



TOWN OF HUDSON

Planning Board

Timothy Malley, Chairman

Robert Guessferd, Selectmen Liaison



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

MINUTES OF THE PLANNING BOARD MEETING DATE – JUNE 10, 2026 - DRAFT

In attendance = X Alternate Seated = S Partial Attendance = P Excused Absence = E

Tim Malley Jordan Ulery Ed Van der Veen Timothy Lyko
Chair X Vice-Chair E Member X Member X

James Crowley George Hurd Todd Boyer Bob Guessferd
Member X Alternate X Alternate S Select. Rep X

Brooke Dubowik
Town Rep. X

I. **CALL TO ORDER BY CHAIRPERSON**

Mr. Malley called the meeting to order at 7:00 PM.

II. **PLEDGE OF ALLEGIANCE**

Mr. Malley invited all to participate in the Pledge of Allegiance and read through the Chairperson’s introduction/order of business and cited housekeeping items.

III. **ROLL CALL**

Mr. Mallery asked the Clerk to call for attendance.

IV. **SEATING OF ALTERNATES**

Mr. Boyer sat for Mr. Ulery.

V. **MEETING MINUTES**

- 27 May 2026 Meeting Minutes

The Board did not address this item at this time.

VI. **CORRESPONDENCE** – None at this time.

VII. **OLD BUSINESS** – None at this time.

VIII. **NEW BUSINESS** – None at this time.

IX. **OTHER BUSINESS**

- A. Review Planning Board Rules of Procedure

Mr. Boyer suggested cleaning up the language regarding the seven day notice for Board members to receive application information. He suggested terminology clarifying if the information is being

44 submitted electronically, posted on the Town website, or via paper package in order to cover all of
45 the technology bases. Mr. Guessferd stated that he believes the packet has to be provided directly
46 to the Board either electronically or hard copy. Ms. Dubowik agreed that electronically would be
47 preferred.

48
49 Mr. Crowley expressed concern regarding materials submitted by the public being available to the
50 Board by the Tuesday prior to the meeting, as this may not allow other members of the public time
51 to review those materials. Ms. Dubowik noted that the packet of information, once received, is
52 available to the public through the server. Mr. Malley noted that new materials can be submitted
53 even during the meeting itself. This does not lock the Board into anything.

54
55 Mr. Malley suggested amending the language regarding allowing alternates to be included in
56 discussions, though they are unable to vote. He suggested striking lines 201 and 203 on Page 6.
57 The language in these lines is redundant. There was agreement on the Board for this suggestion.

58
59 Mr. Crowley stated that Line 46 regarding vacancies seems redundant. Mr. Malley stated that the
60 Chair has the ability to fill an open vacant seat with an alternate member until the Board fills the
61 seat itself. One Board members has been consistently seated to fill the vacant seat until the Board
62 chooses to fill the seat, or until the next election. This allows the Board to create consistency on
63 the open seat.

64
65 Mr. Crowley asked about the language in Lines 91-95. Mr. Malley explained that a volunteer
66 cannot be forced to attend any course/training. The word "shall" is a strong suggestion that is not
67 truly enforceable. This could be changed back to "should." Mr. Guessferd suggested the word
68 "will" instead. The Board agreed to change the word to "will." The language should read, "a
69 member will attend Planning Board training opportunities provided by an organization recognized
70 by the State of New Hampshire."

71
72 There was discussion regarding the language on Line 159. If a member is absent for three
73 consecutive meetings or greater than 50% of the meetings in a scheduled calendar year, it shall be
74 recommended by the Chair to have this heard by the Select Board. Mr. Boyer asked if this
75 recommendation for removal could occur even if the member has an excuse for the absences. Mr.
76 Guessferd suggested including language that the recommendation be made, "unless excused for
77 extenuating circumstances." There was agreement that the language should include that the
78 member would contact the Chair prior to the meetings to be excused from. This terminology could
79 be added into another item #2.

80
81 The Board discussed Line 218. Mr. Malley explained that this language is taken directly from the
82 RSA regarding certain types of recusals.

83
84 The Board discussed Line 231 regarding repetitive discussions. Mr. Malley explained that the
85 entire Board has a say in if these items should be further considered, even if the Chair does not
86 believe there is an issue.

87
88 Regarding Lines 276-277 about site walks, Mr. Crowley asked about recourse for individual Board
89 members if the whole Board does not schedule a group site walk. He suggested adding language

90 for Conditional Use Permit (CUP) applications that the Town Planner notify the Board regarding
91 dates for the Conservation Commission site walk in order for Board members to join if they like.
92 Mr. Malley noted that if a Board member attends a Conservation Commission site walk, they are
93 not representing the Planning Board during that site walk. In terms of a notification process, the
94 Conservation Commission site walks are posted on the Town calendar. A member of the Board
95 can request a site walk at any time. If the Board makes a motion not to perform a site walk, then
96 he believes that it how the Board wants to move forward with that application.

97
98 Mr. Crowley stated that Lines 297-298 speak to revisions to the Rules of Procedure, and he asked
99 if there is a record summary of what has been adopted by the Planning Board. This could be an
100 idea for cap fees and other forms to know when they were adopted. Mr. Malley noted that fee
101 structures are voted on by the Planning Board. This includes a system for the fee structure and
102 matrix.

103
104 Mr. Boyer asked when the fee matrix should be revisited. Ms. Dubowik stated that is was last
105 revised in approximately 2018. Revisiting this would require the Town to go back out to an
106 engineering firm though the Select Board. Mr. Boyer noted that the Select Board reviewed the
107 Planning Board's procedures and land use codes, so the Planning Board could make a
108 recommendation for the matrix to be reviewed on a more periodic timeframe. Mr. Malley agreed
109 that this could be reviewed in the future.

110
111 For Lines 310-312, Mr. Crowley discussed the protocol for getting public comment into the record
112 in a timeframe that other members of the public could access it. Mr. Malley noted that there are
113 timeframes within the RSA that spell out when things have to be submitted by.

114
115 There was discussion regarding the language to open public input during meetings.

116
117 On Page 8 #9, Mr. Lyko asked if the Planning Board has ever met with the Lower Merrimack
118 Local River Advisory Committee. Mr. Malley stated that it has.

119
120 The Board discussed that the proposed amendments can be made after review of a clean copy at
121 the next meeting.

122
123 **X. ADJOURNMENT:**

124
125 Mr. Boyer moved to adjourn. Motion seconded by Mr. Crowley.
126 All in favor – motion carried 6/0/0.

127
128 Meeting adjourned at 8:21 P.M.

129
130
131
132
133
134
135

Timothy Lyko
Secretary

136
137
138

*These minutes are in draft form and have not yet been approved by the Planning Board.
Note: Planning Board minutes are not a transcript. For full details a video of the meeting is
available on HCTV (Hudson Community Television) www.hudsonctv.com.*

DRAFT