



TOWN OF HUDSON

Board of Selectmen

12 School Street
Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
rsorenson@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

BOARD OF SELECTMEN MEETING

June 9, 2026

7:00 PM

Board of Selectmen Meeting Room, Town Hall

Non-Public Session under RSA 91-A:3 (a), (b) & (c) beginning at 6:00 p.m.

(Regular meeting will begin immediately after Non-Public Session)

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ATTENDANCE**
4. **PUBLIC INPUT**
5. **RECOGNITIONS, NOMINATIONS & APPOINTMENT**
 - A. Recognitions – None
 - B. Nominations – None
 - C. Appointments – None
6. **CONSENT ITEMS**
 - A. Assessing Items
 - 1) Elderly Exemption
 - 2) Elderly Exemption Requalification
 - B. Water/Sewer Items – None
 - C. Licenses & Permits & Policies
 - 1) Block Party Permit
 - 2) Pole License
 - D. Donations – None
 - E. Acceptance of Minutes
 - 1) May 26, 2026
 - F. Calendar

06/09	7:00	Board of Selectmen	BOS Meeting Room
06/10	7:00	Planning Board	Buxton Meeting Room
06/16	7:00	Municipal Utility Committee	Buxton Meeting Room
06/17	6:30	Library Trustees	Hudson Cable Access Center
06/18	7:00a	Conservation Training Class	Buxton Meeting Room
06/18	7:00	Benson Park Advisory Committee	Hudson Cable Access Center
06/19		**TOWN HALL CLOSED**	
06/23	7:00	Board of Selectmen	BOS Meeting Room

7. OLD BUSINESS

- A. **Policy Sub-Committee, Personnel Policies – Administration/Decision**
- B. **Policy Sub-Committee, Purchasing and Contracts – Administration/Decision**

8. NEW BUSINESS

- A. **DSD Department Update Presentation – DSD/Presentation**
- B. **Sale of Town-Owned Property – Assessing/Decision**
- C. **ACO Supplies Donation – Police/Decision**
- D. **SNHHMMAD Membership Termination – Fire/Decision**
- E. **Stop Sign Funding Donation – Administration/Decision**
- F. **Town Deferred Compensation Plan – Administration/Decision**
- G. **Hills Memorial Library – Administration/Decision**
- H. **Benson Park Lion Statuary – Administration/Decision**
- I. **Benson Park Yoga – Administration/Decision**
- J. **Friends of Benson Park 2026 Events – Administration/Decision**
- K. **FY26 Budget Revenues & Expenditures Update – Administration/Informational**
- L. **FY28 Budget Preface – Administration/Informational**

9. SELECTMEN LIAISON REPORTS/OTHER REMARKS

10. REMARKS BY TOWN ADMINISTRATOR – Presentation

11. REMARKS BY SCHOOL BOARD

12. ENTER NONPUBLIC SESSION (if necessary)

13. ENTER PUBLIC SESSION (if necessary)

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, June 18, 2026.**



TOWN OF HUDSON

Assessing Department

12 School Street
Hudson, New Hampshire 03051

James A. Michaud, CAE, CPM, Chief Assessor
jmichaud@hudsonnh.gov · Tel: 603-886-6009 · Fax: 603-598-6481

To: Board of Selectmen
Roy Sorenson, Town Administrator

From: Jim Michaud, Chief Assessor

Date: June 9, 2026

Re: Elderly Exemption:

152 Wason Rd. – map 200/ lot 028
28 Wason Rd. – map 223/ lot 019

Recommended Motion: I recommend the Board of Selectmen sign the PA-29 forms granting Elderly Tax Exemptions to the property owners listed above. The property owners provided the proper documents to prove their qualifications.

RECEIVED
JUN 04 2026
BOS AGENDA

6A2

**TOWN OF HUDSON****Assessing Department**12 School Street
Hudson, New Hampshire 03051

James A. Michaud, CAE, CPM, Chief Assessor
jmichaud@hudsonnh.gov · Tel: 603-886-6009 · Fax: 603-598-6481

To: Board of Selectmen
Roy Sorenson, Town Administrator

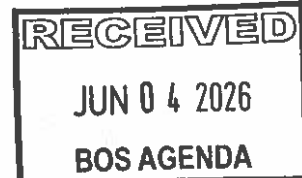
From: Jim Michaud, Chief Assessor 

Date: June 9, 2026

Re: Elderly Exemption Requalification:

95 Highland St. – map 167/ lot 066
15 Burns Hill Rd. – map 204/ lot 064

Recommended Motion: I recommend the Board of Selectmen sign the PA-29 forms granting Elderly Tax Exemptions to the property owners listed above. The property owners have provided the proper documents to prove their qualifications.



6C1



TOWN OF HUDSON

Board of Selectmen



A

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

Block Party Permit

Name: Cara Lombardi Date: 5/11/2026
 Address: 18 Sycamore St Phone: 978-604-7283
 Block Party to be held at: Willow St. Between Sycamore + tamarack (1/2 side)
 Date and Time of Block Party: Saturday 7/18/2026 1-5 PM
 Rain Date: Saturday 7/25/2026

- All of the affected neighbors, within at least 500 feet, have been notified of the event and written approval gained from a majority.
- Street to be blocked with traffic cones and barricades, available from the Highway Department (886-6018), and positioned to warn the motoring public, but, not so as to prevent access by emergency vehicles.
- The dispensing, possession, and consumption of any alcoholic beverages must be done in compliance with all applicable laws, regulations and ordinances.
- The hours of the requested permit must be restricted to the stated times.
- If music is played, it is to be kept to a reasonable level so as not to disturb the residents in the vicinity. Music is to cease at 7 PM.
- A copy of the Party flyer is attached.

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

Approved Disapproved _____ by the Chief of Police on 5/29/2026

[Signature] _____

Approved _____ Disapproved _____ by the Board of Selectmen on _____

Provided all of the aforementioned conditions have been met.

Chairman

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

Date: ~~May 11, 2026~~ July 18, 2026 1-5pm

Name	Signature	Address
Tos Kanellos	TK	9 Sycamore St, Hudson NH 03051
CAROL ANDERSON	Carol Anderson	17 Sycamore St. Hudson NH 03051
Olivia Burke	Olivia Burke	15 Tamarack St Hudson NH
Candace Melino	Candace Melino	6 Sycamore St Hudson NH
Linda Fickett	Linda Fickett	13 Tamarack St Hudson NH
Chris Cicutti	Chris Cicutti	1 BUTTERNUT
Roger Dilworth	Roger Dilworth	15 SYCAMORE ST
JEFF Gosselin	JEFF Gosselin	14 Sycamore St
Stephan Sautage	Stephan Sautage	15 Sycamore
Danielle DeRossi	Danielle DeRossi	7 Butternut St.
Christine Onhor	Christine Onhor	1 Juniper St
Janay Williams	Janay Williams	22 Sycamore
Andrew Terranova	Andrew Terranova	23 Sycamore ST
Helene Callaluna	Helene Callaluna	23 Tamarack St.
Monica Picano	Monica Picano	24 Tamarack St.
Matthew Sullivan	Matthew Sullivan	14 Tamarack St.

6C2



TOWN OF HUDSON
Development Services Department
12 School Street
Hudson, New Hampshire 03051

Tel: 603-886-6008 · Fax: 603-598-6481

INTEROFFICE MEMORANDUM

DATE: May 26, 2026

TO: Roy Sorenson, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Development Services Director

RE: Petition and Pole License for one (1) new Pole, 298/23Y-4 on **Robinson Road** in the Town of Hudson, as per attached for PSNH, dba Eversource Energy

Attached please find a new Pole License Petition from PSNH, dba Eversource Energy, for a new pole on **Robinson Road** in Hudson.

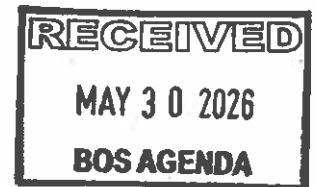
The Public Works and Engineering Departments have both reviewed it and are recommending that this Pole License be approved.

Thank you.

Motion:

To approve the Petition and Pole License from PSNH, dba Eversource Energy, for one new pole, Pole #: 298/23Y-4 on Robinson Road.

Enclosures





TOWN OF HUDSON
Development Services Department
12 School Street
Hudson, New Hampshire 03051

Tel: 603-886-6008 · Fax: 603-598-6481

INTEROFFICE MEMORANDUM

DATE: May 26, 2026

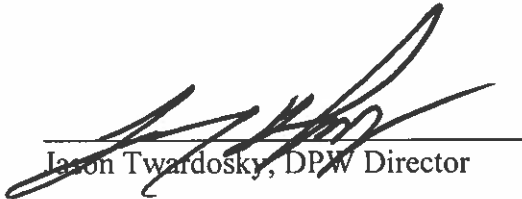
TO: Elvis Dhima, P.E., Town Engineer
Jay Twardosky, DPW Director

FROM: Doreena Stickney, Administrative Coordinator

RE: Petition and Pole Licenses for one (1) new pole, 298/23Y-4 on **Robinson Road**,
in the Town of Hudson, as per attached for PSNH, dba Eversource Energy

Attached please find a new Pole License Petition from PSNH, dba Eversource Energy, for one new pole on **Robinson Road** in Hudson.

Please sign below to verify that you have reviewed and approve this license.
Thank you.



Jason Twardosky, DPW Director



Elvis Dhima, Development Services Director

Attachments

**PETITION AND POLE LICENSE
PETITION**

Manchester, New Hampshire


May 26, 2026

To the Town of Hudson, New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole(s), 298/23Y-4 on Robinson Road in the Town of Hudson.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY

BY: 
Elizabeth Jeffrey, Licensing Specialist

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This 26th day of May, 2026, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

In accordance with the requirements of RSA 72:23, I (b), this license is granted to the licensee(s) subject to the condition that the licensee(s) and any other entity using or occupying property of the Town of Hudson pursuant to this license shall be responsible for the payment of, and shall pay, all properly assessed real and personal property taxes no later than the due date. Failure of the lessee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said lease or agreement by the lessor. Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or occupying property of the Town of Hudson pursuant to this license shall be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the licensor pursuant to this license.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 23-0741, dated 5/26/2026, attached to and made a part hereof.

Town of Hudson, New Hampshire

Town of Hudson, New Hampshire

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

Received and entered in the records of the Town of Hudson, New Hampshire, Book _____, Page _____

Date: _____

ATTEST: _____

Town Clerk

**PETITION AND POLE LICENSE
PETITION**

Manchester, New Hampshire

May 26, 2026

To the Town of Hudson, New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole(s), 298/23Y-4 on Robinson Road in the Town of Hudson.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY



BY:
Elizabeth Jeffrey, Licensing Specialist

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This 26th day of May, 2026, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

In accordance with the requirements of RSA 72:23, I (b), this license is granted to the licensee(s) subject to the condition that the licensee(s) and any other entity using or occupying property of the Town of Hudson pursuant to this license shall be responsible for the payment of, and shall pay, all properly assessed real and personal property taxes no later than the due date. Failure of the lessee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said lease or agreement by the lessor. Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or occupying property of the Town of Hudson pursuant to this license shall be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the licensor pursuant to this license.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 23-0741, dated 5/26/2026, attached to and made a part hereof.

Town of Hudson, New Hampshire

Town of Hudson, New Hampshire

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

Received and entered in the records of the Town of Hudson, New Hampshire, Book _____, Page _____

Date: _____

ATTEST: _____

Town Clerk

In accordance with the requirements of RSA 72:23, I (b) this licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to this license shall be responsible for the payment of, and shall pay, all properly assessed real and personal property taxes no later than the due date. Failure of the licensee(s) to pay duly assessed personal and real property taxes when due shall be cause to terminate this license.

Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or occupying property of the municipality within the Town of Hudson pursuant to this license shall (unless otherwise exempt under RSA 72) be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the municipality within the Town of Hudson pursuant to this license.

The license granted herein, and the duty to pay properly assessed real and personal property taxes, shall apply to any other entity, now or hereafter, using or occupying municipal property pursuant to this license. The duty to pay properly assessed real and personal property taxes shall apply both to the owner and joint owner of any such pole or conduit, or an attacher to or user of said pole or conduit, pursuant to permission or by agreement of the owner of said pole or conduit. Within 90 days of the adoption of this amendment, the licensee(s) and any other users, occupying or using municipal property pursuant to this license, shall be responsible for notifying the Clerk of the Town of Hudson as to the use of the poles and conduits hereby licensed. Such notification shall include the following information: the identification number and location of all poles and conduits being used or occupied by any additional parties other than the named licensee; the property and equipment attached; and, the name and address of each such party using, attaching to, or occupying said poles or conduits.

As a condition of this license, the licensee shall, on an annual basis, beginning on February 1, 2015, provide the Clerk of the Town of Hudson with a complete list of each entity attaching to, or using any pole or conduit licensed hereunder. Said list shall be updated annually and shall include the following information: the identification number and location of all poles and conduits being used or occupied by any additional parties other than the named licensee; the property and equipment attached; and, the name and address of each such party using, attaching to, or occupying said poles or conduits. In the event that attachments and/or equipment is removed during the course of the year, written notification, containing the specifics thereof, shall be provided to the Town Clerk.

The changes to the within license set forth in the preceding paragraphs shall take effect April 1, 2014 and shall remain in effect until changed in accordance with the requirements of RSA 231:161163.



HUDSON, NEW HAMPSHIRE BOARD OF SELECTMEN

Minutes of the May 26, 2026 Board of Selectmen Meeting

7:00 PM

Board of Selectmen Meeting Room, Town Hall

1. **CALL TO ORDER** – by Chairman Dumont the meeting of May 26, 2026 at 7:01 p.m. in the Selectmen Meeting Room at Town Hall.
2. **PLEDGE OF ALLEGIANCE** – Selectman Guessferd.
3. **ATTENDANCE**

Board of Selectmen: Dillon Dumont, Bob Guessferd, Xen Vurgaropulos, Heidi Jakoby and Kimberly Allan.

Staff/Others: Town Administrator: Roy Sorenson; Director of Development Services: Elvis Dhima; Fire Chief: Scott Tice; Public Works Director: Jay Twardosky; IT Director: Doug Bosteels; School Board Liaison: Heather Cook; Executive Assistant: Lorrie Weissgarber.

4. **PUBLIC INPUT**

Chairman Dumont: At this time, we're going to roll right into public input. Does anyone in the audience wish to address the Board on any issue at this time, which the Board has control of? Please come up and state your name and address for the record.

Deborah Putnam, 59 Rangers Drive. I simply wish to share some information related to cleaning up loose ends, connected with the dissolution of the Sustainability Advisory Committee. The committee had used funds for many years to cover the very modest membership fee for the Town of Hudson to have access to all information programs and events offered by Clean Energy New Hampshire. Out of respect for the long-term involvement with Clean Energy New Hampshire, I stepped up to call the former committee's main contact, Sarah Brock. Sarah has removed the email addresses of all former SAC members from their records. In their place, she has added BOS at hudsonnewhampshire.gov and R. Sorenson at HudsonNewHampshire.gov. I have given Lorrie the complete contact information for Clean Energy New Hampshire, along with Sarah Brock's extension. The membership will end on November 2, 2026. The second loose end is on the CRC Community Roadside Cleanup page, where a resident or group initially fills out a form requesting approval to host a roadside cleanup. This program was developed with the full support of the DPW, the HPD, and the HFD. It has become apparent that the SAC email addresses using hudsonnh.gov have been shut down. Thus, the submit link perhaps should be changed to route the application form to the director of the DPW, Jay Trodowski at HudsonNH.gov. Thank you for the opportunity to share information about taking care of these two loose ends. I was a volunteer of the Sustainability Committee since the spring of 2014. I am very proud of all that the Sustainability Committee accomplished over the years. Thank you.

Chairman Dumont: Thank you.

Kate Messner, 10 Third Street: I just need to correct the record and educate those who are not familiar with or may have forgotten how all this came to pass with forming Hudson Community Power. So, I just want to make some points. The history of the HEAC, Hudson Electric Aggregation Committee, later called Hudson Community Power, a subcommittee of the Sustainability Committee, was formed in a very different energy market. The forming of the HEAC was totally sanctioned by the BOS and we reported on a monthly basis at each and every SC meeting where a BOS selectman liaison was present. Second, we were diligent in both our research and methods over a period of years. Several companies came and gave multiple presentations to the entire Sustainability

Committee, again with selectman liaison present over the course of our deliberations. All of these presentations are public record. At the time, Freedom Energy Logistics was partnered with Colonial Power and Colonial Power had no, zero experience in New Hampshire. We were not comfortable with that and we didn't think the BOS or the town administrator would be comfortable with that. The subsequent financial difficulties of CPCNH, the HEAC recommended company, were and are in no way attributable to anything any of us on the committee did, nor could anyone foresee the creative way that Eversource chose to recover their losses and that the PUC, Public Utilities Commission, and the state legislature would approve such behavior. This affects Eversource's competitive rates enormously. Third, it was we, the Sustainability Committee, who encouraged the BOS to bring community power or CCA, Community Choice Aggregation, to the voters via a warrant article and we worked together with the BOS to come up with wording. As you may recall, it received a three in four approval rating from the voters. There were two parts to the warrant article. One, whether to allow the BOS to stand up community power and two, to allow the BOS to choose a company. It's because of this effort and this language that the BOS can pursue an alternative CCA arrangement now without having to go back to the voters. Fourth, it was because of my commitment to the Sustainability Committee that I volunteered to serve as the alternate member rep to CPCNH, the chosen company. Now that the Sustainability Advisory Committee has been dissolved by this board, it no longer makes sense for me to serve in this capacity. All the information that I distill and report on a monthly basis is available on the CPCNH website. Reporting is done in arrears, so the May 1st report that I sent this morning, I mean, yeah, May 1st document sent this morning has the April numbers. The June 1st will have May's numbers, etc. The report tends to be available around the third week of the month, so please consider this my resignation and my role as complete. The last point I want to make is that what disbanding of the Sustainability Advisory Committee may say about the Town of Hudson. At your April 28th meeting, Mr. DeVant said that the town departments formerly may not have been sustainable, have been sustainability-minded, and now are. I beg to disagree and say that we could all stand to do better. Mr. Guessferd correctly wondered if the sparks of the ideas for many of the town's sustainability efforts had actually come from the prior committee, and the answer is yes, they had. If we as a committee had been starry-eyed about things like recycling, and we may have been before, after we had Jay come and talk to the committee, we no longer were. On the contrary, we were even more committed to finding fiscally responsible ways to minimize our town's contributions to the state's landfills, which is a responsibility and an obligation of every municipality in the state. In my opinion, it was a mistake to disband a team of committed, enthusiastic volunteers who simply wanted to help the town's sustainability efforts. I fear this decision will reflect an indifference for Hudson's environmental footprint within the state. I hope I'm wrong. Time will tell. Thank you for allowing me the time to make these points, and for allowing me the opportunity to volunteer for the town for the last six and a half years.

Selectman Jakoby: Thank you.

Chairman Dumont: All right, does anyone else in the audience wish to come up and speak? Not seeing anyone, we will close the public input at 7.09 p.m. We'll roll into recognitions, nominations, and appointments.

5. RECOGNITIONS, NOMINATIONS & APPOINTMENTS

Chairman Dumont: We have no recognitions or nominations, but we do have an appointment of a Benson Park Advisory Committee member. I believe it's Jan Horvath. It's a reappointment. It was a year or two ago that they had joined the committee, if I remember correctly. Do we have any questions, comments, motions from the board members?

Selectman Jakoby: I've worked with Jan. He's dedicated to the park, and I think his reappointment is appropriate.

Chairman Dumont: All right, do we have a motion?

A. Recognitions – None

B. Nominations – None

C. Appointments

- 1) Benson Park Advisory Committee – Jan Horvath, member reappointment
 - o Member vacancy to expire April 2029

Selectman Jakoby made a motion, seconded by Selectman Guessferd, to reappoint Jan Horvath as a member of the Benson Park Advisory Committee with a term to expire April 2029. Motion carried, 5-0.

Chairman Dumont: Next up, we have consent items. Does any board member wish to move any item for separate consideration?

Selectman Vurgaropulos made a motion, seconded by Selectman Allan, to approve Consent Items 6A-F. Motion carried, 5-0.

6. CONSENT ITEMS

A. Assessing Items

- 1) Elderly Exemption Requalification
- 2) Abatement Applications

B. Water/Sewer Items

- 1) Sewer Abatement

C. Licenses & Permits & Policies

- 1) Tag Day Permit – Humane Society for Greater Nashua
- 2) Pole Licenses – Alvirne Drive

D. Donations – None

E. Acceptance of Minutes

- 1) May 12, 2026

F. Calendar

05/12	7:00	Board of Selectmen	BOS Meeting Room
05/12	7:00	Board of Selectmen	BOS Meeting Room
05/27	7:00	Planning Board	Buxton Meeting Room
05/28	7:00	Zoning Board of Adjustment	Buxton Meeting Room
06/02	5:30	Supervisors of the Checklist	BOS Meeting Room
06/03	8:30a	Highway Safety Committee	BOS Meeting Room
06/03	7:00	Budget Committee	Buxton Meeting Room
06/08	7:00	Cable Utility Committee	Hudson Cable Access Center
06/08	7:00	Conservation Commission	Buxton Meeting Room
06/09	7:00	Board of Selectmen	BOS Meeting Room

7. OLD BUSINESS

A. BOS Bylaws – Administration/ Discussion

Chairman Dumont: Next up, we have our bylaws. This is our, would be considered our second read of these bylaws. Mr. Sorenson is pulling it up on the screen. Board members, what are your thoughts?

Selectman Jakoby: Okay, I'll go. I think the highlighted areas reflect our conversations in a positive way. I was just skipping, oh the first place that I have a comment is under eight, no not, oh no, under F, employees, town administrator. I don't know if anybody has anything before that, so that's why I was waiting.

Chairman Dumont: You have the floor.

Selectman Jakoby: Okay, so just looking at the format and the paragraph that's here, I was just wondering if we should just format it as like an A, B, C, D, E kind of thing, because it's coordinate daily administrative functions of the meeting serving as liaison between the Selectman and town departments, and then B coordinates with town

council the preparation of agreements and other, they're kind of individual things the way I read it, is that correct? Or I don't know what anybody else thinks.

Selectman Vurgaropulos: Yeah, put your curser there and hit enter.

Roy Sorenson: Yeah, it's Adobe, it's probably not going to let me do it. But ...

Selectman Jakoby: No, no, and I just thought to do that A, B is coordinate, C is attends all Selectman meetings, because it just marries the format early.

Selectman Guessferd: So yeah, and then, but then you have this rogue format down here.

Chairman Dumont: So let me, well, so let me ask you, so would A just essentially become responsibilities and you would number them?

Selectman Jakoby: Ah, much better.

Chairman Dumont: That'll make it, that would be ...

Selectman Jakoby: that would be much better.

Chairman Dumont: Yep.

Selectman Jakoby: And then the one revision that we spoke about briefly, but we did not speak about as a whole board, was, I know that the town administrator is responsible to work with the chairman to create a draft of the motions for the meeting. Okay. Remember, we were talking about parliamentary procedure or procedure, and you didn't like those words.

Roy Soernson: So, you on B right now?

Selectman Jakoby: It's not there. It's not there. It's, we talked about coming up with some language. So, I thought long and hard about it. And it's only if everybody agrees. If nobody agrees up, I, we don't need to do this. So, my understanding is that that's what's done, is that you make up draft motions with the chairman. So, my question was, do we do reviews the agenda with the chairman creating draft motions in accordance with past practices or proper procedure, and the guidance of the chairman?

Chairman Dumont: So, so I guess to that point, the only thing that I would say is, so really the draft motions come from department heads and Roy. Obviously, I review them when they get, as they're going through the agenda, and we talk about them there. But ultimately I would say it's really the purview of the board of selectmen as to how that motion works out, right? There's no obligation of any member here to concede to those draft motions. They could change them, tweak them, add information to them as we've done in the past, but they're purely kind of recommendations.

Selectman Jakoby: Right. But some of those motions I know are vetted through legal counsel and or Robert's Rules of Order to just ensure that they're being done properly. So, I was just trying to create that space for you, chairman, or the chairman, and the town administrator to do that. And maybe it's enough in here that, that it says that he consults with town council.

Chairman Dumont: Yeah, I, so that's what, I think that's where I would look at it, as is consulting with town council, because I don't see, I mean not that I'm aware of, at least not since I've been chair, we don't typically look to Robert's Rules for the, for the motions. It's normally information based on department heads, accounts, or depending on the motion, legal advice.

Selectman Jakoby: Well, I was just going back to the misunderstanding around electing a chair and a vice chair, and that correction was made last year and then was still incorrect this year.

Chairman Dumont: So, that was a procedure that this board chose to follow. Ultimately the board dictates how, how those get done.

Selectman Jakoby: And that was not an appropriate motion. So those are the kinds of things, because I know the previous town administrator did often recommend proper procedure or recommended motions. So that's something that we no longer want the town administrator to do. Okay. So, we just want the, to leave in

coordinates with town council, the preparation of agreements and other items needing selectmen signatures, but, or, or other motions?

Chairman Dumont: I'll, I'll, I guess, concede to other board members to see what their thoughts are.

Selectman Jakoby: Because I noticed for some of those motions, it's really important to get legal consult before they come here.

Chairman Dumont: Quite frankly, I would look at that as items that gets handled under the agenda, that type of information gathering. But I don't believe, I wouldn't put it in the bylaws, I guess, my short, short and sweet of it.

Selectman Guessferd: It is very specific information, I think it's, it's more procedural. And I'm not necessarily...

Selectman Jakoby: It's fine. I'm fine. So, we're going to leave it as is, but do responsibilities and then...

Chairman Dumont: break those down.

Selectman Jakoby: Okay. Like I said, I'm okay if nobody wants to do it, but I at least want to say it.

Chairman Dumont: That's fine.

Selectman Jakoby: And then in B, it's just redundant. I don't think the word, so the green area, so the board, a comprehensive draft of the evaluation document at the meeting prior to the March election, but then it's saying the final evaluation documents shall, prior to the next annual election. So those two dates don't really work.

Selectman Guessferd: Yeah, I was wondering about the wording about myself, actually.

Selectman Jakoby: So, I just wondered if it should be board, the aggregation, the information presenting to the board, a comprehensive draft of the evaluation document at or before.

Chairman Dumont: I would almost eliminate...

Selectman Jakoby: The green entirely.

Chairman Dumont: Eliminate the green and leave the current seat of board of selecting must complete the final evaluation document prior to the next annual election.

Selectman Jakoby: I think that, that's fine.

Chairman Dumont: That way you have, you know that you're expecting to get the comprehensive draft and that you have, the board itself will have to make a decision on that before the election.

Selectman Jakoby: Excellent. And then my final one, well, I have two more.

Selectman Guessferd: Yeah, I think that makes sense.

Selectman Jakoby: So, the final evaluation document shall remain on file in the human resource department. So, the final evaluation document shall be reviewed with the town administrator and remain on file on the human resource department. Nowhere do we say we're reviewing it with the town administrator.

Roy Sorenson: It's in my contract.

Chairman Dumont: Yeah. No, I think it's fine to be in there.

Selectman Guessferd: A decent point.

Chairman Dumont: I think it's fine to be in there. I will say, obviously, and Mr. Sorenson's point, typically there, those details are in the personnel contract, but I don't have a problem with it going in.

Roy Sorenson: Do you want to add that in there?

Selectman Jakoby: The personnel, but his contract reads June.

Chairman Dumont: So, the dates are definitely all screwy. And I think that this will hopefully simplify that. And hopefully as we move forward with new contracts, we'll keep that in mind. I think that that date was an error on our part, but I think we all understand where this should go moving forward.

Selectman Jakoby: I think it's important to just say shall be reviewed with the town administrator.

Chairman Dumont: No, that's that's fine. Yeah, we're we're obligated to do that. So, I'm fine with putting that in.

Selectman Jakoby: Okay. And then my final question was under two executive assistant, the last paragraph that on page nine that says after the meeting. And should the last word be instead of discretion, town administrator's direction or discretion? It's fine either way, but it struck me ...

Selectman Guessferd: Down here, right?

Selectman Jakoby: Yeah, it struck me.

Chairman Dumont: Yeah, I mean, I think discretion sounds better to me, but I think that I think that the intent is about the same. So, I guess I'll look to the board to see what their thoughts are.

Selectman Jakoby: OK, I'm fine either way. Just thought I'd raise it because Selectman Guessferd and I went back and forth on a word last time.

Chairman Dumont: That's fine, yeah. That's why we're doing this.

Selectman Jakoby: That's all I had.

Chairman Dumont: All right. Are there board members and everything else? So, I believe based on our bylaws and what's in the existing one, this would count as a new read. And obviously, we would need to take time to review it and bring it back for approval at the next meeting. That's my thought of it. Ultimately, I will say, again, this board can do as it wishes. So, I'll turn it over to you guys.

Selectman Guessferd: But I think you can go either way where, you know, where we could, if we're all comfortable ...

Selectman Jakoby: With the minor changes.

Selectman Guessferd: With a minor, I'm going to say, you know, hereby adopt the revised bylaws as, you know, with revised changes agreed to during this meeting or something to that effect. But we could do it either way. If your people feel comfortable going to the next meeting and reading it and making sure it's good. I think we've kind of been through this a number of times.

Chairman Dumont: I would agree.

Selectman Guessferd: And my view would be, let's just, you know, as long as everyone's comfortable with those changes, let's just do this.

Selectman Vurgaropulos: No, I agree. They're all very minor changes. Nothing core change.

So, I'm OK with that. OK.

Chairman Dumont: All right. So, does somebody have a motion?

Selectman Guessferd: I'll make the motion since I ...

Chairman Dumont: Go right ahead.

Selectman Jakoby: Can I just see up to the town administrator? OK, so. So, you know, we're going to put in responsibilities. And then A, B, C, D.

Selectman Vurgaropulos: Mr. Sorenson doesn't have a way to edit it.

Selectman Jakoby: No, no. But I just want to make sure that ...

Roy Sorenson: Where do you want the word responsibilities?

Chairman Dumont: So, A would become responsibilities. And then underneath that, it would break out the three different sentences as, you know, subsections.

Selectman Jakoby: That's what we're agreeing to.

Chairman Dumont: Yeah, that's fine.

Selectman Guessferd: OK. All right. Hold on a second. I'm just writing this down. All right. It might be a little wordy. We'll see here. The Board of Selectmen hereby. My motion is to the Board of Selectmen hereby adopt the revised bylaws as presented with minor revisions agreed to at the 26 May 2026 Board of Selectmen meeting.

Kimberly Allan: Second.

Selectman Guessferd made a motion, seconded by Selectman Allan, for the Board of Selectmen to hereby adopt the revised bylaws as presented with minor revisions agreed to at the 26 May 2026 Board of Selectmen Meeting. Motino carried, 5-0.

Chairman Dumont: Yeah. The only thing I will add to that just for discussion, and you can tell me if you think this sounds better, is bylaws as amended at the 2026 meeting. But I'm fine with it either way.

Selectman Guessferd: I amended kind of infers that. It was already something was already there in place in my mind.

Chairman Dumont: That's fine.

Selectman Guessferd: Just say as draft.

Selectman Jakoby: Thank you for the discussion. I appreciate it.

B. Policy Sub-Committee – Administration/Discussion

Chairman Dumont: All right, next up, we have the policy subcommittee. Mr. Sorenson.

Roy Sorenson: All right. So, for tonight, these four policies in front of you, and I'm going to kind of I might pivot back to your bylaws too. So, kind of bear with me on this and move on. I'll explain why. So, before you tonight, you have FIN 010 budget transfers. Then when I say FIN 015 audits, FIN 020 fund balance policy, FIN 021 investment policy. These four are final in new form. We changed the format of them. You'll see them. They are included. This policy subcommittee wishes for the board to sign off on them and adopt them at this time. As far as changes go, it would just be budget transfers and audits. Those are newer policies, fund balance and investment policy. There are no changes. And those latter two, we have to adopt annually anyways. Now, just to make everybody's head spin, the committee did set up that new format, similar to what Selectman Jakoby was saying with the number and labeling system and all that. We've since worked through this. I've worked through this with staff. And if you get to the backside of your package, you'll see a brand-new format.

Selectman Guessferd: I was wondering what that was, which is nice.

Roy Sorenson: It's very nice, much more professional looking. This is the format. We're trying to kind of just basically have a brand across the board, whether it's policy, job descriptions, whatever it might be in form of our policies or any type of administrative document. So, what we would do, provided the board's okay with the actual policies, is just take them from that, what I would just call a simple black and white version and plug them into this more modern executive style version. And I just put one in there as an example of how it might read. You'll see that I put the transfer appropriations budget, I'm sorry, policy in there. That being said, I would take that same format after what you just talked about with the revisions for the Board of Selectmen bylaws, and we put that in there as well.

Selectman Jakoby: So here, this is my concern about the new format here. When you talk about a policy, it would be very difficult to reference a section out of the new format. And I think that's partly why we enumerate within the bylaws and within other documents so that we can say, you know, when something occurred, we can go to finance policy, finance policy 020 subsection two, number, you know, number or subsection three. Without that enumeration, it's very difficult to point directly to a particular part of the procedure, both for staff and for others within the administration.

Selectman Guessferd: Can the headings include numbers?

Roy Sorenson: Yeah.

Selectman Guessferd: We could just include numbers in those headings.

Selectman Jakoby: I mean, I don't disagree with that. Yeah, because the policy committee, you know, I think we went purposely to numbers and away from just headings because of that reason.

Roy Sorenson: Yeah, we can obviously put the numbers back in. That's not an issue.

Selectman Guessferd: Yeah, I tend to like to be able to reference to a particular paragraph with a number.

Selectman Jakoby: Well, especially if we're dealing with any issue with anybody, then you can hone right into it and quote it and sub footnote it.

Selectman Guessferd: Just at the section level, I just say at the top.

Selectman Jakoby: Just at the section level. Okay.

Selectman Guessferd: Yeah, because I don't seem long. Oh, no. And when I go look at the other policies, they're typically not sub numbered.

Selectman Jakoby: They are not sub numbered. They're just bulleted.

Selectman Vurgaropoulos: So I think there's a certain amount of legal ease, too, not that we want to go to court first. When you go to court, you're having that direction to go to court right out of the gate.

Selectman Guessferd: Section, such and such. Yep.

Roy Sorenson: So, after that discussion, in general, I would be looking to adopt or readopt those four. And we'll obviously come back. We'll be back at the next meeting with a bunch more as well. The group's actively working on six more tomorrow. Yeah, and then we'll have five more finance after that. So, there is a recommended motion there for the board, if you so choose to take action on these four tonight.

Selectman Jakoby: I'd like to make a motion for the Board of Selectmen. The Board of Selectmen hereby adopts the following policies upon the second reading. FIN 010, budget transfers. FIN 015, audits. FIN 020, fund balance policy. And FIN 021, investment policy, as recommended by the Policy Subcommittee.

Selectman Vuraropoulos: Second.

Chairman Dumont: Motion by Selectman Jakoby, seconded by Selectman Vurgaropoulos. Any discussion? Go ahead.

Selectman Guessferd: I have several comments. They're more editorial, really. But before we adopt them, I'd like to actually have these. It won't take long.

Chairman Dumont: OK.

Selectman Guessferd: I just had a few comments. On the first one, the transfer 6.1. OK, they do have subsections. This one does.

Selectman Jakoby: You lied to me.

Selectman Guessferd: This one does. I didn't lie. It says the department heads may request transfers between line items within their department budget subject to approval by the finance director and governing body where required. What exactly does where required mean?

Selectman Vurgaropoulos: It should say where required by law.

Roy Sorenson: What section are you on right now?

Selectman Guessferd: 6.1 on page 3. 6.1, second line, where it says where required. That makes sense.

Roy Sorenson: It should actually say when required, I believe.

Selectman Guessferd: I mean, it kind of leaves it wide open in my mind. I agree with that. When is it required? That's my only comment on that one.

Chairman Dumont: Was the intent for it to be when or where?

Roy Sorenson: I think it's actually when. I think that's a... But I mean, either way, I mean, if you want to add more clarity to it, we can certainly do that.

Selectman Guessferd: Required by law? Is that what's meant by it?

Chairman Dumont: The only thing that I would submit to approval by the finance director...

Roy Sorenson: It's not by law because it's by policy. We set the policy.

Chairman Dumont: Right, yeah. It wouldn't be by law. Because these transfers, you wouldn't be able to find that anywhere.

Selectman Guessferd: Right, okay. When required by policy.

Chairman Dumont: I think it'd be when required or when required by policy or, you know...

Selectman Vurgaropoulos: I think when required by policy makes more sense. If you don't have the policy part on it, in my head anyways, that sentence ending at when required, it points you back to, well, when do the department heads need to transfer? And that's not the intent.

Chairman Dumont: The only thing I guess I would point to that is does the policy actually dictate when these transfers need to occur? Or is it as you're going through your fiscal year that they come up?

Selectman Guessferd: I'm not going to follow my sword on this, but...

Chairman Dumont: No, I just want to make sure that we're not...

Roy Sorenson: As an example.

Selectman Jakoby: No, this is what we need to do. Yeah.

Roy Sorenson: Since I'm looking at the Fire Chief, he can overexpand any line within his budget as long as it doesn't go over his end number in his budget, bottom line budget. Okay, the question becomes, and he did a lot of this during the budget prep last year just to kind of equalize numbers. So, every year we went to the budget process, we weren't saying, oh, you were 10 grand over there last year. How come? So, it's truth in budgeting. And the reason you would want to go negative in some of your lines anyways and not do a transfer is to show something back to either the board of select or the budget committee. There's a reason why that happened. Now, let's just say he goes over budget completely. That's a totally different story. That's going to come back to this board and you guys need to approve. Or, we need to know where's that money coming from to cover the deficit in the fire department. So that's just the department level transfers.

Chairman Dumont: So, with that, I would tend to believe it should just be when required. And keep in mind, obviously, this is still subject to the finance director and the governing body. So, you can't do anything without that.

Selectman Guessferd: Correct.

Chairman Dumont: And that's what 6.2 says.

Selectman Guessferd: Okay, and that's fine. I mean, I'm not going to ...

Selectman Jakoby: So, do we want to just edit that to when required?

Selectman Guessferd: When required.

Selectman Jakoby: Yeah. Take that as a friendly amendment.

Selectman Guessferd: Yeah, yeah.

Chairman Dumont: What else you got?

Selectman Guessferd: All right. That's all I got on that one on audits. I thought I thought that the audit policy was a bit sparse, I guess I'll say. But I think we'll have to look at that again next year, you know, when it comes up for annual review and maybe add a little more meat to it. I don't know if it needs meat, but the only other thing I thought that might be a little bit missing, but again, having that much meat in here, I'm not sure that there's a lot

of definitions, but there was no definitions as in with the rest of them. There's definitions, but it just really kind of talks about legal authority. So, if there's no definition, again, it's just something I noticed and I didn't know if definitions were missing or whether or not.

Roy Sorenson: Which one are you talking about?

Selectman Guessferd: Finance audits.

Selectman Jakoby: 015.

Selectman Guessferd: 015.

Roy Sorenson: So, section two?

Selectman Guessferd: Yeah. Where it says definitions and legal authority. There's legal authority in there, but no definitions. But again, reading it, reading through it, I'm not sure there's a lot of definitions needed.

Roy Sorenson: Audits are strictly by state law. We have to follow state law on the audits.

Selectman Guessferd: Right.

Roy Sorenson: I don't think we're going to cite the whole state law here. We're just going to reference it.

Selectman Guessferd: Oh, no, no, I wouldn't expect us to. Again, that was just kind of in my mind, a comment that I had when I was reading through it going, are there any definitions required? If there's not, OK, that's great.

Selectman Vurgaropoulos: I just want a point of clarity. When you said when we do the annual review, were you talking about the review of the stock rate or the review of the annual budget?

Selectman Guessferd: The policy.

Selectman Vurgaropoulos: OK, because this is in the three years.

Selectman Guessferd: OK, three years. It's going to be three years.

Selectman Vurgaropoulos: I just wanted to clarify that.

Selectman Guessferd: When we do that tri-annual review.

Chairman Dumont: For the sake of making it simple, why don't we just strike out definitions and just leave legal authority?

Selectman Guessferd: That's fine by me.

Chairman Dumont: I think that worked. Does that work for everybody, Mr. Sorenson?

Selectman Guessferd: A friendly amendment?

Chairman Dumont: Do you believe the definitions needs to be in there?

Roy Sorenson: It's fine. I mean, it's fine.

Selectman Guessferd: It's more of like a standard thing for every policy. They always have definitions. But I think for this one, you don't need to have it there. Because it does beg the question. But again, it's more of an administrative thing. I'm not looking to kind of tear it apart or anything. And then number 10, the word management. And maybe that's where definitions are required. What is management?

Selectman Jakoby: F1-010.

Selectman Guessferd: Page 2. Yeah, 10, audit findings and corrective action. It says management. What is management?

Chairman Dumont: Audit findings calls out management.

Roy Sorenson: Number 10. Well, that's the board.

Selectman Guessferd: The governing body?

Chairman Dumont: So, you could do, yeah, governing body.

Selectman Guessferd: And there's your definition right there.

Roy Sorenson: Yeah, that's where you would come back to definitions.

Selectman Jakoby: So, we're going to change management to board of selectmen?

Selectman Guessferd: Yeah. We could just say the board of selectmen. That way you don't have to put definitions in.

Chairman Dumont: There you go.

Selectman Guessferd: There you go. All right. OK, that's all I got for that one. I just had a purely editorial one on finance fund balance policy 020. Just make sure that we bold those definitions like we do on all the other policies. There's only one where they weren't.

Selectman Vurgaropulos: Oh, yeah, the first words, yeah.

Selectman Guessferd: Yeah, they weren't bolded. Again, I know I'm being picky here.

Selectman Jakoby: No, it's important. Thank you.

Selectman Guessferd: And then I want to add a definition there which says governing body. It means the board of selectmen. I thought it said governing body in there somewhere. But it does say the board of selectmen under 6. So maybe we don't need that. Yeah, I don't see anywhere else where it says the governing body. So, let's not put the governing body in then. All right. I'll just bold this one. And I think that's all I had for the investment policy. Yeah, that was it.

Chairman Dumont: All right. Any other discussion? That was my next question. So, we had a couple of amendments. I just want to make sure we didn't have any else getting thrown out there. Are those amendments friendly to the motion maker and the motion maker and the seconder?

Selectman Jakoby: Yes, so I have an amendment to page three. We're amending 6.1 from body where to body when. And I have on page one of FIN 015, we're deleting in number two definitions end, just leaving legal authority. And then I have in again in FIN 015 item 10, I have deleting management and replacing it with the board of selectmen. And then in FIN 020, requesting that item two, the words that are bulleted be bolded. In section two of decimation, the defining terms.

Chairman Dumont: That's what I had.

Selectman Jakoby: All those are acceptable to me.

Chairman Dumont: To the seconder as well.

Selectman Vurgaropulos: Was it me?

Selectman Guessferd: We let you make the second because you were the.

Selectman Vurgaropulos: Yes. I apologize.

[Selectman Jakoby made a motion, seconded by Selectman Vurgaropulos, for the Board of Selectmen to hereby adopt the following policies upon the second reading: FIN-010 Budget Transfers. FIN-015 Audits. FIN-020 Fund Balance Policy, and FIN-021 Investment Policy, as recommended by the Policy Subcommittee with amendments made at the 26 May 2026 Board of Selectmen meeting. Motion carried, 5-0.](#)

8. NEW BUSINESS

A. IT Department Update Presentation – IT/Presentation

Chairman Dumont: All righty. That takes care of our old business. Next up, new business. IT Department update. Mr. Bosteels, come on up.

Doug Bosteels: Thank you, Mr. Chair. Ladies and gentlemen of the board. Good evening. Thank you for the opportunity for me to present the IT department update. And with that being said, this is going to be short and sweet. And to the point. So, let's start off with my extensive organization chart. It's tough, it's a tough job.

Selectman Vurgaropulos: You know all the names.

Doug Bosteels: So, there's myself, IT director. There's a senior IT specialist and two IT technicians. And we're going to some of their job duties. So, the IT specialist basically ensures that the infrastructure is stable, secure, continuously monitors the network updates, all the peripherals for compliancy, mentors junior staff, and most importantly, manages and leads all projects with myself for the town. The IT tech, and these aren't all their duties, these are just a few. IT technicians twos are looking at the help desk tickets that come in. They also offer infrastructure updates and monitoring, security, adherence, oversight, and they support our senior IT specialist. And please stop me and ask questions when you have them. So, our mission statement is pretty solid year after year. We try and drive technology advancements by creating seamless digital experiences and add value to the municipal infrastructure. Pretty much in a nutshell what we try and do. I think that we're pretty successful at that. So, some SMART goals going back to FY26. We completed the townwide network infrastructure update, which basically took all of our infrastructure switches and replaced them with up-to-date PoE switches. Wiring, we did extensive work in our computer rooms with rewiring our racks, moving things around, neatening things up. In preparation for our second goal was a system-wide phone system that we installed, which was a success, it's been up and running since February 1st. So, that was a huge goal for us that we were able to complete. We did some VLANing of those networks to basically segregate departments so that we opened up our network and made it flow a lot easier inter-department-wise. So, some of our FY27 goals moving forward is we want to finalize the VLAN. We still have a couple more VLANs to put in place, specifically at the police department. We've rolled out our YubiKey MFA. YubiKey is for most of our users. We're going to finish that up. We have a few more to dole out. We want to complete the emergency phone backup systems for the PD and the fire department. So, if our phone, one of our network hubs go down, they can just utilize our secondary, vice versa, because we have three points of entry in the town. So, we can point the phones to all three entry points. And then update, install a new storage array for the town infrastructure, our virtual environment is one of our big goals. So, our SWOT analysis, strengths, weakness, opportunities, and threats. I think our strengths are really our knowledge department-wise, our strong security postures, our skill set in the workforce is big. We constantly strive to learn and try and bring new technologies in. Weakness, of course, you're going to hear this, I think throughout the town, budget is always a weakness. If the budget doesn't get passed, then it can cause issues. User adherence to certain items, cybersecurity, legacy systems that might be out there. Again, Windows 10 is no longer supported. If we have any Windows 10, which we might have one or two, I'm not sure. I think we only have one. And then maybe data silos that might be out there into department-wise. So, those are weaknesses. Opportunities, cloud migration, you're going to hear that a lot. A lot of our stuff is going cloud. Our phone system is in the cloud. Some of the PD applications are going cloud, fire applications are going cloud. I just sat in on a meeting today with one of our security points at the police department going into the cloud. So that's a big opportunity for us. Storage, as far as upgrading our storage capabilities, is a big opportunity for us coming forward. And citizen engagement, when we get our new website up and running, citizen engagement is going to be huge. Maybe we have a web bot that citizens can utilize. So that's all room for opportunity for us. And again, threats, cyber-attack, it's always a threat. More communities are getting attacked. We have to stay on our toes. We're constantly watching. Again, budget. Remote entry is a big one. We allow remote entry. Users to go home with a laptop, log in, and get onto the network. It's definitely a threat. If your machine at home gets broken into and you're logged into our network, guess what? It can cause problems. So those are some of the threats that we see. So, these are some helpdesk metrics I threw out there that we've completed in FTOI 26. Again, this is all from our helpdesk. People logging tickets, calling us. I'm not going to go through them all, but you can see we're kind of busy. That's just helpdesk. That doesn't pertain to any projects. Yes?

Selectman Guessferd: The one that says information technology? Those are obviously you guys.

Doug Bosteels: We're creating those tickets.

Selectman Guessferd: Do you create yourselves?

Doug Bosteels: Yeah, so if we're working on something, we will create a ticket if it's something we work on. Again, if it's infrastructure-wise, or we're updating a computer, updating a server or something of that sort, we'll create a ticket just so we can track ourselves.

Selectman Guessferd: That's something initiated by you versus another department?

Doug Bosteels: Correct. Okay. And then we always send a helpdesk survey out after every issue is resolved or closed. And so, this is just some of the feedback from our helpdesk surveys that we send out, the questions we ask. The most part, I think they're probably in the 95 percentile.

Selectman Guessferd: I'd like to be at zero on the professionalism. That's great. No fair and no poor. You guys are professionals.

Doug Bosteels: You know when you're ready and I can switch? Thank you. And always, cybersecurity awareness. So, there's a saying up here, the quote, there are only two types of companies, those that have been hacked and those that will be. And that is the truth. It's just a matter of time. So, we have to stay vigilant. And we tell that to our users all the time. The know-before software that everybody has to take tests on a constant basis is very helpful. Keeps our users aware of what's going on, what to look for. If you're not expecting an email, it's probably not a good email. So that's rule of thumb. So, we go to Primex security awareness trainings probably about once every two months. The last one we went to, they talked about the Hillsborough issue. And we learned a lot more about that issue, how it happened. And actually, it happened from a remote user. They had admin rights on their PC at home. Somebody got their password. Their password they used throughout the town through other applications. And they were able to get in. And that's what happened.

So, we have to stay vigilant. And again, we're always looking at the town audit, seeing what we have to do to be compliant. Again, know-before training is huge for us. And that's my dog and pony show.

Roy Sorenson: So, Doug, on that know-before, there's two parts to that, right? There was the one part where you watch the video, you answer the questions. And then the other one is the Primex video.

Doug Bosteels: The Primex video we did last year. But I want to bring another one in, to be honest with you. I'd like to try and do that once a year. Maybe even have Primex come back in and talk to people. I thought that was really beneficial. Because the IT group going up to Primex and listening to this stuff, we know it. But it's getting the users to believe it, what we're being told. So that's the tough part.

Roy Sorenson: And then just on some of the stuff we've worked on, obviously. It's great to go to new technology, whether it's in the cloud. Doug's part of the RFQ working group for finance software. And we're grabbing information from other parts of the country and everything else. So, there's bits and pieces from other places in there. And you can kind of see some nuances that we have. Well, you can't use that. It won't be compatible with the software we have. And how everything speaks to each other. And even the new website, for that matter. While it's all great, it takes a good amount of time. It does. Just getting everything up to snuff and run it. And working the kink cell before it's actually flowing in a manner that's more efficient than.

Doug Bosteels: Yeah, you don't just throw things in the cloud. I mean, there's a whole process that you have to go through to get things to the point where you feel it's safe, secure, and able to be utilized. So again, a lot of people throw, oh, put it in the cloud, put it in the cloud. Well, it's really not that simple. There's a lot more to it behind the scenes. Is your network connectivity reliable? Is your ISP that reliable? Is your uptime 90%, 99%? There's no such thing as 100% uptime. There never will be. So, you have that to consider. OK, if my network goes down, if my internet connectivity goes down, does this application still work? All things you've got to consider.

Roy Sorenson: All right, connectivity between staff. You talked about staff. And obviously, their abilities are in certain areas, I think.

Doug Bosteels: Yes.

Roy Sorenson: And to share with one another as well.

Doug Bosteels: Yeah, so we make a point to sit together and work on project stuff. The senior IT specialist will sit with the technicians. I'll sit there. We'll all brainstorm. We each bring something different to the table. So, we

communicate a lot. We'll have department meetings every other week, monthly, depending on what we need to talk about. We do have a list of items that we're working on. I didn't put it up there. It's just stuff we need to get done type of thing. Housecleaning is what I call it.

Selectman Jakoby: I just had a couple of questions. Looking at your 2027 goals and some of the opportunities and weaknesses listed, are you addressing the data silos? Because I didn't see that as one of your goals. And I just wanted to know how or if.

Doug Bosteels: Yeah, so a lot of the departments are using PDFs. And they're storing PDFs. And almost every department does it. How many times has somebody stored that same file out on the network? So, we want to go through that type of thing and figure out, are you doing the same thing that they're doing? And how many of these files are actually out there using disk space they don't have to? So, we're constantly trying to look at that.

Selectman Jakoby: So that's just a constant maintenance that you're trying to address. It's not necessarily a goal with a finite deadline to do? OK. And then the citizen engagement, you talked about the web bot or the website. What's is there a goal around that?

Doug Bosteels: So, the web bot is basically an app that people can get in and ask a question of.

Selectman Jakoby: Yeah, I'm not concerned about the web bot so much as the website and the goal around that.

Doug Bosteels: So, the goal around the website is ...

Selectman Jakoby: Both you and others, right?

Doug Bosteels: Yeah, so the goal really is. So, the website had to be redone because of the ADA requirements. It was actually pushed out a year. It was going to go live, I think, a month ago and we weren't quite ready. So, it's been pushed out a little bit. OK. But as Roy had mentioned, it's an extensive learning curve for those people that are editing that website and putting data in there. So, it's a little bit more engaged than we thought it was going to be. So, we're just giving those people that need to learn that and get things in there, the extra time to do so.

Selectman Jakoby: So, it's just a matter of really wanting to launch it with everything in place so that there isn't frustration on the part of the community to make it happen.

Doug Bosteels: Absolutely. We don't want to have to go back in and reinvent the wheel.

Selectman Jakoby: Well, that's what I just thought it was a good time for an update.

Doug Bosteels: Absolutely.

Selectman Jakoby: So, my other questions were, I know when I did the walkthrough and stuff, how has been the decluttering? And I know you cleaned up the wires and stuff. Have you been getting rid of some of the extra equipment and everything?

Doug Bosteels: So, we right now take a lot of the extra equipment over to Oakwood and we're going through it. We're decommissioning some of the old PCs, taking hard drives out. And then we got to figure out what to do with the hardware at that point.

Selectman Jakoby: Excellent. So that's a continuous process as well. No, good to hear because I know we had talked about that. And I understand I've had really good results with the phone system. I just want you to know because I'm the one who calls everyone on their work number and leaves messages. And I think everybody's gotten my message and gotten back to me now. So, kudos on that. And I know that you guys were working some at Oakwood. So, what is the situation right now for your team and this building? Because I know I'm going to be asking every department that as far as space and logistics of your physical stuff.

Doug Bosteels: We actually moved over to Oakwood for three days a week just to collaborate and get together and work on different projects. And again, mentor the junior folks, the senior IT guy and mentor the junior folks. And it gives us some time to get away from people walking in the office and disrupting what we're trying to do. That type of thing.

Selectman Jakoby: Yeah, no, that's a good point.

Doug Bosteels: And it's worked out really well. We've gotten a lot of the project work done. So, we continue to do that. The office space in here is pretty tight, honestly.

Roy Sorenson: That's being modest.

Doug Bosteels: Yeah, it's very tight. I actually have moved over to the police department. My office is over there now. The payroll person is going to take my office that was here. Because she needs some privacy. So, I volunteered and headed over to the police department. But literally, you could sit anywhere in town and do a good job. But yeah, it's very tight down there.

Selectman Jakoby: Well, I think it's important to know because I didn't know that you had moved. So, I think that's important that I know where to find you.

Doug Bosteels: One nice thing about this phone system is people can just pick up their phone, bring it to the new office and plug it in. It works. There's no configuration needed, it just works.

Selectman Jakoby: Excellent. And has Oakwood been comfortable and met your needs? As is?

Doug Bosteels: Yes.

Selectman Jakoby: I just wanted to ask because I've been there and it seems good, table, nice collaborative space.

Doug Bosteels: We have, you know, we put a small switch in there. We're all connected on a network and it works out.

Selectman Jakoby: I think that's great. Thank you. Those were my questions.

Doug Bosteels: You're welcome.

Selectman Vurgaropoulos: You just had a question. Thank you. I reached out to you about the website. I think you said June. Are we still on that timeline?

Doug Bosteels: So, it may be July. I'm going to work with Lorrie on that timeline. Okay? But yeah, there's some different types of things. For instance, the agendas for the board meetings and whatnot. It's totally different how to get those onto the new website. So, it's just a learning process and making sure that past agendas are on there and all the items that we need. Okay. So, it's just a process of going.

Roy Sorenson: It's staff driven. Yeah, but it's not based off of the federal guidelines. That's all 28, right?

Doug Bosteels: Yeah. So, it gave us a little more time to... Because I was on the impression the guideline was set for April when we had to have that website ADA compliancy done. And they pushed it.

Selectman Jakoby: Right, or 27.

Doug Bosteels: Yeah.

Selectman Jakoby: Or 26, 27.

Chairman Dumont:

Okay. Selectman Allan, did you have anything?

Selectman Allan: All set.

Chairman Dumont: All right. Thank you very much.

Doug Bosteels: Thank you so much.

Selectman Guessferd: Appreciate the update, appreciate it. Very important.

B. Boat Launch Design and Permitting at Merrill Park – DSD/Decision

Chairman Dumont: All right. Next up, we have the boat launch design and permitting at Merrill Park. Mr. Dhima.

Elvis Dhima: Thank you, Mr. Chairman. Good evening, everyone. As you all know, Planning Board secured \$1.5 million from Target related to a boat launch Merrill Park. We were able to secure \$300,000 related to design and permitting prior to them getting the seal for the main building. We have received that money, we went out. We had a mandatory pre-bid meeting at the site. We attended... We had six firms attend the mandatory pre-bid meeting.

On May 15th, we received two bids prior to deadline. And we received one after the deadline, which was disqualified. Now, VHB bid was about \$150,000. GZA, which was disqualified, was at \$224,900. And Fuss & O'Neill was at \$242,700. When we went back, looked at the proposals, they all meet the minimum requirement. They were qualified. VHB, the way they structured it, was bare bones, if you want to call it that. So, they had additional tasks in there that they recommended, but they did not put it in the proposal. They just said you should do X, Y, and Z. There was four of them. So, Fuss & O'Neill was robust, was in full. So, I reached back to VHB the same day and I said, what would it take for this additional cost that you're recommending? And I need an answer by 2 p.m. the same day of the bid. They came back. They said for \$78,100, you can do the four additional tasks. We can't probably do it with the bare bones. I feel that if we have a solid design done to go out to bid for the construction, we are going to be asked at some point for the additional tasks. So VHB basically total came at \$227,855, which is still lower than Fuss & O'Neill and basically in line with the GZA. So, with that said, you have two proposals for you and two recommendations for you tonight. One to do with the base bid, which is the low bid, and second to do the additional task, which still brings VHB the low bid. And with that said, I'll take any questions you might have.

Selectman Guessferd: So, I have two questions.

Elvis Dhima: All right.

Selectman Guessferd: The third proposal, when was that received?

Elvis Dhima: It was about 10:07 a.m.

Selectman Guessferd: So, 10.07 a.m.?

Elvis Dhima: The bids were due at 10 o'clock. That bid.

Selectman Guessferd: Seven minutes late.

Elvis Dhima: Seven minutes late. Correct.

Selectman Guessferd: Okay. Did the bid contain everything it needed to contain?

Elvis Dhima: It had basically all the things we were looking for, I didn't look at it into details. I looked at it more at the price because I wanted to make sure I had a good gauge. And I would say that they were in line to what we were looking for, yes.

Selectman Guessferd: Okay. Yeah, my concern is, I mean, the rules are the rules, right? I get that. Believe me, that's what I do for a living. You know, we bid on contracts.

Elvis Dhima: Yeah.

Selectman Guessferd: They, you know, seven minutes late. It can't, you know, what they usually say is can or cannot, you know, may or may not be accepted if it's late. If it's a couple days late, maybe that's a little something. I just want to make sure I understood exactly what the timing was and what that bid contained, whether it was totally out of, you know, didn't respond to everything.

Elvis Dhima: So typically, I mean, I've never in my 12 years here accepted anything after time. And typically, what I would do is if it's a minute late or two and they're coming in late and we're about to open the bids and the bids are basically open and the third one comes in late, I can see a minute, you know, or two as we open the bids. Seven minutes late, as you can see on the format sent to you, the clerk only opened two bids at the time of the opening. Now, the other side of it is it would not be fair, I think, to the other people that submit things in time.

So, if we had someone that challenges that, then, you know, the first time will be seven minutes. Second time will be half an hour. Yeah, where do you draw the line? These are professional services. I expect someone who is going to be required to carry a quarter million-dollar project that the first thing that they would do is be on time and on budget. So, to start that process with missing a deadline, it does not provide a lot of confidence in me thinking that these people are going to basically send a message. Yeah, it is. And I can see someone being, you know, from out of state, for example, but I think these folks were out of New Hampshire. So, it is all about planning, right? You plan and most of these guys, I think, as you can see, Fuss and O'Neill submitted it on May 25th, but they got it here at 8:35 a.m. A lot of folks come in at the last minute or they will come in and sit for the bid opening. Unfortunately, in this case, something happened on their end and it was unfortunate. But I opened the bid because I wanted to get a gauge on the price. When you get something at \$150 and \$242 when your bid is at \$250, are your bids selling? You want to make sure that, you know, did we miss something?

Selectman Guessferd: Right.

Elvis Dhima: And at \$225, kind of like, all right, this is kind of where it needs to be in. But as I said, VHB kind of provided a bare bone. I asked them why they did this approach and they basically said that they have gone in for the full catalog version and they've lost because previous clients have said, no, I want you to do bare minimum. So, they're kind of going in with the reverse now when they say we can do this for bare minimum this, but you should be doing all these additional tasks for X amount. And then they provide that later on. I don't want to come back here for a change order. I want to be upfront about exactly what the cost is.

Selectman Guessferd: Right.

Elvis Dhima: And the fact that they're still lower and kind of in line with the GZA.

Selectman Guessferd: To continue on there. So, we'll go to that piece of it. So, VHB came in and their number was lower. Now, did they have the \$78,000 in their bid as an option? They just said \$78,000 or just had the four tasks?

Elvis Dhima: No, they had the four tasks.

Selectman Guessferd: It wasn't priced at all.

Elvis Dhima: It wasn't priced at all. Correct. So, I requested them for the same day, giving them a small window. I think I was done with the reviewing the proposals about 11:30 a.m. So, I give them about two, two and a half hours to get back to me. It was a deadline by two o'clock. Okay. They submitted that to me prior to, I didn't want to give them a day or two or three. If they were not going to submit that, I was going to go basically saying, nope.

Selectman Guessferd: But the criteria upon which you evaluated the proposals though, was it bare bones criteria or was it the additional tasks? The point I'm getting to is, you know, treating everybody the same.

Elvis Dhima: It's equal, yes.

Selectman Guessferd: You gave them an opportunity to put in additional tasks. Yes. Which if they were above, over and above, and I'm looking at it a little bit from the contractor's perspective, I guess, maybe. But if you tell me that I've got to give you A, B, and C in my bid, and I do, and my bid comes in pretty low, but then you come back and tell me, no, we also want D, E, and F. You know, everybody bid to A, B, and C.

Elvis Dhima: Yes.

Selectman Guessferd: The company did add additional things in there, but your criteria was pretty much across the board. This is what we want. I'm not trying to interrogate you. I'm just trying to make sure.

Elvis Dhima: Yeah, yeah, yeah. No, absolutely.

Selectman Guessferd: So, yes. You gave them an opportunity to kind of, I'll say, make good on their bid. So, I just want to make sure that everybody was treated fairly here.

Elvis Dhima: Yes. So, it's a great point, and it was something I was struggling with as I was reviewing it. I think if I had to hire VHB for \$149,700, I think they can get it done. My only concern is between the design and the construction, there's going to be things that the contract is going to ask for that we need to provide later on. So,

you can always go back later and say, all right, I'm going to provide this additional task later on. I didn't like it either, because I like to have the full version.

Selectman Guessferd: Sure, yeah.

Elvis Dhima: But I also see their side, when you provide the best option available, and then you have someone else on the other side saying, well, I wasn't really looking for the Cadillac version. I was looking for you to do basically what I need for minimum requirements related to designing a boat launch. I don't want you to go outside 50 feet and tell me you're going to stabilize the slopes on both sides and things like that. I go back to the building department or building code, for that matter. There's a lot of folks that come here and say, you should ask for more for the roads. Well, we go by bare minimum. What's required? What are our minimum requirements? I guess what we usually have when folks come in, they're going to say, if you're looking for nine inches of gravel, I'm going to give you 8.9929. I'm not going to give you 9.1, 9.29. So, do they meet minimum requirements? Yes. Could I have gone an extra step? Yes. Would it have been ideal if they said, we can provide this additional task for X amount of money? Yes, that would have been perfect. The perfect setup saying we can provide X, Y, and Z. But they didn't. But what they did do provide is actual being upfront about saying, you should probably look at these additional tasks. They're highly recommended. But they do not provide a quote for that. And I think something has happened to them in the past related to pursuing certain projects, getting burned. So, this comes from experience getting burned on other projects and then basically going through this approach. I think if the original and the Delta was higher than Fossett O'Neill, I would have said no. So, I think the fact that we're still going to be spending less between bare bones and the additional tasks, I take comfort in that.

Selectman Guessferd: Yeah, I mean, there is a theory that says that, you bid low and change order the heck out of it.

Elvis Dhima: Yeah. No. Yes.

Selectman Guessferd: There's no way to do it.

Elvis Dhima: No. And that's why I didn't want to do that. That's why that additional task for you tonight, for the first time, because I don't want to come back. I don't believe in change orders myself. I've said that over and over again.

Selectman Guessferd: Yeah, because companies will do that. They'll take the minimum requirements. And then they'll change your order to death. Oh, you really need to do this once you're on contract.

Elvis Dhima: And that is why we set up the ceiling at \$250, not \$300. Because if I set the ceiling at \$300, guess what? They would have gone at \$300. So, I basically kept in mind that we need \$50,000 for usually like certain things that might come up or the fact that we need to pay for the permits. You know, the state needs to eat too. And so do the feds. If we start getting through the shoreline protection and all that stuff. Coming at \$225 and \$250, even better. But yeah, it was one of those things when I, this particular one, I went 100% on cost.

Selectman Guessferd: Yeah, I noticed you said low better.

Elvis Dhima: Yeah. And the reason for that is I gave the information at the pre-bid meeting. It was mandatory. So, it was a lot of questions after. It's like, did you attend the meeting or not? And I was hoping they come up with it because sometimes you don't want to give them all the answers. They're the designers, right? If you do this for a living, you've done enough boat launch designs, you should know exactly what you're getting into. I shouldn't have to give you, spoon feed you everything. And if I do, that's not probably the right person I want to hire for something like this. So, but their approach was a little different to your point. Okay. It was, they all brought in different things, but yes, Fuss & O'Neill was the Cadillac version and they were bare bones. So, somewhere in the middle, if I have to compare, it would be \$225, \$227 and \$242 and they're within 10% of each other at that point.

Selectman Guessferd: All right, thank you.

Elvis Dhima: Thank you.

Chairman Dumont: Any other questions, comments?

Selectman Jakoby: So, I just have kind of bigger questions just so that I understand and the public understands. So, this is the boat launch that's at Merrill Park that is specifically for fire rescue, but will also be available to the public.

Elvis Dhima: No, this is going to be for the public that the fire department can also.

Selectman Jakoby: Thank you, I said it backwards.

Elvis Dhima: Yes, it's the other way around. No, it's the other way around, but the theme is the same. This is going to be for everybody. It's going to be for recreational use. It just happens it's going to have a dual function. It's going to be used by the public, not just Hudson residents in this case, because you took federal money for the Merrill Park, but the fire department now will have access to this as well, which is on our side of the river. It's closer to central. It's a win-win.

Selectman Jakoby: Right, and that the final docking or recreational use will be determined later on?

Elvis Dhima: If you want to expand, are you talking about expanding beyond the boat launch?

Selectman Jakoby: There's all kinds of different configurations for boat launches, whether you do for kayaks or for paddle facilities versus for what they're going to need it for, what the fire's going to need it for.

Elvis Dhima: This one will be related to you backing up a truck to drop any kind of boat. It cannot be a yacht, obviously, because we don't have any Russians probably with the big yachts in this town.

Selectman Jakoby: No, I understand.

Elvis Dhima: It will be basically a regular boat launch that you will see like similar to the one in the Nashua side. You can back out, drop it, anchor it at a dock, park your vehicle, and off you go.

Selectman Jakoby: So that begs the question, if at any point there are additions that want to be made like a kayak, there's some easy kayak ramp or other things that can be done. I know I was at the NRPC National Regional Planning Annual Meeting, and they said that there are funds available for recreational use. So, I just wonder, as we move forward with this, they said any funding could be matching funds. It doesn't have to be municipal money. So, it could, in theory, be the Target funds matching for some of this. And I just wanted to raise that because I personally would like a really nice kayak launch in addition there. And I know some people had talked about how Merrill Park was a place where there was a more recreation area for picnicking or other things. So, this is going to be a big change to Merrill Park. So, I just want to think about where do we talk about the scope of those changes as this goes on? Because it's, I mean, it's a three-, four-year project.

Elvis Dhima: This is step one.

Selectman Jakoby: So, I just didn't know where that fits into the planning going forward into our strategic planning for Merrill Park.

Elvis Dhima: I will tell you. No, it's no, no, no, no, no. I want to actually thank you for asking because I was going to piggyback and go a bit about that. So, as you all know, the way we did Robinson Pond boat launch is we're going through a grant for the construction because we did the design a certain way and we followed all the requirements. We're going to get a 50% match on our design portion as well. So, for this particular project, we're going to go ahead and look into recovering 50% of this 225 we're going to spend tonight. And in addition to that, we're going to go and pursue a grant related to the construction piece that's going to get us 50% match. So, what does that do to your questions related to bigger planning? If we can save money on the design and the construction, and we're talking about probably close to a half a million dollars here, then there's nothing preventing us from expanding from the boat launch to now adding something else, which is a kayak or other things that we can add.

Selectman Jakoby: Cleaning up that.

Elvis Dhima: Stabilizing the slopes and that came up.

Selectman Jakoby: Yes, absolutely.

Elvis Dhima: And then adding parking to it.

Selectman Jakoby: And security.

Elvis Dhima: Well, security too.

Selectman Jakoby: That was my other ...

Elvis Dhima: Absolutely.

Selectman Jakoby: I'm really concerned about security at the boat launch.

Elvis Dhima: PD is going to have to go out there and keep an eye on things. And I do not foresee utilizing this during the winter. So, we're going to have to do some kind of winter. I don't see DPW taking a Bobcat and driving there to get rid of the ice. I mean, maybe. I don't know. Maybe they send me over there.

Selectman Jakoby: So just for the public, this is step one.

Elvis Dhima: Yes.

Selectman Jakoby: But you do have in mind the whole park. Because I know a lot of people, I have people who live near there and we talk about Merrill Park. As many people who know when I ran, I talked about Merrill Park. So, I think this is a great first step, I like the bids, I agree with your decision. And thank you for listening to my ideas.

Elvis Dhima: Absolutely. And there's nothing preventing folks from using the boat launch to ...

Selectman Jakoby: Right now.

Elvis Dhima: Right now, or to utilize the boat launch once it gets built to drop the kayak out of that too. But if it's like a different one that we can have adjacent to it, you know, like you have the stairs and you have the handicap access going to it, like a ramp, so be it. But the idea is if we can recover some of these funds, the \$1.5 million, and come back to the board and be like, what would you like to use X amount of funds? Because that money is going to go back for recreation use at Merrill Park if we get to recover some of it from the feds. It'll be up to the board to decide. Maybe you'd end up doing a bathroom over there. I don't know. I don't want to say the B word, but you know, like Benson Park. But you know what I mean?

Selectman Jakoby: But there are specific grants for recreation within, which was fascinating at NRPCs. So that was nice to hear. Got to connect it to recreation though for that money.

Chairman Dumont: Yes, it does.

Selectman Jakoby: That's what I learned.

Chairman Dumont: There's a lot of people that go for it.

Selectman Jakoby: Thank you so much. I support the recommendation by Mr. Dhima to go with VHB.

Chairman Dumont: Any other questions or comments? Hopefully a motion.

Selectman Guessferd: To approve. There was two motions here, right?

Elvis Dhima: Yes, two motions.

Selectman Guesssferd: To waive 98-7 bidding procedure of the Hudson.

Elvis Dhima: Nope.

Selectman Guessferd: Where are we? No, right here we are. All right, to waive. That's this one here?

Chairman Dumont: Motion would be to award the contract for design and permitting of a boat launch at Merrill Park to BHB, the lowest responsible bidder, as recommended by the Director of Development Services in an amount not to exceed \$149,750 to be funded from the target funds account number 092000-2050-000-586.

Selectman Guessferd made a motion, seconded by Selectman Vurgaropoulos, to award the contract for design and permitting of a boat launch at Merrill Park to BHB, the lowest responsible bidder, as recommended by the Director of Development Services in an amount not to exceed \$149,750 to be funded from the target funds account number 092000-2050-000-586. Motion carried, 5-0.

Chairman Dumont: All right, I'll make the second motion.

Selectman Guessferd: I'll actually make it this time.

Selectman Guessferd made a motion, seconded by Selectman Allan, to approve the additional recommended task proposed by VHB as recommended by the Director of Development Services in an amount not to exceed \$78,100 to be funded from the Target accounts account number 092000-2050-000-586 for the design and permitting of a boat launch at Merrill Park. Motion carried, 5-0.

Chairman Dumont: Thank you very much, Mr. Dhima.

Elvis Dhima: Thank you very much. You have a great night.

C. AFG Grant Application – Fire/Decision

Chairman Dumont: You too. Next up, AFG grant application. Chief Tice, come on up.

Chief Tice: Thank you, Mr. Chairman, and good evening, everyone. Last week, we were notified that the Assistance of Firefighter Grant opened abruptly with a 30-day turnaround, which means we have to have the application in by June 22nd. The Assistance Firefighter Grant does, you know, potentially various things. You can buy equipment with it, you can do training with it, you can take up health and safety initiatives. We were just finishing a two-year AFG that paid for the fire ground survival training, the enhanced physicals for two years, and the mental health checkups for two years. So, we're just finishing that one up. This one, we're looking at, we're still doing some research based on the matching our needs to what they label as high priorities, because they typically only fund high-priority projects. But right now, we're looking at some tri-band portable radios, replacing the gear extractor at Central Station, which a gear extractor is a heavy-duty washing machine for our protective clothing that's built to take the contaminants out of our gear after a fire, and a gear dryer, and our cardiac monitors and stretchers. So that's what we're looking at right now. So, what I'm asking for tonight is simply permission to apply for the grant. If we were to apply for the grant and were awarded the grant, then I would come back and do a public hearing, and you'd have the opportunity to either accept or not accept the grant.

Chairman Dumont: Questions? Comments?

Selectman Allan made a motion, seconded by Selectman Jakoby, to authorize the Fire Chief to apply for the FY25 Assistance to Firefighters Grant (AFG). Motion carried, 5-0.

D. Public Safety Platform Truck – Fire/Decision

Chairman Dumont: Next up, public safety platform truck.

Chief Tice: Go ahead, Chief. So, each of our three stations has what's called a primal vent system in the apparatus base, and this is a fan and piping that's mounted in the ceilings of the apparatus floor, and then we have hoses that drop down where each of the trucks parks, and the hoses are attached to the exhaust with an inflatable boot. This is to take the exhaust out of the station, so it's not building up in the station. When the trucks start up, they're pulling out back and in. At central station, to fit the tower when it comes in, we have to reconfigure some of the piping and move the fan to make room for where it's going to be. Another project that we're going to need to do at some point, this is the original system. We've had this in the stations for about 20 years. They're going away from this type of air actuated system to a magnetic system, where it'd be a magnet that attaches to the truck, and both units operate on a sensor, so when they get to the end of the station, pull it out of the base, it trips the sensor. Currently, the air deflates from the rubber boot. With the new systems, the magnet will deactivate and pull away from the truck. We have to do the reconfiguration to get the tower into the station. The most effective way and efficient way to do the boots is to have them come out and do them all at once. That

does not have to be done now, but it will have to be done at some point. What I'm asking the board to look at, we have money in the budget to do this year-end, but we've talked several times about trying to use Target funds where we can in place of taxpayer dollars. I'm asking the board, if they think this is an appropriate use of the funds set aside to procure the tower truck, and then if the board does think that that's appropriate, would you rather want this to do, use those funds or use budget funds to get this done?

Chairman Dumont: Board members?

Selectman Vurgaropulos: No, I think it's appropriate. It's directly connected to the tower truck. We wouldn't be talking about this upgrade, maybe not right now, probably eventually, but probably expedited it with this truck coming in and having to do reconfiguration. I think it's appropriate to make sure that we keep everybody safe, especially like you guys hit a car, start the truck, let that thing warm up while you're suiting up. You don't want to be huffing that in, everybody gets there, they're already hypoxic. I think it's very appropriate. I think it aligns well with it.

Chairman Dumont: Other board members, questions or comments?

Selectman Jakoby: Will this be able to be completed before the truck is delivered?

Chief Tice: It will be, yes.

Chairman Dumont: Can you just speak just briefly to the waiving the bid procedure? I know we're using the Target funding for it, but can you just speak a little bit to that?

Chief Tice: Yes, so the Plymovent System has, Plymovent has authorized dealers per region. In this region, it's air cleaning specialists, and they're the only authorized dealer to work in this area on the Plymovent Systems. So, the work would have to be done by air cleaning specialists.

Selectman Vurgaropulos: I do have one more question.

Chairman Dumont: Go ahead.

Selectman Vurgaropulos: With the new system, actually with both systems, current system and the new system, let's say in the off chance there's a failure to decouple, is there a breakaway point so it doesn't rip the whole system out of the wall?

Chief Tice: There is, yes. It's happened several times.

Selectman Vurgaropulos: That's what I figured. I get it, this attaches to the vehicle, but I didn't see that decouple feature fail, and then all of a sudden, you're ripping the whole unit out.

Chief Tice: No, yeah. There is a breakaway in the hose.

Chairman Dumont: So, it's like a gas pump. You see the guy's driving.

Selectman Vurgaropulos: Yeah, he's driving up behind him, bouncing behind him.

Chief Tice: What?

Selectman Vurgaropulos: Becomes a slingshot.

Chairman Dumont: Yeah. Just pulls you back in. So, with all that, you have two motions in front of you. What does the board want to do?

[Selectman Jakoby made a motion, seconded by Selectman Vurgaropulos, to waive Chapter 98-7 bidding procedure of the Hudson Town Code for the purpose of reconfiguring the Plymovent System by Air Cleaning Specialists. Motion carried, 5-0.](#)

Chairman Dumont: Next up, Selectman Jakoby, want to take the next one?

[Selectman Jakoby made a motion, seconded by Selectman Allan, to release an amount not to exceed \\$32,000 of the Hudson Logistics Center Platform Truck Money \(account 09-2000-20-5000-0584\), as defined by the condition 61\(e\) of the Hudson Logistics Center Amended Site Plan, to the Hudson Fire Department for the reconfiguration of the Plymovent System at the Central Fire Station. Motion carried, 5-0.](#)

Chairman Dumont: Thank you and have a great day. Thank you very much, Chief.

Selectman Jakoby: Thank you.

E. Town-Wide Paving Program – DPW/Decision

Chairman Dumont: Yeah. Next up, we have Townwide Paving. Mr. Twardosky.

Jay Twardosky: Good evening, Mr. Chair, members of the board. Since 2010, we had rolled over our existing Townwide Paving contract, a very modest increases every year. This year, when I looked at doing that, the numbers didn't look as competitive as I thought they should be. So, we went out to bid. We sent our bid packets to four different bidders. We advertised it in the Telegraph. We advertised it on a town website. For the pre-bid meeting, we actually had five companies come in and look at it. After that, one bowed out. So, we had four bids and very competitive bids. And what you see in front of you is the recommendation for the company that had the lowest bid and the highest score.

Selectman Guessferd: Okay. So, this is the one that normally in the past we've gone to Brox, right?

Jay Twardosky: Correct.

Selectman Guessferd: Yeah. So, it looks like they came in a little bit higher.

Jay Twardosky: Yeah. There was a lot of fluctuation in the asphalt cement prices, and their numbers didn't seem like they were going to be quite as competitive. We saw a couple other comps in the area, and it just didn't look like it was advantageous to go that route.

Selectman Guessferd: And will this be the first time you're working with Busby?

Jay Twardosky: No. Busby actually subcontracted for Brox for a number of years.

Selectman Jakoby: I thought that's what you'd said.

Jay Twardosky: So, we have a pretty good, a really good relationship with Busby.

Selectman Guessferd: That's good. Okay. So, you're comfortable. You're comfortable in addition to the price. You're very comfortable.

Jay Twardosky: Absolutely.

Chairman Dumont: I'm very familiar with the area. All right. Questions, comments, motions?

[Selectman Jakoby made a motion, seconded by Selectman Allan, to award the contract for the 2026 Townwide Paving to Busby Construction Company, Inc., the lowest priced and highest scoring bidder, as recommended by the Director of Public Works, for an amount not to exceed \\$1,046,250. Motion carried, 5-0.](#)

Chairman Dumont: Just a quick piece of discussion. I just want to thank the Public Works Director, Mr. Twardosky, for going out for a formalized bid.

Selectman Jakoby: Yes, thank you.

Chairman Dumont: I was happy to see that you were able to get four people, and it gives everybody a good perspective at where paving's at, what we're seeing for budget numbers, and what we need to look at going forward. So, thank you.

Jay Twardosky: It basically reset everything, so we know where we are going in the future.

Selectman Guessferd: That's good. I have a comment. No, it's just an editorial amendment on the motion. Yeah, it was a typo. The lowest price and highest scoring bidder.

Selectman Jakoby: Oh, lowest price and highest bidder.

Selectman Guessferd: Yeah, but that's interesting. I appreciate it. I noticed that tonight. I was like, how could it be the lowest and highest scoring bidder?

Chairman Dumont: No problem.

Selectman Jakoby: I'll take the amendment.

Chairman Dumont: Scribner's here. So finally, to the motion maker and the seconder. All right, all set.

9. SELECTMEN LIAISON REPORTS/OTHER REMARKS

Selectman Allan: I sat in with the Benson's Park Committee for my first meeting and it was great. It's a great group of people. I really enjoyed it. They just had a couple of concerns. One that we kind of chuckled about was the building that they want to put the wagon in. The door that they measured was fake. So, it's a door that doesn't open. So, they're looking for other options, maybe the museum or if there's another way to get the wagon into the building. But they said that they're going to go ahead and figure that out. But it was, she said, I don't know why I didn't think to open the door. I just measured the door. And I said, well, I probably would have done the same thing. They had a couple of concerns. We have utility trucks that are taking up a section of parking next to our senior center. They said on the weekends, that's becoming an issue as the park is starting to fill up on the weekends with the nice weather. We didn't know whether or not those trucks could be moved or who the trucks belong to. We don't know if they're DPW, if somebody is doing construction in the area, tree removal or something and utilizing that parking lot. But they'd really like to have the parking lot back, at least for the weekends, if not all the time. And then just a couple of concerns with the parking lot. There's some bushes that are in the way. There's just a couple of parking spots by the dog park. And when people move, when people are coming down the hill into the park, you can't see. Wondering if maybe it's a slowdown sign or if maybe the bushes could just be pushed back so people can see each other while they're moving. And I did not get the chance to sit in on the school board meeting. We had lacrosse and I'm a mom first, so I went to the meeting.

Selectman Jakoby: I wanted to just reiterate that I had the wonderful opportunity to help HCTV do a – record the PMA concert. And I was one of four cameras people there. And I highly recommend it. If you have an AV person in your – like you always wanted to do AV or operate a camera, I highly recommend it. It was fun. It was fascinating. And the end result came out really well. And I know which shots were my shots, which was really cool. So, I highly recommend it. I figured if a selectman can do it, anybody can do it. No. Sorry, I'm just speaking for myself.

Chairman Dumont: Probably accurate.

Selectman Guessferd: Yeah, probably.

Selectman Jakoby: And I know that they really appreciated – they really appreciate volunteers. Because if they can have four camera angles versus just one or two, it really changes the production. And they do it in real time. So, they're not – even though they have the full feed of all those cameras, what they're trying to do is they have a director there who's cutting back and forth and they're live building it. I guess that's the best way to put it. They're doing it live. So, I just wanted to let people know that. And I just have a statement that I wanted to make regarding the Sustainability Advisory Committee. I want to personally apologize for the way the Sustainability Advisory Committee volunteers were informed of the dissolution of the committee. In hindsight, I needed to amend the motion or ask for the motion to be amended so that we have a period of time to transition and inform the members of the decision. There are many statewide organizations that the committee has established relationships with. And it would be unfortunate for those relationships with the Town of Hudson to suffer. I believe we as a board need to recognize the importance of creating a seamless transition for the work of this committee and all committees. This committee has existed in one form or another for over a decade. And I believe preserving that institutional knowledge is important. Additionally, the number of hours and commitment of Karl Huber, Deb Putnam, Ed Thompson, Kate Messner, Chris Thatcher, Jacob Keller, Robert Larson, and Craig Putnam needs to be commended and appreciated. The combined number of years and hours these individuals have devoted to the Town of Hudson is immense. And I am grateful for their efforts. This does not include the many volunteers who came before this group to establish sustainable practices and education throughout our community. When elected, one of my goals was to create a kinder, more professional way of conducting town business. And unfortunately, I failed in this instance. I rededicate my efforts to help put in place policies and

procedures that preserve the dignity of all involved. So, I just want to take responsibility for not amending that motion and planning a smoother transition for the Sustainability Advisory Committee. And I do appreciate everyone who has contributed over a decade's worth of volunteer efforts in town for that committee and for that effort.

Selectman Vurgaropoulos: I currently have nothing at this time. I've got a ZBA meeting coming up on Thursday. And so that's all I've got going on.

Selectman Guessferd: Okay, we had a library meeting, the Board of Trustees, the library last week. Nothing significant. We're still going to be working with them on the transfer of the building moving forward at some point here. We'll schedule them in. Tomorrow night is our next planning board meeting. We have four cases. It's going to be a busy night. So, if anybody's interested, one of the ones, I think it's called New Business, is 84 Lumber, who was approved a while back. And many people may be wondering why that site hasn't begun development yet. So, we're going to be entertaining them coming forward with a request on that. So, stay tuned for that. It should be an active meeting tomorrow night, I think. Let's see. Rec Department. Tennis is coming up. I'm going to get my stuff in order here. Summer tennis programs, which are very successful every year, are coming up. Registration for youth and adults. And it opens tomorrow. So, get out there. And they do fill up. So, if you're interested, then get out there and sign up as soon as you can to get a spot. And then senior programming. Our folks from Alvirne, the band, the chorus and the special band, will be hosting a concert over at the senior center for the patrons. I don't know if I'm stealing any of your thunder.

Heather Cook: No, no, that's fine.

Selectman Guessferd: But they're excited about that. So, they always do a great job with the music program over at Alvirne High School. It's first rate. So, I know our seniors will be getting a treat here. Beyond that, I'd like to say that I think yesterday we had a very, I'll say probably one of the best Memorial Day ceremonies we've had in a while. The Library of Park was festooned with flags. We had the big flag from the ladder truck. And lots of great speeches. The American Legion does a great job organizing this every year. Our congressional representative Megan Goodlander was there. She made some comments as well. And I just want to thank, we had a lot of people. And that was what really made it really kind of special. There was a lot of people that showed up. Not that a lot of people don't. This is a very patriotic town. And it was really nice to see all that, supporting our fallen veterans, you know, those who have made the ultimate sacrifice. So, it was an excellent ceremony. I just want to thank our citizens for coming out and supporting that. Beyond that, one of the things that I just, I guess I just want to make one other comment is that kind of a significant thing happened that our, the band has a manager who's been around for 50 or so years. His name is George Rowe. And he manages the band. He's done everything he can. He's transferred that off. He's kind of gotten to the point where he's stepping back finally after a lot of years. He's also, if you see him out there, you've seen him on there on the firing details all over the years. And so, he's the guy who's there leading the firing detail and has been there again. So, he's kind of a bit of fixture in town here. And even though he's not a citizen of Hudson, he was honored by the American Legion 48 Band. So just wanted to have a shout out for that. Anybody was there. I think they appreciated the fact that he was honored. And really, that's what I've got.

Chairman Dumont: Thank you. So, I'll piggy-back on Selectman Guessferd since I spoke about conservation last time, but I thought Memorial Day was absolutely fantastic. Hudson, the Legion, and everybody involved, HCTV, police, fire, everybody does an amazing job. It's just a good thing to see the school be involved as well as all the other organizations.

Selectman Guessferd: Can I make a quick comment on that?

Chairman Dumont: You can go right ahead.

Selectman Guessferd: I forgot to mention. HCTV actually did a, was putting together kind of a video, something that's going to be out there. So, stay tuned regarding Memorial Day, how the American Legion basically plans it and kind of all the things that have to go into a Memorial Day celebration that we do here. So, I'm looking forward to it. I don't know how it's going to, you know, how it's going to go. I know it's going to come out great. But they spent some time yesterday interviewing some people. And so, I'm looking forward to seeing that.

Chairman Dumont: Awesome. Thank you for adding that. Yeah, I think overall it was great and I'm looking forward to see that as well. I won't steal his thunder, but I got to attend the Boston Post's Cane Ceremony with Mr. Sorenson. That was a fantastic thing with the historical side he does. And that's all that I have. So, I will turn it over to Mr. Sorenson.

10. REMARKS BY TOWN ADMINISTRATOR – Presentation

Roy Sorenson: All right. Thank you, Mr. Chair. So, my update, we'll go up to the top. So pictures are worth a thousand words. So, this field of flags, you know, obviously Hudson does a great job from what everyone said tonight. I didn't get a chance to attend the Hudson festivities yesterday as I was in Manchester for a different event. And I'll talk about that next week. That was for the Phaneuf family and the dedication of the paver. And I'll have that info in my next TA report. But I mean, if we just did this and the Legion does a great job, it's fantastic. So, kudos to the community.

Selectman Guessferd: Do we know the people? I don't know how many people really know what those flags represent. Each one of those flags is a veteran in town and sponsored by a friend or a family member to put up there. The field of flags goes all over the country. It happens in a lot of different places.

Roy Sorenson: It's just awesome to see.

Selectman Vurgaropoulos: Just a little tidbit too, what most people probably don't know unless they actually walk through the field of flags is each flag has a dog tag of that member.

Roy Sorenson: Yes. Fantastic. Master Patrolman Jason Downey received the Donna Briggs Leadership Award. As you know, Patrolman Downey is our wellness officer, obviously with Donna Briggs as well, who was with Hudson. This is a monumental award. Kudos to him for winning that. I think he's great at what he does. So, he was celebrated for that last week with the critical incident stress management for first responders. And he continues his work.

So, he's doing a great job there. I think he's doing it town wide as well. Certainly helps the rest of the staff. So, I talked a little bit about technologies and everything else. And I guess this is the future. At least everybody's saying that. Artificial intelligence, AI. What's interesting is we have been looking at some different platforms of AI and how to use it. PD and Captain Broderick. We actually sat with PD and Captain Broderick. He's very well versed in this. And he had the ability to get some training through some governmental sector trainers, specifically for police enforcement, and showed us some of the things you can do and how they can interact with what they're trying to do, whether it's policies, procedures, job descriptions, reports, RFPs, RFQs, whatever it might be. And so, we started with him on this. And we're going to continue to proceed with that. We're going to see if we can actually get some training on the town and municipal side as well. So, this is going to help immensely with a lot of our administrative work. What it can do. It's kind of crazy because when you're talking to AI, it's like you're talking to a human and you're making changes on the fly and correcting it. It's pretty impressive. So, we're starting to dabble in it. We'll continue to do that over the next, immediately through the future as well. Hudson Fire last week was the CPR Challenge. So, you can see that's Firefighter Dowgen performing on the CPR mannequin, as well as Kyle Levesque, who's our training officer over at Fire. Obviously, it's a big month, but it was a big week last week in that it was EMS week, as well as public works week. And I'll get into that too. But you can see the role it's been in place. I didn't realize how long it's been in place, actually, since 1974. So, kudos to them. It's something that this community, I think every community relies on, right? When you call for service, particularly if it's an ambulance and there's a life-threatening event, they show up and they're there to help. So that's important. Speaking of public works, last week was public works week as well. I can't make this up. I know Mr. Dumont, who is a developer, I'm not sure if he would run a sewer line in between two telephone poles. But in this instance, you can see the sewer service. Actually, the sewer service on the left right here, the pole actually went in and took that sewer service out. They didn't know the sewer service was there. The folks had an issue on Central Street, the location. We went in there. We found out that they hit it. We prepared it. We still had some blockage in there. So, DPW went downstream. This is a route, a massive route that was in this sewer manhole. So, they get in there, camera it, and it took that out as well. So, the things you find and just that happen over time, it's just, it's something short of amazing. So, speaking of public works, the Lions served them lunch last week. It was a

fantastic event. They did a great job. The guys enjoyed it. Well worth it, given the fact this past winter. And then they've been extremely busy, as I mentioned, in the spring. So, they really, there is no rest for the weary between the street sweeping, the general maintenance, fixing drainage, fixing manholes and things of that nature. But thanks to the Lions Club for donating. This is something that they're probably going to continue to do on a daily basis too, which is great. May recognition for our employees. You can kind of see the list of folks up there. You got three public works folks up there, 27, 23, and 21, respectively. And pretty diverse moving your way through it, all the way down to Laurie May, our finance director. So, she's been here a year now. So, time goes by pretty quick. That's a good sign, yes. So, congratulations to those folks. And then my history snippet, and the chairman spoke to this a little bit. We did get invited to the Hudson, New Hampshire Historical Society celebrating Gerald Winslow from Boston Post, Kane. 97, he'll be 98 this year. It was a great event. And we certainly had a great time. And there was a lot of folks there. Very interesting individual. He was a U.S. Coast Guard veteran, graduated from BU. Hudson, New Hampshire, he came here in 1950. He was married for over 59 years. His wife's no longer here. She had passed away. Three children. He went to the Postal Service in 1964. Became postmaster in 71. Retired in 1988. I got to say, for a 97-year-old, just fantastic personality. And just, you wouldn't think he was 97. Let's just put it that way. We did invite him back. He does go to Maine for the summer and he'll be back in October. We would like him to come to a board selection meeting. And we'll make a formal presentation to him here. And he said, absolutely. So, he's going to enjoy his summer. And when he gets back in town, he's going to give us a call. But I just want to thank the Historical Society for inviting us and allowing us to be part of that ceremony. Just a couple things to finish up and add. As I mentioned, this month, the May recognition, it recognizes a series of public service. Police, fire, public works, EMS, as we mentioned. So, I want to thank the staff for all that. Obviously, a lot of things that happened Memorial Day. And for those that have served as well. Our veterans that are no longer here. And remembrance of them. I did get to go to Manchester, as I mentioned, to celebrate the Memorial Day up there and that was for the Phaneuf family for the dedication of the granite pavers. Part of the new memorial up there. It was a great event, Don and Nancy were there. The Phaneuf's as well, I got to spend some time with them. And Governor Ayotte was there, Representative Pappas, Don Buldock and the Mayor of Manchester as well. So, it was a great, great time, the monument is beautiful. And the great thing is the brick for Captain Phaneuf is right there on the front. It's amazing. Right in front of the memorial. So couldn't ask for better placement. And as I mentioned, I'll have some pictures of that and the celebration of that at the next meeting. That's all I got.

Chairman Dumont: Thank you very much, Mr. Sorenson. Next up, Ms. Cook.

11. REMARKS BY SCHOOL BOARD

Heather Cook: I wanted to thank you, Senator Vurgaropulos, for explaining that each flag was... I'm sorry. Did I butcher your last name?

Selectman Vurgaropulos: I'm sorry. No, you called me Senator. Oh, I'm an elected man.

Selectman Jakoby: Wow. That was easy.

Roy Sorenson: Highest ranking man in the room. That got his attention.

Heather Cook: Oh, boy. Well, thank you for the laugh with that. But I wanted to thank you for explaining the tribute with the flags in town, how each one is dog tag. That was really interesting to hear. And it was such a beautiful tribute and an important reminder of the meaning of the importance of Memorial Day. All right, so getting back to school boards. Our last meeting was last Monday, May 18th. The district voted on snow plowing services and awarded the contract to Morin's Landscaping. We discussed the annual budget developmental timeline. We also discussed still ongoing alternative transportation for students. E-bikes. That's still an ongoing discussion, but we did present a draft procedure. And then the FY 27 general assurances document from the New Hampshire Department of Education was passed. This is a document that is developed by the state's Department of Ed for general assurances, requirements and definitions for participation in federal programs that must be signed by all sub-recipients. So, that is on the website this week in case anyone's interested. Lastly, the board voted on fund balance end of year purchase requests. And then as some of you have mentioned, it's a busy few weeks coming up here in the school district. Lots of events. This week we have the JROTC awards night. Next

week we have the CTE awards night and then a whole bunch of concerts and tours scheduled. So, lots of exciting things.

Chairman Dumont: All right. Thank you very much. Our final order is motions to be made regarding our non-public sessions. So, I'll turn to Mr. Sorenson for the first one.

12. MOTIONS MADE IN NONPUBLIC

Selectman Guessferd made a motion, seconded by Selectman Jakoby, to approve the promotion of Captain Stephen McElhinney to the position of Deputy Chief as recommended by the Police Chief based out date of July 1, 2026 and a pay rate to be negotiated with the confines of the FY 27 budget and upon the signatory of the Board of Selectmen Chairman. Motion carried, 5-0.

Selectman Allan made a motion, seconded by Selectman Vurgaropulos, to seal the Board of Selectmen non-public session meeting minutes for item 2A of the May 26, 2026 meeting per RSA 91-A:3 (c). Motion carried, 5-0.

Selectman Vurgaropulos made a motion, seconded by selectman Guessferd, to seal the Board of Selectmen non-public session meeting minutes for item 2B of the May 26, 2026 meeting per RSA 91-A:3 (c). Motion carried, 5-0.

Selectman Allan made a motion, seconded by Selectman Jakoby, to appoint Melissa Latulipe to the position of Senior Accounting Clerk with effective date in terms of salary to be negotiated by Town Administrator to be finalized upon signed conditional offer employment executed through the signatory of the Chairman of the Board of Selectmen. Motion carried, 5-0.

Selectman Vurgaropulos made a motion, seconded by Selectman Allan, to accept the resignation and/or retirement of custodian Wayne Madeiros, effective June 26, 2026, with thanks and appreciation for his years of service since 2003. Motion carried, 5-0.

Selectman Jakoby made amotion, seconded by Selectman Allan, to allow the HR Generalist advertise for the position of custodian. Motion carried, 5-0.

13. ADJOURNMENT

Selectman Guessferd made a motion, seconded by Selectman Vurgaropulos, to adjourn at 8:50 p.m. Motion carried, 5-0.

Recorded by HCTV and transcribed by Lorrie Weissgarber, Executive Assistant.

Dillon Dumont, Chairman

Bob Guessferd, Vice-Chairman

Xen Vurgaropulos, Selectman

Heidi Jakoby, Selectman

Kimberly Allan, Selectman


7A



TOWN OF HUDSON

Administration Office
12 School Street
Hudson, New Hampshire 03051

Michelle Brewster, Human Resource Generalist
mbrewster@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

To: Board of Selectmen
From: Michelle Brewster, Human Resource Generalist 
Cc: Roy E. Sorenson, Town Administrator
Date: June 3, 2026
Re: Policy Subcommittee – Second Read Considerations

Recommended Motion #1:

“The Board of Selectmen hereby adopts the updated policy naming and numbering structure for the Town’s personnel policies, as recommended by the Policy Sub-Committee”

Recommended Motion #2:

“The Board of Selectmen hereby adopts the following policies upon this second reading: ADM-002 Administration of Employee Personnel Records, CON-005 Harassment, HRM-003 Recruitment and Hiring Process, and HRM-006 Probation Period, as recommended by the Policy Sub-Committee.”

Background:

The Policy Subcommittee met on May 27, 2026, to review the four personnel policies that were before the Board at its last meeting. The core group for this review included Selectman Jakoby, Selectman Vurgaropulos, myself, and Town Administrator Roy Sorenson.

During the meeting, the Subcommittee also discussed the need to rename and organize the Town’s policies under a standardized policy naming and numbering structure to create a clearer and more consistent policy log. We would like to present the following four policies to the Board as second reads and adoption:

- ADM-002: Administration of employee Personnel Records Policy
- CON-005: Harassment Policy
- HRM-003: Recruitment and Hiring Process Policy
- HRM-006: Probation Period Policy

The motion above has been included for your consideration. Should you have any questions or need additional information, please feel free to contact me.

Thank you.

TOWN OF HUDSON, NEW HAMPSHIRE
TOWN POLICY LOG



The three-letter category code identifies the policy area

The three-digit number identifies the individual policy within that category.

Proposed Policy Categories

New Code	Policy Category	Current Section Equivalent	Purpose
GOV	Governance & Principles	I. Principles	Policies related to town values, ethical principles, administrative authority, and general governance expectations.
ADM	Administration & General Policies	II. General	General administrative policies that apply broadly across departments.
HRM	Employment & Personnel	III. Employee	Policies related to employment status, personnel records, hiring, probation, performance, and separation.
CON	Conduct & Workplace Standards	IV. Conduct	Policies related to employee conduct, workplace behavior, ethics, discipline, harassment, conflicts of interest, and use of town resources.
COM	Compensation & Payroll	V. Compensation	Policies related to pay, wages, payroll procedures, overtime, stipends, classifications, and compensation administration.
BEN	Benefits	VI. Benefits	Policies related to health insurance, retirement, wellness, employee assistance, and other benefit programs.
LVE	Leave & Time Off	VII. Leave	Policies related to vacation, sick leave, personal leave, holidays, FMLA, military leave, bereavement, and other approved absences.
TRN	Training & Development	VIII. Training	Policies related to required training, professional development, certifications, conferences, and continuing education.
REI	Reimbursement & Supporting Documents	IX. Documents for Reimbursement	Policies and forms related to travel reimbursement

TOWN OF HUDSON, NEW HAMPSHIRE
TOWN POLICY LOG



Policy Number	Subject	Section	Current Section
GOV-001	Purpose and Disclaimers	Purpose and Procedures	I. Principles and Procedure
ADM-001	Requests for Legal Work	Administration & General Policies	II. General (II A)
ADM-002	Administration of Employee Personnel Records	Administration & General Policies	II. General (II B)
ADM-003	Americans with Disability Act (ADA)	Administration & General Policies	II. General (II C)
ADM-004	Employee Identification Cards	Administration & General Policies	II. General (II D)
HRM-001	Nepotism	Employment & Personnel	III. Employment (III A)
HRM-002	Hours of Work	Employment & Personnel	III. Employment (III B)
HRM-003	Recruitment and hiring	Employment & Personnel	III. Employment (III C)
HRM-004	Employee In-processing/Orientation	Employment & Personnel	III. Employment (III D)
HRM-005	Types of Employment	Employment & Personnel	III. Employment (III E)
HRM-006	Probation Period	Employment & Personnel	III. Employment (III F)
HRM-007	Employee Separation – Exit interview	Employment and Personnel	III. Employment (III G)
CON-001	Employee Ethics	Conduct & Workplace Standards	IV. Conduct (IV A)
CON-002	Outside and Dual Employment	Conduct & Workplace Standards	IV. Conduct (IV B)
CON-003	Personal Telephone Calls	Conduct & Workplace Standards	IV. Conduct (IV C)
CON-004	Political Activity	Conduct & Workplace Standards	IV. Conduct (IV D)
CON-005	Harassment	Conduct & Workplace Standards	IV. Conduct (IV E)
CON-006	Lobbying Before other Gov Agencies	Conduct & Workplace Standards	IV. Conduct (IV F)
CON-007	Personal Appearance	Conduct & Workplace Standards	IV. Conduct (IV G)
CON-008	Use of Communication Devices	Conduct & Workplace Standards	IV. Conduct (IV H)
CON-009	Use of Town Motor Vehicles	Conduct & Workplace Standards	IV. Conduct (IV I)
CON-010	Discipline	Conduct & Workplace Standards	IV. Conduct (IV J)
CON-011	Grievances	Conduct & Workplace Standards	IV. Conduct (IV K)
COM-001	Salaries and Wages	Compensation & Payroll	V. Compensation (V A)
COM-002	Classification Plan	Compensation & Payroll	V. Compensation (V B)
COM-003	Performance Evaluation	Compensation & Payroll	V. Compensation (V C)
COM-004	Promotions	Compensation & Payroll	V. Compensation (V D)
COM-005	Demotion	Compensation & Payroll	V. Compensation (V E)

TOWN OF HUDSON, NEW HAMPSHIRE
TOWN POLICY LOG



Policy Number	Subject	Section	Current Section
BEN-001	Health Insurance	Benefits	VI. Benefits (IV A)
BEN-002	Dental Insurance	Benefits	VI. Benefits (IV B)
BEN-003	Disability Insurance	Benefits	VI. Benefits (IV C)
BEN-004	Life Insurance	Benefits	VI. Benefits (IV D)
BEN-005	Flex Benefits	Benefits	VI. Benefits (IV E)
LVE-001	Holidays	Leave & Time Off	VII. Leave (VII A)
LVE-002	Jury/Court Leave	Leave & Time Off	VII. Leave (VII B)
LVE-003	Personal Leave	Leave & Time Off	VII. Leave (VII C)
LVE-004	Bereavement Leave	Leave & Time Off	VII. Leave (VII D)
LVE-005	Continuance of Pay During Disability	Leave & Time Off	VII. Leave (VII E)
LVE-006	Family Medical Leave Act (FMLA)	Leave & Time Off	VII. Leave (VII F)
LVE-007	Military Leave	Leave & Time Off	VII. Leave (VII G)
LVE-008	Vacation Leave	Leave & Time Off	VII. Leave (VII H)
LVE-009	Sick Leave	Leave & Time Off	VII. Leave (VII I)
LVE-010	Education Leave	Leave & Time Off	VII. Leave (VII J)
LVE-011	Other Unpaid Leave	Leave & Time Off	VII. Leave (VII K)
TRN-001	Training Programs, Seminars or Conferences	Training & Development	VIII. Training (VIII A)
TRN-002	Travel Expenses	Training & Development	VIII. Training (VIII B)
TRN-003	Special Licenses & Membership Fees	Training & Development	VIII. Training (VIII C)
REI-001	Documentation required for Reimbursement	Reimbursement & Documents	IX. Documents for Reimbursement



Section	Employment
Subject	Probation Period
Policy Number	HRM-006
Revision Number	2
Approved By	Board of Selectmen
Origination Date	06/06/2000
Last Review Date	05/27/2026
Review Frequency	As Needed, or at least every three years

1. Purpose

To establish policy and procedure for the probationary period for new Town of Hudson employees and for current employees who transfer or are promoted to a new position.

2. Statement of Policy

All employees, except exempt department heads, placed in new full-time or part-time positions shall serve a probationary period. Current employees who transfer or are promoted to a new position shall also serve a probationary period in the new position, unless otherwise provided by an applicable collective bargaining agreement, employment agreement, Town policy, or Board of Selectmen action.

Exempt management and confidential employees who are at-will employees do not serve a separate probationary period because their employment remains at will. Nothing in this policy alters the at-will status of any employee whose employment is at will.

Where the provisions of an applicable collective bargaining agreement conflict with this policy, the terms of the collective bargaining agreement shall govern.

3. Duration

The standard probationary period is six months unless a different period is established by an applicable collective bargaining agreement, employment agreement, job classification, personnel rule, or vote of the Board of Selectmen.

4. Purpose of the Probationary Period

The probationary period is intended to give the employee time to learn the duties, expectations, procedures, and standards of the position, and to give the supervisor time to evaluate the employee's performance, conduct, reliability, qualifications, and overall suitability for the position.

Supervisors are expected to provide guidance, feedback, and reasonable opportunity for the employee to understand expectations during the probationary period.

5. Performance Evaluation During Probation

- a. Informal evaluations should be conducted during the probationary period to assess performance and advise the employee of expectations, strengths, and areas requiring improvement.
- b. Significant job deficiencies, conduct concerns, attendance issues, or other performance-related matters shall be documented and forwarded to the Town Administrator or Human Resources for placement in the appropriate personnel record.



- c. At or near the end of the probationary period, the employee shall receive a formal evaluation and written documentation of progress.
- d. Evaluations should provide the basis for recommending regular status, extension of probation, transfer-related action, or separation from employment, as applicable.

6. Separation or Discipline During Probation

During the probationary period, the Town reserves the right to end the probationary employee's service on the basis of unsatisfactory performance, inability to perform the work, conduct concerns, lack of suitability, or other reasons deemed sufficient by the Town, provided that no employee shall be discharged, disciplined, or otherwise treated adversely for protected union activity or any other legally protected reason.

If an employee is unable to perform the work or is not suitable for the position, the issue should be addressed as early as possible. Early action may reduce unnecessary investment of Town resources and may prevent avoidable frustration for the employee.

A probationary employee who is rejected or separated during the probationary period shall be notified in writing by the department head or other authorized Town official. A copy of the written notice shall be retained in the personnel file.

7. Extension of Probation

Under unusual circumstances, the probationary period may be extended after evaluation of the situation, the employee's abilities, and the employee's demonstrated potential.

Extension of probation may occur only upon recommendation of the supervising department head, concurrence by the Town Administrator, and approval by the Board of Selectmen, unless a collective bargaining agreement or other controlling authority provides a different process.

Any extension should be documented in writing and should identify the reason for the extension, the length of the extension, expectations for successful completion, and any follow-up evaluation requirements.

8. Successful Completion of Probation

If the employee successfully completes the probationary period, the employee shall be informed in writing that the employee has attained regular status in the position, subject to any applicable collective bargaining agreement, employment agreement, personnel rule, or at-will employment status.

Completion of probation shall be accomplished through the recommendation of the supervising department head, approval of the Town Administrator and Board of Selectmen when required, and completion of the Town's Payroll Change Notice form or other approved personnel action documentation.

9. Benefits and Leave Eligibility

When an employee first becomes a regular staff member, the employee becomes eligible for vacation and other appropriate leave benefits, retroactive to the employee's beginning date of employment, unless otherwise provided by an applicable collective bargaining agreement, benefit plan, law, or Town policy.

If a bona fide emergency arises during an employee's probationary period and requires a leave of absence, such time off, if granted, will not be considered time worked for purposes of completing the required probationary period, unless otherwise required by law or an applicable agreement.



10. Transfers and Promotions

An employee who transfers or is promoted to a new position remains eligible for the fringe benefits associated with the previous position during the probationary period for the transfer or promotion, unless otherwise provided by an applicable collective bargaining agreement, benefit plan, law, or Town policy.

If the new position carries benefits different from those of the previous position, the employee becomes eligible for the benefits of the new position upon satisfactory completion of the probationary period, retroactive to the date of the transfer or promotion, unless otherwise provided by applicable authority.

If a transferred or promoted employee does not achieve satisfactory performance in the new position, the employee may be given priority for the first position opening similar to the position previously held, provided the employee's performance in the previous position was satisfactory and such placement is operationally appropriate. If the employee had not performed satisfactorily in the previous position, separation from Town employment may be considered.

11. Records

Probation-related evaluations, notices, Payroll Change Notice forms, extensions, and separation or regular-status documentation shall be forwarded to Human Resources for retention in accordance with the Town's personnel records policy and applicable records-retention requirements.

12. Review and Conflicts

This policy shall be reviewed periodically to ensure consistency with accepted personnel practices and applicable Town, State, and Federal law. If this policy conflicts with an applicable law, regulation, collective bargaining agreement, employment agreement, benefit plan, or approved Town rule or policy, the controlling law, agreement, plan, rule, or policy shall prevail.



Section	Employment
Subject	Recruitment and Hiring Process
Policy Number	HRM-003
Revision Number	4
Approved By	Board of Selectmen
Origination Date	06/06/2000
Last Review Date	02/27/2001; 04/10/2001; 06/24/2008; 05/27/2026
Review Frequency	As Needed

1. Purpose

To establish a consistent, fair, and legally compliant process for recruiting, selecting, and hiring employees for Town of Hudson positions.

2. Statement of Policy

The Town of Hudson is an Equal Opportunity Employer. Hiring decisions shall be based on job-related qualifications, operational needs, applicable law, collective bargaining agreements, and Town policy.

The hiring department shall work with the Town Administrator and Human Resources throughout the recruitment and hiring process. Recruitment and hiring for department heads and designated professional positions shall be coordinated by the Town Administrator and Board of Selectmen, with Human Resources support.

3. Recruitment

- a. The Board of Selectmen, Town Administrator, Human Resources, and Finance Department shall be notified of position vacancies as required by Town practice.
- b. After required approval, Human Resources shall prepare or coordinate the job posting, advertisements, and recruitment sources with input from the hiring department.
- c. The Town Administrator and hiring department shall determine whether a vacancy will be posted internally only or opened to external candidates.
- d. Job postings shall be posted for at least five working days unless a different period is required by law, contract, or the Board of Selectman.
- e. Recruitment sources shall be nondiscriminatory and appropriate for the position.
- f. Applications shall be submitted to Human Resources using the Town application process. Resumes may be required or accepted for professional positions, but the Town may require complete application information before interview or appointment.
- g. Applications received after the posted closing date may be considered only if the position is reopened, re-advertised, or remains unfilled.

4. Screening and Disqualification

- a. Human Resources and the hiring department shall screen applications to determine which applicants meet the minimum qualifications and should proceed in the selection process.
- b. Applicants may be removed from consideration when they do not meet required qualifications, provide false or incomplete information, fail required testing or background review, are legally ineligible for the



position, or are unable to perform the essential functions of the position with or without reasonable accommodation.

5. Testing and Interviews

- a. Testing or assessments may be used when job related and appropriate for the position.
- b. Testing materials and interview questions shall be kept confidential and shall be designed to measure job-related knowledge, skills, abilities, experience, and qualifications.
- c. Reasonable accommodations shall be provided during testing and interviews when required by law.
- d. Human Resources and the hiring department shall coordinate interviews, interview panels, candidate scheduling, and interview materials.
- e. Interview questions shall be consistent for candidates applying for the same position and shall not request information prohibited by law.
- f. Interview panel members shall be objective, familiar with the position, and free from conflicts of interest, including close personal or family relationships with applicants.
- g. After interviews, the panel or hiring department shall identify the preferred candidate or candidates and provide a hiring recommendation through the appropriate approval process.

6. Reference and Background Checks

- a. Reference checks, background checks, credential verification, and other pre-employment reviews may be conducted before an offer is finalized.
- b. Applicants shall be notified before reference checks or background investigations are conducted, as required by law or Town practice.
- c. Certain positions may require a more detailed background review by the Hudson Police Department or another designated individual or agency.
- d. Results of reference checks, background checks, and testing shall be considered in determining whether the applicant is fit for the position.

7. Offer, Appointment, and Notification

- a. Final hiring recommendations shall be submitted for approval through the required Town process, including Board of Selectmen approval when required.
- b. After approval, Human Resources or the hiring department shall extend the offer of employment and request acceptance within a stated timeframe.
- c. If the selected candidate declines the offer, the hiring department may recommend another candidate or request that the position be reopened.
- d. After the selected candidate accepts the offer, non-selected interviewed candidates shall be notified.
- e. An employment confirmation letter and required personnel or payroll forms shall be completed before or at the start of employment.

8. Applicant Expenses

- a. The Town does not reimburse applicant travel expenses unless approved by the Board of Selectmen.



- b. Relocation expenses are the responsibility of the applicant or employee unless approved by the Board of Selectmen.
- c. Applicants should be informed of these practices before an interview when travel or relocation may be involved.

9. Records and Conflicts

Recruitment and hiring records shall be maintained in accordance with applicable records-retention requirements. If this policy conflicts with federal or state law, a collective bargaining agreement, personnel rule, or other binding requirement, the applicable law, agreement, rule, or requirement shall control.



Section	Conduct
Subject	Harassment
Policy Number	CON-005
Revision Number	2
Approved By	Board of Selectmen
Origination Date	11/10/1997
Last Review Date	05/27/2026
Review Frequency	As Needed, or at least every three years

1. Purpose

To establish a policy prohibiting all forms of harassment, define the procedure for reporting harassment, and establish guidelines for the administration of discipline for harassment infractions.

2. Statement of Policy

It is the policy of the Town of Hudson that harassment will not be tolerated. All employees are prohibited from engaging in harassment of any employee, applicant, volunteer, vendor, resident, visitor, or other person in the course of or in connection with Town employment or Town business.

The expected standard of employee behavior is cooperation, professionalism, civility, and respect, regardless of differences in position, department, background, identity, belief, or viewpoint.

3. Definitions

Harassment means unwarranted and unwanted verbal, physical, written, visual, electronic, or nonverbal conduct that threatens, intimidates, pesters, annoys, demeans, insults, or otherwise targets another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile work environment, or interferes with or adversely affects a person's work performance.

Harassment does not include legitimate supervisory conduct intended to provide employee direction, coaching, discipline, performance evaluation, oral or written warnings, deficiency notices, reprimands, or other supervisory actions intended to promote positive performance and accountability.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, physical, visual, electronic, or nonverbal conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- c. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

5. External Remedies

Employees have the right to seek redress at any time through the New Hampshire Commission for Human Rights, the Equal Employment Opportunity Commission, or a court of law. Employees are encouraged, but not required, to use the Town's internal reporting procedures so the Town may promptly address and correct concerns.



6. Reporting Procedure

- a. A supervisor who witnesses or is confronted with a situation involving possible harassment shall immediately report the matter to the Town Administrator or Human Resources. The supervisor should not attempt to resolve the matter informally in a way that delays reporting or investigation.
- b. An employee who believes they have been subjected to harassment should report the conduct to a non-involved supervisor, department head, the Town Administrator, Human Resources, or the Board of Selectmen if the Town Administrator is the alleged offending party.
- c. A supervisor who receives a harassment complaint or otherwise becomes aware of possible harassment shall report the matter to the department head and to the Town Administrator or Human Resources, regardless of how the supervisor obtained knowledge of the matter.
- d. Reports may be made verbally or in writing. Employees are encouraged to provide as much detail as possible, including the names of involved individuals, dates, locations, witnesses, and any relevant documents or communications.
- e. Employees are expected to cooperate in any Town review or investigation conducted under this policy.

7. Investigation and Response

- a. The Town Administrator, in conjunction with Human Resources, shall ensure that reported harassment concerns are reviewed promptly, fairly, and as confidentially as reasonably possible.
- b. The Town may conduct interviews, review documents, consult with Board of Selectman, and take other steps necessary to determine the facts and recommend appropriate action.
- c. The Town Administrator and Human Resources shall report findings and recommended action to the Board of Selectmen when Board action or review is appropriate.
- d. The Town Administrator or designee shall communicate the outcome of the investigation and any appropriate corrective action to the complainant, the accused employee, and the affected department head, to the extent appropriate and consistent with confidentiality and personnel-record requirements.
- e. Either party may use the applicable grievance procedure or other available review process if they believe the matter was not handled in accordance with applicable policy, law, or collective bargaining agreement.

8. Non-Retaliation

Retaliation against any person for reporting harassment, participating in an investigation, opposing conduct believed to violate this policy, or exercising rights under this policy is prohibited. Retaliation may result in discipline, up to and including discharge.

9. Confidentiality

The Town will maintain confidentiality to the extent reasonably possible while allowing for a complete and fair review, appropriate corrective action, compliance with legal obligations, and protection of the rights of all involved individuals.

10. Disciplinary Action

An employee who harasses another employee or member of the public, or who retaliates against any person for making or participating in a harassment complaint, may be subject to the full range of disciplinary action, up to and including discharge.



11. Review and Conflicts

This policy shall be reviewed periodically to ensure consistency with accepted personnel practices and applicable Town, State, and Federal law. If this policy conflicts with an applicable law, regulation, collective bargaining agreement, or approved Town rule or policy, the controlling law, agreement, rule, or policy shall prevail.



Section	General
Subject	Administration of Employee Personnel Records
Policy Number	ADM-002
Revision Number	2
Approved By	Board of Selectmen
Origination Date	09/09/1997
Last Review Date	05/27/2026
Review Frequency	As Needed, or at least every three years

1. Purpose

To establish procedures and responsibilities for the creation, maintenance, access, retention, confidentiality, and disposition of employee personnel records for employees of the Town of Hudson.

2. Statement of Policy

The Town of Hudson shall maintain accurate, complete, confidential, and legally compliant personnel records for all Town employees. Personnel records shall be maintained in accordance with applicable federal law, New Hampshire law, collective bargaining agreements, Town policies, and approved records-retention requirements.

3. Responsibility for Personnel Records

a. Official Personnel File

The Town Administrator, Human Resources, and Human Service Specialist (Benefit Specialist) shall be responsible for establishing and maintaining the official personnel file for each Town employee.

Human Resources shall serve as the primary custodian for routine administration of personnel files, including filing, access coordination, audit logs, retention tracking, and coordination of employee requests to inspect or copy personnel records.

b. Departmental Responsibilities

Department heads are responsible for promptly forwarding documents that should be included in an employee's official personnel file to Human Resources or Human Service Specialist (Benefit Specialist). Such documents may include, but are not limited to, performance evaluations, disciplinary notices, commendations, training records, personnel action forms, and other employment-related records.

Department heads shall not maintain separate personnel files unless specifically authorized by the Town Administrator and Human Resources. Any authorized departmental working file shall be limited to documents necessary for day-to-day supervision and shall not replace the official personnel file.

c. Uniformed Officer and Public Safety Files

The Police Chief and Fire Chief may maintain department-specific files for sworn, certified, or uniformed public safety personnel when such files are required for operational, certification, investigative, licensing, or statutory purposes.

These files may include confidential or sensitive materials such as background investigation materials, psychological evaluations, polygraph results, oral board materials, certification records, internal investigation records, or other documents required for public safety employment.



The existence of such files does not replace the official Town personnel file. Access to these records shall be limited to individuals with a legitimate business need and shall be handled in accordance with applicable law, collective bargaining agreements, Town policy, and confidentiality requirements.

d. Medical, Benefits, and Protected Information

Medical records, workers' compensation records, benefit-enrollment records, accommodation records, health-risk assessment information, and other legally protected information shall not be maintained in the general personnel file unless legally permissible and administratively necessary.

Such records shall be maintained separately and accessed only by authorized personnel with a legitimate business need.

4. Contents of the Official Personnel File

The official personnel file may include the following categories of records, as applicable:

a. Employment and Appointment Records

- Employment application and related hiring documents
- Offer letters or appointment documents
- Job descriptions and classification information
- Personnel data forms
- Personnel action forms
- Acknowledgments of receipt of Town policies
- Records of transfers, promotions, demotions, reclassifications, or status changes

b. Performance and Conduct Records

- Performance evaluations
- Performance improvement plans
- Written commendations or letters of appreciation
- Written disciplinary actions
- Records of corrective action
- Employee responses to contested personnel records

c. Training and Qualification Records

- Training records
- Licenses or certifications required for the position
- Education records submitted for employment purposes
- Mandatory training acknowledgments

d. Leave and Administrative Records

- Leave-related administrative correspondence when appropriate for the personnel file
- Records relating to employment status
- Administrative documents with ongoing employment relevance

e. Records Generally Maintained Separately

- Medical records
- Workers' compensation medical records



- I-9 forms
- Background investigation materials, where separation is legally or administratively appropriate
- Internal investigation files
- Payroll records maintained by Finance or Payroll
- Records protected by attorney-client privilege or other legal privilege

5. Employee Access to Personnel Files

Current and former employees may request to inspect or receive a copy of their personnel file in accordance with New Hampshire law.

Human Resources shall coordinate such requests and provide a reasonable opportunity for inspection or copying. The Town may charge a fee reasonably related to the cost of supplying requested copies, if permitted by law.

The Town Administrator, Human Resources, or Human Service (Benefits Specialist) shall be present when an employee inspects the file. No document may be removed, altered, or destroyed during an inspection.

If an employee disagrees with information contained in the personnel file and the Town and employee cannot agree to remove or correct the information, the employee may submit a written statement explaining the employee's position. The statement shall be maintained as part of the personnel file and included with any authorized disclosure of the contested information, as required by law.

6. Confidentiality and Access by Town Officials

Personnel files are confidential employment records and shall be accessed only by individuals with a legitimate Town business need or legal right of access.

Access may be granted to:

- The employee or former employee who is the subject of the file
- Human Resources
- The Town Administrator
- Human Services (Benefit Specialist)
- The employee's department head or supervisor, when access is necessary for legitimate employment purposes
- The Board of Selectmen, when access is necessary for official duties
- Board of Selectman, labor counsel, auditors, insurers, investigators, or other authorized representatives when access is necessary for official Town business
- Other persons or entities as required or permitted by law

Each personnel file shall include an access log or equivalent tracking method documenting access to the file, including the date, person accessing the file, purpose of access, and any documents added or removed.

7. Release of Employment Information

The Town may verify basic employment information, including job title, department, dates of employment, and wage or salary information that is public or otherwise legally releasable.

No other information from a personnel file shall be released without written authorization from the employee or former employee, unless release is required or permitted by law, court order, collective bargaining agreement, subpoena, public records law, or other lawful process.



Requests for personnel records under New Hampshire's Right-to-Know Law shall be reviewed by the Town Administrator, Human Resources, and, when appropriate, Board of Selectman before release. Confidential, exempt, privileged, or protected information shall be withheld or redacted as required or permitted by law.

8. Records Retention and Disposition

Personnel records shall be retained in accordance with applicable federal law, New Hampshire law, municipal records-retention requirements, collective bargaining agreements, litigation holds, and Town policy.

At a minimum, official personnel files shall be retained for the period required by New Hampshire's municipal records-retention schedule.

Records shall not be destroyed if they are subject to a litigation hold, pending claim, audit, investigation, public records request, grievance, arbitration, administrative proceeding, or other legal preservation requirement.

When records become eligible for destruction, they shall be destroyed in a secure manner appropriate to the confidentiality of the information.

9. Electronic Records

Personnel records may be maintained in paper format, electronic format, or a combination of both, provided that the Town maintains the confidentiality, integrity, accessibility, and retention of such records as required by law.

Electronic personnel records shall be protected by appropriate access controls. Access should be limited to authorized users with a legitimate business need.

Electronic records shall be retained for the same retention period as equivalent paper records.

10. Use of Personnel Records

Only documents maintained in the official personnel file, or in another authorized Town record maintained in accordance with law and Town policy, may be used for employment decisions such as promotion, discipline, transfer, evaluation, or separation, unless otherwise permitted by law, collective bargaining agreement, or Town policy.

This provision does not prevent the Town from using records maintained outside the official personnel file when such records are lawfully maintained and relevant to an employment matter, investigation, grievance, arbitration, legal proceeding, or administrative review.

11. Conflicts

If this policy conflicts with any applicable federal law, New Hampshire law, collective bargaining agreement, personnel rule, Town policy, court order, or binding legal requirement, the law, agreement, rule, order, or requirement shall control.

12. Review

This policy shall be reviewed periodically by the Town Administrator, Human Resources, Board of Selectman when appropriate, and the Board of Selectmen or its designated policy-review process to ensure continued compliance with current law, Town structure, accepted personnel practices, and records-management requirements.



TOWN OF HUDSON

Office of the Town Administrator

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Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
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To: Board of Selectmen
From: Roy E. Sorenson, Town Administrator
Cc: Finance Department
Date: June 2, 2026
Re: Old Business - Policy Subcommittee Second Read Consideration, Purchasing and Contracts

Recommended Motion:

“The Board of Selectmen hereby accepts the revisions to the Municipal Code, Chapter 98, Purchasing and Contracts, as recommended by the Policy Subcommittee.”

Background:

The Policy Subcommittee met on May 20, 2026, to review five finance policies that were before the Board previously. Four have since been finalized. The fifth, Purchasing and Contracts Policy, moreover Chapter 98 of the Municipal Code, required extended review as numerous revisions have been. Subsequent discussion at the May 27, 2026, Policy Subcommittee meeting produced a policy we believe justifies the current economic reality notwithstanding operational efficiency.

The motion above has been included for your consideration. Should you have any questions or need additional information, please feel free to contact me.

Thank you.

RECEIVED
JUNE 2, 2026
BOS AGENDA

ARTICLE I
General Purchasing Regulations

[Adopted under Article 5.14 of the Charter of the Town of Hudson,¹ continued by motion of the Board of Selectmen 7-1-1992; amended 2-23-1993; 3-3-1999; 10-28-2003; 7-11-2023 by the Board of Selectmen.]

§ 98-1. Policy stated.

It shall be the policy of the Town of Hudson, New Hampshire, as adopted by the Board of Selectmen that:

A. All municipal purchasing and procurement activities are conducted in a fair, impartial, transparent, and ethical manner that maintains public confidence in the integrity of municipal government.

AB. The Administrative Code shall establish purchasing and contract procedures, including the assignment of all responsibilities for such purchases, to the Board or Selectman or its designee, or such purchasing agent as established by the legislative body, and the combination purchasing of similar articles by different departments.

BC. The Board of Selectman (BOS) shall establish from ~~time to time~~time-to-time dollar limits for purchases and contracts, which must be by competitive bid, and shall establish the bidding procedures. No competitive bids shall be required when purchasing through the State of New Hampshire bid prices.

CD. Requirements for bids may be waived in specific instances by a majority vote of the BOS in attendance at a duly advertised meeting. The BOS shall establish dollar amounts for purchases or contracts, beyond which no purchase shall be made or contracts entered into without the affirmative vote of a majority of the BOS in attendance at a duly advertised meeting. Once the BOS has voted to make a purchase or enter into a contract, the Chairman shall carry out the vote of the BOS and enter into such transaction on behalf of the Town.

DE. The purchase of, or the contract for the provision of, all materials, supplies, and contractual services utilized by any agency of the Town of Hudson shall be pursued in accordance with the provisions of this article and other such rules and regulations, as may be promulgated by the Finance Director with the approval of the Board of Selectmen.

EF. In no instance shall such rules and regulations promulgated by the Finance Director, with the approval of the BOS, contradict any provision of this article. The provisions of these rules do not apply to the acquisition or disposition of real property or improvements, nor does it apply to appurtenant structures valued over \$10,000.

§ 98-2. Purchasing agent.

The Finance Director of the Town shall serve as the Board of Selectmen's designee as Purchasing Agent. The Town Administrator will serve in such capacity as necessary.

§ 98-3. Powers and duties of the purchasing agent.

The Finance Director shall direct the operation of the Town's purchasing system as follows:

1. Editor's Note: Pursuant to Res. No. R92-71, adopted 6-8-1992, effective 7-1-1992, repealed the Hudson Town Charter.

With the approval of the BOS, the Finance Director shall establish, and amend when necessary, all rules and regulations allowed by this article and necessary to the effective operation of the purchasing system.

- A. The Finance Director shall approve and/or negotiate all purchases and contracts made by the Town. All such approvals or negotiations are subject to the review and/or approval of the BOS unless otherwise provided for in this article.
- B. The Finance Director shall prescribe and maintain such forms as he/she shall find reasonable and necessary to fulfill the purpose of this article.
- C. The Finance Director shall prepare and adopt a standard purchasing nomenclature for using agencies and suppliers.
- D. When deemed necessary or desirable, the Finance Director shall combine requirements of using agencies to effect delivery, unit cost or other procurement factors that are in the best interests of the Town.
- E. When deemed necessary or desirable, the Finance Director, with the approval of the BOS, shall have the authority to join with other units of government in cooperative purchasing plans to effect delivery, unit cost or other procurement factors that are in the best interests of the Town.
- F. With the approval of the BOS, the Finance Director shall implement the conditions and terms under which services, materials, and supplies may be acquired from federal, state, school, and other government agencies or associated organizations and to negotiate the prices of such purchases.
- G. The Finance Director shall maintain such stores of materials and supplies as he/she deems necessary to support the individual and/or aggregate requirements of the using agencies. The distribution of items from such stores shall be executed only upon the approval of the Finance Director according to rules and regulations promulgated by the Finance Director.
- H. With the approval of the BOS and in cooperation with using agencies, the Finance Director may declare any operating equipment, materials and supplies surplus. After reasonable public notice, the Finance Director, with the approval of the BOS, may dispose of any item declared to be surplus in a manner that encourages the most desirable financial arrangement for the Town and provides for equal opportunity for participation by the public.

§ 98-4. Conflict of interest.

A conflict of interest exists when an individual's personal, financial, business, family, or organizational interests could reasonably be expected to influence, or appear to influence, the individual's judgment or actions regarding a municipal procurement decision.

Conflicts may be actual, potential, or perceived.

Examples include, but are not limited to:

(1) Ownership or financial interest in a vendor or contractor.

- (2) Employment by, or consulting arrangements with, a vendor or contractor.
- (3) Receipt of compensation, commissions, gifts, or benefits from a vendor.
- (4) A spouse, domestic partner, parent, child, sibling, or other immediate family member having a financial interest in a procurement matter.
- (5) Service as an officer, director, trustee, or board member of an organization seeking municipal business.
- (6) Any circumstance in which an individual's impartiality could reasonably be questioned.

Any municipal official, employee, volunteer, committee member, or agent who becomes aware of an actual, potential, or perceived conflict of interest shall promptly disclose the conflict in writing to the Finance Director, Town Administrator, or other designated official. Disclosure shall occur before participating in discussions, evaluations, recommendations, negotiations, voting, approvals, or other procurement-related decisions. Written disclosures shall be maintained as part of the procurement record.

Further, no person shall attempt to improperly influence a procurement decision through gifts or favors, political pressure, personal relationships, undisclosed lobbying, misrepresentation of qualifications or misuse of confidential information. Any attempt to improperly influence a procurement process shall be documented and may result in disqualification of a vendor or contractor.

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Any purchase order or contract within the purview of this article in which the Finance Director, or any officer or employee of the Town, is financially interested directly or indirectly shall be void; except that, before the execution of a purchase order or contract, the BOS shall have the authority to waive compliance with this provision when it finds such action to be in the best interest of the Town.

§ 98-5. Selectmen action required for purchases and contracts over \$50,000.

A. A majority vote of the Board of Selectmen in attendance at a duly advertised meeting is

required to approve any purchases or contracts of \$50,000 or more. In support of the consideration of such action, the requesting Department Head, copying the Finance Director, must provide the following information:

- (1) The department-specific spending line or project budget to which the purchase or contract would be charged;
- (2) Confirmation that the budget impact of the proposed purchase or contract does not give rise to the Town authorizing an appropriation not budgeted at the annual budget, unless voted by a majority of the BOS after a public hearing, conducted by the BOS, held to discuss an appropriation transfer, and/or that no money shall be drawn from the Treasury of the Town, nor shall any obligation for the expenditure of money be incurred except pursuant to a budget appropriation.
- (3) Confirmation that advertising and competitive bidding procedures were followed as provided for in Subsection A(4) below or § 98-8. Procurement Waiver.
- (4) A recommendation for award of purchase or contract to the lowest responsible bidder in accordance with the best interest of the Town.

a. Responsible Bidder: a bidder able to demonstrate to the satisfaction of the Town that the bidder has the ability, capacity, resources, fitness, and expertise to execute the project in accordance with the specifications in a manner that is likely to result in timely completion of a high-quality project. The determination that a bidder is responsible is made by the Finance Director in consultation with the Department Head.

(4) b. Responsive Bid: is one that meets the requirements of the specifications of the request and the Towns contractual terms and conditions, including completeness of the quotation, forms, inclusion of references and attachments and completion of required responses. The determination that a bid is responsive is made by the requesting Department Head or an evaluation committee.

B. The BOS has the absolute authority to confirm or deny whether the process prescribes a responsible bidder and/or a responsive bid.

BC. The BOS may reject any or all bids on the recommendation of the Finance Director or the requesting Department Head, for other stated cause. Upon approval by the BOS for a purchase or ~~contact~~contract—of \$50,000 or more, the ~~Chairman~~Department Head—is authorized to execute such contractual instruments as may be required to complete the transaction.

§ 98-6. Rules and regulations for purchases and ~~contacts~~contracts—under \$50,000.

- A. For purchases and contracts less than \$50,000, the Finance Director shall establish rules and regulations that assure the following:
 - (1) Competition;
 - (2) Equal opportunity as required by applicable federal, state, and Town laws;
 - (3) Contractual protection of the Town;
 - (4) Award of purchases and contracts to the lowest responsible bidder in accordance with

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the best interest of the Town; and

(5) Compliance with the provisions of § 98-5A(2).

~~B. Approval requirements. The Board of Selectmen shall from time to time establish the approval requirements for all purchases and contracts less than \$50,000.~~

B. Purchases, services, and contracts \$0 - \$20,000

(1) Due diligence of Department Head for most responsible provider

C. Purchases, services, and contracts \$20,001 - \$50,000

(1) A minimum of three (3) documented formal quotations from vendor(s) on their official letterhead to be obtained by or provided to the Finance Director. Pricing illustrated in emails from vendors are generally not accepted as formal quotations but may be considered.

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§ 98-7. Bidding procedures. for purchases and contracts over \$50,001

For all planned purchases and contracts of goods and services estimated to total ~~\$250,000~~ or more, the following shall be required.

A. Request for Bid (RFB), Request for Proposals (RFP), and Request for Qualifications (RFQ)

i.

(1) Included within RFB, RFP, RFQ: A description in the form of specifications, proposed scope of services, or other such documentation shall be developed that allows prospective bidders to make a responsive bid in accordance with the best interests of the Town. Such specifications, proposed scope of services or other such documentation shall be reviewed for compliance with all relevant Town policies and procedures by the Finance Director, and by the Town Administrator ~~for all purchases and contracts estimated to total \$50,000 or more.~~

(2) The requesting department, in consultation with Finance Director, will prepare the RFB, RFP, RFQ. The requesting department will establish an Evaluation Committee, as necessary for RFP and RFQ, to evaluate proposals received in response thereof in accordance with the terms and conditions agreed upon. The requesting department will coordinate the issuance of the RFB, RFP, or RFQ to vendors. If necessary, the requesting department, will prepare any/all addenda. The requesting department will be responsible for ensuring that all vendors are initially provided with a copy of the RFB, RFP, or RFQ, and receive all addenda that may be issued. Addenda may be issued by fax, regular mail, or email and must be posted on the Town's website.

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After the separate services and price proposals have been submitted, the committee, as applicable in § 98-7 (A) 2, will review the qualifications of the firm. Formal documentation must be submitted to the Finance Director of how each proposer ranked for their qualifications. It is recommended that a matrix is used to document the ratings of each firm based on the criteria outline in the RFP and/or RFQ. Only after firms have been ranked based on their qualifications may the committee open the cost proposal submitted by each vendor. The Finance Director will not release the price proposals until he/she has received the ranking matrix from the evaluation committee. The bidder that ranks the highest based on qualification should be awarded the bid as long as the price proposed is not significantly higher than the other bidders. In the event that the price is significantly higher than other

bidders, the second highest ranking bidder based on qualifications may be selected. The final award shall be by the Board of Selectmen.

(3) An RFB, RFP, and RFQ process may be through invitation only if the requesting Department can provide adequate information thereof to the Board of Selectmen for such a process exclusive of public notice.

(4) Departments may advertise for pre-qualification lists and maintain as such for a three-year period. Pre-qualified vendors will be exclusively offered to bid any potential requests for services of \$50,000 or more up to \$150,000. At least three pre-qualified bidders will be required to form any list thereof.

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A.B. Solicitation of bids. Bids shall be solicited as follows:

- (1) At least four qualified bidders shall receive direct solicitations notice in writing via email, of an opportunity of interest to bid on the basis of documentation as described in § 98-7A. If fewer than four qualified bidders are solicited-alerted to bid, the reasons shall be documented, and placed in the files of the Town. Such solicitations shall be mailed at least 14 days prior to the bid opening date as described below.
- (2) The Town's desire to receive bids shall be duly published by public notice in at least one general circulation news publication that serves the Nashua Standard Metropolitan Statistical Area. Such advertisement shall briefly describe the service, material, supply, or equipment to be purchased, the method of obtaining the complete description of the desired service, material, supply, or equipment, the form in which the bid is to be delivered to the Town, the time, date and location of receipt of the bid, and the time, date, and location for opening and announcement of bids. Such advertisement shall appear at least 14 calendar days before the planned date of receipt of bids.
- (3) All departments shall complete the request for proposal/bid checklist, which will be submitted and filed with the bid award package.

B.C. Determination of successful bidder. For any purchase or contact-contract of \$50,000 or more, the Department Head, copying the Finance Director, shall submit a recommendation to the Board of Selectmen, as described in § 98-5, no more than 30 days after the opening and/or announcement of bids. For purchases of \$20,000 but less than \$50,000, the Finance Director shall submit a recommendation for approval by a majority of the BOS.

D. Disqualified bidders. Any bidders which miss the deadline posted publicly and within the bid document shall be disqualified. The Town of Hudson BOS shall review and consider the past course of dealings that the municipality has had, if any, with a prospective bidder, respondent, contractor, or employee in evaluating a response to any Town solicitation for bids, proposals, work, or employment.

E. Board of Selectmen purview allows review and consideration of the past course of dealings that the Town has had, if any, with a prospective bidder, respondent, contractor, or employee in evaluating a response to any Town solicitation for bids, proposals, work, or employment.

F. Sole Source Procurement. Can be defined as any procurement/contract entered into without competitive process, based on a verifiable justification that only one known source exists or that only one single supplier can fulfill the requirements. The Board of Selectmen may consider sole source for any monetary request however it shall be the burden of the

requesting department to certify one of the following:

- (1) Uniqueness of items or services to be procured from the proposed contractor or vendor (e.g., compatibility or patent issues) •
- (2) How the department determined that the item or service is only available from one source (e.g., market survey results, independent agency research, patented or proprietary system) •
- (3) Explanation of need for contractors' expertise linked to the current project(e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project) •
- (4) Any additional information that would support the case.

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§ 98-8. Procurement Waiver.

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The bidding procedures described above may be waived if in the Finance Directors judgment:

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A. The specific product or service is obtainable from only one source as verified by § 98-7 E.

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B. There is insufficient time for the formal process due to documented, extraordinary/emergency circumstances. An attempt should be made to obtain at least three verbal quotes in this type of event.

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C. The goods or services may be purchased from a vendor from whom the Town has purchased the goods or services in the past and is willing to honor the prior quotation/bids.

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D. It would be in the best interest of the town to utilize the State of New Hampshire or any other surrounding state's contract list pricing and/or any regional cooperative purchasing consortiums that the Town is eligible to participate in and/or through association.

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E. Prior/in-depth knowledge of complex systems in town. Areas that this cover includes: HCTV, monitoring/maintenance for the Intelligent Traffic Systems, and certain software maintenance for the water and sewer departments (SCADA).

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F. Contracts with labor relations representatives, lawyers, certified public accountants, banking services, architects, engineers, and related professionals. Or as previously procured through a formal process.

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G. The issuance of bonds, BANs, notes, TANs, etc. in accordance with procedures established by law.

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H. Purchases are made when the funding source is a gift or grant. Under these circumstances the department should follow the guidance of the grantor/donor.

§ 98-89. Contracting Authority.

A. Subject to other provisions of this article and consistent with other applicable provisions of the laws of the state of New Hampshire and the Town of Hudson, the BOS is authorized to execute such contractual instruments as may be required to complete the purchase of any operating equipment, material, supply, service, or improvement to real property on behalf of all agencies of the Town of Hudson.

A.B. The BOS reserves the right to extend existing contracts by any number of subsequent years as recommended by the requesting Department and Finance Director provided it is in the Town's best interest. Any such extensions shall be heard and voted on at a duly scheduled Board of Selectmen meeting.

B.C. The BOS may assign contracting authority, i.e., signature privilege, to the Chairman of the Planning Board for Land Use Fees called "Agency Fees," listed as 1260, 1270, and other land use fees that may be agreed to by the Planning Board and with the signature of the developer to pay for 100% of any improvement, without Town matching funds, connected with any Planning Board approved development. All purchases of goods and/or services must comply with all of the policies and regulations of the Town of Hudson and this Purchasing Policy. No expenditure of Agency Fee monies that would hold the Town of Hudson liable for reimbursement or matching funds, and therefore impact the tax rate for the Town of Hudson, may be made without the express authorization of the ~~Heard Board~~ of Selectmen in compliance with this Purchasing Policy.

A. D. Each land use board may accept and use gifts, grants, or contributions for the exercise of its functions, in accordance with the purchasing policy procedures established herein.

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§ 98-10. Expenditure Authority

The following signature requirements will apply for Purchase Orders:

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\$1 - \$3,000: Department Head

\$3,001 - \$10,000: Department Head, Finance Director, Town Administrator

\$10,001- \$30,000: Department Head, Finance Director, Town Administrator, BOS Chairman

\$30,001-\$50,000: Department Head, Finance Director, Town Administrator, BOS Majority

Over \$50,001: Department Head, Finance Director, Town Administrator, **BOS Meeting Approval**

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Purchase orders may be increased by a maximum of ten (10) percent without follow up signatory requirements provided the budgeted allocation allows notwithstanding does not create an over expenditure within the overall cost center.

Town of Hudson, NH

Limits of Authority

As of July 1, 2026

	<u>Employee</u>	<u>IT Director</u>	<u>Department Head or Designate</u>	<u>Finance Director</u>	<u>Town Administrator</u>	<u>Board of Selectmen Chairman</u>	<u>BOS Meeting* Majority of Board of Selectmen</u>	<u>3 Formal Quotes</u>	<u>RFB,RFP,RFQ Bid Process</u>
Purchase Orders									
from \$1 - \$3,000			X						
from \$3,001 - \$10,000			X	X	X				
from \$10,001 - \$30,000			X	X	X	X		X (Over \$20K)	
from \$30,001 - \$50,000			X	X	X	X		X	
over \$50,001			X	X	X	X	X		X
IT hardware and software		X							
Utility Bills			X						
Personnel Change Notices			X	X	X	X			
Expense Reports	X		X	(2)	X	X			
State of Emergency									
from \$1 - \$10,000				X	or X				
over \$10,000				X	or X	X			

SOLE SOURCE: Reference § 98-7 - E: Bidding procedures. Department Head backup required.

* **BOS Meeting** required for new items. Existing contracts only signatures required.

Note: expense reports and purchase orders can not be approved by the individual being paid

(1) all computer hardware and software must be signed off by the IT Director

(2) all expenses report will be audited by the Finance Director for compliance with Town Policies and Procedures.

Revision 4

Add (Change) additional/new authority limits

Add BOS Meeting requirements

Proposed July 2026

Town of Hudson, NH

Limits of Authority

As of July 15, 2025

	<u>Employee</u>	<u>IT Director</u>	<u>Department Head or Designate</u>	<u>Finance Director</u>	<u>Town Administrator</u>	<u>Board of Selectmen Chairman</u>	<u>Majority of Board of Selectmen</u>	<u>Bid Process</u>	<u>Sole Source</u>
Purchase Orders									
from \$1 - \$1,000			X						X
from \$1,001 - \$10,000			X	X	X	X			X
from \$10,001 - \$20,000			X	X	X	X			X
from \$20,001 - \$50,000			X	X	X	X	X	X	X
over \$50,001			X	X	X	X	X	X	X
IT hardware and software		X							
Utility Bills			X						
Personnel Change Notices			X	X	X	X			
Expense Reports	X		X	(2)	X	X			
State of Emergency									
from \$1 - \$10,000				X	or X				
over \$10,000				X	or X	X			
Note: expense reports and purchase orders can not be approved by the individual being paid									
(1) all computer hardware and software must be signed off by the IT Director									
(2) all expenses report will be audited by the Finance Director for compliance with Town Policies and Procedures.									
Rev. 2025-07									
Revision 3									
Add additional authority limits									
Add State of Emergency section									
Add foot note on IT hardware and software									
Add foot note on Expense reports									



TOWN OF HUDSON

Development Services Department

12 School Street
Hudson, New Hampshire 03051

Elvis Dhima, P.E., Town Engineer
edhima@hudsonnh.gov · Tel: 603-886-6008 · Fax: 603-598-6481

TO: Board of Selectmen
Roy E. Sorenson, Town Administrator

FROM: Elvis Dhima, P.E., Development Services Director

DATE: June 3, 2026

RE: Development Services Department Presentation and Update

The Development Services presentation provides the Board of Selectmen with a status update on the department's current operations, workload, and ongoing initiatives. The presentation summarizes recent activity across planning, zoning, and related development review functions.

This update also identifies key trends, current priorities, process improvements, and areas where continued coordination or support may be needed. The goal of the presentation is to keep the Board informed on the department's progress, provide context for current service demands, and support continued discussion regarding efficient service delivery, interdepartmental coordination, and responsible development within the Town.

RECEIVED

June 3, 2026

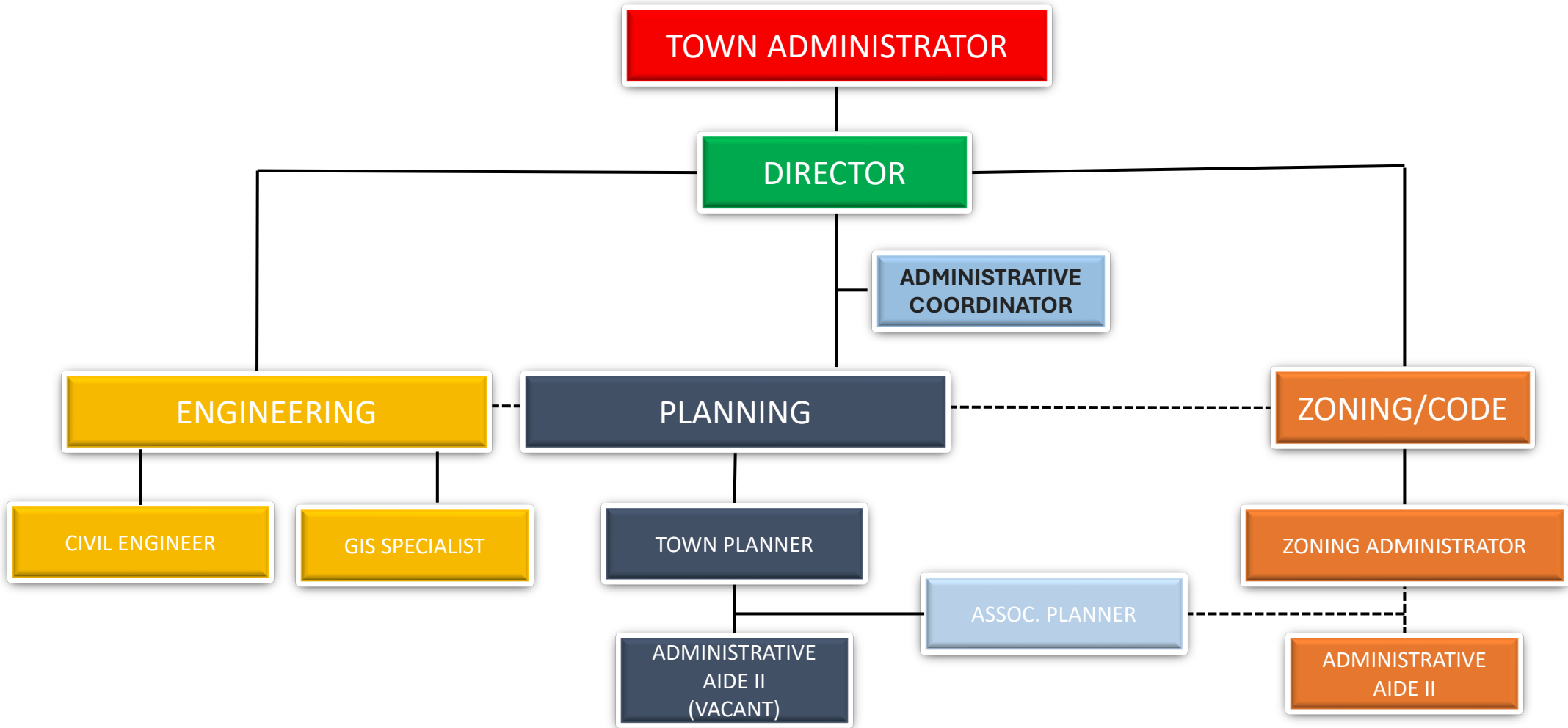
BOS AGENDA

TOWN OF HUDSON NH

DEVELOPMENT SERVICES DEPARTMENT



DEVELOPMENT SERVICES DEPARTMENT



Development Services Department Mission Statement:

The Development Services Department is committed to delivering ethical, fiscally responsible, innovative, and sustainable services that maintain and improve public infrastructure, support residents and businesses with practical solutions, enhance quality of life, and pursue funding opportunities that advance community projects while minimizing taxpayer impact.



Development Services Department Overview

The Development Services Department is responsible for a broad range of municipal infrastructure, planning, regulatory, and community development functions, including:

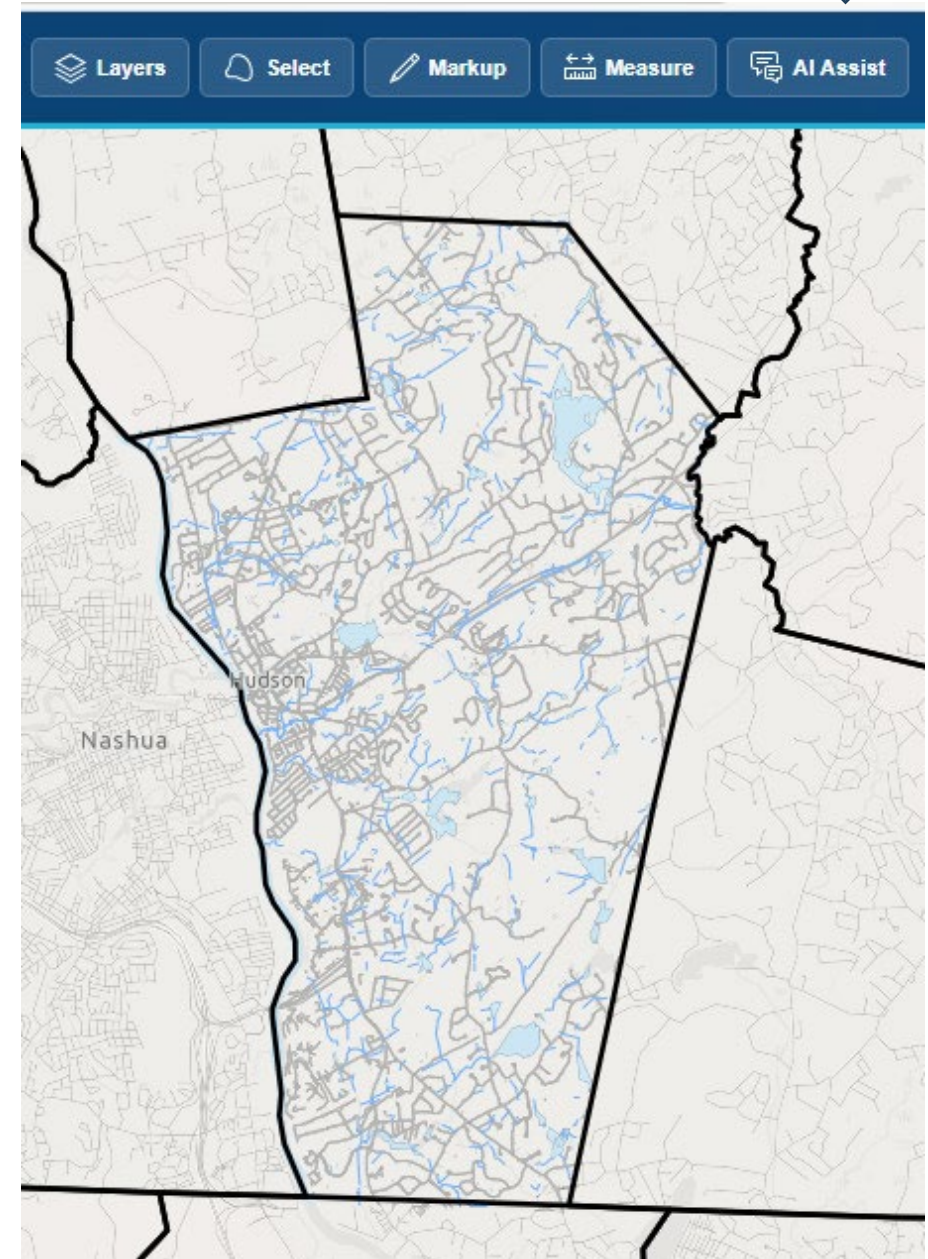
- Traffic, water, sewer, drainage, landfill, bridge, and construction oversight.
- GIS management, mapping services, and technical support.
- Zoning administration, code enforcement, community planning, and land use coordination.
- Grant applications, financial compliance, Capital Improvements Plan development, and project coordination.
- Technical input and staff support to Town boards, committees, and regional partners.



Geographic Information System (GIS) 2026 -2027

- Water mains / services / gate valves / curb stops
- Hydrants and Fire Flows
- Sewer
- Drainage
- Gas
- Fiber Optic
- Contours (2' and 10')
- Conservation Land and walking trails
- Zoning Map
- Voting Map
- Parcel Map
- Flood Map
- Aerial Maps (2024, 2022, 2020,2017, 2015,2011, 2005 & 1998)
- Traffic Counts (NRPC)
- Fire alarm system
- Wetlands Aerials
- Dams
- Street Lights

1. GIS SPECIALIST STARTING JANUARY 1, 2027
2. FIRST COMMUNITY INCORPORATING AI TO OUR GIS PORTAL
3. 2026 FLYOVER COMPLETED AND WILL BE AVAILABLE SOON



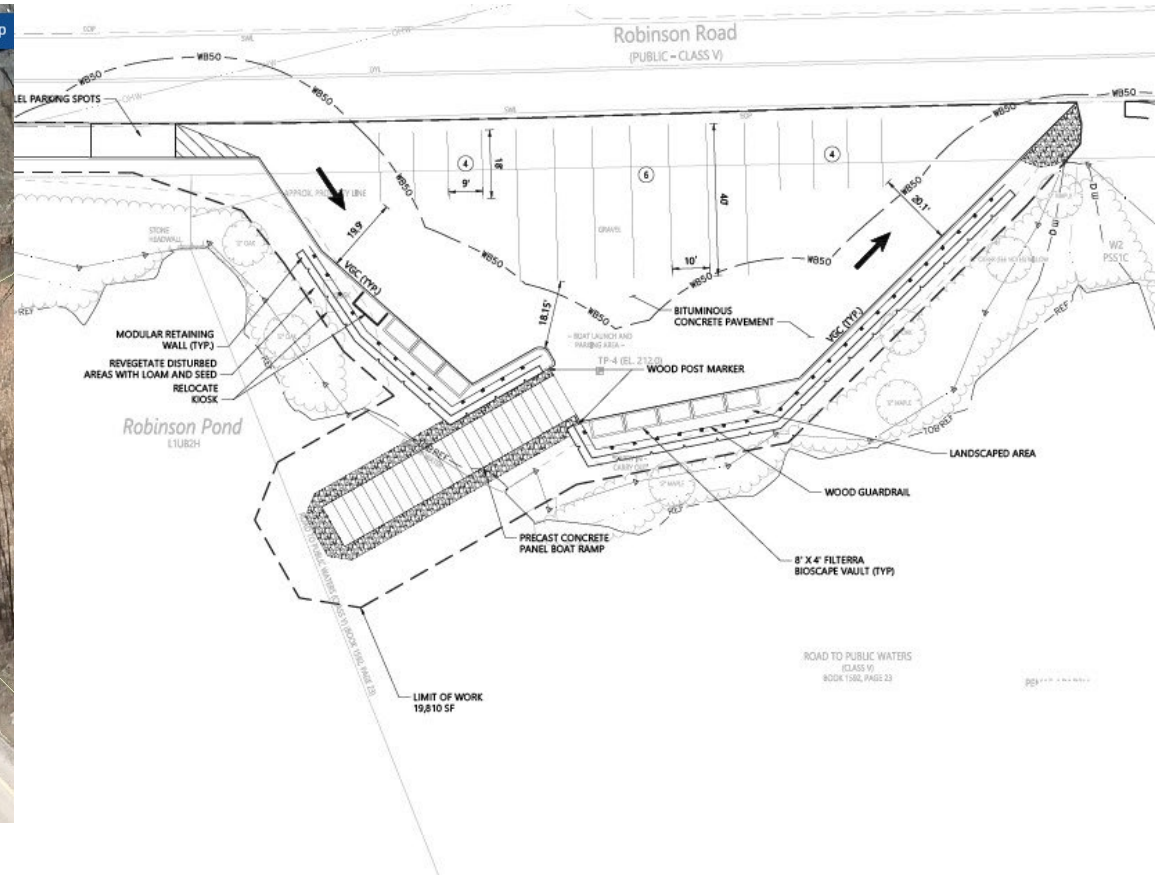
PLANNING / ZONING / ENGINEERING REGULATIONS UPDATE 2026-2027

- Fuss & O'Neill was awarded the contract in May for \$99,200.
- This is the first coordinated revision of the Town's land use regulations and is a major undertaking.
- The goal is to update and align regulations consistently across planning, zoning, and engineering.
- Evaluation of current sidewalk requirements is underway for Planning Board consideration.
- Evaluation of potential housing options and regulatory updates is also underway for Planning Board consideration.
- Any proposed updates will require review and approval through the appropriate boards and Town Meeting process.



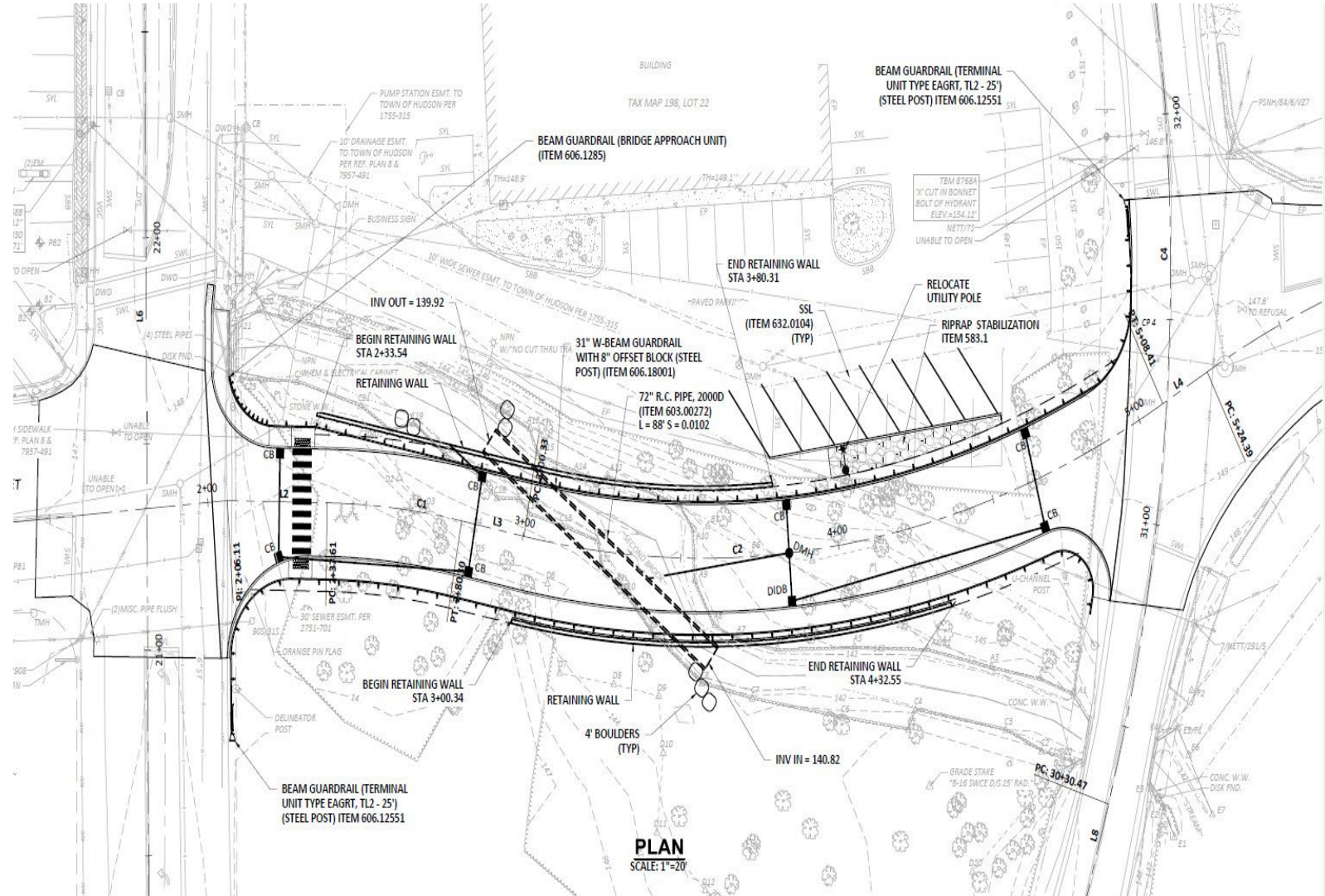
Upcoming Projects 2027

- Robinson Pond Boat Launch
- Status: Ready for construction funding / grant award pending.
- Design and permitting are complete. The 2026 Warrant Article passed for \$500,000.
- A grant award of approximately \$667,000 is expected in late October 2026.

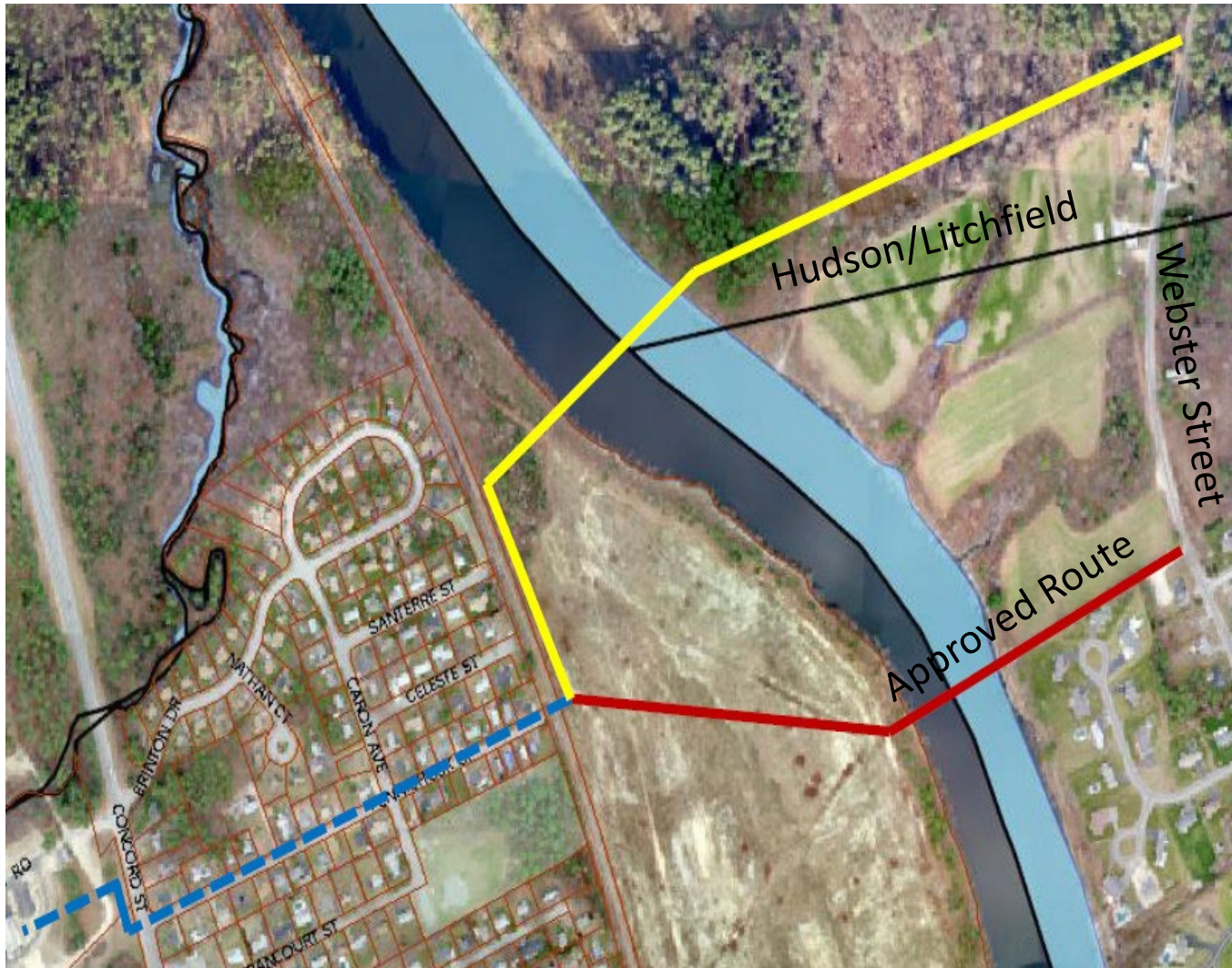


Upcoming Projects 2027

- Belknap Road Extension
- Design and permitting are underway.
- Currently included in the proposed 10-year plan.
- Estimated budget: \$2.5 million — 80% state / 20% corridor fees.
- Project purpose: improve corridor connectivity safety and support long-term transportation planning.



Upcoming Projects 2027- Merrimack Crossing



- Purpose: Support Hudson’s current and future regional water supply needs.
- Scope: Proposed 16-inch or 24-inch transmission line.
- Lead agency: Town of Hudson.
- Design funding: Approximately \$1 million funded by SG.
- Estimated construction cost: Approximately \$9 million.
- Schedule: Design anticipated in 2027; construction projected for 2027–2028.

Upcoming Projects 2026-2027 – Merrill Park Boat Launch



MERRILL PARK
TOWN OF HUDSON · NH
BROWN AND ROVE · LANDSCAPE ARCHITECTS & PLANNERS · 50 WINTER STREET · BOSTON · MA 02108 · (617) 542-8552

ALTERNATIVE NO. THREE
PRELIMINARY DESIGN 8/19/1987

- Design and permitting are underway, with completion expected by late 2027.
- Current design/permitting budget: \$300,000, funded by Target.
- Estimated construction funding need: \$1.2 million, anticipated from Target funds.
- The Town is evaluating grant opportunities to recover up to 50% of design/permitting costs, similar to the Robinson Pond grant approach.









Upcoming Projects 2027- Hudson Solar Farm

- Slope analysis completed
- Planned Range 4.19 MW DC
- Eversource analyses completed
(Current range 4.2 -4.5 MW DC)
- Design ongoing
- Landfill permit process ongoing
- Alteration of Terrain permit ongoing
- Construction Phase early 2027
- Operational 2027
- Generating Revenue and Savings
mid to late 2027



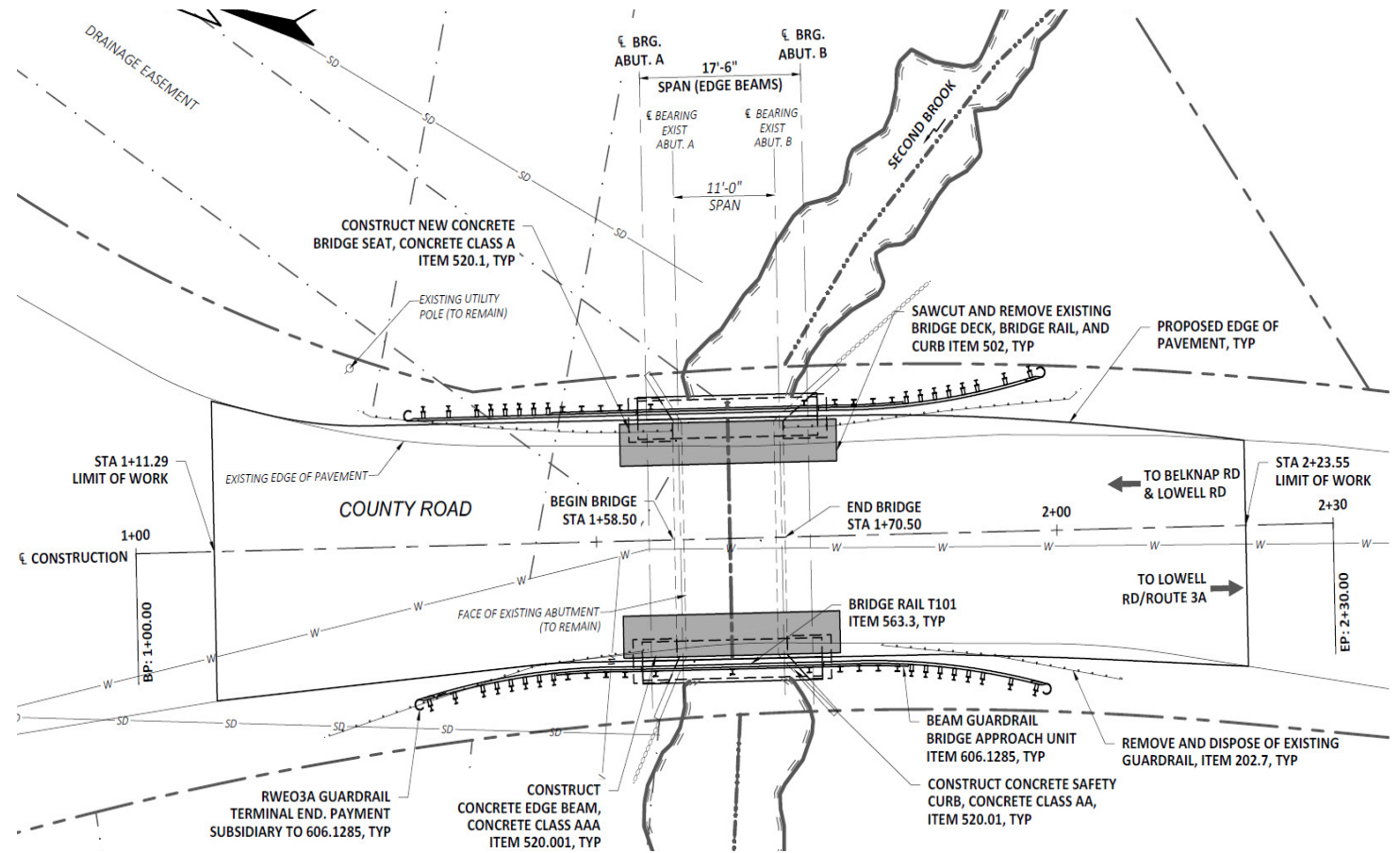
CAPITAL IMPROVEMENT PLAN 2027

- This will be a significant undertaking and is anticipated to be addressed during 2027.
- The process will require coordination among all Town departments as well as the School Department.
- The update will provide a status report on accomplishments completed since the 2019 CIP, identify current and future needs, and establish a reasonable path forward for the Town to achieve long-term capital goals.
- Project Completed:
- Police (1/1)
- Benson Park (2/2)
- Engineering Dep (5/6)
- School Dep. (7/9)

Organization	Project	Status
Benson Park Committee	Haselton Barn Roof Replacement	Complete
	Kitchen Building Roof Repair	Complete
Finance Department	Town Hall Expansion	 Pending 
Engineering Department	Twin Bridges Rehabilitation	Completed 
	Speare Road Culvert Replacement	Completed 
	Lowell Road Bridge Rehabilitation	Completed 
	Melendy Road Culvert Replacement	Completed 
	Traffic Light Upgrades	Complete 
	Lowell & Birch Intersection Update	In Progress 
Police Department	Police Department Expansion	Completed
School District	HMS Roof Replacement	Complete
	HMS Playing Fields Renovation	Pending
	LSS Roof Replacement	Completed
	DHOS Parking Lot Paving	Complete
	DHOS Roof Replacement	Completed
	SAU Central Parking Lot Paving	Completed
	HGS Roof Replacement	Complete
	Full Day Kindergarten	Complete
	Alvirne High School Renovation	Pending

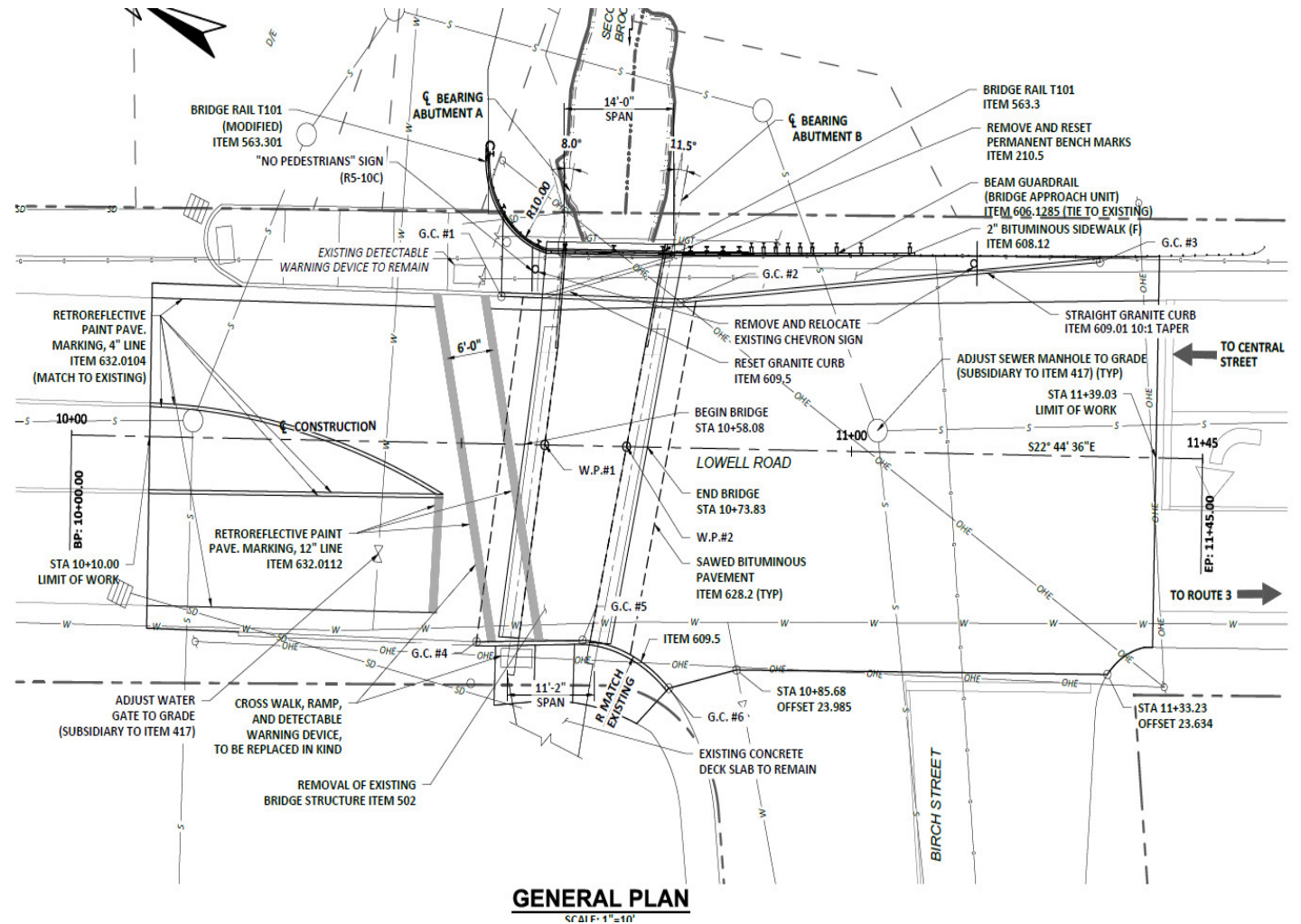
Upcoming Projects 2028

- County Road Bridge Widening
- Design and permitting are complete.
- A March 2027 Warrant Article is anticipated in the amount of \$300,000.
- Project purpose: support bridge capacity, safety, and long-term infrastructure reliability.



Upcoming Projects 2028

- Lowell Road Bridge
- Located near the Lowell Road and Birch Street intersection.
- Current condition rating: 5, indicating the need for continued monitoring and capital planning.
- Design and permitting are complete.
- A March 2028 Warrant Article is anticipated in the amount of \$750,000.



8B

**TOWN OF HUDSON****Assessing Department**12 School Street
Hudson, New Hampshire 03051James A. Michaud, CAE, CPM, Chief Assessor
jmichaud@hudsonnh.gov · Tel: 603-886-6009 · Fax: 603-598-6481

To: Board of Selectmen
Roy E. Sorenson, Town Administrator

From: Jim Michaud, Chief Assessor

Date: June 9, 2026

Re: Possible sale of Town-owned property
13 Oak Avenue, Tax Map 190 Lot 163 Sublot 001

Recommended Motion: The Board of Selectmen direct the Town Administrator, or his selected designee, to solicit sealed bids, with a minimum bid of \$125,000, for the sale of the Subject property, Oak Ave. - aka Tax Map 190 Lot 163 Sublot 001.

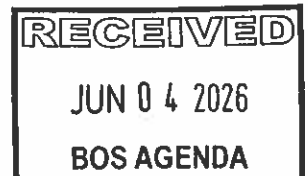
Background:

The BOS approved the solicitation of a Zoning Determination (ZD) for this Town-owned, tax-deeded, property at their April 28th 2026 meeting. That ZD is attached, and the conclusion is that the property “is a valid, existing lot of record...lawfully non-conforming...which may be built upon without requirement of a variance by the Zoning Board of Adjustment...” (ZBA).

Town Code, as per attached, and a subset cited below, indicates the methods by which the BOS can dispose of, specifically, tax-deeded property, as follows:

“...To see if the Town will vote to authorize indefinitely, until rescinded, the Board of Selectmen to dispose of tax-deeded property by either sealed bids, public auction, or charitable transfer. To further authorize the Board of Selectmen to utilize the services of licensed real estate professionals for the purpose of listing and selling tax deeded property. “

If the BOS were to vote to sell the property, and went through either a licensed real estate broker, or a licensed auctioneer, method then the process lengthens out as the BOS would then need to likely direct the development of an RFP to have brokers apply through that process, and the same development timeline of an RFP if the auctioneer method was selected.



I would further note that any sale of the property should be subject to the Town preserving a turn-around easement on the property for DPW snow clearing purposes. I would also recommend that we send written notifications of any sale process the BOS approves, to the owners along Oak Ave., including direct and indirect abutters, approx. 11 of them.

It is important to note that this property has had somewhat of a varied past for property taxation purposes. In 2023, when the current owner of the adjacent property at 13 Oak Avenue acquired their property, they attempted to assert ownership of the Subject property by making a claim in a deed that they owned the plat lots of the Subject property. At the time, upon Assessing Department inquiry, Town Counsel recommended taxing the Subject property lots to that owner of 13 Oak Avenue, which the Assessing Department did. We fast-forward to February/March of this year and the owner's, of 13 Oak Avenue, legal representatives found that the Town, via the 1941 tax deed, actually owns the Subject property.

Further, from (at least) 1968 to 2012 the Town had assessed the Subject property to the predecessor owners of 13 Oak Avenue. From 2013 to 2022, the Town carried the Subject property as Town-owned and tax exempt. All of this info becomes important, if the BOS decides to authorize sale, and the property sells, in the handling of the disposition of the revenues from this property sale. The Town would be eligible to retain any missed property taxes on the property from the time it was tax deeded, interest, penalties, fees, costs associated since such as legal fees etc. However, due to a controlling US Supreme Court decision in *Tyler v. Hennepin County 22-166*, any remaining balance from the sale proceeds would need to be deposited with the NH court system, an interpleader filing (RSA 5-A:1), so the courts can determine whom the rightful heirs and any others are with an interest in the property at time of the tax deeding, for those proceeds to be distributed accordingly.

Thank you for your attention to this matter, please advise if you have any concerns.



TOWN OF HUDSON

Zoning/Code Enforcement

12 School Street
Hudson, New Hampshire 03051

Ben Witham-Gradert, Associate Planner
bgradert@hudsonnh.gov · Tel: 603-886-6008 · Fax: 603-594-1142

Zoning Determination #26-050

May 7, 2026

Sent Via: Email

Jim Michaud, Chief Assessor
12 School Street
Hudson, NH 03051

RE: Oak Avenue
Hudson Tax Map 190-163-001
Town Residence (TR)

Dear Mr. Michaud

Your Request: To inquire if the listed Map/Lot is considered a LOT OF RECORD as per zoning code §334-6; to see if it is a residential building lot, without need of variance.

Plan Attached: HCRD Plan# 508-C

Parcel Background:

The parcel is approximately 14,375 Sqft., with approximately 50 linear feet of frontage on Oak Avenue.

Pertinent Ordinances:

Article II; Terminology – §334-6 - Definitions

Article VII; Dimensional Requirements – §334-27 Table of Minimum Dimensional Requirements

Article VIII; Nonconforming Uses, Structures, and Lots - §334-32 Nonconforming Lots

Determination:

Lot of record: The lot in question (Map/Lot 190-163-001) was created via tax deed when it was Tax Deeded to the Town September 28, 1938, consisting of lots 406, 407, & 408 labelled on Plan# 508-C. This Tax Deed was then recorded in 1941 on BK/PG 1027/241. This purchase established the parcel as a LOT OF RECORD per §334-6 – Definitions.

The adjacent lot (Map/Lot 190-163-000) known as 13 Oak Avenue shows deeding delineating the parcel as lots 402, 403, 404, & 405 as of the conveyance in 1919 (BK/PG 917/158). At no

point in the later chain of ownership does the delineation, measurement and description, or original plots description change.

Later documentation shows that the neighboring property of 13 Oak Ave, in a corrective document recorded in 2023 (BK/PG 9746/2126) claim that the chain of owners of 13 Oak Ave had “exercised exclusive use and control in an open and notorious manner” the entirety of Map/Lot 190-163-001. This action was recorded without notification to the Town.

While adverse possession claims are valid in the State of New Hampshire, governmental property is not subject to such claims per RSA 477:34 which states that: “No person shall acquire by prescription a right to any part of any public ground by.... any way occupying it adversely for any length of time.” Due to this, the adverse possession claim made in 2023 is not a valid claim, which leaves both parcels independent of one another.

Buildable lot: With the validity and boundaries of the lot established, the following conditions may be determined:

Area: the lot has 14,375 Sqft where 10,000 Sqft is required, conforming to §334-27 – Table of Minimum Dimensional Requirements.

Frontage: the lot only has approximately 50 linear feet of frontage where 90 is required as defined in §334-27.1.D, as frontage is measured “in a continuous line along the sideline of a Class V or better street...”. This renders the lot pre-existing nonconforming.

Lawfully existing nonconforming lots existing prior to 2000 may be built upon so long as the construction complies with the setback requirements laid out in §334-27, and that the parcel is either serviced by Town Sewer or a valid septic system approved by NHDES.

In its totality: the parcel is a valid, existing lot of record, independent of 13 Oak Avenue, and lawfully nonconforming to the current HZO dimensional requirements, which may be built upon without requirement of a variance by the Zoning Board of Adjustment.

Sincerely,



Ben Witham-Gradert

Associate Planner

(603) 886-6008 bgradert@hudsonnh.gov

cc: Brooke Dubowik, Town Planner
Elvis Dhima, Development Services, Director
Inspectional Services
File

NOTE: This determination may be appealed to the Hudson Zoning Board of Adjustment within 30 days of the receipt of this letter.



LAND USE DEPARTMENT

12 School Street
Hudson, NH 03051
(603) 886-6008
www.hudsonnh.gov

TOWN OF HUDSON
New Hampshire
03051

APR 29 2026
LAND USE DIVISION
ZONING DEPT.

#26-050



Town of Hudson

REQUEST FOR ZONING and/or PLANNING INFORMATION / DETERMINATION

Date of request 04/29/2026

Property Location Oak Ave

Map 190 Lot 163 Sublot 1

Zoning District if known TR - Town Residence

Type of Request

- Zoning District Determination
- Use Determination
- Set-Back Requirements
- Process for Subdivision/ Site Plan if required
- Other

Description of request / determination: (Please attach all relevant documentation)

Inquiry to see if this map/lot is considered a LOT OF RECORD as per zoning code 334-6; to see if it is a residential building lot, without need of variance. See attached maps and backup.

Applicant Contact Information:

Name: Jim Michaud, Chief Asessor

Address: 12 School Street

Phone Number: 603-886-6009

Email: jmichaud@hudsonnh.gov

For Office use

ATTACHMENTS: TAX CARD GIS

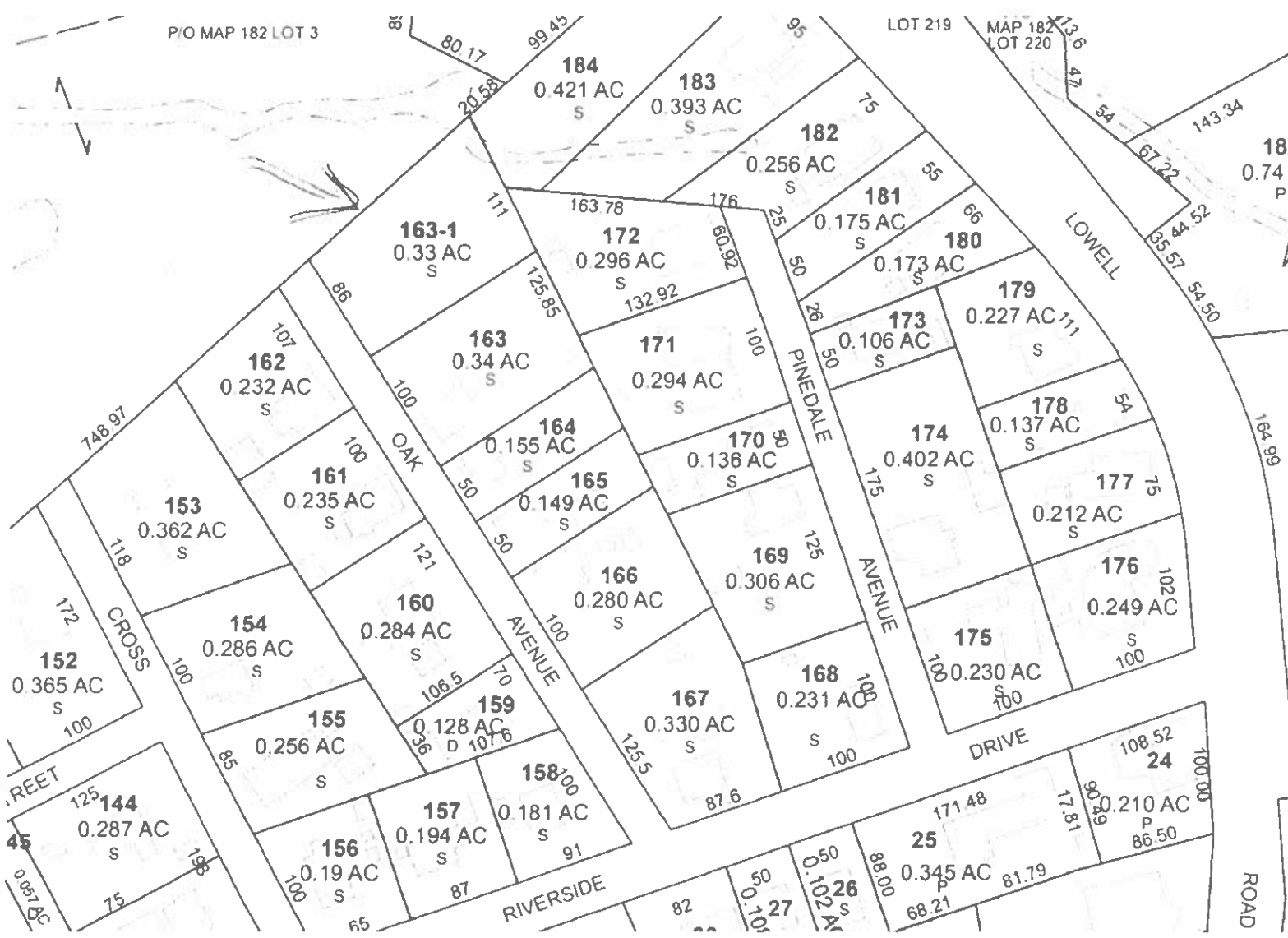
NOTES: _____

ZONING DETERMINATION LETTER SENT || DATE: _____

P/O MAP 182 LOT 3

LOT 219

MAP 182
LOT 220



Chapter 104. Real Estate, Sale of

[Article 31, voted in the affirmative 3-8-1949 by the Annual Town Meeting, reads as follows: "To see if the Town of Hudson will vote to require the Selectmen and the Collector of Taxes to do the following with regard to the sale of real estate by the Collector or the Selectmen for unpaid taxes or for any other reason: To conduct all such sales at public auction, to give notice of every such sale by posting advertisements thereof in three or more public places in the town, one of which places shall be the public lobby of the Post Office and one of which shall be the Fire Station and one of which shall be the Junior High School, at least four weeks before the sale; that said notices shall remain posted until after the sale has been held; that said notice shall state the name of the owner or of the person to whom the same was taxed, the description of the property as listed, the amount of the tax, and the place, day and hour of the sale." Article 343, voted in the affirmative 3-12-1994 by the Annual Town Meeting, reads as follows, as amended 3-10-2014 by Ord. No. 14-01: "To see if the Town will vote to authorize indefinitely, until rescinded, the Board of Selectmen to dispose of tax-deeded property by either sealed bids, public auction, or charitable transfer. To further authorize the Board of Selectmen to utilize the services of licensed real estate professionals for the purpose of listing and selling tax deeded property. The listing and sale of tax deeded property shall be on commercially reasonable terms and may contain such additional conditions or stipulations as the Selectmen find to be in the best interests of the Town. The authority of the Board of Selectmen to take such action shall remain in effect indefinitely, until rescinded. Said disposal of tax-deeded property may contain such conditions or stipulations as the Selectmen find to be in the best interest of the Town."]

GENERAL REFERENCES

Tax Collector — See Ch. 137.

8C



TOWN OF HUDSON

Police Department

1 Constitution Drive
Hudson, New Hampshire 03051



David A. Cayot, Police Chief
dcayot@hudsonnh.gov · Tel: 603-886-6011 · Fax: 603-886-0605

To: Board of Selectmen
Roy E. Sorenson, Town Administrator

CC: Laurie May, Finance Department

From: David Cayot, Police Chief

Date: June 3, 2026

Re: Public Meeting – Donation ACO Supplies

Recommended Motion:

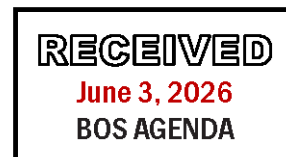
To allow the Police Department to accept a donation of dog food, dog treats, and a dog bed, said donation having an approximate value of \$1,000.

Background:

The Hudson ACO has recently seen an influx of animal-related cases where dogs have been signed over to the Hudson Police Department. During the period of time between the animals being signed over and transport to an available shelter, the Hudson Police Department is responsible for the care of the dogs. While the ACO was purchasing dog food for one of these cases, America’s Pets offered to donate the above items.

Funding:

N/A



**TOWN OF HUDSON****Fire Department**39 Ferry Street
Hudson, New Hampshire 03051Scott Tice, Fire Chief
stice@hudsonnh.gov · Tel: 603-886-6021 · Fax: 603-882-7115To: Board of Selectmen
Roy E. Sorenson, Town Administrator

From: Scott Tice, Fire Chief

Date: May 28, 2026

Re: Public Agenda Item – 09 June 2026

Motion: *To authorize the Fire Chief to terminate the departments membership with the Souhegan Mutual Aid Response Team and join with the Southeastern New Hampshire Hazardous Materials Mutual Aid District (SNHHMMAD) effective July 1, 2026, and to authorize the Fire Chief to effectuate all agreements necessary.*

Background:

Approved as part of the FY27 budget, funding has been provided to support the departments change in membership from the Souhegan Mutual Aid Response Team to SNHHMMAD. This initiative seeks to expand service capabilities by collaborating with regional partners to improve rescue operations. Joining this organization provides representation on their governing board and operations committee, consisting of community officials and department chiefs.

Key benefits include:

- Hazmat and Rescue Capabilities: Access to hazmat capabilities and investments in future technical rescue equipment.
- Rehabilitation Services: A rehab truck offering refreshments and shelter, with the ability to fill cascade bottles.
- Advanced Equipment: Use of drones, off-road vehicles, and a mobile command unit.

This collaboration enhances technical rescue abilities and distributes costs and responsibilities across the region, advancing our town's rescue capabilities without bearing the full financial burden.

Funding:

Funding for this membership has been allocated within the departments FY27 budget within line 5710-217 Fire Administration – Association Dues/Fees.

<p>RECEIVED June 3, 2026 BOS AGENDA</p>
--



TOWN OF HUDSON

Office of the Town Administrator

12 School Street
Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
rsorenson@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

To: Board of Selectmen
From: Roy E. Sorenson, Town Administrator
Cc: Jay Twardosky, Public Works Director
Elvis Dhima, Development Services Director
Date: June 2, 2026
Re: Stop Sign Funding Donation

Recommended Motion: “Under the authority of RSA 31:95e, the Board of Selectmen hereby accepts with gratitude, a donation from Hands of Hope Club at Alvirne High School, , a donation of \$2,600 for purchase of two new stop signs to be installed by Public Works.”

Background:

I have been contacted by Madelynne Perron, co-president of the Hands of Hope Club at Alvirne High School. The group is interested in donating funds to purchase two illuminated stop signs for Wason-Musquash and Wason-Burns Hill intersections respectively. The group is composed of high school juniors who are passionate about improving the Hudson community. They have previously spoken with Mr. Dhima and I have informed Mr. Twardosky accordingly regarding their request notwithstanding intent. The signs will need to compliant with Manual on Uniform Traffic Control Devices (MUTCD) standards so further discussion and/or collaboration may be needed once the donation is accepted.

The following motion above is included for consideration thereof.

<p>RECEIVED JUNE 2, 2026 BOS AGENDA</p>



TOWN OF HUDSON

Office of the Town Administrator

12 School Street
Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
rsorenson@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

To: Board of Selectmen
From: Roy E. Sorenson, Town Administrator
Cc: 457(b) Deferred Compensation Plan Working Group
Date: June 2, 2026
Re: Town Deferred Compensation Plan

Recommended Motion: “The Board of Selectmen hereby authorize execution of the Joinder Agreement with the State of New Hampshire for adoption of the Public Employees Deferred Compensation Plan. Further to authorize the Town Administrator to effectuate any items required for finalizing this process.”

Background:

As you may recall, I have discussed the Town moving away from Mission Square as the 457 Deferred Compensation portfolio manager. This has come about resulting from concerns of employees who participate in the program and believe that the fees assessed for services appear to be excessive. A working group was formed consisting of Police Lt. Matt Flynn, Human Services Specialist Kathy Wilson, Finance Director Laurie May and Fire Lt. Corey Girard to investigate other options.

All things considered the group has since decided that joining the NH State Deferred Compensation Plan, NHDCP, a public employee deferred compensation plan authorized under Section 457 of the IRS and NH RSA 101-B, provides the best plan for employees. Attached hereto is detailed information inclusive of the directive I gave to the working group.

The NHDCP is overseen by a Commission which consists of members appointed by statute or the Governor and Council for specific terms. The Commission is responsible to act as fiduciary and ensures that the plan maintains the highest-quality services and features. They contract with an outside investment consultant and qualified third-party recordkeeper for day-to-day administration of the program through a competitive bid process. At the October 28, 2025, Board of Selectmen meeting, Erin Zayac, NH State Deferred Compensation Plan (NHDCP) Executive Director, presented the plan for your consideration. Those details are attached.

Thank you for your consideration and I look forward to the discussion.

<p>RECEIVED JUNE 2, 2026 BOS AGENDA</p>
--

**RESOLUTION ADOPTING THE
STATE OF NEW HAMPSHIRE
PUBLIC EMPLOYEES DEFERRED COMPENSATION PLAN**

WHEREAS, the individuals signing below have the legal authority to take the action set forth herein on behalf of _____
(Municipality/Public School District) hereinafter referred to as “Participating Employer”.

WHEREAS, the Participating Employer wishes to adopt the State of New Hampshire Section 457 Deferred Compensation Plan (the “Plan”) , an eligible deferred compensation plan governed by Section 457 of the Internal Revenue Code, for its employees.

NOW THEREFORE, BE IT RESOLVED, that the Participating Employer adopts the Plan effective _____.

FURTHER RESOLVED, that the participation of the Participating Employer’s employees in the Plan shall be governed by the Plan’s *Plan Document*, a copy of which is attached, the services agreement(s), and any and all rules and regulations promulgated by the State of New Hampshire Deferred Compensation Commission (the “Commission”).

FURTHER RESOLVED, that the Participating Employer agrees to be bound by and honor the decisions and action taken by the Commission in connection with Plan management and administration, including but not limited to, amending or terminating the Plan and selecting investment options and service providers. Participating Employer agrees to be bound by all provisions of the Plan Document as stated in **Article VII** of the Plan Document.

FURTHER RESOLVED, that the Participating Employer agrees that no employee shall be permitted to contribute more than the maximum allowable annual contribution into the Plan. If the Participating Employer offers multiple 457 plans, the Participating Employer shall monitor the aggregate annual contribution among all of the plans. Participating Employer acknowledges and agrees to all provisions of **Section 3.5** of the Plan Document, regarding Excess Deferrals, including: 1) the responsibility of the Participant to comply with the deferral limits of Article III of the Plan and; 2) the responsibility of the Participant to notify the Plan Administrator in the event of deferrals in excess of the deferral limits of Article III of the Plan so that the excess may be distributed as soon as practicable after the Commission determines that the amount is an excess deferral.

FURTHER RESOLVED, that the Participating Employer acknowledges and agrees that pursuant to **Section 5.6** of the Plan Document, the Participating Employer shall supply the necessary information to the Commission on a timely basis regarding the Participants under the Plan, including but not limited to compensation, date of hire, date of death, Severance from Employment, and such other pertinent facts and data as the Commission may require. The

Commission may rely upon such information as is supplied by the Participating Employer and shall have no duty or responsibility to verify such information.

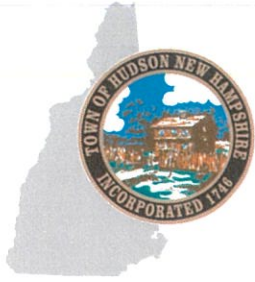
FURTHER RESOLVED, that the Participating Employer acknowledges and agrees that pursuant to **NH RSA 101-B:7**, “the financial liability of the state, county, city, town or other political subdivision under a deferred compensation program shall be limited to the value of the particular fixed or variable life insurance or annuity contract or contracts purchased on behalf of any employee.”

FURTHER RESOLVED, that the Participating Employer will facilitate educational programs developed for use with the Plan as requested by the Commission or Plan Administrator to the extent possible during work hours.

_____	_____	_____
Authorized Signer	Title	Date
_____	_____	_____
Authorized Signer	Title	Date
_____	_____	_____
Authorized Signer	Title	Date
_____	_____	_____
Authorized Signer	Title	Date
_____	_____	_____
Authorized Signer	Title	Date

Received & Acknowledged by New Hampshire Deferred Compensation Commission

_____	_____
Authorized Signer – Executive Director	Date
_____	_____
Authorized Signer - Commission	Title
_____	_____
	Date



TOWN OF HUDSON

457(b) Deferred Compensation Plan Working Group

To: Board of Selectmen
Roy E. Sorenson, Town Administrator

From: Matthew B. Flynn, Police Lieutenant

Date: May 28, 2026

Re: Public Meeting – Request to Change 457(b) Employer-Sponsored Retirement Plan to State of New Hampshire Deferred Compensation Plan (NHDCP)

In May 2025, several Town employees raised concerns to the Town Administrator regarding the high fees associated with the Town-sponsored 457(b) Deferred Compensation Plan administered by MissionSquare Retirement. In response, the Town Administrator commissioned a working group to further investigate and research the current plan, as well as potential alternatives that would offer lower fees, stronger investment options, and better long-term value for participating employees.

The working group conducted extensive research throughout 2025 and 2026, including provider comparisons, fee analyses, and an employee informational/ feedback session. A presentation for all interested employees was held on October 14, 2025, followed by a petition of support, in which 52 of 62 enrolled employees (84%) expressed a preference for transitioning to the State of New Hampshire Deferred Compensation Plan (NHDCP). Representatives from the NHDCP also presented to the Board of Selectmen on October 28, 2025 in an informational forum.

After a comprehensive review and discussion, three of the four working group members concluded that the NHDCP best meets the needs of Town employees. While all members agree that the Town should discontinue its relationship with MissionSquare, the strong majority of both enrolled employees and the working group support adopting the NHDCP specifically due to its significantly lower fees, reputable investment lineup, and transparent structure.

On behalf of the working group, I respectfully recommend that the Town of Hudson withdraw from MissionSquare Retirement and transition to the State of New Hampshire Deferred Compensation Plan (NHDCP) as the Town's employer-sponsored 457(b) provider.

Thank you for your time and consideration.

Respectfully,

Matthew B. Flynn, Police Lieutenant





TOWN OF HUDSON

12 School Street
Hudson, New Hampshire 03051

Employee Acknowledgment and Support for 457(b) Plan Transition

Purpose:

This document serves to acknowledge that the undersigned employee has been informed about the Town of Hudson's consideration to transition its 457(b) Deferred Compensation Plan provider from MissionSquare Retirement to the State of New Hampshire Deferred Compensation Program.

Background:

MissionSquare Retirement has served as the Town's 457(b) plan provider, offering employees a platform for supplemental retirement savings. The Town is now evaluating the State of NH Deferred Compensation Program as an alternative, citing potential advantages such as:

- Lower administrative fees
- Expanded investment options

The Town's goal is to ensure employees have access to a competitive and sustainable retirement savings plan.

Employee Understanding and Support:

By signing below, I confirm that I have been informed of the proposed change and understand the rationale behind the Town's evaluation of the State of NH Deferred Compensation Program. I support the Town's efforts to pursue this transition in the interest of improving retirement plan offerings for employees.

This acknowledgment reflects my understanding and support of the Town's initiative.

Employees of Hudson

Kathleen Wilson

Print Name

Kathleen Wilson

Signature

10/29/2025

Date

Barbara Obrien

Print Name

Barbara Obrien

Signature

10/29/2025

Date

Pamela Bisbing

Print Name

Pamela Bisbing

Signature

10/29/2025

Date

...nowledgment reflects my understanding and support of the Town's initiative.

Employees of Hudson

STEVEN DUB
Print Name

[Signature]
Signature

10-29-25
Date

Evelyn J. Hynes Brock
Print Name

[Signature]
Signature

10-29-25
Date

Lorrie Hammond Weissgarber
Print Name

[Signature]
Signature

10-29-25
Date

Valerie Marquez
Print Name

Valerie Marquez
Signature

10/29/25
Date

ALAN MARCOTTE
Print Name

[Signature]
Signature

10/29/2025
Date

Derek Lloyd
Print Name

[Signature]
Signature

10/29/2025
Date

Steven McElhinney
Print Name

[Signature]
Signature

10/29/25
Date

Nicole M. Knox (Clay)
Print Name

[Signature]
Signature

10-29-2025
Date

MATTHEW FUNN
Print Name

[Signature]
Signature

10/29/2025
Date

Amy McMullen
Print Name

Amy McMullen
Signature

10/30/25
Date

Jim Michael
Print Name

[Signature]
Signature

10/30/25
Date

Cheryl Chartier
Print Name

Cheryl Chartier
Signature

10/30/25
Date

Pat Carpenter
Print Name

[Signature]
Signature

10/30/25
Date

Kyle Cloutier
Print Name

[Signature]
Signature

10/30/25
Date

Daniel Clarke Jr
Print Name

Daniel Clarke
Signature

10/30/25
Date

Bruce Daigle
Print Name

[Signature]
Signature

10/30/25
Date

Timothy P. Cassin
Print Name

[Signature]
Signature

10/30/25
Date

This acknowledgment reflects my understanding and support of the Town's initiative.

Employees of Hudson

Thomas F Cahill Jr
Print Name


Signature

10/30/25
Date

Garrett Leach
Print Name


Signature

10/20/25
Date

Dustin Small
Print Name


Signature

10-30-25
Date

Jimmy Jacques
Print Name


Signature

10-30-25
Date

Joshua Edwards
Print Name


Signature

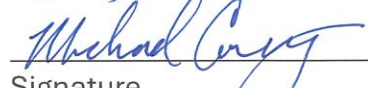
10/30/2025
Date

BRYAN M GENOVESE
Print Name


Signature

10/30/2025
Date

Michael Corey
Print Name


Signature

10/30/2025
Date

Brian Desjardis
Print Name


Signature

10/30/25
Date

Michael Patterson
Print Name


Signature

10/30/25
Date

Frank McInnis
Print Name


Signature

10/31/25
Date

Tyler Tambouris
Print Name


Signature


10/31/2025
Date

David Cayot
Print Name


Signature


10/31/25
Date

Victoria Shaw
Print Name


Signature


10/31/25
Date

Dylan Chevallier
Print Name


Signature


11/1/25
Date

TYLER MERRILL
Print Name


Signature

11/1/25
Date

Matthew Drolet
Print Name


Signature

11/1/25
Date

Cecione R Blanchard

 513
Signature

11/1/25
Date

This acknowledgment reflects my understanding and support of the Town's initiative.

Employees of Hudson

Print Name
[Signature]

Signature
John Mirabella

Date
11/1/25

Print Name
Ray Lafertune

Signature
[Signature]

Date
11/1/25

Print Name
Nicholas Callahan

Signature
[Signature] 579

Date
5/13/26

Print Name
Brian DeBoer

Signature
[Signature]

Date
5/13/26

Print Name
JASON DOWNEY

Signature
Jason Downey

Date
5/13/26

Print Name
Nathan Glowacki

Signature
[Signature]

Date
5/13/26

Print Name
Jesse Dutile

Signature
[Signature] 557

Date
5/13/26

Print Name
Giomar Colon

Signature
[Signature] 533

Date
5/13/26

Print Name
Jered Neff

Signature
[Signature] #505

Date
5-13-26

Print Name
Dan Donahue

Signature
[Signature] #576

Date
5-14-26

Print Name
Bjarna O'Brien

Signature
[Signature]

Date
5/14/2026

Print Name
ANDREW VALLOURT

Signature
VERBAL TO ME

Date
5/14/2026

Print Name
DAN CLARK (SR)

Signature
VERBAL TO ME

Date
5/14/2026

Print Name
Kraig Hoag

Signature
[Signature]

Date
5/14/26

Print Name
Matt Blacon

Signature
[Signature]

Date
5-15-2026

Print Name
MATT TOPPER

Signature
VERBAL TO ME

Date
5/16/2026

Print Name

Signature

Date

This acknowledgment reflects my understanding and support of the Town's initiative.

Employees of Hudson

Print Name

Naomi Busnach

Signature

N. Busnach

Date

5/18/26

Print Name

Matt Guerin

Signature

Matt Guerin

Date

5/18/26

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

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Mr. Sorenson,

In response to the Professional Firefighters of Hudson (IAFF Local 3154)'s email on 5/20/2026, expressing their preference to pursue the Professional Firefighters, Police Officers, and Public Employee (PFPOPE) 457(b) employer-provided plan, I would like to offer clarification and insight from the working group regarding several of the points they raised.

1. **Fees and Investment Returns-** The email notes that PFPOPE has slightly higher fees and suggests that these fees are offset by higher investment returns. While PFPOPE has shown slightly better returns, both PFPOPE and the NHDCP demonstrated strong, reputable performance according to our third-party reviewer, Bryan Jeffries. However, the fee difference between the plans is both consistent and significant. A constant administrative fee cannot be directly compared to fluctuating investment returns. This is not an apples-to-apples comparison.

	State of New Hampshire Def Comp.	PFPOPE	Difference
Administrative	0.188%	1.02%	
Other misc.	0	0.12%	
Revenue sharing (return)	0	-0.04%	
Investment expenses (average)	0.40%	0.38%	
Financial advisory services	0.45%	(included in admin fee)	
<i>Total (estimated):</i>	0.588%	1.48%	0.89%
<i>w/ advisory services</i>	1.038%	1.48%	0.44%

The majority of currently enrolled employees concluded that PFPOPE's higher fees effectively bring the total cost back to what we currently pay through MissionSquare, though PFPOPE does offer additional resources.

2. **Board Structure and Accessibility-** While PFPOPE highlights the accessibility of its board of directors, the NHDCP also has a commission that meets regularly, reviews investment options, and conducts competitive bidding. The structures are very similar, with the primary difference being that PFPOPE's board is composed of enrolled members. I have been offered to meet with members of the NHDCP commission, which shows their accessibility.
3. **Diversification from State Retirement Funds-** The claim that PFPOPE provides diversification away from New Hampshire retirement systems has no substantive basis in my research. There is no credible movement to abolish Group II pension benefits due to the availability of the NHDCP 457(b) option, nor would the participation of 62 Hudson employees meaningfully influence any such argument. Should this somehow gain any reputable momentum, I would request that you reopen this project and re-evaluate nor would I support pursuing NHDCP.
4. **Retirement Planning Services-** PFPOPE's retirement planning services are described as "free," but they are embedded within an administrative fee exceeding 1%. In contrast, NHDCP offers optional advisory services at a 0.45% fee. New employees may choose to use these services at a cost still significantly lower than PFPOPE's. Those who opt out of advisory services pay an administrative fee roughly one-third of PFPOPE's average cost.
5. **Administrative Fee Clarification-** The independent advisor's evaluation was based on PFPOPE's administrative fee being 0.085%. It has since been confirmed that the actual fee is 1.03%. NHDCP's administrative fee is 0.188%. Because the advisor's conclusion

that the plans were similarly priced relied on the incorrect PFPOPE rate, our initial interest in PFPOPE was based primarily on marginal differences in returns.

6. **Union Membership and Future Negotiations-** Currently, 10 of the 62 enrolled employees are members of IAFF 3154. If the IAFF 3154 believes PFPOPE is significantly impactful and superior to its members, it could be raised as a negotiation point during the next collective bargaining agreement.
7. **Flexibility of the NHDCP-** If, in the future, the NHDCP is no longer the best option for the majority of town employees, the town may transition to another plan.

These topics were discussed in detail during several in-person meetings of the working group, which included participation from an IAFF 3154 member (Corey Girard). In the end, the mission of this project was to pursue lower fees, and better investment options. NHDCP meets both of these factors, while PFPOPE only meets one.

Thank you for your time. I am happy to elaborate further on any of these points upon request.

Matthew B. Flynn, Police Lieutenant



5 STEPS TO SAVING

1. Enroll*

- Go to the website at www.NHDCP.com and click the *Start saving for your future* tile to get the plan Enrollment Code.
- Click *REGISTER* to get started.
- Click on *I have a plan enrollment code* and follow the prompts.

2. Save*

- Use the slider or click on the amount to enter your contribution rate.
- Select *Before-tax* or *Roth deferral*.

3. Invest

- Decide how you want to invest your money.

4. Name or update your beneficiary

- Click the *My Accounts* tab and then *Beneficiaries* to add your information.

5. Get help

- Schedule a virtual one-on-one meeting with your local Empower Retirement Plan Advisor by accessing the Online Scheduler.¹

GO ONLINE. GET ON TRACK.

The NHDCP website gives you a complete view of your retirement savings picture. When you log on to www.NHDCP.com, it's easy to access your account, increase your contribution rate* and manage your investment strategy.²

*Visit www.NHDCP.com > *Plan resources* > *Local staff & plan resources* to see if your employer allows online enrollment and contribution changes. Only plan partners listed with a double asterisk (**) allow online enrollment and contribution changes.

PLAN HIGHLIGHTS

The State of New Hampshire 457(b) Public Employees Deferred Compensation Plan (NHDCP) is a powerful tool to help you reach your retirement dreams. As a supplement to your New Hampshire Retirement System benefits and any other retirement plans or savings that you may have, this voluntary Plan allows you to save and invest extra money for retirement on a before-tax and after-tax basis.

In addition to having a choice of before-tax or after-tax contributions through the Plan, you may build extra savings consistently and automatically, select from a variety of investment options and learn more about saving and investing for your financial future. Read these highlights to learn more about your Plan and how simple it is to enroll.

Why should I participate in the Plan?

You may want to participate if you are interested in saving and investing additional money for retirement and/or reducing the amount of current State and Federal income tax you pay each year. Your NHDCP can be a great tool to help you prepare for your future.

You may also qualify for the federal saver's credit by participating in this Plan. For more information about this tax credit, please contact your Retirement Plan Advisor from Empower.

Is there any reason why I should not participate in the Plan?

Participating may not be advantageous if you are experiencing financial difficulties, have excessive debt or do not have an adequate emergency fund (typically in an easy-to-access account).

¹ The Retirement Readiness Review is provided by an Empower representative registered with Empower Financial Services, Inc. and may provide tailored retirement education and guidance at no additional cost to participants.

² Transaction requests received in good order after the close of the New York Stock Exchange will be processed the next business day.

What are the advantages of saving on a tax-deferred basis?

As your retirement account potentially grows, you do not pay taxes on any earnings on before-tax contributions until you begin to withdraw money. And with the added benefit of compounding, any potential earnings on all contributions are reinvested in your account, where they have the potential to grow even more since they are not being reduced by taxes each year.

What are the advantages of Roth savings?

Roth contributions are made with post-tax dollars, which means you won't pay taxes on a qualified distribution. You pay taxes on your Roth 457 contributions up front rather than deferring those taxes until you take a distribution.³

Who is eligible to enroll?

To enroll in the Plan, you must meet the following criteria:

- You must be employed full-time or part-time by the State or any political subdivision in New Hampshire.
- You must be age 18 or older.

ENROLLING*

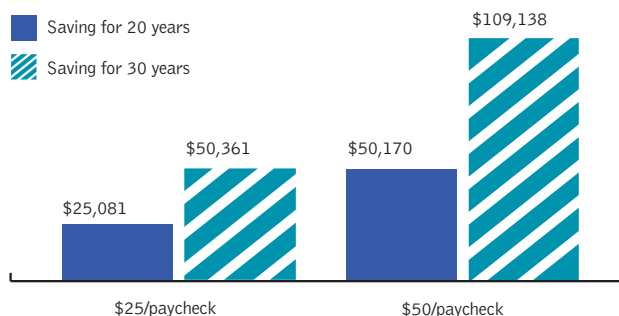
When you're ready to enroll, it's quick and easy to do:

- Go to the website at **www.NHDCP.com**.
- Click the *Start saving for your future* tile to get the plan Enrollment Code.
- Click the *REGISTER* button.
- Enter your information.
- Start saving!

*Visit www.NHDCP.com > Plan resources > Local staff & plan resources to see if your employer allows online enrollment and contribution changes. Only plan partners listed with a double asterisk (**) allow online enrollment and contribution changes.

The sooner you enroll, the better!

Even a small contribution amount today can make a big difference for your future.



FOR ILLUSTRATIVE PURPOSES ONLY. This hypothetical illustration is not intended as a projection or prediction of future investment results, nor is it intended as financial planning or investment advice. It assumes a 6% annual rate of return over 26 pay periods and reinvestment of earnings with no withdrawals. Rates of return may vary. The illustration does not reflect any associated charges, expenses or fees. The tax-deferred accumulation shown would be reduced if these fees were deducted.

CONTRIBUTION LIMITS FOR 2026

- 100% of your eligible compensation or \$24,500, whichever is less
- An extra \$8,000 if you're age 50 or older for a total of \$32,500
- Participants age 60 to 63 have a higher catch-up contribution limit of \$11,250
- \$49,000 total if you're eligible for special catch-up contributions

Special catch-up allows participants in the three calendar years prior to normal retirement age to contribute more to the NHDCP (up to double the annual contribution limit—\$49,000 in 2026). The additional amount that you may be able to contribute under the special catch-up option will depend upon the amounts that you were eligible to contribute in previous years but did not.

For the 2026 tax year, employees age 50 and over who earned more than \$150,000 in FICA wages from the same employer in 2025 are required to make catch-up contributions on a Roth basis. You may not use the special catch-up provision and the age 50+ catch-up provisions in the same calendar year.

ROLLOVERS

Rollovers from approved balances from a 401(a), 401(k), 403(b) or eligible governmental 457(b) plan or an individual retirement arrangement (IRA) may be rolled over to the Plan. Neither the NHDCP nor Empower assesses any fees for rolling over your account into the NHDCP. You may also transfer a prior employer-sponsored Roth account into your Roth 457 account in the NHDCP.⁴

Consider all your options and their features and fees before moving money between accounts.

³ Earnings on Roth contributions will be taxed unless withdrawals are a qualified distribution as defined by the IRS.

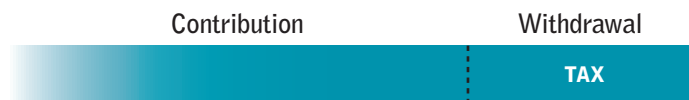
⁴ Funds rolled into a governmental 457 plan from another type of plan or account may still be subject to the 10% early withdrawal penalty if taken before age 59½.

CONTRIBUTION OPTIONS

The NHDCP offers two ways for you to contribute to your account—**pre-tax or Roth after-tax**. The main difference is when you pay taxes on your contributions and any potential earnings.

You can choose one or a combination of both.

PRE-TAX



If your tax bracket will be lower in retirement, you may pay less in taxes at withdrawal.

Contribution

- Potentially lower your current taxable income
- May mean more money in your pocket today
- Any earnings grow tax deferred

Withdrawal

- Pay taxes on contributions and any earnings as ordinary income.

ROTH



If your tax bracket will be higher in retirement, you may save by paying taxes now.

Contribution

- Pay taxes on contributions now
- Any earnings grow tax deferred

Withdrawal

- Any earnings are tax-free with a qualified distribution.

INVESTMENTS

What are my investment options?

A wide array of core investment options is available through your NHDCP. Each option is explained in further detail in your Plan's fund data sheets. Investment option information is also available at www.NHDCP.com and via the voice response system, toll-free, at **877-457-3535**. The website and the voice response system are available to you 24 hours a day, seven days a week.

In addition to the core investment options, a self-directed brokerage account (SDBA) is available through Schwab. The SDBA allows you to select from more than 1,000 mutual funds outside of the Plan, including exchange-traded funds (ETFs) and any stock traded on the major American exchanges, for an additional annual administrative fee of \$60 per person, deducted from your account at \$15 quarterly (plus any additional trading and transaction fees). The NHDCP mandates a \$5,000 minimum balance in a participant's account to utilize the SDBA, with a minimum initial transfer of \$2,000 and a core balance requirement of \$5,000 or 50% of a participant's account balance, whichever is greater. These securities are not offered through Empower Financial Services, Inc. The SDBA is intended for knowledgeable investors who acknowledge and understand the risks associated with the investments contained in the SDBA.

Your contribution to the NHDCP and any earnings they generate are always 100% vested (including rollovers from previous employers).

INVESTMENT HELP

Can I get help with my investment decisions?

Employees of the State of New Hampshire cannot give investment advice. There are financial calculators and tools on the website that can help you determine which investment options might be best for you if you would like to construct your Plan account yourself. If you'd like to speak with an NHDCP advisor, go to www.NHDCP.com and schedule a virtual meeting with your local Empower Retirement Plan Advisor.

How can I get help choosing my investment options?

Your Plan offers access to two types of investment advisory services called Empower Advisory Services, offered by Empower Advisory Group, LLC, a registered investment adviser. You can have EAG manage your retirement account for you through My Total Retirement™. You can also use Online Advice if you prefer to manage your retirement account on your own. Each of these services provides a personalized retirement strategy based on your investment goals, time horizon and tolerance for risk.

For more detailed information, log on to www.NHDCP.com (click on *My Accounts > Guidance*) or call the voice response system at **877-457-3535** to speak to an EAG investment adviser representative.

What fees do I pay to participate in Advisory Services?

Online Advice is available at no additional cost to you. If you enroll in My Total Retirement, the annual fee is assessed to your account in quarterly installments based on a percentage of your assets under management, as follows:

ASSETS UNDER MANAGEMENT	ANNUAL FEE
Up to \$100,000	0.45%
Next \$150,000	0.35%
Next \$150,000	0.25%
>\$400,000	0.15%

For example, if your assets under management are \$50,000, the maximum annual fee will be 0.45%. If your assets under management are \$500,000, the first \$100,000 will be subject to an annual maximum fee of 0.45%; the next \$150,000 will be subject to a maximum annual fee of 0.35%; the next \$150,000 will be subject to a maximum annual fee of 0.25%; and any amounts over \$400,000 will be subject to a maximum annual fee of 0.15%.

DISTRIBUTIONS

In order to take a distribution from your NHDCP account, you must first experience a qualifying event:

- Retirement
- Unforeseeable emergency (as defined by the Internal Revenue Code)
- Severance of employment (as defined by Internal Revenue Code provisions)
- In-service withdrawal upon attainment of age 70½
- As of January 1, 2023, the IRS generally requires you to start taking required minimum distributions (RMDs) at age 73.
- Death (upon which your beneficiary receives your benefits)
- Transfer to purchase service credit (within limits as stipulated by the New Hampshire Retirement System guidelines)

Each distribution is subject to ordinary income tax except for an in-service transfer to purchase service credit.

What are my distribution options?

- Leave the balance of your account in the Plan until a future date.
- Receive:
 - Periodic payments.
 - Fixed annuity payments.
 - A partial lump sum with remainder paid as periodic payments or annuity payments.
 - A lump sum.
- Roll over your account balance to a 401(a), 401(k), 403(b) or eligible governmental 457(b) plan, or to an IRA.

Roth distributions

Your Roth distributions are income tax-free and penalty-free if you withdraw your Roth contributions and any earnings after you have reached a qualifying event, have held the account for at least five taxable years and meet one of the following:

- You've separated from service AND are at least 59½.
- You become disabled.
- You die (after which your beneficiary(ies) will take the withdrawal).

Retiree notice: If you work full-time for the State of New Hampshire or a county, city or town that participates in the NHDCP, retire and then return to work part-time, you are not entitled to receive a distribution as long as you remain working. The only exceptions would be the attainment of age 70½ or an unforeseen emergency withdrawal. Depending on your employment status, you may also be eligible for a loan from your Plan account.

What happens to my account when I die?

Your designated beneficiary(ies) will receive the remaining value of your account, if any. Your beneficiary(ies) must contact an Empower Retirement Plan Advisor to request a distribution.

FEES

Are there any recordkeeping or administrative fees to participate in the NHDCP?

The annual administrative fee leveled on all funds is 0.188%, prorated and charged monthly. This equates to an annual charge of \$18.80 per \$10,000, assessed monthly at \$1.56.

This administrative fee pays for the cost of recordkeeping by Empower and NHDCP costs.

By law, the NHDCP does not have any financial support from the State of New Hampshire or any participating local employers; the cost of all services must be supported by Plan participant accounts.

A more detailed explanation of the administrative fee and what it pays for is available on the Plan website at www.NHDCP.com > *Plan Resources* > *Plan financial information*.

Are there any fees for the investment options?

Each investment option has an investment management fee that varies by investment option. These fees are deducted by each investment option's management company before the daily price or performance is calculated. Fees pay for trading individual securities in the underlying investment options and other management expenses.

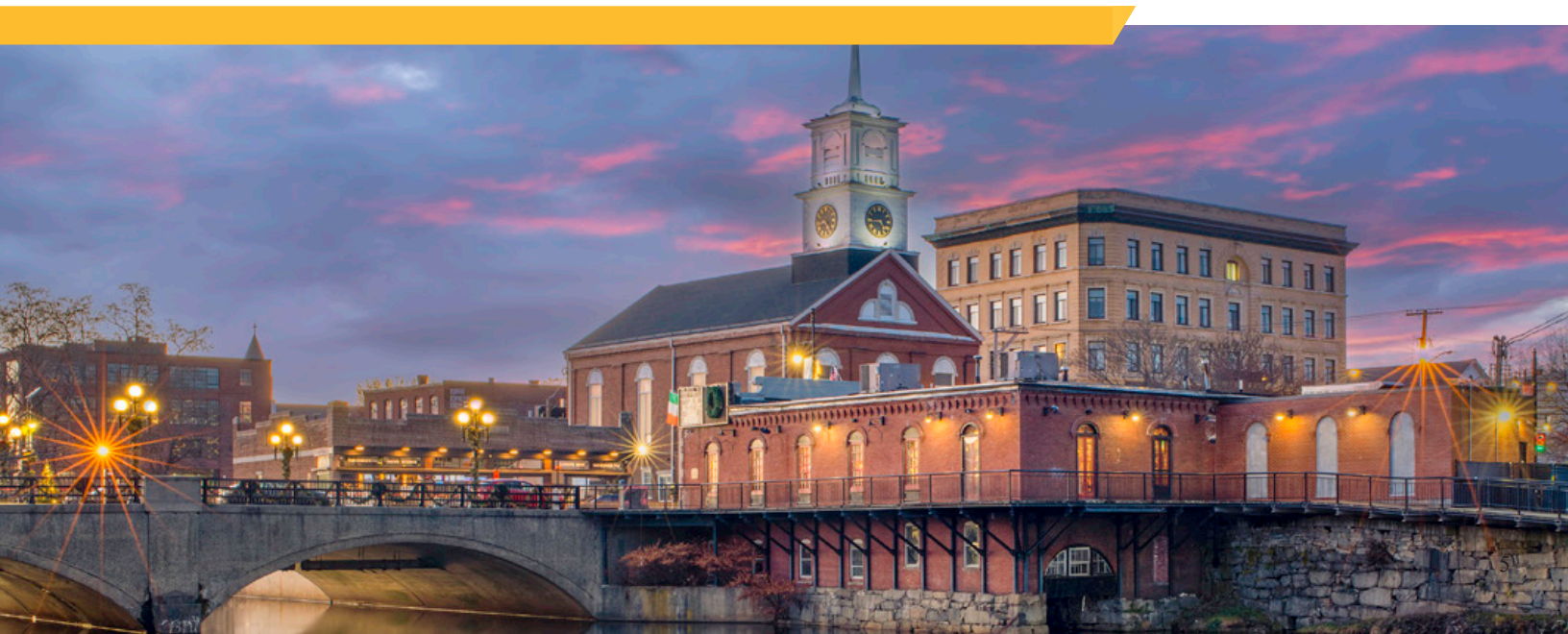
Carefully consider the investment objectives, risks, fees and expenses of the annuity and/or the investment options. Contact Empower for a prospectus, a summary prospectus and disclosure document, as available, containing this information. For prospectuses related to investments in your self-directed brokerage account, contact your SDBA provider. Read them carefully before investing.

LOANS

May I take a loan from my account?

Yes, you may borrow from your Plan account. Your Plan allows you to borrow up to 50% of your total account balance or \$50,000, whichever is less. The minimum loan amount is \$1,000, and you have up to five years to repay your loan. There is a one-time origination fee of \$95 deducted from the loan check, plus a quarterly maintenance fee of \$12.50 charged to your account. Please note: You must be currently employed and have a minimum account balance of \$2,000 in order to request a loan from your NHDCP account.

If there are any discrepancies between this document and the Plan Document or Summary Plan Description, the Plan Document and/or Summary Plan Description will govern.





QUESTIONS?

To make an appointment to speak with your local Empower Retirement Plan Advisor, contact them at:

2 Capital Plaza 3rd Floor, Suite 307 Concord, NH 03301

Phone: **603-224-7701**

To schedule online, visit www.NHDCP.com and click the *Plan resources* tab.

ENROLL * TODAY!

Go to www.NHDCP.com:

- Click the *Start saving for your future* tile to get the plan Enrollment Code or contact your local Empower Retirement Advisor.
- Click on the *REGISTER* button.
- Click on *I have a plan enrollment code*.
- Enter Group ID: 98961-01
- Enter Plan enrollment code.
- Enter Plan enrollment code expiration date.

*Visit www.NHDCP.com > *Plan resources* > *Local staff & plan resources* to see if your employer allows online enrollment and contribution changes. Only plan partners listed with a double asterisk (**) allow online enrollment and contribution changes.

In addition to the core investment options, a self-directed brokerage account (SDBA) is available through Schwab. The SDBA allows you to select from more than 1,000 mutual funds outside of the Plan, including exchange-traded funds (ETFs) and any stock traded on the major American exchanges, for an additional annual administrative fee of \$50 per person, deducted from your account at \$12.50 quarterly (plus any additional trading and transaction fees). The NHDCP mandates a \$5,000 minimum balance in a participant's account to utilize the SDBA, with a minimum initial transfer of \$2,000, and a core balance requirement of \$5,000 or 50% of a participant's account balance, whichever is greater. These securities are not offered through EFSI. The SDBA is intended for knowledgeable investors who acknowledge and understand the risks associated with the investments contained in the SDBA.

If there are any discrepancies between this document and the Plan Document, the Plan Document will govern.

Online Advice and My Total Retirement are part of the Empower Advisory Services suite of services offered by Empower Advisory Group, LLC, a registered investment adviser. Past performance is not indicative of future returns. You may lose money.

ETFs are a type of exchange-traded investment product that must register as either an open-end investment company (generally known as "funds") or a unit investment trust. ETFs are not mutual funds.

Unlike mutual funds, individual shares of ETFs are not redeemable directly with the issuer. ETF shares are a collection of securities bought and sold at market price, which may be higher or lower than the net asset value (NAV). Investment returns will vary based on market conditions and volatility so that an investor's shares, when redeemed or sold, may be worth more or less than their original cost. ETFs are subject to risks like those of their underlying securities.

Securities available through Schwab Personal Choice Retirement Account (PCRA) are offered through Charles Schwab & Co., Inc. (Member SIPC), a registered broker-dealer. Additional information can be obtained by calling 888-393-7272. Charles Schwab & Co., Inc. and Empower Financial Services, Inc. are separate and unaffiliated.

Investing involves risk, including possible loss of principal.

Securities, when presented, are offered and/or distributed by Empower Financial Services, Inc., Member FINRA/SIPC. EFSI is an affiliate of Empower Retirement, LLC; Empower Funds, Inc.; and registered investment adviser Empower Advisory Group, LLC. This material is for informational purposes only and is not intended to provide investment, legal or tax recommendations or advice.

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TOWN OF HUDSON

Office of the Town Administrator

12 School Street
Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
rsorenson@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

To: Board of Selectmen
From: Roy E. Sorenson, Town Administrator
Cc: Linda Pilla, Library Director
Date: June 2, 2026
Re: Hills Memorial Library

Recommended Motion: “The Board of Selectmen hereby direct the Town Administrator to meet with the Library Trustees to begin transferring maintenance responsibilities of the Hills Memorial Library to the Town in advance of and for preparation of the Fiscal Year 2028 Budget. Further, the Town Administrator will meet with all current users of the building, notwithstanding the Historical Society, for establishing a strategic plan for the building to be delivered to the Board for consideration.”

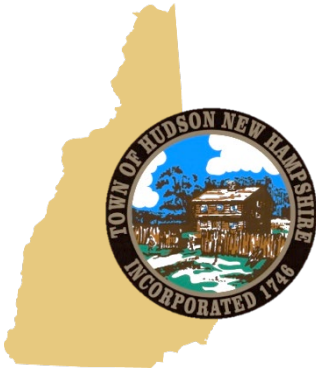
Background:

As you know, there has been extended discussion over the past year on the Hills Memorial Library and best uses for the building. The historical value of the building aside, these discussions have garnered passionate debate much longer than the past year with several Board of Selectmen meetings since 2008 inquiring about how to proceed. To date the authority and/or steward of the building has been the Library Trustees who are the agents to expend for monies set aside at the 2021 Town Meeting for the Hills Memorial Library Capital Reserve Fund. And while the Trustees may have predicated their intentions on a belief best bestowed under the guise of library operations, time has shown us that the more appropriate application of care for the building should be that of the Town.

This endeavor will take some time to investigate all deeds, documents, expenses, and agreements that are in place for the building however the administrative work which is readily identifiable can begin now.

The motion above has been prepared should you wish to take action. Thank you for your consideration.

RECEIVED
JUNE 2, 2026
BOS AGENDA



TOWN OF HUDSON

Office of the Town Administrator

12 School Street
Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
rsorenson@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

To: Board of Selectmen
From: Roy E. Sorenson, Town Administrator
Cc: Susan Clement, Benson Park Advisory Committee
Jay Twardosky, Public Works Director
Date: June 2, 2026
Re: Benson Park Lion Statuary

Recommended Motion: “The Board of Selectmen hereby authorize restoration of the historic lion statuary from Benson Park as prescribed in the Authorization for Volunteer Conservation and Preservation of Historic Lion Statuary and Release of Liability Agreement.”

Background:

Attached hereto is a request from Susan Clement, Chairman, Benson Park Advisory Committee (BPAC), for the restoration of the historic lion statuary from Benson Park. She has communicated with a Benson Park volunteer, L. Paul Tracy, who is interested in restoring the lions which were donated back to the park. Mr. Tracy has substantial experience in gravestone preservation, conservation, stabilization techniques, and protective coatings which correlate for the requirements of this project. He will develop a plan to perform conservation, preservation, stabilization, cleaning, repair, consolidation, protective coating application, and related activities reasonably necessary to preserve the lion statuary. BPAC and DPW have no concerns with this endeavor moreover agree that Mr. Tracy is more than qualified to perform the work. DPW will help with the administration and oversight of the project.

Thank you for your interest in this matter.

RECEIVED
JUNE 2, 2026
BOS AGENDA

From: [Susan Clement](#)
To: [Sorenson, Roy](#)
Cc: [Twardosky, Jason](#); [Jake Beauchemin](#); nathanklx@gmail.com; [Jakoby, Heidi](#)
Subject: Lion Pride Restoration
Date: Monday, May 11, 2026 9:23:46 PM

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

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Roy,

I have a Benson Park volunteer, Lee Tracy, who has once again taken an interest in restoring the lions. About a year and a half ago, when the lions were donated to the park, Lee developed a step-by-step restoration plan and also made recommendations to the DPW regarding the proper transportation of the lions to the park. Both the Benson Park Advisory Committee and the DPW were confident in Lee's experience and abilities.

Lee is an instructor in the cleaning and restoration of cemetery stones, and he has also committed himself to the restoration of the Shoe at Benson Park, including repairing cracks and holes, painting, and related work. We have all seen the quality of his work, and it is very impressive.

What prevented him from moving forward previously was concern about potential liability if something went wrong during the restoration process. Lee would like to complete the project this summer and begin by cleaning the stones, but he would like written assurance stating that he would not be held responsible if certain damage proves unrepairable or if the restoration cannot be fully completed. If we could provide a letter addressing those concerns, he would be willing to begin work immediately.

I have spent considerable time trying to find someone willing to take on this project. Most companies are reluctant for the same liability reasons, and those that are interested have quoted costs in the range of \$15,000–\$20,000. In my opinion, the Lions Pride project does not justify that level of expense.

If Lee can stabilize and restore the lions sufficiently, and we are able to keep them in a secure indoor location protected from the public and the elements, I believe this would be a very good solution. He could perform the work onsite in the kitchen area where the Lions Pride is currently located. One additional idea that has been discussed is eventually displaying the lions in the kitchen area as well.

I would appreciate any assistance or guidance you can provide regarding a letter or waiver that would allow Lee to move forward with this important project.

Thank you,

Susan Clement
Benson Park Advisory Committee Chair



TOWN OF HUDSON NH

AUTHORIZATION FOR VOLUNTEER CONSERVATION AND PRESERVATION OF HISTORIC LION STATUARY AND RELEASE OF LIABILITY AGREEMENT

This Agreement is entered into by and between the Town of Hudson, New Hampshire ("Town"), acting as custodian of the historic Benson Park lion statuary, and L. Paul Tracy / Claudia Tracy ("**Volunteer Preservation Specialist**"), for the purpose of authorizing volunteer conservation, stabilization, preservation, and protective treatment of the historic lion statuary located at Benson Park.

WHEREAS, the Town is the custodian of two historic cement lion statuary salvaged from the former Benson Animal Park in Hudson, New Hampshire, and maintained as historic and cultural resources for the benefit of the public; and

WHEREAS, the Benson Park Advisory Committee has recommended that preservation and stabilization work be undertaken to protect these historic resources; and

WHEREAS, the Benson Park Advisory Committee has recommended that the Town authorize the Volunteer Preservation Specialist to undertake conservation and preservation activities for the benefit of Benson Park and the public; and

WHEREAS, the Town, acting through its Board of Selectmen, desires to authorize such volunteer preservation activities;

WHEREAS, the Volunteer Preservation Specialist possesses substantial experience in gravestone preservation, conservation, stabilization techniques, and protective coatings; and

WHEREAS, the Volunteer Preservation Specialist has agreed to perform such work on a volunteer basis without expectation of compensation;

NOW, THEREFORE, the parties agree as follows:

1. AUTHORIZATION

The Town authorizes the Volunteer Preservation Specialist to perform conservation, preservation, stabilization, cleaning, repair, consolidation, protective coating application, and related activities reasonably necessary to preserve the lion statuary.

2. VOLUNTEER STATUS

The Volunteer Preservation Specialist shall serve solely as a volunteer and shall not be deemed an employee, contractor, or agent of the Town. Further all costs for materials shall be borne by the Town.

3. ACKNOWLEDGMENT OF HISTORIC PRESERVATION RISKS

The Town acknowledges that the lion statuary are historic artifacts of unknown condition and may contain hidden deterioration, structural instability, prior repairs, weathering, and latent defects not discoverable through ordinary inspection.

The Town further acknowledges that preservation work may reveal unknown conditions and that accidental cracking, breakage, material loss, discoloration, surface alteration, or other unintended consequences may occur despite the exercise of reasonable care and accepted conservation practices.

4. PRE-TREATMENT DOCUMENTATION

The condition of the statuary may be documented through photographs, notes, measurements, and treatment records before, during, and after preservation activities. Such documentation may become part of the Benson Park historical record.

5. ACCEPTANCE OF PROFESSIONAL JUDGMENT

The Town acknowledges that conservation and preservation activities necessarily involve professional judgment. Good-faith decisions made by the Volunteer Preservation Specialist regarding preservation methods, materials, sequencing, stabilization techniques, and protective treatments shall not, by themselves, create liability.

6. RELEASE OF LIABILITY

To the fullest extent permitted by law, the Town shall defend, indemnify, and hold harmless the Volunteer Preservation Specialist from and against any and all claims, demands, actions, causes of action, liabilities, damages, losses, costs, expenses, and reasonable attorney's fees arising out of or related to preservation, conservation, stabilization, repair, cleaning, coating, documentation, or related activities authorized under this Agreement and performed in good faith within the scope of authorization granted by the Town.

This obligation shall apply to claims asserted by the Town or by third parties and shall survive completion, suspension, termination, or acceptance of the preservation work performed under this Agreement.

Nothing in this section shall require the Town to defend, indemnify, or hold harmless the Volunteer Preservation Specialist for claims arising from gross negligence, reckless conduct, fraud, willful misconduct, intentional damage, or activities outside the scope of authorization granted by the Town.

7. EXCLUSIONS

Nothing in this Agreement shall release or protect the Volunteer Preservation Specialist from liability arising from gross negligence, reckless conduct, fraud, willful misconduct, intentional damage, or activities outside the scope of authorization granted by the Town.

8. NO WARRANTY

The Volunteer Preservation Specialist makes no warranty regarding the future condition, appearance, structural integrity, durability, or longevity of the statuary following treatment.

9. DEPARTMENT OF PUBLIC WORKS OVERSIGHT

The Town's Department of Public Works ("DPW") shall serve as the Town's primary point of contact and oversight authority for the preservation activities authorized under this Agreement.

The Volunteer Preservation Specialist shall coordinate access to the statuary and scheduling of preservation activities through the DPW or its designee.

The DPW may review proposed preservation methods, materials, and work schedules and may request reasonable modifications to ensure consistency with Town policies, public safety considerations, and the preservation objectives established for Benson Park.

The DPW shall have authority to temporarily suspend preservation activities if public safety concerns arise or if conditions at the site warrant further review. Any such suspension shall not be construed as evidence of improper conduct by the Volunteer Preservation Specialist.

The Town acknowledges that DPW oversight is administrative in nature and does not constitute supervision or control of the Volunteer Preservation Specialist's professional conservation judgment, methods, or treatment decisions undertaken in good faith within the scope of this Agreement; The Town shall retain sole ownership and authority regarding the statuary and may suspend, modify, or terminate preservation activities at any time.

10. MUNICIPAL APPROVAL

This Agreement shall become effective only upon approval and execution by authorized signature of the Board of Selectmen Chairman.

11. GOVERNING LAW

This Agreement shall be governed by the laws of the State of New Hampshire.

12. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties concerning the preservation activities described herein.

SIGNATURES

TOWN OF HUDSON, NEW HAMPSHIRE

Name: Dillon Dumont

Title: Chairman, Board of Selectmen

Signature: _____

Date: _____

VOLUNTEER PRESERVATION SPECIALIST

Name: L. Paul Tracy

Signature: _____

Date: _____

Name: Claudia Tracy

Signature: _____

Date: _____



TOWN OF HUDSON

Office of the Town Administrator

12 School Street
Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
rsorenson@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

To: Board of Selectmen
From: Roy E. Sorenson, Town Administrator
Cc: Natalie Newell, Friends of Benson Park - Board President
Jay Twardosky, Public Works Director
Susan Clement, Benson Park Advisory Committee
Date: June 4, 2026
Re: Friends of Benson Park 2026 Events – Yoga by Janice

Recommended Motion: “The Board of Selectmen hereby approves the request from Friends of Benson Park for a yoga class on June 27, 2026.”

Background:

Attached hereto is a request from Natilie Newell, Board President for Friends of Benson Park (FOBP), for an event at Benson Park on June 27, 2026. It will be a free Gentle Yoga class offered by Yoga by Janice and will take place from 9-10 AM.

RECEIVED JUNE 4, 2026 BOS AGENDA
--

From: [Natalie Newell](#)
To: [Sorenson, Roy](#)
Cc: [Heidi Jakoby](#); [Nicole Henry](#); info@yogabyjanice.com
Subject: Benson Park Event Request
Date: Thursday, June 4, 2026 2:27:36 PM

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

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Roy,

We would like to offer a free 9-10 AM Gentle Yoga class at Benson Park on Saturday, June 27th.

It would be free to the public & offered by Janice Mousseau who owns "Yoga by Janice" in Hudson.

She would use the amphitheater area.

Please let me know if the BOS approves or not

Thanks!

Natalie

Natalie Newell, Board President

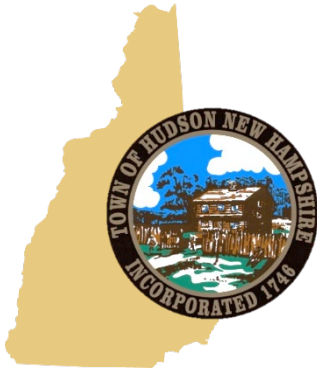
Friends of Benson Park, Inc.

P.O. Box 91

Hudson, NH 03051

friendsofbensonpark.org





TOWN OF HUDSON

Office of the Town Administrator

12 School Street
Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
rsorenson@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

To: Board of Selectmen
From: Roy E. Sorenson, Town Administrator
Cc: Natalie Newell, Friends of Benson Park - Board President
Jay Twardosky, Public Works Director
Susan Clement, Benson Park Advisory Committee
Date: June 1, 2026
Re: Friends of Benson Park 2026 Events

Recommended Motion: “The Board of Selectmen hereby grants Friends of Benson Park the authority for activities, prescribed as limited use, within the Benson Park Deed, for the Family Fun Day and Centennial Celebration Event on September 12, 2026.”

Background:

Attached hereto is a request from Natilie Newell, Board President for Friends of Benson Park (FOBP), for additional requests for the Family Fun Day and Centennial Celebration Event on September 12th, previously approved by the Board at the April 14, 2026, meeting. FOBP would like to have a couple of food trucks present at the event as well as adding a few promotional booths to boost revenue and attendance.

As part of the Quitclaim Deed dated December 31, 2008, Section 5E, Limited Uses:

“Except for catering or temporary food service or similar activities that are attendant and subordinate to specific events permitted by the Board of Selectmen.....” (attached).

Should the Board authorize thereof, the following motion above will satisfy such action. Further, it shall be the responsibility of FOBP to communicate with Town staff and/or Public Works as the events draw closer and to act in accordance with the agreement notwithstanding maintenance of premises and standard of conduct.

Thank you for your interest in this matter.

RECEIVED
JUNE 1, 2026
BOS AGENDA

23) Compliance with State and Federal Law. This quitclaim deed and the easements contained herein shall be interpreted and construed so as to allow the Town to be in compliance (where required) with applicable Federal or State law. Furthermore, as may be required by State or Federal Law, accommodations for persons with disabilities, for parking and access by pedestrians and motor vehicles may be provided by the Town within the Historic Benson Area, Amphitheater area, and South Field area. Any improvements or modifications to provide additional access within Historic Structures or Historic Preservation Easements shall be reviewed and approved by DHR.

E. Limited Uses. The Town may use the Property to initiate and maintain non-commercial cultural, historical, passive recreational, or educational purposes, including nature-oriented and preservation-related activities, that do not adversely impact wetlands, State Conservation Areas within the State Conservation Easement, or areas subject to the Historic Preservation Easement, and are in accordance with all applicable laws and regulations. Except for catering or temporary food service or similar activities that are attendant and subordinate to specific events permitted by the Board of Selectmen, no fixed or permanent commercial activities will be allowed on the Property, unless otherwise approved by the State, the Town, and DHR. Provided, however, that the Town may establish a museum, museum shop, kiosks, bandstand, sanitary facilities, amphitheater, maintenance facilities, caretaker's residences, and other amenities to provide cultural, passive recreational, educational and historical uses compatible with the Historic Preservation Easement and/or Town Conservation Easement.

F. Ownership of Easement. The Town Conservation Easement is retained and enforced by the NHDOT.

G. Maintenance Responsibility. The Town shall bear all responsibility for budgeting and performing any maintenance or upkeep responsibilities within the Town Conservation Easement, except for any State Conservation Areas for which access has been restricted by the State

H. Approval of Projects within Easement Area. Any projects undertaken by the Town in the Town Conservation Easement area must be approved in advance by NHDOT, as well as any other applicable Federal, State and local authorities. NHDOT may reject any proposed work as inconsistent or incompatible with intended mitigation activities. The Town expressly acknowledges that the NHDOT will endeavor, to the full extent practical, to advise the Town of any known mitigation impacts before approval of any proposed Town projects. The Town acknowledges that previously approved and completed improvements may need to be modified or removed as mitigation activities proceed, and that any modification or removal shall be without compensation by the State.

I. Transferability of Easement. The Town Conservation Easement shall be retained by the NHDOT, but may be freely transferred, without consent of the Town, to any other State Agency or qualified conservation organization identified in Section 12 as may be deemed necessary or desirable. The State and any subsequent Easement Holder(s) shall notify the Town of any transfer.

6. INDEMNIFICATION.

From: [Natalie Newell](#)
To: [Sorenson, Roy](#)
Cc: [Jakoby, Heidi](#); [John Leone](#)
Subject: Food Trucks Request for Centennial Celebration Day - Sept. 12, 2026
Date: Tuesday, May 19, 2026 4:42:19 PM

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

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Roy,

The Friends of Benson Park are planning the "Centennial Celebration Day" (AKA "Family Fun Day") on Sept. 12, 2026 from 11 AM - 3 PM.

We would like to have a couple of food trucks present at the event as well as adding a few "promotional booths" to boost revenue and attendance. These vendors would pay the FOBP to participate in the event.

Please include this request in the next BOS meeting and let me know if you have any questions or concerns.

Thanks!

Natalie

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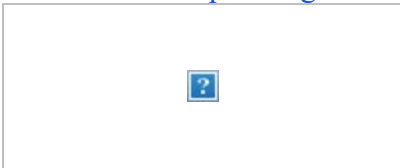
Natalie Newell, Board President

Friends of Benson Park, Inc.

P.O. Box 91

Hudson, NH 03051

friendsofbensonpark.org



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TOWN OF HUDSON

Office of the Town Administrator

12 School Street
Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
rsorenson@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

To: Board of Selectmen
From: Roy E. Sorenson, Town Administrator
Cc: Finance Department
Date: June 4, 2026
Re: FY28 Budget Preface

Informational:

I have prepared a brief presentation in anticipation of upcoming meetings which will kick off the FY28 Budget Season. This first outlook will give you an idea of some of the areas I will be watching closely over the coming year and which may be forecasted through an index of high risk to relatively stable. As you know the biggest driver in our budget is personnel, or wage and benefits. We will see immediate impact of the four firefighters approved through Warrant Article 6 from this past March. Electricity, property and liability insurance, and the waste management contract will play major factors as well. We will also be opening negotiations with the firefighters for a new CBA to be placed on the warrant. All the information contained is purely speculative based on forecasts but presents an early context to help you with your approach to the budget.

I will give you action items to consider and I look forward to the discussion.

RECEIVED
JUNE 4, 2026
BOS AGENDA



TOWN OF HUDSON

Office of the Town Administrator

12 School Street
Hudson, New Hampshire 03051

Roy E. Sorenson, Town Administrator
rsorenson@hudsonnh.gov · Tel: 603-886-6024 · Fax: 603-598-6481

To: Board of Selectmen
From: Roy E. Sorenson, Town Administrator
Cc: Finance Department
Date: June 5, 2026
Re: May FY26 Revenue and Expenditures

A handwritten signature in blue ink, appearing to read 'Roy E. Sorenson', is placed to the right of the 'From:' line in the email header.

Informational:

Attached hereto are the Revenue and Expenditure Reports for the Fiscal Year 2026 through May 30, 2026. As we enter the final months of the fiscal year, we are focusing on any occurrences that may cause significant deviation in the remaining budgeted funds. The general fund budget including encumbrances is in line with the expected overall expenditure through this period and/or ninety-two percent (92%). That is a good sign as we approach the home stretch. Much of the overage at this point is, and continues to be, attributed to encumbrances including contracts that are let at the beginning of the year. Furthermore, some departments are running over due to retirement payouts, vacancies, operational seasonal needs, and items that are scheduled to be reimbursed through reserve funds moreover gross-ups upon receipt thereof.

In addition to that attached here, the larger reports have been prepared for general reads and are available in the office. I look forward to the presentation and any questions you may have.

RECEIVED JUNE 5, 2026 BOS AGENDA
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Town of Hudson



Revenues and Expenditures

Through May 30, 2026

Board of Selectmen Report

EXPENDITURES through May 30, 2026



Town of Hudson, NH
FY 2026 Expenditure Summary

Month Ending: May 30, 2026 - Report Run Date June 4, 2026

State #	Dept #	Department	Budget FY 2026	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
01	General Fund									
4199	5020	Trustees of Trust Funds	3,435	0	0	3,435	1,882	0	1,553	55%
4195	5025	Cemetery Trustees	5,050	0	0	5,050	4,420	0	630	88%
4140	5030	Town Clerk/Tax Collector	511,448	(119)	18,429	529,758	563,292	1,591	(35,125)	107%
4140	5031	Town Clerk	94,166	0	0	94,166	8,977	0	85,189	10%
4140	5041	Moderator	34,632	38,500	0	73,132	59,710	0	13,422	82%
4140	5042	Supervisors of The Checklist	6,298	0	0	6,298	2,691	0	3,607	43%
4199	5050	Town Treasurer	9,366	0	0	9,366	8,585	0	781	92%
4199	5055	Sustainability Committee	1,300	0	166	1,466	1,220	0	246	83%
4520	5063	Benson Park Committee	1,100	0	0	1,100	433	0	667	39%
4199	5070	Municipal Budget Committee	800	0	0	800	0	0	800	0%
4140	5077	IT - Town Officers	5,535	0	0	5,535	2,953	0	2,582	53%
4199	5080	Ethics Committee	100	0	0	100	0	0	100	0%
		Town Officers	673,230	38,381	18,595	730,206	654,163	1,591	74,452	90%
4130	5110	Board of Selectmen/Administrati	648,184	(34)	9,512	657,662	543,945	3,400	110,317	83%
4194	5115	Oakwood	2,275	0	4	2,279	5,383	0	(3,104)	236%
4194	5120	Town Hall Operations	109,006	0	8,347	117,353	116,086	0	1,267	99%
4442	5151	Welfare	65,000	0	0	65,000	38,241	0	26,759	59%
4130	5177	IT - Town Administration	980	0	0	980	1,901	0	(921)	194%
		Administration	825,445	(34)	17,863	843,274	705,556	3,400	134,318	84%
4153	5200	Legal	116,324	0	0	116,324	44,129	44,425	27,770	76%
4191	5277	IT - DSD	7,000	0	0	7,000	3,537	0	3,463	51%
4150	5310	Finance Administration	214,282	(362)	362	214,282	196,944	211	17,127	92%
4150	5320	Accounting	375,237	(3)	8,172	383,406	259,748	3,305	120,353	69%
4150	5377	IT - Finance	3,245	0	0	3,245	4,398	0	(1,153)	136%
		Finance	592,764	(365)	8,534	600,933	461,090	3,516	136,327	77%
4150	5330	Information Technology	896,210	43,040	2,981	942,231	783,809	8,915	149,507	84%
		Information Technology	896,210	43,040	2,981	942,231	783,809	8,915	149,507	84%
4152	5410	Assessing Department	496,286	46,000	6,518	548,804	418,473	94,827	35,504	94%
4152	5477	IT- Assessing	16,994	0	0	16,994	18,732	0	(1,738)	110%
		Assessing	513,280	46,000	6,518	565,798	437,205	94,827	128,593	94%
4312	5515	Public Works Facility	72,217	(17,000)	0	55,217	36,011	10,674	8,532	85%
4312	5551	Public Works Administration	352,259	(119)	119	352,259	327,213	182	24,864	93%
4312	5552	Streets	4,063,251	(6)	11,045	4,074,290	3,882,886	27,864	163,540	96%
4312	5553	Equipment Maintenance	499,127	(413)	413	499,127	436,949	6,366	55,812	89%
4312	5554	Drainage	849,584	(3)	166,300	1,015,881	734,489	163,300	118,092	88%
4522	5556	Parks Division	283,034	(3)	6,774	289,805	204,687	12,675	72,443	75%
4312	5577	IT - Public Works	9,748	0	0	9,748	8,429	0	1,319	86%
		Public Works	6,129,220	(17,544)	184,651	6,296,328	5,630,664	221,061	444,603	93%
4191	5571	DSD - Planning	424,783	0	4,545	429,328	283,313	6,044	139,971	67%
4191	5572	DSD - Planning Board	6,446	0	0	6,446	1,673	0	4,773	26%
4191	5581	DSD - Zoning	247,340	(365)	3,927	250,902	226,033	1,925	22,944	91%



Town of Hudson, NH
FY2026 Expenditure Summary

Month Ending: May 30, 2026 - Report Run Date June 4, 2026

State #	Dept #	Department	Budget FY 2026	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
4191	5583	DSD - Zoning Board of Adj	16,680	0	0	16,680	11,679	2,040	2,961	82%
4311	5585	DSD - Engineering	491,915	469,611	47,437	1,008,963	889,021	45,744	74,198	93%
		Development Services	1,187,164	469,245	55,909	1,712,319	1,411,719	55,753	244,847	86%
4210	5610	Police Administration	412,488	(362)	30,178	442,304	455,920	6,150	(19,766)	104%
4210	5615	Police Facility Operations	363,728	(16,220)	8,136	355,644	354,010	(12,689)	14,323	96%
4210	5620	Police Communications	911,730	(238)	40,159	951,651	935,387	302	15,962	98%
4210	5630	Police Patrol	8,260,590	2,996	482,058	8,745,644	7,777,549	206,261	761,834	91%
4210	5640	Investigations	15,881	0	0	15,881	5,157	431	10,293	35%
4414	5650	Animal Control	167,263	0	2,014	169,277	155,752	1,574	11,951	93%
4210	5660	Information Services	170,833	0	10,522	181,355	165,238	0	16,117	91%
4210	5671	Support Services	105,384	4,745	7,256	117,385	129,520	4,925	(17,060)	115%
4210	5672	Crossing Guards	70,703	0	0	70,703	56,904	0	13,799	80%
4210	5673	Prosecutor	396,662	(3)	9,912	406,571	380,317	417	25,837	94%
4210	5674	Debt Service	491,328	0	0	491,328	491,328	0	0	100%
4210	5677	IT - Police	113,126	0	0	113,126	96,327	4,118	12,681	89%
		Police	11,479,716	(9,083)	590,235	12,060,868	11,003,409	211,489	845,970	93%
4220	5710	Fire Administration	878,693	1,045	17,006	896,744	804,251	42,399	50,094	94%
4220	5715	Fire Facilities	426,766	895	(89)	427,572	377,390	5,712	44,470	90%
4220	5720	Fire Communications	484,601	0	17,920	502,521	404,468	7,780	90,273	82%
4220	5730	Fire Suppression	7,858,159	24,728	739,089	8,621,976	7,678,460	67,324	876,192	90%
4220	5740	Fire Inspectional Services	599,675	0	12,666	612,341	502,279	17,368	92,694	85%
4220	5770	Emergency Management	84,383	1,925	0	86,308	86,560	0	(252)	100%
4220	5777	IT - Fire	126,633	0	0	126,633	84,845	45,300	(3,512)	103%
		Fire	10,458,910	28,593	786,592	11,274,095	9,938,253	185,883	1,149,959	90%
4520	5810	Recreation Administration	215,099	0	4,696	219,795	222,798	619	(3,622)	102%
4520	5814	Recreation Facilities	72,383	0	102	72,485	68,513	774	3,198	96%
4520	5821	Supervised Play	155,180	0	(1,875)	153,305	127,738	651	24,916	84%
4520	5824	Ballfields	11,642	0	0	11,642	8,600	0	3,042	74%
4520	5825	Tennis	2,000	0	0	2,000	0	0	2,000	0%
4520	5826	Lacrosse	0	0	0	0	0	1,125	(1,125)	0%
4520	5831	Basketball	51,459	0	0	51,459	41,679	1,274	8,506	83%
4520	5834	Soccer	14,161	0	0	14,161	14,169	0	(8)	100%
4520	5835	Senior Activities Operations	66,183	(686)	686	66,183	67,758	278	(1,853)	103%
4520	5836	Teen Dances	800	0	0	800	0	0	800	0%
4520	5839	Community Activities	12,580	34	(34)	12,580	11,516	223	841	93%
4520	5877	IT - Recreation	8,180	0	0	8,180	5,772	0	2,408	71%
		Recreation	609,667	(652)	3,575	612,590	568,543	4,944	39,103	94%
4196	5910	Insurance	680,316	0	0	680,316	676,284	0	4,032	99%
4199	5920	Community Grants	104,628	0	0	104,628	107,628	0	(3,000)	103%
4583	5930	Patriotic Purposes	7,100	0	0	7,100	5,100	0	2,000	72%
4199	5940	Other Expenses	149,554	0	0	149,554	39,115	9,018	101,421	32%
4220	5960	Hydrant Rental	276,971	0	0	276,971	253,890	0	23,081	92%
4321	5970	Solid Waste Contract	2,680,622	0	0	2,680,622	2,156,700	524,303	(381)	100%
		Non-Departmental	3,899,191	0	0	3,899,191	3,238,717	533,321	127,153	97%
General Fund Appropriation Subtotal			37,381,121	597,582	1,675,453	39,654,156	34,877,255	1,369,125	4,776,901	91%



**Town of Hudson, NH
FY2026 Expenditure Summary**

Month Ending: May 30, 2026 - Report Run Date June 4, 2026

State #	Dept #	Department	Budget FY 2026	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
01 Warrant Articles										
4220	6054	Hire Four Firefighters/AEMT	527,686	0	(527,686)	0	0	0	0	0%
4901	6032	Development of Benson Property	10,000	0	0	10,000	10,000	0	0	100%
4901	6216	Lowell Rd and Birch St Improv.	2,553,000	0	0	2,553,000	0	0	2,553,000	0%
4210	6058	Hudson Police Employees Associa	468,780	0	(468,780)	0	0	0	0	0%
4903	6220	Town Hall Renovations	54,800	0	0	54,800	5,600	44,400	4,800	91%
4220	6055	Fire Apparatus CRF	50,000	0	0	50,000	50,000	0	0	100%
		PW Dump Truck Replacement	145,399	0	0	145,399	132,832	0	12,567	91%
		Fund Mosquito Control Program	40,000	0	0	40,000	0	0	40,000	0%
4312	6063	DPW Vehicle Repair/Replace CRF	0	0	0	0	150,000	0	(150,000)	0%
4326	6095	Vaccon Truck Cap Rsrv Fund	15,000	0	0	15,000	15,000	0	0	100%
4199	6061	Hudson Support Staff Union Contr	96,426	0	(96,426)	0	0	0	0	0%
4220	6072	Fire Equipment CRF	25,000	0	0	25,000	25,000.00	0.00	0.00	100%
General Fund Warrant Articles			3,986,091	0	(1,092,892)	2,893,199	388,432	44,400	2,460,367	15%
02 Sewer Fund										
4326	5561	Sewer Billing & Collection	184,932	0	5,204	190,136	106,315	1,828	81,993	57%
4326	5562	Sewer Operation & Maintenance	1,337,460	246,095	(60,280)	1,523,275	1,099,809	298,773	124,693	92%
4326	5564	Sewer Capital Projects	935,000	0	0	935,000	341,524	0	593,476	37%
4326	6085	Drainage CRF	100,000	0	0	100,000	100,000	0	0	100%
4326	6095	Vaccon Truck Cap Rsrv Fund	15,000	0	0	15,000	15,000	0	0	100%
Sewer Fund Total			2,572,392	246,095	(55,076)	2,763,411	1,662,648	300,601	800,162	71%
03 Water Fund										
4332	5591	Water - Administration	333,585	(3)	9,387	342,969	220,050	6,972	115,947	66%
4332	5592	Water - Ops & Maintenance	1,421,308	134,418	570	1,556,296	1,487,032	101,421	(32,158)	102%
4335	5593	Water - Supply	1,282,840	0	247,993	1,530,833	1,049,890	378,285	102,658	93%
4721	5594	Water - Debt Service	936,466	0	0	936,466	936,466	0	1	100%
Water Fund Total			3,974,199	134,415	257,950	4,366,564	3,693,438	486,678	186,448	96%
TOTAL ALL FUNDS			47,913,803	978,091	785,436	49,677,330	40,621,772	2,200,804	8,223,878	86%
Library			1,426,189	(572)	639	1,426,256	1,123,444	286	302,526	79%
Conservation Commission			53,544	46,659	10,700	110,903	69,245	89,166	(47,508)	143%

REVENUES through March 31, 2026

Town of Hudson, NH

FY2026 Revenue Detail

<u>GF#</u>	<u>Description</u>	<u>X-Ref</u>	FY24	FY 2025	FY 2026	FY 2026	<u>% Collected</u>
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	
4101	Overlay	3110	(82,851)	6,647	0	(48,103)	0%
4120	Yield Taxes and Interest	3185	8,067	1,232	8,000	9,308	116%
4115	Payment In Lieu of Taxes	3186	0	11,469	12,816	11,921	93%
4121	Excavation Activity Tax	3187	9,336	9,132	6,000	0	0%
4127	Boat Tax	3189	10,702	11,401	9,000	10,753	119%
4203	Charges on Property Taxes	3190	1,036	8,317	3,000	3,088	103%
4204	Interest on Property Taxes	3190	118,579	126,006	145,000	88,695	61%
4201	Motor Vehicle Permits	3220	6,418,845	6,841,164	6,150,000	6,388,254	104%
4216	Certificate of Occupancy Permit	3230	11,540	9,700	13,000	1,100	8%
4218	Building Permits	3230	369,693	872,204	375,000	203,462	54%
4381	Septic Inspection Fees	3290	7,000	7,300	6,000	4,200	70%
4209	Excavation Permits	3290	2,550	3,450	4,000	450	11%
4214	Driveway Permits	3290	2,100	2,000	2,000	1,700	85%
4217	Health Permits	3290	500	300	0	0	0%
4219	Blasting Permits	3290	0	0	0	900	0%
4221	Pistol Permits	3290	1,162	1,254	2,000	1,178	59%
4233	Oil Burner/Kerosene Permits	3290	300	0	0	0	0%
4238	Police Alarm Permits	3290	1,635	840	2,000	1,185	59%
4239	Place of Assembly Permit	3290	1,680	2,435	2,000	2,320	116%
4254	Resid/Comm Fire Alarm Permits	3290	2,001	2,798	1,500	69	5%
4312	Zoning Application Fees	3290	8,703	7,308	5,000	5,239	105%
4313	Planning Board Fees	3290	17,567	24,535	75,000	35,226	47%
4315	Sewer Service Permit Fees	3290	1,525	450	3,000	500	17%
4321	UCC Filings	3290	6,105	5,940	7,000	8,535	122%
4322	Vital Statistics	3290	11,291	12,785	10,000	11,238	112%
4323	Police Fines, Forfeit, Court	3290	0	0	0	0	0%
4325	Animal Control Fines & Court Re	3290	8,735	8,301	10,000	10,586	106%
4326	Notary Fees	3290	0	0	0	0	0%
4327	Parking Violation Fines	3290	445	670	1,000	685	69%
4328	Street Acceptance / Opening Fee	3290	0	400	0	50	0%

Town of Hudson, NH

FY2026 Revenue Detail

<u>GF#</u>	<u>Description</u>	<u>X-Ref</u>	<u>FY24</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2026</u>	<u>% Collected</u>
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	
4333	Zoning Fines (Court Ordered, Violation)	3290	0	0	0	8,847	0%
4334	Construction Insp Fees	3290	65,876	53,495	35,000	42,255	121%
4335	Animal Boarding Fees	3290	850	245	1,100	115	10%
4343	Copy Fees & Sale of Books	3290	290	448	750	86	11%
4347	Bad Check Fees	3290	1,771	1,596	2,250	1,129	50%
4354	Fire Alarm Fines	3290	0	0	0	0	0%
4356	Police False Alarm Fines	3290	5,250	5,100	10,000	7,450	75%
4421	Marriage Licenses	3290	532	1,116	1,500	1,115	74%
4422	Hawker/Peddler License	3290	938	960	1,000	818	82%
4427	Articles of Agreement	3290	0	0	0	5	0%
4428	Pole Licenses	3290	100	80	0	80	0%
4450	Animal Control Licenses	3290	16,503	19,221	18,000	15,031	84%
4451	Drain layers License (new)	3290	7,750	6,500	3,000	5,250	175%
4656	Grants - Police	3359	122,298	94,116	52,085	88,731	170%
4657	Grants - Fire	3359	606,353	115,645	320,209	226,638	71%
4659	Grants - Other	3359	1,256,084	1,139,245	42,100	315,525	749%
4840	Shared Rev - Municipal Aid	3351	0	0	0	174,798	0%
4841	Shared Rev - Meals & Rental Tax	3352	2,431,094	2,529,872	2,200,000	2,588,407	118%
4610	Shared Rev - Highway Block Grant	3353	705,530	564,386	650,000	582,659	90%
4300	Sewer Utility Admin. Fee	3409	44,000	44,000	44,000	0	0%
4301	Water Utility Admin. Fee	3409	66,000	66,000	66,000	0	0%
4324	Police Record Fees	3401	8,348	8,477	7,000	7,343	105%
4342	Sale of Check Lists	3401	22	776	200	0	0%
4708	Welfare Reimbursement	3401	0	0	1,000	10,665	1066%
4716	Cash Over/Short	3401	(315)	0	0	(3,312)	0%
4720	Police Outside Detail	3401	108,456	91,818	125,000	71,714	57%
4721	Police Outside Detail - Cruiser	3401	28,075	25,038	25,000	22,863	91%
4729	Contracted Services Litchfield	3401	58,293	68,441	50,000	50,852	102%
4730	Ambulance Net Revenues	3401	468,508	569,183	425,000	615,625	145%
4732	Fire Incident Reports	3401	486	571	500	487	97%

Town of Hudson, NH

FY2026 Revenue Detail

<u>GF#</u>	<u>Description</u>	<u>X-Ref</u>	<u>FY24</u> <u>Actual</u>	<u>FY 2025</u> <u>Actual</u>	<u>FY 2026</u> <u>Budget</u>	<u>FY 2026</u> <u>YTD</u>	<u>%</u> <u>Collected</u>
4745	Hudson Cable Franchise Fees	3401	92,575	85,006	80,000	76,197	95%
4746	Police Testing and Appl Fees	3401	0	0	0	0	0%
4748	Insurance Reimbursement	3401	23,318	60,132	117,846	81,140	69%
4756	Misc. Revenues - Police	3401	8,246	8,090	5,650	3,110	55%
4757	Misc. Revenues - Fire	3401	1,200	689	750	267	36%
4758	Misc. Revenues - Recreation	3401	0	0	0	0	0%
4759	Misc. Revenues - Other	3401	490,796	81,258	150,785	23,282	15%
4761	Rec Revenue - Basketball	3401	43,918	45,850	46,000	50,857	111%
4762	Rec Revenue - Supervised Play	3401	203,728	230,823	210,000	198,600	95%
4763	Rec Revenue - Flag Football	3401	0	0	0	0	0%
4764	Rec Revenue - Soccer	3401	31,400	40,265	33,000	19,955	60%
4765	Rec Revenue - Tennis	3401	2,370	130	2,000	0	0%
4766	Rec Revenue - Teen Dances	3401	0	595	3,600	0	0%
4767	Rec Revenue - Adult Softball	3401	16,653	19,225	17,000	24,160	142%
4768	Rec Revenue - Lacrosse	3401	2,430	0	0	0	0%
4769	Rec Revenue - Comm Activities	3401	17,828	24,124	19,000	24,067	127%
4704	Sale of Town Property	3501	6,800	5,522	20,000	72	0%
4702	Bank Charges	3502	(11,356)	(9,588)	(10,000)	(2,012)	20%
4703	Interest on Investments	3502	586,601	471,115	375,000	574,508	153%
4332	Rent of 9 Industrial Drive	3503	0	6,000	0	16,500	0%
4373	Rents of Town Property	3503	0	0	1,500	0	0%
4556	Donations - Police	3509	2,575	3,515	12,057	11,000	91%
4557	Donations - Fire	3509	625	2,125	960	1,350	141%
4558	Donations - Recreation	3509	225	0	0	0	0%
4559	Donations - Other	3508	32	94,851	69,026	21,950	32%
4922	From Capital Reserve Fund	3915	121,984	188,589	100,000	0	0%
4925	From Agency / Corridor Fund	3916	100,000	0	0	0	0%
4999	Use of Fund Balance	4999	0	0	1,100,000	0	0%
4330	Extra Dump Passes	4324	0	1,715	0	2,370	0%
4331	Mattress Disposal Fee	4324	0	2,490	0	8,190	0%

Town of Hudson, NH

FY2026 Revenue Detail

<u>GF#</u>	<u>Description</u>	<u>X-Ref</u>	<u>FY24</u> <u>Actual</u>	<u>FY 2025</u> <u>Actual</u>	<u>FY 2026</u> <u>Budget</u>	<u>FY 2026</u> <u>YTD</u>	<u>%</u> <u>Collected</u>
General Fund Operating Revenue			14,683,286	14,746,888	13,287,185	12,723,280	96%
4922	From CRF - VacCon Truck Replacement	3915					
4922	From CRF - Prior Year	3915					
4922	From CRF - PD Safety Eq / Fire Comm Eq	3915	121,984				
4922	From CRF 4 HVAC Sys (Central Fire)	3915					
4922	From CRF - Fire Apparatus	3915					
4925	From CRF - Agency	3916	100,000				
4998	Proceeds from Bond (PD)	3935					
4996	Voted from Unassigned Fund Bal	9998		205,000	0	0	
4996	Voted from UFB - VacCon Truck CRF	9998			0	0	
4996	Voted from UFB - Bridges Rehab	9998					
General Fund One Time Revenues			221,984	205,000	0	0	
4914	Sewer Fund	3914-02	1,655,046	1,611,195	2,457,392	1,071,214	44%
4914	Sewer Fund - Vaccon CRF	3914-02		15,000	15,000		
4914	Sewer Fund - Generator CRF	3914-02		10,000	0	0	
4914	Water Fund	3914-03	3,705,268	4,161,217	3,974,199	3,955,788	100%
4914	Water Fund - Generator CRF	3914-03		10,000	0	0	
4914	Library Fund	3916	3,619	344	2,261	0	
TOTAL REVENUES			\$20,269,202	\$20,759,644	\$19,736,037	\$17,750,282	90%

TOWN OF HUDSON
AUTOMOBILE REGISTRATION BY MONTH
FISCAL YEARS 2022, 2023, 2024, 2025, 2026

	JUL	AUG	SEP	OCT	NOV	DEC	1st half Fiscal Year	JAN	FEB	MAR	APR	MAY	JUN	2nd half Fiscal Year	Actual Fiscal Year Total	Budget Fiscal Year Total
FY2022	\$433,575	\$488,988	\$450,479	\$504,693	\$429,947	\$435,191	\$2,742,872	\$536,311	\$513,594	\$552,932	\$539,268	\$528,792	\$551,548	\$3,222,445	\$5,965,316	\$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%	99.9%	110.1%	59.5%	vs. Budget	110.1%
FY2023	\$462,768	\$505,396	\$453,460	\$563,076	\$441,048	\$474,930	\$2,900,677	\$538,783	\$474,370	\$555,183	\$582,626	\$543,124	\$586,057	\$3,280,142	\$6,180,819	\$5,500,000
vs. Budget	8.4%	17.6%	25.8%	36.1%	44.1%	52.7%	52.7%	62.5%	71.2%	81.3%	91.8%	101.7%	112.4%	59.6%	vs. Budget	112.4%
FY2024	\$415,289	\$608,209	\$485,953	\$620,595	\$453,948	\$436,072	\$3,020,064	\$565,455	\$478,453	\$553,050	\$677,480	\$561,085	\$563,258	\$3,398,781	\$6,418,845	\$5,600,000
vs. Budget	7.4%	18.3%	27.0%	38.0%	46.1%	53.9%	53.9%	64.0%	72.6%	82.4%	94.5%	104.6%	114.6%	60.7%	vs. Budget	114.6%
FY2025	\$565,542	\$512,399	\$538,588	\$704,053	\$419,801	\$500,676	\$3,241,058	\$653,064	\$460,774	\$626,387	\$663,684	\$550,154	\$646,043	\$3,600,105	\$6,841,164	\$6,000,000
vs. Budget	9.4%	18.0%	26.9%	38.7%	45.7%	54.0%	54.0%	64.9%	72.6%	83.0%	94.1%	103.3%	114.0%	60.0%	vs. Budget	114.0%
FY2026	\$566,553	\$539,633	\$553,713	\$754,883	\$425,557	\$439,124	\$3,279,463	\$552,346	\$509,695	\$799,353	\$638,745	\$608,652		\$3,108,791	\$6,388,254	\$6,150,000
vs. Budget	9.2%	18.0%	27.0%	39.3%	46.2%	53.3%	53.3%	62.3%	70.6%	83.6%	94.0%	103.9%		50.5%	vs. Budget	103.9%

TOWN OF HUDSON
GENERAL FUND INTEREST BY MONTH
FISCAL YEARS 2022, 2023, 2024, 2025, 2026

	JUL	AUG	SEP	OCT	NOV	DEC	1st half Fiscal Year	JAN	FEB	MAR	APR	MAY	JUN	2nd half Fiscal Year	Actual Fiscal Year Total	Budget Fiscal Year Total
FY2022	\$147	\$147	\$195	\$350	\$175	\$102	\$1,115	\$96	\$86	\$388	\$1,460	\$2,602	\$3,060	\$7,691	\$8,806	\$20,000
vs. Budget	0.7%	1.5%	2.4%	4.2%	5.1%	5.6%	5.6%	6.1%	6.5%	8.4%	15.7%	28.7%	44.0%	38.5%	vs. Budget	44.0%
FY2023	\$3,546	\$4,916	\$4,878	\$7,048	\$8,684	\$4,055	\$33,127	\$3,578	\$3,302	\$27,860	\$36,767	\$39,973	\$41,799	\$153,279	\$186,406	\$25,000
vs. Budget	14.2%	33.8%	53.4%	81.6%	116.3%	132.5%	132.5%	146.8%	160.0%	271.5%	418.5%	578.4%	745.6%	613.1%	vs. Budget	745.6%
FY2024	\$69,731	\$67,900	\$54,979	\$53,812	\$22,245	\$17,611	\$286,278	\$40,270	\$67,127	\$70,648	\$56,737	\$33,496	\$32,162	\$300,440	\$586,718	\$25,000
vs. Budget	278.9%	550.5%	770.4%	985.7%	1074.7%	1145.1%	1145.1%	1306.2%	1574.7%	1857.3%	2084.2%	2218.2%	2346.9%	1201.8%	vs. Budget	2346.9%
FY2025	\$31,060	\$47,142	\$44,326	\$42,947	\$16,724	\$11,291	\$193,489	\$18,254	\$52,483	\$24,489	\$54,276	\$48,087	\$46,688	\$244,277	\$437,766	\$300,000
vs. Budget	10.4%	26.1%	40.8%	55.2%	60.7%	64.5%	64.5%	70.6%	88.1%	96.2%	114.3%	130.4%	145.9%	81.4%	vs. Budget	145.9%
FY2026	\$48,631	\$50,367	\$55,789	\$57,222	\$43,643	\$33,449	\$289,101	\$61,519	\$64,034	\$70,879	\$57,309	\$31,666		\$285,407	\$574,508	\$375,000
vs. Budget	13.0%	26.4%	41.3%	56.5%	68.2%	77.1%	77.1%	93.5%	110.6%	129.5%	128.4%	196.8%		76.1%	vs. Budget	153.2%



TOWN OF HUDSON NH

May FY26 Revenues and Expenditures

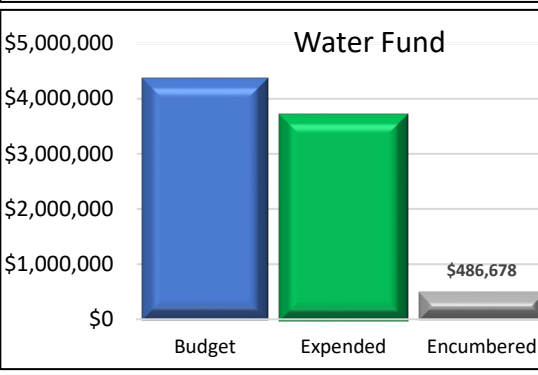
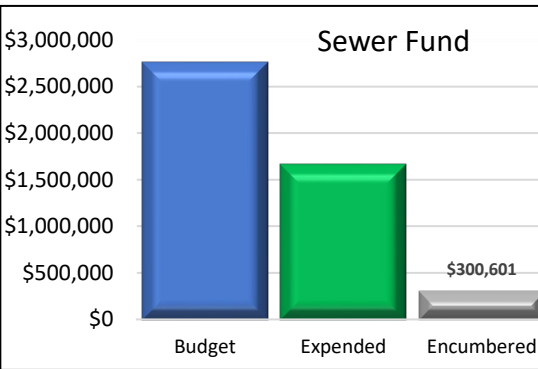
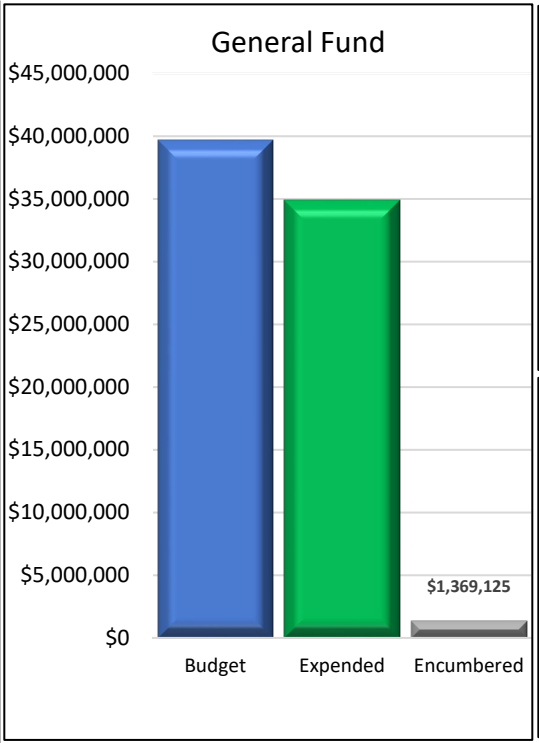
Board of Selectmen: June 9, 2026

FY26 BUDGET REPORT



Town of Hudson, NH
 FY2026 Expenditure Summary
 Month Ending: May 30, 2026 - Report Run Date June 4, 2026

State #	Dept #	Department	Budget FY 2026	Prior Year Encumbered	Budget and PY Adjustmts	Available Appropriation	Expended To Date	Encumbered	Balance Available	% Expended
4520	5063	Benson Park Committee	1,100	0	0	1,100	433	0	667	39%
4199	5070	Municipal Budget Committee	800	0	0	800	0	0	800	0%
4140	5077	IT - Town Officers	5,535	0	0	5,535	2,953	0	2,582	53%
4199	5080	Ethics Committee	100	0	0	100	0	0	100	0%
		Town Officers	673,230	38,381	18,595	730,206	654,163	1,591	74,452	90%
4130	5110	Board of Selectmen/Administratic	648,184	(34)	9,512	657,662	543,945	3,400	110,317	83%
4194	5115	Oakwood	2,275	0	4	2,279	5,383	0	(3,104)	236%
4194	5120	Town Hall Operations	109,006	0	8,347	117,353	116,086	0	1,267	99%
4442	5151	Welfare	65,000	0	0	65,000	38,241	0	26,759	59%
4130	5177	IT - Town Administration	980	0	0	980	1,901	0	(921)	194%
		Administration	825,445	(34)	17,863	843,274	705,556	3,400	134,318	84%
4153	5200	Legal	116,324	0	0	116,324	44,129	44,425	27,770	76%
4191	5277	IT - DSD	7,000	0	0	7,000	3,537	0	3,463	51%
4150	5310	Finance Administration	214,282	(362)	362	214,282	196,944	211	17,127	92%
4150	5320	Accounting	375,237	(3)	8,172	383,406	259,748	3,305	120,353	69%
4150	5377	IT - Finance	3,245	0	0	3,245	4,398	0	(1,153)	136%
		Finance	592,764	(365)	8,534	600,933	461,090	3,516	136,327	77%
4150	5330	Information Technology	896,210	43,040	2,981	942,231	783,809	8,915	149,507	84%
		Information Technology	896,210	43,040	2,981	942,231	783,809	8,915	149,507	84%

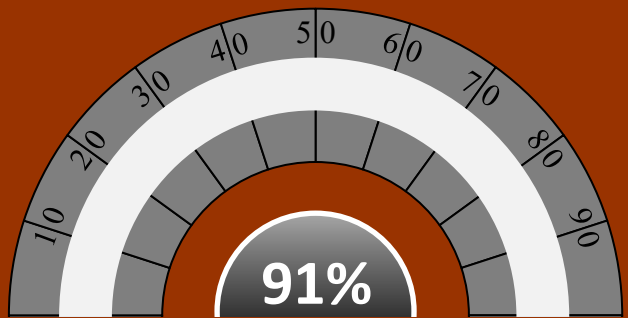


EXPENDITURES

- JUL
- AUG
- SEP
- OCT
- NOV
- DEC
- JAN
- FEB
- MAR
- APR
- MAY
- JUN**

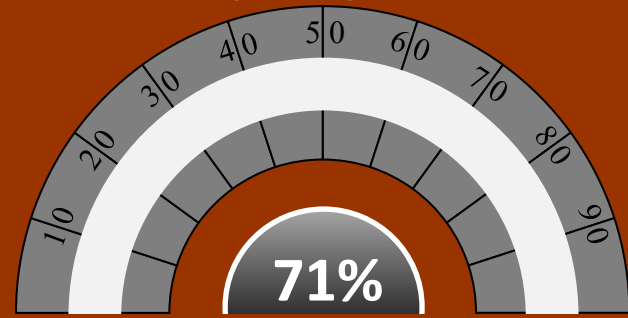
92%

\$34,877,255



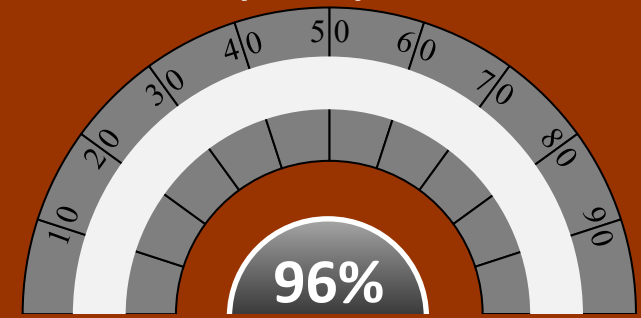
GENERAL FUND

\$1,662,648



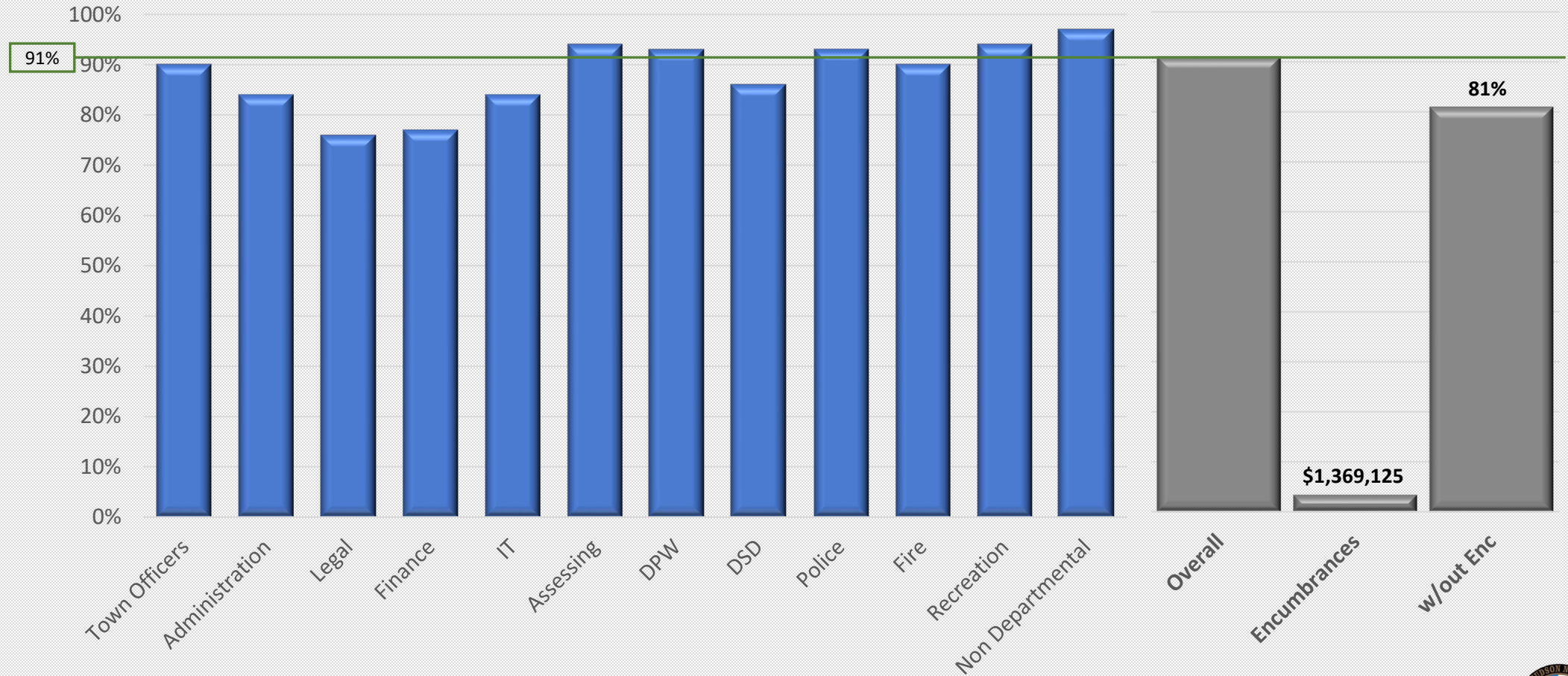
SEWER

\$3,693,438



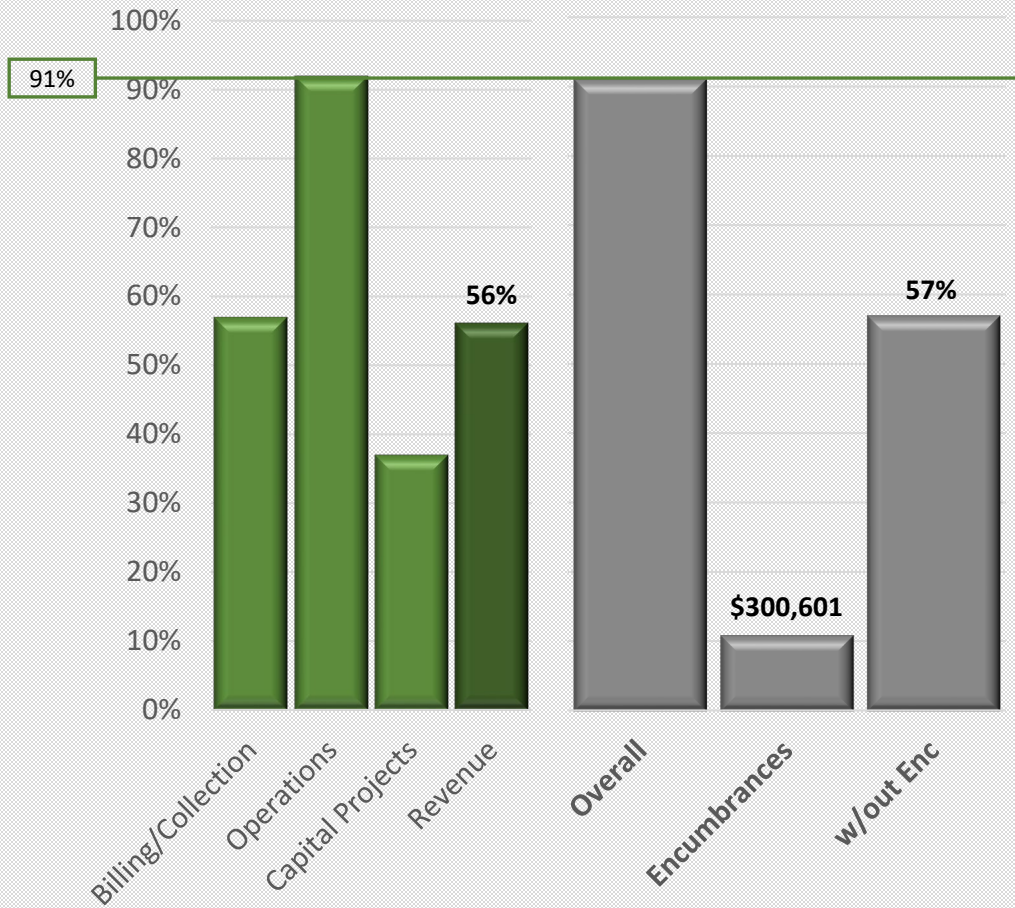
WATER

GF EXPENDITURE SNAPSHOT

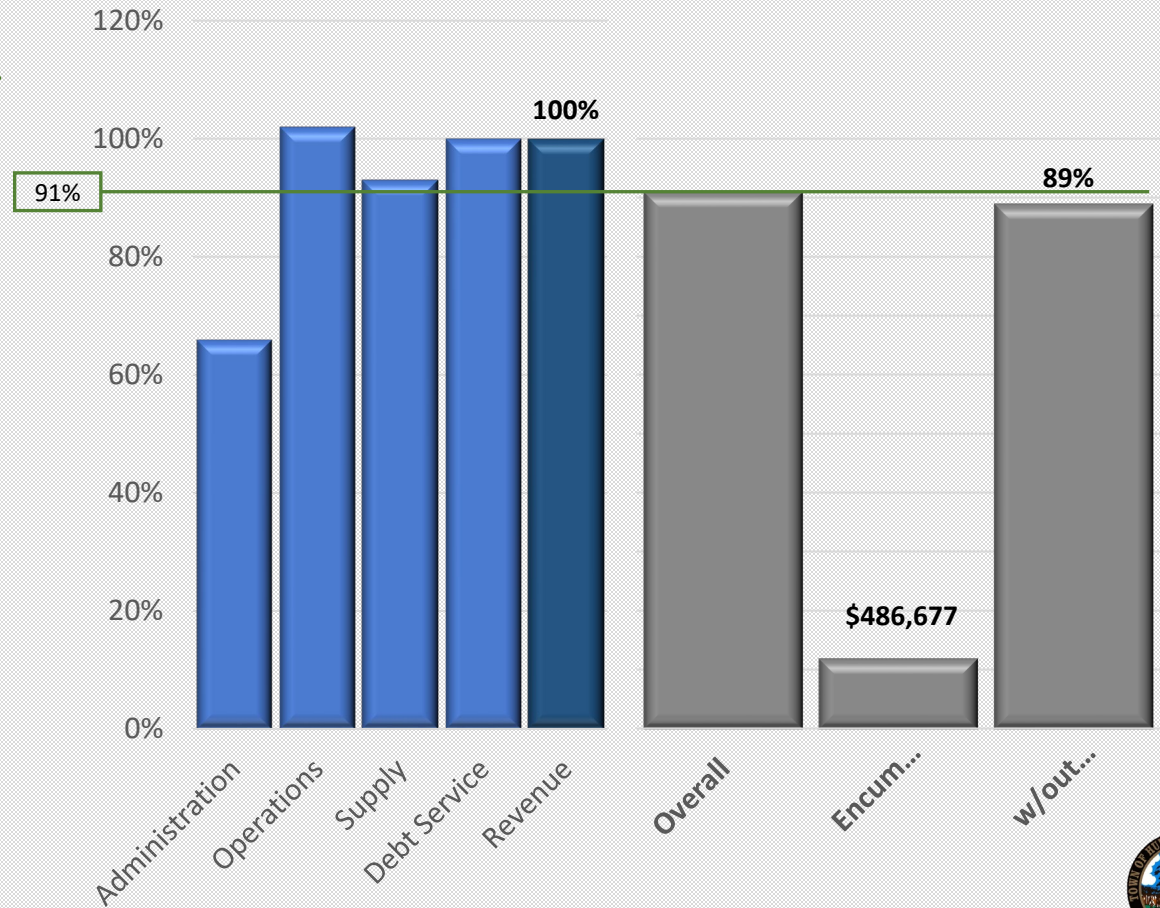


SF & WF SNAPSHOT

SEWER FUND

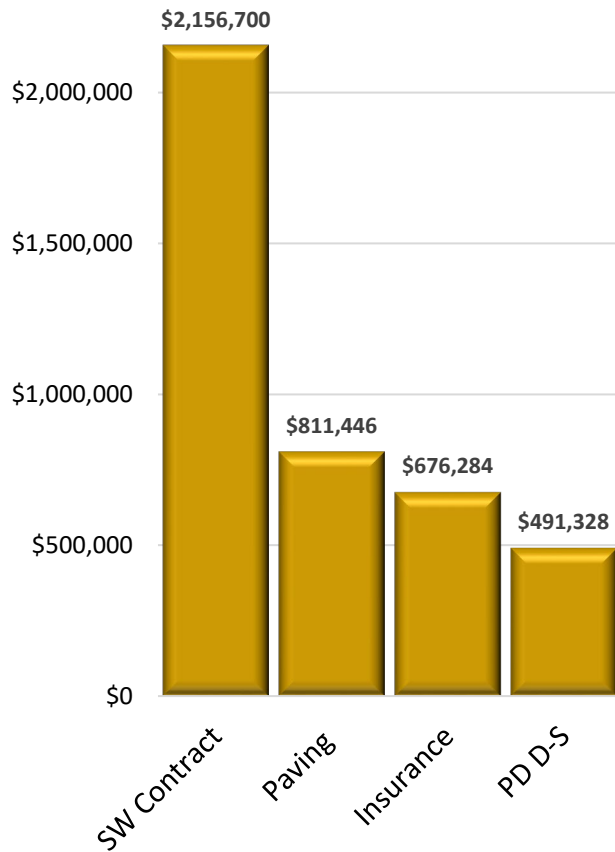


WATER FUND

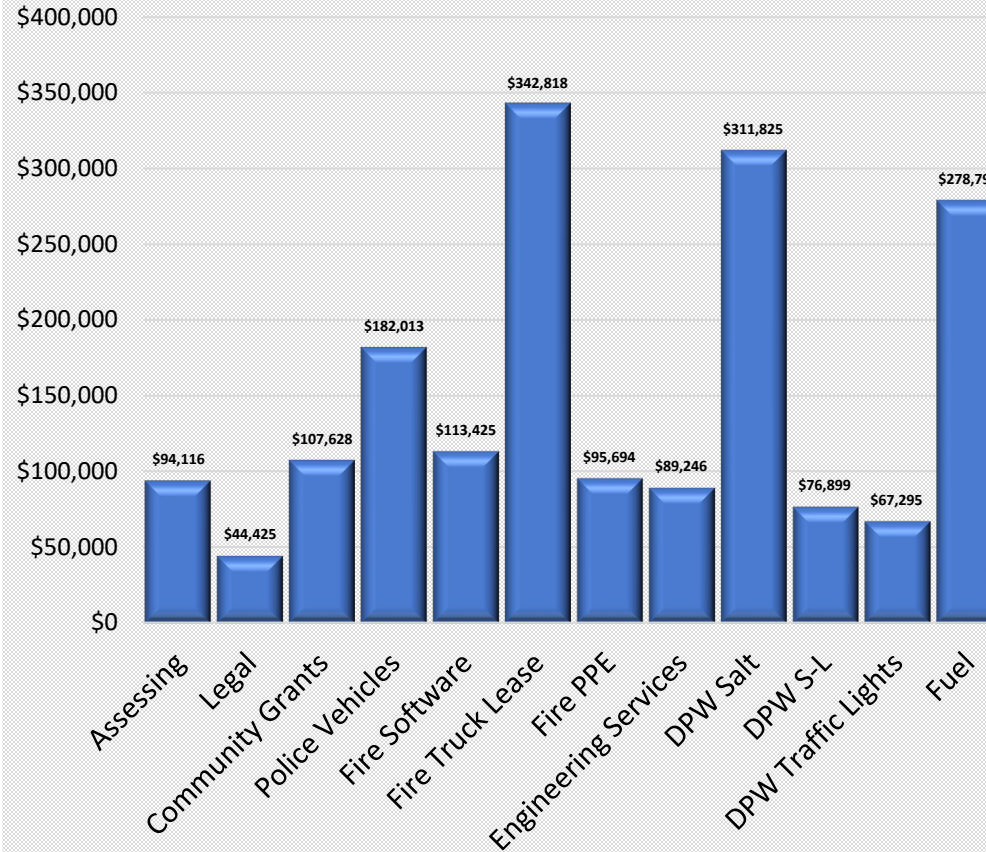


GF - ENCUMBRANCES/EXPENDITURES

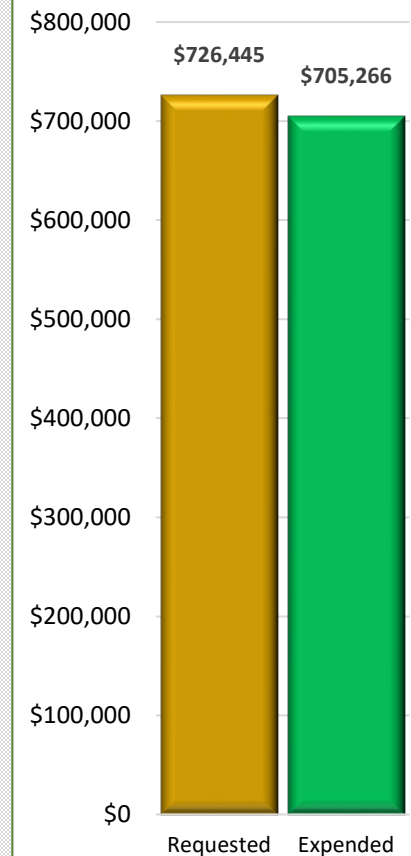
Major Expenditures



Encumbrances/Expenditures



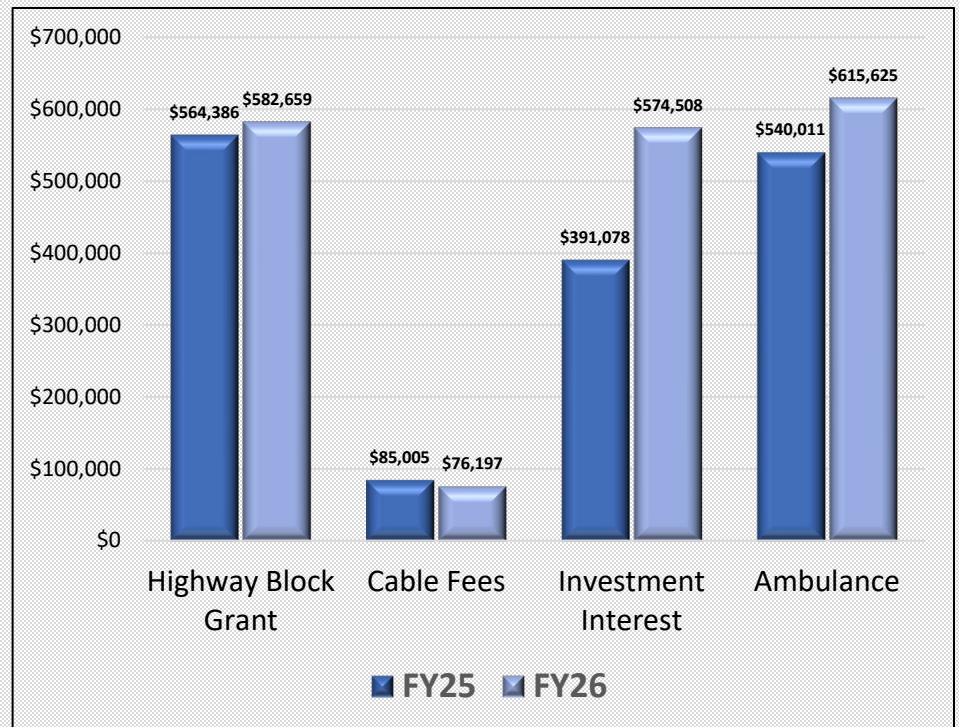
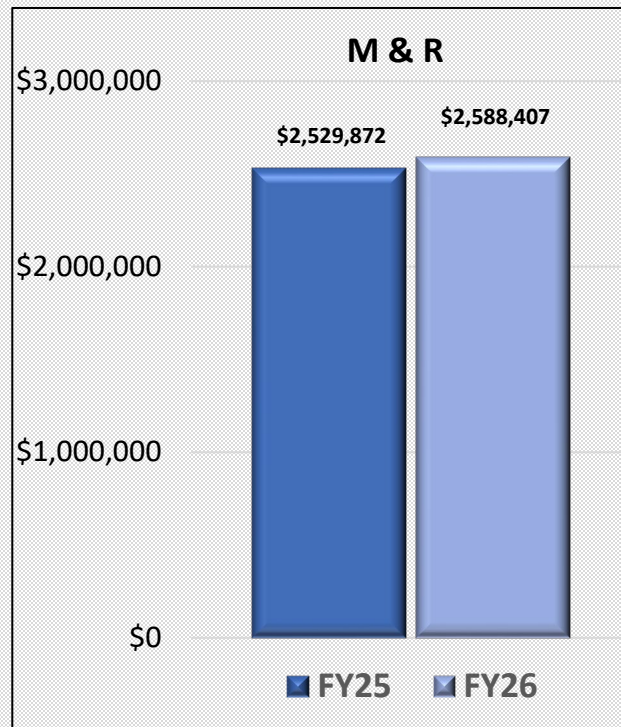
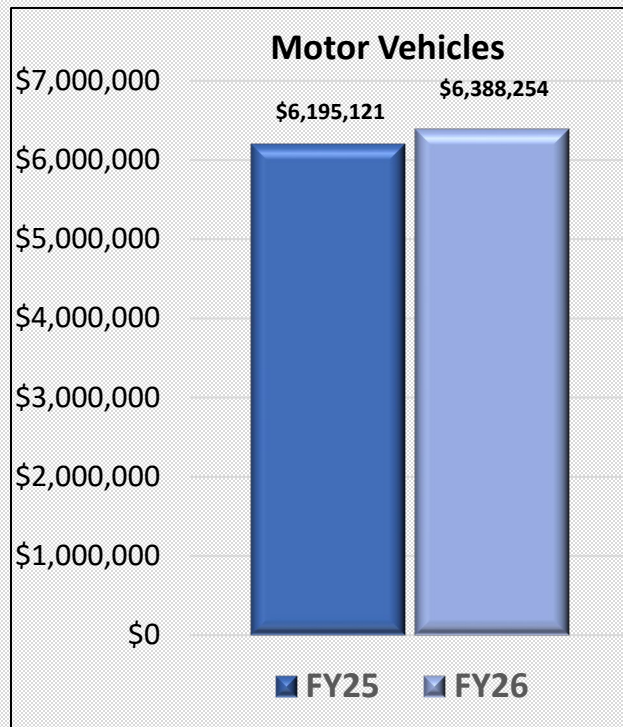
FY25 Encumbrances



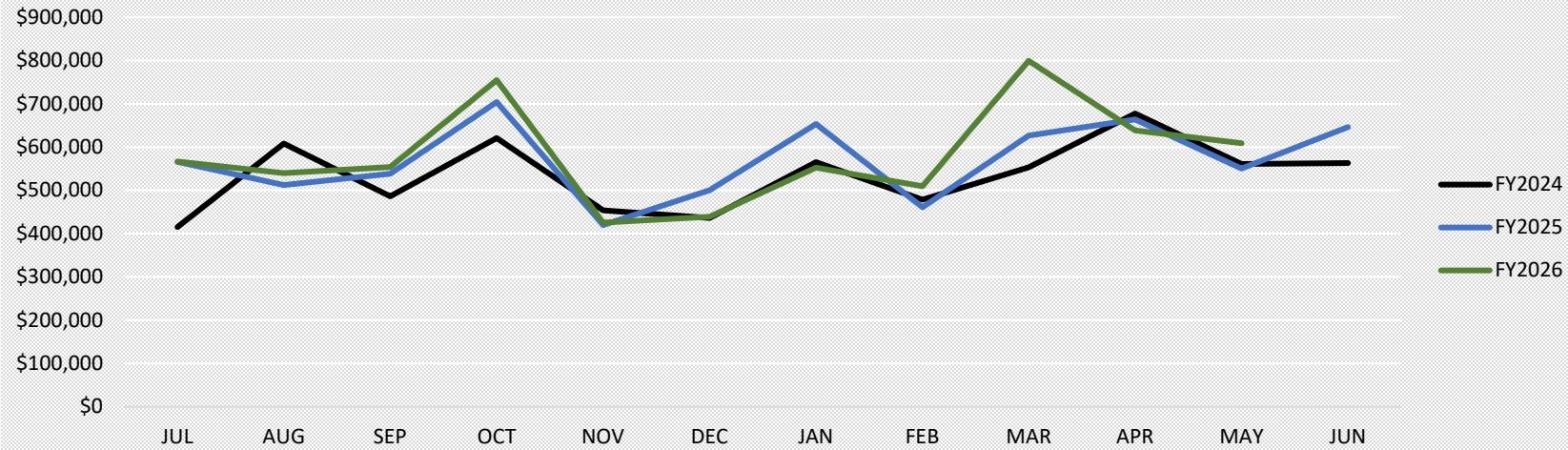
GF REVENUE SNAPSHOT



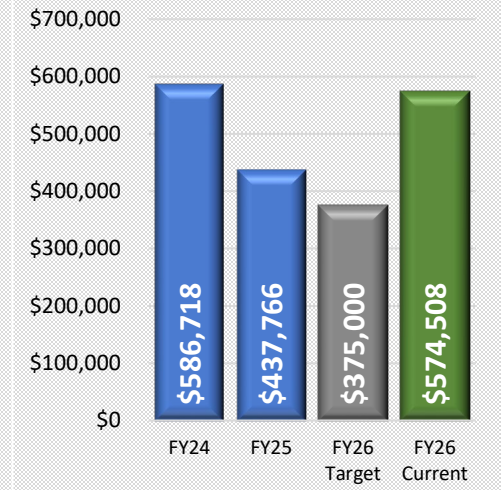
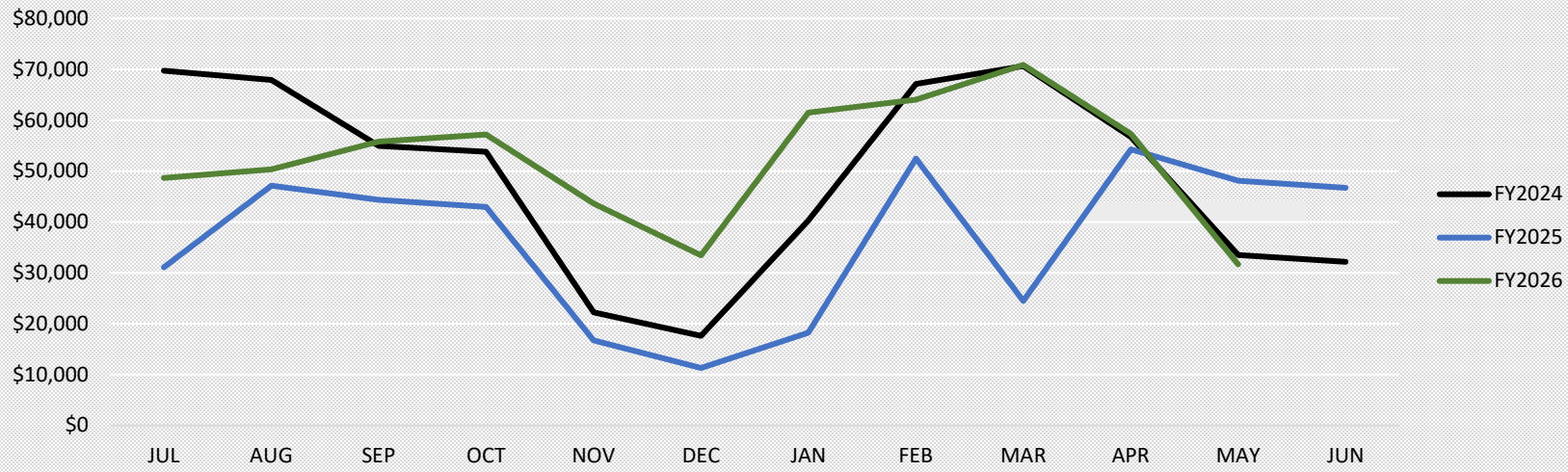
92%



MOTOR VEHICLE REVENUE

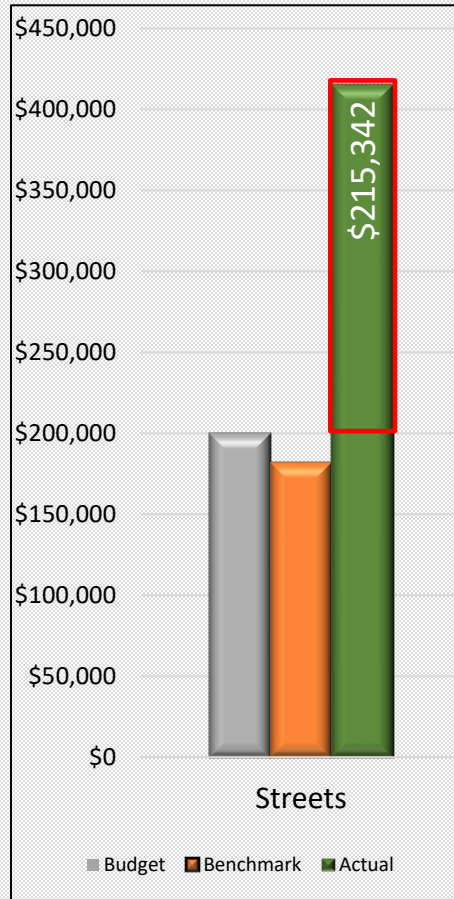


GF INTEREST REVENUE

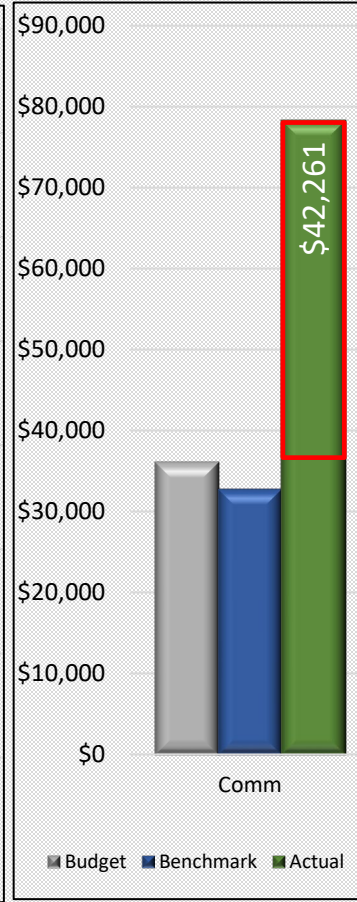
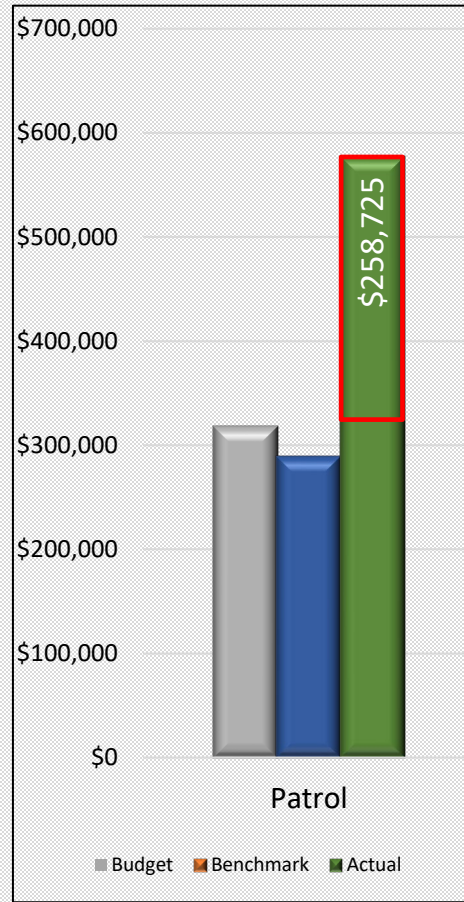


OVERTIME SNAPSHOT

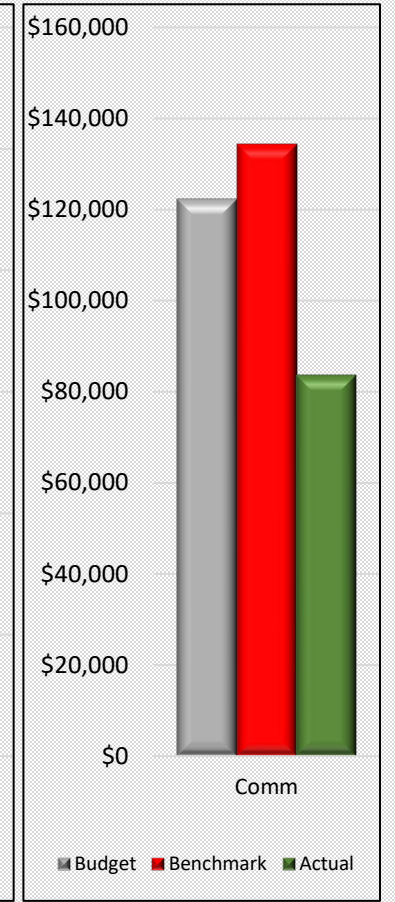
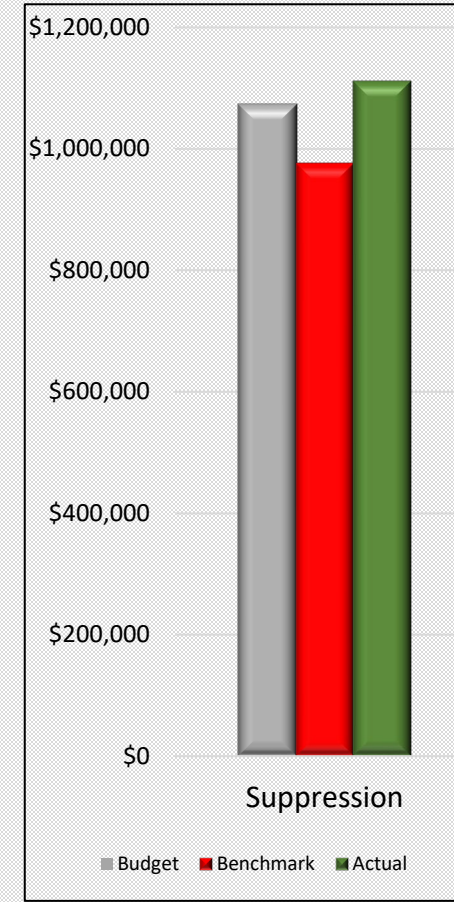
PUBLIC WORKS



POLICE



FIRE





DISCUSSION

May FY26 Revenues and Expenditures

Board of Selectmen: June 9, 2026



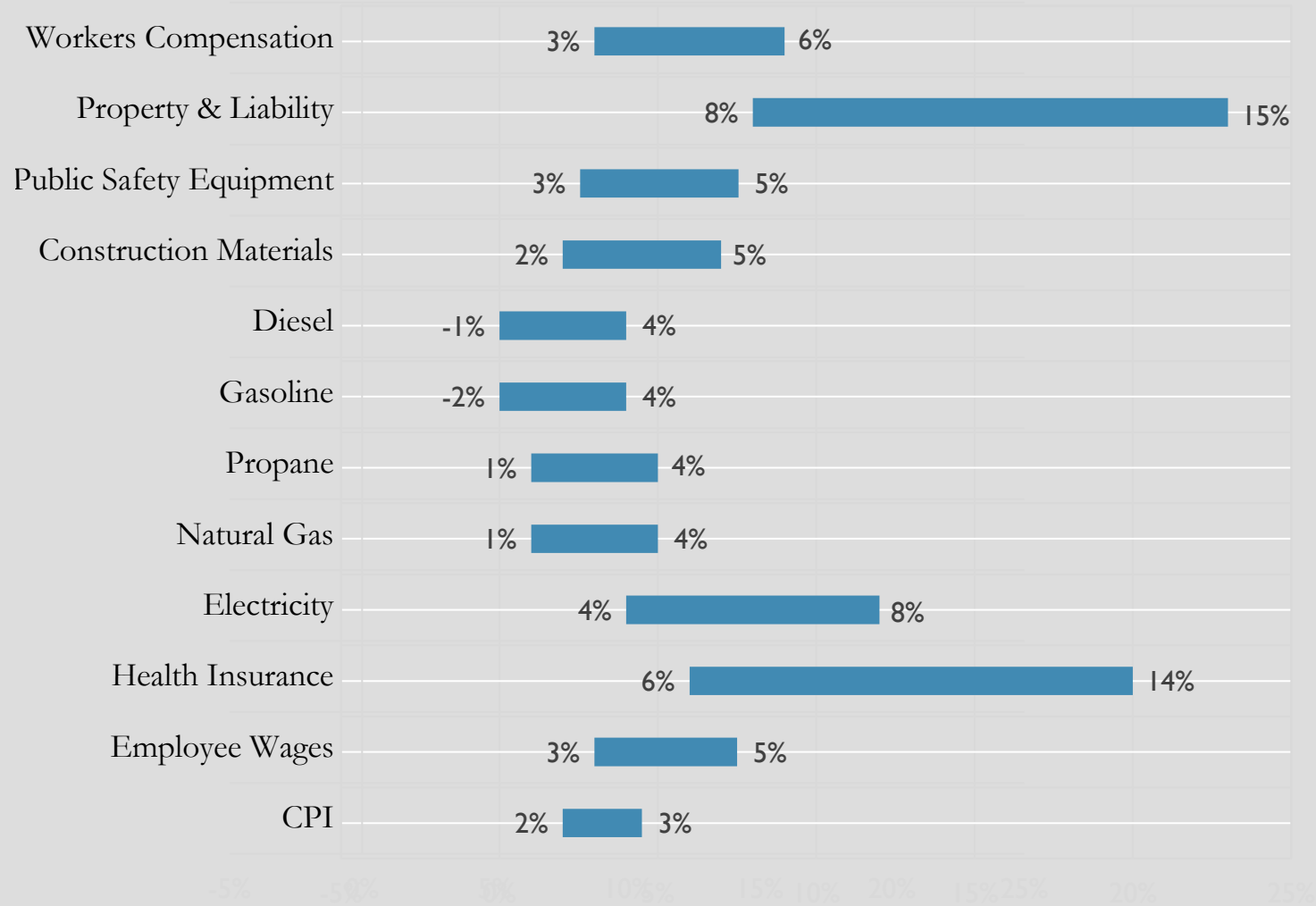
TOWN OF HUDSON NH

FY28 BUDGET PREFACE

Board of Selectmen: June 9, 2026

FY28 BUDGET PREFACE

Chart Title: FY28 OUTLOOK



SUMMARY

Highest Risk

Property & Liability Insurance
Health Insurance
Electricity

Moderate Pressure

Wages
Construction Materials
Public Safety Equipment
Worker's Compensation
Natural Gas

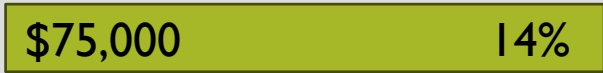
Relatively Stable

Propane
CPI
Gasoline
Diesel

FY28 BUDGET CONTEXT

Property & Liability Insurance

Property and liability insurance continues to represent one of the most significant areas of budget uncertainty. Insurance carriers and municipal risk pools are experiencing upward pressure from increasing property replacement values, severe weather events, litigation trends, cyber liability exposures, and rising reinsurance costs. Even municipalities with favorable claims histories are experiencing premium increases as insurers adjust rates to reflect broader market conditions.



Health Insurance

Health insurance remains one of the largest and fastest-growing components of municipal operating budgets. Continued increases in medical utilization, pharmaceutical costs, specialty drug treatments, provider reimbursement rates, and demographic trends are expected to drive healthcare costs above the rate of general inflation



Wages

Personnel costs represent the largest operating expenditure for most municipalities and will continue to be a primary driver of budget growth through FY2028. Recruitment and retention challenges remain particularly significant in public safety, public works, skilled trades, fleet maintenance, engineering, information technology, and administrative support positions.

Electricity

Electricity costs remain one of the most uncertain utility expenditures facing municipalities. Regional transmission investments, grid modernization initiatives, renewable energy integration, increased demand from electrification, and growing energy consumption associated with technology and infrastructure improvements are expected to continue placing upward pressure on rates

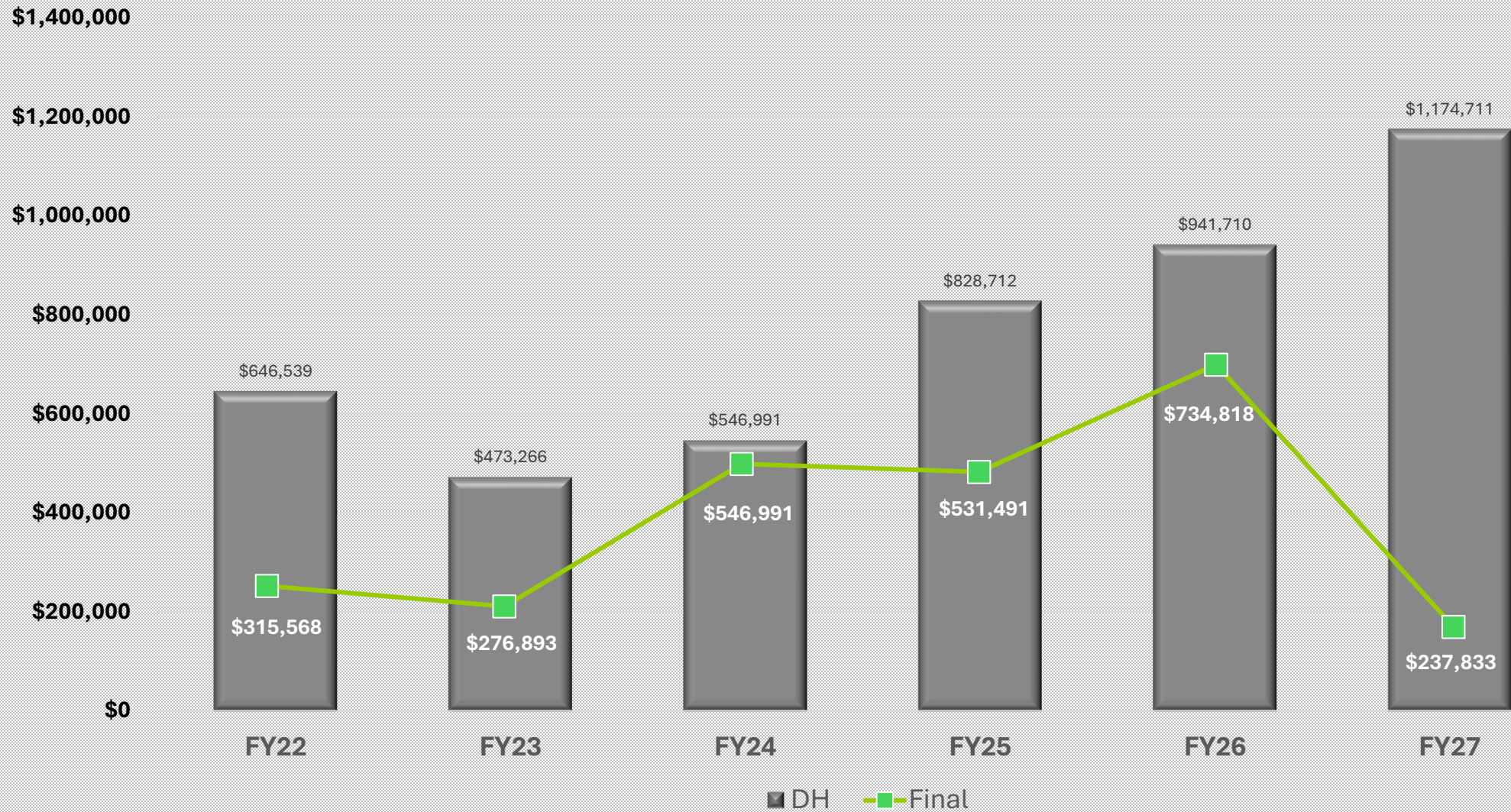


Solid Waste, Recycling, and Waste Management Contract

Collection, transportation, disposal, and recycling processing costs have generally increased faster than CPI in recent years. Recycling costs and annual escalation clauses tied to fuel costs, CPI, labor indices, or disposal fees may result in contract increases even when service levels remain unchanged.



OUTSIDE THE BUDGET REQUESTS



BOS ACTION ITEMS

Town Administrator – Budget Preview July 14th

Budget Parameters – Percent increase for Operating Expenses

Out of Budget Requests – Target Number

Health Insurance – TBD

Warrant Articles – Cost Items

- Financial Software
- IAFF Local 3154 CBA
- Fire Engine
- Staffing Requests

Budget Schedule



TOWN OF HUDSON NH

TOWN ADMINISTRATOR REPORT

Board of Selectmen: June 9, 2026

GULF WARS AND WAR ON TERROR

Monument Dedication

NOVEMBER 25, 2025 BOS

"To donate \$200.00 to the Manchester Veterans Park for a granite paver commemorating the service of Air Force Captain Ryan S. Phaneuf who was killed in action January 27, 2020, in Ghazni Province, Afghanistan."



NOTTINGHAM WEST ELEMENTARY SCHOOL



3rd Grade Students

MELENDY ROAD PICKLEBALL COURTS



HUDSON POLICE

HUDSON POLICE

PARTNERS WITH THE COMMUNITY

MONTHLY REPORT

★ APRIL 2026 ★



CALLS FOR SERVICE: **3186**



COMMUNITY CALLS

Motor Vehicle Complaints	48
Alarms	29
Suspicious Activity	35
Assist a Citizen	40
Welfare Checks	79
Mental Health	67



ENFORCEMENT ACTIVITY

Motor Vehicle Stops	1217
Arrests	98
Drug Arrests	26



REPORTS TAKEN:

238

Accidents	39
Thefts	54
Assaults	23
Criminal Threatening	7
Criminal Mischief	13



HUDSON POLICE DEPARTMENT YOUTH ACADEMY



JULY 6TH - 10TH
2026



WWW.HUDSONNH.GOV



ACCEPTING
APPLICATIONS
STUDENTS AGED 11-14

APPLICATIONS



DUE BY JUNE 8TH 2026



APPLICATIONS CAN BE SUBMITTED TO:
OFFICER COLON AT
GCOLON@HUDSONNH.GOV



FOR MORE INFORMATION CONTACT:
MPO VICTORIA SHAW
VSHAW@HUDSONNH.GOV
603-552-7925



THE YOUTH POLICE ACADEMY OFFERS:

A VARIETY OF HANDS ON AND DISCUSSION
BASED LEARNING TOPICS INCLUDING:
LEADERSHIP, PHYSICAL FITNESS, CRIME SCENE
INVESTIGATION, CPR AND FIRST AID, LAWS OF
ARREST, PATROL OPERATIONS, SWAT, SELF
DEFENSE AND MUCH MORE



NOT ALL APPLICANTS ARE ACCEPTED

STUDENTS MUST BE IN GOOD STANDING
AT SCHOOL AND IN THE COMMUNITY.
SPACE IS LIMITED TO 20 STUDENTS



★ LEARN. LEAD. SERVE. ★

E BIKE RELEASE



The Hudson N.H. Police Department held a release highlighting their new electric patrol bicycles. Hudson resident Janie Freedom a big supporter of the towns Police Department and its officers a few months back donated an electric bicycle to the police department and funds also from the Target monies were used to purchase the equipment for the officers to safely operated the bikes. Chief Cayot and Officer Hughes as gave a demonstration on how the bikes operated.



PUBLIC WORKS

Gloria Avenue Drain Repair



RFQ 2026-02 WORKING GROUP

Our current software is antiquated.

Career finance directors have seen the evolution of technology firsthand albeit using software, spreadsheets, shared network drives, and word-processing tools that have long been the foundation of a government's collaborative bookkeeping and budgeting process. While these tools still get the job done, they have obvious limitations. Redundant data entry, consolidation, and reconciliation are time-consuming and error-prone, never mind building a 300-page budget book in multiple platforms.

Simply put – there are far more effective options.

ERP in finance is "Enterprise Resource Planning," which refers to software systems that help organizations manage and integrate their core business processes, including financial management.

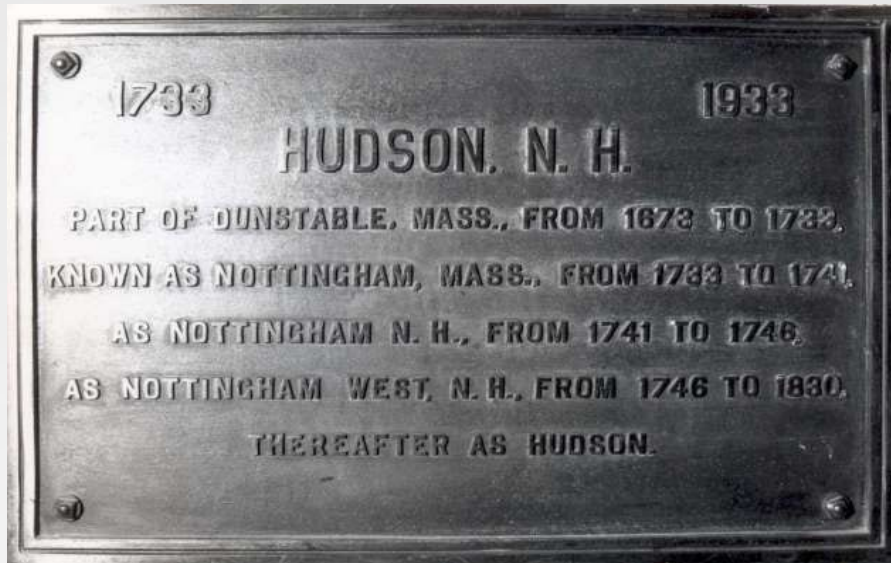
ACCOUNTING

- Multi-fund, multi-year accounting with automatic rollovers
- Journal validations and workflow-driven approvals
- Real-time reports across funds, programs, and departments
- Integrated general ledger, AP/AR, and cash management
- Full audit trails, by default

TAX COLLECTION and REVENUE

- Track taxes, licenses, and fees in one connected system
- Accept payments across channels—without third-party portals
- Automate delinquencies, reminders, and flexible payment plans
- Sync collections directly to your general ledger
- Get real-time visibility into what's owed, paid, and outstanding

HISTORY SNIPPET



During the time after 1741 a number of smaller New Hampshire towns were spun off from Nottingham and were incorporated within NH. One of these, Nottingham West was incorporated in 1746 and a charter issued July 5, 1746. Nottingham West contained most of the lands of the present town of Hudson, except for those acres in Londonderry and minor adjustments to the boundaries with Windham and Pelham.

We remained as Nottingham West until 1830. At the annual town meeting of 1830 the voters of Nottingham West adopted an article to petition the General Court of NH to alter the name to Auburn or to designate some other name. The name was changed to Hudson July 1, 1830.

Our town has 5 founding dates or birthdays. In 1672 we were established as Dunstable, MA; 1733 as Nottingham, MA; 1741 as Nottingham, NH; 1740 as Nottingham West, NH; and in 1830 as Hudson, NH. This confuses our celebrations! In 1933 we celebrated the 200th birthday of incorporation of Nottingham, Mass; in 1972, some 39 years later, we celebrated the 300 birthday of the founding of Dunstable! To my knowledge there was never a centennial or bi-centennial celebration for Nottingham West and no centennial celebration for changing name to Hudson in 1830. So, when will our next celebration be? perhaps in the year 2022, some six years from now, when we celebrate the 250th anniversary of Nottingham West.

-remember hudsonnh when

