

TOWN OF HUDSON

Board of Selectmen



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

HUDSON, NH BOARD OF SELECTMEN

June 1, 2021

7:00 p.m.

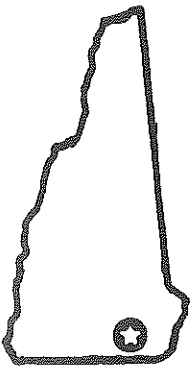
BOS Meeting Room at Town Hall

Agenda

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. PUBLIC INPUT
5. NEW BUSINESS
 - A. Board of Selectmen Vacancy
 - B. Planning Board Appointment
 - C. FY22 Default Budget
6. ADJOURNMENT

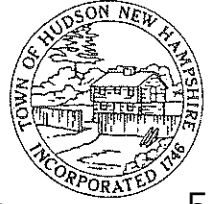
Reminder...

Items for the next agenda, with complete backup, must be in the Selectmen's Office
no later than 12:00 noon on June 3, 2021



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


Agenda
6-1-21



5A

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

To: Board of Selectmen

From: Steve Malizia, Town Administrator 

Date: May 26, 2021

Re: Board of Selectmen Vacancy

Board of Selectmen Chairman Roger Coutu resigned from his Selectman position on May 25, 2021. RSA 669:63 states that vacancies in the Board of Selectmen shall be filled by appointment made by the remaining Selectmen. The RSA does not dictate the process or procedure by which the appointment is made and the Board of Selectmen bylaws are silent on filling vacancies on the Board. The last time there was a vacancy on the Board of Selectmen was in March 2008 when then Selectmen Doug Robinson resigned and Roger Coutu was appointed by the Board to take his seat. I am recommending that this Board follow the process that the 2008 Board followed to fill the vacancy. I am recommending that the Board advertise the vacancy and accept applications for the appointment. The Board would then interview each applicant at a public meeting to review each candidate's qualifications and experience. After the interviews are completed, Board members would nominate and vote for a candidate to fill the vacant position. Please note that Selectmen Coutu's term expires in March 2022 so this appointment would expire at that time. Based on the anticipated interest in the position, I would recommend advertising through the Town's web page, Facebook page, HCTV and posting at Town buildings. I would also recommend that the Board hold a special meeting on June 15th, dedicated to interviewing the candidates. After the Board interviews the candidates at that meeting, the Board has the option of either appointing an individual that evening or at the following meeting on June 22nd. If the Board agrees with my recommendations the following motion is appropriate:

Motion: To accept applications for the vacant Board of Selectmen position through June 10th with candidate interviews to be conducted on June 15th as recommended by the Town Administrator

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

TITLE LXIII ELECTIONS

CHAPTER 669 TOWN ELECTIONS

Filling of Vacancies

Section 669:61

669:61 Vacancies in Town Offices. –

I. Whenever a vacancy as defined in RSA 652:12 occurs in any elective town office or whenever a town neglects or refuses to fill an elective town office, said vacancy shall be filled by the action of that body or person authorized by law to appoint or elect such officer for a term ending upon the election and qualification of his successor, unless otherwise provided. Unless otherwise provided, at said next annual town election, the voters of the town shall then elect an officer for the full term provided by law or the balance of an unexpired term provided by law, as the case may be. If a town then refuses or neglects to fill said office, a vacancy shall be deemed again to exist.

II. Nothing in this section shall be deemed to empower a town to find that a vacancy exists, in the case of a contested election or recount, until the rendering of a final judgment by a court of competent jurisdiction or by the ballot law commission as to such contested election in accordance with RSA 652:12, V, or until the recount has been concluded.

III. For the purposes of paragraph I, and with respect to those offices elected by official, non-partisan ballot, the term "next annual town election" shall mean the next annual town election for which the nomination filing period, as set forth in RSA 669:19, begins subsequent to the occurrence of the vacancy. Any vacancy which occurs between the beginning of the filing period and the town election shall not be filled by official ballot until the annual town election the following year.

IV. The legislative body of a town may adopt or rescind the optional procedure in this paragraph for filling vacancies in elective town offices. If the authorized person or body does not make an appointment to fill the vacancy pursuant to paragraph I within 45 days after at least one legally-qualified person has applied in writing for such appointment, then upon the filing of a petition with the selectmen signed by the number of voters required under RSA 39:3 for the warning of a special town meeting, presented not less than 90 days before the next annual town meeting, the selectmen shall call a special election to fill the vacancy. The special election shall be subject to the provisions of RSA 39:3 and other applicable provisions governing town elections. The person elected at the special election shall serve for a term ending upon the election and qualification of his or her successor. Unless otherwise provided, at the next annual town election, the voters of the town shall elect an officer for the full term provided by law or the balance of an unexpired term provided by law, as the case may be. If the town then refuses or neglects to fill the office, a vacancy shall be deemed again to exist.

Source. 1979, 410:1. 1981, 520:4. 1994, 112:2. 2008, 267:1, eff. Aug. 25, 2008.

TITLE LXIII ELECTIONS

CHAPTER 669 TOWN ELECTIONS

Filling of Vacancies

Section 669:63

669:63 Selectmen. – Vacancies in the board of selectmen shall be filled by appointment made by the remaining selectmen. Whenever the selectmen fail to make such appointment, the superior court or any justice thereof, on petition of any citizen of the town, and after such notice as the court shall deem reasonable, may appoint a suitable person to fill the vacancy; provided, however, that if the town has adopted the provisions of RSA 669:61, IV, and a petition thereunder is submitted before the submission of a petition under this section, the provisions of RSA 669:61, IV shall apply.

Source. 1979, 410:1. 2008, 267:2, eff. Aug. 25, 2008.

**Town of Hudson, NH
BOARD OF SELECTMEN
BY-LAWS**



By-Laws	Revision Number:
Approved By: Board of Selectmen	Revision Dates: 7/14/20, 7/28/20
Origination Date: 05/14/2019	Review Frequency: As Needed

A. PURPOSE:

These By-Laws describe the duties and methods of operation of the Hudson Board of Selectmen.

B. ORGANIZATION:

1. Responsibilities of Members:

All members shall make every effort to attend each scheduled meeting. Members shall make every effort to notify the Chairman if they are going to be absent from a meeting as soon as possible.

Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is at the direction of the Board.

2. Officers:

(a) Election - A Chairman, and Vice-Chairman shall be elected at the first regularly scheduled meeting following the election of Selectman that are elected at the annual Town Meeting. Election shall be by a majority vote of those present at the Board meeting.

Vacancies created during the year shall be filled by special election of the Board at the next regularly scheduled meeting.

(b) Duties - The Chairman shall preside at all meetings of the Board and perform all duties required by law.

In the absence of the Chairman, the Vice-Chairman shall preside and assume all duties and responsibilities of the Chairman.

In the absence of both the Chairman and Vice-Chairman the next senior member of the board shall assume all duties and responsibilities of the Chairman

- (c) Selectmen wishing to place an item on the agenda must notify the Executive Assistant to the Board of Selectman before Thursday at 12:00 p.m. prior to a Tuesday meeting. Citizens wishing to place an item on the Selectmen's agenda and plan to make a presentation must provide a copy of all presentation material and documentation to be included in each selectman's "packet" before Thursday at 12:00 p.m. prior to a Tuesday meeting.

C. OPERATION:

1. Meetings:

- (a) Organizational Meetings - An organizational meeting to elect officers shall be held in accordance with B, 2(a). The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these by-laws. The Board shall establish a schedule for meetings.
- (b) Regular Meetings - A more formalized meeting of the Board generally conducted in accordance with the order of the "Agenda" contained herein.
- (c) Workshop Meetings - A formalized meeting of the Board that is generally conducted for the purpose of providing the Board the opportunity to meet with other committees and boards, department heads, and the School Board to get a better understanding of any issues that other committees and boards may be having and to work to help them resolve those issues. This meeting is not generally used to conduct regular business of the Board.
- (d) Non-Public Meetings - A meeting of the Board held for town legal and personnel issues in accordance with RSA 91-A:3. All non-public meetings requested by a member of the Board of Selectman will follow the Non-Public Meeting Requests & Rules of Procedure as adopted by the Board of Selectman.
- (e) Special Meetings - May be called by the Chairman in accordance with RSA 91-A: 2, II; upon demand of three (3) members of the Board; or at the request of the Town Administrator through the Chair. The Chairman shall notify each member in accordance with RSA 91-A: 2, II.

- (f) Attorney/Client sessions are not considered meetings and therefore do not have to be posted.
- (g) During meetings, cell phones must be turned off or placed on silent mode. Members are prohibited from reading or sending e-mail or text messages to or from the public using on their personal cell phones during meetings. Unless the use is readily apparent to the public and pertains directly to that Board meeting, e.g. use of a cell phone to access the internet for information relative to a matter being discussed is permissible. This policy shall not prohibit a Member from receiving calls, e-mail, or text messages, regarding urgent personal matters which require the Member's immediate attention, in which case the Member shall excuse themselves from the meeting prior to responding.

2. **Schedule of Meetings:**

Shall be published annually. Each meeting shall be posted in accordance with RSA 91-A.

3. **Reports of Liaisons':** All members of the Board that are liaisons' to any board, committee or commission shall give report to the Board of Selectman at the next regular meeting of the BOS or as necessary. The representative to the budget committee shall ask the board how they wish him/her to vote on matters of warrant articles that are presented to the budget committee during the budget deliberations.

4. **Review of Audit Reports:**

The Board shall review the audit report as soon as the report is made available and take any action related thereto.

5. **Water & Sewer Commissioners**

As part of their responsibilities as Water & Sewer Commissioners, the Board shall conduct an annual review of the Unreserved Water and Sewer Funds with the Town Administrator and Finance Director each year. The Board shall then vote to set Water and Sewer Rates no later than April for billing the following July. A vote shall be recorded even if the determination is made that the rate(s) should not change.

6. **Town Administrator**

Annually, the Board of Selectmen are responsible for evaluating the job performance of the Town Administrator. It is the Chairman's responsibility to coordinate the evaluation, including obtaining input from the other members of the Board, aggregating that information, and presenting to the Board a comprehensive draft of the evaluation document. The current seated Board of

Selectmen must complete the final evaluation document prior to the next annual election.

The final evaluation document shall remain on file in the Human Resources Department.

D. RULES OF ORDER:

1. **Quorum** - A quorum shall consist of three (3) members of the Board.
2. **Agenda** - Shall be published with meeting notice, and included in the minutes. A suggested agenda is provided below. It may be changed by the chair or by vote of the board.

AGENDA

- Call to Order
- Pledge of Allegiance
- Nominations and Appointments
- Public Input
- Consent Items
- Old Business
- New Business
- Remarks by Selectman
- Adjournment/Non Public Session RSA 91

3. Role of the Chairman:

The Chairman's duties are as follows:

- To open the session at the time at which the Board is to meet by calling the members to order;
- to recognize members entitled to the floor;
- to state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote;
- to maintain decorum during meetings;
- to assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are

pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if the Chairman thinks it advisable;

- to restrain the members by gaveling he/she out of order when engaged in debate within the rules or order;
- to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal by any two (2) members) unless he prefers to submit the question for the decision of the Board;
- to inform the Board on a point of order or practice pertinent to pending business;
- to authenticate by their signature, when necessary, all acts, orders and proceedings as directed by vote of the Board. This is when we are sending correspondence to an outside agency as a Board.

The Chairman shall vote as a member of the Board.

Discussions which are not addressing the business before the Board, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairman shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

4. Role of the Vice-Chairman:

Please see section 3 above.

5. Conduct of Meetings:

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters Robert Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.

6. Recording of Votes:

Votes shall be verbal or by a roll call. The vote of each member present shall be recorded. No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.

7. Requests for Information:

- (a) Should it become apparent to the Chairman or an individual Board member, in the interim between meetings, that additional information relative to a specific item may be needed for the Board's use at the next

regularly scheduled meeting, a request for this information shall be submitted to the Town Administrator before the agenda is set. All members of the Board shall receive copies of the information being requested.

E. EMPLOYEES:

1. Duties:

The Executive Assistant shall be the official recorder of the minutes of the Board of Selectmen and an official copy of the records are to be filed in the Selectmen's Office and open to inspection by any person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of the Executive Assistant to keep a roll of members present and to call the roll when required. The Executive Assistant shall record the essentials called "the minutes" of the proceedings as follows:

- (a) The kind of meeting - regular, special, work session, or recessed.
- (b) Time of meeting and place of meeting
- (c) The presence/absence of Board members
- (d) Whether the minutes of the previous meeting were approved or amended.
- (e) All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- (f) The time of adjournment.

The Executive Assistant shall record the essentials of the proceedings, the name of the member who introduced a main motion or amendment and the name of the second, and should enter the number and names of votes on each side.

F. AMENDMENT PROCEDURE:

An amendment to these By-Laws may be moved at one Board meeting but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Town Clerk for inclusion in the Town Records.

G. APPOINTMENT TO BOARDS AND COMMISSIONS:

1. The Chair shall request from members their choices of committees, boards and commissions they wish to serve on as Selectmen's Representative. The Chairman shall distribute to the Board all choices and set a meeting date as to when the Chair shall make appointments.
2. The term of all appointments of Selectmen Representatives, including the terms of any ex-officio members (voting members) of the Board of Selectmen serving on local land use boards (i.e., Planning Board, Conservation Commission, and Historic District Commission) shall be for one (1) year, or until next Town Meeting, whichever is sooner.

H. E-MAIL COMMUNICATION

1. When sending correspondence to the entire Board, blind copy (bcc) all members of the Board. If any member replies to the e-mail, they will not reply to all the other members it will only go to the original sender and therefore avoid an open communication to the entire Board making the e-mail compliant with RSA 91-A.

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

Date: _____

 Name Street Address

 Home Phone Number Work Phone Number

 Occupation (or former occupation, if retired)

 Education/Special Interests

 Professional/Community Activities

 Reason for applying

 Reference(s)

Please check the area in which you are interested in serving, then return this form to:
 Selectmen's Office, 12 School Street, Hudson, NH 03051

Member _____	Alternate _____	Reappointment _____
_____ Budget Committee		_____ Supervisors of the Checklist
_____ Cemetery Trustees		_____ Town Clerk/Tax Collector
_____ Code of Ethics		_____ Treasurer
_____ Library Trustees		_____ Trustee of the Trust Funds
_____ Selectmen		_____ Moderator

Area(s) of Expertise:

_____ Architecture/Construction	_____ Environmental Planning
_____ Information Technology	_____ Communications
_____ Finance	_____ Other _____

Information contained on this form is available to the public and will be given to the press. The Town of Hudson exercises affirmative action in its employment/appointment practices. Applicants must be Hudson, NH residents. For additional information, call 886-6024. Appointees are required to complete a Financial Interest Disclosure Form (FIDF) in accordance with the Town Code.

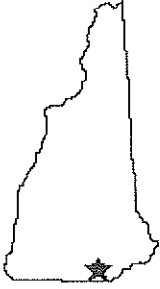
Hudson Resident? Yes No

Are you a Registered Voter: Yes No

Voter Identification Number: _____

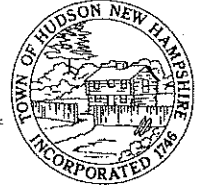
 Signature of Applicant

 E-mail Address



TOWN OF HUDSON

Board of Selectmen



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

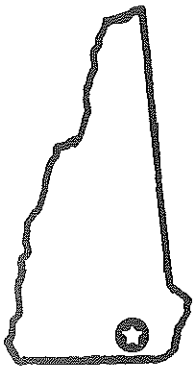
BOARD OF SELECTMEN VACANCY

The Town of Hudson, NH is accepting applications for a vacancy on the Board of Selectmen with a term ending March 2022. The Board of Selectmen has five members elected for three year terms. The Board of Selectmen are responsible for the management of the prudent affairs of the Town and perform duties as proscribed by the law.

The Board of Selectmen meet on the 2nd and 4th Tuesdays of the month with occasional workshop meetings scheduled for the 1st Tuesday of the month.

Interested applicants must submit an application to Executive Assistant to the Board of Selectmen Jill Laffin, 12 School Street, Hudson, NH 03051 or jlaffin@hudsonnh.gov by June 10, 2021. Applicants will be interviewed in public by the Board of Selectmen on June 15, 2021 with an appointment to be made after interviews are completed.

The Town of Hudson is an Equal Opportunity Employer.



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

Agenda
6-1-21



5B

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

To: Board of Selectmen

From: Steve Malizia, Town Administrator

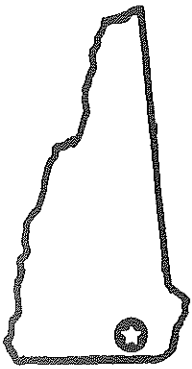
Date: May 27, 2021

Re: Board of Selectmen – Planning Board Appointment

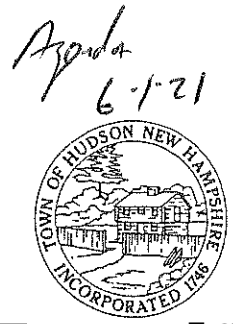
At their meeting on May 25, 2021, the Board of Selectmen appointed Selectman Morin to the Selectmen Planning Board Alternate position. At the meeting it was assumed that the current alternate, Selectman McGrath would assume the position of Selectmen Planning Board Member but it would more appropriate for the Board to vote for her appointment as the Selectmen Planning Board Member position. Should the Board concur, the following motion would be appropriate:

Motion: To appoint Selectman McGrath to the Board of Selectmen Member position on the Planning Board.

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



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




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

5C

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: May 27, 2021

Re: Fiscal Year 2022 Default Budget 

As you are all aware, Warrant Article 4, the Town of Hudson General Fund Operating Budget for Fiscal Year 2022, did not pass at the March 9, 2021 Town Meeting. Therefore, unless the Board of Selectmen choose to hold a special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget, the Town will be operating under a Default Budget for Fiscal Year 2022. The default operating budget is \$30,479,143 which is \$773,621 less than the proposed operating budget of \$31,252,764. Similar to the last time the Town had a Default Budget in Fiscal Year 2015, Department Heads reviewed the default budget for their departments and prepared memos proposing their top priorities and funding sources. Those memos have been included in this packet and those Department Heads will be in attendance to answer questions from the Board as to the impact of the Default Budget on their department. Based on the Department Head reviews, \$486,036 of the \$773,621 deficit can be resolved via transfers from other accounts in the budget, capital reserve account funding or accelerating expenditures to Fiscal Year 2021.

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

Town of Hudson, NH
Fiscal Year 2022 Default Budget by Fund

<u>Fund</u>	<u>FY2021 Budget</u>	<u>FY2022 Default Budget</u>	<u>FY2022 BOS Proposed Budget</u>	<u>Incr/(Decr)</u>
General (*)	28,232,697	30,479,143	31,252,764	773,621
Sewer	2,110,633	1,833,655	2,242,825	409,170
Water	3,802,291	3,745,037	3,871,994	126,957
Total	<u>34,145,621</u>	<u>36,057,835</u>	<u>37,367,583</u>	<u>1,309,748</u>

* includes Library and Conservation

Town of Hudson NH
General Fund Default Budget Fiscal Year 2022

Town Meeting Approved Fiscal Year 2021 \$28,232,697

Adjustments:

Less:	Moderator Election Costs	(\$17,493)	5041
	Town Hall Feasability Study	(\$10,000)	5120-252
	IT- Upgrade email system to 2019	(\$36,000)	5330-411
	IT- Fire Teleconference Equipment	(\$9,000)	5777-403
	Public Works - Engineering/Design Transfer Station	(\$40,000)	5515-224
	Public Works - Asphalt Roller for Trench Patching	(\$25,000)	5552-403
	Planning - Comprehensive Review Regs and Ordinances	(\$5,000)	5571-252
	Recreation - Remodel Kitchen at Community Center	(\$12,000)	5814-224
Add:	Approved Labor Costs	\$205,029	other 100's
	Health Insurance	\$134,816	121 and 122
	Retirement Benefits	\$566,546	112, 113, 114
	Worker's Compensation	\$15,000	5910-117
	Property Liability Insurance	\$7,000	5910-201
	Solid Waste Contract Price Adjustment	\$33,254	5970-242
	Checklist Purge Postage	\$2,500	5042-238

Adjusted Town Meeting Approved Fiscal Year

\$29,042,349

Add: Recurring Items from Approved Prior Fiscal Year's Warrant Articles:

Hire Two Truck Drive Laborers	\$111,111	5552-XXX
Hire Four Firefighter/AEMT's	\$363,568	5730-XXX
Hudson Firefighters IAFF Local 3154 Union Contract	\$129,597	
Hudson Police, Fire and Town Suprv Assoc Contract	\$113,465	
Hudson Support Staff Local 1801 Union Contract	\$37,757	
Hudson Police Employees Association Contract	\$580,709	
Hudson Public Works Local 1801 Union Contract	\$100,587	

Total General Fund Default Budget

\$30,479,143

**Town of Hudson
Fiscal Year 2022 Budget**

State Code	Dept #	DEPARTMENT	Approved Budget FY 2021	Budget Committee Proposed FY 2022	Town Meeting Changes FY 2022	Town Meeting Approved FY 2022	% Increase
General Fund							
4199	5020	Trustees of Trust Funds	2,818	2,875		2,875	2.0%
4195	5025	Cemetery Trustees	1,250	1,250		1,250	0.0%
4140	5030	Town Clerk/Tax Collector	400,467	430,917	(20,898)	410,019	2.4%
4140	5041	Moderator	32,762	15,629	(570)	15,059	-54.0%
4140	5042	Supervisor of The Checklist	6,286	8,786		8,786	39.8%
4199	5050	Town Treasurer	8,074	8,074		8,074	0.0%
4199	5055	Sustainability Committee	1,300	1,300		1,300	0.0%
4520	5063	Benson Park Committee	1,100	1,100		1,100	0.0%
4199	5070	Municipal Budget Committee	800	800		800	0.0%
4140	5077	IT - Town Clerk/Tax Collector	4,170	11,170	(7,000)	4,170	0.0%
4199	5080	Ethics Committee	100	100		100	0.0%
		TOTAL TOWN OFFICERS	459,127	482,001	(28,468)	453,533	-1.2%
4130	5110	Board of Selectmen/Administration	392,579	391,710	59	391,769	-0.2%
4194	5115	Oakwood	2,275	2,275		2,275	0.0%
4194	5120	Town Hall Operations	104,633	97,624	(300)	97,324	-7.0%
4442	5151	Town Poor	80,000	80,000		80,000	0.0%
4130	5177	IT - Town Admin	800	3,920	(3,120)	800	0.0%
		TOTAL ADMINISTRATION	580,287	575,529	(3,361)	572,168	-1.4%
4153	5200	LEGAL	136,560	136,560		136,560	0.0%
4150	5310	Finance Administration	196,214	203,843	1,114	204,957	4.5%
4150	5320	Accounting	286,671	305,107	(984)	304,123	6.1%
4150	5377	IT - Finance	2,350	2,250		2,250	-4.3%
		TOTAL FINANCE	485,235	511,200	130	511,330	5.4%
4150	5330	INFORMATION SERVICES	751,454	754,416	(12,313)	742,103	-1.2%
4152	5410	Assessing	444,911	678,655	(209,227)	469,428	5.5%
4152	5477	IT - Assessing	14,650	94,662	(80,012)	14,650	0.0%
		TOTAL ASSESSING	459,561	773,317	(289,239)	484,078	5.3%
4312	5515	Public Works Facility	99,903	56,264	3,639	59,903	-40.0%
4312	5551	Public Works Administration	272,461	291,167	(295)	290,872	6.8%
4312	5552	Streets	2,836,891	3,014,635	(34,512)	2,980,123	5.0%
4312	5553	Equipment Maintenance	474,079	514,793	(16,000)	498,793	5.2%
4312	5554	Drainage	531,385	690,545	(4,770)	685,775	29.1%
4312	5556	Parks Division	237,327	257,754	(3,500)	254,254	7.1%
4312	5577	IT - Public Works	5,240	8,754	(4,464)	4,290	-18.1%
		PUBLIC WORKS	4,457,286	4,833,912	(59,902)	4,774,010	7.1%
4191	5571	Planning	245,819	298,020	(40,000)	258,020	5.0%
4191	5572	Planning Board	8,350	8,350		8,350	0.0%
4191	5581	Zoning	202,221	215,721		215,721	6.7%
4191	5583	Zoning Board of Adjustments	16,500	16,500		16,500	0.0%
4311	5585	Engineering	390,578	468,303	(52,714)	415,589	6.4%
4191	5277	IT - Land Use	6,300	6,300		6,300	0.0%
		LAND USE DIVISION	869,768	1,013,194	(92,714)	920,480	5.8%
4210	5610	Police Administration	333,864	350,439	1,500	351,939	5.4%
4210	5615	Police Facility Operations	287,732	292,354	(4,500)	287,854	0.0%
4210	5620	Police Communications	685,916	855,856	(55,090)	800,766	16.7%
4210	5630	Police Patrol	6,233,526	7,090,062	(1,000)	7,089,062	13.7%
4210	5640	Investigations	13,820	14,220	200	14,420	4.3%
4414	5650	Animal Control	120,509	130,239	(150)	130,089	7.9%
4210	5660	Information Services	154,488	187,189		187,189	21.2%
4210	5671	Support Services	88,023	201,723	(113,700)	88,023	0.0%
4210	5672	Crossing Guards	58,755	58,755		58,755	0.0%
4210	5673	Prosecutor	321,692	364,372		364,372	13.3%
4210	5677	IT - Police	93,629	95,212	(1,583)	93,629	0.0%
		POLICE DEPARTMENT	8,391,954	9,640,421	(174,323)	9,466,098	12.8%

**Town of Hudson
Fiscal Year 2022 Budget**

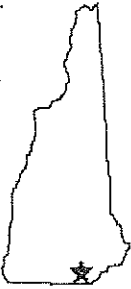
State Code	Dept #	DEPARTMENT	Approved Budget FY 2021	Budget Committee Proposed FY 2022	Town Meeting Changes FY 2022	Town Meeting Approved FY 2022	% Increase
4220	5710	Fire Administration	726,510	772,490	(415)	772,075	6.3%
4220	5715	Fire Facilities	141,635	141,578	431	142,009	0.3%
4220	5720	Fire Communications	384,845	426,054	2,000	428,054	11.2%
4220	5730	Suppression	5,265,180	5,969,468	(75,252)	5,894,216	11.9%
4220	5740	Inspectional Services	513,274	501,320	605	501,925	-2.2%
4220	5750	Ambulance	0	0		0	0.0%
4220	5765	Fire Alarm	3,746	3,000	746	3,746	0.0%
4220	5770	Emergency Management	86,368	86,868	(500)	86,368	0.0%
4220	5777	IT - Fire	45,506	56,631	(20,125)	36,506	-19.8%
		FIRE DEPARTMENT	7,167,064	7,957,409	(92,510)	7,864,899	9.7%
4520	5810	Recreation Administration	160,645	179,067	(986)	178,081	10.9%
4520	5814	Recreation Facilities	77,384	78,122	(12,000)	66,122	-14.6%
4520	5821	Supervised Play	120,063	120,113	(50)	120,063	0.0%
4520	5824	Ballfields	12,242	12,142	100	12,242	0.0%
4520	5825	Tennis	0	3,300	(3,300)	0	100.0%
4520	5826	Lacrosse	12,366	10,530	1,836	12,366	0.0%
4520	5831	Winter Basketball	52,604	51,159	1,445	52,604	0.0%
4520	5834	Soccer League	13,314	12,928	386	13,314	0.0%
4520	5835	Senior Operations	60,150	62,878	(249)	62,629	4.1%
4520	5836	Teen Dances	1,500	1,900	(400)	1,500	0.0%
4520	5839	Community Activities	7,060	7,220	(160)	7,060	0.0%
4520	5877	IT - Recreation	7,065	7,065		7,065	0.0%
		RECREATION DEPARTMENT	524,393	546,424	(13,378)	533,046	1.7%
4196	5910	Insurance	519,000	541,000		541,000	4.2%
4199	5920	Community Grants	90,508	90,484		90,484	0.0%
4583	5930	Patriotic Purposes	5,600	5,600		5,600	0.0%
4199	5940	Other Expenses	165,460	164,060	(2,491)	161,569	-2.4%
4220	5960	Hydrant Rental	276,971	276,971		276,971	0.0%
4321	5970	Solid Waste Contract	1,677,130	1,710,384		1,710,384	2.0%
		TOTAL NON DEPARTMENTAL	2,734,669	2,788,499	(2,491)	2,786,008	1.9%
		TOTAL GENERAL FUND BUDGET	27,017,358	30,012,882	(768,569)	29,244,313	8.2%
4326	5561	Sewer Billing & Collection	159,899	165,643		165,643	3.6%
4326	5562	Sewer Operation & Maintenance	1,165,734	1,207,182		1,207,182	3.6%
4326	5564	Sewer Capital Projects	785,000	870,000		870,000	10.8%
		TOTAL SEWER FUND BUDGET	2,110,633	2,242,825	0	2,242,825	6.3%
4332	5591	Water - Administration	285,543	299,122		299,122	4.8%
4332	5592	Water - Ops & Maintenance	1,409,742	1,529,042		1,529,042	8.5%
4335	5593	Water - Supply	809,000	794,174		794,174	-1.8%
4711/4721	5594	Water - Debt Service	1,298,006	1,249,656		1,249,656	-3.7%
		TOTAL WATER FUND BUDGET	3,802,291	3,871,994	0	3,871,994	1.8%
4550	5060	Library	1,162,586	1,187,129	(5,052)	1,182,077	1.7%
4619	5586	Conservation Commission	52,753	52,753		52,753	0.0%
		TOTAL BUDGET	34,145,621	37,367,583	(773,621)	36,593,962	7.2%
						(773,621)	
WA#	Warrant Articles						
4	General Fund Operating Budget (includes Libr and Consv Comm)		28,232,697	31,252,764	(773,621)	30,479,143	
5	Sewer Fund Operating Budget		2,110,633	2,242,825	0	2,242,825	
6	Water Fund Operating Budget		3,802,291	3,871,994	0	3,871,994	
7	Purchase a Replacement VacCon Truck			400,000		400,000	
10	VacCon Truck Replacement CRF Funding			60,000		60,000	
12	Property Revaluation CRF Funding			15,000		15,000	
11	Fire Apparatus Refurb/Repair CRF Funding			25,000		25,000	
13	Major Repairs to Town Buildings CRF Funding			50,000		50,000	
3	Police Facility Expansion and Renovation			4,920,000	(4,920,000)	0	
8	Transfer Station Retaining Wall			525,000	(525,000)	0	
9	Town Wide Paving			200,000		200,000	
15	Establish CRF for Hills Memorial Library			25,000		25,000	
16	Revised Veteran's Tax Credits					0	
17	Revised Disabled Veteran's Tax Credits					0	

**Town of Hudson
Fiscal Year 2022 Budget**

State Code	Dept #	DEPARTMENT	Approved Budget FY 2021	Budget Committee Proposed FY 2022	Town Meeting Changes FY 2022	Town Meeting Approved FY 2022	% Increase
14		Establish CRF for Police Safety Equipment		50,000			
18		Additional Polling Place					
19		Discontinue Caldwell Road					
20		Change Planning Board to Elected (By Petition)					
21		Designate Parcel 224-004 as Town Forest (By Petition)					
22		NH Resolution for Fair Redistricting (By Petition)					
<u>PRIOR Warrant Articles not in Operating Budget</u>							
		VacCon Truck Replacement Capital Reserve Fund Funding	30,000				
		Hire Four (4) Firefighter/AEMT	363,568				
		Fire Apparatus Refurbishment/Repair CRF Funding	25,000				
		Purchase a New Fire Squad Vehicle	170,000				
		Town of Hudson Communication System	810,000				
		Library Improvements Capital Reserve Fund Funding	25,000				
		Taylor Falls and Veterans Memorial Bridge Rehabilitation	125,000				
		Hire Two (2) Truck Driver/Laborer	148,148				
		Property Revaluation Capital Reserve Fund Funding	15,000				
		Establish an Energy Efficiency CRF	25,000				
		Hudson Police Employees Association	377,464				
		Hudson Public Works Local 1801 Union Contract	88,209				
TOTAL APPROPRIATIONS			36,348,010	43,637,583	(6,218,621)	37,368,962	
<u>TAX IMPACT ANALYSIS</u>							
		Less: Non-Property Tax Revenue	(17,673,854)	(22,023,198)	4,975,000	(17,048,198)	
		Add: Overlay	185,000	185,000		185,000	
		Add: War Service Credits	650,330	810,600		810,600	
NET TAX IMPACT			19,509,486	22,609,985	(1,243,621)	21,316,364	
TOWN VALUATION			3,179,000,329	3,209,000,329		3,209,000,329	0.9%
ESTIMATED TOWN TAX RATE			\$6.14	\$7.09		\$6.64	\$0.51
Town Tax Rate Percent Increase/(Decrease)				15.5%		8.2%	

**Town of Hudson NH
General Fund Default Budget Fiscal Year 2022**

Dept.	Description	Default Reduction	Funded Amount	Recommended Action
5030-XXX	Town Clerk/Tax Collector Salary & Benefits	\$20,928	\$0	No action needed
5077-411	Budget Committee - Purchase laptops	\$7,000	\$0	Will not purchase
5177-215	Town Admin IT - Time clock contract	\$3,240	\$0	Will not renew
5300-XXX	IT Penetration testing	\$12,313	\$4,104	Defer replacement PC's
5410-252	Assessing - Town wide property reassessment	\$175,000	\$175,000	From Property Valuation CRF
5410-252	Assessing - Logistics Center property valuation	\$35,000	\$15,000	Transfer from Legal (Property Defense)
5477-412	Assessing - Mass Appraisal software replacement	\$80,112	\$0	Purchase in FY 21
5552-401	DPW Streets - Replacement brush tractor	\$22,162	\$22,162	Transfer from Street Paving Acct.
5552-405	DPW Streets - Guardrail and fence	\$4,000	\$4,000	Transfer from Street Paving Acct.
5553-205	DPW Equipment Maintenance repairs and materials	\$10,000	\$10,000	Transfer from Street Paving Acct.
5554-401	DPW Drainage - Replacement brush tractor	\$2,770	\$2,770	Transfer from Street Paving Acct.
5577-XXX	DPW - IT Time clock, landfill connection	\$4,290	\$4,290	Transfer from Street Paving Acct.
555X-XXX	DPW - All other items	\$7,180	\$7,180	Transfer from Street Paving Acct.
5556-224	DPW Parks - Benson Park Train Station asbestos removal	\$3,500	\$0	Will not do project
5571-252	Planning - Part time NRPC contract planner	\$40,000	\$0	Will not contract for service
5585-225	Engineering - Design First Brook bridge rehabilitation	\$50,000	\$0	Project will be deferred to FY 23
5620-XXX	Police Dispatch - Convert part time to full time dispatcher	\$55,000	\$55,000	Patrol salaries from military deployment
5671-403	Police Support Services - Body cameras	\$70,000	\$70,000	1/2 from new CRF 1/2 from Radar/Radio
5671-403	Police Support Services -Replace Tasers	\$30,060	\$30,060	Transfer from Vehicle Radar/Portable Radio
56XX-XXX	Police all other line items	\$19,263	\$19,263	Department vacancies
5730-404	Fire Suppression replacement pumper lease (year 2)	\$67,207	\$67,207	Transfer from Accrued Time/Contingency
5710-237	Fire training and education	\$3,000	\$0	Reduce training/education reimbursement
5777-215	IT-Fire - Inventory and training and tracking software	\$11,000	\$0	Project will be deferred to FY 23
5777-403	IT-Fire Telephone Upgrade	\$8,762	\$0	Project will be deferred to FY 23
5777-411	IT-Fire defer PC replacement	\$3,150	\$0	Purchase of 3 PCs deferred to FY 23
5810-XXX	Recreation	\$13,378	\$0	Reduce Program Activities
5060-XXX	Library	\$5,052	\$0	No action needed
	All other department budget increases	<u>\$10,254</u>	<u>\$0</u>	No action needed
	Total	<u>\$773,621</u>	<u>\$486,036</u>	
			<u>\$287,585</u>	Unfunded Difference



TOWN OF HUDSON

Office of the Assessor

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


www.hudsonnh.gov



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6009 · Fax: 603-594-1160

TO: Steve Malizia, Town Administrator

April 7, 2021

FROM: Jim Michaud, Chief Assessor 

RECEIVED

RE: Default Budget considerations

APR 08 2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

The Town is in the midst of dealing with its 4th default budget, in the middle of a pandemic. The Assessing Department's estimated share of the Default Budget shortfall is an outsized 38% of the total (\$290,112/\$773,621). I have included a spreadsheet that speaks to the following:

1. 5410 – Assessing Town wide property reassessment \$175,000

We believe that the cost of the revaluation will be approx. \$162,100 +/-, details attached. We received an estimated contract amount from Vision (VGSI) (as well as George E. Sansoucy specifically for public utility revaluation) to do the project, we have checked with other recent revaluation contracts in other NH communities, we are below those contracts on a per parcel basis metric, which is good news.

We anticipate that the Capital Reserve Fund for Property Revaluation, with an approx. balance of \$241,200, will be able to cover this. NHMA, legal counsel as well as our auditors agree that the funding for this can come from the Capital Reserve for Property Revaluation fund.

2. 5410 – Assessing Mass Appraisal software replacement - \$80,112

As was agreed to during budget discussions last fall, by IT Director Lisa Nute and myself, Assessing must replace its 20 year old Mass Appraisal software and contract for it in the current fiscal year. We have received estimates from the selected vendor, Vision (VGSI) at a cost of \$80,112+/-.

Assessing has identified approx. \$56,250 +/- in the current fiscal year, assuming the Trustees of the Trust Fund approve the 3rd phase of Cyclical Data Collection contract to come out of the Capital Reserve for Property Revaluation fund (as has been approved by them for the prior 2 Cyclical Data Collection contracts).

This leaves a gap of approx.. \$23,900 +/- that would need to be found from outside Assessing budget, within the current fiscal year, so we can award the contract in this fiscal year.

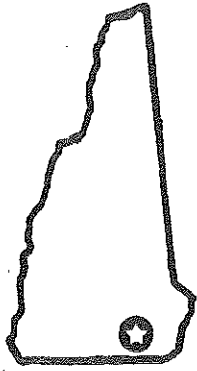
3. 5410 – Assessing – Logistics Center property revaluation - \$35,000

This was budgeted for the default budget year, not the current budget year, to hire an expert appraisal firm, on a 2-4 year long-term project basis, to complete on an on-going yearly basis, the appraisal assignment of this massive project from pre-construction, during construction, and after construction. We had originally thought that there was a possibility that the value change would hit the Green Meadow site for the 2021 tax year. We now know that there will be no value change as there has been no plan approval for this project for the 2021 tax year.

Nonetheless, we anticipate that there is a possibility of plan approval effective for the 2022 property tax year, which is the default budget year. The necessity for funding for this multi-year appraisal assignment would be needed if that is the case. There is also likely a necessity to hire an external appraisal contractor examine if there is a value impact to the abutters and near abutters to this property, pre-construction, during construction, and post-construction. At this point the Town has 1 expert appraiser's opinion submitted into the public record that there is no adverse impact to the abutters to the proposed project. There has been no other appraisal opinion offered into the record that states otherwise.

For funding these assignments, after consultation with Steve Malizia, we have identified a probable source of funding for this in the Legal budget, though we envision a multi-year contract, we only have to pay for 1 year at time, and the belief is that the Legal budget can absorb that.

Capital Reserve Fund for Property Revaluation Balance 10-2020	\$226,200
Further Funding Warrant Article Approved 3-2021	<u>\$15,000</u>
Approx. balance 3-2021	\$241,200
The following to come out of that fund	
3rd Cyclical Data Collection Contract	\$56,250
<u>Estimated</u> General Reassessment Contract	\$136,000
<u>Estimated</u> Public utility & cell tower valuation contract	<u>\$26,100</u>
2022 Revaluation Costs +/-	\$218,350
Balance left in reserve fund	\$22,850 +/-
#####	#####
Mass Appraisal Software replacement -estimated cost	\$80,112
From Assessing Budget - (assuming 3rd Cyclical Data Collection contract is approved by Trustees of Trust Fund to come out of Capital Reserve for Property Revaluation)	<u>\$56,250</u>
Additional funding needed in current FY	\$23,862 +/-



TOWN OF HUDSON

Public Works



2 Constitution Drive. Hudson, New Hampshire 03051 603/886-6018 Fax 603/594-1143

Date: May 26 2021

To: Board of Selectman

From: Jess Forrence, Public Works Director

Re: FY22 Budget Default Funding

With the FY22 proposed Budget not passing, Public Works still feels the need of these items to continuing the maintenance and safety for our town roadways.

- 1. Roadside Brush Cutters first years lease payment. \$24,932.00
 - 2. Roadside guardrail. \$4,000
 - 3. Time Clock rental/ card replacement. \$2,616.00
 - 4. Comcast Wi-Fi service at the transfer station \$1,548.00
 - 5. Equipment Maintenance Fleet. \$10,000
- Total needed. \$43,096.00**

I propose the following to reach the above total needed:

- 1. Closing Benson Park Bathrooms from July 1st thru June 30th for a total of 36 weeks.**

Merry Maids. \$245.00 a week for the 36 weeks \$8,820.00

Janitorial Supply's. Toilet paper, hand soap, seat covers, trash bags, electricity, water \$4,000.00

A savings of 12,820.00

- 2. Reduce the cost in the Maintenance of Parks. Playgrounds and Town Buildings.**
Playground bark chips, mulch, loam, fertilizer, hydro seeding, replacement mower, spring flowers, fall flowers and Christmas lights.

A savings of \$16,347.00

Bring the total saving of \$29,167.00 and a short fall of \$13,929.00

- 3. The \$43,096.00 can be funded thru the Town wide paving program, which would reduce the number of streets that would receive finish pavement this year.**

FYI

Porta – Pottie. Three regular units at \$150.00 each, one handicap is \$250.00 brings it to \$700.00 a week with the cost for the 36 weeks is \$25,200.00. In addition, there will be a \$150.00 per unit per service call (cleaning or repair) as needed.

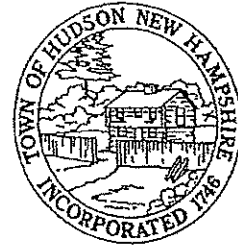


TOWN OF HUDSON

Police Department

Partners with the Community

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



William M. Avery, Jr.
Chief of Police

Captain Tad K. Dionne
Operations Bureau

Captain David A. Cayot
Special Investigations Bureau

Captain David A. Bianchi
Administrative Bureau

To: Steve Malizia, Town Administrator

From: William M. Avery, Chief of Police *WMA*

Date: April 1, 2021

Ref: FY 2022 Default Budget

Steve,

After reviewing our proposed FY 2022 Default Budget, we determined the Hudson Police Department will have a shortfall of \$174,323. The shortfall is a result of two major projects, and the conversion of 40 hours of part-time dispatch (made in FY 2021) to one full-time dispatcher position. The two projects which I eluded to are the implementation of Body Cameras for all sworn personnel and the replacement of our Tasers.

The breakdown of our shortfall is as follows:

5615-101 Full Time Dispatcher Position	\$55,000
5671-403 Lease Purchase Body Cameras	\$70,000
5671-403 Replace Tasers	\$30,060
Total:	\$155,185

In order to overcome this shortfall I am proposing the following:

Full-Time Dispatch:

Unfortunately, Officer Kraig Hoag is going to be deployed with the New Hampshire National Guard for approximately 10 months during the FY 2022 Budget cycle. Based on his rate of pay with the United States Military, he has decided to forgo his Hudson Police Salary during his



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

deployment. Therefore, I propose to offset our salary/benefits shortfall with the use of Officer Hoag's salary and benefits package.

Body Cameras and Taser Replacement:

In order to fund both of these projects I will be forced to forego two important projects during FY 2022. During the last couple of years we have budgeted \$8,000 to replace in-cruiser radars, and \$56,000 to replace portable radios for a total of \$64,000. Again, due to the shortfall I am proposing to take the \$64,000 to assist in offsetting the cost for the body cameras and the Taser replacements. If we use \$30,060 of the \$64,000 to pay for the Taser replacement we would have a remaining balance of \$33,940. This remaining balance would be used to assist in the lease/purchase of the body cameras. We will owe \$70,000 to Utility/Body Worn Cameras in FY2022. The remaining balance of \$36,060 would be paid from the \$50,000 Capital Reserve Fund which was established and passed for the FY2022.

Remaining Shortfall:

The police department administration will closely monitor our budget as we provide through the FY 2022 Budget. History has shown that the police department will experience some vacancies throughout the year. Any vacancies will assist us in making up the remaining \$46,263 shortfall. Although, leaving any positions within the police department vacant for a period of time is not ideal; it will alleviate me from reducing our training and/or equipment which is imperative to ensuring our officers and the citizens of Hudson remain safe.

If you or the BOS should have any questions please feel free to contact me.





TOWN OF HUDSON

FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051



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

Robert M. Buxton
 Chief of Department

TO: Steve Malizia
 Town Administrator

FR: Robert M. Buxton
 Fire Chief

DT: April 6, 2021

RE: Default Budget

As requested, the Fire Department has reviewed the impacts of the Default Budget for FY22. Below you will find a proposal for how to handle needed reductions. The entire short fall for FY22 is \$92,510. This reduction represents approximately a 1% reduction in the FY22 budget. As you will note, the Fire Department will not be able to cover the entire short fall. We have highlighted impact for \$43,688 worth of reductions. This will leave us with a \$48,822 delta.

In the FY22 budget proposal, the Board of Selectmen added some additional funding to the Fire Department for a new training software program for a value of \$11,000. This was added to 5777-215. Unfortunately we will not be able to pursue this project in FY22.

The other additional payment is the costing for the second year of the lease purchase of the new pumper that was purchased in FY21 to replace the 2008 Pierce.

Additional reductions to the FY22 Budget can be seen below.

Cost Center	Impact	Value
5710 Fire Administration	No additional training and development	\$5,723
5715 Fire Facilities	Reduction is facility maintenance	\$6,015
5730 Fire Suppression	Defer equipment, maintenance and protective clothing programs.	\$26,200
5740 Inspectional Service	Continuing education	\$750
5765 Fire Alarm	Municipal Fire Alarm Maintenance	\$3,000
5770 Emergency Management	Small Equipment Repair	\$2000
	Total Reduction	\$43,688

All of the reductions listed above will have large impacts on the Fire Department. I have grave concern surrounding the deferring of any equipment maintenance and protective clothing programming as this is related to employee safety. The additional delay of facility maintenance will have impact on the long-term lifecycle of our mechanical, electrical and plumbing infrastructure.

I look forward to having further conversation with you on this topic. As we identify ways to address the expectations of the community and provide a safe and effective emergency services program.



TOWN OF HUDSON

Information Technology Department



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

To: Steve Malizia, Town Administrator
 From: Lisa Nute, IT Director *[Signature]*
 Date: April 7, 2021
 Subj: FY2022 Default Budget Impact on IT Services

RECEIVED

APR 08 2021

TOWN OF HUDSON
 SELECTMENS OFFICE

I've outlined the impact that the Fiscal Year 2022 default budget will have on current or proposed projects related to the IT Department. The total deficit to the 5330 IT Department budget is \$12,313.

A priority is the Assessing Software upgrade and Chief Assessor Michaud is noting that one on his default budget impact report so you won't find that repeated on mine here.

Dept	Account	Deficit	Projects Affected/Cut	Impact to Department/Town
IT	5330	12,313	Penetration Testing	Recommendation made by Municipal Resources Inc. was that we conduct penetration testing on an annual basis. This funding loss affects security in that testing would show us where weaknesses may be on our internal and external networks, as well as Wi-Fi. I will forego replacement PC's in Town Clerks Office, Assessing, Land Use and elsewhere to conduct at least one of three tests.
DPW	5577-208	1,548	Comcast Contract	This is 50% of a three year contract for Internet service at the landfill. The second half was to be paid in Police IT, 5677. To pay this obligation, we will forego scheduled desktop replacements (100%). This pushes the replacement cycle from 5 to 6 years.
	5577	2,616	Checkmate Time Clock	There is no account in IT that can cover this loss. Director Forrence will try to cover this in his paving schedule.

Police	5677-208	1,548	Comcast Contract	This Internet connection gives the Police Dept access to phone and Internet from the firing range. To pay this contract, we will forego 18% of desktop replacements.
Fire	5777-215	11,000	Inv & Training Tracking	Fire will forego this subscription at this time.
	5777	2,670	Various Software Maint	There is a deficit of \$2,670 that must be paid for software vendors whose services increased from FY21 to FY22. To meet these obligations, 40% of desktops will not be upgraded, pushing the replacement cycle from 5 to 6 years.
	5777-403	8,762	Upgrade desk phones	The Lenny Smith Central Fire building was slated for an upgrade in their phone technology, as that facility is running some of the oldest desk phones in Town. We will postpone this project for another year before moving them to IP based phones.

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

CHAPTER 40 GOVERNMENT OF TOWN MEETING

Optional Form of Meeting-Official Ballot Referenda

Section 40:13

40:13 Use of Official Ballot. –

I. Notwithstanding RSA 39:3-d, RSA 40:4-e, or any other provision of law, any local political subdivision as defined in RSA 40:12 which has adopted this subdivision shall utilize the official ballot for voting on all issues before the voters.

II. The warrant for any annual meeting shall prescribe the place, day and hour for each of 2 separate sessions of the meeting, and notice shall be given as otherwise provided in this section. Final budgets and ballot questions shall be printed in the annual report made available to the legislative body at least one week before the date of the second session of the annual meeting.

II-a. Notwithstanding any other provision of law, all local political subdivisions which adopt this subdivision, who have not adopted an April or May election date under RSA 40:14, X, shall comply with the following schedule pertaining to notice, petitioned articles, hearings, and warrants for the annual meeting:

(a) The final date for posting notice of budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be the second Tuesday in January.

(b) The "budget submission date" as defined in RSA 273-A:1, III and the final date for submission of petitioned articles under RSA 39:3 and RSA 197:6 shall be the second Tuesday in January, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.

(c) Budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be held on or before the third Tuesday in January. One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. In a political subdivision that has adopted a municipal budget committee pursuant to RSA 32:14, the last day for the budget committee to deliver copies of the final budget and recommendations to the governing body pursuant to RSA 32:16, IV shall be the Thursday before the last Monday in January.

(d) Warrants under RSA 39:5 and RSA 197:7 and budgets shall be posted and copies available to the general public on or before the last Monday in January.

II-b. Notwithstanding any other provision of law, all political subdivisions which hold their annual meetings in April shall comply with the following schedule pertaining to notice, petitioned articles, hearings, and warrants for the annual meeting.

(a) The final date for posting notice of budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be the second Tuesday in February.

(b) The "budget submission date" as defined in RSA 273-A:1, III and the final date for submission of petitioned articles under RSA 39:3 and RSA 197:6 shall be the second Tuesday in February, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.

(c) Budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be held on or before the third Tuesday in February. One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. In a political subdivision that has adopted a municipal budget committee pursuant to RSA 32:14, the last day for the budget committee to deliver copies of the final budget and recommendations to the governing body pursuant to RSA 32:16, IV shall be the Thursday before the last

Monday in February.

(d) Warrants under RSA 39:5 and RSA 197:7 and budgets shall be posted and copies available to the general public on or before the last Monday in February.

II-c. Notwithstanding any other provision of law, all political subdivisions which hold their annual meetings in May shall comply with the following schedule pertaining to notice, petitioned articles, hearings, and warrants for the annual meeting:

(a) The final date for posting notice of budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be the second Tuesday in March.

(b) The "budget submission date" as defined in RSA 273-A:1, III and the final date for submission of petitioned articles under RSA 39:3 and RSA 197:6 shall be the second Tuesday in March, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.

(c) Budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be held on or before the third Tuesday in March. One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. In a political subdivision that has adopted a municipal budget committee pursuant to RSA 32:14, the last day for the budget committee to deliver copies of the final budget and recommendations to the governing body pursuant to RSA 32:16, IV shall be the Thursday before the last Monday in March.

(d) Warrants under RSA 39:5 and RSA 197:7 and budgets shall be posted and copies available to the general public on or before the last Monday in March.

II-d. The voter checklist shall be updated in accordance with RSA 669:5 for each session of the annual meeting.

III. The first session of the annual meeting, which shall be for the transaction of all business other than voting by official ballot, shall be held between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays; between the first and second Saturdays following the last Monday in February, inclusive of those Saturdays; or between the first and second Saturdays following the last Monday in March, inclusive of those Saturdays at a time prescribed by the local political subdivision's governing body.

IV. The first session of the meeting, governed by the provisions of RSA 40:4, 40:4-a, 40:4-b, 40:4-f, and 40:6-40:10, shall consist of explanation, discussion, and debate of each warrant article, including warrant articles pertaining to the operating budget and the default budget. A vote to restrict reconsideration shall be deemed to prohibit any further action on the restricted article until the second session, and RSA 40:10, II shall not apply. Warrant articles may be amended at the first session, subject to the following limitations:

(a) Warrant articles whose wording is prescribed by law shall not be amended.

(b) Warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

(c) No warrant article shall be amended to eliminate the subject matter of the article. An amendment that changes the dollar amount of an appropriation in a warrant article shall not be deemed to violate this subparagraph.

V. [Repealed.]

V-a. The legislative body of any town, school district, or village district may vote to require that all votes by an advisory budget committee, a town, school district, or village district budget committee, and the governing body or, in towns, school districts, or village districts without a budget committee, all votes of the governing body relative to budget items or any warrant articles or ballot questions shall be recorded votes and the numerical tally of any such vote shall be printed in the town, school district, or village district warrant next to the affected warrant article or on the ballot next to the affected ballot question. Unless the legislative body has voted otherwise, if a town or school district has not voted to require such tallies to be printed in the town or school district warrant next to the affected warrant article or on the ballot next to the affected ballot question, the governing body may do so on its own initiative.

VI. All warrant articles shall be placed on the official ballot for a final vote, including warrant articles as amended by the first session. All special warrant articles shall be accompanied on the ballot by recommendations as required by RSA 32:5, V, concerning any appropriation or appropriation as amended. For any article that proposes the adoption or amendment of an ordinance, a topical description of the substance of the ordinance or amendment, which shall be neutral in its language, may be placed on the official ballot instead of the full text of the ordinance or amendment, subject to the provisions of paragraphs VII-a and VIII-a. With respect to the adoption or amendment of a zoning ordinance, historic district ordinance, or building code, the provisions of RSA 675:3 shall govern to the extent they are inconsistent with anything contained in this paragraph or in paragraph VII-a or VIII-a.

VII. The second session of the annual meeting, which is the official ballot voting day as defined in RSA 652:16-g, to elect officers of the local political subdivision by official ballot, to vote on questions required by law to be inserted on said official ballot, and to vote on all warrant articles from the first session on official ballot, shall be held on the second

Tuesday in March, the second Tuesday in April, or the second Tuesday in May, as applicable unless it is postponed in accordance with RSA 40:4, II(b) and RSA 669:1. Notwithstanding RSA 669:1, 670:1, or 671:2, the second session shall be deemed the annual election date for purposes of all applicable election statutes including, but not limited to, RSA 669:5, 669:19, 669:30, 670:3, 670:4, 670:11, 671:15, 671:19, and 671:30 through 32; and votes on zoning ordinances, historic district ordinances, and building codes under RSA 675.

VII-a. When a topical description of the substance of a proposed ordinance or amendment to an ordinance is to be placed on the official ballot, an official copy of the proposed ordinance or amendment, including any amendment to the proposal adopted the first session, shall be placed on file and made available to the public at the office of the clerk of the political subdivision not later than one week prior to the date of the second session of the annual meeting. An official copy of the proposed ordinance or amendment shall be on display for the voters at the meeting place on the date of the meeting.

VIII. The clerk of the local political subdivision shall prepare an official ballot, which may be separate from the official ballot used to elect officers, for all warrant articles. Wording shall be substantively the same as the main motion, as it was made or amended at the first session, with only such minor textual changes as may be required to cast the motion in the form of a question to the voters.

VIII-a. A question as to the adoption or amendment of an ordinance shall be in substantially the following form:

"Are you in favor of the adoption of (amendment to) the ordinance as proposed by the selectmen as follows: (here insert text or topical description of proposed ordinance or amendment)?" In the event that there shall be more than a single proposed amendment to an ordinance to be submitted to the voters at any given meeting, the issue as to the several amendments shall be put in the following manner: "Are you in favor of the adoption of Amendment No. ___ to the ordinance as proposed by the selectmen as follows: (here insert text or topical description of proposed amendment)?"

IX. (a) "Operating budget" as used in this subdivision means "budget," as defined in RSA 32:3, III, exclusive of "special warrant articles," as defined in RSA 32:3, VI, and exclusive of other appropriations voted separately.

(b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget and by salaries and benefits of positions that have been eliminated in the proposed budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, and eliminated positions shall not include vacant positions under recruitment or positions redefined in the proposed operating budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision. In calculating the default budget amount, the governing body shall follow the statutory formula which may result in a higher or lower amount than the proposed operating budget.

(c) "Contracts" as used in this subdivision means contracts previously approved, in the amount so approved, by the legislative body in either the operating budget authorized for the previous year or in a separate warrant article for a previous year.

X. If no operating budget article is adopted, the local political subdivision either shall be deemed to have approved the default budget or the governing body may hold a special meeting pursuant to paragraph XVI to take up the issue of a revised operating budget only; provided that RSA 31:5 and RSA 197:3 shall not apply to such a special meeting. If no operating budget article is adopted the estimated revenues shall nevertheless be deemed to have been approved.

XI. (a) The default budget shall be disclosed and presented for questions and discussion at the first budget hearing held pursuant to RSA 32:5 or RSA 197:6. The governing body, unless the provisions of RSA 40:14-b are adopted, shall complete a default budget form created by the department of revenue administration to demonstrate how the default budget amount was calculated. The line item details for changes under subparagraph (2) shall be available for inspection by voters. The form and associated calculations shall, at a minimum, include the following:

- (1) Appropriations contained in the previous year's operating budget;
- (2) Reductions and increases to the previous year's operating budget including identification of specific items that constitute a change by account code, and the reasons for each change;
- (3) One-time expenditures as defined under subparagraph IX(b); and
- (4) Reductions for eliminated positions and benefit expenditures as defined under subparagraph IX(b).

(b) This amount shall not be amended by the legislative body. However, this amount may be adjusted by the governing body, unless the provisions of RSA 40:14-b are adopted, acting on relevant new information at any time before the ballots are printed, provided the governing body, unless the provisions of RSA 40:14-b are adopted, completes an amended default budget form.

(c) The wording of the second session ballot question concerning the operating budget shall be as follows:

"Shall the (local political subdivision) raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$ _____? Should this article be defeated, the default budget shall be \$ _____, which is the same as last year, with certain adjustments

required by previous action of the (local political subdivision) or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only."

XI-a. If a political subdivision maintains a separate fund for the revenues and expenditures related to the operation, maintenance, and improvement of a water or sewer system, and if any appropriation for such fund is to be raised through user fees or charges and is included in a warrant article separate from the operating budget, the warrant article may include a default amount for such appropriation, which shall be deemed to have been approved if the proposed appropriation is not approved. The default amount shall be determined by the governing body, or by the budget committee if the political subdivision has adopted the provisions of RSA 40:14-b, and shall equal the amount of the same appropriation for the preceding fiscal year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the previous year's appropriation. The warrant article shall state the default amount for the appropriation and shall state that if the appropriation proposed in the article is not approved, the default amount shall be deemed to have been approved.

XII. Voting at the second session shall conform to the procedures for the nonpartisan ballot system as set forth in RSA 669:19-29, RSA 670:5-7 and RSA 671:20-30, including all requirements pertaining to absentee voting, polling place, and polling hours.

XIII. Approval of all warrant articles shall be by simple majority except for questions which require a 2/3 vote by law, contract, or written agreement.

XIV. Votes taken at the second session shall be subject to recount under RSA 669:30-33 and RSA 40:4-c.

XV. Votes taken at the second session shall not be reconsidered.

→ XVI. The warrant for any special meeting shall prescribe the date, place and hour for both a first and second session. The second session shall be warned for a date not fewer than 28 days nor more than 60 days following the first session. The first and second sessions shall conform to the provisions of this subdivision pertaining to the first and second sessions of annual meetings. Special meetings shall be subject to RSA 31:5, 39:3, 195:13, 197:2, and 197:3, provided that no more than one special meeting may be held to raise and appropriate money for the same question or issue in any one calendar year or fiscal year, whichever applies, and further provided that any special meeting held pursuant to paragraphs X and XI shall not be subject to RSA 31:5 and RSA 197:3 and shall not be counted toward the number of special meetings which may be held in a given calendar or fiscal year.

XVII. Notwithstanding any other provision of law, if the sole purpose of a special meeting is to consider the adoption, amendment, or repeal of a zoning ordinance, historic district ordinance, or building code pursuant to RSA 675, including the adoption of an emergency zoning and planning ordinance pursuant to RSA 675:4-a, the meeting shall consist of only one session, which shall be for voting by official ballot on the proposed ordinance, code, amendment, or repeal. The warrant for the meeting shall be posted in accordance with RSA 39:5.

Source. 1995, 164:1, eff. July 31, 1995. 1996, 276:1, 2, eff. June 10, 1996. 1997, 318:4, 5, 12, eff. Aug. 22, 1997. 1999, 86:1-3, eff. Aug. 2, 1999. 2000, 16:2, 3, 4, 5, eff. April 30, 2000. 2001, 71:5-7, eff. July 1, 2001. 2004, 219:1, eff. Aug. 10, 2004. 2007, 305:2, eff. Sept. 11, 2007. 2009, 2:2, eff. Feb. 20, 2009. 2010, 69:1, eff. July 18, 2010; 90:2-4, eff. July 24, 2010. 2011, 1:1, eff. Feb. 4, 2011; 57:1, eff. May 9, 2011. 2012, 217:2, eff. July 1, 2013. 2013, 116:1-3 eff. Aug. 24, 2013; 191:2, eff. Aug. 31, 2013. 2014, 7:1-4, eff. July 5, 2014; 190:1-3, 8-10, eff. Sept. 9, 2014. 2018, 241:1, 2, eff. Aug. 11, 2018; 313:1, 2, eff. Aug. 24, 2018. 2019, 192:2, eff. July 10, 2019.