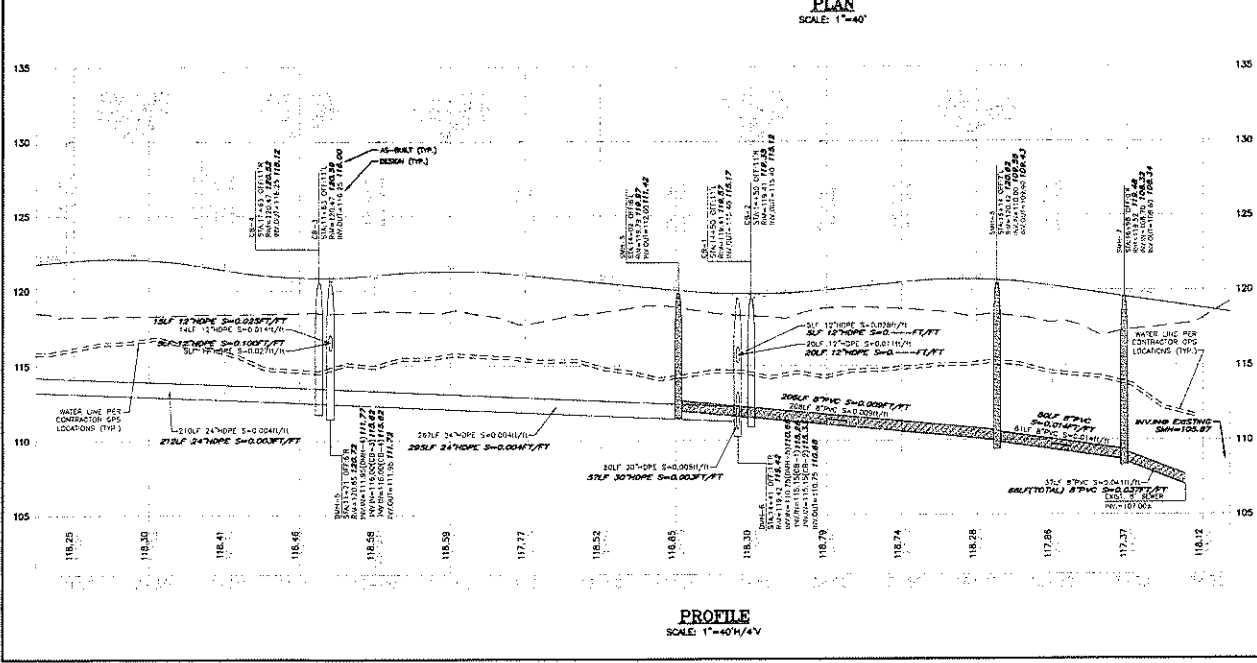
1 OF 2

NOTES:

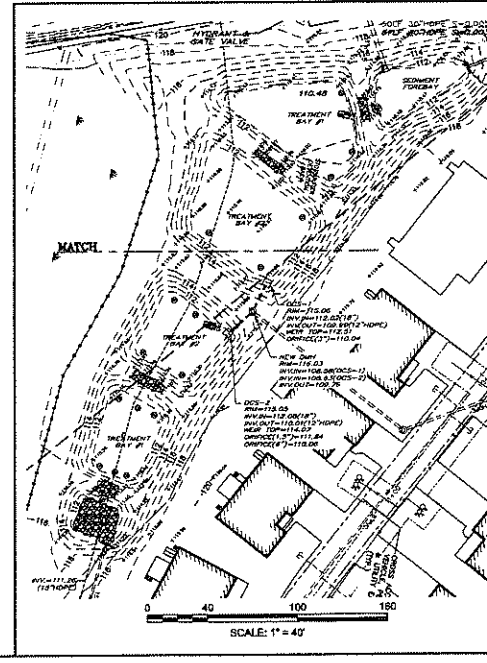
- 1) THE MEAN OF THIS PLAN IS TO SHOW AS-BUILT WATER, SEWER, AND OTHER INFORMATION ONLY. ALL OTHER INFORMATION SHOWN HEREIN IS FOR REFERENCE PURPOSES ONLY.
- 2) AS-BUILT LOCATION OF THE WATER MAIN, WATER SERVICES, SEWER LATERALS, AND UNDERGROUND ELECTRIC IS FROM GIS LOCATIONS TAKEN BY THE SITE CONSTRUCTOR DURING CONSTRUCTION.
- 3) ELEVATIONS SHOWN HEREIN ARE ON NAVD 83 DATUM.



PLAN
SCALE 1"=40'



PROFILE
SCALE 1"=40' H/4'



SCALE: 1" = 40'

GPI Engineering
Civil
Mechanical
Electrical
Environmental
Construction Management

Dimensional Precision, Inc.
14 Silver Road, Suite One
Salmon, NH 03079

PREPARED FOR
K&M DEVELOPERS, LLC
45 LOWELL ROAD
HUDSON, NH

**SPARKLING RIVER
CONDOMINIUM
OFF WEBSTER STREET
HUDSON, NH**



REVISIONS		
NO.	REVISION	DATE
3	ADD WATER LINE TO PROFILE	9/22/21
2	ADD WATER LINE EASEMENT	9/22/21
1	PER TOWN COMMENT	8/13/21

AUGUST 13, 2021

DRAWN/DESIGN BY: JAC CHECKED BY: DRJ

**BRACKETT LANE
UTILITY AS-BUILT**

SCALE: 1" = 40'

PROJECT NO. NEX-2021088

2 OF 2

F:\Projects\NEX-2021088 - Hudson, NH - K&M Developers, LLC\CAD Files\1088888 - Utility As-Built 20210826.dwg Brackett Profile - (2) 7/29/21 3:26pm acamm

“NOTICE OF PRIVATE SEWER ACKNOWLEDGEMENT”

1. The sewer line as described herein:

Project Name: Sparkling River Contractor: Continental Paving Inc

Owner: Sparkling River Condo Association

Street and Station (Location): Brackett Lane station 350 to 1768

Has been inspected and tested and is in compliance with the Town of Hudson requirements for sewer construction (inspection and test report on file with the DPW).

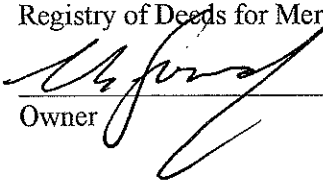
2. There are No Public Sewer Portions within this sewer line. The Town of Hudson neither assumes responsibility for maintenance, operation, repair or replacement of this sewer line or any improvements related thereto nor liability for any damages resulting from the use or condition thereof. The Town of Hudson is to be held harmless for any claims, repairs, maintenance or other issues related to the use and performance of this sewer line or any of the improvements related thereto. Signatures by officers of the Town of Hudson on this Acknowledgment form do not constitute or signify acceptance by the Town of Hudson of this sewer line as public sewer, and no such acceptance shall be inferred.

3. Portions which are Private Sewer are described as: Brackett lane stations 350 to 1768

4. The following sites/lots/units which have “accessibility” are: (list by Tax Map & Lot #'s)

Map 156- Lot 5 Sublot 19-30, 36-41 Access fees for these lots/sites are to be assessed as of _____
_____. (Date)

5. I, Manay Sousa (Owner), state that the above-described sewer(s) has been constructed in accordance with the requirements for sewer construction of the Town of Hudson. I further understand and accept the conditions set forth by the Town of Hudson for Private Sewers and accessibility in the Code of the Town of Hudson, its land use regulations and all approvals it has issued for this development. I further understand and acknowledge the limitations on the liability and responsibility of the Town of Hudson contained in paragraph 2 of this Acknowledgment and agree to be bound by them. This Acknowledgment shall be recorded in the Registry of Deeds for Merrimack County.

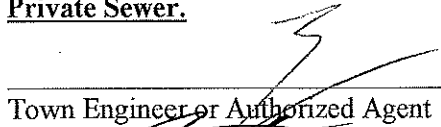


Owner

9/9/2021

Date

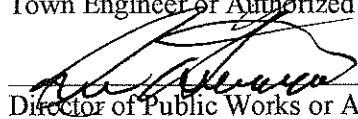
6. In accordance with the above stipulation and description, this sewer is recommended for **Acknowledgement as Private Sewer.**



Town Engineer or Authorized Agent

9/10/21

Date



Director of Public Works or Authorized Agent

9/13/21

Date

7. In accordance with the above stipulations and descriptions, this sewer is hereby recommended for **Acknowledgement as Private Sewer** by the Municipal Utility Committee and is subject to all rules and regulations and fees of the Hudson Sewer Utility.



MUC Chairman

Approved at meeting of:

9-21-21
Date

8. Sewer Approval by Sewer Utility and Town of Hudson

Approved at meeting of:

Board of Selectmen Chairman

Date

cc: Owner Sewer Foreman Town Engineer Building Inspector Planning Board

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Owner: Sparkling River Condo Association

Street and Station (Location): Brackett Lane station 350 to 1768

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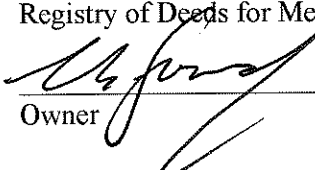
2. There are No Public Sewer Portions within this sewer line. The Town of Hudson neither assumes responsibility for maintenance, operation, repair or replacement of this sewer line or any improvements related thereto nor liability for any damages resulting from the use or condition thereof. The Town of Hudson is to be held harmless for any claims, repairs, maintenance or other issues related to the use and performance of this sewer line or any of the improvements related thereto. Signatures by officers of the Town of Hudson on this Acknowledgment form do not constitute or signify acceptance by the Town of Hudson of this sewer line as public sewer, and no such acceptance shall be inferred.

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4. The following sites/lots/units which have “accessibility” are: (list by Tax Map & Lot #'s)

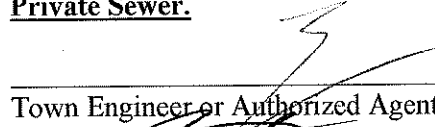
Map 156- Lot 5 Sublot 19-30, 36-41 Access fees for these lots/sites are to be assessed as of _____
_____ (Date)

5. I, Manny Sousa (Owner), state that the above-described sewer(s) has been constructed in accordance with the requirements for sewer construction of the Town of Hudson. I further understand and accept the conditions set forth by the Town of Hudson for Private Sewers and accessibility in the Code of the Town of Hudson, its land use regulations and all approvals it has issued for this development. I further understand and acknowledge the limitations on the liability and responsibility of the Town of Hudson contained in paragraph 2 of this Acknowledgment and agree to be bound by them. This Acknowledgment shall be recorded in the Registry of Deeds for Merrimack County.

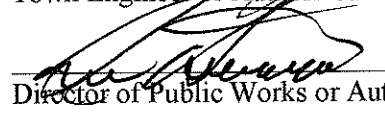

Owner

9/9/2021
Date

6. In accordance with the above stipulation and description, this sewer is recommended for **Acknowledgement as Private Sewer.**



Town Engineer or Authorized Agent

9/10/21
Date


Director of Public Works or Authorized Agent

9/13/21
Date

7. In accordance with the above stipulations and descriptions, this sewer is hereby recommended for **Acknowledgement as Private Sewer** by the Municipal Utility Committee and is subject to all rules and regulations and fees of the Hudson Sewer Utility.



MUC Chairman

Approved at meeting of:

9-21-21

Date

8. Sewer Approval by Sewer Utility and Town of Hudson

Approved at meeting of:

Board of Selectmen Chairman

Date

cc: Owner Sewer Foreman Town Engineer Building Inspector Planning Board

Aspd
9-28-21

RECEIVED
SEP 22 2021
TOWN OF HUDSON
SELECTMEN'S OFFICE



TOWN OF HUDSON


Engineering Department

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-594-1142

8C

INTEROFFICE MEMORANDUM

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer 

DATE: September 22, 2021

RE: Heritage Landing (112-114 Greeley Street) – 8” Water Main Extension.

Mr. Malizia

The Planning Board recently approved a 62 plus community site plan, which will be served by municipality water. The proposed 8 inch water main will be connected connecting to an existing 12 inch main located on Greeley Street. The work includes the following:

1. Installation of 2,200 linear of 8 inch water main within the property.
2. Installation of seven (7) fire hydrants.

The proposed water line extension will provide domestic and fire protection for this development and we can accommodate this request, at this time.

This project will be at no cost to the town and was recommended by the Municipality Utility Committee on September 21, 2021.

My recommendation at this time is to approve this waterline extension.

Motion:

To approve and sign the proposed 8 inch water line extension agreement for Heritage Landing, as recommended by Town Engineer and Municipality Utility Committee.

AGREEMENT

GREELEY STREET WATER SYSTEM EXTENSION

THIS AGREEMENT is made on the 13th day of September, 2021 by and between (*the applicant*) K&M Developers, LLC with an address of 46 Lowell Road, Hudson, NH and the Town of Hudson, a municipal corporation of Hillsborough County, New Hampshire, with offices at 12 School Street, Hudson, New Hampshire 03051 (the "Town").

RECITALS:

- 1.01 (*The applicant*) is the owner of certain real estate situated in Hudson, Hillsborough County, New Hampshire, with an address of 112 & 114 Greeley Street, and shown as Map 140, Lots 2 & 3 on the Town of Hudson Tax Maps (the "Premises").
- 1.02 Presently, the Town's water system extends along Greeley Street to a point approximately _____ feet from the common boundary line between the Premises and Lot _____ to the _____ of the Premises.
- 1.03 K&M Developers LLC desires to extend the Town's water system to the Premises and then further extend the Town's water system through the Premises to station 20+80 as shown on the Utility Plan for the purpose of providing water to Units 1-47 as shown on the Utility Plan.

Agreement to do Work

- 2.01 The parties agree that the recitals set forth above are true, accurate and complete.
- 2.02 (*The applicant*) shall cause the following work to be undertaken and completed the (project) "Work":
 - 2.02.1 The installation of an 8-inch water main from the end of the existing town water main located on Greeley Street to the Premises. Such 8-inch water main shall be located on the Premises within the Proposed Access and Utility Easement as shown on the Utility Easement Plan.

2.02.2 *(The applicant)* shall undertake all necessary work within Greeley Street and on its Premises to install the water main, gate valves, service lines, with gates and fire hydrants. This work shall include, but is not limited to, reclaiming pavement with trenching and installation of the water main and service lines. This work shall also include associated loaming and seeding on or adjacent to the premises. The scope of work and limits of construction shall be approved prior to the commencement of construction by the Town Engineer. All such work shall be undertaken in coordination with the Town of Hudson Town Engineer. All such work shall be approved as to quality and workmanship by the Public Works Department and the Town of Hudson Town Engineer.

Preliminary or Related Matters

3.01 *(The applicant)* shall covey easements to the town of Hudson for the proposed 20' Wide Access and Utility Easement as shown on the Subdivision Plan in form and substance satisfactory to the Town of Hudson, (see attached standard form).

Inspections

4.01 *(The applicant)* shall pay all applicable fees and inspection costs related to the Work.

Certain Fees/Bonding

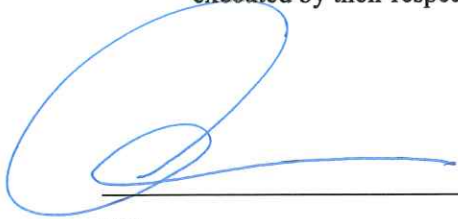
- 5.01 *(The applicant)* shall pay any and all hook-up assessments or extension fees including capital assessment fees to provide municipal water service to the Premises.
- 5.02 Prior to the commencement of Work, *(the applicant)*, the Town (through its Board of Selectmen), and the Town Engineer shall establish mutually acceptable amounts for the bonding of Utility Work.
- 5.03 Prior to the commencement of Work, *(the applicant)* shall provide the Town with a bond, letter of credit or combination thereof to constitute the surety for the Work.

General

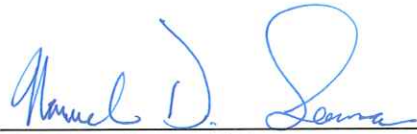
- 6.01 *(The applicant)* has appended hereto a certificate of authority confirming that it has authorized certain duly authorized agents and/or employees of _____ to enter into this Agreement on behalf of _____ and bind _____ hereto.
- 6.02 The Town represents to *(the applicant)* that its Board of Selectmen are duly authorized to approve this Agreement on behalf of the Town and bind the Town hereto.
- 6.03 This Agreement is a complete and accurate statement of the agreement between the parties and any and all prior agreements, representations, understandings, oral or written by and between the parties with respect to the subject matter hereof, are hereby expressly superseded, and this Agreement constitutes the entire agreement of the parties with respect to the subject matter hereto.

6.04 This Agreement shall be governed by and construed in accordance with the law of the State of New Hampshire without regard to its conflict of law rules or principles.

IN WITNESS WHEREOF, the Town and (*the applicant*) have caused this Agreement to be duly executed by their respective representatives the date first set forth above.



Witness

By: 

K&M Developers, LLC

Its: Member

Duly Authorized Owner

Town of Hudson its Board of Selectman

Witness

By: _____

Its: Chairman

Duly Authorized Selectmen

Witness

By: _____

Its: Vice Chairman

Duly Authorized Selectmen

Witness

By: _____

Its: Member

Duly Authorized Selectmen

Witness

By: _____

Its: Member

Duly Authorized Selectmen

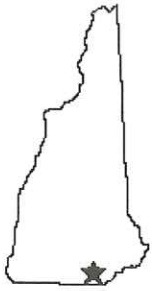
Witness

By: _____

Its: Member

Duly Authorized Selectmen

Agenda
9-28-21



TOWN OF HUDSON

Engineering Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-594-1142

INTEROFFICE MEMORANDUM

RECEIVED

8D

SEP 23 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer

DATE: September 22, 2021

RE: 35 Sagamore Park Road – Sewer Allocation

Mr. Malizia,

The Engineering Department has received a sewer allocation request by a company called UniClean Laundry for the property listed above. Currently, this property has a maximum sewer allocation of 1,200 gallons per day (gpd), and based on our regulations, this property is entitled to up to 2,000 gpd/acre for a total of 7,140 gpd.

The original inquiry for this business was approximately 40,000 gpd. The applicant has resubmitted a request for 22,690 gpd after further evaluation on their end. I have attached their request letter for additional information related to this case. In addition, the applicant has committed to donating 70,000 dollars towards the Town's ongoing Infiltration and Inflow, in line with our Sewer Ordinance 270, Section 17, Paragraph G.

Our current sewer allocation balance is 158,900 gallons per day and this request could be granted. This request is recommended by the Town Engineer and Municipality Utility Committee.

First Motion:

To approve the sewer allocation request, not to exceed 22,690 gallons per day for the amount of \$79,883.90.

Second Motion:

To hold a public hearing on October 13, 2021, to accept \$70,000 for Infiltration & Inflow program related projects and equipment.



Corporate Office
Tel: (714) 667-2300
Fax: (714) 667-2310
One City Boulevard West, Suite 1800
Orange, California 92868
www.eecenvironmental.com

September 13, 2021

Mr. Elvis Dhima, PE
Town Engineer
Town of Hudson
12 School Street
Hudson, NH 03051

Subject: Sewer Allocation Request for Proposed UniFirst Development at 35 Sagamore Park Road, Hudson, NH 03051

Dear Mr. Dhima,

On behalf of UniFirst Corporation (UniFirst), EEC Environmental (EEC) submits this request letter for consideration of an increased sewer allocation to accommodate the proposed redevelopment of the existing facility at 35 Sagamore Park Road, Hudson, NH 03051 (Site) into a UniClean laundry (UniClean is a division of UniFirst).

Sewer Allocation Request

UniFirst has entered a Purchase and Sale Agreement for the Site, effective August 26, 2021. As a component of due diligence research for the purchase of the Site, UniFirst desires to obtain approval of an increased sewer allocation for the Site.

Through previous communications with you, we understand that the Site is currently approved for 1,200 gpd sewer demand, of which only 60 gpd of allocation has been paid to date. The Site is located in an industrial zone and is entitled to 7,140 gpd sewer allocation (3.57 acres X 2,000 gpd/acre).

We understand that sewer allocation above and beyond the entitled 7,140 gpd allocation requires Hudson Municipal Utility Committee (MUC) and Board of Selectmen (BOS) approval.

UniFirst hereby requests your consideration of the approval of a total sewer allocation for the Site of 22,690 gpd. This represents an additional allocation of 15,550 gpd above and beyond the entitled 7,140 gpd sewer allocation.

Operational Details

UniClean is a division of UniFirst that provides specialized laundering services of work clothing of employees manufacturing sensitive medical, electronic, and pharmaceutical products in cleanroom environments. No industrial uniforms are to be cleaned at this location.

Anticipated operations will require one 10-hour shift per day, Monday through Saturday, with a total on-site staff of 70 people.



Proposed maximum daily water consumption at full buildout is anticipated to be 25,056 gpd (23,656 process, 1,400 sanitary). Water consumption estimates allow for the proposed facility to maintain the current throughput of the existing UniClean Nashua location (operations to be relocated to Site), while accounting for a 30% business growth factor.

Proposed maximum daily sewer demand generated by the above maximum daily water consumption is anticipated to be 22,690 gpd (21,290 process, 1,400 sanitary).

Proposed maximum daily sewer discharges are summarized below:

	Proposed Sewer Discharge (gpd)	Description
Process	21,290	23,656 gpd [water usage] (-) 10% evap loss = 19,220 gpd [sewer discharge]
Sanitary	1,400	70 employees (X) 20 gpd/employee = 1,400 gpd [sewer discharge]
Total	22,690	

Proposed maximum discharge rate from the facility is anticipated to be 45 gpm.

Conclusion

UniFirst believes that the relocation of its UniClean operation from Nashua to Hudson will be mutually beneficial for UniFirst, the Town of Hudson, and its citizens. The relocation will allow UniClean to drive business growth in the area, employ additional workers, and continue to provide high-quality services to local businesses as an integral partner in their business operations.

We thank you, the MUC, and the BOS for your consideration of this request. We look forward to receiving your response, and hope for a positive approval that may allow UniClean to grow within the Town of Hudson for years to come.

If you have any questions regarding this request, or if you require additional information, please call me at (949) 309-7635 or email me at wshaffer@eecenvironmental.com.

Sincerely,
EEC Environmental



Will Shaffer
Project Engineer II

UniClean

Cleanroom Services

ISO 9001:2015 Company

8 Industrial Park Drive
Nashua, NH 03062

Telephone: (603) 886-1200

www.uniclean.com

September 18, 2021

Mr. Elvis Dhima, PE
Town Engineer
Town of Hudson
12 School Street
Hudson, NH 03051

Subject: Letter of Commitment to Inflow and Infiltration Program Funding for Sewer Allocation of Proposed UniClean Development at 35 Sagamore Park Road, Hudson, NH 03051

Dear Mr. Dhima,

UniClean (a division of UniFirst) has come to understand through our previous request (dated September 13, 2021) and subsequent correspondences that the remaining sewer allocation available to the Town of Hudson is limited. Our request to allocate 22,690 gpd of the remaining allocation to the proposed UniClean development at 35 Sagamore Park Road represents a considerable portion of the remaining sewer allocation.

We appreciate your willingness to explain the Town's unique limitations. Through the course of our discussions, we have also come to understand that the Town's Code allows for customers to contribute to Inflow & Infiltration (I&I) reduction projects in order to free up additional sewer allocation by reducing I&I into the Town's sewer collection system.

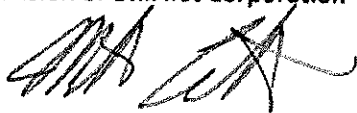
In good faith, UniClean hereby commits to contribute \$70,000 to the Town of Hudson I&I program to fund future I&I reduction projects. We hope that this commitment will reduce the overall impact of our allocation request and aide in the Municipal Utility Committee's (MUC) and Board of Selectmen's (BOS) decision to approve the requested sewer allocation.

We thank you, the MUC, and the BOS for your consideration of our request. UniClean looks forward to bringing our state-of-the-art facility to the Town of Hudson. We are eager to grow in Hudson as a result of our focus on customer service to local businesses and our commitment to team member retention.

This commitment is contingent upon the final sale and transfer of deed of the subject property.

Sincerely,

UniClean,
A Division of UniFirst Corporation



Matthew Croatti
Senior Vice President, Engineering

UniClean, a Division of UniFirst Corporation

Hudson, New Hampshire

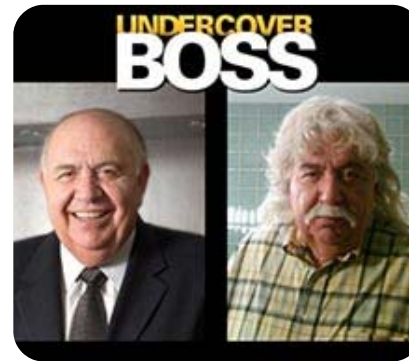


Customer Focus, Commitment to Quality, Respect for Others, Innovation

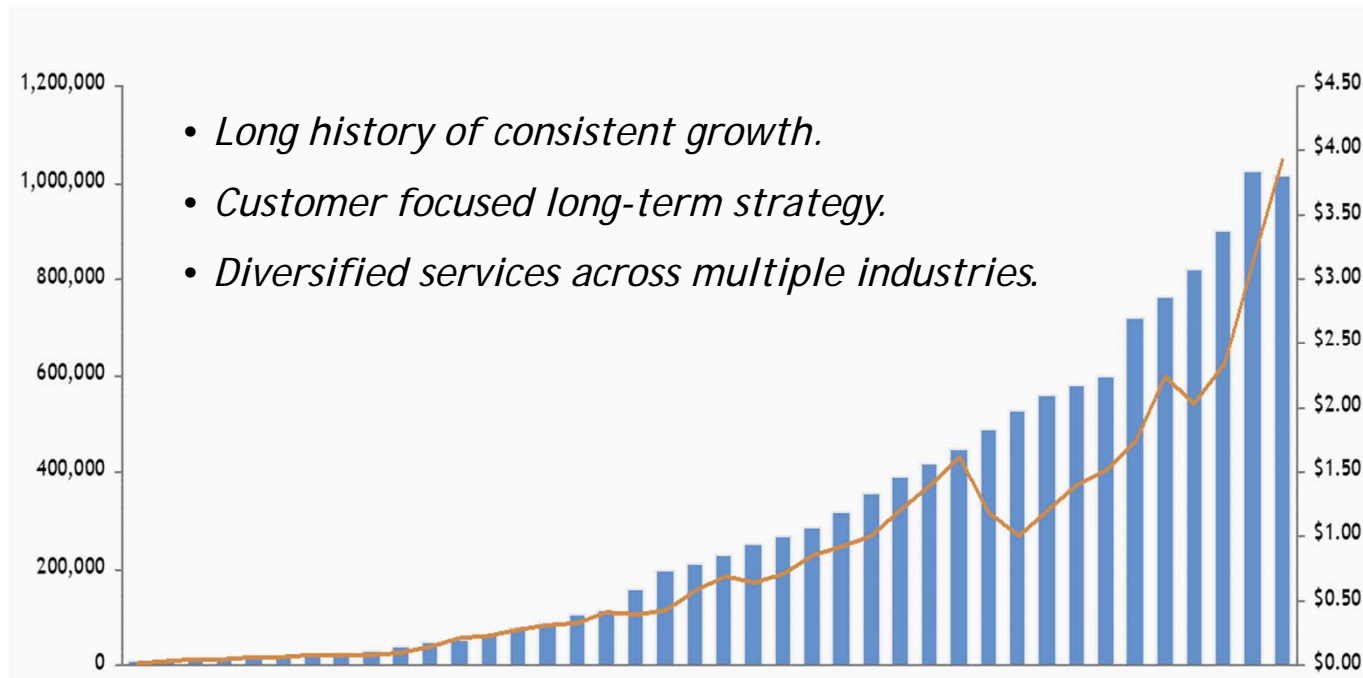


Company History 80+ Years

- ▶ UniFirst began in 1936 in Boston, Massachusetts and is comprised of 4 Divisions: UniFirst, UniClean, UniTech, and Greenguard
- ▶ Second largest Uniform services provider by revenues in the nation
- ▶ Closely Held, \$1.8 Billion/Year Co. traded on the NYSE
- ▶ 4 Manufacturing Facilities, 3 Distribution Centers
- ▶ Financially Sound Company with top D&B 5A1 Rating



Financial Profile



UniClean Started in NH - 1977



LEADER in Quality and Total Cost of Ownership - For Long Term Partnership



Location Overview

UniClean Cleanroom Facilities: ★

- Nashua, NH
- Maplewood, NJ
- Clearwater, FL
- Indianapolis, IN
- Rocky Mount, NC
- Portland, OR
- Milpitas, CA
- Minneapolis, MN
- Norwalk, CA (Distribution)
- Waco, TX (Distribution)

UniFirst:

- 230+ locations for local services
- Servicing 225,000+ customer locations.



UniClean Overview



Above: Operations that will be built in Hudson. Cleanroom kept at 68°F and Filtered for particles at 0.3 Microns 24/7

- ▶ Operating eight ISO registered facilities servicing the United States, Canada and Mexico
- ▶ Servicing the cleanroom industry for over 44 years with a base of more than 3,800 customers
- ▶ A division of UniFirst Corporation, with a strong financial profile
- ▶ UniClean prides itself in growing Organically through the Customers for Life Program and is the only cleanroom company to do so within the industry



Investment - Hudson

▶ Building Purchase:	\$3,500,000
▶ Building Construction and Improvements:	\$2,000,000
▶ Cleanroom Installation:	\$2,000,000
▶ <u>Equipment Purchase:</u>	<u>\$1,000,000</u>
▶ Total Investment:	\$8,500,000



Employment - New Hampshire

- ▶ Average Annual Income: \$58k
- ▶ Average Tenure: 14 years
- ▶ Current Staffing: 60 at location, 46 remote
- ▶ Future Staffing: 90 at location, 62 remote (Next 3-18 mths)
- ▶ Team Members: Majority live in Hudson and Nashua
- ▶ Employment Overview: Full Time, Profit Sharing, Health, Dental and 401K
- ▶ Future Expansion: Potential UniClean Corporate headquarters in Hudson.



Focus is Customer and
Team Member Retention;
The Growth will Follow...

Local & Regional Customers

INTEGRA
BIOSCIENCES

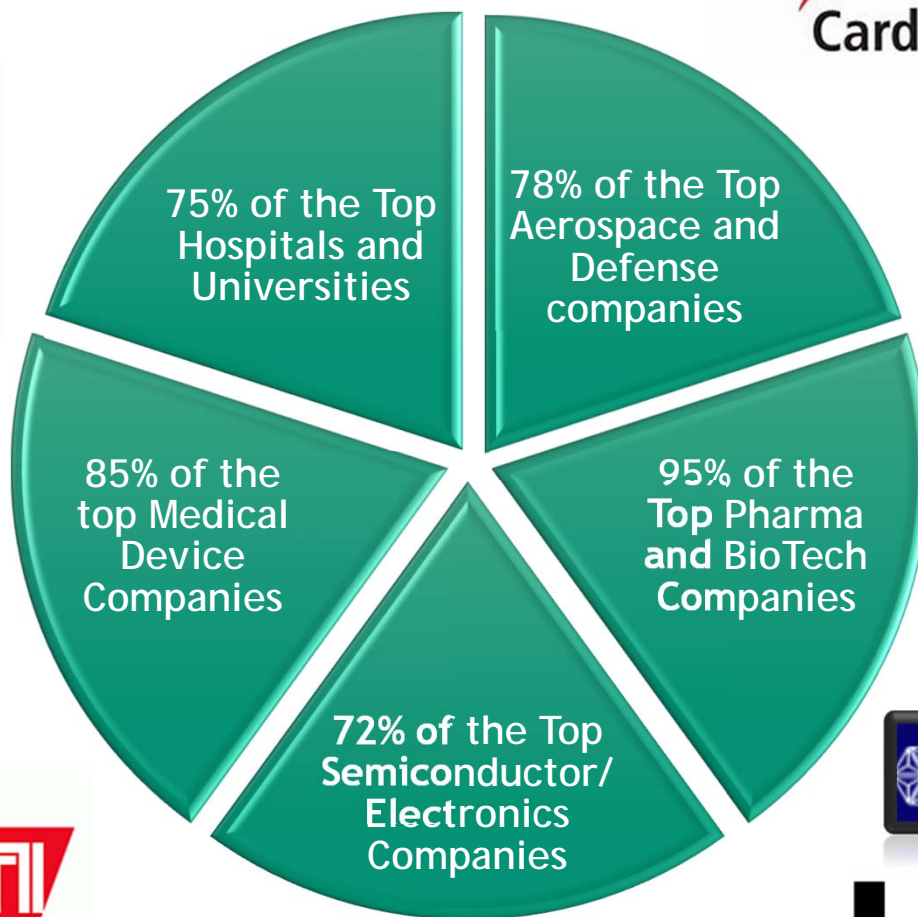
moderna

MASIMO
semiconductor

CLEAR ALIGN
electro-optic systems & subsystems

MERCURY
SYSTEMS

VTI
Vascular Technology



CardinalHealth

ANALOG DEVICES



Bristol-Myers Squibb Company

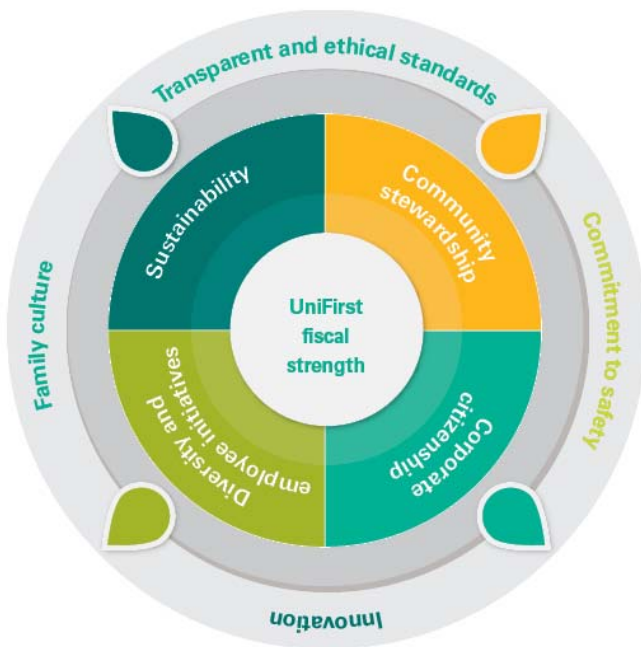
Lonza

Social Responsibility



- ▶ Ranked #4 on Barron's 2020 "100 Most Sustainable U.S. Companies" list
- ▶ Annually receives local enviro-awards nationwide
- ▶ One of the first in industry to re-engineer operations
 - ▶ 33% reduction in water use
 - ▶ 27% in energy use
 - ▶ 24% reduction in CO2
 - ▶ All cleaning detergents are "enviro-friendly"
- ▶ EnergyCAP energy management software
 - ▶ Manages and reports on energy use at all Locations
 - ▶ Identifies inefficient facilities and building problems
- ▶ Water reuse and recycling
 - ▶ Piloting recycled and reused water use in laundering systems
 - ▶ Waste-to-energy partnerships
- ▶ Safe disposal of solid waste that generates clean, renewable electricity
- ▶ Route planning and optimization software
 - ▶ Saved roughly 1.7M gallons of fuel annually
 - ▶ Testing of electric and hybrid delivery vehicles

Social Responsibility



Citizenship Examples

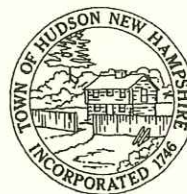
- ▶ UniFirst contributes to over 200 different philanthropic organizations annually
- ▶ Donated 250,000 face masks, hand sanitizers and soaps, and a range of other safety supplies to businesses and non-profits across North America during COVID-19 pandemic
 - ▶ Contributed to COVID-19 research and vaccine development
- ▶ Encourages and participates with Team Partners' own philanthropic efforts
- ▶ Team Partner paid days off for volunteering

Employee Initiative Examples

- ▶ Leadership 500 Excellence Award for outstanding achievements and innovation in leadership development and training programs
- ▶ Educational assistance
 - ▶ Employee tuition reimbursement, well over \$1 million past 10 years
 - ▶ Scholarship for employees' children, \$300,000-plus in recent years
 - ▶ Employee scholarships in IT, sales leadership, and business
 - ▶ Ongoing investments in staff training, estimated \$13 million annual spend



TOWN OF HUDSON
Finance Department



Agenda
9-28-21

8E

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

To: Board of Selectmen
Steve Malizia, Town Administrator

From: Lisa Labrie, Finance Director *LL*

Date: September 20, 2021

Re: Fiscal Year 2023 BOS Schedule

Please accept this memo as a request to be placed on the Board of Selectmen's next agenda.

I have prepared a draft of the FY23 Board of Selectmen Budget Schedule for review and approval. This schedule was based primarily on the format from last year.

Town of Hudson, NH
Fiscal Year 2023 (July 1, 2022 to June 30, 2023)
DRAFT BOS Budget Schedule

Tuesday	8/24			Budget Parameters Set by Selectmen
Friday	9/17			Budget Screens Available
Friday	10/1			Budget Packages Due to Finance
Friday	10/8			Budget Books to Selectmen
Thursday	10/14	7:00pm	BOS	Selectmen's Budget Review
				5710-5770 Fire Chief Rob Buxton
				5515, 5551-5556 Dept. of Public Works Jess Forrence
				5970 Solidwaste Jess Forrence
				5041 Moderator Paul Inderbitzen
				5330x 5X77's IT Lisa Nute
Tuesday	10/19	7:00pm	BOS	Selectmen's Budget Review
				5020 Trustees of Trust Fund Steve Malizia for Len Lathrop
				5025 Cemetery Trustees Steve Malizia for Dave Alukonis
				5030 Town Clerk/Tax Collector Roger Ordway
				5042 Supv of Checklist Steve Malizia for Sandra Levasseur
				5050 Treasurer Steve Malizia for Rachael Burnell
				5055 Sustainability Committee Steve Malizia for Deb Putnam
				5063 Benson Committee Steve Malizia for Dick Empey
				5070 Budget Committee Steve Malizia for Rich Weissgarber
				5080 Ethics Committee Steve Malizia for Kimberly Rice
				5571-5572 Planning & Planning Board Brian Groth
				5585 Engineering Elvis Dhima
				5581, 5583 Zoning & ZBA Bruce Buttrick
				5561, 5562, 5564 Sewer Fund Elvis Dhima/David Shaw
				5591-5594 Water Fund Elvis Dhima/David Shaw
				5586 Conservation Comm Bill Collins
				5060 Library Donna Boucher
				5110 - 5120 BOS/Town Bldgs Steve Malizia
				5151 Town Poor Steve Malizia
				5200 Legal Steve Malizia
				5310 & 5320 Finance Lisa Labrie
				5910 Insurance Steve Malizia
				5920 Community Grants Steve Malizia
				5930 Patriotic Purposes Steve Malizia
				5940 Other Expenses Steve Malizia
				5960 Hydrant Rental Steve Malizia
Thursday	10/21	7:00pm	BOS	Selectmen's Budget Review
				5410 Assessing Jim Michaud
				5610-5673 Police Chief Bill Avery
				5810-5839 Recreation Chrissy Peterson
Tuesday	10/26	7:00pm	BOS	Selectmen's Budget Review (if necessary)
Friday	10/29			Budget Books Prepared
Friday	10/29	7:00pm	CD	Books to Budget Comm
Saturday	2/12	9:00am	HCC	Deliberative Session

Thurs 10/7



TOWN OF HUDSON
Finance Department



8F

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

To: Board of Selectmen
Steve Malizia, Town Administrator

From: Lisa Labrie, Finance Director

Date: September 23, 2021

Subject: **Contract for Solid Waste & Recycling Collection and Disposal**

Please accept this recommendation to be placed on the Board of Selectmen's next agenda.

Recommendation:

I agree with Jess Forrence to accept the lowest bid and award the 5 year FY2023 – FY2027 contract for Waste and Recycling to Pinard Waste of Hooksett, NH. Cost of the 1st year would be \$2,081,413.40.

Information:

A mandatory pre-bid meeting was held on August 17th, 2021 and was attended by 5 firms. With Pinard being our current contractor, there is a built in savings with the trucks, carts and labor already being in place. That is one large part of the difference in cost between Pinard and the other bidders.

Motion: To Award the 5 year FY2023 – FY2027 contract to the lowest bidder, Pinard Waste of Hooksett, NH. First year of the contract to cost \$2,081,413.40 as recommended by the Public Works Director and Finance Director.

Cc: Jess Forrence, Public Works Director



TOWN OF HUDSON

Public Works

RECEIVED

SEP 23 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE



2 Constitution Drive Hudson, New Hampshire 03051 603/886-6018 Fax 603/594-1143

To: Lisa Labrie, Finance Director

From: Jess Forrence Director of Public Works

Date: September 20, 2021

Re: Contract for Solid Waste and Recycling Collection and Disposal

Our current Solid Waste and Recycling Contract is set to expire on June 30, 2022. With that in mind I prepared a detailed bid specification to continue the automated solid waste and recycling contract. This system will continue the automated collection of solid waste in a single 64 gallon totter weekly. All recycling will continue to be single stream, using a 96 gallon totter collected every other week.

The bids were advertised in the Union Leader, Nashua Telegraph, Lowell Sun, New Hampshire Municipal Association web page and the Town of Hudson's web site. The Town Clerk received four (4) sealed bids that were opened on September 15, 2011 at 11:00 AM. The Clerks bid sheet is attached for your review.

Some of the line items were a lump sum, while others were priced per item and by the ton. To assign a total annual value to each bid, I used our current FY 2020 (July 1, 2020 - June 30, 2021) tonnage numbers. The numbers used were 7,396.6 tons for curbside solid waste collection, 2,300.96 tons for recyclables and 1,028.47 tons for the Transfer Station disposal.

With this formula, a value of the bids for the next five years was calculated. The proposals contained a base fixed value for collection of solid waste and recyclables, and disposal of solid waste with annual increases; these annual increases were incorporated into each proposal calculation.

Recycling disposal is based on a market rate formula, each vendor provided a current rate per ton which was used to calculate an annual cost based of FY 2020 tonnage. As this is a variable cost, this number was carried though years 2-5. Below I listed the values I assigned from low bid to high bid.

- | | |
|----------------------|-----------------|
| 1. Pinard Waste | \$11,116,463.83 |
| 2. Casella Waste | \$14,152,091.23 |
| 3. Waste Management | \$14,614,431.60 |
| 4. Republic Services | \$15,505,884.70 |

Based on value, and past history with these vendors, it is my recommendation that the Board of Selectmen accepts the low bid and award the 5 year 2022 thru 2027 contract to Pinard Waste of Hooksett NH.

It is important to note that Pinard Waste has serviced the town's disposal needs since 2007. I am pleased with all aspects of their performance, they have done an excellent job servicing the Town of Hudson

Please contact me with any questions you may have on this matter. I will be present at the Board of Selectmen meeting to answer any questions as well.

Office of Town Clerk/Tax Collector

DPW FY2022-FY2027 Trash/Recycling Contract

Wednesday September 15, 2021 @ 11am

Name and Address	Date Received	Amount
Waste Management: 26 Liberty Dr. Londonderry NH 03053	9/13/2021	Trash: \$1,800,900 Recycle Every Other \$628,704 Recycle Weekly: NO BID Dumpster: \$153,600
Pinard Waste Systems Inc PO Box 5048 Manchester, NH 03108	9/14/2021	Trash: \$671,000 Recycle Every Other: \$450,000 Recycle Weekly: \$671,000 Dumpster: \$117,000
Republic Services 385 Dunstable Rd. Tyngsboro, MA	9/14/2021	Trash: \$1,403,672 Recycle Every Other: \$388,692 Recycle Weekly: NO BID Dumpster: \$141,071
Casella 53 Pelham Rd. Salem NH 03079	9/15/2021	Trash: \$843,000 Recycle Every Other: \$536,000 Recycle Weekly: NO BID Dumpster: \$182,000
Respectfully Submitted: Roger Ordway		
CC: Selectmen's Office		
Finance		
DPW		

Total Cost to Town	Pinard Waste Systems	Cassella Waste	Waste Management	Republic Services
July 1, 2022 to June 30,2023	\$ 2,081,413.40	\$ 2,576,697.09	\$ 2,677,826.79	\$ 2,939,004.45
July 1, 2023 to June 30,2024	\$ 2,149,953.18	\$ 2,697,371.59	\$ 2,770,571.42	\$ 3,051,118.10
July 1, 2024 to June 30,2025	\$ 2,220,851.16	\$ 2,824,079.82	\$ 2,908,309.29	\$ 3,110,050.94
July 1, 2025 to June 30,2026	\$ 2,294,190.15	\$ 2,957,123.45	\$ 3,052,934.05	\$ 3,171,165.89
July 1, 2026 to June 30,2027	\$ 2,370,055.95	\$ 3,096,819.27	\$ 3,204,790.05	\$ 3,234,545.32
Total Contract value	\$ 11,116,463.83	\$ 14,152,091.23	\$ 14,614,431.60	\$ 15,505,884.70

Annual Cost to collect & Dispose of MSW and Recycling

	Annual Cost	Annual Cost per Home	Cost per week per home
July 1, 2021 to June 30,2022 (Current Contract)	\$ 1,656,403.33	\$ 187.16	\$ 3.60
July 1, 2022 to June 30,2023	\$ 2,081,413.40	\$ 235.19	\$ 4.52
			\$ 0.92 Increase per week

First Year Increase \$ 425,010.07
 First Year Increase percent 26%

Cost per home is based on 8850 Homes

Fuel Cost Adjustment

	Pinard Waste Systems	Cassella Waste	Waste Management	Republic Services
Gallons	2,383	4,250	3,190	3,140
Base Price	\$ 3.80	\$ 3.80	\$ 3.80	\$ 3.80
Budget value	\$ 9,055.40	\$ 16,150.00	\$ 12,122.00	\$ 11,932.00
*Current 6 month Average	\$ 3.22	\$ 3.22	\$ 3.22	\$ 3.22
Current Value	\$ 7,673.26	\$ 13,687.13	\$ 10,273.40	\$ 10,112.37
Net Credit-(charge) to Town	\$ 1,382.14	\$ 2,462.88	\$ 1,848.61	\$ 1,819.63

* Average price is based of US Department of Energy monthly posted prices for the New England Region
https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r10_m.htm

Solid Waste Collection & Disposal Bid Results

**SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL
Bid Results**

Item	Description	Unit	Pinard Waste Systems	Cassella Waste	Waste Management	Republic Services
1	Solid Waste Collection - Curbside	Annual - Lump Sum	\$ 671,000.00	\$ 843,000.00	\$ 1,008,900.00	\$ 1,403,672.00
1A	Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%	5%	Year two 1% Years 3-5 5%	4%
2	Solid Waste Disposal	Per Ton	\$ 86.50	\$ 87.00	\$ 95.00	\$ 105.00
2A	Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	4%	5%	5%	3.5%
3	Recycling Collection - Every other week collection option	Annual - Lump Sum	\$ 450,000.00	\$ 536,000.00	\$ 628,704.00	\$ 388,692.00
3A	Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%	5%	5%	4%
4	Recycling Disposal - Every other week collection option	Per Ton	\$ 15.48* Subject to enclosed formula	\$ 70.93* Subject to enclosed formula	\$.95 credit* Subject to enclosed formula	\$ 9.38* Subject to enclosed formula
4A	Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	Subject to formula Attachment	5%	5%	Subject to formula Attachment
5	Recycling Collection - Weekly collection option	Annual - Lump Sum	\$ 671,000.00	No Bid	No Bid	No Bid
5A	Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%	No Bid	No Bid	No Bid
6	Recycling Disposal - Weekly option	Per Ton	\$ 15.48* Subject to enclosed formula	No Bid	No Bid	No Bid
6A	Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	Subject to formula Attachment	No Bid	No Bid	No Bid
7	Dumpster Collection/Disposal	Annual - Lump Sum	\$ 117,000.00	\$ 182,000.00	\$ 153,600.00	\$ 141,071.00
	Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%	5%	5%	4%

Solid Waste Collection & Disposal Bid Results

Item	Description	Unit	Pinard Waste Systems	Cassella Waste	Waste Management	Republic Services
8	Clean-Up Period Containers - Hauling Fee	Haul Fee per Container	\$ 200.00	\$ 325.00	\$ 275.00	\$ 255.00
	Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%	5%	5%	4%
9	Clean-Up Period Disposal Fee	Per Ton	\$ 112.00	\$ 140.00	\$ 110.00	\$ 135.00
	Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	4%	5%	5%	4%
10	Fuel Cost Adjustment, Sec H - Fixed monthly gallons- Every other week Recycling option	Fixed Monthly Gallons	2,383	4,250	3,190	3,140
11	Fuel Cost Adjustment, Sec H - Fixed monthly gallons-Weekly Recycling option	Fixed Monthly Gallons	3,033	No Bid	No Bid	No Bid
12	Bulky Items- Non Metal	Per Item	\$ 40.00	\$ 35.00	\$ 35.00	\$ 39.00
13	White Goods -CFC/HCFC	Per Item	\$ 40.00	\$ 40.00	\$ 35.00	\$ 39.00
14	White Goods – Non CFC/HCFC	Per Item	\$ 40.00	\$ 25.00	\$ 25.00	\$ 39.00
15	CRT'S & Televisions	Per Item	\$ 40.00	\$ 40.00	\$ 55.00	\$ 42.00
	Annual Price Adjustment, See-Sec I Items 12 through 15	Fixed Rate or Formula	10%	5%	5%	4%
16	CURBSIDE COLLECTION OF LEAF AND YARD WASTE, See-Sec G	Per Day	\$ 12,800.00	included in MSW Collection	\$ 18,000.00	\$ 17,500.00
17	Yellow top subscription service as outlined in exhibit 1 section A	Annual fee per unit (*\$85 per unit is credited back to town)	\$ 201.00	No Bid	\$ 275.00	No Bid

Solid Waste Collection & Disposal Bid Results

Item	Description	Unit	Pinard Waste Systems	Cassella Waste	Waste Management	Republic Services
18	Additional Recycling Cart Sales Program as outlined in Exhibit 1 Section B	One time fee per unit (64 Gallon Cart)	No Bid	No Bid	\$ 120.00	No Bid
19	Additional Recycling Cart Sales Program as outlined in Exhibit 1 Section B	One time fee per unit (96 Gallon Cart)	No Bid	No Bid	\$ 120.00	No Bid

Fixed annual Cost to Town (items 1-11 and item 16)		\$	1,250,800.00	\$	1,561,000.00	\$	1,809,204.00	\$	1,950,935.00
Estimated Solid Waste Disposal Costs based on Previous years tonnage	7396.6	\$	639,805.90	\$	643,504.20	\$	702,677.00	\$	776,643.00
Estimated Recycling Disposal Costs based on Previous years tonnage	2300.96	\$	35,618.86	\$	163,207.09	\$	(2,185.91)	\$	21,583.00
Estimated Transfer Station-Clean-up Disposal Costs based on Previous years tonnage	1028.47	\$	115,188.64	\$	143,985.80	\$	113,131.70	\$	138,843.45
Estimated Transfer Station-Clean-up Disposal Costs based on Previous years hauls	200	\$	40,000.00	\$	65,000.00	\$	55,000.00	\$	51,000.00
Total Proposed Cost to town		\$	2,081,413.40	\$	2,576,697.09	\$	2,677,826.79	\$	2,939,004.45



PINARD WASTE SYSTEMS

commercial • industrial • residential • institutional • municipal



*Solid Waste Collection & Transportation
Proposal for Hudson, NH*



PO Box 5048
Manchester, NH 03108
ph: (603) 623-7933
NH: (800) 675-7933
fax: (603) 623-7960
www.PinardWaste.com

PINARD WASTE SYSTEMS

commercial • industrial • residential • institutional • municipal

September 14, 2021
Town of Hudson New Hampshire
12 School Street
Hudson, New Hampshire 03051

Solid Waste Collection & Transportation Proposal for Hudson, NH

Dear Town Officials,

Thank you for furnishing our firm with the opportunity to respond to your invitation to bid on Solid Waste Handling Services within the Town of Hudson. We have serviced the Town for the past fourteen years and are hoping to continue the relationship far into the future.

We have carefully reviewed your Request and are completely familiar with all aspects of the RFP, as well as the tasks involved, and are capable and willing to fulfill your needs in the manner described.

We have enclosed several municipal references along with this response, and hope our present and past services to the Town will be considered as well.

I am available at anytime to answer questions and would welcome the opportunity to meet with designated Hudson officials in order to further discuss our proposal and better acquaint you with our company.

Respectfully yours,

Anthony Belanger
Vice President - Sales
Pinard Waste Systems, Inc.



QUALIFICATIONS

Pinard Waste Systems, Inc. originated in 1963 as a one-truck operation serving Manchester's Mill Yard District, and today is deemed the largest independently owned carrier in the State of New Hampshire.



- Pinard Waste Systems, Inc employs high caliber individuals, the majority of which have amassed a wealth of industry experience. Numerous members of our staff are certified by the State of New Hampshire Department of Environmental Services in the operations involved in the collection and disposal of solid waste.
- Our Drivers are courteous and productive, and are trained to conduct all operations in a safe and prudent manner.
- Pinard operates a fleet of late-model, radio-dispatched trucks throughout Central and Southeastern New Hampshire.
- Additionally, Pinard maintains an excess capacity of personnel and equipment in order to continuously fulfill our service commitments throughout periods of inclement weather, equipment failures, illness, etc.
- Our gross receipts are in excess of twenty four million dollars annually.
- Pinard Waste Systems, Inc is an active member of the New Hampshire Motor Transport Association, as well as the New Hampshire Resource Recovery Association. Memberships in these organizations assist us in keeping abreast of technological and regulatory changes within an industry experiencing constant changes.
- Pinard Waste Systems maintains an excellent credit rating, and an outstanding relationship with our financial institution.
- In the event Pinard Waste Systems is awarded the contract with the Town of Hudson, our insurance carrier is prepared to provide performance guarantees, if required by town officials.





REFERENCES

Pinard Waste Systems, Inc. currently provides curbside collection services for eight New Hampshire municipalities. The relationships we have developed with these communities are strong, and Officials and residents alike have been pleased with the level of service they have experienced.



The following is a list of municipal officials with whom Pinard works closely. Please feel free to contact any of the references listed below.



Town of Tilton
Jeanie Forrester
Town Manager
(603) 286-4521
January 2017 to present



Town of Hudson
Jess Forrence
Road Agent
(603) 886-6018
July 2007 to present



Town of Bow
David Stack
Town Manager
(603) 228-1187, ext. 112
July 2009 to present



City of Manchester
Kevin Sheppard
Public Works Director
(603) 624-6444
March 2006 to present



City of Dover
Michael Moore
Solid Waste Coordinator
(603) 516-6073
July 2005 to 2020



Town of Hampstead
Tina Harrington
Selectman's Clerk
(603) 329-4100
January 2019 to present



Disposal Site Certifications- Hudson Materials

Solid Waste



WASTE INNOVATIONS

90 Arbovitum Drive, Suite 300, Portsmouth, NH 03801
www.win-waste.com

Mr. Tony Belanger
Pinard Waste Systems
32 W River Rd
Hooksett, NH 03106

Dear Mr. Belanger,

Please be advised the Wheelabrator Concord facility has the capacity to accept volumes you deliver from the Hudson Residential collection contract for a period of five years from the start date.

Please let me know if you need any additional assistance.

Sincerely,


Bruce Santos
Corporate Vice President
WIN-Waste Innovations

Recyclables

Good Afternoon Mr. Belanger,

Please see the revenue share calculation that utilizes today's commodity pricing and fees for the town of Hudson, NH into the Waste Management Billerica MRF. The rate is determined by the blended value of the single stream commodities, less the fee to process the material at the MRF. The Billerica facility has the capacity to manage the approximate 2,400 tons/year of single stream material during the period of July, 2022 through June of 2027.

Please note that the charge below is contingent upon signing a Recycling Service Agreement with Waste Management for the contract dates above.

Revenue Share Calculation - Single Stream				
Commodity	Index *	Current Composition %	Market Value/Ton	Values
OCC (Cardboard)	PPI OCC #11	21.35%	\$ 175.00	\$ 37.37
Mixed Paper (All other paper)	PPI Mixed Paper #54	35.16%	\$ 100.00	\$ 35.16
Aluminum Beverage Cans	SMP for Aluminum Cans (Loose, cents/lb. dropped off at RC)	1.04%	\$ 1,300.00	\$ 13.52
Steel/Tin Cans	SMP for Steel Cans (Sorted, baled, \$/ton picked up)	2.98%	\$ 290.00	\$ 8.63
PET (Plastic #1)	SMP for PET (baled, cents/lb. picked up)	4.03%	\$ 570.00	\$ 22.96
Natural HDPE (Plastic #2)	SMP for Natural HDPE (baled, cents/lb. picked up)	0.36%	\$ 2,260.00	\$ 8.14
Colored HDPE (Plastic #2)	SMP for Colored HDPE (baled, cents/lb. picked up)	1.64%	\$ 1,260.00	\$ 20.62
Tubs and Lids (Plastic #5)	SMP for Plastics PP Post Consumer (baled, cents/lb. picked up)	0.48%	\$ 900.00	\$ 4.33
Glass	Actual	22.97%	\$ (64.50)	\$ (14.82)
Residue	Residue Fee	10.00%	\$ (95.00)	\$ (9.50)
	Total/Blended Value	100.00%		\$ 126.39
	MRF Processing Fee	\$ 135.00		\$ (8.61)
	50% share above Fees			\$ (6.87)
		Plus F&E (varies monthly)		\$ (6.87)
		Total charge		\$ (15.48)

Please let me know if you have any questions.

Thanks,

Fred Confalone
Sr. Manager Business Development
New England/Upstate New York Market Area
fconfalone@wm.com

Waste Management
26 Patriot Place, Suite 300
Foxboro, MA 02035
Cell (508) 728-3905



We recycle enough material in one year to fill the Empire State Building 27 times

Clean Up Materials - C&D - Bulky



Tony Belanger (Pinard Waste)

Hi Tony,

Due to the increase of fuel, end market disposal, and trucking rates, we have implemented a price increase to our material.

Looking forward to working with Pinard Waste and the Town of Hudson as we have in the past.

Please see the attached material pricing for five years (2022-2027).

David Devito

A handwritten signature in black ink, appearing to read "David Devito".

Regional Operations Manger



Recyclables Disposal Fee Formula - Attachment B

Attachment - B

Recyclables Disposal Fee Formula - Each month the disposal fee or rebate will be determined using the following formula. The example listed, represents the rate for August 2021. The processing facility will publish the rate on or about the 15th of each month and the publication will be included with your monthly invoice.

Revenue Share Calculation - Single Stream				
Commodity	Index *	Current Composition %	Market Value/Ton	Values
OCC (Cardboard)	PPI OCC #11	21.35%	\$ 175.00	\$ 37.37
Mixed Paper (All other paper)	PPI Mixed Paper #54	35.16%	\$ 100.00	\$ 35.16
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Glass	Actual	22.97%	\$ (64.50)	\$ (14.82)
Residue	Residue Fee	10.00%	\$ (95.00)	\$ (9.50)
Total/Blended Value		100.00%		\$ 126.39
MRF Processing Fee		\$ 135.00		
50% share above Fees				\$ (8.61)
August 2021			Plus F&E (varies monthly)	\$ (6.87)
Total charge				\$ (15.48)

CONTRACTOR INFORMATION STATEMENT

1. CONTRACT TITLE OR DESCRIPTION: **Town of Hudson New Hampshire Contract**
2. CONTRACTOR'S FULL NAME : **Pinard Waste Systems Company Inc**
BUSINESS OR TRADE NAME: **Pinard Waste Systems**
BUSINESS ADDRESS: **Po Box 5048 Manchester NH, 03108**
CONTRACTOR'S BUSINESS AND OR PRODUCTS AND SERVICES
CONTRACTOR PROVIDES: **Collection & Disposal of Solid Waste & Recycling.**
CONTRACTOR IS A (check and /or complete where applicable)

CORPORATION, STATE OF INCORPORATION **New Hampshire**
 SOLE PROPRIETORSHIP
 PARTNERSHIP OR ASSOCIATION
 OTHER _____

4. IF THE CONTRACTOR IS A CORPORATION, STATE THE
(1) NAME (S): **Michael Collins – President / Charles Huggins - Chief Executive Officer**
(2) BUSINESS ADDRESS (ES): **Po Box 5048 Manchester NH, 03108**
(3) BUSINESS PHONE NUMBERS: **603-623-7933**

5. SET FORTH THE (1) NAME (S), (2) BUSINESS ADDRESS (ES), AND (3) PERCENTAGE (S) OF INTEREST OF EACH PERSON, PARTENERSHIP, ASSOCIATION, OR CORPORATION WHO HAS AN INTEREST IN THE CONTRACTOR OF TEN PERCENT (10%) IR NIRE, "INTEREST" INCLUDES OWNERSHIP INTEREST OR A RIGHT TO EARNINGS & PROFITS.

NAME: **Debra Pinard Naylor**
BUS.ADDRESS **Po Box 5048 Manchester NH, 03108**
INTEREST: **50%**
NAME: **Linda Collins**
BUS.ADDRESS: **Po Box 5048 Manchester NH, 03108**
INTEREST: **50%**

6. IDENTIFY THE OFFICAL (S) OF CONTRACTOR WHO WILL MANAGE THIS CONTRACT AND WHOM TOWN OFFICIALS MAY CONTACT CONCERNING CONTRACT PERFORMANCE PROBLEMS.

NAME (S): **Anthony Belanger**
TITLE(S): **Vice President – Sales**
BUS. ADDRESS: **Po Box 5048 Manchester NH, 03108**
TELEPHONE NO(S) **603-623-7933 Ext: 1100 603-765-7152**

7. IDENTIFY THE OFFICIAL OF THE CONTRACTOR ON WHOM TOWN OFFICIALS MAY SERVE ALL NOTICES CONCERNING THE CONTRACT.

NAME: Anthony Belanger
TITLE(S): Vice President – Sales
BUS. ADDRESS: Po Box 5048 Manchester NH, 03108
TELEPHONE NO(S) 603-623-7933 Ext: 1100 603-765-7152

8. SET FORTH ALL LICENSE (S) OR PERMITS (S) ISSUED BY FEDERAL, STATE, OR LOCAL GOVERNMENT AUTHORITIES WHICH THE CONTRACTOR HAS AND WHICH ARE REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT, INCLUDING PROFESSIONAL OR TRADE LICENSES OR PRINCIPALS OR STAFF MEMEBERS OF THE CONTRACTOR. IF NOT REQUIRED, STATE "NONE REQUIRED:"

LICENSE/PERMIT: Non Applicable

LICENSE

HOLDER: _____

DATE LICENSE EXPIRES: _____

ISSUING AUTHORITY: _____

ADDRESS OF ISSUING AUTHORITY: _____

LICENSE/PERMIT: _____

LICENSE

HOLDER: _____

LICENSE

NO.: _____

DATE LICENSE EXPIRES: _____

ISSUING AUTHORITY: _____

ADDRESS OF ISSUING AUTHORITY _____

LICENSE/PERMIT: _____

LICENSE/HOLDER: _____

LICENSE NO: _____

DATE LICENSE EXPIRES: _____

ISSUING AUTHORITY: _____

ADDRESS OF ISSURING AUTHORITY: _____

IF THE CONTRACTOR HAS A REGISTERED AGENT WHO IS AUTHORIZED TO RECEIVE LEGAL PROCESS IN THE STATE OF NEW HAMPSHIRE FOR THE CONTRACTOR, IDENTIFY THE AGENT.

NAME: Anthony Delyani, Esquire

BUSINESS ADDRESS: 100 Arboretum Dr. Ste 140, Newington, NH, 03801,

CERTIFICATION

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND IS BASED UPON A THOROUGH INVESTIGATION BY ME. I FURTHER CERTIFY THAT I HAVE APPROPRIATE AUTHORITY FROM THE CONTRACTOR TO PROVIDE THE INFORMATION STATED ABOVE AND TO BIND THE CONTRACTOR TO THAT INFORMATION. I UNDERSTAND THAT THE CONTRACTOR IS PROVIDING THE ABOVE INFORMATION TO INDUCE THE TOWN OF HUDSON TO AWARD IT A CONTRACT.

IF THE ABOVE INFORMATION CHANGES, I UNDERSTAND IT IS THE CONTRACTORS DUTY TO PROMPTLY NOTIFY THE TOWN OF HUDSON IN WRITING OF THE CHANGES.

9-13-2021

DATE



SIGNED

ATTACHMENT - A

**2022
BID FORM
SOLID WASTE AND RECYCLING
COLLECTION DISPOSAL**

TOWN OF HUDSON, NEW HAMPSHIRE

DATE: **9-13-2021**

PROPOSERS NAME: **Pinard Waste Systems Company Inc**

PROPOSERS ADDRESS: **Po Box 5048 Manchester NH, 03108**

PROPOSAL TO: THE TOWN OF HUDSON NEW HAMPSHIRE
ORGANIZED AND EXISTING UNDER THE LAWS OF STATE OF
N.H.

CORPORATION , PARTNERSHIP , INDIVIDUAL

The Bidder, having examined the specification and related documents referenced therein, and further having examined the proposed work, and being familiar with the conditions surrounding proposed Solid Waste, Recycling Collection Disposal, hereby propose to furnish all labor, materials, supplies, in accordance with the time set forth herein, and at the price stated below.

It is hereby understood that the Town may reject any or all bids.

1) Solid Waste Collection - Curbside	Annual - Lump Sum	\$671,000.00
	Dollars & Cents	Six Hundred Seventy One Thousand Dollars and Zero Cents
Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%
2) Solid Waste Disposal	Per Ton	\$86.50
	Dollars & Cents	Eighty Six Dollars and Fifty Cents
Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	4.0%
3) Recycling Collection - Every other week collection option	Annual - Lump Sum	\$450,000.00
	Dollars & Cents	Four Hundred Fifty Thousand Dollars and Zero Cents
Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%
4) Recycling Disposal - Every other week collection option	Per Ton	\$15.48 * Subject to enclosed formula - Attachment - A -
	Dollars & Cents	Fifteen Dollars and Forty Eight Cents * Subject to enclosed formula - Attachment - A -

Annual Price Adjustment, See-Sec I	Fixed Rate or Formula*	Subject to enclosed formula - Attachment - A -
5) Recycling Collection - Weekly collection option	Annual - Lump Sum	\$671,000.00
	Dollars & Cents	Six Hundred Seventy One Thousand Dollars and Zero Cents
Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%
6) Recycling Disposal - Weekly option	Per Ton*	\$15.48 * Subject to enclosed formula - Attachment - B -
	Dollars & Cents*	Fifteen Dollars and Forty Eight Cents * Subject to enclosed formula - Attachment - B -
Annual Price Adjustment, See-Sec I	Fixed Rate or Formula*	Subject to enclosed formula - Attachment - B -
7) Dumpster Collection/Disposal	Annual - Lump Sum	\$117,000.00
	Dollars & Cents	One Hundred Seventeen Thousand Dollars and Zero Cents
Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%
8) Clean-Up Period Containers - Hauling Fee	Haul Fee - Per Container	\$200.00
	Dollars & Cents	Two Hundred Dollars and Zero Cents
Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	3%
9) Clean-Up Period Disposal Fee	Per Ton	\$112.00
	Dollars & Cents	One Hundred Twelve Dollars and Zero Cents
Annual Price Adjustment, See-Sec I	Fixed Rate or Formula	4%
10) Fuel Cost Adjustment, Sec H - Fixed monthly gallons- Every other week Recycling option	Fixed Monthly Gallons	2,383
11) Fuel Cost Adjustment, Sec H - Fixed monthly gallons-Weekly Recycling option	Fixed Monthly Gallons	3,033
12) Bulky Items- Non Metal	Per Item	\$40.00
	Dollars & Cents	Forty Dollars and Zero Cents
13) White Goods -CFC/HCFC	Per Item	\$40.00
	Dollars & Cents	Forty Dollars and Zero Cents
14) White Goods - Non CFC/HCFC	Per Item	\$40.00
	Dollars & Cents	Forty Dollars and Zero Cents
15) CRT'S & Televisions	Per Item	\$40.00
	Dollars & Cents	Forty Dollars and Zero Cents
16) CURBSIDE COLLECTION OF LEAF AND YARD WASTE, See-Sec G	Per day Dollars & Cents	Twelve Thousand, Eight Hundred Dollars and Zero Cents

Annual Price Adjustment, Sec-Sec I Items 12 through 15	Fixed Rate or Formula	10%
Annual Yellow Top Rental Price	Per Item	\$201.00
Annual Yellow Top Rental Price	Dollars & Cents	Two Hundred One Dollars and Zero Cents
Annual Yellow Top Price Adjustment	Fixed Rate or Formula	0.0%

RESPECTFULLY SUBMITTED:

COMPANY NAME: Pinard Waste Systems Company Inc.

ADDRESS: Po Box 5048 Manchester NH, 03108

NAME: Anthony Belanger

SIGNATURE: *Anthony Belanger*

TITLE: Vice President – Sales DATE: 9-13-2021

CORPORATE SEAL

Ann M Caron

ATTESTED



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME: Lisa Nolan, CPCU PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: Manch.Certs@crossagency.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Firemen's Ins. Co. of Washington D.C.	
		INSURER B: Acadia Ins Co.	
		INSURER C: StarStone Specialty Insurance Company	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 21-22 All lines

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			CPA0037333-33	07/01/2021	07/01/2022	EACH OCCURRENCE \$ 1,000,000		
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:								MED EXP (Any one person) \$ 10,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC								PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000		
							PRODUCTS - COMP/OP AGG \$ 2,000,000		
							\$		
A	AUTOMOBILE LIABILITY			CAA0037332-35	07/01/2021	07/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000		
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$		
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$		
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$		
							\$		
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			CUA0037334-34	07/01/2021	07/01/2022	EACH OCCURRENCE \$ 2,000,000		
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 2,000,000		
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$		
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			C75432210ALI	07/01/2021	07/01/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$		
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$		
	Umbrella Liability						E.L. DISEASE - POLICY LIMIT \$		
							Each Occurrence 2,000,000		
							Aggregate 2,000,000		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER**CANCELLATION**

Town of Hudson, NH 12 School Street Hudson NH 03051	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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P.O. Box 3898
 Concord, NH 03302-3898
 (603) 224-7337

CERTIFICATE OF INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S) AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

This is to certify that: Pinard Waste Systems Co., Inc. **Certificate #:** 212
 PO Box 5048
 Manchester, NH 03108

Is, at the issue date of this certificate, insured by the Company, under the policy(ies) listed below. The insurance afforded by the listed policy(ies) is subject to all their terms, exclusions and conditions and is not altered by any requirement, term or condition or other document with respect to which this certificate may be issued.

COVERAGE AFFORDED UNDER WC LAW OF THE FOLLOWING STATE: NH

TYPE OF POLICY	EXP DATE		POLICY NUMBER	LIMIT OF LIABILITY	
	Continuous*				
	Extended				
	Policy Term				
Workers' Compensation Any Proprietor/Partner/Executive Officer/Member Excluded? Yes: <input type="checkbox"/> If yes, describe under Description of Operations below	01/01/2021-01/01/2022		P000370NHMTA2021	Bodily Injury By Accident	\$1,000,000
				Bodily Injury by Disease Policy Limit	\$1,000,000
				Bodily Injury by Disease Each Person	\$1,000,000
Description of Operations:					
ADDITIONAL COMMENTS:					

*If the certificate expiration date is continuous or extended term, you will be notified if coverage is terminated or reduced before the certificate expiration date.

NOTICE OF CANCELLATION: (Not applicable unless a number of days is entered below.) Before the stated expiration date, the company will not cancel or reduce the insurance afforded under the above policies until at least 30 days. Notice of such cancellation has been mailed to:

NH MOTOR TRANSPORT ASSOCIATION SELF-INSURANCE GROUP TRUST

Town of Hudson, NH
 12 School Street

 Hudson, NH 03051

 Authorized Representative

Concord, NH	603-224-7337	09/14/2021
Office	Phone Number	Date Issued

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

BOND NUMBER: PWS915

KNOW ALL MEN BY THESE PRESENTS, that we
PINARD WASTE SYSTEMS CO., INC.
32 WEST RIVER ROAD, P.O. BOX 5048 MANCHESTER, NH 03108

(Here insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and
BERKLEY INSURANCE COMPANY
PO BOX 9010 WESTBROOK, ME 04098

a corporation duly organized under the laws of the State of DE, as Surety, hereinafter called the Surety, are held and firmly bound unto TOWN OF HUDSON, NH
12 SCHOOL STREET HUDSON, NH 03051

(Here insert full name and address or legal title of Owner)

as Obligee, hereinafter called the Obligee, in the sum of FIVE PERCENT OF THE BID Dollars (5.00%), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for: SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL

(Here insert full name, address and description of project)

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 15th day of September, 2021.

Ann Caron
(Witness)

PINARD WASTE SYSTEMS CO., INC.
(Principal) [Signature] (Seal)
(Title)

[Signature]
(Witness)

BERKLEY INSURANCE COMPANY
(Surety) [Signature] (Seal)
(Title) ELIZABETH A. MORRISSETTE,
ATTORNEY-IN-FACT

POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: *Lisa J. Nolan; Christine M. McCusker; Chris Sharpe; Beatrice Lachance; James Harrison; Tara C. Dean; Jeffrey J. Schroeder; Elizabeth A. Morrissette; or Susan J. Mounsey Place of FIAL, Inc. dba Cross Insurance - Manchester of Manchester, NH* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed **One Hundred Million and 00/100 U.S. Dollars (U.S.\$100,000,000.00)**, to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 25th day of August, 2021.

Attest:
(Seal) By [Signature]
Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company
By [Signature]
Jeffrey M. Hafer
Senior Vice President

WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.

STATE OF CONNECTICUT)
) ss:
COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 25th day of August, 2021, by Ira S. Lederman and Jeffrey M. Hafer who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA G RUNDRAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES
APRIL 30, 2024

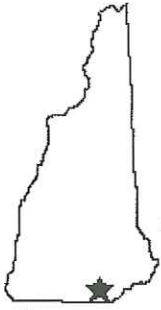
[Signature]
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 15th day of September, 2021.
(Seal) [Signature]
Vincent P. Forte

WARNING - Any unauthorized reproduction or alteration of this document is prohibited. This power of attorney is void unless seals are readable and the certification seal at the bottom is embossed. The background imprint, warning and verification instructions (on reverse) must be in blue ink.



TOWN OF HUDSON FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051

RECEIVED

SEP 22 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE



Agenda
9-28-21

8G

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

Robert M. Buxton
Chief of Department

TO: Marilyn McGrath
Chairman

FR: Robert M. Buxton
Fire Chief

DT: September 22, 2021

RE: BOS Public Agenda September 28, 2021

One of our organizational goals this year was to conduct an internal review of our fee schedule for the Inspectional Services Division. The current fee schedule has been in place since 2015.

In an attempt to make sure our fee schedule is set at a reasonable level for our area, we reviewed four different communities that provide similar customer service levels to ours. The communities involved were;

- Bedford
- Londonderry
- Merrimack
- Pelham

Attached you will find a memo authored by Deputy Chief Scott Tice that is offering a few additions, updates and deletions to our current schedule. This document provides three separate pieces of information;

- Current fee amount
- Adjusted fee amount
- A simple note of change (decrease, increase or no change)

We are also requesting the following adjustments be made to the schedule;

- The addition of a minimum charge for a residential permit
- The addition of a hot water heater replacement category
- The addition of a solar array installation fee

- The clarification of accessory structure classification, to include decks, porches, porticos, and sheds over 200 sq. ft.

We would request the Board of Selectmen accept this information and schedule a public hearing to solicit input regarding the fee schedule. This will allow the Board of Selectmen to schedule a formal acceptance or denial of the new fee schedule in late October 2021.

Thank you for your consideration on this matter. Please contact me with any questions.



TOWN OF HUDSON – FIRE DEPARTMENT

15 Library Street • Hudson, New Hampshire 03051 • Tel: 603-886-6021 • Fax: 603-594-1164

Memo

TO: Chief Buxton

FR: Deputy Tice *[Signature]*

CC: Dave Hebert

DT: 9/22/2021

RE: Fee schedule

Residential

Fee	Current	Recommend	Notes
Application Fee	\$30	NC	
Re-inspection	\$75	NC	
Minimum	None	\$30	Adopt minimum fee
Construction	.40/sqft	NC	Combine garages into this category
Remodel/Repair	.15/sqft	.20/sqft	
Roof	\$50	\$0	Remove. Nobody has roof permits, no inspections required.
Pool In-ground	\$75	NC	
Pool Above-ground	\$50	NC	
Accessory Structures	\$40/\$60	NC	Include decks, sheds, porches
0-200 sqft	\$40	NC	
201-499 sqft	\$60	NC	
500+ sqft	\$60+.10/sqft	NC	
Cert of Occupancy	\$100	NC	
Chimney	\$45	NC	
Demolition	\$25	\$50	
Electrical	\$75	NC	
Meter Socket	\$75	NC	
Temporary		\$75	New, specifies fee.
Fire Alarm	\$60	NC	Waived if principle is age 60+
Gas Burning	\$30	NC	
Gas Piping	\$75	NC	
Oil Burning	\$30	NC	
Plumbing	\$75	NC	
Deduct Meter	\$60	NC	
Temporary		\$75	New, specifies fee.

Fee	Current	Recommend	Notes
Signs	-	-	All signs under commercial
Solid Fuel Burning	\$60	NC	
Tank Install	\$30	NC	
Tank Removal	\$30	NC	
Add Solar Array		.15/sqft	New
Add Hot Water Heater Replacement		\$30/unit	New- For all fuel types. Currently charge as appliance based on type of fuel.
Add Temporary Trailer		\$30	New

Commercial

Fee	Current	Recommend	Notes
Application Fee	\$30	NC	
Re-inspection	\$100	NC	
Construction	.40/sqft	NC	
Remodel/Repair	.20/sqft	NC	
Minimum	\$150	NC	
Roof	\$250	NC	
Cert of Occupancy	\$200	NC	
Demolition	\$75	NC	
Electrical			
0-2000 sqft	\$200	NC	
2001-3000 sqft	\$225	NC	
3001-4000 sqft	\$250	NC	
4000+ sqft	\$275	275+.01/sqft	over 4000
Sign	\$100	NC	
Meter Socket	\$75	NC	
Temp Service		\$200	New, specifies fee.
Fire Alarm	\$60	NC	
Per Device	\$.50	\$1	
Gas Burning	\$30	\$50	
Gas Piping			
0-2000 sqft	\$200	NC	
2001-3000	\$225	NC	
3001-4000	\$250	NC	
4000+	\$275	\$275+.01/sqft	over 4000 sqft
Oil Burning	\$30	\$50	
Plumbing			
0-2000 sqft	\$200	NC	
2001-3000 sqft	\$225	NC	
3001-4000 sqft	\$250	NC	
4000+ sqft	\$275	\$275+.01/sqft	over 4000
Deduct Meter	\$75	NC	
Signs- New	\$150	NC	
Signs- Temp or Lens	\$75	NC	

Solid Fuel Burning	\$60	NC	
Tank Install	\$75	NC	
Fee	Current	Recommend	Notes
Tank Removal	\$60	\$75	Same inspections as install
Add Temp Trailer		\$30	New

Miscellaneous

Fee	Current	Recommend	Notes
Permit Extension	\$50	NC	
Stop Work Order	\$75	NC	
Working w/o Permit	\$250	NC	
Sprinklers		NC	
Temporary Mobile Home	\$100	NC	
Tent- commercial only		\$30	New



TOWN OF HUDSON

FIRE DEPARTMENT - INSPECTIONAL SERVICES DIVISION

12 School Street · Hudson, New Hampshire 02051 · Tel: 603-896-6005 · Fax: 603-594-1142

DRAFT

9/22/2021

Residential Permit Application Fee Schedule

Application Fee (Non-Refundable)	\$ 30.00	Temporary Trailer	\$ 30.00
Re-Inspection Fee	\$ 75.00	Electrical	\$ 75.00
Minimum Charge	\$ 30.00	Temporary Electrical	\$ 75.00
Solar Array (0.15 per square foot)	\$ 0.15	Electrical - Meter Socket	\$ 75.00
Construction		Fire Alarm (Waived if principal resident is over 60)	\$ 60.00
Per Square Foot	\$ 0.40	Gas Burning Appliance (per unit)	\$ 30.00
Remodel/Repair (per sq. ft.)	\$ 0.15	Gas Piping	\$ 75.00
Pool(above-ground)	\$ 50.00	Oil Burning Appliance (per unit)	\$ 30.00
Pool(in-ground)	\$ 75.00	Plumbing	\$ 75.00
Accessory Structures		Plumbing - Deduct Meter	\$ 60.00
To Include Decks, Porches, Sheds		Plumbing-Temporary	\$ 75.00
0-200 Square Feet	\$ 40.00	Hot Water Heater Replacement	\$ 30.00
201- 499 Square Feet	\$ 60.00	Septic	\$ 100.00
500 Square Feet and above	\$ 60.00	Solid Fuel Burning Equipment (Per Unit)	\$ 60.00
(Plus an additional \$.10 per square feet over 500)		Sprinkler	(see below)
Certificate of Occupancy	\$ 100.00	Tank Removal (Below Ground)	\$ 30.00
Chimney	\$ 45.00	Tank Install-Above/Below Ground (per unit)	\$ 30.00
Demolition	\$ 50.00		

Commercial/Industrial-Permit Application Fee Schedule

Application Fee (Non-Refundable)	\$ 30.00	Gas Burning Appliance (Per Unit)	\$ 50.00
Re-Inspection Fee	\$ 100.00	Oil Burning Appliance (per unit)	\$ 50.00
Construction		Gas Piping	
Per Square Foot	\$ 0.40	0-2000 sq. ft.	\$ 200.00
Remodel/Repair (per sq.ft.)	\$ 0.20	2001-3000 sq. ft.	\$ 225.00
Minimum Charge	\$ 150.00	3001-4000 sq.ft.	\$ 250.00
Roof	\$ 250.00	4001 and above	\$ 275.00
Certificate Of Occupancy	\$ 200.00	(plus \$0.01 per sq.ft. over 4000)	\$ 0.01
Demolition	\$ 75.00	Plumbing	
Electrical		0-2000 sq.ft.	\$ 200.00
0-2000 sq.ft.	\$ 200.00	2,001 - 3,000 sq. ft.	\$ 225.00
2001-3000 sq.ft.	\$ 225.00	3,001 - 4,000 sq. ft.	\$ 250.00
3001-4000 sq.ft.	\$ 250.00	4,001 and above	\$ 275.00
4001 and above	\$ 275.00	(plus \$0.01 per sq.ft. over 4000)	\$ 0.01
(plus 0.10 per sq. ft. over 4000)	\$ 0.01	Plumbing - Deduct Meter	\$ 75.00
Temporary Electric Service	\$ 200.00	Septic	\$ 100.00
Illuminated Signs	\$ 100.00	Sign (New)	\$ 150.00
Meter Socket	\$ 75.00	Sign (Temporary or Lens Replacement)	\$ 75.00
Fire Alarm	\$ 60.00	Solid Fuel Burning Equipment (Per Unit)	\$ 60.00
Fire Alarm Device (per unit)	\$ 1.00	Tank Install-Above/Below Ground	\$ 75.00



TOWN OF HUDSON

FIRE DEPARTMENT - INSPECTIONAL SERVICES DIVISION

12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6005 · Fax: 603-594-1142

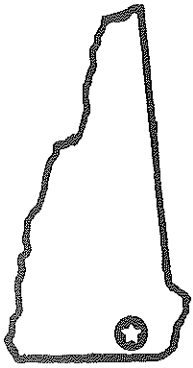
9/22/2021

Temporary Trailer	\$ 30.00	Tank Removal (Below Ground)	\$ 75.00
Tent	\$ 30.00		

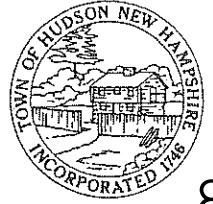
DRAFT

Miscellaneous Permit Application Fee Schedule

Blasting		Fireworks	
Blasting (annual)	\$ 175.00	Public Display	\$ 50.00
Explosive		Health	
Initial	\$ 100.00	Daycare & Foster Care	\$ 50.00
Short Term (per day)	\$ 25.00	Smoke Detector Certificate	\$ 50.00
Renewal of Expired Permit	\$ 100.00	Temporary Mobile Home	\$ 100.00
Renewal of Current Permit	\$ 50.00	Sprinkler Application fee (Non-Refundable)	\$ 30.00
Reissuance of Revoked Permit	\$ 250.00	NFPA 13D System (per riser)	\$ 40.00
Permit Extension	\$ 50.00	NFPA 13R System (per riser)	\$ 70.00
Removal of a Stop Work Order	\$ 75.00	NFPA 13 System (per riser)	
Working Without a Permit	\$ 250.00	Up to 10,000 sq. ft. of protected area	\$ 110.00
		10,001 sq. ft. to 25,000 sq. ft.	\$ 225.00
Structures designed and certified to LEED standards shall be eligible for the following reduction in their building permit fee:		25,001 sq. ft. to 52,000 sq. ft.	\$ 300.00
LEED standard certification	\$ 0.05	Up to six sprinkler heads	\$ 30.00
LEED silver certification	\$ 0.10	Seven to twenty sprinkler heads	\$ 55.00
LEED gold certification	\$ 0.15	Standpipe System	
LEED platinum certification	\$ 0.20	(not part of combined sprinkler/standpipe system)	
		Up to three floors (per riser)	\$ 70.00
		Add per floor beyond three	\$ 55.00



TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051




Agenda
9-28-21

8H

Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen

From: Steve Malizia, Town Administrator 

Date: September 21, 2021

Re: IT Director Position

IT Director Lisa Nute has announced her retirement from her position effective November 30, 2021. I am requesting permission to start the process of finding her replacement. If the Board chooses to conduct a search for her replacement, I recommend that the Town engage the services of Municipal Resources Inc. (MRI) who conducted a similar search last year for the Finance Director position. MRI's cost to conduct the recruitment is approximately \$1,500 plus the cost of advertising. I have attached a copy of the IT Director job description that has been updated by the IT Director for the Board's review. If the Board votes to conduct a search for the position, the following motion is appropriate:

Motion: To post for the position of IT Director and to hire Municipal Resource Inc. to conduct the recruitment for the position.

Should you have any questions or need additional information, please feel free to contact me. Thank you.

INFORMATION TECHNOLOGY DIRECTOR

A. GENERAL DUTIES & RESPONSIBILITIES:

Under the direction of the Town Administrator, the Information Technology (IT) Director works independently performing director level work in planning, organizing and directing the Town IT function in support of the Town's business requirements. Responsible for all hardware and software needs of the Town.

B. SPECIFIC DUTIES & RESPONSIBILITIES:

1. Manage the IT function for the Town and define the goals of the IT Department.
2. Supervise IT support staff. Review and evaluate work performed by assigned personnel; providing necessary training, instruction, guidance and motivation to assigned personnel; recommending selection, performance and discipline of assigned personnel.
3. Manage the installation and updating of Town authorized software. Ensure all installed software complies with copyright laws and guidelines.
4. Manage all hardware device platforms.
5. Responsible for the security of the Town's computer system including remote sites and mobile computers. Manage the security and integrity of equipment and files.
6. Direct the effective delivery of networks, development, and disaster recovery systems and processes, ensuring Quality of Service to its IT clients.
7. Regulate operations of electronic data transmissions and LAN operations. Ensure 24/7 on-call accessibility for the Town's infrastructure.
8. Administer the Town's phone and voice mail systems, implementing programming changes as necessary and training personnel on their use.
9. Supervise and manage the Town website and email accounts.
10. Oversee technical projects in alignment with organizational goals.
11. Maintain confidentiality and carry out complex oral and written instructions.
12. Develop a thorough knowledge of Federal, State and Town regulations, requirements and policies.
13. Chairman of the Town IT Steering Committee.
14. Liaison to the Department Heads, Town Boards and Committees, Rodgers Memorial Library IT, and the School Department for matters related to Municipal Government IT.

15. Perform other duties as assigned.

C. KNOWLEDGE, SKILLS & ABILITIES:

The employee must be able to demonstrate proficiency in the performance of the following essential job functions:

1. Thorough knowledge of the operations and functions of Microsoft Windows and related servers, networks and management of a LAN.
2. Knowledge of Town Code, regulations, standard operating procedures, directives, written policies as they relate to the duties and responsibilities of the position.
3. Able to effectively communicate by giving and receiving information, and by preparing original and routine correspondence.

D. MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Computer Science and/or other related fields of study or a Technical Certification with a minimum of 5 years related experience, or a combination of training, experience and education.
2. Must undergo and pass a background check and a credit check.
3. Experienced in preparing, presenting and managing municipal budgets.
4. Possess a service oriented attitude, patience and the ability to troubleshoot and resolve end users problems.
5. Must complete a probationary period of 6 months.

Town Administrator

Date

Chairman, Board of Selectmen

Date

INFORMATION TECHNOLOGY DIRECTOR

A. GENERAL DUTIES & RESPONSIBILITIES:

Under the direction of the Town Administrator, the Information Technology (IT) Director works independently performing director level work in planning, organizing and directing the Town IT function in support of the Town's business requirements. Responsible for all hardware and software needs of the Town.

B. SPECIFIC DUTIES & RESPONSIBILITIES:

1. Manage the IT function for the Town and define the goals of the IT Department.
1. .
2. Supervise IT support staff. Review and evaluate work performed by assigned personnel; providing necessary training, instruction, guidance and motivation to assigned personnel; recommending selection, performance and discipline of assigned personnel.
3. Manage the installation and updating of Town authorized software. Ensure all installed software complies with copyright laws and guidelines.
4. Manage all hardware device platforms.
5. Responsible for the security of the Town's computer system including remote sites and mobile computers. Manage the security and integrity of equipment and files.
6. ~~Responsible for the Town's network and device connectivity. Responsible for supervising day to day operations of the networks~~Direct the effective delivery of networks, development, and disaster recovery systems and processes, ensuring Quality of Service to its IT clients.
7. Regulate operations of electronic data transmissions and LAN operations. Ensure 24/7 on-call accessibility for the Town's infrastructure.
8. Administer the Town's phone and voice mail systems, implementing programming changes as necessary and training personnel on their use.
9. Supervise and manage the Town website and ~~all Town~~ email accounts.
10. Oversee technical projects in alignment with organizational goals.
- ~~10-11.~~ 11. Maintain confidentiality and carry out complex oral and written instructions.
- ~~11-12.~~ 12. Develop a thorough knowledge of Federal, State and Town regulations, requirements and policies.
- ~~12-13.~~ 13. Chairman of the Town ~~Government Technology Development Group~~IT Steering Committee.

~~13.14.~~ Liaison to the Department Heads, Town Boards and Committees, Rodgers Memorial Library IT, and the School Department as it relates to matters related to Municipal Government IT.

~~14.15.~~ Perform other duties as assigned.

C. KNOWLEDGE, SKILLS & ABILITIES:

The employee must be able to demonstrate proficiency in the performance of the following essential job functions:

1. Thorough knowledge of the operations and functions of Microsoft Windows and related servers, networks and management of a LAN.
2. Knowledge of Town Code, regulations, standard operating procedures, directives, written policies as they relate to the duties and responsibilities of the position.
3. Able to effectively communicate⁴ by giving and receiving information, and by preparing original and routine correspondence.

D. MINIMUM QUALIFICATIONS:

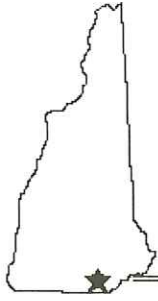
1. A Bachelor's degree in Computer Science and/or other related fields of study or a Technical Certification with a minimum of 5 years related experience, or a combination of training, experience and education.
2. Must undergo and pass a background check and a credit check.
3. Experienced in preparing, presenting and managing municipal budgets.
- ~~4. Experienced in operating standard office equipment such as computer, fax, etc.~~
- ~~5.4.~~ Possess a service oriented attitude, patience and the ability to troubleshoot and resolve end users problems.
- ~~6.5.~~ Must complete a probationary period of 6 months.

Town Administrator

Date

Chairman, Board of Selectmen

Date



TOWN OF HUDSON

Information Technology Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000, ext 1229 • Fax: 603-881-3944

Date: September 13, 2021

To: Steve Malizia, Town Administrator

From: Lisa Nute, IT Director 

Subj: Retirement Announcement

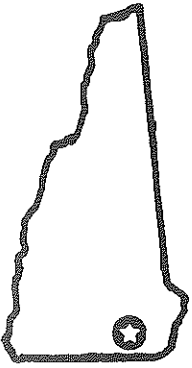
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SEP 13 2021

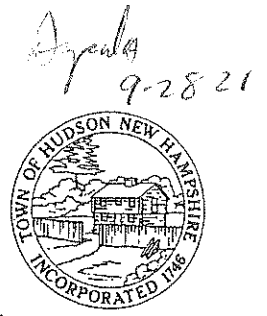
TOWN OF HUDSON
SELECTMEN'S OFFICE

After 36 years with the Town of Hudson I am retiring as IT Director with mixed emotions. The decision to leave is primarily based on family matters that came to light this past July and have been weighing on me since. I regret that my announcement comes on the heels of the departure of Doug Bosteels, as we had been grooming him for any such vacancies.

My final day will be November 30, 2021. Please be assured that I will offer my assistance up to and past my departure if necessary to ensure a smooth transition of IT management.



TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051



Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

81

To: Board of Selectmen
From: Steve Malizia, Town Administrator
Date: September 21, 2021
Re: VFW Post 5791 Loyalty Day Award Nomination

As part of its Annual Loyalty Day awards program, Hudson VFW Post 5791 has requested that the Board of Selectmen provide the name and biography of a Town employee, other than a member of the police and fire departments, who has made a contribution to the well being of the community.

This year, we would like to nominate Mike Johnson and Jacquie Lemay for this award. Mike and Jacquie both began their employment with the Town as part-time Camera Operators and are currently Production Coordinators. Community Media Director Jim McIntosh has provided an email with the reasons why he has nominated Mike and Jacquie for this year's award. Should the Board of Selectmen concur with this nomination, the following motion would be appropriate:

Motion: To nominate Michael Johnson and Jacqueline Lemay, Production Coordinators for HCTV for the 2021 Hudson VFW Post 5791 Loyalty Day Award.

Should this motion pass, I will forward the Board's nomination to the VFW in time for the proper arrangements to be made.

Should you have any questions or need additional information, please feel free to contact me.



HUDSON MEMORIAL POST NO. 5791
P.O. Box 430
Hudson, New Hampshire 03051-0430

14 September 2021

To whom it may concern,

After several delays the date is finally here, Hudson Memorial Post 5791 and its Auxiliary will be hosting its 2021 Loyalty Day/Scholastic Awards ceremony on 11 November 2021 in Conjunction with Veterans Day. We plan to honor veterans, citizens, students, educators, public servants, and others who have made significant contributions to our communities. On behalf of our Post Commander and Auxiliary President I ask that you nominate a respective employee(s*) to be recognized on that date.

You may use any method you wish to choose for your nominee(s*), In order to allow for sufficient time to prepare the awards and invite the recipients I ask that you have your nomination(s*) to me at your earliest convenience but no later than 8 October 21. If you have any questions please do not hesitate to reach out to me at (603) 229-7319 or rje7@hotmail.com.

*School Districts please nominate an Elementary, Middle and High School employee, Towns please nominate someone from a department other than Police or Fire as we request Police and Fire also submit a nominee from their ranks as well.

Sincerely,

Robert Everett, Chairman

NO ONE DOES MORE FOR VETERANS.

Malizia, Steve

From: Malizia, Steve
Sent: Friday, September 17, 2021 10:09 AM
To: 'jmcintosh'
Subject: RE: VFW Loyalty Day Award

Thank you Jim.

From: jmcintosh <jmcintosh@hudsonctv.com>
Sent: Friday, September 17, 2021 9:24 AM
To: Malizia, Steve <smalizia@hudsonnh.gov>
Subject: Re: VFW Loyalty Day Award

EXTERNAL: Do not open attachments or click links unless you recognize and trust the sender.

Steve,

Is it possible to nominate two people to share the award? I would like to recommend the team of Mike Johnson and Jacquie Lemay for their tireless and outstanding efforts of the past year. They worked hard and long hours ensuring that the people of Hudson were kept safely informed with live government meeting coverage from the Community Center as well as covering many sports games to keep fans of high school sports safe and happy as they remotely watched their friends, children and relatives compete in high school sports. They spent hours editing, equipment checking and setting up as well as giving valuable hands on training to our camera operators who normally only work in closed control rooms. They were always available via text, email and cell while on their own personal time to discuss ideas and share strategy and updates. It is my belief that they are reaching new heights in trying to replace coverage lost with the shuttering of HLN. They never whined, complained or said no to any reasonable (and many beyond reasonable) requests of their services, all the while keeping a great sense of humor. Best crew I have worked with in any television venue.

Respectfully submitted,

Jim
James McIntosh
Director of Community Media
Hudson Community Television
Access Center and Studio
19 Kimball Hill Rd
Hudson, NH 03051
jmcintosh@hudsonctv.com
Office : (603) 578-3959
Cellphone : (603) 484-1199

----- On Fri, 17 Sep 2021 09:08:46 -0400 **Malizia, Steve** <smalizia@hudsonnh.gov> wrote -----

Good morning,

VFW Post 5791 is looking for the nomination of a Town employee for their annual Loyalty Day award. They have requested a nomination for a Town employee other than a Police,

Fire or School employee as they have a separate Loyalty Award for members of those departments. If you would like to nominate an employee from your department, please send me their name by September 22nd so that I can get it on the Board of Selectmen's September 28th agenda. I have also included a list of past Town Loyalty Day recipients for your information. Please let me know if you have any questions.

Thanks,

Steve

-----Original Message-----

From: administrator@hudsonnh.gov <administrator@hudsonnh.gov>
Sent: Friday, September 17, 2021 9:01 AM
To: Malizia, Steve <smalizia@hudsonnh.gov>
Subject: Message from "AD-PR-MAILRM"

EXTERNAL: Do not open attachments or click links unless you recognize and trust the sender.

This E-mail was sent from "AD-PR-MAILRM" (MP 7503).

Scan Date: 09.17.2021 09:00:37 (-0400)
Queries to: administrator@hudsonnh.gov

**VFW POST 5791
PAST LOYALTY DAY RECEIPIENTS**

2020

Chrissy Peterson

2019

Cheryl Chartier

2018

Wayne Madeiros

2017

Jay Twardosky

2016

Helen Cheyne

2015

Lisa Labrie

2014

Danny Arsenault

2013

Donna Staffier-Sommers

2012

Kathy Wilson

2011

Elizabeth Holt

2010

Susan Kaempf

2009

Jennifer Riel

2008

William Oleksak

2007

Priscilla Zakos

2006

Kathleen Voisine

2005

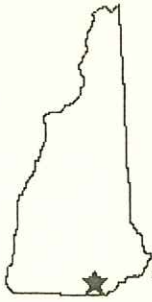
Joseph Anger

2004

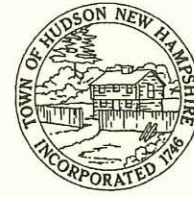
Richard Melanson

2003

Gary Webster



TOWN OF HUDSON
Finance Department



8J

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

Agenda
9-28-21
RECEIVED

SEP 23 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

To: Steve Malizia, Town Administrator

From: Lisa Labrie, Finance Director

Date: September 23, 2021

Re: Recommendation to Revise Estimated Revenues for FY 2022

The Department of Revenue Administration (DRA) form MS-434, Revised Estimated Revenues is due to DRA in September. Therefore, at this time, I would like to recommend a revised Fiscal Year 2022 revenue estimate of \$17,049,462. The Town Administrator and I reviewed prior year actual revenues and the current year trends. Should the Board of Selectmen accept my recommendation, the following motion is appropriate:

Motion: To approve the Revised estimated Revenues for Fiscal Year 2021 in the amount of \$17,049,462 as recommended by the Finance Director.

Should you have any questions or need additional information, please feel free to contact me. Thank you.

**Town of Hudson, NH
FY2022 Revenue Detail**

<u>GF#</u>	<u>Description</u>	<u>X-Ref</u>	<u>FY 2021 Actual</u>	<u>FY 2022 Budget</u>	<u>FY 2022 Proposed</u>	
4120	Yield Taxes and Interest	3185	631	1,500	10,600	(9,100)
4115	Payment In Lieu of Taxes	3186	0	12,816	12,816	
4121	Excavation Activity Tax	3187	7,800	3,000	3,000	
4127	Boat Tax	3189	10,476	7,000	7,000	
4203	Charges on Property Taxes	3190	569	5,000	5,000	
4204	Interest on Property Taxes	3190	159,879	160,000	160,000	
4201	Motor Vehicle Permits	3220	6,118,713	5,420,000	5,420,000	
4216	Certificate of Occupancy Permit	3230	12,000	15,000	15,000	
4218	Building Permits	3230	382,740	275,000	275,000	
4209	Excavation Permits	3290	525	5,000	5,000	
4214	Driveway Permits	3290	3,600	2,000	2,000	
4221	Pistol Permits	3290	2,268	4,000	2,500	1,500
4233	Oil & Kerosene Permits	3290	380	0	0	
4238	Police Alarm Permits	3290	4,250	2,800	2,800	
4239	Place of Assembly Permit	3290	1,080	2,000	2,000	
4254	Resid/Comm Fire Alarm Permits	3290	1,722	1,500	1,500	
4312	Zoning Application Fees	3290	5,403	3,000	3,000	
4313	Planning Board Fees	3290	122,846	120,000	120,000	
4315	Sewer Service Permit Fees	3290	1,025	3,000	3,000	
4321	UCC Filings	3290	9,045	7,000	7,000	
4322	Vital Statistics	3290	25,615	7,000	10,000	(3,000)
4323	Police Fines, Forfeit, Court	3290	0	0	0	
4325	Animal Control Fines & Court Re	3290	13,593	8,000	10,000	(2,000)
4326	Notary Fees	3290	0	100	100	
4327	Parking Violation Fines	3290	1,080	2,000	2,000	
4328	Street Acceptance/Opening Fee	3290	0	0	0	
4334	Construction Insp Fees	3290	12,215	15,000	15,000	
4335	Animal Boarding Fees	3290	415	1,100	1,100	
4343	Copy Fees & Sale of Books	3290	570	1,500	1,500	
4347	Bad Check Fees	3290	1,375	2,500	2,500	
4354	Fire Alarm Fines	3290	0	0	0	
4356	Police False Alarm Fines	3290	9,050	10,000	10,000	
4381	Septic Inspection Fees	3290	9,000	6,000	6,000	
4421	Marriage Licenses	3290	1,966	4,000	4,000	
4422	Hawker/Peddler License	3290	1,735	1,000	1,000	
4427	Articles of Agreement	3290	30	0	0	
4428	Pole Licenses	3290	0	0	0	
4450	Animal Control Licenses	3290	32,328	18,000	18,000	
4451	Drain layers License (new)	3290	5,250	1,000	1,000	
4656	Grants - Police	3319	45,360	26,000	26,000	
4657	Grants - Fire	3319	369,878	0	0	
4659	Grants - Other	3319	34,000	10,000	10,000	
4660	Grants - Pandemic	3319	619,570	0	23,955	(23,955)
4840	Shared Rev - Municipal Aid	3351	262,413	0	0	
4841	Shared Rev - Meals & Rental Tax	3352	1,291,077	1,291,333	1,491,333	(200,000)
4610	Shared Rev - Highway Block Grant	3353	539,772	539,910	537,274	2,636
4300	Sewer Utility Admin. Fee	3409	44,000	44,000	44,000	
4301	Water Utility Admin. Fee	3409	66,000	66,000	66,000	
4324	Police Record Fees	3401	8,301	7,000	7,000	
4342	Sale of Check Lists	3401	736	500	500	
4708	Welfare Reimbursement	3401	2,427	1,000	1,000	

Town of Hudson, NH
FY2022 Revenue Detail

<u>GF#</u>	<u>Description</u>	<u>X-Ref</u>	<u>FY 2021</u> <u>Actual</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2022</u> <u>Proposed</u>	
4720	Police Outside Detail	3401	268,110	150,000	150,000	
4729	Contracted Services Litchfield	3401	35,853	30,000	30,000	
4730	Ambulance Net Revenues	3401	435,946	400,000	400,000	
4732	Fire Reports	3401	1,185	500	500	
4745	Hudson Cable Franchise Fees	3401	78,469	77,000	77,000	
4746	Police Testing and Appl Fees	3401	1,490	0	0	
4748	Insurance Reimbursement	3401	206,922	90,000	90,000	
4756	Misc. Revenues - Police	3401	6,182	500	500	
4757	Misc. Revenues - Fire	3401	2,883	500	500	
4758	Misc. Revenues - Recreation	3401		0	0	
4759	Misc. Revenues - Other	3401	5,869	500	500	
4761	Rec Revenue - Basketball	3401	1,530	38,720	38,720	
4762	Rec Revenue - Supervised Play	3401	1,800	141,825	141,825	
4764	Rec Revenue - Soccer	3401	27,385	20,000	20,000	
4765	Rec Revenue - Tennis	3401	7,250	4,950	4,950	
4766	Rec Revenue - Teen Dances	3401	0	4,400	4,400	
4767	Rec Revenue - Adult Softball	3401	10,375	8,840	8,840	
4768	Rec Revenue - Lacrosse	3401	600	7,500	7,500	
4769	Rec Revenue - Comm Activities	3401	420	11,000	11,000	
4704	Sale of Town Property	3501	1,892	55,000	55,000	
4702	Bank Charges	3502	(10,148)	(10,000)	(10,000)	
4703	Interest on Investments	3502	17,416	261,000	20,000	241,000
4373	Rents of Town Property	3503	0	3,000	1,000	2,000
4556	Donations - Police	3509	13,485	0	5,295	(5,295)
4557	Donations - Fire	3509	7,115	0	5,050	(5,050)
4558	Donations - Recreation	3509	1,366	0	0	
4999	Use of Fund Balance	3939	600,000	600,000	600,000	
General Fund Operating Revenue			11,966,103	10,007,794	10,009,058	(1,264)
4913	From Land Use Change Tax Fund	3912	0			
4922	From CRF - Prior Year	3915	63,700			
4922	From Agency/Corridor - Prior Year	3915				
4922	From CRF - VacCon Truck Replacement	3915		400,000	400,000	
4922	From CRF - Assessing Revaluation	3915		175,000	0	175,000
4657	Grants - Fire Adequate Staffing (FY19)	3319		122,342	122,342	
4657	Grants - Fire Adequate Staffing (FY21)	3319		363,568	363,568	
4996	Voted from Unassigned Fund Bal	9998				
4996	Voted from UFB - VacCon Truck CRF	9998				
4996	Voted from UFB - Communication System	9998				
4996	Voted from UFB - Bridges Rehab	9998				
4998	Proceeds from Bonds (Police Station)	3935		4,800,000	0	4,800,000
General Fund One Time Revenues			63,700	5,860,910	885,910	4,975,000
4914	Sewer Fund	3914-02	1,225,781	2,242,825	2,242,825	
4914	Sewer Fund - Vaccon CRF	3914-02	15,000	30,000	30,000	
4914	Sewer Fund - PW New Hire (25%)	3914-02	37,037	0	0	
4914	Water Fund	3914-03	3,889,467	3,871,994	3,871,994	
4914	Library Fund	3916	12,329	9,675	9,675	
Total Revenues			\$17,209,417	\$22,023,198	\$17,049,462	\$4,973,736



Revised Estimated Revenues Adjusted

Hudson

For the period beginning July 1, 2021 and ending June 30, 2022

REVIEW IN PROGRESS

THE DRA REVIEW PROCESS HAS NOT BEEN COMPLETED
THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY

In accordance with RSA 21-J:35, the department is notifying you of the following changes in the estimated revenues used in computing the tax rate.

Account	Source	Estimated Revenue	Change Amount	Estimated Revenue Adjusted
Taxes				
3120	Land Use Change Tax - General Fund	\$0	\$0	\$0
3180	Resident Tax	\$0	\$0	\$0
3185	Yield Tax	\$10,600	\$0	\$10,600
3186	Payment in Lieu of Taxes	\$12,816	\$0	\$12,816
3187	Excavation Tax	\$3,000	\$0	\$3,000
3189	Other Taxes	\$7,000	\$0	\$7,000
3190	Interest and Penalties on Delinquent Taxes	\$155,000	\$0	\$155,000
9991	Inventory Penalties	\$0	\$0	\$0
Taxes Subtotal		\$188,416	\$0	\$188,416
Licenses, Permits, and Fees				
3210	Business Licenses and Permits	\$0	\$0	\$0
3220	Motor Vehicle Permit Fees	\$5,420,000	\$0	\$5,420,000
3230	Building Permits	\$290,000	\$0	\$290,000
3290	Other Licenses, Permits, and Fees	\$231,000	\$0	\$231,000
3311-3319	From Federal Government	\$545,865	\$0	\$545,865
Licenses, Permits, and Fees Subtotal		\$6,486,865	\$0	\$6,486,865



Revised Estimated Revenues Adjusted

Account	Source	Estimated Revenue	Change Amount	Estimated Revenue Adjusted
State Sources				
3351	Municipal Aid/Shared Revenues	\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$1,491,333	\$0	\$1,491,333
3353	Highway Block Grant	\$537,274	\$0	\$537,274
3354	Water Pollution Grant	\$0	\$0	\$0
3355	Housing and Community Development	\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$0	\$0	\$0
3357	Flood Control Reimbursement	\$0	\$0	\$0
3359	Other (Including Railroad Tax)	\$0	\$0	\$0
3379	From Other Governments	\$0	\$0	\$0
State Sources Subtotal		\$2,028,607	\$0	\$2,028,607
Charges for Services				
3401-3406	Income from Departments	\$994,735	\$0	\$994,735
3409	Other Charges	\$110,000	\$0	\$110,000
Charges for Services Subtotal		\$1,104,735	\$0	\$1,104,735
Miscellaneous Revenues				
3501	Sale of Municipal Property	\$55,000	\$0	\$55,000
3502	Interest on Investments	\$20,000	\$0	\$20,000
3503-3509	Other	\$11,345	\$0	\$11,345
Miscellaneous Revenues Subtotal		\$86,345	\$0	\$86,345
Interfund Operating Transfers In				
3912	From Special Revenue Funds	\$0	\$0	\$0
3913	From Capital Projects Funds	\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$0	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)	\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$2,272,825	\$0	\$2,272,825
3914W	From Enterprise Funds: Water (Offset)	\$3,871,994	\$0	\$3,871,994
3915	From Capital Reserve Funds	\$400,000	\$0	\$400,000
3916	From Trust and Fiduciary Funds	\$9,675	\$0	\$9,675
3917	From Conservation Funds	\$0	\$0	\$0
Interfund Operating Transfers In Subtotal		\$6,554,494	\$0	\$6,554,494
Other Financing Sources				
3934	Proceeds from Long Term Bonds and Notes	\$0	\$0	\$0
Other Financing Sources Subtotal		\$0	\$0	\$0
Total Revised Estimated Revenues and Credits		\$16,449,462	\$0	\$16,449,462



Revised Estimated Revenues Summary

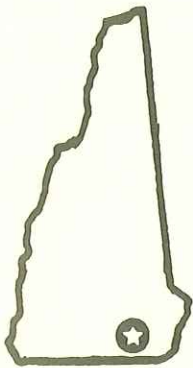
	Estimated	Change Amount	State Adjusted
Subtotal of Revenues	\$16,449,462	\$0	\$16,449,462
Unassigned Fund Balance (Unreserved)	\$4,938,847	\$0	\$4,938,847
(Less) Emergency Appropriations (RSA 32:11)	\$0	\$0	\$0
(Less) Voted from Fund Balance	\$0	\$0	\$0
(Less) Fund Balance to Reduce Taxes	\$600,000	\$0	\$600,000
Fund Balance Retained	\$4,338,847	\$0	\$4,338,847
Total Revenues and Credits	\$17,049,462	\$0	\$17,049,462
Requested Overlay	\$0	\$0	\$0

Assessment Overview

Total Appropriations	\$37,418,962
(Less) Total Revenues and Credits	\$17,049,462
Net Assessment	\$20,369,500

Explanation of Adjustments

Account	Reason for Adjustment	Warrant Number
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TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051




Agenda 9-28-21

Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

8K

To: Board of Selectmen

From: Steve Malizia, Town Administrator 

Date: September 17, 2021

Re: Action Taken During Nonpublic Session, August 24, 2021

At their meeting on August 24, 2021, the Board of Selectmen discussed the addition of a permanent part-time accounting position in the Finance Department in non-public session. A motion was made after non-public session to add the position and a second motion was made to hire an individual for the position. While the discussion regarding the hiring of the person for the new position is allowed under RSA 91-A, the discussion on the addition of the position is not. Discussing the addition of the position in non-public session is in violation of RSA 91-A. After conferring with the Town Attorney, he recommended that we notify the public of the violation and put the information that was discussed in non-public session on the public record. I have attached a copy of the non-public agenda information for public disclosure and this agenda item will serve as notice to the public of the violation.

Should you have any questions or need additional information, please feel free to contact me. Thank you.



TOWN OF HUDSON
Finance Department



NPS
8-24-21

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

RECEIVED

AUG 16 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

To: Board of Selectmen
Steve Malizia, Town Administrator

From: Lisa Labrie, Finance Director *LL*

Date: August 13, 2021

Re: Conversion of Temp Employee to Permanent Part-time Employee

I have evaluated the Finance Department since my appointment to the position of Finance Director. There is a need for more accounting help. Other departments have been assisting us with some tasks such as Police Detail billing, and there are tasks and projects that aren't being done on a timely basis or that could be done better. We have been utilizing the services of a Temp employee from an agency to assist us in completing our daily, weekly and monthly tasks.

[REDACTED]

I am recommending that we add a permanent part-time employee to the Finance Department to ensure that all of the necessary tasks are completed in a timely manner. I am looking for a 29.5 hour per week employee so as not to incur benefit costs. I can cover the salary due to the difference between my salary and benefits and the previous Finance Director's cost. If the Board of Selectmen agree with my recommendation, I am asking the Board to approve the following two (2) motions:

Motion 1: To add a permanent part-time accounting position to the Finance Department not to exceed 29.5 hours per week as a Senior Accounting Clerk with prorated earned time and holidays and no other benefits.

Motion 2: To hire Magdalena Whittemore for the permanent part time Senior Accounting Clerk position at Step 1, \$19.62 per hour, of the Hudson Support Staff contract.

Should you have any questions or need additional information, please feel free to contact me. Thank you.

Senior Accounting Clerk

Job Summary

Performs a variety of routine and complex clerical, administrative and technical work in the administration of Accounts Payable, Payroll and Office Management.

Supervision Received

Reports to the Finance Director and receives direct supervision from the Town Accountant.

Examples of Duties

Process weekly payroll checks and related reports.
Prepare weekly accounts payable manifests.
Maintains and updates the vendor database with all account information.
Serve as internal contact to vendors and employees for payroll items.
Make daily bank deposits.
Process and distribute Finance petty cash.
Purchase order processing, posting and reconciliation of encumbrances.
Filing of related financial documents.
Prepares files and reconciliations for annual audit.
Mailroom administrator including copier and postage machines.
Clerical assistance to the Finance Director.
Perform other duties as assigned.

Knowledge, Skills and Abilities Required

Knowledge of accounting principles and practices. Experience with Microsoft office. Experience in using office equipment required. Knowledge of department rules, regulations, standard operating procedures, directive and written policies as they relate to the duties and responsibilities of the position. Ability to communicate effectively in oral and written form. Understand the requirements of working with confidential matters.

Minimum Qualifications Required

High School graduate (or certified equivalency) with a minimum of 5 years related experience, or a combined aggregate of related training, experience, and education. Possess excellent oral and written communications, human relations, and organizational skills. Must pass a criminal background check.

Revised 9/20/12

Sr. Accounting Clerk Part Time Job Description

Assist with the recording of Fixed Assets in Munismart

Keep track of long term debts such a leases

Billing:

To Pennichuck

Billing of Police Details

Collection of Police Details

Reconciliation of IDA billing, Fire Alarm and permits billing.

Petty Cash disbursement and reconciliations

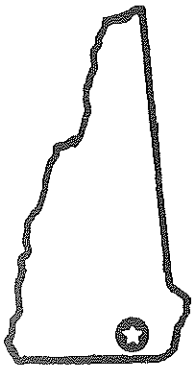
Keeping track of encumbrances and the closing of Purchase Orders in a timely manner

Assist with Accounts Payable as a back up. Creating vendors, researching issues and following up with vendor statements.

Back up on Cash Receipting

Back up on Postage recording and downloading to the meter.

Other projects and support as needed.



TOWN OF HUDSON
Office of the Town Administrator
 12 School Street
 Hudson, New Hampshire 03051

Agenda 9-28-21



Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

8L

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: September 23, 2021

Re: Nomination and Appointment – Board of Selectmen Chairman

When former Chairman Coutu resigned from the Board of Selectmen, it created a vacancy in the Chairman position. According to the Selectmen’s Bylaws, Section B (2) Officers (b), the Vice-Chair presides and assumes all of the duties and responsibilities of the Chair in the absence of the Chair. The difference between a vacancy and an absence is that an absence is temporary, whereas a vacancy is permanent. Ordinarily, the Vice-Chair serves as Chair when there is a temporary absence. However, in the event of a permanent vacancy, the Bylaws provide that the Board is to vote to fill that vacancy. Per the Board of Selectmen Bylaws, Section B (2) Officers (a), vacancies created during the year shall be filled by special election of the Board at the next regularly scheduled meeting. Should the Board concur, a motion(s) to nominate a candidate(s) should be made and then a vote should be taken on the nominees. The following motions are appropriate:

***Motion: to nominate Selectman _____ as
 Chairman of the Board of Selectmen.***

***Motion: To close the nominations and appoint Selectman _____
 as Chairman of the Board of Selectmen***

Should you have any questions or need additional information, please feel free to contact me. Thank you.

Town of Hudson, NH

BOARD OF SELECTMEN

BY-LAWS



By-Laws	Revision Number: 2
Approved By: Board of Selectmen	Revision Dates: See Below
Origination Date: 05/14/2019	Review Frequency: As Needed

A. PURPOSE:

These By-Laws describe the duties and methods of operation of the Hudson Board of Selectmen.

B. ORGANIZATION:

1. **Responsibilities of Members:**

All members shall make every effort to attend each scheduled meeting. Members shall make every effort to notify the Chairman if they are going to be absent from a meeting as soon as possible.

Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is at the direction of the Board.

2. **Officers:**

(a) Election - A Chairman, and Vice-Chairman shall be elected at the first regularly scheduled meeting following the election of Selectman that are elected at the annual Town Meeting. Election shall be by a majority vote of those present at the Board meeting.

Vacancies created during the year shall be filled by special election of the Board at the next regularly scheduled meeting.

(b) Duties - The Chairman shall preside at all meetings of the Board and perform all duties required by law.

In the absence of the Chairman, the Vice-Chairman shall preside and assume all duties and responsibilities of the Chairman.

In the absence of both the Chairman and Vice-Chairman the next senior member of the board shall assume all duties and responsibilities of the Chairman

- (c) Selectmen wishing to place an item on the agenda must notify the Executive Assistant to the Board of Selectman before Thursday at 12:00 p.m. prior to a Tuesday meeting. Citizens wishing to place an item on the Selectmen's agenda and plan to make a presentation must provide a copy of all presentation material and documentation to be included in each selectman's "packet" before Thursday at 12:00 p.m. prior to a Tuesday meeting.

C. OPERATION:

1. Meetings:

- (a) Organizational Meetings - An organizational meeting to elect officers shall be held in accordance with B, 2(a). The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these by-laws. The Board shall establish a schedule for meetings.
- (b) Regular Meetings - A more formalized meeting of the Board generally conducted in accordance with the order of the "Agenda" contained herein.
- (c) Workshop Meetings - A formalized meeting of the Board that is generally conducted for the purpose of providing the Board the opportunity to meet with other committees and boards, department heads, and the School Board to get a better understanding of any issues that other committees and boards may be having and to work to help them resolve those issues. This meeting is not generally used to conduct regular business of the Board.
- (d) Non-Public Meetings - A meeting of the Board held for town legal and personnel issues in accordance with RSA 91-A:3. All non-public meetings requested by a member of the Board of Selectman will follow the Non-Public Meeting Requests & Rules of Procedure as adopted by the Board of Selectman.
- (e) Special Meetings - May be called by the Chairman in accordance with RSA 91-A: 2, II; upon demand of three (3) members of the Board; or at the request of the Town Administrator through the Chair. The Chairman shall notify each member in accordance with RSA 91-A: 2, II.