



# TOWN OF HUDSON

## Sustainability Committee Agenda



Debra Putnam, Chairman Sustainability    Brett Gagnon, Selectmen Liaison

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Town Hall, 12 School, Hudson, New Hampshire 03051 • Tel: 603-886-6018 • Fax: 603-594-1143

**July 25, 2022– 7PM**

Hudson Town Hall - 12 School St., Hudson, NH 03051  
**Community Development (Buxton) Meeting Room**

1. **Call to Order:**
2. **Attendance:**
3. **Public Input:**
4. **Approval of Minutes: June 27, 2022** (included in the Packet) by Debra Putnam
5. **Reports:**
  - **Trash-Recycling Tonnage Report:** (included in the Packet) – 23.02 % for June
  - **Expenditure Report:** Debra Putnam to review recent expenditures related to preparations for Old Home Days and future exhibits. They do not show up in the report generate at the end of the fiscal year i.e. through June 30, 2022 (included in the Packet). The year end numbers were already reviewed during the June meeting.
6. **Hudson Transfer Station: The next two upcoming dates are July 30 and August 13 (8:00am-12:00pm) 2022 Transfer Station Pass Needed** - 3 free per year per household, one pass needed for each drop off. Passes may be picked up only at the DPW offices. **DPW offices are open Monday – Thursday 6am – 4pm** 2 Constitution Drive, Hudson. The Transfer Station will be open each Saturday for yard waste, metal & cardboard drop-offs 8am-12noon.
7. **Hazardous Waste Collections: Next event will be held in Nashua on Saturday, August 6, 2022, 8:00am-12:00noon** At the Nashua City Park and Ride, 25 Crown Street, Nashua. Residents of Hudson are welcome. Cost--\$15 user fee per vehicle, additional charges for quantities exceeding 10 gallons or 20 pounds. Cash and Checks accepted. For more information and a complete list of accepted items, please visit:  
[www.nashuarpc.org/energy\\_environment/household\\_hazardous\\_waste\\_collections/index.php](http://www.nashuarpc.org/energy_environment/household_hazardous_waste_collections/index.php)
8. **Energy Report:** Craig Putnam and Kate Messner to update members on all matters connected with the Hudson **Electric** Aggregation Committee. Presentation to BOS on July 26<sup>th</sup>. Adding a page to the Sustainability Committee web pages on the Hudson Town website to explain and promote the Hudson Electric Aggregation Committee – goal to reduce electricity bills for home owners and small businesses.

9. **Banner for events:** Vote on a design. Discuss design of the QR code. Funds for purchase already approved (\$400.00 “not to exceed” expenditure for promotional/raffle items approved at June meeting). Order to be placed by Debra with Staples the day after meeting so that Banner will be completed for use in time for Old Home Days. (banner design v3 included in Packet)
10. **Clear Sign Display stands** – Portrait and Horizontal orientation (3 each) purchased for use at all events and in displays. The borrowing of such items from the library was not convenient. Items on display during July meeting.
11. **Old Home Days August 11-14** – Event Hours: Thursday 5PM to 10PM, Friday 5PM to 11PM, Saturday Noon to 11PM Sunday Noon to 5PM. Set Up of exhibits starts at 2pm on Thursday. Then all vehicles must be removed from the exhibit areas by 3:30pm. Thursday Exhibit was manned 5-9pm, Wednesday 5-10pm, Saturday Noon to 10pm and Sunday Noon to 5:00pm immediately followed by Teardown& removal of Exhibit.  
**Schedule for manning the exhibit (including set up and teardown) using Google Sign Up was released to members on July 13. Link included in message section of email that has the Agenda and Packet attached.**  
**Raffle items** –Three items purchased by the Chair per suggestions made by members during the June meeting. Items will be on display during meeting. Members to consider voting on the purchase of additional or different Raffle items.  
Should **Seedling Planting** activity be expanded – Saturday afternoon and Sunday?  
77 lettuce plants from Smith Farm will be ready for pick up on Aug. 12 or early Aug 13.  
Soil and peat pots left from EcoFest.  
Debra and Craig will bring various items for the exhibit and the “Seedling Planting” during Set up on Thursday, Aug. 11.  
Members willing to make outdoor chairs available for use in the exhibit? Need two Thursday through Sunday.  
Debra to contact DPW regarding the delivery and pick up of one Pop-up tent and the loan, delivery and pick up of two tables. (The committee has two Pop-up tents in storage at the DPW.)
12. **Election of Officers:** Chair, Vice-Chair, Secretary, optional: “Project Leader” for Roadside Cleanups.
13. **Roadside Cleanup Policies and Procedures** document – Progress Review. Should there be a Fall Roadside Cleanup?
14. **Use of foam food trays in schools, use of non-compostable ToGo containers by restaurants and Fast-food vendors** – Jennifer Stone-Grimaldi and Ed Thompson
15. **Committee Member & Selectman Liaison Comments:** Debra and Craig will not be available to attend the August meeting.
16. **Adjourned:** .

*Debbie Putnam*

*Hudson Sustainability Committee, Chair*

July 20, 2022



# TOWN OF HUDSON

## Sustainability Committee Minutes - Draft



Debra Putnam, Chairman Sustainability    Brett Gagnon, Selectmen Liaison

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Town Hall, 12 School, Hudson, New Hampshire 03051    • Tel: 603-886-6018    • Fax: 603-594-1143

**June 27, 2022– 7PM**

Hudson Town Hall - 12 School St., Hudson, NH 03051

**Community Development (Buxton) Meeting Room**

1. **Call to Order: 7:03pm**
2. **Attendance:** Debra Putnam, Jennifer Stone-Grimaldi, Kate Messner, Craig Putnam (Voting status for this meeting) and Brett Gagnon-Selectmen Liaison. Ed Thompson and Cory Boutin - Excused
3. **Public Input: None**
4. **Approval of Minutes:** April 25, 2022 minutes approved – Motion by Craig, seconded by Kate, motion accepted unanimously. (possible grammar correction was not needed)
5. **Reports:**
  - **Trash-Recycling Tonnage Report:** 23.64% for May
  - **Expenditure Report:** Fiscal year-end report, budget for 2022-2023 to start July 1, 2022
6. **Hudson Transfer Station: The next two upcoming dates are June 25 and July 9 (8:00am-12:00pm) 2022 Transfer Station Pass Needed** - 3 free per year per household, one pass needed for each drop off. Passes may be picked up only at the DPW offices. **DPW offices are open Monday – Thursday 6am – 4pm** 2 Constitution Drive, Hudson. The Transfer Station will be open each Saturday for yard waste, metal & cardboard drop-offs 8am-12noon.
7. **Hazardous Waste Collections: Next event will be held in Nashua on Saturday, August 6, 2022, 8:00am-12:00noon** At the Nashua City Park and Ride, 25 Crown Street, Nashua. Residents of Hudson are welcome. Cost--\$15 user fee per vehicle, additional charges for quantities exceeding 10 gallons or 20 pounds. Cash and Checks accepted. For more information and a complete list of accepted items, please visit:  
[www.nashuarpc.org/energy\\_environment/household\\_hazardous\\_waste\\_collections/index.php](http://www.nashuarpc.org/energy_environment/household_hazardous_waste_collections/index.php)
8. **Energy Report:** Craig Putnam and Kate Messner updated members on all matters connected with the Hudson Energy Aggregation Committee. Presentation at Hudson Senior Center postponed. EV School Buses for the future update. 2022 Energy Innovation Conference at Derryfield School in Manchester – Craig shared information presented that might be helpful to the Sustainability Committee.

9. **EcoFest** – EcoFest reviewed. Members to consider participating in the **National Night Out** at the Rodgers Memorial Library in the future as that is an established event that is of interest to many residents. Materials were left over and thus, available for use at future events.
10. **Button Up NH** – invitation to host received and declined due to lack of interest last fall.
11. **Old Home Days** – Invitation received from Conservation Commission. Members voted to accept the invitation to host an exhibit next to the Conservation Commission - August 11-14 Motion made by Jenn to host an exhibit, seconded by Craig, no discussion, motion accepted unanimously.  
 Expenditure authorization for Old Home Days Raffle + exhibit items and possible order of multiple identical items for future events: Motion made by Craig for expenditure not to exceed \$400.00, seconded by Jenn, discussion regarding ideas for purchases, motion accepted unanimously.  
 Event Hours: Thursday 5PM to 10PM, Friday 5PM to 11PM, Saturday Noon to 11PM Sunday Noon to 5PM. Set Up of exhibits starts at 2pm on Thursday. Then all vehicles must be removed from the exhibit areas by 3:30pm.  
 Thursday Exhibit was manned 5-9pm, Wednesday 5-10pm, Saturday Noon to 10pm and Sunday Noon to 5:00pm(Teardown& removal of Exhibit)  
 Schedule for manning the exhibit (including set up and teardown) to be created- Google Sign Up and released to members.  
 Raffle items – Members present suggested a variety of possible Raffle Items.  
 Seedling Planting activity expand – Saturday afternoon and Sunday afternoon?(this question not addressed) Soil and peat pots left from EcoFest. Debra and Craig will bring various items for the exhibit and the “Seedling Planting” during Set up on Thursday, Aug. 11.
12. **Election of Officers:** Chair, Vice-Chair, Secretary, optional: “Project Leader” for Roadside Cleanups. –Due to the fact that two members were not present Jenn made a motion to Postpone, Kate seconded, no discussion, motion accepted unanimously.
13. **Roadside Cleanup Policies and Procedures** document – Discussion postponed to July meeting
14. **Use of foam food trays in schools, use of non-compostable ToGo containers by restaurants and Fast-food vendors** – Jennifer Stone-Grimaldi and Ed Thompson -Postponed to July meeting
15. **Climate Change/Sustainability display at Rodgers Memorial Library:** Kate and Craig dismantled the display. The books donated to the library. Other items such as the old and new streetlamps returned to the DPW after EcoFest. Kate reminded members that the donated books can be used in any future display at the Library.
16. **Committee Member & Selectman Liaison Comments:** Brett offered to assist in communications with SAU81 regarding the future of Electric School Buses.
17. **Adjourned:** Craig made a motion to adjourn, Kate seconded, no discussion, motion accepted unanimously.

*Debbie Putnam*

*Hudson Sustainability Committee, Chair*

July 21, 2022

Tonnage Report	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	FY 2022 Totals
Trash Tons	737.19	609.79	658.38	689.92	668.81	736.12	544.16	548.95	595.50	588.86	599.43	672.94	7,650.05
Recycling Tons	225.67	177.20	176.72	204.78	195.07	233.03	182.63	152.88	185.02	185.13	185.58	201.18	2,304.89
<b>Total Tons</b>	962.86	786.99	835.10	894.70	863.88	969.15	726.79	701.83	780.52	773.99	785.01	874.12	9,954.94
<b>Recycling Percentage</b>	23.44%	22.52%	21.16%	22.89%	22.58%	24.04%	25.13%	21.78%	23.70%	23.92%	23.64%	23.02%	23.15%

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**Expenditure Report - Including Carry Forward Activity**  
**Sustainability Committee**  
Town of Hudson, NH  
As Of: June 2022, GL Year 2022

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bmckee  
ReportSortedExpenditure  
Sustainability

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
<b>General Fund</b>									
<b>01-4199-5055-214-000</b>	Sustainability Comm, News Ads								
	420.00	0.00	0.00	420.00	0.00	0.00	0.00	420.00	0.000
<b>01-4199-5055-217-000</b>	Sustainability Comm, Dues and Fees								
	70.00	0.00	0.00	70.00	83.30	83.30	0.00	-13.30	119.000
<b>01-4199-5055-241-000</b>	Sustainability Comm, Printing								
	300.00	0.00	0.00	300.00	158.00	243.96	0.00	56.04	81.320
<b>01-4199-5055-303-000</b>	Sustainability Comm, Office Supplies								
	60.00	0.00	0.00	60.00	0.00	9.55	0.00	50.45	15.917
<b>01-4199-5055-340-000</b>	Sustainability Comm, Small Oper Matr								
	450.00	0.00	0.00	450.00	49.00	188.31	0.00	261.69	41.847
<b>Total General Fund</b>									
<b>Selected Year</b>	<b>1,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>290.30</b>	<b>525.12</b>	<b>0.00</b>	<b>774.88</b>	<b>40.394</b>
<b>Prior Year</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.000</b>
<b>Sort Total</b>	<b>1,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>290.30</b>	<b>525.12</b>	<b>0.00</b>	<b>774.88</b>	<b>40.394</b>

Run: 7/08/22  
11:34AM

Expenditure Report - Including Carry Forward Activity  
Sustainability Committee  
Town of Hudson, NH  
As Of: June 2022, GL Year 2022

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ReportSortedExpenditure  
Sustainability

<b>Account Number</b>	<b>Budget</b>	<b>Prior Year Encumbered</b>	<b>Budget &amp; PY Adjustments</b>	<b>Net Budget</b>	<b>MTD Exp</b>	<b>YTD Exp</b>	<b>Encumbered</b>	<b>Balance Available</b>	<b>%Used</b>
<b>Selected Year</b>	1,300.00	0.00	0.00	1,300.00	290.30	525.12	0.00	774.88	40.394
<b>Prior Year</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000
<b>Grand Total</b>	1,300.00	0.00	0.00	1,300.00	290.30	525.12	0.00	774.88	40.394

# **SUSTAINABILITY COMMITTEE**

Town of Hudson NH

## **POLICIES AND PROCEDURES**

**MEMBERS:** The Sustainability Committee (formerly called the Recycling/Energy Committee) is a seven-member committee with three alternates. There is one Selectman liaison and the Public Works Director as an ex-officio member, pursuant to Hudson Board of Selectmen vote on 8/25/15.

**MEMBER SELECTION:** Members are residents of Hudson who volunteer to participate on the Committee. They are interviewed and approved by the Board of Selectmen for 3-year terms, normally set to expire on April 30 of the third year. At the end of a term, members may apply to the Board of Selectmen to be re-appointed to the Committee. If there is a vacancy on the Committee because a member resigns or moves, it is advertised and filled by the Board of Selectmen to end on April 30 of the current term, or to fill the term of the absent member.

Members serve without compensation but may be reimbursed by the Town for necessary and reasonable expenses incurred in the course of their duties.

Members are permitted to request information from Town departments and officials in the course of their duties, and may seek advice and consultation from other citizens, government employees and officials, professionals, and other groups as needed.

**OFFICERS:** There are three officers of the Committee: Chairman, Vice Chairman and Secretary. The Chairman will create an agenda for each meeting and have it posted at least 24 hours prior to each meeting; will gather information for items on the agenda and provide it to the committee members; will preside over committee meetings; and will be the liaison between committee members and Town Staff and Selectmen. The Chairman will submit the Annual Report of the committee to the Board of Selectmen for inclusion in the Annual Report of the Town.

The Vice-Chairman will perform the duties of the chairman when the chairman is unable to do so; and will perform any other duties requested by the chairman or by the committee.

The Secretary will take minutes at the meetings; will write the minutes and present them to the members a minimum of one week prior to the next meeting; and will make any corrections noted at the meeting. The final minutes will be emailed to the Town Administrator/Board of Selectmen for filing. The final version will be made available to the public as soon as practicable through [hudsonnh.gov](http://hudsonnh.gov), the official website for the town of Hudson.

A member of the committee may propose a new officership and its responsibilities, all of which must be approved by vote by a quorum of committee members.



**MEETINGS:** The Sustainability Committee meets on the fourth Monday of the month at 7:00 PM in one of the Town Meeting Rooms. All meetings are open to the public. If the regular meeting day is a holiday or in a holiday season, the meeting may be canceled, or another date may be chosen by consensus of the members. The Town Administration will be notified of any changes in the meeting schedule as voted on by the members. The revised meeting dates will be posted in a timely manner on the Town Calendar.

Meetings shall follow an abridged version of Robert's Rules of Order; members will request permission to speak from the Chairman and will address the Committee through the Chairman. One person at a time has permission to speak and will be identified so the TV camera can focus on each speaker.

**AGENDA:** An agenda for each meeting will be made by the Chairman of the Committee and will be posted at Town Hall at least 24 hours before the meeting. Information pertaining to the items on the agenda will be gathered by the Chairman wherever possible with the goal to send the information and Agenda to all members at least 4 days before the meeting. This timing is to allow members to prepare for discussion and voting if relevant. An example: The Agenda and all documents needed for a meeting are to be released to members no later than the Thursday before a Monday meeting.

**RIGHT TO KNOW:** The committee complies with the New Hampshire statutes covering public access to government information (informally known as the Right-To-Know laws). Members may not discuss any business of the committee in person or by email except within the scope of a regular meeting.

Members correspond with each other by email using the BCC feature with the Hudsonsustainability@gmail.com email account which will be monitored by the chairman or such other member to whom he/she designates this responsibility. Members are encouraged to set up a committee specific email account. Subcommittees planning events are not subject to these restrictions.

**QUORUM and VOTING:** A majority of the regular members of the Committee shall constitute a quorum for the transaction of business. At any meeting, if a regular member is absent, an Alternate may be seated in his/her place and is then included when defining a quorum and when votes are taken. (Otherwise, alternates participate in discussion but do not vote.) At any meeting where a quorum is present, the acts of the majority of the members at such meeting shall be acts of the Committee.

Any member unable to attend a meeting shall notify an officer of the committee as far in advance of the meeting as possible.

**SUBCOMMITTEES:** Subcommittees may be formed at the request of the chairman or any other member of the committee when a specific task or project is identified that a subcommittee can perform. The chairman may ask for members to volunteer for the subcommittee or may

appoint members if needed. For example, subcommittees may be formed to organize events and/or to pursue specific information or contribute to projects within the town.

**OPERATING EXPENSES:** The committee shall have the authority to request appropriations from the Board of Selectmen as part of their budget. Any other funds appropriated to the committee shall be maintained in accordance with state financial requirements for the purpose of the committee. The committee shall have the authority to recommend to the Selectmen that they receive gifts, grants or money from any sources that shall be held for the purposes of the committee and used solely for these stated purposes. Any funds from private, state, or federal sources that impose any obligation on the Town shall be accepted only by consent of the Board of Selectmen.

**AMENDMENTS TO POLICIES AND PROCEDURES:** These policies and procedures may be amended or repealed and replaced by a vote of 2/3 of the members. At least 30 days written notice must be given of a request to alter or repeal them. Proposed changes will be provided in writing at that time. Proposed changes will be discussed and voted on at the next regular committee meeting.