



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

April 12, 2022

Board of Selectmen Meeting Room, Town Hall

Agenda

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. PUBLIC INPUT
5. CHAIRPERSON COMMENTS
6. RECOGNITIONS, NOMINATIONS & APPOINTMENTS

A. Nominations

- 1) Municipal Utility Committee - (3 vacancies - 1 member term to expire 4/30/23, 1 member term to expire 4/30/24 and 1 member term to expire 4/30/25)

Dan O'Brien

- 2) Sustainability Committee - (5 vacancies -3 member terms to expire 4/30/2025, 2 alternate member terms to expire 4/30/23 and 4/30/24)

Corey Boutin

B. Appointments

- 1) Conservation Commission - (1 alternate member term vacancy to expire 12/31/23)

Linda Krisciunas (interviewed 3/22/22)

2) **Recreation Committee** - (4 vacancies - 1 member term to expire 4/30/24, two member terms to expire 4/30/25, 1 alternate term to expire 4/30/25)

- a) Cindy Holton (incumbent alternate member)
- b) Thomas Barrett (incumbent member)

3) **Building Board of Appeals** - (1 member vacancy to expire 4/30/25)

Tim Malley (incumbent member)

4) **Municipal Utility Committee** - (3 member vacancies to expire 4/30/23, 4/30/24 and 4/30/25)

William Abbott (incumbent member)

5) **Sustainability Committee** - (5 vacancies - 3 member term vacancies to expire 4/30/2025, 2 alternate member vacancies to expire 4/30/23 and 4/30/24)

Kate Messner (incumbent member)

7. **CONSENT ITEMS**

A. **Assessing Items**

1) **Disabled Exemption Re-qualifications:** 125 Belknap Rd. map 184/ lot 029; 281 Lowell Rd. - map 234/ lot 031; 11 Village Ln. - map 175/ lot 034/ sub 013; 26 Mobile Dr. - map 178/ lot 013/ sub 104

2) **Elderly Exemption Re-qualifications:** 96 Highland St. - map 167/ lot 012; 49 Lexington Ct. - map 147/ lot 017/ sub 001; 62 Rangers Dr. - map 160/ lot 021; 4 Lexington Ct. - map 147/ lot 017/ sub 024; 16 Boulder Dr. - map 124/ lot 075; 23A Quail Run Dr. - map 216/ lot 018/ sub 064; 3 Hunter Ln. - map 217/ lot 002; 13B A St. - map 198/ lot 030/ sub 002; 20 B St. - map 191/ lot 040; 3 McCrady Dr. - map 136/ lot 009; 21 Lowell Rd. - map 190/ lot 17; 7 Hill St. - map 156/ lot 056; 18 Westchester Ct. - map 147/ lot 022/ sub 013; 17 Oliver Dr. - map 142/ lot 007/ sub 016; 8 Sheraton Dr. - map 183/ lot 122; 89B Pelham Rd. - map 200/ lot 003/ sub 002; 14 Reflection Dr. - map 216/ lot 014/ sub 080; 23A Holly Ln. - map 216/ lot 018/ sub 050; 39 B St. - map 191/ lot 081; 3 E St. - map 198/ lot 042; 88 Ferry St. - map 174/ lot 185; 13 Second St. - map 182/ lot 171; 23 Rena Ave. -map 229/ lot 026

3) **Disabled Veteran Tax Credit:** map 152, lot 037, 8 Copeland Drive

4) **Solar Exemptions:** map 190, lot 106, 20 Maple Ave; map 230, lot 022, sub 011, 15 James Way

5) **2021 Property Tax Abatement:** Map 168, lot 125, 8 Windham Road

6) **2021 Abatement Application:** map 211, lot 63, 48 Burns Hill Road

7) **2021 Abatement Application:** map 237, lot 8, 5 Winding Hollow Road

8) 2021 Abatement Application: map 222, lot 5, 6 & 8 Flagstone Drive

9) Current Use Lien Releases: map 194, lot 9-4, 142 Standish Lane; map 194, lot 9-10, 168 Standish Lane; map 195, lot 1-3, 195 Standish Lane; map 195, lot 1-4, 201 Standish Lane; map 195, lot 1-5, 205 Standish Lane; map 195, lot 1-6, 209 Standish Lane; map 195, lot 1-7, 215 Standish Lane; map 195, lot 1-8, 221 Standish Lane; map 195, lot 1-9, 226 Standish Lane; map 195, lot 1-10, 222 Standish Lane; map 195, lot 1-11, 218 Standish Lane; map 195, lot 1-15, 178 Standish Lane;

B. Licenses & Permits & Policies

- 1) Tag Day Permit - Teen Challenge New Hampshire
- 2) Scrap Metal Permit - Granite State Salvage Co.

C. Donations - none

D. Acceptance of Minutes

- 1) Minutes of March 22, 2022

F. Calendar

4/13	7:00	Planning Board - Buxton Meeting Room
4/14	7:00	Zoning Board of Adjustment - Buxton Meeting Room
4/18	7:00	Citizen's Traffic Advisory Committee - Cancelled
4/19	7:00	Municipal Utility Committee - BOS Meeting Room
4/20	6:00	Library Trustees - Hills Memorial Library
4/21	7:00	Benson Park Committee - HCTV Meeting Room
4/25	7:00	Sustainability Committee - Buxton Meeting Room
4/26	7:00	Board of Selectmen - BOS Meeting Room

8. OLD BUSINESS

A. Votes taken after Nonpublic Session on March 22, 2022

1. Selectman Morin made a motion, seconded by Selectman Gagnon to accept the resignation and negotiated training contract repayment agreement of probationary police officer Joseph McCarthy. Carried 5-0.
2. Selectman Gagnon made a motion, seconded by Selectman Guessferd to hire Brian Davenport as a fulltime police officer, with a starting salary of \$26.37 an hour, in accordance with the Hudson Police Employee Association Contract. Carried 5-0.
3. Selectman Morin made a motion, seconded by Selectman Gagnon to approve the Town Clerk's appointment of Donna Melanson as Deputy Clerk at a rate of \$23.71 per hour. Carried 5-0.

B. 28 Derry Lane - Follow Up

C. Bush Hill Road Improvement Opportunity

D. Town Newsletter - Update

9. **NEW BUSINESS**

A. Operation and Maintenance Agreement with NH DOT

B. Haselton Barn Roof

C. Traffic Safety Improvement Grant

D. Underground Storage Tank at Town Hall - Update

E. Dept. of Justice - Law Enforcement Mental Health and Wellness Grant Application

F. FY23 Congressionally Directed Spending Application - Electric Vehicle Charging Station

G. FY23 Congressionally Directed Spending Application - HPD Community Room Improvements

H. Hudson Town Code 202 - Blasting - Recommended Changes

I. Right to Know Committee

J. March 2022 Revenues and Expenditures

K. Proposed Board of Selectmen Bylaw Revisions

L. Developing a Vision Statement for the Board of Selectmen - Discussion

10. **REMARKS BY TOWN ADMINISTRATOR**

11. **REMARKS BY SCHOOL BOARD**

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

13. **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.

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

14. **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, April 21, 2022

Agents 4/12/22
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MAR 18 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

6A-1



How may we help you?

Submission #58

[Print](#) [Resend e-mails](#)

[Previous submission](#)

[Next submission](#)

Submission information

Form: Board & Committee Application
Submitted by Visitor (not verified)
Thu, 03/17/2022 - 8:10pm
75.67.247.235

Date

Thu, 03/17/2022

First Name

Daniel

Last Name

O'Brien

Street Address

4 Hedgerow Dr

Home Phone

6039214607

Work Phone

6039214607

E-mail Address:

danielgobrien86@gmail.com

Education

Bachelor's degree

Occupation (or former occupation if retired)

Editor

Special Interests

Professional/Community Activities

Reference

Donna Staffier-Sommers

Reason for Applying

I am applying for a spot on the Municipal Utility Committee to give back to a town in which I have lived for nearly 25 years. It's a group that reportedly has had trouble filling seats even though it's a modest time commitment.

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

Member

Please select area of interest

Municipal Utility Committee

Areas of Expertise

Communications

Are you a Hudson, NH resident?

yes

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12 School Street | Hudson, NH 03051 | (603) 886-6000

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APR 07 2022
TOWN OF HUDSON
SELECTMEN'S OFFICE

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

Date: April 6, 2022

6A-2

Cory Boutin 1 Griffin Road
Name Street Address

603-897-9191
Home Phone Number Work Phone Number

Self-employed - Hardwood floor installations and resurfacing
Occupation (or former occupation, if retired)

Alvirne High School - Hiking, spending time in nature & MMA
Education/Special Interests

I volunteer my time with road cleanups in my neighborhood
Professional/Community Activities

Our communal impact on the world is a big concern of mine
Reason for applying

Reference(s)


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 | Alternate | Reappointment |
|------------------------------------------------------|--------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Benson Park Committee | <input type="checkbox"/> | <input type="checkbox"/> Building Board of Appeals |
| <input type="checkbox"/> Cable Utility Committee | <input type="checkbox"/> | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Municipal Utility Committee | <input type="checkbox"/> | <input type="checkbox"/> Nashua Regional Planning Commission |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Sustainability Committee | <input type="checkbox"/> | <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 <u>project management</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.


Signature of Applicant

Hudson Resident: Yes No

Cory@callthecleanerNH.com
e-mail address

Agenda 3.22.22

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MAR 16 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

6B-1



How may we help you?

Submission #57

[Print](#) [Resend e-mails](#)

[Previous submission](#)

[Next submission](#)

Submission information

Form: Board & Committee Application

Submitted by Visitor (not verified)

Tue, 03/15/2022 - 9:37am

73.68.78.176

Date

Tue, 03/15/2022

First Name

linda

Last Name

krisciunas

Street Address

72 standish lane

Home Phone

5083263431

Work Phone

E-mail Address:

adnil5588@yahoo.com

Education

BS and MS Engineering, MBA, registered to practice patent law

Occupation (or former occupation if retired)

Patent Portfolio Director

Special Interests**Professional/Community Activities**

volunteer during elections, Hudson Old Home Days and other local events

Reference

William Collins

Reason for Applying

I am interested in volunteering more with the town and learning how various groups work together to grow Hudson.

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

Alternate

Please select area of interest

Conservation Commission

Areas of Expertise

Other

Are you a Hudson, NH resident?

yes

[Previous submission](#) [Next submission](#)



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12 School Street | Hudson, NH 03051 | (603) 886-6000

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

Agenda
4/12/22

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MAR 28 2022

Date: 3.25.22
TOWN OF HUDSON
SELECTMEN'S OFFICE

Name: Cindy Holton Street Address: 14 Breakneck Rd Hudson NH

Home Phone Number: (603) 883 9925 Work Phone Number: _____

Occupation (or former occupation, if retired): Retail Flooring + Design

Education/Special Interests: _____

Professional/Community Activities: _____

Reason(s) for applying: Reappointment, due to COVID was never in attendance at meetings. Would like the opportunity to be an "active" member!

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

Area(s) of Expertise:

- | | |
|---------------------------------|-------------------------------|
| _____ Architecture/Construction | _____ Environmental Planning |
| _____ Information Technology | _____ Communications |
| _____ Finance | _____ Other <u>Management</u> |

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Circle One

Yes No Hudson Resident

Cindy Holton
Signature of Applicant

ceholton@comcast.net
e-mail address

6B-2a

Agenda
4/12/22

RECEIVED

MAR 28 2022

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

Date: 3/23/22 TOWN OF HUDSON
SELECTMEN'S OFFICE

Thomas Barrett 37 Winnhaven Dr.
Name Street Address

6B-2b

(603) 401 9536
Home Phone Number Work Phone Number

Software Engineer
Occupation (or former occupation, if retired)

Bachelor's - Saint Anselm College
Education/Special Interests

School District Treasurer
Professional/Community Activities

Kids involved in rec. activities
Reason(s) for applying

Chrissy Peterson, Steven Beals
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 <input type="checkbox"/> | Alternate <input type="checkbox"/> | Reappointment <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Benson Park Committee | <input type="checkbox"/> Building Board of Appeals | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Cable Utility Committee | <input type="checkbox"/> Nashua Regional Planning Commission | <input checked="" type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Municipal Utility Committee | <input type="checkbox"/> Citizens Traffic Advisory Committee | |
| <input type="checkbox"/> Planning Board | | |
| <input type="checkbox"/> Sustainability 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 _____ |

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Circle One

Yes No Hudson Resident

[Signature]
Signature of Applicant

tfbarrett@gmail.com
e-mail address

Agenda
4-12-22

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MAR 30 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

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

Date: 3/29/2022

6B-3

Tim Malley
Name
4 Saint John Street
Street Address

(603) 765-2086
Home Phone Number
603-595-2970
Work Phone Number

Electrician
Occupation (or former occupation, if retired)

Education/Special Interests

Professional/Community Activities

Seeking Reappointment
Reason(s) for applying

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

Area(s) of Expertise:

- | | |
|---------------------------------------------------------------|-------------------------------------------------|
| <input checked="" 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 |

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Circle One

Yes No Hudson Resident

[Signature]
Signature of Applicant

Tmalley@TSMalleyElectric.net
e-mail address

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

MAR 28 2022

Date: 3/28/2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

WILLIAM ABBOTT 48 SCHOOL STREET
Name Street Address

6B-4

(603) 882-5079
Home Phone Number Work Phone Number

RETIRED ENGINEER
Occupation (or former occupation, if retired)

MSEE FROM NORTHEASTERN UNIVERSITY
Education/Special Interests

MEMBER OF IEEE
Professional/Community Activities

TO SERVE THE TOWN IN A SMALL WAY
Reason(s) for applying

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

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Circle One

Yes No Hudson Resident

William B Abbott
Signature of Applicant

WABBOTT@COMCAST.NET
e-mail address

App'd 4-10-22

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MAR 30 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

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

Date: 3/28/22

6B-5

Kate Messner 10 3rd Street
Name Street Address

(603) 315-3459 603-870-4542
Home Phone Number Work Phone Number

Sales Administrator
Occupation (or former occupation, if retired)

Education/Special Interests

Professional/Community Activities

to continue contributing to the success of the Committee
Reason(s) for applying

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

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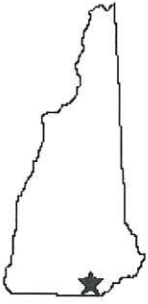
Circle One

Yes No Hudson Resident

Kate Messner
Signature of Applicant

Kate.messner@comcast.net
e-mail address

Committee email: Kate.hudsonsus@gmail.com



TOWN OF HUDSON

Office of the Assessor

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

www.hudsonnh.gov




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

7A-1

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: April 12, 2022

FROM: Jim Michaud, Chief Assessor 

RE: Disabled Exemption Re-qualification:

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APR 07 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

I recommend the Board of Selectmen sign the PA-29 forms granting Disabled Exemptions to the property owners listed below. The residents have provided the proper documentation to show they qualify for this exemption.

Steven and Barbie Clark – 125 Belknap Rd. – map 184/ lot 029
Mark Ledoux – 281 Lowell Rd. – map 234/ lot 031
Valdemiro Melo – 11 Village Ln. – map 175/ lot 034/ sub 013
Peter Travis – 26 Mobile Dr. – map 178/ lot 013/ sub 104

MOTION: Motion to grant Disabled Exemptions to the property owners referenced in the above request.



TOWN OF HUDSON
Office of the Assessor



Agenda 4-12-22

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

www.hudsonnh.gov

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

7A-2

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: April 12, 2022

FROM: Jim Michaud, Chief Assessor *Jim Michaud*

RECEIVED

APR 07 2022

RE: Elderly Exemption Re-qualifications

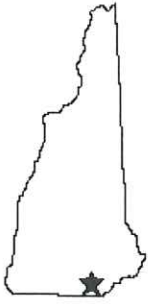
TOWN OF HUDSON
SELECTMEN'S OFFICE

I recommend the Board of Selectmen sign the PA-29 form granting Elderly Exemptions to the property owners listed below. The residents have provided the proper documentation to show they qualify for this exemption.

- Claudette Denis – 96 Highland St. – map 167/ lot 012
- John Joyce – 49 Lexington Ct. – map 147/ lot 017/ sub 001
- Janet Arshalian – 62 Rangers Dr. – map 160/ lot 021
- Brendan and Joanne Sousa – 4 Lexington Ct. – map 147/ lot 017/ sub 024
- Elizabeth Winterson – 16 Boulder Dr. – map 124/ lot 075
- Carol Blazon – 23A Quail Run Dr. – map 216/ lot 018/ sub 064
- John and Barbara McQuaid – 3 Hunter Ln. – map 217/ lot 002
- Robert and Cheryl Silverman – 13B A St. – map 198/ lot 030/ sub 002
- Roland and Marion Michaud – 20 B St. – map 191/ lot 040
- Judith Van Kleef – 3 McCrady Dr. – map 136/ lot 009
- Florence Collins – 21 Lowell Rd. – map 190/ lot 179
- Katherine Kashulines – 7 Hill St. – map 156/ lot 056
- Dorothy Lucia – 18 Westchester Ct. – map 147/ lot 022/ sub 013
- William MacCleod – 17 Oliver Dr. – map 142/ lot 007/ sub 016
- Marion and Robert Blaisdell – 8 Sheraton Dr. - map 183/ lot 122
- Georg and Gabriele Dollet – 89B Pelham Rd. – map 200/ lot 003/ sub 002
- Barbara Glover – 14 Reflection Dr. – map 216/ lot 014/ sub 080
- Barbara Frediani – 23A Holly Ln. – map 216/ lot 018/ sub 050
- Merilyn Carnes – 39 B St. – map 191/ lot 081
- Arthur and Emma Wallace – 3 E St. - map 198/ lot 042
- Nancy Brown – 88 Ferry St. – map 174/ lot 185
- Nancy Molnar – 13 Second St. – map 182/ lot 171

Shirley Gould – 23 Rena Ave. – map 229/ lot 026

MOTION: Motion to grant Elderly Exemptions to the property owners referenced in the above request.



TOWN OF HUDSON

Office of the Assessor

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

www.hudsonnh.gov




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7A-3

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: April 12, 2022

FROM: Jim Michaud, Chief Assessor 

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APR 07 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

RE: Disabled Veteran Tax Credit:

8 Copeland Dr. – map 152/ lot 037

I recommend the Board of Selectmen sign the PA-29 form granting a Disabled Veteran Tax Credit to the property owner listed below. The resident has provided documentation verifying that they do qualify for this credit.

Michael Donaher - 8 Copeland Dr. – map 152/ lot 037

MOTION: Motion to grant a Disabled Veteran Tax Credit to the property owner referenced in the above request.



TOWN OF HUDSON

Office of the Assessor

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

www.hudsonnh.gov




Original
4-12-22

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

7A-4

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: April 12, 2022

FROM: Jim Michaud, Chief Assessor 

RECEIVED

APR 07 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

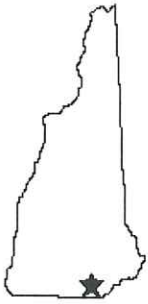
RE: Solar Exemptions:

20 Maple Ave. – map 190/ lot 106
15 James Way – map 230/ lot 022/ sub 011

I recommend the Board of Selectmen sign the PA-29 forms granting Solar Exemptions to the property owners listed below. The Assessing Department has verified that the property owners have solar panels.

Joseph and Katherine Nardoni - 20 Maple Ave. – map 190/ lot 106
Robert and Lauren Kelley - 15 James Way – map 230/ lot 022/ sub 011

MOTION: Motion to grant Solar Exemptions to the property owners referenced in the above request.



TOWN OF HUDSON

Office of the Assessor

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

www.hudsonnh.gov



Agenda 4-12-22

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

7A-5

To: Board of Selectmen
Steve Malizia, Town Administrator

April 12, 2022

From: Jim Michaud, Chief Assessor

RECEIVED

Re: 2021 Property Tax Abatement Application
Map 168 Lot 125

APR 07 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

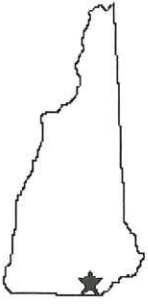
The Assessing Department recommends that the BOS sign the attached abatement form for the above referenced single-family property. The Town assessed the property for the 2021 property tax year at \$295,200; the Town's assessment ratio is 71.5% and the ratio'd market value from the assessment above is \$412,867.

The property consists of a single-family, Colonial-style, property at 8 Windham Road. This property is quite possibly the oldest property in Hudson at an estimated year built of 1747, having been moved twice, the last time in 1966. The taxpayer has submitted data indicating that the property is in very poor condition for as of 4/1/2021.

The department conducted an interior and exterior review of the property, the structure is in such need of major renovations and rehab that it likely would not qualify for any sense of conventional financing, it may have market value for a "flip" specialist in the open marketplace. The opinion that it is able to be economically rehabbed is found in the fact that the property owner had applied for, and conducted, a reroofing of the roof structure as well as the roof cover after 4/1/2010. There have been some non-arms-length sales of other similar "re-hab" type properties in Hudson, that's likely the only way that these properties would sell, at auction and other similar non-arms-length transaction activities

The department recommends an adjustment from \$295,200 down to \$195,500 for the 2021 property tax year, given the poor condition of the property. As the property is improved and re-habbed, we will continue to review the property value for adjustments in its building value.

Motion: To adjust the assessment on Map 168, Lot 125, 8 Windham Road, from \$295,200 to \$195,500 as per attached abatement form as provided by the Chief Assessor.



TOWN OF HUDSON

Office of the Assessor

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

www.hudsonnh.gov



Agenda 4-12-22

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

7A-6

TO: Board of Selectmen
Steve Malizia, Town Administrator

April 12, 2022

FROM: Jim Michaud, Chief Assessor *JM*

RECEIVED

APR 07 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

RE: 2021 Abatement Application
Map 211 Lot 63 – 48 Burns Hill Road

The Assessing Department recommends that the Board of Selectmen approve an abatement sought on the above referenced property. The property consists of a detached single-family home of 1,008 SF +/- (revised) on a .806 AC +/- lot, property was assessed for \$271,500 for the 2021 property tax year. The Town's assessment ratio for 2021 turned out to be 71.3%, the implied market value for this property is \$380,785 +/- (AV - \$271,500/.713 ratio). The property owner highlighted a number of areas of disagreement with the property data on the property assessment card.

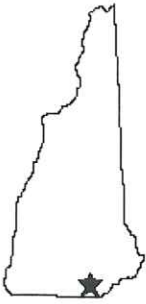
Deputy Assessor Mike Rotast was tasked with reviewing this abatement application, he recommended the following corrections to the assessment card;

- The area labeled as living area over the attached garage was adjusted to Storage area;
- The area where the attached garage is was corrected
- Floor cover description was amended
- Overall physical condition was adjusted from "Good/Very Good" to "Fair"
- The finished basement area condition was downgraded to "poor"

After the above corrections were made the assessment recommendation is to adjust the assessed value from \$271,500 down to \$252,300. The recommendation is for the BOS to approve an abatement lowering the assessed value from \$271,500 down to \$252,300.

Motion:

Motion to approve an Abatement for property taxes for Map 211 Lot 63 as recommended by the Assessing Department.



TOWN OF HUDSON

Office of the Assessor

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

www.hudsonnh.gov




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

7A-7

To: Board of Selectmen
Steve Malizia, Town Administrator

April 12, 2022

From: Jim Michaud, Chief Assessor 

RECEIVED

APR 07 2022

TOWN OF HUDSON
SELECTMENS OFFICE

Re: 2021 Property Tax Abatement Application
Map 237 Lot 8 – 5 Winding Hollow Rd.

The Assessing Department recommends that the BOS sign the attached abatement form for the above referenced single-family property. The Town assessed the property for the 2021 property tax year at \$391,000; the Town's assessment ratio is 71.5% and the ratio'd market value from the assessment above is \$546,853.

The property consists of a single-family, Colonial-style, property at 5 Winding Hollow Road, built circa 1977, with approx. 2,432 SF of living area on a 1.17 AC +/- site. The taxpayer has submitted information indicating that the property record card may have some areas of errata on it.

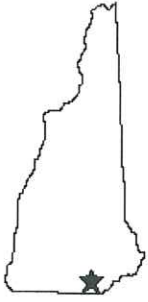
The department conducted an interior and exterior review of the property and the following areas of the property record card were updated;

- Overall condition rating adjusted from "Very-Good" to "Average-Good"
- The bathroom ratings were adjusted from "Good" to "Average"
- The kitchen rating was adjusted from "Good" to "Average"
- The roof condition is in "fair" condition

The department recommends an adjustment from \$391,000 down to \$337,700 for the 2021 property tax year, given the above noted conditions of the property.

Motion: To adjust the assessment on Map 237 Lot 8, 5 Winding Hollow Road, from \$391,000 to \$337,700 as per attached abatement form as provided by the Chief Assessor.

Agenda
4-12-22



TOWN OF HUDSON

Office of the Assessor

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




7A-8

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

TO: Board of Selectmen
Steve Malizia, Town Administrator

April 12, 2022

FROM: Jim Michaud, Chief Assessor 

RECEIVED

APR 07 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

RE: 2021 Abatement Application
Map 222 Lot 5 – 6 & 8 Flagstone Drive

I recommend that the Board of Selectmen deny an abatement sought on the above referenced property. The property is a 17,906 SF +/- (both buildings combined SF) retail building(s) located on a 2.704 AC +/- site at 6 & 8 Flagstone Drive. The property was assessed for \$5,567,000 for the 2021 property tax year with an equalized market value estimate of \$7,807,854 ($\$5,567,000 / .713$ - 2021 assessment ratio).

The property owner paid \$2,200,000 in February 2020 for the land, with the old buildings on it yet to be demolished. The applicant opined a value for their entire lot of \$2,200,000 when going through the Planning Board process and used that figure per SF (\$18.68) in order to receive a commensurate Impact Fee credit for donating some land for the Town's CMAQ road project. However, they now believe differently about their land value, their abatement application states that they believe the land now has a market value of \$810,000.00 In a review of the public record at the Registry of Deeds a document appears that shows that they have a mortgage on the property for \$6,588,700 from February 2020, with an allowance up to \$9,883,125. Their abatement application opines that they believe that the total market value of the property is \$2,400,000.

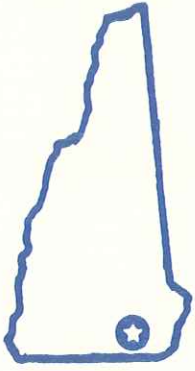
The taxpayers abatement application fails to meet their burden of proof that their assessed value, as equalized by the Town's assessment ratio for 2021, is disproportionate.

Motion:

Motion to deny Abatement for property taxes for Map 222 Lot 5 as recommended by the Chief Assessor.

Cc: File

2021AbateDeny6&8FlagstoneDr



TOWN OF HUDSON

Board of Selectmen

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



RH Flagstone LLC
7D Taggart Drive
Nahua, NH 03060

April 12, 2022

Dear Property Owner:

The Hudson NH Board of Selectmen have voted to deny RH Flagstone LLC a property assessment abatement for the 2021 property tax year on property located on 6 & 8 Flagstone Drive. The property is a 17,906 SF +/- (both buildings combined SF) retail building(s) located on a 2.704 AC +/- site at 6 & 8 Flagstone Drive. The property was assessed for \$5,567,000 for the 2021 property tax year with an equalized market value estimate of \$7,807,854 (\$5,567,000/.713 - 2021 assessment ratio).

The property was purchased for \$2,200,000 in February 2020, for the land, with the old buildings on it yet to be demolished. In your site plan approval process with the Hudson Planning Board you opined a value for their entire lot of \$2,200,000 and used that figure per SF (\$18.68) in order to receive a commensurate Impact Fee credit for donating land for the Town's CMAQ road project. However, you now believe differently about the land value, the abatement application states that you believe the land now has a market value of \$810,000.00, Further, in a review of the public record at the Registry of Deeds a document appears that shows that you have a mortgage for the real estate on the property for \$6,588,700 from February 2020, with an allowance up to \$9,883,125. The abatement application opines that you believe that the total market value of the property is \$2,400,000.

The abatement application and attachments fail to meet the burden of proof that the assessed value, as equalized by the Town's assessment ratio for 2021, is disproportionate. The Town's assessed value on the property does not appear to be disproportionate and you have not met your burden of proof.

If you wish, a further appeal to the State Board of Tax and Land Appeals, or Superior Court, may be made by September 1, 2022.

Sincerely,

Kara Roy, Chairman
Hudson NH Board of Selectmen



TOWN OF HUDSON

Office of the Assessor

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

www.hudsonnh.gov



*Agenda
4-12-22*

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

7A-9

MEMORANDUM

TO: Board of Selectmen
Steve Malizia, Town Administrator

FROM: Jim Michaud, Chief Assessor

DATE: April 12, 2022

RE: Current Use Lien Releases
Map 194 Lot 9-4 – 142 Standish Lane
Map 194 Lot 9-10 – 168 Standish Lane
Map 195 Lot 1-3 – 195 Standish Lane
Map 195 Lot 1-4 – 201 Standish Lane
Map 195 Lot 1-5 – 205 Standish Lane
Map 195 Lot 1-6 – 209 Standish Lane
Map 195 Lot 1-7 – 215 Standish Lane
Map 195 Lot 1-8 – 221 Standish Lane
Map 195 Lot 1-9 – 226 Standish Lane
Map 195 Lot 1-10 – 222 Standish Lane
Map 195 Lot 1-11 – 218 Standish Lane
Map 195 Lot 1-15 – 178 Standish Lane

RECEIVED

APR 07 2022

TOWN OF HUDSON
SELECTMENS OFFICE

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 2019-2022, discussed the same with the property owners representative and have determined as-is market value estimates, for these sites, in the mid \$150,000 +/- to mid \$170,000 +/- . These sites had extra amounts of required site development costs associated with them, some \$20,000 +/- in jack hammering ledge for the high side lots, and \$15,000 for fill for lots on the low side, for 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 9-4 – 142 Standish Lane, Map 194 Lot 9-10 – 168 Standish Lane,
Map 195 Lot 1-3 – 195 Standish Lane, Map 195 Lot 1-4 – 201 Standish Lane,
Map 195 Lot 1-5 – 205 Standish Lane, Map 195 Lot 1-6 – 209 Standish Lane,
Map 195 Lot 1-7 – 215 Standish Lane, Map 195 Lot 1-8 – 221 Standish Lane,
Map 195 Lot 1-9 – 226 Standish Lane, Map 195 Lot 1-10 – 222 Standish Lane,
Map 195 Lot 1-11 – 218 Standish Lane and Map 195 Lot 1-15 – 178 Standish Lane,
as recommended by the Chief Assessor.**

CurrUseLienReleasesMultipleStandishLaneApril2022BOSmemo



Agenda 4-12-22
RECEIVED
MAR 24 2022
TOWN OF HUDSON
SELECTMEN'S OFFICE

TAG DAY SALES

Hudson, NH

7B-1

RSA 31:91

Soliciting Funds

The right to grant permits for soliciting funds for charitable purposes and for the sale of tags, flowers or other objects for charitable purposes shall be vested in the mayor, aldermen of a city or the selectmen of towns.

Instructions to obtain Tag Day Permit:

1. **Submit a letter to the Board of Selectmen** at 12 School Street, Hudson, NH 03051, stating the date, time and location that the collection of funds will take place (or fax to 603-598-6481).
2. **Indicate how the collected funds will be used/distributed** or to whom it will benefit or to whom the funds will be collected on behalf of.
3. **Include verification of being properly registered** with the NH Attorney General's Office, Division of Charitable Trusts, unless exempt, i.e., governmental subdivisions or religious organizations, who shall provide verification they are the bona fide representative of an exempt entity (RSA 7:19, ct scq).
4. **Include name, address, phone number and e-mail** of a contact person in case there are questions, concerns or if additional information is required.
5. **Include a signed letter of permission** from the establishment where the collection of funds will take place.

.....
For Office Use Only

Organization Teen Challenge New Hampshire

_____ Approved _____ Denied by Board of Selectmen on April 12, 2022

If denied, reason _____

Chairman, Board of Selectmen



Teen Challenge New Hampshire

Freedom from addiction starts here

Dear Lorrie,

3/24/22

I am writing this letter in order to obtain a permit for our End Addiction Team (EAT) to fundraise and do outreach at 7-Eleven in Hudson from April 21-23, June 1-3 and Sep 8-10, 2022.

Teen Challenge New Hampshire is a non-profit, 15 month residential facility for the treatment of drugs and alcohol, for the state of New Hampshire. We are located at 147 Laurel Street in Manchester. Since we are in Manchester, it's very important for us to reach out to people in other communities throughout the state and make sure they know Teen Challenge is an option for those that are struggling with addiction.

One of the ways we do that is by sending our EAT (End Addiction Team) out to different stores to raise funds and raise awareness. We sent teams of 2-3 people, depending on the location, the amount of room out front, etc. We are typically there for about 8 hours. We have pamphlets we hand out and a box on the table where those that feel led to give can make a donation.

While fundraising is important, as this is one of the main ways we keep our doors open, the main goal is to raise awareness. Many of the people in our program found out about Teen Challenge by encountering our men out at stores.

I am the Assistant Director for Teen Challenge New Hampshire, which oversees the EAT. I am involved personally with the training and preparing of the men who go out on EAT. I am always available by cell phone for any other questions or concerns anytime.

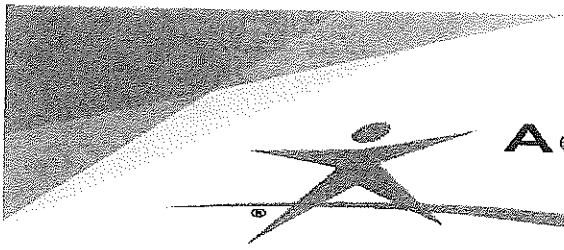
Our 501 (c)(3) non-profit tax id # is 04-2401399.

Thank you for your time and consideration. Please let me know if you need any other info or have any questions/concerns anytime.

Sincerely,

Hector Andujar Jr.
Assistant Director
Manchester, NH 03103
(603) 765-7331 – cell
handujar@tcnewhampshire.org

*on all
Charitable
Organization
List
3-25-22*



**Adult & Teen Challenge
New Hampshire**

Freedom From Addiction Starts Here

Dear Sushil,

3/3/22

I am requesting to set up outside your store once again this year. The dates we agree don are April 21-23, June 1-3 and Sep 8-10, 2022. If you could please sign and stamp this letter for me so I can submit a permit request to the Town of Hudson, I would appreciate it.

Adult & Teen Challenge NH is a non-profit, long term residential treatment facility for men. Our mission is to give life-changing hope to addicts and their families. One of the ways we accomplish this is through the work of our End Addiction Team (EAT).

The goal of the EAT is twofold; first and foremost to raise awareness. Many of the people in our program find out about ATCNH because they themselves, or a family member, meet our men in the community. Secondly, to raise funds to continue bringing giving life-changing hope to addicts and their families. We are unique in the fact that we do not turn anyone away due to lack of funds.

As the Associate Director, I oversee the EAT program and am involved personally with the training and preparing of the men who go out in the communities. I am personally a success story of this incredible program and my family has never been the same! I am always available by cell phone for any other questions or concerns anytime.

Thank you for your time and consideration. Please let me know if you need any other info or have any questions/concerns anytime.

Our 501 (c) (3) non-profit tax id # is 04-2401399.

Sincerely,

Hector Andujar Jr.
Associate Director
147 Laurel St
Manchester, NH 03103
(603) 647-7770 - Office
(603) 765-7331 - cell
handujar@tcnewhampshire.org

7-11
230 Central St
Hudson, NH, 03062

TOWN OF HUDSON, NEW HAMPSHIRE

Application for licensing and regulating purchases of scrap metals

Please return completed application form to the Town Clerk's Office, 12 School Street, Hudson, NH 03051

Agenda 4-12-22
RECEIVED 7B-2
MAR 08 2022
TOWN OF HUDSON
SELECTMEN'S OFFICE

- 1. Legal Name of Business: Granite State Seloger Co Inc
- 2. Principal Address of Business: 31 Dracut RD Hudson NH 03051
- 3. Business Phone: 603-882-9325
- 4. Describe briefly the nature of the business: Buy and Sell Scrap Metals

- 5. Owner(s)
 - A. Frank A Lacoshus III 31 Dracut rd Hudson NH 03051
 Name/Home Address (include ZIP)
NASHUA NH, 2-15-71, NHL14543339
 Birthplace DOB Driver's License
 - B. Heidi L Lacoshus 31 Dracut rd Hudson NH 03051
 Name/Home Address (include ZIP)
Manchester NH, 10/2/72, NHL17738525
 Birthplace DOB Driver's License
 - C. Frank A Lacoshus IV 31 Dracut rd Hudson 03051
 Name/Home Address (include ZIP)
Manchester NH, 9-19-2003, NHL16521202
 Birthplace DOB Driver's License

- 6. Person(s) who would at any time supervise the operation: 31 Dracut
 - A. Frank A Lacoshus III Hudson NH 03051
 Name/Home Address (include ZIP)
NASHUA NH, 2/15/71, NHL14543339
 Birthplace DOB Driver's License
 - B. Frank A Lacoshus IV Hudson NH 03051
 Name/Home Address (include ZIP)
Manchester NH, 9-19-2003, NHL16521202
 Birthplace DOB Driver's License
 - C. Heidi L Lacoshus Hudson NH 03051
 Name/Home Address (include ZIP)
Manchester NH, 10/2/72, NHL17738525
 Birthplace DOB Driver's License

7. Does applicant own or lease property? Own

8. If leasing, name and address of property owner: _____
9. Has applicant ever been denied any Town license or had any license of any type revoked by the Town of Hudson? Yes ___ No
10. If the answer to Item 9 is Yes, please provide date and reasons for denial or revocation of said license.

11. Does the applicant understand that such license, if granted, will be subject to all provisions of Ordinance 098-03, amending Chapter 248 "Licenses and Permits" of the Code of Hudson, authorizing the passage of licensing and regulating purchases or scrap metals, and does the applicant agree to abide by and be subject to all provisions of this ordinance as it may be from time to time amended?
Yes No ___
12. Does the applicant agree that his place of business shall be open at all times for inspection by any authorized Town official, such as Police and Fire? Yes No ___
13. Is the place of business incorporated under NH laws? Yes No ___
14. Name and address of three (3) references:

A.	Heather Stratten	161 Wason RD	Hudson NH 02031
	Name	Address	
B.	Danny Dianne	108 Old Derry RD	Hudson NH 02011
	Name	Address	
C.	Greg Nyman	22 Ridgeway Dr	Hudson NH 02031
	Name	Address	

I/we, the undersigned, certify that all information provided in this application is true and complete to the best of my/our knowledge. I/we, authorize the Town of Hudson, or its agents, to contact references listed for the purpose of validating this data and attesting to the moral and financial character of the business. We understand that any false statement will be considered sufficient grounds to refuse issuance of a license to operate a business described herein.

Signature(s) of Applicant(s)

Frank A. Lacoste #
Frank Lacoste IV

Date March 8, 2020

Recommendation of Chief of Police:

Chief's Signature/Date

HUDSON, NH BOARD OF SELECTMEN

Minutes of the March 22, 2022 Meeting

1. CALL TO ORDER - by Chairman McGrath the meeting of March 22, 2022 at 7:00 p.m. in the Selectmen Meeting Room at Town Hall
2. PLEDGE OF ALLEGIANCE led by Police Chief Tad Dionne
3. ATTENDANCE

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

Staff/Others: Steve Malizia, Town Administrator; Chrissy Peterson, Recreation Director; Tad Dionne, Police Captain; Dave Bianchi, Police Captain; Elvis Dhima, Town Engineer; Jess Forrence, DPW Director; Rob Buxton, Fire Chief; Paul Inderbitzen, Town Moderator; Roger Ordway, Town Clerk/Tax Collector; Gary Gasdia, School Board Chairman; Jill Laffin, Executive Assistant

4. PUBLIC INPUT

Chairman McGrath began by saying so we'll go into public input if there's anyone here for public input. But I discovered and was given a copy of public input at Board of Selectmen meetings that was devised back in July of 2015 prior to my being on the Board. So I'd like to read it into the record so that anybody that's here for public input would understand what the rules are.

Town of Hudson, New Hampshire, Public Input at Board of Selectmen's Meetings

The primary purpose of the Board of Selectmen's meetings is to conduct the business of the Town. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the Town. All official meetings of the Board shall be open to the press and the public.

Public participation in the Board's regular meetings is a privilege that Board has adopted in order to assure that persons who wish to appear before the Board and either discuss agenda items or bring new matters to its attention may be heard. At the same time, in order to assure that it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. At regularly scheduled Board meetings, the agenda will reflect the time during the meeting that allows for public input subject to these procedures. Speakers will be allotted five (5) minutes per person unless extended by approval of the Board.
2. If there are more than three (3) speakers on the same topic that may be lengthy, the Board may ask that the subject matter be placed on the Board's agenda for a future meeting. If applicable, said speakers shall provide materials relative to the subject at hand and shall deliver them to the Board of Selectmen's office by noon the Thursday prior to the Selectmen's meeting.
3. Complaints regarding individual employees, other individuals and/or any matter that may, in the opinion of the Board infringe on another person's rights of privacy will not be allowed, such matters must be directed to the Town Administrator during normal business hours at Town Hall.
4. When addressing the Board, all speakers are to conduct themselves in a civil manner. Profanity and/or obscene, slanderous, defamatory, argumentative, disruptive, disorderly

or violent statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege to address the Board if the speaker does not follow these rules of order.

5. If a speaker does not follow these rules after being warned to do so by the Board Chair, they may be removed from the meeting. Persistent violations of these rules may result in loss of the privilege to address the Board.
6. Public input will be allowed only for items that the Board of Selectmen have control over. It is preferred that individuals who wish to address the Board sign up in advance for public input with the Executive Assistant to the Board of Selectmen. When signing up for public input in advance, the individual shall summarize the topic of subject matter that the person wants to discuss with the Board or bring to the attention of the Board.

Purpose: The purpose of this policy is to provide the Board with an opportunity to receive directly from citizens any information, concerns, desires, or hopes you may have for the community, while keeping the discussions civil and orderly and protecting the rights of others.

Procedure:

1. Person wishing to speak during public input must state their name(s), and address and state the issue(s) they wish to be heard on.
2. Persons should try to speak directly to the issue, as briefly - and fully - as possible.
3. Persons should try to be specific about what they want acted upon - if that is the case - by the Board.

Ground Rules:

1. The Chairman of the Board conducts the public input.
2. The Chairman indicates how much time will be allowed for public.
3. The Chairman will call on those wishing to be heard.
4. No discussion on individual personalities (good or bad) is permissible in public session.
5. The Board will make no decisions during Public Input nor will we make any decision this evening.
6. Any person whose conduct is in violation of the rules set forth above will be ordered to cease and desist such behavior. Should their behavior continue after due warning, they will be removed from the meeting room."

Following the reading of this document Chairman McGrath invited the anyone present for public input to come forward, stating their name and address for the record.

Jerome Bento, 7 Muldoon Drive

My name is Jerome Bento. 7 Muldoon Drive, where I've lived for 34 years with my family. My request to you tonight and throughout the remainder of your term is to please look past what divides you and work toward what can bring us together as a town. The other side is not always wrong, nor

right for that matter. Compromise will bring us together. Another request I have for you is to do a better job of communicating with each other. Please do not use social media or your regular meetings as the only point of communication. If you have a question of another Board member, pick up the phone and call your fellow member to be a fully functional board. It is not necessary for you to like each other, just that you respect each other and each other's opinions. Some of the public behavior in your past the past meetings have been embarrassing. My personal disappointment is that over the past few election cycles, I have voted for many of you. What I have seen recently has cast doubt in my mind on whether I have voted correctly. I also ask, unless it is a safety issue, please require multiple quotes from vendors prior to awarding contracts. I know on tonight's agenda there is a proposal regarding legal services. Please consider putting it out to bid. This may be the best proposal available, but let's put it out to the marketplace.

After hearing the dire status of the Haselton barn roof, I wonder if the Town would benefit from a part time grant writer. Although we have seen multiple grants as a result of the great work done by the Fire, Police and Engineering departments. Are we leaving anything on the table because we are not aware of the grant? And should our departments be spending time on grant writing or on their primary responsibilities? I look forward to an update at an upcoming meeting. I'm also looking for the status of the Joint Committee that the Board formed with the School Board to review options of joint purchasing. I may have missed an update, but at the very least the taxpayers should be receiving regular updates on these types of initiatives. I look forward to an update and upcoming meeting. I look forward to regular progress reports on a proposed Town newsletter. I see this newsletter as a positive step to a providing the taxpayers a central place for Town information. As we all know, the lack of newspapers has created an information void, and social media is not the fix. Please feel free to reach out to me if you would like input on that topic from a long time citizen. Thank you.

Xen Vurgaropulos, 25 Muldoon Drive

Thank you for allowing me to speak tonight. Just got a few things to talk about as per my research and understanding of the Board of Selectmen Bylaws and Robert's Rules of Order. I would like to raise a concern to the Board. I want to start by reading some excerpts from the Board's bylaws, and will follow up with a statement at the end. I've read the latest bylaws that were adopted on July 27, 2021 and amended February 8, 2022. And the following section is one that I believe the Board has to be better about. Section D Rules of Order. Paragraph three Role of the Chairman. The chairman's duties include the following to maintain decorum during meetings. To enforce all occasions. To observance and order and decorum among the members. Paragraph five. Conduct of meetings. Meetings shall be conducted in accordance with general accepted practices in order and decorum in the event of a dispute. Recurrent procedural matters. Robert's Rules of Order shall serve as the guidance sorry, the guideline with a vote of the Board being the final deciding authority. Now, as I read this, I wanted to make sure I understood everything I was reading. So I read it a few times and what I noticed was the word decorum appears three times in the Board of Selectmen bylaws, twice in the section pertaining to the role of the chairman, and once in a section related to the conduct of meetings. I think that is an interesting word, and the word decorum is defined as follows behavior in keeping with good taste and propriety etiquette, a particular requirement of good taste and propriety that the last Board of Selectmen meeting on March 1st, 2022. The Chairman did not maintain appropriate decorum, and this behavior has been exhibited many times in previous occasions, as the record would show, to selectmen. Whether residing on the Board of Selectmen and or representing the Board of Selectmen as a liaison to the Planning Board has behaved in such manner many times, has made snide comments against and towards other members of many boards, and has stated aloud they have voted certain ways in spite of other members. The latest example was the behavior at the end of the March 1st meeting, which was very disappointing to see a group collaborate like that. So what I'm going to say now is my final statement. I say the following, and I did not say it lighthearted because I believe the selectmen may have done so. I believe the selectman has done many great things for the Town of Hudson and has had the Town's best interest at heart, but may have gotten lost along the way over the past two years since I started to get

involved in Town politics. I've witnessed this behavior and lack of decorum on multiple occasions, and I feel that this individual may not be fit for duty for the Town of Hudson and written the bylaws and Robert's Rules of Order, for which the bylaws default to the conduct of meetings. I want to raise a point of order to have the selectman removed from the chair per session, for this session, per section 62:10 of Robert's Rules of Order and additionally removed from office per Section 62:12 for neglect and misconduct. I know this is a very strong statement and still I believe the Selectman is entitled to fair and due process and with proper investigation and trial per Section 63 of Robert's Rules of Order and the Board of Selectmen Bylaws and any Town laws that apply. I do believe that the best intentions were always at stake. But maybe it's time for a change. Take a few time. Thank you, sir.

Shawn Jasper, 83 Old Derry Road

Madam Chairman. Members of the Board. I am Sean Jasper, 83 Old Dairy Road. At a previous meeting my name was used in reference to the Haselton Barn. And so primarily that is why I am here to talk about that. I want to talk, though, I think more broadly in terms of how I feel about how the Board represented the Town or has been representing the Town ethically in with a lack or an a lack of integrity relative to that deed. And I'll be the first to admit that when I was a young selectman, I was part of a board that actually tore this town apart, caused our form of government to change because people were so upset by our behavior. But we weren't acting with a lack of integrity. We weren't not carrying through with our commitments. We were behaving very badly. I learned a lot through that process. Ultimately, we had a town council, didn't behave much differently, and we came back to this form of government and it all, it doesn't matter what form of government you have, it matters who you have on the Board of Selectmen and how they behave. And many times I have not liked my fellow selectmen and we battled, but ultimately I think we did what was ethical and what was in the best interest of the Town. So this leads to me to what is going on with the Haselton Barn. We are not behaving as a town in an ethical manner. We're not acting with integrity. I will never forget the day that we took possession of the Benson property because that happened to be my 50th birthday when we went to the governor's office and handed over our check and got that deed. Now I was part of the negotiating team relative to the terms and conditions of receiving the park. I tried very hard, as did other members of the board, to separate the Haselton Barn from that and say, you keep it, we don't want it. It is a white elephant. But we purchased that property for roughly \$1,000 an acre. The state put millions of dollars into acquiring that building and then taking down buildings, removing asbestos in all of those things. So even when you look at that barn and the cost that could be associated with that, the town of Hudson got a bargain and we made a promise. The five selectmen selectman Naito, who was chairman at the time, Selectman Maddox, Selectman Massey, Selectmen Coutu and myself made that promise on behalf of the town after the town approved the purchase that needs to be carried through. I'm going to stop for a minute about that now. My family's been in town for over a hundred years. We own what members of the Fire Department and in past years have said is probably the largest wood frame structure in the Town of Hudson. It is a four story barn which is larger than the Haselton Barn, and parts of it are much older than the Haselton Barn. For three generations, the Jasper family has maintained that barn since the 1930s. That is our commitment to that structure and we have done it with our own money and mainly with our own labor. As a matter of fact, I developed carpal tunnel when I was in my early thirties from working on that barn, and it always needs work, it always will need work. But we have done that. You have a barn that we took possession of and the roof is leaking in every single day, every single storm. When that roof leaks, the barn deteriorates even further. You should not be talking about, well, what are they going to do if we don't fix it? You shouldn't be talking about that. You should be talking about how do we live up to our commitment? How do we do what we as a town promise to do? And I'll tell you. Roofs don't age evenly. That is a typical barn, which has one side facing south and the other north. I can get somewhere between 15 to 20 years. More where? Out of the north, facing side of the barn than I can out of the south facing. I suspect all of the leaks in that barn right now are south facing. And you can see that. So you don't have to talk about doing the whole roof at once. You can actually do one side of the roof at a time. As my family always, always has. But you have to do something now. And I don't care if you say, well, we need to have an assessment done to carpet, do something temporarily.

You should not wait another month. We're going to get into the heavy rain seasons. It's going to be deteriorating at a very rapid rate and it's going to cost the taxpayers of town more and more every time it rains and the worse it gets.

Now, I just heard a gentleman talking about grants that are available, and that is true. I sit on the LCHIP Board (Land & Community Heritage Investment Program) as a non-voting member, as Commissioner of Agriculture. We had fewer applications for LCHIP this last year than we had dollars available. There is no reason that the town is not applying for money through LCHIP now. It's a long process and you can't wait to do something with that roof. But you can do something temporarily in terms of what do you have to do to the roof? I'm not the expert on that, but I suggest would suggest that probably there's a lot you can do. Stopgap. I know we've talked about historic structures and the need to do them in a certain manner. Well, when we did the train station and the train station roof was leaking, the Board of Selectmen said, we can't wait for that process. We did it ourselves. And we because we knew it was deteriorating and we said, you know what, maybe they're going to come after us and maybe they're not going to allow this and maybe they're going to do this. Maybe we have to fix that roof, because if we wait for the state, we're not going to have a train station left. Well, they didn't do anything to us. We did a good job. And, you know, that sort of just got overlooked. Rather, they counted all that money towards our match or not. I don't remember. And it really doesn't matter, because now we have a beautiful train station. This Board should act tonight to start that process and figure out how to stop the loss on that barn before you put this town at much greater risk than it is now by the neglect that has taken place over the last four or five years. Be glad to answer any questions, but I think I'll stop there before I get myself any more worked up about this. If you can't tell, I'm rather passionate about barns. I also serve on the Barn Committee for the State of New Hampshire.

Chairman McGrath then said, I don't have any questions. You know, you heard me mention your name in that whole that whole discussion that we had. I know nothing about bonds. I know nothing about construction. I know, as I mentioned at that meeting, my parents were from Prince Edward Island. I traveled down there and I saw plenty of barns that were in probably far worse shape than this one is. But I don't you know, I don't know. So I require other people to tell me what needs to be done and what makes sense. So and the two gentlemen that were here couldn't seem to be able to do that. They were they were at a loss, I think. And I'm not I'm not saying anything derogatory about them at all. It's just that they were at a loss as to what to do. Every step that they took, they ran into a barrier. Mr. Jasper replied saying I think there are people that you can consult, but certainly, you know, you see it all the time where roofs, when people are in the planning stage, will put membranes over the parts of them that are that are gone. That's a short term fix. We actually did that with the train station and we left it there too long. Those are usually three year fix. So you can plan, but you can see the sag in the area of the barn where it's leaking. You can see the problem. Something has to be done. You have staff who can look into that and figure it out. You do have money. We just put another \$100,000 and it won't be available until July 1st. But you're not going to get this roof before July 1st, anyhow. I don't remember what you have in the account, but you certainly have enough to stop the loss and you have to. Some of you may remember the Hardy Barn down where Fairview is and how quickly that deteriorated. Once you get one hole in it, there's very few barns left in this town. One is on Greeley Street, which was the Record Barn Alice Record. Nobody would remember her. And that is now they had done some temporary fix and very rapidly since last fall, you can see that that barn is about to collapse and will not survive another winter. So you have some time, but not much time. You could...the damage that will be done will be just beyond belief if you let this go much longer, I can promise you that.

Selectman Morin was recognized and asked, you remember what the agreement was on the status that that had to stay in with that there's a lot of different...Mr. Jasper replied, yes. On those buildings that we couldn't luckily the elephant barn was taken out of that because they thought it was too far gone. We fixed it for \$43,000 at that time, the A-frame was another one too far gone. We fixed that. Same with there was a roof hole in the roof of the lion cage. No gorilla cage. Thank you. But the train station, the office building and the Haselton Barn have to be restored to the Department of Interior

Standards. However, they need to be kept at least the same condition they were in when we took it. So, you know, if the sidings off, you can leave the siding off. Can't let any more fall off. If the roof is leaking. I mean, if the roof is not leaking, which none of them were at the time, you have to maintain that status. You can't allow the roof to leak. And so, as I said, even though the train station was one of those that had fell under that, nobody came after us when we just said we're putting a roof on it because a roof is temporary. Right. What do you how do you define temporary? You know, 30, 40, 50 years? I mean, so when you know, all right, at some point we'll get to that. The state's not going to come after you if you put a steel roof on that side or if you do something else, if you decide you're going to do a full restoration, then yes, you have to go to that that standard. But nobody's looking. They'll be thrilled to see that they don't have to litigate with the Town of Hudson. And yes, in theory, they could take the park back. Frankly, they don't want the park back. They don't want the expense that comes back with the park. But they can't do nothing. So you need to do something. But that's your ethical obligation. And I'm sure I've gone way over my 5 minutes, but that was answering questions.

Selectman Morin was again recognized and said just to clarify that all we have to do, all we have to do is keep it as if we got it. We don't have to restore it. Mr. Jasper replied you do not. That's only if you decide to take that step. Selectman Morin replied Okay. Thank you. Mr. Jasper responded you're welcome.

Laurie Greer, 28 Derry Lane

My name is Laurie Greer. I live at 28 Derry Lane. Right next to that cemetery. My house is haunted by it. Just kidding. I'm here today to try, and I'll try and make this as short as possible. To keep it within my 5 minutes. Back in 2019, we were told by the City of Hudson that we needed to install an MIU meter on our house, and prior to that, was 2019. Prior to that, a couple of years prior to that, my husband was diagnosed with a very rare form of cancer. I was told by Elvis at the city that if I got a letter from his doctor that the Town would not do the meter on my house. Right now, currently, the electric company actually has legislation put in place because of the issues with these, I call it a smart meter. People are going to argue it's not a smart meter, but it's a meter it emits. So the State of New Hampshire put in legislature for the Eversource that if you wanted or didn't want a meter, you let them know. So for them, we just take a picture of our meter every month. They actually have a little...they even call me, but I don't need the call to say, Hey, take a picture of your meter, send it to us. So that's how they read my meter so they don't have to come out. Well, that's exactly what we're asking for, for the city of Hudson. But Elvis seems to have a vendetta against us for some bizarre reason. That how it feels. But he told me if I got that letter. So at that time, I said, look, my husband sees the top cancer doctors in the world at Mass General, and I feel like this is to ask them to take time when they need to take care of other people. But I did eventually get the letter, so I have a letter from one of his doctors saying we do not recommend that this meter be installed on their house because of his cancer. So then fast forward to last October. A gentleman showed up on my property saying, we're here to install the meter. I said, No, whoa, no. Like, I haven't heard anything from you. You know? Well, if we don't install the meter, we'll be back next week to shut your water off. So then I engaged my lawyer. My lawyer sent a letter to Elvis, and then Elvis supposedly didn't get our letter, but showed up with the police at our house. And we pay our bills. We pay our taxes. We don't you know, we're not defaulting on anything. We're not breaking any rules. We're not in noncompliance, as he likes to say. So they showed up. My 89 year old dad was in the shower and they shut the water off. But at the end of the day, our lawyer talked to Elvis and he had to turn it back on.

Since then, Elvis has continued to go back and forth with us, and now he's basically saying, I don't care about your doctor's note, you're going to have it. So I went to the town to talk to him physically, person to person. And he said, I don't know what your problem is. Know we spend a lot of money in this town. You're going to have it. And I said, really? I said, Well, I said, where were you for two years? We didn't hear anything from you. Oh, well, we were dealing with all the other people who didn't want the meters. I said, well, how many people was that? Oh, hundreds. And he said, if I don't

do this, then all those other people are going to want the same thing as you do. And I said, well, how many people is that? Well, maybe four. I'm like, four, really? So since then, we've been going back forth again with Elvis, and he has not responded to our last letter. He has threatened to shut our water off as of April 1st. We did talk to him about our lawyer, talked to him about us getting a well. And we are still looking at the options of a well. But it's not something you can just go, okay, here's a well, you know, we have a lot of landscaping our front walkway to deal with. There's a lot of logistics to it. Plus, with COVID, the price has gone through the roof right now. You know, if you thought you were going to spend \$10,000 for a well, we'll plan on doubling it right now. It's very expensive. They've gotten very expensive. Hopefully that'll change in the near future. But I don't know.

So as of April 1st, he's saying he's going to shut our water off. We have not heard a word from him. So we're here tonight to talk to you guys. I do have a packet that shows the correspondence, but what we're asking of the town is for reasonable accommodations regarding us refusing this technology on our host because we are in fear for our health and we have a letter from a doctor about it. And at the end of the month, just like the electric company, we'd like to. I've been doing it actually have been sending them, Valerie, a photo every month of our meter so she can actually read it in the comfort of her office. So we're asking for relief of that. If our water gets shut off. We have retained Jerry Prunier and we will seek legal action against the city if we have to. We don't really want to do that. We just asking to be able to take a picture of our meter and send it in each month.

Chairman McGrath then said, Mr. Dhima is in the doorway and I think he'd like to...do you have anything that you'd like to add or? Mr. Dhima replied, once they're done I'll respond. Ms. Greer then said Yeah. So I hand-delivered a letter to him. I haven't received anything in response from him. So we do have another letter that we have for the city here. And I have a packet if you'd like it.

Selectman Gagnon was recognized and said thank you, Madam Chair. Forgive me, ma'am. I'm not aware of this situation or anything of the sort that you speak of. So all I can recommend tonight is if you do make any communication to copy, either all of us as at the general BOS email address or the Chairwoman so that we can be informed. I know, I know nothing of any of these letters. So thank you for your time tonight. Thank you. Ms. Greer replied Actually, I did this.

Chairman McGrath then asked, did you come before the Board in the past? Because I'm pretty certain that I heard about this, but I don't know. Ms. Greer replied, I've never come before the Board. The Town Administrator then said you may be best to take their correspondence, put it on the next agenda so everybody has an opportunity. Not shut the water up April 1st. Chairman McGrath replied, yes. No, of course. The Town Administrator continued saying everybody would have an opportunity to...Ms. Greer interrupted saying my elderly parents do live with us so, you know, that's a problem. The Town Administrator continued speaking saying, that way you can have a more intelligent and informative discussion. Ms. Greer then said and I'm happy to answer any questions and provide the letter from the doctors and all of that. But, you know. The Town Administrator then said and Mr. Dhima could provide his input, too. So that may be the best way to handle that. So if you have something, we could take it. If you want to give it to us. Ms. Greer replied sure I'm happy to give you this packet.

Chairman McGrath then said so I'm sorry, but your husband, does he is he better or you're feeling better? Ms. Greer replied, we're working through it. Super rare form of cancer. A thousand cases a year. 1% of that thousand is his. So luckily, Mass General is close to us, so we spend a lot of time there. Selectman Gagnon and Selectman Guessferd both responded, best of luck.

5. RECOGNITIONS, NOMINATIONS & APPOINTMENTS

A. Appointment

Conservation Commission - (1 alternate member term to expire 12/31/23)

Linda Krisciunas

Chairman McGrath welcomed Hudson resident, Linda Krisciunas, who applied to serve on the Conservation Commission. Chairman McGrath said so you're interested in serving on the Conservation Commission? Can you give us a little bit of your background and why you're interested in this commission?

Ms. Krisciunas replied, I'm not sure if you remember me. I did run for the Planning Board, so I've lived here since July of 2020 and I've always believed in any community I live in and volunteering and giving back. So that's part of it. I didn't make the Planning Board, but I congratulate Mr. Crowley for making it. So it was great to see him, but I still want to be part of the community and give back. I've met with Bill Collins, who's the lead person on that, and talk to him about the work they do. I've attended some of the meetings, so it sounds like something of interest to me that I would enjoy my background. I'm an engineer and I'm a patent professional, so I practiced patent law as well. I don't know if you have additional questions on my background, but.

Selectman Gagnon was recognized and said thank you, Madam Chair. Just a statement. I know a resident reached out to me, Mrs. Gasdia, and she said she highly recommended you for the position. So I took that to heart. And we'll look over your information. And I appreciate you standing up for volunteering.

School Board Chairman Gasdia was recognized and said I just say, I've known Linda for a long time. She'd be a fantastic addition to any board in this town especially.

Chairman McGrath then said so I have a comment to make. I watched the Candidates Night and I was very impressed with your credentials. Thank you. And I thought that you would have made a good addition to the Planning Board. Maybe next time. It's always the next time. Okay, so we'll take this under advisement. And what we usually do is we wait till the next meeting to make a decision. So the next Board of Selectmen meeting, you can either be here or you can just watch it. Ms. Krisciunas replied and if there's any other questions, I'm happy to answer them.

6. CONSENT ITEMS

Chairman McGrath asked does any member of the Board wish to remove any item for separate consent. Selectman Roy asked that the calendar be corrected to show that the Cable Utility Committee meeting is not canceled. Selectman Gagnon made a motion, seconded by Selectman Guessferd to approve consent items A, B, D, and F. Carried 5-0.

A. Assessing Items

- 1) Veterans Tax Credits: map 217, lot 003, sub 015, 6 Empire Circle; map 174, lot 019, 27 Baker St.; map 168, lot 002, sub 024, 23 Krystal Dr.
- 2) Certification of Yield Taxes/Timber Warrants: map 105, lot 017, sub 002, 201 Robinson Rd.; map 105, lot 017, sub 003, 199 Robinson Rd.
- 3) 2021 Property - Tax Supplemental Bill: map 191, lot 70, 35 B Street

4) 2021 Property Tax Abatement: map 150, lot 1-1 & Lot 1-2, 82A & 82B Greeley Street

B. Water/Sewer Items - None

C. Licenses & Permits & Policies
1) Tag Day Permit - American Legion Post 247
2) 2022 Permit - Hudson Speedway

D. Donations - None

E. Acceptance of Minutes
1) Minutes of February 22, 2022
2) Minutes of March 1, 2022

F. Calendar

3/23	7:00	Planning Board - Buxton Meeting Room
3/24	3:30	Trustees of the Trust Funds - Buxton Meeting Room
3/24	6:00	Conservation Commission - Site Walk
3/24	7:00	Zoning Board of Adjustment - Buxton Meeting Room
3/28	7:00	Sustainability Committee - Buxton Meeting Room
4/06	8:30a	Highway Safety Committee - Buxton Meeting Room
4/07	7:00	Recreation Committee - CANCELLED
4/11	7:00	Conservation Commission - Buxton Meeting Room
4/11	7:00	Cable Utility Committee - HCTV Meeting Room
4/12	7:00	Board of Selectmen - BOS Meeting Room

7. OLD BUSINESS

A. None

8. NEW BUSINESS

A. Recreation Department Summer Staff Rate of Pay Review

Recreation Director Chrissy Peterson was recognized and said thank you for allowing me the opportunity to come in tonight. Nice to see everybody. My intent was to seek the Board's consideration to increase the hourly wages of our summer program staff, which involves the counselor in training as well as our counselors. As you're all aware, the summer program has been canceled for the past two years due to the COVID 19 pandemic. So our veteran staff members did seek seasonal employment elsewhere, and rightfully so. But as we head into our first summer bringing the program back, we will definitely be reinventing the staffing wheel for the most part. The current rate for our counselor in training, which is also known as CIT, is \$8.25. For our counselors, it ranges from \$10 an hour to \$11.25 an hour, and that is based on a step process of how long they've been employed with us. The reality is that the current rate is preventing potential applicants from applying for the position. In order to both attract applicants and secure them as staff, I feel that it's critical to get to a competitive hourly rate. In Hudson alone, I'm sure everyone is aware we're up against small businesses, food establishments, grocery stores, gas stations. All of that are ranging between \$14.00 an hour and \$17.00 an hour. Additionally, surrounding towns that offer summer

camps and or summer programs range between \$13.00 and \$16.00 an hour. My proposal tonight is to seek the Board's consideration to increase the CIT rate to a \$10.00 an hour rate and for the counselors to a \$13.00 base pay. Ideally, it would be great and beneficial to be able to continue this debt process and be able to go up to \$14.00 an hour. Looking at the staff that may, may come back, that would only be maybe two people that might reach that amount, because that's typically five years or more than employed with us in the summer program.

We're currently budgeting our supervised play salaries line item 5821-104 for \$80,040. Our last operating summer program, 2019, we utilized \$68,000 of that. So if we were to continue with our target number of 17 full time counselors that work roughly eight weeks for the program, maybe a little bit over some, maybe a little bit under our four counselor in trainings that do part time for the eight weeks. I feel that we will have enough within that line item to accommodate the increase. To speak completely candidly, to try to secure staff at the rate that we're currently at is going to be an enormous challenge. I did advertise the position slightly, you know, on social media and received a handful of phone calls back. But unfortunately I lost the applicant once the rate was disclosed. And with this being my first summer program, since I've transitioned into this position, I'm really eager to get it up and going. I'm eager to make it better and strengthen it and make it more appealing. But I'm a firm believer that you need a strong quality staff in order to do that, because they're essentially the backbone of the program. I would say that being a counselor for the summer program, it's a great job. Its fun, it's close to home. It's a great opportunity for everybody in town. But it's really a very big job. And it's, you know, it's an important role in responsibility to take on the care responsibility as well as the safety of the children in our community. And I do feel that having a price on the value of that job, what that job entails is important.

Selectman Gagnon was recognized and said thank you, Madam Chair. I'll make this quick. I know we have a long meeting tonight. You talk about \$80,000 for the budget for this. Is that for this year's default budget? Ms. Peterson replied, yes, it is. Selectman Gagnon then said all right. With that said, excellent presentation. I'm fully on board with this. You as a leader in that department have been excellent. You have great programming. And the people are the foundation for all programming. So without the people, you'll crumble. And I don't want to see that happen.

Selectman Guessferd was recognized and said No, I was just motioning to him. But, yes, I would agree as well. As long as we're staying within that budget and you can do that with the pay increases. Let's do that. The Town Administrator then added, again, these are seasonal employees. We pay the FICA, but we don't pay any other benefits. Again, they work for the season and they're done. So very reasonable proposal.

Selectman Morin made a motion, seconded by Selectman Gagnon to increase the base pay of recreation department summer camp counselors to \$13 an hour with the ability to step up to \$14 an hour and to increase the starting pay of counselors and training kits to \$10 an hour. Carried 5-0.

B. Transfer Station Upgrades - Construction Services Award

Town Engineer Elvis Dhima, and Public Works Director, Jess Forrence were recognized by the Chair. Mr. Dhima began saying, you, Madam Chair. Good evening, everyone. I'm here with Public Works Director to present the first item for you tonight, Construction Services Award for the transfer station upgrades. You'll remember there was a masterplan done for this about a year ago and we broke it down to the four phases. The first one would be the upgrades related to safety, compliance and basically planning for the next 10 to 20 years. The second phase would have been the scale installation and help us out with revenues. Third one was the site and then eventually, if the town wants to move forward with that to the overall regional recycling transfer station for the entire area.

So the first piece that we did was identify the need for the upgrades related to safety and compliance. ARPA money was funded for that purpose. We budgeted \$750,000. We went out to bid. We had six vendors come in at the pre con and only one of them put a bid in. So we budgeted 750 and the alternate A, which was a full blown out project, came in about just \$900,000. And alternate B, which was a backup in case alternate A came over \$1,000,000 and we had no other way to do it by doing most of the project ourselves.

Mr. Dhima went on to say, once receiving it, we reached out to different vendors to see what happened and basically the prices are changing by the day. That was basically very challenging to work with. So Mr. Forrence and myself got to work to see what we can do with that number we showed to the consultant, and they were basically able to reduce some of the costs by allowing the Town to do some of the tasks. Two of those tasks are we can do the pavement ourselves. And the second piece is if Public Works helps out with equipment and hauling or the labor, that has to do with the hauling, bringing equipment in and bringing material in and out of there, dirt, gravel, things of that sort, probably either Continental or Brox because it's going to be local and basically we're able to reduce the cost by \$62,000. There's a cost associated with doing that work ourselves, but we believe we can do that about a third of the \$62,000 savings. So with that said, again, we budget \$750,000 it came at \$900,000 out of that 150, \$150,000, \$125,000 was related to steel. So the steel has gone up from the time we budgeted it to today. The steel alone is \$125,000 out of the \$150,000. So that is where the change is. It's changing by the day. We've been advised by other contractors and vendors to lock this in as soon as possible because they do not see a relief. We all know between the sanctions and everything else that's happening out there, it's only going to go up. So there's no relief in sight. Even if we go out to bid, we're not going to see that.

Mr. Dhima then said, so with that said, we feel that one way to get this done is through basically doing some of the work ourselves. When we started this process, we budgeted \$350,000 for the drainage project and about \$750,000 for this project for a total of \$1.1 million ARPA money for these two projects. We are in the queue right now. If we move forward with this, we'll be we'll be right on target just over 1.1. So in reality, between six months and now, we're still pretty much on budget on all target if you want to. We got very lucky with the first project, not so lucky with this one due to the steel cost. So we think the still needs to be done and that's what we recommend to the Board of Selectmen tonight. I'll take any questions you might have.

Selectman Roy was recognized and said so I have a couple of questions that maybe you can explain to me on the lower bid, right? Mr. Dhima replied, it's one bid. But the lower the alternate B. Selectman Roy said the alternate. B. Common excavation on alternate B is \$18.40 per unit. And then on the higher one, it's \$15. And then it's a similar question for the structural fill. It's \$25 on alternate alternative A and \$40 on alternative B. I mean, that's not. Mr. Dhima replied, the difference is that you're doing less work on alternate B, therefore...Selectman Roy interjected saying so they're charging us for doing less work. Mr. Dhima replied they're charging you for the same work. They're charging you more for the same task because there's less work for them to do. Yes. That's typically the case. Selectman Roy started laughing and Selectman Guessferd said the economies of scale, is that what we're talking about here? Mr. Dhima replied, that's typically how it works. You're not going to get the same price. It just it's just that's how contractors work sometimes. It does have to do with that, with the economies of scale for the project itself overall. If you have more work to do, the mobilization can be justified by additional work, like \$900,000. They're not going to provide the same mobilization to do basically less work. Selectman Roy then said well, I get the concept. If you were buying more, we get a lesser price, right? For buying bulk, but not...It's the same amount of stuff. I don't understand why they would charge us more just because we asked for a smaller second alternative.

Selectman Guessferd asked is there a fixed component of that? So that's the only way I could see where that would work. Mr. Dhima replied, so think of it this way. If they're bringing an X amount of material, an hour X amount of equipment to do this work, but they're going to have a smaller contract.

A smaller amount of money to work with. How are they going to be able to spread out the cost, the fixed cost with the labor that's associated with it or the equipment if they don't charge more for certain items? I don't know if that makes sense or not. It's spreading out. That is how it works out there. I mean, I hate to say it. I know you're that is how it works out there.

Selectman Gagnon said, I follow you. What option do we have? Selectman Roy then said Well, I guess I just kinda want an explanation. Selectman Gagnon responded, I agree. I don't know where to go. Selectman Guessferd then said yeah, like I said, the only thing I mean, as what you're saying, I think, is there's got to be a fixed component to this and that goes into that hourly or that per unit rate. Right. So if there's a fixed cost across there and you're buying less your fixed cost per unit, it will go up. There's a variable piece and there's a fixed piece. I can see that's the only way I can justify this is that that fixed piece is spread over a smaller number of units. That's the only way. I mean, I'm trying to justify it. I'm just trying to figure it out of my brain. I hear what you're saying. Selectman Roy replied, just kind of doesn't make sense.

Mr. Forrence replied saying he's exactly correct. Exactly correct. It's still going to cost the same thing getting equipment, getting employees there, engineering all the rest of it. So if they're there in six months, they have to spread that cost, same cost of doing everything. It's just a smaller area, so it costs a little bit more money. If it was the second job and it was done in a little bit longer, the profit would still be in the job there, but everything else would be covered also. Selectman Guessferd replied, I see it.

Selectman Roy then said I have one. So cuz you threw a couple of things around, you said it was just over 1 million and then it was just over 1.1 million. So it's really how much was budgeted for this project? Mr. Dhima replied, for this project was \$750,000. For the drainage project was \$350,000. So the total was 1.1 between these two projects. Selectman Roy then said so it's not going to go over 1.1 million, right? Mr. Dhima replied, overall, yes. So if you do, the first project cost is about \$250,000 the drainage work we just completed. So if you do 250 and if you just say this one is going to be about 850, we're basically right at 1.1. You know what I mean, between the two projects. Selectman Roy replied, I do. I do. But but...Mr. Dhima said this project alone. Standing alone, as you said, this is over what we projected. Yes. Selectman Roy responded, my my point is, under the ARPA framework that we worked out, you were given a certain amount of money. And then if there was, if you needed more or there was less, it returned to that committee to be reallocated. So my question is, does anything have to go back to that committee? Mr. Dhima replied saying, I don't believe so, no. We have about 1.3 million in the in the bank right now through ARPA money. So my understanding was that there's any money left over they could be going back there for other projects in the future. But these are the two projects that we went through, the first ARPA money that's available. Selectman Roy replied, right, but it goes both ways. You can't just go over on this project because there's 1.3 million there. Do you understand what I'm saying? Mr. Dhima replied, the cost of a project is the cost of a project. So if you take this out and go back and say...Selectman Roy replied, there's a budget, there was a there was a certain amount of money allocated for that project. Mr. Dhima replied, there is. But things do change. The cost does change. Selectman Roy replied, and I get that. But again, I understand the process that would go back to the committee to make sure that that it was all accounted correctly so that so that everything is captured and reallocated accordingly.

Mr. Dhima replied, let me simplify this. That what we're dealing with when this whole thing started was \$550,000, and it did not go through the warrant article. So we bump it up to \$750,000 and here we are about 18 months later looking at \$1,000,000. That's what we're dealing with. So I don't know what else to tell you. Selectman Guessferd then said I think I think it's more procedural that that Selectman Roy is talking about...Selectman Roy interjected saying, right and that's my point. Selectman Guessferd continued speaking saying not so much the cost itself, but just the procedure of making sure that we're accounting for correctly. Selectman Roy the said right. And if we have to take something from somewhere else to make sure that it works, that we're able to do that. Mr. Dhima then said but the way I see it is I totally understand your point. But what I'm trying to say is that you were \$100,000 surplus on the previous project, we just did. That one we didn't have to go

back. So that money went back into the pot. So right now we're looking at \$100,000 over budget for this one. We budget \$750,000 and we're looking at \$850,000 that \$100,000 that we saved, that the drainage project is going towards this. At the end of the day, you're still looking at 1.1 overall between the two projects. Selectman Roy laughed at this response. Selectman Morin was recognized and said I'm on the same page as Selectman Roy I've been talking to you about this, so I just want to get clear myself. I was on the committee. We did the \$750,000. We agree with that. And I know you were doing the pipe on Flagstone Drive. That's the pipe the drain work you're talking about, correct? And money came back from that. Mr. Dhima replied correct. And that's the money you want to put towards this. Okay that's what we did... Selectman Roy said I understand but like you should have gone back to the committee like you can't. Selectman Morin replied, right. That was, that was the agreement that any money came back, the committee would meet again and talk about that. Yes. Selectman Roy replied, right. Right. So and that's basically my question. If this is going over, has the committee sort of approved that that over from what was budgeted?

Selectman Morin replied, I would say no, because the committee has a met. But if we got it there and this is one of the projects we voted on, we could probably get a committee meeting, you know, take a take something tonight and get it done. Selectman Roy replied, I'm just saying if that's a procedure we forward. Absolutely we should. Because then if one of the other projects comes over, then eventually we'll end up. Selectman Morin replied, right. Understood. We'll do that. We can we can give him I mean, if the committee says no... Selectman Morin asked Chief Buxton for clarification. Chief Buxton came forward and said I'll just try 30 seconds of clarity. The scope of the commission or the committee that worked on the ARPA program was to identify programs, the agents to expend the funds of the Board of Selectmen. So whether the project goes back to the committee after you take an action item and give him the 100,000 to go to the 850, that's your scope. The committee's scope was to identify the projects that should be done and recommend to this group. But the overall expense of the money is your authority, not the not the committee's authority. Selectman Morin replied, Right. And you both right. But I thought that discussion when we ended the committee and move forward with the projects that if there was money left that would come back to the committee to take that money and put it somewhere else. The Town Administrator then said but I think that's after we got past the projects we recommended. Chief Buxton agreed saying yes after you pass the initial projects.

The Town Administrator said I thought we had four projects we had recommended. If at the end of the fourth project we had 50,000, 100,000, 200,000 that would go back to the committee and that would come back to the board. Selectman Gagnon added, I believe that was the case. The Town Administrator continued saying, I believe that's how it was staged. So basically what the Chief is reiterating is we have a pot of money. We have four projects. Elvis was within the purview of saying, yes, we did this one for 250. We could do this one for 850. Hopefully we'll see what the next two end up. And at the end, if we're under, then it would come back to the committee for a recommendation. Back to the Board. I believe you were.... Selectman Gagnon said I agree with you. Selectman Roy then said just so I can play devil's advocate, what if it's over? The Town Administrator replied, What if it's over? But what time we get to the fourth project you wouldn't do it because you don't have enough money. Selectman Gagnon added, and that's what we prioritized. The Town Administrator added that's why the projects are prioritized. So the drainage was one, this was two. You get to three and four, you get to four and you don't have money, you're not going to be able to do it. Mr. Dhima then said It was my understanding that the total was 2.6 and I think we committed about 2.3. The Town Administrator replied yeah, we had room. Mr. Dhima then said but you're right, things are changing by the day out there, so... Selectman Roy said I understand that. But I also understand that we have to be able to account for the money properly and make sure that if we're moving around, we're moving around correctly.

The Town Administrator replied, from an ARPA perspective we will submit the proper documentation that the accounting of that won't be the difficulty, I don't believe. It are just to make sure that you have said, yes, we've gone through the bid process, this is where we're at. Unfortunately, this project came out more than we had budgeted. The last one came out less than we budgeted. Mr. Dhima then said

so you have three options in front of you tonight. What is the wish of the Board? The Town Administrator then said so basically what we had identified as the preferred motion would be to approve the contract for construction services for transfer station updates to William P Davidson Excavation LLC for the amount of not to exceed \$837,435 using American Rescue Plan Account 7203. To reduce the cost of this project by utilizing public works to assist with hauling of material and completing the paving portion of this project. Using American Rescue Plan Account 7203. That was the preferred motion. Selectman Guessferd then said so essentially the third of the \$20,000, basically will come out of that as well. Mr. Dhima replied, so the ARPA money will be utilized to basically do that \$62,000 worth of work for about a third. Selectman Guessferd replied, about 20,000. So the pavement itself, for example, was about \$20 a ton and we can do that for about \$70. So that's about a third right there. So the same thing with, you know, depending on what the fuel is going to be obviously when we do this, but between transportation, we think we can do it about a third as well. Selectman Guessferd replied, right, so we got the 1.1 plus another 20 that's going to be spent within the American Rescue Plan. Mr. Dhima replied, yeah, actually, it's like total actually, because you're spending about 837. So plus 20 grand let's just say it's 20 grand about 857. You're seven thousand over 1.1 million, which is less than 1%. Selectman Guessferd replied, okay. Mr. Dhima then said and looking at what's happening out there with our cost of inflation and all that, I think we couldn't do better than this. I mean, we're right on target, as far as...Selectman Guessferd replied just to make sure it's clear to everybody, you know, the extent of the money is a little extra money there. And that's what's going to go come from that fund.

Selectman Gagnon made a motion, seconded by Selectman Guessferd to approve the contract for Construction Services for Transfer Station Updates to William P. Davidson Excavation, LLC for the amount of, not to exceed, \$837,435 using American Rescue Plan Account #7203. To reduce the cost of this project by utilizing Public Works to assist with hauling of material and completing the paving portion of this project using American Rescue Plan Account #7203 Carried 5-0.

C. Transfer Station Upgrades - Inspection Services Award

Mr. Dhima was again recognized and said second item is related to the first one. Inspection Services Award for transportation upgrades. Significant amount of work that we typically don't do in house is steelwork and inspections related to steel work, canopy or the rebar itself. We would like to utilize the engineering firm that actually did the design for this, for the amount not to exceed \$7500. It will be used as needed. We're projecting somewhere between 40 to 60 hours to help us out with things that we can't do in house. And that's basically the steel work installation, inspection, canopy, shop drawings, anything related to that. With that said, I'll take any questions you might have. The fund will be coming out of ARPA money as well.

Seeing no questions Selectman Gagnon made a motion, seconded by Selectman Guessferd to approve the Contract for Inspection Services for the transfer station updates to the CMA in Engineering Inc. for the amount of not to exceed \$7,500 using the American Rescue Plan account number 7203. Carried 5-0.

D. Bush Hill Road Improvement Opportunity

Mr. Dhima and Mr. Forrence were again recognized. Mr. Dhima began saying the third item for you tonight is Bush Hill Road improvements opportunity. So for the ones that probably drove in that we can only imagine what the zigzag looks like and they feel like during the winter or the summer for that matter. So we have a gentleman that purchased 116 and 117 Bush Hill, which is adjacent to a significant zigzag out there. And he reached out to us. He reached out to Mr. Forrence first, and I was the second one that picked the short straw. And we are in front of you tonight to ask

you if the Board is willing to work or start the discussions about ways to either purchase additional right of way for future improvements or swap land. We have a piece of land over there, it's about .3 acres. It's not buildable. It's something that we got I don't know for what, but it's Town of Hudson and it's adjacent to one of the properties this gentleman owns, I think he's here tonight. In a nutshell, before we even start talking about it, I wanted to make sure that Mr. Forrence and I came in front of the Board tonight and find out if you're willing to entertain the idea to look into this at all. This will improve the geometry of the road and safety, I would say. What are we planning to do is if the Board is okay to move forward tonight, we would like to have a discussion to how are we going to how are we going to come up with a mechanism to make this happen without any financial commitment? Once we find out from a legal standpoint, how are we going to do this, either swap land or purchase? Then we come up with a cost to what it will take to get this done. The intent is to have a better product out there for everyone basically doing this road and there's an opportunity here. So we felt like bringing it to the Board and see what your feel is about this. You don't have to take any action. But the gentleman behind me is here if you want to, if you have any questions for him as well.

Selectman Morin was recognized and asked, is this near the Benson's barn? To which Mr. Dhima replied, it's beyond that. It's by the Mills property. Selectman Morin then said so this isn't the one we tried to do? The Town Administrator replied, no, this is Moose Hill Road it's kind of sort of on the outskirts out there. Mr. Dhima added, yeah, it's right before Moose Hill Road. There is some kind of retaining wall on the side. It's an issue for plowing. It's if you're familiar to that. Milling operation at Mills property. The timber harvest over there. It's right in there.

Selectman Gagnon then said and Mr. Dhima, why I'm looking at the GIS map now. Why does Hudson own that little tiny triangle? What's the history on that? Mr. Dhima replied, no idea. The Town Administrator added, no idea. It could have been a tax deed. It might have been something when they mapped it out. Mr. Dhima added, we've got these dots all over town, that's all. We own it. That's all that matters. But it's about 0.3 acres of it. So I don't know if we can just we have to check with legal on this if we can swap. The Town Administrator added, it will be a bit of a process involved. But at least you wanted to get the authorization to speak to the gentleman, work with the gentleman, possibly to develop some sort of plan for future consideration. He didn't want to run off and do this without the Board saying, yes, we've heard of this. We agreed at least explore what the possibility is.

Selectman Gagnon then said one of the question too before we go into like cost and time and effort, what's the traffic count on this road? Is it worth this amount of effort? Mr. Dhima replied it gets its fair share. I don't have an exact number. I can look into it, but. The Town Administrator then added, I think the plowing alone would probably make it worth it while because Mr. Forrence's crew has to plow this. Selectman Gagnon then said it's a bad corner, the road's ripped up. I pedal bike around that corner and I think I'm going to get hit every now and again. So I totally understand the safety concern. I just want to try to add a value to the cost we may be putting towards this. Should it be fixed? Sure. Do we have the money to fix it is a high priority? How much traffic? How dangerous is?

Mr. Dhima replied, I totally get your question. So I think this is more along the lines of planning for future straighten the road out. That's what you typically do you look for ways to improving things. But this will be only a commitment to get the right of way where you have the opportunity and you have someone that's willing to work with the town. So it's not like an eminent domain down the road or something like that. As far as getting rid of that corner at some point or straighten that road out, there will be something that the public works can do on the paving program or some funds that we can get or a grant or anything like that. But the first step to do anything to even consider doing something is secure in the right of way. And I can tell you from personal experience and the projects with them with right now that acquiring right away it can be a process like you would not believe. Especially in this state. So we felt that if the opportunity presented itself, should we look into it or not?

Selectman Gagnon said and one last question for you. I think I generally support looking into information. I can't say no to information, I guess, but how wide is the right of way right now? Do we

have any wiggle room to widen it at all? I mean, the roads itself is tight. Mr. Forrence replied, 30 feet. Mr. Dhima added, our standard is 50 feet. So it gives you an idea to what we're dealing with.

Selectman Gagnon then asked, so can we even widen the pavement that's there at all or are we within the max of the right of way? Mr. Forrence replied, you're in the max of the right of way. Mr. Dhima replied, you would not have any value because you still won't be able to get rid of the zigzag. And you typically don't do widening of the road right at the edge of the property or right at the edge of the right of way. You always want to give some room for plowing operations, so we not pushing all the snow right next to private property. But yeah, our standard right of way width right now it's 50 feet and that is one of the old ones, which is about 30, I think. So the width of the road, which is about 24 feet, pretty much takes over the whole kind of right of way. Mr. Forrence then said 50 feet before 50 feet after it 30 feet right in between.

Selectman Gagnon then said and last question, I'm sorry for this. The gentleman in the background is this Tyler or Mr. Donald Tyler. So that's that property right there. Thank you, sir. And that's all I have. Thank you.

Mr. Dhima then said so we ask what's the wish of the Board? Selectman Morin made a motion, seconded by Selectman Roy to authorize the Town Engineer to work with the Public Works Director and Mr. Tyler for scope of work and fees related to the potential purchase or trade of right away on Bush Hill Road. Carried 5-0.

E. Town Wide Paving Contract

Public Works Director Jess Forrence, was recognized and said I'm here again this year, which was very difficult putting this thing together where prices are, fuel costs, everything else. We waited a little bit longer this this year before we really looked at things to see what other towns were doing with their saving contracts. Sometimes we're just rolling them over; Derry, Londonderry. They weren't going to go out to bid. They were afraid what they were going to get. They deal with, I believe it's Continental. They said they would they would hold their costs on some things, but an escalation would be for the cost of liquid asphalt. We knew it was going to come back in. We were. A little bit. Disappointed where it went. But when we pull up to the fuel tanks, you can understand why the increase was there and I was telling the foreman that the bottom line is here, just like it is every year when I've come here in the last three or four years. Bottom line is here, everybody pays that. Everybody pays what's at the pump. It's what we do after that as a concern to us where the price goes. What we're not going to pay if the price is up, you know that much higher. Brox come in we were pleasantly surprised where most of it came in. The liquid asphalt price is what it is. But they helped with the reclaiming and the milling of the roads, which made a big difference for us. Right now if we if we go at Brox's I think the hit is going to from where we were last year is going to be about \$55,000 difference in price. Outside bid when we've taken the state, when we've looked at other communities, it was well above that. So I think we're still better than most just rolling this budget over, ah, contract over again. It's a hard pill to swallow, but it basically comes down to what doesn't get paved this year.

Selectman Morin was recognized and asked what roads are you looking for this year? You have anything off the top of your head? Mr. Forrence replied, well, the way we went into it this year with the winter we had being cold, the next day it rained. Frost in the ground, frost heaves, Pasture Drive where a plow actually dug into the road. It was so wet and mushy. So we're taking our worst roads to our best roads. What will happen with the 55, around 55,000? Some roads might not get topped that we did last year. We have base pavement on and we put curbs on them. It might not get top put on it to cover the cost so we can continue taking care of some of these bad roads. Selectman Morin then said my question is, if you don't put the tops on, what's the liability of something happened with that

base coat? You're right. It can. But if you do it, it's not unusual to go one or two years without any problem. A Street it's been two years. We'll look at it again, see if it's a third year. And the best thing you can do is drive, drive over it and look at it, see how the porous is, sweep the road, see what condition it's in, and that'll determine where on the list it'll, it'll go to. But I think we've got it pretty well covered and we just got to keep going on the bad streets, whether it's a road with two houses on it or a road with 30 houses on it, we still got to take care of it, you know, and still cost money. So I think this is a pretty good plan. We can do going forward and get as much done as we possibly can.

Selectman Guessferd was recognized and said I'm not usually a fan of no bidding, you know, of going. But, I'm not sure how much of a how much it would be to what the outcome would be if we went out and did that. I'm not sure the outcome would be different, but I'm not usually a fan of not competing things out there. We live in a very strange time right now. And, you know, I mean, I could see going either way on it. But it sounds to me like, based on the research that you've kind of done already, that that this may be the best price we're going to get. You know, I probably maybe might be, you know. Mr. Forrence then said with waiting so long to go out with our costs in other communities has already gone out for theirs. The State of New Hampshire, you forget how many millions of dollars they spend. We get kind of an idea where we want to be. Can't always guarantee that we're going to be there, but we get an idea of where we want to be, and we come pretty close to that. Where we want to be, you know. But everybody wants to pay \$2 a gallon again. Seeing no further questions, Selectman Gagnon made a motion, seconded by Selectman Guessferd to waive the bid process and contract with Brox Industries for the FY23 Town-wide paving contract. Carried 5-0.

F. Radio Infrastructure Project

Fire Chief Rob Buxton was recognized and began by saying, Good evening, Madam Chair. Members of the Board. Tonight, we're here to request the removal of \$91,456.62 from the Communication Equipment and Infrastructure Capital Reserve Fund. This project will actually couple with the infrastructure project we've been doing for the Public Safety Radio Network, phase two, which we'll be finishing up in June. Earlier this year, we were fortunate enough to secure an FCC license from the federal government for the Highway Department, Public Works department. Excuse me. And basically, you're going to move them from low band 1960s technology to high band 2022 technology. Part of that comes an additional cost that comes with that is the actual purchase of mobile radios and a new base station unit for their facility. So part of this project will be to purchase 35 mobile radios for their town owned equipment and additionally to install an APX base station within the public works facility. And the reason why I call it the APX Base Station is because that also will provide an ability for us to couple the police, fire and now Public Works base station infrastructure and actually have interoperability between all three facilities will be able to be able to share resources once we get the IP network set up on the back side. So that is a big upgrade for us. Additionally, we're asking for two mobile radios for the Fire Department that round that number out. The Capital Reserve Fund was established in March of 2013 and the purpose was for the repair, replacement, improvement of town radio, communications system, equipment and infrastructure with the Board of Selectmen as agents to expend. Currently after the infrastructure project, there'll be a balance of just north of \$249,000. We're asking to remove a little over \$91,000, leaving a balance of \$157,716.33 remaining in the fund.

Selectman Gagnon was recognized and said Chief, did I hear that correctly? Is this new technology a higher frequency or. Chief Buxton replied, yes. Selectman Gagnon then asked, if it's a higher frequency, do you need more repeating towers? Because higher frequency is... Chief Buxton replied, no. this will couple nicely with the infrastructure that you've already planned out.

Selectman Morin asked, are the two radios for the new trucks? Chief Buxton replied, Yep. Selectman Morin was again recognized and asked where it's all interconnected now so if we had an issue with the fire station, you could move dispatch to PD or Public Works type of deal? Chief Buxton replied, by

June, we should have the IP networks established on the fiber and we'll be able to control resources from each other's facilities. So that's one of the big upgrades with that.

Seeing no further questions *Selectman Gagnon made a motion, seconded by Selectman Roy to authorize the purchase of the listed radio equipment for the Public Works and Fire Departments. Funding to come from the Communications, Equipment and Infrastructure Capital Reserve Fund for a total of \$91,456.62. Carried 5-0.*

G. 2022 Town Election Debrief

Town Moderator Paul Inderbitzen and Town Clerk/Tax Collector Roger Ordway were recognized. Chairman McGrath said so you're going to give us an update on the Town Meeting? The Moderator replied, yes. Before I start the update on the election I can't review these results without making a statement reassuring the public about the integrity of our elections here in Hudson and in New Hampshire. I've been disturbed by the nonsense and lies that have circulated regarding our voting machines and the accuracy of our election results. There is absolutely no basis for these claims, and the only purpose of them seems to be causing unsuspecting voters to become suspicious about a process that should be above suspicion. If anyone has questions about our elections, I invite you to talk to me, or any of your neighbors and friends who have volunteered their time every election cycle, to assure that we have a smooth and issue free election. Better yet, I invite you to participate in an upcoming election as a volunteer so that you can see firsthand how it happens. Talk to us. Don't listen to stuff that's just out there. Thank you.

The Moderator went on to say, I've sent you the statistics for our elections. My estimate is that we had a 27.1% turnout, which I think is the best we've seen in a while. Partly because our total voting rolls have been now a little bit more realistic than they were after they removed the 4,500 people that haven't voted since 2016. It was a fairly except for last March, it was a fairly average town turnout of just a little over 4,000 people. If you look at March of '20, March of '19, it was about the same. I have to say that this is the first time that we had two locations for elections. I think it went pretty smoothly. A little confusion. There were funny thing that the one thing that I claim that came out that I forgot to tell the School Board yesterday was that a number of people came up to me and said, we didn't know where to go in Alvirne. There's apparently a number of people who have never been to Alvirne and didn't know what door to go in. So that was something that I didn't even consider when we were doing setup and all of that sort of thing. But I didn't hear any complaints about the location. In fact, the people that went to Alvirne kind of liked it. I have to say, the DPW staff and the staff at Alvirne were just great in setting up and tearing down. They did a great job on it. The staff at Alvirne was the custodial staff was great and helping us keep things going. And of course, the Chef Bressler and the culinary arts kids that provided dinner for us, which we weren't sure how we were going to do that. And they offered and it was very good. It was very nice to work on with that.

The Moderator continued saying, if you see from the statistics that we had a few more people in Ward one show up 2271 as opposed to 1990 and more two. But there are about 1000 more voters in Ward one since we made the move of the zone for Ward one, it added a few more people. So that that seemed to work out pretty good. Chairman McGrath interjected saying before you go on with that, didn't you just say that there was no change in the actual total number of voters? Mr. Inderbitzen replied right. If you look at the statistics. The total number of voters on the rolls? Chairman McGrath said no, that voted. That actually came out to vote. Mr. Inderbitzen replied, right, we had 4,259. But if you look at 2020, it was 4,156 and 2019 we had 4,539. Chairman McGrath then said so the addition or the addition of a second polling place didn't really result in having any more voters turn out than if we didn't do that. The Moderator replied, no, but it did make it much less hectic. We didn't have the long lines. The only backup we did have was because of the length of our ballot, was people waiting for an open voting booth, and also to check out because we had the three machines at each location.

So people did have to wait because they had to put in their ballots in different, different machines, but never very long, as far as I can tell. From what I've heard.

Chairman McGrath then said I just find it interesting that there wasn't an increase in voter turnout because, you know, we got a rash of complaints at the last couple of voting cycles when we only had one polling location and we thought that having a second location would increase the number of turnout. And that didn't happen. So I find I find that puzzling and sort of disappointing as well, because we were hoping to increase the turnout. And that clearly didn't happen. Mr. Inderbitzen replied, not really. Percentage went up, but only because the total voting checklist went down. But at least it didn't it didn't go down. It didn't really go up much. But what can you do? You can only do so much. We did everybody got a registered a mail not registered, but a mailing of where they were supposed to vote. We had very few people that we had to redirect, so that was good. The map of where you should go to vote was out there. Pretty, pretty. Well, I think the Administration did very well in getting that information out. That was helpful. So I didn't I didn't hear a lot of complaints. I was at Alvirne for the day, and we had a lot of people say, hey, this is pretty good. Just a few people that said we didn't know which door to go in, which I thought was very funny. So there are people in town who have never been to Alvirne High School. And actually our DPW staff coming back at 8:00 at night to tear down the booths and everything and to get everything out of there so they could set up the next day. That worked. That worked very well. I think they were out of there before nine and I think I was at the community center by 9:34 doing all the totals.

The Moderator went on to say, our ballot numbers came out pretty good. Our checklist, actually, we're very close with all our numbers, which was good. I was kind of concerned because when you merge two locations into one and then try to get all your numbers and everything with different people doing different things, it worked very well. At least that's my impression. I haven't heard anything different unless the Board has. Looking ahead, we have a September primary and a state general election in in November and then March elections next year. So if we're going to continue with this, I think it really helps us, especially with the state primary usually is not...normally we've said, well, it's not very well attended. But the last one we had, over 4,000 people show up for a state primary, which was double what we've had in the past. So we're going to have to expect that we're going to see about the same kind of crowd for this state primary because it's governor, executive council, our state reps, US representative and a US senator. The political climate, seems to be people are more involved in that whole process to go through.

So one of the things I know we're on a default budget, but I'm hoping that we will be able to find some of the funds that we needed because I propose to do the electronic poll books next year. This would be a big help in the efficiency in the check in process. And also, I'm pretty sure you get good reports out of that that you don't have to do hand counting of all kinds of stuff. And I would like to see that I'll work with the Administrator and see if we can't do something to move forward that I'm planning to at least go and get the initial information from LHS. And, well, there was another vendor out there, but I can't nobody seems to be able to get in touch with them. So and maybe get a demo going what we can do. And I'll let the Boards know when that happens and my own people actually get a demo going and see what it offers and, and what we can do. I'd like to move forward with that. I really don't want to go into 2023-24 cycle without having that at least tried at the primary and the state election because we get in and then to in 2023 a town meeting and then in February '24 have a presidential primary and a town meeting.

Selectman Roy was recognized and asked what was the price tag on those? The Moderator replied, I put in 17,000. There are about \$1,700 per unit. I wanted to get ten units. And the other thing this year is that I did, I rented we only have five machines and boxes. I rented a machine from LHS and they didn't have a box to go with it. So I went to Merrimack, moderator and Merrimack, and they said, sure, we'll help you out. So we borrowed one from them because their election is until April. So we borrowed a box from them. So I had three at each location and that was that was good. I wish I had maybe another one or so. But until we see what the state's going to approve for new voting machines, because these are getting so old, they need to be replaced.

Selectman Gagnon was recognized and said Thank you. Let me first start off by saying the Clerk and I had a quick conversation today in passing and I want to actually apologize. I've been part of elections as a as a resident for a couple of years, coming in late night, watching everything happen, being all excited. And I did share a little post of initial estimates. I didn't make it known those were initial estimates. And I know that caused some confusion for you gentlemen. So please, I'm sorry for that confusion for people calling you about why the initial estimates were different. So that that aside. Sorry about that. If we could, could we jump if you're all set? Mr. Moderator, I'd like to....The Moderator said if anybody has any questions about the process that we went through with the election. I'd be happy to.

Selectman Morin was recognized and asked two days are gonna be all set with the schools? Mr. Gasdia replied, so we will be all set. We do. We did have a wrench sort of thrown at us by the state. The original plan was September 13th was going to be a remote day just like this was at Alvirne. The state has now come down and said that the only reason you can have a remote day is for weather reasons. So we just have to figure out what exactly that means. And maybe it'll snow in September, even if it doesn't snow. The Moderator replied saying well, there's nothing preventing the school from saying, hey, Alvirne's going to have a snow day because you have to make you have to make those up anyway. Even if the rest of the school district doesn't need it. We could always work it around with it. Mr. Gasdia replied so we will figure it out because it did it did work well. The Moderator agreed saying it did. It was very, very convenient.

Chairman McGrath asked, anybody else? Selectman Gagnon said thank you, Madam Chair. So if we were. Thank you Moderator. To the Clerk, Mr. Ordway. We talked again a little bit about what happened. There's a lot of confusion about absentee ballots. We had some residents speak up about their concerns. Can you, with all due respect to naming names, but kind of set the record straight for what you believe was the chain of events around absentee ballots. And if there was a problem, how was it fixed? The Town Clerk replied saying yeah, that was probably the one hiccup that we had. I think everything else went really smooth. And I'm not here to point fingers. I just want to make sure everyone understands how it works. So when it comes to the town ballot, I go to the deliberative session. After deliberative session, I come back. We make any changes to the warrant articles that have to be made, and I submit that in for review. It comes back to me, I have to read through it, I send it over to Steve. He looks at it. I'll send it to Paul. He'll look at it. The more eyes, the better. Make sure everything looks okay. If everything's good, I approve it and I order the ballots. In regards to school ballots, I do not touch those. Those are strictly the schools. They do their ballots. They send their ballot in. They get approval. However, that is I don't know. But this year they came late. And theirs was a week before, their deliberative, was a week before ours. I don't know where the breakdown was. I remember I sent an email, I got mine. I didn't have the schools. I said, where are your ballots? Well, we just got them approved today. So I had to go another route so that people could get their... would be allowed to vote with the school ones. So we had to do the paper ones with a letter saying, sorry, fill this out. We're going to have to hand count these. My office was getting blown up saying, well, where are these ballots? So. I couldn't really speak to where they were. I just said, well, we don't have the school ones. We have mine. You're going to be they've gone out in the mail and this is what you're getting. And that's really the best thing we could do to be able to let them vote. It was either that or we sent out the town ballots without any school ballots. And I really didn't want to do that. I want at least let them vote if we had the hand counted, which causes more on us at the end of the night, so be it. And that's and that's what we did. So going forward, we just we got to be better as far as getting them approved, I don't know how many people approved them at the school level. With me I get them and I could just approve them and send them, but I prefer to let Steve look at them and Paul look at them just to make sure we have three sets of eyes.

Chairman McGrath then said excuse me Roger, Selectman Roy wants to jump in. Selectman Roy said umm, so did we have a similar issue last year? The Town Clerk replied we did. Selectman Roy then said I think that this issue is serious enough that we might want to consider having a meeting with all the stakeholders in the room to figure out what a solution is. You know, cuz I mean, I don't

know what the answer is, but obviously it's unacceptable and we can't keep letting it happen. The Town Clerk replied correct. Selectman Roy then said so I guess what I would suggest is, again, we have a meeting. The school can have whatever representatives they want there and we can just sort of try to come up with a solution about what we do. So that doesn't continue to happen, right? The Town Clerk replied right. I would agree with that. Mr. Gasdia added, I couldn't agree more. The Town Moderator then said one of the things that SB2 being an SB2 town, is they set the timeline for the deliberative sessions and they don't give you a lot of time between the deliberative and the election when you have to get your ballots. Even before we get our ballots, we get the absentees in. They send those out right away. So if once we've set our warrant. Perhaps it'd be better if we could send that to the printer's right up front, or LHS they do our printing, right up front, so you could get them priming their whatever they have to do in order to get printing done. And then immediately after the Monday after the deliberative session, you go in, you go to them and okay, here are the changes they can make the changes. And then we can say, go ahead and print once we get a proof that we like. That might be a way to approach it.

The Town Clerk replied, I actually did that this year. I sent them the warrant articles before the deliberative because they called me and said, why did you send this before the deliberative? I said, so you guys can get them in the computer and ready and I'll let you know. The change is Monday morning. So I was even trying to get ahead of that, knowing that this week I was the second week and I looked and said the 12th and then things on the eighth. It doesn't give you a lot of time. So and I think that did help. Because I got them back before the deliberative. They actually sent me the proof, which I couldn't do anything with until after. But and we changed a couple of things. There was a Board of Selectmen made some changes to votes. Somebody was missing from some of the votes. And then there was that one, Steve. The Town Administrator said the operating budget where it was amended on the floor at the deliberative session. So you have to wait till after deliberative to get your final. But what he again, what he emphasized was he sent it this what they could at least get it set up. The changes are relatively modest after that. Selectman Gagnon asked, are you all set Selectman Roy? Thank you. Madam Chair, if I may. So two more topics there. Just one sentence. It sounds like you kept your responsibilities on schedule. Is that correct? The Town Clerk replied, that would be correct. Selectman Gagnon replied, thank you, sir.

Selectman Gagnon went on to say, and so two other topics for tonight. I might put these in different orders because I think the tax impact may be a hot button item. You and I quickly talked again. I sent you a document. I only have two copies. Forgive me. My fellow selectmen can pass those around for review Selectman Guessferd I digitized it and send it to you to look at. This is just a recommendation, I think I asked and I'll ask again in public do we have when a candidate comes in, they say, I want to run for office. We give them an application form, do we give them any kind of reference or support material to give them some guidance on what it is to be a candidate? Do we have anything like that? Selectman Roy added for instance, like way to put something where you can and can't put signs when you have to get your signs back. You know, those kinds of. The Clerk replied, no, there's nothing and there's nothing in the law that we have to give them anything like that either. Selectman Gagnon replied, understood. Selectman Roy replied, understood but I see a benefit to doing that. And we could add things in there like Candidate's Night and some of the services that HCTV offers to candidates and things like that.

The Moderator then said I did this year, as some of you know, I did send out to all the candidates, because we had a new location, a map of where, Sign regulations were I sent them a copy of the ordinance at the Selectmen that is in our ordinance and a map of where they could set up signs both at Alvirne. Well, it's understood Community Center everyone knows it's across the street. 75 feet is the limit. So we went out and I said, okay, right along the fence for at Alvirne, where the parking lot is that everybody would have to pass that to go to get into the location. And so I think I did that this year. I think it was the first year I may have done that. I went out to every single candidate letting them know, these are the rules. You have to do this, you have to have your signs manned. You can't put a sign up and then walk away if it's on the property of the voting location. So and I made that very plain. That's state law that's not our law. That's a state law. So and I think I think that might have

been helpful doing that in the past, too. So yeah, there is some rules about removal of political signs and that sort of thing. So that's a state law we'd have to put together a little packet. Selectman Gagnon then said and so that's I think I appreciate what you've done regarding the voting locations and informing the candidates. There certainly was was good to help fill that void. What I tried to propose here and by all means it's just a temporary draft is that, you know, you can Google what are our regulations. You can get either the New Hampshire government site or you can get like New Hampshire DOT has some more English versions of what to do. And that's what I was kind of playing on, is providing a document like this that doesn't list out the whole law or reading it like law, but it references a couple key points that I think and I know I've talked to Mr. Malizia, you know, we're not looking to be strict and really cut down and be difficult in this town for political signs and stuff. But I think there are some minimums we should try to advertise and inform candidates of, you know, when it comes to signage, you can't put it on town property, you can put it on state property. How do you know what town property is? You know, check out our GIS. You know, when you have to remove those signs by even as simple as any signs, whether warrant, article or candidates legally require the sponsor's name and their address on the back of the sign. So that if they're put in a wrong place, the removal of signs can be illegal. You can't just pluck them up. So you're supposed to call the person on the back of the sign and say you need to remove your sign unless it's Hudson Police or DPW. So those are the kind of things I think are just small enough to be of value to provide to candidates when it comes to signs. And on the back, conservationist and me, I listed the littering fines because we do inevitably get a lot of signs that stay up all year round and then end up in the woods. And I want people to know that if you do leave your signs, there is a potential for a fee. So that's kind of what I was getting at here. You guys are in charge of this, so I just recommend that you might consider something.

The Moderator replied saying well that part the moderator really doesn't, except for the polling place and the property of the polling place. I don't really have any control over signs on the other parts of town. I will look into the state law on that and what their regulations are, although they're more for primaries and state elections. But we can still apply those to town elections as well. I know the Zoning Administrator did get some calls as to where people could get signs, and that's something that's never come up before to me. But I don't have control over that. That is only I have control over the polling place and the grounds around it.

Selectman Gagnon then said okay, thank you, sir. Then I'd redirect my question to my fellow board members. Selectman Roy said I mean, I think it's a it's a useful idea to put something together so everybody knows the rules. Selectman Morin said my question is I can understand that too, but how are we going to enforce it once we say there's rules how are we going to enforce it? Selectman Gagnon replied so it's a great question. And I think the first step is you can't even ask how you enforce it without telling the people of the rules. Selectman Morin replied, understood. Selectman Gagnon went on to say so I think this might be the first step. So we know they're not signing this, but, you know, we hand out a candidate application, hand out this, you know, be aware. And we also recommend you do your due diligence, go online and read all the laws, not just what we're handing you. And then if we do have serious complaints, we can say, hey, we gave you the information. We told you where to look, you know, maybe a slap on the wrist. I don't think we're going to get real strict about enforcing this and causing fines, but at least if we pass out the information, we did our basic due diligence. That's my thought. Selectman Morin then said if you drive around town today, there are still signs everywhere. Selectman Gagnon replied, absolutely. Absolutely. And that's where I kind of want to put that littering in there, because eventually, if it gets to be a hassle enough, you know, charge someone with littering. Selectman Roy then said I can tell you there's been a sign sitting in the middle of Evergreen and 102 since it blew out of the ground.

The Moderator then said Madam Chair, if I could just go back to the absentee ballots, I wanted to bring up to you the fact that even with all those complaints and stuff, we only got two absentee ballots that came in the day after the election. Only two. And they were both mailed in Hudson. They weren't from out of state. So we assume that the ones we got back from out of state, of course, we send out absentees, but they don't all come back. And that's kind of usual in most elections. But just, you

know, just we only got two back. Selectman Roy replied, but I'm not sure that it really matters. They should get their absentee ballots, you know. Whether they choose to do it in a timely manner or not. The Moderator agreed and then said in fact, we just got a packet. That clerk just got a packet from the Postal Service today. I haven't read it yet. He's going to look at it and I'm going to look at it about election mailings. It'll be interesting to see what the Postal Service is going to say about election mailings.

Selectman Gagnon then said so if I redirect just real quickly so I look at my fellow board members, would you be applicable to having a document like this if it's our authority? Could we make something like this? Any changes you recommend to what I proposed that we put it with the application to give to candidates. Would that be an okay thing to do? Chairman McGrath replied, we can give them anything that you'd like, but the fact that they are going to read them, you can't force them to read whatever you give them so...The Town Administrator then said I think you should have at least a legal review of whatever we pass out just to make sure. If you can get that to all the Board members, maybe everybody could take a look at it. Is there any concerns or criticisms or changes and then have a legal review? And then at some point, if you want this is the document we would, this is informational only. Selectman Roy and Selectman Gagnon replied, Yeah that's all.

The Moderator then said I'm required to post the ordinance on campaign materials at each polling place, which I did 72 hours prior to an election. So I did that, but I also sent a copy of it to all the candidates with. With the maps of where they could have their signs and stuff. So, so I think that was the first time I did that and I said, you know, we really should be doing that. So I think this other thing about around town, I'll look into that with the secretary's office and see what the requirements are and if it applies to town elections as well. Selectman Gagnon said I'll forward you a copy for your reference. Thank you, sir.

Selectman Gagnon went on to say and so the last question on this topic for a town elections, as you know, both School and Town had a default budget. Some fingers are pointed and I've heard some residents' feedback, numerous residents' feedback saying that when you look through the warrant articles, you know, you'll see tax impact at the bottom, which is helpful usually, you know, \$0.33, \$0.10 increase. But then when you look at the budget, the budget said \$6.83. So to kind of a layman who may not understand it, even to myself, to be honest, you would think that the tax impact of the budget was going up \$6.80, which is astronomically insane. And that wasn't the case that that actually was what the new tax rate would be. So my question presented to both you gentleman and the fellow Board members, we I believe we have the authority to change how the warrant's written. Should we, do we have authority, to actually put under the budget what is the increase from last year, not what the actual tax impact is. Does that make sense? Selectman Roy said or both. Selectman Guessferd said maybe both. The Moderator said the School does both. I noticed. And I think the town did vote to put the tax in the town did a vote a number of years ago to put the tax impact on the warrant. Selectman Roy said But like Mr. Gagnon, I spoke to quite a few people who thought that the taxes were going up \$6.53. Selectman Morin said I had the same thing. Selectman Guessferd said a lot of people were misled. They said nope. The Town Administrator said the tax rate impact is \$0.33. Estimated rate is now \$6.85. Selectman Roy said yeah, just something to make it clearer what we're trying to do. Mr. Inderbitzen replied that's a subject of the Board of Selectmen in the warrant. You guys make the warrant. We don't. So that's in in your bailiwick and you guys can work on that.

Selectman Roy asked so are you done with that? I just have one question that's actually not here. One of the other things that I noticed is there's a lot of signs that said vote no on number two. The problem with that is there are two number twos. Right? So my question is, can we legally have one warrant that says one, two, three, four, five, for instance, and the other one say ABCD? You know what? The Moderator replied, I don't know. I don't I don't know if that's I want to get I have no idea. I want to get rid of the town. The school always has their elections and then the warrant articles one through. This town is always said, well warrant article number one is the elections. I don't think we should do that because then you get warrant article number two is, are you in favor of zoning amendment number one as proposed by the planning board? I think it gets very confusing. I'd like to

get rid of that warrant article number one is the elections have the elections and then these are the warrant articles one through whatever. The Town Administrator said that may be a Secretary of State type of question. The Moderator said we'd have to find that out. The Town Administrator said I'm not aware you can do A, B, C. Selectmen Roy then said Yeah But something that would differentiate between. The Town Administrator then said whoever posted those signs that was a mistake on their part too. The Moderator said we don't know who posted those signs. Selectman Roy then said and I understand that but there's not much yeah, right. The Town Administrator continued saying, it should say Town #2 or School #2. I don't know which one they were saying no to. Selectman Roy said I don't know either. The Town Clerk then said Brett right that down.

The Moderator then said but there was, there were some things there were, there were some things like that that occurred. There was that mailing that went out about the hand counting of ballots. That was illegal, according to the secretary of state's office, because it did not identify or not, the Attorney General's office. And. He sent a notice out to all the towns and moderators and everything about that. They were going after that as a you know, you just can't go ahead and mail something out to everybody that is not identifying who's doing the mailing and who's responsible for them. Selectman Gagnon then said that's the exact same legal reference I had for political signage. Any political advertising falls under those requirements. The Moderator replied, yeah, well, I'll look into that and we'll see what we, what we, what we find out.

Mr. Gasdia was recognized and said so just building off something that Ms. Roy said earlier, what you know, because obviously the absentee ballot I think we need to align on. Right. So this doesn't happen, but maybe even the warrants. So maybe if we have someone from the School Board, someone from the Board of Selectmen and Roger, if you can help out and we'll get someone from the School District sort of meet and align now when there's no election going on, that might be something we want to do. Selectman Roy added and then bring those proposals. Mr. Gasdia agreed saying and bring those proposals to the separate Boards. I think if we had the same process, then there's no breakdown, right? Because everyone's doing the same thing, right. The Moderator added right, because next year, as they usually do, they swap school and town for the deliberative sessions. Mr. Gasdia responded, but again, if we have the same exact process, then that, you know, the warrants, we've all figured out what they're going to look like. The Moderator then said I think that's a good idea.

The Town Clerk then said maybe use the School Clerk position to really look at that ballot and maybe partner with one other person to verify it instead of like saying, I'm going to give it to you and you and you and you, and you know what I mean? I think that's where probably the biggest breakdown was when I was talking with the school was like, Oh, when he had to here, to here, to here and then it sat somewhere for a while. So that might be if you cut the amount of hands looking at it maybe. Mr. Gasdia replied, yep, I agree.

Selectman Gagnon then said last but not least to your point is to guys, for the sake of taking action, should this Board nominate someone to stand up to talk about these issues? And then when your Board gets together, you do the same, and then those two or three or four individuals will get together to do something? Selectman Morin was recognized and said I think it's pretty simple. We have a liaison. Selectman Gagnon replied, okay. Done. Good idea. Seeing no further questions the Chairman moved on.

Selectman Morin made a motion, since the Town Attorney is here, to change the order of business and to discuss New Business item **8P** at this point. This was seconded by Selectman Roy. Carried 5-0.

8P Discussion - Budget Committees Vote to Change Bylaws

The Town Administrator then said I'm assuming you're recommending that we take a brief recess to do an attorney-client session? Selectman Roy said that's right. Selectman Gagnon then said may I amend that motion to clarify that we're going into nonpublic based on RSA 91-A. The Town Administrator corrected Selectman Gagnon saying, we're going into Attorney-Client. It's not the same thing. Selectman Gagnon replied, okay as long as its reference. The Town Administrator then said so for now we'll recess so everybody who's not the Attorney needs to go into the green room.

At 8:54pm Selectman Roy made a motion, seconded by Selectman Morin to go into Attorney Client Session under 91-A: 2 I (b). Carried 5-0. School Board Chairman, Gary Gasdia was asked to attend the Attorney-Client session. The public was asked to leave the room.

The public meeting resumed at 9:16pm.

Selectman Morin made a motion, seconded by Selectman Gagnon to have the Town Attorney and the School District Attorney coordinate together to draft correspondence to send to the Budget Committee related to the Budget Committee's vote to change their bylaws. Carried 5-0.

Selectman Morin made a motion, seconded by Selectman Guessferd to go back to the regular order of business. Carried 5-0.

H. Purchase of Police Utility Vehicle

Police Chief Tad Dionne was recognized and said Thank you, Madam Chair. I come before you today. You ask first that we waive the bidding process for the purchasing of vehicles and allow us to bid from McFarland Ford of Exeter, who won the State of New Hampshire 2022 bid. A Ford Explorer. The cost of the vehicle would be \$32,335. The packet you have says the bidding closes April 30th. Bidding actually closes Friday. They just called us and told us that they are closing all bids for 2022 on Friday. Chairman McGrath asked, this coming this Friday? To which Chief Dionne replied, that's correct. Friday the 25th. So the problem is there's no vehicle, there's no vehicles available. So we would even if we if you give us permission to purchase the vehicle, we're looking at September for this vehicle. We would encumber the cost and it would be in the fiscal 2022 budget.

Chief Dionne said so just a little bit of an aside. So everybody's understands and I'm sure you probably do, but I don't want to I want to forget to kind of mention this is probably somewhat due to the pandemic, but definitely also due to the lack of computer chips. There's been no production of vehicles. And so when you drive by your local, you know, your local car lot, you notice there's no there's no cars on the lot. Previously when we would purchase cruises, they would be already available sitting on a lot at for instance at Colonial Ford, who was the Boston bid winner for that area, that municipal one. And we had asked the Board a while back to waive bidding and allow us to purchase because it was the generally the best price we were going to get. McFarland Ford actually is better this year in the pricing than they are to begin with by, by a pretty good amount. But if we don't order, we don't order the cruisers now I am I fear that we won't have them for next year when we need them. So at this point and that's why that will lead me into too I on the next one.

The Town Administrator then said so it's a state bid list you're looking to, which means the state has gone through, done all the work, all the heavy lifting, and basically we're getting the state price as opposed to doing it ourselves and probably ending up with either that price or a higher price.

Selectman Gagnon was recognized and said just I've asked everyone to this tonight. Is this part of your budget in the default budget? This is all? Chief Dionne replied, yes, this is I'm sorry, I should have said this was reviewed by finance as well. Selectman Guessferd was recognized and said I know this goes to the next one as well. This one is \$32,000 and the other ones are \$26,000. Chief Dionne replied, they're actually they're the same. The Town Administrator said trade and values, I think, affect the price. Selectman Guessferd replied with the 103,000. Okay cuz I was a little confused about the dollar amounts.

Chairman McGrath asked, so are they assured that they are going to get the vehicles even though they're going to be later? Because it seems to me that this is kind of a nationwide problem. Chief Dionne replied, I wish I had an answer for you. I'm still waiting to Chevy pickups from last budget period. Well, one from last budget period. And they explained to me that on February 14th they started construction on them for us. So we are literally ordering vehicles and at some point they will be constructed. And we're looking at maybe for this Ford that I'm asking for in this budget period for September.

Selectman Roy asked so will it be will the vehicle be the current year it's built in? So you're not going to get by like a 2022 vehicle in 2023 right? Chief Dionne replied, we are ordering a 2022 vehicle right now with the understanding that it will be constructed in 2022 of September. That is correct. That's what we're asking. But you make a very good point we have to spec out the whole vehicle, including parts we need in order in order even to purchase this. We have to tell you exactly what we're getting. So we are asking for 2022, in 2022. And they're telling us that we that we may get it by September. So, you know, the problem is we, I'm even more fearful that if we don't order them, that we're....Selectman Roy interjected saying I get your point and I'm not saying you shouldn't, I'm just you know you base your life cycle on that. Chief Dionne replied, I know it's a tough playing field right now for the vehicles. Selectman Morin was recognized and said I mean, look how long it's taken to get the engine. You know what I mean? Same thing was, what, two years ago now? Selectman Roy replied, right, yeah, I understand. I just, you know.

Selectman Gagnon then said I'd like to make a motion, Madam Chair. Chairman McGrath asked, well, let's we all done with question because this is kind of a... I don't think we've ever been in this position before where we wanted to buy a vehicle in the current year and because of computer chips. But I also understand that there are other things that go into the vehicle that are also delayed. I mean, not maybe not this vehicle, but overall, I mean, because everybody is running into the same problem. And it's not just police vehicles.

Chief Dionne replied, I think that's one of the reasons why they're stopping the acceptance of bids. Why they even expected to stop the acceptance of bids by April 30th, because they wanted to say that's all we're going to be able to make up to this point. So now they literally I want to say that they call you today? They called Captain Bianchi today and said we actually are going to stop the bidding. Ford is stopping the bidding process on March 25th now, not April 30th. He was he knows that we were trying we were we were bringing forward today. So the person, our liaison there was basically telling us, hey, you know, Ford just came forward. They actually have to stop earlier. Chairman McGrath replied, I'm not saying that I'm not okay with what you're requesting. I'm just wondering if you're, you know, you're going to be expecting vehicles and then all of a sudden they're going to come up and say, sorry, we can't we can't make them for whatever reason, because the world at this moment, is going crazy and it's going crazy over a whole lot of things you know, the war that's going on.

Chief Dionne replied, so and to your point exactly, Madam Chair, is we actually in discussion about this back and forth about a week or two ago. And it's almost one of those things where because I'm so you know, because I also feel we won't we bet we need to order them now just to make sure that

we have vehicles in 2023 that are running and up and running. I that's why I feel like we have to know we have them and we're budgeted for it. And I wanted to make the order because of that. Chairman McGrath asked is there any so if they if for some reason they can't manufacture the vehicles, is there any compensation for agencies like yours? Chief Dionne replied, the good news is we won't pay until they deliver. Okay. I probably should have mentioned that right off the bat. That's the beauty of this one here we are encumbering it. We don't pay until we deliver it. It'll be from this fiscal year. The Town Administrator then said I think she was wondering if they failed to do that, do we get any money back? Do we get any sort of penalty? Probably not. Chief Dionne said I don't think we can assess any penalty on them. The Town Administrator replied, but we don't have to pay for something we don't have.

Selectman Gagnon asked, can you get a Tesla any faster? Chief Dionne replied, its interesting point. You ask that, and the answer is no. They're actually pushed back further. And so we did look into it. We did actually look into it and just to make comparisons as to where everybody else is. Chairman McGrath asked, those are kind of expensive cars, aren't they? The Tesla. Didn't I thought I heard the other day that they are like \$80,000 each. Chief Dionne then said so there's some trade off, right. Chairman McGrath said that's not in your budget. Chief Dionne replied, no. Well, so I've been reading a lot on that and I think there's hope for that in the future. I just know it's not right this minute, but there is definitely some payback in the future.

Selectman Roy was recognized and asked is it black on white or black on grey? Chief Dionne replied, we will be ordering the black cruisers, what we have. Selectman Roy said black on black? To which Chief Dionne replied, yes. Selectman Roy then said Yeah. Yeah. I'm not a big fan, but. Chief Dionne then said they're cheaper too.

Selectman Roy replied, but I'd like to be able to find a police officer when I'm looking for one. Chairman McGrath said I can always recognize the police car. The Town Administrator said that's because they've got their lights on chasing you. Laughter in the room.

Selectman Gagnon said I'd like to make a motion, but actually one question to that point really quickly. I know in Connecticut, officers actually have to leave their side marker top lights on as they drive. I think that's a law. That's not law in New Hampshire, right?

Chief Dionne replied, No, it is not. We do have certain laws about the way we light vehicles, but it's more about whether or not we've made a seizure or not.

Selectman Gagnon made a motion, seconded by Selectman Roy to waive the competitive bidding requirements outlined in Hudson Town Code 98-1C, as the Police Department will use the State of New Hampshire's bid winner for 2022. Carried 5-0.

Selectman Gagnon made a motion, seconded by Selectman Roy to purchase one (1) Ford Police Utility Vehicle in the amount of \$32,335.00 from McFarland Ford in Exeter, NH. As recommended by the Police Chief and Finance Director. This does not include the cost of fitting up the vehicle with existing and new equipment. Carried 5-0.

I. Purchase of Four Police Utility Vehicles

Chief Dionne was again recognized and said so I am before you to purchase a four police utility. Excuse me, first to waive the bidding process again for the purchase of four police utility vehicles from the winning state bid, McFarland Ford from the 2022 vehicle bids. This would be purchased using fiscal year '23 budget even though it's the default budget will be will be using the same budget for that purchase. We would be with trade values, the cost overall will be \$103,840. And I can break that down for you all and explain that and a little bit more ask I'll take any questions as well.

The Town Administrator said but I think the issue is the same. You need to get it in the queue because if you wait a little longer, you will not get them in the queue. You won't see vehicles till the following September. Selectman Roy then said but, but this won't...still will be used July 1? The Town Administrator said we will not accept delivery or make payment before July one. Typically we open our purchase order system about April so that we can do things like this. But they are next year's purchase orders and they always state no delivery, no payment until after July 1st. But he's got to get in the queue now. So that's why he's here tonight.

Selectman Gagnon made a motion, seconded by Selectman Roy to waive the competitive bidding requirements outlined in Hudson Town Code 98-1C, as the Police Department will use the State of New Hampshire's bid winner for 2022. Carried 5-0.

Selectman Gagnon made a motion, seconded by Selectman Roy to purchase one (1) Ford Police Utility Vehicle in the amount of \$32,335.00 from McFarland Ford in Exeter, NH. As recommended by the Police Chief and Finance Director. This does not include the cost of fitting up the vehicle with existing and new equipment. This will be from the Fiscal Year 23 budget. Carried 5-0.

J. Financing for the Police Facility Expansion and Renovation

The Town Administrator was recognized and said as everybody is well aware, the police station bond passed from the voters. There has been no recount requested. So that's a go. What I'm recommending is that we apply to the New Hampshire Municipal Bond Bank for the financing. We've used them in the past for water utility projects. They're basically a state quasi state agency that was specifically put together to assist communities with financing and bonding. What you typically get is a lower issuance cost. If you were to go out on your own, you're paying bond counsel, you're paying other costs. If you go to the bond bank, they aggregate or they collect other communities bonds. They put it out at once. So you get a more efficient, less expensive issuance cost. Their rate, the interest rate I think was budgeted at two and one half. They're about 2% now. And that's based on a lot of the creditworthiness of the communities that are part of the bond. We are a very creditworthy community. We've had an excellent bond rating, so I want it to come to the Board to get your permission to apply to the Bond Bank for the police station facility bond.

Selectman Roy was recognized and she said I just have one thing. Congratulations. Well deserved. With no further questions Selectman Guessferd made a motion, seconded by Selectman Morin to authorize the application to the New Hampshire Municipal Bond Bank for the Police Facility Expansion and Renovation Project bond. Carried 5-0.

K. NHDOT Project 43058 - Resurfacing Route 111

The Town Administrator was recognized and said so we received correspondence from the New Hampshire DOT notifying us that they will be resurfacing 111 east of Burnham Road, east of Burnham Road going into Windham starting this spring and completing or finishing hopefully in the fall. They forwarded the DOT has forwarded a municipal work zone agreement for this project to the Town, and they're asking the Town to sign the agreement, acknowledging that they will have the authority to control traffic through the work zone for the duration of this project. It is a state project, state funded, not ours. They've just asked us to sign this work zone agreement. So what I'm asking for is you to authorize me to sign it so that they have that and they can commence their work.

Selectman Morin was recognized and said I'd just like to clarify it because it's kind of deceiving when they sell, say, Burnham Road, it's actually not starting to almost the Windham line. Looking at their map. The Town Administrator said it's going from Burnham to Windham. Selectman Morin said looking like that map, looking at that map, it's starting almost at the one hand line because I couldn't understand why they would be paving what Hudson Streets is up to like Hamlet Drive is where the state road starts. The Town Administrator replied, yeah, I believe in their agreement. They articulate in their email to us. They articulate the set of joint east of Burnham Road and Hudson Easterly. Selectman Morin said I understand it says east, but looking at their map, it is east of Burnham Road. But it's the Windham line. The Town Administrator replied, I'm just looking to approve the agreement. Selectman Morin replied, I got you. I just know what'll happen is they'll stop paving and then we'll get calls. Well, why didn't they pave. That's why I'm making it clear. That's all. It's. The Town Administrator replied, it's their road, it's their project. They just want us to sign the agreement to authorize them to do the traffic control.

Selectman Roy made a motion seconded by Selectman Morin to approve the Municipal Work Zone Agreement, Project 440 3058, with the NH DOT for the surface resurfacing of Route 111 east of Burnham Road into Windham and to authorize the Town Administrator to sign the agreement. Carried 5-0.

L. VFW Post 5791 Loyalty Day Award Nomination

The Town Administrator was recognized and said so we received correspondence from the VFW Post 5791. They do an annual Loyalty Day award ceremony. They have an award for a Town employee, a School District employee, a Police employee and a Fire employee. They're looking, they solicit a name of a town employee for this award. Feels like we just did it because I think last year's ceremony was deferred to November, but they typically do this in May. This year, I've gone to the Department Heads and we're recommending Doreena Stickney, she's the administrative assistant in Engineering that supports Engineering and Conservation. I believe she's been with us since 2013. She always seems to go over and above, and the fact that she works with the Town Engineer qualifies her for this. Laughter in the room. So she would be our recommendation for a nominee this year. Selectman Gagnon said in that case, you got my vote. I agree that Doreena is a wonderful employee. The Town Administrator said she's very helpful to the public and everybody who comes in. The Chairman agreed saying, everybody, whether they deserve to be treated that way. She treats everybody respectful. Seeing no questions from the Board, Selectman Guessferd made a motion, seconded by Selectman Morin to nominate Doreena Stickney, administrative aide for the Engineering Department, for the 2022 Hudson VFW Post 5791 Loyalty Day Award. Carried 5-0.

M. February 2022 Revenues and Expenditures

The Town Administrator started off by saying so we are two thirds of the way through the year, 67%. The issue, the concern I have had is legal. But as you're probably well aware, there was a recent settlement and it appears that we will be receiving \$40,000 worth of funds to go back into the legal account. Anticipating receiving that before the end of the fiscal year. That will calm my concerns about the legal budget, if that money were to come in today, would be at 58%, which is well into the 67% of where we are. So that was my biggest concern.

Other areas look pretty good. I mean, I think we're still hanging in there. We're in a default budget, but we made the adjustments we needed to make, and I think it'll be tight, but we'll come in where we should come in. Motor vehicles continue to do well. We are at 70%, so people are still buying and registering cars. That is still a very, very positive revenue source for us. Chairman McGrath said even with the chip problem. Selectman Roy replied its cuz people are paying a lot of money for used cars.

The Town Administrator replied, yeah, go figure. But again, you know, from a linear perspective, you think you'd be at 67%. I think last year about 71 or 72% at the end of March, end of February, we're at 70. So I mean, we're tracking we'll probably exceed the \$5.7 Million budget, probably not tremendously. But we're going to hit that budget, I anticipate, and probably go over it. So that's a positive because that can flow to surplus and it can make decisions of the tax rate, perhaps do a project or leave it there to keep our fiscal our fiscal rating so decent.

N. Settlement Agreement - Heidi JAKOBY, et al v. Town of Hudson

The Town Administrator said so there was a settlement agreement, I believe you've all seen in the past. That's in the packet here. This is for the right to know lawsuit. Basically there was some the settlement requires that the board put together an advisory right to no committee consisting of a selectman, a town staff person, two members to be identified from candidates that are recommended by the plaintiffs. And I believe those four people would appoint a fifth person to have a five person advisory committee to recommend to the Board a right to know policy that's consistent and operationally sound.

Selectman Roy spoke up saying so I just have a question, cuz between yesterday and today, we got like two or three applications, three applications for to be on this. Who from the plaintiffs is going to tell us who they put? Cuz that was my understanding of it, is that the plaintiffs, not us, pick the two citizens. The Town Administrator replied, you would pick the two citizens from some names advanced. Okay, so then I guess the question is, did some, who, were those names advanced from the plaintiffs?

The Town Administrator read from the settlement, two people, also citizens of Hudson, to be chosen by the Select Board from people recommended by the plaintiffs within 35 days of the effective date. Reading what it says. Selectman Roy replied, right. So were those three applicants that we received? Is my question. Were those the three that were advanced by the plaintiffs or they just did they? The Town Administrator replied it's my understanding that the plaintiff attorney advanced two names that's what I understand. If you read this, you really should, we should get a list of people. Selectman Guessferd replied, right, right. That'd be the first step. They hand us a list of. The Town Administrator then said what I anticipated is, you know, the board would appoint a selectmen, the board would appoint a staff person, and the board would send either correspondence or send something to assuming it through the plaintiff's attorney saying hey, please submit whatever you want to submit to us. Selectman Roy said I just those three applications, I don't know. Those three applications, I don't know what to do with those.

Selectman Guessferd said, well, we're recommended by the plaintiffs and we haven't seen that. It's almost like the cart before the horse. Selectman Roy said there might be some disconnect. The Executive Assistant then said two of them were plaintiffs. Selectman Roy then said can we maybe forward those and just confirm with Attorney Manzelli that those were the ones that the plaintiffs wanted to forward? You know what I mean? I don't know how I'm a little confused on how that was supposed to work. The Town Administrator said, like I said, just I read the section....Selectman Roy replied, Yeah, I know. I know. The Town Administrator continued saying, we would communicate that back to the attorney through our attorney and say this is what we understand is this your submission? Selectman Roy replied yeah, yeah.

Selectman Guessferd then said but we do. We do have to consider the timing. It says 35 days. We have 35 days from the last signature on this. That is April 5th. We don't have another meeting until. The Town Administrator replied, yeah, but we're doing the best we can to conform with the spirit of. And people have to understand that we're not lightning fast as a government that's why I put it on this agenda. Selectman Guessferd said I don't want to be in violation of this agreement from, you know, immediately. Selectman Roy replied, But. Right. And I get that. And maybe if we were going to reach

out to plaintiff's attorney, that that's what we say, that we're trying to comply with the spirit of the agreement. The Town Administrator said, but I also think if the Board appoints a member of the Board and then we can have a discussion of a staff person, we can we can at least get those crossed off. So I think the Board needs to consider who amongst this Board would like to be on the committee or who the Board wants to appoint to the committee and then talk about a staff person. Selectman Gagnon said, I volunteer if that's okay with everybody. Selectman Roy said I'm okay with that.

The Town Administrator then said what I recommend for the record is to approve a motion to form a Right to Know Law Committee and appoint Selectman Gagnon to the Committee and to solicit employee staff, volunteer for the committee and to solicit a list of candidates from the plaintiffs for consideration. Selectman Roy made this motion, seconded by Selectman Guessferd. Hearing silence the Town Administrator said this is where you're supposed to ask if there's any discussion. The Chairman replied, well I'm thinking about what I'd like to say but...any discussion. Seeing no discussion the Chairman said I'll hold my thoughts. Motion has been made and seconded to appoint Selectman Gagnon to sit on that committee. Motion carried 4-0-1 with Chairman McGrath abstaining.

The Town Administrator said so if I could also start at least get a discussion. So we need to appoint the Town needs to appoint a Town staff member. And I contemplated as I thought about it and I think I'm making a recommendation that we consider appointing Joe Tessier to this Committee. Joe is our police prosecutor. He's I believe he's a JAG or something in the military. A very sober individual has no previous history with any of this. Deals with right to know at the police station with the police with police matters. And I thought Joe would be a very neutral, sober party to add to this, I have spoken to Joe and his supervisor. They are both in agreement that Joe would be able to serve, assuming this doesn't take up all kinds of nights and weekends. And I think that might be a prudent recommendation for this Board to consider appointing attorney, our police prosecutor, Joe Tessier, to this committee. Selectman Morin made this motion, seconded by Selectman Roy. Seeing no discussion, motion carried 5-0.

The Town Administrator said so we have the selectman member, we have the staff member. We'll make sure we reach out accordingly to get the other members.

O. Proposal for Legal Services 2022-2023

The Town Administrator was recognized and said so this is the time of year because it's March that we discuss the Board discusses legal services. Our legal services contract with our current counsel expires the end of June. So I put this on the Board's agenda for consideration. You have two options. I believe there's correspondence here from Attorney Lefevre, who's offered to serve as the Town's legal counsel with no rate increase for the next fiscal year. Which basically means \$145 an hour, which is the rate we've been charged for the last seven years. That's one option. The other option is if the Board wishes they could go out to vote a bid, pardon me, to solicit other bids, and then they could consider those bids and determine what they want to do at that point. So those are your two options.

Selectman Gagnon was recognized and said thank you, Madam Chair. That's one I'm torn on. I know Mr. Lefevre does a pretty good job. A nice guy. Seems like a pretty good price from the little I know. But again, similar to what you've vocalized earlier in the meeting, I do like to just have a fair competition. I'm leaning towards a fair competition this time around, partly because I think Mr. Lefevre knows what may be coming his way for work already. So he may want to work with us and just write us the same proposal with the same pricing. And he may certainly, if he's provided the same price for seven years, he may certainly win that pricing. But I tend to think a fair competition, especially because, you know, we had a couple of people actually ask for it. We should try.

Selectman Roy was recognized and said so I think his rates are very competitive to be nice. I think Attorney Lefevre does a great job. And I think but I think most importantly, there's a lot going on. So I think there's some something to be said for having the continuity of the service. You know, just so you don't have to go through the process of switching attorneys, right. If that were to happen and something getting sort of lost in the shuffle, because that can easily happen. That's my two cents. I am sort of in favor of continuing on with Attorney Lefevre. And I don't think that we'd necessarily save any money by going to one firm. We would just be paying three different attorneys in one firm. I've heard that expressed right. And I don't think that that would necessarily equal saving money.

Selectman Guessferd was recognized and said I guess I'll speak to what you said as well Selectman Gagnon. I both of these are valid points and I have said that I like to compete things, certain services. And I agree that we have been we're in the middle of a lot of things going on right now. And I would again, normally not I would normally want to go out for bid. And there's a lot of law firms out there, right? I mean, \$145 an hour. I mean, it's not only competitive, it's a great rate. Selectman Roy added, it really is. Selectman Guessferd continued on saying, I don't think we're going to get a bid that's going to be less than that. And for the services that we're getting, I'm happy with the services he's been providing us. I do think that we do have to think about this as we move forward, if we continue with this contract that we make sure that I don't want to send the message that we're not, you know, that we're not happy with what's going on. It's really more of a procedural thing, right? I think. But I tend having kind of now I'm here in the middle, I tend to lean toward continuing his services as well.

Chairman McGrath then said so I'm going to comment. I think that Mr. Lefevre has given us really good service. We've had other attorneys in the past, and they you know, they did fine. They were municipal law attorneys, which is what we need. We've had a lawyer that worked for the Town exclusively on our payroll. He had an office upstairs and we couldn't get rid of him fast enough. So it's, you know, you get what you pay for. And, you know, he's given us great service. He's always responsive. Whenever you whenever you need an opinion, he responds quickly. And so I think that we're well served by Mr. Lefevre. And I'm voting I'm voting certainly to continue his contract at the rate that he's provided for the last several years. Selectman Guessferd then said as you were speaking, I was thinking responsiveness. I was I was thinking, you know, I mean, I've never seen too much of a grass growing between the time we make a request and he answers it. So, yeah, I agree with you there.

Selectman Gagnon then said so just one follow up question for Mr. Malizia. I'm taking it all in. I think I'm one with you guys. But for the sake of understanding lawyers and no disrespect, pricing is a cup game. I mean, they can price low and then charge for every 2 seconds you talk to them or charge. The Town Administrator said I'm very frugal with the legal bill. I scrutinize it every month and I always double check it. And I also circulate it to departments to make sure that they got what they ask for. I'm of the opinion, based on what I've seen, that he knows our town, so he doesn't have to do a lot of background. He knows pretty much the issues that affect the town and I think he's treated us fairly. I'm not saying other attorneys haven't done so. To put it in context, we use a specialized labor attorney that's \$220 an hour. So just to just to put it in context from a from a rate perspective, I don't think you're going to get any cheaper. If you're not satisfied with the service. So you didn't like his record, for lack of a better word? That's different. Selectman Gagnon then said my question to you, sir. Sorry, let me clarify is do you think because his rates lower and I think I know the answer I'm going to ask you this anyway, because his rates are lower, does he nickel and dime everything he does or does he give us a lot of free services and helpful. Selectman Roy said nope. The Town Administrator said he doesn't charge for travel, for example. Selectman Roy said right. And that is very typical that attorneys travel like when he came here tonight, they travel here. He would he would charge us hourly. He does not I do not see what we would call nickel and diming. Selectman Gagnon said I do believe I just want to ask the question. The Town Administrator continued speaking saying, he is on point. There is no retainer with this. So if he doesn't do something, he doesn't get paid a retainer. He is just strictly these are the billable hours I'm charging and that's it. If I didn't work any

hours, which is rare, I don't charge you. We used to have retainer contracts with previous law firms. We don't want this. This is strictly. These are the hours. This is what we pay.

Chairman McGrath then said so the other point that I want to make about Dave is that if a selectmen has a question, a legal question that they want to pose to him, we need to, we do go through, or we should be going through, I know I always go through Mr. Malizia. And he vets the question that we're looking to get answered. And he'll say, you know, he's done this with me. I don't think that we need to get Dave involved in this. This is something that. The Town Administrator added, or we've already asked the question five years ago or know there are there are reasons why. We also may want to coordinate. Someone may call them or contact him. I've already done that or somebody else. We just want to make sure that that keeps the legal bill reasonable. Again, I'm not trying to stymie anybody. I'm just trying to make sure we're coordinated and that we're not all contacting him. Chairman McGrath replied, so just to be clear, I'm not complaining about that. The Town Administrator replied, no, but I think that's a good point to make that helps us keep the legal bill. Selectman Guessferd added, kind of filtering what we need.

The Town Administrator then said departments have to come through me and say can I contact the attorney for such and such. Yes, you may. Or did you contact NHMA they may they may have a there may be a question that's applicable sort of across municipalities where I get a free opinion from Attorney Buckley. I'll take free. You know, but we have a lot of specificity here. We have certainly a lot of legal material that's very specific. But if it's generic, yeah, I'll go to NHMA and get a free opinion. So I throw that out. Chairman McGrath said but anyway, I want to, I wanted to point that out because I don't call even, even though I'm currently the chairperson of this board, that doesn't give me any more right to go and get advice from Dave without getting it vetted through Steve. And if any, any other member of this Board is doing that, I, I urge you to go through, Steve before you pick up the phone and call Dave because Dave expects that, too. He expects to hear that you've already kind of run it by Steve. And then he you know, he knows that he's looking out for the payments that we're going to be making. But so I would urge everybody to do that if you're not doing that already. Seeing no further discussion, Selectman Roy made a motion, seconded by Selectman Morin to enter into a contract for legal services with the law firm of Tarbell and Brodich, PA for the period of July 1, 2022 through July 30, 2023, for the terms as specified in the proposal for Legal Services 2022 to 2023 letter as prepared by Attorney David Lefevre. Carried 5-0.

P. Discussion - Budget Committees Vote to Change Bylaws

Chairman McGrath said we already talked about this. The Town Administrator said there was a motion that was made when we came back in so we're all set with that.

Q. Nomination and Appointment - Board of Selectmen Chairman and Vice-Chairman

Chairman McGrath said so the next item up that I'm sure everybody is waiting for with bated breath the nomination and appointment Board of Selectmen Chairman and Vice Chairman. Anybody wish to make a motion? Selectman Gagnon made a motion to nominate Selectman Roy as Chairman for the upcoming season. This was seconded by Selectman Guessferd. Chairman McGrath said I mean, I'm smiling because I could have won a bet on this. I could have won money on this. Huh? No, it's I'm just saying, it's. I knew what was coming, so. And I'm happy about that. So motion has been made and seconded to nominate Kara Roy as the Chairman of the Board of Selectmen. All those in favor signify by saying I and I'll add my I. So motion has passed unanimously. Congratulations.

Selectman Morin made a motion, seconded by Selectman Roy to nominate Selectman Guessferd as vice-chairman of the Board of Selectman. Carried 5-0.

Selectman Morin was recognized and said I would just like to ask the Board, since a resident brought forward the barn tonight, would you like me to take any action with the Benson's Committee? Selectman Guessferd said yes. Selectman Roy replied, yeah I mean, I think we should just maybe start working on a plan. Right. I don't know that there's a plan out there. What are our options? Selectman Morin replied, they have in the past, but due to the expense, it didn't go through. But then since we found that pot of money that we have, we can maybe do one side of the roof. Selectman Roy said yeah, they could do. Maybe we could just get some details on that and then and then go forward with it.

9. Remarks by the Town Administrator

The Town Administrator said the Town Administrator said just a couple of things. I just want to let the public know that any property tax credits or exemptions such as veteran's tax credits, disabled veterans credits, elderly, blind, disabled, solar, property tax exemptions. They're all due April 15, 2022. I just want to put that out. That's on our web page. But just for the folks watching.

There is a recount for article petition to Article 26 that will take place tomorrow, Wednesday, the 23rd, starting at 12:30 p.m. at the Hudson Community Center. There is, I believe, an agenda posted on the webpage. There will be a recount that was a one vote plurality. So there will be a recount.

Also dump day Saturday. So if you have dump passes, the dump, the transfer station will be open this Saturday, the 26th, from 8 to 12.

10. Remarks by the School Board

Chairman Gasdia said School Board Chairman Gasdia said well, first to the outgoing chair, thank you for the partnership over the past year, I've really appreciated it very well. And to Selectman Roy and Selectman Guessferd, congratulations on being re-elected and to your appointments tonight. I think that's great. We, too, had a reorganization on our Board last night. So Maureen Dionne was elected to take Diane LaMothe's seat. And then as far as chair, I will be chair again and Gretchen Whiting will be Vice Chair. So looking forward to continuing the great work I think we've done over the past few years of bringing the two boards together. So that's great.

Superintendent Search But it's not a search anymore. We have it. It's the transition is going well. Our superintendent, Mr. Russell, is meeting with our who will be our new superintendent, Dr. Mullis. They're meeting on a regular basis, and I think we're going to be in really good shape when the transition comes on July 1st.

And then this Saturday. So you go to the dump from 8-12 and then at 1:00 and 6:00, we have Cabaret at Alvirne for those people that the Moderator says has never been to Alva, and this is a great opportunity. And then again on Sunday afternoon, you can go as well. This is a fantastic event. It's been going on for years except for COVID and its back. And I think it's a great symbol of the fact that school is back. Everything superintendent said it the other day. It's about as normal as it's ever been. So things are going well. So congratulations again to everyone.

11. Other Business/Comments by the Selectmen

Selectman Gagnon: Thank you, Madam Chair. Two things for tonight. The Library Committee or Library Trustees met not too long ago, and I was very impressed. They actually updated their library strategic plan review for 2022, which I believe is a fairly new endeavor for them. And one of the things through their conclusion, which I was very impressed with, is they're anticipating approximately 60,000 visitors in 2022. So hopefully that comes to fruition and they start picking up on, on people entering the library because like the Recreation Department, I'm very impressed. The library has a lot of really cool events and offerings to our citizens.

Secondly, the power aggregation committee might be a different term for that, but under the Sustainability Committee had their first meeting, I believe it was last week. I need to follow up with them to see what came of that, but they are still moving forward with those efforts and I'm proud of that. That's all I have.

Selectman Roy: So first I just want to say how honored and humbled I am to be re-elected to the Board for another three years. And I interestingly look forward to some of the challenges in some of the awards of serving as chair. So that's all I have.

Selectman Morin: all set tonight, thank you.

Selectman Guessferd: just a couple of things. I'd also like to thank the voters for re-electing me and having your faith in me come back for a term here, elected term. It was meaningful for me because the first six months were appointment. This is an affirmation of that from the voters. So I thank you. Thank you for that.

The only other thing is, as a liaison to the Rec Department, there's a lot of great things happening. Spring is coming on. We have the summer program coming up. And again, as with the schools, it's nice to be able to get back to normal. Go to our Rec Department, the Facebook page. They have a website on the on the town. There's lots of really great things that they're spring tennis coming up so ways for citizens adults and children to get involved and interact with others and encourage you all to do that, to visit it and get involved. That's all I got.

Chairman McGrath: And my remarks are this. I've enjoyed being the chairman of this board, but it's not what you expect it to be. And it's really just carrying out the wishes of the Board and not participating really in the board level. How many times have I had an opportunity to comment on what was before us? It was really just facilitating the meeting. So I'm glad to be giving that part of this job up and going back to participating on a on a real level where I can ask questions, make commentary, make motions, vote, which has been absent for me for the last year. So for that reason, I'm happy to give this up and I'm happy that you're taking over.

12. Nonpublic Session

Motion by Selectman Morin at 10:05 p.m., seconded by Selectman Gagnon to go into non-public session under RSA 91-A: 3 II (a) The dismissal, promotion, or compensation of any public employee

or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee.
(b) The hiring of any person as a public employee. A roll call vote was taken. Carried 5-0.

Nonpublic Session was entered at 10:05 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 10:33 p.m.

Motions made after nonpublic session

1. Selectman Morin made a motion, seconded by Selectman Gagnon to accept the resignation and negotiated training contract repayment agreement of Probationary Officer Joseph McCarthy. Carried 5-0.

2. Selectman Gagnon made a motion, seconded by Selectman Guessferd to hire Brian Davenport as a fulltime police officer, with a starting salary of \$26.37 an hour, in accordance with the Hudson Police Employee Association Contract. Carried 5-0.

3. Selectman Morin made a motion, seconded by Selectman Gagnon to approve the Town Clerk's appointment of Donna Melanson as Deputy Clerk at a rate of \$23.71 per hour. Carried 5-0.

13. ADJOURNMENT

Motion to adjourn at 10:35 p.m. by Selectman Morin seconded by Selectman Roy Carried 5-0.

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

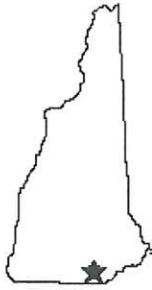
Marilyn E. McGrath, Chairman

Bob Guessferd, Vice Chairman

David Morin, Selectman

Kara Roy, Selectman

Brett Gagnon, Selectmen



TOWN OF HUDSON

Engineering Department



8B

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

RECEIVED

APR 08 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

TO: Steve Malizia, Town Administrator
Board of Selectmen
FROM: Elvis Dhima, P.E., Town Engineer
DATE: March 24, 2022
RE: 28 Derry Lane Update

In 1998 the Town of Hudson purchased the water utility infrastructure by eminent domain due to the high cost of water. Since the purchase, the Town has managed the utility by the following local rules through its ordinances, state and federal regulations.

At this time, the Water Utility Department bills the customers on a monthly basis and the water usage collection is done through a regular water meter. The water meter is connected to a meter interface unit, also referred to as an MIU. Hudson Water Utility does not have on use a smart meters in our system. The MIU, as shown in Appendix A, operates on radio frequency, no different than televisions, radios, remote controls, baby monitors or cordless phones. This device has a Federal Communication Commission (FCC) verification part number 15.247, with endorsements by federal health and safety agencies, such as Environmental Protection Agency and Federal Drug Administration.

At the time of the water utility purchase, the customers were equipped with an older model of data collection, which required the water operator to walk to the touch pad mounted on the side of the building. This resulted in constant trespassing complaints and the collecting of the data requiring between 14-20 business days, and it involved walking door to door. In addition, there was a significant cost related to collecting this data, as the Town's water user base had expanded from 4,600 to 6,400.

In 2018, approximately half the customers were on the old touch pad units and the other half were on the MIU's. At that time, the Town was requesting proposals for new water operators, and in the proposal we included the intent for the Town to upgrade all the existing MIU's to the most up to date ones to reduce cost. That program was completed in late 2019. When the program was completed, we were able to collect water usage in under 4 hours instead of 20 days.

The program consisted of replacing the existing touch pad units, located outside of the house/building with a new unit, which has an operational range of 500 feet. As the MIU customer replacement program was coming to an end, our focus was on the last few

customers that either had a location preference or required new meters in addition to the new MIU units.

The owners of this property are currently the only ones not in the program and the Town was not able to get meter reading between November 2018 and October 2021. It was explained to them that there are already 20 customers within 500 feet of their house who are equipped with this device. The owners refused the installation of the MIU by our operators.

As stated on the correspondence with them, we, the Town, are clearly offering what we believe to be an amicable solution by allowing them to install this device at any location further away from the house that is acceptable to them and the Town, which they refuse. In addition, our Water Ordinance, Chapter J, states that services may be discontinued for refusal to access the premises to inspect, read, maintain or remove meters.

Below is a timeline of what took place between October 2021 to present

October 5, 2021 – A letter was issued by the Water Utility Department in which the customers were advised to schedule an appointment to have their meter replaced no later than October 15, 2021, in order to avoid a shut off on October 20, 2021, see Appendix B.

October 20, 2021 – A scheduled shut off took place. At this time, the operators requested police presence because the customer was confrontational in the past. At approximately 10:00 AM, Mr. Prunier, the customer's attorney, contacted the Engineering Department and informed me that a letter had been sent to the town, however, it did not reach us prior to the shut off date. Mr. Prunier then informed me that a letter would be emailed to me shortly and asked if the water could be turned back on. We received the letter from Mr. Prunier by email, around 13:00 PM, see Appendix C, and the water was restored by the end of that business day.

December 10, 2021 – Engineering was presented with a doctor's note, see Appendix D, from the customer. The Engineering Department responded with a letter to their legal representative, see Appendix E and E-1. We stated that his clients could pick a location further away from the house where an MIU would be feasible for them and the Town, if they didn't wish to install it on their home. At that time, we requested that the owner provide information regarding their intent, as they had also talked about installing a well, and we gave them four months to respond, with a deadline of April 1, 2022.

January 28, 2022 – The Engineering Department received correspondence, see Appendix F, from the customer, to which we responded with a letter to their legal representative, see Appendix G. We provided additional information regarding questions they had. At that time, we also reminded Mr. Prunier that his clients needed to provide information regarding their intent by April 1, 2022.

February 18, 2022 – The Engineering Department received another letter, see Appendix H, from the customer. The Engineering Department referred the case to Town Counsel for further advice.

March 29, 2022 – Town Counsel provided a legal opinion on this matter and recommends that the Town could provide an option to opt out of the MIU installation. It also mentions that, in case BOS does not wish to accommodate this request, to provide a reasonable accommodation to install the MIU away from the house or outside the property.

In conclusion, the Board of Selectmen, has the following options

First Motion

To authorize the Town Attorney and Town Engineer to draft a letter of agreement with the current owners of 28 Derry Lane regarding opting out of the MIU installation, with the understanding that this agreement shall not be applicable to any and all existing and future MIU's adjacent, or in the vicinity of 28 Derry Lane.

Second Motion

To require the current owners of 28 Derry lane to agree to the installation of the MIU unit outside of their property, similar with the other existing MIU's in the area.

ARB® UTILITY MANAGEMENT SYSTEMS™

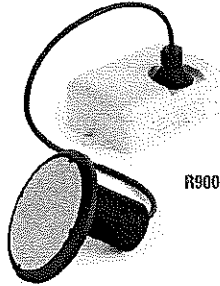
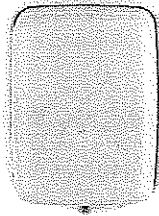


ENHANCED R900®

WALL OR PIT MIU

R900 Wall MIU

The R900® MIU provides water utilities with a reliable and economical RF reading solution.



R900 PIT MIU

BUILD ONTO YOUR EXISTING TECHNOLOGY INVESTMENT

As part of Neptune's R900® System, the R900® meter interface unit (MIU) was designed for flexibility. Like its fellow system components, the R900 MIU works seamlessly with prior generations of equipment. At the same time, it allows your utility to incorporate innovations as you need. A single radio frequency unit that can transmit meter reading data using any reading method – walk-by, mobile, or fixed network – the R900 MIU never has to be reprogrammed. That makes migrating to new technologies simple whenever your utility is ready to implement them. When it's time to add new features or functionality, you can do it at your own pace, confident of continual system support without stranded assets.

CONSERVE RESOURCES, SIMPLIFY OPERATIONS

With the pressures your utility faces, Neptune knows you don't have time, personnel, water, or revenue to waste. That's why we designed the R900 MIU and the rest of the system for ease of use. In addition, the R900 MIU's interleaved, high-power, 1-watt fixed network message reduces infrastructure costs while allowing reading in any mode – without separate reading systems, site visits, or any type of MIU reconfiguration. The R900 MIU provides fixed network transmission capability at all times, while it also transmits readings for walk-by or mobile methods. Making operations even easier, the user-friendly, intuitive R900 System design requires only minimal training, providing you flexibility to adapt to changes in your workforce and reallocate staff to different departments as needed.

REDUCE COMPLAINTS, DELINQUENCIES, AND WRITE-OFFS

Neptune's R900 MIU greatly improves access to meter readings, while delivering detailed consumption profile information as well as alerts for leak or backflow, helping your utility more proactively identify and resolve customers' questions. This accurate, timely data can be used to head off high bill complaints, reduce delinquent payments, and eliminate write-offs.

Because detailed data logging information from the last 96 days is always available, just waiting to be transmitted by the R900 MIU when needed, personnel can take care of a customer's issue then and there, in a single site visit. Not only can the data boost efficiency and customer service, but it will also help your utility make better-informed decisions going forward.

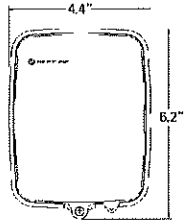
KEY BENEFITS

- Facilitates Migration to AMI:
 - NEW 1 Watt fixed network message reduces infrastructure costs
 - Interleaved mobile and fixed network messages facilitate migration without changing the "modes" in the MIU
- Reduces Non-Revenue Water:
 - Provides leak history/diagnostics
 - Enables proactive leak notification
 - Provides hourly consumption data
 - Improves meter reading accuracy
 - Eliminates estimated reads
- Identifies Potential Theft:
 - Tamper detection
 - Reverse flow detection
 - Identifies significant periods of zero consumption
- Simplifies Installation Process
 - Easy to install/no programming required
 - Reduces labor cost

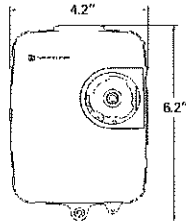
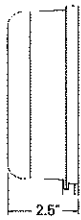
TECHNICAL SPECIFICATIONS

- Electrical Specifications:
 - MIU power: Lithium battery with capacitor
- Transmitter Specifications:
 - Two-way MIU
 - Transmit period (interleaved mobile and fixed network messages):
 - Standard mobile message every 14 seconds at 100 mW
 - Standard fixed network message every 7½ minutes at 1 Watt
 - FCC verification: Part 15.247
 - Transmitter channels: 50; frequency-hopping, spread-spectrum
 - Channel frequency: 910 to 920 MHz
 - Encoder register reading interval:
 - Every 15 minutes
 - Data logging interval:
 - 96 days of hourly data

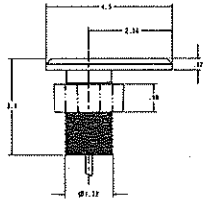
DIMENSIONS



R900 Wall MIU

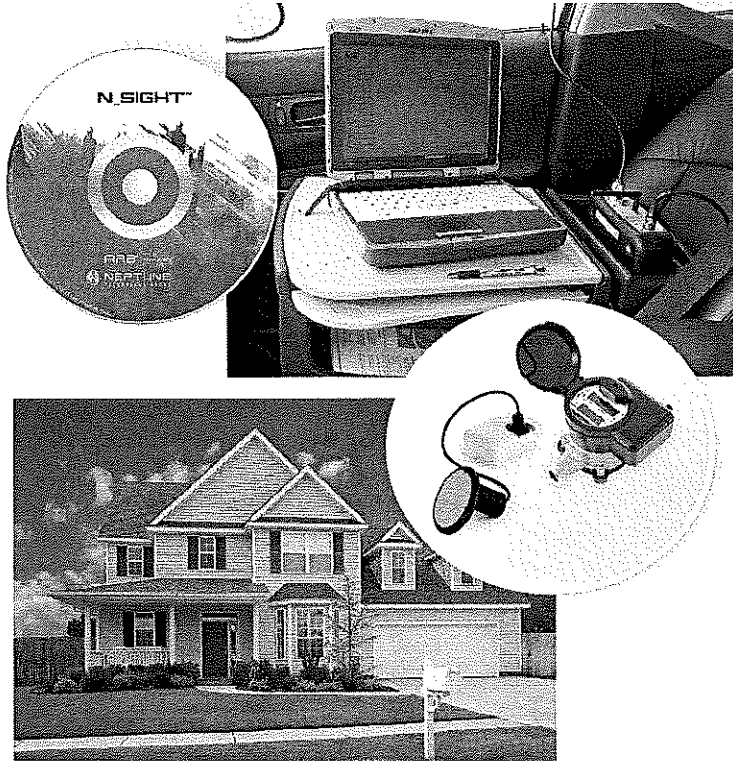


R900 Pit MIU



R900 Pit Antenna

The R900 works with route management software to provide a complete meter reading solution with advanced functions for water utilities.



TECHNICAL SPECIFICATIONS

- Environmental Conditions:
 - Operating temperature: -22°F to +149°F (-30°C to +65°C)
 - Storage temperature: -40°F to +158°F (-40°C to +70°C)
 - Operating humidity: 100% condensing
- Antennas
 - Wall MIU: standard internal antenna
 - Pit MIU: standard through-the-lid antenna
 - 18" Coax
 - 6' Coax
 - 20' Coax
- Encoded Register Compatibility:
 - Neptune ARB® V, ProRead™, and E-Coder®
 - Sensus ECR II, ICE, iPerl, Electronic Register and OMNI
 - Hersey/Mueller Translator
 - Badger ADE and HR E|LCD
 - Elster/AMCO InVision (Sensus protocol version)

OPTIONS

- System Compatibility
 - Handhelds with R900® Belt Clip Transceiver - walk-by RF
 - MRX920™ - mobile RF
 - R900® Gateways - fixed network RF

WARRANTY

- 20 years (10/10); refer to specific Warranty Statement

Neptune Technology Group Inc
 1600 Alabama Highway 229
 Tallahassee, AL 36078
 USA
 Tel: (800) 633-8754
 Fax: (334) 283-7293



36 Hudson Rd
 Sudbury MA 01776



800-225-4616
 www.tisales.com



APP. B



TOWN OF HUDSON
Water Utility



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

October 5, 2021

RE: Water Disconnection Notice

Dear Sir or Madam,

Your water service is scheduled to be disconnected on October 20, 2021 for non-compliance of a service request, to avoid disconnection you must contact WhiteWater immediately to schedule this service appointment. **This appointment must take place PRIOR to Friday October 15, 2021.**

We have made a few attempts to contact you regarding this matter and we have not received a response from you.

There is no charge for this service work, however if we disconnect your water service due to non-compliance, you will incur a **disconnection fee of \$125.00** that must be paid prior to reconnecting your water service.

To schedule this appointment, please contact the WhiteWater at 603-324-8318 between the hours of 8:30 AM and 3:30 PM Monday through Friday.

Sincerely,
Hudson Water Utility

APP. C

PRUNIER & PROLMAN, P.A.
ATTORNEYS AT LAW
20 Trafalgar Square, Suite 100
Nashua, New Hampshire 03063-1981
TEL (603) 883-8900
FAX (603) 883-7959
www.prunierlaw.com

GERALD R. PRUNIER
gprunier@prunierlaw.com

ANDREW A. PROLMAN
aprolman@prunierlaw.com

October 20, 2021

edhima@hudsonNH.gov

Elvis Dhima, Town Engineer
Town of Hudson - Water Utility
12 School Street
Hudson, NH 03051

Re: 28 Derry Lane Water Disconnection Notice

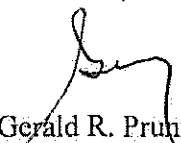
Dear Elvis:

I have spoken to my client, Laurie Greer, at 28 Derry Lane, Hudson, New Hampshire. She informed me that she has spoken to Skillings to install a well at her house. They informed my client that it will be late February, 2022 before they can drill and connect the well. That is Ms. Greer's plan.

Would you please restore the water to her house as soon as you are able.

Thank you for all your help.

Yours truly,


Gerald R. Prunier, Esq.

GRP:mab

APP. D

 **ST. JOSEPH
HOSPITAL**

A Member of Covenant Health

ST JOSEPH HOSPITAL PRIMARY AND
SPECIALTY CARE
173 DANIEL WEBSTER HWY
NASHUA NH 03060-5256
603-891-4400

Copy


11/1/2021 3:30 PM

~~██████████~~
28 Derry Ln
Hudson NH 03051-3215

To Whom It May Concern:

Mr. ~~██████████~~ has been diagnosed with ~~██████████~~ and has been advised to avoid unnecessary ionizing radiation. We have recommended he not have an MIU installed on his house.

Sincerely,

 MD
Birgit Houston, MD

APP. E



TOWN OF HUDSON

Engineering Department



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

TO: Gerard R. Prunier
20 Trafalgar Square # 626,
Nashua, NH 03063
By email & mail

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

DATE: December 10, 2021

RE: 28 Derry Lane – Non-Conforming Water User

Dear Mr. Prunier,

Your client has provided the Town with a doctor's letter regarding a family member who is currently been advised to avoid ionized radiation, such as sunlight, X-Rays or gamma rays, please see attachment A. Please be advised that MIU units don't operate on ionized radiation, but small radio waves no different than existing radio waves, please see Attachment B. We have contacted the doctor as well regarding this and have not received feedback. You and your client are more than welcome to reach out to our company and verify this information about MIU.

Neptune Technology Group Inc.
1600 Alabama Highway 229
Tallasse, AL 36078
USA
Tel: (800) 633-8754
Fax: (334) 283-7293

The MIUs that are currently being used are safe, FCC approved and can operate up to 500 feet. At this time, your client's residence is within range of other residences that already have the MIU installed, please see attachment C.

Below is a list of options your client has at this time:

1. Install the wire and a 6"x6" pressure treated post by her mailbox, at their expense, so we can install the MIU at that location. This will allow us to take readings from

the unit, which will be installed about 200 feet away rather than located at the house, see Attach D.

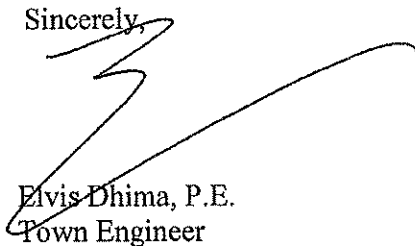
2. Disconnect from Hudson Water Utility and install a private well.

Please be advised that we will need a response in writing by February 1, 2022. In case we do not receive correspondence in writing, we will assume that your client has installed a well and the water will be disconnected on April 1, 2022.

In addition, as stated on the letter dated October 20, 2021, we require that your client allow us to restore the meter and obtain a final reading prior to disconnection from the water system. Please be advised that your client will be responsible for payment of any water usage up until the date of disconnection from the town water system.

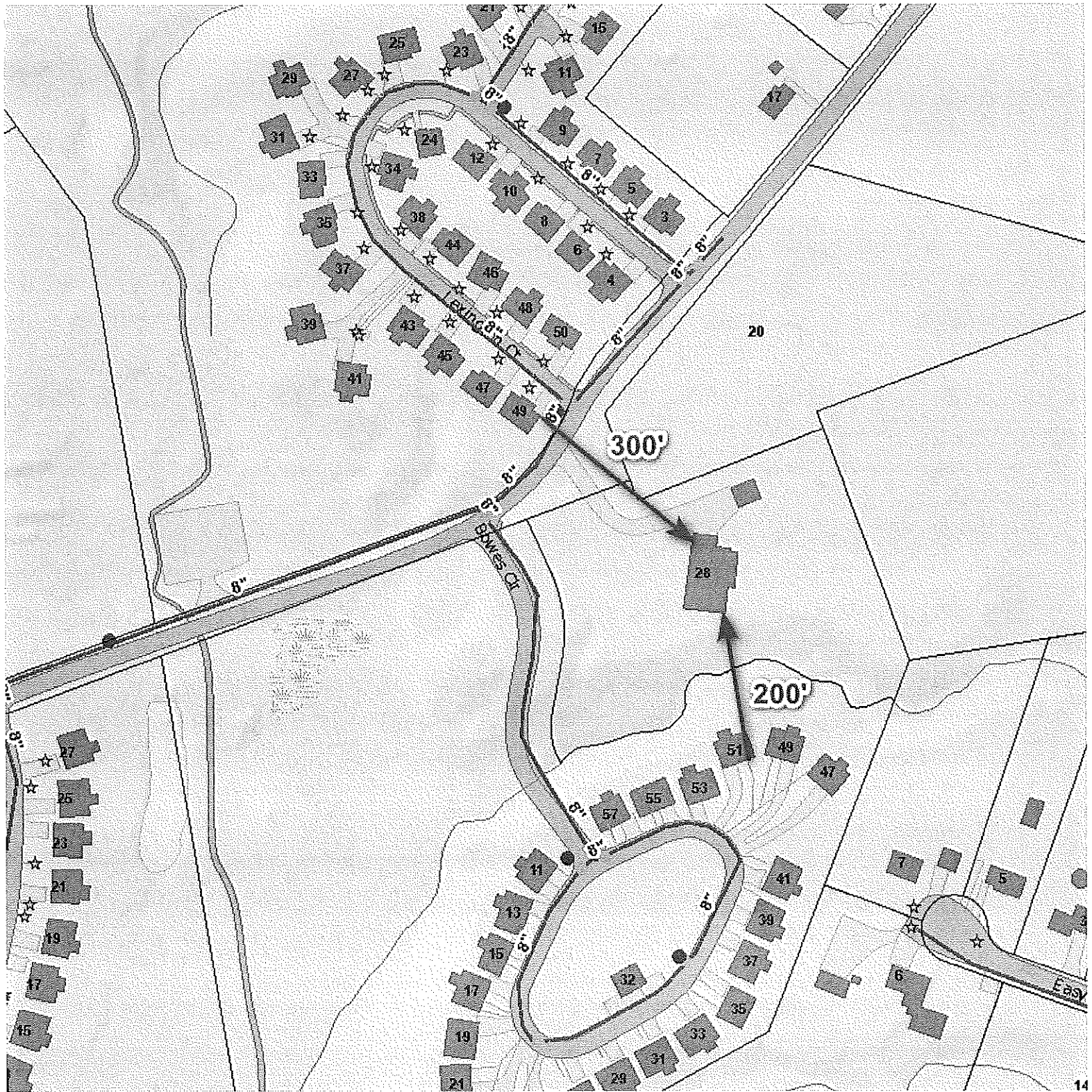
Thank you for your assistance.

Sincerely,



Elvis Dhima, P.E.
Town Engineer

APP. E-1



APP. F

Town of Hudson, Engineering Department
Town of Hudson, Municipal Utility Committee
12 School St.
Hudson, NH 03051

January 26, 2022

Attn: Mr. Elvis Dhima, P.E. Town Engineer

RE: 28 Derry Lane water service

Dear Mr. Dhima,

Two years ago, you told us verbally that you would accept a letter from our Doctor stating an MIU should not be installed on our home. You never specified the reasoning nor logic required for this acceptance. We provided the requested letter, yet you still continue demanding this MIU be installed.

Our initial letter from our Doctor refers to 'ionizing radiation'. We firmly believe this was a typographical error and she instead meant 'non-ionizing radiation'. Our doctor has retired since writing this letter, and we have asked her office to correct this information. While this response was being drafted, the updated letter was in fact received. Our belief has in fact been confirmed. (Copy attached.)

Your letter on 12/10/21 is focused on ionizing radiation, and how it is not a factor with the MIU. Obviously, the MIU does not transmit ionizing radiation (x-ray, gamma ray, etc), but rather operates with RF and *non*-ionizing radiation. The sales literature on this equipment does not prove the safety of it's use in any way. This sales literature refers to no standards nor approvals. You state that the unit is accepted by the FCC and is safe to use without providing us any proof of this claim. The studies relied upon by the FCC for approval of transmitting devices typically focuses on the thermal effects in people – not the health effects of long term / constant exposure to RF radiation.¹ In fact, the FCC is using "guidelines" which have much lower certainty than a "standard". The studies relied upon for these 'guidelines' only consider the single source of RF radiation, not a compilation of RF radiation from multiple sources. These studies are certainly on-going.

We referred to the state legislation for smart meters on electric service, and the requirement for the utility to obtain prior written approval before installing this technology. (The legislation defines 'smart meter' technology as equipment (meter, meter component, or device ancillary to

¹ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6685799/> The second paragraph states: "...it should be noted that these standards have been based solely on the expected thermal effects of EMF...". The conclusion of this article recommends caution "...it seems necessary to use precautionary principles and ALARA (As Low As Reasonably Achievable) principles when the new sources of electromagnetic emissions will be planned and installed."

the meter) mounted on the property that serves as a 'communications gateway' to the utility.)² This definition would certainly include the technology of this meter interface unit (MIU). If customer's must opt-in to use this technology, why can't water customers opt out from using the same technology for water service? Especially when the electric customer and the water customer are in fact the same people? The official response to this was the town's water utility commission 'is not covered by that legislation.' This is clearly a case of something that might be 'legal', but is certainly not 'right'.

Our request was (and continues to be) simple and we believe quite reasonable: We simply do not want an MIU installed, and we offered to send a photo of our water meter at the end of every month for reading at your offices. With other utilities, this was accepted as a 'reasonable accommodation' and has been allowed.

The burden of proof is on the Town to prove this technology is safe, and there are no detrimental long term health effects – not the other way around. Again, this information is not required to opt out of this technology with other utilities, but the Town feels obligated to dive into my medical history to make an arbitrary decision about technology installed on my home.

Further, we would like to point out that our water was disconnected without any attempt at providing any 'reasonable accommodations' by the Town Engineer on behalf of the Water Utility Commission. Instead, we were told 'the town has spent millions on this project, and you need to comply.', 'your neighbors all around you have it, so what's your problem?', 'this is totally safe', and 'if you don't like it – install a well.' This is the opposite of 'reasonable accommodations'. These statements are nothing short of intimidation and harassment intended to force us into compliance. We want all fees charged to us for this disconnection and reconnection to be reversed.

Up until your letter of 12/10/21, the options the town offered us were 1.) Have an MIU installed on our house or 2.) Disconnect water service and install a private well. You gave us about a week to process, and no option for reasonable accommodations. Because our response was not read by you until later, you had our service disconnected. Later that day, you extorted an answer from us that we would be looking at installing a well before reconnecting our water service.

In your 12/10/21 letter, you laid out 2 options for us. 1.) Install a post at the edge of the property to mount an MIU or 2.) disconnect from the water system and install a well. Option 3.) was not discussed and needs to be. The Town still needs to make reasonable accommodations and allow users to opt out of unwanted technology. Further, your letter demanded a response in writing by 2/1/22 – failure of which supposedly triggers an assumption that a well has been installed, and disconnection will be scheduled for April 1, 2022. This is

² <https://www.gencourt.state.nh.us/rsa/html/XXXIV/374/374-62.htm> Section 1. (a) defines "Smart meter gateway device" as a "...communications gateway or portal...". Although written for electric utilities, this is the same functionality as the MIU the town is installing on people's homes.

ridiculous because absolutely nothing can be done (for either presented) option for several months. (Wouldn't permits be required from the town to install a well? (I can only assume the Town Engineer would have access to these records, therefore no assumption would be needed.) The well companies are booking about 6 to 8 months out for installation.) This is yet another example of intimidation and harassment. This letter IS our written response.

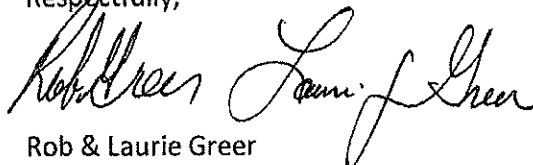
If we were to install a well (which we are actively considering) what is the Town's position on our septic service? Will the Town also require us to install a septic field / tank? If yes, when was the Town / Town Engineer going to notify us of this? If no, how will the billing be determined? Would the town want to meter our well water usage? (Leaving us exactly where we are now...)

Alternatively, if we were to consider the remote mounting of a unit at the edge of our property – it would not be at your chosen location. Also – the means of mounting (6 x 6 post) would also be of our choosing – and not specified by the town.

In your 12/10/21 letter, you incorrectly refer to us as "Non-Conforming Water User". We are, in fact conforming with the Rules and Regulations. We would like clarification on the alleged 'non-conformance' with the Rules and Regulations. Specifically, what Rules and Regulations are alleged to be in non-compliance? Having read the Water Utility Commissions Rules and Regulations approved by the Board of Selectmen on 7/28/2020, there is little regarding water meter requirements. Section III.B.1. states "All water services shall be metered..." Obviously, our water service is indeed metered. The Rules do not specify what type of meter shall be installed – nor that the meter must be upgraded at the whim of the WUC. I found no references to 'service requests', nor consequences of 'failure to comply' with a (non-mentioned) service request. In fact – the only references to disconnection revolved around unpaid bills, and not observing the rules and regulations. In our case, we believe that you directed our water service to be disconnected simply to make a point – simply because you felt you could.

In closing, we continue to ask the town to honor our simple request for reasonable accommodations by leaving our equipment as it is, and have us email a photo of our meter once a month for billing purposes. Further, we demand a refund of all charges associated with the inappropriate disconnection of our water service.

Respectfully,



Rob & Laurie Greer
28 Derry Ln
Hudson, NH 03051

 **ST. JOSEPH
HOSPITAL**

A Member of Covenant Health

ST JOSEPH HOSPITAL PRIMARY AND
SPECIALTY CARE
173 DANIEL WEBSTER HWY
NASHUA NH 03060-5256
603-891-4400

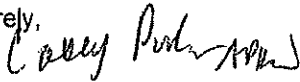
1/24/2022 8:25 AM

~~██████████~~
28 Derry Ln
Hudson NH 03051-3215

To Whom it May Concern,

~~██████████~~ has been diagnosed with ~~██████████~~ and has been advised to avoid unnecessary non-ionizing radiation. We have recommended he not have an MIU installed on his house.

Sincerely,



Casey Poullos, APRN, BC

ST. JOSEPH HOSPITAL
ADULT MEDICINE
173 DANIEL WEBSTER HWY
NASHUA, NH 03060

APP. 6



TOWN OF HUDSON
Engineering Department



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

TO: Gerard R. Prunier
20 Trafalgar Square # 626
Nashua, NH 03063
By email & mail

FROM: Elvis Dhima, P.E., Town Engineer
DATE: January 31, 2022
RE: 28 Derry Lane -- Non-Conforming Water User

Dear Mr. Prunier,

Your client has provided the Town with a follow up letter, which was delivered on January 28, 2022. As stated in the past, the MIU is allowed by industry standards and there is no legislation restrictions on it. I also provided your client with the manufacture's contact information regarding this if they have any further questions.

If your client chooses to install a well, they will still be allowed to use the town sewer connection. Their sewer bill will be a flat fee of \$50.98/ quarter, for a three bedroom home.

All outstanding invoices and future ones related to this matter will be the responsibility of your client and nonpayment will trigger a shut off as stated in our rules. We hope your client reconsiders the MIU installation away from the home and we would be willing to discuss a location and mounting of this device to the satisfaction of both parties.

If your client chooses to install a well and they need addition time, we will need a written letter of intent by an installer no later than February 21, 2022. In case we do not receive correspondence in writing, we will assume that your client has installed a well and the water will be disconnected on April 1, 2022.

In addition, as stated in the past, we require that your clients allow us to restore the meter and obtain a final reading prior to disconnection from the water system. Please be advised that your client will be responsible for payment of any water usage up until the date of disconnection from the town water system.

Thank you for your assistance.

Sincerely,

Elvis Dhima, P.E.
Town Engineer

APP. H

Town of Hudson, Engineering Department
12 School St.
Hudson, NH 03051

February 18, 2022

Attn: Mr. Elvis Dhima, P.E. Town Engineer

RE: 28 Derry Lane water service

Dear Mr. Dhima,

We are in receipt of your letter dated January 31, 2022. Again, you refer to us as “Non-Conforming Water Users” without specifying what makes us “Non-Conforming”. As far as we can tell (because you have not specified otherwise) these are your personal wishes we are resisting. You requested written correspondence by 2/21/22 (which is a holiday).

Again, you requested a letter from our Doctor stating an MIU should not be installed, and that would end your quest to install this technology on our property. We provided that letter, yet you continue your push to install this technology. This is the same technology that electric customers must opt-in to have attached to their service meter. Yes – the MIU is exactly the same technology that is legislated in the electric market. The very same technology that legislation requires customers to opt-in before installation. Physicians for Safe Technology highlights numerous cases / problems encountered with so-called smart technology and Smart Meter radiation.¹ In the past, you have argued that the MIU is not a smart meter, but by the state’s legislation the MIU does indeed fit the definition of this technology.

To say this technology is harmless is naïve and ignorant if not outright deceptive. I am reminded of cigarette manufacturers in the 1950’s saying how wonderful their products are. At the time, all health effects were unknown, downplayed and called hearsay and speculation. Look at the current roll out of the 5G technology. There are unintended consequences of this roll out – despite the best of intentions. The FAA has slowed the deployment of the 5G network near airports because of the delays it was creating. (This example is not health related, but it certainly highlights a current unintended / unknown consequence.)

The Health Department in the town of Pittsfield, MA recently (2/2/2022) voted unanimously to issue a cease-and-desist order to Verizon preventing their use of a 5G tower because of health concerns^{2,3} if Verizon fails to address the town’s concerns. In the DC Court of Appeals regarding this Pittsfield case, the court found the FCC’s regulatory limits “arbitrary and capricious.”⁴ Just because an item is FCC “approved” does not guarantee safety in actual use.

¹ <https://mdsafetech.org/smart-meters/>

² <https://childrenshealthdefense.org/defender/massachusetts-verizon-cease-desist-cell-tower/?fbclid=IwAR2uMBcGHNBASBeVrOO6fQyM8dpReqnWWTCxEyErtKK6S1Jp8P2dY4clXXk>

³ https://www.berkshireeagle.com/news/central_berkshires/cease-and-desist-pittsfield-board-of-health-gives-verizon-ultimatum-over-cell-tower/article_ae03b92c-845f-11ec-87d2-cb79809c6f43.html

⁴ <https://childrenshealthdefense.org/wp-content/uploads/chd-v-fcc-we-won-decision.pdf>

The American Academy of Environmental Medicine states in a letter to the Public Utilities Commission of the State of California⁵ about smart meter technology: "Chronic exposure to wireless radiofrequency radiation is a preventable environmental hazard that is sufficiently well documented to warrant immediate preventative public health action." It goes on: "The literature raises serious concern regarding the levels of radio frequency (RF - 3KHx – 300KHx) or extremely low frequency (ELF - 0Hx – 300Hx) exposures produced by "smart meters" to warrant an immediate and complete moratorium on their use and deployment until further study can be performed. The board of the American Board of Environmental Medicine wishes to point out that existing FCC guidelines for RF safety that have been used to justify installation of "smart meters" only look at thermal tissue damage and are obsolete, since many modern studies show metabolic and genomic damage from RF and ELF exposures below the level of intensity which heats tissue. **The FCC guidelines are therefore inadequate for use in establishing public health standards.** More modern literature shows medically and biologically significant effects of RF and ELF at lower energy densities. These effects accumulate over time, which is an important consideration given the chronic nature of exposure from "smart meters". The letter goes on to state "Further EMF / RF adds synergistic effects to the drainage observed from a range of toxic chemicals. Given the widespread, chronic, and essentially inescapable ELF/RF exposure of everyone living near a "smart meter", the Board of the American Academy of Environmental Medicine finds it unacceptable from a public health standpoint to implement this technology until these serious medical concerns are resolved." In short... this technology is not without risk. This is a risk I am not willing to expose myself or my family to unnecessarily.

You have also argued that homes around us have this technology installed, so 'what is our problem? The closest home with an MIU installed is presumably in Abby's Landing behind our property. The radiation from that source is significantly reduced not only by distance from the source, but also obstacles placed in between the source (such as a home, woods, and into our home). In fact – if the distance from the radiation source is doubled, the amount of radiation is reduced by four times. (This is known as the inverse-square law⁶.) Therefore – a distance of 200 or 300 feet is significantly different than mounting another radiation source directly on your own property. Said differently... distance is indeed your friend regarding radiation sources.

To review our earlier correspondence... we have found absolutely nothing in the WUC's Rules and Regulations that supports your position of disconnecting our water service for an arbitrary "refusal to comply with service request". Again – the Rules and Regulations require the water service to be metered. (Our service was, is and will remain metered.) There is nothing in the Rules and Regulations regarding upgrading equipment. Nor is there any reference to any 'service request' in the Rules and Regulations.

⁵ <https://smartmeterharm.files.wordpress.com/2012/12/1-analysis-exhibits-12-12.pdf>

⁶ https://en.wikipedia.org/wiki/Inverse-square_law

We still want the town to refund all charges related to the water disconnection last October. The town was over estimating our water usage for several months. We have been granted an abatement on the water fees, but not the late fees for the overpayments. (If we were paying into the future... how could the payments be late?) Nor have we seen any fees returned / refunded for sewer over charges because of the water over charges. (There supposedly has been a credit applied to the sewer account, but I have not seen that credit yet.)

Again. We ask for reasonable accommodations regarding our refusal of this technology on our property. At the end of each month we will send a photo of our meter so it can be accurately read from the comfort and convenience of your office.

Respectfully,


Rob Greer


Laurie Greer

Rob and Laurie Greer

Agarla
4-12-22



TOWN OF HUDSON

Engineering Department



8C

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

RECEIVED

APR 06 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer
Jess Forrence, Public Works Director

DATE: March 30, 2022

RE: Bush Hill Road Improvement Opportunity – Follow Up

Bush Hill Road is currently a road that has poor sight distance issues due to its geometry and layout. One of the most challenging spots is along the 112-118 Bush Hill Road segment.

At the Board's request, Town staff had a meeting with the property owner of 116 & 117 Bush Hill Road, Mr. Tyler to go over the options available. We researched the 112 Bush Hill Road property, which the Town currently owns, and we won't be able to trade that property for a potential future Right of Way. This conclusion was also confirmed by Town counsel.

Mr. Tyler is willing to donate the necessary right of way to Town of Hudson, in exchange for the Town paying all the cost associated with surveying services, lot line relocation plan preparations and deed preparations. We received an estimate from one of our surveying consultants for the amount of \$6,500, which includes field surveying for approximately 800 feet of road. Funds for this will come out of Engineering and Public Works Departments.

The Town Engineer and Public Works Director's recommendation to the BOS is to pursue this opportunity and move forward with securing the additional Right of Way.

Motion:

To authorize the Town Engineer to pursue and complete the necessary Right of Way survey plans and documents, for the properties located at 116 & 117 Bush Hill Road, not to exceed \$6,500,

Agenda 4-12-22



TOWN OF HUDSON

Engineering Department



9A

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

RECEIVED

APR 06 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer
Jess Forrence, Public Works Director

DATE: April 6, 2022

RE: Operation and Maintenance Agreement with New Hampshire Department
of Transportation (NHDOT)

Back in 2020, the Town of Hudson took over traffic signal maintenance and day to day operations of the Kimball Hill Road and Route 111 intersection. This allows the Town staff to respond, operate and modify operations while the State still has ownership of the intersection. This was done due to past issues and the State's inability to respond, due to lack of staffing and resources.

We have been asked by the State to consider similar agreements for the following intersections:

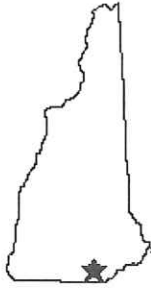
- NH 3A/River Road/Dracut Road/Steele Road;
- NH 3A (Lowell Road)/Rena Avenue;
- NH 3A (Lowell Road)/Sam's Club/Walmart;
- NH 3A (Lowell Road)/Circumferential Highway/Sagamore Bridge

This agreement would take effect after all the offsite improvements have been completed and the Town's preferred hardware, software and fiber optics have been successfully installed. This will provide us with the ability to do our own traffic counts at each intersection before and after the project completion.

The Town of Hudson and NHDOT will work together to come up with a five-year agreement, similar to past practices and will be subject to the Town's legal counsel review and Board of Selectmen approval.

Motion:

To authorize the Town Engineer work with NHDOT to prepare a five-year Operation and Maintenance Agreement with NHDOT for the intersections listed above.



TOWN OF HUDSON

Engineering Department



Agenda
4.12.22

9B

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

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer
Jess Forrence, Public Works Director

DATE: March 31, 2022

RE: Haselton Barn Roof Status Update

RECEIVED

APR 06 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

On March 22, 2022, the Board of Selectmen decided to take action on the Haselton Barn roof matter, which is currently in need of repair. Based on our records and research, a full assessment of the barn was conducted by the Town in 2003 for the cost of approximately \$30,000 to evaluate and determine what the cost would be to rehab the barn to historical standards. The cost of those tasks in 2003 was approximately \$600,000. We believe that the cost today would be over \$3 million, which we would not be able to accomplish with existing funds.

We believe that the best approach at this time is to install a metal roof, over the existing roof, for the entire roof which is approximately 6,000 square feet. We believe this is the best approach for the following reasons:

1. It eliminates the need to remove the existing roof.
2. It is lighter than an asphalt roof and is less labor intensive for installation.
3. It minimizes snow build up on the roof during winter seasons and reduces snow loads and stress to the structure.
4. It will be easy to remove when the Town decides to restore the barn at some point in the future.

We recommend to advertise for a Request for Proposals for construction services related to a metal roof installation. We will include two alternatives, one will consist of cost per square foot for 0-3,000 s.f. and the second will be of cost per square foot for 0-6,000 s.f. Our construction estimate for the entire roof is \$100,000.

Motion:

To authorize the Town Engineer and Public Works Director to issue a Request for Proposal for the installation of a metal roof for Haselton Barn.

Town of Hudson, NH
Capital Reserve/Trust Funds
Fiscal Year 2023

Date of Creation	Fund	Department	Name of Trust	Market Value Balance 6/30/2021	Budgeted Additions FY23	Anticipated Withdrawals FY22	Anticipated Withdrawals FY23	FY23 Projected Balance before Expenditures	Agents/ Authority to Expend	Town Proposed FY2023
19-Aug-94	GF	5750-450	Ambulance CRF	70,728				70,728	Vote	
10-Mar-98	GF		Benson's Land CRF	110,893	10,000			120,893	BOS	
12-Mar-13	GF	5940-450	Communications Equip & Infrastructure	957,023		(659,000)		298,023	BOS	
13-Mar-01	GF		Conservation Land CRF	858,597				858,597	Vote	
16-Jun-94	GF	5940-450	Employees Earned Time	975,334				975,334	BOS	
10-Mar-20	GF		Energy Efficiency CRF	28,430	25,000			53,430	BOS	
14-Mar-00	GF	5730-450	Fire Apparatus CRF	266,494		(170,000)		96,494	Vote	
11-Mar-08	GF	5730-450	Fire Apparatus Refurb & Repair CRF	249,455	25,000	(139,781)		134,674	BOS	
08-Mar-11	GF	5730-450	Fire Equipment CRF	8,512				8,512	BOS	
11-Mar-08	GF	5410-450	Future Property Revaluations CRF	263,404	25,000	(175,100)		113,304	BOS	
09-Mar-21	LIB		Hills Mem Library Maintenance CRF	25,000				25,000	BOS	
14-Mar-06	GF	5330/5677	Information Services CRF	87,458				87,458	BOS	
14-Mar-17	GF	5060-450	Library Improvements CRF	59,243				59,243	Vote	
11-Mar-14	GF	5045-450	Major Repair to Town Buildings CRF	203,506				203,506	BOS	
18-Mar-95	SF	5564-450	Nashua WWT CRF	4,096,668				4,096,668	BOS	
13-Mar-07	GF	5630-450	Police Bullet Proof Vest Repl CRF	52,096				52,096	BOS	
13-Mar-07	GF	5630-450	Police Duty Weapons Repl CRF	53,184				53,184	BOS	
09-Mar-21	GF	5630-450	Police Safety Equip CRF (Tasers/Cameras)	50,000	100,000			150,000	BOS	
09-Mar-10	GF/CC	5586-450	Pond Reclamation CRF	70,813				70,813	BOS	
12-Mar-02	GF	5810-450	Rec Facility Land Purchase CRF	237,064				237,064	Vote	
11-Mar-14	GF	5810-450	Recreation Equipment CRF	2,105				2,105	BOS	
11-Mar-14	GF	5824-450	Recreation Field Construction CRF	1,526				1,526	BOS	
28-Nov-97	SF		Sewer Capital Assessment	10,500,217				10,500,217	BOS	
16-Sep-95	SF	5564-450	Sewer Pump Repair CRF	201,051				201,051	BOS	
14-Mar-06	GF/SF	5554/5562-450	VacCon Truck Replacement CRF	53,286	30,000			83,286	Vote	
12-Mar-02	WF	5592-450	Water Utility Improvement CRF	4,055,498				4,055,498	BOS	
12-Mar-02	WF	5592-450	Water Utility Capital Repair CRF	447,707				447,707	BOS	
08-Mar-16	WF	5592-450	Water Utility Infrastructure & Capital CRF	87,038				87,038	BOS	
			BOS = Board of Selectmen	24,072,330	215,000	(1,143,881)	-	23,143,449		0
			Trustees = Trustees of the Trust Fund							
			Vote = Town Meeting Vote				SF	14,797,936		
			LIB = Library Trustees				WF	4,590,243		
							LIB	25,000		

Agenda
4-12-22



TOWN OF HUDSON

Engineering Department



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

9C

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer
Tad Dionne, Police Chief
Dave Bianchi, Police Captain

DATE: March 22, 2022

RE: Traffic Safety Improvement Grant

RECEIVED
MAR 30 2022
TOWN OF HUDSON
SELECTMEN'S OFFICE

We have been informed of an opportunity to purchase traffic safety equipment using ARPA funds, which provides 90 percent state reimbursement after purchase. This equipment provides visual speed information and driver speed awareness. In addition, it provides data about the traffic volume and speed, similar to equipment we already have.

We recommend filing for the grant to purchase two Shield 15 radar speed signs. The cost of these devices with all the accessories is \$4,700/unit and this is a onetime purchase. The total cost will be \$9,400, with a state reimbursement of \$8,460 and Town portion of \$940, (90% / 10%).

The goal of this equipment is to provide education and awareness for drivers while identifying trouble spots in Town. In addition, this equipment will be additional tools for the Police Department to address speeding complaints in Hudson.

The Town Engineer and Police Chief's recommendation to the BOS is to pursue this grant.

Motion:

To authorize the Town Engineer and Police Chief to apply for the grant in the amount of \$9,400 for traffic safety equipment. This grant is a 90% / 10% split with the Town portion to come from Police Account # 5671-403.



All Traffic Solutions Inc.
 14201 Sullyfield Circle,
 Ste 300
 Chantilly, VA 20151
 Phone: 814-237-9005
 Fax: 814-237-9006
 DUNS #: 001225114
 Tax ID: 25-1887906
 CAGE Code: 34FQ5

QUOTE Q-66632

DATE: 03/25/2022

PAGE NO: 1

Mail Purchase Orders to:
 3100 Research Dr.
 State College, PA
 16801

Contract:

Questions contact:
MANUFACTURER:
All Traffic Solutions

Matthew O'Brien
 (571) 321-5449
 x 265
 mobrien@alltrafficsolutions.com

Independent Sales Rep:

BILL TO:
 Town of Hudson - NH
 12 School St.
 Hudson NH 3051

SHIP TO:
 Town of Hudson - NH
 NH
 Attn: Elvis Dhima

Billing Contact:

PAYMENT TERMS: Net 30
CUSTOMER: Town of Hudson - NH
CONTACT:(603) 886-6008 ext, 0

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000872	Shield 15B Speed Display; base unit w/ mounting bracket, Can be Upgraded to TraffiCloud	2	\$2,395.00	\$4,790.00
4000631	Bluetooth: allows wireless control from any Bluetooth enabled device (sold separately)	2	\$400.00	\$800.00
4000519	Traffic Data Collection; stores vehicle statistics locally for later analysis	2	\$500.00	\$1,000.00
4000520	Violator Alert; White flash helps draw attention to the driver's speed	2	\$350.00	\$700.00
4000744	LFP Power kit, 16Ah battery (2), internal power controller, charger w/connector	2	\$795.00	\$1,590.00
4900063	Carrying Case; Sh15 softcase with storage pockets	2	\$200.00	\$400.00
4001299	3 Year Warranty	2	\$0.00	\$0.00
4000641	Shipping and Handling Common Carrier	2	\$60.00	\$120.00

Special Notes:

SALES AMOUNT: \$9,400.00

TOTAL USD: \$9,400.00

Duration: This quote is good for 60 days from date of issue.
Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.
Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.
Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am authorized to commit my organization to this order.

Signature: _____ Date: _____

Print Name: _____ Title: _____



ALL TRAFFIC
SOLUTIONS



Connected Solutions for Better Traffic Safety Outcomes

SHIELD RADAR SPEED SIGN

AllTrafficSolutions.com

Resolving Speeding Complaints Has Never Been Easier.

All Traffic Solutions Shield radar speed signs lead the industry in quality, accuracy, and durability.



SIMPLE, RAPID DEPLOYMENT

Shield signs are lightweight and mountable by one person in under a minute on a portable post, pole, or vehicle hitch.

WEB-BASED REPORTING AND ACCESSIBILITY

All Traffic Solutions' patented TraffiCloud® software enables you to remotely manage and monitor your devices from anywhere using any internet-connected device.

Access real-time traffic data, generate ready-made speed and volume reports, and get email or text alerts for tampering, low batteries, and high-speed violators.

MAXIMIZE RESOURCES WITH REAL-TIME DATA

Use your web-enabled Shield radar speed sign to:

- Conduct hassle-free traffic studies
- Quickly resolve speeding complaints
- Increase driver speed awareness
- Identify speeding hot spots and prioritize enforcement in high-risk areas

RIGOROUSLY TESTED AND CERTIFIED

All Traffic Solutions Shield signs aced radar accuracy, power recovery, autonomous battery operation, and crash resistance tests.

They're shatterproof, graffiti-resistant, and can withstand 150-mph winds and inclement weather such as ice, snow, and heavy rain.



Shield 15

 MADE IN THE USA

FLEXIBLE POWER OPTIONS

Achieve up to several weeks of run time. A dedicated compartment allows for all-weather battery replacement, and optional solar panels provide around-the-clock convenience and cost-efficiency.

MADE IN THE USA

All Traffic Solutions signs are manufactured at our State College, Pennsylvania production facility in compliance with the Buy American Act and Buy America Act.

WARRANTY AND FREE TRAINING

To ensure that our customers get the most out of our solutions, we offer the best product warranty on the market, world-class customer support, and unlimited free training from our US-based offices.



Shield 12

Product Specs

Shield 12

DIMENSIONS 15.5" x 13.5" x 3.12" WEIGHT 12 lbs.

DIGITS 12" x 6"

Shield 15

DIMENSIONS 24" x 17" x 3.12" WEIGHT 18 lbs.

DIGITS 15" x 8"

Popular Options

Data logging, Bluetooth, Violator Alert, Metric, 3-digit display




Shield 12 and Shield 15 are available with optional yellow or white wrap.





For more information visit us online at AllTrafficSolutions.com

 sales@alltrafficsolutions.com

 Call us at 866.366.6602

All Traffic Solutions. 12950 Worldgate Drive, Suite 310, Herndon, VA 20170

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Agenda
3-12-22



TOWN OF HUDSON

Engineering Department



9D

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

RECEIVED

MAR 30 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer
Tad Dionne, Police Chief
Dave Bianchi, Police Captain

DATE: March 22, 2022

RE: Underground Storage Tank located at Town Hall Status Update

We currently have an underground gasoline storage tank located at Town Hall, which is subject to New Hampshire Department of Environmental Services (NHDES) inspection. At the latest inspection performed in January 2022 we were notified that, due to changes in regulations, new additional features need to be added to our current facility.

After assessing the inspection report, we agreed to address one of the two items identified by NHDES by April of 2022. We informed NHDES that the other item is not applicable to us. After numerous interactions, we decided to get a legal opinion on this matter by Town Counsel, and our attorney agreed with our assessment of how the rules are written. We asked that the NHDES provide a legal opinion on this matter, which they did not provide and stated that this matter can be appealed only after the Letter of Deficiency has been issued, which was received on 3/21/2022.

NHDES has not been clear on what their process is and after consulting with Town Counsel, it is our recommendation to pursue the appeal process, which we have done in the past on another matter and were successful.

The Town Engineer and Town Counsel's recommendation to the BOS is to pursue the NHDES appeal process.

Motion:

To authorize the Town Engineer and Town Counsel to appeal the NHDES Letter of Deficiency for the underground gasoline storage tank located at Town Hall.



Edge of Concrete

**Edge of asphalt
(probably the hole envelope for
the tank installed in 2001)**



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

March 18, 2022

CERTIFIED MAIL # 7007 2560 0001 3866 5358

**LETTER OF DEFICIENCY
ORCB LOD #22-002**

BY EMAIL AT: EDHIMA@HUDSONNH.GOV

Elvis Dhima, Town Engineer
Town of Hudson
12 School St., Suite 1
Hudson, NH 03051

RECEIVED

MAR 22 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

Subject Site/Facility: Hudson – Town of Hudson, 12 School Street
NHDES Site #198906004, UST Facility #0111628

Reference: Letter of Deficiency ORCB LOD #22-002

Dear Elvis Dhima:

This letter contains important information that affects the continued operation of the subject facility.

Additionally, the facility is not in compliance with RSA 146-C, and therefore is not eligible for reimbursement of cleanup costs incurred should a spill or release occur.

On January 19, 2022, New Hampshire Department of Environmental Services (NHDES) staff conducted a compliance inspection of the UST facility at the subject site (January 2022 Inspection). NHDES conducts compliance inspections of underground storage tank (UST) facilities to determine the facility's compliance with N.H. RSA 146-C, Underground Storage Facilities, and N.H. Code Admin. Rules Env-Or 400, Underground Storage Tank Facilities (UST Rules). By inspection report, dated January 19, 2022, NHDES provided you with a list of the deficiencies that were discovered during the January 2022 Inspection, and informed you that the deficiencies should be corrected within 30 days and verification should be submitted to NHDES within 45 days.

NHDES has not received documentation indicating correction of two of the nine deficiencies identified in the inspection report. Therefore, NHDES hereby issues ORCB LOD #22-002.

The current deficiencies and actions needed are as follows:

Deficiency #1: Failure to install a dispensing area with a concrete pad and a positive limiting barrier.

During the January 2022 Inspection, the NHDES inspector determined the UST facility has an existing dispensing pad made of asphalt and does not have a concrete dispensing area installed for the UST system pursuant to Env-Or 405.07.

Env-Or 405.07(g) requires any UST system installed prior to February 3, 2005, that does not have an existing concrete dispensing pad, to install a dispensing pad meeting the requirements of Env-Or 405.07(a) and (b) no later than October 13, 2021.

www.des.nh.gov

PO Box 95, 29 Hazen Drive, Concord, NH 03302-0095

Telephone: (603) 271-3899 Fax: (603) 271-2181 TDD Access: Relay NH 1-800-735-2964

To correct this deficiency, install a concrete pad with a positive limiting barrier that meets the requirements of Env-Or 405.07 and submit installation and maintenance documentation to NHDES.

Deficiency #2: Failure to install spill containment around Stage I vapor recovery connection.

During the January 2022 Inspection, the NHDES inspector determined that spill containment equipment for the vapor recovery dry brake is not installed.

Env-Or 405.05(f) requires spill containment meeting the requirements of Env-Or 405.05(c) to be installed at stage I system connections no later than October 13, 2021.

To correct this deficiency, install spill containment equipment in accordance with Env-Or 405.05 at the Stage I riser pipe and submit installation documentation and passing spill containment tightness test results to NHDES in accordance with Env-Or 406.12.

NHDES believes you can correct deficiencies #1 and #2 as noted in this letter within **30 days**.

The Commissioner of NHDES is authorized by RSA 146-C:10-a to impose administrative fines up to \$2,000 per offense for any violation of RSA 146-C or Env-Or 400. NHDES also has authority to issue an administrative order to require you to correct the deficiencies and to refer the case to the NH Department of Justice for civil penalties and/or criminal prosecution.

Please contact the undersigned in the Waste Management Division of NHDES as soon as the above deficiencies are corrected, or if you already have corrected them. Please also contact the undersigned if you have any questions regarding this letter.

Sincerely,



Matthew A. Jones, Compliance & Enforcement Subsection Chief
Oil Compliance Section
Tel. No. (603) 271-2986
Email: Matthew.Jones@des.nh.gov

Waste
Management
Division

Digitally signed by Waste Management
Division
DN: cn=Waste Management Division,
o=Waste Management Division, ou=Oil
Remediation and Compliance Bureau,
email=michale.lregan@des.nh.gov, c=US
Date: 2022.03.17 11:51:47 -0400

Enclosures: January 19, 2022 UST Facility Inspection Report

cc: NHDES Legal Unit

ec: Hudson Health Officer
David LeFevre, Esq. – dlefevre@tarbellpa.com
Stephen Malizia, Town Administrator – smalizia@hudsonnh.gov
Donald Kirkland, PE, Civil Engineer – dkirkland@hudsonnh.gov
Robert Bishop, Administrator, ORCB
Charlie Krautmann, PE, PG, Supervisor, Oil Compliance Section, ORCB


**TARBELL
& BRODICH, PA**
ATTORNEYS AT LAW

February 24, 2022

Via E-Mail Only matthew.a.jones@des.nh.gov
Matthew Jones, Subsection Chief
NH Department of Environmental Services
Waste Management Division
Oil Remediation & Compliance Bureau
29 Hazen Drive
Concord, New Hampshire 03302-0095

RE: Town of Hudson, NH re Underground Storage Tank ("UST")

Dear Mr. Jones:

I represent the Town of Hudson. I understand there was an inspection of the Town's underground storage tank ("UST") located behind Town Hall on January 19, 2022, following which the Town received a letter dated January 19, 2022, from Mr. Harding Schofield, in which he indicated that the Town's UST did not comply with Env-Or 405.7. The claimed deficiency being that the UST did not have a concrete pad with a positive limiting barrier ("PLB").

The PLB requirement is set forth under Env-Or 405.7 (b). However, the PLB requirement does not apply to pre-existing USTs installed prior to February 3, 2005, which already have a concrete dispensing pad. Env-Or 405.7 (g), specifically states, "[f]or any UST system installed prior to February 3, 2005, **that does not have an existing concrete dispensing pad**, the owner shall install a dispensing pad meeting the requirements of (a) and (b), above, no later than October 13, 2021." (emphasis added). Per Env-Or 405.7 (g), compliance with Env-Or 405.7 (b), is only required for USTs **that do not have an existing concrete dispensing pad**.

The Town's UST has a concrete dispensing pad, and was installed prior to February 3, 2005. Per Env-Or 405.7 (g), the Town is exempt from the PLB requirement.

Eaton W. Tarbell, Jr.
Nicholas Brodich
Caroline K. Brown
Mary A. Hakken-Phillips
David E. LeFevre
*Friedrich K. Moeckel**
Shane R. Stewart
Eaton W. Tarbell, III

*All Attorneys admitted
in New Hampshire
or as otherwise designated.*

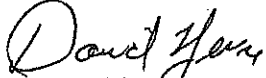
**Also admitted in Massachusetts*

*45 Centre Street
Concord, NH 03301*

*1-877-898-1135
603-226-3900 Tel
603-225-5398 Fax*

Sincerely,

TARBELL & BRODICH, P.A.



By: David E. LeFevre, Esq.

e-mail: dlefevre@tarbellpa.com

cc: Stephen A. Malizia, Town Administrator (via e-mail only)
Elvis Z. Dhima, P.E., Town Engineer (via e-mail only)
Donald N. Kirkland, P.E., Civil Engineer (via e-mail only)
Harding N. Schofield, Inspector (via e-mail only)
Charles S. Krautmann, P.E., P.G., Oil Compliance Supervisor (via e-mail only)



TOWN OF HUDSON

Engineering Department



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

February 11, 2022

Mr. Matthew Jones
New Hampshire Department of Environmental Services
Waste Management Division
Oil Remediation & Compliance Bureau
29 Hazen Drive, P.O. Box 95
Concord, New Hampshire 03302-0095

Mr. Jones-

The existing concrete pad for UST ID. 0111628 was in compliance when it was designed and submitted for construction approval to New Hampshire Department of Environmental Services (NHDES) in 2001. In addition, since the construction completion, there have been numerous NHDES inspections (2006, 2007, 2010, 2013, 2016, and 2019) by NHDES since the adoption of the February 3, 2005 requirement for concrete pads at dispensing sites. At no time during these inspections has the concrete pad been documented out of compliance with Env-Or 405.07.

The dispenser in question is utilized by the Town of Hudson Police Department as well as Town Hall employees. This dispenser is not for public use and staff utilizing the dispenser are considered professional public employees and therefore, highly unlikely to spill gasoline on the concrete pad or beyond.

Based on our own first hand cases, including court cases, regarding new Town codes and existing non-conforming matters we feel very strongly that the existing concrete pad meets the requirements of Env-Or 405.07 as written.

In conclusion, based on the reasons stated above, we have been in compliance since the installation of the tank and find your staff's request inconsistent with previous inspections and unreasonable.

Sincerely,
Town of Hudson


Elvis Dhima, P.E.
Town Engineer



TOWN OF HUDSON

Engineering Department



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

January 26, 2022

Mr. Matthew Jones
New Hampshire Department of Environmental Services
Waste Management Division
Oil Remediation & Compliance Bureau
29 Hazen Drive, P.O. Box 95
Concord, New Hampshire 03302-0095

Mr. Jones-

The Town of Hudson is in receipt of Harding Schofield's letter dated 1/19/2022 outlining the deficiencies observed during his recent inspection of the Police Department underground storage tank (the tank). The purpose of this email is to provide a response to NHDES outlining our path toward compliance with Env-Or 400 and Env-Or-500. This response has been prepared to address each deficiency in the same order as they were outlined in the 1/19/2022 letter.

General

1. The Town of Hudson has reviewed Env-Or 405.07 and Env-Or 407.10 regarding the existing concrete pad at our gasoline dispenser. Env-Or 405.07 (g) states that any tank system installed prior to February 3, 2005 that **does not** have an existing concrete dispensing pad needs to have one installed in accordance with Env-Or 405 (a) and (b). The Police Department tank system was installed on December 6, 2001 and finished with a concrete pad. It is the Town's opinion that the existing concrete pad meets the spirit of Env-Or 405.07 (g) and therefore does not need to be replaced as it was installed prior to February 3, 2005. In addition, we agree that the length of the cord should be reduced and we will coordinate with our vendor to do that in Spring of 2022.
2. An updated listing of the Class C operator has been posted at the leak detection alarm. Don Kirkland will be the Class C operator for the tank. The List of Class C Operators is attached to this letter.
3. Both Elvis Dhima and Don Kirkland have successfully passed the Class A/B Operators exam on January 20, 2022. Elvis Dhima will remain the Class B operator. A Statement of Training is attached to this letter.

4. Elvis Dhima will remain the Class A operator. A Statement of Training is attached to this letter.

Tank #3

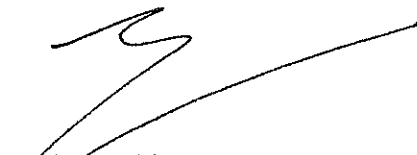
1. M&B Maintenance conducted annual leak detection testing on the interstitial space and containment sump on January 19, 2022. Results of this testing will be forwarded to NHDES by M&B Maintenance prior to the 30-day deadline. The Town of Hudson will contract with M&B Maintenance moving forward to perform these tests on an annual basis.
2. The Town of Hudson will contract with M&B Maintenance to conduct annual leak detection testing of both the tank and piping containment systems moving forward. Results of the testing will be submitted to NHDES by M&B Maintenance.
3. Spill containment sump integrity testing will be conducted by M&B Maintenance in the month of February 2022 and will be conducted on a triannual basis thereafter.
4. The Town of Hudson will install spill containment on the Stage 1 vapor recovery port in spring 2022 to meet the intent of Env-Or 405.05 and Env 406.01.

Should you have any questions or comments regarding the information presented in this report, please do not hesitate to contact the undersigned at (603) 886-6008.

Sincerely,
Town of Hudson



Donald N. Kirkland, PE
Civil Engineer



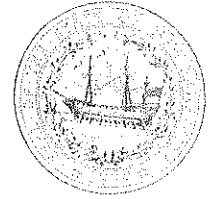
Elvis Z. Dhima, PE
Town Engineer

Attachments:

A/B operator Statement of Training Record
List of Class C Operators



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

1/19/2022

ELVIS DHIMA
TOWN OF HUDSON
12 SCHOOL ST STE 1
HUDSON, NH 03051-

Subject Site: HUDSON, HUDSON POLICE DEPT, 12 SCHOOL ST
NHDES Site # 198906004, UST Facility # 0111628

Reference: Underground Storage Tank Facility Inspection Report

On January 19, 2022 the New Hampshire Department of Environmental Services, Waste Management Division (NHDES) conducted an inspection of the underground storage tank (UST) system(s) at the subject site. The inspection was conducted to determine the level of compliance with key elements of the New Hampshire Code of Administrative Rules Env-Or 400 Underground Storage Facilities (UST Rules) and Env-Or 500, Recovery of Gasoline Vapors. These rules were established for the purpose of reducing the number of product releases to the environment from UST systems and to establish a leak detection system which would alert a facility owner or operator before significant environmental damage and economic loss occurs. The inspection conducted at this facility is part of the NHDES release prevention effort.

Deficiencies noted during this inspection warrant your facility to be considered in substantial non-compliance with applicable rules. This means they pose a threat of a release to the environment and may result in a release going undetected. The following deficiency(ies) requires your immediate attention:

GENERAL

Env-Or 405.07 and Env-Or 407.10 require a concrete pad having positive limiting barriers to be installed and maintained in each dispensing area. Env-Or 407.05(d) and Saf-C 6000 requires that UST system components be installed in accordance with fire code requirements. The NHDES inspector has determined the UST facility does not have a dispensing area installed for each UST system pursuant to Env-Or 405.07.

Please install a concrete pad with a positive limiting barrier that meets the requirements of Env-Or 405.07 and submit maintenance documentation to NHDES.

RSA 146-C:17-21 requires that all regulated facilities in New Hampshire have designated Class A, B and C operators who have been trained and certified in accordance with an approved training program, a posting of the certified Class C operators for the facility and a posting for the facility response guidelines. Env-Or 404.06 through 404.08 require a permit to operate and that the permit is permanently affixed on the facility premises in a location that is visible to a NHDES inspector. Env-Or 405.01(g) requires that a UST certificate be permanently affixed and visible to the NHDES inspector at the facility premises.

The NHDES inspector could not verify a current listing of class C operator(s) is posted per RSA 146-C:17,IV.

NHDES Web Site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-3899 Fax: (603) 271-2181 TDD Access: Relay NH 1-800-735-2964

Please post a current listing of class C operators, submit a copy of the class C list to NHDES and notify NHDES in writing that the listing has been posted.

RSA 146-C:17-21 requires that all regulated facilities in New Hampshire have designated Class A, B and C operators who have been trained and certified in accordance with an approved training program, a posting of the certified Class C operators for the facility and a posting for the facility response guidelines. Env-Or 404.06 through 404.08 require a permit to operate and that the permit is permanently affixed on the facility premises in a location that is visible to a NHDES inspector. Env-Or 405.01(g) requires that a UST certificate be permanently affixed and visible to the NHDES inspector at the facility premises.

The NHDES inspector has determined the class B operator's certification expired after March 13, 2020 and the certification was temporarily extended by Governor Sununu's Emergency Order #29. The order has ended and the class B operator's certification is now expired.

Please plan to have at least one employee certified as a class B operator by an approved training program in accordance with RSA-C:18 and submit a new Statement of Training form to NHDES designating the certified class B operator for the subject facility by March 8, 2022. Please visit <https://www.des.nh.gov/business-and-community/fuel-storage-tanks/underground-storage-tanks/operator-training> for the NHDES UST Operator Training Program schedule. Please contact Suzanne Picone (suzanne.m.picone@des.nh.gov) for questions regarding the UST operator certification.

RSA 146-C:17-21 requires that all regulated facilities in New Hampshire have designated Class A, B and C operators who have been trained and certified in accordance with an approved training program, a posting of the certified Class C operators for the facility and a posting for the facility response guidelines. Env-Or 404.06 through 404.08 require a permit to operate and that the permit is permanently affixed on the facility premises in a location that is visible to a NHDES inspector. Env-Or 405.01(g) requires that a UST certificate be permanently affixed and visible to the NHDES inspector at the facility premises.

The NHDES inspector has determined the class A operator's certification expired after March 13, 2020 and the certification was temporarily extended by Governor Sununu's Emergency Order #29. The order has ended and the class A operator's certification is now expired.

Please plan to have at least one employee certified as a class A operator by an approved training program in accordance with RSA-C:18 and submit a new Statement of Training form to NHDES designating the certified class A operator for the subject facility by March 8, 2022. Please visit <https://www.des.nh.gov/business-and-community/fuel-storage-tanks/underground-storage-tanks/operator-training> for the NHDES UST Operator Training Program schedule. Please contact Suzanne Picone (suzanne.m.picone@des.nh.gov) for questions regarding the UST operator certification.

TANK #3 (Containing REGULAR with Capacity of 4000 gallons)

Env-Or 406.13 requires the owner to conduct annual leak monitoring system testing for proper operation and submit test results to NHDES no later than 30 days after the date of the test.

The NHDES inspector has determined the tank leak monitoring equipment was not tested annually for proper operation.

Please conduct annual leak monitor testing and submit passing test results to NHDES that meet the requirements of Env-Or 406.13(e) through (g).

If it is determined that the leak monitoring system is malfunctioning, Env-Or 406.02(c) requires the owner to repair the system and clear and reset any alarm condition to normal operating mode within 15 working days, or place the affected system(s) into temporary closure until satisfactory repairs are made.

Finally, if the leak monitor indicates a possible leak, the owner shall investigate the cause of the indication to determine if a leak has occurred, in accordance with Env-Or 406.04.

Env-Or 405.08 and Env-Or 406.02 require leak monitoring of tank systems to be installed and in good working order to continuously perform their original design function. Env-Or 406.02 requires the interstitial or annular space for tanks to be free of debris and water.

The NHDES inspector has determined the sensor monitoring the tank interstitial or annular space is not operating or not operating properly.

The above issue was resolved during the on-site inspection. No additional documentation is needed for this specific issue.

Env-Or 406.13 requires the owner to conduct annual leak monitoring system testing for proper operation and submit test results to NHDES no later than 30 days after the date of the test. The NHDES inspector has determined the piping leak monitoring equipment was not tested annually for proper operation.

Please conduct annual leak monitor testing and submit passing test results to NHDES that meet the requirements of Env-Or 406.13(e) through (g).

If it is determined that the leak monitoring system is malfunctioning, Env-Or 406.02(c) requires the owner to repair the system and clear and reset any alarm condition to normal operating mode within 15 working days, or place the affected system(s) into temporary closure until satisfactory repairs are made.

Finally, if the leak monitor indicates a possible leak, the owner shall investigate the cause of the indication to determine if a leak has occurred, in accordance with Env-Or 406.04.

Env-Or 406.14 requires the owner to test each new sump for tightness at installation, in accordance with Env-Or 406.05 through Env-Or 406.08 or Env-Or 406.15. Env-Or 406.14 requires that no later than October 13, 2021 and triennially thereafter, in accordance with Env-Or 406.05 through Env-Or 406.08 or Env-Or 406.15.

The NHDES inspector has determined the containment sump integrity testing has not been conducted.

Please conduct triennial tightness testing of the containment sump that meets the requirements of Env-Or 406.05 through Env-Or 406.08 or Env-Or 406.15. and submit the passing test results to NHDES.

Please refer to Env-Or 406.08 for test failure requirements, Env-Or 408.03 for repair requirements, Env-Or 406.14(h) and 408.06 through 408.10 for closure requirements, if applicable. Immediately conduct applicable notification and response actions required of Env-Or 600 if a release has occurred.

Env-Or 405.05 and 406.01 require spill containment devices be installed and maintained in good working order on all UST systems.

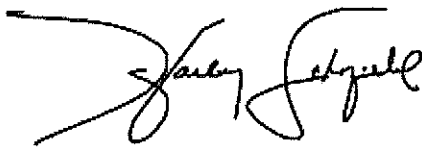
The NHDES inspector determined that spill containment equipment for the vapor recovery dry brake is not installed.

Please install spill containment equipment in accordance with Env-Or 405.05 at all Stage I riser pipes and submit installation documentation and passing spill containment tightness test results to NHDES in accordance with Env-Or 406.12.

The above noted deficiencies must be corrected within 30 days of the date of this inspection. To verify that the proper corrective measures were taken, documentation, in the form of a report from the certified technician that effected the repair, testing results, invoices, inventory records, photographs, etc., indicating the date and description of the corrective measures taken must be submitted to NHDES within 45 days of the date of this inspection. Please be advised that failure to correct the deficiencies in a proper and timely manner will result in NHDES proceeding under the NHDES Compliance Assurance Response Policy to determine an appropriate enforcement response. Please note that New Hampshire RSA 125-C and 146-C authorize permit revocation, administrative fines not to exceed \$2,000 per violation, administrative orders, delivery prohibition, injunctive relief, and civil penalties not to exceed \$10,000 per violation per day of continuing violation, and \$25,000 for each continued day of a repeat violation.

Your signature below acknowledges that you were briefed by NHDES staff concerning the noted deficiencies. Should you have any questions concerning the content of this letter, please contact me in the Waste Management Division of NHDES at (603) 271-3899. NHDES appreciates your willingness to comply with the UST program in an effort to preserve New Hampshire's environment.

Sincerely,



1/19/2022

HARDING SCHOFIELD, Inspector

Date

ELVIS DHIMA, Facility Manager

Date

Important Dates

Requirement	Tanks	Next Date Due	Frequency
Tank Leak Monitor Test	3	Past Due	Annual
LLD Function Check	N/A	N/A	Annual
Tank Corrosion Protection Test	N/A	N/A	Every 3 years
Piping Corrosion Protection Test	N/A	N/A	Every 3 years
Fittings Corrosion Protection Test	N/A	N/A	Every 3 years
Spill Bucket Tightness Testing	3	2/5/2022	Every 3 years OR monthly interstice monitoring
Overfill Testing	3	1/19/2025	Every 3 years
Primary Containment System Tightness Test	3	2/12/2022	Every 3 years
Operator Monthly Checklist			Monthly
ELVIS DHIMA - A Operator Training		Past Due	Every 2 years
ELVIS DHIMA - B Operator Training		Past Due	Every 2 years

RECEIVED

Agenda
4-12-22

TOWN OF HUDSON | APR 07 2022

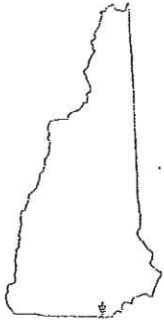
Police Department

Partners with the Community

TOWN OF HUDSON
SELECTMENS OFFICE



9E



1 Constitution Drive, Hudson, New Hampshire 03051
Voice/TTY (603) 886-6011/Crime Line (603) 594-1150/Fax (603) 594-1162

Tad K. Dionne
Chief of Police

Captain David A. Cayot
Special Investigations Bureau

Captain David A. Bianchi
Administrative Bureau

Captain Michael P. Davis
Operations Bureau

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: Tad K. Dionne, Chief of Police

Date: 07 April 2022

Re: Agenda Request – 12 April 2022



Captain David Cayot
for Chief Dionne

Scope:

The Police Department would like to meet at the next scheduled Board of Selectmen meeting on Tuesday, 12 April 2022 to request approval to apply for a U.S. Department of Justice Grant FY22 Law Enforcement Mental Health and Wellness Act Implementation Projects (O-COPS-2022-171165). This grant will help towards the implementation and enhancement of our current Mental Health and Wellness Programs. The deadline to apply is April 27, 2022 and the performance start date is September 1, 2022.

Recommendation:

The Police Department is requesting authorization to apply for a grant with the U.S. Department of Justice Grant FY22 Law Enforcement Mental Health and Wellness Act Implementation Projects (O-COPS-2022-171165)

Motion:

To authorize the Hudson Police Department approval to apply for a grant with the U.S. Department of Justice.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

U.S. Department of Justice
Office of Community Oriented Policing Services



FY22 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects

Assistance Listing Number #	16.710
Grants.gov Opportunity Number:	O-COPS-2022-171165
Solicitation Release Date:	March 15, 2022 1:00 PM
Version:	2
Grants.gov Deadline:	April 27, 2022 7:59 PM
Application JustGrants Deadline:	April 29, 2022 7:59 PM

Overview

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, <https://cops.usdoj.gov>) is pleased to announce that it is seeking applications for funding for the COPS Office FY 2022 Law Enforcement Mental Health and Wellness Act (LEMHWA) program. LEMHWA funds are used to improve the delivery of and access to mental health and wellness services for law enforcement officers through the implementation of peer support, training, family resources, suicide prevention, and other promising practices for wellness programs.

The COPS Office welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any other entities carrying out the federal award must be identified as proposed subrecipients. The applicant must be the entity that would have primary responsibility for carrying out the awards, including administering the funding and managing the entire project. The terms and conditions of the federal award are also applicable to subrecipients.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Eligible Applicants:

Other

Other

This solicitation is open to all local, state, tribal, and territorial law enforcement agencies.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2022 DOJ discretionary grant funding, either as a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

Contact Information

Applications must be submitted through both Grants.gov and the JustGrants system.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

Submission Information

Registration: To submit an application, all applicants must obtain a Unique Entity Identifier (UEI) number and register online with the System for Award Management (SAM) and Grants.gov.

Submission: Completing an application is a two-step process:

Applicants are first required to register via <https://www.grants.gov>, complete the SF-424 form and if applicable the SF-LLL, and submit it through the [Grants.gov website](#).

Once the SF-424 has been submitted via Grants.gov, the applicants will complete the full application including providing attachments in JustGrants.

An application is not considered submitted until both of these steps are completed. For more information about registration and submission, see the "How to Apply" section of this solicitation.

All guidance for this program is contained in this Solicitation and can also be found at <https://cops.usdoj.gov/lemhwa>. In addition to this Solicitation, the COPS Office "[How to Apply](#)" web page provides additional resources to help guide applicants through the process.

Contents

Contact Information.....	1
Program Description.....	5
Statutory Authority.....	5
Program-Specific Information.....	5
Program Goals.....	5
Project-specific goals.....	5
LEMHWA Implementation Projects.....	6
Additional requirements.....	6
Deliverables.....	6
Federal Award Information.....	7
Awards, Amounts and Durations.....	7
Federal Award Information.....	7
Length of Award.....	7
Type of Award.....	7
Cost sharing or match.....	7
Eligibility Information.....	7
Application and Submission Information.....	7
Information to Complete the Application for Federal Assistance (SF-424).....	8
Standard Applicant Information (JustGrants 424 and General Agency Information).....	8
Proposal Abstract.....	9
Data Requested with Application.....	9
Budget and Associated Documentation.....	9
Budget Worksheet and Budget Narrative (Web-based Form).....	11
Non-competitive Justification.....	21
Indirect Cost Rate Agreement (if applicable).....	21
Consultant Rate.....	21
Budget Narrative.....	21
Memoranda of Understanding (MOUs) and Other Supportive Documents.....	22
Additional Application Components.....	22
Letters of Support.....	22
Timeline.....	22
Disclosures and Assurances.....	23
Disclosure of Lobbying Activities.....	23
DOJ Certified Standard Assurances.....	23
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.....	23
Declaration and Certification to DOJ as to Application Submission.....	23
Review and certifications.....	24
Federal Civil Rights and Award Review.....	24
Certification of Review and Representation of Compliance with Requirements.....	24
How to Apply.....	24
Submission Dates and Time.....	26
Late Submissions.....	27
Experiencing unforeseen JustGrants technical issues.....	27
Extraordinary natural or manmade disasters.....	27

Application Review Information	27
Review Process	28
Basic Minimum Requirements review	28
BMR review criteria	28
Peer review panel.....	28
Review criteria.....	28
Administrative compliance review	29
Senior Leadership Review and Recommendation Panel	30
Director's selection.....	30
Federal Award Administration Information	30
Award decisions	30
The award package.....	30
Administrative and national policy requirements	30
Terms, conditions and award requirements	31
Other Requirements.....	32
Administrative actions and legal remedies related to federal awards.....	32
Remedies for noncompliance.....	32
Federal Awarding Agency Contact(s).....	32
Freedom of Information Act and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a).....	33
Feedback to the COPS Office	33
COPS Other Information	33
Reporting, Monitoring, and Evaluation Requirements	33
Reporting	33
Monitoring	33
Program evaluation.....	34
Financial Management and System of Internal Controls	34
Audit Requirement.....	34
Civil rights.....	34
Section 508 of the Rehabilitation Act	34
Public Reporting Burden- Paper Work Reduction Act.....	35
Performance Measures.....	35
Application Checklist.....	35
Survey Questions	35

Program Description

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as violent crime, nonviolent crime, and fear of crime.

Law Enforcement Mental Health and Wellness Act (LEMHWA) program funds are used to improve the delivery of and access to mental health and wellness services for law enforcement officers through the implementation of peer support, training, family resources, suicide prevention, and other promising practices for wellness programs.

The COPS Office is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and build trust between law enforcement and the community.

Statutory Authority

This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Program-Specific Information

This solicitation is being announced as an open competition.

Please note that applicants may submit multiple applications, but you must submit a separate application for each project. Any application that does not clearly state the solicitation, may not pass the basic minimum requirement phase of the review process.

The following sections will provide further background, requirements, and details for your application. In addition, all applicants should keep the following general requirements in mind:

- All award recipients will be expected to begin work immediately upon selection and notification of award.
- For all identified deliverables, the applicant must adhere to the requirements set forth in the COPS Office Curriculum Standards and Review Process Guides, which can be found at <https://cops.usdoj.gov/training>.
- For all identified deliverables, the applicant must adhere to the requirements set forth in the COPS Office conference request approval process.
- For all identified deliverables, the applicant should adhere to the [COPS Office Editorial and Style Manual](#). For projects that propose site-specific work, letters of support from the targeted agencies are strongly encouraged.

With any programmatic questions, please contact the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

Program Goals

Under this solicitation, the COPS Office seeks to support projects that allow for the identification and expansion of promising practices and produces knowledge products that follow the principles of good guidance:

- Quality-driven, with an emphasis on action statements to drive promising practices and reduce variations in performance
- Evidence-based, with recommendations that are consistent with the weight of the best available evidence identified through systematic review
- Accessible, with clear language and manageable lengths that are appropriate and relevant for the law enforcement field
- Memorable, to encourage immediate actions or aid for the complex situations law enforcement professionals face

To read an overview of the principles of community policing, please see the COPS Office publication [Community Policing Defined](#).

Project-specific goals

Applicants should explain in their proposal narrative how they will accomplish the following general categories when developing their own specific project goals. Applicants should cite any relevant research or methodology as appropriate.

Develop knowledge. Please explain how you will develop new knowledge or leverage existing knowledge about community policing activities and strategies that show promise.

Increase awareness. Please explain how you will increase the number of agencies and individuals who are aware of the most effective community policing strategies.

Increase skills and abilities. Please explain how you will increase the skills and abilities of law enforcement agencies, relevant stakeholders, and individuals to engage in proven community policing practices.

Increase practice. Please explain how you will increase the number of law enforcement agencies, relevant stakeholders, and individuals using proven community policing practices.

Institutionalize practice. Please explain how you will increase the number of law enforcement agencies, relevant stakeholders, and individuals that systematically use and integrate proven community policing strategies as part of their routine business and will continue to engage in these practices for the foreseeable future.

Applicants should also consider the COPS Office performance measures when developing their own specific project goals and activities, which can be found in the "Performance Measures" section of this application.

LEMHWA Implementation Projects

Multiple awards, up to \$175,000 each

Good mental and psychological health is just as essential as good physical health for law enforcement officers to be effective in keeping our communities safe from crime and violence. The Law Enforcement Mental Health and Wellness Act (LEMHWA) program supports efforts to protect the mental health and well-being of law enforcement officers and deputies. Unfortunately, the stress of officers' work and the stigma often associated with seeking assistance for emotional and mental health issues have led to negative consequences such as divorce, alcoholism, injury, and even an increase in suicides for officers across the country.

As part of the act, Congress authorized the COPS Office to fund state, local, and tribal law enforcement agencies to implement new or enhance existing programs that offer training and services on officer emotional and mental health, peer mentoring, suicide prevention, stress reduction, and police officer family services.

The LEMHWA Implementation Projects topic area aims to support state, local, tribal, or territorial law enforcement agencies seeking to implement new or enhance existing programs that offer training and services on officer emotional and mental health, peer mentoring, suicide prevention, stress reduction, and support services for officers and their families. Proposed projects may serve one agency, a consortium of agencies, or personnel from agencies located within a county or state.

Projects out of scope

- Applicants that are not state, local, tribal, or territorial law enforcement agencies will not be considered.
- Projects that do not develop or enhance training, programming, and support services focused on officer emotional and mental health, suicide prevention, and peer and officer family support services will not be considered.
- Projects that exclusively seek to purchase technology, software/mobile applications, or equipment without offering broader training, programming, or services to support those tools will not be considered.
- Projects that focus on health screenings or fitness programs will not be considered.

Additional requirements

The primary goal is to support new or enhanced programs that will offer training and services on officer emotional and mental health, peer mentoring, suicide prevention, stress reduction, and police officer family services in state, local tribal, or territorial law enforcement agencies.

Applicants are strongly encouraged to refer to both the [LEMHWA Report to Congress](#) and the [accompanying Eleven Case Studies](#) for ideas in what will assist them in designing new or enhanced programs in support of wellness and resiliency in their agency. Programs must focus on providing training, programming, and support services in law enforcement emotional and mental health, including such things as suicide prevention, peer mentoring, clinical support, and family support services. Programs may also serve agency civilian staff, such as crime scene technicians, dispatchers, and others who may regularly experience some of the same trauma exposure.

The project description should address the following objectives:

- How the proposed program activities will support wellness in the agency(ies) served
- The intended service area and size of the program (e.g., one agency, more than one agency) The privacy protections that will be put in place for anyone using the support services Reported outcomes of the program activities

Deliverables

The primary deliverable of these awards will be the provision of training, programming, and support services focused on officer emotional and mental health, including suicide prevention efforts, peer support, clinical and family support services for the target markets.

Other deliverables that document the applicants' efforts, lessons learned, and promising practices and can be shared with the broader law enforcement field are encouraged. These deliverables can be articles, conference presentations, webinars, brief reports, and other tools that benefits other law enforcement agencies.

Successful applicants may have the opportunity to participate in a community of practice with other award recipients to promote the exchange of promising practices and help the COPS Office share ideas and lessons learned with the broader field.

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards	Anticipated Maximum Dollar Amount of Awards
42	\$175,000.00
Period of Performance Start Date	Period of Performance Duration (Months)
9/1/22 12:00 AM	24
Anticipated Total Amount to be Awarded Under Solicitation	
\$7,500,000.00	

Federal Award Information

Depending on the quality of applications received and the availability of funding, the COPS Office may not fund every topic or subcategory or may make additional or larger awards under one or more topic area or subcategory. In addition, the COPS Office reserves the right to revise the scope of the project in your application submission and modify the associated budget proposal accordingly.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. With limited funding, the COPS Office expects a competitive solicitation.

Length of Award

The COPS Office expects to make the project period for all awards 24 months.

Type of Award

The COPS Office will make all awards from the LEMHWA solicitation in the form of grants, which does not provide for substantial involvement between the federal awarding agency and the nonfederal entity in carrying out the activity contemplated by the federal award. Grant recipients will be responsible for day-to-day project management and may reach out to the COPS Office with assistance in implementing the award. However, grant recipients will need to work with the COPS Office program manager in situations stated in the terms and conditions, such as scope changes, extensions, or conference request approvals.

Cost sharing or match

There is no requirement for cost sharing or a local match for these awards.

Eligibility Information

This solicitation is open to all local, state, tribal, and territorial law enforcement agencies.

Application and Submission Information

This section describes in detail what an application must include. Failure to submit an application that contains all of the specified elements may negatively affect the review of its application; and, should a decision be made to make an award, such failure may result in the inclusion of award conditions that prevent the recipient from accessing or using award funds until the recipient satisfies the special conditions and the COPS Office makes the funds available. Applicants must comply with any word and field limit requirements described in this solicitation.

Moreover, applicants should anticipate that an application that the COPS Office determines does not address the scope of the solicitation or does not include the application elements that the COPS Office has designated to be critical will neither proceed to peer review nor receive further consideration. For this solicitation, the COPS Office has designated the following application elements as mandatory:

- Proposal Abstract (must be brief high-level project description that summarizes the proposed project in 500 words or less)
- Application Questions (must respond to the application questions under the "Data Requested with Application" section). Please be advised there is a 250-word count limit for survey responses. (Note: review panels will not read any information past the 250-word count limit. Any information provided beyond the word limit will not be counted in your application.)
- Budget Narrative (must be submitted as an attachment in the "Budget/Financial Attachments" section)
- Budget Detail Worksheets (must use the web-based forms in "Budget and Associated Documentation" section)
- Timeline of project deliverables, milestones, activities and who will complete the activities. (must be submitted as an attachment in the "Additional Application Component" section)

It is strongly recommended that applicants register immediately on <https://www.grants.gov>. In addition applicants are strongly encouraged to complete the SF-424, section 1, and if applicable, the SF-LLL on Grants.gov as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or JustGrants. **Do not wait until the application deadline date to begin the application process. The application may take several days to complete, and if you wait until the application deadline date, you may be unable to submit your application by the deadline.** Applications must first be submitted through Grants.gov. Once the Grants.gov portion of the application is complete and processed, applicants will submit the full application via JustGrants. No other form of application will be accepted. Applications with errors or missing information may be disqualified or rated accordingly. Please note that the application system will not accept incomplete applications or applications with errors.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact the JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175. The JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information under discretionary programs. Applicants must complete and submit the SF-424 via <https://www.grants.gov>.

Public reporting burden for this collection of information is estimated to average 60 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SUBMIT IT VIA GRANTS.GOV.

Please see the FY22 Reference Guide for Community Policing Advancement (CPA) Programs on the COPS "[How to Apply](#)" webpage for the SF-424 instructions and blank form for reference.

Standard Applicant Information (JustGrants 424 and General Agency Information)

Once the SF-424 has been submitted via Grants.gov, an email will be sent to the entity's E-Biz POC (also referred to as the JustGrants Entity Administrator) from DIAMD-NoReply@usdoj.gov. This email will contain registration instructions to create an account in DOJ's secure user management system -- the Digital Identity and Access Management Directory (DIAMD) or instructions on how to complete the second part of the online application through the JustGrants website. Applicants must complete the entire application in JustGrants, which is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to confirm the AOR and verify the legal name and address. Applicants are also required to provide the areas affected by the project by entering applicable zip codes. For statewide or nationwide projects, the applicant should enter "State" or "National" in this field.

For further assistance with accessing JustGrants, please visit the [JustGrants website](#). For further assistance with submitting an application in JustGrants, please visit the [JustGrants Training web page](#).

Proposal Abstract

Applicants are required to write and submit a proposal abstract, which should be a brief high-level project description that summarizes the proposed project in 500 words or less. Project abstracts should explain to the reader about the projects' purpose, scope, activities, and key partners, if applicable. An abstract should be coherent, concise, and able to stand alone as a summary of the project. You should write your project abstract for a general public audience without any personally identifiable or law enforcement sensitive information as this abstract, along with other federal award information, may be published on publicly available governmentwide websites. The abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

Data Requested with Application

Applicants will be required to respond to a series of survey questions. Please be advised there is a 250-word count limit for survey responses. (Note: review panels will not read any information past the 250-word count limit. Any information provided beyond the word limit will not be counted in your application.) Please refer to the following steps to help guide you through initiating, completing, modifying, and obtaining the status of solicitation surveys in the JustGrants system:

- To initiate a survey, please click on the survey title to open.
- When you have completed the survey, please click the "Finish" button on the lower right corner of the screen. The system will direct you to a review screen displaying your survey responses.

Please be advised: You may notice survey responses are not displayed properly in the survey response review screen. This is a known system bug, which is being corrected. Please be assured, your data is captured and saved in the JustGrants system.

- To go back to the initial list of surveys, go to the "Actions" menu at the top right corner of the screen and select "Close" to exit the survey review screen. The survey you just completed will still display an "Open" status.
- To confirm the completed status of your survey, go back to the "Actions" menu and select "Refresh". The status of your completed survey will change to "Resolved-Completed."
- If you would like to verify the survey responses of a completed survey, you may click the survey title to reopen the selected survey and view your saved responses.
- If you would like to change and/or update the survey responses of a completed survey, you may click the "Re-open" option to update your saved responses.

Remember, to confirm the status of a completed survey, you will need to click the "Actions" menu and "Refresh".

PLEASE NOTE: A Proposal narrative is not required for this solicitation.

Applicants applying to this solicitation ONLY need to do the following:

- Submit a proposal abstract (to be entered into a text box within the Just Grants application) and respond to the application question
- Must respond to the application questions under the "Data Requested with Application" section Submit a budget narrative (must be submitted as an attachment in the "Budget/Financial Attachments" section)
- Submit budget detail worksheets (must use the web-based forms in "Budget and Associated Documentation" section)
- Submit a timeline of project milestones, activities (include who will complete activities) and deliverables (must be submitted as an attachment in the "Additional Application Component" section)

Applicants may also submit letters of support, but it is not mandatory.

Budget and Associated Documentation

Applicants must complete the web-based budget sheets in JustGrants and attach a separate budget narrative in the "Budget/Financial Attachments" section. The organization must create and attach a budget narrative that describes each item requested or group of similar items requested and links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the page limit of the project narrative.

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative.

The separate budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheets contained in this application. The COPS Office expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its separate budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project.

For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. Consideration will be given to budget proposals that maximize the direct funding that supports project activities.

The budget narrative should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The budget should describe costs by year and should cover the full project period of two years.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget. The budget narrative should not be used to explain deliverables or project activities that are not included in the project narrative. Deliverables and activities that are solely listed in the budget narrative and not described in the project narrative (and vice versa) will be scored negatively during the peer review process.

Budget requests may be made in the following categories:

- Civilian personnel (base salary and fringe benefits)
- Travel
- Equipment
- Supplies
- Sub-awards
- Procurement contracts
- Other costs
- Indirect costs

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the legislative guidelines established by the appropriations legislation that governs this funding. In addition, each item requested must programmatically link to the activities described in your application. To the extent permitted by law and to the greatest extent practicable under a federal award, recipients and subrecipients must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. See 2 C.F.R. § 200.322.

Applicants should submit scalable proposals where appropriate. Note that the COPS Office may reduce funding for selected proposals based on the number of awards selected. The COPS Office may revise the proposed scope and modify the associated budget proposal accordingly.

Each requested budget item must be allowable, necessary, allocable, and reasonable to the project activities.

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award. Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. NOTE: For awards made to states or units of local government (including law enforcement agencies), requests may be made only for items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would not be funded in the absence of this COPS Office award (see award condition IV, "Nonsupplanting requirement").

For-profit organizations (as well as other recipients) must forgo any profit or management fee.

Each of the categories that follows includes definitions as well as information on frequent requests as well as typically allowable and unallowable costs. The unallowable lists are not exhaustive and are generally considered unallowable for the entire solicitation, irrespective of where the applicant adds the requested item in the budget. The COPS Office reserves the right to deny funding for any items that may not be included in this solicitation.

The COPS Office is providing a template for the budget narrative that can be used as a voluntary tool to assist your organization in developing this required document. You will be able to access the template (Microsoft Word document) in the FY22 Reference Guide for Community Policing Advancement (CPA) Programs located at [How to Apply](#) web page. Note that instructions in the template are provided in italics. If you choose to use this template, please make sure to delete the instructions before submitting so that they do not factor in your page count. In addition, the COPS Office is providing an example budget narrative, which can also be found in the FY22 Reference Guide for Community Policing Advancement (CPA) Programs.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant]. Budget Narrative."

Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats.

Budget Worksheet and Budget Narrative (Web-based Form)

Sworn personnel (base salary and fringe benefits)

Salaries of sworn officer positions are not allowable under this solicitation, with the exception of overtime. All overtime requests should be in the "Other Costs" section.

Civilian personnel (base salary and fringe benefits)

Base salary

Salaries of personnel are costs based on the percentage of time spent (full time equivalent [FTE]) working directly on the project. The total salary percentage should be comparable and consistent with organizational policy. The total amount paid is comparable to industry standards and the type of work being performed.

A recipient may not use federal funds to pay total cash compensation to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an organization with a Certified SES Performance Appraisal System for that year. The 2021 salary table for SES employees is available at the Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/senior-executive-service/compensation>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds.) If only a portion of an employee's time is charged to a COPS Office award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

Typically, unallowable civilian personnel costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- If your organization charges an indirect cost, those costs normally include the following positions and therefore these positions should not be charged as personnel costs to avoid possible duplication:
 - Administration (e.g., director or program head)
 - Clerical (e.g., secretary or administrative assistant)
 - Accounting (e.g., controller or bookkeeper)
 - Procurement (e.g., purchasing director or stockroom clerk)
 - Housekeeping and maintenance (e.g., custodial and janitorial, repairman, or grounds keeper)

NOTE: These positions can be charged directly if the individual is working a significant amount of time on the project. This will be approved on a case-by-case basis and your narrative should significantly articulate the need to charge these directly if applicable.

- For awards made to states or units of local government (including law enforcement agencies), salaries and benefits for positions (including exempt employees) that are already budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would be funded in the absence of this COPS Office award are also not allowed.
- Salaries and benefits of personnel that do not work directly on the project.
- Salaries and benefits for contract or consultant personnel (these should be placed under "Sub-awards" or "Procurement Contracts", as applicable).

Completing civilian base salary

If you are not requesting any civilian base salary, move to the next section. For each civilian personnel request, applicants must complete the web-based form. If the individual will be working more than one year on the project, applicants will have the option to copy a year.

The "additional narrative" section should be used to describe the employee's roles, responsibilities, and activities related to the work to be completed on the project. If the salary increases from one budget year to another because of cost of living increases, be sure to detail these increases in the budget description.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Job description
- Organizational pay scales or written annual salary per position
- Résumés/vitae

Fringe benefits

Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary. Fringe benefits should be based on actual known costs or an established formula. Typical fringe benefits include the following:

- Federal Insurance Contributions Act (FICA) taxes—includes Social Security and Medicare and cannot exceed 7.65 percent (6.2 and 1.45 percent respectively)
- Health insurance—individual or family
- Life insurance
- Vacation
- Sick leave
- Retirement
- State unemployment compensation insurance
- Federal unemployment tax
- Worker's Compensation insurance
- Other fringe benefits may include holidays, military leave, bereavement leave, sabbatical leave, severance pay, jury duty, state disability insurance, pension plan, 401(k) plan

Typically unallowable fringe benefit costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- Bonuses or commissions
- If your indirect cost rate agreement includes fringe benefits, you may not charge these costs directly to the project

Completing fringe benefits

If you are not requesting any civilian base salary, move to the next section. Applicants will need to provide the appropriate percentage for each fringe benefit that the individual is allocated per the employee benefits. Note, the system will not allow more than 6.2% for Social Security and 1.45% for Medicare.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Written organization policies regarding fringe benefits
- Organizational fringe rate agreement

Travel

Travel costs include the costs of transportation, lodging, meals, temporary dependent care, and incidental expenses incurred by personnel while on official business, such as attendance at an award-related meeting or conference when travel is further than 50 miles from program location. Travel and subsistence estimates are based on the contemplated number of trips, places to be visited, length of stay, transportation costs, subsistence allowances, and the recipient's own travel policies. For additional guidance, please see the Uniform Guidance 2 C.F.R. § 200.475.

When charging travel costs to federal awards, award recipients must indicate the source of travel policies applied (applicant or federal travel regulations). If a recipient does not have a written travel policy, it must adhere to the Federal Travel Regulations (FTR). For information on the FTR and U.S. Government General Service Administration (GSA) per diem rates by geographic area, please visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For all applicants (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the Federal Government contract airfare (if authorized and available).

Temporary dependent care costs above and beyond regular dependent care that directly results from conference travels are allowable as long as the costs incurred (1) are a direct result of the individual's travel for the federal award; (2) are consistent with the recipient's documented travel policy for all entity travel; and (3) are only temporary during the travel period.

The only individuals traveling who should be charged in this section are those listed in "Civilian personnel." All other individuals traveling for the project, including participant and consultant travel, should be listed under "Sub-awards" or "Procurement Contracts." This section should also include any training costs for the primary applicant, all other training costs should be listed under "Sub-Awards," "Procurement Contracts," or "Other Costs" as appropriate.

Typically unallowable travel costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- Bar charges/alcoholic beverages
- Commuting costs to include to and from program location

- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates
- Credit card fees
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Foreign travel
- GPS and Easy Pass rentals (when renting a car)
- Laundry services while on travel
- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location
- Paying for meals other than your own
- Tips/gratuity

Completing Travel

If you are not requesting any travel, training, or conferences, move to the next section. For each travel request, applicants must complete the web-based form. Each trip should be entered as an individual entry rather than a group of trips.

The "additional narrative" section should be used to describe the purpose of the trip, proposed destination, trip duration by day/night, and list of individuals traveling as well as a detailed cost breakdown for each travel category (lodging, per diem, etc.). The cost breakdown should include

- mode of transportation and proposed fare per trip (airfare, train, etc.) broken down by day;
- mileage allowances if private vehicle will be used;
- per diem rates for the destination per day (including full per diem and travel day per diem);
- lodging costs per night;
- transportation fees per day;
- parking fees per day.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Organizational travel policy

Equipment

Necessary equipment must be specifically purchased to implement or enhance the proposed project. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in "Procurement Contracts."

Typically unallowable equipment/technology costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- 3D printers and associated equipment
- Ammunition (live and training)
- Bayonets
- Bikes and associated equipment
- Biometric technology
- Body armor
- Body-worn cameras
- Bomb detection technology
- Bulletproof vests and accessories
- Buses/shuttles/transit vans (purchasing or leasing)
- Camouflage uniforms
- Closed-circuit televisions (CCTV)

- Communication boxes
- Computer aided dispatch (CAD) systems/records management systems (RMS)
- Copiers
- Criminal intelligence systems
- Electronic control weapons (ECW)/Tasers
- Explosives
- Firearm investigation equipment
- Firearms (including training firearms)
- Fitness equipment (including yoga equipment)
- General law enforcement vehicles (including patrol cars and leased vehicles)
- Golf carts/motorized personal vehicles
- GPS devices
- Grenade launchers
- Gunshot detection equipment and technology
- Handcuffs, weapons, and ammunition (including training ammunition)
- Laser spectroscopy devices
- License plate readers (LPR) and associated software
- Manned aircraft
- Metal detectors
- Mobile data terminals (MDT)
- Non-motorized vehicles
- Radios
- Recreation equipment (including tents and coolers)
- Robotic cameras
- Servers
- Shared items between projects—if equipment is to be used for concurrent projects, this should be captured in your indirect costs. If your organization does not have an indirect cost rate agreement, this may be proportionally charged as direct with prior approval.
- Simulators/augmented reality programs
- Surveillance equipment
- Tactical gear
- Thermal imaging devices
- Tracked (armored) vehicles
- Traffic equipment (such as cones, message boards)
- Trailers
- Unmanned aerial vehicles (drones)
- Video surveillance (including security systems)
- Weaponized aircraft, vessels, and vehicles of any kind

Completing Equipment

If you are not requesting any equipment or technology, move to the next section. For each equipment request, applicants must complete the web-based form.

The “additional narrative” section should be used to describe the type of equipment with a description and justification explaining why the equipment is necessary for the success of the project. The description should provide any additional calculations that make up the base cost and the justification should explain that this equipment is not available or accessible to project personnel without specifically purchasing through this award.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Narrative of the procurement method
- Sole Source Justification (see the [Sole Source Justification fact sheet](#) for further guidance)

Supplies

Supplies means all tangible personal property other than those items described under "Equipment." Supplies costs consist of those incurred for purchased goods and fabricated parts directly related to an award proposal. Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, defined as less than \$5,000 per unit. Such costs may include paper, printer ink, pens, pencils, laptops, etc. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.

For broad category requests (such as "office supplies"), explanation for project amounts should be provided with calculations. Broad grouping of items under supplies will be limited to \$50 per month; otherwise items must be individually captured and justified in the budget request.

For any training awards, the COPS Office allows the purchase of flash drives or USB devices to distribute training materials with approval prior to purchasing.

Typically unallowable supply costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- Body metric equipment such as blood pressure monitors and FitBits
- Conference exhibit displays such as backdrops and retractable banners
- Conference or event swag, including t-shirts, bags, or mugs
- COVID-19 test kits
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Extracurricular expenses for youth programs, including t-shirts, meal plans, giveaways, swag bags, and games
- Fitness and yoga supplies
- Floor and wall mats/pads
- Narcan
- Promotional items and memorabilia, including challenge coins, pins, models, gifts, and souvenirs
- Recreational supplies (such as Frisbees)
- Shared items between projects—if supplies are to be used for concurrent projects, then this should be captured in your indirect charges or you should only charge the percentage allocated to this project (for example, if a laptop is being purchased for a research assistant who works 40 percent of their time on this project, then only charge 40 percent of the laptop cost to this project)
- Trophies, medals, certificates, and other awards

Completing Supplies

If you are not requesting any supplies, move to the next section. For each supply request, applicants must complete the web-based form. The cost should be broken down to the lowest form; therefore, if you are requesting \$30 per month for office supplies, the calculation should be 12 x \$30 and not 1 x \$360.

The "additional narrative" section should be used to describe and justify why the supplies are necessary for the success of the project. Provide any additional calculations that make up the base cost.

Sub-awards

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Pursuant to 2 C.F.R. § 200.331, a sub-award is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the recipient's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.318- 200.327, and the issuance of sub-awards must meet the requirements of 2 C.F.R. § 200.332.

Any recipient of an award will be responsible for monitoring sub-awards and contracts in accordance with all applicable statutes, regulations, and guidelines. Primary recipients will be responsible for oversight of subrecipient/partner spending and monitoring specific performance measures and outcomes attributable to the use of COPS Office funds.

Consultant expenses include the procurement of goods or services that directly contribute to the implementation or enhancement of the project. The use of a consultant should be more economical than direct employment.

Compensation for individual consultant services procured under a COPS Office award must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. The services should be commensurate with the rate or salary paid by the primary employer.

Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$650 per day (or \$81.25 per hour). Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If individuals receive fringe benefits from their primary employer, such fringe benefit costs should not be included in the calculation of consultant rates. A consultant rate justification will need to be submitted for review and approval to the COPS Office for any consultants paid more than \$650 per day prior to incurring any costs. Determinations of approval will be made on a case-by-case basis.

Consultant travel costs follow the same guidelines as "Travel" but should be costs associated with consultant travel. These costs should not be reflected in the "Civilian Personnel" or "Travel" categories.

All sole source procurements of goods and services (those not awarded competitively) in excess of \$250,000 require prior approval from the COPS Office.

All other consultant-related expenses should be included in this section such as supply and equipment requests. The same guidelines as previously stated in the above sections will apply.

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate. For additional information, see the "Civil Rights Compliance."

Typically unallowable sub-awards include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- Bar charges/alcoholic beverages
- Compensation of federal employees—this category of unallowable costs includes salary payments, consulting fees, or other compensation to full-time federal employees.
- Conference exhibit displays such as backdrops and retractable banners
- Conference or event swag, including t-shirts, bags, or mugs
- Construction costs
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates
- Credit card fees
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Foreign travel
- GPS and Easy Pass rentals (when renting a car)
- Honoraria when the primary intent is to confer distinction on or to symbolize respect, esteem, or admiration for the recipient of the honorarium (a payment for services rendered, such as speaker's fee under an award, is allowable)
- Laundry services while on travel
- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Maintenance and/or service contracts that extend the life of the award period (multiyear contracts and extended warranties are allowable but must be paid in full within the initial award period and must not exceed the award period)
- Martial arts training
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location
- Narcan
- Paying for meals other than your own
- Promotional items and memorabilia, including challenge coins, pins, models, gifts, and souvenirs
- Shared items between projects—if supplies are to be used for concurrent projects, then this should be captured in your indirect charges or you should only charge the percentage allocated to this project (for example, if a laptop is being purchased for a research assistant who works 40 percent of their time on this project, then only charge 40 percent of the laptop cost to this project)
- Tips/gratuities

Completing Sub-awards

If you are not requesting any sub-award costs, move to the next section. For each sub-award request, applicants must complete the web-based form.

The "additional narrative" section should be used to describe and justify the product or services to be procured by sub-award including the nature and scope of goods purchased, price proposals, and length of contract. Sub-award travel requests should follow the same guidance as the "travel" section. Provide any additional calculations that make up the base cost.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Consultant Rate Justification (see the Consultant Rate Justification fact sheet for further guidance)
- Consultant résumés/vitae
- Organizational travel policy
- Sole Source Justification (see the Sole Source Justification fact sheet for further guidance)

Procurement Contracts

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Contracts include goods or services that directly contribute to the implementation or enhancement of the project. The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317– 200.326, and the issuance of sub-awards must meet the requirements of 2 C.F.R. § 200.331.

Consultant expenses include the procurement of goods or services that directly contribute to the implementation or enhancement of the project. The use of a consultant should be more economical than direct employment.

Compensation for individual consultant services procured under a COPS Office award must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. The services should be commensurate with the rate or salary paid by the primary employer.

Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$650 per day (or \$81.25 per hour). Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If individuals receive fringe benefits from their primary employer, such fringe benefit costs should not be included in the calculation of consultant rates. A consultant rate justification will need to be submitted for review and approval to the COPS Office for any consultants paid more than \$650 per day prior to incurring any costs. Determinations of approval will be made on a case-by-case basis.

Consultant travel costs follow the same guidelines as "Travel" but should be costs associated with consultant travel. These costs should not be reflected in the "Civilian personnel" or "Travel" categories.

All sole source procurements of goods and services (those not awarded competitively) in excess of \$250,000 require prior approval from the COPS Office.

All other consultant-related expenses should be included in this section such as supply and equipment requests. The same guidelines as previously stated in the above sections will apply.

Typically unallowable procurement contracts include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- Conference exhibit displays such as backdrops and retractable banners
- Construction costs
- Criminal intelligence systems
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Martial Arts Training
- Maintenance and/or service contracts that extend the life of the award period (multiyear contracts and extended warranties are allowable but must be paid in full within the initial award period and must not exceed the award period)
- Promotional items and memorabilia, including challenge coins, pins, models, gifts, and souvenirs

- Servers
- Shared items between projects—if supplies are to be used for concurrent projects, then this should be captured in your indirect charges or you should only charge the percentage allocated to this project (for example, if a laptop is being purchased for a research assistant who works 40 percent of their time on this project, then only charge 40 percent of the laptop cost to this project)

Completing Procurement contracts

If you are not requesting any procurement contract costs move to the next section. For each procurement contract request, applicants must complete the web-based form.

The "additional narrative" section should be used to describe and justify the product or services to be procured by sub-award including the nature and scope of goods purchased, price proposals, and length of contract.

Procurement contract travel requests should follow the same guidance as the "travel" section. Provide any additional calculations that make up the base cost.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Consultant Rate Justification (see the Consultant Rate Justification fact sheet for further guidance)
- Consultant résumés/vitae
- Organizational travel policy
- Sole Source Justification (see the Sole Source Justification fact sheet for further guidance)

Other costs

Items not included in the previous categories but that have a direct correlation to the overall success of a recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the COPS Office. Requests that may fall under the "other" category include officer overtime, rent (see next paragraph for more details), software purchases, accreditation fees, or van rentals.

Rental costs are generally allowable under this solicitation when the costs are not included in indirect costs.

Applicants should list square footage cost in the budget. The amount must be based on the space that will be allocated to implement the COPS Office project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

For applicants that anticipate using COPS Office funds to cover only a portion of a particular service they provide, the budget should prorate operational costs like rent and phone service accordingly.

Typically unallowable other costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- Advertising and public relations designed solely to promote the recipient
- Body metric equipment such as blood pressure monitors and FitBits
- Conference or event swag, including t-shirts, bags, or mugs
- Construction costs
- Corporate formation (startup costs)
- Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 C.F.R. Part 200 Subpart F – Audit Requirement are unallowable. If the applicant organization did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the award.
- Costs incurred for intramural activities, student publications, student clubs, and other student activities
- Criminal intelligence systems
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Extracurricular expenses for youth programs, including t-shirts, meal plans, giveaways, swag bags, and games
- Fuel for general patrol vehicles
- Gym memberships and subscriptions
- Health screenings
- Land acquisition including renting, leasing, or construction of buildings or other physical facilities

- Live animals (including dogs and horses) including associated supplies, food, transportation, and veterinary expenses
- Maintenance of vehicles and enhancements (such as mounts)
- Massages
- Membership fees to organizations whose primary activity is lobbying
- Office rental/lease space, except for costs proportionate to work conducted under this solicitation (if included within an indirect cost rate negotiated agreement)
- Personal protective equipment or gear
- Promotional items and memorabilia, including challenge coins, pins, models, gifts, and souvenirs
- Publishing services—the COPS Office provides editing, graphic design, and printing services for deliverables and other project materials; therefore, these costs cannot be directly charged unless approved on a case-by-case basis.
- Scholarships, fellowships, and other programs for student aid (exceptions are for institutions for higher education)
- Servers
- Trophies, medals, certificates, and other awards
- Uniforms (including helmets, boots)

Completing Other Costs

If you are not requesting any other costs, move to the next section. For each request, applicants must complete the web-based form. The cost should be broken down to the lowest form.

The “additional narrative” section should be used to describe and justify why the item is necessary for the success of the project. Provide any additional calculations that make up the base cost.

Indirect costs

Overview of indirect costs

Indirect costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to a particular project but necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If a cognizant federal agency has approved your negotiated indirect cost rate, the negotiated rate must be accepted by all federal awarding agencies, unless otherwise capped by federal statute or regulation.

Indirect cost rates may vary depending on your cognizant federal agency determinations. In some cases, project budgets may include more than one rate, particularly when offsite activity is conducted at a location other than the organizations premises. **Note:** Ensure the indirect calculation is in accordance with your organization’s indirect cost rate agreement.

Expired indirect cost rate agreement

If your indirect cost rate agreement has expired, you should either renegotiate the rate or request a one-time extension from your cognizant agency. The negotiated cost rate may be extended for up to four years. Once the cognizant federal agency has approved your extension, you must abide by the rate for the agreed-upon time period. No further negotiations regarding indirect cost rates may occur until the extension has expired. At the end of the extension period, you must then negotiate a new indirect cost rate.

De minimis indirect cost rate

If you do not have a current negotiated or provisional indirect cost rate, except for those nonfederal entities described in 2 C.F.R. Part 200, Appendix VII to Part 200, paragraph D.1.b., you may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. When using this method, cost must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Also, if this method is chosen, then it must be used consistently for all federal awards until such time as you choose to negotiate an indirect cost rate (which may be done at any time). No documentation is required to justify the 10 percent de minimis indirect cost rate. See 2 C.F.R. § 200.414(f).

If you elect to negotiate an indirect cost rate with your cognizant federal agency, a special condition will be added to the award prohibiting the obligation, expenditure, or drawdown of funds reimbursement for indirect costs until an indirect cost rate has been approved by your cognizant federal agency, and the appropriate notification has been made retiring the special condition.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Exception: If you are a unit of local government in which the Office of Management and Budget (OMB) has not assigned a cognizant federal agency, then you are not required to submit your indirect cost proposal, unless the awarding agency requires a copy of the proposal. Please see the appropriate appendix section in 2 C.F.R. Part 200 as listed above.

Approval of indirect cost rates for subrecipients

As the direct recipient, you are responsible for approving indirect cost rates for your subrecipients if funded. Such rates must be consistent with the requirements of 2 C.F.R. Part 200. The COPS Office will not approve indirect cost rates beyond the direct recipient level; however, subrecipients who are also direct recipients of federal awards may already have a federally approved indirect cost rate. If your subrecipient has negotiated an indirect cost rate with the Federal Government, then that rate applies.

The subrecipient rates should not be included in this section, but rather under the "Sub-awards" or "Procurement Contracts" sections.

Calculating direct cost base

The following direct cost bases may be used as a distribution base:

- **Modified total direct cost (MTDC)**—This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.
- **Direct salaries and wages**—This base includes only the costs of direct salaries and wages incurred by the organization.
- **Direct salaries and wages plus fringe benefits**—This base includes the costs of direct salary, wages and fringe benefits incurred by the organization.

Exclusions in direct cost bases

Applicants should pay particular attention to the two areas listed below to ensure that their indirect cost rate application is in compliance with the existing requirements of the government-wide award rules set out in the Office of Management and Budget (OMB) circular and regulations:

- **\$25,000 Subcontract/Subaward limitation.** For institutions of higher education and nonprofit organizations, indirect cost rates negotiated on the basis of modified total direct costs may only be applied against the first \$25,000 of any subcontract or subaward under the agreement. This limitation must be applied to all conference related subcontracts and subawards, including those with hotels and travel agents. (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.400 et seq.)
- **Participant support costs**

For nonprofit organizations, in accordance with 2 C.F.R. Part 200, Appendix IV, paragraph B.2.c.—Indirect (F&A) Costs Identification and Assignment and Rate Determination for Nonprofit Organizations: "The distribution base may be total direct costs (excluding capital expenditures and other distorting items, such as [contracts or] subawards for \$25,000 or more), direct salaries and wages, or other base which results in an equitable distribution. The distribution base must exclude participant support costs as defined in § 200.75 Participant support costs."

Please note that only employees of the nonprofit organization are excluded from the definition of participant support costs. Costs related to contractors of the nonprofit organization who are acting in the capacity of a conference trainer/instructor/presenter/facilitator are considered participant support costs. For more information on allowable costs for conferences and training, please visit https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

If you need additional information on an indirect cost rate negotiated agreement, go to the *DOJ Grants Financial Guide* at <https://ojp.gov/financialguide/doj/index.htm>.

Completing Indirect Costs

If you are not requesting any indirect costs, move to the next section. Ensure that each type of indirect cost rate (provisional, final, predetermined, fixed, etc.) is identified. For institutions of higher education and other institutions where multiple indirect rates are applied, please enter each indirect rate as a separate line item with calculation breakdown and description for which each rate applies.

The "additional narrative" section should be used to describe the breakdown of the calculation as well as provide any additional calculations that make up the base cost. Include the expiration date and the cognizant agency name.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Current, signed, federally approved indirect cost rate negotiated agreement
 - If your organization does not have a provisional or current indirect cost rate negotiated agreement or it is expired and under review, the applicant must submit supporting documents to show the applicant's cognizant federal agency is reviewing the request. The COPS Office may disallow or freeze access to indirect funds until a provisional or current indirect cost rate negotiated agreement is provided.

Consolidated Category Summary

You will be able to review the category totals and the total project costs under this section. To make any changes to a particular category, please use the navigation on the right of the screen.

Non-competitive Justification

As applicable, applicants will attach the noncompetitive justification (or sole source justification). Additional guidance can be found in the [Sole Source Justification fact sheet](#).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Sole Source." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Indirect Cost Rate Agreement (if applicable)

As applicable, applicants will attach the indirect cost rate agreement. Additional guidance can be found in the [Indirect Cost Rate Agreement fact sheet](#).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Sole Source." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Consultant Rate

As applicable, applicants will attach the consultant rate justification. Additional guidance can be found in the [Consultant Rate Justification fact sheet](#).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Sole Source." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Budget Narrative

Applicants must attach a separate budget narrative. The organization must create and attach a budget narrative that describes each item requested or group of similar items requested and links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the page limit of the project narrative.

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative.

The separate budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheets contained in this application. The COPS Office expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its separate budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. Consideration will be given to budget proposals that maximize the direct funding that supports project activities.

The budget narrative should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The budget should describe costs by year and should cover the full project period of two years.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget. The budget narrative should not be used to explain deliverables or project activities that are not included in the project narrative. Deliverables and activities that are solely listed in the budget narrative and not described in the project narrative (and vice versa) will be scored negatively during the peer review process.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant]. Sole Source.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. **The system may reject applications with other formats. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Memoranda of Understanding (MOUs) and Other Supportive Documents

As applicable, applicants will attach the any memoranda of understanding or partner agreements in this section.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].MOU.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. **The system may reject applications with other formats. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Additional Application Components

As applicable, applicants will attach the following additional application attachments in this section:

- Timeline of project deliverables, milestones, activities and who will complete the activities
- Letters of Support

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Resume.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. **The system may reject applications with other formats. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Letters of Support

As applicable, applicants will attach letters of support.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Resume.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. **The system may reject applications with other formats. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Timeline

Applicants must attach a separate timeline of project deliverables, which are mapped to the goals and objectives of the proposed initiative, and include milestones, activities and who will complete the activities. The timeline attachment should be uploaded in the “Additional Application Components” section of this application. If awarded funding, the information provided in the timeline attachment will be used in performance reporting and recipients will have to provide a status on the goals, objectives, deliverables, timeline. The COPS Office encourages applicants to review and link their goals and objectives to the solicitation goals and requirements.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Resume.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. **The system may reject applications with other formats. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Disclosures and Assurances

Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your organization, you are required to complete the disclosure form via grants.gov. If you need to submit additional forms, please submit them as attachments to your application online in the "Additional Application Components" Section.

Please see the FY22 Reference Guide for Community Policing Advancement (CPA) programs under the COPS Office "[How to Apply](#)" webpage for a blank SF-LLL, Disclosure of Lobbying Activities form.

The filing of a SF-LLL form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Please see the FY22 Reference Guide for Community Policing Advancement (CPA) programs under the COPS Office "[How to Apply](#)" webpage for a copy of the SF-LLL with instructions for completing this form.

An explanation when the applicant is unable to certify to certain statements in the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing" form (if applicable)—When the applicant is unable to certify to specific statements identified in this Certifications form, the applicant must attach an explanation. The applicant is still required to sign the Certifications form to certify to all the other applicable statements. Please see the FY22 Reference Guide for Community Policing Advancement (CPA) programs under the COPS Office "[How to Apply](#)" webpage for a copy of this Certifications form.

DOJ Certified Standard Assurances

Applicants to COPS Office programs are required to sign and acknowledge the standard Assurances form in JustGrants. Signing this document assures the COPS Office that you have read and understood and that you accept the award terms and conditions as outlined in the Assurances.

Please read this document carefully, as signatures on this document is treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered award. See "Terms and Conditions," and full assurances and certifications, which can all be found in the FY22 Reference Guide for Community Policing Advancement (CPA) programs under the COPS Office "[How to Apply](#)" webpage.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants to COPS Office programs are required to sign and acknowledge the standard Certifications form in JustGrants. Signing this document assures the COPS Office that you have read and understood and that you accept the award terms and conditions as outlined in the Certifications.

Please read this document carefully, as signatures on this document is treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered award. See "Terms and Conditions," and full assurances and certifications, which can all be found in the FY22 Reference Guide for Community Policing Advancement (CPA) programs under the COPS Office "[How to Apply](#)" webpage.

An explanation when the applicant is unable to certify to certain statements in the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing" form (if applicable)—When the applicant is unable to certify to specific statements identified in this Certifications form, the applicant must attach an explanation. The applicant is still required to sign the Certifications form to certify to all the other applicable statements. Please see the FY22 Reference Guide for Community Policing Advancement (CPA) programs under the COPS Office "[How to Apply](#)" web page for a copy of this Certifications form.

Declaration and Certification to DOJ as to Application Submission

Applicants must read and acknowledge the statements in this section.

Review and certifications

Federal Civil Rights and Award Review

Please be advised that an application may not be funded and, if awarded, a hold may be placed on the award if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a U.S. Department of Justice award review or audit.

Certification of Review and Representation of Compliance with Requirements

By submitting your application, your organization represent to the COPS Office that:

- a) the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Office Solicitation Guide; DOJ Grants Financial Guide; the COPS Office award owner's manual; Assurances; Certifications; and all other applicable program regulations, laws, orders, and circulars
- b) the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source and
- c) the applicant and any required or identified official partner(s) listed in this application mutually agreed to this partnership prior to submission.

How to Apply

Federal regulations require that an applicant for federal funding: (1) be registered in SAM before submitting its application; (2) provide a valid unique entity identifier in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. The COPS Office may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with these requirements by the time the COPS Office is ready to make an award, then the COPS office may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200, 25.205 and the Award Terms and Conditions for further information.

To ensure all applicants are able to apply by the deadline for this solicitation, applicants should obtain a DUNS number and registered online with the SAM and with Grants.gov well in advance of the JustGrants deadline.

PLEASE NOTE: Until April 4, 2022, the Unique Entity Identifier (UEI) that applicants for federal grants and cooperative agreements are required to have is a Data Universal Number System (DUNS) number. A DUNS number is a unique, nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has applied for a DUNS number through D&B, its DUNS number should be available within two business days.

On April 4 2022, the Federal Government will stop using the DUNS Number and move to the new Unique Entity ID (SAM) as the UEI. The Unique Entity ID (SAM) is a 12-character alphanumeric value and once issued will not change. Entities that are currently registered in SAM.gov already have a Unique Entity ID (SAM) which can be viewed in SAM.gov. The transition to UEI (SAM) will not impact an entity's registration expiration date or when renewal is necessary.

- **Step 1: Obtain a DUNS number/Confirmation number (starting April 4, 2022, you do not need to complete this step)**
Obtain your Data Universal Numbering System (DUNS) number first; you cannot complete any of the steps below without it. It can take up to 5 business days to obtain the DUNS number.
Call DUN and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at www.dnb.com.
- **Step 2: Register with SAM database/Confirm SAM number**
System of Award Management (SAM) registration and renewal can take as long as 10 business days to complete.
If you do not have an Employer Identification Number (EIN), the process can take up to 5 weeks.
SAM registration procedures can be accessed at www.sam.gov. The person registering with SAM will be the designated SAM E-Business Point of Contact, who can assign the people who submit applications for the organization (your Authorized Organization Representatives). You must have a DUNS number to submit a SAM registration. In addition, you must review your SAM registration once a year.
- **Step 3: Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.**
Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, visit the [Grants.gov registration page](#). Individuals registering with Grants.gov may visit the [Applicant Registration page](#).

- **Step 4: Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).**

The SAM E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

- **Step 5: Search for the funding opportunity on Grants.gov.**

Search using the Catalog of Federal Domestic Assistance (CFDA) number and Assistance Listing title and the funding opportunity number from the solicitation.

- **Step 6: Access Funding Opportunity and Application Package from Grants.gov.**

Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.

- **Step 7: Complete and Submit the SF-424 and SF-LLL via Grants.gov.**

IMPORTANT: Grants.gov will transition to a new UEI at 11:59 p.m. eastern time (ET) on March 31, 2022.

To support this transition, DOJ will update all posted Grants.gov funding opportunity packages to reflect the use of UEI.

All entities applying for DOJ funding opportunities that have a Grants.gov close date after March 31, 2022, must take one of the following actions:

- 1) Complete and submit the SF-424 and SF-LLL no later than March 30, 2022, at 8:00 p.m. ET.
 - If the SF-424 is not completed and submitted by this time, any information contained in the SF-424 will be lost during the transition.
 - If this occurs, applicants will need to re-enter their data in the new SF-424 form upon returning to Grants.gov on April 1, 2022.
- 2) Wait until April 1, 2022, to begin and submit the Grants.gov application.

Within 48 hours after submitting the SF-424 and SF-LLL, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the SF-424 and SF-LLL. The second will state whether the SF-424 and SF-LLL has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting the SF-424 and the SF-LLL well ahead of the Grants.gov deadline provides time to correct the problem(s) that caused the rejection.

DOJ urges each applicant to submit the SF-424 and the SF-LLL at least 72 hours prior to the Grants.gov due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Verify the application deadline (date and time) in the solicitation.

- **Step 8: Register the Entity Administrator (E-Biz POC) and the Application Submitter with DOJ's Justice Grants System (JustGrants).**

New Entity without a JustGrants Account

Within 24 hours of JustGrants receiving an application from Grants.gov, the user submitting the application in Grants.gov and SAM E-Biz POC will receive an email to register for a JustGrants account. The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account.

To ensure that you receive these emails and that they are not flagged as spam, we recommend adding "DIAMD-NoReply@usdoj.gov" to the trusted sender list in your email settings.

The E-Biz POC at the applicant organization serves as the Entity Administrator and must log-in to JustGrants to confirm the entity's profile, add users, and assign the two required Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official). The Authorized Representatives are officials who have ultimate and final responsibility for all programmatic and financial decisions for your agency, as the legal recipient. For guidance on who should be assigned as Authorized Representatives, please see below:

- For law enforcement agencies, COPS Office awards require that both the top law enforcement executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent) sign the application, and (if awarded funding) accept the Award Package. The top law enforcement executive must be assigned the role of Authorized Representative 1 and the top government executive must be assigned the role of Authorized Representative 2 in Just Grants.

- **For non-law enforcement agencies**, (institutions of higher education, school districts, private organizations, etc.), COPS Office awards require that both the programmatic official (e.g., executive director, chief executive officer, or equivalent) and financial official (e.g., chief financial officer, treasurer, or equivalent) sign the application, and (if awarded funding) accept the Award Package. These two officials must have the ultimate signatory authority to sign contracts on behalf of your organization. The programmatic official must be assigned the role of Authorized Representative 1 and the financial official must be assigned the role of Authorized Representative 2 in Just Grants.

Please note that nonexecutive positions (e.g., clerks, trustees) are not acceptable Authorized Representatives.

The user who submitted the application in Grants.gov serves as the Application Submitter. Within minutes of completing your JustGrants account registration, the Application Submitter and the E-Biz POC (Entity Administrator) users will receive an email from JustGrants with a link to the application started in Grants.gov.

Application Submitters and E-Biz POC Users with a JustGrants Account

- **Step 9: Review and Invite the Two Required Authorized Representatives in JustGrants**

The Entity Administrator will need to log-in to JustGrants to review and assign the required two Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official). The Authorized Representatives are officials who have ultimate and final responsibility for all programmatic and financial decisions for your agency, as the legal recipient. For guidance on who should be assigned as Authorized Representatives, please see guidance above.

Please note that nonexecutive positions (e.g., clerks, trustees) are not acceptable Authorized Representatives.

If an Authorized Representative needs to be invited, the Entity Administrator will need to invite the individual to receive a JustGrants account. These actions are required before an application can be submitted.

Within minutes of being invited to be an Authorized Representative, the individual will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create an account in DOJ's secure user management system.

Once the Authorized Representative receives the email and completes the steps to create an account, the Authorized Representative will be available in JustGrants.

Review the "[JustGrants User Roles Guide](#)" to become familiar with the various JustGrants Entity User roles.

- **Step 10: Complete and Submit the JustGrants Application**

The Application Submitter will need to complete the application by entering data into web-based forms, uploading attachments, and accepting assurances and certifications. Before you submit your application, each section must be completed and free of validation errors. If not, please return to each identified page using the table of contents on the right side of the page. If any required fields are unanswered, they will be flagged with warning messages. In this case, answer these required fields. You will not be able to submit your application until all validation issues are corrected and the application is certified.

The Application Submitter will also need to confirm the required two Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official).

The Application Submitter will need to select two authorized representatives via dropdown field in the "Confirm Authorized Representative" section of the application. The dropdown will display all authorized representatives that have been assigned for your entity (the [Application Submission Job Aid Reference Guide](#) for this step).

If you do not see authorized representatives for your entity in the dropdown field within the "Confirm Authorized Representative" section of the application, you will need to add and assign the role for each authorized representative for your entity. Please note: the COPS Office requires two authorized representatives (Law Enforcement Executive and Government Executive) for its grant applications. Please be aware users will not be visible in JustGrants until they have successfully logged into JustGrants. If you need assistance adding users and assigning roles for your entity, please refer to the [Entity Management Job Aid Reference Guide](#).

Once all sections are completed, the application submitter will submit the application. Upon successful submission of an application, the Application Submitter, Entity Administrator, and the two Authorized Representatives will receive an email from JustGrants confirming submission of the application. The COPS Office will not accept applications submitted via mail or email.

Submission Dates and Time

All completed applications must be submitted by the deadline.

Late Submissions

The COPS Office offers a process for applicants to provide advance notice to the COPS Office if receipt of their application will be delayed due to unforeseen JustGrants technical issues. Applicants must provide notice within 24 hours to the close of the solicitation. If applicants do not provide advance notice to the COPS Office about an issue that may cause a delay in the submission of the application, the application will not be considered for funding. If applicants follow the steps outlined as follows, submission may be considered. Extension of deadlines is not guaranteed.

Experiencing unforeseen JustGrants technical issues

If you experience unforeseen JustGrants technical issues beyond your control that prevent you from submitting your application by the deadline, please immediately contact the COPS Office Response Center at 800-421-6770 to create a record of the issue and send a follow up email detailing the technical issues. Applicants will need to follow these directions:

Send email directly to AskCopsRC@usdoj.gov. The subject line should read "FY22 LEMHWA Technical Issues: DUNS/UEI Number, Organization Name, Application ID," with your specific DUNS/UEI number, organization name, and application ID included in the subject line.

Your voicemail and email will need to provide the following information to the COPS Office Response Center:

- DUNS/UEI number
- Organization name
- Point of contact name and contact information
- Application ID
- Nature of technical issues and how it affected the applicant's ability to submit an application on time.

The email message must be sent by within 24 hours of the deadline.

The COPS Office will respond to each applicant as soon as possible with an approval and instructions for submission, or a rejection. If the technical issues you reported cannot be validated, your request for an extension will be rejected. Any requests to submit a late application because of technical issues, that is not received within 24 hours of the deadline will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons for extensions of the submission deadline: (1) failure to begin the registration process in sufficient time; (2) failure to follow instructions on Grants.gov or JustGrants; (3) failure of the two assigned authorized representatives, with the proper authority, to activate accounts in JustGrants prior to application submission; (4) failure to follow all of the instructions in the solicitation; (5) failure to register or update information on the SAM website; and (6) failure to register or complete SF-424 in grants.gov.

Extraordinary natural or manmade disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or mass casualty events, applicants may request to submit late applications by sending an email to AskCopsRC@usdoj.gov.

Applicants will need to follow these directions:

Send email directly to AskCopsRC@usdoj.gov

The subject line should read "FY22 LEMHWA Extraordinary Circumstances: DUNS/UEI Number, Organization Name, Application ID," with your specific DUNS/UEI number, organization name, and application ID included in the subject line.

Message: The message should include the following information:

- DUNS/UEI number
- Organization name
- Point of contact name and contact information
- Application ID
- Nature of the disaster and how it affected the applicant's ability to submit an application on time

The email message must be sent within 24 hours of the deadline. The COPS Office will respond to each applicant as soon as possible with an approval and instructions for submission or a rejection of the request for late submission.

Application Review Information

The COPS Office is committed to ensuring a fair and open process for making awards. The COPS Office will review the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

To maintain the integrity of the competitive solicitation process, the COPS Office can provide publicly available technical assistance regarding the mechanics of the application but cannot evaluate the merits of an application during the open solicitation period.

Review Process

Applications will undergo a standard review and selection process, which includes a review of basic minimum requirements, peer review panel ratings, administrative compliance review, a senior leadership review and recommendation panel, and director's selection. A description of each phase is provided in the following sections. Applicants are encouraged to review their own applications prior to submission, with particular attention given to the Basic Minimum Requirements and each of the Review Criteria specified in the descriptions that follow.

Basic Minimum Requirements review

Once the solicitation closes, COPS Office staff screen and score applications for compliance with basic minimum requirements (BMR). Applications should be written with clarity, organization, and soundness in the proposed work, with all mandatory attachments.

BMR review criteria

Applications that are missing any of the following basic minimum requirements will be disqualified, without exception, and therefore not scored by review panels.

1. Did the applicant respond to all questions?
2. Did the applicant provide a separate budget narrative that is 60 percent or more allowable?
3. Is the applicant eligible to submit an application under this solicitation: State, local, tribal, or territorial law enforcement agency?
4. Is the proposed project listed under the "projects out of scope" in the solicitation?

Peer review panel

Peer Review Panels will evaluate, score, and rank applications that meet the basic minimum requirements. The COPS Office may use internal peer reviewers, external peer reviewers, or a combination to assess applications on technical merit using the solicitation's review. An external peer reviewer is an expert in the subject matter of a given topic area who is not a current federal employee. An internal peer reviewer is a current federal employee who is well-versed or has expertise in the subject matter of the subcategory. Peer reviewers' ratings are advisory only, although reviewer views are considered carefully.

Applications that meet eligibility and basic minimum requirements will be evaluated and ranked by peer reviewers. Peer reviewers will be asked to review applications based on the application subcategory and the goal of the solicitation to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities. Reviewers will also be asked to consider the subcategory-specific solicited goals, requirements, and deliverables described in the solicitation language.

Upon completion of their reviews, Peer Review Panels will recommend highly rated applications to advance to the Senior Leadership Review and Recommendation Panel.

Review criteria

Applications will be evaluated based on the following merit criteria, which the applicant addresses in their application questions, budget narrative, budget worksheets, and other attachments. Applications that are not responsive to the solicitation or duplicative of past or ongoing federally funded work will be scored accordingly. Although not an exhaustive list, at a minimum, reviewers will be asked to evaluate applications according to the following criteria:

Problem Identification and Project Description (10 percent)

- Clearly identifies how the project fulfills a specific public safety need and advances the goals and requirements of the solicitation
- Demonstrates a clear need for Federal funding
- Includes a description of the services that are already provided (if any) and those that will be provided with federal funding
- Provides a comprehensive, logical, and clear description of how the services will create or enhance existing officer Mental Health and Wellness efforts
- Explains how this project will assist the applying agency in implementing or institutionalizing community policing
- Describes the final deliverables of the proposed initiative

Project Reach and Impact (20 percent)

- Estimates number of law enforcement personnel, family members, and other individuals that will directly benefit from the services (for example, number of individuals receiving services, number of individuals receiving training)
- Incorporates multiple agencies and/or includes regional partnerships to increase services and coordination to provide services to other agencies in the field
- Identification of specific project outcomes and a plan to track or measure the success of the program Identifies any current governmental, community or agency initiatives that complement or will be coordinated with the proposed initiative
- Explains how project will be sustained after Federal funding

Management and Implementation (50 percent)

- Includes a detailed project/work plan that is aligned to solicitation goals and requirements
- Includes a timeline of project milestones, deliverables, activities and who will complete the activities in their application
- Identifies key team members and stakeholder partners (community groups, private and/or public agencies) who will support the proposed initiative, and clearly defines their roles, tasks, and services they will be provide under the award
- The strategy includes innovative approaches, and/or identifies relevant and appropriate research, case studies, or other resources that were utilized in the development of the project management plan
- Project incorporates an evaluation component to measure the success of the program
- Project will take the appropriate steps to ensure confidentiality of participants and service recipients
- Description of a marketing plan for the proposed services to increase program awareness and promote participation of the program

Budget (20 percent)

- Provides a detailed budget narrative with costs that are allowable, appropriate, and reasonable relative to the level of effort and critical to the completion of the project
- Provides a budget narrative that adequately justifies the budget and matches the feasibility and intent of the proposed project
- Provides a detailed budget that matches the tasks and deliverable(s) outlined in their application
- Provides detailed breakdowns of each budget category and justification for total costs, such as per unit over time or reasonable estimate at time of application submission
- Provides appropriate budget justification documentation which may include a current indirect cost rate agreement, sole source justification, and consultant rate justification
- Identifies how strategy makes use of time and cost saving methods for conducting project work to achieving goals and objectives while not sacrificing quality outcomes

Administrative compliance review

All advancing applications will undergo an administrative compliance review. Past financial and programmatic performance with DOJ award funding will be considered in this review process. Past performance may affect the overall rating and ranking of an application. Factors that may be included in the past performance review are: the extent to which the applicant has adhered to all special conditions in the prior awards, the extent to which the applicant has complied with programmatic and financial reporting requirements, the extent to which the applicant has completed closeout of prior awards in a timely manner, whether the applicant has received financial clearances in a timely manner, whether the applicant has resolved any issues identified in an audit or on-site monitoring visit in a timely manner, whether the applicant has adhered to single audit requirements and the extent to which the applicant has completed work and spent prior award funds in a timely manner.

Pursuant to 2 C.F.R. Part 200 ("Uniform Guidance"), before award decisions are made, the COPS Office also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, the COPS Office checks whether the applicant is listed in SAM as excluded from receiving a federal award. The COPS Office also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, "FAPIS"). Applicants may review and comment on any information about them in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

The COPS Office may contact applicants regarding budget and financial questions as part of the review process. This outreach is not an indication of funds or awarding decisions.

Senior Leadership Review and Recommendation Panel

The Senior Leadership Review and Recommendation Panel is composed of senior-ranking federal employees. The panel will review all advancing applications from the Peer Review Panel and make recommendations for funding based on Peer Review Panel scores, administrative compliance review, past performance, project scope, and budget.

The Senior Leadership Review and Recommendation Panel will submit formal recommendations for funding to the COPS Office Director.

Director's selection

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of the COPS Office, who may also give consideration to factors including prior funding history, current award balances, underserved populations, population served, geographic diversity, strategic priorities, past performance, significant concerns regarding ability of the applicant to administer federal funds, and available funding when making awards.

All award decisions are final and not subject to appeal.

Federal Award Administration Information

Award decisions

It is anticipated that awards will be announced on or after October 1, 2022. Award notification will be sent electronically. Any public announcements will be posted on the [COPS Office website](#).

All award decisions are final and not subject to appeal.

To officially accept and begin your award, your organization must access your award package at <https://justgrants.usdoj.gov/>. Once you access your account, you will review and electronically sign the award document (including award terms and conditions) and, if applicable, the special award conditions or high risk conditions within 45 days of the date shown on the award congratulatory letter, unless an extension is requested and granted. The two assigned Authorized Representatives described above (Law Enforcement Executive/Program Official and Government Executive/Financial Official) are required to sign the award package. If the Authorized Representative(s) changes between the time of application submission and award receipt, the Entity Administrator will need to update the Authorized Representative(s) in JustGrants. Your organization will not be able to draw down award funds until the COPS Office receives your signed award document. For more information on accepting your award, please visit the [JustGrants Training page](#) for step-by-step instructions.

For technical support with JustGrants, please call JustGrants Support at JustGrants.Support@usdoj.gov, or 833-872-5175. For programmatic assistance, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

The award package

The award package is the document indicating your official award funding amount, the award number, the award terms and conditions, and award start and end dates.

The award start date indicated on the award package means that your organization may be reimbursed for any allowable costs incurred on or after this date. The duration of awards is 24 months.

Your FY 2022 award number is in the following format: FAW-XXXXX. The COPS Office tracks award information based upon this number. Therefore, it is important to have your organization's award number (or your organization's DUNS number) readily available when corresponding with the COPS Office.

The award terms and conditions are listed in the award package. In limited circumstances, your award package may include additional special conditions or high-risk conditions that prevent your organization from drawing down or accessing award funds until the special conditions or high-risk conditions are satisfied as determined by the COPS Office.

By accepting the award, you are acknowledging that you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded funds, your organization will acknowledge that it will comply with all applicable award terms and conditions including any special or high-risk conditions.

Administrative and national policy requirements

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements including, but not limited to, OMB, DOJ, or other federal regulations that will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

Please see general terms and conditions in the FY22 Reference Guide for Community Policing Advancement (CPA) Programs, which is located on the COPS Office ["How to Apply"](#) web page.

Terms, conditions and award requirements

Table 1 lists the terms, conditions, and award requirements that applicants should be aware of before applying to this COPS Office program. Please review carefully the FY22 Reference Guide for Community Policing Advancement (CPA) Programs, found under the COPS Office "How to Apply" web page, for a full description of each of the listed terms, conditions, and other requirements for this COPS Office program. By submitting your application, your organization assures the COPS Office that you agree to the below terms, conditions, and requirements. If awarded funds, by accepting your COPS Office award, your organization agrees to comply with all of the terms, conditions, and other requirements in your award package and any additional special or high risk conditions that may be imposed on your award.

Table 1. Terms, conditions, and award requirements

Condition number	Award term, condition, or requirement
I & II	Assurances and Certifications (also refer to "U.S. Department of Justice Certified Standard Assurances and U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing" of this Guide and Standard Application forms.)
III	Disclosure of Lobbying Activities
IV	Supplementing, Not Supplanting
V	Procurement and Sole Source Justification
VI	System for Award Management (SAM) and Universal Identifier Requirements
VII	Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation
VIII	Contract Provisions
IX	Prior Approval Planning and Reporting of Conference/Meeting/Training Costs
X	Restriction on Internal Confidentiality Agreements
XI	Mandatory Disclosure
XII	Debarment and Suspension
XIII	Recipient Integrity and Performance Matters
XIV	False Statements
XV	Duplicative Funding
XVI	Additional High-Risk Recipient Requirements
XVII	Modifications
XVIII	Evaluations
XIX	Allowable Costs
XX	Equal Employment Opportunity Plan
XXI	Employment Eligibility
XXII	Enhancement of Contractor Protection from Retaliation for Disclosure of Certain Information
XXIII	Federal Civil Rights
XXIV	Conflict of Interest
XXV	Reports/Performance Goals
XXVI	Extensions
XXVII	Computer Network Requirement
XXVIII	Award Monitoring Activities
XXIX	Public Release Information
XXX	News Media
XXXI	Paperwork Reduction Act
XXXII	Copyright
XXXIII	Human Subjects Research
XXXIV	Domestic Preferences in Procurement
XXXV	Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment
XXXVI	Termination
XXXVII	Award Owner's Manual
XXXVIII	Travel Costs
XXXIX	Authorized Representative Responsibility
XL	Youth-Centered Projects

Other Requirements

Please review carefully the FY22 Reference Guide for Community Policing Advancement (CPA) Programs, located on the COPS "How to Apply" webpage, which provides a full description of each of the listed requirements below for this COPS Office program.

- Curriculum development
- Federal Leadership on Reducing Text Messaging While Driving
- Increasing Seat Belt Use in the United States

Administrative actions and legal remedies related to federal awards

Please be advised that an application may not be funded or, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

Misuse of COPS Office funds or failure to comply with all COPS Office award requirements may result in legal sanctions including suspension and termination of award funds, the repayment of expended funds, ineligibility to receive additional COPS Office funding, and other remedies available by law.

Under the False Claims Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at oiq.hotline@usdoj.gov, <https://oiq.justice.gov/hotline/index.htm>, or 800-869-4499.

Remedies for noncompliance

Under 2 C.F.R. § 200.339, if the recipient fails to comply with award terms and conditions, the Federal awarding agency may impose additional conditions or take one or more of the following actions as appropriate in the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the Federal award.
- Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- Withhold further Federal awards for the project or program.
- Take other remedies that may be legally available.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

Awards terminated due to noncompliance with the federal statutes, regulations, or award terms and conditions will be reported to the integrity and performance system accessible through SAM (currently FAPIIS).

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and any other remedy available by law.

Please be advised that recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

Federal Awarding Agency Contact(s)

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact the JustGrants Support at JustGrants.Support@usdoj.gov, or 833-872-5175. The JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

Freedom of Information Act and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a)

All applications submitted to the COPS Office (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request if DOJ determines that the responsive information is protected from disclosure under the Privacy Act or falls within the scope of one or more of the nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to the FOIA not to release some or all portions of an application/award file.

In its review of records that are responsive to a FOIA request, the COPS Office will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, the COPS Office will request the views of the applicant/recipient that submitted a responsive document.

Feedback to the COPS Office

To assist the COPS Office in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback via email to AskCopsRC@usdoj.gov with the following subject line "FY22 LEMHWA Program Feedback."

IMPORTANT: This email is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

COPS Other Information Reporting, Monitoring, and Evaluation Requirements

Reporting

If awarded, your organization will be required to submit quarterly Federal Financial Reports as well as semiannual Programmatic Performance Reports. Recipient should be prepared to track and report program award funding separately from other funding sources (including other COPS Office federal awards) to ensure accurate financial and programmatic reporting on a timely basis. Recipients should ensure that they have financial internal controls in place to monitor the use of program funding and ensure that its use is consistent with the award terms and conditions. Good stewardship in this area includes written accounting practices, and use of an accounting system that tracks all award drawdowns and expenditures, and the ability to track when award-funded positions are filled or approved purchases are made. *Failure to submit complete reports or submit them in a timely manner may result in the suspension and possible termination of a recipient's COPS Office award funding or other remedial actions.*

Monitoring

Federal law requires that agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice.

Awarded organizations will be responsible for submitting Programmatic Performance Reports on a semiannual basis and Federal Financial Reports on a quarterly basis. In addition, awarded organizations will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office recipients will be required to participate in such award monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Please note that the COPS Office may take a number of monitoring approaches, such as site visits, enhanced office-based award reviews, alleged noncompliance reviews, and periodic surveys to gather information and to ensure compliance. The COPS Office may seek information including, but not limited to, your organization's compliance with nonsupplanting and both programmatic and financial requirements of the award, and your organization's progress toward achieving your community policing strategy. Program and monitoring specialists as well as auditors are particularly interested in confirming that the purchase of items and/or services is consistent with the applicant's approved award budget as reflected on the Financial Clearance Memorandum and Final Funding Memorandum.

If awarded funds, you agree to cooperate with and respond to any requests for information pertaining to your award in preparation for any of the above-referenced award monitoring activities.

Please feel free to contact your COPS Office Program Manager to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

Program evaluation

Though a formal assessment is not a requirement, awarded organizations are strongly encouraged to conduct an independent assessment of their respective award-funded projects. Project evaluations have proven to be valuable tools in helping organizations identify areas in need of improvement, providing data of successful processes, and reducing vulnerabilities.

Selected award recipients shall be evaluated on the local level or as part of a national evaluation, pursuant to guidelines established by the Attorney General. Such evaluations may include assessments of individual program implementations. In selected jurisdictions that are able to support outcome evaluations, the effectiveness of funded programs, projects, and activities may be required. Outcome measures may include crime and victimization indicators, quality of life measures, community perceptions, and police perceptions of their own work.

Financial Management and System of Internal Controls

Award recipients and subrecipients must, as set out in the Uniform Guidance at 2 C.F.R. § 200.303, do the following:

Establish and maintain effective internal control over the federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of federal awards.

Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency designates as sensitive or [the recipient (and any subrecipient)] considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

Audit Requirement

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, Subpart F – Audit Requirements, available at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F>, establish the requirements for organizational audits that apply to COPS Office award recipients. Recipients must arrange for the required organization-wide (not award- by-award) audit in accordance with the requirements of Subpart F.

Civil rights

All recipients are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for award recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant organization is not in compliance with federal civil rights law or is not cooperating with an ongoing federal civil rights investigation.

Equal treatment of faith-based organizations and safeguarding constitutional protections related to religion

For guidance on the protections provided in law for faith-based or religious organizations, please see the Office for Civil Rights website at <https://www.ojp.gov/program/civil-rights/partnerships-faith-based-and-other-neighborhood-organizations>.

In addition, all recipients and subrecipients (at any tier) must comply with the applicable requirements of the DOJ regulation entitled "Partnerships with Faith-Based and Other Neighborhood Organizations" at 28 C.F.R. Part 38, which, among other things, prohibits using DOJ financial assistance to fund explicitly religious activities and also prohibits discrimination in the provision of DOJ-funded services on the basis of a beneficiary's religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. For more detailed information about the regulation, please see the Office of Civil Right website at <https://www.ojp.gov/program/civil-rights/partnerships-faith-based-and-other-neighborhood-organizations>.

Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

The department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for awards using the JustGrants System.

Public Reporting Burden- Paper Work Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS Office program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. For any questions or comments, please contact Lashon Hillard, COPS Office Paperwork Reduction Act Program Manager, at 202-514-6563.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 04/30/2024.

Performance Measures

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act Modernization Act (GPRA Modernization Act) of 2010, P.L. 111-352), recipients who receive funding from the Federal Government must measure the results of work that funding supports. This act specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures are as shown in table 2.

Table 2. Performance measures

Objective	Performance measures	Data recipient provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.	Extent to which COPS Office award funding (e.g., officers, equipment, training, technical assistance) has increased your agency's community policing capacity? Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency's community policing capacity?	Recipients will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through performance reports.

COPS Office awards target increasing recipient capacity to implement community policing strategies within the three primary elements of community policing: (1) problem solving; (2) partnerships; and (3) organizational transformation. The COPS Office requires all applicants to describe how the personnel, technology, equipment, supplies, travel, or training requested will assist the applicant in implementing community policing strategies.

To read an overview of the principles of community policing, please see the COPS Office publication [Community Policing Defined](#).

As part of the programmatic performance reports, all recipients will be required to report on their progress toward implementing community policing strategies. Based on the data collected from recipients, the COPS Office may make improvements to the program to better meet the program's objective and law enforcement agency needs.

Application Checklist

Please refer to the [JustGrants DOJ Application Submission Checklist](#).

Survey Questions

FY22 LEMHWA Elig

Applicant Eligibility

Instructions: The following questions will be used to determine eligibility for the LEMHWA program. NOTE: If you select "N/A" or "No" to any of the below questions, you will be considered ineligible for the LEMHWA program and will not receive consideration for funding.

Please indicate if your jurisdiction is primarily considered rural, urban or suburban.

Is your agency established and currently operational? A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and has a current operating budget.

FY22 CPA Solicitation Ques

Research and Development

Instructions: For the purposes of this solicitation, R&D as defined by 2 C.F.R. §200.87 means all research activities, both basic and applied, and all development activities that are performed by nonfederal entities. The term "research" also includes activities involving the training of individuals in research techniques where such activities use the same facilities as other research and development activities and where such activities are not included in the instruction function. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. "Development" is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

Please select "yes" if any part of your project could be considered R&D or "no" if no portion of your project would support R&D.

Could any portion of your project be considered research and development (R&D) as defined by 2 C.F.R. §200.87?

Youth-Centered Project

Instructions: For the purposes of this solicitation, please select "yes" if any part of your project involves interactions with minors under the age of 18 years. NOTE: A special award condition will apply to all youth-centered awards. This condition will require recipients and subrecipients to make determinations of suitability before certain covered individuals interact with participating minors under the age of 18 years old in the course of activities funded under the award.

Could any activities under your project involve interactions with minors under the age of 18 years?

Training

Instructions: The COPS Office defines training as the teaching and learning activities carried out for the primary purpose of helping members of an organization other than your own acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job or organization. Training is driven by specific goals and objectives? it is not a single event but rather an ongoing process that requires continuous self-reflection and evaluation. Guides, webinars, articles, conference presentations, toolkits, podcasts, videos, blogs, and news feeds (to provide a few examples) can serve as support material in trainings or as standalone materials to increase knowledge, but on their own they are not defined as training by the COPS Office. Please select "yes" if any part of your project fits within the definition of training or "no" if no portion of your project fits within the definition of training.

Could any portion of your project be considered training?

Law Enforcement/Organization Executive

Please provide the name and contact information for the highest ranking Law Enforcement Executive or Program Official for your agency or organization, please see instructions below:

Instructions for Law Enforcement Agencies:

For law enforcement agencies, this is the highest ranking law enforcement official for your agency (Chief of Police, Sheriff, or equivalent). The top law enforcement executive must be assigned the role: "Authorized Representative 1" in JustGrants.

Instructions for Non-Law Enforcement Agencies:

For non-law enforcement agencies (institutions of higher education, school districts, private organizations, etc.), this is the highest ranking program official in the applicant's organization (e.g., executive director, chief executive officer, or equivalent). The highest ranking program official must be assigned the role of Authorized Representative 1. If the application is awarded, this position will ultimately be responsible for the programmatic management of the award.

Please note that information for non-executive positions (e.g., clerks, trustees) is not acceptable.

Title:

First Name:

Last Name:

Phone:

Email Address:

Please provide the name and contact information for the highest ranking Government Executive or Financial Official for your agency or organization, Please see instructions below:

Instructions for Law Enforcement Agencies:

For law enforcement agencies, this is the highest ranking government official within your jurisdiction (e.g., Superintendent, Mayor, City Administrator, or equivalent). The highest government official must be assigned the role: "Authorized Representative 2" in JustGrants.

Instructions for Non-Law Enforcement Agencies:

For non-law enforcement agencies, this is the financial official who has the authority to apply for this award on behalf of the applicant agency (e.g., Chief Financial Officer, Treasurer, or equivalent) and must be assigned the role: "Authorized Representative 2" in JustGrants. If the application is awarded, this position must have the ultimate signatory authority to sign contracts on behalf of your organization, and will ultimately be responsible for the financial management of the award.

Please note that information for non-executive positions (e.g., clerks, trustees) is not acceptable.

Title:

First Name:

Last Name:

Phone:

Email Address:

Instructions for Application Contact:

Enter the application point of contact name and contact information.

Title:

First Name:

Last Name:

Phone:

Email Address:

Please select your U.S. Attorney's District Office from the below drop down options

Law Enforcement and Community Policing Strategy

Instructions: The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving: *Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.* Please refer to the COPS Office website (<https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-P157>) for further information regarding this definition and its sub-elements.

Please answer the following questions regarding your community support and impact on the jurisdiction.

To what extent is there community support in your jurisdiction for implementing the proposed award activities?

If awarded, to what extent will the award activities impact the other components of the criminal justice system in your jurisdiction?

Explanation of Need for Financial Assistance

All applicants are required to explain their inability to address the need for this award without federal assistance. Please do so in the space below.

Continuation of Support After Federal Funding Ends

Instructions: The questions in this section will be used for programs without a retention requirement to report any plans to continue the program or activity after the conclusion of federal funding.

Does your agency or organization plan to obtain necessary support and continue the program, project, or activity following the conclusion of federal support?

Please identify the source(s) of funding that your agency plans to utilize to continue the program, project, or activity following the conclusion of federal support:

General funds issue bonds or raise taxes

Private sources and donations

Non-federal asset forfeiture funds (subject to approval from the state or local oversight agency)

State, local, or other non-federal grant funding

Fundraising efforts

Other

If "other" is selected in the above question, please provide a brief description of the source(s) of funding.

FY22 CPA Information

Type of Agency Organization

Type of Agency (select one)

From the list below, please select the type of agency which best describes the applicant. From the list below, please select the type of agency which best describes the applicant. Duplication of Funding

Instructions:

Applicants are required to disclose whether they have pending applications for federally funded assistance or active federal awards that support the same or similar activities or services for which funding is being requested under this application.

Be advised that as a general rule, COPS Office funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate whether your agency has a pending application or an active award with any other federal funding source (e.g., direct federal funding or indirect federal funding through state sub-awarded federal funds) which supports the same or similar activities or services as being proposed in this COPS Office application.

Do you have any current, active non-COPS Office award with any other federal funding source (e.g., direct federal funding or indirect federal funding through state subawarded federal funds) that supports the same or similar activities or services as being proposed in this COPS Office application?

If Yes, for each potentially duplicative non-COPS Office award, provide the following detailed information: name of federal awarding agency, or state agency for subawarded federal funding; award number; program name; award start and end dates; award amount; and description of how this project differs from the application for COPS office funding.

Do you have any pending non-COPS Office grant applications with any other federal funding source (e.g., direct federal funding or indirect federal funding through state subawarded federal funds) that support the same or similar activities or services as being proposed in this COPS Office application?

If Yes, for each potentially duplicative non-COPS Office grant application, provide the following detailed information: application number (if known); program name; project length; total requested amount; items requested; and describe how this project differs from the application for COPS Office funding.

Certification of Review of 28 CFR Part 23/Criminal Intelligence

REVIEWS AND CERTIFICATIONS

Certifications of Review of 28 C.F.R Part 23/Criminal Intelligence Systems:

If your agency is receiving COPS Office funding for equipment or technology that will be used to operate an Interjurisdictional criminal intelligence system that receives, stores, analyzes, exchanges, or disseminates data regarding ongoing criminal activities, you must agree to comply with the operating principles at 28 C.F.R Part 23. If you are simply using COPS Office funds to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, 28 C.F.R. Part 23 does not apply to this award.

Please check one of the following, as applicable to your agency's intended use of this award.

Acknowledgement of Electronic Signatures

By checking the box below, the applicant indicates that he or she understands that the use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures. I understand.

FY22 LEMHWA App Questions

Problem Identification and Project Description

Please describe your LEMHWA project. Include how this project fulfills a specific public safety need and advances the goals and requirements of the LEMHWA program. (Max 250 words)

Please provide local data or describe circumstances that indicate your need for Federal funding. (Max 250 words)

Please describe the current mental health and wellness services your agency provides. (e.g. Regularly scheduled mental health check-ins, On-site counseling, Off-site counseling, Virtual counseling, Debriefing and/or Critical Incident Stress Management (CISM) program, Trained peer counselors, Chaplaincy / Spiritual support, Suicide prevention programming, Mental health awareness training, Mindfulness practice, Quiet room or Other). (Max 250 words)

Please explain how federal funding will enable you to create or enhance officer Mental Health and Wellness efforts for your agency. Please list the specific activities and/or services that your agency would implement or provide if awarded. (Max 250 words)

How will the actions proposed in this application assist your agency in implementing or institutionalizing community policing (organizational transformation, community partnerships, and problem solving)? (Max 250 words)

What are the final deliverables for the proposed initiative? (Max 250 words)

Project Reach and Impact

Please enter the approximate total number of individuals who will be eligible to receive mental health and wellness services after full implementation of this grant. If your project serves multiple agencies or a regional partnership, please include the total number of individuals eligible from all participating agencies.

Please enter the total number of employees (civilian and non-civilian) for your agency. Will your project service multiple agencies or include regional partnerships?

If yes, please list the agencies that will be impacted and/or your regional partnerships. (Max 250 words)

What specific outcomes does your agency expect to accomplish with this funding and how will the project team track or measure them? (e.g. Internal survey(s) of job satisfaction, Internal survey(s) of work-related stress, Community survey(s) of topics such as trust in or satisfaction with the agency, change in rates of use of force, or Other-please describe). (Max 250 words)

Are there any current governmental, community or agency initiatives that complement or will be coordinated with the proposed initiative?

If yes, Please describe the initiatives that complement or will be coordinated with the proposed initiative. (Max 250 words)

Please describe how these efforts will be sustained once the award ends. (Max 250 words)

Management and Implementation

Describe the overall management and implementation plan for the project. Note: A timeline of project deliverables, activities and who will complete the activities, and milestones will need to be uploaded in the "Additional Application Components" section. (Max 250 words)

Please identify the key team members from your agency and any community or stakeholder partnerships (community groups, private and/or public agencies) who will support this project. Please include a description of the responsibilities and role of each team member and partner. (Max 250 words)

Do you have evidence to justify the proposed implementation activities? If so, please describe evidence with any links as appropriate [LEMHWA Report to Congress and Case Studies <https://cops.usdoj.gov/lemhwaresources>].

If no evidence, please justify the approach, including what is innovative about the approach, how will your agency build on prior program success. (Max 250 words)

Will your agency incorporate an evaluation component to your project?

If yes, please describe the evaluation component your agency plans to implement. (Max 250 words) Please describe how you will ensure confidentiality of participants and service recipients. (Max 250 words)

Please provide a short description of your marketing plan, focusing on what new or enhanced options you will use to increase program awareness (Max 250 words)



TOWN OF HUDSON

Police Department

Partners with the Community

1 Constitution Drive, Hudson, New Hampshire 03051
Voice/TTY (603) 886-6011/Crime Line (603) 594-1150/Fax (603) 594-1162

RECEIVED

APR 07 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE



Agenda
4/12-22

9F

Tad K. Dionne
Chief of Police

Captain David A. Cayot
Special Investigations Bureau

Captain David A. Bianchi
Administrative Bureau

Captain Michael P. Davis
Operations Bureau

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: Tad K. Dionne, Chief of Police

Date: 07 April 2022

Re: Agenda Request – 12 April 2022

Captain David Cayot
for Chief Dionne

Scope:

The Police Department would like to meet at the next scheduled Board of Selectmen meeting on Tuesday, 12 April 2022 to request approval to apply for the Senator Jeanne Shaheen – FY2023 Congressionally Directed Spending Requests. These funds would be used for the installation of Electrical Charging Stations. The purpose of the electrical charging stations would benefit the residents of Hudson by providing a place to charge their vehicle while they are at our facility. This would show our commitment to moving towards clean energy vehicles.

Motion:

To authorize the Hudson Police Department approval to apply for the Senator Jeanne Shaheen – FY2023 Congressionally Directed Spending Requests.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



Senator Jeanne Shaheen - FY2023 Congressionally Directed Spending

Requests (Electric vehicle charging station installation.)

Name & Contact Info	Mailing Address	Permanent Address
David A Bianchi Work: 6038162244 dbianchi@hudsonnh.gov	1 constitution Drive Hudson NH 03051	1 constitution Drive Hudson NH 03051

* indicates a required field.

Section 1. Project Information

1. Project Title: *

Electric Vehicle Charging Station Installation

2. Requesting Entity (City, County, Organization Name, Agency/Department/Office): *

The Hudson Police Department

3. Location of the Requesting Entity (include Address, City, and County): *

1 Constitution Drive, Hudson NH, 03051 in Hillsborough County

4. New Hampshire Community or Communities Benefitted by the Request (City/Cities/County/Counties): *

The Town of Hudson

5. Does the Requesting Entity Have a New Hampshire Point of Contact? *

Please include name, address, phone number and email address below.

Yes

5.1 Name:

David A Bianchi

5.2 Address:

1 constitution Drive

5.3 City:

Hudson

5.4 Zipcode:

03051

5.5 County:

No answer.

5.6 Business Phone:

6038162244

5.7 Cell Phone:

No answer.

5.8 Email:

dbianchi@hudsonnh.gov

6. Is the Head of the Requesting Entity Different from the New Hampshire Point of Contact? *

If 'Yes,' please provide information below.

Yes

6.1 Title (e.g. Mayor, Director, President, CEO):

Chief

6.2 Name:

Tad Dionne

6.3 Address:

1 Constitution Dr. Hudson NH

6.4 Zipcode:

03051

6.5 County:

Hillsborough County

6.6 Business Phone:

603-816-2244

6.7 Cell Phone:

No answer.

6.8 Email:

tdionne@hudsonnh.gov

7. Prior Federal Funding: *

Please list the last five federal funding awards that the requesting entity has received and when these funds were awarded. Please only list awards that have been made to the specific requesting entity as opposed to any parent organization (i.e. 'Program Office X' as opposed to 'Y Foundation').

IF AT ANY POINT THE REQUESTING ENTITY HAS FAILED TO ADEQUATELY MANAGE OR EXECUTE A PRIOR FEDERAL FUNDING AWARD, PLEASE INDICATE BELOW.

N/A The Hudson Police Department has not received Federal Funding.

8. Problem/Issue Statement: *

Use up to 250 words to describe the problem or issue to be addressed through this request. Be as detailed as possible, and explain why the problem or issue cannot be addressed without a federal appropriation.

The Hudson Police Department serves a community of over 25,000 residents. With the rapid increase in electric vehicle production and the focus on clean energy the Hudson Police Department would like to install three electric vehicle charging stations in addition to a current addition and renovation project. A number of residents in the town of Hudson own and drive electric vehicles. It is the plan of the Town of Hudson in the near future to move towards using electric vehicles as town vehicles. We want to provide the owners of electric vehicles a spot to charge their vehicle while they are visiting the police department either for police services or community functions in our community room. We were approved for an addition to the building by the voters March 8th of 2022. The cost of the addition in early 2021 was estimated to be \$6,077,204.50. That is what the voters approved in March of 2022. We have been advised that this cost is no longer valid due to the rapid price increases for construction. We will not be able to add improvements such as the electric vehicle chargers because of that increase, and they will be cut from the project. The Town's people of Hudson have voted down the operating budget of the town at the last two town voting sessions in 2021 and 2022. Due to the cost of these charging stations the money is not available in the budget.

9. Request Description, Purpose, and Activities to be Funded: *

Use up to 250 words to describe the services and products that will be provided and the reasons for your request. This question is aimed at understanding the reason for your request. Positive community impacts should be included in response to Question 12 below.

The installation of electric vehicle chargers at our station will benefit the residents of Hudson who own or plan to purchase electric vehicles by providing a place to charge their vehicle while they are at our facility. Our facility hosts meetings and special events throughout the year in the public community room. These include department meetings as well as civic group meetings.

10. Project Goals and Results: *

Please describe measurable goals and expected results, and describe how the request will be evaluated and performance tracked.

The measurable goal of this project is to have three charging stations installed at the time of the building addition and renovation. This is the most cost effective way to have the installation done. We will then be able to keep track of the use of the charging stations to measure usage. Depending on the usage we will look at expanding the number of charging stations in the future.

11. Economic/Community Impact: *

Briefly describe the economic and/or community impact of this effort. For many requests, the economic impact can be expressed in terms of the total number of jobs created and/or maintained directly and indirectly, or investment stimulated. For these, please list the type of jobs and where those jobs are located. Other requests will yield community impacts other than job creation or maintenance. For these, please provide specific and detailed descriptions of community impact.

The project will not create jobs in the community. The installation of electric vehicle charging stations will afford members of the community who own electric vehicles a place to charge their vehicle while they are utilizing our facility. The chargers will also show that we are committed to moving towards clean energy vehicles.

12. Additional Sources of Funding: *

Please list all additional sources of funding for this request and the amounts, if applicable. This includes both private and public sources.

At this time there are no anticipated additional sources of funding.

13. Did your organization receive any funds from the American Rescue Plan Act of 2021 or the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020? *

No

13.1 If 'yes,' please specify how much you received and the government program through which you received the funds.

No answer.

14. Project Estimated Start Date: *

07/01/2022

15. Will you be submitting multiple requests for congressionally directed spending? *

Yes

15.1 If 'yes,' please indicate priority of this project below. (Example: 'Top project' or '2 of 3 projects')

2 of 2 projects

16. Have you submitted this request to other members of the New Hampshire delegation? *

No

16.1 Members:

If 'Yes,' please list the member(s) below.

No answer.

Section 2. Funding Information

APPROPRIATIONS COMMITTEE INFORMATION:

1. Appropriations Subcommittee of Jurisdiction: *

Energy and Water

Is your funding request within the following subcommittee?

Please select 'Yes' for only one option for this specific request. If your organization is submitting another CDS request, please indicate the eligible account in that application.

2. Agriculture

No answer.

2.1 Please indicate the eligible account:

Eligibility Question: If your project requires matching fund or other cost share requirements is the project sponsor able to meet those financial obligations?

No answer.

3. Commerce, Justice, and Science

No answer.

3.1 Please indicate the eligible account:

No answer.

4. Energy & Water

Yes

4.1 Please indicate the eligible account:

Energy Efficiency and Renewable Energy (EERE)

5. Financial Services and General Government

No answer.

5.1 Please indicate the eligible account:

No answer.

6. Homeland Security

No answer.

6.1 Please indicate the eligible account:

No answer.

7. Interior

No answer.

7.1 Please indicate the eligible account:

Eligibility Question: For Waste and Wastewater Infrastructure State and Local Projects, is the project on the state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan?

Eligibility Question: For Waste and Wastewater Infrastructure State and Local Projects, if the answer to the above question (Q1) is NO, is the project eligible under SFR guidelines?

Eligibility Question: For Waste and Wastewater Infrastructure Tribal Projects, is the project on the HIS Sanitation Deficiency System list?

Eligibility Question: For Waste and Wastewater Infrastructure Tribal Projects, if the answer to the above question (Q3) is NO, is the project eligible under the Criteria for the Sanitation Facilities Construction Program?

Eligibility Question: For the Historic Preservation Fund, if the request is for a property, does the property meet the HPF program requirements of being listed, at the appropriate level, for the National Register of Historic Places or as a National Historic Landmark individually or as contributing to an historic district?

Eligibility Question: For USFS State and Private Forestry (SPF), is this project part of or contribute to the state's Forest Action Plan?

Eligibility Question: For Land and Water Conservation Fund (LWCF), Legacy Restoration Fund (LRF), or Land Management Agency Construction (LMCON), is the project on the relevant list provided by the administration?

No answer.

8. Labor, Health, and Human Services

No answer.

8.1 Please indicate the eligible account:

No answer.

9. Military Construction and Veterans Affairs

No answer.

9.1 Please indicate the eligible account:

Eligibility Question:

- Does this project appear on the Future Years Defense Program (FYDP) list?
- Does this project appear on the Unfunded Requirements/Priorities List (UFR/UPL)?
- Does this project appear on the Cost-to-Complete list?
- Does this project have a DD1391?
- Has this project reached the 35% design milestone?
- Is this project previously authorized or has it been submitted to the Senate Armed Services Committee for consideration?
- If this project was funded last year, please have the funding amount available.

No answer.

10. Transportation, Housing, and Urban Development

No answer.

10.1 Please indicate the eligible account:

Eligibility Questions:

- THUD Airport Code Required
- THUD State Transit Agency Required
- THUD Total Project Cost Required

No answer.

PROJECT COSTS:

11. Amount Requested: *

Please indicate dollar amount.

The estimated cost for this project is \$84,000 for the charging stations and improvements required by code.

12. Minimum Funds Needed to Initiate Project: *

Please indicate dollar amount.

\$84,000

13. Total Project Cost: *

Please indicate dollar amount.

\$6,077,204.50

14. Is the 'Amount Requested' different from the 'Total Project Cost?' *

Yes

14.1 If 'yes,' please explain why below.

The total cost to add an addition to the Hudson Police Department is \$6,077,204.50. This is money that will be paid for through a bond. This cost estimate was given in early 2021. Now the costs have increased up to 25% and parts of the project will be cut without additional funding in order to come in at the approved cost. Electric vehicle charging stations are one of the parts that will be cut.

Cost Breakdown:

Please indicate the Amount and Status of Phase (i.e. Not Yet Begun, In Process, or Completed) for the project phases/areas below:

15. Acquisition:

Not yet begun

16. Soft Costs, Design, Permitting/Planning:

Planning has begun. Permitting is not required for a municipal building.

17. Construction/Renovation:

In process of sending out RFP to receive bids.

18. Site Work:

Not yet begun

19. Equipment:

Not yet begun

20. Other:

(Please elaborate)

Estimate for the cost of the charging stations received at not cost from Northpoint Construction Management

PROJECT FUNDING:

Please indicate the Amount and Status of Funding (i.e. Application Submitted, Funding Awarded, or Funding Received) for the funding sources below:

21. Federal Funding (e.g. EPA Brownfields Funding, HOME funding, federal tax credits, etc.):

N/A

22. Local or State Government Funding (e.g. bond votes, tax credits, funding from NH State Agency, etc.):

The town is securing a bond for the addition project.

23. Private or Nonprofit Funding (e.g. NH Charitable Foundation, United Way, individual donations, etc.):

N/A

24. Project Income (If the project requires income for sustainability, the project be sustained through fees, ratepayers, etc.):

N/A

25. Other Sources:

Please elaborate below.

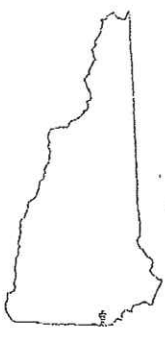
N/A

Agenda
4-12-22

RECEIVED
APR 07 2022
TOWN OF HUDSON
SELECTMEN'S OFFICE



9G



TOWN OF HUDSON

Police Department

Partners with the Community

1 Constitution Drive, Hudson, New Hampshire 03051
Voice/TTY (603) 886-6011/Crime Line (603) 594-1150/Fax (603) 594-1162

Tad K. Dionne
Chief of Police

Captain David A. Cayot
Special Investigations Bureau

Captain David A. Bianchi
Administrative Bureau


Captain Michael P. Davis
Operations Bureau

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: Tad K. Dionne, Chief of Police

Date: 07 April 2022

Re: Agenda Request – 12 April 2022


Captain Cayot for Chief Dionne

Scope:

The Police Department would like to meet at the next scheduled Board of Selectmen meeting on Tuesday, 12 April 2022 to request approval to apply for the Senator Jeanne Shaheen – FY2023 Congressionally Directed Spending Requests. These funds would be used to improve the Community Room. The impact on this project is overall improvement on the police services, safety of Hudson Police employees, and community availability. The impact on the police services and safety of the employees are important as the new offices will allow more privacy for reporting incidents and meeting victims/witness. Members of the public will no longer be entering the secure portion of the building. The community impact will continue to allow members of the community and clubs/organizations to utilize the Community Room with updates that conform to the 2022 standards

Motion:

To authorize the Hudson Police Department approval to apply for the Senator Jeanne Shaheen – FY2023 Congressionally Directed Spending Requests.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



Senator Jeanne Shaheen - FY2023 Congressionally Directed Spending

Requests (Hudson Police Community Room Improvement Plan)

Name & Contact Info	Mailing Address	Permanent Address
Mike Davis Work: 603-816-2250 mdavis@hudsonnh.gov	1 Constitution Drive Hudson NH 03051	1 Constitution Drive Hudson NH 03051

* indicates a required field.

Section 1. Project Information

1. Project Title: *

Hudson Police Department Community Room Improvement

2. Requesting Entity (City, County, Organization Name, Agency/Department/Office): *

Town of Hudson, NH Police Department

3. Location of the Requesting Entity (include Address, City, and County): *

1 Constitution Drive, Hudson, NH 03051

4. New Hampshire Community or Communities Benefitted by the Request (City/Cities/County/Counties): *

Town of Hudson residents

5. Does the Requesting Entity Have a New Hampshire Point of Contact? *

Please include name, address, phone number and email address below.

Yes

5.1 Name:

Mike Davis

5.2 Address:

1 Constitution Drive

5.3 City:

Hudson

5.4 Zipcode:

03051

5.5 County:

Hillsborough County

5.6 Business Phone:

603-816-2250

5.7 Cell Phone:

603-966-0106

5.8 Email:

mdavis@hudsonnh.gov

6. Is the Head of the Requesting Entity Different from the New Hampshire Point of Contact? *

If 'Yes,' please provide information below.

Yes

6.1 Title (e.g. Mayor, Director, President, CEO):

Chief

6.2 Name:

Tad Dionne

6.3 Address:

1 Constitution Drive

6.4 Zipcode:

03051

6.5 County:

Hillsborough County

6.6 Business Phone:

603-816-2246

6.7 Cell Phone:

603-318-8043

6.8 Email:

tdionne@hudsonnh.gov

7. Prior Federal Funding: *

Please list the last five federal funding awards that the requesting entity has received and when these funds were awarded. Please only list awards that have been made to the specific requesting entity as opposed to any parent organization (i.e. 'Program Office X' as opposed to 'Y Foundation').

IF AT ANY POINT THE REQUESTING ENTITY HAS FAILED TO ADEQUATELY MANAGE OR EXECUTE A PRIOR FEDERAL FUNDING AWARD, PLEASE INDICATE BELOW.

Hudson Police has not received any federal funding.

8. Problem/Issue Statement: *

Use up to 250 words to describe the problem or issue to be addressed through this request. Be as detailed as possible, and explain why the problem or issue cannot be addressed without a federal appropriation.

The Hudson Police Department has outgrown its current building. A study of the Police Department was completed by an independent company (MRI) that contained suggested updates to the building. A building expansion project was passed by the voters for the Town in March. The appropriation for the building was \$6.1 million. Since the proposed and approved cost of the project, building costs have increased significantly. The Town of Hudson is operating on a Default Budget for the second year in a row. As part of the expansion project, there will be a renovation the Police Department's Community Room. The Community Room, also known as the Anne Seabury Room, is open to the public and used by various groups such as the Hudson Recreation Department, Girl Scouts, and the Hudson Bears Football clubs for meetings and other activities. The Community Room is also used by the Hudson Police for meetings, trainings, and ceremonies. The renovation of the Community Room will provide for 3 offices in the back section of the room, and an update to the remainder of the the area that is approximately 27 years old. There will also be added security to the room. With the increase in costs for materials, cuts will have to be made to portions of the expansion. The Community Room update is one of the areas that could be cut. Any funding to assist with offsetting the cost of the Community Room upgrade would be of great value to the Town of Hudson.

9. Request Description, Purpose, and Activities to be Funded: *

Use up to 250 words to describe the services and products that will be provided and the reasons for your request. This question is aimed at understanding the reason for your request. Positive community impacts should be included in response to Question 12 below.

The Hudson Police Community Room is a valuable asset for the community and the Police Department. In addition to the Community Room being open to various groups for meetings and other events, the Community Room is also used during emergency times. The Community Room is the Emergency Operations Center for the Town. The Community Room is open to the public during emergencies such as storms, where residents have lost power, and can use the room as a place to eat, stay temporarily, or to charge electronics if needed. The Community Room is also used for the Police Department community events and programs. The Hudson Police has multiple community programs that are run by and interact with the police officers such as Citizen Police Academy, AARP Courses, and the Youth Police Academy. The programs utilize the Community Room to meet weekly during their scheduled times. The update to the Community Room will also create 3 offices that will provide added security to the main portion of the building by using these offices to meet with members of the public, instead of bringing unknown members of the public into the secure portion of the building. Residents will be able to meet with officers in privacy with any reports/concerns using these offices.

10. Project Goals and Results: *

Please describe measurable goals and expected results, and describe how the request will be evaluated and performance tracked.

The measurable goal and expected results of this project will be demonstrated by the successful construction and renovation of the Community Room, to include the addition of three offices. This will allow the public continued use of the Community Room and also allow members of the Police Department to utilize the new offices to meet with members of the public without going into the secure area of the Police Department. Performance will be tracked by acknowledging completion of the project.

11. Economic/Community Impact: *

Briefly describe the economic and/or community impact of this effort. For many requests, the economic impact can be expressed in terms of the total number of jobs created and/or maintained directly and indirectly, or investment stimulated. For these, please list the type of jobs and where those jobs are located. Other requests will yield community impacts other than job creation or maintenance. For these, please provide specific and detailed descriptions of community impact.

The impact on this project is overall improvement on the police services, safety of Hudson Police employees, and community availability. The impact on the police services and safety of the employees are important as the new offices will allow more privacy for reporting incidents and meeting victims/witness. Members of the public will no longer be entering the secure portion of the building. The community impact will continue to allow members of the community and clubs/organizations to continue to utilize the Community Room with updates that conform to the 2022 standards. The Community Room is also the Emergency Operations Center for the Town of Hudson in an emergency. The renovation will ensure the Community Room will be fully functional for daily operations and when required to be scaled up to address a significant emergency incident.

12. Additional Sources of Funding: *

Please list all additional sources of funding for this request and the amounts, if applicable. This includes both private and public sources.

The Town has appropriated a \$6.1 million bond for the completion of a renovation/expansion project of the Hudson Police Department building.

13. Did your organization receive any funds from the American Rescue Plan Act of 2021 or the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020? *

No

13.1 If 'yes,' please specify how much you received and the government program through which you received the funds.

No answer.

14. Project Estimated Start Date: *

07/01/2022

15. Will you be submitting multiple requests for congressionally directed spending? *

Yes

15.1 If 'yes,' please indicate priority of this project below. (Example: 'Top project' or '2 of 3 projects')

Top project

16. Have you submitted this request to other members of the New Hampshire delegation? *

No

16.1 Members:

If 'Yes,' please list the member(s) below.

No answer.

Section 2. Funding Information

APPROPRIATIONS COMMITTEE INFORMATION:

1. Appropriations Subcommittee of Jurisdiction: *

Agriculture

Is your funding request within the following subcommittee?

Please select 'Yes' for only one option for this specific request. If your organization is submitting another CDS request, please indicate the eligible account in that application.

2. Agriculture

Yes

2.1 Please indicate the eligible account:

Eligibility Question: If your project requires matching fund or other cost share requirements is the project sponsor able to meet those financial obligations?

Rural Development, Community Facilities grants

3. Commerce, Justice, and Science

No

3.1 Please indicate the eligible account:

No answer.

4. Energy & Water

No

4.1 Please indicate the eligible account:

No answer.

5. Financial Services and General Government

No

5.1 Please indicate the eligible account:

No answer.

6. Homeland Security

No

6.1 Please indicate the eligible account:

No answer.

7. Interior

No

7.1 Please indicate the eligible account:

Eligibility Question: For Waste and Wastewater Infrastructure State and Local Projects, is the project on the state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan?

Eligibility Question: For Waste and Wastewater Infrastructure State and Local Projects, if the answer to the above question (Q1) is NO, is the project eligible under SFR guidelines?

Eligibility Question: For Waste and Wastewater Infrastructure Tribal Projects, is the project on the HIS Sanitation Deficiency System list?

Eligibility Question: For Waste and Wastewater Infrastructure Tribal Projects, if the answer to the above question (Q3) is NO, is the project eligible under the Criteria for the Sanitation Facilities Construction Program?

Eligibility Question: For the Historic Preservation Fund, if the request is for a property, does the property meet the HPP program requirements of being listed, at the appropriate level, for the National Register of Historic Places or as a National Historic Landmark individually or as contributing to an historic district?

Eligibility Question: For USFS State and Private Forestry (SPF), is this project part of or contribute to the state's Forest Action Plan?

Eligibility Question: For Land and Water Conservation Fund (LWCF), Legacy Restoration Fund (LRF), or Land Management Agency Construction (LMCON), is the project on the relevant list provided by the administration?

No answer.

8. Labor, Health, and Human Services

No

8.1 Please indicate the eligible account:

No answer.

9. Military Construction and Veterans Affairs

No

9.1 Please indicate the eligible account:

Eligibility Question:

- Does this project appear on the Future Years Defense Program (FYDP) list?
- Does this project appear on the Unfunded Requirements/Priorities List (UFR/UPL)?
- Does this project appear on the Cost-to-Complete list?
- Does this project have a DD1391?
- Has this project reached the 35% design milestone?
- Is this project previously authorized or has it been submitted to the Senate Armed Services Committee for consideration?
- If this project was funded last year, please have the funding amount available.

No answer.

10. Transportation, Housing, and Urban Development

No

10.1 Please indicate the eligible account:

Eligibility Questions:

- THUD Airport Code Required
- THUD State Transit Agency Required
- THUD Total Project Cost Required

No answer.

PROJECT COSTS:

11. Amount Requested: *

Please indicate dollar amount.

\$66,870

12. Minimum Funds Needed to Initiate Project: *

Please indicate dollar amount.

\$66,870

13. Total Project Cost: *

Please indicate dollar amount.

\$6.1 mil

14. Is the 'Amount Requested' different from the 'Total Project Cost?' *

Yes

14.1 If 'yes,' please explain why below.

The Hudson Police Department building was approved for a renovation/expansion by the Town voters on March 8, 2022. The total amount awarded by the Town vote of the renovation/expansion is \$6.1 million. The estimated cost of the total building project when it went to vote was based off prior years projected cost. With the increase in overall costs of materials, additional funding may be required to complete the project without having to cut parts of the project. The Community Room section of the building renovation/expansion project is estimated to cost \$66,870.

Cost Breakdown:

Please indicate the Amount and Status of Phase (i.e. Not Yet Begun, In Process, or Completed) for the project phases/areas below:

15. Acquisition:

In Process

16. Soft Costs, Design, Permitting/Planning:

In Process

17. Construction/Renovation:

Not Yet Begun

18. Site Work:

Not Yet Begun

19. Equipment:

Not Yet Begun

20. Other:

(Please elaborate)

No answer.

PROJECT FUNDING:

Please indicate the Amount and Status of Funding (i.e. Application Submitted, Funding Awarded, or Funding Received) for the funding sources below:

21. Federal Funding (e.g. EPA Brownfields Funding, HOME funding, federal tax credits, etc.):

N/A

22. Local or State Government Funding (e.g. bond votes, tax credits, funding from NH State Agency, etc.):

Hudson is able to contribute \$6.1 million in additional funding to complete the entire renovation of the building projects.

23. Private or Nonprofit Funding (e.g. NH Charitable Foundation, United Way, individual donations, etc.):

N/A

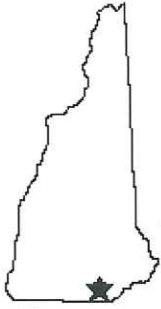
24. Project Income (If the project requires income for sustainability, the project be sustained through fees, ratepayers, etc.):

N/A

25. Other Sources:

Please elaborate below.

N/A



TOWN OF HUDSON FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051

RECEIVED

APR 07 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE



Agenda
4.12.22

9H

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

Robert M. Buxton
Chief of Department

TO: Kara Roy
Chairman

FR: Robert M. Buxton *RMB*
Fire Chief

DT: April 6, 2022

RE: BOS Public Agenda April 12, 2022, Blasting Hudson Town Code 202

Over the last few months we have been working to review Hudson Town Code 202 Explosives.

This section of Town Code applies to the transportation, storage, possession and use of explosive materials in the Town of Hudson. We are asking the Board of Selectmen to consider the following adjustments to this program, which have been highlighted in the attached copy of Town Code and are outlined below.

Section 202-12 Permit applications; fee; preblasting conference; renewal;

Under this section, we have the ability to assign a fee for the permitting.

Section D;

- Currently the fee is \$175.00. We are recommending the board consider moving this fee up to \$300.00. The justification for this increase is the additional notification responsibility that will be facilitated by Town staff. This will be addressed further in this document.
- This currently states that all checks are made payable to the Hudson Fire Department-Prevention. We would like to simply update this to match current practice of Town of Hudson.

Section 202-13 Permit restrictions;

- Section C shall read as follows;
 - The permit expiration date shall not be later than the expiration date of the blaster's insurance certificate, blaster's State of New Hampshire license to use, purchase and transport explosive materials or the blasting Supervisors State of New Hampshire certificate of competency to conduct blasting operations.

- Section D shall read as follows;
 - The permit shall bear the name and address of the blasting company, the address of the blasting location and the name of the person(s) designated to supervise the blasting operation and the signature of the approving authority.

Section 202-17 General regulations;

- Section G shall read as follows:
 - Blasting operations shall be conducted no earlier than 10:00AM, except by permission of the Fire Chief.

Section 202-18 Notification;

Section A;

Currently, Town Code requires that blasting operations shall be published in a local daily newspaper on at least three consecutive days prior to the start of blasting. As we are all aware, most of our daily newspaper activities have moved to a membership based electronic format. This has ultimately led to a regulation that is to a certain extent not successful.

We are asking the board to consider the following alteration. When a blasting company files for a permit they will provide the Town of Hudson with the required information for public notification. Upon the issuance of the permit, the Hudson Fire Department would list this notification on the Town of Hudson website under the blasting page. Additionally, an updated notice shall be posted on HCTV and both the Town of Hudson and Hudson Fire Department social media accounts.

Section C:

We would recommend the following two-step process for the day of blasting activities;

1. Between the hours of 07:00 and 08:00 the blasting company shall notify the Hudson Fire Department Dispatch Center. The purpose of this notification is to inform the Hudson Fire Department of their intent to blast on that specific day.
 - a. At 09:00 the Hudson Fire Department shall distribute a Code Red alert through the State of New Hampshire alerting system of pending blasting that will take place in the Town of Hudson on that specific day.
 - i. If there is no pending blasting activities scheduled for that day, the Code Red Alert will not be sent out.
2. The blaster shall notify the Hudson Fire Department Dispatch Center 30 minutes prior to each blast.
 - a. The blaster shall provide;
 - i. The name of the company conducting the blasting
 - ii. The address of the blasting
 - iii. The time of the blasting
 - iv. The amount of explosive material to be used
 - b. Upon receipt of this information, the Hudson Fire Department shall issue an additional Code Red alert that blasting is scheduled for the address submitted.

If the Board of Selectmen are in agreement with the suggested changes, we would recommend scheduling two public hearings in accordance with RSA 41:14-b at the May 10, 2022 and May 24, 2022 meetings.

Thank you for your consideration in this matter.

Chapter 202. Explosives


[HISTORY: Adopted by the Town Council of the Town of Hudson 12-13-1988 as Ord. No. O88-8. Amendments noted where applicable.]

GENERAL REFERENCES

Fire Department — See Ch. 58.

Fire prevention — See Ch. 210.

202a Seismographic Instrumentation 

202b Records Requirements 

Article I. General Provisions

§ 202-1. Applicability.

- A. This chapter shall apply to the transportation, storage, possession and use of explosive materials in the Town of Hudson.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
- B. This chapter shall not apply to:
- (1) Explosive materials while in the course of transportation via railroad, water, highway or air when explosive materials are moving under the jurisdiction of and in conformity with regulations adopted by any federal or state department or agency.
 - (2) The laboratories of schools and similar institutions when confined to the purpose of instruction or research or to explosive materials in the forms prescribed by the official United States Pharmacopeia or the National Formulary and used in medicines and medicinal agents.
 - (3) The normal and emergency conditions of any government, including all departments, agencies and divisions thereof, provided that they are acting in their official capacity and in the proper performance of their duties or functions.
 - (4) Explosive materials for delivery to any government or any department, agency or division thereof.
 - (5) Pyrotechnics commonly known as "fireworks," including signaling devices such as flares and fuses.
 - (6) Small arms ammunition and components thereof, which are subject to the Gun Control Act of 1968 (Title 18, Chapter 44, of the United States Code) and regulations promulgated thereunder.

- (7) Gasoline, fertilizers and propellants used in propellant-activated power devices or tools.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]

§ 202-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

AUTHORIZED, APPROVED or APPROVAL

Authorized, approved or approval by the Fire Chief.

BLAST AREA

The area of a blast within the influence of flyrock gasses and concussion.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]

BLASTER

That qualified person in charge of and responsible for the loading and firing of a blast.

BLASTING AGENT

An explosive material which meets prescribed criteria for insensitivity to initiation in conformity with Title 27 of the Code of Federal Regulations, Section 55.11 (for storage), and Title 49 of the Code of Federal Regulations (for transportation).

BLAST SITE

The area where explosive material is handled during loading, including the perimeter of blast holes and for a distance of 50 feet in all directions from loaded holes or holes to be loaded.

DETONATING CORD

A flexible cord containing a center core of high-velocity explosive and used to initiate other explosives.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]

DETONATOR

Any device containing any initiating or primary explosive that is used for initiating detonation. The term includes, but is not limited to, electric blasting caps of instantaneous and delay types, blasting caps for use with safety fuses, detonating cord delay connectors and nonelectric instantaneous and delay blasting caps which use detonating cord or other replacement for electric lag wires.

EXPLOSIVE

Any chemical compound mixture or device, the primary or common purpose of which is to function by explosion.

EXPLOSIVE MATERIALS

These include explosives, blasting agents and detonators. The term includes, but is not limited to, dynamite and other high explosives, safety fuses, detonating cord and igniters. Title 49 of the Code of Federal Regulations, Parts 1 through 999, subdivide these materials into:

- A. Class A explosives: detonating or otherwise maximum hazard.
- B. Class B explosives: flammable hazard.

C. Class C explosives: minimum hazard.

D. Blasting agents: See definition.

HIGH EXPLOSIVES

Explosives which are characterized by a very high rate of reaction, high pressure development and the presence of a detonation wave in the explosive.

PERSON

Any individual, corporation, company, association, firm, partnership, society or joint-stock company.

PYROTECHNICS

Any combustible or explosive compositions or manufactured articles designed and prepared for the purpose of producing audible or visible effects. "Pyrotechnics" are commonly referred to as "fireworks."

SAFETY FUSE

A flexible cord containing an internal burning medium by which fire or flame is conveyed at a continuous and uniform rate from the point of ignition to the point of use, usually a fuse detonator.

§ 202-3. Word usage.

Words used in the singular shall include the plural and in the plural shall include the singular. Words used in the masculine gender shall include the feminine gender and vice versa.

§ 202-4. Forms and procedures.

The Fire Chief shall issue forms necessary or useful for carrying out the purposes of this chapter.^[1] He may also establish procedures necessary or useful for carrying out the purposes of this chapter which are consistent with the provisions of this chapter.

[1] *Editor's Note: Said forms are on file in the town offices and may be examined there during regular business hours.*

§ 202-5. Violations and penalties.

Any person who violates any provision of this chapter commits a separate violation of this chapter for each provision violated and shall be subject to a civil fine of not more than \$500 for each separate violation.

Article II. Licenses and Permits

§ 202-6. Applicability of Article.

Safety and security are primary considerations in the manufacture, transportation, storage, sale, possession and use of explosive materials. An appropriate and thorough system of licensing or permitting is designed to promote these considerations by assuring that these

products come only into the hands of qualified persons who require them in their own occupation.

- A. The license and permit requirements of this Article shall apply to all explosive materials.
- B. This Article is intended to supplement existing federal and state laws and regulations.

§ 202-7. Exceptions.

This Article shall not apply to hand-loading of small arms ammunition for personal use and not for resale.

§ 202-8. Manufacture of explosives.

- A. The manufacture of explosive materials within the Town of Hudson shall be limited to those having an appropriate state and/or federal license.
- B. The manufacture of explosive materials within the Town of Hudson shall be prohibited when such manufacture presents an undue hazard to life and property.

§ 202-9. Dealers of explosives.

- A. Persons intending to act as dealers in explosive materials must possess an appropriate federal license from the Bureau of Alcohol, Tobacco and Firearms.
- B. Explosive materials shall not be sold, given, delivered or transferred to any person not in possession of a valid license or permit.

§ 202-10. Blaster's license required.

- A. No person may load or fire explosive materials unless such person or his supervisor is a licensed blaster in conformance with the rules and regulations promulgated under RSA 158:9 of the State of New Hampshire.
- B. Proof of said license shall be provided upon request to the Fire Chief.

§ 202-11. Permit required.

- A. No person shall use explosive materials within the Town of Hudson without first obtaining the proper permit which authorizes him to use such materials.
- B. The authorized agent or person conducting an operation or activity requiring the use of explosive materials shall obtain a permit to use explosive materials and shall be responsible for the results and any other consequences of any loading and firing of explosive material and shall permit the loading and firing to be performed or supervised only by a licensed blaster.

§ 202-12. Permit applications; fees; preblasting conference; renewal.

- A. Application for a permit or its renewal shall be made to the Fire Chief on forms provided by him and shall contain such information as may be required.
- B. Applications submitted shall have attached proof of the following:
- (1) State of New Hampshire license to use, purchase and transport explosive materials.
 - (2) State of New Hampshire certificate of competency to conduct blasting operations.
 - (3) Certificate of insurance showing minimum coverage of \$1,000,000 bodily injury and \$500,000 property damage by a carrier authorized by the State of New Hampshire Insurance Commissioner to do business in New Hampshire. The insurance certificate shall state that the insurance company is authorized to do business in the State of New Hampshire.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
 - (4) The blaster's license of the person in charge of or supervising the use of explosives.
 - (5) Written permission from the owner of the land on which the use of explosives will occur for the Fire Chief to inspect the land during the period of the permit and until 20 days after the expiration of the permit.
- C. Applications must be received by the Fire Chief at least 10 and not more than 30 business days prior to the estimated start date of blasting operations.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
- D. A fee shall be assessed for each permit. Checks shall be made payable to the Hudson Fire Department-Prevention and must be received by the Fire Department prior to permit approval and issuance. Permit fee rates have been established by the Board of Selectmen.^[1]
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
[1] *Editor's Note: See Ch. 205, Fees.*
- E. Preblasting conferences may be scheduled by the Fire Chief prior to approval of permit application. Conference attendees may include but not be limited to representatives of the blaster, other town officials and/or citizens likely to be affected by blasting operations.
- F. If an application for renewal is filed with the issuing authority before expiration of the old permit, the renewal will become effective when the old permit expires. No renewal permit shall be issued more than 30 days before the expiration date of the current permit.
- G. If an application for renewal is filed after the expiration of the old permit, it shall be considered as an application for a new permit.

§ 202-13. Permit restrictions.

- A. No permit shall be assigned or transferred.
- B. Approved permits shall be dated and be valid for no more than one year from date of issue.
- C. The permit expiration date shall be no later than the expiration date of the blaster's insurance certificate.
- D. The permit shall bear the name and address of the person who applied for the permit, the name and address of the person(s) with a blaster's license who will supervise the use of explosives and the signature of the approving authority.

§ 202-14. Denial, revocation or suspension of permit.

- A. A permit for use of explosive materials may be denied, revoked or suspended for any of the following reasons:
 - (1) Noncompliance with any order of the issuing authority.
 - (2) If it is determined that any applicant or permit holder was or is under the influence of any drug (prescription or nonprescription) or alcohol that may have impaired their judgment or ability to transport, store, possess or use any explosive material under the jurisdiction of the Town of Hudson in a safe and prudent manner, while operating under such permit, their permit to operate in the town shall be suspended immediately. The Fire Chief or his designee shall contact the Hudson Police Department and the State of New Hampshire Department of Safety if they feel that any applicant or permit holder has or is suspected of violating this or any part of this chapter because they may have been or were impaired by any drugs (prescription or nonprescription) or alcohol. No permit to operate shall be reissued until the matter is fully investigated and the Fire Chief's office provided with the findings of any investigations into the matter.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
 - (3) Proof that the permit holder or applicant suffers from a mental or physical defect that would interfere with the safe handling of explosive materials.
 - (4) Violation by the applicant or permit holder of any provision of any law or regulation relating to explosive materials or proof that false information was willfully given or a misrepresentation was willfully made to obtain the permit.
 - (5) Determination by the issuing authority that blasting operations pose a hazard to the health or property of any person or have or will cause an unnecessary nuisance to any person.
 - (6) For other good cause.
- B. Notification; hearing.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
 - (1) In any case where the Fire Chief determines that it may be appropriate to deny a permit, he shall promptly notify the applicant. Said notice will set forth specific basis for the denial and state that, upon written request, a hearing before the Chief will be held within 10 days after the date of receiving the request. Following said hearing,

the Chief will make a final determination as to whether to grant or deny the applicant a permit.

- (2) In any case where the Fire Chief determines that it may be appropriate to revoke a permit from a current permit holder, he shall promptly notify the applicant that the applicant's current permit is temporarily suspended pending a hearing. Said notice will set forth specific basis for the suspension and anticipated revocation and state that, upon written request, a hearing before the Chief will be held within 10 days after the date of receiving the request. Following said hearing, the Chief will make a final determination as to whether to revoke the permit.
- C. Within 15 days after such hearing, the Fire Chief shall state his findings and conclusions, in writing, and transmit a copy to the applicant or former permit holder.
- D. Upon notice of the revocation or suspension of any permit, the former permit holder shall immediately surrender to the issuing authority the permit and all copies thereof.

§ 202-15. Licenses and permits available for public inspection; protection of permits.

- A. Licenses (or copies thereof) to deal in explosive materials shall be kept available for inspection at each place of operation.
- B. A permit to blast (or copies thereof) shall be kept available for inspection at each place of operation.
- C. Permit holders shall take every reasonable precaution to protect their permits from loss, theft, defacement, destruction or unauthorized duplication, and any such occurrence shall be reported immediately to the Fire Chief.

§ 202-16. Recordkeeping and reporting.

- A. A holder of a permit to use explosive materials shall make a record of all operations within the Town of Hudson. Such record shall be made available to the Fire Chief upon request and shall be retained for five years.
- B. All persons holding a blaster's permit shall make daily records for each blast that at a minimum contains the information required by the current version of the Hudson Fire Department's **Records Requirements** for Blasting. These records shall be retained for five years.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
- C. The Fire Chief shall be notified promptly by any permit holder of a change in business address or phone number and home address, if applicable.
- D. The theft or loss of explosive materials shall be reported immediately to the Fire Chief and to the Hudson Police Department.
- E. Records made and kept pursuant to regulations promulgated by any federal or state agency need not be duplicated to satisfy the requirements of this section.

Article III. Use of Explosive Materials

§ 202-17. General regulations.

- A. The conduct of all blasting operations shall be governed by the New Hampshire Code of Administrative Rules, Chapter Saf-C 1600, Explosives.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
- B. In the case of conflicting rules or regulations, the most stringent rule or regulation shall apply.
- C. While explosive materials are being handled or used, smoking shall not be permitted, and no one near the explosive material shall possess matches, open flame or fire- or flame-producing devices, except that the blaster may possess a device for the specific purpose of igniting the safety fuse.
- D. No one shall handle explosive materials while under the influence of alcohol, narcotics or other substances that may impair one's judgment.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
- E. For all blasts, the blaster shall exercise precautions to prevent injury to persons and damage to property and to prevent earth vibrations and atmospheric sounds from exceeding regulatory limits.
[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]
- F. When conducting blasting operations, the holder of the permit shall use reasonable precautions, including but not limited to warning signals, flags, barricades or mats as may be required or appropriate to maximize safety.
- G. Blasting operations shall be conducted during daylight hours only, except by permission of the Fire Chief.
- H. No explosive materials shall be intentionally abandoned in any location for any reason, nor left in such a manner that they may easily be obtained by children or other unauthorized persons. All unused explosive materials shall be returned to proper storage facilities.
- I. Explosive materials shall be loaded and used in a manner that is consistent with any recommendations or instructions of the manufacturer for that explosive material.
- J. Transportation, storage and possession of explosive materials in the Town of Hudson shall be governed by the New Hampshire Code of Administrative Rules, Chapter Saf-C 1600, Explosives.
[Added 3-14-2000 by ballot by the ATM, Art. No. 34]

§ 202-18. Notification.

[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]

- A. Notification of intent to conduct blasting operations shall be published in a local daily newspaper on at least three consecutive days prior to the start of blasting. Said

notification shall also be published in the local weekly newspaper at least once prior to the start date of blasting. Notification shall include the area of operations and the name of the company responsible for operations.

- B. Persons intending to conduct blasting operations within the Town of Hudson shall submit written notification of such intent to the Chief of the Police Department. Said notification shall be made no less than 24 hours prior to the estimated start date of blasting and shall be submitted on forms provided by the Police Department.
- C. The blaster shall notify the Hudson Fire Department dispatcher no less than 30 minutes prior to each blast. The blaster shall provide:
 - (1) The name of the company conducting the blasting;
 - (2) The address of the blasting;
 - (3) The time of the blasting; and
 - (4) The amount of explosive material to be used.

§ 202-19. Preblast surveys.

[Amended 3-14-2000 by ballot by the ATM, Art. No. 34]

Prior to conducting any blasting operations, the applicant or their agent shall conduct a preblast structural inspection condition survey of all existing structures and conditions on the site, adjacent to the site or in the vicinity of the site at no cost to the property owner or the Town of Hudson. This survey shall extend to such structures or conditions as may be affected by the applicant's blasting operations. As a minimum, preblast structural inspection condition surveys shall be performed on all structures, including homes, foundations, driveways, roadbeds, swimming pools, wells and mobile homes within 500 feet of the anticipated blasting area. The applicant as well as the owner of the property being surveyed shall sign all such surveys once completed. If an owner refuses to allow for or sign a preblast survey form for whatever reason the applicant shall note this on the form. The applicant shall make at least three attempts to notify the owner of the need for such surveys; the last such attempt shall include written notification and the name and contact number of a person that they may contact.

- A. The preblast structural inspection condition survey shall consist of a written description of the interior and exterior condition of each of the structures examined. Descriptions shall locate any existing cracks, damage or other defects and shall include such information so as to make it possible to determine the effect, if any, of the blasting operations on the defect. Where significant cracks or damage exist, or for defects too complicated to describe in words, photographs shall be taken. A good quality videotape survey with appropriate audio description of locations, conditions and defects can be used in lieu of a written form. Prior to the start of work, a copy of the preblast condition survey shall be submitted to the Fire Chief or his designee and the homeowner or occupant.
- B. The individual person conducting the survey shall give written notice to the owner of the property concerned and tenants of the property. The notice shall state the dates on which the surveys are to be conducted. Copies of all notices shall also be provided to the Fire Chief or his designee.

§ 202-20. Blasting operations.

- A. During the time that holes are loaded or are being loaded with explosives, blasting agents or detonators, the blast site shall be barred to all but those authorized personnel engaged in the drilling and loading operations or otherwise authorized to enter that site. The blast site shall be guarded or barricaded and posted.
- B. After loading for a blast is completed, and before firing, all excess explosive materials shall be removed from the area and returned to proper facilities.
- C. As soon as practical after all blastholes are connected, prior to connecting to a source of initiation, such as a blasting machine, and until the shot has been fired and subjected to post-blast examination, the blast area shall be guarded or barricaded and posted or flagged against unauthorized entry.

§ 202-21. Warning required.

- A. No blast shall be fired until the blaster in charge has made certain that all surplus explosive materials are in a safe place, all persons and equipment are at a safe distance or under sufficient cover and that an adequate warning signal has been given.
- B. The blaster shall inform the Fire Chief of the method by which a signal is sounded and the type of signal prior to starting blasting operations.

§ 202-22. Supervision of operations.

- A. Loading and firing shall be performed or supervised only by a person possessing an appropriate blaster's permit. (See Article II.)
- B. The Fire Chief or his designee may, at his discretion, monitor at or near the blast site any blasting operations conducted within the Town of Hudson.
- C. If, making the required thirty-minute prior notification (§ 202-18D), the blaster is informed that the blast will be monitored, the blaster shall delay initiation of the shot until such time as the Fire Department representative is in position to monitor the blast.

§ 202-23. Seismographic monitoring.

- A. The Fire Chief may, at his discretion, require that seismographic monitoring be conducted by the blaster for any or all blasts initiated.
- B. The location of seismographic equipment for tests may be determined by the Fire Chief in coordination with the blaster.
- C. The seismographic instrumentation shall, at a minimum, meet the specifications as outlined by the Hudson Fire Department. The Chief has the option of requiring that the original seismographic strip chart, digital seismographic data and calibration data be provided.^[1]

[Added 3-14-2000 by ballot by the ATM, Art. No. 34^[2]]

[1] *Editor's Note: Said specifications are located at the end of this chapter.*

[2] *Editor's Note: Said article also provided for the relettering of former Subsection C as Subsection D.*

- D. All seismographic test results shall be made available, in writing, to the Fire Chief upon request. The Chief has the option of requiring that the original seismographic strip be provided.

Article IV. Complaints

§ 202-24. Categories of complaints.

- A. The Fire Chief shall have the responsibility of coordinating all activities relative to complaints received concerning blasting operations within the Town of Hudson.
- B. Complaints received may be grouped into two categories:
 - (1) Complaints of an informational nature or of a nuisance nature relative to blasts.
 - (2) Complaints wherein possible damage is claimed as a result of blasting operations.

§ 202-25. Nuisances.

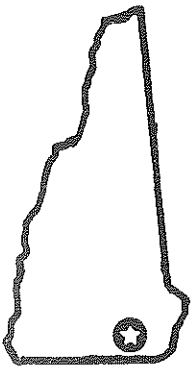
- A. Complaints of an informational nature or reporting a nuisance factor relating to blasting operations shall be handled by the Fire Chief. The Chief shall contact, in a timely manner, the complainant and attempt to resolve the complaint. In the event that the complainant is not satisfied after contact by the Chief, the Chief shall require the blaster or the blasting company to contact the complainant directly.
- B. If, in the determination of the Fire Chief, sufficient complaints have been received in reference to a specific blasting operation, the Chief may direct such actions as may reduce the possible nuisance factor. Such actions may include but not be limited to reductions in the amounts of explosive materials used, change in the time of the blast initiation and monitoring of blasts by noise level or earth vibration equipment to determine the extent of or existence of the nuisance factor.

§ 202-26. Damage complaints.

- A. Complaints received by the Fire Department which allege damage to property as a result of blasting operations shall be coordinated promptly by the Fire Chief.
- B. The complainant shall be contacted directly by the Fire Chief to ascertain pertinent information relative to the alleged damage.
- C. The complainant shall also receive written instructions outlining the procedures to follow in order to seek compensation for possible damage.
- D.

The Fire Chief may elect to inspect the alleged damage and shall be authorized to document and/or photograph such evidence as he deems necessary.

- E. If, in the determination of the Fire Chief, the blaster, the blasting company or their insurance representatives are not dealing with the complainant in a satisfactory manner, the Chief may exercise any option provided by the Code, including ordering suspension of blasting operations until such time as a satisfactory resolution is attained.



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

Agenda
4-12-22



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

91

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: April 7, 2022

Re: Right to Know Committee

At their meeting on March 22, 2022, the Board of Selectmen appointed Selectman Gagnon and Police Prosecutor Joe Tessier to the newly formed Right to Know Committee. Per the Settlement Agreement and General Release entered into for the Heidi Jakoby et al v. Town of Hudson matter, Section 4.2 "*Membership of The Committee shall be appointed by the Selectboard, comprised, as follows:*" and Section 4.2.3 of the agreement states that "*Two people, also citizens of Hudson, to be chosen by the Selectboard from people recommended by the Plaintiffs within 35 days of the Effective Date*". Three (3) citizens have submitted applications for consideration. The plaintiffs' attorney has communicated to Attorney Lefevre that the plaintiff's first choices for the committee are John Dubuc and Jerome Bento. In order to make the appointments to the Right to Know Committee, the following motion is appropriate:

Motion: To appoint _____ and _____ to the Right to Know Committee.

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

Malizia, Steve

From: David Lefevre <dlefevre@tarbellbrodich.com>
Sent: Thursday, March 24, 2022 2:02 PM
To: Malizia, Steve
Subject: FW: RTK Committee

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

FYI

From: David Lefevre
Sent: Thursday, March 24, 2022 1:59 PM
To: 'Amy Manzelli' <manzelli@nhlandlaw.com>
Subject: RE: RTK Committee

I think that is mostly correct. I will pass along your e-mail and your client's preference. I think the Selectmen will be taking the matter up on April 12th, and I would ask that if your clients want to add any other persons if they could please submit forms for them by April 7th.

From: Amy Manzelli <manzelli@nhlandlaw.com>
Sent: Thursday, March 24, 2022 11:30 AM
To: David Lefevre <dlefevre@tarbellbrodich.com>
Cc: Julia Nosel <nosel@nhlandlaw.com>
Subject: RTK Committee

Good Morning David,

My clients tell me that the Selectboard formed the RTK Committee at its regular meeting week and appointed Brett Gagnon and Joseph Tessier to it. Apparently, the Selectboard was a bit unsure what to do with three applications for the two seats to be recommended by the plaintiffs and chosen by the Selectboard, and made no further appointments.

To be clear, the plaintiffs' first choices are John Dubuc and Jerry Bento and the plaintiffs have instructed me to ask you to share these instructions with the Selectboard.

Further, to keep things moving along, we wanted to suggest that you try to arrange for Joseph Tessier to be present at the end of the next regularly-scheduled Selectboard meeting on April 12th. That way, assuming the Selectboard has appointed John Dubuc and Jerry Bento, and given that these types of committee memberships do not require any swearing in, then the 4-person RTK Committee of Brett Gagnon, Joseph Tessier, John Dubuc, and Jerry Bento can confer briefly, for the sole purpose of setting up their first meeting date and time. I've confirmed John and Jerry will be present. As you know, one of the RTK Committee's first orders of business at that first meeting will be to then begin work on selecting their fifth member.

Thanks!
Amy

Amy Manzelli, Esq. she/her
Offices in Concord & Keene, NH
manzelli@nhlandlaw.com
Phone 603.225.2585

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

Date: 3/18/2022

Jerome J Bento
 Name

7 MILDWOOD DR
 Street Address

RECEIVED

603 883 2523
 Home Phone Number

Work Phone Number

MAR 21 2022
 TOWN OF HUDSON
 SELECTMEN'S OFFICE

RETIRED - IT PROJECT MANAGER
 Occupation (or former occupation, if retired)

COMPUTER TECHNOLOGY
 Education/Special Interests

RELAY FOR LIFE; CHURCH ACTIVITIES; CONSERVATION
 Professional/Community Activities

GIVE BACK TO THE TOWN
 Reason for applying

Reference(s)

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

Alternate

Reappointment

- Benson Park Committee
- Cable Utility Committee
- Municipal Utility Committee
- Planning Board
- Sustainability Committee
- Zoning Board of Adjustment

- Building Board of Appeals
- Conservation Commission
- Nashua Regional Planning Commission
- Recreation Committee
- Citizens Traffic Advisory Committee
- THE RIGHT TO KNOW ADVISORY COMMITTEE

Area(s) of Expertise:

- Architecture/Construction
- Information Technology
- Finance

- Environmental Planning
- Communications
- Other PROJECT MANAGEMENT

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.

Jerome J Bento
 Signature of Applicant

Hudson Resident Yes No

JEROME J BENTO @ GMAIL.COM
 e-mail address

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

RECEIVED

MAR 21 2022

Date: Mar 20, 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

John Dubuc

11 Eagle Drive, Hudson NH

Name

Street Address

603-594-0084

Home Phone Number

Work Phone Number

Airway Transportation Systems Specialist / Retired IT Director/ Retired Command Chief Master Sergeant

Occupation (or former occupation, if retired)

Master of Science in Information Technology

Education/Special Interests

Volunteer for Dana Farber Marathon Challenge Team / Boston Children's Hospital Walk

Camp Sunshine (Casco Maine)

Professional/Community Activities

I would like to give back to the town by using my professional skills to make a difference

Reason for applying

Reference(s)

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

Alternate

Reappointment

Benson Park Committee
 Cable Utility Committee
 Municipal Utility Committee
 Planning Board
 Sustainability Committee
 Zoning Board of Adjustment

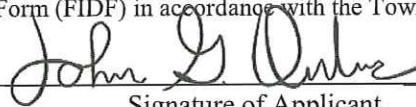
Building Board of Appeals
 Conservation Commission
 Nashua Regional Planning Commission
 Recreation Committee
 Citizens Traffic Advisory Committee
 Right to Know Advisory Committee

Area(s) of Expertise:

Architecture/Construction
 Information Technology
 Finance

Environmental Planning
 Communications
 Other _____

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Signature of Applicant

Hudson Resident: Yes No

johnnygd24@gmail.com

e-mail address

RECEIVED

MAR 21 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

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

Date: MARCH 19, 2022

HEIDI JAKOBY 94 GOWING RD HUDSON NH
Name Street Address

603 595 2069 603 930 6855
Home Phone Number Cell Work Phone Number

Owner Healing Baskets, com
Occupation (or former occupation, if retired)

MS - Counseling and Family Studies, BBS - Management
Education/Special Interests Youth ministry certification

Volunteerism, church and community
Professional/Community Activities

Assist in creating a robust Right to know Policy
Reason for applying

KATHY + JOE NARDONI
Reference(s)

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"/> Budget Committee | <input type="checkbox"/> Supervisors of the Checklist | <input type="checkbox"/> Town Clerk/Tax Collector |
| <input type="checkbox"/> Cemetery Trustees | <input type="checkbox"/> Treasurer | <input type="checkbox"/> Trustee of the Trust Funds |
| <input type="checkbox"/> Code of Ethics | <input type="checkbox"/> Moderator | <input checked="" type="checkbox"/> Temporary Right to know law committee |
| <input type="checkbox"/> Library Trustees | | |
| <input type="checkbox"/> Selectmen | | |

Area(s) of Expertise:

- | | |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Architecture/Construction | <input type="checkbox"/> Environmental Planning |
| <input type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Communications |
| <input type="checkbox"/> Finance | <input checked="" type="checkbox"/> Other systems, policy development
Researcher, Government operations |

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.

Hudson Resident? Yes No
Are you a Registered Voter: Yes No
Voter Identification Number: _____

Heidi Jakoboy
Signature of Applicant
HeidiPJakoby@gmail.com
E-mail Address

SETTLEMENT AGREEMENT AND GENERAL RELEASE

This Settlement Agreement and General Release ("Agreement") is entered into as of the last date on the signature page of this Agreement, by and between Heidi Jakoby, Christopher Thatcher, Jerome Bento, and James Crowley, ("Plaintiffs"), Hillwood Enterprises, LP ("Hillwood"), and the Town of Hudson, by and through its Selectboard, ("The Town"), all collectively referred to as ("the Parties.")

WHEREAS, Plaintiffs commenced an action in the Hillsborough County Superior Court, Southern Judicial District, docketed in said Court as case 226-2021-CV-00161, alleging The Town violated New Hampshire's Right-to-Know law, RSA 91-A (the "Action.")

WHEREAS, the purpose of this Agreement is to resolve fully, finally, and amicably, any and all differences, disputes, and issues between the Parties in said Action.

NOW THEREFORE, in consideration of the agreements, promises, consideration, and covenants set forth herein, the receipt and sufficiency of which is acknowledged, the Parties agree as follows:

- 1.0 Dismissal of Action. The Parties shall file a stipulation with the Court marking the docket as follows: "Judgment for neither party. No interest. No costs. No further action for the same cause. With prejudice." The stipulation will be filed within ten (10) business days after the Effective Date, as defined in the following paragraph.
- 2.0 Effective Date. The Effective Date of this Agreement shall be the last date upon which all Parties have signed this Agreement.
- 3.0 No Liability or Wrongdoing by Town or Plaintiffs. The Parties, for themselves and their respective affiliates, agents, officials, employees, attorneys, heirs, successors, and assigns, do hereby agree that the Town provided the requested records, that no public records were intentionally withheld, and that the Plaintiffs reasonably commenced and pursued the Action in good faith and not in a malicious or frivolous way.
- 4.0 Right to Know Law Advisory Committee
 - 4.1 Committee. The Town of Hudson Selectboard ("The Selectboard") will form a temporary, advisory Right to Know Law committee ("The Right to Know Law Advisory Committee") for the purpose of proposing a policy to the Selectboard for implementing the Right to Know Law in the Town.
 - 4.2 Membership. Membership of The Committee shall be appointed by the Selectboard, comprised, as follows:
 - 4.2.1 One (1) Town staff person to be chosen by the Selectboard within 35 days of the Effective Date;

- 4.2.2 One (1) member of the Selectboard to be chosen by the Selectboard within 35 days of the Effective Date;
- 4.2.3 Two (2) people, also citizens of Hudson, to be chosen by the Selectboard from people recommended by the Plaintiffs within 35 days of the Effective Date; and
- 4.2.4 One (1) citizen of the Town to be chosen by the Committee of the above four members by no later than 10 calendar dates of the last dates chosen from paragraphs 1, 2, and 3 above.

4.3 Purpose. The purpose of the Committee will be to draft and recommend an administrative and operational policy for the Town relative to the Right to Know Law. Any such recommended policy shall be presented to the Selectboard for their consideration, in whole or in part, it being understood that the Selectboard shall determine what constitutes the Town's final policy. The Parties acknowledge that any appropriation arising out of the implementation of any such policy will require the approval of the legislative body of the Town.

4.4 Topics and Concepts. The following topics are worthwhile for the Committee to consider, and therefore the Committee will consider them, though, upon consideration, the Committee may conclude that the policy the Committee will draft will not address any given topic. In other words, by including the topics in the following list, the resultant obligation of the Committee is that they consider the topic, not necessarily that they decide to include it in the resultant policy they will draft. The policy recommended to the Selectboard may include some or all of these topics and concepts, and/or may include topics and concepts not included below.

- Record Archives
- Email Archives
- Privileged Accounts
- Town Email Addresses
- Right-to-Know Officer
- Archive Protocol
- Costs And Budget

4.5 Timing of Production of Drafts. The Committee shall produce drafts of the Policy to be shared with the Selectboard as follows:

- First Draft: Within sixty (60) days of the Effective Date
- Second Draft: Within one hundred and twenty (120) days of the Effective Date;
- Final Draft: Within one hundred and eighty (180) days of the Effective Date.

4.6 Policy. By no later than November 30, 2022, the Selectboard agrees to adopt a written policy for the implementation of the Right to Know law in the Town.

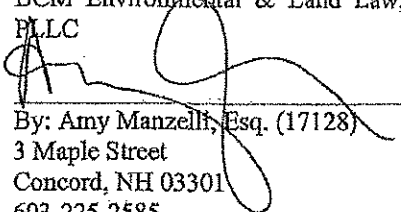
- 5.0 Mutual Releases. The Parties, for themselves and on behalf of their respective affiliates, employees, officers, board members, members, managers, directors, successors, agents, attorneys, representatives, heirs, beneficiaries, trustees, executors, administrators, legatees, devisees, assigns ("Agents"), hereby remise, release and forever discharge one another, and their Agents, from any and all claims, losses, expenses, damages, demands, rights, causes of action, and liability of any kind whatsoever (whether at law or equity, whether asserted or unasserted, whether known or unknown), they have had, or suffered, may now have or suffer, or may hereafter have or suffer, arising, accruing or relating in any way from the Action, from the beginning of the world to the Effective Date, it being the intention of the Parties to "buy peace" for all claims, known and unknown.
- 6.0 Assistance of Counsel. All parties acknowledge and agree they have had the opportunity to consult with counsel of their choice, and they enter into this Agreement freely and voluntarily, with no duress or coercion, and with a full understanding of the ramifications of the terms and conditions of the Agreement.
- 7.0 Nonwaiver. The failure of any Party to insist upon or enforce strict performance by the other Party of any provision of this Agreement, or the failure of any Party to exercise any right or remedy under this Agreement, will not be interpreted or construed as a waiver or relinquishment to any extent of that Party's right to assert or rely upon any such provision, right or remedy in that or any other instance; rather, the same will be and remain in full force and effect.
- 8.0 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any provision shall not affect the validity or the enforceability of the other provisions hereof. If, in any judicial proceedings or arbitration proceeding, a court or arbitrator shall refuse to enforce one or more of the covenants or agreements contained herein because the duration is too long, or the scope thereof is too broad, it is expressly agreed between the parties hereto that such scope or duration shall be reduced to the extent necessary to permit the enforcement of such covenants or agreements.
- 9.0 Counterparts. This Agreement may be executed in any number of counterparts which, when taken together, shall constitute a single binding instrument. Execution and delivery of this Agreement by facsimile or scan shall be sufficient for all purposes and shall be binding on any person who so executes.
- 10.0 Survival. The rights and obligations of the parties under the terms of this Agreement shall survive the expiration or termination of this Agreement.
- 11.0 No Construction Against Drafter: Construction of this Agreement. This Agreement shall not be construed against any party hereto, regardless of which party drafted this Agreement and that any interpretation of the terms or any claimed ambiguities shall not be construed against any party. The parties expressly acknowledge that this Agreement was mutually drafted by the parties and their respective counsel,

- 12.0 Controlling Law. The validity, interpretation, performance, and enforcement of this Agreement shall be governed by the laws of the State of New Hampshire.
- 13.0 Modification. No provision of this Agreement shall be modified, waived, or discharged unless agreed to in a writing signed by all parties.

**Heidi Jakoby, Christopher
Thatcher, Jerome Bento, and
James Crowley**
By their Attorneys:

BCM Environmental & Land Law,
PLLC

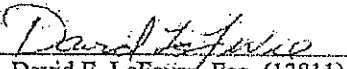
Date: 3/1/22


By: Amy Manzelli, Esq. (17128)
3 Maple Street
Concord, NH 03301
603-225-2585
manzelli@nhlandlaw.com

Town of Hudson
By its Attorneys:

Tarbell & Brodich

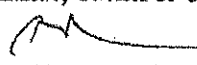
Date: 3/1/22


David E. LeFevre, Esq. (13811)
45 Centre Street
Concord, NH 03301
(603) 226-3900
dlefevre@tarbellbrodich.com

Hillwood Enterprises, LP
By its Attorneys:

Donahue, Tucker & Ciandella, PLLC

Date: 3/1/22


Christopher T. Hilson, Esq. (17116)
16 Acadia Lane, P.O. Box 630
Exeter, NH 03833
603-778-0686
chilson@dtclawyers.com

Agenda
4-12-22

9J

Town of Hudson

Revenues and Expenditures

Through March 31, 2022

Steve

Town of Hudson, NH
Appropriations and Revenue Summary
Month Ending: March 31, 2022

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	1,755	0	1,120	61%
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	282,654	3,970	123,395	70%
4140	5041	Moderator	15,059	0	0	15,059	11,475	1,500	2,084	86%
4140	5042	Supervisors of The Checklist	8,786	0	0	8,786	4,354	0	4,432	50%
4199	5050	Town Treasurer	8,074	0	0	8,074	6,055	0	2,019	75%
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	104	0	996	9%
4199	5070	Municipal Budget Committee	800	0	0	800	0	0	800	0%
4140	5077	IT - Town Officers	4,170	0	0	4,170	2,641	0	1,529	63%
4199	5080	Ethics Committee	100	0	0	100	11	0	89	11%
		Town Officers	453,533	0	0	453,533	309,175	5,470	138,887	69%
4130	5110	Board of Selectmen/Administra	391,769	0	20,000	411,769	298,748	21,261	91,760	78%
4194	5115	Oakwood	2,275	0	0	2,275	3,304	0	(1,029)	145%
4194	5120	Town Hall Operations	97,324	0	0	97,324	76,146	100	21,078	78%
4442	5151	Town Poor	80,000	0	0	80,000	20,808	0	59,192	26%
4130	5177	IT - Town Administration	800	0	0	800	1,434	0	(634)	179%
		Administration	572,168	0	20,000	592,168	400,441	21,361	170,366	71%
4153	5200	Legal	136,560	0	0	136,560	97,370	21,542	17,648	87%
4150	5310	Finance Administration	204,957	4,000	0	208,957	127,005	1,448	80,504	61%
4150	5320	Accounting	304,123	3,573	(45)	307,650	225,738	178	81,734	73%
4150	5377	IT - Finance	2,250	0	0	2,250	615	35	1,600	29%
		Finance	511,330	7,573	(45)	518,857	353,358	1,661	163,839	68%
4150	5330	Information Technology	742,103	4,555	0	746,658	541,550	21,594	183,514	75%
		Information Technology	742,103	4,555	0	746,658	541,550	21,594	183,514	75%
4152	5410	Assessing Department	469,428	43,826	149,000	662,254	395,435	165,839	100,980	85%
4152	5477	IT- Assessing	14,650	2,431	0	17,081	2,747	0	14,334	16%
		Assessing	484,078	46,257	149,000	679,335	398,182	165,839	115,313	83%
4312	5515	Public Works Facility	59,903	0	0	59,903	64,986	2,032	(7,115)	112%
4312	5551	Public Works Administration	290,872	0	0	290,872	236,178	214	54,480	81%
4312	5552	Streets	2,980,123	0	199,602	3,179,725	2,831,291	35,308	313,126	90%
4312	5553	Equipment Maintenance	498,793	0	0	498,793	325,655	60,515	112,623	77%
4312	5554	Drainage	685,775	0	0	685,775	373,958	11,204	300,613	56%
4522	5556	Parks Division	254,254	0	500	254,754	130,485	15,071	109,199	57%
4312	5577	IT - Public Works	4,290	0	0	4,290	4,164	0	126	97%
		Public Works	4,774,010	0	200,102	4,974,112	3,966,715	124,344	883,052	82%

Town of Hudson, NH
Appropriations and Revenue Summary
Month Ending: March 31, 2022

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	3,637	2,250	413	93%
4191	5571	LUD - Planning	258,020	18,488	0	276,508	201,967	16,575	57,966	79%
4191	5572	LUD - Planning Board	8,350	2,311	0	10,661	1,972	1,389	7,300	32%
4191	5581	LUD - Zoning	215,721	0	0	215,721	156,745	1,599	57,378	73%
4191	5583	LUD - Zoning Board of Adj	16,500	0	0	16,500	11,971	2,883	1,647	90%
4311	5585	LUD - Engineering	415,589	796	0	416,385	286,721	15,897	113,767	73%
		Land Use	920,480	21,595	0	942,075	663,012	40,592	238,470	75%
4210	5610	Police Administration	351,939	0	0	351,939	315,072	25,388	11,478	97%
4210	5615	Police Facility Operations	287,854	0	0	287,854	213,765	3,437	70,651	75%
4210	5620	Police Communications	800,766	0	179	800,945	621,311	464	179,171	78%
4210	5630	Police Patrol	7,089,062	25,004	(110)	7,113,956	5,214,732	131,781	1,767,443	75%
4210	5640	Investigations	14,420	0	893	15,313	9,332	1,096	4,885	68%
4414	5650	Animal Control	130,089	0	0	130,089	94,249	1,285	34,555	73%
4210	5660	Information Services	187,189	0	0	187,189	138,799	11	48,379	74%
4210	5671	Support Services	88,023	0	1,893	89,916	48,036	13,569	28,311	69%
4210	5672	Crossing Guards	58,755	0	0	58,755	30,946	0	27,809	53%
4210	5673	Prosecutor	364,372	0	0	364,372	227,457	660	136,255	63%
4210	5677	IT - Police	93,629	0	0	93,629	80,122	812	12,695	86%
		Police	9,466,098	25,004	2,855	9,493,957	6,993,821	178,502	2,321,634	76%
4220	5710	Fire Administration	772,075	0	(45)	772,030	568,889	15,059	188,082	76%
4220	5715	Fire Facilities	142,009	5,000	0	147,009	94,131	10,982	41,896	72%
4220	5720	Fire Communications	428,054	0	166	428,220	302,020	92,899	33,301	92%
4220	5730	Fire Suppression	5,894,216	156,797	374,376	6,425,389	4,790,715	79,954	1,554,720	76%
4220	5740	Fire Inspectional Services	501,925	0	364	502,289	337,601	1,719	162,969	68%
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	8,497	23,784	76,087	30%
4220	5777	IT - Fire	36,506	0	0	36,506	23,774	1,022	11,711	68%
		Fire	7,864,899	183,797	374,860	8,423,557	6,125,633	225,419	2,072,505	75%
4520	5810	Recreation Administration	178,081	0	0	178,081	96,325	1,588	80,168	55%
4520	5814	Recreation Facilities	66,122	0	0	66,122	47,290	362	18,470	72%
4520	5821	Supervised Play	120,063	0	0	120,063	632	169	119,262	1%
4520	5824	Ballfields	12,242	0	0	12,242	2,730	0	9,512	22%
4520	5825	Tennis	0	0	0	0	1,720	0	(1,720)	100%
4520	5826	Lacrosse	12,366	0	0	12,366	165	1,215	10,986	11%
4520	5831	Basketball	52,604	0	0	52,604	25,656	815	26,133	50%
4520	5834	Soccer	13,314	0	0	13,314	11,020	260	2,034	85%
4520	5835	Senior Activities Operations	62,629	0	0	62,629	25,512	4,062	33,055	47%
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	1,262	1,144	4,654	34%
4520	5877	IT - Recreation	7,065	0	0	7,065	5,793	0	1,272	82%
		Recreation	533,046	0	0	533,046	218,104	9,615	305,327	43%

Town of Hudson, NH
Appropriations and Revenue Summary
Month Ending: March 31, 2022

State #	Dept #	Department	Budget FY 2022	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
4196	5910	Insurance	541,000	0	0	541,000	396,250	0	144,750	73%
4199	5920	Community Grants	90,484	0	0	90,484	84,484	0	6,000	93%
4583	5930	Patriotic Purposes	5,600	0	0	5,600	4,100	0	1,500	73%
4199	5940	Other Expenses	161,569	0	(87,207)	74,362	19,381	637	54,344	27%
4220	5960	Hydrant Rental	276,971	0	0	276,971	184,647	0	92,324	67%
4321	5970	Solid Waste Contract	1,710,384	0	0	1,710,384	1,163,699	548,155	(1,470)	100%
		Non-Departmental	2,786,008	0	(87,207)	2,698,801	1,852,561	548,792	297,448	89%
General Fund Appropriation Subtotal			29,244,313	288,780	659,565	30,192,658	21,919,922	1,364,732	6,908,004	77.1%
Warrant Articles										
4194	6012	Major Repairs to Town Bidings	50,000	0	0	50,000	50,000	0	0	100%
4901	6015	Widening Lowell Rd from Was	0	1,345,283	0	1,345,283	22,648	1,322,635	0	100%
4152	6040	Future Prop. Revaluation CRF	15,000	0	0	15,000	15,000	0	0	100%
4220	6057	Fire Apparat Refub & Repr CR	25,000	0	0	25,000	25,000	0	0	100%
4210	6073	Estab. Police Safety Equipment	50,000	0	0	50,000	50,000	0	0	0%
4326	6095	Vaccon Truck Cap Rsrv Fund	30,000	0	0	30,000	30,000	0	0	100%
4909	6099	Town Wide Paving	200,000	0	(200,000)	0	0	0	0	0%
4550	6100	Hills Memorial Library CRF	25,000	0	0	25,000	25,000	0	0	100%
4902	6200	Fire Squad Vehicle	0	119,096	0	119,096	119,096	0	0	100%
4915	6201	Commun Equip & Infrast CRF	0	725,400	0	725,400	606,250	119,150	0	100%
4909	6212	Taylor Falls & Veteran Bridge	0	61,824	0	61,824	15,657	12,044	34,124	45%
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			395,000	2,251,603	(200,000)	2,446,603	1,194,635.61	1,453,828	(201,861)	108%
General Fund Total Budget			29,639,313	2,540,382	459,565	32,639,260	23,114,558	2,818,560	6,706,143	79%
02 Sewer Fund										
4326	5561	Sewer Billing & Collection	165,643	0	0	165,643	132,567	9,624	23,451	86%
4326	5562	Sewer Operation & Maintenance	1,207,182	0	0	1,207,182	744,167	179,840	283,175	77%
4326	5564	Sewer Capital Projects	870,000	5,639	14,321	889,960	453,423	252,164	184,372	79%
4326	6086	Vaccon Truck Purchase	400,000	0	0	400,000	391,960	0	8,040	98%
4326	6095	Vaccon Truck Cap Rsrv Fund	30,000	0	0	30,000	30,000	0	0	100%
Sewer Fund			2,672,825	5,639	14,321	2,692,785	1,752,118	441,629	499,038	81%
03 Water Fund										
4332	5591	Water - Administration	299,122	0	0	299,122	228,975	10,503	59,644	80%
4332	5592	Water - Ops & Maintenance	1,529,042	0	0	1,529,042	1,031,286	224,658	273,099	82%
4335	5593	Water - Supply	794,174	0	0	794,174	910,304	107,041	(223,172)	128%
4332	5594	Water - Debt Service	1,249,656	0	0	1,249,656	1,249,656	0	1	100%
Water Fund			3,871,994	0	0	3,871,994	3,420,221	342,202	109,571	97%
Total General, Sewer, Water Funds			36,184,132	2,546,022	473,886	39,204,039	28,286,896	3,602,391	7,314,752	81%

Town of Hudson, NH
 Appropriations and Revenue Summary
 Month Ending: March 31, 2022

State #	Dept #	Department	Budget FY 2022	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
			Budgeted Revenue		Supplemental Budget	Adjusted Revenue	Revenues	Use of Fund Balance	Balance	
		General Fund Revenue	32,648,421		286,883	32,935,304	28,942,372	0	3,992,932	88%
		Sewer Fund Revenue	2,272,825		19,366	2,292,191	1,192,804	0	1,099,387	52%
		Water Fund Revenue	3,871,994		0	3,871,994	2,691,842	0	1,180,152	70%
Total General, Sewer, Water Funds Revenue			38,793,240	0	306,249	39,099,489	32,827,018	0	6,272,471	84%
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	775,038	1,097	405,941	66%
05	5598	Land Use Change Tax Fund	0	0	0	0	0	0	0	0%
06	5586	Conservation Commission	52,753	12,830	0	65,583	38,600	74,360	(47,377)	172%
14	5630	Police Forfeiture Fund	0	0	0	0	4,538	2,560	(7,098)	0%
35	5845	Senior Activities Revolving Fund	0	51,244	0	51,244	6,654	51,244	(6,654)	113%
45	5045	Community TV Revolving Fund	0	4,954	0	4,954	238,685	7,482	(241,213)	100%
50	5750	EMS Revolving Fund	422,997	0	460	423,457	246,838	22,069	154,550	64%
		Other Funds	1,657,827	69,028	460	1,727,315	1,310,353	158,812	258,149	85%
(ARPA)										
State #	Dept #	Department	Budget FY 2022	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
44	7200	Flagstone Drainage Infrast.	0	0	0	300,000	218	248,650	51,132	0%
44	7201	Lowell Rd Bridge/Rd Infrast	0	0	0	700,000	17,676	11,504	670,820	0%
44	7203	West Rd Trns SIn Infrast	0	0	0	550,000	218	844,935	(295,153)	0%
			0	0	0	1,550,000	18,112	1,105,089	426,800	0%
			Budgeted Revenue		Supplemental Budget	Adjusted Revenue	Revenues	Use of Fund Balance	Balance	
		Senior Activities Revolving Fund	0			0	13,006		(13,006)	0%
		Community TV Revolving Fund	0			0	230,256		(230,256)	0%
		EMS Revolving Fund	423,322			423,322	330,121		93,201	0%
Total Expenditures All Funds			37,841,959	2,615,050	474,345	40,931,354	29,597,249	3,761,204	7,572,901	81%

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

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
General Fund						
01-0000-4913-000-000	Transfer from Land Use Change Fund	0.00	0.00	0.00	0.00	0.000
01-0000-4914-000-000	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	4,441.40	20,287,782.66	1,028,851.34	95.173
01-3110-4101-000-000	Overlay	-159,153.00	-4,128.33	-16,759.73	-142,393.27	10.531
01-3185-4120-000-000	Yield Taxes and Interest	10,800.00	1,458.74	14,355.12	-3,755.12	135.426
01-3186-4115-000-000	In Lieu of Taxes	13,516.00	0.00	0.00	13,516.00	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	795.44	3,080.20	3,919.80	44.003
01-3190-4203-000-000	Charges on Property Taxes	5,000.00	105.49	2,020.54	2,979.46	40.411
01-3190-4204-000-000	Interest on Property Taxes	155,000.00	19,256.40	79,978.17	75,021.83	51.599
01-3220-4201-000-000	Motor Vehicle Permits	5,420,000.00	552,931.90	4,345,708.90	1,074,291.10	80.179
01-3230-4216-000-000	Certificate of Occupancy Permit	15,000.00	500.00	9,000.00	6,000.00	60.000
01-3230-4218-000-000	Building Permits	275,000.00	49,797.18	210,364.43	64,635.57	76.496
01-3230-4381-000-000	Septic Inspection Fees	6,000.00	1,800.00	5,900.00	100.00	98.333
01-3290-4209-000-000	Excavation Permits	5,000.00	0.00	3,600.00	1,400.00	72.000
01-3290-4214-000-000	Driveway Permits	2,000.00	300.00	2,650.00	-650.00	132.500
01-3290-4217-000-000	Health Permits	0.00	50.00	280.00	-280.00	0.000
01-3290-4221-000-000	Pistol Permits	2,500.00	80.00	1,046.00	1,454.00	41.840
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	660.00	1,685.00	1,115.00	60.179
01-3290-4239-000-000	Fire - Place of Assembly	2,000.00	120.00	1,130.00	870.00	56.500
01-3290-4254-000-000	Fire Alarm Permits	1,500.00	-59.00	2,042.00	-542.00	136.133
01-3290-4312-000-000	Zoning Application Fees	3,000.00	226.87	5,741.85	-2,741.85	191.395
01-3290-4313-000-000	Planning Board Fees	120,000.00	3,519.70	80,262.34	39,737.66	66.885
01-3290-4315-000-000	Sewer Service Permit	3,000.00	0.00	2,150.00	850.00	71.667
01-3290-4321-000-000	UCC Filings	7,000.00	0.00	5,730.00	1,270.00	81.857
01-3290-4322-000-000	Vital Statistics	10,000.00	1,222.00	12,474.00	-2,474.00	124.740
01-3290-4323-000-000	Police Fines, Forfeit, Court	0.00	0.00	456.25	-456.25	0.000
01-3290-4325-000-000	Animal Control Fines/Fees	10,000.00	425.00	11,613.46	-1,613.46	116.135
01-3290-4326-000-000	Notary Fees	100.00	0.00	0.00	100.00	0.000

Run: 4/06/22
10:02AM

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

Page: 2
bmckee
ReportSortedRevenue
All

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
01-3290-4327-000-000	Parking Violation Fees	2,000.00	145.00	710.00	1,290.00	35.500
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	5,155.00	36,154.36	-21,154.36	241.029
01-3290-4335-000-000	Animal Boarding Fees	1,100.00	25.00	190.00	910.00	17.273
01-3290-4343-000-000	Copy Fees and Sale of Books	1,500.00	20.75	156.00	1,344.00	10.400
01-3290-4347-000-000	Bad Check Fees	2,500.00	60.00	1,490.47	1,009.53	59.619
01-3290-4356-000-000	Police False Alarm Fines	10,000.00	700.00	4,700.00	5,300.00	47.000
01-3290-4421-000-000	Marriage Licenses	4,000.00	106.00	-6.00	4,006.00	-0.150
01-3290-4422-000-000	Hawker/Peddler License	1,000.00	100.00	600.00	400.00	60.000
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	9,134.50	14,968.00	3,032.00	83.156
01-3290-4451-000-000	Drain Layers License	1,000.00	500.00	4,500.00	-3,500.00	450.000
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	1,872,194.00	0.00	1,872,194.38	-0.38	100.000
01-3353-4610-000-000	Shared Revenue - Highway Block Grant	537,274.00	0.00	429,819.09	107,454.91	80.000
01-3359-4656-000-000	Grants - Police	26,889.00	4,850.73	35,934.84	-9,045.84	133.641
01-3359-4657-000-000	Grants - Fire	790,068.12	86,855.69	362,211.44	427,856.68	45.846
01-3359-4659-000-000	Grants - Other	10,000.00	0.00	49,494.56	-39,494.56	494.946
01-3359-4660-000-000	Grants - Pandemic	59,955.00	0.00	92,758.65	-32,803.65	154.714
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	1,135.00	6,627.00	373.00	94.671
01-3401-4342-000-000	Sale of Checklists	500.00	10.00	35.00	465.00	7.000
01-3401-4708-000-000	Welfare Reimbursement	1,000.00	26.36	266.86	733.14	26.686
01-3401-4716-000-000	Cash Over/Short	0.00	0.00	29.87	-29.87	0.000
01-3401-4720-000-000	Police Outside Detail	150,000.00	28,576.62	144,388.65	5,611.35	96.259
01-3401-4729-000-000	Contracted Services - Litchfield	30,000.00	0.00	21,404.76	8,595.24	71.349
01-3401-4730-000-000	Ambulance Billings	422,000.00	0.00	329,483.75	92,516.25	78.077
01-3401-4731-000-000	Charges on Ambulance Receivables	-22,000.00	0.00	-16,426.80	-5,573.20	74.667

Run: 4/06/22
10:02AM

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

Page: 3
bmckee
ReportSortedRevenue
All

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
01-3401-4732-000-000	Fire Incident Reports	500.00	15.00	507.00	-7.00	101.400
01-3401-4745-000-000	Cable Franchise Fees	77,000.00	0.00	57,564.03	19,435.97	74.758
01-3401-4746-000-000	Police Testing and Application Fees	0.00	0.00	320.00	-320.00	0.000
01-3401-4748-000-000	Insurance Reimbursement	90,000.00	0.00	242,447.08	-152,447.08	269.386
01-3401-4756-000-000	Misc Rev - Police	500.00	7,500.00	9,410.70	-8,910.70	###.###
01-3401-4757-000-000	Misc Rev - Fire	500.00	0.00	320.00	180.00	64.000
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	14.31	1,900.65	-1,400.65	380.130
01-3401-4761-000-000	Rec Rev - Basketball	38,720.00	0.00	665.00	38,055.00	1.717
01-3401-4762-000-000	Rec Rev - Supervised Play	141,825.00	0.00	0.00	141,825.00	0.000
01-3401-4763-000-000	Rec Rev - Flag Football	0.00	0.00	0.00	0.00	0.000
01-3401-4764-000-000	Rec Rev - Soccer	20,000.00	0.00	-475.00	20,475.00	-2.375
01-3401-4765-000-000	Rec Rev - Tennis	4,950.00	85.00	-140.00	5,090.00	-2.828
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	825.00	1,825.00	7,015.00	20.645
01-3401-4768-000-000	Rec Rev - Lacrosse	7,500.00	-2,160.00	-2,160.00	9,660.00	-28.800
01-3401-4769-000-000	Rec Rev - Community Activities	11,000.00	270.00	270.00	10,730.00	2.455
01-3501-4704-000-000	Sale of Town Property	55,000.00	0.00	43,030.08	11,969.92	78.237
01-3502-4702-000-000	Bank Charges	-10,000.00	-210.00	-6,568.30	-3,431.70	65.683
01-3502-4703-000-000	Interest on Investments	20,000.00	387.64	1,684.32	18,315.68	8.422
01-3503-4373-000-000	Rents of Town Property	1,000.00	0.00	1,200.00	-200.00	120.000
01-3508-4556-000-000	Donations - Police	7,366.73	5,000.00	10,345.00	-2,978.27	140.429
01-3508-4557-000-000	Donations - Fire	9,050.00	0.00	5,050.00	4,000.00	55.801
01-3508-4558-000-000	Donations - Recreation	0.00	0.00	0.00	0.00	0.000
01-3508-4559-000-000	Donations - Other	500.00	0.00	1,200.00	-700.00	240.000
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	549,000.00	0.00	0.00	549,000.00	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	32,935,303.85	782,630.39	28,942,371.63	3,992,932.22	87.876

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

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
Sewer Fund						
02-3190-4180-000-000	Interest on Sewer Utility	20,000.00	180.75	11,746.08	8,253.92	58.730
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	420,904.39	139,095.61	75.161
02-3403-4781-000-000	Sewer Consumption Charges	581,086.00	105.95	428,039.44	153,046.56	73.662
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	24,911.00	0.00	100.000
02-3500-4782-000-000	Sewer Capital Assessment	50,000.00	0.00	239,845.20	-189,845.20	479.690
02-3502-4702-000-000	Bank Charges	-3,000.00	0.00	-2,641.63	-358.37	88.054
02-3508-4561-000-000	Donations - Sewer	19,366.26	0.00	70,000.00	-50,633.74	361.453
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	45,000.00	0.00	0.00	45,000.00	0.000
Totals	Sewer Fund	2,292,191.26	286.70	1,192,804.48	1,099,386.78	52.038

Run: 4/06/22
10:02AM

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

Page: 5
bmckee
ReportSortedRevenue
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	3,871.66	6,128.34	38.717
03-3290-4394-000-000	Backflow Testing Fees	25,000.00	0.00	16,055.00	8,945.00	64.220
03-3290-4395-000-000	Water Hookup Fee	25,000.00	2,100.00	21,581.08	3,418.92	86.324
03-3290-4396-000-000	Water Service Fees	12,000.00	0.00	9,541.38	2,458.62	79.512
03-3290-4397-000-000	Shutoff/Reconnect Fee	8,500.00	0.00	2,000.00	6,500.00	23.529
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	48,208.23	15,791.77	75.325
03-3402-4391-000-000	Rental Fee - Public Hydrant	78,000.00	6,496.20	58,465.80	19,534.20	74.956
03-3402-4392-000-000	Public Fire Protection	224,000.00	19,312.94	172,096.46	51,903.54	76.829
03-3402-4790-000-000	Water Base Charges	960,000.00	81,010.76	727,193.82	232,806.18	75.749
03-3402-4791-000-000	Water Usage Charges	2,173,994.00	115,526.40	1,478,462.11	695,531.89	68.007
03-3402-4792-000-000	Fire Access Charges	204,000.00	16,584.67	149,262.03	54,737.97	73.168
03-3402-4799-000-000	Water Sales to Pennichuck	80,000.00	0.00	6,808.22	73,191.78	8.510
03-3502-4702-000-000	Bank Charges	-2,500.00	0.00	-3,779.04	1,279.04	151.162
03-3509-4793-000-000	Other Income - Water	10,000.00	400.00	2,075.00	7,925.00	20.750
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	246,787.44	2,691,841.75	1,180,152.25	69.521

Run: 4/06/22
10:02AM

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

Page: 6
bmckee
ReportSortedRevenue
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	1,252.00	8,756.00	-8,756.00	0.000
35-3401-4736-000-000	Membership Fees	0.00	360.00	4,250.00	-4,250.00	0.000
Totals	Sr Activities Revolving Fund	0.00	1,612.00	13,006.00	-13,006.00	0.000

Run: 4/06/22
10:02AM

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

Page: 7
bmckee
ReportSortedRevenue
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	230,256.17	-230,256.17	0.000
Totals	Community TV Revolving Fund	0.00	0.00	230,256.17	-230,256.17	0.000

Run: 4/06/22
10:02AM

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

Page: 8
bmckee
ReportSortedRevenue
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	17,048.77	-2,048.77	113.658
50-0000-4730-000-000	EMS - 50% Ambulance Billings	430,322.00	0.00	329,483.78	100,838.22	76.567
50-0000-4731-000-000	EMS - 50% Charges on Amb Billings	-22,000.00	0.00	-16,411.81	-5,588.19	74.599
Totals	EMS Revolving Fund	423,322.00	0.00	330,120.74	93,201.26	77.983

**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	\$504,693	\$429,947	\$435,191	\$2,742,872	\$536,311	\$513,594	\$552,932				\$1,602,837	\$4,345,709	\$5,420,000
vs. Budget	8.0%	17.0%	25.3%	34.6%	42.6%	50.6%	50.6%	60.5%	70.0%	80.2%				29.6%	vs. Budget	80.2%

**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	\$350	\$175	\$102	\$1,115	\$96	\$86	\$388				\$570	\$1,685	\$20,000
vs. Budget	0.1%	0.1%	2.4%	4.2%	5.1%	5.6%	5.6%	6.1%	6.5%	8.4%				2.8%	vs. Budget	8.4%

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APR 06 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE



TOWN OF HUDSON

Board of Selectmen

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



9K

April 6, 2022

To: Board of Selectmen

From: Chairperson Roy

Re: Proposed Bylaw Revisions

In 2019 former Selectman Martin developed the by-laws for the Board of Selectmen. I want to thank him for taking the initiative and giving us something to work with for the last 3 years.

By-laws are important to insure the Board of Selectmen run smoothly and efficiently.

I think it is time we review the By-laws to see if we are following in the spirit they were adopted. Our actions should reflect the by-laws.

I would suggest we all analyze the by-laws and that we form a sub-committee of 2 members to bring proposed changes to the Board for discussion and approval.

**Town of Hudson, NH
BOARD OF SELECTMEN
BY-LAWS**



By-Laws	Revision Number: 3
Approved By: Board of Selectmen	Revision Dates: See Below
Origination Date: 05/14/2019	Review Frequency: As Needed

A. PURPOSE:

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

B. ORGANIZATION:

1. Responsibilities of Members:

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

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

2. Officers:

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

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

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

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

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

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

C. OPERATION:

1. Meetings:

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

- (f) Attorney/Client sessions are not considered meetings and therefore do not have to be posted.
- (g) During meetings, cell phones must be turned off or placed on silent mode. Members are prohibited from reading or sending e-mail or text messages to or from the public using on their personal cell phones during meetings. Unless the use is readily apparent to the public and pertains directly to that Board meeting, e.g. use of a cell phone to access the internet for information relative to a matter being discussed is permissible. This policy shall not prohibit a Member from receiving calls, e-mail, or text messages, regarding urgent personal matters which require the Member's immediate attention, in which case the Member shall excuse themselves from the meeting prior to responding.

2. Schedule of Meetings:

Shall be published annually. Each meeting shall be posted in accordance with RSA 91-A.

- 3. Reports of Liaisons':** All members of the Board that are liaisons' to any board, committee or commission shall give report to the Board of Selectman at the next regular meeting of the BOS or as necessary. The representative to the budget committee shall ask the board how they wish him/her to vote on matters of warrant articles that are presented to the budget committee during the budget deliberations.

4. Review of Audit Reports:

The Board shall review the audit report as soon as the report is made available and take any action related thereto.

5. Water & Sewer Commissioners

As part of their responsibilities as Water & Sewer Commissioners, the Board shall conduct an annual review of the Unreserved Water and Sewer Funds with the Town Administrator and Finance Director each year. The Board shall then vote to set Water and Sewer Rates no later than April for billing the following July. A vote shall be recorded even if the determination is made that the rate(s) should not change.

6. Town Administrator

Annually, the Board of Selectmen are responsible for evaluating the job performance of the Town Administrator. It is the Chairman's responsibility to coordinate the evaluation, including obtaining input from the other members of the Board, aggregating that information, and presenting to the Board a comprehensive draft of the evaluation document. The current seated Board of

Selectmen must complete the final evaluation document prior to the next annual election.

The final evaluation document shall remain on file in the Human Resources Department.

D. RULES OF ORDER:

1. **Quorum** - A quorum shall consist of three (3) members of the Board.
2. **Agenda** - Shall be published with meeting notice, and included in the minutes. A suggested agenda is provided below. It may be changed by the chair or by vote of the board.

AGENDA

- Call to Order
- Pledge of Allegiance
- Nominations and Appointments
- Public Input
- Consent Items
- Old Business
- New Business
- Remarks by Selectman
- Adjournment/Non Public Session RSA 91

Members that want to add an item to the agenda must do so in writing; providing a synopsis of the issue and including supporting documents, if any. All agenda items must be received by the Executive Assistant no later than noon on the Thursday before the meeting.

3. Role of the Chairman:

The Chairman's duties are as follows:

- To open the session at the time at which the Board is to meet by calling the members to order;
- to recognize members entitled to the floor;
- to state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote;

- to maintain decorum during meetings;
- to assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if the Chairman thinks it advisable;
- to restrain the members by gaveling he/she out of order when engaged in debate within the rules or order;
- to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal by any two (2) members) unless he prefers to submit the question for the decision of the Board;
- to inform the Board on a point of order or practice pertinent to pending business;
- to authenticate by their signature, when necessary, all acts, orders and proceedings as directed by vote of the Board. This is when we are sending correspondence to an outside agency as a Board.

The Chairman shall vote as a member of the Board.

Discussions which are not addressing the business before the Board, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairman shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

4. Role of the Vice-Chairman:

Please see section 3 above.

5. Conduct of Meetings:

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters Robert Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.

6. Recording of Votes:

Votes shall be verbal or by a roll call. The vote of each member present shall be recorded. No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.

7. Requests for Information:

- (a) Should it become apparent to the Chairman or an individual Board member, in the interim between meetings, that additional information relative to a specific item may be needed for the Board's use at the next regularly scheduled meeting, a request for this information shall be submitted to the Town Administrator before the agenda is set. All members of the Board shall receive copies of the information being requested.

E. EMPLOYEES:

1. Duties:

The Executive Assistant shall be the official recorder of the minutes of the Board of Selectmen and an official copy of the records are to be filed in the Selectmen's Office and open to inspection by any person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of the Executive Assistant to keep a roll of members present and to call the roll when required. The Executive Assistant shall record the essentials called "the minutes" of the proceedings as follows:

- (a) The kind of meeting - regular, special, work session, or recessed.
- (b) Time of meeting and place of meeting
- (c) The presence/absence of Board members
- (d) Whether the minutes of the previous meeting were approved or amended.
- (e) All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- (f) The time of adjournment.

The Executive Assistant shall record the essentials of the proceedings, the name of the member who introduced a main motion or amendment and the name of the second, and should enter the number and names of votes on each side.

F. AMENDMENT PROCEDURE:

An amendment to these By-Laws may be moved at one Board meeting but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later.

A copy of any amendment shall then be certified and submitted to the Town Clerk for inclusion in the Town Records.

G. APPOINTMENT TO BOARDS AND COMMISSIONS:

1. The Chair shall request from members their choices of committees, boards and commissions they wish to serve on as Selectmen's Representative. The Chairman shall distribute to the Board all choices and set a meeting date as to when the Chair shall make appointments.
2. The term of all appointments of Selectmen Representatives, including the terms of any ex-officio members (voting members) of the Board of Selectmen serving on local land use boards (i.e., Planning Board, Conservation Commission, and Historic District Commission) shall be for one (1) year, or until next Town Meeting, whichever is sooner.

H. E-MAIL COMMUNICATION

1. When sending correspondence to the entire Board, blind copy (bcc) all members of the Board. If any member replies to the e-mail, they will not reply to all the other members it will only go to the original sender and therefore avoid an open communication to the entire Board making the e-mail compliant with RSA 91-A.

I. EMPLOYEE PERFORMANCE REPORTING

1. Any Board of Selectmen member desiring to address an issue dealing with any aspect of a Town employee's job performance shall bring those concerns to the attention of the Town administrator, who will investigate the matter and advise the Board of Selectmen if Board action is necessary.
2. Any Board of Selectmen member contacted by a Town of Hudson employee or a member of the public regarding the job performance of a Town employee will advise the employee/member of the public to report the issue to the Town Administrator. If the employee raises an issue regarding the job performance of the Town Administrator, the employee should be advised to report the issue to the Board of Selectmen Chair.

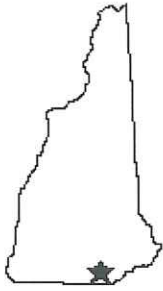
Document History

Adopted May 14, 2019

Amended July 28, 2020

Amended July 27, 2021

Amended February 8, 2022



TOWN OF HUDSON

Board of Selectmen

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

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TOWN OF HUDSON
SELECTMEN'S OFFICE



9L

April 6, 2022

To: Board of Selectmen

From: Chairperson Roy

Discussion: Developing a Vision Statement for the Board of Selectmen

The Board of Selectmen should discuss the pros and cons of having a Vision Statement and the development of said Vision Statement.

We should put aside 2 non-consecutive 4-hour blocks to have a facilitator led discussion with the goal of developing a Vision Statement.

The discussion should also include who, besides the BOS, should be involved and a timeline to complete the Vision Statement.

Human Dynamics Associates, Inc. is one organization that offers this sort of service.

[Facilitation - Human Dynamics Associates, Inc. \(gerriking.com\)](http://gerriking.com)