



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

May 10, 2022

Board of Selectmen Meeting Room, Town Hall

Agenda

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. PUBLIC INPUT
5. RECOGNITIONS, NOMINATIONS & APPOINTMENTS
 - A. Nominations
 - 1) Benson Park Committee - (5 vacancies - 1 member term to expire 4/30/25, 1 member term to expire 4/30/23, 2 alternate member vacancies to expire 4/30/25, 1 alternate member term to expire 4/30/24)
 1. Sarah Petkiewicz
 2. Monica Holm
 3. Ruth St.Hilaire
 - B. Appointments
 - 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)
 1. Dan O'Brien
6. CONSENT ITEMS
 - A. Assessing Items
 - 1) Elderly Exemption Re-qualifications: 58 School St. - map 174/ lot 223; 7 Lorraine St. - map 198/ lot 119; 44 Highland St. - map 174/ lot 107; 21 Hawkview Rd. - map 187/ lot 012; 28 Westchester Ct. - map 147/ lot 022/ sub

018; 8 Madeleine Ct. - map 156/ lot 008/ sub 017; 4 Nottingham St. - map 174/ lot 145; 46B Pine Rd. - map 252/ lot 033; 33 Library St. - map 182/ lot 126; 102 Musquash Rd. - map 242/ lot 054; 16 Mobile Dr. - map 178/ lot 013/ sub 011; 17 Greentrees Dr. - map 183/ lot 110; 14 Karas Crossing - map 187/ lot 024; 35B Lund Dr. - map 162/ lot 028/ sub 002; 12 Ridgecrest Dr. - map 229/ lot 016; 67 Schaeffer Cir. - map 253/ lot 024; 114 Belknap Rd. - map 184/ lot 005; 104 Kimball Hill Rd. - map 179/ lot 001

- 2) Elderly Exemptions: 16 Library St., map 182, lot 087; 21 Amanda Dr., map 156, lot 008, sub 008
- 3) Elderly Exemption: 81 River Rd., map 251, lot 007
- 4) Disabled Exemptions: 15 Cheney Dr., map 153, lot 019; 38B Barretts Hill Rd., map 151, lot 005, sub 002
- 5) Disabled Exemption Re-qualifications: 60 Highland St., map 174, lot 113; 50 Riviera Rd., map 148, lot 040, sub 085; 44 Riverside Dr., map 190, lot 082
- 6) Veteran Tax Credits: 4 Heritage Cir., map 116, lot 062; 5B April Ct., map 177, lot 005, sub 130; 2A Taunton Ln., map 156, lot 006, sub 043
- 7) Current Use Lien Release: 8 Electric Way, map 218, lot 22-3

B. Water/Sewer Items - none

C. Licenses & Permits & Policies

- 1) Re-adopt Fund Balance Policy
- 2) Re-adopt Investment Policy
- 3) Night Trucking Permit - Brox Industries

D. Donations

- 1) \$1,310 donation from The Bar to Hudson Fire Department

E. Acceptance of Minutes

- 1) Minutes of April 26, 2022

F. Calendar

5/12	3:30	Trustees of the Trust Funds - Buxton Meeting Room
5/16	6:00	Right to Know Committee - BOS Meeting Room
5/17	7:00	Municipal Utility Committee - BOS Meeting Room
5/18	6:00	Library Trustees - Hills Memorial Library
5/18	7:00	Planning Board - Buxton Meeting Room
5/19	7:00	Benson Park Committee - HCTV Meeting Room
5/23	7:00	Sustainability Committee - Buxton Meeting Room
5/24	7:00	Board of Selectmen - BOS Meeting Room

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on April 26, 2022

- 1.) Selectman Guessferd made a motion, seconded by Selectman Morin motion to hire Nicholas Collishaw as a full-time police officer with the Hudson Police Department, with a starting salary of \$32.67 (step 5), per hour, all in accordance with the Hudson Police Employee Association Contract. Carried 5-0.
- 2) Motion to adjourn at 9:35 p.m. by Selectman Gagnon seconded by Selectman Morin. Carried 5-0.

8. NEW BUSINESS

- A. Public Hearing - Changes to Town Code 202 - Explosives
- B. HPD - Locality Equipment Purchase Program Grant - Application Approval
- C. Request to Advertise - Town Clerk/Tax Collector - FT Clerk Position
- D. Replacement Copy Machines Lease
- E. Post Insurance Tax Compliance Policies and Procedures
- F. NH Bond Bank Loan Agreement
- G. Revenues and Expenditures - April 2022
- H. MRI Report - Town Hall Staffing/Needs Assessment
- I. Budget Committee Bylaws
- J. Budget Committee Request for Legal Funds
- K. Clarification of Budget Committee Concerns on Audit Report
- L. Budget Committee Request

9. BOARD LIAISON REPORTS

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. **(e)** Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

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, May 19, 2022.

Agenda 5-10-22
RECEIVED
APR 22 2022
TOWN OF HUDSON
SELECTMEN'S OFFICE



5A-1

How may we help you?

Submission #59

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

[Previous submission](#)

[Next submission](#)

Submission information

Form: Board & Committee Application
Submitted by Visitor (not verified)
Fri, 04/22/2022 - 8:47am
73.68.79.5

Date

Fri, 04/22/2022

First Name

Sarah

Last Name

Petkiewicz

Street Address

18 Heritage Circle

Home Phone

617-777-0293

Work Phone

E-mail Address:

s_petkiewicz@yahoo.com

Education

Masters in Public Health, Masters in Mental Health Counseling, BSc. Biology

Occupation (or former occupation if retired)

HR Director

Special Interests

Love spending time outside with my children. Love encouraging mental health for all

Professional/Community Activities**Reference**

Samantha Sheriff, sampcuk@yahoo.co.uk, Chief People Officer

Reason for Applying

I spend a lot of time outdoors at the various parks in Hudson and I would love to help keep them clean and accessible for all to enjoy. I actually went to Bensons as a child when it still had animals so this holds a special place in my heart.

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

Member

Please select area of interest

Benson Park Committee

Areas of Expertise

- Communications
- Other

Are you a Hudson, NH resident?

yes

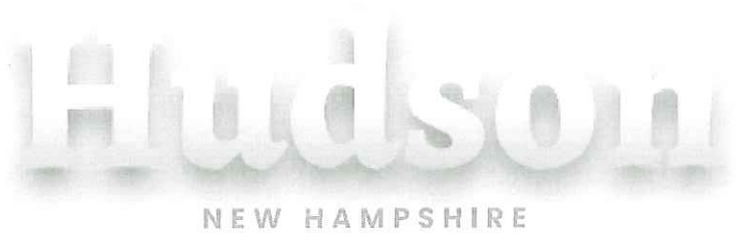
[Previous submission](#) [Next submission](#)



[Home](#) [Logout](#) [Contact Us](#) [Dashboard](#) [Website Credits](#)

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

Agenda 5-10-22
RECEIVED
APR 25 2022
TOWN OF HUDSON
SELECTMENS OFFICE



5A-2

How may we help you?

Submission #60

Print Resend e-mails

[Previous submission](#)

[Next submission](#)

Submission information

Form: Board & Committee Application
Submitted by Visitor (not verified)
Sat, 04/23/2022 - 10:00pm
71.181.91.122

Date
Sat, 04/23/2022

First Name
Monica

Last Name
Holm

Street Address
6 Mallard Drive

Home Phone
603 620 6416

Work Phone

E-mail Address:
monica.holm@myfairpoint.net

Education

BS PT 1986

Occupation (or former occupation if retired)

Physical Therapist

Special Interests

Hiking, Biking, Skiing, Gardening, Scrapbooking, etc

Professional/Community Activities**Reference**

Mrs Empey and Mrs Appler

Reason for Applying

I spoke with Mrs Empey at the Park last week and there is a need for committee members.

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

Member

Please select area of interest

Benson Park Committee

Areas of Expertise

Other

Are you a Hudson, NH resident?

yes

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



[Home](#) [Logout](#) [Contact Us](#) [Dashboard](#) [Website Credits](#)

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

Agenda
5-10-22
RECEIVED

APR 25 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

5A-3



How may we help you?

Submission #61

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

[Previous submission](#)

[Next submission](#)

Submission information

Form: Board & Committee Application

Submitted by Visitor (not verified)

Mon, 04/25/2022 - 7:06am

174.242.74.249

Date

Mon, 04/25/2022

First Name

Ruth

Last Name

StHilaire

Street Address

15 Tessier St

Home Phone

(603)809-4749

Work Phone

(978) 376-0529

E-mail Address:

rms4jas@aol.com

Education

College certification

Occupation (or former occupation if retired)

Engineering Assistant

Special Interests

Professional/Community Activities

Reference

Janice Manzie owner of Yoga by Janice.

Reason for Applying

I visit Bensons frequently. And would like to help keep it enjoyable for everyone.

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

Member

Please select area of interest

Benson Park Committee

Areas of Expertise

Other

Are you a Hudson, NH resident?

yes

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



[Home](#) [Logout](#) [Contact Us](#) [Dashboard](#) [Website Credits](#)

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

Agents 4/12/22
RECEIVED

MAR 18 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

5B-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

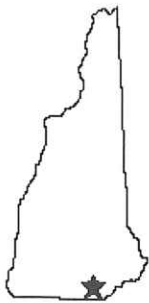
[Previous submission](#) [Next submission](#)



[Home](#) [Logout](#) [Contact Us](#) [Dashboard](#) [Website Credits](#)

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

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

RECEIVED
MAY 05 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE




Agoda
5-10-22

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

6A-3

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: May 10, 2022

FROM: Jim Michaud, Chief Assessor 

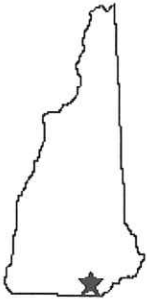
RE: Elderly Exemption:

81 River Rd. – map 251/ lot 007

I recommend the Board of Selectmen sign the PA-29 form granting an Elderly Exemption to the property owner listed below. The resident has provided the proper documentation to show they qualify for this exemption.

Marilyn McGrath – 81 River Rd. – map 251/ lot 007

MOTION: Motion to grant an Elderly Exemption 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

RECEIVED

MAY 05 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

www.hudsonnh.gov




Agenda
5-10-22

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

6A-4

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: May 10, 2022

FROM: Jim Michaud, Chief Assessor 

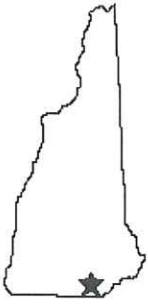
RE: Disabled Exemptions:

15 Cheney Dr. – map 153/ lot 019
38B Barretts Hill Rd. – map 151/ lot 005/ sub 002

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

Leonora Allen - 15 Cheney Dr. – map 153/ lot 019
Adrienne Monestere - 38B Barretts Hill Rd. – map 151/ lot 005/ sub 002

MOTION: Motion to grant Disabled 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

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

RECEIVED

MAY 05 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE




Agenda
5-10-22

6A-5

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: May 10, 2022

FROM: Jim Michaud, Chief Assessor 

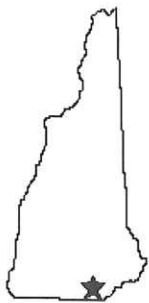
RE: Disabled Exemption Re-qualifications:

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

- Daniel Boucher – 60 Highland St. – map 174/ lot 113
- Dawn Collier Pelerin – 50 Riviera Rd. – map 148/ lot 040/ sub 085
- Michael Guerrette – 44 Riverside Dr. – map 190/ lot 082

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

Agenda
5-10-22



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

6A-6

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: May 10, 2022

FROM: Jim Michaud, Chief Assessor 

RECEIVED

MAY 05 2022

RE: Veteran Tax Credits:

TOWN OF HUDSON
SELECTMEN'S OFFICE

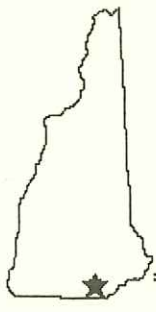
- 4 Heritage Cir. – map 116/ lot 062
- 5B April Ct. – map 177/ lot 005/ sub 130
- 2A Taunton Ln. – map 156/ lot 006/ sub 043

I recommend the Board of Selectmen sign the PA-29 forms granting a Veteran Tax Credit to the property owners listed below. The residents have provided a copy of their DD-214 verifying that they each qualify for the credit. They are a married couple and each entitled to a full Veteran Tax Credit.

- Eric Beaverstock - 4 Heritage Cir. – map 116/ lot 062
- Nicholas Kastanek - 5B April Ct. – map 177/ lot 005/ sub 130
- Jerry Houghton - 2A Taunton Ln. – map 156/ lot 006/ sub 043

MOTION: Motion to grant Veteran Tax Credits to the property owners referenced in the above request.

Agenda
5-10-22



TOWN OF HUDSON

Finance Department



6C-1

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

RECEIVED

MAY 05 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

To: Board of Selectmen
Steve Malizia, Town Administrator

From: Lisa Labrie, Finance Director *LL*

Date: May 5, 2022

Subject: Recommendation to Re-adopt Fund Balance Policy

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

The Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, to address issues related to how Fund balance is being reported. To be in compliance with this Statement, the Town of Hudson implemented this statement for fiscal year 2011.

Recommendation: To re-adopt the Fund Balance Policy as recommended by the Finance Director.

Town of Hudson, NH



Policies and Procedures

Section: Fund Balance Policy

Policy Number:	Revision Number: 2
Approved By: Board of Selectmen	Revision Dates: 5-1-2018
Origination Date: 5/24/2011	Review Frequency: Annually

FUND BALANCE POLICY

PURPOSE AND SCOPE

The purpose of this policy is to ensure that there will be adequate liquid resources to protect the Town of Hudson's financial stability against emergencies, economic downturns, as well as to contribute to the continuity of financial operations. This policy recommends the minimum required fund balance reserve and the allowable uses of fund balance reserves.

DEFINITIONS

Fund Balance: Accumulated equity balance in a governmental fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

General Fund: Fund used to account for basic governmental services supported mainly by tax revenue. Accounts for all financial resources not required to be accounted for in another fund.

Unrestricted Fund Balance: The total of committed fund balance, assigned fund balance, and unassigned fund balance.

Nonspendable Fund Balance: Amounts that are not in a spendable form (such as inventory, prepaid items and tax deeded property subject to resale) or are required to be maintained intact (such as corpus of an endowment fund).

Restricted Fund Balance: Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Committed Fund Balance: Amounts constrained to specific purposes by government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint.

Assigned Fund Balance: Amounts a government intends to use for a specific purpose, intent can be expressed by the governing body or by an official or body to which the body delegates the authority.

Unassigned Fund Balance: Amounts that are available for any purpose; these amounts are reported only in the general fund. However, the unassigned classification includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of other fund balance amounts.

FUND BALANCE RESERVES - GENERAL FUND

Fund Balances recommended by the NH Department of Revenue Administration (DRA) and the Government Finance Officers Association (GFOA) are as follows:

If the Annual Budget Is:	Unrestricted Fund Balance DRA Recommended:		Unrestricted Fund Balance GFOA Recommended:	
	5%	10%	8%	17%
\$45,000,000	\$2,250,000	\$4,500,000	\$3,600,000	\$7,650,000
\$50,000,000	\$2,500,000	\$5,000,000	\$4,000,000	\$8,500,000
\$55,000,000	\$2,750,000	\$5,500,000	\$4,400,000	\$9,350,000
\$60,000,000	\$3,000,000	\$6,000,000	\$4,800,000	\$10,200,000
\$65,000,000	\$3,250,000	\$6,500,000	\$5,200,000	\$11,050,000
\$70,000,000	\$3,500,000	\$7,000,000	\$5,600,000	\$11,900,000

Minimum Balance: The Town shall manage operations to maintain a minimum unrestricted fund balance of 5% of the general fund operating appropriations, the state education tax amount, the local school net tax commitment, and the County appropriations.

Target Balance: The Town shall work toward maintaining an unrestricted fund balance at a minimum of 8% of the general fund operating appropriations, the state education tax amount, the local school net tax commitment, and the County appropriations.

If the Annual Budget Is:	Minimum Balance:	Minimum Target Balance:
	5%	8%
\$45,000,000	\$2,250,000	\$3,600,000
\$50,000,000	\$2,500,000	\$4,000,000
\$55,000,000	\$2,750,000	\$4,400,000
\$60,000,000	\$3,000,000	\$4,800,000
\$65,000,000	\$3,250,000	\$5,200,000
\$70,000,000	\$3,500,000	\$5,600,000

Plan for Target Balances: The unrestricted fund balance target level shall be achieved by conservatively estimating revenues and limiting the amount of fund balance used to reduce the tax rate.

Fund Balance Uses: The Board of Selectmen may appropriate any amount of unrestricted fund balance in excess of the minimum balance to offset property taxes as part of the final adopted budget for a fiscal year. The Board of Selectmen may appropriate unrestricted fund balances for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the minimum balance, subject to the provisions of NH RSA 32:11. Emergency purposes do not include the offsetting of property taxes.

SPENDING PRIORITIZATIONS:

When an expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it will be paid first from the restricted funds.

When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:

1. Committed, 2. Assigned, and 3. Unassigned

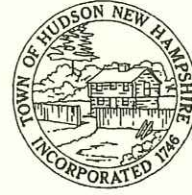
ANNUAL REVIEW:

Compliance with the provisions of this policy shall be reviewed annually.

Agenda
5-10-22



TOWN OF HUDSON
Finance Department



6C-2

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

RECEIVED

MAY 05 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

To: Board of Selectmen
Steve Malizia, Town Administrator

From: Lisa Labrie, Finance Director *LL*

Date: May 5, 2022

Subject: Recommendation to Re-adopt Investment Policy

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

Recommendation:

I am recommending the proposed Investment Policy be re-adopted by the Board of Selectmen as required by RSA 41-9 VII.

Motion: *To re-adopt the Investment Policy as proposed by the Finance Director*

Cc: Rachael Burnell, Town Treasurer

Town of Hudson, NH



Policies and Procedures

Section: Investment Policy

Policy Number:	Revision Number:
Approved By: Board of Selectmen	Revision Dates: 06/28/2016
Origination Date: 3/9/1992	Review Frequency: Annually

INVESTMENT POLICY

I. PREFACE

The Town of Hudson's investment policy establishes a framework for the safe and prudent investment of public funds. This policy provides guidance and direction for the Town of Hudson to conduct the daily investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets in the custody of the Treasurer of the Town of Hudson. These funds are accounted for in the Town of Hudson's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Agency Funds
- Any new funds created by the Town of Hudson, unless specifically exempted by the governing body, in accordance with the law.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

Except for cash in certain restricted and special funds, the Town of Hudson will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation in accordance with generally accepted accounting principles.

III. OBJECTIVES

The investment policy objectives are stated below:

- To ensure the preservation of capital and the protection of investment principal.
- To maintain sufficient liquidity to meet operating requirements.
- To satisfy all legal requirements.
- To attain market-average rate of return on investments taking into account risk, legal constraints and cash flow considerations.
- To assure assets will only be invested in obligations of the United States Government, the public deposit investment pool established pursuant to RSA 383:22 (Appendix C), deposits or certificates of deposits in solvent banks incorporated under the laws of the State of New Hampshire or in banks recognized by the State Treasurer (RSA 6.7) (Appendix B).

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

The Town of Hudson will minimize interest rate risk by investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

The investment policy shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

IV. DELEGATION OF AUTHORITY

Authority to manage the investment program is granted to Town Treasurer and derived from and in accordance with chapter 41:29 of the Revised Statutes Annotated (RSA), (Appendix A).

- No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.
- Responsibility for the operation of the investment program is hereby delegated to the Treasurer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy.
- Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town of Hudson.
- No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for

all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. PRUDENCE

The investment policy will be conducted in accordance with the "prudent person" standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the Board of Selectman any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio.

Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

VI. INTERNAL CONTROLS

The internal controls for the Town of Hudson shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, and imprudent actions by employees of the Town of Hudson.

The internal controls structure shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorization of wire transfers
- Development of a wire transfer agreement with the lead bank and the third-party custodian

Accordingly, the Treasurer shall establish a process for an annual independent review and said compliance should be assured through the Town of Hudson's annual independent audit.

VII. INVESTMENT INSTRUMENTS

The Town of Hudson shall invest its funds in accordance with RSA 41:29 (Appendix A).

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows.

VIII. POLICY CONSIDERATIONS

Any investment currently held that does not meet the guideline of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

IX. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the Town of Hudson invests any excess funds in investment instruments, with the exception of United States Treasury securities maturing in less than one year, a competitive bid process shall be conducted by the Treasurer.

Bids shall be requested from qualified financial institutions for various options with regards to terms and instruments. The Treasurer will accept the bid(s) which provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements and capabilities.

X. QUALIFIED INSTITUTIONS

The Town of Hudson will abide to RSA 41:29 (Appendix A) and RSA 383:22-24 (Appendix C) as the source and foundation of its qualified institution criteria.

XI. SAFEKEEPING AND COLLATERALIZATION

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 100% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

Safekeeping procedures shall be reviewed annually by the Town of Hudson's independent auditors.

XII. ACCOUNTING

All cash bank balances will be reconciled monthly by the Treasurer and reported to the Town of Hudson Accountant under the direction of the Finance Director on a monthly basis. General ledger entries will be posted to the general ledger system at said time in order to accurately reflect the Town of Hudson's cash position.

XIII. PERFORMANCE EVALUATION

The Town of Hudson shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town of Hudson's investment program as it relates to the their stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XIV. APPROVAL OF INVESTMENT POLICY

This policy shall be reviewed at least annually by the Board of Selectmen, or its designee, with changes made as warranted, followed by re-adoption by the Board of Selectmen in accordance with RSA 41:9 Financial Duties (Appendix D)

**TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS,
AND UNINCORPORATED PLACES**

**CHAPTER 41
CHOICE AND DUTIES OF TOWN OFFICERS**

Town Treasurer

Section 41:29

41:29 Duties of Elected and Appointed Town Treasurers. –

I. The town treasurer shall have custody of all moneys belonging to the town, and shall pay out the same only upon orders of the selectmen, or, in the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission, or in the case of a heritage commission fund established pursuant to RSA 674:44-a upon the order of the heritage commission, or in the case of fees held pursuant to RSA 673:16, II, upon the order of the local land use board or its designated agent, or in the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission, or in the case of fees deposited by the town clerk pursuant to RSA 41:25, upon the invoice of the town clerk, or other board or body designated by the town to expend such a fund.

II. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22 or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

III. The town treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town, giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the selectmen statements from the treasurer's books, and submit the books and vouchers to them and to the town auditors for examination, whenever so requested.

IV. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in accordance with the investment policy adopted by the selectmen under RSA 41:9, VII. The treasurer may invest in the public deposit investment pool established pursuant to RSA 383:22, in deposits, including money market accounts or certificates of deposit, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in

the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U. S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

V. The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

VI. The treasurer may delegate deposit, investment, recordkeeping, or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved. However any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law.

VII. The treasurer shall ensure that all moneys remitted shall be deposited at least on a weekly basis, or daily whenever funds remitted from all departments collectively totals \$500 or more. Such deposit function may be delegated pursuant to paragraph VI. However, failure to ensure that funds are being deposited on a timely basis as required by this paragraph shall be cause for immediate removal from office pursuant to RSA 41:26-d.

APPENDIX B

TITLE I
THE STATE AND ITS GOVERNMENT
CHAPTER 6
STATE TREASURER AND STATE ACCOUNTS

State Treasurer

Section 6:7

6:7 Bank Deposits. – The treasurer may deposit any portion of public moneys, in the treasurer's possession, in such national banks, trust companies, and savings banks within the United States having a branch within the state of New Hampshire, as shall be approved at least once each year by the governor and council. At the discretion of the treasurer, balances may be collateralized if those balances are deemed to be significant in relation to the equity position of the bank, trust company, or savings bank. Other conditions being equal, those banks, trust companies, or savings banks shall receive preference which allow interest on balances. As used in this section the term "public moneys" shall include the general funds of the state and any funds of which the state treasurer acts as custodian or agent.

**TITLE XXXV
BANKS AND BANKING; LOAN ASSOCIATIONS; CREDIT UNIONS
CHAPTER 383
BANK COMMISSIONER**

Public Deposit Investment Pool

Section 383:22

383:22 Public Deposit Investment Pool. –

I. The commissioner shall, with the assistance of the advisory committee created under RSA 383:24, establish and operate, beginning on January 1, 1992, a public deposit investment pool, for the purpose of investing funds of the state, and funds under the custody of governmental units, pooled risk management programs established pursuant to RSA 5-B, agencies, authorities, commissions, boards, political subdivisions and all other public units within or instrumentalities of the state.

II. The public deposit investment pool shall be operated under contract with a private investment advisor, approved by the bank commissioner and advisory committee. The commissioner and advisory committee shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted by rule under RSA 383:23.

III. The commissioner shall make available to prospective depositors detailed information on the public deposit investment pool, similar to that information generally contained in a securities prospectus. The commissioner shall also ensure that periodic statements of accounts and reports on holdings are provided to pool participants relative to their proportionate share of the pool.

IV. The commissioner shall cause an independent audit of the pool to be conducted on an annual basis. The auditor shall be selected by the advisory committee.

APPENDIX D

**TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES**

**CHAPTER 41
CHOICE AND DUTIES OF TOWN OFFICERS**

Selectmen

Section 41:9

41:9 Financial Duties. –

- I. The selectmen shall pay all sums of money received by them in behalf of the town to the town treasurer immediately after receipt, and state to him from whom and for what received.
- II. They shall draw orders upon the treasurer for the payment of all accounts and claims against the town allowed by them, and take proper vouchers therefore.
- III. They shall keep a fair and correct account of all moneys received, all accounts and claims settled and all orders drawn by them, and of all their other financial transactions in behalf of the town.
- IV. They shall publish in the next annual report, or post at the annual meeting, the general fund balance sheet from the most recently completed audited financial statements or from the financial report filed pursuant to RSA 21-J:34, V.
- V. In the case of an accumulated general fund deficit, the selectmen shall insert an article in the warrant recommending such action as they deem appropriate, which may include, but is not limited to, raising a sum of money for the purpose of reducing that deficit.
- VI. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.
- VII. The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies.
- VIII. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$500 or more. Remittances to the treasurer from the tax collector shall be in accordance with RSA 41:35 and remittances from the town clerk shall be in accordance with RSA 261:165.

Source. 1869, 26:3. 1874, 85:1. GL 40:9. PS 43:7. PL 47:14. RL 59:13. RSA 41:9. 1993, 181:1. 1994, 147:2. 2007, 246:2, eff. Aug. 27, 2007.



BROX INDUSTRIES, INC.

1471 Methuen Street • Dracut, MA 01826-5439
(978) 454-9105 FAX:(978) 805-9719
www.broxindustries.com

*Agenda
5-10-22*

6C-3

April 29, 2022

Chairman,
Board of Selectmen
Town of Hudson, NH
12 School Street
Hudson, New Hampshire 03051

Re: Night Trucking Permit

Dear Chairman:

The attached application and associated \$200.00 (Check No. 3323) fee are made referencing Town Code Chapter 317 titled "Vehicles and Traffic". More specifically, §317-13. Trucks, commercial vehicles, and heavy vehicles.

Accordingly, Brox Industries, Inc. (Brox) requests eight (8) permits to haul construction materials between the evening hours of 7:00 P.M. – 6:00 A.M. It is our understanding these permits are valid for 30 days.

Our proposed route would be Barrett's Hill Road to Greeley Street to Rte. 111.

If approved, Brox will provide 24 hours' notice to the Police Department, Road Agent and Town Administrator before the commencement of any night trucking.

If you have any questions, please call me at 978-805-9744.

Sincerely,

A handwritten signature in blue ink, appearing to read "Erik Stevenson".

Erik Stevenson
Vice President Real Estate

Enc.

Cc; Chief Dionne
J. Forrence
S. Rielly - BII



TOWN OF HUDSON

Board of Selectmen



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

Application Fee: \$25.00 per vehicle

Amount Paid: 200.00

APPLICATION FOR PERMIT TO OPERATE COMMERCIAL TRUCK PRIOR TO RESTRICTED HOURS AND/OR ON RESTRICTED STREETS

Name of Firm: Brox Industries, Inc. Date: April 29, 2022

Address: 85 Greeley Street

Telephone Number: 603-889-6174 Number of Vehicles: 8

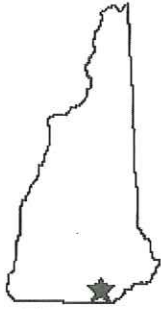
Explain, in detail, your need and necessity for exemption: As a manufacturer and supplier of construction materials (asphalt & crushed stone products) the requirement to be able to supply these products during the evening hours is a common condition found in contracts issued by the NH State DOT as well as local cities and towns. Exact dates and times of when we anticipate the need of these permits is not known at this time.

Recommendation of Police Chief: _____

The above application is _____ approved _____ denied. Permit _____ may _____ may not be issued.

Date: _____

APPROVED BY BOARD OF SELECTMEN



TOWN OF HUDSON FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051

RECEIVED

MAY 03 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE



Agenda
5-10-22

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

Robert M. Buxton
Chief of Department

6D

TO: Kara Roy
Chairman

FR: Robert M. Buxton
Fire Chief

DT: May 2, 2022

RE: May 10, 2022 BOS Public Agenda

Please place the following item on the above-indicated agenda from the Fire Department.

Acceptance of a \$1,310.00 donation from the The Bar located at 2B Burnham Road.

We would request the Board of Selectmen accept this donation with thanks. These monies shall be deposited into the Fire Department's General Donation fund.

Motion #1:

To authorize the Fire Chief to accept the \$1,310.00 donation from The Bar to be deposited into the Fire Department's General Donation fund for future use.

HUDSON, NH BOARD OF SELECTMEN

Minutes of the April 26, 2022 Meeting

1. CALL TO ORDER - by Chairperson Roy the meeting of April 26, 2022 at 7:00 p.m. in the Selectmen Meeting Room at Town Hall
2. PLEDGE OF ALLEGIANCE led by Town Engineer Elvis Dhima
3. ATTENDANCE

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

Staff/Others: Tad Dionne, Police Chief; Jess Forrence, DPW Director; Elvis Dhima, Town Engineer; Jim Battis, Chairman CTAC; Bill Collins, Chairman Conservation Commission; Lisa Labrie, Finance Director; Mike Campbell, School Board Representative; Jill Laffin, Executive Assistant

Town Administrator was on vacation.

4. PUBLIC INPUT

Chairperson Roy asked if there was anyone in the audience wishing to address the Board on any issue the Board has control of at this time?

- 1) Jim Dobens, 4 Eagle Drive

My name is Jim Dobens and I reside at 4 Eagle Drive in Hudson. It's been a few weeks since I've been here, but I have a few things in my mind that I'd like to share with the Board if I could. So there are a couple of areas of concerns I'd like to bring to the Board's attention as a resident of Hudson. First is around absentee ballots. I brought to the attention of the Board the late timing of absentee ballots being made available during this Town's past election. They did not become available until February 24th or 25th, at which time I had to have them mailed to me. I did not receive the ballots until Monday, March 7th, in the mail with a due back date of March 8th by 5 p.m. So I FedEx them for \$52 to get them here. I also know of others that do not vote absentee due to the time limitations of when the ballots are sent out. This needs to be addressed for future elections. I really found that rather appalling, to be honest with you.

Second, the recent announcement by Amazon to pull out from the Hudson Logistics Center. And what that means I would like to remind this board that all traffic, noise, air, sewer, water and land studies were based on Amazon being the tenant. The traffic studies were unique to Amazon, as everyone called out, as was a part of the sewer allocation decision. So any new tenant or change will need to be restarted, restarted in all of these areas. Their impact will be different than having Amazon in there. Remember, the traffic studies there were based on 50 to 60% capacity usage with the accordion impact for a couple of weeks. That will change with a new tenant. Even the movement of a building location or shrinking one will have a different impact. Building C was based on traffic numbers as generated by the Amazon study. The town has the opportunity to work towards responsible development. Also understand that the revenue impact could be altered with changes like this from the developer.

Third should Hudson continue down its current development path? The Town should consider rewriting the Welcome to the Neighborhood welcome on its website. Has anybody read this recently? I had a fascinating conversation with a fellow employee who are now moving from Cincinnati, Ohio to Boston for work. And he's decided to build a house at Eagle's Nest in Hudson. He is investing over \$900,000 to move here. And now that he has the facts on what is going on, he'll be having a conversation with the real estate agent. He was expecting two 18 hole golf courses was never told they would be going away. Easy roadway and quick access to major roads was unaware that our

roadway system is basically rated F with significant traffic issues. Was unaware that right along Eagle's Nest is property that could become a major bypass road, a.k.a. the Hudson Boulevard or a.k.a. the Circumferential, whatever you choose to want to call it was completely unaware that major logistic centers were being planned for Hudson in multiple locations, along with some high density housing. He said he feels like what Hudson is calling itself doesn't align to what it is transpiring to be. Some of these things should have been disclosed, in his opinion. Fourth and final. I'm still watching and waiting for Hudson to do a true infrastructure study built into a master planning process that does need to be done. We all want to make Hudson a great place to call home, and recent changes should allow us to get back on track. Thank you very much.

2) Heidi Jakoby 94 Gowing Road

My name is Heidi Jakoby, 94 Gowning Road. As the first named plaintiff in the Right to Know lawsuit, which led to the formation of the Right to Know committee, I want to begin by thanking the Town of Hudson for agreeing to a settlement which will enhance the communication and transparency between the Town and its residents. I am in full support of the currently appointed members of the committee and am thankful that today you will add Flo Nicolas to the committee. The recent resignation of a full Planning Board member does not seem to be on the agenda for this evening. But I do want to speak in support of Victor Oates, who is the senior alternate on the Planning Board to be appointed to this vacancy. Mr. Oates ability to critically evaluate applications and to ask informed questions of the applicant is appreciated. Mr. Oates also arrives prepared to each meeting with clarifying questions for the applicant, and I believe he has the best interest of the Town guiding him in all his inquiries.

Finally today, you will be electing the selectmen members to be on the Planning Board. My hope is that whomever you elect will accurately support and assist the committee in following their Planning Board rules of Procedure. Unfortunately, at the March 23rd, 2022 Planning Board meeting, despite concerns being raised by the public, none of the members of the Planning Board, including the Select Board Member and the Chair, deferred the matters before the Board as per VII Section 4H of the Town of Hudson, New Hampshire Planning Board Rules for Procedure Adopted February 9, 2022. It reads as follows: if the regular meeting room does not contain sufficient seating for the applicant's/public et al, the matter shall be deferred and the venue shall be moved to any area which allows sufficient seating in the room. As you can see from any of the public videos and pictures of that meeting, there were people standing all around. It was hot with little airflow. Individuals were seated on the floor. I know my anxiety was increased. Just thinking about how we would all be able to exit the room if an emergency occurred. Later, I found out there was a second exit, but no one had informed the crowd that there was an alternative exit. Signs are there, but human nature is to exit the way you arrived, which is up the stairs. Having worked in conference services, all occupancy numbers vary according to the actual setup of the room. When the fire department representative arrived on site, they did not identify themselves, nor did they inform the crowd as to why they were there and what had been decided. Most importantly, why was the meeting allowed to continue with what clearly was a very dangerous and uncomfortable situation? The room occupancy certificate, which was in the hallway, was not only expired but did not indicate the configuration of the room needed to accommodate the number of people indicated furnishings do account for space, thus lowering the number of people who can safely occupy any space. It is the Towns and especially the Chairs responsibility to ensure the safety of all involved. And I believe both the Chair and the Select Board Member was not moved in any way by the catastrophe which would have occurred if there had been an emergency. Thank you for your time and consideration.

3) Paige Schaller, 213 Fox Hollow Drive

Good evening. My name is Paige Schaller. 213 Fox Hollow Drive. As an event manager for about 20 years now, in many sizes of public assembly facilities, ranging from large arenas down to meeting rooms such as this size. I was thankful. And what's coming after this is going to sound like a strange thing to say, that I was thankful I was not in town and instead I was at my brother's funeral on the 23rd. Otherwise, I would have been in that packed room, and my anxiety also would have been sky high and I would have actually spoken up and said something. I've been through many public safety trainings and exercises that are done. Active shooter, everything. So I fortunately am a person that does look for the exits. I'm the one who pointed out to Heidi where the other exit was, and that was about two weeks later. I know from these trainings and also from having watched videos, think about the station nightclub fire. If people trying to get out of places when they're on fire or when an emergency happens and you do go in the same way you came out, I can't imagine if that night something had happened, the lights go out, people need to exit and they're tripping over people sitting on the floor. They're tripping over the haphazard chairs and they're stacking themselves up on the stairs trying to get out. We're lucky nothing happened. I don't know why when the Fire Department came, they didn't say anything. I do see on the room occupancy permit, which is expired. I don't know. I hope that's been fixed at this point. I do see that the Buxton meeting room was for 75 people. Through photos of that evening you can count over 65. So by that capacity, no, it wasn't over capacity, but by the furniture in the room and the square footage that would be needed, I could say 75 maybe that standing but seated and with all the tables around, I don't see it being 75, especially looking at these pictures. I think the planning board that evening was looking out for the developer. The developer wanted a decision that night and didn't want to have to defer. Instead of looking out for public safety and the public of this town, they were looking out for the developer. I think we need to address them taking a look at their rules and regulations and following them and thinking a little bit more about the public. Thank you.

4) Dean Sakati, 11 Fairway Drive

Hi. Thanks for your time. It's as usual, it's a pleasure to be before you tonight. I just wanted to thank you. Selectman McGrath asked for name and address for the record. Mr. Sakati then said, Dean Sakati, 11 Fairway Drive. That's in Hudson, New Hampshire. What I want to speak to is so I obviously read the news that Amazon has pulled back from their ambitious plan to use Hudson as a logistical hub. The developer has said they want to honor the commitments to the Town and the developer is planning a new plan for the property. I don't know if anyone knows anything more. That's what I read. So what I want to come before you tonight is to talk about briefly how we can collaborate with the proposed developer and the Town and a group of residents to help shape an outcome that is responsible development for the Town with specific principles in mind. This gets back to the project that we talked about a few months ago. So, you know, as I mentioned before, the principles of a joint collaborative development would be sustaining Hudson's character, retaining Hudson's green space, building a stronger community, retaining and creating high quality jobs, increasing recreational opportunities, promoting real progress. And what I would add to that would be giving the Friel's an opportunity to sell the property, which they obviously wanted to do for some time, and then giving the developer the opportunity to do some light development and I emphasize light development. So back in February we had a great conversation about a concept which I'm now going to call Project Phoenix, and that the project was where the Town of Hudson acquires the Green Meadow Golf Club through a private partnership and uses a profits of the revenue from the golf club, as well as light development to pay off the debt, as well as augment the Town's budget.

So it's a win-win for everyone. And where there's a developer that presumably, I don't know where they stand with it currently, but I just looking at the press release that came from this body, they obviously still want to engage in something so they could potentially develop the light development around the property and maybe they could even be the operator of the of the facility. But I still think the Town it would probably be best if the Town owned it because then the Town owns an

appreciating asset and can control the amount of growth and how it's developed in the future years. So just to reiterate, what was the concept? The concept was taking the Green Meadows golf course, currently 36 holes, two golf courses, and collapsing that into one golf course and one nine hole executive course, maybe even a par three course and then taking the remaining space and doing some light development. And that would include promoting golf as it stands, dining, river activities an outdoor theater, a wedding and conference venue, walking trails, running trails and winter sports. And with light development, the Town has the ability to dial in the revenue that they want.

If they want \$5 Million, they dial up the development to achieve \$5 Million in profits that goes to the Town. If they want less, then we can have less. If we want more, we can dial that up accordingly as well. This would be a great way to promote high quality jobs in New Hampshire, and I'm going to elaborate on this a little bit more. Hillwood If you look at their website, has experience developing mixed use properties that include retail, hospitality, residential parks and trails. And they did or are doing one in Dallas, around Dallas, I believe. And and and the parks and trails are stunning. So the financing would be would be financed by the Town, the jobs would be high quality jobs. And that development, if we wanted to turn the dial up a little bit on the development, we could create a collaboration center, an innovation center for New Hampshire. I mean, something that's not of grand scale, but something that's that allows new startups or new technology firms or the jobs of the future to locate in New Hampshire. Again, those properties would likely be along the highway, so they're not abutting or destroying the the residential neighborhoods that currently exist. But it would give an opportunity to again, dial up a little bit of development if the town wanted to. So again, that that was the concept. Maybe just, you know, again, the the things that we preserved in the Town would be the golf we would add golf simulators to make league play around the year round. We would we would retain the golf course employees and the management. We would create a management company that or Hillwood would or the developer would potentially administer the operations. The recreational capacity would include a river walk and park, extending the length of the property. A network of trails would nestle through the golf course, providing biking, running, walking. You know, restaurants would be local restaurants. It could be the Common Man. It could be Michael Timothy's, it could be T-Bones, it could be go on and on with with local, local partners that would want to lease property to be able to to have river riverfront dining. We would have a Hudson Town Common where we would have a space for beer gardens. We would be able to sponsor local craft beers, we'd have weekly farmer's markets. We would have an artist corner for display of local of local crafts. We would have water access with a boat ramp. We would have a boat house to support crew, kayaking and aquatic sports. We'd have outdoor theater, which would host community events with lawn seating that would provide year round entertainment. Outdoor ice skating arena with music and concessions would host skating five months out of the year. The winter sports would also generate another source of revenue. You could imagine fire pits around this around this property where people could lounge and just relax.

So again, we're taking something light development and we're also adding to the to the community and really building building a true community. We wanted another dial up, some, hotel 55 and up living community along some of the holes. But again, this would be just a way to dial up revenue if the Town wanted to and again, an innovation center. So I'm not going to take the 45 minutes I took last time, which I was honored to be able to have that time. But I would like to just say the ask. So what's my ask? My ask is that the Board of Selectmen proactively approach Hillwood about the concept as it as they evolve their own plans about what they want to do next. As obviously they're going to have to come up with a new they're developing probably as we speak, a new plan for that property. So why don't we jump ahead of it and try to shape the outcome? And hopefully the Friel's will be a great partner. We had talked last time, too, about creating a museum, a museum that honors their contribution to golf in New England, which is which they have something to be very proud of. And in conjunction with that, we'd have locker rooms for for high school students who could use that use that capacity. And again, we're we're building we're trying to draw in the, you know, the entire community, bringing the students in to intermingle with families and and others from southern New Hampshire.

So the ask is to to to approach Hillwood, you know, talk them about ideas. They do some great developments around the country. It's an opportunity for them to really shine and honor that commitment that they want to make to the town. And it benefits the Friel's. It benefits developers the benefits of Town, it benefits the residents and our in our young folks. And what I would say is the next step is form a group of residents to represent the town, to drive a plan. You know, we have a lot of very smart people in this town that can really help drive outcomes. I haven't spoken to this gentleman yet, but I'm going to throw his name out there. I'm going to is Mr. Dobens. He's a proven leader. He's an executive at a major corporation. He has strong views. He's able to drive outcomes. And he truly has the best interests of this town at heart, as we've seen over the last two years, where he has passionately gotten up and spoken and and really just tried to to drive what he knew was right. Because he knew what what. He had a lot of insights, so and I'd be glad to contribute my time. I'm sure there's a lot of other people that are that are smarter than me that could contribute to this. So that's my ask. Thank you.

Seeing no further public input the Chairperson closed public input at 7:21p.m. Selectman McGrath was recognized and said I have a comment that I'd like to make to Mr. Dobens. Mr. Dobens, the comment that you made about the absentee ballots. I think that you need to redirect that because we looked into it after you would hear the last time. You need to direct that comment, that commentary to the School. Whether it's the administration building across the street or the administration up at the top of the school system. But that's where the problem originated. The Chairperson then said so I'll make a follow on comment that there was a meeting where we addressed that. We believe the issue was fixed so that but of course, we won't know until August, I guess, during the primary elections.

Mr. Dobens then said just to add a comment, it was during that Board meeting that I brought it up that we were having issues with it and it was confusion because the School Board did that meeting with the gentleman who was sitting there, he was sitting there, I'd say the same thing, said that there was no problem with the School Boards. Selectman McGrath then said we found we found out afterwards. Mr. Dobens went on to say and there was and then there was continued delays. I mean, we all want to vote. And to me, we had military men and women that were unable to vote. And we had other people there were some residents that I know that were unable to vote because of the time frame for it. But I can direct my comments directly wherever they need to go. But I figured I'd start with the Board of Selectmen. Because you are the head of the fish. Selectman McGrath replied, no and I understand that. But we found out after that meeting we had a we had a discussion upstairs and they looked at the Tax Collector the Town Clerk indicated that the problem was with the School Department, so that I was here for a short amount of time that day. So I don't know what else they if they did anything other than that, but they looked into it as well. Mr. Dobens then said one of the sacred things we have is voting rights. Selectman McGrath replied, I agree. Mr. Dobens then said that's something we should not give up and that if we need to change the timing that those ballots need to be made available so they can be sent out to men and women overseas or people that are traveling. I'm not sure if there's something that has to be put into play that says those things should be ready, printed, done and in this office 30 days prior or whatever amount of time that it takes, because even the postal system today takes you five days to get something.

Selectman McGrath then said I'm not I'm not going to argue the issue with you because I consider my vote to be very important as well. So I understand your concern and I understand the concern of the people that weren't able to get their absentee vote in. But I'm just telling you that after that meeting, when you were here, we looked into it. I was here it was on a Friday, I believe, and that's what we were told upstairs in the Administration Office. Mr. Dobens then said I was told that. I was also told a couple of days before the 24th that it was a printing problem. Chairperson Roy then said in any event, in any event, we have we have had a meeting already. There's a plan. Again, we there are some time constraints so that you understand that we can't actually send them to the printer until after deliberative session on both sessions because if a warrant changes. Mr. Dobens then said I understand. Maybe the deliberative sessions have to be moved up. Chairperson Roy then said so but yeah, but, but, but we've put, we've put some in the schools, taken some action to hopefully

ensure that that doesn't happen again. So so we kind of focused on the problem solving part of it. Mr. Dobens then said I just wanted to bring it to your attention.

5. 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

The Chairperson invited Mr. O'Brien to come forward and asked him could you tell us a little bit about yourself? Mr. O'Brien replied saying, sure. My name is Dan O'Brien. I live at Hedgerow Drive. I've been a Hudson resident for nearly 25 years. My wife and I have raised two daughters who are fully grown professionally. I'm a newspaper editor for 32 years for various papers in both New Hampshire and Massachusetts. I know it's kind of clichéd, but with the kids grown, I have a little bit more time to give. It's something you've heard before. And I've been told that this particular committee is two seats short, and the only elephant in the room really is my wife is a utility clerk. So if that's a problem, we can take care of that right now. The Chairperson asked, does anybody have any questions for Mr. O'Brien? Selectman McGrath was recognized and said he'd be a welcome addition to the Municipal Utility Committee.

Selectman Gagnon was recognized and said if you may, can you just explain on that last comment? What do you mean is she a clerk at just a private sector business for utility or no? Mr. O'Brien replied, what I meant was that I've watched several of these meetings and many of the folks who come up here who are appointed mentioned the fact that they their kids are flown the nest. So to speak, and that they have more time to give. So I simply repeating that. Selectman Gagnon then said forgive me. I meant your wife is a clerk. Can you explain what exactly she does without too much personal? Mr. O'Brien replied, sorry. She works for the Town as a water utility clerk here. Selectman Gagnon replied, oh. Thank you. That's all.

Seeing no further questions from the Board Chairperson Roy said so what we typically do is we interview two tonight, and at our next meeting, will take a nomination and a vote on your appointment. And then Ms. Laffin will let you know you don't need to appear again.

B. Appointments

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

Cory Boutin

Mr. Boutin was interviewed at the April 12th Board of Selectmen meeting.

Selectman Gagnon made a motion, seconded by Selectman Guessferd to nominate and appoint Cory Boutin as a member of the Sustainability Committee with a term to expire 4/30/25. Carried 5-0.

- 2) Right to Know Committee - (appointment of the 5th member who was chosen by the RTK Committee)

Florence Nicolas

Ms. Nicolas was not interviewed by the Board of Selectmen for this position. She was nominated by the Right to Know Committee per the instructions in the Right to Know lawsuit settlement.

Selectman Guessferd made a motion, seconded by Selectman Morin to appoint Florence Nicolas as a member of the Right to Know Committee. Carried 4-0-1, McGrath abstained

C. Resignation

- 1) Planning Board - member Elliott Veloso effective 4/29/22

The Board received Mr. Veloso's resignation from the Planning Board on Friday afternoon.

Selectman Morin made a motion, seconded by Selectman Gagnon to accept Elliott Veloso's resignation from the Planning Board with the Board's thanks and appreciation. Carried 5-0.

Selectman McGrath said Elliott was one of the best members of the Planning Board. He has an extensive background. He's a lawyer, and it's very sad that we're going to be losing him.

6. CONSENT ITEMS

Chairperson Roy asked does any member of the Board wish to remove any item for separate consent? Selectman Morin asked to remove item 6A-13 to be removed for separate consideration. Selectman Gagnon made a motion, seconded by Selectman Guessferd to approve consent items A 1-12, B, E and F. Carried 5-0.

Selectman Morin then said I removed item 6A-13 for separate consideration because Selectman McGrath's property is part of that. Selectman Morin made a motion, seconded by Selectman Gagnon to approve consent item 6A-13. Carried 5-0.

A. Assessing Items

- 1) Elderly Exemption Re-qualifications: 4 Travers St. - map 175/ lot 144; 1 Sheraton Dr. - map 184/ lot 001; 40 Greeley St. - map 168/ lot 057; 12 Federal St. - map 165/ lot 063; 3 Chapin St. - map 190/ lot 110; 6 Woodridge Dr. - map 205/ lot 034; 45 Riviera Rd. - map 148/ lot 040/ sub 080; 6A Doveton Ln. - map 156/ lot 006/ sub 034; 11 Cheney Dr. - map 153/ lot 017; 95 Highland St. - map 167/ lot 066; 16 Sycamore St. - map 203/ lot 077; 3 Nevens St. - map 191/ lot 170; 16 Nevens St. - map 191/ lot 180; 148B Barretts Hill Rd. - map 160/ lot 094/ sub 002; 22 Winnhaven Dr. - map 197/ lot 088; 31 David Dr. - map 118/ lot 054; 6 Scottsdale Dr. - map 149/ lot 001/ sub 105
- 2) Elderly Exemptions: 19 Krystal Drive-map 168, lot 002, sub 025; 2 Tessier St.- map 191, lot 026; 1A Cricketfield Ln-map 156, lot 006, sub 001; 101 Brody Ln.- map 184, lot 032, sub 046
- 3) Disabled Exemption Re-qualification: 1 Sheraton Dr.-map 184, lot 001
- 4) Veteran Tax Credits: 18 Hartson Cir.-map 163, lot 005; 18 Hartson Cir.-map 163, lot 005

- 5) Veteran Tax Credit: 19 Krystal Dr.-map 168, lot 002, sub 025
- 6) All Veterans Tax Credit: 9 Loop Rd.-map 178, lot 013, sub 008
- 7) Solar Exemptions: 16 Warren Rd.-map 201, lot 007, sub 014; 2A&B Julie Ln-map 117, lot 012
- 8) Charitable Exemption Application: 30 Richman Dr.-map 237, lot 57
- 9) Tax Deferral Application: map 145, lot 011, sub 002-12 Sullivan Rd.
- 10) Tax Deferral Application: 38B Barretts Hill Rd.-map 151, lot 005, sub 002
- 11) Gravel Tax Warrant: tax map 122, lot 2 & map 140, lot 1 & map 141, lot 1 & map 150, lot 13. 53 Old Derry Rd., 129 Greeley St.; 89 Greeley St., 85 Greeley St.
- 12) Certification of Yield Taxes Assessed/Timber Warrant: Standish Lane-map 195, lot 001, sub 003 to sub 014; map 187, lot 010, sub 001-sub 008
- 13) Residence in Industrial or Commercial Zones: map 198, lot 17-89 Lowell Road; map 198, lot 148-104 Lowell Road.; map 234, lot 31-281 Lowell Rd.; map 234, lot 42, 2 Davenport Rd.; map 251, lot 7-81 River Rd.

B. Water/Sewer Items

- 1) Sewer Abatement - S-UTL-22-13 Act# 5461
- 2) Sewer Abatement - S-UTL-22-14 Act# 4684

C. Licenses & Permits & Policies - none

D. Donations - none

E. Acceptance of Minutes

- 1) Minutes of April 12, 2022

F. Calendar

- | | | |
|------|------|--|
| 4/27 | 7:00 | Planning Board - Buxton Meeting Room |
| 4/28 | 7:00 | Zoning Board of Adjustment - Buxton Meeting Room |
| 5/04 | 7:00 | Budget Committee - Buxton Meeting Room |
| 5/09 | 7:00 | Conservation Commission - Buxton Meeting Room |
| 5/09 | 7:00 | Cable Utility Committee - HCTV Meeting Room |
| 5/10 | 7:00 | Board of Selectmen - BOS Meeting Room |

7. OLD BUSINESS

Votes taken after Nonpublic Session on April 12, 2022

- 1.) Selectman Morin made a motion, seconded by Selectman Guessferd to promote Doug Bosteels to the position of Information Technology (IT) Specialist within the

IT Department, in accordance with the Hudson Police, Fire and Town Supervisors Association Contract, with a salary of \$88,469, (Step 3). This elevation in rank will be effective April 17, 2022. Carried 5-0.

- 2.) Selectman Gagnon made a motion. Seconded by Selectman McGrath to approve the posting of a full-time Information Technology (IT) Technician II as recommended by the IT Director. Carried 5-0.
- 3) Selectman Gagnon made a motion, seconded by Selectman Guessferd to go back into nonpublic 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. A roll call vote was taken. Carried 5-0.
- 4) Motion to adjourn at 10:19 p.m. by Selectman Morin seconded by Selectman Guessferd. Carried 5-0.

8. NEW BUSINESS

A. DPW - Replacement of 2004 Front End Loader - Lease Purchase

Chairperson Roy recognized Jess Forrence, Director of the Public Works Department. Mr. Forrence began by saying Thank you. Members of the Board working at the fall budget that we're in right now is a lot of fun, but we're looking to its July 1st entering another default budget. Fuel costs, gas costs, salt. Everything has been a concern, kind of worried about next year. But our biggest problem is, is what I'm doing here tonight. We do have a 2004 loader that was in the budget, made it through the the budget hearings, made it through everything that needed to other than town vote. We had put it in the working budget that didn't pass. So that puts us a little bit behind. We're going to have to spend approximately \$40,000. The way I look at it, spend \$40,000 out of the mechanic side of things other than the \$18,000 that's coming out of the sewer budget. That did pass just to what I say, to keep this machine one more year so I can put it back into the budget to get it replaced. So what I'm trying to do, excuse me and is a list of things wrong with it. And what I'm trying to do is, is take the \$14,000 out of the sewer budget that was appropriated for this machine and then take \$28,000 out of town wide paving to actually replace the machine. This way, we're not spending \$40,000 on an old machine to get rid of it the following year when it would be worth even less. So that's what I'm here for, to talk to the Board about tonight.

The Chairperson asked if there were any questions. Selectman McGrath was recognized and said I just have a question for you. Have you anticipated that next year we might be in the same position that we're in now? Mr. Forrence replied saying we'll do the exact same thing next year, next year, if the budget goes default and as long as the sewer budget passes, then we'll have the \$14,000 in that. And then I would come back to the Board looking to refund the machine out of the town wide paving. But to \$28,000 I can't see this going on forever. But it's something this is a piece of machinery that we use right now t's up at the transfer station helping with that build up there. That machine primarily stays up there because it went from frontline machine to, you know, stepping it back a little, trying to let it set to winter so we can use it there. But I think the wise thing to do and if it was my pocket that I was taking the money out of, that's what I would do. Selectman McGrath replied saying I don't I don't disagree with what you're what you're proposing. I'm just wondering if you'd given any thought to we might be in the same predicament next year. Mr. Forrence replied, saying right. And then we would, we would work on something, you know, who knows? That's why I'm here today. I know what July 1st is going to bring us. I know the predicament we're in. I'd just like to be able to go forward and put this behind us.

Selectman Gagnon was recognized and said just for clarification, I'm trying to read this here, but can you explain it to me verbally? If I understand correctly, it's a 2004 caterpillar. You're saying it needs \$40,000 of repairs. Mr. Forrence yes. Selectman Gagnon then said but you think it's more financially sound to purchase a new vehicle and that would cost \$42,000 per year. Mr. Forrence replied yes. Selectman Gagnon asked for how many years? Mr. Forrence replied five years. Selectman Gagnon then said and then you're going to take the \$14,000 from the sewer budget and the other leftover amount of 30 something thousand from town wide painting for next year? Mr. Forrence replied, yes. Selectman Gagnon then asked and if a default budget, you'll just keep doing that? Mr. Forrence replied, I will just keep doing that year after year after year.

Selectman Guessferd was recognized and asked what effect will this have on our paving program? Mr. Forrence replied, I mean, we get a lot done for \$28,000. But if you look at it average, it's probably three driveways, average driveways. If we go out, go out to the local contractors, us, we'll probably get a little bit more out of it. But it's still for what we'll get and what we'll lose. And I still think it's a good way to go. Selectman Guessferd then said follow up question. My next question really concerns the one of the things that you would like us to do is to waive the bid process. I'm kind of a big proponent of bidding, of competitive bidding, and it looks like you have a quote here from September of last year. So can you explain kind of that process as to how that happened? And now we're going too really and I know you said something in here about that, where it's going to be the same price as something else that at the...Mr. Forrence said Sourcewell. That's the Government Agency we look through and we look through a number of different ones. Sourcewell was the cheapest Jim Lavacchia, one of the supervisors that we have was talking to Milton Cat about renting another machine that we use through the summer months. And he asked them how that was doing and he said we're going to try going with Sourcewell and he asked for the information on it and he said we could, we could match the, the numbers on it. So the machine would come out if it went through, the machine would come from somewhere. Milton Cat would probably do the warranty work on it, but that's like buying a Ford from one for the garage and you try bringing the Ford to another, it will still get done. But it is through Sourcewell, it is a guaranteed price. The only thing we're not really sure of right now is the interest rate, because they won't lock anything in until we have an approval of some sort from the Board. But the last time we looked at it, we were still in pretty good shape. Selectman Guessferd then said so the Sourcewell price is essentially a competitive price and that resulted there. I'm just trying to make sure that we're. It sounds.

Chairperson Roy said so I just have two questions. One, what's the life cycle of one of these pieces of equipment? Mr. Forrence replied, it's almost 20 years, and we should really start looking at these things now because nothing's built like they used to be. 15 years is usually time to really look at it and get rid of it, especially when it works in the salt as much as it does and it is metal. Chairperson Roy then said and then my other question is that the quote from September is that? Mr. Forrence replied, it's still good. Yes it is. The Chairperson replied, that's all I had. Does anybody else have any other questions? Would anybody like to make a motion?

Seeing no further questions, Selectman McGrath made a motion, seconded by Selectman Morin to waive the bid process and purchase from Milton Caterpillar of New Hampshire, who matched the quote received from Sourcewell Government Equipment Purchasing Program. Carried 5-0.

Selectman McGrath made a motion, seconded by Selectman Morin to enter into a five year, five year lease to purchase agreement for 2021Caterpillar 938 HM front end loader. The first year of lease would be paid for with \$14,000 from sewer account 556-2401 and \$28,000 from town wide paving account 5552-248. All funds to be from the FY 23 budget. Carried 5-0.

B. Citizens Traffic Advisory Committee Discussion

Chairperson Roy recognized James Battis, Chairperson of the Citizen's Traffic Advisory Committee and Town Engineer, Elvis Dhima. Mr. Battis began by saying we just came before the committee. We have been meeting irregularly because of the COVID restrictions. But in general, it's our sense that there's really a lack of public interest in the committee that. We've barely had a quorum appointed to the Committee. At one time we actually had five of the five members, but one dropped out after the first day, I understand. And we also had a member resign last December, I think it was. So we're down to three, three members with a quorum of three. It may be that we don't even have a quorum at the end of the month. So we're really sort of at a quandary here. We've had very little input from the public. Five emails, two of which were spam. And two of which were really irrelevant to the Committee. And one was handled by the Police Department. We've had one person, two people attend the meeting. One actually provided some input to the Town Planner relative to the apartment buildings on Lowell Road and that intersection at that point. But other than that, we've we really haven't had any input from the Board of Selectmen directing us to anywhere. We've had a lot of discussions. We pretty much come to the conclusion that the problems in traffic are not Hudson's problems, really. They're regional problems. Most of the traffic on Lowell Road on Derry Road, 101 are commuter traffic coming when you during the rush hours at least are commuter traffic passing through Hudson. And that's really because of the restriction in the number of river crossings. It's not something that Hudson is going to solve. So we really come before the committee, if you have something, input that you'd like to give us, direction you'd like to give us. We would take it, but at this point, we don't really see a path forward.

Selectman Gagnon was recognized and said thank you for coming in for us tonight and giving us an update. And forgive me for personally not providing any information to you. Question for you. You know, I may have watched one or two meetings over the time period that you've been together. And I'm curious, have you had the resources and the ability to do the research to the full extent that you deem necessary? Mr. Battis replied, specify what you mean by resources. Selectman Gagnon replied, so have you had whether its statistics from Hudson Police or NRPC, if you requested statistics or Mr. Dhima, did you receive those statistics that you deserve or that you needed? Mr. Battis responded saying when we requested information, we received it, yes. Police Department provide us with accident. Well, not reports, but statistics. NRPC publishes a lot of their data, so we don't actually need to request that from them. It's on their website. It's obtainable. Elvis has always given us the traffic counts and what's happening to the impact of COVID on traffic through the Town, that sort of thing. So in terms of those resources, we've had it where I will say we're not traffic engineers or amateur traffic engineers at best. And for us to come up with solutions or really it's somebody has to present us with an issue for us to start thinking about and at this point. I will say throughout the throughout on every agenda, with all due respect to Elvis, I think I generated the agenda. So it's really coming from me, which is not a, it doesn't really get you a solution.

Selectman Gagnon replied, understood. Thank you for that input. And one follow up question, if I may. Had there been any topics that have been off limits to you that you deem would affect your your scope of the work that you are tasked with doing? Mr. Battis replied, the discussion was not off limits, but it was requested that because of the obviously Hillwood Properties, the the Green Meadows property obviously would have a significant impact on traffic in this town. But because it's before the Planning Board, which is a semi judicial body, it was recommended to us that we not discuss it fully. Comments were made on occasion, but no we didn't look into that issue. Selectman Gagnon then asked, any other projects of similar sort? Mr. Battis replied, I think any time that it's been an issue that's before the Planning Board, we're not, we don't really look at it. Selectman Gagnon replied, okay. Thank you, sir. Mr. Battis then said we may consider it, but we don't. Selectman Gagnon replied, understood. Thank you very much. And that's all.

Chairperson Roy asked does anybody else have any questions. Selectman Morin was recognized and asked what was the will of your whole committee for your future? Mr. Battis replied well, we considered several options, one of which was was to meet very irregularly as, for example, the Town

Planner, the Town Engineer would present issues to us. And that was deemed unsatisfactory that, you know, that it just doesn't make any sense. So in the end, it was pretty much decided that from our viewpoint we've discussed various topics such as. Commuter Park and drive. What effect that might have on the traffic situation in Hudson? What impact extension of the Nashua Transit Service might have? But it didn't really seem to us that there was any future in those discussions. Those are regional problems. It's a regional issue. It's got to be handled on a regional basis. So we didn't really we pretty much concluded that unless there was a specific item coming from the Board of Selectmen to the committee that we were probably finished.

Selectman Morin then said I understand your point and everything you've said so far that your committee has come up with, it was a regional issue. It's not a Hudson issue. What would be a Hudson issue you guys think you could you could do where everything seems to be a regional issue? What is what can we give you? Mr. Battis replied well, I think, you know, it's again. If the Board had directed us to look at the Hudson Boulevard as a specific issue, consider the Hudson Boulevard. Let us know what you think its impact would be on the town. You know, that sort of thing. That would be something that we could we could go forward with. But we were given the issue of, we weren't really given specific issues. We were just there, there's traffic issues in town. What should we, you know, work with the Planner and the and the Town Engineer? I guess when I when I think about it, when I look at the charter, that was the charge from the committee. The purpose of the Transportation Traffic Advisory Committee serves as an advisory committee to the Board of Selectmen. The purpose of the committee is to identify and discuss areas of traffic concern, evaluate suggested improvements received from citizens, town staff and the Nashua Regional Planning Commission. We've never received really any input of that nature that we can respond to.

Selectman Morin then said but I think you did, because you just gave us an answer that you you your committee determined a regional problem. So you did actually come up with something and looking through it and I understand we didn't give you any direction, but looking at it here, it says, report to the Board every six months. You know, if we had heard something maybe earlier, we could have understood, you know, where you were at and what you needed. If you continue to do that, I strongly suggest that so we know what you need and what you're looking for you come back every six months because we knew you having meetings, but we didn't know what was taking place. Mr. Battis replied, we did we did submit a report to the Board of Selectmen in about a year ago. I'm not exactly sure when. And then we had COVID, so we weren't meeting. So, I mean, at this point, I think we probably had three meetings. It would have been last December, a year ago December, that we submitted that report. And then we've had you know, we've had maybe three meetings since then because of the COVID restrictions and we really don't have a path forward so.

Selectman Morin then said and just the last thing. Number two, create an index of traffic concerns. It sounds like you did that, too, because that's how you came to your conclusion, what the traffic issues was. So it sounds like you did what you were supposed to do. It's just I think it's a matter of communication between your committee and this this board at this point. Mr. Battis replied, I also point out that one member of the Board of Selectmen to be chosen by the Board of Selectmen shall serve as a liaison to the committee. And I will point out that we've never had a member of the Board of Selectmen attend the committee.

Selectman Morin replied and I'm not arguing that. I'm just saying, though, looking at your committee shell. The committee shell, it sounds like you've already reached some of these points. There's just there hasn't been any communication between us and you to understand where we're at and what you're thinking. Mr. Battis replied well, when we submitted the report a year ago, I offered to come before the Board, and I was never requested to do so. Selectman Morin replied, okay. Thank you.

Chairperson Roy asked does anybody else have anything? Selectman McGrath said I guess I do have something. And maybe this is directed at the Town Engineer more than it is to you, Mr. Battis. What's the other is it the traffic? The other committee that we have? Mr. Dhima replied The Highway Safety Committee. Selectman McGrath replied Highway Safety. So is that something that this

committee should be linked into? Mr. Dhima replied this is advisory committee that the traffic advisory committee consists of PD, Fire, Planning, Engineering and Public Works. And basically, that's related to anything that might be needed, required related to safety, related to signage that comes in from a selectman that usually triggers an ordinance. So it's... Selectman McGrath said but does it I mean, does it help to identify problem areas in the town as opposed to just traffic safety issues? I can understand why the police might be hesitant, but I would think that that committee would help to identify problem areas such as I'll use my road River Road. I mean that's from the state line up to Lowell Road and that there's a lot of traffic issues along that stretch of roadway. Now, that may be partly because of, you know, regional issues, because people trying to get through Hudson to get to Nashua and they're using that roadway. But I would think that they would be identifying some problem areas. Mr. Dhima replied, so the way the Highway Safety Committee works is we get requests from the citizens and that gets basically evaluated by the group. And basically we determine if it's a valid or not valid. And if it's valid, it triggers basically action. Selectman McGrath interrupted Mr. Dhima and said they seem to be having a conversation. Do you need to get into I mean, do you need to? Selectman Gagnon replied, with all due respect, forgive us. He was just looking for the restroom. Mr. Dhima then said oh, yeah. I'm sorry. No worries. I just wanted to make sure it wasn't, like, a question. Mr. Dhima went on to say so, as I was saying, the Safety Highway Committee consists of actually taking action on things that are related to safety, typically. Signage or things of that sort. We don't go out looking for things we usually expect, just like this group, that someone will come to us, submit official requests for us to look at things. It gets evaluated. Sometimes it triggers action, sometimes it doesn't. This one is more related to what we're dealing with traffic issues. Come and talk to us. And it got triggered by the Board of Selectmen because there was a lot of input here. And unfortunately, what didn't happen is that I think the intent was to take that input and shift it to this committee. And it didn't happen. That that input continued to come in front of the Board of Selectmen still, while this committee was not basically getting that. Not a lot of resources or funding associated with this. It was just simply staff. It was myself in the Town Planner with our admins helping out as much as we could, but it was never our intention to provide items to them to do with things. It was more like we'll be there if you need anything, if you have questions about something. So the Town Planner myself will alternate between meetings and it was more like public outreach. I saw that it's more like a public outreach is how things work, you know, trying to talk about the system we have in place, but COVID didn't help. Obviously, there's was a lot of meetings that, you know, got suspended during that time. But I think what Mr. Battis is doing and I think they did an excellent job with what they had, is that it's coming to basically to an end. You know, they did their exercise. And I think you did a great job of what you had, which wasn't much, you know, went through PD, and went through all their sources. It was a very well thorough report put together, in my opinion, and basically comes to the same conclusion that we all know. Most of the traffic in Hudson is caused by commuter traffic. It's a long 102, 111 and Lowell Road. It's basically the same. You can spend 100 grand on a study and you'll find out the same conclusion they came up with. I think, I think where you were at this point is can you really expect them to come with a solution, a specific solution to certain things? And I think, I think that's where the dilemma is. And I not having a traffic model, not having someone to help out specifically with that, it's very hard for them to put something together that's really, could have without backup to have actually like an actual case. So then that's the issue is. Also it's important to understand and acknowledge that they're not there to me to to review traffic impacts related to projects that go in front of the Planning Board. That's why they're there for that, and they're here for kind of the overall picture. They were also provided with limitations on what they can look at and not look at. I believe there was a certain parameters, too. It wasn't throughout. It was specified. Mr. Battis replied primary focus of the committee will be on the town's major corridors. Mr. Dhima replied right. So it wasn't throughout the town to go in, like go look at Pelham Road or that it was specifically to the main corridors. And as I said earlier, and as you stated earlier as well, is it's basically commuter traffic cutting through AM and PM and that's what causes that. So I think there's. Their executive summary. It's it's right on target.

Selectman McGrath then said so the bottom line, I mean, did we waste their time or? Mr. Dhima replied, I don't believe so. I think it was well done. Mr. Battis said I don't, one of the members back here, Grace Kennedy, here, I don't know. Do you do you feel your time was wasted? Ms. Kennedy

replied from her seat in the audience saying no I don't. It's definitely....Mr. Dhima invited Ms. Kennedy to the microphone where she said my name is Grace Kennedy. I live at 30 Glen Drive in Hudson, been here about 21 years. Many of the issues that I looked at, having served in other municipalities on traffic issues, was that we were constrained, constrained by what we could look at. And then also getting the information. I thought some of the information would be more, um, obvious. Like where are traffic accidents happening? How can you ameliorate that? But we found out things like that the corner of Wasson Road and Lowell Road. There already is something in the planning about widening that, and that's already was brought up to us by Elvis. And he showed us kind of what the town was already looking at, things like the height, the 111 have a very high traffic speed, 50 miles an hour. And I actually had to go around a head on collision that a few years ago that had fatalities, but it was outside of the town limit. So therefore, it's a regional issue, the amount of traffic coming across, you know, different things. Like one thing I recently I asked about was with the new fire station, there is a not an area there like there is a in front of because it's CVS on Lowell Road where it has a thing that is written on the ground which says do not block this area where there's no access from the new fire station across an area that says don't block this. So if it's high traffic time in Hudson and the fire department has to get out, they cannot get out. There's people will have filled up that whole space, but we never got that report back. So it's almost everything I looked at, like regional and I was interested in, you know, could we have more bus service over here at least try it on a temporary basis to see if we get people over to Nashua, especially the hospitals, may be Pheasant Lane Mall, but that's a regional issue. So this is what happened almost every time we found something, it was a regional issue. It was something that we don't deal with. But when we have a sign that's sitting right at the edge of Central and Lowell Road that had a sign for a property, and it said as publicity to build there 30,000 cars a day, it's like, so who wants to put have 30,000 cars go by every day there? Well, maybe some kind of convenience store or something else. Meanwhile, they've taken that sign down and they just have a you know, for lease. So traffic you know yeah it'd be different if you in a different area had more scope of the committee was more tied in with the regional issues or more you know public input came in and said oh in front of my house, they're always this problem or that problem or something.

Ms. Kennedy went on to say and we only had second hand somebody had some issues about parking near the elementary school at Central. So we looked into things. But with the irregularity of having the meetings, not having the direction from the Board being told we can't cover certain issues, and then also having almost a lot of the things that we looked at, I'll be regional, it really limit the scope that we have. So I mean, I kept putting pleas out every time because it was, you know, filmed and put up there so people could look, go, please, if you have an issue, contact us. Please come in. And all the meetings we had, we had what was it, Jim, when two people came up, that was it. So not I mean, I kind of think of people really thought there was some issue they probably would have they might have gone to the Planning Board or the Board of Selectmen, some other issues. Other Board in order to get their problem resolved.

Selectman McGrath said question for Elvis. Elvis, where is the, on Lowell Road Where does the state ownership start and where does it end? I know we're at I know on River Road, it ends at the state line. But where does it start? On Lowell Road and the same for like 111 and 102 because did you those are. Mr. Dhima replied, Lowell Road, the state, the state owns the right of way on Lowell Road. They just been handing over the basically the maintenance of plowing. But where do they take over is basically somewhere between Flagstone and the Sagamore ramp as you get into the bridge right there and somewhere basically halfway between the ramp and Flagstone, somewhere in there, right in front of right in the middle of that plaza that was recently built. That's where the ownership of the state starts. Selectman McGrath then said because it used to start as like at Presentation. Mr. Dhima responded, yeah so they, they keep moving the line further and further back. And eventually what you're going to find out is that they're still going to own the right of way, but the town is going to take care of everything. So that line is going to get further and further back until he hits the state line. But it goes from there all the way down to River Road and Dracut Road all the way to the state line on 102 it is from Derry Road and Elm Ave that intersection basically where that CVS is right now, the new one all the way down to the Londonderry/ Hudson town line. It actually hits Litchfield first jumps to

Litchfield a little bit and then back at it again. And on 111 is Burger King. So basically about 1000 feet away from the intersection of 111, Kimball Hill, Greeley, towards the town center. That's kind of where it starts right in front of that. And it goes all the way back to Windham. But your point, that line keeps moving and that's not getting closer to the center of town. It gets further and further out. So those are the three boundaries.

Selectman McGrath said I was wondering about the remark about the fire station. Mr. Dhima replied fire station, that's ours. So that came up. They have not had an issue that I'm aware of. The second sirens go up, the optic can respond. If there's anything or anyone there they get out of the way. I'm not aware, and we talked about this during the review, I'm not aware there's been an issue there and I'm confident that if there was one that would have been taken care of. But the thing with the markings is once you put them down, you've got to do them every year. So it's like do you really need them. And if you don't need them, should you really put them down. One of the reasons that in front of the CVS had 111 and 102 on Elm is because the state required them to do it. The question becomes, well, have they been redone since they got done originally by the owner? And that was about three years ago. And the answer is no. The state has not redone them, so eventually they're going to fade away and nothing is going to get done. So it's kind of one of those things like they ask for a lot of things, but they never do them. We have the tendency when we ask for things, we understand what the maintenance is and what needs to be done. So we have the tendency to kind of wait and see, is it really a problem or not if it is and go for it. But I'm not aware of any access issue out there since the fire station has been up. But it was discussed. It was discussed. And so it's a fair point. It's a legit question, but it was looked into it at the beginning.

Selectman Gagnon was recognized and said if there's no other questions or concerns I'd like to put forth a motion. Chairperson Roy replied, I actually have.... So my first comment is just a comment. I'm not sure we should wait for an issue to happen to correct it because then it's too late. Right. So if that's a norm to put those kinds of things in front of the fire station so that the exit isn't blocked, then maybe we should just think about doing that. That's just my comment. The Chair then went on to say, But as to be back on track as to the Citizens Traffic Advisory Committee, is, is there a way is there a path forward if we were to amend, maybe take away some of these restrictions, get a liaison assigned, those kinds of things? Do you believe that there would be a path forward? Mr. Battis replied, I don't believe that we can generate issues ourselves. I mean, we can discuss things, but for example, you, Grace was talking about the bus service. It turns out Nashua Regional Planning Commission did a study study of extending bus service onto Lowell Road. And it was deemed through that study that it was not feasible. Well, it wasn't the best option for National Regional Transit Authority. And there's two things to that. One is it's the Nashua Regional Transit Authority. It it's not Nashua Transit Authority. It's not the Hudson Transit Authority, so we really don't have any input into that. But it's also the fact that there are better routes for them. So I don't know what you know? Chairperson Roy then said so but so as a for instance, if we said that just because it's before the Planning Board doesn't mean you can't discuss it. And you had those kinds of meetings and you were able to meld citizens' concerns for those traffic with with data that you're able to obtain from from the town, from the police, from NRPC and come up with advice for us, particularly for the person, the ex-officio member to the Planning Board, would that be sort of a path forward? Would would something like that be a path forward for you? Mr. Battis replied, it could possibly be a path where I could I could envision it and under certain circumstances. You know, but if you're, the thing is, I mean, everything in this town is has really been affected by the Green Meadow property. A property like that, I would say, yes, it's possible that the committee could provide input to it. But if you're talking about a development of five new houses somewhere. You know, I, who knows where? Is it worth it for this committee to discuss it? I don't know. Is it worth it for the Board of Selectmen to get input from the committee? Let's put it that way.

Selectman Gagnon was recognized and said and I'm speaking to your point because I've been listening to this. You've done a fabulous job answering questions, and I'm really trying to see both sides of this. I guess the way I stand right now is, you know, it's a good idea. I think it's limited in scope and possibilities. And you're trying to talk about how to open that scope up. I get it. But there

are other avenues for traffic concerns, even if they're maybe not utilized real well right now. But the Highway Traffic Committee, the Planning Board, are avenues to voice traffic concerns and maybe even fund research. That to me, in my mind what no disrespect, but what technical value add what this traffic committee be that that would add to those two avenues for traffic concerns. It's kind of how I'm standing right now.

Mr. Battis then said to be quite honest with you, when I got myself appointed to the board, I was thinking it was a relative to the Hudson Boulevard. And that I wanted to make a contribution in that discussion. But that was really not, I think, I get the sense that that committee was originally conceived of relative to the Hudson Boulevard. But then when the Hudson Boulevard, I know Elvis put a proposal in for a grant that did not occur when that happened, was there really continuing justification for the committee? I guess that's where I would, my take on. If you had a specific issue, a committee like this might be a value, but just generically.

Selectman Guessferd was recognized and said I think of the effectiveness of a committee like this is really contingent upon two way communication. Communication we hear from the citizens. They come to us, they tell us something. Then we come to you and say, hey, if you look into this, I think that was kind of maybe what was it envisioned? And if we're not getting that input, if we're not getting those. And again, it does involve communication both ways. So it's not to me, I don't see it just as you're not coming to us. I think we have to be actively involved and taking what we're hearing from the citizens and then flowing that your way, just not seeing that that's been happening. Chairperson Roy replied, and I would agree. Selectman Guessferd went on to say, and is it going to happen? I guess that's, that's my question. I don't know.

The Chairperson asked, does anybody have anything else? Selectman Gagnon said one last little bit, Madam Chair. Sorry for dragging on a little bit. The last statement the Chairman said brought some interest. If that was indeed their goal, is there any interest in in sticking to that goal or not? The only reason I would see that would be interesting study for them. But if that's off scope and we don't feel like that's necessary, then I guess I lean to my original comment. Selectman McGrath asked, so could I get clarification about your statement? Are you referring to Hudson Boulevard or Circumferential Highway? Selectman Gagnon replied, yes, ma'am. Selectman McGrath then said that's dead to us. Really. I mean, when the when the grant wasn't applied for, then the state took, they've got ownership of it and they and they're taking care of it on their own because we said no to the grant. They, they thought we were going to be participating in any kind of conversations that they were having. And when that didn't happen, the door came down to Hudson and the state has taken over. So, I mean, that's what I understand. So, you know, having a committee like this, addressing concerns about, you know, so called Hudson Boulevard, it's been renamed a multitude of times, but we don't have input to that any longer. The way I understand it. And is that correct?

Mr. Dhima replied, it's a state project. It's always been a state project. I think you're referring to the grant we applied in the past. Obviously, we didn't get it, but the most recent one was the study, the feasibility study that we basically said we're not going to participate. So and it was non-binding, but yeah, that basically said we're not interested in that. So basically that was the state did not get any feedback of us. Yep, let's jump on that. So yeah, you're right about that. But it's a state project at the end. Selectman McGrath said it's a closed door to us based on that. That decision by this board to not go after the grant money. Was it a million dollars to do that? Mr. Dhima replied, up to that. Selectman McGrath then said up to that to do the study and we said no. so. We're out of luck.

Selectman Gagnon said so I actually have a motion, then no one else has anything further. And let me paraphrase this by saying thank you for all of you and the volunteer's time. I do think you added Mr. Selectman Morin and said some value input. But with that and I wrote this in a technical way, so please don't take offense this. Selectman Gagnon made a motion, seconded by Selectman Guessferd with limited scope, limited resources and limited professional experiences and the other avenues with the Planning Board and the Highway Committee, I don't see a value add for the committee at this time. So I would respectfully and with thanks ask to make a motion to disbar the

committee from this point forward. Disband. Selectman Guessferd seconded this motion. Selectman McGrath said I would suggest an amendment to your motion. That's striking the lack of experience, because I think Mr. Battis has enormous experience. And I don't know about Grace. Grace, I don't know. I mean, it sounds like this is the first time I've met you that I know of. I may have crossed paths. Ms. Kennedy said I've worked on traffic issues in other places. San Diego. I work for a city council member and I was on time traffic there and we put in a light rail fence in called the San Diego Trolley. Selectman McGrath said so you have enormous experience. Ms. Kennedy said that was my main thing that I worked on was the standing up and running and funded and like that workforce that became a member of our Congress. Selectman McGrath said But San Diego isn't like a sleepy little town. Ms. Kennedy replied, No, it is the eighth largest city in the country. Chairperson Roy asked, Selectman Roy are you willing to amend your motion? Selectman Gagnon replied absolutely. Yes. Forgive me. Selectman Gagnon made a motion, seconded by Selectman Guessferd to disband the Citizen's Traffic Advisory Committee at this time. Carried 5-0.

C. Conservation Commission - Kimball Hill Road Purchase

Chairperson Roy recognized Bill Collins, Chairperson of the Conservation Commission and Elvis Dhima, Town Engineer. Mr. Collins began by saying Members of the Conservation Commission are seeking our approval to spend approximately \$150,000 from the town's conservation fund for the purchase of approximately 26.3 acres of land located at 150 Kimball Hill Road, which is currently owned by the Mary McFarland Trust. The property under consideration directly abuts the Hudson Town Forest and if purchased, will bring the total conserved land area over there to 80 acres. We currently have about 50 acres of town forest. We're going to expand on that. The current Conservation fund balance is \$748,321. So we have the money in the fund to proceed with the purchase and we're not going to leave ourselves dry on the other end of it if we do make this purchase. The Conservation Commission, along with Engineer Dhima, have been working with the seller for almost two years now, believe it or not. And there were some questions in regards to the property situation itself because the property spanned into Pelham. So we talked to the landowner and they agreed to do the engineering work on their own dime and reserve the property and bring it into a Hudson only parcel and a Pelham only parcel. So moving into this, we have a fresh survey of the Property, we have a clean deed and things look really good. It's just a matter of signing the purchase and sales agreement and moving forward with it, with the public hearing and then closing on the deal.

Chairperson Roy asked, does anybody have any questions? Selectman Morin was recognized and said just one. I'd just like to say, I know how hard the Conservation Committee worked on this, and I believe Pelham is going to turn their side of it into conservation also. Selectman Gagnon said Yeah, I have a few statements I can make that, but. Yes, sir. Selectman Morin continued saying so our land will be conservation through the whole area and it's in the perfect place to add more land to it.

Selectman McGrath then said I'll just make a comment if I can. Congratulations to the Conservation Commission. Under your leadership, I think you've done a remarkable job. Mr. Collins replied we have a very good team of members currently on. A lot of experience and a lot of eager eagerness to keep moving forward. It's already been a busy year for us. We've already we're looking at two more wetland conditional use permits for May. We've been doing averaging two per month. So it's going to be a very busy year for the Town and for the Conservation Commission. So thank you very much.

Selectman Gagnon was recognized and said so yeah, great work on this so far because I think we started looking at this when I was working with you, I mean, this is definitely a project, so congratulations for getting it this far for sure. A couple comments. So if I'm understanding correctly, there's no signed purchase and sale right now? The Chairperson replied, we have to approve it first.

Selectman Gagnon then said which leads to, with all due respect, shouldn't this be nonpublic? The Chairperson replied, no, I already asked that question because it's already been negotiated and. Selectman Gagnon replied, so we're locked in, right. As long as that's protections there. And then to Mr. Selectman, Moran's point. Yes, obviously my father's the Conservation Commissioner in Pelham, they are working on their section to purchase that as well. He did bring forth a question for you, that I believe, Hudson has the only drivable access into the Hudson side and the Pelham side. So if you could separate from this, but work with them to have to allow access from Hudson to Pelham so that they can obviously get access. And then when you guys do forestry work, you join forces. Mr. Dhima replied, absolutely not. I'm just kidding. Mr. Collins jokingly said we could think about it. We could make some money, of course. Yeah. I actually spoke with your father, Chairman Gagnon, from the Conservation Commission in Pelham. And it wouldn't be an issue. Selectman Gagnon replied, I fully in support. Excellent work.

Chairperson Roy said I just have one question. Do you know what the issue was with the title? Mr. Dhima replied there was no issue with the title. When we did the deed search originally, this parcel did not have a break between the town lines. It was a 50 acre parcel. Chairperson Roy said so that was the issue. Mr. Dhima said that is exactly it. We could not buy a portion of it without a defined record. The Chairperson said you had to redraw the lot line. Mr. Dhima replied, that's right. So the serve the owner hired a surveyor, licensed professional surveyor instead of New Hampshire that did the boundary work and there was a certain amount of money involved with that. Chairperson Roy said the P&S says...Mr. Dhima replied, it was pending the approval for the lot. We were only interested in the Hudson portion. There was discussions about the Pelham when we found out that we cannot purchase anything out of the side of the town line. So we said we can only push in this piece because it was discussions at the beginning about purchasing the whole thing and we found out we could not do that. So long story short, there was no issue. It was just a matter of splitting that existing lot into two lots, one in Hudson and one in Pelham.

Mr. Collins then said when you, as a conservation commission, we can accept certain things like gifts and land and stuff from other communities. But we have to go to the governing body, i.e. the Town at town meeting to do that. And we can also purchase land outside and have interests outside of the community. But again, we have to go to the governing body for that. So yeah, it should be. It's a nice parcel, it's clean. It hasn't been harvested at least in the last 40 or 50 years anyway, just looking at the tree growth and things like that, it's got some really interesting wetland complexes on it and it should be a bonus for our town forest out there. And the people there's already an established trail from. I believe its Tulane Ave it comes out of the back corner and people access through that property to come into the Hudson Town Forest. Selectman McGrath asked, you gonna put up no trespassing signs? Mr. Collins replied, for those people. I'm only kidding. Seeing no further questions Selectman Morin made a motion, seconded by Selectman McGrath to approve and authorize the Town Administrator to sign the purchase and sales agreement for Kimball Hill Road Map 172, Lot 1, for the amount of \$150,000, recommended by the Conservation Commission and the Town Engineer. Carried 5-0.

D. Public Hearing - Water Utility Asset Management Grant Acceptance

Town Engineer, Elvis Dhima, was again recognized and he said this item, unlike other ones in the past, is actually bringing money in. Instead of asking you guys for money for once. Basically, in January 2022, I asked the Board to move forward with applying for this grant. The Board approved it. We filed and we were notified that early this month that we got the grant. So I'm in front of you tonight to accept the grant so we can file in for the paperwork that's needed and hopefully get access to this fund so we can get to work. With that said, I'll take any questions you might have.

Chairperson Roy said okay with that, I, I will open up a public hearing at 8:29 p.m... Is there anyone present who would like to speak to this matter? Seeing none, I will close a public hearing at 8:29 p.m...

Seeing no questions or comments, Selectman McGrath made a motion, seconded by Selectman Guessferd to approve and accept the Hudson Water Asset Management Grant for the amount of \$100,000 funded by ARPA funds. Carried 5-0.

Selectman McGrath made a motion, seconded by Selectman Morin to authorize the town engineer to be the principal for Hudson Water Asset Management Grant Program. Carried 5-0. The Chairperson then said I just want to based on our conversation yesterday today I want to make clear that this is a different section of ARPA. It's not the same as a \$2.5 Million.

E. HPD - Locality Equipment Purchase Program Grant Application Approval

Chairperson Roy recognized Police Chief Tad Dionne, who said good evening. Similar theme. I'm here before you with an additional ARPA fund funded as well. It's the Locality Equipment Purchase Program. And if you remember two weeks ago, Elvis Dhima was promoting items from the same fund. So essentially this emergency relief recovery or this locality equipment purchase program has a \$50,000 cap for each town. So we've already applied for \$18,800, which we were responsible for 10% on the speed limit signs. So I'm before you today to ask for, I have, this has a look back so we can look back to March 2021 for items that we purchased for safety regarding the health crisis. So I have purchased, we have purchased at the Police Department two single seated cages for two different cruises back since March 2021. And those cost us \$2,500 each for the install and the actual equipment and that would qualify so we can recoup 90% of that money. I'm also at this point, we have a few more cruises already on water that we came before the Board before to purchase. Two of those cruisers we are going to be outfitting with the same similar single cage seating arrangement for the cruiser. I can't tell you what they're going to cost by the time they come in. As long as we pay that money by December 31st, 2022, I can apply for I'm going to have to purchase them anyways. I'll be able to apply to recoup 90% of that as well. So I come before you asking to, to apply for this grant for the purposes. And I can take any questions you might have.

Selectman McGrath asked so is it anticipated that it's going to be the same cost? I know you can't you can't guarantee that. Chief Dionne replied, I would think it'd be a similar cost on or about. And the benefit of it is we're purchasing them anyways. So even if it came in at \$3,000 apiece, we would be purchased from anyways. And as long as we have the approval here, then at that point we would still be able to recoup 90% of that. Save us \$6,000 for those additional two we would still be able to pursue to at least apply to get a recoup of 90% of it.

Seeing no questions Selectman Gagnon made a motion, seconded by Selectman Guessferd to authorize the Hudson Police Department approval to apply for the locality equipment purchase program grant. Carried 5-0.

F. Moderator Electronic Poll Books

Chairperson Roy said so the next thing on the agenda is the purchase of electronic poll books. This is something that that Mr. Inderbitzen had brought forward to us some time ago. In discussing it with with both the Town Administrator and listening to Mr. Inderbitzen, I think it's important enough that we consider moving some money around to purchase those electronic poll

books. It will help. So my understanding is they'll be connected between the two sites. So if Mr. Guessferd, for example, checks in at Alvirne, he can't then go and check in at the Community Center. It will also eliminate the alphabetized lines. You can just go up to whoever is checking people in and they can check it in. It's much. I've talked to people that have used it in other towns and it's much more efficient. So I'm going to advocate that we transfer \$15,000 from the Town Poor, which is at this point is being quite under-utilized to the Moderator account so that we can purchase those books.

Selectman McGrath was recognized and said I wouldn't generally be opposed to transferring the money from, from the account that you mentioned. However, I think dependent on the amount of people that are coming in across the border, especially if they don't continue whatever the I think it's 42. The Chairperson said Title 42. Selectman McGrath said Title 42. Is that it? Then if they don't continue with them, this country is going to be facing a large influx. I mean, we're already facing a large influx of people from the south border. And if that isn't continued, then it's going to just ramp up even more so. So I don't know that taking money from the town poor account is the best avenue. I understand you know, currently we don't we don't have a large, thankfully we don't have a large population of people in need. But I think that that's about to change. So, you know, I just question taking it from that account. Chairperson Roy replied, saying so I will tell you that I had a discussion with Mr. Malizia before he went on vacation in in his years of experience he believes this is the best place for this to come from. He does not believe that that money will otherwise be utilized by the end of the fiscal year. Selectman Guessferd said I was going to speak to that a little bit. I think I don't disagree with you on that point. Things are changing over the course of the last several years being on the Budget Committee and we see every year that the Town Poor account is it's there in case people need it. But it is largely been under-utilized. Doesn't mean that we shouldn't in the future continue to have that account in there. But we only have, what, two months left, right in this fiscal year. So I think we can probably work it for now. I think it would have to be something if it was 2023. I'm not sure how supportive I'd be either of that account, but for the rest of this year, I think we're okay.

Selectman McGrath replied saying just, you know, based on, so as you all know, I'm a newshound, so I'm watching the news, you know, most of the most of the time that I'm home, I've got the news You know, in the background. And they're flying people in from the south southern border. They're taking people in and they're dropping them off in communities that you wouldn't even you'd never know it until, of course, they're here and they're there in need because they come with nothing. And, you know, that's it's not a commentary about the people and the needs that they may have. It's just a comment about we're facing that. I don't know if it's going to happen in Hudson, if it's going to happen in Nashua, or if it's going to happen in New Hampshire at all. But we need to be aware of that, and we need to be aware of it because it could possibly have a big impact on our community. So that's my point. Selectman Guessferd replied, your point is well taken.

Selectman Morin was recognized and said working with another organization down the street. The numbers have dropped, so I think we're good right now. It shouldn't be an issue. We're in a pretty good spot right now. Chairperson Roy said and that's kind of the conversation I had with that. And I don't know and I don't want to put you on the spot, but Ms. Labrie, did you have anything to add? Finance Director Lisa Labrie replied, from the audience, for the town poor? I don't. I haven't seen a. Lot of. I haven't heard a lot of. Issues with having an influx of people that she's had to deal with. Chairperson Roy replied, okay. Selectman McGrath added let's hope that that continues. To which the Chairperson replied, I hope so. And again, I would agree with Mr. Guessferd, if this was next year, I might have some other concerns about that. Selectman McGrath said well, next year we will certainly know what right this is going to have on us. Selectman Gagnon then said if there's no further questions or concerns. I'd like to put forth a motion to transfer \$15,000 from the Town Poor account 5151-258 to the Moderator account 5041304 for the purchase of electric poll books. This was seconded by Selectman Guessferd. Carried 4-1, McGrath opposed.

Chairperson Roy said the next item on the agenda is annually we appoint a ex-officio member to the Planning Board and it usually is in conjunction with liaison assignments. I know it was a little messed up last year with the resignation. I think you got appointed in May? Selectman Morin replied no, actually, it wasn't a resignation. I was just the backup sitting in. Chairperson Roy replied, Oh, okay. Okay. She then said so at this point, I will attend entertain any nominations to appoint a selectman ex-officio member to the Planning Board. Selectman Morin made this motion. It was seconded by Selectman Gagnon. Carried 4-0-1, McGrath abstained.
Selectman McGrath made a motion, seconded by Selectman Gagnon to appoint Selectman Morin as the Board of Selectmen alternate member of the Planning Board. Carried 5-0.

H. Candidate Information Flyer

Selectman Gagnon was recognized and said Thank you, Madam Chair. And first, I want to thank a lot of people involved. Everyone here, I think all have provided some input. I've talked with the Town Clerk. The Moderator provided input. I believe Town legal looked at it as well. Just to recap a little bit on the intent. The intent here was, you know, not only do we have kind of a litter problem, but I noticed during the political candidacy elections, you know, there were some issues. not huge, but things that can be addressed with proper information in the right places, things like putting signs on town property, not picking signs up, leaving signs to blow away and signs not having the language on them to say who funded them. So I thought this might be a fairly easy fix. Where to all candidates go? They need to go for an application. So the intent was to provide this short flyer, not new policy, not new ordinances, just simply showing what the state law is, making a few references just for informational purposes to be provided with the applications for candidacy at Town Hall. Since then, like I said, I did receive a lot of valuable input. I tried to incorporate everyone's input into the document. The last one was actually, unfortunately, forgive me, this afternoon I took the Moderator's input and added another page, which you're not seeing right now. He did provide me a list of references to state law, which I already had, so I respectfully pushed that aside. But there were are a couple of statements that he wanted to include that I didn't have. So I included those statements along with pictures of both voting locations and where you can do electioneering and stuff. So this election document focus is three pages and I'd be looking potentially for a final approval tonight.

Selectman Gagnon went on to say before we go there, I want to speak directly to Selectman Morin. He made some valid concerns saying, you know, why don't we look at signs as a whole? Fully took that under consideration. And I've actually made it was an extension to this document another two pages that took into consideration other signs that don't require permitting. Thought being if it required permitting, it's going to the Planning Board. The applicant will get the information they need. If it doesn't require permitting, may they they may not know what the rules are. I had a really productive meeting with the Town Planner, Brian Groth and the Town, ah, sorry, and Bruce. Mr. Buttrick. We sat down for an hour and we hashed out those honest concerns. And so that may be another document coming. So, Selectman Morin, I'll provide something at a later date with those concerns. For the time being, they did agree that we kind of should split them, that what I'm providing you today should be with the candidate application, and then we can develop something to answer your concerns which are valid. And that's what I had for right now.

Selectman Morin was recognized and said I think we're just doing a half job. I mean, if we're going to address signs, we have the opportunity to address all the signs at this point. I have our current town ordinance right here. It has a lot of what Selectman Gagnon's put in, but it covers everything else. Two weeks ago, we sent out two employees to drive around town to pick up signs that shouldn't been there. We had to have them go up on a stepladder to go up high to get signs off telephone poles because people put them up there so nobody can tear them down. Chairperson Roy said so can I

just interrupt you? Is there an enforcement mechanism? Selectman Morin replied, yes, the Zoning Officer. Chairperson Roy asked, and they can fine? Selectman Morin replied, yes. Yeah, and they can. That's why I got the ordinance right here, and that's why if we're going to do this. We might as well just do everything and get it done.

Selectman Guessferd then said so we're talking about not just political signs. We're talking about marketing signs....Selectman Morin replied, right, cuz if you if you if you really look at the problem, political signs are once a year. And then when you have a presidential every four years. These other signs that we have every single day are more of a problem than the political science. And I understand because we get inundated with political signs, but while we're addressing this, we might as well just address the whole problem. Chairperson Roy replied, and I understand your point, but I just, how would we get this document out to those folks that are just putting those signs out? Cuz I'm guessing they don't come into town? All the marketing signs, not the political I understand the political signs. They come in, you're a candidate, you get this piece. Selectman Morin replied, well, let's take I don't want to take away from our citizens, but I can tell you a yard sale sign is only supposed to be up for three days. How many times do you see those up for two, three, four weeks until the wind blows them off or they're on the side of the road? There's signs for interior wind. I mean, there's all kinds of stuff, real estate signs, and temporary construction signs. It's all here. It's already in our it's already in our ordinance. It's just a matter of we need to get it out. I mean, people aren't going to go and look to look at the ordinance, but again, if we're going to do a pamphlet, we have HCTV, we have Facebook, we have Twitter, we have a newsletter now. So there's plenty of places to get this out. We should just call it a sign ordinance and be done with it.

Selectman Guessferd then said yeah, I can see, I can see two separate documents here, right. One being a sign ordinance and one being a candidate flier. Right. I mean, you wouldn't want the sign ordinance to have to go with, you know, given to the candidates. Right. I mean, but, yes, I would love to see that out there. Selectman Morin then said I got a question. How many candidates actually come out here in here and ask us to put up with get a permit for a sign? Seriously, do we have numbers? Right. So what's the difference? Why don't we have one? They're not following it anyway. What good is it going to do?

Selectman Gagnon said so I guess just at that point, you're right, anyone who's putting up signs for warrant articles don't need a permit, so it's hard to kind of catch. Selectman Morin asked, but isn't that a political sign? Selectman Gagnon replied, it is. It is valid point. I guess the only people I was attracting here that I knew came to Town Hall were candidates who legally need to fill out an application. That's what I was trying to do. Selectman Morin asked, do they do it? To which Selectman Gagnon replied, they have to, to be on the ballot. Chairperson Roy said Oh, he's talking about the when you fill out the...Selectman Guessferd said not a permit. Selectman Gagnon said candidate application.

Selectman Gagnon went on to say the other discussion we had with, with The Planner and Mr. Buttrick was we're kind of discussing exactly how do we solve the problems that are that you keep talking about that are true. And we kind of lightly discussed what about, you know, how you see on the highway cars pull on the side of the road. If they're there more than 24 hours, you see a giant orange sticker by the police puts them on, they're saying to get rid of the car or it's going to get towed. We didn't agree on anything, but we kind of nodded our head that if we had a sticker that had the sign or like you said, in fine print and you know, it's a delicate line between who can pull signs at a private property, too. So we said, well, a good way of compromise is to slap a sticker on the front of the signs. The sign becomes invalid. They can't read it, but it says bright orange this sign doesn't have the permit or isn't doesn't meet town code. And that may be an easier way than getting a ladder and pulling the signs down off private property, but still putting on the ordinances that they're in violation of. Selectman Morin replied, I appreciate the thought, but who's going to go out and slap a sticker on a sign? We still have to go up on the telephone pole to put the sticker on the sign to say, you know what I'm saying? It's just the problem is bigger than political signs. It absolutely is. Selectman Gagnon replied, and so your intent then would be to make this document, which I already

have. I already have two more pages added to this. I can neaten it up, provide it for everyone's full feedback, and then we provide that five page document with the candidate application. We provide it to HCTV to your new newsletter, as a full advertisement. Selectman Guessferd replied, yeah, yeah. Throw in our Facebook page.

Selectman Morin replied, yeah, but we've already got it on. So why don't we just make it part of the ordinance? So it's there because you're much more in depth than the ordinance. So why don't we put it in the ordinance? So what I intend. So the intent was maybe didn't come across right. So criticize me as needed. I just wanted to I didn't want to recreate ordinances or make new ordinances or make new policies. I just want to enlighten the ordinances we had to the people in the only way I knew they came to town hall, which was the candidates. Selectman Morin replied I understand that. But you're just doing a good buddy here I'm giving you a suggestion. if we put it in the ordinance, because, like I said, yours is much more detailed than what I got right here because I read this after I read yours and yours, putting it in the ordinance would be much better to enforce it if we took your your policy that you put together and made it part of the ordinance. Selectman McGrath was recognized and asked wouldn't that have to go on the ballot? Chairperson Roy said I was going to say, now we're changing the ordinance. It's a different process. Than just sort of putting out information. Selectman Morin said but if we're taking the time to do this, why don't we just do it right instead of having to deal with this again? Because again, when you go out and do your they pick up the trash. What are a lot of the things out there? Yard sales signs, business signs. You know, they went out and picked up signs on Friday. On Monday, I drove down the street and all those college painters signs were back up, you know what I'm saying? So it's we're wasting money sending our people out to do this and we've got no way to enforce it. Selectman Gagnon replied, I completely agree. And just for clarification, sorry about the references I provided in my document. Were State RSAs and not generally Town ordinances, so that's why they looked different? I didn't make them up. Selectman Morin replied, no, I understood that. I understand that.

Selectman McGrath then said so why don't we instead of like printing out I don't know how many things you were planning to print out. If it's more than a dozen, then that's going to be you're going to have to figure out what the cost is going to be and who's going to use it. It's going to end up on the side of the road someplace. Sustainability is going to have to pick it up. Why don't we just use the town website and they just Lorrie just created this beautiful newsletter that's going to go out and she can put that on the town's website as well. And as well as the newsletter. It's just you're going instead of like taking a small task, you've exploded it to something much bigger. Are my comments bothersome? Chairperson Roy replied, no. your comments are your comments. Selectman McGrath replied, I was directing that to these two who were having a conversation. Chairperson Roy and Selectman Guessferd both replied, we weren't having a conversation. Selectman McGrath replied, didn't look that way to me.

Selectman Gagnon then said so I'm happy to, we can we can push this off if that's the will of the Board. I can provide a longer document with...Chairperson Roy said so I think you had something that's....Selectman Guessferd replied, h, no, I was just thinking pretty much along those lines. I, I don't see a reason why we couldn't defer this. Make it to a larger publication and public. But the only other thing my other thought was, is that I know your intent, I think, was to have something also also for candidates when they come in to register to, to for a particular office. So you have a hand to them and say, okay, and that's a one-time thing once a year. Right? Right. That could still be done. But I would agree. But we expand this and I don't disagree at all with with the intent. I mean, you said if you were to do it, we'll do it all at once then still have something maybe once a year that you can hand to candidates as they register for office. Selectman Gagnon replied, already prepared that I can make the documents one and we're all set.

Selectman McGrath was recognized and said I'm just going to make a comment about our staff going out and picking up signs and that's been a constant theme of his job is going out and picking up signs that don't belong there that that particular person upstairs needs an assistant. Chairperson Roy replied, I don't know who you're talking about. Selectman McGrath replied, I'm talking about the

Zoning Administrator, code enforcement officer, he desperately needs an assistant of some kind. Doesn't mean that it's a full time person. A half time person. It might be I don't know what what his needs are. I haven't talked to him lately, but I know that that's been that's been something that that he's voiced on A number of occasions. Chairperson Roy replied, right. And I think the last discussion I recall was he would like something similar to what the Town Planner has in a contract basis to help them sort of get caught up. Selectman McGrath replied, and then that might be I don't like I said, I haven't had that conversation with them for a while. Chairperson Roy said yeah. But I don't disagree that maybe some help they're needed. So, so we want to defer this and work on it some more. Selectman Gagnon replied, I will, I will lengthen it to include the other signs that do not require a permit and make it a full encapsulating document for final review at another meeting. Selectman McGrath asked, and can I just make one more comment about this? Who were you or who were you referring to as the town admin? Selectman Gagnon replied, I was thinking of Mr. Malizia and that was the general Town Hall phone number. If you prefer a different contact, I'm happy to change that. Selectman McGrath replied, I don't know. You'll have to talk to Steve about it. I just didn't know if you were referring to a number of administrators or not. Selectman Gagnon replied, no, my intent was Mr. Malizia but I thank you. Thanks for your time.

I. Serious Incident Reporting Policy - Discussion

Chairperson Roy said so the next thing on the agenda is a Serious Incident Reporting Policy. And I'll speak to it first and then I'll turn it over to Selectman Morin. So on March 1st, I sent an email to the Board expressing a need for this policy. I learned of some serious incidents that either involved employees or happened on town property that the Board was never made officially aware of. So then so I kind of I just think we need to correct that for a variety of reasons. If a citizens come to us, we have to have to at least be aware that it's going on right. And then on March 28th, I had a conversation with Selectman Morin, who said he had started to develop the policy. So at this point, I'll turn it over to him to speak where he is with that.

Selectman Morin then said since middle of summer, there's been three incidents that have been pretty major, that there hasn't been a report. And none of these reports, and let me make this clear, because I talked to the Town Attorney, none of these reports were disciplined. It was just a review of what happened. And I have a letter I sent to Chief Buxton that talks about just what we're going to do to rectify what happened, the liabilities that town faces. We, as the Board should know. So when he comes or I shouldn't say let me. it's been three departments. It hasn't just been one. So let me make that clear. Just so we know, the liability. So when the department had come to us and says that I need this money because this we understand it's not just all of a sudden. So I sent him this email wrong when back in February, because I had some concerns that I knew that I had gone around the fire, going around the fire station. They had seen it went to Nashua because Nashua was involved in one of the incidents and the Board hadn't seen anything yet. And discussion with Chief Buxton and I agree with them. He got it to the people first because they're the ones that were involved and didn't want any influences. And I get that. I fully understand that, but we still haven't seen it. And to his defense, though, if you looked at his the last department information he put out, it's all in there. where they were going. So we got everything and I got the process. But in the future, I just think that we need to at least be notified. And if there is some type of report or anything, we should get a heads up. If there's a concern about people's names, cross them out. You know, unfortunately, I probably know what they're talking about. And that's I get that, too. But the Board should be notified where we're at again, what our liabilities are, and what may be coming forward to us. So if we have to go out of budget to appropriate some money or do something that we know about it. and the only thing is reference to a policy. After talking to the Town Attorney, he had some concerns, especially with some of the incidents that have happened, that because one of the concerns was personnel were involved and where, if we write a policy, this may be a change with

contracts and we probably should talk to the labor attorney before we do anything and get some guidance on how it should be worded, because that may cause us to have an issue.

Chairperson Roy then said so sort of to that point, you know, what I would advocate is, is particularly the first report is confidential, not for public dissemination. Right. And then if we if after that it's a redacted report, I would not be opposed to that because my point is if it's out in the public realm, cuz I will tell you one of the incidents I read about on the WMUR website and you know, and that was the first time I read about it so that a citizen came to me and said, Hey, what's going on with this? I can at least answer while I'm aware of it. Probably not say much beyond that. Right? Right. But we're at least aware of it. And so we can follow it, right? And then if there's and then if there's an issue of liability, you know, there's that the Town is exposed in some way. We certainly should be aware of that. Selectman Morin replied, again, though, where it's a policy and the Attorney told me not to do anything until because we should have some type of proper wording and things, because it may be something against the contract, because names of those involved would be in those. Chairperson Roy replied, and I will always advocate for legal review. Selectman Morin replied, so before and yeah. Before anything comes out, you know, we got to we have to do that. Selectman Guessferd replied, agreed. Agreed.

Selectman Gagnon said question, just for my own understanding, you mentioned the word policy, but would this be like an incident report where it's just an application where you report incident for the record verse a policy? Selectman Morin replied, and that's what I thought we should get it. we're the hiring and firing and all that and we should see the report. The attorney says, no, we have to have a policy.

The Chairperson said Right. So so what? So here's what I envisioned when I was thinking of it. One, we define what a serious incident is right. Because we don't need to know every single thing that happens, you know. So we define that and then we talk about what's confidential, what's not for public dissemination. And then we talk about how that's how we get that through what process. So does a department head go to Steve Malizia and then Steve Malizia distributes it to us. Do they come right to us? How does that work? Right. And then and then sort of what's the time hack? Because it's kind of pointless to find out a week and a half after the incident happened. Right. And it's already out there because we just know it from other sources. So so those are the kinds of things that I thought about that should be addressed and obviously have legal review.

Selectman Morin replied, right. And some of the criteria the attorney said was you take a vehicle, Town vehicle involved in an accident where it's reportable to the state. Okay anything somebody injured, employees injured or employee somebody got injured on a town, property, resident, whatever. Anybody that came into our town from another agency that got injured, that type of thing, it just again, so we're aware of our liabilities and what if they need something, we can help them. It's not it's not to like to get anybody in trouble. And like I said, the ones we're talking about, there was no, there was no discipline or anything coming out of any of them. Selectman Guessferd replied, its awareness, right? It's really awareness. Chairperson Roy then said now but I would also kind of put the caveat on if we see a trend in certain things that we that we have. But, but yeah, it's, it's informative. It's not punitive. It's not. And I don't even know that every serious incident would even require an investigation, just an awareness thing.

Selectman Gagnon asked, but what is I guess. I guess I'm asking like, what is the how is it documented? The policy says what to do and what department heads to do. Is the policy going to say how it should be documented? Selectman Morin replied well, the departments right now, Chairperson Roy said the separately. Selectman Morin went on to say they've already got a policy how things go, how they're going to how it's going to be investigated. Like if an agency in Hudson other than the Police, get into a vehicle accident, a sergeant does the investigation. If the police get in an accident, state police come in. Right? Chief Dionne replied from the audience, only if it's serious. If there's a serious bodily injury, then we ask another agency. If it's not serious, then it's reported still by a supervisor. Selectman Morin replied so all that's already in place. The point is,

getting it from there to us. Selectman Gagnon replied, got it? Yeah. Got it. Understood. Thank you for that. Selectman Morin asked so you want to just have Steve give him a call? Chairperson Roy replied yeah and maybe give us some guidance on that. Selectman Guessferd replied, excellent. Yeah. Yeah, that's good.

9. Remarks by the Town Administrator - the Town Administrator was not present this evening.

10. Remarks by the School Board

Chairman Gasdia was absent this evening. In his absence School Board member Mike Campbell was present. Mr. Campbell said First off, I'd like to apologize for the interruption earlier today. Sorry about that. Chairman Gasdia can't be with you today. So he sends his regards. He just wanted me to express that schools are open like the pre-COVID times. We currently have students on a field trip in Panama. We have our DECA students in Atlanta. Competing musicals and concerts are happening next month. If you're interested in seeing Fiddler on the Roof at Alvirne High School, you can go to sau81.org and click on Learn and you can purchase tickets. My son's school actually just had a special friend's day. Sadly, I wasn't on his top two people to go into school, so I was luckily able to volunteer and still kind of sneak my way in there to see it. But our schools are open, and I want to thank HCTV for covering the majority of the sports live. I've watched multiple and baseball games this year and if they're not live, they will be posted later. So I wanted to thank that and I thank the Board for having me tonight.

11. Other Business/Comments by the Selectmen

Selectman Morin: It's like all I got is the chairman of the Benson's Committee, Dick Empey said he will not be reapplying for the committee. He's done 13 years on the committee and several of the terms that he served as chairman. I've said it in the past that he treated the park like his backyard and he absolutely did. Absolutely. Every moment he has the back of his backyard and he's done some great things in there. He did ask that it be okay that he continues to volunteer in the park, though. And yeah, that's yeah. So he wants to stay active there, but he won't be part of the committee and we just appreciate all his service. Selectman Gagnon asked If I might ask, would he join the Friends of Bensons? Selectman Morin replied, no, he just, he's all done. He didn't say he didn't enjoy it. But the way that he's just not reapplying. Selectman Gagnon replied, got it. Understood.

Selectman Gagnon: Thank you, Madam Chair. So a couple of comments tonight. I joined the Sustainability Committee meeting last night and a couple of recaps there planning what's called an Eco Fest. That name was developed by the Alvirne marketing students. We collectively agree that that's a great name for it. It's taking the place of Earth Day. The Sustainability Committee tries to do Earth Day events, but sometimes they can't actually hit Earth Day. So he decided to make a new event title that can be used at any point throughout the year. So it's going to be Eco Fest, so look forward to that. That will be coming up.

Myself being the NRPC liaison, I am attending the annual conference which is in a week or so, so I'll report back on that. I'm looking forward to what they present and then I want to thank and I think the Chief's in the audience here, the Chief of Police and his staff, he entertained a meeting with me to talk about various topics and just that alone. I'm really appreciative of that. Take the time and really listen to what I have to say. But this topic was really interesting. We talked about litter. Sounds a little silly sometimes, but you know, the discussion turned into he would happily provide a Facebook post, which was very easy, and that actually took off. I said this last night at the Sustainability meeting, but from when I checked it he had something like 900 to 1000 likes on this post, which was the second

most to unfortunately the passing of the military officer from Hudson. That in itself is a huge example that the public grasp on to in reality is an issue. So thank you for taking the time to speak with me. Thank you for posting that. And from that I saw three examples that were really touching. Business owners then started posting on on the resident's page that they want to start a clean-up effort and indeed did so. I saw a post about a grandmother and a granddaughter going out together really, really sweet. So people getting together and then communities. There was a group of people saying they live on a road and they want to start and how do they do it? So just a simple action spawned a lot of good. A good happenings around town. So thank you very much for that.

Selectman McGrath: We have a very popular police department as evidenced by that. I don't have anything.

Selectman Guessferd: The only thing we have weeks ago when we had our meeting, we talked about upcoming events with the Recreation Committee. They did a phenomenal job with their Easter event for the kids over the Community Center. My grandson came. We brought him over. It was well, just well organized. Just a very a very positive community event. So another example of the great things the Recreation Department's doing. Beyond that, I think I'm good.

Chairperson Roy: Okay. Well, I attended the first library trustee meeting in a while for me, and I guess the biggest thing out there is, is, GMILCS is almost totally implemented. So that means that there's a variety of libraries. If you have a library card, you can borrow from a variety of libraries, including Derry, Salem, I think Londonderry, quite a few of them. You can do it electronically. You can actually physically go to those libraries and then return the material to Rogers. It's, it's, it just expands what's available to us citizens through the library. So with anything else, they were having some little bumps in the road, making the conversion, but they're almost there, so I'm glad for them.

So the only other thing I have, so beginning with the next meeting, I'm going to add an agenda item and it's going to be liaison committee updates. And that gives all of the Board members the opportunity to give us updates specifically on the committees and in departments that they liaise to. So, so it's just a little more direct and waiting to, to the end. And we can still use selectman comments for any other news we have. And that's all here. And with that, Jill, will you take us into non-public.

12. Nonpublic Session

Motion by Selectman Guessferd at 9:12 p.m., seconded by Selectman Morin to go into non-public session under RSA 91-A: 3 II (b) the hiring of any person as a public employee (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph. A roll call vote was taken. Carried 5-0.

Nonpublic Session was entered at 9:12 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.

Chairperson Roy entered open session at 9:35 p.m.

Motions made after nonpublic session

1. Selectman Guessferd made a motion, seconded by Selectman Morin motion to hire Nicholas Collishaw as a full-time police officer with the Hudson Police Department, with a starting salary of \$32.67 (step 5), per hour, all in accordance with the Hudson Police Employee Association Contract. Carried 5-0.

13. ADJOURNMENT

Motion to adjourn at 9:35 p.m. by Selectman Gagnon seconded by Selectman Morin. Carried 5-0.

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

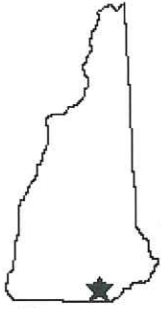
Kara Roy, Chairperson

Bob Guessferd, Vice Chairman

David Morin, Selectman

Marilyn McGrath, Selectman

Brett Gagnon, Selectmen



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

8A

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

Police Department

Partners with the Community

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

RECEIVED

MAY 05 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE



Agenda
5/10/22

8B

William M. Avery, Jr.
Chief of Police

Captain Tad K. Dionne
Operations Bureau

Captain David A. Cayot
Special Investigations Bureau

Captain David A. Bianchi
Administrative Bureau

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: Tad K. Dionne, Chief of Police 

Date: 05 May 2022

Re: Agenda Request – 10 May 2022

Scope:

The Police Department would like to meet at the next scheduled Board of Selectmen meeting on Tuesday, 10 May 2022 to request approval to apply for the Locality Equipment Purchase Program Grant. This program provides reimbursement for purchasing safety and emergency equipment needed as a result of or in response to the health crisis. This funding will be used to purchase filters for masks for the Hudson SOU members.

Motion:

To authorize the Hudson Police Department approval to apply for the Locality Equipment Purchase Program Grant to purchase filters for masks for the Hudson SOU members.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Mask Filter Backup

The Hudson Police need to replace expired filters for the MSA masks that we possess. The masks are used to protect the wearer from Chemical, Biological, and Radiological hazards. They filter fine airborne contaminants to keep the wearer safe. It was recently discovered that our current filters are expired and need replacing. The filters cost \$677.70 per six (6) pack of filters. These are available from Grainger.



Gas Mask Canister: Chloroacetophenone
(CN)/P100/Chlorobenzylidene Malononitrile (CS)



TOWN OF HUDSON

Town Clerk/Tax Collector

12 School St. • Hudson, New Hampshire 03051 • Tel: 603-886-6003



Agenda
5-10-22

8C

TO: Steve Malizia

FROM: Roger Ordway Jr.

DATE: May 3, 2022

SUBJECT: Begin the Hiring Process for FT Clerk Position

I would like to be placed on the agenda of the next Board of Selectman Meeting to discuss the start of the hiring process to replace Melina Shea, who has informed me that her last day will be May 31st, 2022. This is due to her husband being moved from a work from home position to having to report to the office position. Melina needs to be home for her children starting in June.

Motion: To begin the hiring process for the FT Clerk Position

Thank you,

Roger Ordway Jr.
Town Clerk/Tax Collector

RECEIVED

MAY 02 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

May 2nd, 2022

Hi Roger,

I would like to inform you that I am resigning from my position as Town Clerk and my last day will be May 31th, 2022.

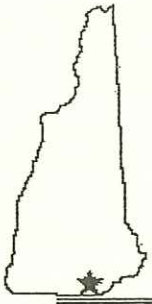
Thank you for the opportunities for professional and personal development that you have provided me during the year. I have enjoyed working here and appreciate the support provided me during my tenure with the town.

If I can be any help during this transition, please let me know.

Sincerely Yours,

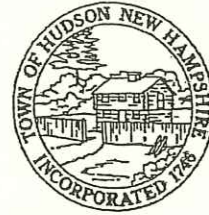
A handwritten signature in black ink that reads "Melina Shea". The signature is written in a cursive style with a large, stylized initial "M".

Melina Shea



TOWN OF HUDSON

Finance Department



Agenda 5-10-22

8D

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

RECEIVED

MAY 05 2022

TOWN OF HUDSON
SELECTMEN'S OFFICE

To: Steve Malizia, Town Administrator
From: Lisa Labrie, Finance Director
Date: May 5, 2022
Subject: Recommendation – 14 Replacement Copy Machines

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

Recommendation:

I would like to recommend that we sign a contract for replacement copy machines with Conway Technology Group for a 60-month lease in the amount of \$1,856.72 per month for 14 replacement units. Our current monthly cost for the entire fleet is \$2,058.32. The total cost of this lease over 5 years is \$111,403.20 (\$22,280.64 per year) with an opt out clause for non-appropriation of funds. The lease also includes service, maintenance, toner and staples.

Budget Information:

The Fiscal Year 2023 Budget contains appropriations in the following areas to cover this lease:

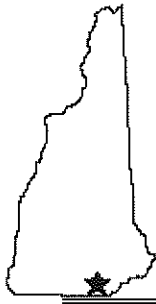
Town Hall	5310-221	\$3,672
Town Clerk	5030-221	\$902
Public Works	5551-221	\$896
Zoning	5581-221	\$3,174
Police (Admin)	5610-221	\$5,752
Police (Dispatch)	5620-221	\$5,436
Fire (4 Locations)	5710-221	\$4,512
Recreation	5810-221	\$3,054
Senior Center	5835-221	\$896
Library	5060-221	\$2,845
Library	Funded by Patrons	\$0.00
Total		\$31,139

Bid Information:

Bid packages were emailed to (9) nine vendors. A "Request for Bids" was advertised in the Union Leader, on the Town website, HCTV, Rodgers Memorial Library, NHMA and Bulletin Boards, Six (6) sealed bids were received and opened at a formal bid opening on April 12, 2022 at 11:00 am. Of the six bidders who responded, Conway Technology Group met all bid specification and was the lowest bidder.

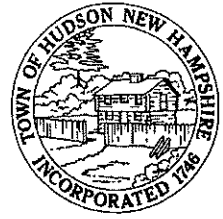
Motion:

To approve the 60-month lease to, Conway Technology Group, the lowest bidder, in the amount of \$22,280.64 per year for 14 replacement copy machines. Recommended by the Human Services Specialist, Finance Director and IT Director.



TOWN OF HUDSON

Finance Department



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

PUBLIC NOTICE

INVITATION TO BID

The Town of Hudson requests sealed bids for the lease and maintenance of fourteen (14) photocopiers for a term of 60 months.

Bid specifications or additional information may be obtained by visiting the Town of Hudson's website at www.hudsonnh.gov and click on "request for proposal copier lease" or by calling Kathy Wilson at (603) 595-6518.

Bids must be submitted to the Office of Town Clerk, 12 School Street, Hudson, NH 03051, by mail or in person no later than 11:00 am on Tuesday, April 12, 2022 in a sealed envelope clearly marked "**Town of Hudson Copy Machine RFP**".

The Town of Hudson reserves the right to accept or reject any or all bids.

Town of Hudson, NH
Photocopier Lease Specifications
Request for Quote

The Town of Hudson requests a quote for the lease of fourteen (14) photocopiers.

The term of the lease shall be for 60 months. Pricing shall be included for all service, maintenance, staples and toner cost for the duration of the lease with no increase.

At the end of the 60-month lease, the company who is awarded the bid will be responsible for the shipping cost of all fourteen (14) photocopiers.

The quote must show a five-year total lease cost for each copier. Your quote will be evaluated on the total cost for all photocopiers (including service, maintenance, staples and toner cost).

Copy overage to be quoted separately for each copier.

The following specifications apply to all photocopiers:

- 1). All machines placed by vendor must be in either "new" or "as new" condition both in appearance and operation or they will be rejected
- 2). Copiers must be computer network capable
- 3). Unlimited Scanning
- 4). Leasing Company must be identified
- 5.) Driver Support for Windows 10 or 11, 32 & 64-bit
- 6.) No Hard Drive

	Canon *	Conway *	Kyocera **,*** & ****	Ricoh ****	Toshiba	UBM ***
Monthly Cost:	\$2,132.83	\$1,856.72	Did not meet Bid Specs	\$2,355.77	\$1,972.14	\$2,169.48
Annual Cost:	\$25,593.96	\$22,280.64	Did not meet Bid Specs	\$28,269.24	\$23,665.68	\$26,033.76
60 Month Lease Cost:	\$127,969.80	\$111,403.20	Did not meet Bid Specs	\$141,346.20	\$118,328.40	\$130,168.80
Rebate:				<u>\$9,100.00</u>		
				\$132,246.20		

*OCR Software TBD ~ Conway includes 25K scanned pages

** Only available with hard drive or optional software

*** Staples not included - Kyocera & UBM

****No Coin-Op information included in RFP

Note: Kyocera ~ Unit D 60 Month FMV Lease pricing not included

Cost Table Break Down

Canon *	Monthly Price Per Unit	Optional Fax Per Device	Equipment Total (Unit + Fax) x Qty	Monthly Service Commit Total for Fleet	Total Fleet Monthly Price w/ all options
UNIT A (6)	\$69.00	\$9.25	\$469.50	\$31.67	\$501.17
UNIT B (3)	\$199.00	\$9.25	\$624.75	\$142.50	\$767.25
UNIT C (3) B&W	\$69.00	\$9.25	\$234.75	\$19.00	\$253.75
UNIT C (3) Color			\$0.00	\$142.50	\$142.50
UNIT D (1) Coin-OP (B&W)	\$69.00	\$9.25	\$78.25	\$12.67	\$90.92
UNIT D (1) Coin-OP (Color)			\$0.00	\$47.50	\$47.50
UNIT E (1) (B & W)	\$159.00	\$9.25	\$168.25	\$19.00	\$187.25
UNIT E (1) Color				\$142.50	\$142.50
*OCR Software TBD	\$565.00	\$46.25	\$1,575.50	\$557.33	\$2,132.83

Conway *	Monthly Price Per Unit	Optional Fax Per Device	Equipment Total (Unit + Fax) x Qty	Monthly Service Commit Total for Fleet	Total Fleet Monthly Price w/ all options
UNIT A (6)	\$49.48	\$23.10	\$435.48	\$37.50	\$472.98
UNIT B (3)	\$122.87	\$6.30	\$387.51	\$168.75	\$556.26
UNIT C (3) B&W	\$57.40	\$11.55	\$206.85	\$22.50	\$229.35
UNIT C (3) Color				\$146.25	\$146.25
UNIT D (1) Coin-OP (B&W)	\$100.89	\$3.85	\$104.74	\$15.00	\$119.74
UNIT D (1) Coin-OP (Color)				\$48.75	\$48.75
UNIT E (1) (B & W)	\$112.54	\$2.10	\$114.64	\$22.50	\$137.14
UNIT E (1) Color				\$146.25	\$146.25
*Conway includes 25K scanned pages			\$1,249.22	\$607.50	\$1,856.72

Kyocera **, *** & ****	Monthly Price Per Unit	Optional Fax Per Device	Equipment Total (Unit + Fax) x Qty	Monthly Service Commit Total for Fleet	Total Fleet Monthly Price w/ all options
UNIT A (6)	\$77.00	\$14.00	\$546.00	\$37.50	\$583.50
UNIT B (3)	\$188.00	\$11.00	\$597.00	\$168.75	\$765.75
UNIT C (3) B&W	\$90.00	\$11.00	\$303.00	\$22.50	\$325.50
UNIT C (3) Color				\$150.00	\$150.00
UNIT D (1) Coin-OP (B&W)	Left Blank	Left Blank	Left Blank	\$15.00	\$15.00
UNIT D (1) Coin-OP (Color)				\$50.00	\$0.00
UNIT E (1) (B & W)	\$139.00	\$11.00	\$150.00	\$22.50	\$172.50
UNIT E (1) Color				\$150.00	\$150.00
OCR Software	\$9.50				\$133.00
** Only available with hard drive or optional software		\$47.00	\$1,596.00	\$616.25	N/A
*** Staples not included					
****No Coin-Op information Included In RFP					

Ricoh (Current Vendor)	Monthly Price Per Unit	Optional Fax Per Device	Equipment Total (Unit + Fax) x Qty	Monthly Service Commit Total for Fleet	Total Fleet Monthly Price w/ all options	Total Rebate Amount By Fleet
UNIT A (6)	\$66.04	\$9.54	\$453.48	\$35.00	\$488.48	\$2,100.00
UNIT B (3)	\$202.18	\$8.90	\$633.24	\$157.50	\$790.74	\$3,000.00
UNIT C (3) B&W	\$76.25	\$9.01	\$255.78	\$21.00	\$276.78	\$2,250.00
UNIT C (3) Color				\$150.00	\$150.00	
UNIT D (1) Coin-OP (B&W)	\$76.78	\$9.01	\$85.79	\$14.00	\$99.79	\$750.00
UNIT D (1) Coin-OP (Color)				\$50.00	\$50.00	
UNIT E (1) (B & W)	\$143.01	\$9.01	\$152.02	\$21.00	\$173.02	\$1,000.00
UNIT E (1) Color				\$150.00	\$150.00	
OCR Software	\$12.64				\$176.96	
****No Coin-Op information Included In RFP	\$564.26	\$45.47	\$1,580.31	\$448.50	\$2,355.77	\$9,100.00

Toshiba	Monthly Price Per Unit	Optional Fax Per Device	Equipment Total (Unit + Fax) x Qty	Monthly Service Commit Total for Fleet	Total Fleet Monthly Price w/ all options
UNIT A (6)	\$59.61	\$7.23	\$401.04	\$32.50	\$433.54
UNIT B (3)	\$148.48	\$7.23	\$467.13	\$146.25	\$613.38
UNIT C (3) B&W	\$72.44	\$7.23	\$239.01	\$19.50	\$258.51
UNIT C (3) Color				\$146.25	\$146.25
UNIT D (1) Coin-OP (B&W)	\$73.41	\$7.23	\$80.64	\$13.00	\$93.64
UNIT D (1) Coin-OP (Color)				\$48.75	\$48.75
UNIT E (1) (B & W)	\$106.25	\$7.23	\$113.48	\$19.50	\$132.98
UNIT E (1) Color				\$146.25	\$146.25
OCR Software	\$7.06				\$98.84
	\$460.19	\$36.15	\$1,301.30	\$572.00	\$1,972.14

UBM ***	Monthly Price Per Unit	Optional Fax Per Device	Equipment Total (Unit + Fax) x Qty	Monthly Service Commit Total for Fleet	Total Fleet Monthly Price w/ all options
UNIT A (6)	\$71.94	\$6.14	\$468.48	\$32.50	\$500.98
UNIT B (3)	\$164.32	\$6.14	\$511.38	\$146.25	\$657.63
UNIT C (3) B&W	\$88.98	\$6.14	\$285.36	\$19.50	\$304.86
UNIT C (3) Color				\$146.25	\$146.25
UNIT D (1) Coin-OP (B&W)	\$89.62	\$6.14	\$95.76	\$13.00	\$108.76
UNIT D (1) Coin-OP (Color)				\$48.75	\$48.75
UNIT E (1) (B & W)	\$130.26	\$6.14	\$136.40	\$19.50	\$155.90
UNIT E (1) Color				\$146.25	\$146.25
OCR Software	\$7.15				\$100.10
*** Staples not included	\$545.12	\$30.70	\$1,497.38	\$572.00	\$2,169.48

*OCR Software TBD ~ Conway includes 25K scanned pages

** Only available with hard drive or optional software

*** Staples not included - Kyocera & UBM

****No Coin-Op information included in RFP

Note: Kyocera ~ Unit D 60 Month FMV Lease pricing not included

UNIT A

Photocopiers (6) B&W

Fire - 15 Library, 204 Lowell Road & 52 Robinson Road

Public Works, Senior Center and Town Clerk

Proposed Manufacturer

Canon

Conway

Kyocera

Ricoh

Toshiba

UBM

Proposed Model

Canon
ImageRunner Advance DX
4725i

Xerox
Versalink B7125

Kyocera
TASKalfa3200i

Ricoh
IM2500A

Toshiba
eStudio 2518A

Toshiba
eStudio 3518A

New & Currently Produced MFP

Yes Yes Yes Yes Yes Yes

25 PPM B&W Output Speeds

Yes Yes Yes Yes Yes Yes

Copy/Print/Scan Enabled

Yes Yes Yes Yes Yes Yes

Optional Fax Capability

Yes Yes Yes Yes Yes Yes

Keyless Smart Operational Panel

Yes Yes Yes Yes Yes Yes

220 Sheet Single-Pass Document Feeder

Yes Yes Yes Yes Yes Yes

Network

Wire Ethernet

Yes Yes Yes Yes Yes Yes

SMB v3 (Minimum)

Yes Yes Yes Yes Yes Yes

PCL 5e/6 and PostScript

Yes Yes Yes Yes Yes Yes

Hold/Lock/Store Print

Yes Yes ** Yes Yes Yes

Windows 10 & 11 Print Driver Support

Yes Yes Yes Yes Yes Yes

Network Scanning

B&W and Color Scanning

Yes Yes Yes Yes Yes Yes

PDF, TIFF, JPEG & PDF/A File Scanning

Yes Yes Yes Yes Yes Yes

Optional Cloud - OCR Scanning Software to Word, Excel and Searchable PDF

* * Yes Yes Yes No Cloud Option

Scan to local folder and email

Yes Yes Yes Yes Yes Yes

PDF Searchable

Yes Yes Yes Optional Yes Yes

Paper Trays

2 x 550 Sheet Paper Trays

Yes Yes Yes Yes Yes Yes

Paper Handling up to 11" x 17" paper sheets

Yes Yes Yes Yes Yes Yes

100 Sheet Bypass Tray

Yes Yes Yes Yes Yes Yes

Finishing

Sorting & Stapling

Yes Yes Yes Yes Yes Yes

500 Sheet Stacker

Yes Yes Yes Yes Yes Yes

50 Sheet Internal Stapler

Yes Yes Yes Yes Yes Yes

Machine Dimensions

(W x D x H) 24" x 28-1/8" x 32-3/8" (Approx.) (H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.) (H x W x D) 35 3/4" x 22" x 27 1/8" (W x D x H) inches 23.10 x 26.70 x 47.90 (H x W x D) 37" x 23" x 23" (H x W x D) 36 3/4" x 22" x 27 1/8" (Approx.)

Digital Surge Protector

Yes Yes, internal Yes Yes Yes Yes

Automatic Meter Reads

Yes Yes Yes Yes Yes Yes

Energy Star Compliant

Yes Yes Yes Yes Yes Yes

Month to month extension at end of 60 month lease if requested

Yes Yes Yes Yes Yes Yes

Fixed service & supply rate (includes parts, labor, toner & staples)

Yes Yes *** Yes Yes ***

Does price include delivery, installation & training of new equipment, also responsible for HD sanitizing, pickup/return & shipping cost at lease end?

Yes Yes Yes Yes Yes Yes

B&W Cost-Per-Page

\$0.0038 \$0.0045 \$0.0045 \$0.0042 \$0.0039 \$0.0039

UNIT B	<u>Canon</u>	<u>Conway</u>	<u>Kyocera</u>	<u>Ricoh</u>	<u>Toshiba</u>	<u>UBM</u>
Photocopier (3) B&W						
Planning, Police Admin & Town Hall						
Proposed Manufacturer	Canon	Xerox	Kyocera	Ricoh	Toshiba	Toshiba
Proposed Model	ImageRunner Advance DX6870i	AlatLink B8170	TASKalfa7003i	IM7000	eStudio 7518A	eStudio 7518A
New & Currently Produced MFP	Yes	Yes	Yes	Yes	Yes	Yes
70 to 80 PPM B&W Output Speeds	Yes	Yes	Yes	Yes	Yes	Yes
Copy/Print/Scan Enabled	Yes	Yes	Yes	Yes	Yes	Yes
Optional Fax Capability	Yes	Yes	Yes	Yes	Yes	Yes
Keyless Smart Operational Panel	Yes	Yes	Yes	Yes	Yes	Yes
220 Sheet Single-Pass Document Feeder	200	250	Yes	Yes	Yes	Yes
Network						
Wire Ethernet	Yes	Yes	Yes	Yes	Yes	Yes
SMB v3 (Minimum)	Yes	Yes	Yes	Yes	Yes	Left blank
PCL 5e/6 and PostScript	Yes	Yes	Yes	Yes	Yes	Yes
Hold/Lock/Store Print	Yes	Yes	**	Yes	Yes	Yes
Windows 10 & 11 Print Driver Support	Yes	Yes	Yes	Yes	Yes	Yes
Network Scanning						
B&W and Color Scanning	Yes	Yes	Yes	Yes	Yes	Yes
PDF, TIFF, JPEG & PDF/A File Scanning	Yes	Yes	Optional	Yes	Yes	Yes
Optional Cloud OCR Scanning Software to Word, Excel and Searchable PDF	*	*	Yes	Yes	Yes	No Cloud Option
Scan to local folder and email	Yes	Yes	Yes	Yes	Yes	Yes
PDF Searchable	Yes	Yes	N/A	Yes	Yes	Yes
Paper Trays						
1 x 2,500 Sheet Large Capacity Paper Tray	Yes	Yes	Yes	Yes	Yes	Yes
2 x 550 Sheet Standard Paper Trays	Yes	Yes	Yes	Yes	Yes	Yes
Paper Handling up to 11" x 17" paper sheets	Yes	Yes	Yes	Yes	Yes	Yes
100 Sheet Bypass Tray	Yes	Yes	Yes	Yes	Yes	Yes
Finishing						
Sorting & Stapling	Yes	Yes	Yes	Yes	Yes	Yes
2,000 Sheet Stacker	Yes	Yes	Yes	Yes	Yes	Yes
50 Sheet Standard Staple	Yes	Yes	Yes	Yes	Yes	Yes
20 Sheet Booklet Capability	Yes	Yes	Yes	Yes	Yes	Yes
2/3 Hole Punch	Yes	Yes	Yes	Yes	Yes	Yes
Machine Dimensions	(W x D x H) 24-3/8" x 28-1/2" x 36-7/8" (Approx.)	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)	(H x W x D) 40" x 26" x 29" (Approx.)	(W x D x H) inches 53.04 x 34.76 x 45.71	(H x W x D) 48.3" x 37.6" x 27.5"	(H x W x D) 40" x 26" x 29" (Approx.)
Digital Surge Protector	Yes	Yes, internal	Yes	Yes	Yes	Yes
Automatic Meter Reads	Yes	Yes	Yes	Yes	Yes	Yes
Energy Star Compliant	Yes	Yes	Yes	Yes	Yes	Yes
Month to month extension at end of 60 month lease if requested	Yes	Yes	Yes	Yes	Yes	Yes
Fixed service & supply rate (includes parts, labor, toner & staples)	Yes	Yes	***	Yes	***	***
Does price include delivery, installation & training of new equipment, also responsible for HD sanitizing, pickup/return & shipping cost at lease end?	Yes	Yes	Yes	Yes	Yes	Yes
B&W Cost-Per-Page	\$0.0038	\$0.0045	\$0.0045	\$0.0042	\$0.0039	\$0.0039

Unit C	<u>Canon</u>	<u>Conway</u>	<u>Kyocera</u>	<u>Ricoh</u>	<u>Toshiba</u>	<u>UBM</u>
Photocopier (3) B&W and Color						
Fire Admin, Library and Police Dispatch						
Proposed Manufacturer	Canon ImageRunner Advance DX	Xerox	Kyocera	Ricoh	Toshiba	Toshiba
Proposed Model	C3826i	Versalink C7125	TASKalfa 2554ci	IMC2500	eStudio 2515AC	eStudio 3015AC
New & Currently Produced MFP	Yes	Yes	Yes	Yes	Yes	Yes
25 PPM B&W and Color Output Speeds	Yes	Yes	Yes	Yes	Yes	Yes
Copy/Print/Scan Enabled	Yes	Yes	Yes	Yes	Yes	Yes
Optional Fax Capability	Yes	Yes	Yes	Yes	Yes	Yes
Keyless Smart Operational Panel	Yes	Yes	Yes	Yes	Yes	Yes
100 Sheet Auto Reverse Document Feeder	Yes	Yes	Yes	Yes	Yes	Yes
Network						
Wire Ethernet	Yes	Yes	Yes	Yes	Yes	Yes
SMB v3 (Minimum)	Yes	Yes	Yes	Yes	Yes	Yes
PCL 5e/6 and PostScript	Yes	Yes	Yes	Yes	Yes	Yes
Hold/Lock/Store Print	Yes	Yes	**	Yes	Yes	Yes
Windows 10 & 11 Print Driver Support	Yes	Yes	Yes	Yes	Yes	Yes
Network Scanning						
B&W and Color Scanning	Yes	Yes	Yes	Yes	Yes	Yes
PDF, TIFF, JPEG & PDF/A File Scanning	Yes	Yes	Yes	Yes	Yes	Yes
Optional Cloud OCR Scanning Software to Word, Excel and Searchable PDF	*	*	Yes	Yes	Yes	*
Scan to local folder and email	Yes	Yes	Yes	Yes	Yes	Yes
PDF Searchable	Yes	Yes	Optional	Yes	Yes	Yes
Paper Trays						
4 x 550 Sheet Paper Trays	Yes	Yes	Yes	Yes	Yes	Yes
Paper Handling up to 11" x 17" paper sheets	Yes	Yes	Yes	Yes	Yes	Yes
100 Sheet Bypass Tray	Yes	Yes	Yes	Yes	Yes	Yes
Finishing						
Sorting & Stapling	Yes	Yes	Yes	Yes	Yes	Yes
500 Sheet Stacker	Yes	Yes	Yes	Yes	Yes	Yes
50 Sheet Internal Stapler	Yes	Yes	Yes	Yes	Yes	Yes
Machine Dimensions	(W x D x H) 24-1/4" x 28-1/2" x 35-3/8" (Approx.)	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)	(W x D x H) inches 23.10 x 27.00 x 45.60	(H x W x D) 37" x 23" x 25.2"	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)
Digital Surge Protector	Yes	Yes, internal	Yes	Yes	Yes	Yes
Automatic Meter Reads	Yes	Yes	Yes	Yes	Yes	Yes
Energy Star Compliant	Yes	Yes	Yes	Yes	Yes	Yes
Month to month extension at end of 60 month lease if requested	Yes	Yes	Yes	Yes	Yes	Yes
Fixed service & supply rate (includes parts, labor, toner & staples)	Yes	Yes	***	Yes	***	***
Does price include delivery, installation & training of new equipment, also responsible for HD sanitizing, pickup/return & shipping cost at lease end?	Yes	Yes	Yes	Yes	Yes	Yes
B&W Cost-Per-Page	\$0.0038	\$0.0045	\$0.0045	\$0.0042	\$0.0039	\$0.0039
Color Cost-Per-Page	\$0.038	\$0.039	\$0.04	\$0.04	\$0.039	\$0.039

Unit D	Canon	Conway	Kyocera	Ricoh	Toshiba	UBM
Photocopier (1) B&W and Color						
Library - Coin OP						
Proposed Manufacturer	Canon	Xerox	Kyocera	Ricoh	Toshiba	Toshiba
Proposed Model	ImageRunner Advance DX C3826i	Versalink C7125	TASKalfa 2554ci	IMC2500	eStudio 2515AC	eStudio 3015AC
New & Currently Produced MFP	Yes	Yes	Yes	Yes	Yes	Yes
25 PPM B&W and Color Output Speeds	Yes	Yes	Yes	Yes	Yes	Yes
Copy/Print/Scan Enabled	Yes	Yes	Yes	Yes	Yes	Yes
Optional Fax Capability	Yes	Yes	Yes	Yes	Yes	Yes
Keyless Smart Operational Panel	Yes	Yes	Yes	Yes	Yes	Yes
100 Sheet Auto Reverse Document Feeder	Yes	Yes	Yes	Yes	Yes	Yes
Network						
Wire Ethernet	Yes	Yes	Yes	Yes	Yes	Yes
SMB v3 (Minimum)	Yes	Yes	Yes	Yes	Yes	Yes
PCL 5e/6 and PostScript	Yes	Yes	Yes	Yes	Yes	Yes
Hold/Lock/Stored Print	Yes	Yes	**	Yes	Yes	Yes
Windows 10 & 11 Print Driver Support	Yes	Yes	Yes	Yes	Yes	Yes
Network Scanning						
B&W and Color Scanning	Yes	Yes	Yes	Yes	Yes	Yes
PDF, TIFF, JPEG & PDF/A File Scanning	Yes	Yes	Yes	Yes	Yes	Yes
Optional Cloud OCR Scanning Software to Word, Excel and Searchable PDF	*	*	Yes	Yes	Yes	No Cloud Option
Scan to local folder and email	Yes	Yes	Yes	Yes	Yes	Yes
PDF Searchable	Yes	Yes	Optional	Yes	Yes	Yes
Paper Trays						
4 x 550 Sheet Paper Trays	Yes	Yes	Yes	Yes	Yes	Yes
Paper Handling up to 11" x 17" paper sheets	Yes	Yes	Yes	Yes	Yes	Yes
100 Sheet Bypass Tray	Yes	Yes	Yes	Yes	Yes	Yes
Finishing						
Sort & Stapling	Yes	Yes	Yes	Yes	Yes	Yes
500 Sheet Stacker	Yes	Yes	Yes	Yes	Yes	Yes
50 Sheet Internal Stapler	Yes	Yes	Yes	Yes	Yes	Yes
Special Features						
Must be compatible with operated coin box	Yes	Yes	****	****	Yes	Yes
Must be compatible with Princh wireless printing solutions	Yes	Yes	****	****	Yes	Yes
Machine Dimensions	(W x D x H) 24-1/4" x 28-1/2" x 35-3/8" (Approx.)	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)	(W x D x H) inches 23.10 x 27.00 x 45.60	(H x W x D) 37" x 23" x 25.2"	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)
Digital Surge Protector	Yes	Yes	Yes	Yes	Yes	Yes
Automatic Meter Reads	Yes	Yes	Yes	Yes	Yes	Yes
Energy Star Compliant	Yes	Yes	Yes	Yes	Yes	Yes
Month to month extension at end of 60 month lease if requested	Yes	Yes	Yes	Yes	Yes	Yes
Fixed service & supply rate (includes parts, labor, toner & staples)	Yes	Yes	***	Yes	***	***
Does price include delivery, installation & training of new equipment, also responsible for HD sanitizing, pickup/return & shipping cost at lease end?	Yes	Yes	Yes	Yes	Yes	Yes
B&W Cost-Per-Page	\$0.0038	\$0.0045	\$0.0045	\$0.0042	\$0.0039	\$0.0039
Color Cost-Per-Page	\$0.038	\$0.039	\$0.04	\$0.04	\$0.039	\$0.039

Unit E						
Photocopier (1) B&W and Color Recreation	Canon	Conway	Kyocera	Ricoh	Toshiba	UBM
Proposed Manufacturer	Canon	Xerox	Kyocera	Ricoh	Toshiba	Toshiba
Proposed Model	ImageRunner Advance DX C3835I	AltaLink C8135	TASKalfa 3554ci	IMC3500	eStudio 3515AC	eStudio 3515AC
New & Currently Produced MFP (Yes or No)	Yes	Yes	Yes	Yes	Yes	Yes
35 PPM B&W and Color Output Speeds	Yes	Yes	Yes	Yes	Yes	Yes
Copy/Print/Scan Enabled	Yes	Yes	Yes	Yes	Yes	Yes
Optional Fax Capability	Yes	Yes	Yes	Yes	Yes	Yes
Keyless Smart Operational Panel	Yes	Yes	Yes	Yes	Yes	Yes
220 Sheet Single-Pass Document Feeder	Yes	No	Yes	Yes	Yes	Yes
Network						
Wire Ethernet	Yes	Yes	Yes	Yes	Yes	Yes
SMB v3 (Minimum)	Yes	Yes	Yes	Yes	Yes	Yes
PCL 5e/6 and PostScript	Yes	Yes	Yes	Yes	Yes	Yes
Hold/Lock/Store Print	Yes	Yes	**	Yes	Yes	Yes
Windows 10 & 11 Print Driver Support	Yes	Yes	Yes	Yes	Yes	Yes
Network Scanning						
B&W and Color Scanning	Yes	Yes	Yes	Yes	Yes	Yes
PDF, TIFF, JPEG & PDF/A File Scanning	Yes	Yes	Yes	Yes	Yes	Yes
Optional Cloud OCR Scanning Software to Word, Excel and Searchable PDF	*	*	Yes	Yes	Yes	No Cloud Option
Scan to local folder and email	Yes	Yes	Yes	Yes	Yes	Yes
PDF Searchable	Yes	Yes	Optional	Yes	Yes	Yes
Paper Trays						
1 x 2,000 Sheet Large Capacity Paper Tray	Yes	Yes	Yes	Yes	Yes	Yes
2 x 550 Sheet Standard Paper Trays	Yes	Yes	Yes	Yes	Yes	Yes
Paper Handling up to 11" x 17" paper sheets	Yes	Yes	Yes	Yes	Yes	Yes
100 Sheet Bypass Tray	Yes	Yes	Yes	Yes	Yes	Yes
Finishing						
Sorting & Stapling	Yes	Yes	Yes	Yes	Yes	Yes
2,000 Sheet Stacker	Yes	Yes	Yes	Yes	Yes	Yes
50 Sheet Standard Staple	Yes	Yes	Yes	Yes	Yes	Yes
20 Sheet Booklet Capability	Yes	15	Yes	Yes	Yes	Yes
2/3 Hole Punch	Yes	Yes	Yes	Yes	Yes	Yes
Machine Dimensions	(W x D x H) 24-1/4" x 28-1/2" x 35-3/8" (Approx.)	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)	(W x D x H) inches 45.70 x 27.00 x 47.60	(H x W x D) 37" x 23" x 25.2"	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approx.)"
Digital Surge Protector	Yes	Yes, internal	Yes	Yes	Yes	Yes
Automatic Meter Reads	Yes	Yes	Yes	Yes	Yes	Yes
Energy Star Compliant	Yes	Yes	Yes	Yes	Yes	Yes
Month to month extension at end of 60 month lease if requested	Yes	Yes	Yes	Yes	Yes	Yes
Fixed service & supply rate (includes parts, labor, toner & staples)	Yes	Yes	***	Yes	***	***
Does price include delivery, installation & training of new equipment, also responsible for HD sanitizing, pickup/return & shipping cost at lease end?	Yes	Yes	Yes	Yes	Yes	Yes
B&W Cost-Per-Page	\$0.0038	\$0.0045	\$0.0045	\$0.0042	\$0.0039	\$0.0039
Color Cost-Per-Page	\$0.038	\$0.0390	\$0.04	\$0.04	\$0.039	\$0.039

Leasing Company Information
Government Pricing

Canon Financial
OMNIA Partners

Xerox Financial
Yes

N/A
N/A

Wells Fargo
Yes

Toshiba Financial
No

Waiting on info
Waiting on info

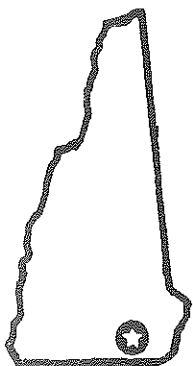
***OCR Software TBD ~ Conway includes 25K scanned pages**

**** Only available with hard drive or optional software**

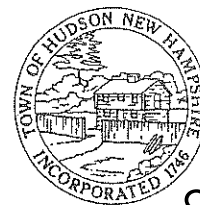
***** Staples not included - Kyocera & UBM**

******No Coin-Op information included in RFP**

Notes: Kyocera ~ Unit D 60 Month FMV Lease pricing not included



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




Agenda
5-10-22

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

8E

To: Board of Selectmen

From: Steve Malizia, Town Administrator 

Date: May 4, 2022

Re: Post-Issuance Tax Compliance Policies and Procedures

The purpose of this Post-Issuance Tax Compliance Policy and Procedures is to establish policies and procedures in connection with tax-exempt bonds and notes issued by the Town of Hudson so as to maximize the likelihood that all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of the bonds are met. The Post-Issuance Tax Compliance Policy and Procedures for Tax-Exempt Obligations as well as the attached resolution have been prepared by the Town's Bond Counsel. With the proposed issuance of the Police Facility Expansion and Renovation project bond, it is important that the Board of Selectmen adopt the proposed policy and procedures to ensure that the bond meets the federal income tax laws in order to preserve the tax-exempt status of the bond. Should the Board of Selectmen vote to adopt the Post-Issuance Tax Compliance Policy and Procedures, the following motions are appropriate:

Motion: That the Post-Issuance Tax Compliance Policies and Procedures, attached hereto as Exhibit A are hereby approved.

Motion: That the Board hereby names the Finance Director as the "Coordinator" under the Post-Issuance Tax Compliance Policies and Procedures and that the Finance Director has accepted such nomination.

Motion: That this resolution shall take effect from and after its adoption.

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

MEMORANDUM

To: Town of Hudson, New Hampshire (the "Town")
From: Renelle L. L'Huillier, Devine, Millimet & Branch, P.A. ("Bond Counsel")
Re: Post-Issuance Tax Compliance Policies and Procedures
Date: May 3, 2022

At the closing of a tax-exempt bond or note issuance, the Town's governing board signs a No Arbitrage and Tax Certificate. This document provides Bond Counsel with the information necessary to make a determination that the bond or note is tax exempt at the time of issuance. However, there are a number of things that can occur "post-issuance" that could adversely affect the tax-exempt status of the bonds or notes, such as (i) the direct or indirect use of the proceeds by a non-governmental person that might cause the bonds or notes to be taxable private activity bonds; or (ii) the Town's potential liability for rebate payments to the federal government due to the failure to expend funds quickly enough to qualify for one of the spending exceptions to the rebate rules.

Over the past few years, the Internal Revenue Service (the "IRS") has focused on the post-issuance tax compliance of municipal bond issuers. During that time, we have seen an increased number of IRS examinations of bonds and tax notes to determine compliance with the requirements of the Internal Revenue Code of 1986, as amended (the "Code"). One of the questions posed by the IRS in such examinations is whether the issuer has adopted written procedures to ensure compliance with the Code provisions applicable to tax-exempt bonds and notes.

In addition, the IRS includes guidance on its website that makes it evident that written procedures are an important part of an issuer's tax-exempt bond program. Moreover, in the fall of 2011, the IRS updated its Form 8038-G to add questions about whether the issuer has established written procedures to address private activity concerns and to monitor the requirements of section 148 related to arbitrage rebate. The IRS also now requests more detail about an issuer's reimbursement for pre-issuance expenditures on this form.

In order to address this increased level of review by the IRS, we have prepared a form of Post-Issuance Tax Compliance Policies and Procedures. This form of policy names a "Coordinator" who has the responsibility to monitor compliance with the policy. It follows the requirements of the Code and closely tracks the information included in the No Arbitrage and Tax Certificate that is signed at the closing of a bond or tax note financing.

We have also included a form of resolution that the governing board may pass in order to adopt this formal policy.

As the Town is planning to finance the Police Station project with tax exempt bonds, may need to issue tax anticipation notes or may be considering a lease-purchase arrangement in the near future, we recommend implementing these policies as soon as possible. As a result, the Town would be able to answer "yes" to the questions on the Form 8038-G, thereby showing the IRS

that it is aware of its post-issuance obligations under the Code and that it intends to meet those obligations. An additional reason for the timely adoption of these policies is the IRS's indication that an issuer who discloses a compliance issue that is discovered as a result of its own internal review will be looked upon favorably by the IRS in determining a resolution to the problem.

If you have questions about the policy or the resolution or would like to review these materials together, please let us know. Once the governing board adopts the policy, please send us a copy of the minutes of the meeting at which the board voted and a copy of the policy as adopted.

RESOLUTION OF
THE BOARD OF SELECTMEN
OF THE TOWN OF HUDSON, NEW HAMPSHIRE

May 10, 2022

WHEREAS, the Town of Hudson, New Hampshire (the "Town") from time to time, on a tax-exempt basis, issues (i) bonds and bond anticipation notes to finance capital projects, (ii) tax anticipation notes to pay the Town's maintenance and operation expenses and (iii) municipal leases to finance the lease-purchase of certain equipment, all pursuant to the provisions of New Hampshire RSA Chapter 33, as amended;

WHEREAS, the federal income tax laws included in the Internal Revenue Code of 1986, as amended (the "Code), require that issuers of tax-exempt debt comply with certain post-issuance requirements set forth in the Code;

WHEREAS, for purposes of maximizing the likelihood that the Town complies with such requirements of the Code, the Board of Selectmen of the Town (the "Board") desires to adopt the Post-Issuance Tax Compliance Policies and Procedures, attached hereto as Exhibit A;

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

VOTED: That the Post-Issuance Tax Compliance Policies and Procedures, attached hereto as Exhibit A are hereby approved.

VOTED: That the Board hereby names the Finance Director as the "Coordinator" under the Post-Issuance Tax Compliance Policies and Procedures and that the Finance Director has accepted such nomination.

VOTED: That this resolution shall take effect from and after its adoption.

EXHIBIT A

POST-ISSUANCE TAX COMPLIANCE POLICIES AND PROCEDURES

TOWN OF HUDSON, NEW HAMPSHIRE

POST-ISSUANCE TAX COMPLIANCE POLICY AND PROCEDURES FOR TAX-EXEMPT OBLIGATIONS

The purpose of this Post-Issuance Tax Compliance Policy and Procedures is to establish policies and procedures in connection with tax-exempt bonds and notes (the "Bond" or "Bonds") issued by the Town of Hudson, New Hampshire (the "Issuer") so as to maximize the likelihood that all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of the Bonds are met.

1. Compliance Coordinator:

- a) The Finance Director ("Coordinator") shall be responsible for monitoring post-issuance compliance.
- b) The Coordinator will maintain a copy of the transcript of proceedings in connection with the issuance of any tax-exempt obligations. The Coordinator will obtain such records as are necessary to meet the requirements of this policy.
- c) The Coordinator shall consult with bond counsel, a rebate consultant, financial advisor, Internal Revenue Service ("IRS") publications and such other resources as are necessary to understand and meet the requirements of this policy.
- d) Training and education of the Coordinator and his/her staff will be sought and implemented upon the occurrence of new developments and upon the hiring of new personnel to implement this policy.

2. Record-Keeping.

a) Financing Transcripts. The Coordinator shall confirm the proper filing with the IRS of an 8038 Series return, and maintain a transcript of proceedings for all tax-exempt obligations issued by the Issuer, including but not limited to all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained for as long as the Bonds are outstanding, plus three (3) years after the final redemption date of the Bonds. Said transcript may be maintained in electronic format and shall include, at a minimum:

- 1) Form 8038s;
- 2) minutes, resolutions, and certificates;
- 3) certifications of issue price from the underwriter, if applicable;
- 4) formal elections required by the IRS;

- 5) trustee statements, if applicable;
- 6) records of refunded bonds, if applicable;
- 7) correspondence relating to bond financings;
- 8) reports of any IRS examinations for bond financings;
- 9) documents related to governmental grants associated with construction, renovation or purchase of bond financed facilities, if applicable; and
- 10) publications, brochures, and newspaper articles, where applicable.

b) Modification to Financing Documents. The Coordinator shall determine if there is any “significant modification” to bond documents resulting in reissuance under Treasury Regulations §1.1001-3, in consultation with bond counsel and any other legal counsel and financial advisor. The Coordinator shall retain proof of filing new Form 8038 and relevant documentation plus final rebate calculation on pre-modification bonds.

3. Proper Use of Proceeds. The Coordinator shall review the resolution authorizing issuance for each tax-exempt obligation issued by the Issuer and shall:

- a) obtain a computation of the yield on such issue from the Issuer’s financial advisor;
- b) create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) and a separate Cost of Issuance Fund as necessary to allocate proceeds to Bond issuance costs into which the proceeds of the issue shall be deposited, as applicable;
- c) review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d) determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);
- e) maintain records of the payment requests and corresponding records showing payment;
- f) maintain records showing the earnings on, and investment of, the Project Fund;
- g) ensure that all investments acquired with proceeds are purchased at fair market value;
- h) identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-

restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;

- i) maintain records related to any investment contracts, credit enhancement transactions, and the bidding of financial products related to the proceeds; and
- j) monitor and maintain records of the reimbursement of costs previously expended by the Issuer to ensure that such reimbursement occurs not more than 18 months after the later of (i) the dates of the expenditures or (ii) the date the project/asset was placed in service (but not more than 3 years after the original expenditures were paid) except with respect to those expenditures for which the Issuer obtained a certificate of licensed engineer/architect to the effect that (I) at least five (5) years was necessary to complete the construction of the part of the project for which such expenditures were required; and (II) such expenditures shall be reimbursed not more than five (5) years after the date that the original expenditures were paid.

4. Arbitrage/Rebate Compliance and Timely Expenditure of Proceeds. The Coordinator shall review the No Arbitrage and Tax Certificate (or equivalent) (the "Certificate") for each tax-exempt obligation issued by the Issuer and the expenditure records provided in Section 2 of this policy, above, and shall ensure that the Issuer takes the following actions:

- a) monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in the Certificate;
- b) if at the time of issuance, it appears that that the Bonds will qualify for the small issuer exception to the rebate requirement, the Coordinator will monitor the amount of subsequent tax-exempt obligations issued or proposed to be issued in the calendar year in which the Bonds closed to ensure that the Issuer does not exceed the \$5 million or \$15 million threshold, as applicable, in such calendar year;
- c) if at the time of issuance, based on reasonable expectations set forth in the Certificate, it appears likely that the issue will qualify for an exemption from the rebate requirement, the Issuer may defer taking any of the actions set forth in subsection (d) below. Not later than the time of completion of construction or acquisition of the project, and depletion of all funds from the Project Fund, the Issuer shall make a determination if the expenditure of the Bond proceeds qualified for an exemption from the rebate requirements based on spending within a 6 month, 18 month or 2 year period after issuance. If a rebate exemption is determined to be applicable, the Issuer shall prepare and keep in the permanent records of the issue a memorandum evidencing this conclusion together with records of expenditure to support such conclusion. If the transaction does not qualify

for rebate exemption, the Issuer shall initiate the steps set forth in (d) below;

- d) if at the time of issuance it appears likely that arbitrage rebate calculations will be required, or upon determination that calculations are required pursuant to (c) above, the Issuer shall:
- i. engage the services of expert advisors (each a “Rebate Service Provider”) to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds, or else shall ensure that it has adequate financial, accounting and legal resources of its own to make such calculations, and, prior to each rebate calculation date, cause the trustee or other financial institution investing bond proceeds to deliver periodic statements concerning the investment of Bond proceeds to the Rebate Service Provider;
 - ii. provide to the Rebate Service Provider additional documents and information reasonably requested by the Rebate Service Provider;
 - iii. monitor efforts of the Rebate Service Provider;
 - iv. assure payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of the Bonds, and no later than 60 days after the last Bond of each issue is redeemed;
 - v. during the construction period of each capital project financed in whole or in part by Bonds, monitor the investment and expenditure of Bond proceeds and consult with the Rebate Service Provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 2 years, as applicable, following the issue date of the Bonds;
 - vi. retain copies of all arbitrage reports, trustee statements and other documents as required herein; and
 - vii. in lieu of engaging an outside Rebate Service Provider, the Issuer may make a determination that it has sufficient capabilities using its own personnel, supported by its regular accounting and legal advisers, to be able to make the required rebate calculations. Such determination shall be evidenced in writing with specific reference to the personnel and advisers to carry out the calculations, and such written determination shall be maintained in the records of the bond transaction.

5. Proper Use of Bond Financed Assets.

- a) The Coordinator shall maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets.
- b) With respect to each bond financed asset, the Coordinator will monitor and confer with bond counsel with respect to all proposed:
 - i. management contracts,
 - ii. service agreements,
 - iii. research contracts,
 - iv. naming rights contracts,
 - v. leases or sub-leases,
 - vi. joint venture, limited liability or partnership arrangements,
 - vii. sale of property, or
 - viii. any other change in use of such asset.
- c) Section 141 of the Code sets forth private activity tests for the purpose of limiting the volume of tax-exempt bonds that finance activities of persons other than state and local governmental entities. These tests serve to identify arrangements that actually or reasonably expect to transfer the benefits of tax-exempt financing to non-governmental persons, including the federal government. The Coordinator shall provide to the users of any bond financed property a copy of this Compliance Policy and other appropriate written guidance advising that:
 - i. “Private business use” means use by any person other than the Issuer, including business corporations, partnerships, limited liability companies, associations, non-profit corporations, natural persons engaged in trade or business activity, and the United States of America and any federal agency, as a result of ownership of the property or use of the property under a lease, management or service contract (except for certain “qualified” management or service contracts), “naming rights” contract, “public-private partnership” arrangement, or any similar use arrangement that provides special legal entitlements for the use of the bond financed property;
 - ii. No more than 10% of the proceeds of any tax-exempt bond issue (including the property financed with the Bonds) may be used for private business use, of which no more than 5% of the proceeds of the tax-exempt bond issue (including the property financed with the bonds) may be used for any “unrelated” private business use – that is, generally, a private business use that is not functionally related to the government’s purposes of the Bonds; and no more than the lesser of \$5,000,000 or 5% of the proceeds of a tax-exempt bond issue may be used to make or finance a loan to any person

other than a state or local government unit;

iii. Before entering into any special use arrangement with a non-governmental person that involves the use of bond financed property, the Coordinator will consult with bond counsel, provide bond counsel with a description of the proposed non-governmental use arrangement, and determine whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond financed property; and

iv. In connection with the evaluation of any proposed non-governmental use arrangement, the Issuer will consult with bond counsel to obtain federal tax advice in whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond financed property, and, if not, whether any “remedial action” permitted under §141 of the Code may be taken as means of enabling that use arrangement to be put into effect without adversely affecting the tax-exempt status of the Bonds.

d) The Coordinator shall maintain a copy of any such proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets;

e) The Coordinator shall consult with bond counsel and other legal counsel and advisers in the review of any change in use of bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Certificate;

f) The Coordinator shall confer at least annually with other personnel responsible for bond-financed or refinanced assets to identify and discuss any existing or planned use of bond-financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Certificate; and

g) To the extent that the Coordinator discovers that any applicable tax restrictions regarding use of bond proceeds and bond-financed or refinanced assets will or may be violated, the Coordinator shall consult promptly with bond counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.

6. Bank Qualification. If the Bonds are issued in a par amount of \$10 million or less and designated by the Issuer as “bank qualified” under Section 265(b)(3) of the Code, the Coordinator will monitor the amount of subsequent tax-exempt

obligations issued or proposed to be issued in the calendar year in which the Bonds closed to ensure that the Issuer does not exceed the \$10 million threshold in such calendar year.

7. General Project Records. For each project financed with tax-exempt obligations, the Coordinator shall maintain a copy of all material documents relating to capital expenditures financed or re-financed by tax-exempt proceeds, until three (3) years after retirement of the tax-exempt obligations or obligations issued to refund those obligations including (without limitation), the following:

- a) appraisals, demand surveys or feasibility studies,
- b) applications, approvals and other documentation of grants,
- c) depreciation schedules,
- d) contracts respecting the project, including construction contracts,
- e) purchase orders,
- f) invoices,
- g) trustee requisitions and payment records,
- h) documents relating to costs reimbursed with Bond proceeds, and
- i) records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds, including a final allocation of proceeds.

8. Advance Refundings. The Coordinator, shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel, and a financial advisor;
- b) The Coordinator shall identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) The Coordinator shall review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure (i) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue; (ii) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds; (iii) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; (iv) that the proposed issuance will not result in the issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain a financial advantage nor overburden the tax exempt market in a way that might be considered an abusive

transaction for federal tax purposes; and (v) that the proposed refunding complies with applicable State law.

- d) The Coordinator shall collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Coordinator shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.
- e) The Coordinator shall, whenever possible, purchase SLGS to size each advance refunding escrow. The financial advisor and/or bond counsel shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Coordinator shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations.
- f) To the extent the Issuer elects to purchase a guaranteed investment contract, the Coordinator shall ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations.
- g) In determining the issue price for any advance refunding issuance, the Coordinator shall obtain and retain issue price certification by the purchasing underwriter at closing.
- h) After the issuance of an advance refunding issue, the Coordinator shall ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

9. Continuing Disclosure. The Coordinator shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The Coordinator will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than ten (10) Business Days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;

- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;
- h) Bond calls (excluding sinking fund mandatory redemptions), if material, and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- n) Appointment of a successor or additional trustee or the change of name of a trustee, if material;

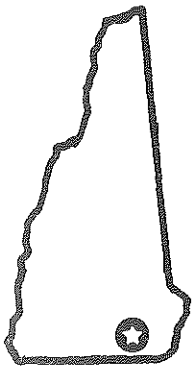
- o) Incurrence of a financial obligation of the Obligated Person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Obligated Person, any of which affect security holders, if material*; and
- p) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Obligated Person, any of which reflect financial difficulties*.

10. Compliance with Continuing Disclosure Filings Under S.E.C. Rule 15c2-12. Under S.E.C. Rule 15c2-12, the Issuer may be required to periodically provide financial documentation, reports, notice and updates of documents to EMMA, the Electronic Municipal Market Access website managed by the Municipal Securities Rulemaking Board. Compliance is required in accordance with the Issuer's Material Events Disclosure Certificate and/or Continuing Disclosure Certificate executed in connection with a bond or note issue.

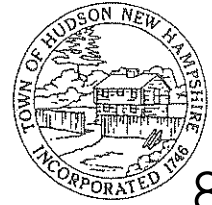
11. Due Diligence and Remedial Actions. In all activities related to the Issuer's Bonds, the Coordinator and his/her staff will exercise due diligence to comply with the Code provisions governing tax-exempt obligations. The Issuer is aware of (a) the Voluntary Closing Agreement Program (known as "VCAP") operated by the IRS which allows issuers to voluntarily enter into a closing agreement in the event of certain non-compliance with Federal tax requirements and (b) the remedial actions available under Section 1.141-12 of the Income Tax Regulations for private use of bond financed property which was not expected at the time the Bonds were issued.

* For purposes of events (o) and (p), "financial obligation" shall mean (a) a debt obligation, (b) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation, or (c) a guarantee of (a) or (b); provided, however, that a "financial obligation" shall not include any municipal security for which a final official statement has been provided to the MSRB consistent with the Continuing Disclosure S.E.C. Rule 15c2-12. "Obligated Person" shall mean the Issuer or any person committed by contract or other arrangement to support payment of all, or part, of the obligations on municipal securities. This definition does not include providers of municipal bond insurance, letters of credit or other liquidity facilities.

12. Periodic Review. The Issuer will monitor compliance with the guidelines contained in this policy as well as any other covenants not specifically included herein and will review and update these guidelines at least annually and whenever necessary due to change in law or circumstances.



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



8F

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

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: May 4, 2022

Re: NH Bond Bank Loan Agreement

Attached please find the Loan Agreement between the New Hampshire Municipal Bond Bank (NHMBB) and the Town of Hudson for the Police Facility Expansion and Renovation project bond. Also please find the Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreement with the New Hampshire Municipal Bond Bank authorizing the Town to enter into the loan agreement with the Bond Bank. The following motions are appropriate to enter into the loan agreement with the NHMBB:

Motion: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 8, 2022 under article 9 of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a \$5,928,280 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing the expansion and renovation of the Police Facility

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of five percent (5.00%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

Motion: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

Motion: That in order to evidence the sale of the Bond, the Treasurer of the Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

Motion: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

Motion: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

Motion: That the useful life of the project being financed is in excess of twenty (20) years.

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

=====

L O A N A G R E E M E N T

=====

AGREEMENT, dated the 7th day of June, 2022 between the New Hampshire Municipal Bond Bank, a public body corporate and politic constituted as an instrumentality of the State of New Hampshire exercising public and essential governmental functions (hereinafter referred to as the "Bank"), created pursuant to the provisions of Chapter 35-A of the New Hampshire Revised Statutes Annotated, as amended (hereinafter referred to as the "Act"), having its principal place of business in Concord, New Hampshire, and **Town of Hudson** (hereinafter referred to as the "Governmental Unit"):

W I T N E S S E T H :

WHEREAS, pursuant to the Act, the Bank is authorized to loan money (hereinafter referred to as the "Loans") to the Governmental Unit and the Governmental Unit is authorized to contract with the Bank with respect to such Loans to be evidenced by its municipal bonds (as defined in the Act) to be purchased by the Bank; and

WHEREAS, the Governmental Unit has requested a loan from the Bank in the amount of **\$5,928,280** (hereinafter referred to as the "Loan") and, to evidence the indebtedness to be incurred thereby, has duly authorized the issuance of its bonds in at least that principal amount (the "Municipal Bonds"), which Municipal Bonds are to be purchased by the Bank in accordance with this Loan Agreement; and

WHEREAS, the Bank has adopted or will adopt a General Bond Resolution (hereinafter referred to as the "Bond Resolution") authorizing the issuance of its bonds from time to time, a portion of the proceeds of which will be expended for the purpose of making the Loan, and will adopt a resolution authorizing the making of the Loan to the Governmental Unit by the purchase of the Municipal Bonds,

NOW, THEREFORE, the parties agree:

1. The following words or terms used herein shall have the following meanings:

(a) "Fees and Charges" shall mean all fees and charges authorized to be charged by the Bank for the use of its services or facilities pursuant to paragraph VIII of Section 6 of the Act.

(b) "Governmental Unit's Allocable Proportion" shall mean the proportionate amount of the total requirement in respect of which the term is used, determined by the ratio that the Loan then outstanding bears to the total of all Loans which are then outstanding, as certified by the Bank.

(c) "Loan Obligation" shall mean that amount of bonds issued by the Bank which is equal to the principal amount of the Municipal Bonds outstanding.

(d) "Maximum Interest Cost Rate" shall mean an interest cost rate 5.00% per centum per annum.

(e) "Municipal Bonds Interest Payments" shall mean the amount to be paid by the Governmental Unit pursuant to this Loan Agreement representing interest due or to become due on its Municipal Bonds.

(f) "Municipal Bonds Principal Payments" shall mean the amount to be paid by the Governmental Unit pursuant to this Loan Agreement representing principal due or to become due on its Municipal Bonds.

2. The Bank hereby agrees to make the Loan and the Governmental Unit hereby agrees to accept the Loan and to sell to the Bank the Municipal Bonds in the principal amount of the Loan. The Municipal Bonds shall bear interest from the date of their delivery to the Bank at such rate or rates per annum as will result in an interest cost rate to the Governmental Unit of the Maximum Interest Cost Rate (as calculated by the "Interest Cost Per Annum" method) or at rates per annum as will result in a lesser interest cost rate to the Governmental Unit as determined by the Bank. The interest cost rate for purposes of this Loan Agreement will be computed as if the Municipal Bonds bore interest from the delivery date of the Bank's bonds, and without regard to Sections 4 and 5 hereof which require that Governmental Unit make funds available to the Bank for the payment of principal and interest at least thirty (30) calendar days (inclusive of Saturdays, Sundays and holidays) prior to each respective principal and interest payment date. Subject to any applicable legal limitations, the rate or rates of interest borne by the Municipal Bonds shall be not less than the rate or rates of interest borne by the bonds issued by the Bank (for corresponding maturities) the proceeds of sale of which were used to make the Loan and to purchase the Municipal Bonds. Notwithstanding the above, the obligation of the Bank to make the Loan shall be conditioned upon receipt by the Bank of the proceeds of bonds issued by the Bank both for the purposes set forth herein and to create the reserves required by the Bond Resolution.

3. The Governmental Unit has duly adopted or will adopt all necessary votes and resolutions and has taken or will take all proceedings required by law to enable it to enter into this Loan Agreement and issue its Municipal Bonds for purchase by the Bank.

4. The Municipal Bonds Interest Payments shall be not less than the total amount of interest the Bank is required to pay on the Loan Obligation and shall be scheduled by the Bank in such manner and at such times as to provide funds sufficient to pay interest as the same becomes due on the Loan Obligation and the Governmental Unit shall make such funds available to the Bank at least thirty (30) calendar days (inclusive of Saturdays, Sundays and holidays) prior to each interest payment date.

5. The Municipal Bonds Principal Payments shall be scheduled by the Bank in such manner and at such times as to provide funds sufficient to pay the principal of the Loan Obligation as the same matures (based upon the maturity schedule provided by and for the Governmental Unit and appended hereto as Exhibit A) and the Governmental Unit shall make such funds available to the Bank at at least thirty (30) calendar days (inclusive of Saturdays, Sundays and holidays) prior to each principal payment date.

6. The Governmental Unit agrees to be obligated to pay Fees and Charges to the Bank. Such Fees and Charges, if any, collected from the Governmental Unit shall be in an amount sufficient, together with the Governmental Unit's Allocable Proportion of other monies available therefore, including any grants made by the United States of America or any agency or instrumentality thereof or by the State or any agency or instrumentality thereof, to pay on a semi-annual basis:

(a) as the same becomes due, the Governmental Unit's Allocable Proportion of the administrative expenses of the Bank; and

(b) as the same becomes due, the Governmental Unit's Allocable Proportion of the fees and expenses of the trustee and paying agents for the bonds of the Bank.

7. The Governmental Unit agrees to be obligated to make the Municipal Bonds Principal Payments scheduled by the Bank on an annual basis and agrees to be obligated to make the Municipal Bonds Interest Payments scheduled by the Bank and to pay any Fees and Charges imposed by the Bank on a semi-annual basis.

8. The Governmental Unit agrees that any loan agreements previously entered into between the Bank and the Governmental Unit in connection with loan obligations previously undertaken and presently outstanding between the Bank and the Governmental Unit, are hereby amended so as to provide that the Governmental Unit shall make such funds available to the Bank with respect to the payment of interest and principal of each such loan obligation, if any, at least thirty (30) calendar days (inclusive of Saturdays, Sundays and holidays) prior to each interest or principal payment date pertaining thereto.

9. The Bank shall not sell and the Governmental Unit shall not redeem prior to maturity any of the Municipal Bonds with respect to which the Loan is made by the Bank prior to the date on which all outstanding bonds issued by the Bank with respect to such Loan are redeemable, and in the event of any sale or redemption prior to maturity of such Municipal Bonds thereafter, the same shall be in an amount equal to the aggregate of (i) the principal amount of the Loan Obligation so to be redeemed, (ii) the interest to accrue on the Loan Obligation so to be redeemed to the next redemption date thereof not previously paid, (iii) the applicable premium, if any, payable on the Loan Obligation so to be redeemed, (iv) the costs and expenses of the Bank in effecting the redemption of the Loan Obligation, and (v) at the direction of the Bank, an amount equal to the proportionate amount of bonds so to be redeemed which were issued by the Bank with respect to the Loan Obligation and necessary to fund a portion of the reserve fund authorized by Section 11 of the Act, less the amount of monies or investments available for withdrawal from such reserve fund and for application to the redemption of such bonds issued by the Bank in accordance with the terms and provisions of the Bond Resolution, as determined by the Bank; provided, however, that, in the event the Loan Obligation has been refunded and the refunding bonds issued by the Bank were issued in a principal amount in excess of or less than the Loan Obligation remaining unpaid at the date of issuance of such refunding bonds, the amount which the Governmental Unit shall be obligated to pay under item (i) hereof shall be the amount set forth in the resolution of the Bank. In the event the Loan Obligation has been refunded and the interest the Bank is required to pay on the refunding bonds is less than the interest the Bank was required to pay on such Loan Obligation, the amount which the Governmental Unit shall be obligated to pay under item (ii) above shall be the amount of interest set forth in the resolution

of the Bank. In no event shall any such sale or redemption of Municipal Bonds be affected without the prior written agreement and consent of both parties hereto.

10. Simultaneously with the delivery to the Bank of the Municipal Bonds, which Municipal Bonds shall be in a form acceptable to the Bank, the Governmental Unit shall furnish to the Bank an opinion of bond counsel satisfactory to the Bank which shall set forth among other things, the unqualified approval of said Municipal Bonds then being delivered to the Bank and that said Municipal Bonds will constitute valid general obligations of the Governmental Unit as required by the Act. The Governmental Unit shall bear the cost of such opinion.

11. The Governmental Unit shall be obligated to notify the Bank and the corporate trust office of the trustee for the bonds of the Bank in writing at least 30 days prior to each interest payment date of the name of the official of the Governmental Unit to whom invoices for the payment of interest and principal should be addressed.

12. The Governmental Unit and the Bank agree that the Municipal Bonds Principal Payments, the Municipal Bonds Interest Payments and the Municipal Bonds or a portion thereof may be pledged or assigned by the Bank under and pursuant to the Bond Resolution.

13. The Governmental Unit agrees upon surrender to it of the Municipal Bonds by the Bank it will, at the option of the Bank, cause there to be delivered to the Bank either registered or coupon Municipal Bonds as the case may be.

14. Prior to payment of the amount of the Loan, or any portion thereof, and the delivery of the Governmental Unit's Municipal Bonds to the Bank or its designee, the Bank shall have the right to cancel all or any part of its obligations hereunder if:

(a) any representation made by the Governmental Unit to the Bank in connection with application for Bank assistance shall be incorrect or incomplete in any material respect; or

(b) the Governmental Unit has violated commitments made by it in its application and supporting document or has violated any of the terms of this Loan Agreement.

15. (a). The Governmental Unit agrees to furnish to the Bank annually as long as any of the Municipal Bonds remain outstanding such financial reports, audit reports and other financial information as the Bank may reasonably require.

(b). So long as the Governmental Unit shall constitute an obligated person within the meaning of S.E.C. Rule 15c2-12 (the "Rule") as in effect from time to time, the Governmental Unit agrees to furnish to the Bank (1) such financial information and operating data with respect to the Governmental Unit at such times and in such forms as the Bank shall reasonably request in order to comply with the provisions of the Rule, (2) when and if available, the Governmental Unit agrees promptly to provide the Bank with its audited financial statements for each fiscal year and (3) the Governmental Unit agrees to provide to the Bank in a timely manner, notice of any of the following events with respect to the Municipal Bonds, if material:

- (a) Principal and interest payment delinquencies.
- (b) Non-payment related defaults, if material.
- (c) Unscheduled draws on debt service reserves reflecting financial difficulties.
- (d) Unscheduled draws on credit enhancements reflecting financial difficulties.
- (e) Substitution of credit or liquidity providers, or their failure to perform.
- (f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Municipal Bonds, or other material events affecting the tax-exempt status of the Municipal Bonds.
- (g) Modifications to rights of the beneficial owners of the Municipal Bonds, if material.
- (h) Bond calls, if material, and tender offers.
- (i) Defeasance of the Municipal Bonds or any portion thereof.
- (j) Release, substitution or sale of property securing repayment of the Municipal Bonds, if material.
- (k) Rating changes.
- (l) Bankruptcy, insolvency, receivership or similar event of the Government Unit.
- (m) The consummation of a merger, consolidation, or acquisition involving the Government Unit or the sale of all or substantially all of the assets of the Government Unit, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.
- (n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.
- (o) Incurrence of a financial obligation of the Obligated Person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Obligated Person, any of which affect Owners of the Notes, if material; and
- (p) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Obligated Person, any of which reflect financial difficulties.

The Governmental Unit agrees that from time to time it will also provide notice to the Bank of the occurrence of other events, in addition to those listed above, if such other event is material with respect to the Municipal Bonds.

The Governmental Unit will provide, in a timely manner, to the Bank, notice of a failure to satisfy the requirements of this Section.

The intent of the Governmental Unit's undertaking pursuant to this Section is to facilitate the Bank's ability to comply with the requirements of the Rule. Accordingly, the Governmental Unit agrees to provide the Bank with any additional information the Bank may reasonably require in order to comply with the requirements of the Rule, as in effect from time to time.

To the extent the Rule no longer requires issuers of municipal securities to provide all or any portion of the information the Governmental Unit has agreed to provide pursuant to this Section, the obligation of the Governmental Unit to provide such information pursuant to this Section also shall cease immediately.

The sole remedy available to the Bank or to any other person for the failure of the Governmental Unit to comply with any provision of this Section shall be an action for specific performance of the Governmental Unit's obligations under this Section.

16. The Governmental Unit shall not take, or permit to be taken, any action or actions that would cause any Municipal Bond to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as from time to time in effect (the "Code") or a "private activity bond" within the meaning of Section 141(a) of the Code or that would cause any Municipal Bond to be "federally guaranteed" within the meaning of Section 149(b) of the Code, or that would otherwise cause interest on the Municipal Bonds to become included in gross income of the recipient thereof for the purpose of federal income taxation.

The Governmental Unit shall at all times do and perform all acts and things permitted by law and necessary or desirable in order to assure that interest paid by the Governmental Unit on the Municipal Bonds shall be excluded from gross income of the recipient thereof for the purpose of federal income taxation under any valid provision of law and to assure that the Municipal Bonds shall not be "private activity bonds" within the meaning of Section 141(a) of the Code, including the preparation and filing of any statements required to be filed by the Governmental Unit in order to maintain such exclusion.

17. If any provision of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

18. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as may be necessary to give effect to the terms of this Loan Agreement.

19. No waiver by either party of any term or conditions of this Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement.

20. This Loan Agreement merges and supersedes all prior negotiations, representations, and agreements between the parties hereto relating to the subject matter hereof and constitutes the entire agreement between the parties hereto in respect hereof.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

NEW HAMPSHIRE MUNICIPAL BOND BANK

Attest:

By _____
Secretary, NHMBB

(NHMBB SEAL)

By _____
Chairman, NHMBB Board of Directors

Attest:

By _____
Member, Board of Selectmen

By _____
Town Clerk

By _____
Town Treasurer

(Town SEAL)

EXHIBIT A
MATURITY SCHEDULE
 Town of Hudson
 20 year Level Principal
 Governmental Unit's Bonds

Due	Principal Amount
8/15/2023	303,280
8/15/2024	300,000
8/15/2025	300,000
8/15/2026	300,000
8/15/2027	300,000
8/15/2028	295,000
8/15/2029	295,000
8/15/2030	295,000
8/15/2031	295,000
8/15/2032	295,000
8/15/2033	295,000
8/15/2034	295,000
8/15/2035	295,000
8/15/2036	295,000
8/15/2037	295,000
8/15/2038	295,000
8/15/2039	295,000
8/15/2040	295,000
8/15/2041	295,000
8/15/2042	295,000
Total Proceeds	5,928,280

EXHIBIT B

No. R-1

\$ _____

STATE OF NEW HAMPSHIRE
TOWN OF HUDSON

\$ _____ GENERAL OBLIGATION BOND

The Town of Hudson (hereinafter called the "Issuer") in the State of New Hampshire promises to pay to U.S. Bank National Association, as Trustee for the New Hampshire Municipal Bond Bank, or registered assigns, the sum of _____ Dollars (\$ _____) in installments on August 15 of each year as set forth below, with interest on each installment at the rate per annum set forth below opposite the year in which the installment becomes due:

<u>Year</u>	<u>Installments</u>	<u>Interest Rate</u>
2023		
2024		
2025		
2026		
2027		
2028		
2029		
2030		
2031		
2032		
2033		
2034		
2035		
2036		
2037		
2038		
2039		
2040		
2041		
2042		

The interest rate on each installment shall run from the date of the original delivery of this Bond to the New Hampshire Municipal Bond Bank and payment therefor and until payment of such installment, and such interest shall be payable semiannually on February 15 and August 15 of each year, beginning February 15, 2023. Both principal and interest on this Bond are payable at U.S. Bank National Association, 60 Livingston Avenue, St. Paul, MN 55107, or at its successor as Trustee under the General Bond Resolution of the New Hampshire Municipal Bond Bank. Final payment of the

interest and principal of this Bond shall be made upon surrender of this Bond for cancellation at the bank or trust company at which this Bond is then payable.

This Bond is the only instrument representing a borrowing of \$_____ issued by the Issuer pursuant to the Municipal Finance Act, RSA 33, as amended, the New Hampshire Municipal Bond Bank Law, RSA 35-A, as amended, and other laws in addition thereto, and votes of the legal voters of Issuer duly passed on March 8, 2022. This Bond is being issued for the purpose of financing the expansion and renovation of the Police facility.

This Bond is transferable only upon presentation to the Treasurer of the Issuer with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Issuer kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

IN WITNESS WHEREOF, the Issuer has caused this Bond to be signed by at least a majority of its Governing Board and countersigned by its Treasurer and its seal to be affixed hereto, as of the 13th day of July, 2022.

Countersigned: TOWN OF HUDSON, NEW HAMPSHIRE

Treasurer

Governing Board

(Seal)

Certificate of Registration of Transfers

This Bond is registered in the name of the transferee noted hereon on the books of the Issuer kept by the Treasurer as transfer agent.

Name of Registered Transferee	Date of Registration of Transfer	Date Which Interest Paid	Aggregate Principal Paid	Balance of Principal Due	Signature of Treasurer
-------------------------------------	--	-----------------------------------	--------------------------------	-----------------------------------	------------------------------

TOWN OF HUDSON, NEW HAMPSHIRE
(the "Issuer")

CERTIFICATE OF VOTE REGARDING AUTHORIZATION
OF BONDS AND APPROVAL OF
LOAN AGREEMENT WITH THE NEW HAMPSHIRE MUNICIPAL BOND BANK

I, the undersigned Clerk of the Issuer, hereby certify that a meeting of the Governing Board of Issuer (the "Board") was held on May 10, 2022. A quorum of the Board was in attendance and voting throughout.

I further certify that there are no vacancies on the Board, that all of the members of the Board were duly notified of the time, place and purposes of said meeting, including as one of the purposes the authorization of bonds and the approval of a Loan Agreement between the New Hampshire Municipal Bond Bank (the "Bond Bank") and the Issuer.

I further certify that the following is a true copy of resolutions unanimously adopted at said meeting:

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 8, 2022 under Article 9 of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a \$5,928,280 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing the expansion and renovation of the Police facility.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of five percent (5.00%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and

deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the project being financed is in excess of twenty (20) years.

I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.

I further certify that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

WITNESS my hand and seal of the Issuer this ____ day of _____, 2022.

CLERK OF ISSUER

(SEAL)

Agenda
5-10-22

8G

Town of Hudson

Revenues and Expenditures

Through April 30, 2022

Town of Hudson, NH
 Appropriations and Revenue Summary
 Month Ending: April 30, 2022

State #	Dept #	Department	Budget FY 2022	Prior Year Encumbered	Budget and FY Adjstmts	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	317,866	2,502	89,651	78%
4140	5041	Moderator	15,059	0	15,000	30,059	12,975	0	17,084	43%
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	6,728	0	1,346	83%
4199	5055	Sustainability Committee	1,300	0	0	1,300	235	0	1,065	18%
4520	5063	Benson Park Committee	1,100	0	0	1,100	159	0	941	14%
4199	5070	Municipal Budget Committee	800	0	0	800	0	0	800	0%
4140	5077	IT - Town Officers	4,170	0	0	4,170	2,646	0	1,524	63%
4199	5080	Ethics Committee	100	0	0	100	11	0	89	11%
		Town Officers	453,533	0	15,000	468,533	346,736	2,502	119,295	75%
4130	5110	Board of Selectmen/Administrat	391,769	0	20,000	411,769	331,099	21,576	59,094	86%
4194	5115	Oakwood	2,275	0	0	2,275	3,776	0	(1,501)	166%
4194	5120	Town Hall Operations	97,324	0	0	97,324	84,946	800	11,578	88%
4442	5151	Town Poor	80,000	0	(15,000)	65,000	23,590	0	41,410	36%
4130	5177	IT - Town Administration	800	0	0	800	1,434	0	(634)	179%
		Administration	572,168	0	5,000	577,168	444,845	22,376	109,947	81%
4153	5200	Legal	136,560	0	0	136,560	104,404	19,879	12,277	91%
4150	5310	Finance Administration	204,957	4,000	0	208,957	138,081	1,016	69,861	67%
4150	5320	Accounting	304,123	3,573	(45)	307,650	248,677	600	58,373	81%
4150	5377	IT - Finance	2,250	0	0	2,250	1,363	355	532	76%
		Finance	511,330	7,573	(45)	518,857	388,121	1,971	128,765	75%
4150	5330	Information Technology	742,103	4,555	0	746,658	594,869	424	151,365	80%
		Information Technology	742,103	4,555	0	746,658	594,869	424	151,365	80%
4152	5410	Assessing Department	469,428	43,826	149,000	662,254	432,490	155,121	74,643	89%
4152	5477	IT- Assessing	14,650	2,431	0	17,081	8,288	0	8,792	49%
		Assessing	484,078	46,257	149,000	679,335	440,778	155,121	83,435	88%
4312	5515	Public Works Facility	59,903	0	0	59,903	72,861	656	(13,614)	123%
4312	5551	Public Works Administration	290,872	0	0	290,872	259,119	161	31,592	89%
4312	5552	Streets	2,980,123	0	199,602	3,179,725	2,978,015	47,548	154,162	95%
4312	5553	Equipment Maintenance	498,793	0	3,411	502,204	416,987	1,445	83,771	83%
4312	5554	Drainage	685,775	0	0	685,775	407,232	13,541	265,002	61%
4522	5556	Parks Division	254,254	0	500	254,754	153,386	5,510	95,859	62%
4312	5577	IT - Public Works	4,290	0	0	4,290	4,830	0	(540)	113%
		Public Works	4,774,010	0	203,513	4,977,523	4,292,429	68,860	616,233	88%
4191	5277	IT - LUD	6,300	0	0	6,300	3,822	2,250	228	96%

Town of Hudson, NH
Appropriations and Revenue Summary
Month Ending: April 30, 2022

State #	Dept #	Department	Budget FY 2022	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
4191	5571	LUD - Planning	258,020	18,488	0	276,508	221,177	11,225	44,106	84%
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	173,171	1,289	41,260	81%
4191	5583	LUD - Zoning Board of Adj	16,500	0	0	16,500	12,073	2,781	1,647	90%
4311	5585	LUD - Engineering	415,589	796	0	416,385	317,170	22,285	76,930	82%
		Land Use	920,480	21,595	0	942,075	729,385	41,219	171,470	82%
4210	5610	Police Administration	351,939	0	0	351,939	335,907	26,271	(10,240)	103%
4210	5615	Police Facility Operations	287,854	0	0	287,854	233,161	3,943	50,750	82%
4210	5620	Police Communications	800,766	0	179	800,945	684,628	548	115,770	86%
4210	5630	Police Patrol	7,089,062	25,004	216	7,114,281	5,760,115	73,107	1,281,059	82%
4210	5640	Investigations	14,420	0	893	15,313	9,642	895	4,776	69%
4414	5650	Animal Control	130,089	0	5,000	135,089	104,041	1,148	29,900	78%
4210	5660	Information Services	187,189	0	0	187,189	153,242	8	33,938	82%
4210	5671	Support Services	88,023	0	1,893	89,916	54,383	9,989	25,544	72%
4210	5672	Crossing Guards	58,755	0	0	58,755	34,840	0	23,915	59%
4210	5673	Prosecutor	364,372	0	0	364,372	255,576	495	108,301	70%
4210	5677	IT - Police	93,629	0	0	93,629	80,260	812	12,557	87%
		Police	9,466,098	25,004	8,180	9,499,282	7,705,795	117,216	1,676,270	82%
4220	5710	Fire Administration	772,075	0	(45)	772,030	628,076	9,544	134,411	83%
4220	5715	Fire Facilities	142,009	5,000	0	147,009	110,149	8,044	28,816	80%
4220	5720	Fire Communications	428,054	0	166	428,220	333,936	92,711	1,572	100%
4220	5730	Fire Suppression	5,894,216	156,797	418,757	6,469,771	5,228,543	76,095	1,165,132	82%
4220	5740	Fire Inspectional Services	501,925	0	364	502,289	369,747	4,189	128,353	74%
4220	5750	Emergency Medical Services	0	0	4,924	4,924	4,924	0	0	100%
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	9,467	23,470	75,431	30%
4220	5777	IT - Fire	36,506	0	0	36,506	24,105	794	11,607	68%
		Fire	7,864,899	183,797	424,166	8,472,862	6,708,955	214,847	1,549,060	82%
4520	5810	Recreation Administration	178,081	0	0	178,081	106,548	1,237	70,296	61%
4520	5814	Recreation Facilities	66,122	0	0	66,122	53,242	484	12,396	81%
4520	5821	Supervised Play	120,063	0	0	120,063	765	376	118,922	1%
4520	5824	Ballfields	12,242	0	0	12,242	3,180	100	8,962	27%
4520	5825	Tennis	0	0	0	0	1,720	2,005	(3,725)	100%
4520	5826	Lacrosse	12,366	0	0	12,366	905	1,598	9,864	20%
4520	5831	Basketball	52,604	0	0	52,604	28,588	746	23,270	56%
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	33,594	988	28,048	55%
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	3,660	0	3,400	52%
4520	5877	IT - Recreation	7,065	0	0	7,065	5,793	0	1,272	82%
		Recreation	533,046	0	0	533,046	249,014	7,793	276,239	48%
4196	5910	Insurance	541,000	0	0	541,000	396,250	0	144,750	73%

Town of Hudson, NH
Appropriations and Revenue Summary
Month Ending: April 30, 2022

State #	Dept #	Department	Budget FY 2022	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
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	21,849	0	52,513	29%
4220	5960	Hydrant Rental	276,971	0	0	276,971	207,728	0	69,243	75%
4321	5970	Solid Waste Contract	1,710,384	0	0	1,710,384	1,308,244	403,610	(1,470)	100%
		Non-Departmental	2,786,008	0	(87,207)	2,698,801	2,022,655	403,610	272,536	90%
General Fund Appropriation Subtotal			29,244,313	288,780	717,606	30,250,699	24,027,986	1,055,819	5,166,894	82.9%
Warrant Articles										
4194	6012	Major Repairs to Town Bldings	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	23,055	1,322,228	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	16,460	11,241	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	1,195,845.22	1,452,619	(201,861)	108%
General Fund Total Budget			29,639,313	2,540,382	517,606	32,697,302	25,223,831	2,508,438	4,965,033	85%
02 Sewer Fund										
4326	5561	Sewer Billing & Collection	165,643	0	0	165,643	141,974	7,524	16,144	90%
4326	5562	Sewer Operation & Maintenanc	1,207,182	0	0	1,207,182	920,120	63,972	223,090	82%
4326	5564	Sewer Capital Projects	870,000	5,639	14,321	889,960	565,577	147,531	176,852	80%
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	2,049,631	219,027	424,127	84%
03 Water Fund										
4332	5591	Water - Administration	299,122	0	0	299,122	249,618	3,547	45,957	85%
4332	5592	Water - Ops & Maintenance	1,529,042	0	0	1,529,042	1,129,837	179,393	219,812	86%
4335	5593	Water - Supply	794,174	0	0	794,174	993,969	36,268	(236,063)	130%
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	3,623,079	219,208	29,707	99%
Total General, Sewer, Water Funds			36,184,132	2,546,022	531,927	39,262,081	30,896,541	2,946,673	5,418,867	86%
			Budgeted		Supplemental	Adjusted		Use of Fund		

Town of Hudson, NH
Appropriations and Revenue Summary
 Month Ending: April 30, 2022

State #	Dept #	Department	Budget FY 2022	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
			Revenue		Budget	Revenue	Revenues	Balance	Balance	
		General Fund Revenue	32,096,143		518,741	32,614,884	29,762,671	0	2,852,214	91%
		Sewer Fund Revenue	2,272,825		19,366	2,292,191	1,449,525	0	842,666	63%
		Water Fund Revenue	3,871,994		0	3,871,994	2,957,447	0	914,547	76%
Total General, Sewer, Water Funds Revenue			38,240,962	0	538,108	38,779,070	34,169,642	0	4,609,428	88%
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	868,470	823	312,784	74%
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	42,396	71,298	(48,110)	173%
14	5630	Police Forfeiture Fund	0	0	0	0	6,266	1,540	(7,806)	0%
35	5845	Senior Activities Revolving Fund	0	51,244	0	51,244	8,031	54,146	(10,933)	121%
45	5045	Community TV Revolving Fund	0	4,954	0	4,954	273,989	2,005	(271,040)	100%
50	5750	EMS Revolving Fund	422,997	0	460	423,457	251,078	16,873	155,506	63%
		Other Funds	1,657,827	69,028	460	1,727,315	1,450,229	146,685	130,401	92%
		(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 Infrac.	0	0	0	350,000	243,876	0	106,124	0%
44	7201	Lowell Rd Bridge/Rd Infrac.	0	0	0	700,000	23,418	5,762	670,820	0%
44	7203	West Rd Trms Stn Infrac.	0	0	0	550,000	3,078	844,095	(297,173)	0%
			0	0	0	1,600,000	270,372	849,857	479,771	0%
			Budgeted Revenue		Supplemental Budget	Adjusted Revenue	Revenues	Use of Fund Balance	Balance	
		Senior Activities Revolving Fund	0			0	24,711		(24,711)	0%
		Community TV Revolving Fund	0			0	230,256		(230,256)	0%
		EMS Revolving Fund	423,322			423,322	337,680		85,642	0%
Total Expenditures All Funds			37,841,959	2,615,050	532,387	40,989,395	32,346,769	3,093,358	5,549,268	86%

Run: 5/05/22
8:44AM

UFRK

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

Page: 1
bmckee
ReportSortedRevenue
All

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coil
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	20,969,092.00	0.00	20,287,782.66	681,309.34	96.751
01-3110-4101-000-000	Overlay	-159,153.00	-3,791.10	-20,596.48	-138,556.52	12.941
01-3185-4120-000-000	Yield Taxes and Interest	10,600.00	290.12	14,645.24	-4,045.24	138.163
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	7,655.58	7,759.22	-4,759.22	258.641
01-3189-4127-000-000	Boat Tax	7,000.00	2,222.32	5,302.52	1,697.48	75.750
01-3190-4203-000-000	Charges on Property Taxes	5,000.00	1,504.95	3,525.49	1,474.51	70.510
01-3190-4204-000-000	Interest on Property Taxes	150,000.00	12,129.70	92,108.83	57,891.17	61.406
01-3220-4201-000-000	Motor Vehicle Permits	5,420,000.00	539,267.80	4,884,976.70	535,023.30	90.129
01-3230-4216-000-000	Certificate of Occupancy Permit	15,000.00	1,000.00	10,000.00	5,000.00	66.667
01-3230-4218-000-000	Building Permits	275,000.00	31,283.14	241,647.57	33,352.43	87.872
01-3230-4381-000-000	Septic Inspection Fees	6,000.00	100.00	6,000.00	0.00	100.000
01-3290-4209-000-000	Excavation Permits	5,000.00	75.00	3,675.00	1,325.00	73.500
01-3290-4214-000-000	Driveway Permits	2,000.00	150.00	2,800.00	-800.00	140.000
01-3290-4217-000-000	Health Permits	0.00	100.00	380.00	-380.00	0.000
01-3290-4221-000-000	Pistol Permits	2,500.00	102.00	1,148.00	1,352.00	45.920
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	465.00	2,150.00	650.00	76.786
01-3290-4239-000-000	Fire - Place of Assembly	2,000.00	60.00	1,190.00	810.00	59.500
01-3290-4254-000-000	Fire Alarm Permits	1,500.00	95.00	2,137.00	-637.00	142.467
01-3290-4312-000-000	Zoning Application Fees	3,000.00	680.61	6,422.46	-3,422.46	214.082
01-3290-4313-000-000	Planning Board Fees	120,000.00	522.20	80,784.54	39,215.46	67.320
01-3290-4315-000-000	Sewer Service Permit	3,000.00	200.00	2,350.00	650.00	78.333
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	688.00	13,162.00	-3,162.00	131.620
01-3290-4323-000-000	Police Fines, Forfeit, Court	325.00	0.00	781.25	-456.25	240.385
01-3290-4325-000-000	Animal Control Fines/Fees	10,000.00	0.00	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: 5/05/22
8:44AM

Revenue Report
Month End Revenue
Town of Hudson, NH
As Of: April 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	40.00	750.00	1,250.00	37.500
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	0.00	36,154.36	-21,154.36	241.029
01-3290-4335-000-000	Animal Boarding Fees	1,100.00	0.00	190.00	910.00	17.273
01-3290-4343-000-000	Copy Fees and Sale of Books	1,500.00	25.25	181.25	1,318.75	12.083
01-3290-4347-000-000	Bad Check Fees	2,500.00	132.33	1,622.80	877.20	64.912
01-3290-4356-000-000	Police False Alarm Fines	10,000.00	150.00	4,850.00	5,150.00	48.500
01-3290-4421-000-000	Marriage Licenses	4,000.00	106.00	100.00	3,900.00	2.500
01-3290-4422-000-000	Hawker/Peddler License	1,000.00	0.00	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	7,317.09	22,285.09	-4,285.09	123.806
01-3290-4451-000-000	Drain Layers License	1,000.00	250.00	4,750.00	-3,750.00	475.000
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	19,701.59	55,636.43	-28,747.43	206.911
01-3359-4657-000-000	Grants - Fire	834,530.55	36,043.85	398,255.29	436,275.26	47.722
01-3359-4659-000-000	Grants - Other	10,000.00	250.41	49,744.97	-39,744.97	497.450
01-3359-4660-000-000	Grants - Pandemic	23,955.00	0.00	92,758.65	-68,803.65	387.220
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	788.00	7,415.00	-415.00	105.929
01-3401-4342-000-000	Sale of Checklists	500.00	0.00	35.00	465.00	7.000
01-3401-4708-000-000	Welfare Reimbursement	1,000.00	29.65	296.51	703.49	29.651
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	31,400.88	175,789.53	-25,789.53	117.193
01-3401-4729-000-000	Contracted Services - Litchfield	30,000.00	15,119.33	28,964.43	1,035.57	96.548
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

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

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
01-3401-4732-000-000	Fire Incident Reports	500.00	102.00	609.00	-109.00	121.800
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	220.00	540.00	-540.00	0.000
01-3401-4748-000-000	Insurance Reimbursement	93,411.00	3,411.00	245,533.08	-152,122.08	262.852
01-3401-4756-000-000	Misc Rev - Police	5,500.00	23,019.20	32,429.90	-26,929.90	589.635
01-3401-4757-000-000	Misc Rev - Fire	500.00	175.00	495.00	5.00	99.000
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	41,027.47	42,928.12	-42,428.12	###.###
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	0.00	-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	505.00	2,330.00	6,510.00	26.357
01-3401-4768-000-000	Rec Rev - Lacrosse	7,500.00	-125.00	-2,285.00	9,785.00	-30.467
01-3401-4769-000-000	Rec Rev - Community Activities	11,000.00	-120.00	150.00	10,850.00	1.364
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	-300.00	-6,868.30	-3,131.70	68.683
01-3502-4703-000-000	Interest on Investments	30,000.00	1,459.56	3,143.88	26,856.12	10.480
01-3503-4373-000-000	Rents of Town Property	1,000.00	200.00	1,400.00	-400.00	140.000
01-3508-4556-000-000	Donations - Police	7,366.73	0.00	10,345.00	-2,978.27	140.429
01-3508-4557-000-000	Donations - Fire	13,974.00	4,924.00	9,974.00	4,000.00	71.375
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	47,146.74	47,146.74	501,853.26	8.588
01-3939-4999-000-000	Use of Fund Balance	600,000.00	0.00	0.00	600,000.00	0.000
Totals	General Fund	32,614,884.28	827,799.67	29,762,670.59	2,852,213.69	91.255

Revenue Report
Month End Revenue
Town of Hudson, NH
As Of: April 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	230.01	12,287.15	7,712.85	61.436
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
02-3401-4759-000-000	Misc Rev - Other	0.00	0.00	0.00	0.00	0.000
02-3403-4780-000-000	Sewer Base Charges	560,000.00	140,973.58	561,877.97	-1,877.97	100.335
02-3403-4781-000-000	Sewer Consumption Charges	581,086.00	115,205.71	543,245.15	37,840.85	93.488
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	256,409.30	1,449,524.84	842,666.42	63.238

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

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	4,299.16	5,700.84	42.992
03-3290-4394-000-000	Backflow Testing Fees	25,000.00	8,170.00	24,225.00	775.00	96.900
03-3290-4395-000-000	Water Hookup Fee	25,000.00	485.00	22,066.08	2,933.92	88.264
03-3290-4396-000-000	Water Service Fees	12,000.00	95.00	9,636.38	2,363.62	80.303
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
03-3401-4759-000-000	Misc Rev - Other	0.00	0.00	0.00	0.00	0.000
03-3402-4390-000-000	Rental Fee - Private Hydrant	64,000.00	6,365.66	54,573.89	9,426.11	85.272
03-3402-4391-000-000	Rental Fee - Public Hydrant	78,000.00	6,496.20	64,962.00	13,038.00	83.285
03-3402-4392-000-000	Public Fire Protection	224,000.00	20,710.44	192,806.90	31,193.10	86.075
03-3402-4790-000-000	Water Base Charges	960,000.00	80,831.68	808,025.50	151,974.50	84.169
03-3402-4791-000-000	Water Usage Charges	2,173,994.00	125,351.31	1,603,750.82	570,243.18	73.770
03-3402-4792-000-000	Fire Access Charges	204,000.00	16,584.67	165,846.70	38,153.30	81.297
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	150.00	2,225.00	7,775.00	22.250
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	265,239.96	2,957,446.61	914,547.39	76.380

Run: 5/05/22
8:44AM

Revenue Report
Month End Revenue
Town of Hudson, NH
As Of: April 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	2,125.00	10,881.00	-10,881.00	0.000
35-3401-4736-000-000	Membership Fees	0.00	460.00	4,710.00	-4,710.00	0.000
35-3401-4737-000-000	Senior Rev - Field Trips	0.00	9,120.00	9,120.00	-9,120.00	0.000
Totals	Sr Activities Revolving Fund	0.00	11,705.00	24,711.00	-24,711.00	0.000

Run: 5/05/22
8:44AM

Revenue Report
Month End Revenue
Town of Hudson, NH
As Of: April 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: 5/05/22
8:44AM

Revenue Report
Month End Revenue
Town of Hudson, NH
As Of: April 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	24,608.43	-9,608.43	164.056
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	337,680.40	85,641.60	79.769

**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	\$539,268			\$2,142,105	\$4,884,976	\$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%	90.1%			39.5%	vs. Budget	90.1%

**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	\$1,460			\$2,029	\$3,144	\$20,000
vs. Budget	0.1%	0.1%	2.4%	4.2%	5.1%	5.6%	5.6%	6.1%	6.5%	8.4%	15.7%			10.1%	vs. Budget	15.7%

66 Main Street, Suite B
Plymouth, NH 03264

International Drive
Portsmouth, NH

May 2, 2022

Mr. Steve Malizia
Town Administrator
12 School Street
Hudson, NH 03051

RE: Staffing/Needs Assessment of Municipal Departments in Town Hall

Dear Steve:

I am pleased to provide you with the completed Staffing/Needs Assessment of Municipal Departments in Town Hall. A copy of the report is also being sent to you electronically.

Your cooperation and assistance along with input received from Town Hall Departments and Select Board Members have been greatly appreciated. Thank you again for the opportunity to have been of service to the Town of Hudson. This study provides you with an assessment along with recommendations and options to consider both now and in the future as Hudson continues to grow. I look forward to working with the Town in the future on any projects that I might be able to assist.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Carol M. Granfield

Carol M. Granfield, ICMA-CM
Senior Management Consultant
Director of Human Resource Services

Enclosure



Telephone: (603) 279-0352
Toll Free: (866) 501-0352

all@mrgov.com
www.mrgov.com

8H

66 Main Street, Suite B
Plymouth, NH 03264

119 International Drive
Portsmouth, NH 03801



Telephone: (603) 279-0352
Toll Free: (866) 501-0352

all@mrigov.com
www.mrigov.com

REPORT

TOWN OF HUDSON, NH

STAFFING/ NEEDS ASSESSMENT OF MUNICIPAL DEPARTMENTS IN TOWN HALL

MAY 2022

A. INTRODUCTION

The Town of Hudson, NH, engaged Municipal Resources, Inc. (MRI) to conduct a general review of the staffing/ needs of municipal departments located within Town Hall. The results of the review along with findings and recommendations, are contained in this report.

1. Scope of Services

The objective of the review was to assess the staffing required to complete the functions normally associated with departments located in Town Hall, and to identify potential opportunities for efficiencies, cross training, consolidation, and functional areas that may be understaffed. It also was to consider the impacts of growth on staffing needs in order to assist the Town in planning for future needs.

2. Overview

The Town of Hudson is a vibrant community located in southern New Hampshire, 44 miles north of Boston, MA. It offers many outstanding resources of parks, facilities, activities, and events. It provides easy access to several state routes and is a diversified community. Hudson has a population of 25,294 per the 2020 Census and is the tenth largest municipality in the

state. It enjoys extensive development and growth and is a great place to both live, work and do business. The Town Hall facility has been expanded over the years and currently houses the following functions: Administration, Board of Selectmen, Assessing, Engineering, Finance, Information Technology, Inspectional Services, Planning, Town Clerk/Tax Collector, Water, Welfare and Zoning/Code Enforcement. The Town has 192 full-time and 38 part-time employees (excluding seasonal recreation positions). There are 34 employees housed in Town Hall. The Select Board and Planning Board as well as other boards meet in two meeting rooms at Town Hall. All of these services demand sufficient staffing of all departments to meet the needs of the community and provide excellent, efficient, customer service in a timely manner. This impacts all positions located in Town Hall.

3. Methodology

The methodology utilized included a wide variety of data collection, research, and analytical techniques to include review of best practices in the industry, comparisons with other communities of similar size, interviews with the majority of personnel currently located in Town Hall, interviews with Select Board members, as well as review of the physical space occupied by the employees and related department equipment, materials, and storage space. A majority of employees in departments located in Town Hall were interviewed either via Zoom or telephone, as a result of their preference. Interviews were conducted with the following:

Administration

Town Administrator

Select Board

Three Select Board Members

Finance

Finance Director
Town Accountant
Human Services Specialist

Town Clerk/Tax Collector

Town Clerk/Tax Collector

Planning

Town Planner

Engineering

Town Engineer

Zoning/Code Enforcement

Zoning Administrator/Code Enforcement Officer

Assessing

Chief Assessor

Additionally reviewed were current job descriptions of the Town Hall positions, and varied town materials available from town departments, and data and information from the following resources:

- Business NH Magazine, Article, Hudson Among Hottest Communities in Nation
- Annual Town Reports, 2000 – 2021
- Varied NH Communities of Similar Size
- Bloomberg BNA
- Society for Human Resource Management (SHRM)
- International Public Management Association for Human Resources (IPMA-HR)
- International City/County Management Association (ICMA)

The following summarizes the study methodology used:

1. Conducted comprehensive interviews with employees located in Town Hall. This was done to obtain insight into the operations, services, activities, and programs provided by the positions and departments located in Town Hall.
2. Reviewed all space of functions currently located in Town Hall. This provided insight into availability of adequate space for efficiency of each operation as well as location for convenient accessibility between departments for services provided.

3. Received and reviewed relevant information and documentation provided by employees and management officials.
4. Conducted additional analyses related to issues identified during the interview process.
5. Conducted an external review to determine and analyze somewhat comparable communities providing similar services and demographics.
6. Compared service levels with the consultant's assessment techniques based on current trends and "best practices."
7. Evaluated operations and services in detail and developed the analyses contained in this report as it relates to current and future staffing requirements.

4. Town Hall Personnel History

A review of the history of staffing and responsibilities of positions indicated that a variety of changes have taken place over the past several years. The town previously had additional positions of an Assistant Town Administrator, Community Development Director, Zoning Administrator and Code Enforcement Officer. These positions were eliminated many years ago or combined as the Zoning Administrator and Code Enforcement Officer position currently is. The result of some of these changes is that now there are some two- person separate department functions that report to the Town Administrator, thus increasing the span of control of the Town Administrator position significantly.

5. Town Hall Facility Space

An on-site tour of the Town Hall facility revealed it has many different levels with different entrances to various departments. Most of the functions that are visited by the public are on the main level of Town Hall, such as the Town Clerk/Tax Collector and other high- volume operations. Other services are located on the other levels. The building is somewhat of a maze and also includes two meeting rooms for Boards and Committees. All areas viewed were fairly crowded with workspace areas, files, and storage throughout the facility.

B. FINDINGS

The following sections provide analyses and recommendations for staffing options and related measures that should be taken to provide Hudson with the necessary workforce to address both the growing needs of the community and improve current efficiency. It also addresses some techniques that should be considered to ensure effective operation of functions.

1. Administration

Town Administrator, Executive Assistant, Administrative Aide, Custodian and Select Board's Office

This function includes the administrative positions of Executive Assistant and Administrative Aide that provide varied administrative and clerical assistance to the Select Board and Town Administrator. These positions adequately handle the associated duties.

The Select Board establishes the policy for the town and the Town Administrator oversees the day-to-day operation of the town and implements the policies adopted by the Board. Under the current operation, the Town Administrator does not possess the authority to hire and fire and departments conduct hiring processes within their departments and handle personnel-related issues. Any hiring or terminations require action by the Select Board. Additionally, there are a variety of actions required at Select Board meetings that if the Town Administrator had more authority, he could sign off and streamline some of the procedures and improve efficiency.

The Town Administrator's span of control is very wide due to having 18 direct reports of all departments and functions. With this wide span, it is most difficult to effectively manage and be knowledgeable on all functions as well as conduct evaluations efficiently. There are two areas the Town Administrator could utilize assistance in order to have a more productive operation.

A critical need for the town is to have a knowledgeable Human Resource Director or Manager that would oversee and assist with human resource functions of effectively handling recruitment, working with departments on appropriate and legal interviews of applicants, working with union contracts and advising employees and departments on matters such as disciplinary issues, personnel policy practices, and counselling employees/departments as needed on personnel matters. Due to the size of Hudson, it is most warranted as according to Bloomberg BNA's HR Department Benchmarks and Analysis Report, the rule of thumb ratio is 1.4 full-time HR staff per 100 employees. Based on the number of employees the town has, the addition of a professional human resource position is long overdue.

The next area of need to be considered is to have an Assistant Town Administrator to assist the Town Administrator by supervising some functions currently supervised by the Town Administrator and reduce the Town Administrator's span of control to be more in the range of 9-11. A recent market data survey indicated that the average span is around 10 to be effective. Other projects could also be supervised by the Assistant.

It could also be of benefit to the town and Select Board to eventually change the Town Administrator position to a Town Manager position which would then operate with the power and duties outlined in RSA Chapter 37. This would provide the Town Manager the authority to sign some paperwork, currently that must go to the Select Board for signature; allow the TM to hire personnel; and overall provide more efficiency in running the day-to-day operations of the town.

It would be beneficial for the Town Administrator or an outside facilitator to conduct an Orientation Session for the Select Board. Some members may have attended programs offered by the NH Municipal Association (NHMA) which is most helpful, however the addition of an internal orientation into how the town operates, policies, procedures and department information would be helpful. It would also be positive for the town for the Select Board to have a goal setting session and establish goals that could then be discussed with departments and departments could then work towards those goals when preparing budgets. If conflict arises within the Select Board consideration should be given to having a third party facilitate a session with the Board to work cooperatively together to accomplish the goals of the town. Some of the thoughts expressed are the result of feedback from both employees and Select Board members regarding some areas of concern.

2. Assessing

Chief Assessor, Deputy Assessor, Administrative Aide (PT)

This department is responsible for the appraisal and assessment of all real estate in the town. It also handles tax abatements and processing several tax exemptions. In addition to the current staff listed, it contracts out cyclical reassessments to a third party. The Department works closely with the Town Clerk/Tax Collector regarding taxes and indicated that there is too much for just one person and was supportive of splitting the Town Clerk/Tax Collector position, as it would provide improved efficiency to the town. The current staffing of the department and space in Town Hall are both sufficient for the Assessing function. The department is in the process of changing the Assessing software system from Patriot to Vision. This will take time to transition fully to a new system.

3. Engineering

Town Engineer, Civil Engineer, Administrative Aide

This is listed as a separate department and the Town Engineer reports directly to the Town Administrator. Some of the duties seem to have expanded over time as some things were not getting accomplished, so this department has taken on a variety of duties. It provides technical support to town boards, commissions, committees, and reviews and inspects development projects and handles applications for varied driveway sewer, water, acceptance, and allocations. It has also taken charge of the maintenance of 14 traffic lights in town. There is additionally extensive oversight of Hudson's water utility which includes a contract with Whitewater to provide operational services to the Hudson Water Utility. The Town Engineer is involved with traffic lights, water operation, and handles compliance for the land fill with an environmental focus. The Town Engineer has developed and maintains the Town's GIS system. This system could be expanded for other uses in the Town, however the Town Engineer would need to be provided the time and resources to do so. The Civil Engineer primarily handles the projects with review and oversight. The two positions, along with the Administrative Aide handling the associated administrative functions for the department, cannot take on any additional tasks without additional personnel. It is unusual to have this function report directly to the Town Administrator and not be part of the Public Works Department or have a separate Water and Sewer Department. This department does work with the Land Use Planning Department also on a regular basis.

4. Finance

Finance Director, Town Accountant, Senior Accounting Clerk (1 FT 1 PT), Human Services Specialist and Water Billing

There have been some personnel changes in this department which involved the Town Accountant being promoted to the Finance Director and the hiring of a new Town Accountant. As such, both these positions have been in the process of learning the job along with keeping the department running smoothly. The Department has started cross training more positions within the department to assist with having a more efficient, knowledgeable group of employees. The functions of payroll, benefits and human services are all handled in the Finance Department. The functions are performed by the Senior Accounting Clerks and Human Services Specialist. Additionally, the Water Billing is handled in this department. The Audit has been conducted and there are some management notes that address some issues that should be addressed. The Finance Department is moving forth to address issues noted in the audit.

Once all staff are fully knowledgeable of all responsibilities of their positions, this function does not require additional staffing. A major issue that will impact the department is when it moves

forth with either an updated financial software system, or a new system is installed. The current system utilized of MuniSmart does not meet the current needs and a change in the near future is warranted. This of course will have significant impact on the department. The water billing operation works effectively. The department is working also to address some audit notations. This department has an adequate number of staff and oversees appropriate functions in accordance with best practices of similar sized operations.

5. Information Technology (IT)

IT Director, IT Technician II, IT Specialist (2)

An Assessment Study of this department was conducted in 2020 and the department has been in the process of implementing many of the recommendations since that time. The Information Technology Department (IT) manages all hardware, software, and networking needs, from purchasing through installation and maintenance, for all Town departments including Public Safety services. IT staff support approximately 300 users, including employees, elected officials and volunteers who use Town resources. They maintain telephone and other technology in 12 town-owned buildings and several remote sites.

The prior IT Director retired during the past year and after a recruitment process an employee from within the IT Department was promoted to the IT Director position. The department is in the process of filling a vacant position, and once all positions are filled, will continue to proceed with moving forth with implementation of some of the recommendations. Currently the IT staffing is adequate.

6. Inspectional Services

Fire Marshal, Fire Prevention Officer, Building Official, Administrative Aide

Inspectional Services is a Division of the Fire Department that is housed in the Town Hall facility. It is responsible for regulating the construction, demolition, occupancy and safety of all buildings and structures, within the Town. It reviews, approves and issues permits required by code for the repair, alteration, addition, and new construction of all residential, commercial, and industrial buildings. This division reviews plans, performs inspections and provides fire prevention education and performs fire investigations. The personnel in this division work jointly with several departments located in Town Hall to include Planning and Zoning/Code Enforcement. The location in Town Hall is positive for both customer service and access to materials and personnel located in Town Hall. The location helps the customers with “one-stop” assistance, rather than going to several different buildings for services.

7. Planning

Town Planner, Administrative Aide

The Planning Department provides staff assistance to the Planning Board and general public. It coordinates development plans and is involved in all town economic and development issues. The state, however, does more work on economic development and the town has concentrated more on business retention.

Some time ago there was a Community Development Department that included the functions of Planning, Zoning and Engineering and included another position in Planning of an Associate Planner. Since that time, all of these functions have become separate departments all reporting to the Town Administrator.

The Town Planner has the contracted assistance of an Assistant Planner from the Nashua Planning Commission that works under eight hours per week and assists with preparation for Planning Board meetings. The town has experienced the largest project in history of the redevelopment of a golf course for Amazon Distribution (500,000 square foot distribution warehouse with over 77 acres.) Due to the impact of this large project and other ongoing activities there are major items that have not been addressed and need to be. The Master Plan has not been updated since 2006, the Land Use regulations have numerous contradictions, and the Zoning map is riddled with inaccuracies. These items should be addressed. The addition of an Associate Planner would allow the position to handle staff reports for Planning Board meetings and other areas dealing with varied agenda items and the Town Planner could begin to work on the Master Plan, Land Use Regulations and other high- level needs. Absent hiring a full time Associate Planner, the hours of the Planner available through the Nashua Regional Planning Commission should greatly be increased, however my understanding is that there may not be the availability of personnel to increase hours.

8. Town Clerk/Tax Collector

Town Clerk/Tax Collector, Deputy Town Clerk, Clerks, Sewer Aide

The Town Clerk/Tax Collector is a combined position that is an elected one. The department is staffed with four full-time positions and also in charge of the Sewer Billing Aide position. The staffing is adequate to handle the combined services of the Town Clerk functions of voter registration and various licenses to include vital records, marriage licenses and dog licenses. The Tax Clerk functions handle motor vehicle registration and property taxes. A significant issue that needs to be addressed is the handling of the Tax Collector functions which requires reconciliations and providing the Finance Department with timely, accurate collection information. It has been several months behind and while several individuals have tried to

assist and train the Town Clerk/Tax Collector this function, it still continues to be a problem and was cited in the audit.

The position is an elected one and thus does not require specific requirements pertaining to accounting, bookkeeping, and math requirements. It only requires being a resident, but no other mandatory education or experience requirements. There are a few options to address this issue that will be addressed in the recommendations.

9. Zoning/Code Enforcement

Zoning Administrator/Code Enforcement Officer, Administrative Aide

This function has been changed a few times and previously had been under the Fire Department and the Job Description has never been changed to reflect it is no longer part of Inspectional Services. The primary focus of this position has been on the Zoning Administration side, working with the Zoning Board, reviewing building permits and signs for Zoning, issuing Administrative Decisions in accordance with the Zoning Ordinance and attending Zoning Board meetings. The Code Enforcement portion has concentrated mainly on glaring issues along the primary routes within the town. In order to better address the Code Enforcement side, the addition of a part time Code Enforcement Officer could greatly assist. This a desirable position for a part time retired, knowledgeable person with the codes. One Administrative Aide position for this function is adequate to cover the associated administrative and clerical work. Rather than have this position report the Town Administrator or Town Engineer it may make more sense to have it part of either Inspectional Services or a Land Use Department function.

C. RECOMMENDATIONS

The following chart provides a variety of recommendations and options for consideration that provides the town with a roadmap for both immediate as well as future staffing, potential position modifications, and associated actions for consideration. The recommendations are a result of analysis of the positions and operational functions, best practices for a growing community such as Hudson, and provides a variety of opportunities the town may desire to further explore both now and in the future.

D. ACTION PLAN

The following Action Plan provides the town with a variety of recommended options to consider. Decisions on which option to move forth with should be based on a variety of factors to include budgetary constraints and/or availability, space availability for the addition of any new positions as well as best meeting the public's needs for efficient, effective service. Additionally, some of the potential options may require being phased in over a period of time.

ITEM	RECOMMENDED ACTION
Administration	<p>Consideration should be given to the following opportunities:</p> <ol style="list-style-type: none"><li data-bbox="558 695 1490 1115">1. Reduce the Span of Control of the Town Administrator, as too many departments and functions report directly to this position and thus does not allow the TA to be thoroughly familiar with all activities of each function and provide meaningful supervision and guidance. This would increase the efficiency and effectiveness of the TA position. Some of the positions currently directly supervised by the TA could be incorporated into other Departments, such as Public Works and others, and that Department Head would then directly supervise the function. Another option is to add the position of Assistant Town Administrator that could then have the responsibility of supervising some of the functions.<li data-bbox="558 1163 1490 1619">2. A critical need that was expressed by several Department Heads as well as Selectmen is the addition of a knowledgeable Human Resource Director or Manager. This position would possess a human resource background and assist all departments and employees with their human resource needs to include recruitment, selection, labor relations, union contracts, training, mediation, and employee-related issues. Payroll and benefits should continue to be in the Finance Department. This position should report directly to the Town Administrator. Space for this position could possibly be provided either in the current Select Board office, or in another portion of Town Hall as many times employees do not want to meet HR near the location of the Town Administrator.

	<ol style="list-style-type: none"> 3. Another option to consider is to hire an Assistant Town Administrator/HR Director. The individual should have a strong HR background and could handle both the HR function and assist the Town Administrator with supervision of some departments and oversee some special projects. 4. The preferred option of the above mentioned is to hire a Human Resource Director that would only deal with personnel issues and advisement and move some of the direct reports to the Town Administrator to be incorporated within larger departments. 5. In order for both the Select Board and Departments to all be working towards the same goals of the town, especially when preparing budgets, it would be beneficial to have the Town Administrator or an outside facilitator to conduct an Orientation Session for the Select Board that would include an internal orientation of how the town operates, policies, procedures along with information about each department. As a second part of this session, a goal-setting session should be conducted, so the Select Board, Town Administrator and Town Departments would all be working on the same goals. 6. Select Board Members are currently designated as liaison to specific departments, and this practice seems to be positive and should also continue. 7. In order to be more productive, if conflicts continue to exist among some Select Board members, it is recommended the Board work with a Facilitator/Trainer to learn how to effectively work together harmoniously, in order to be more productive and accomplish goals of the town effectively.
<p>Assessing</p>	<ol style="list-style-type: none"> 1. This department is currently staffed appropriately and operating effectively. With the transition to the new Vision software system, it may take some time for all staff to effectively learn the system. All staff are encouraged to take advantage of the various Vision training opportunities available to them.



Engineering	<ol style="list-style-type: none"> 1. This function has limited staff to accomplish the varied functions it has taken on. Fortunately, the personnel are talented to be able to accomplish the varied work as they have the best interests of the Town. However, if the function stays as a separate one, they must learn to say “No” and not take on any additional duties. 2. The location seems to work well near land use, however, Engineering is normally a Division of the Public Works Department. The Town’s website lists the traffic light function as one responsible to Public Works. 3. Consideration should also be given to separating the Water Utility as possibly another division within the Public Works Department, as it has grown to have many users.
Finance	<ol style="list-style-type: none"> 1. Cross-training of positions should continue so there will not be any voids in services when an employee is on vacation or ill. 2. A Procedure Book should be developed for the different functions within the Finance Department, as some functions only occur periodically and a Procedure Book would greatly assist as well as when staff may be out, or there is a change in personnel. 3. Activity should continue to address the notations listed in the recent audit. Some of this is the result of long-time personnel leaving with no written procedures, as well as new, untrained staff in some departments that have not provided the Finance Department with timely information required. 4. Staffing is adequate in this department.
Information Technology	<ol style="list-style-type: none"> 1. This department is adequately staffed and should continue moving forth with recommendations previously made as part of a department assessment in 2020.
Inspectional Services	<ol style="list-style-type: none"> 1. This Division should continue operating with the current staffing.

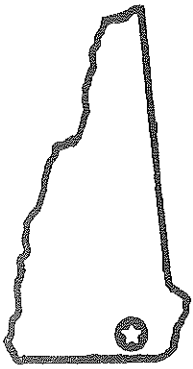


<p>Planning</p>	<ol style="list-style-type: none"> 1. The addition of an Associate Planner is needed in order to maintain the level of service warranted in this department due to the continued growth of the department. 2. If the addition of a position is not feasible, then the hours of the currently contracted Planner from the Nashua Regional Planning Commission should be increased significantly. 3. Consideration should also be given to establishing this department as a Community Development Department that includes Planning, Economic Development and Zoning/Code Enforcement. These are all Land Use functions and it is more the norm with best practices of comparable communities. This would involve the Zoning Administrator/Code Enforcement Officer becoming a part of this department and the Town Planner, if having an adequate background becoming the Director of the Department. The department could also simply be called Land Use Department or Planning and Zoning Department, based on the desires of the Town.
<p>Town Clerk/Tax Collector</p>	<ol style="list-style-type: none"> 1. Take steps to continue having the Town Clerk as an Elected position but change the Tax Collector to an appointed position. This may require Town Meeting action. 2. Until there can be an experienced separate Tax Collector, due to the unreconciled financial issues, the Town should have an experienced accountant come in and get the records caught up and train the current Town Clerk/Tax Collector on how to effectively handle the Tax Collector duties and perhaps provide a step-by-step procedure book to assist.
<p>Zoning/Code Enforcement</p>	<ol style="list-style-type: none"> 1. A part-time experienced Code Enforcement Officer should be hired to address more of the Code Enforcement issues which would greatly assist the Zoning Administrator/Code Enforcement Officer. 2. Consideration should be given to incorporate the Zoning/Code Enforcement function in the proposed department of Community Development, or a Land Use/Planning Department rather than have this position report to the Town Administrator.
<p>Town Hall Office Space for Staffing</p>	<ol style="list-style-type: none"> 1. Town Hall is very crowded with offices and limited storage areas. It does include two good sized meeting rooms for Select Board Planning Board meetings as well as other committees. These are areas that could be viewed for some possible modifications if additional office space overall would be needed. The Town might want to consider in the future having some type of space study to better utilize the space in Town Hall.

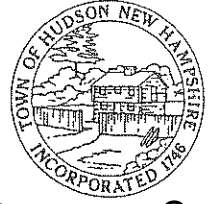
CONCLUSION

Municipal Resources, Inc. (MRI) conducted a staffing and administrative needs assessment of the Town Hall departments in order to provide Hudson with a fresh look at current and future staffing requirements that may be impacted as a result of turnover in positions, growing expansion of town development and necessary services required to meet these expanding needs that are expected by the community. The Town has an outstanding staff of employees, many wearing several different “hats” with varied responsibilities. The time and input received Town Hall department staff and the Select Board is appreciated. It is clear that with the volume of activity in Hudson, some future staffing along with modification of some current positions will be necessary to provide the level of service the community expects.

The Action Plan provides Hudson with some viable options to consider, in order to continue to efficiently provide appropriate service in the active environment it continues to enjoy.



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



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

81

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: May 5, 2022

Re: Budget Committee Bylaws

Chairperson Roy has asked that an item be placed on the Board of Selectmen's agenda to discuss the next step(s) regarding the recent Budget Committee bylaw amendment excluding the ex-officio members of the Budget Committee as voting members of the Budget Committee. Should the Board of Selectmen vote to pursue this matter legally, the following motion is appropriate:

Motion: To initiate legal action by petitioning the Superior Court for an order compelling the Budget Committee to amend its bylaws to restore the voting rights of the ex-officio members of the Budget Committee.

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



April 13, 2022

Budget Committee
Town of Hudson
12 School Street
Hudson, NH 03051

RE: March 16, 2022, Amendment to Budget Committee Bylaws

Dear Chairman Cole and Members of the Budget Committee:

Please accept this letter on behalf of both the Hudson Board of Selectmen and the Hudson School Board. On March 16, 2022, the Budget Committee voted to amend its Bylaws, Article XII, Section F, Subparagraph 3, to add a new section which limits voting rights to elected members of the Budget Committee, thereby excluding the appointed ex officio members of the Selectmen and School Board as voting members of the Budget Committee. The Selectmen and the School Board are asking the Budget Committee to rescind this bylaw change immediately.

This action by the Budget Committee is unsupported by any law and is *ultra vires*. RSA § 32:15, I (b), is very clear that the membership of the Budget Committee “shall” include “one member of the governing body” and “one member of the school board.” Although these members are appointed, they are nonetheless full members with full voting rights. The Budget Committee’s attempt to exclude its ex officio members from voting is directly contrary to RSA § 32:15, I (b).

I have attached a page from the New Hampshire Municipal Association’s publication, *The Basic Law of Budgeting*, which speaks directly to this very issue. As explained by the Municipal Association, the Budget Committee consists of both elected and appointed ex-officio members, and “the ex-officio members are voting members.” *Id.*

I will further add that legislative efforts in past years to change the law through the proper channels have not been successful.

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

To be perfectly candid, should the Budget Committee choose not to restore its appointed members' voting status, the Town and School District will have no other alternative than to petition the superior court for an order compelling the Budget Committee to do so. Both the Town and the School District would greatly prefer to avoid the unnecessary litigation at the expense of the taxpayers, and with that in mind, request that the Budget Committee rescind this bylaw.

I strongly urge the Budget Committee to get a proper legal opinion on this issue, and I would suggest contacting Attorney Stephen Buckley with the New Hampshire Municipal Association as someone who is unbiased and is very well versed in this area of the law.

Sincerely,

TARBELL & BRODICH, P.A.


By: David E. LeFevre, Esq.

e-mail: dlefevre@tarbellpa.com

cc: Stephen A. Malizia, Town Administrator (via e-mail)
Board of Selectmen (via e-mail)
School Board (via e-mail)
Attorney Diane Gorrow (via e-mail)

the inception of a cooperative school district, or even informally through “past practice,” (i.e., nothing in writing, but it’s always been done this way). In these situations, confusion may arise regarding the extent of authority and the roles of the budget committee. Ultimately, if the cooperative school district budget committee was not adopted under RSA 195:12-a, then it is not an official budget committee with the powers and duties set forth in Chapter 32, and its role is purely advisory.

C. Membership

1. MEMBERS-AT-LARGE

The composition of the budget committee is determined by town meeting within the limits set by RSA 32:15. A budget committee must include three to twelve members-at-large who are residents of the municipality and who may be elected or appointed by the moderator, as the town meeting decides. The members at large must be domiciled in the town, and any member that ceases to have domicile will immediately lose his or her seat. Members-at-large serve staggered three-year terms. The town meeting may vote at a subsequent meeting to change the number or manner of selection of its members-at-large. One of the members-at-large must be elected by the other committee members as chair, and the committee can elect other officers as it sees fit.

2. EX OFFICIO MEMBERS

The committee must also include one member of the governing body of the municipality, one member of the school board of each school district wholly within the municipality (if any), and one commissioner of each village district wholly within the town (if any). These ex-officio members are appointed by their respective boards to sit on the budget committee and serve terms of one year, along with an alternate ex-officio member to serve in their absence. The ex-officio members are voting members of the committee but may not serve as chair.

Under RSA 195:12-a, a cooperative school district budget committee has the “same number of members as the cooperative school board plus one additional member from the school board as provided in this paragraph.” Furthermore, other than this additional “ex officio” school board member, a cooperative school board member cannot serve as an appointed or elected budget committee member.

3. INCOMPATIBILITY WITH OTHER OFFICES

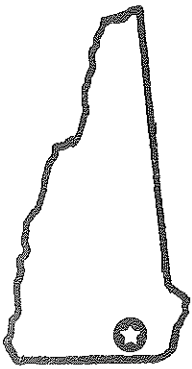
RSA 32:15, V states that “[n]o selectman, town manager, member of the school board, village district commissioner, full-time employee, or part-time department head of the town, school district or village district or other associated agency shall serve as a member-at-large.”

Therefore, department heads cannot serve as members-at-large on the budget committee, even if they are part-time employees. RSA 32:15, V. “Department head” is not defined in the law and is, therefore, a gray area. To avoid problems related to conflicts of interest, any employee responsible for submitting some portion of a budget should be treated as a department head.

A related issue is that of the ex-officio members voting upon the budget presented by their respective boards. In other words, should the selectperson on the budget committee vote on the budget that the select board has recommended to the budget committee? Yes. The statute clearly contemplates this by requiring an ex-officio member and prohibiting any other member of that board from serving as a member-at-large. The system is set up so that there is a representative from each governing body of all affected political subdivisions, and those ex-officio members are expected to vote.

4. FAILURE TO ATTEND MEETINGS

A member-at-large ceases to hold office immediately upon missing four consecutive scheduled or



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



Agenda
5-10-22

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

8J

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: May 5, 2022

Re: Budget Committee Request for Legal Funds

At their meeting on May 4, 2022, the Budget Committee approved two (2) motions to transfer funds from the Town's Operating Budget to the Budget Committee cost center (5070). The first transfer requested was for \$6,000 from the FY 2022 budget and the second transfer was for \$24,000 from the FY 2023 budget. The purpose of these funds' transfers is to provide initial funding to the Budget Committee in support of the procurement of legal services as may be required through June 30, 2023. As you are all aware, the Town has a general Legal Budget in cost center 5200-218 which covers the legal services needs for the Town. Assuming that the Budget Committee would be engaging the services of an attorney other than Attorney Lefevre, a purchase order could be prepared from the Legal Budget cost center to that attorney without the need to transfer funds to the Budget Committee cost center. Should the Board of Selectmen decide to go that route, no transfers would need to be initiated. Should the Board of Selectmen decide to transfer funds to the Budget Committee cost center per their request, the following motion would be appropriate:

Motion: To transfer \$6,000 from the FY 2022 Legal budget, account 5200-218 to the Budget Committee budget, account 5070-218 and to transfer \$24,000 from the FY 2023 Legal budget, account 5200-218 to the Budget Committee budget, account 5070-218.

If the Board of Selectmen vote to allocate legal funds for the Budget Committee without a cost center transfer, the following motion would be appropriate:

Motion: To allocate \$6,000 from the FY 2022 legal budget and \$24,000 from the FY 2023 legal budget for the Budget Committee's procurement of legal services at municipal attorney market rates.

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

Town of Hudson
Request for Line Item Transfer

Date: May 10, 2022

Department Budget Committee
 Program Legal Services

	Description	Account Number	Amount
Transfer To	<u>Legal Services</u>	<u>5070-218</u>	<u>\$6,000</u>
	<u>Budget Committee</u>	_____	_____
Transfer From	<u>Legal Services</u>	<u>5200-218</u>	<u>(\$6,000)</u>
	_____	_____	_____
	_____	_____	_____

Department Head Comments: Per B.O.S. VOTE on May 10, 2022
to provide legal services for the
Budget Committee FY 2022

Department Head Signature _____

Other Comments: _____

Finance Director Signature _____

Town Administrator Signature _____

Board of Selectmen Action Required? Yes ___ No ___

Board of Selectmen Signature _____

**Town of Hudson
Request for Line Item Transfer**

Date: May 10, 2022

Department Budget Committee

Program Legal Services

	Description	Account Number	Amount
Transfer To	<u>Legal Services</u>	<u>5070-218</u>	<u>\$24,000</u>
	<u>Budget Committee</u>		
Transfer From	<u>Legal Services</u>	<u>5200-218</u>	<u>(\$24,000)</u>

Department Head Comments: Per AOS vote on May 10, 2022
to provide legal services for the
Budget Committee FY 2023

Department Head Signature _____

Other Comments: _____

Finance Director Signature _____

Town Administrator Signature _____

Board of Selectmen Action Required? Yes No

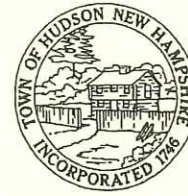
Board of Selectmen Signature _____

Agenda
5-10-22



TOWN OF HUDSON

Finance Department



8K

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

To: Board of Selectmen
Steve Malizia, Town Administrator

From: Lisa Labrie, Finance Director *LL*

Date: May 5, 2022

Subject: Clarification of Budget Committee Concerns on Independent Auditor's Report

Audit Finding Related to Capital Assets / GASB 34 (Government Accounting Standards Board pronouncement #34):

The Town of Hudson is in compliance with this standard. The only exception being our inclusion of the value of all roads, water and sewer pipes beneath the roads.

All land, buildings, equipment, vehicles, paintings of value are being accounted for and depreciated according to our fixed asset policy. We have increased our scope to include improvements to infrastructure (such as road lighting, pump stations renewals, bridge repairs, etc). We keep track of all construction in process as well and will capitalize those when completed.

An updated Fixed Asset Policy to include infrastructure will be forthcoming.

This has been on our Audit report since I started with the Town in 2003

Audit Finding "Management's Discussion and Analysis":

This has been on our Audit report since I started with the Town in 2003

*Town of Hudson
Independent Auditor's Report*

Basis for Adverse Opinion on Governmental Activities

As discussed in Note 1-B to the financial statements, management has not recorded all of the capital assets and related accumulated depreciation in the governmental activities, and accordingly, has not recorded depreciation expense on those assets. Accounting principles generally accepted in the United States of America require that capital assets be capitalized and depreciated, which would increase the assets, net position, and expenses of the governmental activities. The amount by which this departure would affect the assets, net position, and expenses of the governmental activities is not reasonably determinable.

Adverse Opinion

In our opinion, because of the significance of the matter described in the "Basis for Adverse Opinion on Governmental Activities" paragraph, the financial statements referred to above do not present fairly the financial position of the government-wide financial statements of the Town of Hudson, New Hampshire, as of June 30, 2021, or the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and aggregate remaining fund information of the Town of Hudson, New Hampshire, as of June 30, 2021, and the respective changes in financial position and the respective budgetary comparison for the general fund, major water fund, and major sewer fund, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

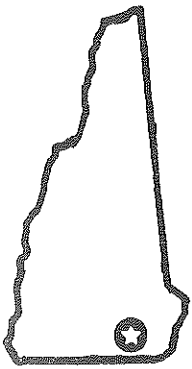
Management's Discussion and Analysis – Management has omitted a Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by the missing information.

Required Supplementary Information – Accounting principles generally accepted in the United States of America require that the following be presented to supplement the basic financial statements:

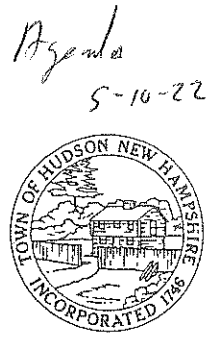
- Schedule of the Town's Proportionate Share of Net Pension Liability,
- Schedule of Town Contributions – Pensions,
- Schedule of the Town's Proportionate Share of the Net Other Postemployment Benefits Liability,
- Schedule of Town Contributions – Other Postemployment Benefits,
- Schedule of Changes in the Town's Total Other Postemployment Benefits Liability and Related Ratios, and
- Notes to the Required Supplementary Information

Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information – Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Hudson's basic financial statements. The combining and individual fund schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.



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



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

8L

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: May 5, 2022

Re: Budget Committee

Chairperson Roy has asked that an item be placed on the Board of Selectmen's agenda to discuss the Budget Committee's request to have staff present at the next Budget Committee meeting.

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