



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

October 12, 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. Appointments
 - 1) Cable Utility Committee - (4 member vacancies, 2 expire 4/30/22, 2 expire 4/30/23)

Len Segal (applying for a term to expire 4/30/23)
 - 2) Zoning Board of Adjustment - (4 alternate member vacancies 2 terms to expire 12/31/21, 1 term to expire 12/31/22, 1 term to expire 12/31/23)

Edward Thompson (applying for alternate member term expiring 12/31/23)
 - 3) Zoning Board of Adjustment - (4 alternate member vacancies 2 terms to expire 12/31/21, 1 terms to expire 12/31/22, 1 term to expire 12/31/23)

Dean Sakati (applying for alternate member term expiring 12/31/22)
6. CONSENT ITEMS
 - A. Assessing Items
 - 1) Yield Tax Timber Abatement: Map 200, Lot 7, 65 Bush Hill Road
 - 2) Certification of Yield Taxes: Map 105, Lot 017, Sub 004, 197 Robinson Road

3) Current Use Lien Releases: Map 194, Lot 9-5, 146 Standish Lane, Map 194, Lot 9-7, 158 Standish Lane

B. Water/Sewer Items

1) Water Abatement - W-UTL-21-07, Acct. #3508106701

C. Licenses & Permits & Policies

1) Outdoor Gathering Permit - Road Race - Mill Cities Relay

D. Donations

- 1) \$1,200.00 to be used to purchase/maintain maple tree donation - Benson Park
- 2) Donation of a granite bench valued at \$421 from Hudson Quarry, to the Hudson Police Department in Memory of Sgt. Briggs
- 3) Donation of engraving of the granite bench from Hudson Monuments with a value of \$300, to Hudson Police Department in Memory of Sgt. Briggs

E. Acceptance of Minutes

1) Minutes of September 28, 2021

F. Calendar

10/13 7:00 Planning Board - Buxton Meeting Room
10/14 7:00 Board of Selectmen Budget Review - BOS Meeting Room
10/14 7:00 Sustainability Committee - Buxton Meeting Room
10/18 7:00 Traffic Advisory Committee - Buxton Meeting Room
10/18 7:00 Conservation Commission - BOS Meeting Room
10/19 7:00 Board of Selectmen Budget Review - BOS Meeting Room
10/19 7:00 Municipal Utility Committee - Buxton Meeting Room
10/20 6:00 Library Trustees - Hills Memorial Library
10/20 7:00 Planning Board - Hudson Community Center
10/21 7:00 Benson Park Committee - HCTV Meeting Room
10/21 7:00 Board of Selectmen Budget Review - BOS Meeting Room
10/25 7:00 Sustainability Committee - Buxton Meeting Room
10/26 7:00 Board of Selectmen - BOS Meeting Room

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on September 28, 2021

1) Selectman Morin made a motion, seconded by Selectman Guessferd to hire Christos Tufts as a HCTV Camera Operator, and will be classified as a "Regular Special Shift Employee" at the current rate of \$12.50 per hour. Carried 5-0.

2) Motion to adjourn at 10:00 p.m. by Selectman Morin, seconded by Selectman Gagnon. Carried 5-0.

B. IT Director Position

8. **NEW BUSINESS**

- A. Public Hearing - Sewer Infiltration & Inflow Donation
- B. Public Hearing - Inspectional Services Fee Schedule
- C. HPD - Highway Safety Grant Acceptance
- D. HFD - Ambulance Replacement Program
- E. HFD - Ambulance Bid
- F. 100 Lowell Road
- G. September Revenues and Expenditures

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 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. **(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.

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 21, 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

RECEIVED
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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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-3

S. Dean Sakati 11 Fairway Drive
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 |
|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Area(s) of Expertise:

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

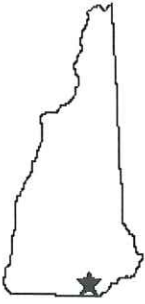
Information contained on this form is available to the public and will be given to the press. The Town of Hudson exercises affirmative action in its employment/appointment practices. Applicants must be Hudson, NH residents. For additional information, call 886-6024. Appointees are required to complete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

Circle One

Yes 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



TOWN OF HUDSON

Office of the Assessor

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OCT 07 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE
www.hudsonnh.gov



Agoda
10-12-21


Jim Michaud
Chief Assessor, CAE
email: jmichaud@hudsonnh.gov

12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6009 · Fax: 603-598-6481

6A-3

MEMORANDUM

TO: Board of Selectmen
Steve Malizia, Town Administrator

FROM: Jim Michaud, Chief Assessor 

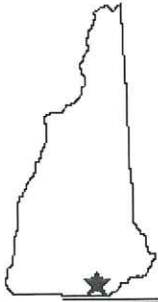
DATE: October 12, 2021

RE: Current Use Lien Releases
Map 194 Lot 9-5 – 146 Standish Lane
Map 194 Lot 9-7 – 158 Standish Lane

The attached Current Use Lien Releases for the above referenced sites are for the BOS's review and consideration. The land to come out of current use in this subdivision are multiple lots currently under development in the new Eagles Nest subdivision off of Bush Hill Road. We have reviewed the subdivision documents that created these parcels, reviewed vacant residential building lot land sales from 2019-2021, discussed the same with the property owners representative and have determined as-is market value estimates, for these two sites, in the low-to-mid \$120,000 +/- . These two sites had extraordinary amounts of required site development costs associated with them, some \$30,000 +/- in compacted structural fill required to make the site able to accept a building envelope, septic site etc.

DRAFT MOTION

Motion to approve the attached Current Use Penalty Lien Releases for; Map 194 Lot 9-5 – 146 Standish Lane and Map 194 Lot 9-7 – 158 Standish Lane, as recommended by the Chief Assessor.



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Agenda
10-12-21

OCT 04 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE



TOWN OF HUDSON

Water Utility

6B-1

12 School Street Hudson, New Hampshire 03051 Tel: 603-886-6002 Fax: 603-881-3944

September 28, 2021

The Municipal Utility Committee recommends to the Board of Selectman that the following application(s) for abatement(s) from water utility charges be

APPROVED:

W-UTL-21-07 (08/18/2021) Rigoberto & Zelia Melo Acct # 3508106701

The Municipal Utility requests abatement on the basis that customer was billed in error because of a clerical error. The committee recommends abatement in the amount of \$1349.70.

The Committee voted to recommend approval of this abatement due to clerical error.

Date: _____

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SEP 28 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE



6C-1

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

Type of Activity Road Race (Mill Cities Relay)
Date & Time of Activity 8:00 AM, Sunday, December 5, 2021
Site (address) of Activity Image of route attached
Name & Address of Company conducting Activity Mill Cities Alliance, 106 Ash St. Nashua, NH 03060

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

Signature of Officer of Company conducting Activity _____ Date 28-Sep-2021

Name, Address & Phone No. of President/Manager _____

State of Incorporation (if incorporated) _____

Name & Address of Registered Agent (if corporation) _____

Name of Local Organization sponsoring Activity _____

Signature of Officer of Local Organization sponsoring Activity _____ Address _____

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 dlgraham@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 _____

SANITARY APPROVALS

Stipulations _____

Health Officer/Date Scott Price 9/30/21

FIRE SAFETY

Stipulations _____

Fire Dept./Date Scott Price 9/30/21

ZONING

Stipulations _____

Zoning Administrator/Date Erin Bult 9/30/21

BUILDING

Stipulations _____

Building Inspector/Date Scott Price 9/30/21

POLICE DEPARTMENT

Stipulations _____

Police Chief/Date William Long



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/27/2021

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 Management Group 12730 Coldwater Road Suite 103 Fort Wayne IN 46845 | CONTACT NAME: Margaret Mayers PHONE (A/C, No, Ext): (260) 338-2925 E-MAIL ADDRESS: mmayers@insmgt.com | FAX (A/C, No): (765) 664-0761 |
| | INSURER(S) AFFORDING COVERAGE | |
| INSURED Road Runners Club of America/2021 and Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209 | INSURER A: National Casualty Company NAIC # 11991 | |
| | INSURER B: Nationwide Life Insurance Company NAIC # 66869 | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES **CERTIFICATE NUMBER:** 2021 \$2M A.I. **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.

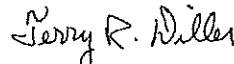
| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|------------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to Participant \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Event Basis | | | KRO0000008622100 | 12/31/2020 | 12/31/2021 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 500,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY | | | KRO0000008622100 | 12/31/2020 | 12/31/2021 | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| B | Excess Medical & Accident (\$250 Deductible/Claim) | | | BAX0000031541900 | 12/31/2020 | 12/31/2021 | Excess Medical \$10,000 AD & Specific Loss \$2,500 |

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

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT(S): 12/05/21 Mill Cities Relay-Road Race INSURED RRCA CLUB/EVENT MEMBER: Mill Cities Alliance ATTN: CHIP MANN, 9 Mallard Court, Litchfield NH 03053 Processed by RMV

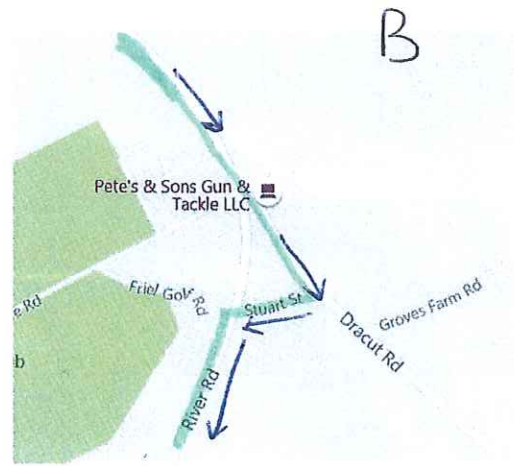
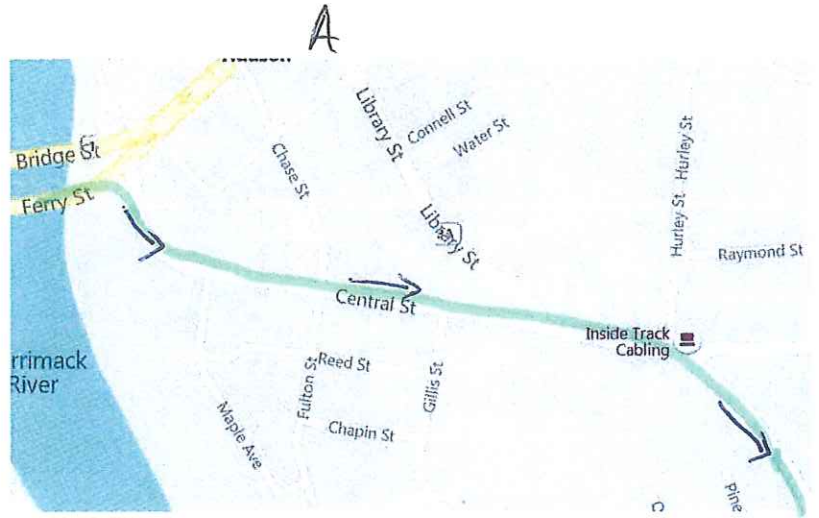
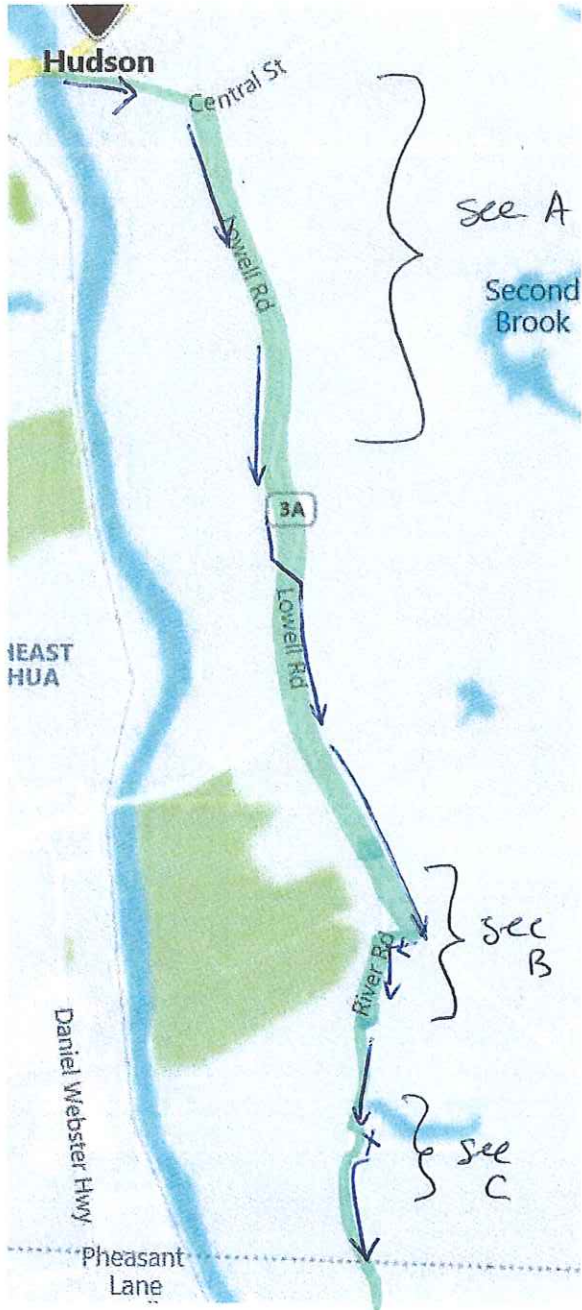
CERTIFICATE HOLDER

CANCELLATION

| | |
|--|--|
| 12/05/21 Town of Hudson 12 School St 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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FULL ROUTE

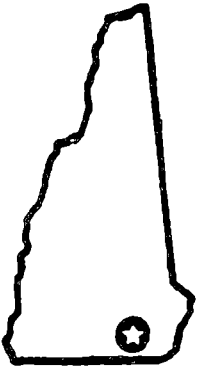


TOWN OF HUDSON

Public Works

Agoda
10-12-21

6D-1



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



“DONATION”

RECEIVED

OCT 06 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

To Board of Selectman

Public Works is requesting the Board of Selectmen accept a donation of \$1200 to be used to purchase and maintain a midsized maple tree. This tree will be planted in Benson's Park with the location to be determined by the donator, the Benson's Park Committee and the Park's Foreman.

Thank you

Jess Forrence Director of Public Works *JF*

HUDSON, NH BOARD OF SELECTMEN

Minutes of the September 28, 2021 Meeting

1. CALL TO ORDER - by Chairman McGrath the meeting of September 28, 2021 at 7:00 p.m. in the Selectmen Meeting Room at Town Hall

2. PLEDGE OF ALLEGIANCE led by Jim Lavacchia

The Pledge of Allegiance was followed by a moment of silence in honor of Retired Hudson Police Sergeant, Donna Briggs, who was killed in a horrible hit and run accident last week. Sgt. Briggs will be honored in this year's Annual Report.

3. ATTENDANCE

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

Staff/Others: Steve Malizia, Town Administrator; Elvis Dhima - Town Engineer; Rob Buxton - Fire Chief; Lisa Labrie - Finance Director; Jess Forrence - Public Works Director; Jim McIntosh - Dir. of Community Media; Roger Ordway - Tax Collector/Town Clerk

Chairman McGrath then said we got notice this evening that the threshold for the COVID infection has gone down below the threshold of 75, so therefore we don't need to wear masks indoors and I'm taking mine off. I suggest others do the same.

4. PUBLIC INPUT

Leo Bernard, 3 Bungalow Ave

Two weeks ago I watched your meeting and I saw about volunteers and I'm here to speak about one of them. Norm Martin is a very nice guy and everything. Like you said he did a great job on the ZBA and I think he'll do another great job if you appoint him again. He apologized and everything so I do think he deserves a second chance. I heard a lot of you all complain and stuff and there was nothing said nice about anybody. All you got was bad reports so I was a camera operator for the ZBA meetings once and twice for the Town and I know that Normand can do a good job at the ZBA. So I just thought I'd give my two cents on that.

Jim Crowley, 4 Fairway Drive

The Board of Selectmen has requested input on suggestions to changes in various zoning ordinances and my question is what the cutoff date for public input is? I think a couple weeks ago you had requested that you're gonna review the Zoning bylaws. Chairman McGrath said the Zoning Ordinances, if there's any changes to the Zoning Ordinance that goes before the Planning Board. The Planning Board members take that up and they discuss whatever changes they're going to proposed and you'll have the opportunity at those meetings to speak to it. So just keep an eye on the Town's website, I think and the agenda's for the Planning Board. Mr. Crowley replied, okay thanks. I didn't understand that process. We have an applicant tonight, Mr. Martin, who's served on the Zoning Board, I don't know if you wanted to comment on that but the Zoning Changes, if there are any, and I think that there are going to be some because I understand that the Zoning Administrator has some that he would like to make to the Zoning Ordinance. But that's got to go before the Planning Board, again, and

they'll hold hearings on it, they'll have discussions on it and then they'll publicize the hearing dates when it's open to a public hearing.

Mr. Crowley thanked the Chairman for that explanation and went on to say, secondly tonight, is you have two candidates, Dean Sakaiti and Edward Thompson to be interviewed for serving on the ZBA. Both are highly educated, intelligent, can make logical decisions and conclusions based on the facts presented to them and how they comply with Town Code. They have the ability to evaluate whether public safety or other valid issues are a factor in any ZBA cases. I fully support both candidates. They will both be an asset to the functioning of the Town government. Additionally they will always treat the public with respect. It will never be necessary for either of them to apologize in any way for making disrespectful, derogatory comments in public about concerned citizens. Words are powerful especially when they are coming from elected or appointed representatives. Please keep all this in mind when making decisions tonight and in the future when voting to approve appointees. Thank you for giving me this time and thank you for your service to Hudson.

5. Interviews and Appointments

A. Interviews

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

Len Segal

Mr. Segal was recognized and asked to tell the Board about himself. Mr. Segal said, my name is Len Segal. I live at 6 Beachwood Road here in Hudson. The reason, quite frankly, I believe in contributing to the community I live in. I did that for about 45 years in the Town of Sharon Mass. I served on their cable committee, for I don't remember how long, but over 10 years. Probably about 13 or 14 years. Now having completed our move here I wanted to see about joining the Cable Committee here. I attended their first meeting, I guess, in about a year and a half this past month and then I put in my application. In the Town of Sharon I served as a police officer. I was chairman of the development and industrial commission for about 25 years and a member of the government study committee for about 2-3 years. I've been a very active member of the community and I plan on doing the same thing here.

Selectman Morin was recognized and said I've talked with Mr. Segal several times on volunteering and stuff and he had stated that he was in the process of moving and he would be stepping up at some point and I appreciate you being here tonight. Thank you.

Selectman Guessferd was recognized and said I just want to make a comment. We met last week at the Cable Utility meeting. I applaud you for attending the meeting and coming here tonight to apply. I thank you for that. Mr. Segal replied, you're welcome. I wanted to see what the cable committee was about here. So that I know what I'm throwing my hat in the ring for or if I'm still interested in it, which I still am.

Chairman McGrath then said, normally the practice we've been following is that we interview and then we wait until our next meeting to make a decision. Mr. Segal stated that he understood. And the Board thanked him for coming in.

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)

Ed Thompson

Mr. Thompson stated thanks for inviting me tonight. Chairman McGrath said your name and address for the record and then the reason that you're applying. Mr. Thompson said Edward Thompson, 22 Burns Hill Road. I've been a resident of Hudson for 28 years now. The reason I applied for the position, couple of reasons, one is after you've lived in the Town that long and you've been fortunate in life to have a good job, roof over your head, all that, you start looking around and saying how did this happen? And maybe it's time to start giving back a little more. So I got on water utility, with Leo, back 10-15 years ago. Like I said when I applied for the Sustainability Committee, it was hard to get to those meetings, they started at about 5:00 or 5:30. So then I most recently applied for the Sustainability Committee. It held my interest. It had a lot of things going on that I think I can contribute to. This particular board, the ZBA, I think my skillset is pretty well suited for. My career, I'm a mechanical engineer by trade. I'm a senior manufacturing role now for really a startup company. We make dental lasers. They're very complicated instruments. I look at a lot of drawings. I'm very versed at running numbers and calculations and things like that and being able to look at broad picture of different disciplines within the company. This particular board gets involved with different aspects of land management, plot plans, things like that, which I've seen over a number of years. I just think that I can contribute to that part of the Town. I saw the need and I saw what appears to be, it's hard to fill seats. And I didn't take this decision lightly, applying, I've looked at it for a number of months now. Probably four or five. Now that we've lost another member of the ZBA I thought this was time. Chairman McGrath asked, that's all you have? Mr. Thompson replied, that's all right now yeah. If you have any questions? Chairman McGrath responded I do, but we'll go around the Board. Does anybody else have any questions?

Selectman Gagnon was recognized and said thank you Madame Chair. So Mr. Thompson I'm looking at your history here, what you write in your application about, biology, manufacturing and you talked about having a skill set that seems to apply to this position. Are you familiar with some of the regulations around zoning? Because a big part of what I look for is someone who not only has a good logical mindset, with good skills, but who can actually read some technical law that's quite boring and apply that in a reasonable way. Mr. Thompson responded, sure, yeah, I can remember going back, I was attending ZBA meetings when Brad Seabury was the Chair, if you remember back that far. Chairman McGrath added, I certainly do. Mr. Thompson went on to say he was a great chairman. Chairman McGrath said I don't remember you there though. Mr. Thompson said no, I was in the public. I wasn't on the Board. I should have been a member by then but anyway, I was in the public but basically I was attending meetings to find out how it was going to work when I went to apply for a variance to orchestrate a driveway positioning on my property. Anyway, long story short I ended up reorienting the property, thanks to Gary Webster saying why don't you just move it this way. But I was able to look at some of the plans and you know, since then I've been to different meetings before and watch them online. Yeah, setbacks and easements and all that. I've definitely read a lot of those. Especially over the last couple of years, different plans. Selectman Gagnon said thank you sir. That's all I have Madame Chair.

Selectman Morin was recognized and said how we doing tonight? To which Mr. Thompson responded, fantastic. Selectman Morin then said, when I saw your name I was pretty happy to see that you're stepping up to help. Because I gotta tell ya, I've probably seen you at more meetings than I've seen the rest of the Board. So you've been participating and you've been learning. But then you're applying for the 12/2021 position. Mr. Thompson said yeah, the reason, did you want to know why? Selectman Morin said yeah because, I'll give you my question so you'll know why. Mr. Thompson said I know where this is going. Selectman

Morin said I mean I've seen you everywhere. You've been participating, you've been learning, you just stated the Town needs it because we lost another member. You want to give back. You have a skillset that fits this position. You can contribute because of your background and knowledge and you've thought about this for a number of months. But then it's 12/2021. Mr. Thompson replied, it's the time constraint, Selectman Morin. I think the reason it took so long is I'm trying to manage not only being on Sustainability, currently I'm in the police academy, believe it or not, on Wednesday nights for 11 weeks. I'm on the board of directors for a condo association up north, which I have another property up north. I'm on the water utility committee for that condo association. And staying late at work. So I commute into Needham into work, and I've been allowed during COVID to work three or four days from home, but now they've got people coming back. And I'm in manufacturing so that means I'm driving to Needham or Milford New Hampshire. When I'm in Milford manufacturing facility it's been a little bit better. But I still have to go to Needham. So I'm just trying to balance the time and I thought, maybe dip my foot in the water and if it works out then reapply. You know. Selectman Morin then said, my concern is three months you don't even get your feet wet. Mr. Thompson said I thought about that. Selectman Morin said that's a concern because in three months we're going to be back in the same situation. Mr. Thompson said, I'll tell you what, and I just talked to Jim Crowley about this. I looked at the agenda. I watched the meeting from the other night. It was one case. It was over in a half an hour. But what people that don't realize is there's probably six or eight hours that go in before that meeting. So how many meetings are coming up? There's two. There's on the 14th of October and one on the 28th. The one on the 28th, I'm in Florida for my parents' 65th wedding anniversary. So I'm going to have one meeting there and another one in November and that's the three meetings. So I'll tell you what I'll step up tonight. If you want to move that date to of the positions that expires on 12/31/23 I would do that. Selectman Morin said I think it would be good because we're in such a need and in reference to the schedule you do realize they haven't been holding some cases because they haven't had enough people, so that schedule may be a lot busier. Mr. Thompson said there's a backlog then. Understood. Selectman Morin then said so you're saying you'd like to apply now to the '23 position? Mr. Thompson said if that would please the Board I would certainly step up. Selectman Morin then said, I'm gonna ask you straight out right now, you're so busy, and you got a lot of things going on. We put you on '23 where not going to lose me? Mr. Thompson said, you won't lose me. I may have to make a call to Deborah Putnam, but you won't lose me on that Board. Selectman Morin asked again, so you're committing to '23? To which Mr. Thompson responded, I am. There you got it out of me. Selectman Morin said, thank you. I appreciate that. Mr. Thompson said no, I understand. When I looked at it and then I'm looking at the calendar the other day and I'm like what good is this position going to be? By the time you...I get it. Selectman Morin then said and you know I will come back and see you if you step down. (Laughter in the room), Mr. Thompson said if the phone rings it's you.

Selectman Morin then asked do you have any particular areas of interest with regard to participating in Town government and nonprofit endeavors, sponsorship or affiliation with groups, organizations in Hudson other than what you've talked about. Mr. Thompson replied, you mean monetarily or? Selectman Morin said nope any time of organization. You talked about you were on a condominium and things like that? Are you on any other groups in Town? Mr. Thompson replied, not really. Selectman Morin said none at all? Mr. Thompson said obviously I've been involved with sharing citizen's involvement with the Save Hudson group. Obviously that's no mystery to anybody. But no other Town activities or anything that's gonna pull me sideways. Selectman Morin asked and you did what with Save Hudson? Mr. Thompson replied, I was a citizen that spoke with the Save Hudson group. Selectman Morin said right, so you're a part of that group? Mr. Thompson replied well it's hard when you say part of a group. I'm associated with a group. There's no membership, there's no roster, anything like that, so yeah. Selectman Morin went on to say, as a member or an associate, we'll go with associate, of that group, and you've said you talked so have you done that on social media? Any public forums or any other places that you've made comments? Mr.

Thompson responded saying I have made comments to social media to the Hudson Facebook pages. I'm trying to think if I've written any articles to the newspaper if I have, I don't, it was a while back but umm, I'm a citizen just exercising what I feel. If I see something that I, obviously I spoke in opposition to the plan that was in front of the Board. If I see something that I feel is out of order I'm gonna say something and that's what I think being a good citizen is. Is standing up for what you believe in? Selectman Morin said I fully agree with you as a citizen, but now that you're on a Board that puts you in a different light and it could be an ethics, we've already seen that. And that's my question and why I ask it. Mr. Thompson replied, yeah, no, understandable. There are other people in this room that have had to go to the same type thing. And the public looks at you a little differently. Selectman Morin replied, correct, I'm just trying to get that out, that's all I'm doing. Out of all the Town boards the Zoning Board basically acts as judges for the cases that they're gonna be reviewing. Do you believe any of your affiliations or associations that you have would in any manner hinder your making a fair judgement on a case? Mr. Thompson replied, no, no, not at all, next question. Selectman Morin then asked, do you understand how the Zoning Board would apply to the Planning Board and how that relates? Mr. Thompson replied, a little bit. I do know that sometimes they defer to the Zoning Board. They will take up a case and then if they get stuck on something or there is a question they will defer it to the Zoning Board but yeah, I've seen that before. Selectman Morin then said I have one last question. What is your position regarding of a variance to a Zoning code when it justifiable? Mr. Thompson asked Selectman Morin to repeat the question. Selectman Morin repeated the question and Mr. Thompson answered, depending on the case, there was one the other night that made perfect sense. Basically where it doesn't hurt your neighbors or those around you, if it's not, like I said if it's not hurting your neighbor, either land use wise or financially or what have you then sometimes it's gonna be granted. Selectman Morin said you made two statements and I understand where you're coming from, but Zoning and Planning have rules and regulations, RSA's, you didn't mention that. That concerns me because that's what you guys have to make your judgements on is the rules, the RSA's not neighbors and things because that's where you get into trouble. Mr. Thompson said that's assuming that they meet the RSA's. Selectman Morin said well we can't but if it's justifiable in the RSA's and the rules, not the neighbors. That's what I want to be clear. Mr. Thompson responded saying, sure that's first and foremost, it has to meet the RSA. And I guess I'm just referring to the case I heard the other day where that was an allowable variance to a particular individual who poured a foundation and he made a mistake on the calculation. Selectman Morin said right but they did have to bring in rules and RSA's not just because....Mr. Thompson said oh sure not just because his neighbors were okay with it.

Selectman Roy was recognized and asked can you tell me what your understanding of a conflict of interest is? Mr. Thompson replied a conflict of interest, boy that's a good question. As it relates to somebody on the Board? Selectman Roy replied a case before the Board. If you were to hear a case before the Board, what would make you recuse yourself? Mr. Thompson said, and I anticipated getting a question like that. Chairman McGrath said because it was coming from me next. Mr. Thompson then said, I think if you're a direct abutter to a property that's either applying for a variance or a special acceptance or something like that. Certainly if it would cause me a change and I could profit from that decision, those are really the two that I know are state statute. I don't know any others. That's really about it. Selectman Roy replied, okay, I'm fine with that answer. Chairman McGrath asked, you're okay with that answer?

Chairman McGrath then said I have some questions for you and one of them is concerning conflict of interest. How would you handle it if you felt that you had a conflict of interest or if you knew you had a conflict of interest? What would you do? Mr. Thompson answered, well obviously you gotta do a gut check. You know, you know if obviously you're gonna have to recuse yourself in public at the meeting or prior to the meeting. Yeah, if you are, as it's written, if you are a direct abutter or can stand to profit from your decision then you've got to

recuse yourself. Chairman McGrath then asked, but what if it's not to profit. What if it's to profit your friends or your family members in one way or another? Mr. Thompson answered it's a gut check. Chairman McGrath said what do you mean by a gut check? Do you say well do I feel like I'm in conflict and if the answer is yes what do you do? Mr. Thompson answered, if it's a friend or something like that...Chairman McGrath added or family member. Mr. Thompson said it's a tough call. I would almost defer or look to either the chairman or for advice but I think legally is the way. If it's a legal thing it's written in there you know friend or family and it can be proved that your friend of family of whatever and you have to recuse yourself and you don't then if there's any type of legal repercussion then I don't think you have a choice. Chairman McGrath asked, so would you step down from making the decision? Step away from the Board and say I'm sorry but I've prejudged this case for whatever the reason is or I feel that I have a conflict of interest, would you step down? Mr. Thompson answered, well it depends on the case. Doesn't it, depend on the case? I'm not trying to dodge your question but...Chairman McGrath responded, well I think that you are but that's okay, we can go on. I can make my decision based on their answers. And I'm not satisfied with your answers. Chairman McGrath said you wouldn't be satisfied with my answer if I answered that way and I was serving on the Planning Board or the Zoning Board, which I've done. I've sat on both boards. And I've stepped down at times when I didn't feel that I had a conflict but someone else might have. They may have objected to me sitting for my position on the Planning Board or my position somewhere else. So I would always take the position of stepping away because it's far more important to me that my integrity stays intact then to act on a plan that really doesn't matter in the long run. That's my history. In any event, it's not about me, it's about you. Mr. Thompson replied saying well I do have...I'll put a question to you because you know I thought about this for a while before I came in there tonight. Ed what if you were asked about some ZBA decision regarding say a certain parcel in the south end of Town that houses two golf courses. How would you, say there was something that came up after, you know, down the road, where the ZBA had to get involved. What would you do? Chairman McGrath replied, I wouldn't answer the question because that would be prejudging any plan that might come before that Board. That's the position that I would take. Because you don't want to be put in a position where you're putting things on Facebook, where you're putting things in a newspaper, where you're putting things out in the public stating things that may come back to bite the Town because if you act on it inappropriately then it's gonna cause a problem for the Town. That's how I view things. That's how I view that and that's how I performed when I served on the Zoning Board and on the Planning Board. So that's my answer for you. In any event we're done with questions for you. We'll act on your request at the next meeting. Mr. Thompson replied, thank you. I appreciate your time and I'll also echo thank you for everything you guys do. It's a huge commitment to the Town.

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

Chairman McGrath asked Mr. Sakati to come forward and state his name and address for the record. Mr. Sakati said Suri, I go by Dean, which is my middle name, Dean Sakati. I live at 11 Fairway Drive. Chairman McGrath asked and your reason for applying for the Zoning Board? Mr. Sakati replied if I could start maybe just talking about me a little bit, who I am. I've lived in Hudson for the last 29 years. Moved here from Boston shortly after getting married. Originally lived in Chicago, upstate New York. I spent some time in Saudi Arabia. I have four children who have all gone through the Hudson Public School system. One boy and three girls. Only one is still left in the house. The others are either in college or doing post graduate work or actually working. I've spent 30 years working in Boston and have had the commute back and forth to and from Boston. I currently work for State Street

Bank which is deemed by the Financial Stability Board as one of the world's global, systemically important financial institutions. Where I'm head of product innovation and business development for our global markets division. In this capacity I also serve on the Board of LUKKA, which is an emerging financial technology company which produces accounting and financial data for cryptocurrencies. And I also serve on the strategy and finance committee of Equilend which is an industry utility that helps process trades. What I like to refer to as the plumbing of our industry. As a side career, I spent 21 years in the US Army Reserves. I retired as a major. I was mobilized in 2003 for 12ish years of that time I served in the engineer branch where I would say I have a moderate level of understanding of engineering going right from an MOU to developing plans to actually leading troops on the ground to implement construction projects. But engineering construction projects for a combat engineer battalion is things like putting in culverts, paving roads, clearing, grubbing and those types of projects. I also got an MBA part time at Boston College during the time I've spent in Hudson. And as a fun fact and I only throw this out there, the military I did it for my sense of giving back to our great country. I also stepped out of corporate America to do a startup where we were trying to create what's called the roll up strategy. Basically it changed the way trading is done to take some of the traditional conflicts that exist on Wall Street, like out of the system and that benefits directly institutional investors and that was sort of our noble purpose, if you will.

If I had to describe me, this starts to get into why I'm interested. I'm analytical, I have some basic engineering skills. I can read drawings. I have critical analytical skills, I read legal briefs and can take the code and relate it back to what's actually and making decisions on it. I would be very naive to say that I can describe to you exactly what the Zoning Board does on an absolute day to day basis, though I've watched some of the meetings. But I think I'm a quick study. Frankly the reason I'm applying for this is your sort of polite challenge Madame Chair that we need to not only speak up but we need to step up. And that's why I find myself here today. I left the application dates open so that if I were honored to be approve then you can slot me in any slot that you'd like. I would add to the ethics part, that having been an officer of the United States Army, working in corporate America for a company that supports our entire financial fabric, I'm very conscious and cognitive of ethics and how blurry they can be at times and I'd like to pride myself at Boston College to being a Jesuit institution, our MBA was also had a very strong ethics component to it. I don't know if there's anything else you'd like to know about me.

Selectman Roy was recognized and said so you were in a combat engineer battalion? Mr. Sakati replied, that's correct. Selectman Roy then asked so when you weren't deployed did you do any domestic operations? Mr. Sakati replied, yup. For example I was going to serve on a drugged addiction mission where we were going to go to the border and basically do observations. That got canceled. But we also did some stuff with the engineers, Alton Bay, I don't know if you remember, it was probably 1995-ish, there was a dam that broke and caused a lot of damage. We were sort of first responders isn't the right word, but we were the first up there to help to basically clear the area. And being in the reserves you had to have the legal status to be able to operate, because the guard can do that type of mission, but the reserves can't but we got special clearance. Selectman Roy said that was my next question. She then asked, so is that the only sort of domestic operations you did? Mr. Sakati replied all the time we did our training, you'll see a lot of times combat engineer battalions will actually build soccer fields. They'll do all these types of projects. What we do is we get approval to do these things but what we're trying to do is exercise our both our combat skills as well as our engineering skills. Selectman Roy then said so my question that relates to this position is your interaction with the community to get those built so that you follow those community regulations and norms. Were you involved in that part of it? Mr. Sakati replied, somewhat. I would say tangential. As an officer you're engaged in all aspects of it. We also went to Kenya, Africa where we built school dormitories, put in wells. Our primary mission was actually military side was to help put in ranges. Basic combat ranges for the Kenyan military.

We did vaccinations as well. In building those dormitories now you have international law, you have lawyers and stuff to help a lot of this.

Selectman Roy said my final question, were you an SO of your battalion? Mr. Sakati answered I started off as a rifle platoon leader and then I was a mortar platoon leader and then a company SO. Selectman Roy said so you were an infantry guy first? Mr. Sakati answered yes. Selectman Roy then said so you said you retired as a major, were you the SO of the battalion? Mr. Sakati replied no I was the S3 of a battalion and then I moved into a staff position where we evaluated and trained engineer units at that time.

Selectman Gagnon was recognized and said just one question. So impressive background. Sounds like, I believe, you have the skill sets and mental capacity to kind of think out some of these complicated cases, but what came to mind with your background and your career in a financial institution is, do you deal with customers directly? Are you responsible for like a major customer directly? Mr. Sakati replied, I do deal with clients in some capacity. Usually it's in the context of we have new products, we're rolling them out, maybe they're like a beta or test client and I would work with them. Selectman Gagnon said where I was going with that is would you potentially see any of your clients as applicants that may come in front of you. Because to me a conflict of interest is a financial conflict of interest and that would be the only concern I would legally have. Mr. Sakati replied, so given where we sit in the financial services industry, I don't see the conflict being say with a large developer or we're making investments with developers. I don't perceive that type of conflict. There could be other conflicts, but what I would have to do is if I were in fact approved, I would run it by my ethics department to make sure that I was clear on those types of conflicts. Chairman McGrath said and you're talking just about the financial conflicts related to your work? Mr. Sakati replied, I believe that was the spirit of the question, yes. Chairman McGrath said I just wanted to make sure.

Selectman Morin was recognized and said, first of all, thank you for your service. That's very much appreciated. I got to ask with your background, how come not Budget Committee instead of Zoning? Mr. Sakati replied, I thought about it, I think it would naturally fit. I'm concerned about time. I commute into Boston and my job is 60-70 hours a week. I'm just concerned about the time commitment. I wouldn't rule that out in the future. I would like to dabble in serving our community. Selectman Morin then asked, which position do you want to commit to? Mr. Sakati replied, can I leave that to you? Then he said like Ed I was thinking the 2021 simply to basically just to start to learn more and contribute then go from there and reapply. But I'm open minded to whatever the needs of the committee are. Selectman Morin asked which one you'd like. The Town Administrator read the open alternate member vacancies. Mr. Sakati replied how about '22.

Selectman Morin then said first of all you've done a lot within the service. But my concern is we're talking culverts, roads, soccer fields and things of that nature. I don't see any zoning issues there. When Selectman Roy asked you were you involved in the process, were you involved in any zoning issues in any of those? Mr. Sakati replied, not directly. Selectman Morin then said so there is no real zoning background other than you worked in construction type of thing. Okay so there's no zoning background. Mr. Sakati replied, yes that's correct. Selectman Morin asked where did you build these soccer fields and things. What area? What town? Mr. Sakati replied, in New England. Selectman Morin asked, what towns? Mr. Sakati replied, in New England. So there's one in Nashua that's 111? I don't even know if it's still there. I think it is. Right off 111 on the right if you're traveling towards Hollis. Selectman Morin asked Udekki Farms? Mr. Sakati replied, that could be what it was called yeah. So that's one of them. We did a lot at Devins itself. We did a lot of culverts and grating of roads and that type of work. We went down to the Rio Grande in the state of Texas, correction, New Mexico. We did work with Border Patrol, similar. Putting up you know buildings that are used to warehouse equipment as well as grating roads and culverts and such. Selectman

Morin replied saying, awesome. Thank you. Selectman Morin then asked, why did you choose zoning then? What brought you to that other than we need help and that is very much appreciated. Mr. Sakati replied that's literally the answer to the question. We were here two weeks ago. You, the Board of Selectmen threw down the gauntlet as I would describe it. You need to not just speak but serve and there was a lot of vacancies in Zoning so that's where I threw my hat. And it's something that just naturally interests me. My father was a civil engineer. It's interesting.

Selectman Morin then asked Mr. Sakati, do you have any other particular areas of interest with regard to participating in Town government or nonprofit endeavors, sponsorship or affiliation with any groups, organizations in Hudson other than what you've talked about tonight? Mr. Sakati replied, you obviously know that I've been very vocal in one large construction project that's being, or that was proposed in the Town of Hudson. I, you know, you may have seen I spoke to neighboring towns to brief them on the project itself. That would be under call it the banner of Save Hudson. As Ed Thompson mentioned Save Hudson is not an organization. It's just a bunch of, it's you know, whatever, hundreds of residents that believe that we need to preserve the nature of the character of the Town. Right? Selectman Morin then said so you posted on social media? Mr. Sakati said no. Selectman Morin asked you never did? Mr. Sakati replied nope. Wait, I did make one post to Facebook I think in the last three weeks to say who I think the perspective developer is I think someone had put out that the trust of this new development that is being proposed by Friar's and I simply did a Google search and found out who the developer was and posted that on Facebook. No color on it. Really just saying this is who I suspect it is. Selectman Morin then said okay, now I got to ask you a question. Where you've already looked into the case. Do you see that is gonna be a problem if you get on the Zoning Board? Mr. Sakati replied, no. Selectman Morin then said, you visited the Pelham Conservation Committee on December 9, 2020 and went over another project that we're doing in Hudson? Mr. Sakati replied, that's right. I did. Yes I did. And I also spoke to Litchfield and I also spoke to Tyngsboro. Selectman Morin then said and out of all the Board's the Zoning Board is basically the judges. When they make their decisions. Mr. Sakati said quasi-judicial yup. Selectman Morin asked do you believe any of your affiliations that you would in any manner hinder making a fair judgement in a zoning ruling. Mr. Sakati replied, umm, what I would say is if there were, without vignette's it's difficult to answer that question. If I ever perceived that I had a conflict than I either need to recuse myself or I need to resign from the position entirely. Selectman Morin then said I didn't ask for a conflict I asked making a fair judgement. You're still...Mr. Sakati interrupted saying do I have biases, yes sir, sorry. You know I don't think I have, you know, did I speak up against the project in southern Hudson? You know is that a bias? It's a strong view. But I think everyone, anyone in the Town has a view. I think if someone said I want the project because it brings in more tax money I don't know if they're recusing themselves or they would recuse themselves that would be a strong view as well right? So I would have to judge the situation. Selectman Morin said there's a difference there. If a Board of Selectmen says they want the project we're not making a judgement like the Planning Board or Zoning. Okay? We're you're on the Zoning Board, you're making that judgement. Mr. Sakati replied, right. So if I think back to Madame McGrath's sort of vignette that I think I heard with Ed Thompson, is I think if I felt like I had a bias going into it I'd probably, I would need to recuse myself or to step away from it. Selectman Morin then said, okay the Zoning bylaws has quite a list of what would be a conflict and I suggest both of you take a look at that because there are some things you didn't mention tonight that would fall under that. Mr. Sakati replied, yup.

Selectman Morin then said you understand how the Zoning Board applies to the Planning Board? Mr. Sakati replied, moderately. I think I would have to be very humble in saying I would have to learn a lot in this position. Selectman Roy was recognized with a follow up question which was, were you engaged in any of the legal activities involving the project in south Hudson? Mr. Sakati responded, legal, yes I have been. Selectman Roy said I just

wanted to be transparent about that. Mr. Sakati said if I could just add a little bit more clarity, I am not a signatory to any of the lawsuits. Which is deliberate. But I do, obviously you've heard me speak. You know my views. I've put them all on the table and I would say if I had to categorize my views they're all with the sincerest wanting to help the Town. I can move when this is over if I don't like it or I don't like the outcome I can move. But it's with the sincerest level of commitment to the community that we all live in. Selectman Morin was recognized and said may I just comment to that? Again, as a citizen, I appreciate it, you have every right to. When you're sitting on that Board it's a whole different thing. And I'll ask again do you think your opinions, past and future, will hinder you being able to make a correct judgement on the Zoning Board. Mr. Sakati answered saying, I do not and if they did then I would need to step down. That's as simple as that. Selectman Morin replied, thank you. Mr. Sakati went on to say I do believe the ethics, like I spent too much of my career in fields that require a high level of ethics that you have to draw a bright line. And listen we don't always know where they are. I assume we have resources to bounce or experienced people you can bounce the greys. Because it's not black and white. If it was all black and white a computer would do the jobs. Right? That's why we need smart people that can actually get into this. Selectman Morin then said make sure the record shows the 12/31/22 is the position he's going for. Thank you.

Selectman Guessferd said, I really don't have anything to add Madame Chairman. I've heard a lot here, thank you for your service as well. Mr. Sakati replied my pleasure. Selectman Guessferd continued saying there is a level of integrity that goes along with that. Mr. Sakati replied, as you know.

Chairman McGrath stated I don't have any questions for you because I've heard your presentation. You've responded in relation to Mr. Thompson's questions so I don't think I need to hear anymore. And you're willing to step down on cases that you feel that you have a conflict. Mr. Sakati responded if I had any sort of conflict I would certainly put it in the open. Chairman McGrath then said because you realize of course when you have a conflict, and it comes out afterwards, and you're challenged in court, if it goes to court, then it hurts the Town. And that's the last thing that we need. I've had to make decisions about projects that I really wanted to vote on. But I've stepped away or abstained because I knew there was going to be a challenge in court. And there was no way I was going to put the Town in jeopardy. So it's one of those things where you have to make a judgement call within yourself and you have to have that type of concern for your community. Mr. Sakati replied, yup. My largest concern would simply be what I don't know. And my hope is that there would be mentorship from senior people within Town government that could help provide or dispel that to help identify where those exist. The Chairman responded, thank you. I feel comfortable with your answers, Mr. Sakati replied, I appreciate that. Chairman McGrath then said, okay, again, we'll take two weeks to decide and at the next Board of Selectmen meeting we'll make a decision. Mr. Sakati asked, can I add one last comment which is not regarding my candidacy but I would just like to speak out for Ed Thompson who is absolutely a must approve. He's a great asset for the Town. You know someone who really cares. He's smart, he's thoughtful, he's through, he's detail oriented and certainly puts his heart into trying to make this community a better place. Chairman McGrath responded, we've gotten to know a lot about Mr. Thompson over the last few months. Thank you.

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

Chairman McGrath said next up is the appointment for Zoning Board of Adjustment, Normand Martin, who applied for an alternate member term to expire 12/31/23. Does anyone care to make a motion to appoint Mr. Martin? Selectman Morin made this motion. Selectman Guessferd seconded the motion. Chairman McGrath replied, thank you, because I was going to if you didn't. The Chairman then said motion has been made and seconded to appoint Normand Martin as an alternate member of the Zoning Board of Adjustment with a term to expire 12/31/23. Selectman Guessferd asked can we have discussion. Chairman McGrath replied if you want to yes we can. Selectman Guessferd then said thank you Madame Chair. Two weeks ago I went on record as saying that we had people that had come in and objected to Mr. Martin's candidacy as an alternate member of the ZBA. Since that time we've received some correspondence in his favor as well. I want to make sure that that's on the record as well. There are folks out there who also support him and that needs to be part of our decision process in looking at all that. I've always said that you know, I want to listen to the citizens of Hudson. So there have been a number of people in opposition, there have been a number of people in favor now. And someone spoke tonight, thank you Leo, in his favor. Someone spoke opposed. Personally I believe that Mr. Martin would do a good job. Two weeks ago, despite that, I probably would not have voted at that point because citizens had come forward against him. My personal opinion tonight is after all the input that I think I stand in favor at this time. Chairman McGrath thanked Selectman Guessferd for his comments and asked if anyone else had comments.

Selectman Gagnon was recognized and said and honestly Mr. Norm, this has been difficult. I had notes about you that I had been reading over and over in my head. I guess to make things simple, I would rather vote positively on a term to expire on a term to expire in 2021. I'm hesitant for the '23 term. So I think I'm going to leave my comments at that. I had other reasons here but I'll kind of leave those be. I'd be more in support of 2021 if you were apt for that. Sorry Madame Chair. That's all I have for now.

Selectman Roy was recognized and said so, um, I had asked for the two weeks to think about it. I also received some, I also sort of poked around a little bit. I could not be in favor of a term to expire 2023 but I think that if I were going to go to a compromised position I could go to 2021.

Chairman McGrath then said so, I wasn't going to make any comments but I'm going to now. As I stated at the last meeting, I don't always agree with Mr. Martin. He and I have had many disagreements over the years. But I never questioned his concern or willingness to do what was right for the Town of Hudson. I didn't have to like it. I only had to realize that he was doing what, in his judgement, was right for the Town. And I'm willing to support him. He's apologized for the comments that everybody seems to be concerned about. I think that there's other things behind those comments that they're not addressing but um. I think he should be appointed to the '23 term. 12/31/23. I think Normand has served on the Zoning Board of Adjustment for a number of years. He's served as the chairperson. He helped to write the bylaws for the Zoning Board of Adjustment. That took a lot of time. It took a lot of interest and a lot of perseverance on his part. To throw him to the side because he made one comment that was not appropriate and was insulting to a lot of people. But he's apologized for that. I don't think that we should cause the Town to suffer the loss of somebody that can devote the time, devote his knowledge in zoning. He's served a long time on the Zoning Board of Adjustment. So I'm willing to give him a chance with the term to expire '23. Because

I think he's proven himself and I think he's learned that he needs to be careful about his comments. So the motion has been made and seconded to.

Selectman Morin said I'd just like to comment. As Selectman Guessferd said, we received numerous letters. Those were selectmen, past selectmen. Those were other members that served with him on the Zoning Board and knew what he could do and what he's done. As you stated Ms. Chairman, he did apologize. I knew he was going to apologize and somebody called him on the carpet and he actually did it before he planned on reading his statement. So the apology was coming. It was just brought out before he was ready to do that. Again, you know, we all make comments. All of us. Was it a good comment? Absolutely not. Absolutely not. Has he beat himself up about it? Yeah. I've talked to his family. They were upset. '21? Come on guys. Give me a break. I will vote for the '23 also, thank you.

Selectman Guessferd was recognized and said what I'll say here, Madame Chair, sounds like we have kind of one other year that hasn't been mentioned. 2022. I think that's probably a good period of time, I agree, Selectman Morin, but I think he's willing to come on board. I think it gives him a chance to prove himself again. Again, I feel like he's done, he did a good job when he was on the Board before and I think, for me, I'm not sure I support '23 but I would support '22. Selectman Morin then said before we go any further, where is he? Would the other gentleman like to step up to '23? Mr. Sakati said yes, I would. Selectman Morin thanked Mr. Sakati who responded saying, you're welcome. Selectman Morin then said I'll make an amendment to the '22 alternate position. Selectman Guessferd seconded this. Selectman Roy asked for a roll call vote please. Selectman Guessferd, yes. Selectman Gagnon, yes, if I may make a comment after Madame Chair. Selectman Roy, reluctantly yes. Chairman McGrath aye. Five in Favor, none opposed. Chairman McGrath then said, congratulations Mr. Martin and be careful with your comments in the future. Mr. Martin replied, certainly. Selectman Gagnon was then recognized and said sorry for spending some time on this but I wanted to read a couple comments I've been reading over for the last couple days and why I was torn. Do your best to try to stick to law. Read the RSA's, I'd really appreciate that. Work on how you hold yourself. Everyone's already beat you up about that, you already know I'm sure. Remember who has the ultimate control, the voters. You know, we need to make sure we're listening to them. We've actually been in complete reverse situations and it turned out a little differently so I really wanted to take the higher road. Make sure I made the right choice and not had been vindictive. And I did talk to some of your family members too and she has good advice, listen to her more often. That's all I have Madame Chair.

Selectman Morin made a motion, seconded by Selectman Guessferd, to appoint Normand Martin as an alternate member of the Zoning Board of Adjustment with a term to expire 12/31/22. A roll call vote was taken. Carried 5-0.

Chairman McGrath asked if any selectman had any items they'd like removed for separate consideration.

Selectman Guessferd asked that item 6E be removed for separate consideration.

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

Selectman Guessferd was recognized and had one change in the minutes. The motion to go into nonpublic session, on page 22, was listed as 8:18pm. It should have read 8:48pm. Selectman Guessferd made a motion to accept the minutes with this correction. It was seconded by Selectman Morin. Carried 5-0.

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

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. Sparkling River Condo Development - Water Main Acceptance (Bracket Lane)

Chairman McGrath recognized Town Engineer, Elvis Dhima. Mr. Dhima said thank you Madame Chair. Good evening everyone. First item for you tonight is Sparkling River Condo Development water main acceptance. This project was approved in 2004. It's been a long way since we got into the last phase. And they're building them right now. About 17 units. They got the water and the sewer done. The water main will be Town property once accepted tonight. It meets all the standards. It's about 1,425 feet of eight inch main and three fire hydrants. This is recommended by the Town Engineer, Public Works Director and Municipal Utility Committee. With that said I'll take any questions you might have. Seeing no questions Selectman Morin made a motion, seconded by Selectman Gagnon to accept the Bracket Lane water main and fire hydrants as recommended by the Town Engineer, DPW Director and Municipal Utility Committee. Carried 5-0.

B. Sparkling River Condo Development - Sewer Main Acknowledgement (Bracket Lane)

Mr. Dhima was again recognized and said thank you Madame Chair. Same development, sewer in this case. What's different about this item compared to the first one is this remains private property. We have to acknowledge that this was done to Town standards because it discharges their sewer into ours. Therefore we kind of own it once it leaves their development. So same thing, last phase. We did all the testing. We witnessed everything and everything is up to standards and ready to be acknowledged that it meets our standards. With that said once we do this they'll be able CO's but this will remain private. This will be the responsibility of the association to maintain if there's any issues down the road. With that said I'm here to ask for you to acknowledge this as recommended by myself, the Public Works Director and MUC. With no questions, Selectman Guessferd made a motion, seconded by Selectman Morin to acknowledge the sewer main was built to Town standards as recommended by the Town Engineer, DPW Director and Municipal Utility Committee. Carried 5-0.

Selectman Morin was recognized and asked is that development done yet? To which Mr. Dhima responded it is pretty much done. So this is the last phase right now. Phase five. Continental is handling the side work and the pavement. You will see me probably one last time for anything related to water and sewer for the clubhouse that they're building in the back but they're very excited to be done very soon. So between this one and I think most of them have already been spoken for, all the units, the clubhouse will be the last piece and it's starting to look really good there.

C. Heritage Landing 8" Water Main Extension (112-114 Greeley Street)

Mr. Dhima was again recognized and explained Heritage Landing is a 62 plus community that was recently approved by the Planning Board. They require water to service them for the domestic and fire protection. The water main consists of 2200 linear feet of eight inch main and seven fire hydrants. I'm here in front of you tonight to ask you to approve this agreement and I'll take any questions you might have. Seeing no questions Selectman Gagnon made a motion, seconded by Selectman Morin to approve and sign the proposed eight inch water line extension agreement for

Heritage Landing, as recommended by the Town Engineer and the Municipal Utility Committee.
Carried 5-0.

D. 35 Sagamore Park Road Sewer Allocation

Mr. Dhima was once again recognized by the Chairman and explained this is the last one for you tonight. 35 Sagamore Park is an existing building. It's an existing sewer user. There is a currently a party interested in purchasing this property. This property right now is entitled to 7,140 gallons. The original inquiry to increase the sewer allocation was 40,000. After numerous discussions with them they responded with a revised request at 22,690 gallons per day. They also understand that our sewer ordinance allows them to contribute to our sewer I & I to basically repair something so we can make capacity in other ones. So with that said our current balance right now is about 160,000 per day. They're requesting 22,690 gallons. You have two motions in front of you tonight to approve the sewer allocations for the amount not to exceed 22,690 gallons per day and the second one is to have a public hearing for the contribution they're doing towards the I & I. In addition I want to say that there's two gentlemen behind me that represent that business they would like to, if it pleases the Board, to talk about what this business is about, what they do, what they serve and where the workforce is coming from and any questions you might have related to this request. With that said I'll take any questions you may have or if not the Board can invite the gentlemen over here to take any questions you might have of the actual business. Chairman McGrath asked if anyone had any question for Mr. Dhima. Selectman Gagnon was recognized and said just quickly recite these numbers for me. The property is entitled to 7,000 gallons per day is that correct? Mr. Dhima replied yes. Selectman Gagnon then said and then they were originally asking for up to 40,000 but they've lowered that to 22,000. That's the correct assumption of all that? Mr. Dhima said that is correct, yes. Selectman Gagnon went on to say, okay, and you said we have 160,000 gallons a day capacity right now? But 22-25,000 is a big chunk of that. I know there's a couple major constructions going on in Town. I'm not aware if they're all in the sewer district or not. Do you anticipate other big bites taking off our sewer capacity? Mr. Dhima answered I want you to write this down. So 158,900 is sewer allocation for anyone that wants to buy in addition to what they're entitled to. We have 365,000 per day, set aside, for anyone within the sewer district that would like to develop their properties. They're within the sewer district, they're entitled to that. We've put that aside. Selectman Gagnon responded got it. We have this 160,000 for anyone that wants to. In addition to that when we revised the sewer allocations about a year ago, two years ago, we did not put everything that we have available in sewer capacity on the books. We were conservative. We only put half of it. So there is still some sewer allocations set aside if we need to revise the numbers down the road. so the sewer ordinance calls for the Engineering Department to revise the sewer allocation balance every so often to see what the uses is, what the improvements have been, how much we are replacing. So that's like an ongoing thing but we are going in the right direction. We've made significant improvements. We have less water users out there. Or they're using less water or less discharge and they'll talk a little bit about that as well. They might be using more water but they're discharging a little bit less because of the operations they have. Everything is getting high-tech. what we're seeing a lot is that people and businesses are recycling the water they have for cooling purposes for example instead of discharging it. So it's an ongoing thing. We're keeping an eye on it. It is like gold. Black gold. But to your point, we have to treat every application, every request separately depending on what they do, what they bring in to the table, the long term impacts, short term, so this one in front of us right now can be accommodated if the Board chooses to do so. The next one in line, I don't know. It's a good question. Do we have things set aside for other developments, yes? Within

the district or anyone that wants to expand within the district like this. They're entitled to this but they'd like that. Selectman Gagnon replied thank you for that answer. The only other follow up question is kind of the off the books rating. How is that legal? In short, how do you do that? How do you put a number on the books and have still some set aside that isn't allocated? Mr. Dhima replied so the number that was presented to the Board of Selectmen was about 400,000 when we did this two years ago. The recommendation was let's set the sewer balance at 200,000. You can do that. You can say we have this much available instead of 400,000. So what that means is you have someone that wants 400,000 gallons and says you do have that much available. It allows you to have a mechanism to revise that but also taking a conservative approach you're not putting everything up front. Everything is subject to change. So if this ever gets to zero, two, three, five years from now, you can go back and say...I don't want anyone to get the feeling that if you get to zero you're out. We don't have it. That is not the case. Next time maybe we don't do that. Next time maybe we leave everything on the books but the approach last time and the feedback we got from MUC is let's play a conservative approach. It was done in a public meeting when it was basically decided let's only put half out there. Selectman Gagnon replied thank you for that answer. Mr. Dhima then said it's like you have the savings and the checking you might have ten grand but you put on the savings five and the checking five. You have ten grand but you have five available to cut a check. Kind of like that. It's the same account.

Selectman Roy was recognized and asked is there a separate allocation for anticipated requests outside of the sewer district? Mr. Dhima replied yes, and it's this. It's 158,900 that you have there. so anyone that wants more or are outside of the sewer district...Selectman Roy said okay so it's more or outside of the district. Okay I understand. Mr. Dhima said yes, anyone that wants more than what they're entitled to and when I say they're entitled 7,140 it's because their property is about 3.5 acres and because this is industrial they're entitled to 2,000 gallons per day per acre. Someone else that does residential would be entitled to 500 gallons a day. It depends on the use. Obviously the heavier industrial, commercial they get to use more. Why, how, that was done when the sewer ordinance was put together. Does that make sense? It's heavier towards industrial and commercial and then residential, anything else is a bit less. But you can ask for more than you're entitled to as long as there's balance. As I said there's two gentlemen behind me that are probably dying to get here and explain their situation if the Board wishes to do so. If not that's okay too. Chairman McGrath said are there other Board members who have questions? Selectman Morin said I just would like to hear a little bit about the company, that's all.

The two gentlemen stepped forward and introduced themselves. I'm Kevin Stolz, I'm the vice president of UniClean. I've been with the company for 25 years. Will Schaeffer I'm with a company called EEC Environmental. We're a consultant for UniClean's parent company UniFirst. Mr. Stolz said did you all get some information? Then I won't go through all of the details and repeat it all. So UniClean started, part of the UniFirst Corporation, in the early 70's based out of Nashua. So we've always been a New Hampshire based company. The majority employees out of our Nashua facility live in Hudson and in Nashua. I live in Manchester myself. I've been here now 23 years. What we do is we service the pharmaceutical, aerospace and biotech industries all throughout New England. We started with two companies in New Hampshire because they needed a way to clean clean room garments down to .3 microns and for microbial background in them instead of using disposables or using dry cleaning processes. So in that kind of way we've got ahead of so we're not having to put stuff in the ground and then we're also not using chemicals. So our washers and dryers we use, you can imagine washers the size of a large car, we're using less detergent than you would in your household cleansing because of the garments are so clean. That's the general background. It's a very high tech fancy laundry. Mr. Schaeffer added one of the main points that we wanted to present her today is it's not a laundromat.

It's not a coin operated laundromat. It's a high tech facility. The property that we're looking to move into we're prepared to make a significant investment in the redevelopment of that property. About five and a half million dollars when all is said and done because it is a high tech facility. Mr. Stolz then said if you look at the fifth page that's a recent facility we built in Indianapolis, Indiana. That kind of gives you a picture of what you're looking at. I remember when we first had customers come visit they're expecting like coin-ops in the back. It's a class 10 to class 1 clean room. 100% HEPA filtered air. We keep the room at 68 degrees 24 hours a day, seven days a week. It's a nice place to be if you have allergies. Mr. Schaeffer then said, I'm sure you have questions. I did want to address one item up front which was the numbers that Elvis put in front of you. The initial request of 40,000 that was prior to us learning of the sewer constraints in the Town. That's a number that we would have been happy to receive to account for future growth at this facility. Learning of the sewer capacity issues, the sewer allocation issues if you will, we revised that number down to the 22,690 number you see in front of you. That is a number that accounts for the existing operations in Nashua, the exact same operation moving here to Hudson. It accounts for a maximum daily discharge from that facility plus a growth factor of 30% on top of that, which is a comfortable percentage for us for our future growth and future customer base. Above and beyond that we understand that we understand that there is a concern on sewer allocation in the Town. It's black gold, so that's a number we're comfortable with. We understand that we would not come back to request above and beyond that. We have ways that we can be smarter with our water on site, install higher efficiency washes and water recycling technologies, if down the line we ever end up coming close to that allocation.

Selectman Gagnon was recognized and said thank you for that presentation gentlemen. Very interesting. This may be for Elvis, so stay on deck. You know we obviously want to attract business to Hudson in certain ways and if they're at their max for this property would they have the ability to buy other properties in the vicinity with potential to expand and getting sewer allocations for other properties in order for them to stay here? Mr. Dhima responded, that would be a decision they would have to make but if they move it within the sewer district and try to do the same thing I don't see why not. Selectman Gagnon then said, different property, yup, okay. Mr. Dhima then said now again, that request will have to come in front of the Board again depending to what they are entitled to and what they are asking in addition to that. Absolutely. It will be a separate one. It could be a yay, it could be a nay, depending what our balance would be at that time. Selectman Gagnon replied saying understood, thank you. That was the only question I had.

Selectman Morin was recognized and asked where are you located in Nashua? Mr. Stolz replied, right in between the FAA Center and Holiday Inn. Selectman Morin replied, that's what I thought. I'm familiar with that. Thank you.

Selectman Guessferd was recognized and said, I'm just curious so you serve a lot of local companies? You said Aerospace? Some of the big local companies in the area here? Mr. Stolz replied oh yeah, the majority of them. There's some on a couple pages. I'd rather not announce it all over. Selectman Guessferd replied, no, no, I'm not asking for that at all. It's nice that you're doing that. Supporting local businesses. I know exactly what the need is for those. Mr. Stolz replied, for all the years I used to run our plant in Nashua. Now I oversee all our plants across the US. But there's not as much business that high-tech in New Hampshire. But what I was explaining is in our business the closer they are to where my services are it can be hundreds of thousands if not millions of dollars they save a year. We want two things. We want to stay here because we've been here since the 70's and two, this is where our employees live. We've looked at too many properties. I'm not a good window shopper, but I've been doing a lot of window shopping. We could move to Manchester and buy land for a lot cheaper and not

deal with this but we want to do it because we believe in two things. Our employees and our customers. Then the other things will come. So that's really why we're putting the time into this property and this location. We liked the setback area. We like the community.

Selectman Morin was recognized and said just want to clarify one more time with Mr. Dhima. We're comfortable with sewer allocations for the future? Mr. Dhima replied, the Board, if you wish to do so, you can accommodate their request at this time. Absolutely.

Selectman Gagnon made a motion, seconded by Selectman Guessferd to approve the sewer allocation request, not to exceed 22,690 gallons per day for the amount of \$79,883.90. Carried 5-0.

Selectman Morin made a motion, seconded by Selectman Gagnon to hold a public hearing on October 12, 2021, to accept \$70,000 for Infiltration & Inflow program related projects and equipment. Carried 5-0.

E. Fiscal Year 2023 BOS Budget Schedule

Chairman McGrath recognized Finance Director, Lisa Labrie. Ms. Labrie started off saying so it's that fun time of the year again, budget season. So I'm just here to present the budget schedule. Proposed budget schedule for the Board. The Town Administrator then said, it's very similar to last year. Basically you have several meetings. I think off Tuesday's you'll be meeting and Thursdays. I believe there are three main sessions and potentially, if we needed to, we could slide to the last meeting in October. This schedule talks about, also contemplates, the Deliberative Session, it will be the second session. There are two deliberative sessions. There's a School and a Town. We usually rotate. Last year the Town went first so this year the Town will be second. That would be the 12th of February with the School going a week ahead of that which would be the 5th of February. Basically what we're trying to do is align the schedule for you to review. The Department Heads submissions for the budget. You can expect the books on the 8th. The end of the day that Friday. You'll have time to review them and we'll start in earnest on the 14th.

Selectman Guessferd was recognized and said the schedule looks good. The only thing for me is personally not that I would ever want to change anything, it looks like it's very well planned but there's a possibility I may be out that week. There's a possibility I may have to help my sister out in California. Chairman McGrath asked, what week? To which Selectman Guessferd replied, the 19th. The big week. Chairman McGrath said they're all small. Selectman Roy replied it's just a long list. Selectman Guessferd then said the 14th it would be fine. The 19th could be a problem. That isn't set in the concrete yet but I just wanted to let you know. Chairman McGrath said that's okay.

Selectman Gagnon was recognized and said the only two dates I'm seeing that I have a conflict, I'm not sure if it matters or not is 10/14 and 10/29 I don't believe I'll be able to attend. But I can do everything possible to review, keep on track and speak with Mrs. Labrie about topics if need be. The Town Administrator asked did you say 10/29. To which Selectman Gagnon replied, yes I did sir. The Town Administrator then said that's when the books are due to the Budget Committee so you're not needed then. Selectman Gagnon then said oh so just 10/14 I may have a hard time with. Chairman McGrath then said so just take a look at the Budget Book for that, for those departments if you have any

comments or concerns about their budgets. Just if you have any concerns or if you want to make changes.

Seeing no further comment Selectman Morin made a motion, seconded by Selectman Guessferd to approve the FY23 Board of Selectmen Budget Schedule. Carried 5-0.

F. Solid Waste & Recycling Collection/Disposal Contract

Chairman McGrath recognized Public Works Director, Jess Forrence. Mr. Forrence started off by saying, big contract. Thank you members of the Board; Madame Chair. First off I'd like to introduce Jim Lavacchia. He's one of the Public Works supervisors and had a big deal in not only getting this contract going but then breaking it down once we opened it to get it so the average person could look at it and probably understand it. Maybe some questions here and there. But I wanted him to be recognized on what he had done. We knew opening the contracts where everything was going but the average person looking at it I think they would have been kind of confused, have a lot of questions, so he spearheaded all that and put it out there so you can kind of understand year by year where things are gonna go. Any questions feel free to ask Jim.

Selectman Guessferd was recognized and said this kind of sits a little bit in my sweet spot in terms of contracts and proposals. So I have a few questions looking at the bids. So was this set up as purely a lowest cost competition? Mr. Forrence replied end result. Selectman Guessferd replied end result was but up front did you have other criteria that you requested that the bidders bid to? Not just cost but what were the other facts if there were? I saw in the evaluation that it was kind of like a one sentence like when considering what we know about them, there wasn't really a lot to be said except for cost. Obviously cost is important, right, low cost is important. They're the incumbent, but were there any other factors that they needed to respond to or bid to? Mr. Forrence responded, when we sat down even with the Town Administrator we looked at the past five years, what we did, what Pinard had done. What we needed to improve and Jim took that all into consideration. We had three of the biggest companies in the world there. Selectman Guessferd commented, oh I can tell. Mr. Forrence went on to say we didn't know what we were going to get. Anybody could have walked in and thrown a low number at it. During the pre-bid that was had there was a lot of questions asked by them. And we were willing to listen to anything. If anybody had a better idea we would look at it. This was just the pre-bid. We could have changed the contract at that time. We gave them enough time where any changes to the contract if it made sense. Legal looked at it. Steve looked at it. So we felt very good going forward. So I think everybody had the same opportunity to look and basically to make us happy. To what has worked since 2007. I think that's the only criteria we really looked at going forward.

Mr. Lavacchia commented, there were some things in this RFP that were very unique. Such as the yellow top subscription service that we have. The extra recycling barrels which are available for purchase. We sat down with all the vendors and explained those services out very thoroughly of what we were expecting in return. Pinard and Waste Management were the only ones that gave us any information back or numbers on those type of things. Waste Management had all kinds of we'll do this but we're gonna do this our way verse you read through their proposal that's what's in there. I had to break it down to a monetary value. Selectman Guessferd said sure, so you had to compare apples to apples. I mean you have to. Because you say based on value and past history with these vendors.

Obviously we have past history with Pinard. But was there any other past history anybody else had? Mr. Forrence replied Waste Management did have the contract in Town here prior to that. We didn't have the "totters" the barrels. The Town Administrator added we didn't have the program that we have now. Mr. Forrence added we went to that and Pinard actually won that bid over starting up with BFI back in the days and Waste Management. Like Jim had stated, we are unique. The Town of Hudson is unique with the yellow tops, the extra recycling and that makes people happy. So to work away from that I think the anger and everything else I think we just didn't want to deal with it. Selectman Guessferd added I have a couple neighbors that have the yellow tops. They like them. Mr. Forrence added, it benefits Pinard and it benefits us, the extra tops. Selectman Guessferd added, my main concern is always did we treat each vendor fairly against the RFP criteria. Mr. Forrence responded saying at the bid opening everybody walked away and they said it was a very good bid that we had put together. They understood where the big number was, the startup cost for a lot of people, compared to what Pinard already has in place. But they understood it. It hasn't been awarded yet but. Selectman Guessferd then said I don't mean to monopolize the conversation. I'm new to the process here but I also come with a skill set that this is very interesting to me. So we feel like we're getting the best value? Mr. Forrence replied, working with Pinard, the lowest bidder and the money there, I think we've gone down the right trail. I think it's gonna open up to something totally different like I said, in the past, with the transfer station and I think Pinard will be a big part of that. We'll see where it goes. But I think we're moving in the right direction. Selectman Guessferd then asked have our complaints over the years, you know people are always gonna complain, have they reduced? Have you seen them kind of...Mr. Forrence replied, you know when I get a complaint, we always direct them to Pinard first. When they call we have them call Pinard first. They're working for us. If they don't satisfy then the call comes to me. My biggest call, I think they missed my barrel. My neighbors got picked up on both sides of me but they missed mine. Whatever happens, we call Pinard and they will go back and get it. Whether it's that day, if it's the end of the day then the next day they go back and get it. So it's great working relationship with Pinard. Complaints with 885 units you're going to get one or two every now and then. Chairman McGrath added as long as they're not knocking over mailboxes. To which Mr. Forrence replied leave that for us! (laughter in the room).

Selectman Morin was recognized and said I know recycling's been a topic and possibly a problem. The Sustainability Committee has had that discussion. How'd we do with that? Mr. Forrence replied, we had two bidders that said there's a lot of communities doing away with recycling. It costs less money to throw it away as trash than to recycle it. But that's a different story. We're not ready to go down that road yet. Mr. Lavacchia then added, this recycling is pretty unique where everything that we recycle goes through a material resource facility. Everything gets blended together at that resource facility and then it gets sent out based on commodities values. Right now recycling, on this contract we're going to be paying \$15.85. It's a variable rate. But that was a good price. Right now the contract we're in, the current fiscal year, we're paying \$25.00. We're going to be saving nine dollars and change on recycling if it continues in this trend. If the trend goes as the past few months have been where things like cardboard, mixed papers, they continue to increase in the commodity value then we're gonna actually see a reduced cost in what our recycling actually costs us to get rid of. It limits some of our exposure. It limits some of the vendor's exposure. It's going to be beneficial for us. When you look at the package, of all the commodities being sold out of that facility today, there's only two that are actually costing money. That's glass and residuals that's left over the facility. So everything else actually has a positive value and hopefully these trends continue in the market place. We can see some revenue generated out of recycling. Seeing no further questions Selectman Morin made a motion, seconded by Selectman Gagnon to award the 5 year FY2023-FY2027 contract for solid waste and recycling collection and disposal to the lowest bidder, Pinard Waste of Hooksett, NH. With the first year of the contract to cost \$2,081,413.40, as recommended by the Public Works Director and the Finance Director. Selectman Morin was recognized with discussion, asking are we starting off with all new containers or are we just

going with the stuff we got. Mr. Forrence responded saying no we're going with the stuff we have. He then said, Pinard has a very good program, if anyone wants to know. Every Friday he's in Town replacing, repairing, anything on that. You'll see some rough barrels out there, absolutely, but they do a great job on keeping things up. Seeing no further discussion a vote was taken. Carried 5-0.

G. HFD - Inspectional Services Division - Fee Schedule

Chairman McGrath recognized Fire Chief, Rob Buxton. Chief Buxton started off by saying good evening, Madame Chair, members of the Board. One of our organizational goals for the year was to review our fee schedule for the Inspectional Services Department. Deputy Tice ran this. He was the project manager on this project. The area of Inspectional Services is responsible for building, fire, health, public education, foster care and daycare inspections. Basically we utilized four area communities to try to make sure we're setting our rates in the right format. Bedford, Londonderry, Merrimack and Pelham all ran similar programs to us. Bedford and Merrimack are joint departments meaning that the fire and the building department are all joined together underneath one roof like we do here in Hudson. Londonderry and Pelham were a split model where they actually split across and we found that they were actually more expensive than we were. So we've looked at those numbers. I've provided a couple of documents this evening. One basically the spreadsheet shows you basically our current fee, adjusted fee amount and then a simple note of whether we're looking to increase, decrease or no change at all. Basically we're also looking to make a couple of additions this evening. These are clerical in nature that were missed the last time. We don't have a minimum fee requirement for a residential building permit. So basically it's a user fee. You come in you get a building permit to remodel your bathroom. Your fee schedule should at least cover enough for an inspector to go to your house for 15-20 minutes to do a rough inspection and a finish inspection. Well, when you have a small bathroom, I mean, you start calculating that out on a square footage price and you look at a fee schedule of eight dollars for a building permit for a bathroom remodel. You're not really covering enough money. I'd like to think that we recognize we pay our employees more than eight dollars to go out and, you know, between permit review and such. So we came up with a residential minimum fee charge for that. The second piece that this staff highlighted was surrounding hot water heaters and as technology for hot water heaters has changed. You now have a gas option and an electric option. So if you put in a gas hot water here, you're paying \$30.00 dollars for your permit fee. If you put in an electric hot water heater because that's what you have in your home, you're coming in and you're getting a plumbing permit, which is \$75.00 dollars. So there's actually more work on the gas appliance side than on the electric side, but the permit fee is off kilter. So we basically said, Hey, we need to set one consistent fee for hot water replacements, and we have a few companies in Town that, you know, that's kind of their specialty. You know, so that's been one of the pieces that we have seen. And one of the other areas that we felt we needed to address was solar arrays and came up with a square footage price that was amenable to the area for solar arrays. And then another clarification was basically accessory structure classification, kind of including not just not just sheds of over 200 square feet, but also decks and porches and porticos, because it wasn't clearly depicted in the definition of the fee schedule to get that done.

So we're basically recommended some changes there this evening. I can go through any of these things that were deleted, we had a residential roof permit that basically was never exercised, and we had a fee schedule on the books for \$50.00 dollars. That was just outdated, right? So we're recommending to do away with that. We did add a couple of fees for electrical and plumbing temporary meters. So a construction site that is put in a housing development, they set temporary so you can do this construction practices. We had no fee where that requires our inspector to go out and inspect the temp, so public service will actually energize it or the water department will turn the water on to it. So we basically are asking for a \$75.00 dollar fee for that. Solar arrays came in at .15 cents per square foot. You'll note that the hot water heater replacement fee is a \$30 flat fee.

And then on the commercial side, one of the things that we noted was we had really a big liability looking at some of the size of the commercial projects have been coming into town, right? So we had a straight \$275.00 fee. If you were putting in a four thousand square foot building or a fifty thousand square foot building or a two hundred and fifty thousand square foot building was the same. And as the construction size goes up, the technical expertise for the review and the inspection in the amount of time the inspectors have to go back because those larger facilities are really built in phases. We felt that we were undercutting what the value was there. So we're looking at \$275.00 plus a penny per square foot over that. And that was that was worked with the average for the area. Ok. So all of these fees that we're proposing this evening kind of work within there. And then on the commercial side, miscellaneous fee was a \$30.00 tent fee that we added. And so certainly willing to answer any questions. We're not looking at huge changes, but felt that the changes that were here, basically we had some liabilities that that were staring us in the face that you know, we needed to address. So it was been five years since we did the last review and felt that it was time to do it again. But that was good practice.

Selectman Gagnon was recognized and said three questions for you. One, you said you're removing the roof permit. I'm all about removing fees, obviously. But in terms of safety, even though you didn't get applications, people may not want to or come by or even know, do you think there's a safety hazard in not inspecting roofs because it's a major asset to a house? Chief Buxton responded saying so when you get a residential building permit and when you receive CO our responsibility or liability or legality for us to go onto your property and pull an inspection in your home ceases. So when you hire a and I'm just going to use Chick Bolier Roofing and Siding right when you hire them to come in and put a new roof on, they're not coming in and pulling permit and they're not reopening a building permit process. If you do a renovation and you open a building permit that offers opportunity for us to go in and look at the plumbing, the electrical and the size of the rooms, look for illegal bedrooms and ADU sizing and affords the opportunity for us to have the Assessing Department come in and keep our records up to date, right? But for a cosmetic change like a roof like that, that that is on the homeowner and is not on us to do so, I felt that was very reasonable. Selectman Gagnon then said Ok, and lastly, on commercial for electrical as I dabbled in this in my last career, do you do just evaluations of the electrical systems in the building or do you actually evaluate electrical equipment that's install like one phase or three phase of? Chief Buxton responded, yeah, so that's great question. The utility manages the street side of the business, and we will manage from the media socket into the building. And that review process from the main service panel to the branch circuits. And then we'll make sure that the equipment that is being installed is installed to manufacturer specification, and that's exactly off an engineered set of plans. Depending on the type of machinery that's coming in, we'll make sure that the service side to that particular piece of equipment was being installed appropriately.

Chairman McGrath then said, I have a couple of questions, sure. I went over this this afternoon and just questioning like under the residential first page. The five hundred plus square feet under accessory structures. The point one zero is that 10 cents per square foot? Chief Buxton replied, yep, yep. Chairman McGrath then said I wasn't sure if that was just broken down that. Chief Buxton replied, I'm sorry if that wasn't clear. Chairman McGrath then said And Again, under on Page two or residential, adding the solar array. There isn't. It's blank for current. We don't have any? Chief Buxton responded we do not have anything currently. Chairman McGrath asked and we're going to add .15 cents per square foot. And the temporary trailer the same thing?

Chief Buxton responded yes, and just on the trailer piece, we've actually had a couple of opportunities in Town where they've either had a fire or something catastrophic happen to a home. The insurance company puts a modular home in the front lot and there's, you know, electrical, sewer and water connections that need to be go out and be inspected before that can go online. So that's where that fee comes in. Chairman McGrath said Ok, I'm good. I went through the whole thing and I wasn't sure about it. Seeing no further question, Selectman Morin made a motion, seconded by Selectman Roy to hold a public hearing for the proposed Inspectional Services Fee Schedule adjustments to be held October 12, 2021. Carried 5-0.

H. IT Director Position

Chairman McGrath recognized the Town Administrator who said as we're all aware, the IT Director has announced her retirement effective November 30th. In order to get going on her replacement what I provided you with is a job description. The marked up copy Ms. Nute took a look at, and quite simply put, the Board can take a look at it if the Board wants to amend or change something or has any questions. I'm also recommending that if the Board wants to go outside to recruit for the position that we consider using Municipal Resources for that process. Municipal Resources actually will recruit, gather resumes, do a first review and then provide all those candidates to us for the Board's consideration. We did that process with the Finance Director. If you recall last year, so I thought it would be prudent the Board wants to follow the same process. It would be approximately \$1,500 give or take. Plus the cost of advertising. So it's open for discussion for whatever the Board would like to do.

Chairman McGrath asked if any Board member had comments, questions or suggestions. Selectman Roy was recognized and said I think that we need to take kind of take a deeper dive into the position description before we put it out to advertise. I think in the last 15 years, this position has probably grown and changed and done a bunch of things. I know I sent an email out a couple of weeks ago. I pulled a couple of job descriptions. Obviously, we don't have to take from all, all, from every job description, but I think it's a discussion that's worth having. One of the things that strikes me initially is I believe that this this Department is a support department, right? So it supports all the other departments. So to me, there should be words like in the job description, like collaboration and cooperation in in developing plans in conjunction with other departments so that that there are some melding of ideas going on. So those are my initial ideas. I don't know if anybody else has anything that they want to.

Selectman Morin was recognized and said I agree with, Selectman Roy, we need to take a hard look at this, and unfortunately, we got to do it pretty quick so we can get this out and get somebody in here. I think it's been a long time and we need to look at it and make some changes. There may be even changes now where we have bigger departments that need their own IT person as the police do, and we need to really take a look at that and move forward. As Selectman Roy did I got some went online also and got some job descriptions. And I think we if it's agreeable to everybody, the next meeting at least come back and so we can get this process moving because I think we should go outside just to give ourselves the option to see what's out there, right?

The Chairman asked Do you do agree that MRI should be the company that we consult with? Selectman Roy responded Yeah. Chairman McGrath then said and so my suggestion would be too to consult with them about the the job description because they may have ideas that we wouldn't think of. Selectman Roy replied, so and I'm not necessarily opposed to that. Do they provide that service of developing? The Town Administrator replied, they have experts on staff, I.T. folks that have been in the industry. So yes, they would be able to look at the job description and make suggestions. It's your job description. Selectman Morin added they did that survey for us last year on the department. So yeah. Selectman Roy then said because you know, quite frankly, a lot of the stuff I looked up doesn't obviously match exactly this community as far as the city versus a town and population size and things like that. So. So I mean, I'd love to hear from everybody. Selectman Morin asked how fast you think they could get that to us. The Town Administrator responded I'll ask him to have it for the next meeting, Yeah. I mean, the next meeting is the 12th. Presumably, you're all going to bring in whatever you want on the 12th. Right? I don't know what you all want. Selectman Guessferd asked Sure. Can we take a look at some similar sized towns in the state as well? And is there is there an opportunity to do that? I mean, what is? I don't know. Selectman Roy said so I know I reached out to Pelham and they sent me theirs. What I didn't realize when I did that was they're actually significantly smaller. Selectman Guessferd said I was going to say, maybe like Derry or something. Selectman Roy agreed and said and then I didn't get the opportunity. That was my next kind of idea is to reach out to someplace like Derry. That might be a little more comparable to our

Town. Selectman Guessferd added or maybe Londonderry. Selectman Morin added Yeah, yeah. But we can at least get them to give us something and we can take and then compare.

Chairman McGrath then said, But MRI might have, I don't know. I'm just throwing this out there. They may have examples of other towns that are similar in size and similar in nature to Hudson and with their suggestion of what what they Put in the job description. Selectman Guessferd added Sure. I mean, you know, I mean, Steve, you might reach out and they may go, Oh yeah, we have. One thing that it's not out of the question to

The Town Administrator responded one thing that I find is my years of experience is no two towns do anything alike. Selectman Roy replied, no. But that's what I'm saying. But at least we have a starting point and we can, you know, even with one. The Town Administrator said I will certainly start with MRI because it's the logical place to start based on their recruitment that they do overall in the region, not just New Hampshire. They do it in Massachusetts, Vermont, and Maine. We'll see what they can offer. Yeah. And if we get something, I'll bring it in to the Board. Selectman Guessferd added, absolutely. Yeah.

Selectman Morin was recognized and said so if we want to gather some stuff and take their suggestion and then add if something that we see will just move that forward. So you need a motion to move forward with MRI? Selectman Roy added For the job description.

Selectman Morin made a motion seconded by Selectman Roy to contract MRI for costs and to do a survey on the I.T. Directors job description and report back to us for October 12. Chairman McGrath asked but you also include in that motion, whether or not we're going to have the MRI review the applications, and...Selectman Morin said I think we should have them do it. Selectman Roy responded, Right. But I think we'd have to have the we have to have the job description approved first and then have MRI Advertising. The Chairman said well I'm just thinking that we could take care of that tonight so that it's clear for all Of us. The Town Administrator then said they're not going to able to do anything until we get a job description. The problem is, if you did that, I can't give him anything, right, so they're going to wait anyways. Now I certainly speak to them and I will be letting them know that one step will follow the other step as I've already spoken to them. This this isn't happening in a vacuum. I've already contacted them. Selectman Roy said Okay, so I'll second that motion.

Selectman Gagnon was in and said it's actually Mr. Morin's point, which I thought is valuable if we didn't extend on it. You know, we have one IT Director, but you're right. I mean, someone that would be dedicated to the police station, you know, for confidentiality reasons. Selectman Morin responded and we have that now. There's other departments now are getting to the point where, and when and when I say they're dedicated. The Police Department IT person does handle the public works and things like that, but they stay there. So it would be the same here. You may point them somewhere here, wherever. Selectman Gagnon asked will they all report up?

Selectman Roy said Well, I think that's the that's the thing that we need to we would need to establish is what does that look like? Do they work for that department head or do they work for the IT director? And then how does you know they can't work for two masters? Selectman Morin said Right, right. I don't know my personal opinion, and we can get into that. When the time comes, it would still be under IT, but they're assigned. Selectman Guessferd added Yeah, matrix, like a matrix, right? Selectman Roy added like an operation. The Town Administrator added, which is what they do now. They work for the IT director, but they are they are assigned to support that organization...Selectman Morin added you start Assigning them to the department heads. What's the sense? I have an ID Department? Selectman Roy added, and that's one point. And then, but I think the other point is that all the department heads know what that looks like, that they know that. Yeah, I know this person comes to my department every day, but at the end of the day, they work For the IT Director, right? I just think we need to be clear about that. Selectman Gagnon said Okay. So I guess the follow up to that is if the job description for the IT Director didn't list who the who reports up to them and what the IT Directors position in supporting their lower colleagues. The only other question I had or thought I had was an update on minimum qualifications. I'm looking forward to see what MRI comes back with,

with what is today's up to date, but to me that stands out as a sore thumb that, you know, the I.T. there's so many certifications, a lot of my friends are in it that, you know, maybe a higher degree and list some actual certifications that we think are valuable to kind of pick more of the cream of the crop. Selectman Roy added so, so yeah, I would suggest that that it would be a master's degree, preferred. Mandatory minimum of a bachelor's degree. Selectman Gagnon said that's all I had. Thank you,

Chairman McGrath asked are you all set Steve. To which the Town Administrator replied, As long as you pass the motion, I'm all set. Seeing no further discussion a vote was taken on the motion and carried 5-0.

I. VFW Post 5791 Loyalty Day Award Nomination

The Town Administrator was recommended and said we've got a request from the VFW Post 571 for a Loyalty Day nomination. They've requested a Town employee, so there's a separate award for a police employee, a fire employee and a school employee. This would be for town employee. If you look at the list in the last two pages, you can see some of the recipients. Frankly, I think this year a couple of unsung heroes Mike Johnson and Jackie LeMay. Those are the folks that supported every meeting that every week, and I think this is the year that we would recognize those folks Jim McIntosh put their nomination forward. And I think it's well deserved. Selectman Roy said I could not agree more. They did yeoman's work. The Town Administrator added and they did it with a smile. They never complained. So if the Board, it's up to the Board, but I'd like to nominate them with your with your approval. Selectman Guessferd made a motion, seconded by Selectman Morin to nominate Michael Johnson and Jacqueline LeMay, Production Coordinators for HCTV for the 2021 Hudson VFW Post 5791 Loyalty Day Award. Carried 5-0.

J. Recommendation to Revise Estimated Revenues for FY22

Chairman McGrath recognized the Finance Director who said so good evening again. So as is customary this time of the year, before setting the tax rate, we recommend a revised budget schedule for anything that may have changed, increased decreased. The schedule you have before you are the biggest changes or the changes. Some, if you see it as a minus, that's something that actually was unplanned and is an increase and anything that's a positive number is actually a reduction or a decrease. Your biggest changes are related to meals and rental tax. We received notification from the state that we're going to expect to receive an increase in that this year. Unfortunately, that was offset by a decrease in investments, interest and investments. Anybody who has a savings account or you know that it's as stable, say pretty anemic these days. So unfortunately, that had to be revised down. The other big items was the bonds, the Police Department, the police station proceeds from bonds, which obviously that was voted down by the the voters. So that has to be taken out. And \$175,000 for the assessing revaluation, which ended up being covered in the budget and was not needed. The Town Administrator added we're going to do it out of the capital reserve, as we discussed during the default budget. So the bottom line is we just we have an opportunity to update this document with DRA. And what's going to happen is in October, we're going to come back and we're going to have a discussion about the tax rate. This is a component of the tax rate, as is the assessed value of the Town. We know what we know the appropriations are. That's that number was voted on back in March. That doesn't change. But revenues can change based on circumstances, and we will have the number for the assessed value. We'll also have School numbers, so we'll be able to look at what the tax rate looks like. This is but a piece. This is due in September. That's why it's in front of you. This is typically when we do it every year. This year, it's fairly modest, but we had to take out the bond proceeds. We simply don't have it. If you look at the rest of the general fund revenue, I think it's about

twelve hundred dollars, which is pretty minimal. Again, we were fortunate that we got information that rooms and meals tax will be going up or our share will be going up. But we have to drop the interest, which just it's just not there. As I've said to you, I think every meeting when I come in and discuss the revenues with you. So fortunately, there's a balance there. It's fairly neutral to the taxpayer. And again, you'll see more when we do the tax rate most likely in a couple of weeks. Seeing no further questions selectman Morin made a motion, seconded by Selectman Roy to approve the revised estimated revenues for fiscal year 2021 and the amount of in the amount of \$17,049.462 as recommended by the Finance Director. Carried 5-0.

K. Action Taken During BOS Nonpublic Session August 24, 2021

The Town Administrator was recognized and said so a mistake was made in the non-public session of August 24th, 2021, where the Board discussed the addition of a permanent part time accounting position and then subsequently appointed someone to the position that should have been separate. The position discussion without a name should have been held in public. It was okay to discuss the candidate in non-public, so we made a mistake. So I spoke to the attorney. How do we correct it? We're disclosing it in public. So this is entered into the public record, along with the documents that were part of the non-public related to that item that's entered into the record. And our Attorney said that should be sufficient to make it public. Again, it was inadvertent. It was an error. I think it's the first time I can recall us making that sort of error in my tenure. So it happened. We're fessing. We're, you know, letting everybody know we're putting it into the public record and do our best not to have that happen again. I didn't have a motion which just to put it into the record because you've already you cannot spill the muck. You've already done it. I've already hired somebody for at least two schools. And so if anybody wants to, these are the documents. Chairman McGrath said to Selectman Gagnon so you can respond to one person that sent out the email. I know you've already done that.

L. Nomination and Appointment of BOS Chairman

Chairman McGrath recognized the Town Administrator who said so basically, if you read my memorandum, it appears based on the selectmen bylaws that Mr. Coutu, when he left, he created a vacancy. In his absence of vice chair, McGrath's been filling the role. But if you read the rules, basically a vacancy is permanent and needs to be filled. So I put that in front of the Board for your consideration to nominate and appoint the chairman.

The Chairman asked anybody have, Selectman Guessferd, somehow I knew that. Selectman Guessferd, being recognized said well, not so much discussion. *I'd like to make a nomination. I nominate you, Vice Chair, Madam Chair, to take the position.* Chairman McGrath replied, thank you. She then asked is there second? The Town Administrator said I don't know if you want to do other nominations. I had broken it down where you take nominations, close nominations, then you make an appointment. *Selectman Morin said I'll second that nomination.*

The Chairman then asked are there any other nominations? Selectman Gagnon was recognized and said yes, Madam Chair, and Mr. Malizia, I'd like to nominate Mrs. Roy for chair. Selectman Morin seconded for discussion. Chairman McGrath asked any discussion? Selectman Guessferd was recognized and said yeah, I'll offer some discussion. My concern is stability. This year, we've had a lot of unstable situations, and we've had a change in leadership within the Board. I think it's important as we go into our last six months of the year that that we maintain some level of consistency. If we nominate a new chair, whoever it is at this point, I look at it as you know, we have three chair people in one year. I'd rather see some level of consistency. And so when Chairman Coutu stepped down

you took the position as temporary and I think to change again at this point, it's probably not in our best interest. That's just my view. Selectman Morin made a motion to close nominations. Seconded by Selectman Roy. Chairman McGrath asked so how do we do this? To which Selectman Morin responded take the first nomination and do a vote. Do a vote for both.

Selectman Guessferd made a motion, seconded by Selectman Morin to appoint Selectman McGrath to be Chairman of the Board of Selectmen. Carried 5-0.

Seeing no reason to do a vote for Selectman Roy, the Chairman so okay, so I guess I'm it. Selectman Roy was recognized and said so does that open up vice chair? The Town Administrator said yes, so now that you mention it we should have discussion about that.

Selectman Morin made a motion to appoint Selectman Roy as vice chairman. This was seconded by Selectman Guessferd.

Selectman Roy made a motion to nominate Selectman Morin as vice chairman. Selectman Morin said, I decline. Selectman Roy said, I do too. I prefer not to. Selectman Morin was asked if he'd do it and he responded, I decline.

Chairman McGrath said Selectman Guessferd, I nominate you as vice chair. Is there a second? Selectman Gagnon seconded this motion. Carried 5-0.

9. Remarks by the Town Administrator

Town Administrator. I'm very brief this evening. The Planning Board would like to meet with the Board of Selectmen and Attorney Lefevre in public, to discuss at a workshop next week, to discuss the transition from the appointed boards elected board. My understanding from our liaison, our representative to the planning board that they've asked for that meeting, it may take an hour, but they've asked for it at the at the next workshop. Next week, the 5th. Attorney Lefevre is available, so if this Board pleases, we could schedule that. Put that on for next Tuesday.

The Chairman asked Selectman Roy, are you available? To which Selectman Roy responded that's what be checking right now. Selectman Guessferd asked, what's this for? I'm sorry this is to discuss the transition from the appointed planning board to the elected planning board and all that kind of moving pieces. How it may affect their bylaws, what happens with alternates, how does this all work? That would be next week here, the 5th, October 5th if the Board, if the board is, it's not attorney client, Attorney Lefevre will be here, though, if everybody is agreeable. Selectman Guessferd asked how long does this last. The Town Administrator replied as long as you have questions. Could be an hour. To which Selectman Guessferd asked during the day? To which the Town Administrator replied at 7:00PM. If for some reason you couldn't do it, then you're next really available is going to be the workshop meeting in November because we've got a lot of budget meetings tying up.

The Chairman said the voters may find that they've made a mistake by doing this. Selectman Roy added, or not. The Town Administrator said but nonetheless. Selectman Roy asked well, that would have to be another warrant article, wouldn't it? The Chairman added and it can be a petition warrant article. The Town Administrator replied, yes. Nonetheless, we still have to determine how best, how it's going to work, what effect it has on current members terms. But my understanding was the Planning Board had the questions and they wanted to meet with the Board and the Attorney. It would be public. It'd be probably less than an hour, maybe an hour, and they have those questions. So that's what the workshops for it. To kind of have a little bit more time on a topic. I've talked to Attorney Lefevre he's available. I've given him the basic outline, so he knows basically what he's what he's been discussing. I believe he's got a copy of the bylaws so he could

come and answer questions and explain the process. So everybody is aware of what it is. Everyone was in agreement with this.

10. Remarks by the School Board - there was no School Board member present.

11. Other Business/Comments by the Selectmen

Selectman Guessferd: Really, I don't really have much else tonight. I think we had a good meeting, got a lot accomplished. And thank you for Um, being here and being on the Board, thank you for your votes for vice chair. I wasn't expecting that, but forward to moving forward in the budget season. This is a great time for citizens to be involved to let us know what their thoughts are. We had a tough year this year with a default budget. This would be an opportunity to really kind of express our needs and make sure that the citizens know what they are and why.

Selectman Gagnon: One statement and one question. I met with the Library Trustees and they were positive in joining the Joint Committee for Cost Savings. I let Mrs. Roy know and she'll be leading that effort, including, I believe it's Mrs. Blue or Trustee Blue who will be joining us. And then one question for myself, based on all the new positions vice chair and chair do liaison assignments, are those just set for everyone, as is or those changes? Chairman McGrath replied they were set. No, they're not going to change because they were set originally when after March, Selectman Coutu assigned all of them. There's no point in going and mixing all of that up now. I mean, we're far too far along in the year to make changes. Selectman Gagnon replied okay. Selectman Roy added those change again in March. Selectman Gagnon replied just kind of curious how that felt. All right. Great. Thank you.

Selectman Morin: I got a couple of things. First last meeting, we talked about the American Rescue Plan and we basically tabled that. Well, since that time, the Department Heads have submitted all their requests. And I think if we don't act on that, it's going to be a hindrance to the budget process because we have that money, but we don't know what we're going to do with it, and it may stall some of the projects that we need to move forward. So we need to get out there and get that out and at least have that presented what we were looking to go for. So I'd like to if we got to make a motion to have that committee formed and get to work on that as soon as possible. Selectman Roy said if I could piggyback on what I think, that's a good idea. I think that I guess upon further research, it's probably better off that we do it concurrent with the budget as opposed to separate from the budget. So I did have a brief discussion with the Fire Chief about that. And he indicated he could do an initial meeting of the committee before the next regularly scheduled meeting on the 12th. So, so I think that is a goal that we should we should go for. Chairman McGrath added so you want to add it on to the next Tuesday's meeting? Selectman Morin replied, No, no. Well, yeah, yeah, for us to discuss. But we have to set up a date for that board. Selectman Roy said Well, I think we have to set up the committee. We have to at least decide who's going to be on it. Selectman Morin said I'd like to do that tonight, if not tonight if possible. Selectman Roy agreed and said yeah, who's going to sit on that committee as our representatives, right? And if I could suggest Selectman Gagnon and Selectman Morin be the two representatives? I think that would be good diversity to the Board, to that committee, from this board and a couple of different viewpoints there. Chairman McGrath asked what are they going to be deciding on? The Town Administrator replied, they're going to be looking at requests. So they're going to be looking at requests and having a discussion about Department Heads request so that we can formulate something that the full Board can look at. We're not spending money. We're looking at how we would recommend spending the money. So you'd get a

couple of different viewpoints. You'll have some staff, as we talked about, and it'll come back to the Board at some point in time when the committee's work is done. Selectman Roy agreed saying right, it should come back as a prioritized list. And then we would decide, you know, either we accept that prioritized list as it is or we switch it around or we take things out and add things on. But it would lie with this Board to make the ultimate decision.

Selectman Morin added And I just I just think with that hanging over us with budget, we need to do this so we don't get stalled. Chairman McGrath added I'm fine with that.

Selectman Roy made a motion to appoint Selectman Morin and Selectman Gagnon to the ARPA committee. Seconded by Selectman Guessferd. Carried 5-0.

Selectman Morin went on to say Last week, I attended a city of Nashua aldermen meeting. They were discussing how much towns and cities pay into the retirement system, and I want to make it clear I'm not looking to get rid of any retirement problems because I'm in that, but because of a mistake the Legislature made probably 20 years ago, now the amount that towns and cities have to pay in, and it was a very good conversation. I understand perfectly why Nashua called them down there because the mayor stated that a \$7000 tax bill \$1000 in that tax bill goes to the state for retirement because they used all the money back in and other funds. So I don't know if that's going to come forward as a as a towns and cities getting together to try to. I don't know. But it was a very good meeting and we are paying a lot of money. Selectman Roy asked so is that something that maybe we should push to our to our elected representatives to answer that question?

Selectman Morin said what they did was they brought the state retirement people right into their meeting. It was the retirement board people. The Town Administrator said Nashua being a city and Nashua having many employees they certainly pay a hefty share towards those employees. To set the scene back in the day. The New Hampshire Retirement System started back in the sixties. At some point they added fire, the added police, and they used an actuarial method of valuing future commitments. That is not commonly used. I think only two or three states were using that method. Forty seven or forty eight states were using a different method. Probably 15-20 years ago. Somebody woke up and said, Oh, we're not funding this properly, and there's been legislation and other action taken to catch up to make that so that the liability, you know, then they have the ability to make the scheduled pension payments based on their actuarial tables, and they're doing it, I believe over 30 years. I think that's the number. So we pay, the Town pays, a premium rate over and above what would be a typical normal retirement rate to make sure this catch up is taken care of this catch up formula. Not only did they tag the Town, they tagged employees. Our pension rates went up, but we don't get more pension. We're just paying more in because the system didn't properly account for future liability. It was all going great till somebody said, Hey, wait a minute, we're not, you know, I can't remember all the percentages. Hudson's managed it reasonably well. Let me let me digress a little bit to the state also used to pick up the tab. 35% for the fire and police people. They want to cut that to twenty five then. Oh, mistake. Now it's zero, so we pay the whole freight. So I think that's really,

Selectman Roy asked so you're paying for his pension. To which the Town Administrator replied Yeah, we all are, which is. But if you stop and think about it, let's say you had a million dollars, you know, million dollar pension payment. Well, the state was picking up 35% percent. So you're paying six fifty. Oh, they dropped it down twenty five and now you paid \$750. They dropped at zero. Now you're paying the whole million. So Nashua has got a lot of money on the table and I think it detracts from their other services to that point. We be in a smaller community, we deal with it, and we manage it. The rates have gone up, no doubt about it, but I don't think it's as bad as Nashua.

Selectman Morin added we're not because we're smaller and less employees, but we're still we're still taking the hit. They have a fund right now of \$11 billion, 11 billion.

Selectman Roy asked so when is this plan supposed to end? The Town Administrator answered, 30 years, but not from now. It was from like a dozen years ago when they first they put this in the plan. Selectman Morin added the thing is, is what they're doing is they're getting a 100% fund. So what

they're doing is if we hired a police officer or a firefighter today, pay their pensions paid right. So we don't need to do that. They're not going to be here 20-25 years. The Town Administrator then said, they've taken actions to fire and police personnel have to serve longer now. I think they have to serve at least twenty five years versus 20. They have to be 50, I think, versus 45. So they've changed some formulas. They used to do things, for example, like back in the day, if you left the employee of the town and you weren't vested, you could leave your money in the pension system for nine years and they were making a they were paying in nine and a half percent return. Why wouldn't you leave your money there? That's they've cut that. They cut it back to two. And now I think it's six months. So they've done they've done things to try to alleviate the situation, but they still are looking at like, he said, 100% funding for everybody in the system. Does that mean everybody's going to quit tomorrow and get their pension it? It's probably not practical to have that. Yeah, but it's also not practical to have 30% either, which is, I think, where they were

Selectman Roy said so I guess my question would be what would be what's the fix? Is it legislation? Selectman Morin Yeah, yeah. The Legislature. Selectman Roy asked is there anything before the legislature now? Selectman Morin said they Tried last year. One of the aldermen last year is also a state rep and had put in a bill. And what happened was all the little towns that have maybe five or 10 employees who are in the system voted no because it doesn't affect them, and it didn't pass whether they're going to do it or not again this year, I'm not sure.

Selectman Morin then said the next thing could drag its relations to all our employees tonight, the Grange awards were tonight. I don't know who was recognized, but the awards were tonight and the last thing Selectman Roy and myself attended the services for Sergeant Briggs. It was a huge, huge turnout. It was very impressive between the residents and friends that were there and the amount of retired police officers and present day police officers from around the state. It was a well-deserved honor for her. Selectman Guessferd added I was there about 1:30. It was impressive and people just kept coming. Chairman McGrath added I didn't know her, but she sounds like a wonderful person. Very sad and so senseless. Yes. I don't know what he was thinking for doing this. Either way the end result was tragic.

Selectman Roy: So I attended the latest NRPC meeting last week. We approved the Regional Traffic Improvement Plan, which goes into the state traffic improvement plan. We also approved a a program that was presented to us at the last meeting for sidewalks and bike lanes. And I've kind of had conversations with Brian about how that might benefit Hudson. And he's looking at that and, you know, we'll see where we go with that. It looks like a good, maybe a good resource for us to help us improve cyber, you know, some issues we have with sidewalks in town. But again, I Brian's taking a look at that and I'm sure he'll put together whatever's best for the town.

Chairman McGrath asked is he going to be working with the Planning Board on that? Selectman Roy replied I'm sure, I'm sure, Chairman McGrath said because the Planning Board, if they have site plans, they should be, you know, addressing that during the site if they can accommodate sidewalks. Selectman Roy replied, right. And then there's some places, as I found out in discussing with, uh, Brian, there's some sort of gaps in sidewalks, particularly like if you look at 102 there's just gaps that we may be able to address with this program. And then they started a discussion, and it's only a start of a discussion about some mass transit particularly going not using rail, but going between Nashua, Tyngsboro and Alewife in Cambridge and I forget the other one. Another place in Massachusetts. But using bus buses to get people to the commuter rail. Oh, Lowell. to the commuter rail in Lowell so that maybe some of our residents can start using those public transportation services instead of driving. Obviously there's a move to reduce vehicle traffic, either through mass transit or through alternate means of travel. Bicycles, scooters, walking. So that's what happened at that meeting. The next meeting, I think, is in December. So we'll see where that goes.

Chairman McGrath: I have no comments. My voice can't hold up to it.

12. Nonpublic Session

Motion by Selectman Roy at 9:30 p.m., seconded by Selectman Guessferd 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 9:30 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 9:59p.m.

Motions made after nonpublic session

1) Selectman Morin made a motion, seconded by Selectman Guessferd to hire Christos Tufts as a HCTV Camera Operator, and will be classified as a "Regular Special Shift Employee" at the current rate of \$12.50 per hour. Carried 5-0.

13. ADJOURNMENT

Motion to adjourn at 10:00 p.m. by Selectman Morin seconded by Selectman Gagnon. Carried 5-0.

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

Marilyn E. McGrath, Chairman

Bob Guessferd, Vice Chairman

David Morin, Selectman

Kara Roy, Selectman

Brett Gagnon, Selectmen



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

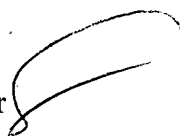
Agaula
10-12-21



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

7B

To: Board of Selectmen

From: Steve Malizia, Town Administrator 

Date: October 5, 2021

Re: IT Director Position

IT Director Lisa Nute has announced her retirement from her position effective November 30, 2021. The Board of Selectmen discussed reviewing the job description prior to posting for the position. I contacted Municipal Resources, Inc. (MRI) and asked if they had updated job descriptions for IT Director positions. They were able to provide me with job descriptions from recent recruiting efforts in Goffstown, NH, Plymouth MA and Watertown, MA. I was also able to get job descriptions from Dover, NH and Rochester, NH for the Board's review. I am also including a copy of the Town's IT Director job description for the Board's information. After updating the job description, I recommend that the Town engage the services of MRI to conduct a recruitment for the position. If the Board votes to conduct a search for the IT Director position, the following motion is appropriate:

Motion: To post for the position of IT Director and to hire Municipal Resources, 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.

Town of Hudson

IT Director Job Descriptions

Received from MRI

Position Purpose:

Performs administrative, professional, supervisory, and technical work in connection with all town IT applications; provides the planning, management, development and maintenance of a town-wide information system of hardware and software applications. Performs all other related work as required.

Essential Functions:

(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Establishes, plans and administers the overall policies and goals for the IT department.
- Analyzes the needs of departments and establishes priorities for studies, systems design and implementation to develop or modify information processing systems.
- Implements and administers the town's network including hardware, software and data. Plans for short and long-term expansion. Prepares budget as related to town computer, software, data and networks.
- Specifies, designs, evaluates, recommends and oversees the installations, configuration, security and maintenance of file servers, network operating systems, desktops and software.
- Administers the town's network design, including hardware, software, data and information systems.
- Reviews IT service requests to determine priorities and assures proper procedures are followed. Provides and coordinates technical support to town employees, consultants and other parties with work relationships with the town.
- Administers the existing budget and formulates future budgets by estimating current and future needs.
- Collects, compiles and maintains geographic data to meet the town's GIS needs. Designs and develops maps as needed. Inspects plan and design submissions to ensure they meet our standards.
- Attends staff and project meetings to advise, appraise, consult and make recommendations.
- Monitors, reports and interprets metrics and operational data to the Town Administrator and Board.
- Provides strategic planning for Information Technology, Geographic Information Systems and Goffstown Television. Appraise the functionality and research the viability of new and existing technology to select the best solutions.
- Initiates strategies and implements solutions to prevent, and improve response to emerging security threats.
- Reviews and analyzes department needs for computers, desktop software, peripherals and connectivity including advice and recommendations on the feasibility of any such request.
- Prepares specifications and generates Request for Proposals for purchasing and/or bidding goods and services for procuring hardware, software and peripherals as needed.
- Develops and maintains relationships with software/hardware and technical services vendors to facilitate the support and resolution of system enhancements, development and interoperability.
- Provides administration and maintenance of data networks, hardware and software and IT staff.
- Provides technical support to town employees, consultants, and other parties with work relationships with the Town. Provides and develops needed information and demonstrations

concerning how to perform certain work tasks to employees. Makes presentations to staff, boards and committees as needed.

- Attends meetings, conferences, workshops and training sessions and reviews publications and materials to become and remain current on the principal practices and new developments in assigned work areas.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree and five years of relevant experience; Master's Degree in Information Technology preferred. GIS experience also required and must possess a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the operating systems for a wide range of computer operating systems and software applications. Thorough knowledge of the computer industry and technology, evolving products, services, etc. Knowledge of various computer languages, Microsoft Office, database management and financial applications. Working knowledge of computer networking, telecommunications, and GIS system.

Ability: Ability to establish and maintain cooperative relationships with municipal staff. Ability to effectively communicate highly technical and constantly changing information, verbally and in writing, to nontechnical staff. Ability to upgrade software modules. Ability to handle multiple problems and projects simultaneously. Ability to develop policies and procedures for operations of information systems. Ability to troubleshoot hardware, software and network problems in a Microsoft Windows and Office environment. Ability to conduct user needs analysis and coordinate systems implementation.

Skill: Strong organizational skills. Problem-solving skills. Excellent technical skills in software and hardware management. Skill in time management. Strong oral communication and interpersonal skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort required with frequent daily lifting and moving of materials and supplies. Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. May occasionally lift/move objects weighing up to 30 pounds, seldom up to 60 pounds. Must be able to access all areas of buildings and structures. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges. Frequent repair and installation of computers and other equipment involving bending and working in hard-to-reach areas.

Supervision:

Supervision Scope: Performs varied and highly responsible work requiring the exercise of leadership, independent judgment, and initiative in planning and overseeing the operations of the town's information systems.

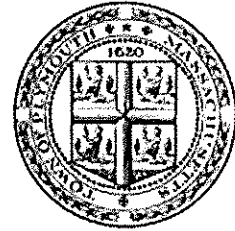
Supervision Received: Works under the general supervision of the Town Administrator; generally, establishes own work plan and completes work in accordance with established town policies and standards. Resolves problems independently, keeping supervisor informed of progress, problems, and implications of decisions.

Supervision Given: Supervises IT staff and Cable TV personnel.

Job Environment:

- Administrative work is performed under typical office conditions. Work environment is moderately noisy.
- Operates telephone, computer, automobile, hand tools, and standard office machines, camera and video equipment.
- Makes frequent contact with department heads; town officials, employees, vendors, contractors and consultants. Contacts are in person, by phone, email, correspondence and remote access.
- Has access to confidential and/or sensitive information, such as programs, information systems and data storage.
- Errors could result in delay or loss of services, damage to buildings and equipment, and cause significant monetary loss and/or legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



TOWN OF PLYMOUTH JOB DESCRIPTION

| | |
|---|----------------------------|
| Title: Director of Information Technology | Classification: |
| Department: Finance – Information Technology | Grade: |
| Reports to: Director of Finance | FLSA Status: Exempt |
| Effective Date: January 2017 | Union Status: OPEIU |

Summary

Performs administrative, professional, supervisory, and technical work in connection with all town IT applications; provides the planning, management, development and maintenance of a town-wide information system of hardware and software applications; performs all other related work as required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Manages the information systems for the town, including the coordination of the system hardware and software for town departments; manages and maintains the municipal area network including connectivity for all town buildings.

Responsible for cyber security prevention, fire wall, and spam filtering 24 hours a day.

Prepares and manages the Technology Operating Budget and Capital Planning for technology.

Responsible for the Wide Area Network; design, installation and maintenance of redundant fiber loop connection of all town and school buildings.

Responsible for the design, installation and maintenance of Virtual Servers Infrastructure including: exchange administration, active directory, SQL Server, SAN, data backup, financial management server, fire dispatch server, and GIS server.

Performs the design, installation and maintenance of the Disaster Recovery Plan, including the Disaster Recovery Center at the Emergency Operations Center.

Provides around- the- clock telephone support services to users.

Provides support for the town-wide security camera system and the security camera system and plate recognition software at the Transfer Station.

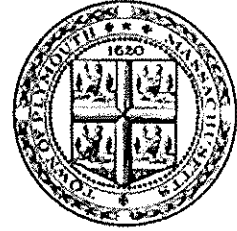
Maintains a shared internet access point for the town and school use.

Performs clerical functions as they pertain to IT purchases and invoice processing.

Town of Plymouth, MA

Director of Information Technology

Page | 1



TOWN OF PLYMOUTH JOB DESCRIPTION

Serves as the Administrator for the Town's access to the State Gateway System and state Grant System.

Responsible for the town website design, maintenance and support and live broadcast of PACTV over the internet.

Performs similar or related work as required, or as situation dictates.

Supervision Received and Exercised

Works under the general supervision of the Director of Information Technology. Performs responsible functions, following procedures which are generally defined by precedent or established guidelines, but require the exercise of judgment and initiative. Does not supervise personnel.

Qualifications

Education, Training and Experience

Bachelor's Degree and five to ten years of relevant experience; Master's Degree in Information Technology preferred; or an equivalent combination of education and experience.

Knowledge: Comprehensive knowledge of the operating systems for a wide range of computer operating systems and software applications. Thorough knowledge of the computer industry and technology, evolving products, services, etc. Knowledge of various computer languages, Microsoft Office, database management and financial applications. Working knowledge of computer networking, telecommunications, MS Exchange, Local Area Network Administration, Cyber Attack Prevention, MS Office, MUNIS, Virtual Servers, and GIS system. Working knowledge of the functions of town departments.

Ability: Ability to establish and maintain cooperative relationships with municipal staff. Ability to effectively communicate highly technical and constantly changing information, verbally and in writing, to nontechnical staff. Ability to upgrade software modules. Ability to handle multiple problems and projects simultaneously. Ability to develop policies and procedures for operations of information systems. Ability to exercise considerable leadership, initiative, planning and judgment.

Skill: Strong organizational skills. Problem-solving skills. Excellent technical skills in software and hardware management. Skill in time management. Excellent customer service skills, and oral and written communication skills.

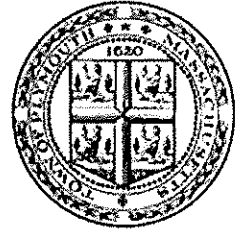
Licensing/Certifications: Microsoft Certification preferred.

Job Environment

- Work is performed under in thermostatically controlled conditions, with continuous humming of equipment; occasional risk of electrical shocks when working with computer and other related hardware.
- Operates computers and computer equipment, hand tools, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts primarily with other town departments, technology companies, vendors and peers from other state and local agencies.

Town of Plymouth, MA

Director of Information Technology



TOWN OF PLYMOUTH JOB DESCRIPTION

- Errors could result in delay or loss of service, and severely hamper the operational capability of town departments and result in possible financial and/or legal repercussions.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort required with frequent daily lifting and moving of materials and supplies. Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. May occasionally lift/move objects weighing up to 60 pounds. Must be able to access all areas of buildings and structures. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer

Position Purpose:

This position performs responsible supervisory, administrative, technical and professional work in connection with all town IT applications; oversees the implementation of new technology and maintenance of computer-based systems. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides oversight of daily operations and performs a variety of daily operations with staff.
- Responsible for ensuring that backup devices are operational and backup of data and recovery of lost information is accomplished; ensures that time critical information processing, such as payroll processing, is accomplished in accordance with deadlines; ensures that financial systems (billing, collecting, payroll) are operational; ensures that checks are printed and direct deposits are made.
- Performs the functions of planning, budgeting, procurement and establishing service contracts to meet the Information Technology needs of the town.
- Responsible for network administration and IBM system administration; responsible for file management and communications; administers the email system and Internet browsing capability.
- Responsible for building a network which links facilities (town hall, public works, schools); works with contractors to ensure that the fiber optics system is properly installed and operational.
- Provides needed support to the town's growing computer-based technologies; evaluates new technical developments and provides advice on equipment installation and purchase of new applications; analyzes department needs; recommends standards and develop bid specifications.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Information Technology or related field; three to five years of progressively responsible computer-related experience, including information management services and network administration; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of operating systems, communications, Internet environments and software applications. Thorough knowledge of the computer industry and technology, evolving products and services. Working knowledge of municipal operations, including financial management systems.

Ability: Ability to effectively communicate changing technical information, verbally and in writing, to non-technical staff. Ability to work independently and exercise judgment and to resolve problems. Ability to develop policies and recommend system improvements. Ability to handle multiple problems and projects simultaneously.

Skill: Strong organizational, communication and problem-solving skills. Excellent technical skills in software and hardware management. Excellent customer service skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, minimum physical effort is required to perform most duties. Some physical effort required to move computer equipment. The employee is frequently required to speak, hear, sit, stand, walk and use hands to operate equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and implementation of the department's services.

Supervision Received: Works under the administrative direction of the Town Manager, in accordance with municipal policies, objectives and professional standards.

Supervision Given: Supervises one full-time and one part-time employee.

Job Environment:

- Work is performed under typical office conditions and work environment is moderately noisy. May work additional hours to meet deadlines. Required to attend additional evening meetings as necessary.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with town departments and employees, and varied IT support vendors, and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to some confidential financial information.
- Errors could result in delays or loss of services or monetary loss.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

Town of Hudson

IT Director Job Descriptions

From other NH Communities



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

| | |
|---|---|
| Position: Director of Information Technology | Position Control No: XX-XX-XX-XX |
| Classification-Series: Director of Information Technology | FLSA Status: Exempt, Regular PT 28 hrs/wk |
| Occupational Grouping: Professional & Managerial Services | Union - Grade: NON-UNION Grade 33 |
| Organizational Unit: Executive Department | Primary Job Location: City Hall, 288 Central Avenue |

JOB SUMMARY: Performs highly responsible work managing and coordinating the deployment, operation and ongoing maintenance of the City's information systems and services.

ACCOUNTABILITY: Works under the broad administrative and policy direction of the City Manager. Assigned duties are carried out independently. Work is reviewed through reports, conferences and observation of results.

SUPERVISION EXERCISED: Provides general supervision through work assignments, instruction, training, technical knowledge, and work review to assigned personnel. Coordinates and leads activities of inter-departmental personnel in completing and supporting City-wide information and telecommunication projects.

TYPICAL EQUIPMENT USED: Computer; telephone; mobile devices; calculator; typewriter; dictation & transcribing equipment; video and audio equipment; copy and facsimile machines; electronic diagnostic equipment; small hand and power tools.

TYPICAL WORK ENVIRONMENT: Inside: 100% Outside: 0%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Plans, directs, monitors and evaluates the City's overall information technology activities.
2. Formulates, sets and implements policies and procedures for current and future information systems and activities supporting municipal operations.
3. Oversees the development, implementation and management of an integrated City-wide information systems infrastructure to include hardware, software and network equipment supporting all municipal department operations (including schools).
4. Evaluates trends in information and telecommunication technology, hardware, software and networking and makes recommendations to departmental administrators regarding appropriate hardware, software and system needs.
5. Directs, coordinates and oversees the implementation, ongoing maintenance and upgrade of information systems in the City departments.
6. Supervises assigned personnel and coordinates inter-departmental resources in implementing and maintaining information systems.
7. Directs the development and design of effective in-house training programs to attract, retain, and motivate employees in the use of information technology.

8. Plans, prepares, implements and monitors operational plans and budgets within the framework of overall City goals and objectives
9. Attends to many items requiring attention simultaneously, and/or in sequence.
10. Attends conferences and other education meetings and reviews professional literature to keep current on modern trends and practices.
11. Exercises discretion and maintains appropriate confidentiality concerning municipal related matters
12. Performs or assists subordinates in performing duties; adjusts errors and complaints
13. Advises the City Manager, City Council and the public regarding questions of procedures and information related to the City's information and telecommunication systems.
14. Coordinates activities with other employees, departments or agencies.
15. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
16. Maintains familiarity with and executes safe work procedures associated with assigned work.
17. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

| | |
|--|---|
| <p>LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.</p> | <p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Rarely required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p> |
|--|---|

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

| | |
|---|---|
| <p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour</p> | <p>TOTAL HOURS: Sit: 6 hours Stand: 1 hour Walk: 1 hour</p> |
|---|---|

COGNITIVE AND SENSORY REQUIREMENTS:

| |
|--|
| <p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p> |
|--|

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner. Possible electrocution hazard.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Thorough knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources; Extensive knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including networks, applications and programming. Extensive knowledge of techniques in information technology system analysis and design.; Extensive knowledge of the capabilities and requirements of information technology equipment; Knowledge of the principles and techniques of systems documentation; Knowledge of the principles of computer programming; Knowledge of the functions and organization of municipal government. Demonstrated ability to plan, organize and supervise the work of others; ability to make accurate arithmetic calculations; demonstrated oral and written communication; ability to maintain electronic and written records and prepare reports. Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully. Ability to prepare and deliver oral and written reports in public meetings.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Graduation from a college/university with a Bachelor's degree in Computer Science, Public or Business Administration, or a closely-related field, plus at least ten years progressively responsible experience in information systems management, support, or related information systems work, including five years in a supervisory capacity; OR any equivalent combination of education and experience which demonstrates possession of required knowledge, skills and abilities. Must maintain valid NH motor vehicle operator's license. Microsoft, Cisco and other Information System specific certifications preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

| | |
|--|---|
| <input type="checkbox"/> 1. None. | <input type="checkbox"/> 6. 1 to 2 years. |
| <input type="checkbox"/> 2. Short demonstration up to 30 days. | <input type="checkbox"/> 7. 2 to 4 years. |
| <input type="checkbox"/> 3. 30-90 days. | <input type="checkbox"/> 8. 4-10 years. |
| <input type="checkbox"/> 4. 91-180 days. | <input checked="" type="checkbox"/> 9. Over 10 years. |
| <input type="checkbox"/> 5. 181 days to 1 year. | |

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 06/12/2003
Job Description Developed: 06/12/2003
Revised: 01/26/2016

CHIEF INFORMATION OFFICER (CIO)

Statement of Duties

Position is responsible for department level management of the City's Information Technology Department, and provides administrative, supervisory, and technical work in managing the City's information technology systems, including all other related work as required.

Supervision

Incumbent works under the administrative direction of the City Manager, rendering information technology services to all City Departments; consults with City Manager regarding clarification, interpretation, or exception to municipal policy.

Incumbent performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all information technology systems conform to law and to professional standards; works independently within established policies and procedures.

Incumbent develops and administers departmental policies, goals, objectives and budgets; assumes direct accountability for department results.

Incumbent demonstrates leadership and organizational skills to plan and direct the work of department professional, technical, and other staff; responsible for the supervision of four department employees; responsible for the evaluation of employees and recommends hiring, firing, and discipline of employees to the City Manager for final approval.

Job Environment

Work is performed under typical office conditions; may be required to attend evening meetings and work outside of normal business hours.

Work requires regular contact with all City Departments, as well as outside organizations and companies.

Incumbent operates a variety of technical equipment and general office equipment.

Incumbent has access to confidential information, such as bid proposals, contracts, personnel files, and other sensitive data.

Errors could result in delay or loss of service, monetary loss, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Working with the City's administrative leadership, provide strategic planning and strong collaborative leadership to set the direction and implement information technologies to support the City's mission.
- Manage all information technology resources including personnel, budgets, network infrastructure, web presence, administrative systems, and phone/cell phone services.
- Manage staff and oversee technology services and facilities.
- Create and administer the technology operating and capital budgets.
- Provide and maintain a high quality technology support environment for all employees.
- Establish and enforce information technology standards, procedures, and policies.
- Develop and maintain a project portfolio, a list of current and future renewal and improvements projects in the department, including their priorities and timetables.
- Co-chair the City's IT Users Group
- Cultivate and expand the relationship with the School Department Information Technology staff to leverage potential savings from collaboration and systems sharing.
- Cultivate and expand the relationships with other cities and towns to leverage potential savings from collaboration and information sharing.
- Perform related duties as may be required by the City Manager.
- Other duties as may be assigned.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in computer science, business administration or related field; minimum of five (5) years of experience in information technology systems management, preferably in a municipal setting; or an equivalent combination of education and experience. Valid driver's license required.

Knowledge, Skills and Abilities

A candidate for this position should have thorough knowledge of best practices in current information technology systems and management; the ability to develop and lead strategic and operational initiatives; strong customer service skills. A candidate for this position should possess strong skills in supervision and staff development; ability to select, train, and motivate employees; the ability to maintain effective working relationships with customers, other personnel, superiors, subordinates and other offices and agencies; strong communication skills; strong skills in preparing and providing effective oral presentations and prepare clear written information.

Physical and Mental Requirements

The incumbent works in an office setting and is required to stand, sit, reach with hands and arms, use hands, climb or balance, walk up to 1/3rd of the time; and talk and listen/hear more than 2/3rd of the time. Incumbent occasionally lifts up to 10 pounds, and seldom lifts up to 30 pounds. Work can be stressful at times and involve the threat of personal injury. Normal vision is required for reading. Equipment operated includes office machines, automobile, and computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

Town of Hudson

IT Director Job Description

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 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. 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



TOWN OF HUDSON

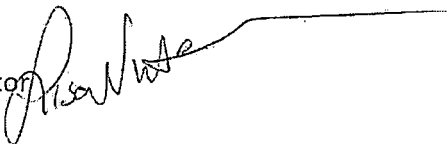
Information Technology Department



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

RECEIVED

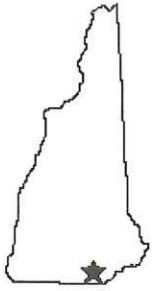
SEP 13 2021

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.

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

8A

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.



Mr. Elvis Dhima



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

A handwritten signature in black ink, appearing to read 'W Shaffer', written over a white background.

Will Shaffer
Project Engineer II

UniClean

Cleanroom Services

ISO 9001:2015 Company

8 Industrial Park Drive
Nashua, NH 03062

Telephone: (603) 888-1200

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.

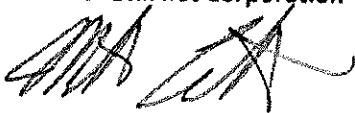
In good faith, UniClean hereby commits to contribute \$70,000 to the Town of Hudson I&I program to fund future I&I reduction projects. We hope that this commitment will reduce the overall impact of our allocation request and aide in the Municipal Utility Committee's (MUC) and Board of Selectmen's (BOS)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

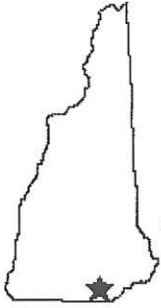
This commitment is contingent upon the final sale and transfer of deed of the subject property.

Sincerely,

UniClean,
A Division of UniFirst Corporation



Matthew Croatti
Senior Vice President, Engineering



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

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

Robert M. Buxton
Chief of Department

8B

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 |

Laffin, Jill

From: Joanne Breard <jbreard@comcast.net>
Sent: Tuesday, October 5, 2021 2:36 PM
To: ~BoS
Subject: Fee Increases

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

Just my opinion, but this doesn't seem like a good time to raise prices especially when one is on a fixed income and inflation is on the rise already.

Best regards,
Joanne Breard
Robinson Rd.

"The journey is the destination"

Malizia, Steve

From: Rob C <rob613@gmail.com>
Sent: Thursday, September 30, 2021 7:04 PM
To: Malizia, Steve; ~BoS
Cc: Rob 613
Subject: section 205-2 Building Fees - resident comments on proposed changes

RECEIVED

OCT 01 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

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

Hi Mr. Malizia and Selectmen,

Please include my communication in your packet of information.
I will not likely be able to attend the public hearing on Tuesday October 12.

I am against the idea of raising any of the residential building fees from the current levels.
I am not against lowering the residential roof fee.
I am mostly indifferent regarding the commercial fees but would prefer to not increase any of them.
This is just not the time to tax town residents or town businesses any more.

To share a little more detail to my thinking:

In particular when a homeowner must deal with the expensive problems of a broken water heater to replace or a roof, particularly if the work will be done by the homeowner or covered by some sort of prepaid utility service agreement, the town should not be making a homeowner's life any more difficult at such a time.

Let us please postpone consideration of any drastic changes (from zero cost up to \$75) for two years, and also postpone implementation of any increases that might then be enacted to phase in over the subsequent three years so that homeowners considering home improvements but delaying for reasons including pandemic will not be punished for not having been able to fulfill their plans at the current fee schedules.

And please also consider permitting a homeowner doing renovations which include one of each of several currently zero cost actions at the same time, to permit bundling them together with a single permit at no more than 150% of the highest cost item, particularly when building inspectors can confirm the work was done to the right specifications all at the same time, for simultaneous actions, and while we have on town staff a single building inspector capable of inspecting the work in each of several disciplines.

Thank you for your consideration of my thoughts.

Robert Chesler
Town Resident



TOWN OF HUDSON RECEIVED

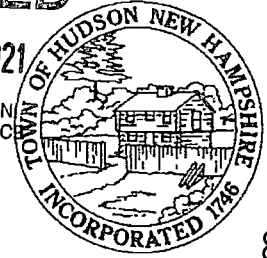
Police Department

Partners with the Community

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

OCT 06 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE



8C

William M. Avery, Jr.
Chief of Police

Captain Tad K. Dionne
Operations Bureau

Captain David A. Cayot
Special Investigations Bureau


Captain David A. Bianchi
Administrative Bureau

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: William M. Avery, Chief of Police

Date: 05 October 2021

Re: Agenda Item – 12 October 2021

 Capt. Capt. for Chief Avery

Scope:

The Police Department is requesting to meet at the next scheduled Board of Selectmen meeting on Tuesday, 12 October 2021 to request approval to accept the awarded Highway Safety Project #22-092 titled "Hudson Highway Safety Grant" beginning October 1, 2021 and ending September 30, 2022. The specific project titles are Speed Enforcement Patrols for \$3,887.00, DUI Enforcement for \$5,752.00, Distracted Driving for \$3,052.00, Join the NH Clique for \$850.00, Drive Sober or Get Pulled Over for \$1,700.00 and U Drive, U Text, U Pay for \$850.00. The total price limitation for this agreement is \$16,091.00 to cover the cost of overtime.

Motion:

To authorize the Hudson Police Department to accept the "Hudson Highway Safety Grant" awarded by the New Hampshire Highway Safety Agency in the amount of \$16,091.00 beginning October 1, 2021 through September 30, 2022.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby mutually agree as follows:



GENERAL PROVISIONS

Grant Agreement Title: **Hudson Highway Safety Grant** Grant Agreement #: **22-092**

1. Identification and Definitions.

| | | | |
|---|--|--|---|
| 1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety | | 1.2. State Agency Address 33 Hazen Drive, Room 208 Concord, NH 03305 | |
| 1.3. Subrecipient Name Hudson Police Department | | 1.4. Subrecipient Address 1 Constitution Drive, Hudson, NH 03051 | |
| Chief of Police Name: William Avery | | Chief of Police email: wavery@hudsonnh.gov | |
| Grant Contact Name: David Bianchi | | Grant Contact's email: dbianchi@hudsonnh.gov | |
| 1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify)) Town Government | | 1.4.2 DUNS # 945079481 Exp Date: 09/28/2021 UEI # Exp Date: | |
| 1.5. Subrecipient Phone # 603-816-2249 | 1.6. Effective Date 10/01/2021 | 1.7. Completion Date 09/30/2022 | 1.8. Grant Limitation \$ 16,091.00 <small>(Total amount of Federal funds obligated to the Subrecipient (2 CFR § 200.331(a)(1)(vii))</small> |
| 1.9. Grant Officer for State Agency LuAnn Speikers | | 1.10. State Agency Telephone Number 603-271-2197 | |
| "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b." | | | |
| 1.11. Subrecipient Signature 1 | | 1.12. Name & Title of Subrecipient Signor 1 Chief William Avery | |
| Subrecipient Signature 2 | | Name & Title of Subrecipient Signor 2 Captain David Bianchi | |
| Subrecipient Signature 3 | | Name & Title of Subrecipient Signor 3 | |
| 1.13. Acknowledgment: State of New Hampshire, County of _____, on / /, before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12. | | | |
| 1.13.1. Signature of Notary Public or Justice of the Peace (Seal) | | 1.13.2 Name & Title of Notary Public or Justice of the Peace TRACY L. CARNEY Justice of the Peace - New Hampshire My Commission Expires March 27, 2024 | |
| 1.14 State Agency Signature 1 X Date: 9/9/21 | | 1.15 Name & Title of State Agency Signor 1 Robert L. Quinn, Commissioner NH Department of Safety | |
| 1.16. Approval by Attorney General (Form, Substance and Execution) (If G & C approval required) By: _____ Assistant Attorney General, On: / / | | | |
| 1.17. Approval by Governor and Council (If applicable) By: _____ On: / / | | | |

EXHIBIT A

| OHS Grant Award | | |
|---|-----------------------|-------------------------------|
| Project Titles | Federal Budget | Minimum Match Required |
| SPEED ENFORCEMENT PATROLS | \$ 3,887.00 | \$ 971.75 |
| DUI ENFORCEMENT | \$ 5,752.00 | \$ 1,438.00 |
| DISTRACTED DRIVING | \$ 3,052.00 | \$ 763.00 |
| PEDESTRIAN BICYCLE | \$ 0.00 | \$ 0.00 |
| JOIN THE NH CLIQUE | \$ 850.00 | \$ 212.50 |
| DRIVE SOBER OR GET PULLED OVER | \$ 1,700.00 | \$ 425.00 |
| U DRIVE, U TEXT, U PAY | \$ 850.00 | \$ 212.50 |
| E-CRASH EQUIPMENT (MDT) | \$ 0.00 | \$ 0.00 |
| E-CRASH EQUIPMENT (Printers/Scanners/Receivers) | \$ 0.00 | \$ 0.00 |
| Total <small>Total amount Federal funds obligated to the subrecipient, (2 CFR § 200.331(a)(1)(vii)) Project Costs: 80% Federal Funds, 20% Applicant Share (Minimum Match Required).</small> | \$ 16,091.00 | \$ 4,022.75 |

| |
|--|
| Awarding Agency: Office of Highway Safety (OHS) |
| Federal Awarding Agency: National Highway Traffic Safety Administration (NHTSA), US DOT NHTSA Region 1 55 Broadway, RTV-8E Cambridge, MA 02142 |
| Budget period (new) – 10/1/2021 to 9/30/2022 |
| Is This a Research and Development Project: NO |

EXHIBIT B
GRANT REQUIREMENTS AND INFORMATION

- Officers funded during these overtime enforcement grants shall be dedicated in total to traffic law enforcement, except in the case of a criminal offense committed in the officer's presence, in the case of response to an officer in distress, or in the case of a riot where all available personnel must divert their attention.
- Officers may pull over drivers for any driving offense during patrols. This includes, but is not limited to, suspected drunk driving, speeding, school bus violations, CPS violations, traffic light/stop sign running, and distracted driving.
- Nothing in this grant shall be interpreted as a requirement, formal or informal that a law enforcement officer issue a specified or predetermined number of summons in pursuance of the department's obligation associated with the grant.
- If an officer makes an arrest during the patrol shift, but does not complete the arrest before the shift is scheduled to end, the officer can continue working under the grant to complete that arrest even if the time exceeds the scheduled patrol shift; however, the total request for reimbursement must not exceed the approved budget in the Grant Agreement.
- An officer who stops working a Highway Safety grant to assist with a Non-Highway Safety Grant related issue (i.e. crash, domestic dispute, criminal complaint, etc.), must not count such hours as hours worked on a Highway Safety Grant.
- Full-time officers will be reimbursed at an overtime rate of pay as established by the department and/or municipality for hours worked during the enforcement patrols. Part-time officers will be reimbursed at their normal hourly rate of pay.
- The Patrol Activity Report (HS-200) must be signed and dated by an authorized signatory (Police Chief or designee). Individuals working the enforcement patrol may not sign off on the Patrol Activity Report for themselves and if the Chief Law Enforcement Officer (CLEO) works an overtime enforcement patrol, they must comply with 29 CFR Part 541 as it relates to "exempt employees". This will require that the CLEO provide a waiver of 29 CFR, Part 541 from their governing body with any reimbursement requests in which the CLEO has worked. Additionally, the CLEO may not sign off on their own HS200 or that of a spouse, child or sibling who may work an enforcement patrol.
- If weather impedes a particular enforcement detail, this should be noted on the Patrol Activity Report (HS-200).
- Command staff may participate in and be compensated for enforcement details if acting in a traffic enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in traffic enforcement.
- Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of grant award.
- Non-participation or non-compliance with the performance measures may result in grant agreement suspension, termination and/non-reimbursement of expenses.

Reimbursement Schedule and Required Paperwork

- Reimbursements are due no later than 15 days after the close of the quarter. Due dates are as follows:
 1. January 15th for October-December (Quarter 1)
 2. April 15th for January-March (Quarter 2)
 3. July 15th for April-June (Quarter 3)
 4. October 15th for July-September (Quarter 4)
- Over-Time enforcement patrol reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1);
 2. Overtime Payroll Reimbursement Form (HS-20) for each project;
 3. Match Tracking Form (HS-22) for each project;
 4. Quarterly Summary Report (HS-100 QSR) for each project;
 5. Patrol Activity Reports (HS-200) for each project; and
 6. Updated Grant Application/Performance Tracking Tool (App/PTT)
- Equipment reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1). Note: If submitting equipment reimbursement along with overtime enforcement patrol reimbursements only one (1) Reimbursement Request Cover Letter (HS-1) shall be submitted.
 2. Copy of the detailed equipment invoice;
 3. Match Tracking Form (HS-22);
 4. Copy of Cancelled Check; and
 5. Final Equipment Report (HS-8E)
- If no enforcement patrols took place during the quarter you are required to submit the Reimbursement Cover Letter (HS-1) indicating that you are not seeking reimbursement by placing \$0 in the projects where you were awarded funding.
- Failure to file required reports by the submission due dates can result in grant termination or denial of future grants.
- All publications, public information, or publicity released in conjunction with this project shall state "This project is being supported in part through a grant from the NH Office of Highway Safety, with Federal funds provided by the National Highway Traffic Safety Administration" or related social media tag provided by our office.
- Grant agreements shall terminate in the event funds are exhausted and/or not made available by the federal government for this program. If the grantee makes obligations in anticipation of receiving funds under this grant, the grantee does so at their peril and the State of New Hampshire will be under no obligation to make payments for such performance.

I sign these Grant Requirements based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in reimbursing grant funds.

Authorized Contract Signatory: _____

Date: _____

Signors Printed Name: _____

Signors Title: _____

Chief

| Project Titles, PSP & Task, CFDA and FAIN Numbers |
|--|
| <p>SPEED ENFORCEMENT PATROLS PSP & Task 22-02-04 FAST Act 402 CFDA: 20.600 FAIN Number (Subaward): 69A37520300004020NH0, 69A37521300004020NH0, 69A37522300004020NH0</p> |
| <p>DUI ENFORCEMENT PSP & Task 22-07-04 FAST Act 402 CFDA: 20.600 FAIN Number (Subaward): 69A37520300004020NH0, 69A37521300004020NH0, 69A37522300004020NH0</p> |
| <p>DISTRACTED DRIVING PSP & Task 22-04-04 FAST Act 402 CFDA: 20.600 FAIN Number (Subaward): 69A37520300004020NH0, 69A37521300004020NH0, 69A37522300004020NH0</p> |
| <p>PEDESTRIAN BICYCLE PSP & Task 22-06-04 FAST Act 405h CFDA: 20.616 FAIN Number (Subaward): 69A3751830000405hNH0, 69A3752230000405hNH0</p> |
| <p>JOIN THE NH CLIQUE PSP & Task 22-01-04 FAST Act 402 CFDA: 20.600 FAIN Number (Subaward) : 69A37520300004020NH0, 69A37521300004020NH0, 69A37522300004020NH0</p> |
| <p>DRIVE SOBER OR GET PULLED OVER PSP & Task 22-07-11 FAST Act 402 CFDA: 20.600 FAIN Number (Subaward) : 69A37520300004020NH0, 69A37521300004020NH0, 69A37522300004020NH0</p> |
| <p>U DRIVE, U TEXT, U PAY PSP & Task 22-04-11 FAST Act 402 CFDA: 20.600 FAIN Number (Subaward) : 69A37520300004020NH0, 69A37521300004020NH0, 69A37522300004020NH0</p> |
| <p>E-CRASH EQUIPMENT (MDT) PSP & Task 22-03-06 FAST Act 405c CFDA: 20.616 FAIN Number (Subaward): 69A3751830000405cNH0, 69A3751930000405cNH0, 69A3752030000405cNH0, 69A3752130000405cNH0, 69A3752230000405cNH0</p> |
| <p>E-CRASH EQUIPMENT (Printers/Scanners/Receivers) PSP & Task 22-03-06 FAST Act 405c CFDA: 20.616 FAIN Number (Subaward): 69A3751830000405cNH0, 69A3751930000405cNH0, 69A3752030000405cNH0, 69A3752130000405cNH0, 69A3752230000405cNH0</p> |

EXHIBIT B

Scope of Work

SPEED ENFORCEMENT

For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Grant Requirements and Information".

- The locations as well as time and days of the Speed overtime enforcement patrols should support the problem statement identified in your grant application.
- Speed enforcement patrols should be no more than 4-hours in duration.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and Patrol Activity Report (HS-200). The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The OHS has an expectation that Departments will have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour, the officer must provide an explanation as to why they were not able to fulfill three documented stops per hour.
- To maximize grant funding, patrols must consist of one grant-funded officer per cruiser; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the HS-200 Patrol Activity Report.

Grantee Initials: WMA
Date: 9/8/21

Grantee Initials: [Signature]
Date: 9/7/21

Grantee Initials: _____
Date: _____

EXHIBIT B

Scope of Work

Impaired Driving Enforcement (DUI)

For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Grant Requirements and Information".

- The locations as well as time and days of the Impaired Driving enforcement overtime patrols shall support the problem statement identified in your grant application.
- DUI enforcement patrols, including DUI saturation patrols, can be a minimum of 4-hours and a maximum of 6-hours in duration.
- With written, pre-approval, from the Office of Highway Safety, departments may conduct 6-hour Sobriety Check Points.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and Patrol Activity Report (HS-200). The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The OHS has an expectation that Departments will have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol period. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour, the officer must provide an explanation as to why they were not able to fulfill three documented stops per hour.
- To maximize grant funding, patrols must consist of one granted-funded officer per cruiser; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the HS-200 Patrol Activity Report.

Grantee Initials: AMA
Date: 9/18/21

Grantee Initials: [Signature]
Date: 9/21/21

Grantee Initials: _____
Date: _____

EXHIBIT B

Scope of Work

Distracted Driving Enforcement

Distracted Driving enforcement patrols should focus on enforcing New Hampshire's Hands Free Electronic Device Law as well as other activities that occur behind the wheel that cause the driver to be distracted. For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Grant Requirements and Information".

- The locations, as well as time and days, of the distracted driving enforcement overtime patrols shall support the problem statement identified in your grant application.
- Distracted Driving enforcement patrols should be no more than 4-hours in duration.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and Patrol Activity Report (HS-200). The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The OHS has an expectation that departments will have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour, the officer must provide an explanation as to why they were not able to fulfill three documented stops per hour. **Note:** When conducting Distracted Driving enforcement patrols using a spotter technique (one officer in a cruiser and one officer outside the cruiser), 3 stops per hour per officer may be difficult to achieve. In this instance, please focus on effective enforcement rather than the stops/hour requirement. Please ensure that the spotter notes this on his/her Patrol Activity Report (HS-200).
- To maximize grant funding, patrols must consist of **one grant-funded officer per cruiser**; however, multiple cruisers may be out at one time. **Exception:** Two officers per cruiser when utilizing a spotter (one officer in a cruiser and one officer outside the cruiser), is allowed when a department is conducting strategic Distracted Driving patrols.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the HS-200 Patrol Activity Report.

Grantee Initials: WMA
Date: 9/8/21

Grantee Initials: [Signature]
Date: 9/7/21

Grantee Initials: _____
Date: _____

Scope of Work

High Visibility Mobilizations

Departments have an allowable budget to conduct overtime enforcement during each of the time periods listed below. Unspent funds from a campaign period cannot be rolled over into any other time period or enforcement activity.

Grant-funded overtime enforcement activity may occur any day and time but primary efforts should be directed at the specified campaign theme; departments are encouraged to use their own internal data to conduct enforcement activity in their community hotspots.

NOTE: Please e-mail your Field Representative, in advance, if a mobilization effort will not be conducted.

Join the NH Clique Enforcement Patrols- \$850 total: The purpose of this mobilization is to enforce the Child Restraint Law for anyone under 18 years of age, as well as to educate unbelted occupants 18 years and older regarding the importance of wearing seatbelts. Patrols must be conducted during daylight hours at locations such as elementary schools, high schools, shopping centers, and/or locations where drivers and passengers up to the age of 18 are known to frequent. Prior to officers conducting "Join the NH Clique Patrols", they must complete a one-time Online training course; "Child Passenger", sponsored by Police Standards and Training. A certificate of completion, by the officer conducting the patrol, must be submitted with the grant reimbursement request. Note: Officer's patrol time will not be paid for, if this online training was not completed prior to the patrol.

- Required Dates:
 - One 3-4 hour patrol conducted on kickoff day- *Saturday, May 23, 2022*
 - The remaining patrol hours shall be conducted between *May 24, 2022 - June 5, 2022, 3rd Quarter*

Drive Sober or Get Pulled Over-\$850 each: The purpose of these two mobilizations will focus on the apprehension of the impaired driver.

- \$850- Required Dates of the first mobilization:
 - One 3-4 hour patrol conducted on kickoff day *Friday, December 17, 2021*
 - The remaining patrol hours shall be conducted between *Saturday, December 18, 2021 - Saturday, January 1, 2022- 1st Quarter*
- \$850- Required Dates of the second mobilization:
 - One 3-4 hour patrol conducted on kickoff day *Friday, August 19, 2022*
 - The remaining patrol hours shall be conducted between *Saturday, August 20, 2022 - Monday, September 5, 2022-4th Quarter*

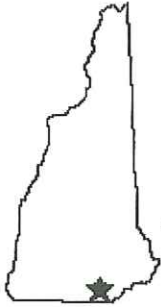
U Drive, U Text, U Pay-\$850 total: The purpose of this mobilization is to enforce New Hampshire's Hands Free Electronic Device Law, as well as other activities that occur behind the wheel that cause the driver to be distracted.

- Required Dates:
 - One 3-4 hour patrol conducted on kickoff day *Thursday, April 7, 2022*
 - The remaining patrol hours shall be conducted between *Friday, April 8, 2022 - Monday April 11, 2022- 3rd Quarter*

Grantee Initials: UMA
Date: 9/8/21

Grantee Initials: [Signature]
Date: 9/7/21

Grantee Initials: _____
Date: _____



TOWN OF HUDSON FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051

RECEIVED
OCT 07 2021
TOWN OF HUDSON
SELECTMEN'S OFFICE
Agenda 4
10-12-21



8D

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 *RMB*

DT: October 5, 2021

RE: BOS Public Agenda October 12, 2021 - Ambulance Replacement Program

The Hudson Fire Department currently operates three frontline ambulances as part of our EMS program. The replacement program for the ambulances was put in place in the early 1990's and has served the community well throughout time. Currently, ambulances operate on a 9-year lifecycle, which ultimately has led to the Town of Hudson purchasing a new ambulance every three years.

As call volume and unit pricing continue to increase, we believe it is time to review this program. Cost of maintenance and replacement unit availability has become a concern. Common areas of concern surround engine power, suspension system and electrical system failures. Starting in year four, our maintenance costs climb from approximately \$1,500 per unit to \$7,000. In our current model, units are outside of their warranty periods after five years of service.

Additionally, we have seen the average cost of an ambulance go from \$150,000 in the early 1990's to just north of \$300,000 in 2021. As equipment, standards and overall operational costs continue to increase, we believe this program needs to be revisited.

Organizationally, we have reviewed and discussed how to continue to provide a quality service to the community with a cost effective platform. The following would be our suggestions;

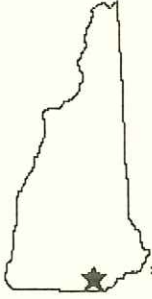
1. Move to a lease purchase program through the implementation of a new ambulance replacement program. This would allow you to secure two new ambulances under the current bid proposal from Excellence, Inc. this year. In FY25, we would look to secure the second set of new ambulances to replace the remaining two AEV ambulances.
2. Starting at year five, we would move to the second phase of the program and remount the ambulance module onto a new chassis. This approach is similar to the program that we utilize for the Squad vehicle.
3. The Hudson Fire Department would maintain the 2016 AEV ambulance to increase our available number of units to 4. This would allow for three frontline ambulances to be available for emergency calls on a normal basis. Additionally, we would rotate the ambulances to balance out the wear, so that is was being consistently shared by the fleet and not one unit.

4. We would implement a remounting program that would replace the chassis for each ambulance every five years. This is consistent with our Squad program.
 - o We have attached a comparison chart between remounting and purchasing new ambulances to this document. You will note we are predicting a savings of \$801,591 over a 20-year period. The comparison is based on our first two units.
 - o Although the remounting program will be new to Hudson Fire, this is successful in other organizations.

If the Board of Selectmen finds this to be a reasonable change to our EMS program, we would request that you award the Ambulance bid to Excellance, Inc. for two ambulances during your next agenda item. As a reminder, this program will be funded out of the EMS revolving fund.

If you should have any questions please contact me. Thank you for your consideration.

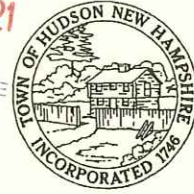
| REMOUNT PROGRAM VERSUS REPLACEMENT | | | | | | | | | | | | |
|------------------------------------|--|---------------|-------------------------------------|--------------------------------|-----------------------------|---|---------------------------------|--|-------------------|-----------------------|------------------------------|--------------|
| Analysis assumptions: | | | | | | | | | | | | |
| 5 | Remount Excellence modules every "x" years (e.g., how often "generic" ambulances are replaced) | | | | | | | | | | | |
| \$ 100,000 | Current cost to "remount" without chassis (Increase the cost 150% for non-Excellence units) | | | | | | | | | | | |
| \$ 1,000 | Current chassis trade-in value (e.g., value of old chassis when ambulance is remounted) | | | | | | | | | | | |
| \$ 250,000 | Current cost per new "generic" ambulance (chassis included) | | | | | | | | | | | |
| \$ 5,000 | Current trade-in value for the old "generic" ambulance when it is replaced | | | | | | | | | | | |
| 2.5% | Rate of inflation / Cost-of-living / price increase per year | | | | | | | | | | | |
| EXCELLANCE UNITS | | | | | | "GENERIC" AMBULANCE | | | | | | |
| Year No. | Year (Date) | New Units | New Excellence unit without chassis | Estimated Chassis Cost | Total initial cost per unit | Total initial cost for all Excellence units | Total initial cost per unit | Total initial cost for all "Generic" units | | | | |
| 0 | 2021 | 2 | \$ 223,442 | \$ 62,762 | \$ 286,204 | \$ 572,408 | \$ 250,000 | \$ 500,000 | | | | |
| REMOUNT OF EXCELLANCE UNITS | | | | | | NEW REPLACEMENTS WITH "GENERIC" AMBULANCE | | | | | | |
| | | # of remounts | Remount cost per unit w/o chassis | Estimated cost per new chassis | Chassis trade-in per unit | Total cost per unit | Total cost to remount all units | Cost per new unit | Trade-in per unit | Net cost per new unit | Total cost for all new units | |
| 5 | 2026 | 2 | \$ 112,500 | \$ 70,607 | \$ 1,125 | \$ 181,982 | \$ 363,965 | \$ 281,250 | \$ 5,625 | \$ 275,625 | \$ 551,250 | |
| 10 | 2031 | 2 | \$ 125,000 | \$ 78,453 | \$ 1,250 | \$ 202,203 | \$ 404,405 | \$ 312,500 | \$ 6,250 | \$ 306,250 | \$ 612,500 | |
| 15 | 2036 | 2 | \$ 137,500 | \$ 86,298 | \$ 1,375 | \$ 222,423 | \$ 444,846 | \$ 343,750 | \$ 6,875 | \$ 336,875 | \$ 673,750 | |
| 20 | 2041 | 2 | \$ 150,000 | \$ 94,143 | \$ 1,500 | \$ 242,643 | \$ 485,286 | \$ 375,000 | \$ 7,500 | \$ 367,500 | \$ 735,000 | |
| Sub-total for initial investment: | | | | | | | \$ 572,408 | Sub-total for initial investment: | | | | \$ 500,000 |
| Sub-total for subsequent years: | | | | | | | \$ 1,698,501 | Sub-total for subsequent years: | | | | \$ 2,572,500 |
| Grand total for all years: | | | | | | | \$ 2,270,909 | Grand total for all years: | | | | \$ 3,072,500 |
| Difference / savings: | | | | | | | \$ 801,591 | | | | | |



TOWN OF HUDSON
Finance Department

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OCT 07 2021



Agenda
10-12-21

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

8E

To: Board of Selectmen
From: Lisa Labrie, Finance Director *LL*
Date: October 7, 2021
Subject: Fire – 2022 Ford F-550 4x4, Type 1 Ambulance Lease Purchase

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

Recommendation:

I agree with Chief Buxton to purchase, through a 4-yr lease, an ambulance from Excellence, Inc. A formal bidding process was followed with one bid received, from Excellence, on September 30, 2021.

Funding:

The expenditure is to be funded thru the EMS revolving fund and will not impact the tax rate. A 2012 G4500 Osage Ambulance will be traded in towards the purchase with an allowance of \$6,800.00

Motion 1 (1 Ambulance):

To authorize the Town of Hudson Fire Department to award the purchase of a 2022 Ford F-550 4x4, Type 1 Ambulance to Excellence, Inc. with an annual lease purchase payment of \$81,396.23 over 4 years as recommended by the Fire Chief and Finance Director.

Or

Motion 2 (2 Ambulances):

To Authorize the Town of Hudson Fire Department to award the purchase of two (2), 2022 Ford F-550 4x4, Type 1 Ambulances to Excellence, Inc. with the annual lease purchase payment of \$162,103.29 over 4 years as recommended by the Fire Chief and Finance Director.

Cc: Robert Buxton, Fire Chief



TOWN OF HUDSON FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051

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OCT 07 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE



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: October 6, 2021

RE: BOS Public Agenda October 12, 2021 - Ambulance Bid

The Hudson Fire Department has been working on a formal bidding process for a 2022 Ford F-550 4x4, Type I Ambulance.

Following the Town of Hudson purchasing policies the following steps were completed;

1. Advertisement
 - a. Posted on the Town of Hudson Website
 - b. Posted in the Union Leader
 - c. Emailed direct solicitations to vendors

2. Solicitations of vendors
 - a. Autotronics (Braun)
 - b. FleetMasters (Excellance)
 - c. Professional Vehicle Corp (AEV)
 - d. Sugarloaf Rescue Vehicles (PL Custom)

3. Formal Bid Opening
 - a. A formal bid opening was conducted by Town Clerk Roger Ordway on Thursday, September 30, 2021 at 10:00AM. Upon the bid opening one bid was received;
 - i. Excellance, Inc.
 - b. No other bids were received

After reviewing the submitted bid against the required specifications, it is our recommendation that the bid for the 2022 Ford F-550 4x4, Type I Ambulance be awarded to Excellance, Inc, out of Madison, Alabama. The trade in value of the 2012 Osage Ambulance is \$6,800. This project will be funded out of the EMS revolving fund and will not impact the tax rate.

The following information is submitted for your review for recommendation of this request:

Excellance, Inc.

| | |
|------------------|--------------|
| Total Unit Price | \$311,545.76 |
| Options/Trade-in | \$25,341.21 |

Notes on Excellance, Inc:

1. Overall design of the vehicle meets the needs of the Hudson Fire Department
2. Cabinet and Storage compartments most closely represent the design, specifications, and needs of the Hudson Fire Department as outlined in the bid specification
3. Construction features include;
 - a. Galvanized chassis
 - b. No predrilled holes in the chassis
 - c. Tubular Module Construction
 - d. Full seam welds
 - e. No seam interior
 - f. No plywood
 - g. Bacteria resistant
 - h. Hard wiring to one central location
 - i. 25 year structural warranty
 - j. 10 year electrical warranty
 - k. 7 year paint warranty
4. Part of the HGAC program
 - a. This is the program we have been purchasing our large fleet through

As we have discussed this evening, the purchase of this unit will provide us with the opportunity to remount the module unit onto a new chassis reengineering our current replacement plan. Depending on the path the Board of Selectmen have chosen, one of the two motions below would be appropriate.

Thank you for your time spent reviewing this material and for your continued support of the Hudson Fire Department.

Motion (1 Ambulance)

Motion to authorize the Town of Hudson Fire Department to award the purchase of a 2022 Ford F-550 4x4, Type I Ambulance to Excellance, Inc. with an annual lease purchasing payment of \$81,396.23 for four years.

Motion (2 Ambulances)

Motion to authorize the Town of Hudson Fire Department to award the purchase of two, 2022 Ford F-550 4x4, Type I Ambulances to Excellance, Inc with an annual lease purchasing payment of \$162,103.29 for four years.

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OCT 07 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE



TOWN OF HUDSON

Land Use Division



8F

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-816-1291

TO: Board of Selectman

FROM: Brian Groth, AICP, Town Planner, Land Use Division

DATE: October 7, 2021 *BJG*

RE: 100 Lowell Road

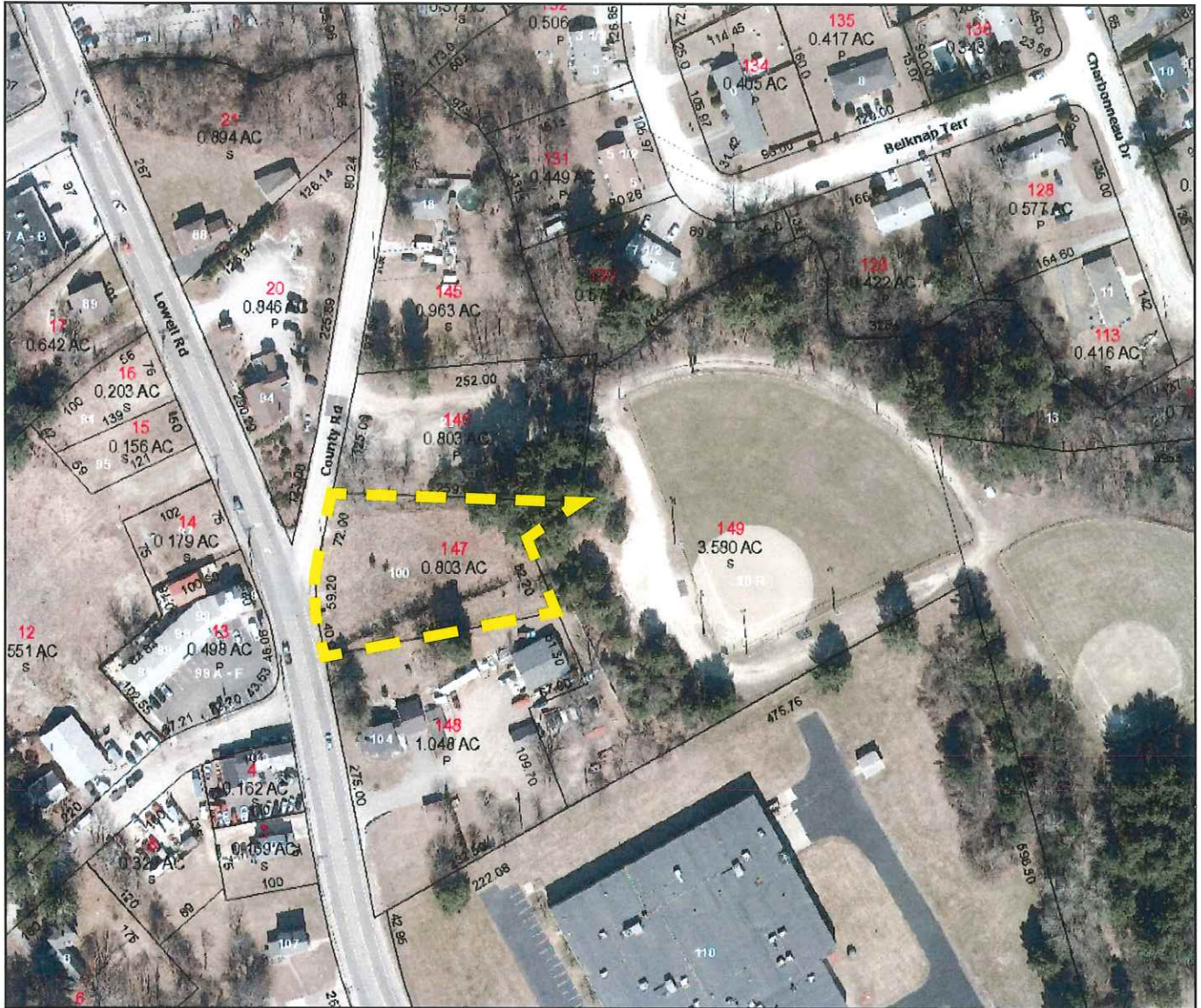
I respectfully request the Board of Selectmen consider the purchase of 100 Lowell Road. This site is approximately 35,000 square feet with frontage on both Lowell Road and County Road and abuts Sousa/Jette Field. Town ownership of this parcel has a two-fold effect. First, it provides the town with a strategic opportunity for traffic and recreation improvements. Second, it prevents commercial development of this site that may be problematic to traffic safety.

The site could provide much needed additional parking for the softball fields as well as other recreational amenities such as basketball or pickleball courts. The strategic location of this parcel also may lend itself useful to any safety modifications to the County Road/Lowell Road intersection should the Town choose to do so in the future.

This intersection has already been identified as a problem and has been the topic of design studies conducted by the Planning Board. Commercial development of 100 Lowell Road would exacerbate the existing problem. A conceptual site plan application is expected in the near future.

I appreciate the Board's consideration and looks forward to any questions or comments you may have.

Site Identification
100 Lowell Road
Map 198 Lot 147
Zone: Business
Lot Area: 0.803 acres



Agenda
10-12-21

8G

Town of Hudson

Revenues and Expenditures

Through September 30, 2021

Town of Hudson, NH
Appropriations and Revenue Summary
Month Ending: September 30, 2021

| State # | Dept # | Department | Budget FY 2022 | Prior Year Encumbered | Budget and PY Adjustmts | Available Appropriation | Expended To Date | Encumbered | Balance Available | % Expended |
|-----------|---------------------|-----------------------------------|-------------------|--------------------------|----------------------------|----------------------------|---------------------|------------------|----------------------|---------------|
| 01 | General Fund | | | | | | | | | |
| 4199 | 5020 | Trustees of Trust Funds | 2,875 | 0 | 0 | 2,875 | 1,348 | 0 | 1,527 | 47% |
| 4195 | 5025 | Cemetery Trustees | 1,250 | 0 | 0 | 1,250 | 7 | 0 | 1,243 | 1% |
| 4140 | 5030 | Town Clerk/Tax Collector | 410,019 | 0 | 0 | 410,019 | 85,794 | 12,152 | 312,073 | 24% |
| 4140 | 5041 | Moderator | 15,059 | 0 | 0 | 15,059 | 0 | 0 | 15,059 | 0% |
| 4140 | 5042 | Supervisors of The Checklist | 8,786 | 0 | 0 | 8,786 | 2,433 | 0 | 6,353 | 28% |
| 4199 | 5050 | Town Treasurer | 8,074 | 0 | 0 | 8,074 | 2,018 | 0 | 6,056 | 25% |
| 4199 | 5055 | Sustainability Committee | 1,300 | 0 | 0 | 1,300 | 118 | 0 | 1,182 | 9% |
| 4520 | 5063 | Benson Park Committee | 1,100 | 0 | 0 | 1,100 | 36 | 0 | 1,064 | 3% |
| 4199 | 5070 | Municipal Budget Committee | 800 | 0 | 0 | 800 | 0 | 0 | 800 | 0% |
| 4140 | 5077 | IT - Town Officers | 4,170 | 0 | 0 | 4,170 | 375 | 0 | 3,795 | 9% |
| 4199 | 5080 | Ethics Committee | 100 | 0 | 0 | 100 | 2 | 0 | 98 | 2% |
| | | Town Officers | 453,533 | 0 | 0 | 453,533 | 92,131 | 12,152 | 349,250 | 23% |
| 4130 | 5110 | Board of Selectmen/Administration | 391,769 | 0 | 0 | 391,769 | 83,613 | 394 | 307,762 | 21% |
| 4194 | 5115 | Oakwood | 2,275 | 0 | 0 | 2,275 | 507 | 400 | 1,369 | 40% |
| 4194 | 5120 | Town Hall Operations | 97,324 | 0 | 0 | 97,324 | 22,476 | 398 | 74,450 | 24% |
| 4442 | 5151 | Town Poor | 80,000 | 0 | 0 | 80,000 | 8,737 | 0 | 71,263 | 11% |
| 4130 | 5177 | IT - Town Administration | 800 | 0 | 0 | 800 | 140 | 0 | 660 | 18% |
| | | Administration | 572,168 | 0 | 0 | 572,168 | 115,473 | 1,192 | 455,503 | 20% |
| 4153 | 5200 | Legal | 140,560 | 0 | 0 | 140,560 | 15,125 | 45,899 | 79,536 | 43% |
| 4150 | 5310 | Finance Administration | 205,557 | 4,000 | 0 | 209,557 | 51,059 | 4,802 | 153,697 | 27% |
| 4150 | 5320 | Accounting | 304,123 | 3,573 | (45) | 307,650 | 73,644 | 3,491 | 230,515 | 25% |
| 4150 | 5377 | IT - Finance | 2,250 | 0 | 0 | 2,250 | 30 | 90 | 2,130 | 5% |
| | | Finance | 511,930 | 7,573 | (45) | 519,457 | 124,733 | 8,383 | 386,342 | 26% |
| 4150 | 5330 | Information Technology | 742,103 | 4,555 | 0 | 746,658 | 205,986 | 3,463 | 537,209 | 28% |
| | | Information Technology | 742,103 | 4,555 | 0 | 746,658 | 205,986 | 3,463 | 537,209 | 28% |
| 4152 | 5410 | Assessing Department | 469,428 | 43,826 | 0 | 513,254 | 158,992 | 199,916 | 154,347 | 70% |
| 4152 | 5477 | IT- Assessing | 14,650 | 2,431 | 0 | 17,081 | 1,316 | 1,169 | 14,595 | 15% |
| | | Assessing | 484,078 | 46,257 | 0 | 530,335 | 160,308 | 201,085 | 168,942 | 68% |
| 4312 | 5515 | Public Works Facility | 59,903 | 0 | 0 | 59,903 | 33,329 | 2,346 | 24,228 | 60% |
| 4312 | 5551 | Public Works Administration | 290,872 | 0 | 0 | 290,872 | 69,283 | 471 | 221,118 | 24% |
| 4312 | 5552 | Streets | 2,980,123 | 0 | (398) | 2,979,725 | 1,072,896 | 999,994 | 906,835 | 70% |
| 4312 | 5553 | Equipment Maintenance | 498,793 | 0 | 0 | 498,793 | 102,446 | 31,909 | 364,439 | 27% |
| 4312 | 5554 | Drainage | 687,775 | 0 | 0 | 687,775 | 147,092 | 12,495 | 528,188 | 23% |
| 4522 | 5556 | Parks Division | 254,254 | 0 | 0 | 254,254 | 59,844 | 12,829 | 181,582 | 29% |
| 4312 | 5577 | IT - Public Works | 6,906 | 0 | 0 | 6,906 | 3,152 | 0 | 3,754 | 46% |
| | | Public Works | 4,778,626 | 0 | (398) | 4,778,228 | 1,488,041 | 1,060,044 | 2,230,143 | 53% |

Town of Hudson, NH
 Appropriations and Revenue Summary
 Month Ending: September 30, 2021

| State # | Dept # | Department | Budget FY 2022 | Prior Year Encumbered | Budget and PY Adjustmts | Available Appropriation | Expended To Date | Encumbered | Balance Available | % Expended |
|---------|--------|------------------------------|-------------------|--------------------------|----------------------------|----------------------------|---------------------|----------------|----------------------|---------------|
| 4191 | 5277 | IT - LUD | 6,300 | 0 | 0 | 6,300 | 1,746 | 3,375 | 1,179 | 81% |
| 4191 | 5571 | LUD - Planning | 258,020 | 18,488 | 0 | 276,508 | 76,349 | 17,760 | 182,398 | 34% |
| 4191 | 5572 | LUD - Planning Board | 8,350 | 2,311 | 0 | 10,661 | 1,685 | 1,389 | 7,587 | 29% |
| 4191 | 5581 | LUD - Zoning | 215,721 | 0 | 0 | 215,721 | 49,626 | 931 | 165,164 | 23% |
| 4191 | 5583 | LUD - Zoning Board of Adj | 16,500 | 0 | 0 | 16,500 | 2,053 | 12,229 | 2,218 | 87% |
| 4311 | 5585 | LUD - Engineering | 415,589 | 796 | 0 | 416,385 | 91,115 | 19,841 | 305,429 | 27% |
| | | Land Use | 920,480 | 21,595 | 0 | 942,075 | 222,574 | 55,526 | 663,975 | 30% |
| 4210 | 5610 | Police Administration | 351,939 | 0 | 0 | 351,939 | 69,175 | 12,604 | 270,159 | 23% |
| 4210 | 5615 | Police Facility Operations | 287,854 | 0 | 0 | 287,854 | 72,125 | 10,186 | 205,542 | 29% |
| 4210 | 5620 | Police Communications | 800,766 | 0 | 0 | 800,766 | 203,356 | 179 | 597,231 | 25% |
| 4210 | 5630 | Police Patrol | 7,089,062 | 25,004 | (110) | 7,113,956 | 1,567,155 | 233,717 | 5,313,084 | 25% |
| 4210 | 5640 | Investigations | 14,420 | 0 | 4 | 14,424 | 2,099 | 2,125 | 10,200 | 29% |
| 4414 | 5650 | Animal Control | 130,089 | 0 | 0 | 130,089 | 32,790 | 1,059 | 96,240 | 26% |
| 4210 | 5660 | Information Services | 187,189 | 0 | 0 | 187,189 | 45,087 | 11 | 142,091 | 24% |
| 4210 | 5671 | Support Services | 88,023 | 0 | 0 | 88,023 | 12,380 | 4,159 | 71,485 | 19% |
| 4210 | 5672 | Crossing Guards | 58,755 | 0 | 0 | 58,755 | 5,303 | 0 | 53,452 | 9% |
| 4210 | 5673 | Prosecutor | 364,372 | 0 | 0 | 364,372 | 71,160 | 1,650 | 291,562 | 20% |
| 4210 | 5677 | IT - Police | 95,177 | 0 | 0 | 95,177 | 53,829 | 14,499 | 26,849 | 72% |
| | | Police | 9,467,646 | 25,004 | (106) | 9,492,544 | 2,134,460 | 280,189 | 7,077,895 | 25% |
| 4220 | 5710 | Fire Administration | 772,075 | 0 | 0 | 772,075 | 169,406 | 20,820 | 581,849 | 25% |
| 4220 | 5715 | Fire Facilities | 142,009 | 5,000 | 0 | 147,009 | 24,905 | 19,177 | 102,926 | 30% |
| 4220 | 5720 | Fire Communications | 428,054 | 0 | 0 | 428,054 | 99,046 | 2,950 | 326,058 | 24% |
| 4220 | 5730 | Fire Suppression | 5,894,216 | 156,797 | 67,207 | 6,118,220 | 1,529,221 | 279,173 | 4,309,826 | 30% |
| 4220 | 5740 | Fire Inspectional Services | 501,925 | 0 | 0 | 501,925 | 111,394 | 2,215 | 388,316 | 23% |
| 4220 | 5765 | Fire Alarm | 3,746 | 0 | 0 | 3,746 | 7 | 0 | 3,739 | 0% |
| 4220 | 5770 | Emergency Management | 86,368 | 22,000 | 0 | 108,368 | 2,676 | 28,194 | 77,498 | 28% |
| 4220 | 5777 | IT - Fire | 36,506 | 0 | 0 | 36,506 | 21,596 | 1,000 | 13,910 | 62% |
| | | Fire | 7,864,899 | 183,797 | 67,207 | 8,115,903 | 1,958,253 | 353,529 | 5,804,121 | 28% |
| 4520 | 5810 | Recreation Administration | 178,081 | 0 | 0 | 178,081 | 30,442 | 571 | 147,067 | 17% |
| 4520 | 5814 | Recreation Facilities | 66,122 | 0 | 0 | 66,122 | 11,146 | 810 | 54,166 | 18% |
| 4520 | 5821 | Supervised Play | 120,063 | 0 | 0 | 120,063 | 158 | 0 | 119,905 | 0% |
| 4520 | 5824 | Ballfields | 12,242 | 0 | 0 | 12,242 | 2,730 | 0 | 9,512 | 22% |
| 4520 | 5825 | Tennis | 3,300 | 0 | 0 | 3,300 | 1,720 | 0 | 1,580 | 52% |
| 4520 | 5826 | Lacrosse | 12,366 | 0 | 0 | 12,366 | 0 | 0 | 12,366 | 0% |
| 4520 | 5831 | Basketball | 52,604 | 0 | 0 | 52,604 | 150 | 0 | 52,454 | 0% |
| 4520 | 5834 | Soccer | 13,314 | 0 | 0 | 13,314 | 5,079 | 133 | 8,103 | 39% |
| 4520 | 5835 | Senior Activities Operations | 62,629 | 0 | 0 | 62,629 | 7,201 | 372 | 55,056 | 12% |
| 4520 | 5836 | Teen Dances | 1,500 | 0 | 0 | 1,500 | 0 | 0 | 1,500 | 0% |
| 4520 | 5839 | Community Activities | 7,060 | 0 | 0 | 7,060 | 0 | 0 | 7,060 | 0% |
| 4520 | 5877 | IT - Recreation | 7,065 | 0 | 0 | 7,065 | 1,353 | 0 | 5,712 | 19% |
| | | Recreation | 536,346 | 0 | 0 | 536,346 | 59,979 | 1,886 | 474,481 | 12% |
| 4196 | 5910 | Insurance | 541,000 | 0 | 0 | 541,000 | 396,250 | 0 | 144,750 | 73% |

Town of Hudson, NH
Appropriations and Revenue Summary

Month Ending: September 30, 2021

| | | | Budget | Prior Year | Budget and | Available | Expended | | Balance | % |
|--|-------------------|--|-------------------|------------------|-----------------|-------------------|------------------|------------------|-------------------|--------------|
| State # | Dept # | Department | FY 2022 | Encumbered | PY Adjustmts | Appropriation | To Date | Encumbered | Available | Expended |
| 4199 | 5920 | Community Grants | 90,484 | 0 | 0 | 90,484 | 82,484 | 0 | 8,000 | 91% |
| 4583 | 5930 | Patriotic Purposes | 5,600 | 0 | 0 | 5,600 | 4,100 | 0 | 1,500 | 73% |
| 4199 | 5940 | Other Expenses | 162,569 | 0 | (67,207) | 95,362 | 6,540 | 1,911 | 86,911 | 9% |
| 4220 | 5960 | Hydrant Rental | 276,971 | 0 | 0 | 276,971 | 46,162 | 0 | 230,809 | 17% |
| 4321 | 5970 | Solid Waste Contract | 1,710,384 | 0 | 0 | 1,710,384 | 284,245 | 1,427,609 | (1,470) | 100% |
| | | Non-Departmental | 2,787,008 | 0 | (67,207) | 2,719,801 | 819,781 | 1,429,520 | 470,500 | 83% |
| General Fund Appropriation Subtotal | | | 29,259,377 | 288,780 | (549) | 29,547,608 | 7,396,844 | 3,452,867 | 18,697,897 | 36.7% |
| Warrant Articles | | | | | | | | | | |
| 4901 | 6015 | Widening Lowell Rd from Wason to Sag | 0 | 1,345,283 | 0 | 1,345,283 | 870 | 1,344,413 | 0 | 0% |
| 4152 | 6040 | Future Prop. Revaluation CRF | 15,000 | 0 | 0 | 15,000 | 0 | 26,100 | (11,100) | 174% |
| 4220 | 6054 | Hire Four Firefighters/AEMTs | 363,568 | 0 | 0 | 363,568 | 0 | 0 | 363,568 | 100% |
| 4220 | 6057 | Fire Apparatus Refurb & Repr CRF | 25,000 | 0 | 0 | 25,000 | 0 | 0 | 25,000 | 0% |
| 4210 | 6058 | Police Union Contract | 377,464 | 0 | 0 | 377,464 | 0 | 0 | 377,464 | 100% |
| 4312 | 6062 | Public Works Union Contract | 85,493 | 0 | 0 | 85,493 | 0 | 0 | 85,493 | 100% |
| 4902 | 6089 | Communication Systems | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 4326 | 6095 | Vaccon Truck Cap Rsrv Fund | 15,000 | 0 | 0 | 15,000 | 0 | 0 | 15,000 | 0% |
| 4902 | 6200 | Fire Squad Vehicle | 170,000 | 119,096 | 0 | 289,096 | 0 | 119,096 | 170,000 | 41% |
| 4915 | 6201 | Commun Equip & Infrast CRF | 810,000 | 725,400 | 0 | 1,535,400 | 381,000 | 344,400 | 810,000 | 47% |
| 4915 | 6208 | Library Improvements CRF | 25,000 | 0 | 0 | 25,000 | 0 | 0 | 25,000 | 0% |
| 4909 | 6212 | Taylor Falls & Vet Bridge Rehabilitation | 125,000 | 61,824 | 0 | 186,824 | 0 | 61,824 | 125,000 | 33% |
| 4312 | 6213 | Hire Two Truck Driver/Laborers | 111,111 | 0 | 0 | 111,111 | 0 | 0 | 111,111 | 100% |
| 3319 | 6319 | Establish an Energy Efficiency CRF | 25,000 | 0 | 0 | 25,000 | 0 | 0 | 25,000 | 0% |
| 0000 | 6434 | Operating Transfer to Library | 0 | 0 | 0 | 0 | 235,985 | 0 | (235,985) | 100% |
| 0000 | 6436 | Operating Transfer to Cons Co. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100% |
| General Fund Warrant Articles | | | 2,147,636 | 2,251,603 | 0 | 4,399,239 | 617,855 | 1,895,833 | 1,885,551 | 57% |
| General Fund Total Budget | | | 31,407,013 | 2,540,382 | (549) | 33,946,846 | 8,014,699 | 5,348,700 | 20,583,448 | 39% |
| 02 | Sewer Fund | | | | | | | | | |
| 4326 | 5561 | Sewer Billing & Collection | 165,643 | 0 | 0 | 165,643 | 73,585 | 12,894 | 79,164 | 52% |
| 4326 | 5562 | Sewer Operation & Maintenance | 1,207,182 | 0 | (2,530) | 1,204,652 | 263,108 | 422,895 | 518,649 | 57% |
| 4326 | 5564 | Sewer Capital Projects | 870,000 | 5,639 | 0 | 875,639 | 1,807 | 372,160 | 501,672 | 43% |
| 4312 | 6062 | Public Works Union Contract | 2,716 | 0 | 0 | 2,716 | 0 | 0 | 2,716 | 100% |
| 4312 | 6213 | Hire Two Truck Driver/Laborers | 37,037 | 0 | 0 | 37,037 | 0 | 0 | 37,037 | 100% |
| 4326 | 6095 | Vaccon Truck Cap Rsrv Fund | 15,000 | 0 | 0 | 15,000 | 0 | 0 | 15,000 | 0% |
| Sewer Fund | | | 2,297,578 | 5,639 | (2,530) | 2,300,687 | 338,500 | 807,949 | 1,154,238 | 50% |
| 03 | Water Fund | | | | | | | | | |
| 4332 | 5591 | Water - Administration | 299,122 | 0 | 0 | 299,122 | 124,179 | 24,187 | 150,756 | 50% |
| 4332 | 5592 | Water - Ops & Maintenance | 1,529,042 | 0 | 0 | 1,529,042 | 291,673 | 687,575 | 549,794 | 64% |
| 4335 | 5593 | Water - Supply | 794,174 | 0 | 0 | 794,174 | 377,137 | 161,775 | 255,262 | 68% |
| 4332 | 5594 | Water - Debt Service | 1,249,656 | 0 | 0 | 1,249,656 | 117,328 | 0 | 1,132,328 | 9% |
| Water Fund | | | 3,871,994 | 0 | 0 | 3,871,994 | 910,317 | 873,537 | 2,088,140 | 46% |
| Total General, Sewer, Water Funds | | | 37,576,585 | 2,546,022 | (3,079) | 40,119,528 | 9,263,516 | 7,030,186 | 23,825,826 | 41% |

| Town of Hudson, NH | | | | | | | | | | |
|--|--------|----------------------------------|-----------------------------|--------------------------|--------------------------------|-----------------------------|---------------------|--------------------------------|----------------------|---------------|
| Appropriations and Revenue Summary | | | | | | | | | | |
| Month Ending: September 30, 2021 | | | | | | | | | | |
| State # | Dept # | Department | Budget FY 2022 | Prior Year Encumbered | Budget and PY Adjustmts | Available Appropriation | Expended To Date | Encumbered | Balance Available | % Expended |
| 1489450 | | | Budgeted Revenue | | Supplemental Budget | Adjusted Revenue | Revenues | Use of Fund Balance | Balance | |
| | | General Fund Revenue | 32,210,013 | | 0 | 32,210,013 | 2,173,628 | 0 | 30,036,385 | 7% |
| | | Sewer Fund Revenue | 2,242,825 | | 0 | 2,242,825 | 350,672 | 0 | 1,892,153 | 16% |
| | | Water Fund Revenue | 3,871,994 | | 0 | 3,871,994 | 1,055,468 | 0 | 2,816,526 | 27% |
| Total General, Sewer, Water Funds Revenue | | | 38,324,832 | 0 | 0 | 38,324,832 | 3,579,768 | 0 | 34,745,064 | 9% |
| Other Funds | | | | | | | | | | |
| State # | Dept # | Department | Budget FY 2022 | Prior Year Encumbered | Budget and PY Adjustmts | Available Appropriation | Expended To Date | Encumbered | Balance Available | % Expended |
| 04 | 5060 | Library | 1,182,077 | 0 | 0 | 1,182,077 | 254,159 | 0 | 927,918 | 22% |
| 05 | 5598 | Land Use Change Tax Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100% |
| 06 | 5586 | Conservation Commission | 52,753 | 12,830 | 0 | 65,583 | 2,577 | 18,715 | 44,291 | 32% |
| 14 | 5630 | Police Forfeiture Fund | 0 | 0 | 0 | 0 | 0 | 607 | (607) | 0% |
| 35 | 5845 | Senior Activities Revolving Fund | 0 | 51,244 | 0 | 51,244 | 1,756 | 51,244 | (1,756) | 103% |
| 45 | 5045 | Community TV Revolving Fund | 0 | 4,954 | 0 | 4,954 | 78,236 | 1,402 | (74,685) | 100% |
| 46 | 8901 | Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100% |
| 50 | 5750 | EMS Revolving Fund | 422,997 | 0 | 0 | 422,997 | 18,718 | 47,120 | 357,159 | 16% |
| | | Other Funds | 1,657,827 | 69,028 | 0 | 1,726,855 | 355,447 | 119,089 | 1,252,319 | 27% |
| | | | Budgeted Revenue | | Supplemental Budget | Adjusted Revenue | Revenues | Use of Fund Balance | Balance | |
| | | Senior Activities Revolving Fund | 0 | | | 0 | 6,290 | | (6,290) | 0% |
| | | Community TV Revolving Fund | 0 | | | 0 | 75,660 | | (75,660) | 0% |
| | | EMS Revolving Fund | 423,322 | | | 423,322 | 62,498 | | 360,825 | 0% |
| Total Expenditures All Funds | | | 39,234,412 | 2,615,050 | (3,079) | 41,846,383 | 9,618,963 | 7,149,274 | 25,078,146 | 40% |

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12:51PM

Revenue Report
Month End Revenue
Town of Hudson, NH
As Of: September 2021, GL Year 2022

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ReportSortedRevenue
All

| Account Number | | Est Rev | MTD Rev | YTD Rev | Balance | %Coll |
|----------------------|------------------------------------|---------------|------------|--------------|---------------|---------|
| General Fund | | | | | | |
| 01-0050-4913-000-000 | Transfer from Land Use Change Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-0060-4914-000-000 | Library Revenue | 9,675.00 | 0.00 | 0.00 | 9,675.00 | 0.000 |
| 01-3110-4100-000-000 | General Property Taxes | 21,316,634.00 | 0.00 | 0.00 | 21,316,634.00 | 0.000 |
| 01-3110-4101-000-000 | Overlay | -185,000.00 | 0.00 | -8,478.25 | -176,521.75 | 4.583 |
| 01-3185-4120-000-000 | Yield Taxes and Interest | 1,500.00 | 1,823.19 | 12,388.87 | -10,888.87 | 825.925 |
| 01-3186-4115-000-000 | In Lieu of Taxes | 12,816.00 | 0.00 | 0.00 | 12,816.00 | 0.000 |
| 01-3189-4121-000-000 | Excavation Activity Tax | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.000 |
| 01-3189-4127-000-000 | Boat Tax | 7,000.00 | 214.60 | 1,102.64 | 5,897.36 | 15.752 |
| 01-3190-4203-000-000 | Charges on Property Taxes | 5,000.00 | 90.18 | 1,066.53 | 3,933.47 | 21.331 |
| 01-3190-4204-000-000 | Interest on Property Taxes | 160,000.00 | 3,177.70 | 14,278.88 | 145,721.12 | 8.924 |
| 01-3220-4201-000-000 | Motor Vehicle Permits | 5,420,000.00 | 450,478.50 | 1,373,040.50 | 4,046,959.50 | 25.333 |
| 01-3230-4216-000-000 | Certificate of Occupancy Permit | 15,000.00 | 900.00 | 2,500.00 | 12,500.00 | 16.667 |
| 01-3230-4218-000-000 | Building Permits | 275,000.00 | 19,571.50 | 58,078.40 | 216,921.60 | 21.119 |
| 01-3230-4381-000-000 | Septic Inspection Fees | 6,000.00 | 400.00 | 1,100.00 | 4,900.00 | 18.333 |
| 01-3290-4209-000-000 | Excavation Permits | 5,000.00 | 75.00 | 3,075.00 | 1,925.00 | 61.500 |
| 01-3290-4214-000-000 | Driveway Permits | 2,000.00 | 350.00 | 1,000.00 | 1,000.00 | 50.000 |
| 01-3290-4217-000-000 | Health Permits | 0.00 | 80.00 | 80.00 | -80.00 | 0.000 |
| 01-3290-4221-000-000 | Pistol Permits | 4,000.00 | 134.00 | 344.00 | 3,656.00 | 8.600 |
| 01-3290-4233-000-000 | Oil Burner/Kerosene Permits | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3290-4238-000-000 | Police Alarm Permit | 2,800.00 | 105.00 | 605.00 | 2,195.00 | 21.607 |
| 01-3290-4239-000-000 | Fire - Place of Assembly | 2,000.00 | 150.00 | 460.00 | 1,540.00 | 23.000 |
| 01-3290-4254-000-000 | Fire Alarm Permits | 1,500.00 | 303.50 | 898.50 | 601.50 | 59.900 |
| 01-3290-4312-000-000 | Zoning Application Fees | 3,000.00 | 433.25 | 669.70 | 2,330.30 | 22.323 |
| 01-3290-4313-000-000 | Planning Board Fees | 120,000.00 | 1,723.66 | 49,361.71 | 70,638.29 | 41.135 |
| 01-3290-4315-000-000 | Sewer Service Permit | 3,000.00 | 200.00 | 1,275.00 | 1,725.00 | 42.500 |
| 01-3290-4321-000-000 | UCC Filings | 7,000.00 | 0.00 | 2,025.00 | 4,975.00 | 28.929 |
| 01-3290-4322-000-000 | Vital Statistics | 7,000.00 | 1,397.00 | 5,826.00 | 1,174.00 | 83.229 |
| 01-3290-4323-000-000 | Police Fines, Forfeit, Court | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3290-4325-000-000 | Animal Control Fines/Fees | 8,000.00 | 596.00 | 10,445.96 | -2,445.96 | 130.575 |
| 01-3290-4326-000-000 | Notary Fees | 100.00 | 0.00 | 0.00 | 100.00 | 0.000 |

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Revenue Report
Month End Revenue
Town of Hudson, NH
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All

| Account Number | | Est Rev | MTD Rev | YTD Rev | Balance | %Coll |
|----------------------|--|--------------|-----------|------------|--------------|---------|
| 01-3290-4327-000-000 | Parking Violation Fees | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.000 |
| 01-3290-4328-000-000 | Street Acceptance/Opening Fee | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3290-4334-000-000 | Construction Inspection Fee | 15,000.00 | 7,961.00 | 15,256.00 | -256.00 | 101.707 |
| 01-3290-4335-000-000 | Animal Boarding Fees | 1,100.00 | 75.00 | 100.00 | 1,000.00 | 9.091 |
| 01-3290-4343-000-000 | Copy Fees and Sale of Books | 1,500.00 | 41.50 | 48.00 | 1,452.00 | 3.200 |
| 01-3290-4347-000-000 | Bad Check Fees | 2,500.00 | 81.98 | 373.74 | 2,126.26 | 14.950 |
| 01-3290-4356-000-000 | Police False Alarm Fines | 10,000.00 | 550.00 | 1,150.00 | 8,850.00 | 11.500 |
| 01-3290-4421-000-000 | Marriage Licenses | 4,000.00 | -217.00 | 452.00 | 3,548.00 | 11.300 |
| 01-3290-4422-000-000 | Hawker/Peddler License | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.000 |
| 01-3290-4427-000-000 | Articles of Agreement | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3290-4428-000-000 | Pole Licenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3290-4430-000-000 | Scrap Metal License | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3290-4450-000-000 | Animal Control Licenses | 18,000.00 | 519.00 | 3,657.00 | 14,343.00 | 20.317 |
| 01-3290-4451-000-000 | Drain Layers License | 1,000.00 | 0.00 | 250.00 | 750.00 | 25.000 |
| 01-3351-4840-000-000 | Shared Revenue - Municipal Aid | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3352-4841-000-000 | Shared Revenue - Meals and Rental Tax Distribution | 1,291,333.00 | 0.00 | 0.00 | 1,291,333.00 | 0.000 |
| 01-3353-4610-000-000 | Shared Revenue - Highway Block Grant | 539,910.00 | 0.00 | 161,182.16 | 378,727.84 | 29.854 |
| 01-3359-4656-000-000 | Grants - Police | 26,000.00 | 4,003.22 | 13,483.15 | 12,516.85 | 51.858 |
| 01-3359-4657-000-000 | Grants - Fire | 485,910.00 | 0.00 | 84,513.79 | 401,396.21 | 17.393 |
| 01-3359-4659-000-000 | Grants - Other | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.000 |
| 01-3359-4660-000-000 | Grants - Pandemic | 0.00 | 33,276.19 | 57,231.92 | -57,231.92 | 0.000 |
| 01-3379-4300-000-000 | Sewer Utility Admin Fee | 44,000.00 | 0.00 | 44,000.00 | 0.00 | 100.000 |
| 01-3379-4301-000-000 | Water Utility Admin Fee | 66,000.00 | 0.00 | 66,000.00 | 0.00 | 100.000 |
| 01-3401-4324-000-000 | Police Record Fees | 7,000.00 | 765.00 | 1,975.00 | 5,025.00 | 28.214 |
| 01-3401-4342-000-000 | Sale of Checklists | 500.00 | 25.00 | 25.00 | 475.00 | 5.000 |
| 01-3401-4708-000-000 | Welfare Reimbursement | 1,000.00 | 29.65 | 88.95 | 911.05 | 8.895 |
| 01-3401-4716-000-000 | Cash Over/Short | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3401-4720-000-000 | Police Outside Detail | 150,000.00 | 13,646.37 | 50,581.77 | 99,418.23 | 33.721 |
| 01-3401-4729-000-000 | Contracted Services - Litchfield | 30,000.00 | 0.00 | 0.00 | 30,000.00 | 0.000 |
| 01-3401-4730-000-000 | Ambulance Billings | 422,000.00 | 0.00 | 78,632.51 | 343,367.49 | 18.633 |
| 01-3401-4731-000-000 | Charges on Ambulance Receivables | -22,000.00 | 0.00 | -4,135.00 | -17,865.00 | 18.795 |

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Revenue Report
Month End Revenue
Town of Hudson, NH
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All

| Account Number | | Est Rev | MTD Rev | YTD Rev | Balance | %Coll |
|----------------------|-------------------------------------|----------------------|-------------------|---------------------|----------------------|--------------|
| 01-3401-4732-000-000 | Fire Incident Reports | 500.00 | 15.00 | 187.00 | 313.00 | 37.400 |
| 01-3401-4745-000-000 | Cable Franchise Fees | 77,000.00 | 0.00 | 18,915.03 | 58,084.97 | 24.565 |
| 01-3401-4746-000-000 | Police Testing and Application Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3401-4748-000-000 | Insurance Reimbursement | 90,000.00 | 325.00 | 325.00 | 89,675.00 | 0.361 |
| 01-3401-4756-000-000 | Misc Rev - Police | 500.00 | 0.00 | 1,910.70 | -1,410.70 | 382.140 |
| 01-3401-4757-000-000 | Misc Rev - Fire | 500.00 | 0.00 | 130.00 | 370.00 | 26.000 |
| 01-3401-4758-000-000 | Misc Rev - Recreation | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3401-4759-000-000 | Misc Rev - Other | 500.00 | 0.00 | 0.00 | 500.00 | 0.000 |
| 01-3401-4761-000-000 | Rec Rev - Basketball | 38,720.00 | 0.00 | 0.00 | 38,720.00 | 0.000 |
| 01-3401-4762-000-000 | Rec Rev - Supervised Play | 141,825.00 | 0.00 | 0.00 | 141,825.00 | 0.000 |
| 01-3401-4764-000-000 | Rec Rev - Soccer | 20,000.00 | -100.00 | -475.00 | 20,475.00 | -2.375 |
| 01-3401-4765-000-000 | Rec Rev - Tennis | 4,950.00 | 0.00 | -225.00 | 5,175.00 | -4.545 |
| 01-3401-4766-000-000 | Rec Rev - Teen Dances | 4,400.00 | 0.00 | 0.00 | 4,400.00 | 0.000 |
| 01-3401-4767-000-000 | Rec Rev - Adult Softball | 8,840.00 | 0.00 | 0.00 | 8,840.00 | 0.000 |
| 01-3401-4768-000-000 | Rec Rev - Lacrosse | 7,500.00 | 0.00 | 0.00 | 7,500.00 | 0.000 |
| 01-3401-4769-000-000 | Rec Rev - Community Activities | 11,000.00 | 0.00 | 0.00 | 11,000.00 | 0.000 |
| 01-3501-4704-000-000 | Sale of Town Property | 55,000.00 | 2.03 | 38,230.52 | 16,769.48 | 69.510 |
| 01-3502-4702-000-000 | Bank Charges | -10,000.00 | -555.00 | -2,412.20 | -7,587.80 | 24.122 |
| 01-3502-4703-000-000 | Interest on Investments | 261,000.00 | 194.55 | 487.91 | 260,512.09 | 0.187 |
| 01-3503-4373-000-000 | Rents of Town Property | 3,000.00 | 200.00 | 200.00 | 2,800.00 | 6.667 |
| 01-3508-4556-000-000 | Donations - Police | 0.00 | 0.00 | 5,295.00 | -5,295.00 | 0.000 |
| 01-3508-4557-000-000 | Donations - Fire | 0.00 | 0.00 | 5,050.00 | -5,050.00 | 0.000 |
| 01-3508-4558-000-000 | Donations - Recreation | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3508-4559-000-000 | Donations - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3914-4996-000-000 | Voted from Surplus | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 01-3915-4922-000-000 | From Capital Reserve Fund | 575,000.00 | 0.00 | 0.00 | 575,000.00 | 0.000 |
| 01-3939-4999-000-000 | Use of Fund Balance | 600,000.00 | 0.00 | 0.00 | 600,000.00 | 0.000 |
| Totals | General Fund | 32,210,013.00 | 543,041.57 | 2,173,628.39 | 30,036,384.61 | 6.748 |

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Revenue Report
Month End Revenue
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All

| Account Number | | Est Rev | MTD Rev | YTD Rev | Balance | %Coll |
|----------------------|------------------------------------|---------------------|------------------|-------------------|---------------------|---------------|
| Sewer Fund | | | | | | |
| 02-3190-4180-000-000 | Interest on Sewer Utility | 20,000.00 | 8.34 | 462.53 | 19,537.47 | 2.313 |
| 02-3190-4181-000-000 | Sewer Betterment Interest | 728.00 | 0.00 | 0.00 | 728.00 | 0.000 |
| 02-3401-4716-000-000 | Cash Over/Short | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 02-3403-4780-000-000 | Sewer Base Charges | 560,000.00 | 0.00 | 139,879.47 | 420,120.53 | 24.978 |
| 02-3403-4781-000-000 | Sewer Consumption Charges | 581,086.00 | -523.01 | 157,402.66 | 423,683.34 | 27.088 |
| 02-3409-4783-000-000 | Sewer Capital Assessment Other Chg | 100.00 | 0.00 | 0.00 | 100.00 | 0.000 |
| 02-3500-4773-000-000 | Otarnic Pond Betterment Assessment | 24,911.00 | 0.00 | 0.00 | 24,911.00 | 0.000 |
| 02-3500-4782-000-000 | Sewer Capital Assessment | 50,000.00 | 12,772.25 | 52,926.90 | -2,926.90 | 105.854 |
| 02-3502-4702-000-000 | Bank Charges | -3,000.00 | 0.00 | 0.00 | -3,000.00 | 0.000 |
| 02-3508-4561-000-000 | Donations - Sewer | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 02-3509-4786-000-000 | Sewer - Other Income/(Expenses) | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 02-3915-4922-000-000 | From Capital Reserve Fund | 870,000.00 | 0.00 | 0.00 | 870,000.00 | 0.000 |
| 02-3939-4999-000-000 | Use of Fund Balance | 124,000.00 | 0.00 | 0.00 | 124,000.00 | 0.000 |
| 02-4915-4915-000-000 | To Capital Reserve Fund - Sewer | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.000 |
| Totals | Sewer Fund | 2,242,825.00 | 12,257.58 | 350,671.56 | 1,892,153.44 | 15.635 |

Run: 10/06/21
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Revenue Report
Month End Revenue
Town of Hudson, NH
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All

| Account Number | | Est Rev | MTD Rev | YTD Rev | Balance | %Coll |
|----------------------|---------------------------------|---------------------|-------------------|---------------------|---------------------|---------------|
| Water Fund | | | | | | |
| 03-3190-4794-000-000 | Interest on Delinquent Accounts | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.000 |
| 03-3290-4394-000-000 | Backflow Testing Fees | 25,000.00 | 2,090.00 | 2,185.00 | 22,815.00 | 8.740 |
| 03-3290-4395-000-000 | Water Hookup Fee | 25,000.00 | 2,200.00 | 9,750.00 | 15,250.00 | 39.000 |
| 03-3290-4396-000-000 | Water Service Fees | 12,000.00 | 285.00 | 1,950.38 | 10,049.62 | 16.253 |
| 03-3290-4397-000-000 | Shutoff/Reconnect Fee | 8,500.00 | 375.00 | 875.00 | 7,625.00 | 10.294 |
| 03-3401-4716-000-000 | Cash Over/Short | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 03-3401-4748-000-000 | Insurance Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| 03-3402-4390-000-000 | Rental Fee - Private Hydrant | 64,000.00 | 5,356.47 | 16,069.41 | 47,930.59 | 25.108 |
| 03-3402-4391-000-000 | Rental Fee - Public Hydrant | 78,000.00 | 6,496.20 | 19,488.60 | 58,511.40 | 24.985 |
| 03-3402-4392-000-000 | Public Fire Protection | 224,000.00 | 19,097.94 | 57,293.82 | 166,706.18 | 25.578 |
| 03-3402-4790-000-000 | Water Base Charges | 960,000.00 | 80,924.99 | 242,710.55 | 717,289.45 | 25.282 |
| 03-3402-4791-000-000 | Water Usage Charges | 2,173,994.00 | 220,423.50 | 654,716.70 | 1,519,277.30 | 30.116 |
| 03-3402-4792-000-000 | Fire Access Charges | 204,000.00 | 16,584.67 | 49,754.01 | 154,245.99 | 24.389 |
| 03-3402-4799-000-000 | Water Sales to Pennichuck | 80,000.00 | 0.00 | 0.00 | 80,000.00 | 0.000 |
| 03-3502-4702-000-000 | Bank Charges | -2,500.00 | 0.00 | 0.00 | -2,500.00 | 0.000 |
| 03-3509-4793-000-000 | Other Income - Water | 10,000.00 | 225.00 | 675.00 | 9,325.00 | 6.750 |
| 03-3915-4922-000-000 | From Capital Reserve Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| Totals | Water Fund | 3,871,994.00 | 354,058.77 | 1,055,468.47 | 2,816,525.53 | 27.259 |

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12:51PM

Revenue Report
Month End Revenue
Town of Hudson, NH
As Of: September 2021, GL Year 2022

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All

| Account Number | | Est Rev | MTD Rev | YTD Rev | Balance | %Coll |
|-------------------------------------|-------------------------------------|-------------|-----------------|-----------------|------------------|--------------|
| Sr Activities Revolving Fund | | | | | | |
| 35-3401-4735-000-000 | Misc Rev - Senior Activities | 0.00 | 1,930.00 | 3,070.00 | -3,070.00 | 0.000 |
| 35-3401-4736-000-000 | Membership Fees | 0.00 | 590.00 | 3,220.00 | -3,220.00 | 0.000 |
| Totals | Sr Activities Revolving Fund | 0.00 | 2,520.00 | 6,290.00 | -6,290.00 | 0.000 |

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Revenue Report
Month End Revenue
Town of Hudson, NH
As Of: September 2021, GL Year 2022

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All

| Account Number | | Est Rev | MTD Rev | YTD Rev | Balance | %Coll |
|----------------------|------------------------------------|-------------|-------------|------------------|-------------------|--------------|
| | Community TV Revolving Fund | | | | | |
| 45-3401-4745-000-000 | Cable Franchise Fees | 0.00 | 0.00 | 75,660.11 | -75,660.11 | 0.000 |
| Totals | Community TV Revolving Fund | 0.00 | 0.00 | 75,660.11 | -75,660.11 | 0.000 |

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Revenue Report
Month End Revenue
Town of Hudson, NH
As Of: September 2021, GL Year 2022

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All

| Account Number | | Est Rev | MTD Rev | YTD Rev | Balance | %Coll |
|---------------------------|-----------------------------------|-------------------|-------------|------------------|-------------------|---------------|
| EMS Revolving Fund | | | | | | |
| 50-0000-4729-000-000 | EMS - Contracted Services | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.000 |
| 50-0000-4730-000-000 | EMS - 50% Ambulance Billings | 430,322.00 | 0.00 | 66,632.51 | 363,689.49 | 15.484 |
| 50-0000-4731-000-000 | EMS - 50% Charges on Amb Billings | -22,000.00 | 0.00 | -4,135.01 | -17,864.99 | 18.796 |
| Totals | EMS Revolving Fund | 423,322.00 | 0.00 | 62,497.50 | 360,824.50 | 14.764 |

**TOWN OF HUDSON
AUTOMOBILE REGISTRATION BY MONTH
FISCAL YEARS 2017, 2018, 2019, 2020, 2021, 2022**

| | <u>July</u> | <u>August</u> | <u>September</u> | <u>October</u> | <u>November</u> | <u>December</u> | <u>1st half Fiscal Year</u> | <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>2nd half Fiscal Year</u> | <u>Actual Fiscal Year Total</u> | <u>Budget Fiscal Year Total</u> |
|------------|-------------|---------------|------------------|----------------|-----------------|-----------------|---------------------------------|----------------|-----------------|--------------|--------------|------------|-------------|---------------------------------|---|---|
| FY2017 | \$327,635 | \$400,991 | \$435,251 | \$400,872 | \$390,525 | \$422,355 | \$2,377,628 | \$527,661 | \$425,856 | \$464,481 | \$397,461 | \$521,282 | \$460,464 | \$2,797,204 | \$5,174,832 | \$4,550,000 |
| vs. Budget | 7.2% | 16.0% | 25.6% | 34.4% | 43.0% | 52.3% | 52.3% | 63.9% | 73.2% | 83.4% | 92.2% | 103.6% | 113.7% | 61.5% | vs. Budget | 113.7% |
| FY2018 | \$345,710 | \$427,939 | \$416,805 | \$443,016 | \$371,576 | \$453,830 | \$2,458,875 | \$582,567 | \$460,122 | \$473,141 | \$402,980 | \$543,706 | \$507,592 | \$2,970,108 | \$5,428,983 | \$4,700,000 |
| vs. Budget | 7.4% | 16.5% | 25.3% | 34.8% | 42.7% | 52.3% | 52.3% | 64.7% | 74.5% | 84.6% | 93.1% | 104.7% | 115.5% | 63.2% | vs. Budget | 115.5% |
| FY2019 | \$429,067 | \$457,722 | \$389,685 | \$464,888 | \$471,953 | \$454,133 | \$2,667,448 | \$531,274 | \$504,668 | \$444,548 | \$561,605 | \$513,577 | \$511,323 | \$3,066,993 | \$5,734,441 | \$5,000,000 |
| vs. Budget | 8.6% | 17.7% | 25.5% | 34.8% | 44.3% | 53.3% | 53.3% | 64.0% | 74.1% | 83.0% | 94.2% | 104.5% | 114.7% | 61.3% | vs. Budget | 114.7% |
| FY2020 | \$437,974 | \$485,183 | \$410,994 | \$530,162 | \$446,610 | \$470,237 | \$2,781,159 | \$638,551 | \$515,784 | \$416,309 | \$331,136 | \$452,398 | \$745,339 | \$3,099,517 | \$5,880,675 | \$5,420,000 |
| vs. Budget | 8.1% | 17.0% | 24.6% | 34.4% | 42.6% | 51.3% | 51.3% | 63.1% | 72.6% | 80.3% | 86.4% | 94.7% | 108.5% | 57.2% | vs. Budget | 108.5% |
| FY2021 | \$516,858 | \$430,094 | \$461,725 | \$494,524 | \$440,822 | \$489,084 | \$2,833,106 | \$542,186 | \$502,930 | \$627,048 | \$523,883 | \$518,796 | \$571,111 | \$3,285,953 | \$6,119,060 | \$5,420,000 |
| vs. Budget | 9.5% | 17.5% | 26.0% | 35.1% | 43.2% | 52.3% | 52.3% | 62.3% | 71.6% | 83.1% | 92.8% | 102.4% | 112.9% | 60.6% | vs. Budget | 112.9% |
| FY2022 | \$433,575 | \$488,988 | \$450,479 | | | | \$1,373,041 | | | | | | | \$0 | \$1,373,041 | \$5,420,000 |
| vs. Budget | 8.0% | 17.0% | 25.3% | | | | 25.3% | | | | | | | 0.0% | vs. Budget | 25.3% |

**TOWN OF HUDSON
GENERAL FUND INTEREST BY MONTH
FISCAL YEARS 2017, 2018, 2019, 2020, 2021, 2022**

| | <u>July</u> | <u>August</u> | <u>September</u> | <u>October</u> | <u>November</u> | <u>December</u> | <u>1st half Fiscal Year</u> | <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>2nd half Fiscal Year</u> | <u>Actual Fiscal Year Total</u> | <u>Budget Fiscal Year Total</u> |
|------------|-------------|---------------|------------------|----------------|-----------------|-----------------|---------------------------------|----------------|-----------------|--------------|--------------|------------|-------------|---------------------------------|---|---|
| FY2017 | \$6,112 | \$0 | \$5,786 | \$4,242 | \$3,440 | \$2,256 | \$21,836 | \$0 | \$5,991 | \$9,498 | \$16,578 | \$6,333 | \$7,235 | \$45,635 | \$67,471 | \$19,000 |
| vs. Budget | 32.2% | 32.2% | 62.6% | 84.9% | 103.1% | 114.9% | 114.9% | 114.9% | 146.5% | 196.4% | 283.7% | 317.0% | 355.1% | 240.2% | vs. Budget | 355.1% |
| FY2018 | \$14,877 | \$14,656 | \$7,236 | \$4,331 | \$9,647 | \$6,947 | \$57,694 | \$16,560 | \$18,741 | \$14,208 | \$15,488 | \$19,596 | \$16,919 | \$101,512 | \$159,206 | \$25,000 |
| vs. Budget | 59.5% | 118.1% | 147.1% | 164.4% | 203.0% | 230.8% | 230.8% | 297.0% | 372.0% | 428.8% | 490.8% | 569.1% | 636.8% | 406.0% | vs. Budget | 636.8% |
| FY2019 | \$0 | \$45,557 | \$38,553 | \$27,494 | \$0 | \$46,686 | \$158,289 | \$45,246 | \$52,094 | \$42,049 | \$0 | \$66,149 | \$19,534 | \$225,072 | \$383,361 | \$120,000 |
| vs. Budget | 0.0% | 38.0% | 70.1% | 93.0% | 93.0% | 131.9% | 131.9% | 169.6% | 213.0% | 248.1% | 248.1% | 303.2% | 319.5% | 187.6% | vs. Budget | 319.5% |
| FY2020 | \$0 | \$42,580 | \$39,013 | \$33,695 | \$24,052 | \$13,649 | \$152,989 | \$6,066 | \$35,128 | \$32,541 | \$8,141 | \$5,937 | \$21,179 | \$108,992 | \$261,981 | \$361,000 |
| vs. Budget | 0.0% | 11.8% | 22.6% | 31.9% | 38.6% | 42.4% | 42.4% | 44.1% | 53.8% | 62.8% | 65.1% | 66.7% | 72.6% | 30.2% | vs. Budget | 72.6% |
| FY2021 | \$0 | \$0 | \$12,143 | \$0 | \$0 | \$3,909 | \$16,052 | \$0 | \$611 | \$210 | \$204 | \$198 | \$142 | \$1,365 | \$17,417 | \$261,000 |
| vs. Budget | 0.0% | 0.0% | 4.7% | 4.7% | 4.7% | 6.2% | 6.2% | 6.2% | 6.4% | 6.5% | 6.5% | 6.6% | 6.7% | 0.5% | vs. Budget | 6.7% |
| FY2022 | \$147 | \$147 | \$195 | | | | \$488 | | | | | | | \$0 | \$488 | \$20,000 |
| vs. Budget | 0.1% | 0.1% | 2.4% | | | | 2.4% | | | | | | | 0.0% | vs. Budget | 2.4% |