



# TOWN OF HUDSON

## Board of Selectmen



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

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### BOARD OF SELECTMEN MEETING

September 3, 2024

6:00 PM

Board of Selectmen Meeting Room, Town Hall

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

### AGENDA

1. **CALL TO ORDER**
2. **NONPUBLIC SESSION**  
RSA 91-A:3 II (b) The hiring of any person as a public employee.
3. **CALL TO ORDER**
4. **PLEDGE OF ALLEGIANCE**
5. **ATTENDANCE**
6. **PUBLIC INPUT**
7. **RECOGNITIONS, NOMINATIONS & APPOINTMENTS**
  - A. **Appointment**
    - 1) Sustainability Committee – Jacob Keller - *seeking member position*
    - (2) member vacancies expiring (1) April 2025, (1) April 2027; (1) alternate vacancy to expire April 2026
8. **CONSENT ITEMS**
  - A. **Assessing Items** – None
  - B. **Water/Sewer Items** – None
  - C. **Licenses & Permits & Policies** – None
  - D. **Donations** – None
  - E. **Acceptance of Minutes**
    - 1) Minutes of August 15, 2024

**F. Calendar**

|       |      |                                    |                            |
|-------|------|------------------------------------|----------------------------|
| 09/03 | 7:00 | Board of Selectmen                 | BOS Meeting Room           |
| 09/04 | 7:00 | Budget Cmte.                       | Buxton Meeting Room        |
| 09/09 | 7:00 | Cancelled - Cable Utility Cmte.    | Hudson Cable Access Center |
| 09/09 | 7:00 | Conservation Comm.                 | Buxton Meeting Room        |
| 09/10 |      | **State Primary Election**         |                            |
| 09/11 | 6:30 | Nine Eleven Observance             | Benson Park                |
| 09/11 | 7:00 | Planning Board                     | Buxton Meeting Room        |
| 09/12 | 6:30 | Nine Eleven Observance (rain date) | Benson Park                |
| 09/17 | 7:00 | Municipal Utility Cmte.            | BOS Meeting Room           |
| 09/17 | 6:00 | Library Trustees                   | Hills Memorial Library     |
| 09/19 | 7:00 | Benson Park Cmte.                  | Hudson Cable Access Center |
| 09/23 | 7:00 | Sustainability Cmte.               | Hudson Cable Access Center |
| 09/24 | 7:00 | Board of Selectmen                 | BOS Meeting Room           |

**9. OLD BUSINESS**

**A. Votes taken after Nonpublic Session on August 27, 2024**

1. Selectman Jakoby made a motion, seconded by Selectman Dumont, to accept Director of Community Media, Jim McIntosh's recommendation to re-hire Jacqueline Lemay as part-time Production Coordinator for up to 20 hours a week. Motion carried, 4-0.
2. Selectman Dumont made a motion, seconded by Selectman Morin, to accept Police Chief Dionne's recommendation to hire Derek Francisco as a Police Patrol Officer with a starting salary of \$28.82 (Step 1), all in accordance with the Hudson Police Employee Association contract. Motion carried, 4-0.
3. Selectman Morin made a motion, seconded by Selectman Jakoby, to accept Police Chief Dionne's recommendation to transfer Stephanie Sabetti as a full-time Records Clerk effective 02 September 2024 with salary to remain at \$24.21 (same classification line) according to Hudson Police Employee Association Contract. Motion carried, 4-0.
4. Selectman Morin made a motion, seconded by Selectman Dumont, to authorize the Police Department to advertise and post for the part-time Legal Clerk vacancy in the Hudson Police Department. Motion carried, 4-0.
5. Selectman Jakoby made a motion, seconded by Selectman Morin, to accept Public Works Director, Jay Twardosky's recommendation to hire Michael Martorana effective 09 September 2024 at \$24.25 per hour (Grade 8, Step 1) in accordance with Teamsters Local #633 agreement. Motion carried, 4-0.
6. Selectman Morin made a motion, seconded by Selectman Dumont, to accept Public Works Director, Jay Twardosky's recommendation to hire Michael Menear effective 09 September 2024 at \$24.25 per hour (Grade 8, Step 1) in accordance with Teamsters Local #633 agreement. Motion carried, 4-0.

7. Selectman Morin made a motion, seconded by selectman Dumont, to hire Evelyn Hynes-Brock for the position of Administrative Aide II in the Board of Selectman's office at a starting rate of \$26.05 per hour per the Hudson Support Staff contract, effective September 15, 2024. Motion carried, 4-0.
8. Selectman Morin made a motion, seconded by Selectman Dumont, to post and advertise for the Assistant Town Clerk/Tax Collector position. Motion carried, 4-0.
9. Motion to adjourn at 9:22 p.m. by Selectman Morin, seconded by Selectman Dumont. Carried, 4-0.

**B. Status of Outstanding Items – Selectman Jakoby**

**10. NEW BUSINESS**

- A. Brox Donation to Town and Conservation Commission
- B. Dracut, Pine and Sanders Road Safety Audit - Engineering/Decision
- C. NHMA 2025-2026 Legislative Policy - Administration/Decision
- D. 2025 Scheduled Holidays - Administration/Decision
- E. 2025 Meeting Schedule for the Board of Selectmen - Administration/Decision
- F. Public Information Management – Selectman Jakoby/Discussion
- G. Strategic Planning – Selectman Jakoby/Discussion

**11. SELECTMEN LIAISON REPORTS/OTHER REMARKS**

**12. REMARKS BY TOWN ADMINISTRATOR**

**13. REMARKS BY SCHOOL BOARD**

**14. NONPUBLIC SESSION**

**RSA 91-A:3 II (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. **(b)** The hiring of any person as a public employee.

*THE SELECTMEN MAY ALSO GO INTO NON-PUBLIC SESSION FOR ANY OTHER SUBJECT MATTER PERMITTED PURSUANT TO RSA 91-A:3 (II).*

**15. ADJOURNMENT**

**Reminder ...**

Items for the next agenda, with complete backup, must be in the Selectmen's Office no later than **12:00 noon on Thursday, September 19, 2024.**

RECEIVED



TOWN OF HUDSON

Board & Committees Vacancy Application

(Hudson, NH Residents Only)

AUG 19 2024

TOWN OF HUDSON  
SELECTMENS OFFICE

Jacob Keller 16A Boulder Drive, Hudson NH

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Name Street Address

n/a 603.809.7075

---

Home Phone Number Work Phone Number

Self-Employed: Energy Auditor jake@hometowninspectionsnh.com

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Occupation (or former occupation if retired) Email Address

BPI Certified Building Analyst, BPI Certified Energy Auditor.

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Education/Special Interests

National Weatherization Day Committee - NH.

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Professional/Community Activities

I have a passion for sustainability & Energy Efficiency. I'd love to help the town I grew up in.

---

Reason for Applying

Gary Thomas, 603.234.9695 | Mike Turcotte, 603.557.2068

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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

- Benson Park Committee
- Cable Utility Committee
- Municipal Utility Committee
- Planning Board
- Sustainability Committee
- Building Board of Appeals
- Conservation Commission
- Nashua Regional Planning Commission
- Recreation Committee
- Zoning Board of Adjustment

Area(s) of Expertise:

- Architecture/Construction
- Information Technology
- Finance
- Environmental Planning
- Communications
- Other: Energy Efficiency, Communication

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 tis employment/appointment practices. Applicants must be Hudson, NH residents. Appointments are required to complete a Financial Interest Disclosure Form (FDIF) in accordance with the Town Code.

Signature of Applicant: Jacob Keller

Date: 8 / 19 / 24

**HUDSON, NEW HAMPSHIRE BOARD OF SELECTMEN**  
**Minutes of the August 15, 2024 Meeting**

1. CALL TO ORDER – by Chairman Guessferd the meeting of August 15, 2024 at 8:13 a.m. in the Selectmen Meeting Room at Town Hall.

2. PLEDGE OF ALLEGIANCE – Selectman Morin

3. ATTENDANCE

Board of Selectmen: Bob Guessferd, Heidi Jakoby, Dave Morin, Kara Roy and Dillon Dumont.

Staff/Others: Steve Malizia - Town Administrator

Chairman Guessferd explains the interviewing process for four candidates for the Town Administrator position.

4. NONPUBLIC SESSION

Motion by Selectman Roy, seconded by Selectman Morin, to go into non-public session under RSA 91-A:3 II (b) the hiring of any person as a public employee. Roll call vote, carried 5-0.

Nonpublic Session is being entered at 8:16 a.m. Any votes taken upon entering open session will be listed on the Board’s next agenda.

Town Administrator Interviews

The Board entered into public session at 3:30 p.m.

Motions made after Nonpublic Session

Motion by Selectman Morin, seconded by Selectman Dumont to seal the minutes of the nonpublic session August 15, 2024. Carried 5-0.

5. ADJOURNMENT

Motion to adjourn at 3:30 p.m. by Selectman Jakoby, seconded by Selectman Morin. Carried 5-0.

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

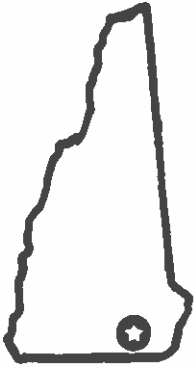
\_\_\_\_\_  
Bob Guessferd, Chairman

\_\_\_\_\_  
Dillon Dumont, Vice-Chairman

\_\_\_\_\_  
Kara Roy, Selectman

\_\_\_\_\_  
Heidi Jakoby, Selectman

\_\_\_\_\_  
Dave Morin, Selectman



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

*Agenda*  
*9-3-24*



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

To: Board of Selectmen

From: Steve Malizia, Town Administrator

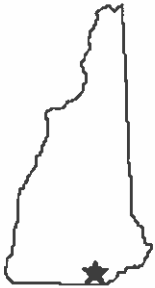
Date: August 29, 2024

Re: Status of Outstanding Items

Selectman Jakoby has requested that an item be placed on the Board of Selectmen's Old Business agenda to review the following items:

- Update on West Road Landfill expected completion
- Update on Town Hall Study expected completion
- Update on determining the scope of work for Infrastructure Study

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



# TOWN OF HUDSON

## Engineering Department




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

### INTEROFFICE MEMORANDUM

TO: Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer

DATE: August 28, 2024 

RE: Brox Industries, Inc. - Donation Update

On January 2023, Brox Industries, Inc., committed to donating six acres of land adjacent to town conservation land, and \$10,000 to the Conservation Commission, pending the approval of New Hampshire Department of Environmental Service Wetland Dredge and Fill permit.

Brox Industries, Inc. has recently obtained the permit and would now like to present the town with the land and the check. The Board of Selectmen already had public hearings about this matter and approved the donation in January of 2023, please see attachments.

Brox Industries' representatives will be available to speak about these items and answer any questions related to them.



# TOWN OF HUDSON

## Engineering Department



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

8C

111011011  
Agenda  
1-10-23

### INTEROFFICE MEMORANDUM

### PUBLIC HEARING 1-24-23

**TO:** Steve Malizia, Town Administrator  
Board of Selectmen

**FROM:** Elvis Dhima, P.E., Town Engineer

**DATE:** January 3, 2023

**RE:** Brox Industries, Inc.

RECEIVED

JAN

TOWN OF HUDSON  
SELECTMENS OFFICE

RECEIVED

JAN 10 2023

TOWN OF HUDSON  
SELECTMENS OFFICE

Dear Mr. Malizia,

We have been informed by Brox Industries, Inc, that they are in the process of filing for a Wetland Dredge and Fill permit from the State. Part of that this permit is wetland restoration and/or preservation.

Brox Industries' Wetland Scientist has identified approximately six acres of upland areas and surface water body areas, adjacent to existing conservation land, that they would like to donate to the Hudson Conservation Commission as part of their mitigation proposal to NHDES.

In addition, they would like to donate \$10,000 to the Hudson Conservation Commission to go towards their Merrill Park rehabilitation projects, currently underway.

Brox Industries' representatives will be available to speak about these items and answer any questions related to them.

**First Motion:**

To move forward with a public hearing on January 24, 2023, regarding acceptance of the land donation to Hudson Conservation Commission if NHDES approves the wetlands permit.

**Second Motion:**

To move forward with a public hearing on January 24, 2023, regarding the \$10,000 donation to Hudson Conservation Commission if NHDES approves the wetlands permit.

Selectman Morin made a motion, seconded by Selectman Guessferd to move forward with a public hearing on January 24, 2023, regarding acceptance of the land donation to the Hudson Conservation Commission if NHDES approves the wetlands permit. Carried 3-0.

Selectman Morin made a motion, seconded by Selectman Guessferd to move forward with a public hearing on January 24, 2023, regarding the \$10,000 donation to Hudson Conservation Commission if NHDES approves the wetlands permit. Carried 3-0.

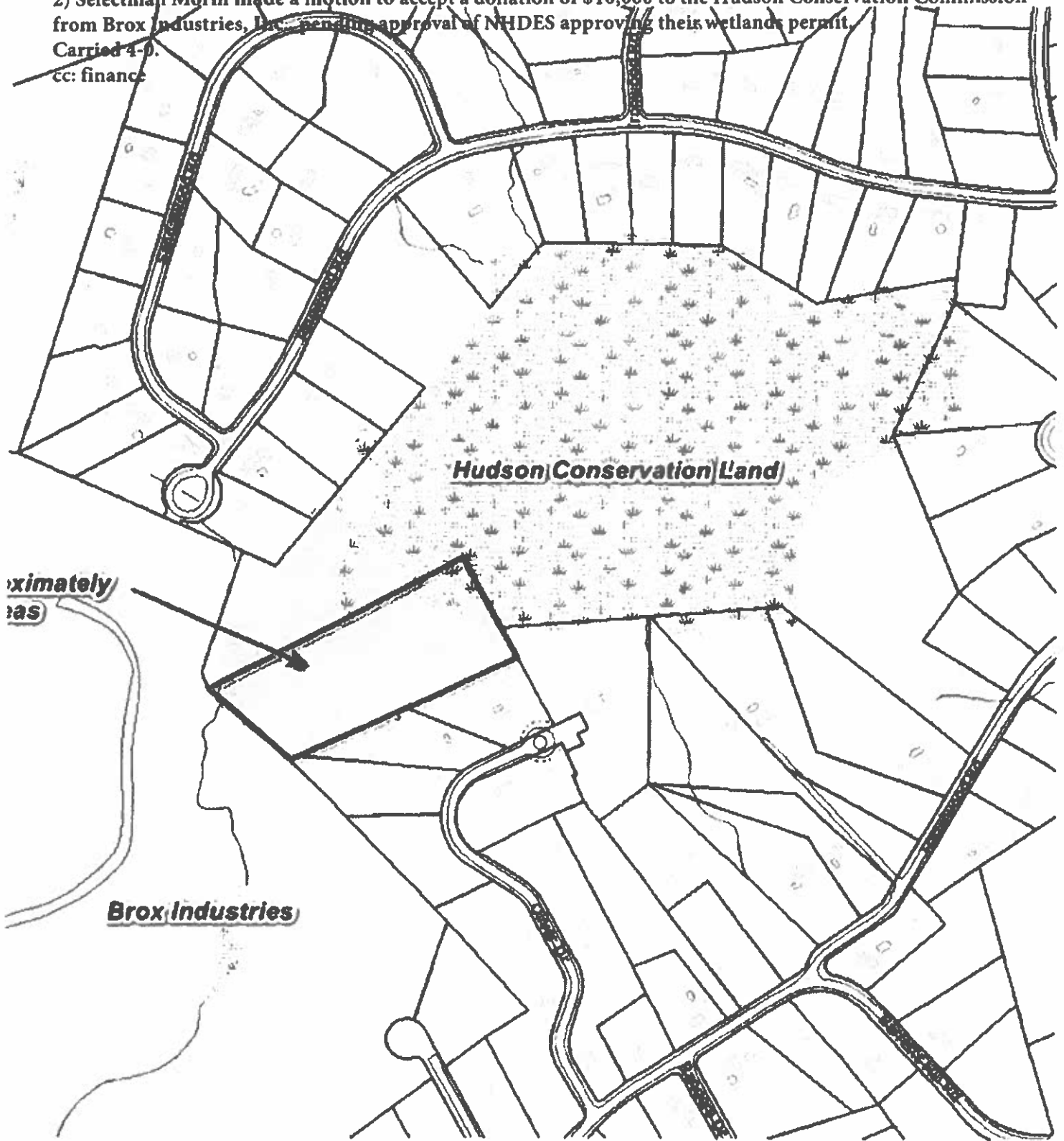


1-24-23

1) Selectman Guesferd made a motion, seconded by Selectman Morin to accept the land donation to Hudson Conservation Commission from Brox Industries, Inc., pending approval of NHDES approving their wetlands permit. Carried 4-0.

2) Selectman Morin made a motion to accept a donation of \$10,000 to the Hudson Conservation Commission from Brox Industries, Inc., pending approval of NHDES approving their wetlands permit. Carried 4-0.

cc: finance



Approximately  
100,000 sq ft

Brox Industries





#546

Return to:  
Town of Hudson Planning  
12 School Street  
Hudson, NH 03051

Doc # 240026603      08/23/2024 10:02:30 AM  
Book 9796 Page 1119      Page 1 of 2  
Mary Ann Crowell  
Register of Deeds, Hillsborough County

**NOTICE OF APPROVAL**

August 19, 2024

Owner or Applicant:    BROX INDUSTRIES, INC.                      TOWN OF HUDSON  
   1 TECH DRIVE, SUITE 310                      12 SCHOOL STREET  
   ANDOVER, MA 01810                              HUDSON, NH 03051

On Wednesday, July 24, 2024, the Hudson Planning Board heard subject case SB# 03-24 "Brox Industries, Inc. Lot Line Relocation Plan".

SUBJECT:      TO ADJUST THE LOT LINE BETWEEN MAP 150/LOT 013 & MAP 142/LOT 024.

LOCATION:      85 GREELEY ST. & 10 R HAZELWOOD RD., MAP 166/LOT 011

**ACCEPTANCE:**

The Planning Board accepted the subdivision application for the Lot Line Relocation Plan SB# 03-24, Map 150 / Lot 013 & Map 142 /Lot 024, 85 Greeley Street & 10 R Hazelwood Road.

**WAIVERS:**

- The Planning Board granted a waiver from §289-26.B. (3), Location of watercourses, ponds, or standing water (wetlands), to not require delineation of jurisdictional wetlands for the portion of land being transferred from Map 150 lot 013 to Map 142 Lot 024, based on the Board's discussion, the testimony of the Applicant's representative, and in accordance with the language included in the submitted Waiver Request Form for said waiver.
- The Planning Board granted a waiver from §289-26.B.(5), Topographic survey of the properties, to not require topographic surveys of Map 150 Lot 013 and Map 142 Lot 024, based on the Board's discussion, the testimony of the Applicant's representative, and in accordance with the language included in the submitted Waiver Request Form for said waiver.
- The Planning Board granted a waiver from §289-26.B.(5), Plan Scale, to allow for a scale of 1"=300' where 1"=200' is required, based on the Board's discussion, the testimony of the Applicant's representative, and in accordance with the language included in the submitted Waiver Request Form for said waiver.
- The Planning Board granted a waiver from §289-27.B. (6), Boundary survey, to not require a boundary survey of Map 150 Lot 013 and Map 142 Lot 024 where one would otherwise be required,

based on the Board's discussion, the testimony of the Applicant's representative, and in accordance with the language included in the submitted Waiver Request Form for said waiver.

**APPROVAL:**

The Planning Board approved the Lot Line Relocation Plan entitled: Lot Line Relocation Plan SB# 03-24, Map 150 Lot 13 & Map 142 Lot 24, 85 Greeley Street & 10 R Hazelwood Road, Hudson, New Hampshire; prepared by: Hayner/Swanson, Inc., (HSI) 3 Congress Street, Nashua, NH 03062; prepared for: Brox Industries, Inc., 1 Tech Drive Suite 310, Andover, MA 01818; consisting of sheets 1-2 and general notes 1-7 on Sheet 1; dated June 4, 2024; and:

That the Planning Board finds that this application complies with the Zoning Ordinances, and with the Land Use Regulations; and for the reasons set forth in the written submissions, together with the testimony and factual representations made by the applicant during the public hearing;

Subject to, and revised per, the following stipulations:

1. All stipulations of approval shall be incorporated into the Notice of Decision, which shall be recorded at the Hillsborough County Registry of Deeds (HCRD), together with the Plan.
2. Prior to the Planning Board endorsement of the Plan, it shall be subject to final administrative review by the Interim Town Planner and Town Engineer.

Signed: \_\_\_\_\_

  
Timothy Malley  
Chairman

Date: \_\_\_\_\_

8/14/24

Return to: Gallagher, Callahan & Gartrell  
214 North Main Street  
Concord, NH 03301

Doc # 240026604  
Book 9796 Page 1121

08/23/2024 10:02:32 AM  
Page 1 of 3

Mary Ann Crowell  
Register of Deeds, Hillsborough County

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**QUITCLAIM DEED**

**KNOW ALL MEN BY THESE PRESENTS**, that **Brox Industries, Inc.**, a Massachusetts corporation, having an address of 1 Tech Drive, Suite 310, Andover, Massachusetts 01810, for consideration, grants to the **Town of Hudson**, a New Hampshire municipality, having an address of 12 School Street, Hudson, New Hampshire 03051, with **QUITCLAIM COVENANTS**,

A CERTAIN PARCEL OF LAND LOCATED IN THE TOWN OF HUDSON, COUNTY OF HILLSBOROUGH, STATE OF NEW HAMPSHIRE, SITUATED NORTHERLY OF BARRETTS HILL ROAD AND OLIVER DRIVE, SOUTHERLY OF PINWOOD ROAD LOCATED ALONG THE EASTERLY SIDE OF TIGER ROAD, BEING SHOWN ON A PLAN ENTITLED, LOT LINE RELOCATION PLAN, MAP 150, LOT 13 AND MAP 142, LOT 24, 85 GREELEY STREET, HUDSON, NH PREPARED FOR / RECORD OWNER BROX INDUSTRIES, INC. , TOWN OF HUDSON, SCALE: 1"=300 FT, DATED: APRIL 4, 2024 BY HAYNER/SWANSON, INC., AND BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT A STAKE AND STONES AT LAND OF ANA M. TRUST NEAR THE SOUTHWEST CORNER OF HEREIN DESCRIBED PREMISES; THENCE:

S 69° 53' 45" W A DISTANCE OF 39.37 FEET TO A DRILL HOLE AT THE CORNER OF A STONE WALL; THENCE

N 41° 21' 34" W BY SAID STONE WALL, A DISTANCE OF 67.94 FEET TO A DRILL HOLE AT THE END OF SAID WALL; THENCE

N 60° 54' 16" W A DISTANCE OF 170.00 FEET TO POINT; THENCE

N 14° 47' 35" W A DISTANCE OF 85.0 FEET TO POINT; THENCE

N 61° 58' 21" E A DISTANCE OF 21.78 FEET TO A FIELD STONE BOUND AT LAND OF THE TOWN OF HUDSON; THENCE

N 61° 29' 58" E BY SAID TOWN LAND A DISTANCE OF 845.31 FEET TO POINT; THENCE

S 28° 33' 35" E BY SAID TOWN LAND A DISTANCE OF 349.39 FEET TO A STONE WALL CORNER AT LAND OF SUSAN A. BAILEY; THENCE

S 64° 32' 33" W BY SAID BAILEY LAND AND BY SAID STONE WALL A DISTANCE OF 104.35 FEET TO A DRILL HOLE; THENCE

**S 62° 39' 36" W BY SAID BAILEY LAND AND BY SAID STONE WALL A DISTANCE OF 133.04 FEET TO A DRILL HOLE; THENCE**

**S 66° 23' 33" W BY SAID BAILEY LAND, LAND OF MATHEW P. PETTINATO AND LAND OF ANA M. MELO TRUST A DISTANCE OF 506.93 FEET TO THE POINT OF BEGINNING; THENCE**

**CONTAINING AN AREA OF 6.236 ACRES OR 271, 637 SF MORE OR LESS.**

**Said premises is to be held in perpetuity by Grantee pursuant to a conservation stewardship plan. Meaning and intending to describe and convey a portion of the premises described in the Warranty Deed of Hudson Sand & Gravel, dated December 14, 1993 and recorded in the Hillsborough County Registry of Deeds at Book 5730, Page 673 on June 28, 1996.**

**This transfer is exempt from documentary tax stamps and the payment of real estate transfer tax pursuant to RSA 78-B:2, I.**

EXECUTED this 6 day of May, 2024.

Brox Industries, Inc.

[Signature]  
[NAME]: STEPHEN M. BROX  
[TITLE]: PRESIDENT

STATE OF Massachusetts  
COUNTY OF Middlesex

On this the 6 day of May, 2024, before me, the undersigned officer, personally appeared the above-named personally known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that executed the same for the purpose therein contained.



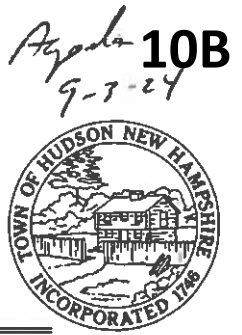
[Signature]  
Justice of the Peace/Notary Public  
My Commission Expires September 14, 2029  
Print name Catherine T. Taylor





# TOWN OF HUDSON

## Engineering Department



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

### INTEROFFICE MEMORANDUM

TO: Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer

DATE: August 29, 2024

RE: Dracut / Pine / Sanders Road Safety Audit Update

The Town of Hudson, in partnership with the Nashua Regional Planning Commission (NRPC), filed a road safety application in 2021 due to a recent road accident at this location.

In March of 2022, we were notified by the Department of Transportation (DOT) that the request and application was selected for the audit program.

The DOT have completed the audit and will present the findings and recommendations to the Board of Selectmen.



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

William Cass, P.E.  
Assistant Commissioner

HUDSON  
Dracut Rd / Pine Rd / Sanders Rd  
Road Safety Audit application

Bureau of Highway Design  
Room 200  
Tel. (603) 271-2171  
Fax (603) 271-7025

March 28, 2022

Mr. Elvis Dhima  
Town Engineer  
12 School St.  
Hudson, NH 03051

Dear Mr. Dhima:

I am writing to notify you that your application for a road safety audit (RSA) for the intersection of Dracut Rd, Pine Rd, and Sanders Rd has been selected for our 2022 RSA program. According to our RSA practice, the audit will be conducted by an interdisciplinary team comprised of the DOT and our engineering consultant, the Nashua Regional Planning Commission, and the Town. I will coordinate with you and NRPC to include the appropriate Town representatives on the RSA team.

I anticipate that the RSA will be conducted in late summer or early fall, as soon as NHDOT is able to retain a consultant for the work. I will coordinate with you to determine a suitable date once the DOT's consulting services are under agreement. In the meantime please feel free to contact me with any questions about the planned RSA.

Sincerely,

Michael J. Dugas, P.E.  
State Highway Safety Engineer

MJD

cc: J. Minkarah – Nashua Regional Planning Commission  
R. Radwanski – NHDOT District 5 Engineer

S:\Highway-Design\Safety\RSA\2022 applicants\Hudson\Hudson RSA response 28mar22.docx

Agenda  
9-3-24



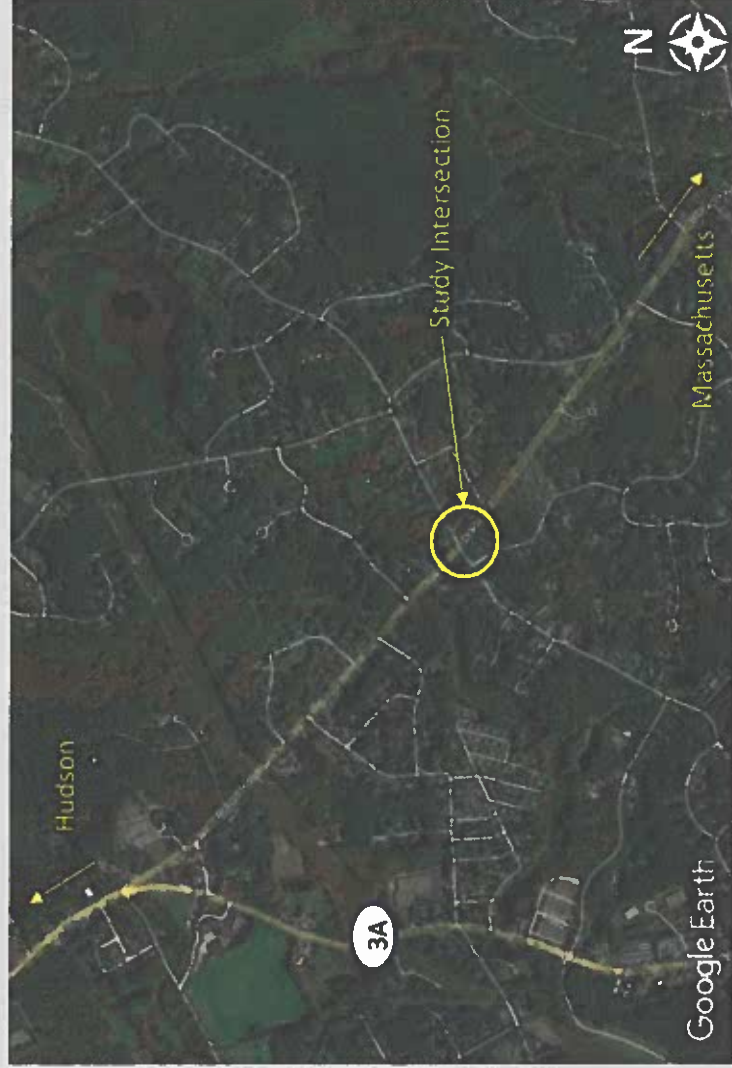
# Hudson 43966

Road Safety Audit  
May 2024

Intersection of  
Dracut Road with  
Pine Road and  
Sanders Road



# RSA Location



# Existing Conditions

- Dracut Road: 35 mph

|                  | Average Speed | 85 <sup>th</sup> Percentile Speed |
|------------------|---------------|-----------------------------------|
| Dracut Road (NB) | 41 mph        | 47 mph                            |
| Dracut Road (SB) | 40 mph        | 46 mph                            |

- 11' Travel Way
- Varying Shoulder (2' -6')
- Pine and Sanders Road: 30 mph
- Two-Way Stop (Minor Legs)





# RSA Background

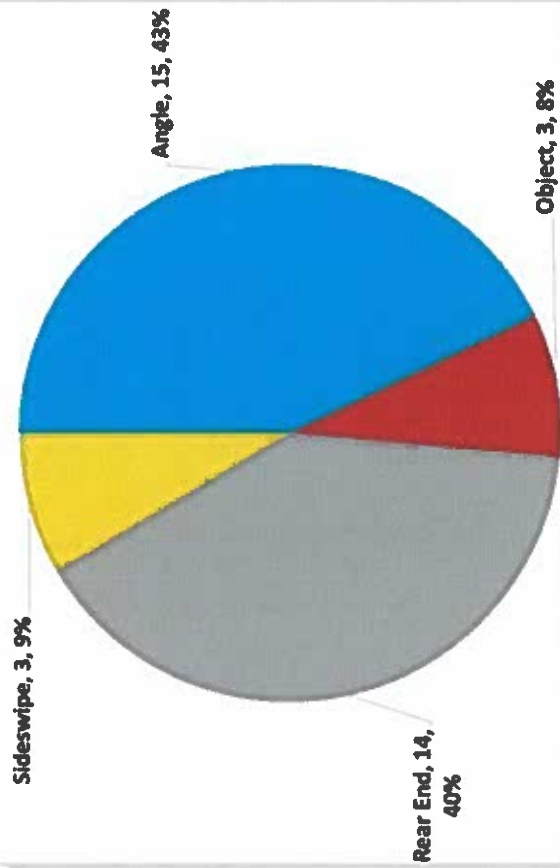
- Submitted March 2022
- RSA conducted September 11, 2023
- Analyzed Crash Information 2011-2021
  - One Serious Injury
  - Two Minor Injury



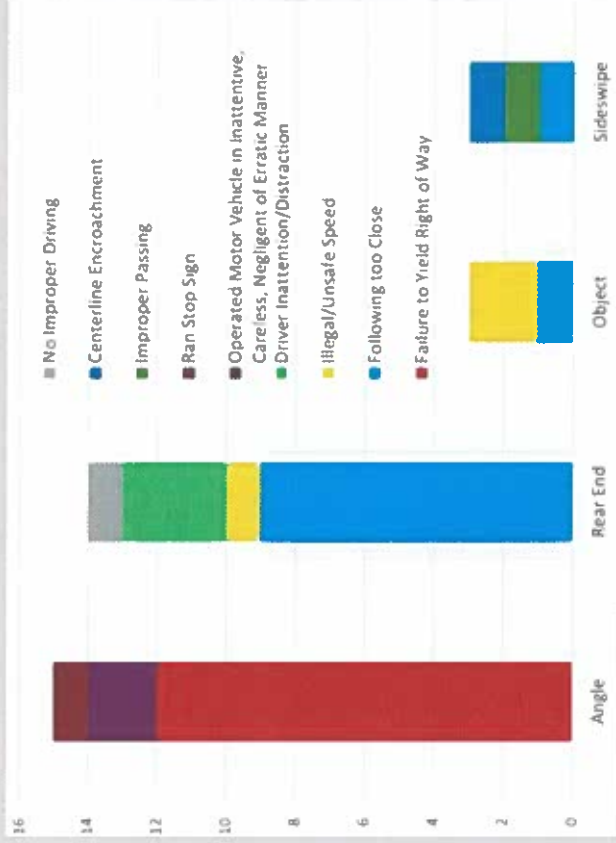
[Google Maps](#)

# Crash Analysis

Crashes by Type

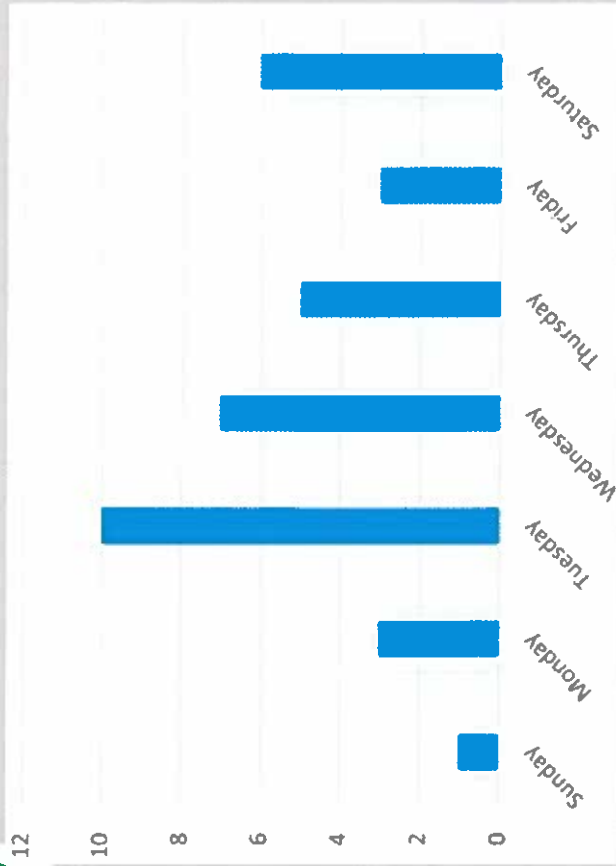


Crash Type by Contributing Factor

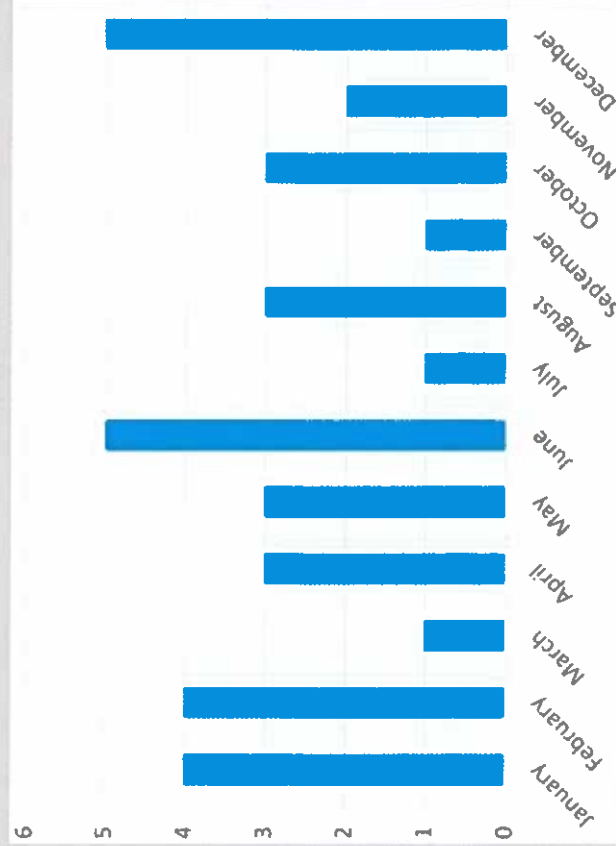


# Crash Analysis

### Crashes by Day of the Week



### Crashes by Month of the Year





# RSA Stakeholders

- Hudson Police & Fire
- Hudson Town Engineers and Planners
- Hudson Residents
- FHWA
- Nashua Regional Planning Commission
- NHDOT (Safety, Traffic, & District 5)
- Hoyle Tanner (Consultant)

# Assessment Findings

## Beneficial Existing Intersection Features

- Pavement Condition
- Drainage; No Evidence of Ponding
- Pavement Markings and Existing Signs
  - Overhead Lighting
- Visibility Along Dracut Road

# Assessment Findings

## Identified Safety Issues and Concerns

- Poor Intersection Conspicuity
- No Dedicated Left-Turn Lanes on Dracut Road
  - Speed and Volume  
(Vehicles on Dracut tend to travel in platoons)
- Pine Road used as cut-through  
(no right-turns permitted from NH 3A to Dracut Road)
- Visibility from Side Roads
  - Side Road Geometry
- Lack of Bicycle and Pedestrian Facilities

# Summary of Potential Safety Issues

**Table 5 - Summary of Potential Safety Issues**

| Identified Issues                        | Expected Crash Frequency | Expected Crash Severity | Qualitative Risk Assessment |
|--|--------------------------|-------------------------|-----------------------------|
| Inconspicuous Intersection               | Occasional               | Extreme                 | High                        |
| Visibility                               | Occasional               | Extreme                 | High                        |
| Lack of Left Turn Lanes                  | Occasional               | Extreme                 | High                        |
| Traffic Speed and Volume                 | Occasional               | High                    | Moderate-High               |
| Lack of Pedestrian or Bicycle Facilities | Rare                     | Extreme                 | Moderate-Low                |
| Side Road Geometry                       | Infrequent               | Moderate                | Low                         |

1. Crash frequency and severity ratings for each issue based on the expectations and judgements of the RSA team members, as outlined in the 2006 FHWA Road Safety Audits: Case Studies technical report.

# Conceptual Improvements

- Near-Term Improvements
- Intermediate Improvements
- Long-Term Improvements

*(responsible party)*

# Near-Term Improvements

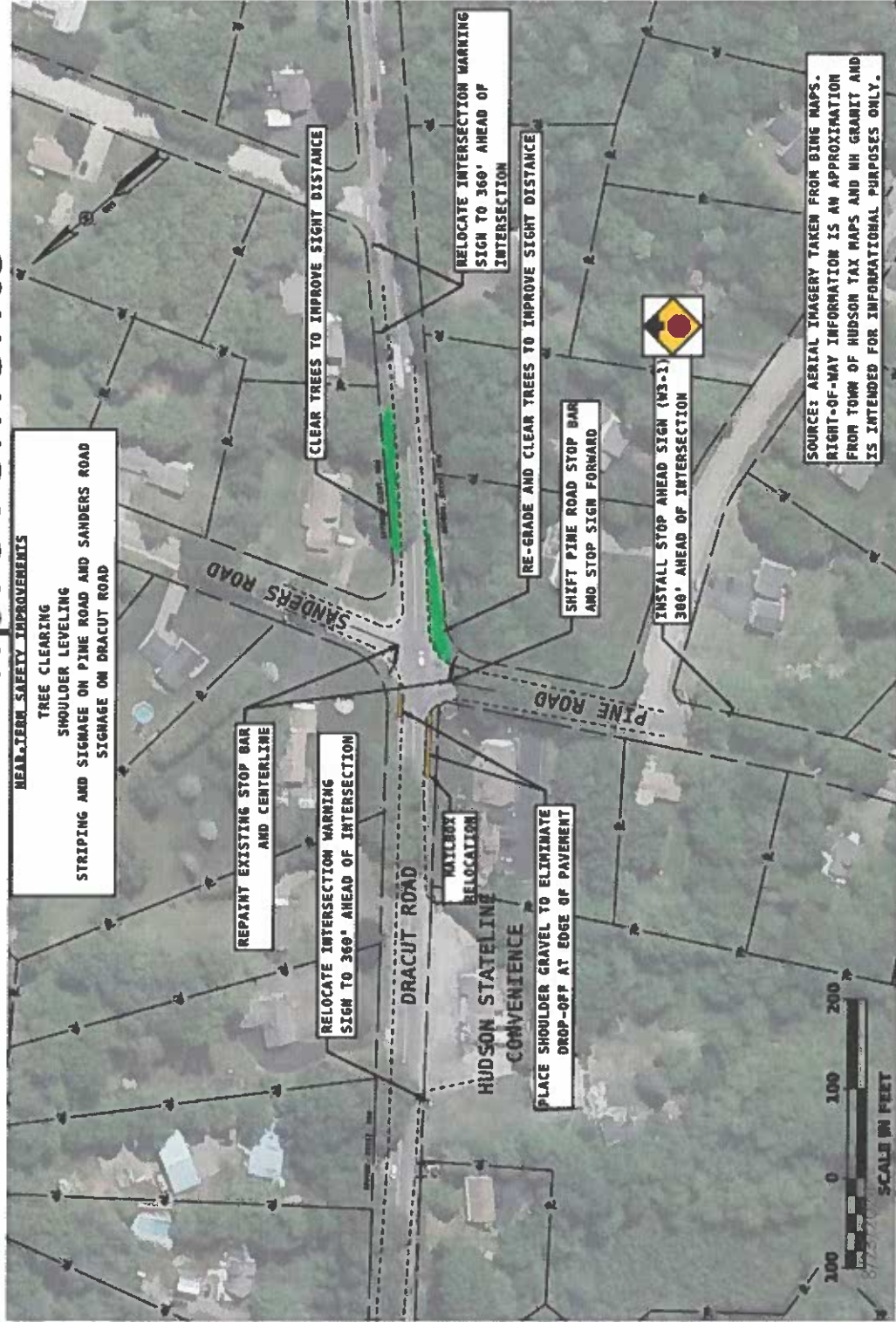
- Improve Sightlines
  - Remove trees, clear vegetation, regrade along Dracut south of Pine Road (*town*)
  - Clear vegetation along Pine Road near stop sign (*town*)
  - Remove trees on Dracut south of Sanders Road (*town*)
  - Relocate Hudson Monument mailbox (*town*)
- Pavement Markings and Signs
  - Repaint pavement markings on Pine Road and Sanders Road (*town*)
  - Shift Pine Road stop bar forward to increase visibility (*town*)
  - Add 'Stop Ahead' sign on Pine Road (*town*)
  - Relocate intersection warning signs to 360' ahead of the intersection (NHDOT)

# Near-Term Improvements (Continued)

- Roadway Departures
  - Add shoulder gravel to eliminate edge of pavement drop-off (NHDOT)
- Speed Awareness Campaign
  - Community-led effort to raise awareness related to excessive speeds
  - Could include local students or other community members



# Near-Term Improvements





# Intermediate-Term Improvements

- Hudson Stateline Convenience Store Access Management (NHDOT)
  - Install raised island within existing driveway to control access
    - Visually narrow Dracut Road
- Restrict Double-Stacking/Bypassing Left Turns (NHDOT)
  - Remove pavement on Pine Road.
  - Install curbing along Pine Road, extending onto Dracut Road.
    - May require minor drainage considerations
  - Realign Pine Road and Sanders Road to remove offset

# Intermediate-Term Improvements (Continued)

- Convert intersection to All-Way Stop Control
  - Includes overhead flashing red beacon
    - *Expected 40% crash reduction*

# All-Way Stop Control Simulations

|                | Average Hour (967 veh.) | Peak Hour (1608 veh.): |
|----------------|-------------------------|------------------------|
| Dracut Road SB | 481                     | 814                    |
| Dracut Road NB | 421                     | 670                    |
| Sanders Road   | 31                      | 54                     |
| Pine Road      | 34                      | 70                     |

Average Hour

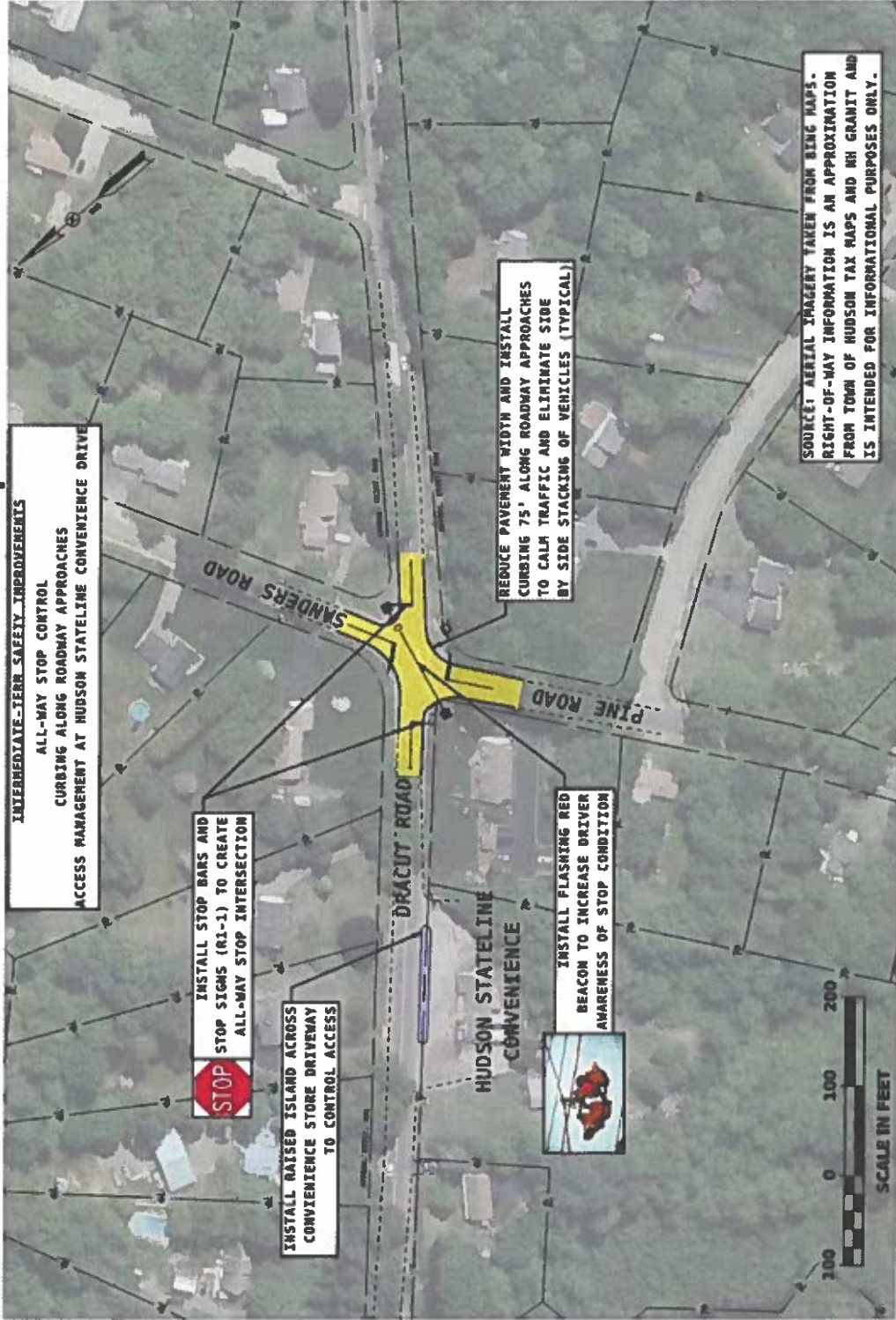


Peak Hour





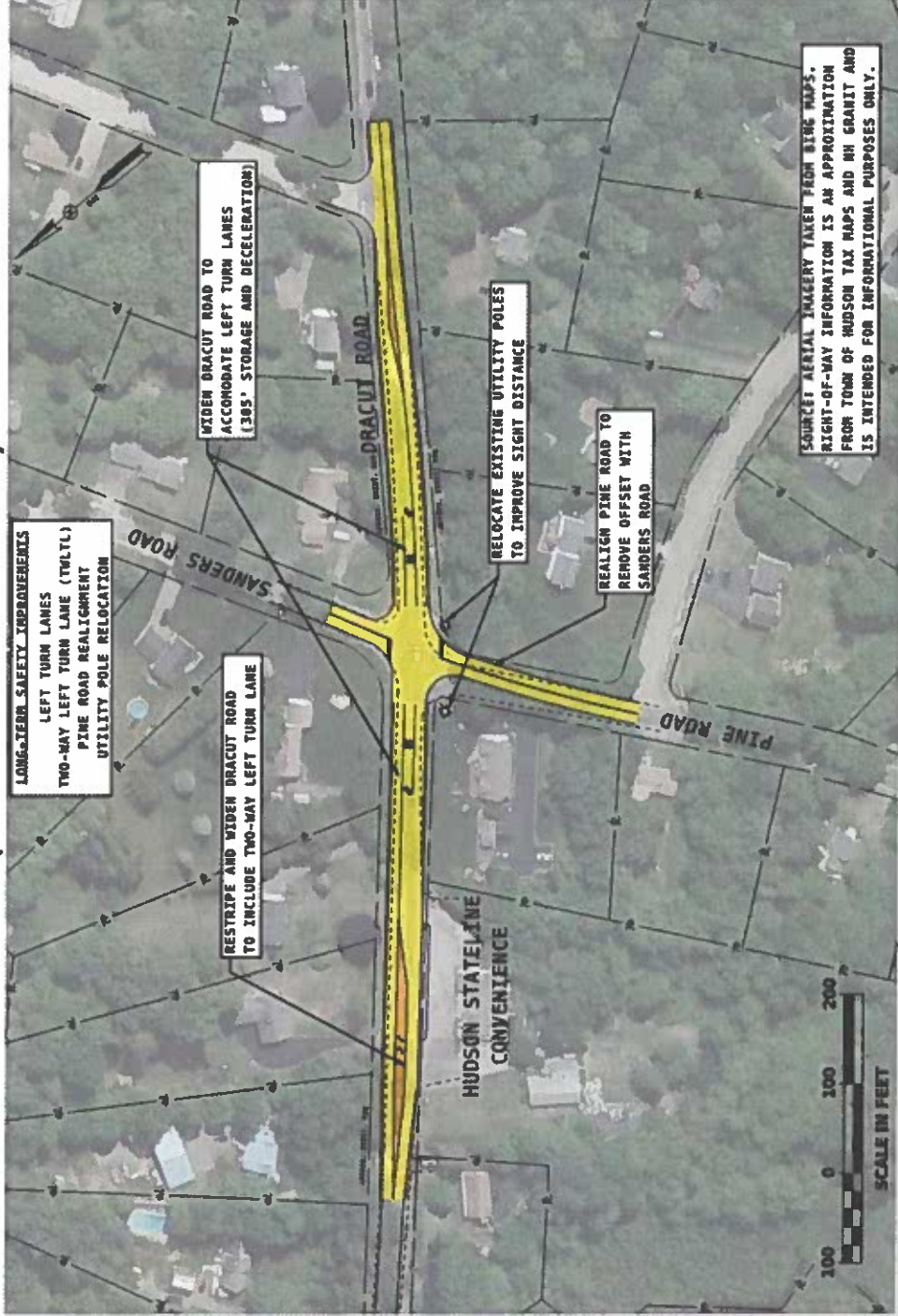
# Intermediate-Term Improvements



# Long-Term Improvements

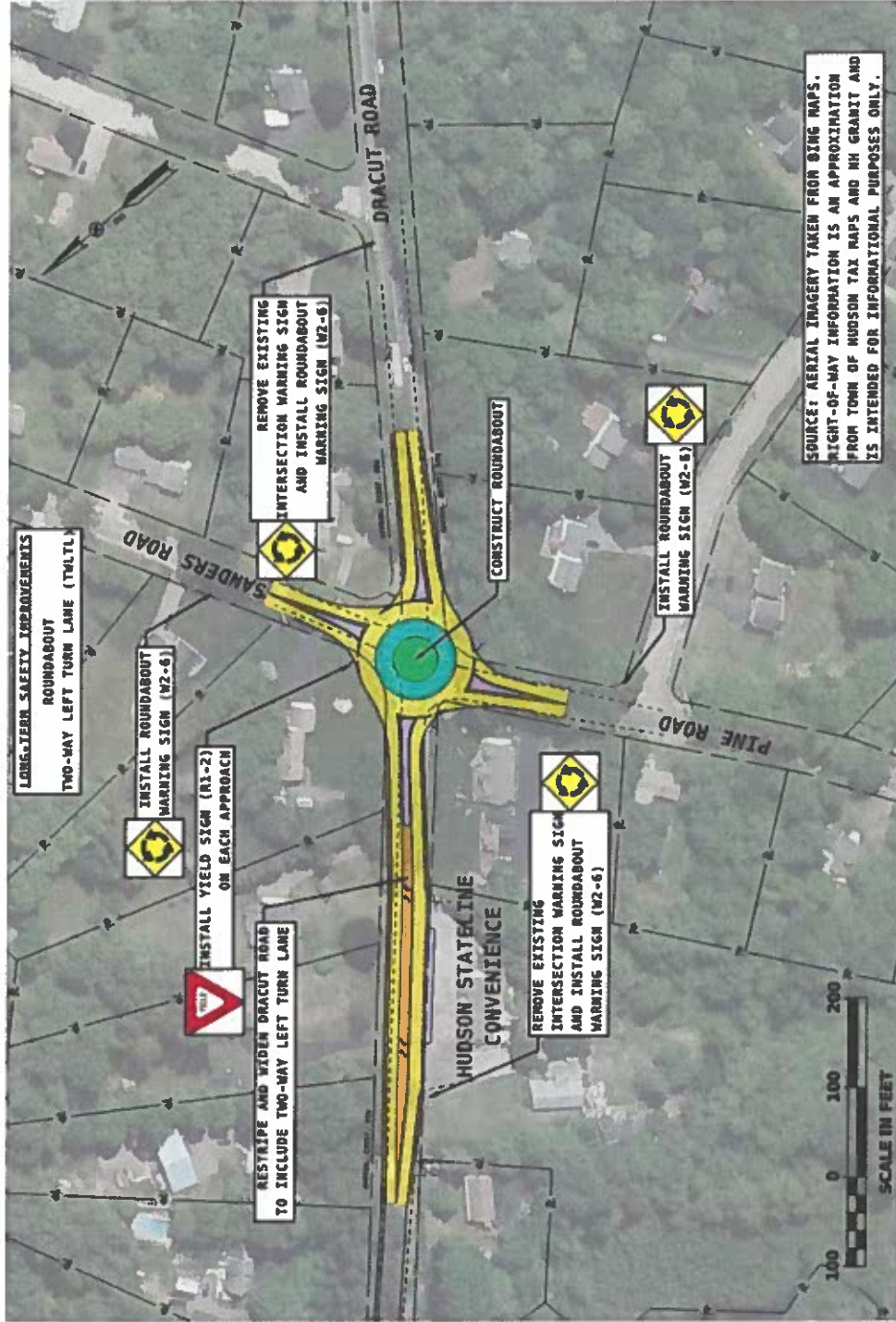
- Separate Left-Turns from Dracut Road
- Provide left-turn lanes on Dracut Road at intersection for both NB and SB
  - *Expected 48% crash reduction*
- Provide two-way left-turn lane north of intersection
  - *Expected 36% crash reduction*
- Realign Pine Road and Sanders Road to remove offset
- Roundabout
  - *Expected 44% crash reduction*

# Long-Term Improvements (Left Turn Lanes)





# Long-Term Improvements (Roundabout)



# Other Improvements Discussed

- Install Traffic Signal
  - Installation of left-turn lanes and realignment of Pine Road
    - *Expected 43% crash reduction*
    - *Traffic Signals NOT warranted*
- Corridor Study of Dracut Road
  - Complete Streets principles
- Intersection Conflict Warning System (ICWS)
  - Still under testing and evaluation
- Bicycle and Pedestrian Crossing
  - Not recommended for speeds > 40mph



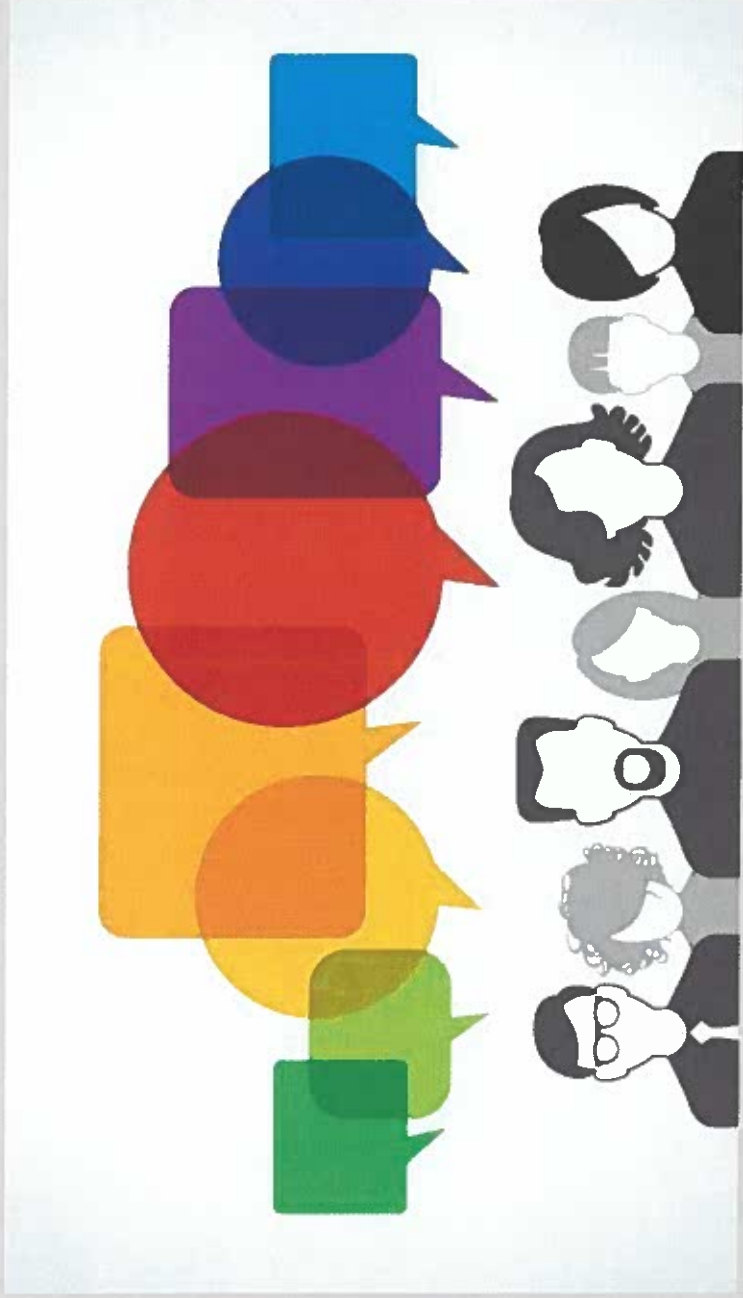
# Conceptual Costs

| Improvement  | Preliminary Engineering | Right of Way | Construction | Total       |
|--|-------------------------|--------------|--------------|-------------|
| All-Way Stop (Signs, Pavement Reductions, and Curbing) | \$53,000                | -            | \$295,000    | \$348,000   |
| Left Turn Lanes and TWLTL North of Intersection        | \$141,000               | \$30,000     | \$775,000    | \$946,000   |
| Roundabout and TWLTL north of intersection             | \$322,000               | \$50,000     | \$1,773,000  | \$2,145,000 |

# Benefit-Cost Analysis

| Improvement                                     | Net Benefit | Total Cost  | B/C Ratio |
|---|-------------|-------------|-----------|
| All-Way Stop                                    | \$1,856,559 | \$348,000   | 6.33      |
| Left Turn Lanes and TWLTL North of Intersection | \$565,697   | \$946,000   | 1.60      |
| Roundabout and TWLTL north of intersection      | (\$757,277) | \$2,145,000 | 0.65      |

# Questions and Discussion



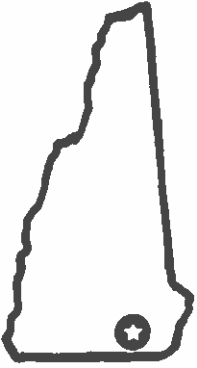
VLADGRIN/Shutterstock.com

# Traffic Signal Costs and Benefit-Cost Analysis

| Improvement    | Preliminary Engineering | Right of Way | Construction | Total       |
|----------------|-------------------------|--------------|--------------|-------------|
| Traffic Signal | \$192,000               | \$30,000     | \$1,056,000  | \$1,278,000 |

| Improvement    | Net Benefit | Total Cost  | B/C Ratio |
|----------------|-------------|-------------|-----------|
| Traffic Signal | \$79,378    | \$1,278,000 | 1.06      |

Agenda  
9-3-24 10C



**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

To: Board of Selectmen  
From: Steve Malizia, Town Administrator  
Date: August 27, 2024  
Re: NHMA 2025-2026 Legislative Policy

Attached please find information from the New Hampshire Municipal Association (NHMA) regarding the 2025-2026 Legislative Policy Process. As the voice of New Hampshire's cities and towns, the NHMA represents the municipalities' interests before the State Legislature and State agencies. In order to best represent the interests of the member municipalities, the NHMA will hold a policy conference in September where each town and city can vote a position on the various policy recommendations that have come forward through the three (3) legislative policy committees, General Administration and Governance, Finance and Revenue, and Infrastructure, Development and Land Use. In addition, two (2) member communities (Lebanon and Waterville Valley) submitted floor proposals for consideration.

I am requesting that the Board of Selectmen review the proposed policy recommendations in advance of the September meeting to determine if the Board would like to take a position on the proposals that have been submitted. I am also requesting that the Board of Selectmen designate Acting Town Administrator, Jim Michaud, as the Town's representative at the policy conference. The following motion is appropriate for the appointment:

***Motion: To designate the Acting Town Administrator, James Michaud, as the Town of Hudson's voting delegate at the 2025-2026 NHMA Legislative Policy Conference on September 27, 2024.***

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



## NH Municipal Association

### Proposed Policies

2025-2026

#### General Administration and Governance

##### Local Authority and Efficiency

NHMA supports maintaining local government authority without infringement by the state, and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion. NHMA also supports state-local partnership and coordination in addressing common issues.

##### NHMA supports:

- Legislation granting towns the same authority to adopt ordinances that cities have under RSA 47:17;
- The authority of municipalities to regulate or limit the use of firearms on municipal property, and to regulate the carrying of firearms by municipal employees while on duty;
- Legislation allowing a town, by vote of its legislative body, to authorize appointment of the town clerk or town clerk/tax collector by the governing body, or by the chief executive officer based on a town charter, with appropriate employment protections to preserve the statutory independence of the office;
- Legislation allowing municipalities to satisfy notice publication requirements through the use of electronic notification rather than newspaper publication, in addition to posting notice in public places;
- Legislation that is supportive of state collaboration with municipalities in addressing homelessness; and,
- Legislation that helps ensure the availability of an adequate public sector workforce.

##### NHMA opposes:

- Repealing or further limiting existing governmental immunity protections or liability caps, or otherwise expanding potential liability for cities and towns; and
- Legislation that detracts from existing local authority.

## **Right-to-Know Law**

NHMA supports the purposes of the Right-to-Know Law: to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure government's accountability to the people. NHMA also supports measures to make the law clearer and make compliance with public access requirements easier and less burdensome for public officials and employees and less costly for taxpayers.

### **NHMA supports:**

- The ability to recover reasonable labor costs and other costs for responding to voluminous or excessive or commercial record requests, protecting taxpayer dollars and potential privacy concerns of citizens;
- Exemptions from disclosure that are easy to administer and that provide appropriate protection for confidential and other sensitive information;
- The ability of municipalities to directly petition to the Right-to-Know Law Ombudsman;
- Legislation and funding that provide support for education about the Right-to-Know Law; and,
- Authority of municipalities to set the meeting locations, conditions, and modalities (including in-person, remote, or combined in-person/remote) for meetings of councils, boards, committees, and commissions.

## **Elections**

NHMA believes that voting in state and local elections should be simple and convenient without risking election integrity or security, and that election processes should be efficient without imposing undue burdens on local officials.

### **NHMA supports:**

- Establishment of an independent redistricting commission to draw election districts fairly and without regard to partisan advantage;
- Local autonomy over town and city elections;
- More frequent state review and approval of electronic ballot-counting devices;
- Registration and voting processes that are not unnecessarily complex or burdensome, either to election officials or to voters;
- The use of secure technology such as electronic poll books to make election processes more efficient;
- Greater flexibility in the processing and counting of absentee ballots; and,
- State assistance for the cost of accommodations for disabled voters in local elections.

## **Labor and Employment**

NHMA recognizes the importance of municipal employees, the need for good working conditions, and the right of employees to organize if they choose. NHMA also believes municipal employers should be free to set reasonable terms and conditions of employment or negotiate the same with their employees or employee representatives, without undue state interference.

NHMA **supports** existing laws governing all public employment and public employee labor relations. NHMA **opposes** changes to legislation that would mandate greater burdens or liabilities on employers.

**NHMA opposes:**

- Legislation creating a mandatory “evergreen clause” for public employee collective bargaining agreements;
- Mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining;
- A right to strike for public employees;
- New mandated employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years;
- Unnecessary limits on municipalities’ discretion in making hiring decisions; and,
- Restrictions on municipalities’ ability to privatize or use contracted services.

**Substance Use, Prevention & Response**

**NHMA supports:**

- State funding and other legislation to address substance use disorders for the following efforts:
  - Prevention
  - Treatment
  - Recovery
  - Emergency response
  - Enforcement

**NHMA opposes:**

- Reductions in state funding for substance use disorder or recovery support programs;
- Legislation that makes it more difficult to address the substance use disorder problem in our communities.
- Legislation that authorizes the sale of cannabis unless the following requirements or conditions are included:
  - The processing, manufacture, refinement or sale of cannabis products in any municipality shall only be permitted after the legislative body of that municipality has adopted the provisions of enabling state legislation permitting such activities--“opt-in,” not “opt out.”
  - Legislation that legalizes the sale of cannabis must include provisions for adequate and sustained funding to municipalities to address the costs associated with legalization because municipalities will be the governmental entities that will have to directly deal with the impacts of legalization.
  - Any legislation allowing for establishments engaged in selling, distributing, growing, or storing cannabis or cannabis products shall include a requirement for a host community agreement with the municipality in which such an establishment is located, which may include provisions such as a community impact fee; a limit on the percentage of sales of total gross receipts that are related to cannabis sales; security



measures for premises; agreements to fund police details when necessary; for crowd or traffic control; and termination of business provisions.

## **Finance and Revenue**

### **Property Taxes and Related Revenues**

NHMA supports legislation that allows municipalities to manage property tax levies in a manner that stabilizes tax rates and ensures equity, fairness, and efficiency in the assessment and collection of property taxes.

#### **NHMA supports:**

- The continuing right of municipalities to use any recognized method of appraisal upheld by the New Hampshire judicial system;
- Legislation to ensure that:
  - property taxes are assessed to the proper owner by requiring that all owner name changes be separately filed at the registry of deeds when such an owner change is not created by a transfer of the property, and
  - all liens, whether of a private or institutional nature, be filed at the registry of deeds, and that all changes to the name of a recorded lienholder be similarly filed;
- A legislative commission to study assessment and collection of property taxes and/or municipal utility fees on manufactured housing on land of another and on transient-type properties;
- Legislation ensuring fairness and accuracy in property tax exemptions including ensuring that all household income and assets are taken into account;
- Legislation that prohibits the use of the income approach by a taxpayer in any appeal of assessed value if the taxpayer refuses to provide such information as requested by the municipality;
- A legislative commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects;
- A study commission of local enabling legislation to allow for a uniform homestead exemption for resident owners on the principal place of residence.

#### **NHMA opposes:**

- Legislation that directly or indirectly increases property taxes, including but not limited to new or expanded mandatory exemptions or credits, or changes in the process for valuing, assessing, or taxing specific classes of properties;
- Legislation that undermines the basic goals of the current use program or reduces the 10-acre minimum size requirement for qualification for current use beyond those exceptions now allowed by the rules of the Current Use Board;
- Legislation that expands the definition of “charitable” in RSA 72:23-1 unless the state reimburses municipalities for the commensurate loss of property tax base;
- An assessment methodology for big box stores that employs comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

## **State Aid and Non-Property Tax Revenues**

NHMA supports funding of state aid to municipalities, supports legislation authorizing local control over non-property tax revenue streams, and opposes legislation that reduces, suspends, or eliminates existing local taxes, fees, or state aid.

### **NHMA supports:**

- Full restoration of revenue sharing under RSA 31-A;
- A state transportation policy that provides adequate and sustainable funding for state and municipal infrastructure and transportation systems and maintains at least the 12 percent share of state highway funds distributed to municipalities;
- Legislation authorizing the establishment of local option fees and providing for periodic adjustments to statutory fees to compensate for factors including, but not limited to, the effects of inflation, such as an increase in the maximum optional fee for transportation improvements;
- Legislation to ensure the collection of unpaid bills for ambulance and other emergency services;
- Reimbursement from the state for the cost of municipal services provided to state-owned properties;
- Legislation amending motor vehicle registration enforcement laws to ensure collection of all state and local registration fees owed by New Hampshire residents;
- Legislation amending RSA 36-A:5 II to allow trustees of trust funds to invest conservation funds instead of only the town treasurer, if voted by the legislative body;

### **NHMA opposes:**

- Legislation that would repeal the dedicated fund created to share 30% of state meals and rooms tax revenue with municipalities along with any further reduction to the percentage shared, or any further reduction to the state meals and rooms tax.
- Diversion of state highway funds for state non-transportation network purposes.

## **New Hampshire Retirement System (NHRS)**

NHMA supports the continuing existence of a retirement system for state, municipal, school, and county government employees that is secure, solvent, fiscally healthy, and financially sustainable, and that both employees and employers can rely on to provide retirement benefits for the foreseeable future.

### **NHMA supports:**

- Restoration of up to 35% of the state's share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan, with the goal being a 35% re-instatement of the state contribution;
- Inclusion of participation by municipal officials designated by NHMA on any legislative study committee or commission formed to research alternative retirement system benefits plans or designs; and,

- Performance of an actuarial analysis of any legislation proposing benefits changes or other plan changes that may affect employer contribution rates.

**NHMA opposes:**

- Legislation expanding benefits that increase current or future employer contribution costs;
- Legislation that assesses additional charges on employers beyond NHRS board-approved rate changes;
- Legislation that expands the eligibility of NHRS membership to positions not currently covered by the plan; and,
- Legislation further restricting a municipality's ability to employ NHRS retirees in part-time positions or the imposition of any fees or penalties associated with such employment.

**Education Funding**

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

**NHMA supports:**

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration; and,
- A revenue structure that is fair to citizens.

**NHMA opposes:**

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments;
- Education funding changes that would directly result in a reduction of the amount of municipal state aid and revenue sharing;
- Education funding changes that create a conflict in statute with any other taxing authority, tax statute, existing exemption or credit or create technical issues within the tax collection process.

## **Infrastructure, Development, and Land Use**

### **Energy, Environment, and Sustainability**

NHMA supports preservation and enhancement of municipal energy, climate, and sustainability planning for communities, protection of the natural environment, and implementation of clean and renewable energy, while recognizing the need for municipalities to manage their resources and the natural environment without undue cost.

#### **NHMA supports:**

- Legislation that broadens municipalities' ability to install and use renewable energy sources, including higher caps or elimination of caps on net energy metering;
- Legislation that provides financial and other assistance to municipalities for conservation techniques and installation and maintenance of renewable energy sources;
- Legislation that allows municipalities to adopt local environmental regulations that are no less stringent than those implemented by the state;
- Legislation that enables municipalities to enact measures that promote local energy and land use systems that are both economically and environmentally sustainable;
- Legislation that protects and preserves local natural resources and public infrastructure, builds community resilience, and fosters adaptation to climate change and mitigates its risks;
- Policies that support customer and community choice in energy supply and use competitive market-based mechanisms to promote innovation, cost effectiveness, and sustainability; and
- Legislation that provides state or federal assistance to municipalities to promote environmental justice and to mitigate environmental impacts faced by their residents, and to drive early local engagement in decision processes.

#### **NHMA opposes:**

- Legislation that overrides local determinations of appropriate energy sources and regulations.

### **Water Resources Protection, Control, and Management**

NHMA supports measures enabling municipalities to protect, control, and efficiently and safely manage water infrastructure and its resources. NHMA believes the State should support its commitments to municipalities for water infrastructure programs and that any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

#### **NHMA supports:**

- Legislation that provides state or federal investment in maintaining and improving ~~the state's~~ critical water infrastructure, including, but not limited to, dams, public drinking water systems, wastewater systems, stormwater systems, and surface and groundwater;
- Legislation that encourages regional and innovative solutions to drinking water, wastewater, stormwater, and surface and groundwater issues; and,

- Regulation of emerging contaminants at appropriate and feasibly achievable levels when supported by relevant scientific and technical standards that are broadly accepted by peer review and cost-benefit analyses, when coupled with appropriate state or federal funding.

**NHMA opposes:**

- Enactment of stricter drinking water, wastewater, stormwater, or surface water and groundwater regulations for municipalities unless any costs of compliance are funded by the state or federal government or responsible party.

**Solid Waste Management**

NHMA recognizes the need for efficient, economical, and environmentally sensitive mechanisms for solid waste management which allow municipalities to use the most appropriate disposal systems. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

**NHMA supports:**

- Programs that support municipal, regional, and state strategies to manage solid waste through reduction, reuse, recycling, resource recovery, composting, and other measures, while maintaining local control;
- State programs that address existing and emerging contaminants at no additional cost to municipalities; and,
- Fees or assessments on solid waste or recycling that are used to provide direct support or enhancement of local or regional solid waste, household hazardous waste, and recycling programs.

**Housing**

NHMA recognizes the need for diverse, affordable, and workforce housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse, ~~and~~ affordable, and workforce housing. NHMA believes municipalities should have discretion in how to satisfy this responsibility and supports legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

**NHMA supports:**

- Legislation that allows municipalities to require the inclusion of affordable and diverse housing opportunities as part of new housing developments;
- Financial and other incentives to municipalities to encourage development of diverse, ~~and~~ affordable, and workforce housing, including but not limited to municipal per unit grants;
- Financial and other incentives that assist homeowners in FEMA designed flood areas such as with the elevation of residential dwellings;
- Legislation that provides state funding to the regional planning commissions that helps municipalities in meeting their housing needs;
- Statewide efforts to provide housing for those experiencing homelessness or at risk of homelessness and for those recovering from substance use disorder, subject to reasonable municipal regulation;

- Policies that encourage documentation and financial traceability of cash and bartered rental transactions;
- Legislation and policies that encourage creative and flexible approaches to meeting housing needs of current and future demographics in different regions; and,
- Legislation which promotes a collaborative approach between the state, municipalities, and other key stakeholders to address the state’s housing shortage.

**NHMA opposes:**

- Legislation and policies that ~~allow for or~~ encourage housing practices that exclude people from ~~and~~ or decrease the availability of quality, affordable housing; and,
- Legislation that erodes local control over land use decisions.

**Land Use**

NHMA supports the long-standing authority of municipalities to regulate land use matters with minimal interference from the state.

**NHMA supports:**

- Legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions; and,
- Legislation that supports the adoption of more recent editions of the national/international building and fire codes after review and recommendation by the Building Code Review Board and/or the State Fire Control Board.
- Legislation and policies that take into consideration the value of conservation, natural resources, and open space.

**NHMA opposes:**

- Legislation that limits municipal control in implementing statewide priorities in zoning and land use regulation;
- New state mandates requiring municipalities to allow specific types of housing; and,
- All other statewide land use mandates.

**Information Technology, Communications, and Cybersecurity**

NHMA supports initiatives to make the most current information and communication technology accessible to New Hampshire communities, so long as local authority over land use regulation and safety issues is not compromised.

**NHMA supports:**

- Legislation that allows for the responsible, ethical and transparent use of Artificial Intelligence (AI) technologies by New Hampshire municipalities to enhance public services, improve operational efficiency, reduce costs, enhance security, manage risk and engage more effectively with the community.



- Legislation that increases the ability of municipalities, especially those in rural and remote areas, to facilitate and advance access to reliable broadband technology to the premises in their communities;
- Legislation that provides flexibility for municipalities in accessing poles and pole attachments, including legislation that directs the New Hampshire Public Utilities Commission to adopt the FCC rule on access to poles called “One-Touch-Make-Ready” in order to facilitate bringing high-speed fiber optic cable to service all New Hampshire communities, homes, and businesses by internet service providers (ISPs) in an expedient and cost-effective manner;
- Legislation that provides state and federal investment, including grants, for installation of high-speed fiber optic broadband technology to serve all New Hampshire communities, homes, and businesses;
- Legislation that requires or encourages and incentivizes providers to disclose information to local government relative to access and broadband connections provided in the municipality to help municipalities better understand and address the needs of their community; and,
- State investment in cybersecurity assistance to municipalities to protect data and infrastructure.

**NHMA opposes:**

- Legislation that would promote discrimination in the administration of government, the violation of privacy of the citizens we serve, or create or promote threats to public safety.
- Legislation that limits municipalities’ ability to prevent or regulate deployment of technologies that would interfere with the management of the right of way; and,
- Statewide mandates on cybersecurity practices unless any associated costs are funded by the state or federal government.

**Transportation**

NHMA supports state policies that ensure access for all users to convenient, efficient, reliable, cost effective, safe, and sustainable multi-modal transportation systems in New Hampshire.

**NHMA supports:**

- Appropriate funding for state and local modes of transportation, including but not limited aviation, transit, bicycle, and multi-modal facilities;
- Continued state and federal investment in public transportation systems and projects designed to support access to vital services, economic, and recreational opportunities within communities, link communities and regions, and reduce vehicle congestion on New Hampshire’s roads; and,
- Programs and funding sources that would appropriately recover and distribute the impact of vehicles used on local and state transportation infrastructure.

**NHMA opposes:**

- Any action or inaction by the State that results in the downshifting of maintenance responsibilities for transportation infrastructure (road, bridge, culvert, drainage) to municipalities.

**Economic Development, Recovery, and Vitality**

NHMA supports allowing municipalities to implement measures to foster economic development which allows for the preservation and creation of jobs and vitality within our communities.

**NHMA supports:**

- Legislation that allows for local adoption of more options and more flexibility to provide incentives for economic recovery and development; and,
- Expansion and more flexibility of state tax credit and exemption programs to foster economic recovery, development, and vitality.

**NHMA opposes:**

- Legislation that makes it more burdensome to implement economic recovery, development, and vitality measures.

# NH Municipal Association

## Proposed Principles

### 2025-2026

In addition to the established Legislative Policy positions adopted by the New Hampshire Municipal Association membership, the following principles should guide staff in setting priorities during any legislative biennium:

1. Identify and oppose mandates that violate Part 1, Article 28-a of the New Hampshire Constitution.
2. Work to maintain municipalities' share of state-level revenue sources (revenue sharing, meals and rooms tax, highway block grants, municipal bridge, state water and wastewater capital programs, and other state aid). Oppose proposals that reduce revenue unless there is a sustainable identified replacement source. Support efforts that make more sustainable sources for revenue.
3. Advocate to maintain and enhance existing local authority in all areas of local government.
4. Support legislation that provides greater authority to govern more effectively, efficiently, and flexibly at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or NHMA's Legislative Policies.
6. Oppose mandated state exemptions or credits from local property taxes without substantial benefits back to municipalities.
7. Advocate for municipal representation on state boards, commissions, and study committees that affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional and state cooperation and delivery of municipal and state services.
10. Advocate for local options for economic development and vitality in partnership, including public-private partnerships, with regional and state economic development goals to encourage the overall economic health and social well-being of New Hampshire.
11. Encourage clarity and the elimination of ambiguity in statutory language, especially in areas of decision-making authority.
12. Support the rights of cities and towns to advocate, individually or collectively, for or against legislation and to join, hire, or establish organizations that do so on their behalf.

The legislative principles are not in order of weight or priority. They each carry their own independent value and should be viewed in that fashion when used to determine NHMA's position on a bill or policy.



New Hampshire Municipal Association  
2025-2026 Legislative Policy Process

Floor Policy Proposal

Submitted by (name) Wendi Rathgeber Date August 8, 2024 Town of Waterville Valley  
Title of Person Submitting Policy Selectboard Member

Floor Policy Proposal approved by vote of the governing body on (date) August 7, 2024

To see if NHMA will SUPPORT/OPPOSE: Support the prevention of the disposal of municipal solid waste, or any other waste, generated outside of New Hampshire in New Hampshire landfills.

Furthermore, we request NHMA support in encouraging the state of New Hampshire to act expeditiously to plan for near and long term municipal solid waste disposal, as well as waste reduction initiatives.

Municipal interest to be accomplished by proposal:

Municipalities need to provide affordable disposal of property owners' municipal solid waste by removing competition for space in existing and potential future landfills. There is also a need to provide assurance to New Hampshire property owners that the removal of solid waste will be a service that can be expected in the future.

Explanation:

Many municipalities in New Hampshire rely on large regional landfills for the disposal of their property owners' trash. The disposal companies that operate in New Hampshire are allowed to accomodate waste from surrounding New England states and beyond (which, in turn, do NOT allow neighboring states' trash to be disposed of in their landfills). Competition for the limited waste disposal resource drives up costs for NH municipalities thereby increasing local taxes. Corporations that bring in other states' solid waste ought not profit at this endeavor at the expense of New Hampshire taxpayers.

A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Mail to 25 Triangle Park Drive, Concord, NH 03301; or email to [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).



2024 NHMA Policy Conference  
Floor Proposal  
City of Lebanon

*The City of Lebanon proposes that the language in bold italics be added to the 2025-2026 Legislative Policies section on Educating Funding.*

### Education Funding

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

#### NHMA supports:

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration; and,
- A revenue structure that is fair to citizens.
- ***Recission of the tax cuts in the Interest & Dividends Tax, Business Profits Tax and the Business Enterprise Tax; and the revenue from the restored taxes to be added to the Education Trust Fund.***

#### NHMA opposes:

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments;
- Education funding changes that would directly result in a reduction of the amount of municipal state aid and revenue sharing;
- Education funding changes that create a conflict in statute with any other taxing authority, tax statute, existing exemption or credit or create technical issues within the tax collection process.
- ***Reductions in state taxes that could be used to address the education funding issue in the state such as the Interest & Dividends Tax, Business Profits Tax and the Business Enterprise Tax.***

Agenda 10D  
9-3-24



# TOWN OF HUDSON

## Board of Selectmen



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

TO: Board of Selectmen  
FROM: Steve Malizia, Town Administrator  
DATE: September 3, 2024  
SUBJECT: 2025 Scheduled Holidays



The twelve standard dates as set by the personnel policies are as follows:

| <u>HOLIDAY:</u>             | <u>DATE OF HOLIDAY:</u> | <u>TOWN HALL CLOSED:</u> |
|-----------------------------|-------------------------|--------------------------|
| New Year's Day              | January 1               | Wednesday (1/1)          |
| Martin Luther King, Jr. Day | January 20              | Monday (1/20)            |
| Presidents' Day             | February 17             | Monday (2/17)            |
| Memorial Day                | May 26                  | Monday (5/26)            |
| Juneteenth Freedom Day      | June 16                 | Monday (6/16)            |
| Independence Day            | July 4                  | Friday (7/4)             |
| Labor Day                   | September 1             | Monday (9/1)             |
| Columbus Day                | October 13              | Monday (10/13)           |
| Veterans' Day               | November 11             | Tuesday (11/11)          |
| Thanksgiving Day            | November 27             | Thursday (11/27)         |
| Floating Holiday            | November 28             | Friday (11/28)           |
| Christmas                   | December 25             | Thursday (12/25)         |



# TOWN OF HUDSON

## Board of Selectmen

Agenda 9-3-24 10E



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

### Meeting Schedule 2025

To: Board of Selectmen  
From: Steve Malizia, Town Administrator  
Date: September 3, 2024  
Subject: 2025 Meeting Schedule for the Board of Selectmen

The following dates are presented for the Board's consideration and approval as the proposed meeting schedule for 2025. Workshops, if necessary, are held on the first Tuesday of each month and the regular meetings are on the second and fourth Tuesday of each month, unless otherwise noted.

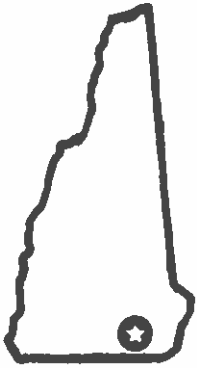
| <u>Workshop Dates</u> | <u>Regular Meeting Dates</u> |    |
|-----------------------|------------------------------|----|
| January 7             | 14                           | 28 |
| February 4            | 11                           | 25 |
| March -               | 4*                           | 25 |
| April 1               | 8                            | 22 |
| May 6                 | 13                           | 27 |
| June 3                | 10                           | 24 |
| July -                | 8                            | 22 |
| August 5              | 12                           | 26 |
| September 2           | 9                            | 23 |
| October 7             | 14                           | 28 |
| November 4            | 10**                         | 25 |
| December 2            | 9                            | -  |

\*First March meeting moved to first Tuesday of the month due to Town Election.

\*\* First November meeting moved to Monday due to Veteran's Day holiday.

*Approved by the Board of Selectmen 9/3/24*





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

Byak 10F  
9-3-24



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

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: August 29, 2024

Re: Public Information Management

Selectman Jakoby has requested that an item be placed on the Board of Selectmen's agenda to discuss the Town website and social media policy.

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

# Town of Hudson, NH

## Policies and Procedures



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Section: Conduct  
Subject: Use of Computers, E-mail, Network, Internet and Other Communication Devices

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|                                 |  |
|---------------------------------|--|
| Policy Number: IV H             | Revision Number: 5   |
| Approved By: Board of Selectmen | Revision Dates: 12/11/07, 11/10/09, 6/28/11, 3/24/15, 9/8/15 |
| Origination Date: 06/13/2000    | Review Frequency: As Needed                                  |

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#### IV. CONDUCT

##### H. Use of Computers, E-mail, Network, Internet and other Communication Devices

**Purpose:** This document defines the policy to be followed to ensure continuous, uniform, and efficient computer, network and communication operations of the Town of Hudson. This shall include internal network technologies, external net (often referred to as the Internet), communication devices, and internal network technologies.

**Statement of Policy:** Use of Town computers and equipment shall be for Town business. Non-Town business use is expressly prohibited.

Departments that have established policies and procedures shall be at least as stringent as the policies outlined herein. Departments requiring additional provisions to the standards outlined within this policy shall provide such requirements, in writing, to the Town Administrator's Office and the Information Technology Department, and shall become effective with the approval of the Board of Selectmen (BOS).

1. **Violations:** Employees/members found to be in violation of any sections of this policy will be subject to disciplinary action, up to and including dismissal, from Town of Hudson employment or termination of its business relationship. Department Heads and/or supervisors are responsible for enforcing adherence to this policy.

a. Non-conformance Auditing and Notification

i. Employees and Interns -- Upon knowledge of an infraction, the IT Director shall notify in writing a description of the infraction and disseminate to the employee and Department Head or supervisor of that employee. Second Infractions by an employee shall be forwarded to the employee, the Department Head of that employee and the Town Administrator. Third Infractions by an employee shall be forwarded to the employee, the Department Head of that member, Town Administrator, and that department's BOS Liaison.

- ii. Members -- First infractions by volunteers and other non-employees using Town resources shall be forwarded to the member, Department Head Liaison of that committee or board, and the Board or Committee Chairman. Second Infractions shall be forwarded to the member, the Department Head Liaison of that committee or board, the Board or Committee Chairman, and the Town Administrator. Third Infractions shall be forwarded to the member, the Department Head Liaison of that committee or board, the Board or Committee Chairman, the Town Administrator, and that committee or board's BOS Liaison.
- iii. Infractions discovered by non-IT staff shall be brought to the attention of the Department Head or supervisor and handled in the same manner as section *a* or *b* above.

b. Progressive Disciplinary Process

- i. Verbal Warning
- ii. Written Reprimand
- iii. Suspension
- iv. Dismissal

However, the above sequence need not be followed if an infraction is sufficiently serious to merit immediate suspension or dismissal.

2. Definitions:

- a) Members—Non employees authorized to use Town Information Technology (IT) resources. Members found to be in violation of any portion of this policy may be subject to sanctions by the Ethics Committee and/or loss of computer privileges.
- b) PC—Personal computers. A single user computer designed for use by one person at a time; eg. workstation or desktop, tablet, laptop or handheld computer.
- c) LAN—The Local Area Network is the Town of Hudson's computer network. A group of computers and associated devices that share a common communication line or wireless link within a restricted geographical area such as a building or campus.
- d) Information Technology Department— Under the direction of an IT Director, personnel within the Information Technology Department are responsible for managing and regulating operations of electronic data and for determining data processing system development needs.
- e) Email—Electronic mail (email) is the process of exchanging messages in electronic form which can also include images and video. Email communication is made available to Town employees and authorized members for work related purposes through the internal network, and is linked to a variety of other agencies through the Internet. Members of the Town who do not have an email account may request one through the IT Department.

- f) MDT—Mobile Data Terminal refers to a system of digital data transmission via computer equipment in Town vehicles (mobile computers). Mobile computers may access the State of NH SPOTS Motor Vehicle or Haz-Mat databases, Computer Aided Dispatching (CAD) systems and records systems.
- g) Fax—Facsimile (fax) machines are provided to transmit documents electronically to individuals, the news media, courts, and other agencies for work related purposes.
- h) VPN—Virtual Private Network is a secure dedicated communications network utilizing a public network. The Town's VPN is used to gain network access to the Town's internal network from remote sites.
- i) Remote Communications—Remote communication consists of computer hardware and software allowing access to a specific department's internal records system from locations off-site from the Town's file servers.
- j) Internet—Internet refers to a worldwide computer network, which facilitates email, information sharing, research, commercial activities, and program access. The Town of Hudson may provide access to the Internet for work-related purposes or job requirements as approved by each designated Department Head.
- k) Intranet—Intranet refers to the Town's private network for information sharing and communication among PC's within a department or Town network. Though an Internet browser such as Microsoft Internet Explorer may be used to view the Intranet, the files are on a local server and not accessible through the World Wide Web.
- l) Cellular Telephones—Cellular phones are of analog or digital wireless telecommunication technologies that use public communications companies.
- m) Pagers/Alphanumeric Paging—This is the term used to describe individual Town department's paging systems where messages originate from a PC or telephone. Alphanumeric paging and pagers provide notification and communications among members/ employees.
- n) Peripheral: Any device connected to, or part of, a computer. Peripherals include, but are not limited to, monitors, printers, scanners, external drives, speakers, keyboards, stylus pens, USB Flash drives (also known as Thumb, keychain or Jump drives) and memory cards.
- o) Department: Refers to a division within the Town of Hudson's organizational structure. Department shall include, but is not limited to Assessing, Community Development, Engineering, Finance, Fire, Highway, Information Technology, Police, Recreation, Town Clerk and Water/Sewer Utility.

3. Responsibility and Authority:

- a) Employees/members do not have a reasonable expectation of privacy when using any Town-owned computer equipment. Management has the right to access, monitor, change, delete, review, and/or retrieve anything on any Town computer, including Internet addresses or downloads and email messages sent either from or to employees/members.
- b) Management has the right to inspect, decipher encrypted data, and remove or inspect software installed on Town provided computers. The Information Technology Department has the authority to access files stored on Town computer equipment. They will monitor file space utilization by users and unnecessary files and non work-related files may be deleted due to file server or personal computer space allotments.
- c) The Information Technology Department recognizes that Town Departments may have the need to install specialized software specific to Department needs and operations. All installations must be pre-approved by the IT Director. Authorized licensing and installation media will be stored in the IT Department, or a copy made available to them prior to the install.
- d) The Information Technology Department shall be responsible for the maintenance and control of all software licensing, various computer equipment and related peripherals, including the following Town owned equipment:
  - 1) Servers;
  - 2) PC's;
  - 3) Computer hardware, software, and peripheral devices;
  - 4) Computer equipment linked to outside agencies.

4. Policy – Computers:

- a) Net Services -- The Town of Hudson offers access to the Internet and Intranet (Net services), providing powerful communication opportunities with the potential to increase productivity and effectiveness. Employees are encouraged to become comfortable and familiar with these network tools.
- b) The Net services provided within Town departments are business computing resources. Each individual is expected to act responsibly and ethically when using the Net. Town Net services and the information residing on the networks are Town of Hudson assets and must be used and treated as such.
- c) Passwords – Users are assigned a username and password when issued an account for access to the Town's network. Users are required to change their password upon first login. It is the IT Department's responsibility to maintain password policies, but it is the user who is responsible for choosing a secure password and maintaining its secrecy. In applications such as Munismart that do not force a password change upon first logon, users are responsible for changing their password from the default to something secure.  
The standard for a secure password for computer systems:

- Is at least 8 characters long
- Contains at least one uppercase letter
- Contains at least one lower case letter
- Contains at least one number or special character

The standard for a secure password for the Town's phone voice mail system is 6 digits long.

IT personnel will ensure that "Strong Passwords" will be activated in Police IMC to conform to State and FBI regulations. For security reasons, once employees/members have finished using a computer, they are required to log out if access was gained using a user name and password. Any screensaver passwords established by users on any Town PC must be provided to the Information Technology Department.

- d) Purchases -- Prior to initiating any steps toward purchases of hardware or software, and prior to accepting any computer-related donations, the Information Technology Department shall be contacted for review, recommendations and budgetary purposes, and to alleviate any software conflicts, licensing or infrastructure/cabling issues. All purchases related to the IT function shall be pre-approved by the IT Director. Donations must be approved through the proper authority in accordance with Town policy.
- e) Town Inventory -- The IT Department will keep an inventory of all equipment procured and/or maintained by IT personnel.

To comply with State and FBI regulations before any system is removed from service, the hard drive will be declassified by performing a "declassification drive wipe" using a wiping algorithm that meets or exceeds the DOD 5220.22-M specification for both "clearing" and "purging" of sensitive information on Hard Drives.

- f) Data Ownership -- The Town recognizes and appreciates the skills of employees/members who create spreadsheets, databases, documents, and/or presentations to enhance Town business and productivity. To that end, each member/employee shall recognize that any programs and documents created, modified or accessed for and with Town equipment, or on behalf of the Town when using personal equipment and systems, shall become the property of the Town of Hudson. Employees/members do not have a reasonable expectation of ownership or authority when using any Town-owned computer equipment to create or capture data information specific to Town business. Any data capturing programs created by an employee/member shall supply access, administrative privileges and locations of all related files to the Information Technology Department.

5. General Prohibited Conduct:

- a) Personal Use: Use of the Town's computers is limited to purposes directly related to the mission or intent of the department unless authorized by the Department Head/designee of the Department.

Employees/members will not use Town equipment for personal use—including games and general web browsing—unless authorized by the Department Head in writing.

- b) **Personal Files:** Employees/members shall not store personal files on Town computers unless authorized by the Department Head in writing.
- c) **Unauthorized Access:** Intentionally seeking passwords of others in order to gain access to the Town's network or technology is prohibited. No user shall give out their password(s) to unauthorized users.
- d) **Unauthorized Connection:** No computer shall be connected to the Town network without the approval of the Information Technology Department.
- e) **Introducing Viruses and Altering Software Components:** Employees/members shall not purposely interrupt or disrupt the Town's networks or computer services/equipment by introducing viruses or by intentionally altering or damaging any software components. Employees/members shall not rearrange file structures without the authorization of the Information Technology Department.
- f) **Computer Supplies:** Employees/members shall not procure Town computer supplies for personal use.
- g) **Copying or Installing Department Software:** Copyright laws protect most software from unauthorized duplication. Employees/members will not copy or transfer any Town programs for any unauthorized use. Employees/members shall also not copy, transfer, or install any programs or files onto Town computers without the authorization of the Information Technology Department.
- h) **Pirated or Illegal Software and Shareware:** Employees/members will not download or upload pirated or illegal software or Shareware/Freeware. The Information Technology Director must authorize all installation of software.
- i) **Dissemination of Confidential and/or Sensitive Information:** Employees/members will not disseminate any confidential or sensitive information via email or over the Internet to an unsecured site. (NOTE: Messages on email are often considered public records and must be produced if required by law or court order.)
- j) **Electronic Mail (email) Policies:** Unless involved in an authorized criminal investigation, members will not utilize Town computers to:
  - 1) threaten, intimidate, disturb, or harass other users by sending unwanted files or mail;
  - 2) send images or video that contain nudity, or send images, video or words of an offensive, provocative or suggestive nature, or



anything that can be construed as going against the Town's sexual harassment policy. Should a member receive such email from known associates or acquaintances, s/he shall request that the sender cease such distribution to them;

- 3) send jokes or comments that disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance or agility, mental or physical disability or occupation. Should a member receive such email from known associates or acquaintances, s/he shall request that the sender cease such distribution to them;
  - 4) If a member receives inappropriate material on Town-owned equipment as defined in number 2 and 3 above, s/he shall report it to the IT Director.
- k) Internet Prohibitions: As anonymous as the Internet may seem, information is stored on the server and PC's about the sites visited through the use of interactive programs. Unless involved in an authorized criminal investigation, employees/members will not utilize Town computers to:
- 1) access pornographic or other deviant web sites;
  - 2) download any information from the Internet for personal use without the prior written approval from the Department Head and knowledge of the Information Technology Department;
  - 3) use the Internet for gambling, financial gain, for any commercial or illegal activities, or for political lobbying;
  - 4) post messages on bulletin boards, participate in chat rooms, or send instant messages, except for Town related business and with the written approval of the Department Head.

*Note: The net presents a unique opportunity to visit an inappropriate site by accident. Links upon links can send the user to an unexpected and inappropriate site. If this happens, the user is expected to leave the site, notify his/her immediate supervisor and send an email message to the Information Technology Dept. with the address of the inappropriate site and date of access, and not visit the site again. The IT Department will make a notation next to this site listing in the Internet log file and remove any inappropriate material from the hard drive.*

- l) Encryption: Encryption in any form on Town equipment by employees/members shall not be allowed unless authorized by the IT Director in writing. All passwords for encrypted files shall be provided to the IT Department.

6. Anti-Virus Software:

Before downloading authorized software or updates, Information Technology Department personnel shall verify that the anti-virus software is up-to-date on the PC. Users shall not turn the protection off or change the anti-virus options if allowed this access. The exchange of information between home computers and Town computers must be approved in advance by the IT Director. This is especially critical when the home computer has Internet access and may be infected with a virus. The exchange of information from a home computer to a Town PC should not occur unless updated IT-approved anti-virus software was first installed and activated on that home PC.

7. Web Pages:

Publishing information on Town web sites shall only be done with the approval of the Department Head/ designee. No employee shall post anything on the Internet alleging to represent the Town of Hudson or any affiliated department without the approval of the Department Head/designee, IT Director, or Town Administrator.

8. Server Access:

Servers on the Town's network are password protected and their access is limited to IT personnel. However, vendors and employees/members occasionally need access to the server room to service or use other equipment. Use of the Town servers and their peripheral devices are restricted to Information Technology Department personnel only.

9. Policy—Personal Peripheral Devices:

- a) The Town of Hudson recognizes that employees/members may have occasion to insert or connect personal peripheral devices such as USB flash drives and PDA's to Town computers for work-related purposes. Use of these devices shall be approved prior to their use by the department head and IT Department.
- b) Employees/members do not have a reasonable expectation of privacy when connecting personal peripheral devices to any Town-owned computer. Management has the right to access, monitor, change, delete, review, and/or retrieve anything attached to or left behind on any Town computer, including Internet addresses, downloads, email messages, pictures sent either from or to employees/members.
- c) Any and all devices connecting to, or inserted into, the Town of Hudson's network or personal computer system shall be subject to and in compliance with all sections of this policy.

10. Policy—Copier, Facsimile (fax), Scanning Devices and Postal Meter:

- a) Copiers, facsimiles (fax machines), scanning devices, and postal meters are

available to members for work-related communication or documentation.

- b) Members shall report any equipment problems, malfunctions, or supply shortages to their immediate supervisor who will inform the Administrative Secretary or designated employee of each department.
- c) The use of equipment shall be limited to official business for the Town of Hudson, unless approved in writing by the Department Head.

11. Policy—Remote Communications:

- a) The Town of Hudson maintains a system of remote communications allowing employees access to the LAN via VPN, wireless services, or other data transfer protocol for work related purposes.
- b) Remote access is provided at various authorized satellite Town locations and is also authorized for connection to personal computer equipment at the home residence of approved employees/members who obtain software and hardware authorized by the Information Technology Department.
- c) Employees/members are responsible for protecting information and access to the LAN via remote communications.
- d) Employees/members will not allow non-Town personnel remote communications access to any Town technology or allow tampering with, or copying of, Town software.
- e) Employees/members are responsible for insuring data transmissions via remote access and data storage media utilized on Town computer equipment is free of any software virus or information that would violate departmental regulations.
- f) Employees/members are responsible for assuring the protection and control of work related information stored on data storage devices (i.e. USB drives, CD's, hard drives, and laptop computers) against any unauthorized release. Documents created on behalf of the Town of Hudson are owned by the Town of Hudson.

12. Policy—Cellular and Smartphone:

- a) Cellular telephone numbers will not be broadcast on Town mobile radio channels unless designated as a secure channel, and will not normally be given to citizens.
- b) Cell phones provide notification and communication among Emergency Response employees. As such, it is expected that designated employees will wear department phones and will answer any missed calls by contacting their designated agency in a timely manner.
- c) In the event that a member uses a Department cell phone for personal use, the member should note the date, time and number of the call. At the time

of billing when Administration disseminates the phone bill to each member who is issued a cellular phone, the applicable member(s) shall make reimbursement for the call if allowed hours/use is exceeded.

- d) Members operating a motor vehicle are prohibited from holding a cell phone or using any electronic messaging device, or initiating a command to access the Internet, or inputting information into a global positioning system while driving. Members will pull over and off the road where it is safe to do so, before operating any device unless it is hands free and/or voice activated to avoid diverting attention from safe driving (see RSA 265:79-c). Town employees/members are prohibited from text messaging while driving a Town vehicle or while driving their personal vehicle while using a Town provided phone, or conducting Town business (see RSA 265:105-a). Exceptions include placing a call to report an emergency to the enhanced 911 system or a law enforcement, fire or emergency medical provider. Using one hand to transmit or receive messages on any non-cellular 2-way radio is also permitted.
- e) The phone user is responsible for securing vehicles and/or securing cellular telephones to prevent theft.
- a) Use of Mobile Data Terminals, Tablets, Laptops—for the safety of all personnel and the public, mobile computers should not be operated by the driver while the vehicle is in motion. Laptops and similar devices that are physically or electronically integrated into the motor vehicle, for such a purpose to send or receive information is permitted, provided the driver does not have to divert his or her attention from the road ahead. (See RSA 265:79-c and 266:75). Due to safety concerns regarding airbags and equipment, placement of the laptop should be taken into consideration to keep it away from direct impact with airbags.
- b) BYOD (bring your own device) – Members shall make a request in writing to the IT Director before being authorized to connect to the Town’s network email or other systems with their own personal devices. Upon authorization by the IT Director, the member will sign off on the BYOD policy. (IT General Order #GO-01, *Use of Mobile Devices with Town Owned Resources*)

13. Policy—Pagers:

- a) Alphanumeric Paging is the term used to describe Emergency Response paging systems whereby an alphanumeric message may be sent to the device.
- b) Pagers and alphanumeric paging provide notification and communications among Emergency Response employees. As such, it is expected that designated employees will wear pagers and will answer their pages by contacting their designated agency in a timely manner. (*adopted 12/11/2007, updated 11/10/2009, amended June 28, 2011; March 24, 2015/ September 8, 2015*)



# TOWN OF HUDSON

## Information Technology Department



### IT General Order #GO-01

### Use of Mobile Devices with Town Owned Resources

Last Revision: ~~Nov, 2012; Feb 15, 2013; Oct 18, 2013; December 18, 2015;~~ January 10, 2020

**A. Purpose:** This policy was compiled by the Information Technology (IT) Director and is the IT Department's policy regarding the use of smart phones, tablets, personal computers, USB flash drives, hard drives and other peripheral devices-- either personal or Town-owned—that are connected to Town of Hudson resources, and services such as email and web access. Access to and continued use of network services is granted on condition that each user reads, signs, respects, and follows the Town of Hudson's policies concerning the use of these devices and services.

**B. Definitions**

1. BYOD – Bring Your Own Device is an opt-in program that enables members to use their own personal smart phones, tablets and other electronic or storage devices on the Town of Hudson business network. The purpose is to enable users to achieve a seamless flow of information and access to applications across all their devices.

Despite the benefits, BYOD also poses serious challenges:

- ensuring Town systems are not infected with viruses and malware via a personal device
  - managing and supporting a much more diverse mobile device and application landscape for IT personnel,
  - keeping Town-owned data secure,
  - ownership of documents created on behalf of the Town,
  - liability with or inability to meet legal and regulatory obligations,
  - recovering or destroying documents if device is stolen, lost or breached.
2. BYODA – Bring Your Own Device plus Applications is the trend of enabling members to use their own personal device and their personal applications loaded on it.

**C. Current Devices Approved for Use:**

Android Smart Phones & Tablets;  
iOS iPhones & iPads;  
Flash Drives;  
External Hard Drives;  
Windows Smartphones;  
And other devices with approval of the IT Director that interface with Town of Hudson Exchange and/or other systems.

Supported devices are driven by what applications are required. A Windows 10 application, for instance, may have no equivalent on an iPad.

**D. Expectation of Privacy:** The Town of Hudson IT Department personnel will respect the privacy of users' personal devices and will only request access to a device to implement security controls, as outlined below, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings. Personal data becomes discoverable as well as Town business. This differs from policy for Town-provided equipment/services, where members do not have the right, nor should they have the expectation, of privacy while using Town of Hudson equipment or services (see Personnel Policy Section H, *Use of Computers, E-mail, Network, Internet and other Communication Devices*). While access to the personal device itself is restricted, Town of Hudson Policy regarding the use/access of e-mail and other Hudson systems/services remains in effect. If there are questions related to compliance with the below security requirements, the user may opt to drop out of the BYOD program versus providing the device to IT personnel for compliance verification.

**E. Security**

The Town of Hudson IT Department has allowed users the use of personal devices for business purposes, provided that the device supports Town systems and that the user agrees to accept the use of security pins and pass codes in compliance with this policy. Each device must be approved by the IT Director for use on Town networks and systems; and users shall accept and follow applicable policies before use. BYOD does bring with it a host of security issues. Malware and eavesdropping (in the case of using public Wi-Fi) are two possible risks.

It is the users' responsibility to scan USB flash drives and external hard drives for viruses and malware before connecting them to the Town of Hudson network. If unsure how to

do this it is the user's responsibility to request IT assistance through the ticket system/email to [support@hudsonnh.gov](mailto:support@hudsonnh.gov).

With the use of Outlook Web Access via an Internet/Web Browser, business e-mails are accessed across the Internet and are NOT downloaded to the device; therefore, there are no additional security requirements other than the overall requirements noted in Personnel Policy Section H. Personnel are able to view their hudsonnh.gov email from their home PC's or other personal devices using the <https://www.hudsonnh.gov/owa> URL. Instructions to do so are available on the shared network drives in the "User-Guides" folder.

#### **F. Overall Requirements for all BYODs Accessing Town of Hudson Network Services**

The Town of Hudson IT Department has the right to protect the network, Town documents and databases and keep them secure, and must comply with legitimate administrative, civil, and criminal legal requests. Therefore, personnel opting to use their personal or Town-owned smart phone, tablet, flash drive, hard drive, laptop, PC, or other personal or Town-owned device shall cooperate and comply in the following manner.

1. Users will password-protect their devices in compliance with Town of Hudson password policies, including strong passwords, password expiration, and password history.
2. When requested, users will give the IT Department their password/pass code to their personal device or Town-owned mobile device after approval by the IT Director to use their personal device with Town-owned databases or systems. IT personnel take their responsibilities and the users' privacy seriously. Passwords will be secured and only recovered should the network's security be jeopardized or IT personnel need to implement security controls as outlined in this policy.
3. Users will notify the IT Director of any changes to their password/pass code for each personal device or Town-owned mobile device that is attached to Town services so confidential files may be kept current.
4. Users will turn over their personal or Town-owned devices to the IT Department upon request in response to legitimate discovery requests, security breaches, or other legal or security issues.



5. In the event of a security breach, IT Department personnel reserve the right to remotely wipe a user's personal or Town-owned device when it is not physically accessible.
6. Users will have an agreed upon manufacturer of anti-virus software installed and kept current on personal laptops and other PC's. IT personnel reserve the right to examine a personal device used on the Town of Hudson network for active anti-virus (AV) software. The AV software in use will be identified at the end of this document for review/approval by the IT Director.
7. User agrees to maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer. The users will not "Jail Break" the device (installing software that allows the user to bypass standard built-in security features and controls).
8. User agrees that the device will not be shared with other individuals or family members, due to the business use of the device (potential access to Town of Hudson email, etc), unless they can provide and are using a separate, password-protected account that is not shared with other individuals or family members.
9. The IT Department reserves the right to deny use of applications on personal devices that jeopardize the security of the Town of Hudson network.
10. The IT Department reserves the right to deny use of USB Flash drives and other personal or Town-owned storage devices on the Town of Hudson network.
11. User will not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case, proprietary information, or agency financial operations.
12. User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on the device.
13. If the device is lost or stolen, the user will notify the IT Department within one hour through the support email address, or as soon as practical after user notices the device is missing. The IT Department will deactivate the ability to attach to Town email systems and/or VPN's. The user will suspend the device through their provider.

## G. Level of Access

Document Transfer involves connecting a personal device to the user's work PC via USB connections for file-sharing (document transfer) or backup purposes. It also includes backing up data/documents to external sources, such as cloud storage services. Virtual Private Network (VPN) BYOD access is available for Department Heads or their designees when approved by the IT Director. Currently this access is only available from Windows PC's.

## H. USER ACKNOWLEDGMENT AND AGREEMENT

It is the Town of Hudson's right to restrict or rescind computing privileges, or take other administrative or legal action due to failure to comply with the above referenced Policy and Rules of Behavior. Violation of these rules may be grounds for disciplinary action up to and including removal.

I acknowledge, understand and shall comply with the above referenced security policy and rules of behavior, as applicable to my BYOD usage of Town of Hudson services. I understand that Hudson IT's addition of Town of Hudson-provided third party software (such as Notify Link, mobile device management [MDM] or mobile application management [MAM] tools) may decrease the available memory or storage on my personal device and that the Town of Hudson and IT personnel are not responsible for any loss or theft of, damage to, or failure in the device that may result from the use of third-party software and/or use of the device in this program. I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, with limited configuration support and advice provided by the Town of Hudson IT Department. I understand that business use may result in increases to my personal monthly service plan costs. I further understand that government reimbursement of any business related data/voice plan usage of my personal device is not provided.

Should I later decide to discontinue my participation in the BYOD Program, I will allow the Town of Hudson IT Department to remove and disable any Town of Hudson-provided third-party software and services from my personal device:

Employee Name (Printed): \_\_\_\_\_

BYOD Device(s): \_\_\_\_\_

Services to be Used: \_\_\_\_\_

Anti-Virus/other Security Software installed on Device: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **HCTV MEDIA Guidelines**

**YOUTUBE**– Only HCTV produced videos to be posted.

**INSTAGRAM** – under construction

**X (formerly Twitter)** - no HCTV to posted, no media to be downloaded

**VIMEO** – Only use when GOOGLE DRIVE sharing or DROPBOX sharing are unavailable

**PEGMEDIA**- No longer a member

**TELVUE CONNECT** – Only HCTV and volunteer producer produced videos, no government meetings to be shared

**HUDSONCTV.COM** - School District videos, sports, and events are available on demand via our website unless school district requests it not be \*\*All others – only HCTV videos to be made “ on demand” or downloadable. No names of minors shall be displayed without parental and/or district permission. No bicycled videos to be made downloadable or downloadable.

**TIKTOK** – no access. Do not set up an account or share ANY HCTV produced or volunteer producer videos to Tiktok.

**FACEBOOK - HCTV FB page** to be administrated by CUC member -Limited to HUDSON Residents. All to be screened by HCTV staff.

## **FACEBOOK -HUDSON COMMUNITY TELEVISION-**

to be administrated only by HCTV staff

limited to HCTV and Hudson residents to view and/or post

no commercial advertising

no offensive comments

no foul language

no offensive images

local non profits only shared at this time only – example

Hudson Girl Scouts of the Green and White Mountain

Hudson Pack 20 Cub Scouts

Hudson Pack 21 Cub Scouts,

Hudson BSA Troop 2

Hudson Historical Society

Hudson Old Home Days, Hudson Lions, Hudson GFWC,



## GENERAL ORDER

### HUDSON, NH FIRE DEPARTMENT

General Order: ADMN-47  
 Subject: Social Media

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Initiated By: Scott Tice, Fire Chief | Revision Number: 1                  |
| Approved By: Scott Tice, Fire Chief  | Revision Date: 03/27/2023           |
| Approval Date: October 17, 2014      | Review Frequency: As Needed - Green |

#### PURPOSE:

Social media provides a valuable means of assisting the Hudson Fire Department and its personnel in meeting community education, community information, fire prevention, and other related organizational and community objectives. This policy identifies possible uses that may be evaluated and utilized as deemed necessary for fire administrative and supervisory personnel. This department also recognizes the role that social media tools may play in the personal lives of department personnel. The personal use of social media can have an effect on fire departmental personnel in their official capacity as first responders. This policy is a means to provide of a precautionary nature as well as restrictions and prohibitions on the use of social media by department personnel.

#### SCOPE:

This policy establishes the Hudson Fire Department's position on the use and management of social media and provides guidelines on the management, administration, and oversight. The Hudson Fire Department endorses the secure use of social media to enhance communication and information exchange; streamline processes; and foster productivity with its employees. This policy is not meant to address one particular form of social media; rather social media in general, in general terms as technology will outpace our ability to discover emerging technology and create policies governing its use. This policy is in addition to General Orders ADMN-38 (Use of Computers and Internet), ADMN-44 (Media/Legal Relations) and any policies and procedures in effect by the Town which govern the use of computers.

#### RESPONSIBILITY:

All department personnel are responsible for adhering to this policy. Failure to adhere to this policy shall be considered a violation of this general order and will result in discipline, up to and including, termination of employment.

**PROCEDURE:**

1. All department social media sites or pages shall be approved by the Chief of the Department or designee and shall be administered by the administration department.
2. Social media pages shall clearly indicate they are maintained by the fire department and shall have department logo and contact information prominently displayed.
3. Social media content shall adhere to applicable laws, regulations, and policies including all information technology and records management policies of the department and town. Refer to fire GO ADMN-38 and town policy and procedure regarding computer use.
4. Social Media content is subject to open public records laws.
5. Relevant records retention schedules apply to social media content.
6. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
7. When adequate options are provided on an approved department social media page, the following should be included;
  - a. Social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
  - b. Social Media pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
  - c. Social Media pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
  - d. Each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.
  - e. Social Media page(s) should link to the department's official website.
8. Social media page(s) shall be designed for the target audience(s) such as the community, civic leadership, employees or potential recruits.

**DEPARTMENT-SANCTIONED USE:**

Department personnel representing the department via social media outlets shall do the following:

1. The use of department computers by department personnel to access social media is prohibited without authorization.
2. Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
3. Identify themselves as a member of the department.
4. Personnel shall not post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
5. Personnel shall not conduct political activities or private business.
6. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission.
7. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

POTENTIAL USES:

Social media has proven to be a valuable investigative tool when providing information about:

- A. Department Information
- B. Road closures
- C. Special events
- D. Weather emergencies
- E. Major ongoing events in the jurisdiction that affects the entire community such as fires, rescues, EMS responses and other types of emergencies and services.
- F. Employment Opportunities - Persons seeking employment and volunteer positions use the Internet to search for opportunities.
- G. Background Checks - For authorized members to conduct a background check on potential employees or volunteers

OPT OUT:

Employee's photos and names are frequently used to promote department activity on social media. This includes but is not limited to training, anniversaries, daily duties, promotions and events. Employees who do not want their image and/or name used on the department's social media accounts must email the Executive Coordinator with that request.

SOCIAL MEDIA AND BACKGROUND CHECKS:

1. Candidates applying for employment with this department must sign a release document enabling an assigned employee to conduct a background check using any resource to include social media.
2. This department has an obligation to include Internet-based content when conducting background investigations of job candidates.
3. Searches should be conducted by Fire Administration or with permission from the Chief of the Department and only for the purposes of providing possible background material on an employee candidate.
4. Information pertaining to protected class status shall be filtered out prior to sharing any information found online with decision makers.
5. Persons authorized to search Internet-based content should be deemed as holding a sensitive position.
6. Search methods shall not involve techniques that are a violation of existing law.
7. Vetting techniques using social media as one of many resources to provide valid and up to date information shall be applied uniformly to all candidates.
8. Every effort must be made to validate Internet based information considered during the hiring process.
9. This shall not be the only mechanism to provide background information on a possible candidate.

PERSONAL USE:

## Precautions and Prohibitions

Department personnel shall abide by the following when using social media.

1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this

- department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
2. As public employees, department personnel are cautioned that their speech either on or off duty, and in the course of their official duties that has a nexus to the employee's professional duties and responsibilities may not necessarily be protected speech under the First Amendment.
  3. This may form the basis for discipline if deemed detrimental to the department.
  4. Department personnel should assume that their speech and related activity on social media sites will reflect upon their position within the department and of this department.
  5. Department personnel shall not post, transmit, or otherwise disseminate any information, photos or video to which they have access as a result of their employment without written permission from the Fire Chief or designee.
  6. Department personnel are cautioned not to do the following:
    - A. Display department logos, uniforms, personnel or similar identifying items on personal web pages without prior written permission.
    - B. When using social media, department personnel should be mindful that their speech becomes part of the worldwide web.
  7. Adherence to the department's code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:
    - A. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
    - B. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
    - C. Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.
  8. Department personnel should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation to include:
    - A. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person.
    - B. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose
    - C. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
  9. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
  10. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

#### VIOLATIONS:

Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for



follow-up action. Violation of this social media policy may result in discipline, up to and including termination.

**Social Media Suggestions:**

1. Don't post inappropriate pictures or images
2. Don't link your work activities to your Facebook postings. For example letting people know that you are a firefighter with the Hudson Fire Department and proceed to trash talk the Chief, elected officials or other firefighters. Safety yes, trash no.
3. Don't complain about your job, supervisors, or co-workers in a public forum. These comments reflect poorly on you, the organization, and the persons that you criticize. Negative and derogatory comments may also lead to claims of defamation and slander.
4. Don't post inappropriate "statuses" Avoid any status updates that discuss patient care situations, your department, or other staff members, or that may implicate unprofessional conduct.
5. Be particular about your "friends" and associations. You can't control what your friends post to your profile (although you can remove it once you see it), nor what they post to their own profiles or to those of mutual friends.
6. Check your privacy and security settings and know their rules. Privacy and security settings on social networking sites can be confusing and hard to deal with. It is now possible to customize lists of friends and decide what each list can and cannot see.
7. Consider establishing a "professional" profile page
8. Don't use social networking while engaged in patient care or work activities. Access to social networking sites on your personal device should only occur in absolute down time as you would use a personal cell phone when on duty. It is inappropriate to post statuses or to view social networking profiles while with a patient or engaged in company work activity.
9. Don't misrepresent yourself or others. You should be careful that what you post about your training and education is accurate and consistent with information you have given to your employer.
10. Be who you are. Some posters and bloggers work anonymously, using false screen names. That is usually not a good idea. Transparency and honesty are the best policies to follow. Hiding behind a "handle" name may embolden you to post things you would not ordinarily post (and against your better judgment!).
11. Respect copyright and fair use laws. For your employer's protection as well as your own, it is critical that you respect laws governing copyright and fair use of copyrighted material owned by others, including your department or agency's copyrights, logos or images. Use citations early and often.

**DEFINITIONS:**

***Blog:***

A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

***Post:***

Content an individual shares on a social media site or the act of publishing content on a site.

***Profile:***

Information that a user provides about himself or herself on a social networking site.

***Social Media:***

A category of Internet based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites: Facebook, Instagram, Snapchat, Twitter, YouTube, Wikipedia, blogs, and other sites. (There are thousands of these types of sites and this is only a short list.)

*Social Networks:*

Platforms where users can create profiles, share information, and socialize with others using a range of technologies.

*Speech:*

Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

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# HUDSON POLICE DEPARTMENT POLICIES AND PROCEDURES



|                               |   |   |
|-------------------------------|---|---|
| <b>POLICY NO:</b><br>110.8    | <b>SUBJECT:</b><br>Media Relations and Public Information | <b>PAGE NO.:</b><br>1 OF 5                              |
| <b>SECTION:</b><br>The Agency |   | <b>CHAPTER:</b><br>Agency, Conduct, Funding & Equipment |
| <b>SUPERSEDES:</b><br>20.8    | <b>EFFECTIVE:</b><br>Jun 16, 1993                         | <b>MODIFICATION DATE:</b><br>Aug 1, 2009                |

## I. PURPOSE

Public information focuses on providing the public with information about crime and programs to prevent crimes in the Town of Hudson. The public often wants to know about crimes that have occurred and they use the news media as a primary source for their information. As such, the news media plays an important role in collecting information about events in the Town and disseminating it through newspapers and electronic media outlets. Generally, the public has a right to know about crimes and events with which the Hudson Police Department deals. An informed citizenry is a helpful citizenry and the more the Department portrays an image to the public as open and honest in its dealings with the media, the greater the level of public support. This policy provides guidance for employees of the Department in releasing information to the public and the news media.

## II. POLICY

It is the policy of the Hudson Police Department to maintain clear lines of communication between the department and representatives of the media. In furtherance of this policy the Hudson Police Department will, when applicable, adhere to the following guidelines regarding its Public Information function:

1. Assist news personnel in covering routine news stories and at the scenes of incidents.
2. Be available for on-call response to the news media.
3. Prepare and distribute agency news releases.
4. Arrange for and assist at news conferences.
5. Coordinating and authorizing the release of information about victims, witnesses, and suspects.
6. Assisting at crisis situations within the agency.
7. Coordinating and authorizing the release of information concerning confidential agency investigations and operations (must be authorized by the Chief of Police).
8. In cases of situations involving more than one public service agency, the department shall coordinate the release of public information with those other agencies.

## II. PROCEDURE

### A. DISSEMINATION OF INFORMATION

Employees shall treat the official business of the Department as confidential and shall conform to the following guidelines:

1. Information regarding the official business shall be disseminated only to those for whom it is intended, and only by those authorized to do so, in accordance with established Departmental procedures.
2. Employees shall not falsify, destroy, alter, copy, print or remove official records or reports from police headquarters except in accordance with established departmental procedures.
3. Employees shall not divulge the identity of a complainant or of a person giving confidential information except as authorized by the Chief of Police or his designee.
4. Employees shall not release to the press or news media any information except in accordance with established departmental procedures.

#### B. NEWS RELEASES

The Hudson Police Department recognizes the need for open, direct communications between the Department and the news media. A cooperative relationship between the Department and the news media will allow dissemination of objective information without infringing upon the guaranteed rights and privileges of individuals.

1. The Operations Commander is responsible for maintaining continuous liaison between the Department and the news media.
2. The shift supervisor is authorized to release, on a daily basis, to any news media representative newsworthy information that is a matter of public record.
3. All written new releases or news conferences shall be approved by the Chief of Police or his designee before release to the media. News releases and press conferences shall be made when necessitated by specific occurrences or at the discretion of the Chief of Police.
4. When the Department is involved in a police action that involves other agencies, all media releases will be handled according to previous agreements between those agencies.
5. All news information regarding civil litigations against the Department or members shall be released only by the Chief of Police or his designee.
6. All news information concerning Departmental policy or administrative changes or plans shall be released by the Chief of Police or his designee.
7. All information regarding internal discipline, internal investigations, personnel matters and complaints against Departmental members shall be released only by the Chief of Police or his designee, and is limited to the following: Name; age; date of original employment or appointment to the service; current position title; current salary; date and amount of most recent increase or decrease in salary; date of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification; and the office to which the employee is currently assigned.

#### C. MEDIA REPRESENTATIVE AT SCENE

1. All requests for information from media representatives at the scene of an ongoing police investigation or operation shall be directed to the officer in charge, who will provide

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| <b>POLICY NO:</b><br>110.8 | <b>SUBJECT:</b><br>Media Relations and Public Information | <b>PAGE NO.:</b><br>3 OF 5 |
|----------------------------|---|----------------------------|

1. Information regarding the official business shall be disseminated only to those for whom it officer in charge may delay providing information to media representatives when an emergency exists. Media representatives should be told why the delay is necessary and provided the appropriate information once the emergency is over.
2. Before providing information to the news media or responding to inquiries from media representatives, the following police requirements will be carefully considered.
  - a. The necessity to prevent interference with or the hampering of a police investigation.
  - b. The necessity to preserve evidence.
  - c. The necessity to protect the safety of informants.
  - d. The necessity to protect the identity of informants.
  - e. The necessity to successfully apprehend the perpetrators of crime.
  - f. The necessity to protect the constitutional rights of persons accused of crime.
  - g. The necessity to avoid prejudicial pre-trial publicity.
3. At the scene of fires, crime scenes, natural disasters and other catastrophic events, members of the news media may be admitted within police lines, but not within the actual crime scene during an active investigation. Official news media representatives intending to enter within police lines shall be notified of any present or potential danger and that under such conditions, the police department is not responsible for their physical safety.

**D. RELEASE OF INFORMATION: PRE-ARREST**

Officers are free to release wanted lists and posters or descriptions of wanted suspects to anyone who inquires.

Any officer who believes a crime has been committed should not, prior to the time of the arrest, or the issuance of an arrest warrant, release any statement to the public:

1. Identifying any suspects
2. Disclosing the results of any investigative procedures.

EXAMPLE: A comparison of the tread marks found at the scene match the treads of tires on Miss Johnson's pick-up truck.

3. Release a suspect's pre-arrest statements.

**E. RELEASE OF INFORMATION: POST-ARREST**

Certain matters in a criminal case must not be disclosed to avoid infringing upon the defendant's right to a fair trial. Nevertheless, other basic information, including the following, MAY be released at the time of arrest:

1. The defendant's name (over the age of 17).

2. The defendant's address.
3. The defendant's family status.
4. The victim's name.
5. The nature, substance, or text of the charge.
6. Date, time and place of the offense.
7. Pursuit and/or resistance, if any.
8. Whether weapons were used.
9. Brief list of major physical evidence seized.
10. Date, time and place of arrest.
11. Name of officers making the arrest.
12. Whether the defendant was arrested with or without a warrant.
13. If arrested with a warrant, the name of the court/agency which issued the warrant.
14. The length of the investigation.
15. The name and address of any attorney appointed or retained to represent the defendant.
16. The scheduling of any stage in the judicial process.
17. Whether the defendant is free on bond and the amount.
18. Any court-entered plea of the defendant.

**F. CONFIDENTIAL OR PRIVILEGED INFORMATION**

1. The following shall not be revealed to the news media/public except with the direct approval of the Chief of Police.
  - a. The identity of any person under eighteen years of age taken into custody or accused of a crime.
  - b. The identity of any complainant under eighteen years of age.
  - c. The identity of any neglected child.
  - d. The identity of any victim of a sex crime or harassment.
  - e. The identity of any person taken into protective custody for mental illness or other reasons.

- f. The identity or location of foster parents and other temporary placement of a child or adult who is a victim of a crime or incident.
  - g. The prior criminal record of the accused.
  - h. Statements regarding the character or reputation of the accused.
  - i. The existence or the contents of any admission, confession, or statement made by the accused, or acknowledge that such a statement has been made. Do not release the failure or refusal of the accused to make any statements.
  - j. The results of any examination or tests made or the failure or refusal of the accused to submit to any examination or test.
  - k. The identity, testimony, or credibility of any perspective witness.
  - l. Any opinion as to the guilty or innocence of the accused or the possibility that a plea of guilty may be made or other matters relating to the merits of the case.
  - m. The evidence in the case or the results of any investigative procedures.
  - n. Any information in a homicide case unless and until approved by the Office of the Attorney General.
2. In the case of a sudden or accidental death or a serious injury, the identity of the victims will not be revealed to the news media until the next of kin are notified.
3. The following is **not** to be authorized or permitted under any circumstances.
- a. The deliberate posing of any person in custody for photographing or televising by representatives of the news media.
  - b. The interviewing of any person in custody by representatives of the news media.

**G. DEPARTMENT SOCIAL MEDIA ACCESS**

The Hudson Police Department has established an official Facebook, Instagram, and Twitter account to assist in the timely release of information to the public. Informational posts to these sites shall be authorized by a supervisor prior to release and shall follow the provisions and restrictions set forth above. Posts can be utilized for the following situations, but are not limited to:

- 1. HPD Press Releases
- 2. Missing Persons
- 3. Community Events
- 4. Department Programs
- 5. Employment Opportunities
- 6. Safety and Traffic Alerts

Unless authorized by the Chief of Police, no information will be deleted after posting.

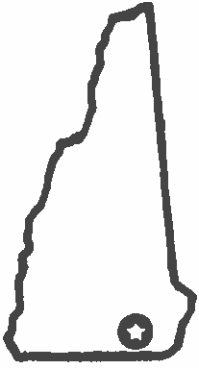
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| <b>POLICY NO:</b><br>110.8 | <b>SUBJECT:</b><br>Media Relations and Public Information | <b>PAGE NO.:</b><br>6 OF 5 |
|----------------------------|---|----------------------------|

F. NOTICE OF POLICY TO THE MEDIA

The Hudson Police department will solicit input from area news media when developing policy governing public information. Area news media representatives will be provided current copies of this policy.

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

*Agenda* **10G**  
*9-3-24*



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

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: August 29, 2024

Re: Strategic Planning

Selectman Jakoby has requested that an item be placed on the Board of Selectmen's agenda to discuss strategic planning and create a plan and timeline.

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