



TOWN OF HUDSON

Board of Selectmen



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

BOARD OF SELECTMEN MEETING

August 13, 2024

7:00 p.m.

Board of Selectmen Meeting Room, Town Hall

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ATTENDANCE**
4. **PUBLIC INPUT**
5. **RECOGNITIONS, NOMINATIONS & APPOINTMENTS**
 - A. **Proclamation**
 - 1) Proclamation Commemorating Hudson as a Purple Heart Community
6. **CONSENT ITEMS**
 - A. **Assessing Items** – None
 - B. **Water/Sewer Items** – None
 - C. **Licenses & Permits & Policies** – None
 - D. **Donations**
 - 1) Walmart Donation to Police Department
 - E. **Acceptance of Minutes**
 - 1) Minutes July 23, 2024

F. Calendar

08/13	7:00	Board of Selectmen	BOS Meeting Room
08/14	7:00	Planning Board - Cancelled	Buxton Meeting Room
08/15	7:00	Benson Park Cmte.	HCAC
08/19	7:00	Planning Board – ZORC	BOS Meeting Room
08/20	7:00	Municipality Utility Cmte.	BOS Meeting Room
08/21	6:00	Library Trustees	Hills Memorial Library
08/22	1:00	Trustees of Trust Funds	Buxton Meeting Room
08/22	7:00	Zoning Board	Buxton Meeting Room
08/26	5:00	Planning Board – Minor Site	Buxton Meeting Room
08/26	7:00	Sustainability Cmte. - Cancelled	BOS Meeting Room
08/27	7:00	Board of Selectmen	BOS Meeting Room

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on July 23, 2024

1. Selectman Morin made a motion, seconded by Selectman Roy, to appoint HCTV Production Coordinator Michael Johnson to the position of HCTV Director of Community Media, effective October 1, 2024 with an annual salary of \$71,000 with understanding to complete the Primex3 Supervisors' Academy within one year. Motion carried, 4-0.
2. Selectman Roy made a motion, seconded by Selectman Morin, to appoint Donna Melanson as the Deputy Tax Collector, as recommended by Tax Collector, Christine Strout-Lizotte. Motion carried, 4-0.
3. Selectman Morin made a motion, seconded by Selectman Roy, to appoint Donna Melanson as the Deputy Town Clerk, as recommended by Town Clerk, Michelle Brewster. Motion carried, 4-0.
4. Selectman Roy made a motion, seconded by Selectman Morin, to appoint Chief Assessor James Michaud as the Acting Town Administrator for the month of September 2024 and to increase his salary by 15% while he performs the duties of Acting Town Administrator. Motion carried, 4-0.
5. Motion to adjourn at 9:40 p.m. by Selectman Morin, seconded by Selectman Roy. Motion carried, 4-0.

B. Lowell and County Road Public Hearing – Engineering/Decision

8. NEW BUSINESS

- A. Benson Park Donation Public Hearing - Administration /Decision
- B. Request for Approval of Selling 2005 Ford Ranger - Engineering/Decision
- C. Proposed Welfare Guidelines & Financial Standards – Welfare/Decision

- D. Line Striping – Contract Award – Public Works/Decision
- E. Request to Advertise for Truck Driver/Laborer Position – Public Works/Decision
- F. Purchase of Command Staff Vehicle – Fire/Decision
- G. Fiscal Year 2026 Budget Parameters – Administration/Decision
- H. Fiscal Year 2026 Budget Schedule – Administration/Decision
- I. 2024 9/11 Observance – Decision
- J. Town Code Chapter 317 Vehicles and Traffic – Police/Decision
- K. Hudson Police Employees Association Successor Contract – Administration/Decision
- L. Hudson Support Staff Union Successor Contract - Administration/Decision
- M. Town Administrator Final Selection Process – Discussion
- N. Hiring Status of the Town Planner and Assistant Town Administrator – Discussion

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

10. **REMARKS BY TOWN ADMINISTRATOR**

11. **REMARKS BY SCHOOL BOARD**

12. **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).

13. **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, August 22, 2024.**



A special invitation to all recipients of the Purple Heart Award and their families, to attend the August 13th, 2024 Board of Selectmen meeting in Town Hall for a proclamation commemorating Hudson as a Purple Heart Community. The general public is also encouraged to attend in celebration of this nationally recognized decoration of valor.

A Proclamation Commemorating Hudson as a Purple Heart Community

WHEREAS, the people of the Town of Hudson have great admiration and the utmost gratitude for all the men and women who have selflessly served their country and this community in the Armed Forces; and,

WHEREAS, the contributions and sacrifices of the residents of the Town of Hudson who served in the Armed Forces have been vital in maintaining the freedom and way of life enjoyed by our citizens; and,

WHEREAS, citizens of our community have been wounded in action and killed in action while serving in the Armed Forces and have been awarded the Purple Heart for their sacrifice; and,

WHEREAS, the Purple Heart is the oldest American military decoration and was created as The Badge of Military Merit, made of purple cloth in the shape of a heart with the word "Merit" sewn upon it, on August 7, 1782 in Newburgh, New York by General George Washington; and,

WHEREAS, the heritage it represents is sacred to those who knew the price paid to wear the Purple Heart; and,

WHEREAS, August 7th is nationally recognized as Purple Heart Day;

NOW THEREFORE, We, the Board of Selectmen of the Town of Hudson, New Hampshire will recognize August 7th, annually, as Purple Heart Day, and urge the people and organizations of Hudson to display the American Flag as well as other public expressions of our Purple Heart recipients.

PROCLAIMED, this 13th day of August 2024 by the Hudson Board of Selectmen.

THE TOWN OF HUDSON BOARD OF SELECTMEN


Robert Guessferd, Chairman


Dillon Dumont, Vice-Chairman


Kara Roy, Selectman


David Morin, Selectman


Heidi Jakoby, Selectman



Agenda 6D-1
8-13-24

TOWN OF HUDSON

Police Department

Partners with the Community

1 Constitution Drive, Hudson, New Hampshire 03051
Voice/TTY (603) 886-6011/Crime Line (603) 594-1150/Fax (603) 594-1162



Tad K. Dionne
Chief of Police

RECEIVED

AUG 08 2024

TOWN OF HUDSON
SELECTMENS OFFICE

Captain David A. Cayot
Special Investigations Bureau

Captain Steven C. McElhinney
Administrative Bureau

Captain Patrick M. McStravick
Operations Bureau

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: Tad Dionne, Chief of Police

Date: 07 August 2024

Re: Agenda Item – 13 August 2024

Scope:

The police department would like request approval to accept a Walmart donation of cases of water and chips to be used at HPD functions. The total value of the donation is \$419.20.

Motion:

To accept the donations of cases of water and chips in the total value amount of \$419.20 from Walmart.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

BU 40PK 08/08/24 1 FOR 257.28 H
 40 AT 1 FOR 5.36
 SUBTOTAL 257.28
 TOTAL 257.28
 CASH TEND 257.28
 CHANGE DUE 0.00

08/06/24 13:55:49

Get free delivery
 from this store
 with Walmart+



Scan for 30-day free trial.

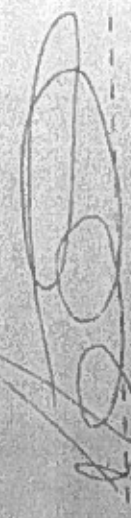
Department: ---
 Register: ---

Dispensed to: SARIO3P SEPTIMBAR REE
 VES

Coins: 3 x \$ 0.01 = \$ 0.03
 1 x \$ 0.25 = \$ 0.25
 Total: \$ 0.28

Notes: 2 x \$ 1.00 = \$ 2.00
 0 x \$ 2.00 = \$ 0.00
 5 x \$ 5.00 = \$ 15.00
 0 x \$ 10.00 = \$ 0.00
 2 x \$ 20.00 = \$ 40.00
 0 x \$ 50.00 = \$ 0.00
 2 x \$ 100.00 = \$ 200.00
 Total: \$ 257.00

Total Cash: \$ 257.28


 Received by

8/16/2024

Date received


 Supervisor
 Manager


 Cashier
 Tansger

11 AT 1 FOR 14.72
 SUBTOTAL 161.92
 TOTAL 161.92
 CASH TEND 0.00
 CHANGE DUE 13:54:46

Get free delivery
 from this store
 with Walmart+



Scan for 30-day free trial.

Register: ---

Dispensed to: SAROESP SEPTIMBAR REE
YES

Coins:
 2 x \$ 0.01 = 1 0.02
 1 x \$ 0.05 = 1 0.05
 1 x \$ 0.10 = 1 0.10
 3 x \$ 0.25 = 3 0.75
 Total: 4 0.92

Notes:
 1 x \$ 1.00 = 1 1.00
 2 x \$ 2.00 = 2 4.00
 3 x \$ 5.00 = 3 15.00
 1 x \$ 10.00 = 1 10.00
 3 x \$ 20.00 = 3 60.00
 1 x \$ 50.00 = 1 50.00
 1 x \$ 100.00 = 1 100.00
 Total: 1 161.00

Total Cash: \$ 161.92

Received by
Septimbar Rees

8/10/2014

Date received:

 CASHIER

HUDSON, NEW HAMPSHIRE BOARD OF SELECTMEN
Minutes of the July 23, 2024 Meeting

1. CALL TO ORDER – by Chairman Guessferd the meeting of July 23, 2024 at 7:00 p.m. in the Selectmen Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE – Mike Johnson, HCTV Production Coordinator.
3. ATTENDANCE
Board of Selectmen: Bob Guessferd, Heidi Jakoby, Dave Morin and Kara Roy. Dillon Dumont, excused.
Staff/Others: Steve Malizia - Town Administrator, Excused; Elvis Dhima - Town Engineer; Scott Tice - Fire Chief; Mike Johnson - HCTV Production Coordinator; Lisa Labrie - Finance Director; Gary Gasdia - School Board Representative; Lorrie Weissgarber - Executive Assistant.
4. PUBLIC INPUT – None
5. RECOGNITION, NOMINATIONS & APPOINTMENTS
 A. Appointment
 1) Christopher Cameron – Conservation Commission
Selectman Morin made a motion, seconded by Selectman Jakoby, to appoint Christopher Cameron as a member to the Conservation Commission with a term to expire December 2025. Motion carried, 4-0.
6. CONSENT ITEMS
 Chairman Guessferd asked if any board member wished to remove any item for separate consideration. *Selectman Roy made a motion, seconded by Selectman Jakoby, to approve consent items A-F. Motion carried, 4-0.*
 A. Assessing Items – None
 B. Water/Sewer Items – None
 C. Licenses & Permits & Policies
 1) Raffle Permit – American Legion, Chester, NH
 2) Petition and Pole License - Eversource
 3) Outdoor Gathering Permit – Hudson Old Home Days
 4) Hawker/Peddler Permit – The Roadside Diner/Temple St. Diner
 5) Hawker/Peddler Permit – The Rollin’ Grille
 D. Donations – None
 1) Donation of \$166.50 to Fire Department
 E. Acceptance of Minutes
 1) Minutes July 9, 2024
 F. Calendar

07/23	7:00	Board of Selectmen	BOS Meeting Room
07/24	7:00	Planning Board	Buxton Meeting Room
07/25	7:00	Zoning Board	Buxton Meeting Room
07/25	7:00	Conservation Comm.	BOS Meeting Room
07/29	5:00	Planning Board – MSP	Buxton Meeting Room
08/07	8:30am	Highway Safety Cmte.	BOS Meeting Room

08/07	7:00	Budget Cmte.	Buxton Meeting Room
08/12	7:00	CUC – Cancelled	Hudson Cable Access Center
08/12	7:00	Conservation Comm.	Buxton Meeting Room
08/13	7:00	Board of Selectmen	BOS Meeting Room

9. OLD BUSINESS

A. Votes taken after Nonpublic Session on July 9, 2024

- 1) Selectman Morin made a motion, seconded by Selectman Dumont, to authorize the Fire Chief to hire Hailey LaPlant as a Part-Time Provisional Call Firefighter, an unpaid position with no benefits as recommended by the Fire Chief. Motion carried, 5-0.
- 2) Selectman Dumont made a motion, seconded by Selectman Morin, to promote Lorrie Hammond-Weissgarber to the position of Executive Assistant to the Board of Selectmen at the hourly rate of \$32.32 per hour, effective July 14, 2024. Motion carried, 4-0-1, Chairman Guessferd, recused.
- 3) Selectman Morin made a motion, seconded by Selectman Dumont, to post and advertise for the position of Administrative Aide II in the Board of Selectmen's office. Motion carried, 5-0.
- 4) Motion to adjourn at 9:46 p.m. by Selectman Roy, seconded by Selectman Dumont. Motion carried, 5-0.

10. NEW BUSINESS

A. Lowell and County Road Public Hearing - Engineering

Chairman recognizes Town Engineer, Elvis Dhima. Thank you Mr. Chairman, good evening everyone. We're going to get everyone up to date on this to make sure this is fresh and then this Board can open up to public input. So as you remember at the last meeting we talked about challenges we're dealing with Lowell and County Road especially the intersection adjacent to Mickey's Pizza. I have a presentation in front of you tonight to kind of go over to what we're trying to do on a temporary basis. Before I dive into this I just want to let the Board know that there's been a couple things since last time we spoke. We are moving forward with making a request with the Planning Department tomorrow night to see if they're willing to fund through the cap fees the design for Belknap Road extension which is basically the best version, if you want to call it that, of addressing this matter by extending Belknap to Lowell Road and converting it to a four-way intersection. We're going to be utilizing the layout that we got from VHB in 2019 and we would be going out to a bid process Thursday if the Planning Board approves this tomorrow night. So, we are moving forward, hopefully we're moving forward for a permanent solution at the time. This is temporary, we're also pursuing a permanent solution as well. In addition, we filed with NRPC to include this or the construction phase of the permanent solution or the Belknap extension for the 10 year plan. That was accepted by NRPC and we're going to hear from them soon if we actually make it into that 10 year plan as well. That particular project will be handling, basically 80% construction from the Feds or the State, similar to Lowell Road widening, Melendy Bridge project that we recently put into that and the 20% will be coming out of the cap fees. The design and the construction hopefully is not handled or it's not a burden on the taxpayer. It'll be paid through either Federal, State or the corridor funds that we have available through Planning Board. With that said, what we're going to be discussing tonight is a temporary relief if we decide to move forward with it or not. And that is basically to put temporary Jersey barriers out there at this particular intersection to provide traffic going to County Road but not letting traffic from County Road coming out to Lowell Road. What you see on the screen is an overall picture of the existing conditions which is basically a 2-way street on Lowell Road and County Road. And what we're proposing is basically the same traffic patterns on Lowell Road but on County you'll be able to go to Jette Field entrance through a 2-way, but you won't be able to come out on Lowell Road. I've done a couple screens shots of what it'll look like if you're in the, if you're in your vehicle on County Road. On the left it's basically what it'll look like on County Road and that left entrance is basically Jette Field entrance. As you can see it's a 2-way and on the right inside it's proposed and it's what it will look like. Basically it'll be do not enter signs, Jersey barriers right after the Jette Field entrance. You'll have a free flow coming in and out of Jette Field, you just simply won't be able to go to Lowell Road. And that's where the accidents have been, 14 of them for the past four years. This one is a street view of you're on Lowell Road and you're trying to get to County Road. Again, on the left hand side is the existing conditions and on the right is proposed. You'll have Jersey barriers there that basically won't allow vehicles coming from County to Lowell but

you'll still be having the same flow traffic from Lowell Road to County. This one is you're coming from Lowell Road to County on the right hand side you see Jette Field and again, left hand side its existing. Right hand side is what's proposed. You're going to have Jersey barriers there, they won't allow traffic to basically go out on Lowell Road. And that's about it in a nutshell. If you like it great, if you don't like it that's fine, too. The main thing is we are moving forward towards a permanent solution it appears at this time. Planning Board tomorrow night we'll discuss this matter and see if they're willing to move forward with providing the funds through corridor fees to do this. And that's where we're at. I'll take any questions you might have before it goes out to the public. Selectman Roy: I just have one quick question. How long would it take to start construction if it's approved by the Planning Board? Elvis Dhima: It's a good question. I don't want to jinx myself, but if we get approval tomorrow night, it's going out to bid Thursday. The bids will be due third week of August and the design, the permitting of the road, the culvert dealing with Second Brook, it's due second or third week of January 2025. If we get into the 10-year plan, the way we're filing for that is we're telling that we're going to do the design on our own cost, we're going to do the permitting on our own cost because this is a shovel-ready project and we're going to try to secure the right-of-way before we get into the whole Federal process because the right-of-way's can be a bit of a process as well. If all goes to plan, I'm hoping we go out to bid for construction probably spring or summer of 2025. Worst case scenario spring/summer of 2026. Selectman Roy: OK. And then once it's complete do you just cut off County Road completely? Elvis Dhima: WE can have a public meeting to what we're going to do with County Road. That is an option, what I envision and we can talk about this as we develop the plans, what I envision is without creating too much of a change, we can provide a very safe path to get to Lowell Road through Belknap extension to get to the light. If you're crazy enough to still go on County Road, have at it, I guess. But, I think the idea is we can provide a safe access to Lowell Road and let people decide if they still want to go on County, leave those open I guess. Not make a change. If we feel that there are still accidents happening because people are going to the left, we can make some additional changes to it. That would be something that we can discuss as we get into the public input during the design phase. I would say if you make it safe in going straight to get to Lowell Road, why would you go left? Selectman Roy: I understand that but people are people, right? Elvis Dhima: People are people, that's right. I would say we start with that and then if we continue to have issues there then we can start restricting flow on County Road. You can cut County Road, you can do what we're talking about tonight. You can do different things trying to force now everyone to go through Belknap extension. Selectman Roy: That's all I have. Chairman Guessferd asked if there were any other comments by the Board. Chairman Guessferd: I don't think I need a motion to actually open or close the public hearing. We're just going to go ahead, I will open the public hearing at 7:12p.m. Do we have anybody who wishes to speak on this matter? Name and address. Anybody? I do want to read into the public record a letter we got. I'm going to try not to belabor. It was a good letter, a little bit long. The letter is from, this is public input, it's from Brenda Collins, 5 Locust Street in Hudson writing as a resident. Chairman Guessferd read the following letter from Brenda Collins:

RE: Public Input on County Road/Lowell Road/Belknap Road.

Dear Hudson Board of Selectmen, I am writing as resident of the Town of Hudson to provide public input to be included at the BOS meeting regarding the County Road/Lowell Road/Belknap Road intersection. I unfortunately have a prior commitment and unable to attend but wanted an opportunity share my thoughts. I am a strong proponent of a permanent and long-term solution to this highly trafficked main throughfare of the Town of Hudson which would include extending Belknap Road to Lowell Road and convert the existing three-way intersection to a four-way intersection. I am not in agreement with the effectiveness of a temporary fix utilizing jersey barriers. A temporary stop gap of the southbound flow of cars out of County Road on to Lowell Road will inevitably push traffic to another section of the Town that would unavoidably create an alternate safety issue as well as create a more confusing situation. The Country Road and Lowell Road intersection has been a topic of concern for many years and included in just as many Capital Improvement reports for too long to keep pushing it down the road only adding to increased costs and persistent safety concerns. The Lowell Road corridor continues to grow and expand, especially with the pending proposal of a new gas station at Atwood Avenue, and ultimately a permanent plan of action would best serve the Town by addressing it with a high level of priority. While reviewing the 2019 conceptual plans submitted by VHB, I personally favor components of both Concept 3 and Concept 4. I am in favor of continuing to provide for north bound traffic to flow off Lowell Road onto County Road toward Belknap, ahead of the proposed four-way intersection at Belknap and Lowell road to alleviate a backup at the proposed new intersection. I favor two-way travel on County Road with a right turn ONLY off the southern end of County Road, reinforced with the placement of a robust island and sharp turning angle to carry-out a right turn ONLY traffic exit. Two-way will allow access for County Road residents and those utilizing the ball field. I would also like to see a no left turn from Lowell

Road traveling south onto the southern end of County Road (re-painting and redefining of the center lane of Lowell Road to eliminate this option) as there would be a left turning lane at the Belknap and Lowell Road intersection.

While the cost is overwhelming at this time it will only continue to rise and having an immediate and long-term plan supported and approved by voters in place would be a benefit for the Town especially with the continued growth of the Lowell Road corridor. A plan ready to roll out would also be advantageous for the Town to be considered for any Federal or State Funding/Grants for this type of infrastructure project that it may qualify for and become available.

Chairman Guessferd: So again, this will be read into the record. Is there anything else, anybody else have any public input? OK, I will close the public input at 7:15p.m. So now at this point, the Board ... Selectman Morin: I just have one question for the engineer. If this passes tonight are we going to have a grace period to warn the residents or when will this go to into effect? Elvis Dhima: We can advertise for this on Facebook, Town website, we can put a little HCTV segment. There's no deadline for this it's if we agree to it we can pick a time once everyone feels comfortable. I'm envisioning put it out, Facebook, we're going to put the electronic board saying starting August 1st you're going to see a new pattern, please be advised, seek alternate routes. And then we can start doing the work there, it'll be a little bit of an adjustment there if we decide this way, but, I think there's going to be plenty of heads-up. Selectman Roy: Do we need a second public hearing? Chairman Guessferd: Well that's what we want, what do we want to talk about? We have two, there's two options right now that we have. It's either hold a second public hearing or we take the matter under advisement. I don't think we have to vote tonight. So, those are really the two options. Does anybody want to consider a second public hearing? Selectman Morin: I, to tell you the truth, was expecting a lot more people here tonight. To tell you the truth. Selectman Roy: I thought somebody would show up. Selectman Morin: So let's give them the benefit of the doubt and give them a second chance is my opinion. Selectman Roy: I don't have a problem with that. Selectman Jakoby: I would agree with that. Chairman Guessferd: I'm on board there, too. Selectman Jakoby: I do have one more question for the Town engineer, if possible. This is a temporary fix and if there are indications that it's not working or it's causing more problems, then it can be removed as well. I know there are concerns, people are not sure if it's going to help or not. Elvis Dhima: If we go down this path after the second hearing, I just want everyone to realize that there's not going to be any physical changes to the road. It's only a matter of putting the Jersey barriers up and then taking them off again. We're not digging the road, we're not cutting the road. I don't want anyone to feel that we're going to rip up the road and then go spend the money and pave it back again. We're not doing any of that. This is just temporary, if we like it, if the feedback is positive and things are getting better, we keep it there. And we don't even have to make it permanent, we leave it temporary until we figure out what's happening long term with permanent long time solution. And then at that time we decide what we want to do. This is just us responding to ongoing access issues out there and accidents, if we chose to do something or not. But again, there's no right or wrong answer here, it's just a matter of do we want to try something different or do we leave it as is as we work towards a permanent solution. Chairman Guessferd: Anything else? So, I will take a motion based on what we just heard on a consensus here.

Selectman Morin made a motion, seconded by Selectman Roy, to hold a second public hearing on temporary traffic pattern change at the southern intersection of Lowell and County Road on August 13, 2024. Motion carried, 4-0.

B. Webster Street – Eight Inch Water Main Extension - Engineering

Chairman Guessferd recognizes Town Engineer, Elvis Dhima. Thank you Mr. Chairman. The Planning Board recently approved a four lot subdivision on Webster Street. It will be served by Town water and Town sewer. Town water, the water line extension needs Board of Selectmen approval. Prior to that it needs Selectman approval for the acceptance as well. We're on the first phase which is basically, you know, prior to getting construction done. So, I'm in front of you tonight to tell you we can accommodate this request, it's going to serve these four lots for the domestic and it's going to provide fire suppression as well. The water line extension consists of 325 feet of eight inch main and one inch fire hydrant. This also counts towards our credit for our commitment that we did for the water utility when we said we're going to either replace or install new water mains. This is part of that 1,000 foot commitment we're going to do. So, we'll be getting credit for this. With that said I will take any questions you might have. This doesn't cost us anything obviously, this is done by third-party. If everything's done right we take ownership of it and we take ownership of that asset once it's complete, with one year warranty. Chairman Guessferd: Board, any comments, questions? Hearing none, does anyone want to make a motion to approve? Selectman Roy made a motion, seconded by Selectman Morin, to approve and sign the proposed eight inch water line extension agreement, as recommended by the Town Engineer. Motion carried, 4-0.

Selectman Morin: Mr. Chairman? Just real quick, after we just discussed, nobody was in the audience, may I ask if these residents are here for that just if we can get a comment? Selectman Morin asked if the people who just walked in if they were here for the County Road? They said no. Continuing, the Board thanked Elvis.

C. Fire Department Public Hearing Acceptance of Grant - Fire

Chairman Guessferd recognizes Fire Chief, Scott Tice. Good evening. Going to ask Deputy Enos to join us if that's alright. Chairman Guessferd: I apologize for not introducing you earlier. He was instrumental in the grant and him and Erika will be managing this project so he can help explain a lot of it, if you have questions. But, Hudson Fire has been awarded Assistance to Firefighters Grant in amount \$429,527.27. This is a two year grant which will cover comprehensive physical's including cancer screening and cardiovascular screening. Will bring our immunizations up to date. We'll be able to start the mental health check-ups that we discussed a few months ago. We will be able to have access to some crisis care follow-up in case one of our employees has a mental health crisis. We'll be able to start some training directed at leadership in mental wellness. We'll also be able to put all of our fire suppression personnel through the IAFF Safety and Survival course. The grant does require 10% match which would be \$42,952.73 over course of two years. We've identified money in the operating budget, we budget for physicals so we can use some of that money for these physicals. We've also budgeted for leadership training this year, which we can use some of that money towards this training to cover our match for this year. And my intent would be to budget for that money next year as well. I'd like to thank Deputy Enos, Captain Sean Mamone and Erika LaRiviere for working on this grant. And I'd be happy to answer any questions. Selectman Morin: Did the state cancer screening bill that just passed, is that going to effect this one way or the other? Chief Tice: No, we can still move forward with this. We can still move forward with this so it doesn't preclude us from this. But, we would be taking a look at that also. But, I think ... Selectman Morin: If the state comes through as they say and going to pay for these, can we use this money somewhere else? Or, do you have to use it for that? Chief Tice: We have to use it for that. With all the research we have done, the cancer screen, the physicals, everything, it's one stop, really. The intent would be to use a company that does all this. If you remember up at the fire academy four of five years ago, the state brought a company in that did these physicals. Our intent would be to use them because they can cover everything. Selectman Morin: Like I said that cancer bill is pretty encompassing and they were going to take care of them. I was just wondering if we could, that's all. Chief Tice: Yes, I don't think we'd be able to use that money anywhere else. Chairman Guessferd: OK, anybody else? Selectman Morin: The mental health, how are we going to go about that? I know we had some companies in, we had talked earlier that we had a Police person but we didn't want to use that, we wanted to get somebody on the outside because the Police don't do what the firefighters do. So, how are we going to do that? Chief Tice: The clinician we can use the same that would be our intent to work with the same clinician. Because she covers Fire and Police, EMS, military, she does anything, critical services, first responder. Our intent would be to start working that direction with the PD. Kind of the plan we had talked about a few months ago was to continue to work towards that, this doesn't cover everything we want to do, but this gets us started and working in that direction. Selectman Morin: Just clarification because we had this discussion about working with the PD when this all started. You said the PD because they do a different job and deal with different things, you didn't want to. Chief Tice: The clinician, we can use the same clinician. Selectman Morin: The clinician I understand, OK. What you just said you wanted to work for the PD, I just wanted to understand that. Chief Tice: We can use the same clinician. Chairman Guessferd: OK? Deputy Enos: I want to take a moment if you don't mind, if you would all humor me. The Chief's kind of understating this. I'm not sure, I know some of you have probably been through the grant process and stuff like that. But, when I was hired here just over a year ago, the Chief made it clear some his ambitions and some personal things to him was firefighter training and a mental wellness program for firefighters. Because it's affecting, it's affecting first responders more than anyone realizes and that's come to light. So, one of the directions when we asked about applying for a grant he gave to the team was, I'd really like to have something that impacts each individual firefighter. So the team comprised of myself, Erika and Captain Mamone, sat down and we looked at that and to your point sir, the state was about to propose cancer legislation where we're going to screen firefighters. The average bill to get through New Hampshire is about two years. We never thought it would go through this fast. But one of the things we did look at was a company that actually encompasses a bunch of testing. And not only are we going to provide cancer testing for our members, it's cardiovascular testing as well, so this is going to be above and beyond. Be as cardiovascular risk is just one of our number one killers. And it's also something we can actually do. While we can't change how we get cancer, we can help people to identify steps to do that. One of these programs, the program we're looking at would actually have nutritionists, life coaches, stuff like that. That in itself

is monstrous. I would like to thank all of you for your support in this because while some of our junior firefighters don't realize what this is. This also identifies early detection, but it also puts down a record in part of this bill. So, 15-20 years from now if someone gets cancer as a firefighter, we're going to have the proof to show that he's covered under this new legislation that was just passed. So this will help people for the next 30, 50 years. This is something we're all being a part of by supporting this. The mental health program that the Chief talked about, he was very ambitious about how we're going to get this done right away. We did sit with the Police Department, we looked at a collaborative effort, and once again it comes down to funding like most things. We were able to secure funding on our side, so while the Police are not part of this grant, it can only be for firefighters, we're going to work with them in collaboration because there is a relationship with this individual. What this is going to do is not only put up mental health preventative maintenance we'll call it, by screenings and stuff, we're going to have a clinician that's on call available to us. That God forbid we do have a crisis, we're going to be able to reach out immediately at a moment's notice and have a true clinician. And, this person will be able to place or put that person in touch with somebody, it won't take six or nine months if you go to your PCP. So this is a phenomenal resource for us to have. With that the Chief has included, and part of that, there's going to be education for us to train our supervisors how to recognize these things so we can be much more attentive to this. First line supervisors are the people who see this every day. So we want to give them the training that they have as well. Not just, it's not all about just firefighting and ambulance calls. And the third part of this grant was firefighter training. The Chief, when I was being hired, made it very clear to me that was a huge priority to him. This firefighter training is going to be phenomenal. This is a nationally recognized program called the Safety and Survival Program. It teaches firefighters fundamental skills on how to rescue other firefighters but now it's advanced to a point where it teaches them how to avoid getting into bad predicaments. After this program is completed, 8 to 12 of our members are going to be chosen to become train the trainers in this. So not only will we get this once, but now we will have 8 to 12 members who are trained. So every time we hire somebody, talking with the new captain of training, Captain Leveque, he's looking as implementing this as part of the recruit school. So every member will get this and we will be able to do this annually as well so this will carry on. We will be getting our money's worth and then some with this. I just wanted to, I'm very proud that the Chief allowed us to take this opportunity to go for. We're talking about just under a half a million dollars. You know, some of this stuff is a one-time buy, the mental health, we'll definitely need your help to continue after the grant, I think we can show you how effective it is. And if you have any other questions about these grants, please don't hesitate. It's not often we get to explain it, but it truly is a very big deal and it's a big deal to have your support. There's many towns and cities that could balk at something like this. So, can't appreciate it enough. Chairman Guessferd: Thank you. Any other comments by the Board? I supposed to open a public hearing here. So we'll open a public hearing right now on accepting this grant at 7:31p.m. Is there anyone out in the public who would like to comment on accepting the grant? Seeing none, I will close the public hearing at 7:31p.m. Selectman Roy made a motion, seconded by Selectman Morin, to accept the FY23 Assistance to Firefighters Grant of \$429,527.27 to support a comprehensive physical and mental health program and Safety and Survival course for Hudson Fire Department Firefighters, as recommended by the Fire Chief. Motion carried, 4-0.

D. Fire Department Open House - Fire

Chairman Guessferd recognizes Fire Chief, Scott Tice. So, I'm happy to say that on September 28th we'll be holding our first open house at the Fire Department in quite some time. It'll be from 10:00a.m. to 2:00p.m. at the Central Fire Station. We're still working on some final details for what we're going to have. We'll be doing station tours, apparatus tours, we'll have educational interactive events like a side-by-side burn house, a hazard trailer, Sparky and Smokey will be there. We'll have those things for educating the community on kind of what we do. There some other demonstrations of operations that we do. One thing that we do ask from the Town is that we close School Street between Chase and Library from 9:00a.m. to 2:30p.m. to allow more space for some of the exhibitions and to provide some safety so we don't, we're hoping to have a lot of traffic around the station so we'd like to cut down the traffic going by the station. We do have a couple neighbors and we'll work with them to make sure they have access in and out of their driveways. Selectman Morin: We probably haven't had one of these in 15 years. Chief Tice: Oh, at least. Probably longer from what I can remember. Selectman Morin: And I can tell you when we used to have them we'd get four to five hundred people to come in that short period of time to see these. And, blocking off the road is a normal thing and we always did it in the past and it never really caused any issues. Chairman Guessferd: Excellent. Any other comments? Selectman Morin made a motion, seconded by Selectman Roy, to authorize the closure of School Street from Chase Street to Library Street on Saturday, September 28, 2024 from 9:00a.m. to 2:30p.m. for the Fire Department Open House. Motion carried, 4-0.

E. Retention of Staff Vehicle – Fire

Chairman Guessferd recognizes Fire Chief, Scott Tice. We're in the process of purchasing a staff vehicle in this year's budget. When I made my budget presentation last year I state that we'd be getting rid of a vehicle, it would be a one for one trade. At that time as I evaluated the needs of the department including having the possibility of a training officer, I thought that would be adequate for our needs. I believe I made a mistake when I said that. I think we're going to need this vehicle. There's going to be times that without this extra vehicle there will be somebody without a vehicle. Each of the Chief's has a vehicle, Inspectional Services has two vehicles, the shift manager has a vehicle and then we have the utility pick-up and we have the spare command vehicle. I thought those two vehicles would be adequate to share between the back-up vehicle for the three chiefs and the shift commander for any utility needs, for the shift needs, for the training officer. And evaluating over the last year how we use the vehicles, there will be times we don't have enough vehicles for everybody. So I realize this is a reversal of what I said, I am sensitive to that, but, I do believe we need this vehicle. The one I would be asking to keep is vehicle 37, it's the 2016 Explorer. It's got about 110,000 miles on it currently. I was concerned about the mileage which is why I was trying to change out of this vehicle. We had the vehicles evaluated and we were told that while the mileage wasn't that bad considering its highway mileage, it was mostly Chief Buxton used it a lot going to Concord, going home so it's a lot of highway mileage. We think the vehicle would be alright for what we need it for, if the Board is inclined to let us keep it. Selectman Morin: For the last two cars that he was going to get rid of, we actually gave on to HCTV which has been a huge improvement for them because they can put all their equipment, it's one of the Tahoe's. So they've got plenty of room and it's made their lives so much easier. And as he said, he hadn't gotten rid of the second one, but when we went to hire the training officer, he's definitely going to need a vehicle. And we've seen it already transporting the new firefighters. They responded to a fire from a different location already in the car. So he definitely needs a vehicle also. Chairman Guessferd: Alright, anybody else? Selectman Roy made a motion, seconded by Selectman Jakoby, to authorize the Fire Chief to retain Vehicle 37, a 2016 Ford Explorer. Motion carried, 4-0.

F. Emergency Medical Training Contract – Fire

Chairman Guessferd recognizes Fire Chief, Scott Tice. We're just finishing up, we just finished up a two year contract for EMS training. So we've gone out and solicited RFPs. This is the training that covers the core content for our bi-annual recertification. We direct solicited to four vendors that we know of and advertised in the Union Leader and the Town website. We received bids from two vendors both of these vendors we've worked with in recent years. The previous administration decided to switch from the previous vendor to Critical Knowledge Inc. in FY23, who we just finished the contract with. Since that time the feedback from our personnel has been overwhelmingly positive for Critical Knowledge. And the high quality and positive training provided by Critical Knowledge has been very well received by our personnel. I think the recognition we've received lately for EMS care over the past couple years including receiving EMS Service of the Year from the Nashua Telegraph. One of our crews received St. Joe's EMS Crew of the Year this year, it is a testament to the effectiveness and the quality of the training provided by Critical Knowledge. My recommendation is that we award the contract to Critical Knowledge and continue the mission and provide the best possible EMS service to the community. I recognize this is the more expensive over the two but I think this is the case where the quality of the product is worth the extra money. Chairman Guessferd: Any questions from the Board? Selectman Jakoby: Can you give me a little comparison between what Critical Knowledge is encompassing in the \$37,820 and Emergency Education is not? Chief Tice: These were fairly consistent on what they were going to provide. I think the difference is in the reception from our personnel of the education. Selectman Jakoby: The relationship that you've already created with Critical Knowledge? And so you believe that that relationship that has been built between Critical Knowledge and our employees has really enabled them to earn these rewards and do their job at a substantially better place? Chief Tice: I do. I think relationship... Selectman Jakoby: I don't want to put words in your mouth I'm trying to... Chief Tice: I believe the relationship has greatly enhanced the educational experience. Selectman Jakoby: And then our service, so how you're serving our community. Chief Tice: Yes. Selectman Jakoby: OK. Selectman Morin: And related to your question Selectman Jakoby, from the firefighters taking the class, they find it much better, they're very happy with the instructors they've got. And I can tell you from experience the way we used to do it is we had in-house, we always didn't have an instructor, had to do it on weekends or nights. This is during the day during the shift, there's no overtime paid. I know we're paying somebody. It makes it so much more streamlined and they're getting the training instead of some

days you've got to get it and some days you can't and work around schedules. It's much better, it's like having a teacher instead of, you know what I mean? Selectman Jakoby: Yes, and I just want to emphasize that I'm in full support of with going with Critical Knowledge based on the information you've given. I just want to make sure the public is clear that those relationships and having teachers and instructors that you know and that you can rely on and that you can do it during the work day that's critically important for anyone's training. And I can't imagine this is even more so because we're talking about lives here. I fully support that recommendation. Chairman Guessferd: I'm going to dig a little bit more, poke a little bit more at this as well. Not that I don't support it, because on what's said. I think more needs to be put in here in terms of documentation. Just in terms of some of the words that were just said. You said there's overwhelming positive feedback, great. But what about Emergency Education Consultants? Did we do any sort of a check on them in terms of any references, did they get glowing reviews from companies that they've supported? I just want to make sure that we are vetting this appropriately even though we have this relationship that it seems that this company provides a, sounds like a much more real time support to our firefighters as well as the relationships. Chief Tice: EEC was the vendor that we had before critical knowledge, and we made a switch from them. Chairman Guessferd: OK, so you have personal experience with them. Chief Tice: We have personal experience. Chairman Guessferd: And you've seen the difference between the two companies. OK. And that might just be something to document. You know, the fact is that this, we had these guys before, we have these folks now, it's night and day and worth the \$16,000 more. It's almost double. And really more for the purposes of again, our citizens, making sure that we're, their money is spent well. That's the only thing I would say is that when we do these kind of things, especially when there's such a diversity of, that we just document a little bit more what we're getting. First, it's the other company. We had this company, there's a huge difference. Anyway I don't want to belabor the point, I support it. But, on the surface sometimes these things don't tend to look as real and the decision seems easy when we're looking at them ourselves. But when we're exposing it to others, to the citizens of the world, we really need to make sure that they're aware that this is an absolutely critical thing to go with this company vs. the other. Selectman Jakoby: And just to reiterate, I appreciate you going a little deeper, this was sent out to four vendors, just for the public to know, and only two vendors responded. So that is documented but I would appreciate that additional documentation as well. Thank you Selectman Guessferd. Chief Tice: Yes, your point both I understand. Chairman Guessferd: No to pick it apart, just want to make sure people, when somebody looks at this six months from now, they go oh, obvious decision. That's what I think, so. Chief Tice: No, I get it. Chairman Guessferd: Alright, so, do we want to entertain a motion? Selectman Jakoby made a motion, seconded by Selectman Roy, to award the Emergency Medical Training contract to Critical Knowledge Inc. for a period of two years for a total price of \$37,820.00, as recommended by the Fire Chief. Motion carried, 4-0.

G. Revenues and Expenditures – Finance

Chairman Guessferd recognizes Finance Director, Lisa Labrie. So, we had a preliminary unaudited financial package here. Most of the overages and expenditures has been due to earned time payouts. We included, due to retirement, we included some accruals for payouts because we could afford it in this year. Namely people that are retiring in August. And we also had a large overage in, we had some overage in Fire that was primarily due to overtime and benefits related to it. The solid waste contract had a fairly large overage and that was based on additional tonnage that wasn't planned for during the year. Steve and myself had a conversation with the Public Works Director and suggested that going forward we try to include more of that in the budget. Try to figure what is potential for going forward so that we don't end up in this situation again. Revenues have been very good in some areas. Motor vehicles we had a large, higher than the anticipated revenue from meals and rental tax from the state. It's not something that you can count on but we did get a large item this year. We had a reimbursement from New Hampshire retirement based on prior year expenses. So that was \$195,000 unexpected revenue. One time Special Highway Block Grant for \$155,000. Interest on investments has been excellent. So I think we're going to finish the year strong. Providing that the auditors don't find anything that got missed, but I don't think that's going to happen. I think we're in good shape. Selectman Morin: I'd just like to add that coming by here nights and on weekends I know that Lisa and Beth were both here a lot. Just thank them for their extra time for doing this to get it done. Because every time I drove by I saw your car. Lisa Labrie: And they're a week earlier this year, so that puts additional pressure on us to get everything done that much quicker. You have to wait for the year to end before you can review everything. Now we review things during the year but in order to prepare everything for them you have to wait for the year to finish. So, everyone's like so how come it's not done, well, you have to wait for the year to be done before you can prepare everything. Selectman Jakoby: Step one, wait for the year to be finished. Chairman Guessferd: Excellent, that's good. It's good news. And I'm sure we'll have additional audited information and that'll confirm,

hopefully, that everything's looking good. When's the audit? Lisa Labrie: Next week. Can't wait. Chairman Guessferd: Alright, good luck. Any support you need, let us know. Lisa Labrie: Thank you.

H. Production Coordinator Resignation – HCTV

Chairman recognizes Production Director, Mike Johnson. Alright, so we received a resignation from our Production Coordinator, Jacquie Lemay effective July 26th. This was submitted last week and I just want to say thank you to Jacquie for all the work over the years at HCTV. She's been a huge part of our crew. So I'm here on behalf of Jim McIntosh to request permission to post the position of Production Coordinator. And I'd be happy to answer any questions about the position that the Board might have. Chairman Guessferd: That's a big loss, she has done amazing work. Does anybody have any additional comments? Selectman Roy: Just that she'll be sorely missed. Somebody has big shoes to fill. Chairman Guessferd: Do you anticipate you guys are going to have any issues find anybody, are there people out there? Mike Johnson: There are. There are. I know there's a lot of people that are very interested in the field of media. I foresee we'll get some good candidates for this role. Chairman Guessferd: Alright, anybody else, any other comments? Selectman Jakoby: I just want to reiterate I really appreciated working with her and wish her well on her endeavors and she will be missed by me. And I'm sure many others. Chairman Guessferd: Yes. So, I think obviously we have to do something here. Selectman Roy made a motion, seconded by Selectman Jakoby, to authorize the Director of Community Media to advertise and post for the Production Coordinator vacancy at HCTV. Motion carried, 4-0.

Selectman Roy: Do we have to accept her resignation, too? Do we need a motion for that? Chairman Guessferd: It didn't say we have to accept it but, want to make that motion anyway? Selectmen agree they usually make a motion. Selectman Morin made a motion, seconded by Selectman Roy, to accept Jacquie Lemay's resignation from HCTV effective July 26, 2024. Motion carried, 4-0.

I. Warrant Article #29 Comprehensive Infrastructure Study – Discussion

Chairman recognizes Selectman Jakoby to lead the discussion. Yes, I just brought this forward as it was a petition warrant article which was strictly advisory. And I just wanted to bring it forward to see if it is the Board's will to put forth either a request for quotes to see what this would entail or if we want to have a future discussion on it, just what action if any and if no action, then no action to be taken just so the public knows that it was brought before us. Chairman Guessferd: That's a very good point because sometimes these things happen and we don't follow up and things kind of maybe just time goes by. I think everybody recognized the fact that this was, this is a good thing to do, the biggest problem, obviously, was the fact that it wasn't budgeted for. And so, from my perspective, I'd like to see it, I'd like to see something happen but, does anybody else have any other comments on it? Selectman Roy: I think it would be worthwhile for us to go out for quotes and then decide whether we're going to put an appropriation warrant article up for the voters. I believe that's how it would have to be done. Chairman Guessferd: If we don't know what it costs then. Selectman Roy: Right, right. So the first step would be to figure out a range of costs. Selectman Morin: I think, I understand the intent of it. But I think we need a scope because that encompasses a huge, huge amount of things and we need to figure out what we're doing. Because looking at this, is I don't think we're going to find one vendor to do all this because it is so encompassing. I could tell you I've been looking at past ones we've done. We've done for the ambulance in the past, we've done one for dispatch in past and looking at those costs, and I know Nashua fire just did one for the whole department. Every bit of operations in the city for the fire department and they don't do ambulance. The initial report just for the Fire Department was \$74,000 and then with the Master Plan and the add-ons it was over \$100,000. So that's just one department. I think we need a scope before we do anything because I think this is going to be big money. Selectman Jakoby: And you're probably very right in saying that and that was my question, what's the next step. Is that to develop a scope or do these need to be broken up as you had said, which is possible? There might not be any company that can do all of this. And we don't know. Selectman Morin: If we get one company they're probably going to sub it out because this is so encompassing. What is says, we need to sit down. We're going to cover a fire alarm, we're going to ambulance, fire, police, SWAT, we just have to have an idea. Just saying it's encompassing doesn't really give ... Chairman Guessferd: How far, like the Fire Department we did a study of them but I don't know if that was the, kind of an infrastructure. Selectman Morin: Not like this. Chairman Guessferd: Not like this no. Selectman Morin: We've done fire alarm because they looked at combined operations, combined dispatch. So we can get some estimates of stuff we've already done, but remember, that was years ago compared to today. Chairman Guessferd: Could NRPC be of any help here in helping us? Selectman Morin: Probably not. Maybe on the traffic and stuff but not the Fire Department.

Selectman Roy: They might help. MRI and NRPC might help us develop a scope. And then go forward finding all the costs. Selectman Morin: That may be an expensive endeavor also, just the scope. Selectman Jakoby: If there is a cost to developing the scope then that's, then maybe that's what we ask for next. Chairman Guessferd: First. Selectman Jakoby: Yes. And I guess that's my concern is like what's the first step or then next step? Selectman Morin: We've got to figure out what we want to do. Chairman Guessferd: The scope is the number one thing. You can't price something out unless you know what you're price is. OK. Selectman Roy: But then there's a, we're coming up on a time line issue, right? Because budget season's fast approaching. So we want to budget this so put a warrant article out. We have limited time to do that. Chairman Guessferd: Right and we'll do what we can. I think the first, do you think we should talk to Steve and see when he gets back? And maybe just kind of start there and say what's, how do we, what's our best game plan for a scope for this? And see if he's got any ideas and then try and move forward fast. I mean he's not going to be here much longer. So, we might want to take advantage of his knowledge. Selectman Morin: And just that. The 300 feet of road way that we talked about going from County Road to Lowell Road, \$200,000 just to engineer that. So that's just 300 feet. Selectman Roy: The other thing that we should, I don't know who would do it but, probably the Engineer, see if there's any grant money out there to help defray some of the cost of doing some of these things. Chairman Guessferd: Yes, that's a good idea, too. Selectman Morin: And I agree with you but that may delay things just you know, have to go through that whole process. Selectman Jakoby: Well and I think if we explain the delays in the process and what we've decided, I think that's all the, you know, residents can ask for is we brought it to the table, we're taking action and then, just continuous updates at each of our meetings I think is, would be great. Chairman Guessferd: So, I'll have a conversation with Steve when he comes back and we'll get something kicked off here toward getting a scope. And I'll keep the Board informed and we'll make sure that we're making progress, right? We'll do something to come up with what that next step is. Selectman Jakoby: Thank you, I appreciate that. Chairman Guessferd: Thank you for bringing it up because again, it's one of those things we want to make sure that we, we don't lose sight of some of these things that, that are, our public has requested interest in. OK, so, having done all that we're going to move on to remarks. We'll start with Selectman Morin.

11. Selectman Liaison Reports/Other Remarks

Selectman Morin: We had gotten the money to do a study of the Robinson Pond to fix the beach and the boat ramp. Today the state of New Hampshire Parks Division came down, met with the Engineer's office, Public Works, the consultant that we hired to do the engineering and myself to talk about the grant. We had a two hour, took a tour of the whole area and stuff like that so they're moving forward. The state provided a lot of information to the Engineer and Public Works on what they need to do for these grants. We'll move forward, there's quite a bit of money out there so hopefully we can get that done. And they we're looking to, I believe the paperwork was due in December and then the grants would be issued next October, if I remember correctly, so we can start it the next year. And one of the big things is, like most of our projects, they're pretty much going to be shovel ready, which is a huge thing for the state. If we're shovel ready they're very happy with that. So that's moving on and we'll see where that goes. The Veterans Bridge, they're still doing the work but no surprises have come up, they've had some little fixes. So, if the other lane turns out to be as good as this lane they may be done our side before time. So that would be a good thing. And then the Lowell Road Bridge, that is all finished. They're basically just waiting for the cement to cure with the liner and they'll get their equipment out and that one will be behind us. That's all I have.

Selectman Roy: The only thing I have tonight is Casella Waste Management purchased Pinard Waste Management. So, if you have questions with, about a bucket or you have any concerns or whatever, contact the DPW and they'll put you in contact with Casella. Because Pinard, obviously, is not going to. And they're slowly changing out the trucks and their buckets and everything so it reflects Casella. Chairman Guessferd: That seems to be the main concern people have right now. But no other effects on their contract? Selectman Roy: Somebody said they got a bill from Casella, but I'm not sure what for. Maybe it was for an extra bucket or something.

Selectman Jakoby: Thank you. I just wanted to reiterate that I was disappointed that the creating a process for selecting a Town Administrator was not on our agenda for today. As that was my understanding when we left our last meeting. So I know that going forward that we expect to be having that discussion at our next meeting. And I would hope that we would have that discussion about the process in our public meeting. Also, just going forward, would it be possible for us to have a discussion about the positions that are open especially the Town Planner and

possibly other ways or other things that we might need to do to continue to find applicants? I know that the School Board actually had to hire a recruiter to help them in the recruiting process. Might the Town need to consider looking at a recruiting firm overall as transitions are happening? We had another resignation this evening. And I think it's just a different world out there as far as recruiting. As a Board we may want to discuss other options for that. I'm asking my fellow Selectmen to please continue to ensure that public input is addressed at all public meetings going forward. I have also, also if you ask whichever groups you are a liaison to, about just affirming making sure that their agendas and minutes get put up on the web site. Because there are some that are missing agendas and/or minutes. Please include on the agenda for one of our August meetings, whichever one you prefer Chairman, a discussion about our web site and social media policy. And I did have one School Board meeting, a quick one, I was very surprised. But it was really quite inspiring to hear the hiring that has been going on and the good news. So, I'll let Gary tell you the good news. Thank you, that's all I have.

Chairman Guessferd: I have a few things. A couple upcoming items first. As we all probably aware, Old Home Days is coming up August 8-11. It's a big town-wide, community event that is always brings out pretty much everybody. If you haven't seen anybody in a year usually you'll see them there. So make sure you come out, starts Thursday night, goes through Sunday afternoon. They usually will have fireworks, all kinds of great events and groups and everybody who's going to be there. So please come out and support, the Police will be there, Fire's going to have a booth as well. So, looking forward to that. So that'll be a real fun thing. But, two days before that, is National Night Out which has become, I think, just a very, very huge event for our Town. It's across the country, they have one night, it's across the country when town's do these sort of things where it's going to be at the Rogers Library in the parking lot. They're going to have all kinds of trucks and things there, they're going to have booths, they're going to have food trucks, music and the annual Police water balloon fight with the kids. So that'll be fun, it's always nice afterwards see the Police coming up there after they lose. I said that. Anyways, it's a great night, we're looking forward to it. Make sure you come out. That's starts at 4:30 in the afternoon and goes until I think 8 o'clock. So, it's a great time, come out after work. I know everybody's probably concerned about the status of the Town of Administrator search. I just wanted to kind of give an overview of a couple sentences here. MRI, as we know, is doing the initial selection process. All the resumes were in and applications, they have worked through them and they are going to be recommending finalists hopefully by the end of the month. And then they're doing telephone interviews and once they get the telephone interviews done, then we will have our time to face to face interview them and go through the rest of the process which we will further define at the next meeting. So, no worries the process is moving on and I just want to make sure everyone's comfortable that knows we're actively working this and it's not something that's just sitting by the wayside. So we have that. You already covered Casella. Meetings, there's a Planning Board meeting tomorrow night. They're going to be talking about a couple things, Bockes Road, lot line relocation, a Webster Street subdivision plan, so a few things there. If you want to come on out and or watch that meeting. The Rec Department, I just got an update just a few minutes ago. The youth and adult tennis program started last week, they're running great with the exception to tonight's rain cancellation, so it was cancelled tonight. The summer program is running strong. As we said before that's a big revenue generator for the Rec Department. They are doing two trips to see the Fisher Cats up in Manchester and to Water country over in Portsmouth. So that ought to be a lot of fun. Citizens, senior citizens are continuing to be active. Three hundred either newly or registered members for next year. They open every July, there's a \$10 fee just in case you were wondering. It only cost \$10 to be part of the senior citizen program. So I think that's, oh yes, the only other thing, it's not only, Sustainment met last night and there's a few things under way. I think I mentioned last time they're doing a composting sub-committee that's going on just to kind of see what is out there. There's the roadside clean-up, I mentioned, is they're trying to come up with the best practices document in coordination with the HPD, the DPW and the Fire Department. The eventual goal is to have, is to present to the BOS a plan and supporting a transition away from coming to us every single time they want to have a specific clean-up rather than approving an entire project for the year. So, it'll improve efficiency and still secure full communication and support from all the different departments that support the clean-ups. Last night they got a presentation from Freedom Energy Logistics regarding group net metering for communities. It is still very much infancy in terms of talking about it. If we ended up in a program it would be no cost and it'll probably involve some revenues from the Town. But it's still very early and the committee just kind of needs to flush out what that means or if we want to even pursue something like that. So that's what happening with the Sustainability Committee. And I think that's it. I think it's enough. Did you want to make any comments in the absence of our Town Administrator? Lisa Labrie: No, I'm good, thank you.

10. Remarks by Town Administrator: Excused absence.

11. School Board Liaison Gary Gasdia: Well first, I'm a little late to it, but I wanted to thank Jacquie, she's just been incredible, as everyone at HCTV is. She'll be sorely missed. As Heidi was saying we've had done a lot of hiring. We are in, you know, hiring goes in waves, so we are in a much better position this year than we've been in several years with regards to teachers, and regards to overall staff. Couple of positions left, the next shoe to drop, so to speak, is our paras. As we know that's always been an area where we've struggled, but the Town did provide us with a great contract last year and so, those folks tend to apply in August for the beginning. Fingers crossed we're going to be able to fill at least some of those. Those we've run years with 25, 30, 40 vacancies, so, if we can get that down to 20 I'll be happy. So if you're looking to be a para or if you're looking for any of the other positions that's available. A lot of work is still going on though, there's a lot of facility works going on and things like that. I did want to though make a shout out to a lot of our sports coaches. Our folks don't necessarily realize is the sports coaches, of course, they get stipends for certain parts of the year. But, these folks are dedicated. And so a lot of times they will be running clinics, they'll be doing things and really what they do is say, hey I'm going to be at so and so and if you want to come, come there, and they'll call up some of the eighth graders. And this year our basketball team's actually going to do a tournament and again, the coaches are not getting paid, they're doing it out of their own good will. It's just really great dedication to see and just wanted to thank them for that. In sad new I did want to take a minute, Joe Kasper passed away last week. What he's done for the Town of Hudson, we could talk about for hours. He was the voice for cabaret for 24 years. This was going to be his last year. And it's just a huge loss, but didn't want to go the night without recognizing his thing. I did want to thank HCTV they put on a phenomenal, I think it was pretty much all day show to all of the cabarets for the past 10-15 years. He'll be sorely missed. And then for everyone watching, enjoy the rest of summer because August 26th is the first day of school. Chairman Guessferd: It's coming. Selectman Jakoby: Can I add one thing? Did you want to announce a graduation date? Gary Gasdia: I can do that. Graduation will be ... Selectman Jakoby: Because it moved. Gary Gasdia: It did move, it did move and it will be June 13th of next year, it will be on a Friday. We've traditionally done it on Thursday's, next year will be on Friday's. We go back and forth with Londonderry, I don't know if they just didn't want Friday the 13th, maybe. Chairman Guessferd: Probably not. Gary Gasdia: That may be it, so that goes to us so, it'll be June 13th next year. Selectman Jakoby: Thank you I just thought the sooner the better. Chairman Guessferd: Especially with Friday the 13th. Ok, so I think that's all on our public agenda here. So, we will be moving into nonpublic session.

12. Nonpublic Session
Motion by Selectman Morin at 8:19 p.m., seconded by Selectman Dumont to go into non-public session under 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. Roll call vote, carried 4-0.

Nonpublic Session was entered at 8:13 p.m. thus ending the televised portion of the meeting. Any votes taken upon entering open session will be listed on the Board's next agenda. The public was asked to leave the room. The Board entered into public session at 9:37 p.m.

Motions made after nonpublic session:

1. Selectman Morin made a motion, seconded by Selectman Roy, to appoint HCTV Production Coordinator Michael Johnson to the position of HCTV Director of Community Media, effective October 1, 2024 with an annual salary of \$71,000 with understanding to complete the Primex³ Supervisors' Academy within one year. Motion carried, 4-0.
2. Selectman Roy made a motion, seconded by Selectman Morin, to appoint Donna Melanson as the Deputy Tax Collector, as recommended by Tax Collector, Christine Strout-Lizotte. Motion carried, 4-0.
3. Selectman Morin made a motion, seconded by Selectman Roy, to appoint Donna Melanson as the Deputy Town Clerk, as recommended by Town Clerk, Michelle Brewster. Motion carried, 4-0.

4. Selectman Roy made a motion, seconded by Selectman Morin, to appoint Chief Assessor James Michaud as the Acting Town Administrator for the month of September 2024 and to increase his salary by 15% while he performs the duties of Acting Town Administrator. Motion carried, 4-0.
5. Motion to adjourn at 9:40 p.m. by Selectman Morin, seconded by Selectman Roy. Motion carried, 4-0.

13. ADJOURNMENT

Motion to adjourn at 9:40 p.m. by Selectman Morin, seconded by Selectman Roy. Carried, 4-0.

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

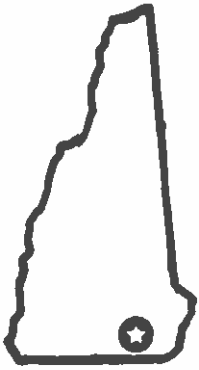
Bob Guessferd, Chairman

Kara Roy, Selectman

Dave Morin, Selectman

Heidi Jakoby, Selectman

DRAFT



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

Agenda 7B
8-13-24



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: July 12, 2024

Re: Lowell and County Road Public Hearing

At their meeting on July 23, 2024, the Board of Selectmen held a public hearing to take comment from the public regarding a recommendation from the Highway Safety Committee to enact a temporary restriction of traffic at the southern intersection of County Road and Lowell Road by utilizing jersey barriers to restrict the exit of vehicles from County Road to Lowell Road southbound. The Board of Selectmen voted to hold a second public hearing on August 13, 2024 for the same purpose.

After holding the second public hearing, if the Board elects to move forward with the recommendation from the Highway Safety Committee, the Board must wait until the next Board of Selectmen meeting to enact the temporary restriction of traffic at the southern intersection of County Road and Lowell Road.

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



TOWN OF HUDSON

Board of Selectmen



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

PUBLIC NOTICE

Please take notice that in accordance with NH RSA 41:11-b the Town of Hudson Board of Selectmen shall hold a public hearing on August 13, 2024 at 7:00 PM in the Selectmen's Meeting Room at Town Hall, 12 School Street, Hudson, New Hampshire to consider amendments to Chapter 317 of the Hudson Town Code. This is the second hearing addressing a potential temporary traffic pattern change at the southern intersection of Lowell and County Road. Residents wishing to speak on the matter are invited to attend.

**Stephen Malizia
Town Administrator**



10B
Agault
7-9-24

TOWN OF HUDSON

Engineering Department

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



INTEROFFICE MEMORANDUM

TO: Steve Malizia, Town Administrator
Board of Selectmen

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

DATE: July 3, 2024

RE: Lowell and County Road Discussion

RECEIVED

JUL 03 2024

TOWN OF HUDSON
SELECTMENS OFFICE

The Lowell and County Road intersection (southern intersection by Mikey's Pizza) has been an ongoing discussion point in the past and continues to come up at the Highway Safety Committee. The Planning Board completed an evaluation of County and Lowell Road in 2019, which was paid with corridor funds. No action was taken at the time. Since 2020 fourteen (14) accidents have occurred at this location.

The Highway Safety Committee recently discussed this matter again at their July 3, 2024 meeting and concluded that two options, a short term and a long term solution, should be further discussed at the Board of Selectmen. The short term solution consists of a temporary restriction of traffic from County Road to Lowell Road by utilizing jersey barriers, per attachment, and it will require a public hearing to amend Town Code.

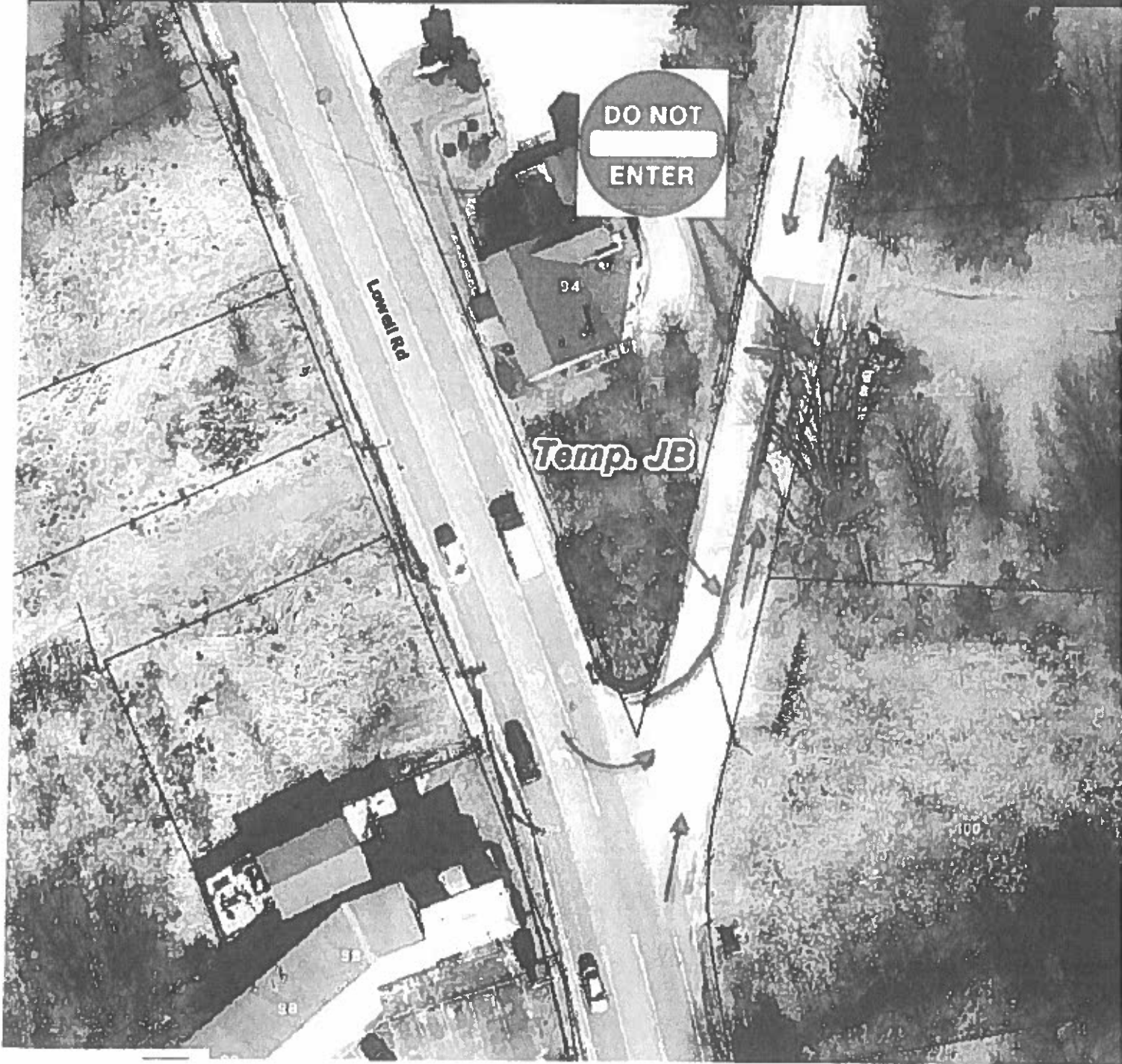
The second option, is a long term solution which consists of converting the Lowell and Birch Road intersection to a four way intersection by extending Belknap Road to Lowell Road. The first step for this option would be to seek Planning Board approval to utilize corridor funds, if any are available, for the design and environmental phase.

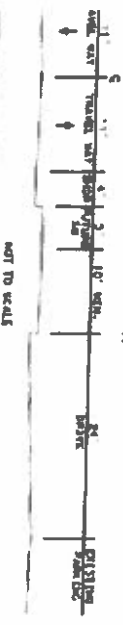
Motion:

To have a public hearing regarding the temporary traffic pattern changes at the southern intersection of Lowell and County Road, as recommended by Highway Safety Committee.

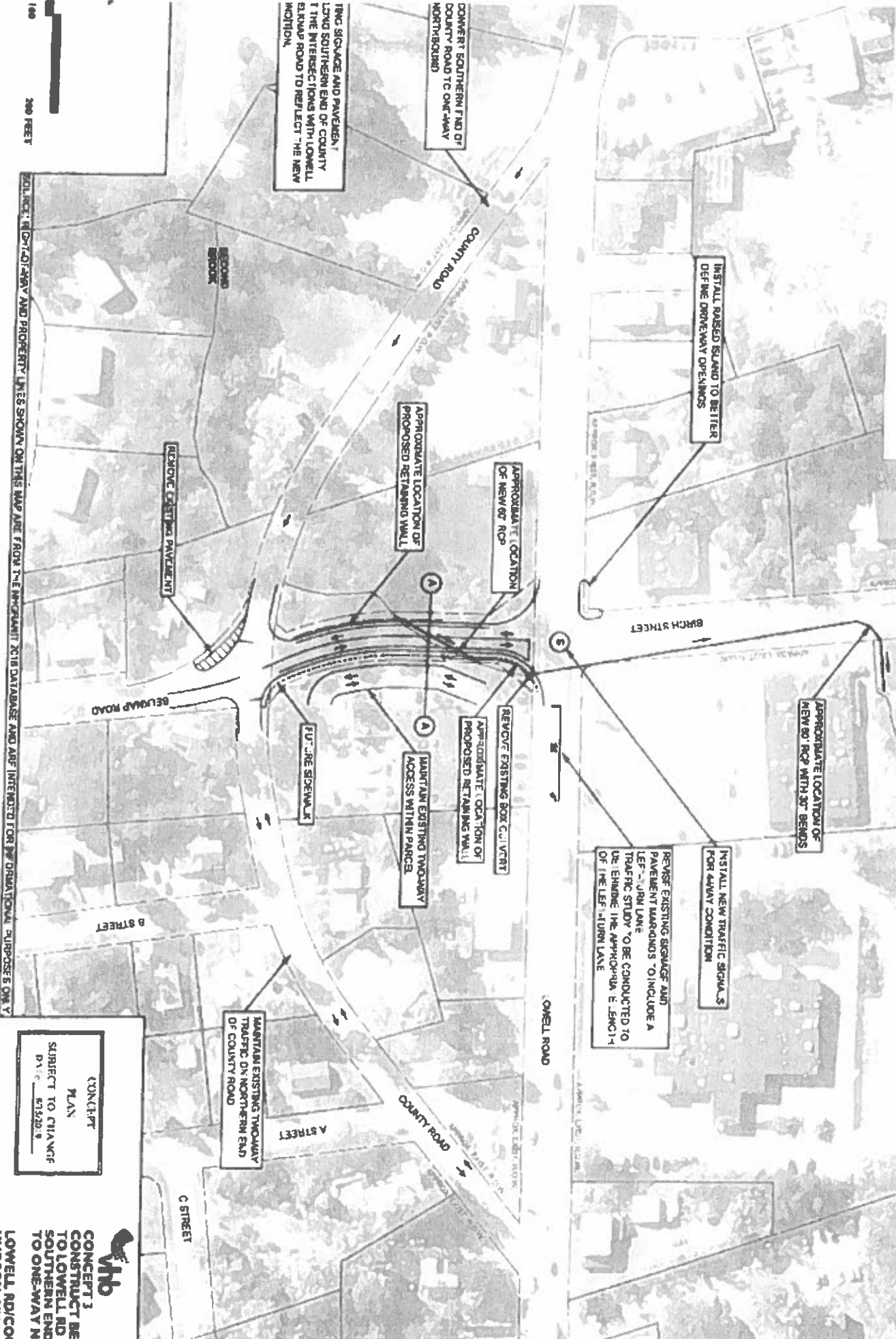
CONCEPT 1 - SHORT TERM SOLUTION

- Internal GIS Viewer





NOT TO SCALE



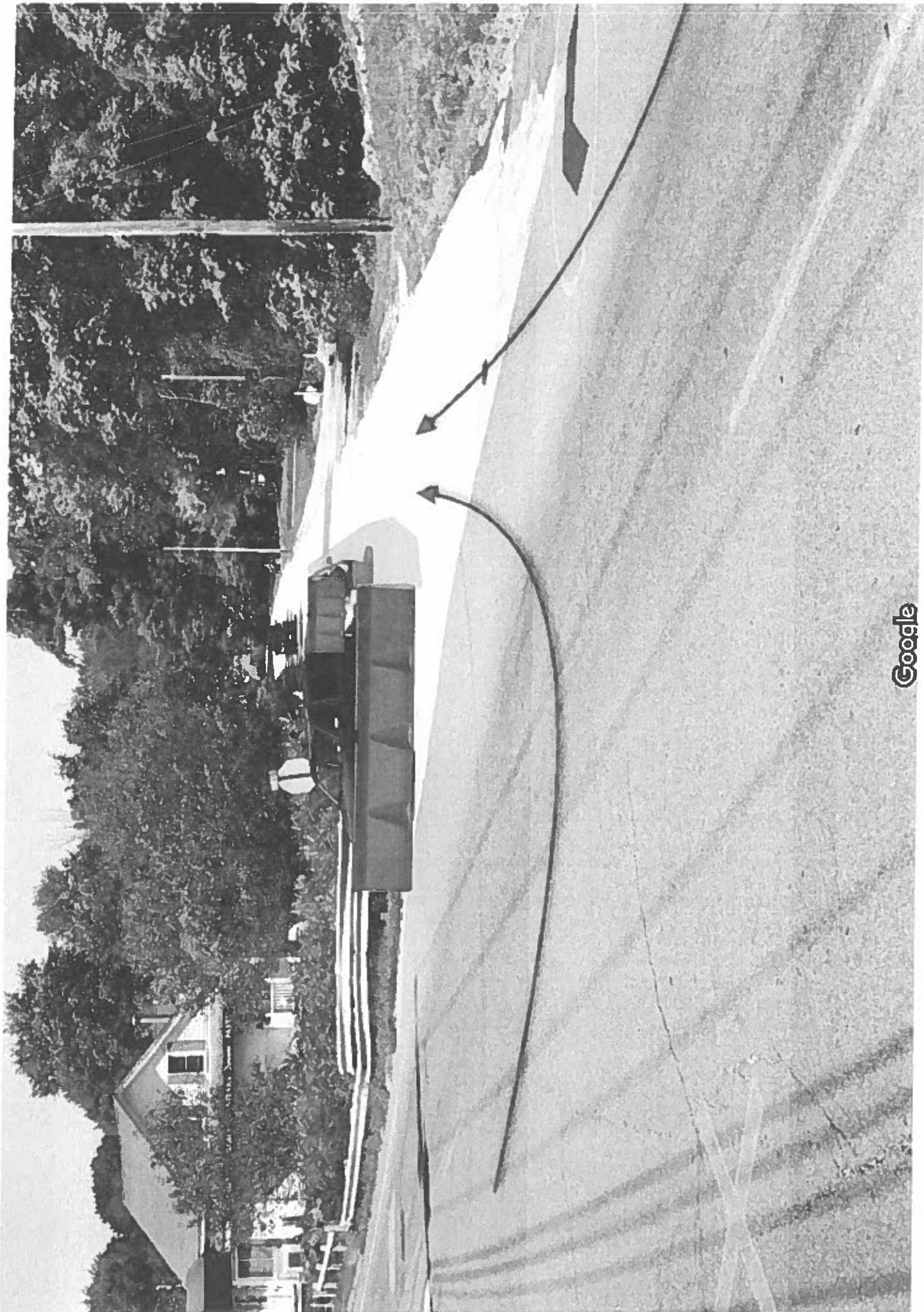
CONCEPT PLAN
SUBJECT TO CHANGE
DATE: 07/20/2018

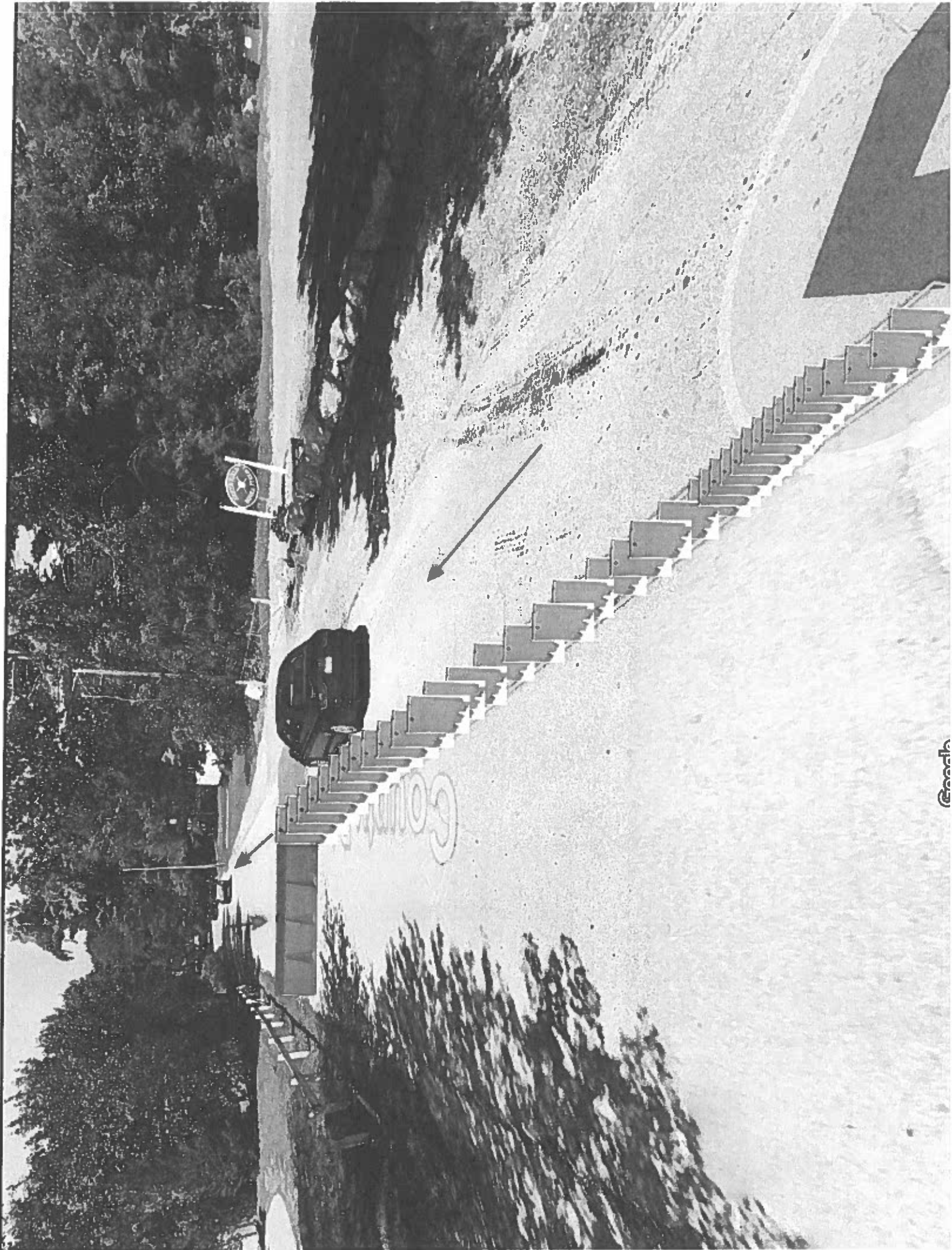
mb
CONCEPT 3
CONSTRUCT BE
TO LOWELL BID
SOUTHERN END
TO ONE-WAY IN
LOWELL, NJ/CO
HUDSON, NJ

County Rd

DO NOT
ENTER









View 1

View 2

View 3

County Rd

County Rd

County Rd

Lowell Rd

Michey's NY Pizza
PIZZA '68

3A

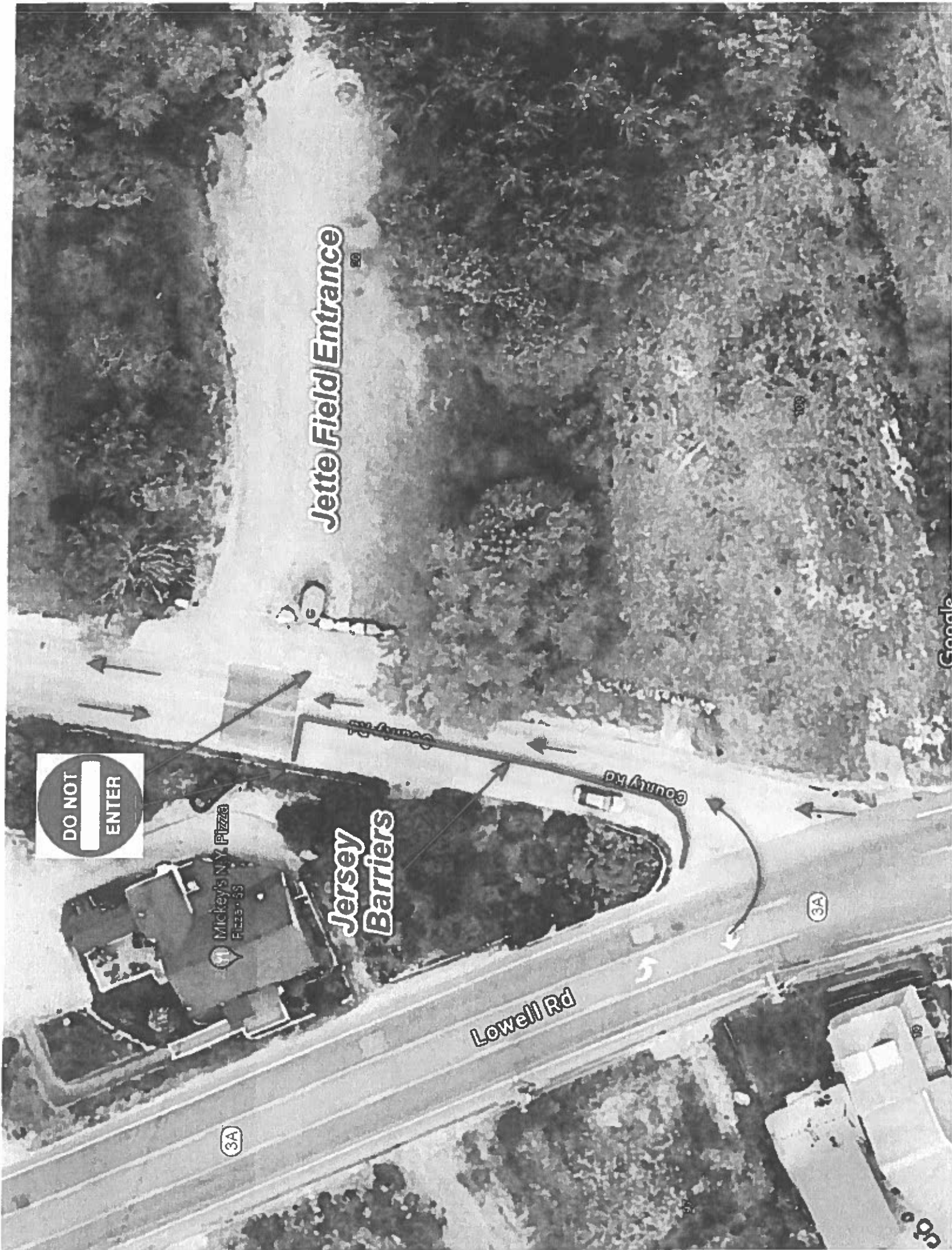
3A

Lowell Rd

Oak

68

68



Jette Field Entrance

Jersey Barriers

Mickey's NY Pizza
PIZZA • 55

DO NOT
ENTER

Lowell Rd

County Rd

3A

3A

Google

© 2008



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

Agents 8A
8-13-24



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: July 30, 2024

Re: Benson Park Donation Public Hearing

Attached please correspondence from Benson Park Committee Chairman Jack Madden regarding the donation of two (2) lion statues currently located at 46 Highland Street. The statues were originally from Benson Park before they were purchased at auction for \$2,000 in 1991. The current owner would like to donate them to the Town so that they may be placed back at Benson Park. In order to accept this donation, the Board of Selectmen must hold a public hearing. The public hearing has been scheduled for August 13, 2024.

After holding the public hearing, the Board may accept the donation of the two (2) lion statues by approving the following motion:

Motion: To accept the donation of two (2) lion statues for Benson Park with the Board's thanks and appreciation.

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



TOWN OF HUDSON

Board of Selectmen



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

PUBLIC NOTICE

Pursuant to RSA 31:95-b and in accordance with Article 36 of the March 12, 1994 Town Meeting, the Hudson Board of Selectmen shall hold a public hearing in conjunction with its regularly scheduled meeting on August 13, 2024 which starts at 7:00 p.m. and is held in the Selectmen's Meeting Room at Town Hall, 12 School Street, Hudson, NH, to accept a donation of two lion statues for Benson Park valued at approximately \$2,000. Any Hudson, NH resident who wishes to speak on this matter is invited to attend.

Steve Malizia
Town Administrator

Malizia, Steve

From: John Madden <jmadden2217@gmail.com>
Sent: Wednesday, July 24, 2024 12:43 PM
To: Weissgarber, Lorrie; Malizia, Steve
Cc: Sarah Petkiewicz; Judith Brouillette; Natalie Newell; Debra Federico; laurie cannata
Subject: Donation of Two Lion Statues Back to Benson Park
Attachments: Lions Tribe Highland Ave.jpg; 2024 05 06_Proposed Location-Lions Statues.jpg; 2024 05 benson_park_trail_map-Cropped Lions2.jpg

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

Lorrie & Steve,

This email is in follow to our discussion last month concerning the donation of the lion statues to Benson Park.

Attached is a photo "Lions Tribe" of the two lion statues now at 46 Highland Street. Ms Laurie Cannata, the daughter of Carol & Maurice Viens would like to donate them to Benson Park, from which they originally came. Ms. Cannata's parents bought them at auction in 1991 for \$2,000 and had taken care of them for about 30 years. As the value of the donation well exceeds \$100, I understand that a Public Hearing will have to be held. I am submitting this info early enough that a review and discussion of the actions needed could be undertaken at the August 13 Board of Selectmen Meeting.

The Friends of Benson Park and The Benson Park Committee have reviewed potential locations for the lion statues in the park and we agreed upon the grassy area at the southwest corner of the Kitchen/Office Building. The "Proposed Location Lions Statues" photograph shows the grassy area as seen from the upper entrance gate. Please see the attached Map EXTRACT "benson park trail map" which shows a red "X" at the proposed location. By Separate email, I have asked DPW Director Jay Twardosky for his concurrence to place the statues at this location; we do not want to interfere with any buried utilities which may be present here.

Please let me know if you have any questions and if I need to provide any additional information to you for the Public Hearing.

w/r

Jack Madden
Chair, Benson Park Committee

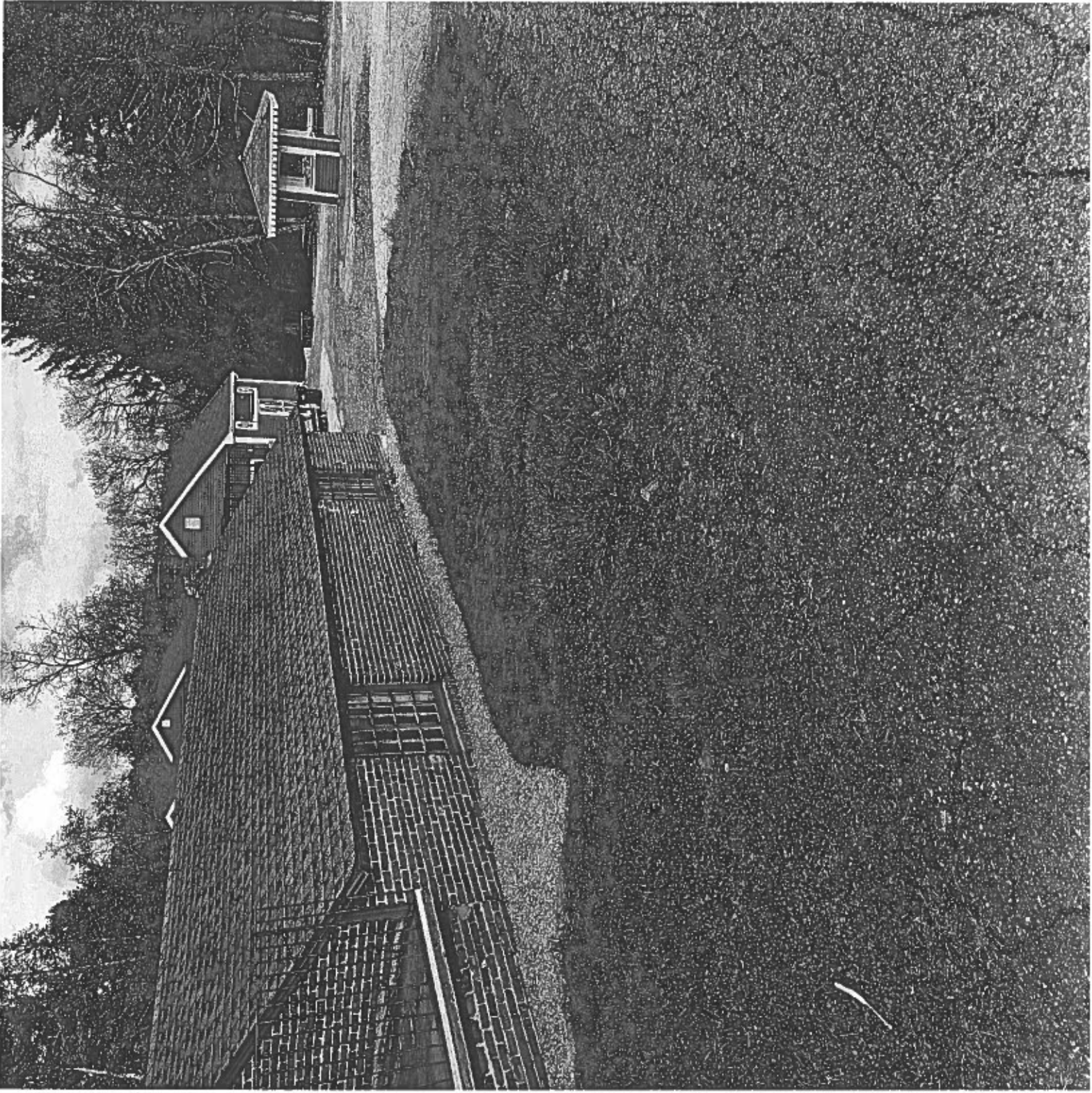
Attachments

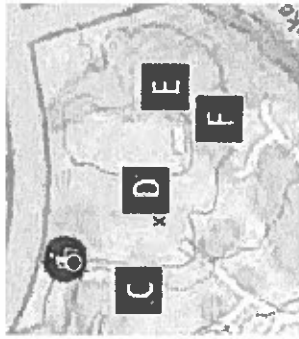
- Photograph of Lions to be donated
- Map EXTRACT showing proposed placement of lions
- Photograph of proposed location for placement of lions

--
John V. Madden, P.E., PLLC [NY]
23 Weymouth Court
Hudson, New Hampshire 03051

(H) jmadden2217@gmail.com



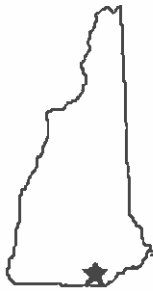




- C-Train Station
- D-Office -Kitchen
- E-Old Woman's Shoe
- F-Elephant Barn Store

EXTRACT of 2014 Benson's Park Trail Map

Agenda
8-13-24



TOWN OF HUDSON

Engineering Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-816-1291

TO: Board of Selectmen
FROM: Elvis Dhima, P.E., Town Engineer
DATE: August 5, 2024
RE: Request for approval of selling 2005 Ford Ranger

The Zoning Department is currently operating this vehicle, which was handed over from the Police Department to the Engineering Department. The vehicle was brought in for inspection and is need of significant work.

We advertised for the sale of this vehicle on the town website and in the Union Leader on July 17, 2024. In addition, we sent the bid invitations to four different vendors.

On August 2, 2024, we received eight bids:

Kenneth DeSantis	\$4,250.00
Toby Provencal	\$3,535.35
Sean Southard	\$2,000.00
Carmax	\$1,600.00
John Furtado	\$1,565.74
Raymond Breslin	\$1,365.00
Corkey Tractor Trailer	\$1,187.00
Steve Zanazzi	\$528.00

The vehicle will be provided as is and with a new title.

First Motion:

To approve the sale of the vehicle to the highest bidder, for the amount of \$4,250.00.


Second Motion:

To approve the sale of the vehicle to the second bidder, for the amount of \$3,535.35, in case the first sale falls through.

Office of Town Clerk

Existing Surplus Ford Ranger

Thursday, August 2, 2024, 10 AM

Name and Address	Date Received	Amount
Carmax 300 Keller St Manchester, NH 03103	7/24/2024	\$1,600.00
Raymond Breslin 3 Gary Dr Londonderry NH 03053	7/30/2024	\$1,365.00
K. DeSantis 49 Flying Rock Rd Hudson NH 03051	7/31/2024	\$4,250.00
Corkey Tractor Trailer 868 Turnpike st Canton MA 02021	8/1/2024	\$1,187.00
Steven Zanazzi 782 Marconi Blvd. Copiague NY 11726	8/1/2024	\$528.00
Sean Southard 46A Lindsey Way Goffstown NH 03045	8/1/2024	\$2,000.00
John Furtado 1 Little Hales Lane Hudson NH 03051	8/2/2024 - 8:04AM	\$1,565.74
Toby Provencal 4 Chagnon Lane Hudson NH 03051	8/2/2024 - 8:20AM	\$3,535.35
Respectfully Submitted: Michelle Brewster - 		
CC: Selectmen's Office		
Steve Malizia		
Engineering		
Finance		



TOWN OF HUDSON

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



Request for Proposal/Bid Checklist

Department: Land Use - Zoning

Project Name: Ranger Sale

Date: 7/15/2024

Budget: N/A

Was This Project Advertised? Yes No

Where? Union Leader / Town Website /NHMA

Was it delivered to four vendors/contractors? Yes No

If No, reason why: _____

If Yes, list of vendors/contractors delivered to:

1.) All Cars

2.) Carvana

3.) Your Car into Cash

4.) Edmunds

Selected Contractor/Vendor: _____

Award Amount: _____

BID FORM

**EXISTING SURPLUS FORD RANGER FOR SALE
TOWN OF HUDSON, NEW HAMPSHIRE**

1. PROPOSED BID AMOUNT : \$ 4250.00

The undersigned acknowledges:

1. That he/she is an authorized agent of the vendor submitting this proposal.
2. The undersigned hereby acknowledges that he has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Company: _____

Signed by: Kenneth A. DeSantis

Printed or typed name: KENNETH A. DESANTIS

Address: 49 Flying Rock Rd.

Telephone number: 978-273-8784 fax number: _____

Toll free number: - e-mail: KEN.DESANTIS@HP.COM

Cell phone number: Same

Primary point of contact: Signed

Please fill out, sign and return to:

Town of Hudson
Town Clerk's Office
12 School Street, Hudson, NH 03051
603-886-6008; 603-594-1142 (Fax)
cstrout-lizotte@hudsonnh.gov

Due Date/Time: AUGUST 2, 2024 , Not Later Than 10:00 AM

BID FORM

**EXISTING SURPLUS FORD RANGLER FOR SALE
TOWN OF HUDSON, NEW HAMPSHIRE**

1. PROPOSED BID AMOUNT : \$ 3535.35

The undersigned acknowledges:

1. That he/she is an authorized agent of the vendor submitting this proposal.
2. The undersigned hereby acknowledges that he has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Company: _____

Signed by:  _____

Printed or typed name: TOBY PROVENCAL

Address: 4 CHAGNON LANE HUDSON NH 03051

Telephone number: 603-897-9987 fax number: _____

Toll free number: _____ e-mail: X54BY4@MYFAIRPOINT.NET

Cell phone number: 603-897-9987

Primary point of contact: TOBY PROVENCAL

Please fill out, sign and return to:

Town of Hudson
Town Clerk's Office
12 School Street, Hudson, NH 03051
603-886-6008; 603-594-1142 (Fax)
cstrout-lizotte@hudsonnh.gov

Due Date/Time: AUGUST 2, 2024 , Not Later Than 10:00 AM

BID FORM

**EXISTING SURPLUS FORD RANGLER FOR SALE
TOWN OF HUDSON, NEW HAMPSHIRE**

1. PROPOSED BID AMOUNT : \$ 2,000

The undersigned acknowledges:

1. That he/she is an authorized agent of the vendor submitting this proposal.
2. The undersigned hereby acknowledges that he has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Company: _____

Signed by: Sean Southard

Printed or typed name: Sean Southard

Address: 46 A Lindsey Way Goffstown NH 03045

Telephone number: _____ fax number: _____

Toll free number: _____ e-mail: Sean.Southard19@gmail.com

Cell phone number: 404-483-8131

Primary point of contact: _____

Please fill out, sign and return to:

Town of Hudson
Town Clerk's Office
12 School Street, Hudson, NH 03051
603-886-6008; 603-594-1142 (Fax)
cstrout-lizotte@hudsonnh.gov

Due Date/Time: AUGUST 2, 2024 , Not Later Than 10:00 AM

BID FORM

**EXISTING SURPLUS FORD RANGLER FOR SALE
TOWN OF HUDSON, NEW HAMPSHIRE**

1. PROPOSED BID AMOUNT :

\$ 1,600

see attached

The undersigned acknowledges:

1. That he/she is an authorized agent of the vendor submitting this proposal.
2. The undersigned hereby acknowledges that he has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Company: Car Max

Signed by: _____

Printed or typed name: _____

Address: 300 Keller Street Manchester NH 03103

Telephone number: 603 621-2855 fax number: _____

Toll free number: _____ e-mail: _____

Cell phone number: _____

Primary point of contact: _____

Please fill out, sign and return to:

Town of Hudson
Town Clerk's Office
12 School Street, Hudson, NH 03051
603-886-6008; 603-594-1142 (Fax)
cstrout-lizotte@hudsonnh.gov

Due Date/Time: AUGUST 2, 2024 , Not Later Than 10:00 AM

APPRAISAL OFFER

CARmax
— — — — —

Name: DON
Address: 12 SCHOOL ST
HUDSON NH 03051
Vehicle: 2005 FORD RANGER 2D EXTENDED CAB EDGE
Mileage: 81,926 **Engine:** 4.0L
VIN: 1FTZR15E15PB04681
Color: WHITE

Contact:
ONLINE APPRAISAL
6107 - MANCHESTER, NH
Date:
07/17/2024

Features considered

POWER LOCKS	POWER WINDOWS
AM/FM STEREO	CASSETTE PLAYER
CD AUDIO	AIR CONDITIONING
ABS BRAKES	CLOTH SEATS
POWER MIRRORS	4WD/AWD
RUNNING BOARDS	ALLOY WHEELS
BED COVER	PIONEER SOUND SYSTEM
AUTOMATIC TRANSMISSION	

Conditions assessed

Transmission:	Shift Problems	Front Seats:	Good Condition
Rear Seats:	Good Condition	Carpet:	Good Condition
Engine:	Good Condition	4 x 4:	Good Condition
Front Tires:	Good Condition	Rear Tires:	Good Condition
Wheels:	Good Condition		

Appraisal offer **\$1,600**

This offer is valid until the close of business on 7/24/24.

This offer is good for 7 days and will be honored at all CarMax stores.
After 7 days, your vehicle will need to be reappraised and the **offer may change.**

Comments

THANKS FOR HAVING YOUR VEHICLE APPRAISED

KENNETH M.
- CarMax Certified Appraiser

We've appraised more than 30 million vehicles. If you have questions about how we determined your offer - just ask!

SELL US YOUR CAR **today**

save time and money AND WALK
AWAY WITH PAYMENT IN HAND

When you sell to CarMax, you can avoid
the hassles of selling your car yourself:

- Costly advertising
- The uncertainties of an unknown buyer
- Inspections, negotiations, and payment

bring these items TO
SELL US YOUR VEHICLE

- Title (if it is not with a lienholder)
- Valid registration
- Valid state-issued photo ID for all titleholders
- All keys and remotes (if applicable)

We'll buy your car even if you don't buy ours!®

See other side for important details

BID FORM

**EXISTING SURPLUS FORD RANGLER FOR SALE
TOWN OF HUDSON, NEW HAMPSHIRE**

1. PROPOSED BID AMOUNT : \$ 1,565.74

The undersigned acknowledges:

1. That he/she is an authorized agent of the vendor submitting this proposal.
2. The undersigned hereby acknowledges that he has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Company: Town Resident

Signed by: 

Printed or typed name: John Furtado

Address: 1 Little Hales Lane, Hudson, NH 03051

Telephone number: 978-590-3617 fax number: _____

Toll free number: _____ e-mail: _____

Cell phone number: _____

Primary point of contact: Phone

Please fill out, sign and return to:

Town of Hudson
Town Clerk's Office
12 School Street, Hudson, NH 03051
603-886-6008; 603-594-1142 (Fax)
cstrout-lizotte@hudsonnh.gov

Due Date/Time: AUGUST 2, 2024 , Not Later Than 10:00 AM

BID FORM

**EXISTING SURPLUS FORD RANGLER FOR SALE
TOWN OF HUDSON, NEW HAMPSHIRE**

1. PROPOSED BID AMOUNT :

\$1,365.00

One Thousand Three Hundred Sixty Five Dollars

The undersigned acknowledges:

1. That he/she is an authorized agent of the vendor submitting this proposal.
2. The undersigned hereby acknowledges that he has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Company: N/A

Signed by: _____

Printed or typed name: _____

Address: _____

Telephone number: _____ fax number: _____

Toll free number: _____ e-mail: SHIRAZ50@YAHOO.COM

Cell phone number: 603-548-5750

Primary point of contact: RAY BRESLIN

Please fill out, sign and return to: Raymond Breslin

Town of Hudson
Town Clerk's Office
12 School Street, Hudson, NH 03051
603-886-6008; 603-594-1142 (Fax)
cstrout-lizotte@hudsonnh.gov

Due Date/Time: AUGUST 2, 2024 , Not Later Than 10:00 AM

BID FORM

**EXISTING SURPLUS FORD RANGLER FOR SALE
TOWN OF HUDSON, NEW HAMPSHIRE**

1. PROPOSED BID AMOUNT : \$ 1187-

The undersigned acknowledges:

1. That he/she is an authorized agent of the vendor submitting this proposal.
2. The undersigned hereby acknowledges that he has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Company: Cooksey Tractor Trailer

Signed by: R. Cooksey

Printed or typed name: Nicholas Cooksey

Address: 868 Turnpike Street Canton, MA

Telephone number: 617-759-2679 fax number: 781-828-0709

Toll free number: N/A e-mail: NCOCKEY@AOL.COM

Cell phone number: 617-759-2679

Primary point of contact: Rich Cooksey

Please fill out, sign and return to:

Town of Hudson
Town Clerk's Office
12 School Street, Hudson, NH 03051
603-886-6008; 603-594-1142 (Fax)
cstrout-lizotte@hudsonnh.gov

Due Date/Time: AUGUST 2, 2024 , Not Later Than 10:00 AM

Steve Zanazzi
782 Marconi Blvd
Copiague, NY 11726
Phone: 631-943-9561
Email: traderewards@gmail.com

Town of Hudson
Town Clerk's Office
12 School Street, Hudson, NH 03051
603-886-6008; 603-594-1142 (Fax)
cstrout-lizotte@hudsonnh.gov
Due Date/Time: AUGUST 2, 2024 , Not Later Than 10:00 AM

1. PROPOSED BID AMOUNT : \$ 528.00

The undersigned acknowledges:

1. That he/she is an authorized agent of the vendor submitting this proposal.
2. The undersigned hereby acknowledges that he has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Steve Zanazzi

Signed by:

Printed or typed name: Steve Zanazzi
Address: 782 Marconi Blvd, Copiague, NY 11726
Telephone number: 631-943-9561
e-mail: traderewards@gmail.com
Cell phone number: 631-943-9561
Primary point of contact: Steve Zanazzi

Agenda 8C
8-13-24



TOWN OF HUDSON

Finance Department



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

RECEIVED

AUG 08 2024

TOWN OF HUDSON
SELECTMENS OFFICE

To: Steve Malizia & Lisa Labrie

From: Kathy Wilson (KW)

Date: August 8, 2024

Re: Proposed Welfare Guidelines & Financial Standards

On Thursday, June 20, 2024, the New Hampshire Municipal Association (NHMA) and the New Hampshire Local Welfare Administrators Association (NHLWAA) developed and released their new Model Local Welfare Guidelines 2024 edition.

A close review of this version will reveal that very little has changed since 2012 in the world of local welfare. In this 2024 edition, any necessary updates have been made and some language has clarified.

The basic duty of local welfare is set forth in RSA 165:1 as follows: *Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town.*

I am requesting that the Board of Selectmen approve the attached proposed updated Welfare Guidelines & Financial Standards.

Please let me know if you have any questions or concerns or if you require any additional information.

Thank you.

Attached: Proposed Welfare Guidelines & Financial Standards

Town of Hudson



PROPOSED WELFARE GUIDELINES 2024

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I. Definitions

AGENCY: Any health, social service or other entity that provides services to a client. Any such entity to which a welfare official may refer a client for additional resources and/or assistance.

APPLICANT: A person who expresses a desire to receive general assistance or to have his/her eligibility reviewed and whose application has not been withdrawn. This may be expressed either in person or by an authorized representative of the applicant.

APPLICATION (RE-APPLICATION): Written action by which a person requests assistance from a welfare official. This application must be made on a form provided by the welfare official. The application form may be written or completed electronically by means of an interview conducted by a welfare official and verified by the applicant's signature.

ASSETS: All cash, real property, personal property and future assets owned by the applicant.

AVAILABLE LIQUID ASSETS: Amount of liquid assets after exclusions enumerated in Section IX (D). Includes cash on hand, checking accounts, bank deposits, credit union accounts, stocks, bonds, and securities. IRA (Individual Retirement Account), 401k accounts, insurance policies with a loan value, and non-essential personal property shall be considered as available liquid assets when they have been converted into cash.

CASE RECORD: Official files containing forms, correspondence and narrative records pertaining to the application, including determination of eligibility, reasons for decisions and actions by the welfare official, and kinds of assistance given. The case record may be kept electronically. ~~A hard copy of all signed documents should be kept.~~ *Welfare applications and related records must be retained during the active phase of any application plus 7 years.*

CLAIMANT: A recipient or applicant who has requested, either in person or through an authorized representative, a fair hearing under Section XIV of these guidelines.

CLIENT: An individual who receives services from the welfare department. May be a single person or encompass a family.

ELIGIBILITY: Determination by a welfare official, in accordance with the guidelines, of an applicant's need for general assistance under the formula provided in Section IX.

FAIR HEARING: A hearing which the applicant or recipient may request to contest a denial, termination or reduction of assistance. The standards for such a hearing are in Section XIV.

GENERAL ASSISTANCE: Financial assistance provided to applicants in accordance with RSA 165 and these guidelines.

HOUSING:

• **Emergency Shelter:** *A temporary or non-permanent and non-tenancy housing which is a temporary housing from a housing provider through which an individual or family may seek emergency housing when no other housing is available.*

• **Non-Permanent Non-tenancy Housing:** *Applicant(s) pay for room(s) in Rooming or Boarding House; Hotels, Motels, Inns or Tourist Home or other dwellings which rent for recreational or vacation use. Room(s) in a single-family home with no lease which is the primary and usual residence of the owner. Other occupancies noted as nontenancy under RSA 540:1, IV.*

• **Permanent Tenancy Housing:** *Applicant(s) rent apartment, home or room or real property for the sole purpose of residential and non-transient purposes. Applicants(s) may or may not have lease or contract.*

• **Transitional Housing:** *A non-permanent and non-tenancy housing which is usually provided by an Assistance Program which can require rules or policies to stay in their housing and programs.*

• **Tenant or Tenancy: Permanent Housing** *where occupants shall be deemed to rent at will or have a contract or lease in which have protections of eviction as noted in NH RSA 540.*

HOUSEHOLD: A household is defined as

• The applicant/recipient and persons residing with the applicant/recipient in the relationship of father, mother, stepfather, stepmother, son, daughter, husband, wife, or domestic partner; and/or

• The applicant/recipient and any adult (including an unrelated person) who resides with the applicant/recipient “in loco parentis” (in the role of a substitute parent) to a minor child (a person under 18 years of age). A person “in loco parentis” is one who intentionally accepts the rights and duties of a natural parent with respect to a child not their own and who has lived with the child long enough to form a “psychological family.”

MINOR: A person under 18 years of age.

NEED: The basic maintenance and support requirements of an applicant, as determined by a welfare official under the standards of Section IX(E) of these guidelines.

RECIPIENT: A person who is receiving general assistance.

“RELIEVE AND MAINTAIN”: The sustaining of basic needs necessary to the health and welfare of the household.

RESIDENCE: Residence or residency shall mean an applicant’s place of abode or domicile. The place of abode or domicile is that place designated by an applicant as their principal place of physical presence for the indefinite future to the exclusion of all others. Such residence or residency shall not be interrupted or lost by a temporary absence from it, if there is an intent to return to such residence or residency as the principal place of physical presence. RSA 165:1 (I); 21:6-a.

RESIDENTIAL UNIT: All persons physically residing with the applicant, including persons in the applicant's household and those not within the household.

SHELTER: A temporary housing provider through which an individual or family may seek emergency housing until permanent housing can be found.

UTILITY: Any service such as electric, gas, oil, water or sewer necessary to maintain the health and welfare of the household.

VENDOR/PROVIDER: Any landlord, utility company, store or other business which provides goods or services needed by the applicant/recipient.

VOUCHER SYSTEM: The system whereby a municipality issues vouchers to the recipient's vendors and providers rather than cash to the recipient. RSA 165:1(III). See Section VIII.

WELFARE OFFICIAL: The official of the municipality, or designee, who performs the function of administering general assistance. Such person has the authority to make all decisions regarding the granting of assistance under RSA 165, subject to the overall fiscal responsibility vested in selectmen, board of aldermen, city or town manager, or city or town council. The term includes "overseers of public welfare" (RSA 165:1; 41:46) and "administrator of town or city welfare" RSA 165:2.

WORKFARE: Labor performed by welfare recipients at municipal sites or human service agencies as reimbursement for benefits received. RSA 165:31.

II. Severability

If any provision of these guidelines is held at law to be invalid or inapplicable to any person or circumstances, the remaining provisions will continue in full force and effect.

III. Confidentiality of Information

Information given by or about an applicant or recipient of general assistance is confidential and privileged, and is not a public record under the provisions of RSA 91-A. Such information will not be published, released, or discussed with any individual or agency without written permission of the applicant or recipient except when disclosure is required by law, or when necessary to carry out the purposes of RSA 165. RSA 165:2-c.

IV. Roles of Local Governing Body and Welfare Official

The responsibility of the day-to-day administration of the general assistance program should be vested in the elected or appointed welfare official. The welfare official shall administer the general assistance program in accordance with the written guidelines of the municipality. The local governing body (selectmen, board of aldermen, or town or city council) is responsible for the adoption of the guidelines relative to general assistance. RSA 165:1 (II).

V. Maintenance of Records

A. Legal Requirement

Each welfare official is required by law *NH RSA 41:46* to keep complete paper and/or electronic records concerning the number of applicants given assistance and the cost for such support. Separate case records shall be established for each individual or family applying for general assistance. The purposes for keeping such records are:

1. To provide a valid basis of accounting for expenditure of the municipality's funds;
2. To support decisions concerning the applicant's eligibility;
3. To assure availability of information if the applicant or recipient seeks administrative or judicial review of the welfare official's decision;
4. To provide the welfare official with accurate statistical information; and
5. To provide a complete history of an applicant's needs and assistance that might aid the welfare official in ongoing case management and in referring the applicant to appropriate agencies.

B. Case Records

The welfare official shall maintain case records containing the following information:

1. The complete application including any authorizations signed by the applicant allowing the welfare official to obtain or verify any pertinent information in the course of assisting the recipient, to include a signed Authorization to Release Information from the New Hampshire Division of Health and Human Services. See Appendix E, Form B.
2. Written grounds for approval or denial of an application, contained in a notice of decision. See Appendix E, Form L; see also Appendix B.
3. A narrative history recording need for assistance, the results of investigations of applicants' circumstances, referrals, changes in status, etc.
4. A tally sheet, which has complete data concerning the type, amount and dates of assistance given which may be kept on paper or electronically.

C. Case Record Retention

Records shall be kept based on the Municipal Record Retention Requirement. Welfare records must be retained during the active phase of any application plus 7 years.

VI. Application Process

A. Right to Apply

1. Anyone may apply for general assistance by appearing in person or through an authorized representative and by completing a written or electronic application form. *The Welfare Official should determine the process by which eligibility determinations shall be made, either by in-person appointments, via telephone or video, or home visits. See section VI: E on Home Visits.* If more than one adult resides in a household, each may be required to appear at the welfare office to apply for assistance, unless one is working or otherwise reasonably unavailable. Unrelated adults in the applicant's residential unit may be required to apply separately if they do not meet the definition of household as defined in these guidelines. Each adult in the household may be requested to sign release of information forms.

2. The welfare official shall not be required to accept an application for general assistance from a recipient who is subject to a suspension pursuant to Section XIII(C) of these guidelines (RSA 165:1-b,VI); provided that any applicant who contests a determination of continuing noncompliance with the guidelines may request a fair hearing as provided in Section XIII(C)(7); and provided further that a recipient who has been suspended for at least six months due to noncompliance may file a new application.

B. Welfare Official's Responsibilities at Time of Application

When application is made for general assistance, the welfare official shall provide the *applicant with the Notice of Rights, Form C*, and shall inform the applicant of:

1. The requirement of submitting an application, *Form A, and, at the time of each request for assistance, an intake form, Form G.* The welfare official shall provide assistance to the applicant in completing the application, if necessary (e.g., applicant is physically or mentally unable, or has a language barrier);
2. Eligibility requirements, including a general description of the guideline amounts and the eligibility formula;
3. The applicant's right to a fair hearing, and the manner in which a review may be obtained;
4. The applicant's responsibility for reporting all facts necessary to determine eligibility, and for presenting records and documents as requested and as reasonably available to support statements;
5. The joint responsibility of the welfare official and applicant for exploring facts concerning eligibility, needs and resources;
6. The kinds of verifications needed, as listed in Section VII;
7. The fact that an investigation will be conducted in order to verify facts and statements presented by the applicant;
8. The applicant's responsibility to notify the welfare official of any change in circumstances that may affect eligibility;
9. Other forms of assistance for which the applicant may be eligible;

10. The availability of the welfare official to make home visits by mutually-agreed appointment to take applications and to conduct ongoing case management for applicants who cannot leave their homes;
 11. The requirement of placing a lien on any real property owned by the recipient, or any civil judgements or property settlements, for any assistance given, except for good cause;
 12. The fact that reimbursement from the recipient will be sought if he/she becomes able to repay the amount of assistance given; and
 13. The applicant's right to review the guidelines.
- 14. The applicant's responsibility not to voluntarily terminate employment without good cause, as required by RSA 165:1-d; and*
- 15. Any other responsibility the applicant has or will have, as provided in Section VI C.*
- 16. The fact that the Child Protection Act requires the Welfare Official or any person who suspects that a child under age 18 has been abused or neglected must report that suspicion immediately to NH DHHS Division of Children, Youth and Families(DCYF). RSA 169-C:29-31.*
- 17. The fact that the Adult Protection Law requires the Welfare Official or any person who has a reason to believe that a vulnerable adult has been subjected to abuse, neglect, exploitation or self-neglect to make a report immediately to the NH DHHS Bureau of Elderly & Adult Services (BEAS). RSA 161-F:46.*

C. Responsibility of Each Applicant and Recipient

At the time of initial application, and at all times thereafter, the applicant/recipient has the following responsibilities:

1. To provide accurate, complete and current information concerning needs and resources and the whereabouts and circumstances of relatives who may be responsible under RSA 165:19;
2. To notify the welfare official promptly when there is a change in needs, resources, address or household size;
3. To apply for immediately, but no later than 7 days from initial application, and accept any benefits or resources, public or private, that will reduce or eliminate the need for general assistance. RSA 165:1-b, I (d);
4. To keep all appointments as scheduled;
5. To provide records and other pertinent information and access to said records and information when requested;
6. To provide a doctor's statement if claiming an inability to work due to medical problems;
7. Following a determination of eligibility for assistance, to diligently search for employment and provide verification of work search (the number of work search contacts to be determined by the welfare official), to accept employment when offered (except for documented reasons of good cause (RSA 165:1-d)), and to maintain such employment. RSA 165:1-b, I (c);

8. Following a determination of eligibility for assistance, to participate in the workfare program (workfare) if physically and mentally able. RSA 165:1-b, I (b); and

9. To reimburse assistance granted if returned to an income status and if such reimbursement can be made without financial hardship. RSA 165:20-b.

An applicant shall be denied assistance if he/she fails to fulfill any of these responsibilities without reasonable justification. A recipient's assistance may be terminated or suspended for failure to fulfill any of these responsibilities without reasonable justification, in accordance with Section XIII(C).

Any recipient may be denied or terminated from general assistance, in accordance with Section XIII, or may be prosecuted for a criminal offense, if he/she, by means of intentionally false statements or intentional misrepresentation, or by impersonation or other willfully fraudulent act or device, obtains or attempts to obtain any assistance to which he/she is not entitled.

D. Actions on Applications

1. Decision. ~~Unless an application is withdrawn, the welfare official shall make a decision concerning the applicant's eligibility immediately in the case of emergency, or within five working days after submission of the application. A written notice of decision shall be given in hand, delivered or mailed on the same day or next working day following the making of the decision. The notice of decision shall state that assistance of a specific kind and amount has been given and the time period of aid, or that the application has been denied, in whole or in part, with reasons for denial. A decision may also be made to pend an application subject to receipt of specified information from the applicant. The notice of decision shall contain a first notice of conditions for continued assistance and shall notify the applicant of his/her right to a fair hearing if dissatisfied with the welfare official's decision. RSA 165:1-b, II, III.~~

A welfare official utilizes these Guidelines to determine an applicant's or recipient's eligibility, while ensuring that each applicant/recipient receives due process. Following the submission of a completed application by an applicant or his/her representative, the welfare official shall make a decision concerning the applicant's application eligibility within 5 business days. If the request is determined to be an emergency, Section VI: D(3) Emergency Assistance guideless shall apply.

NOTE: Business hours are generally considered 5 days per week, Monday through Friday during daytime hours. A written Notice of Decision shall be provided on the same day or next business day following the making of the decision. The notice of decision shall state that assistance of a specific kind and amount has been given and the time period of aid, or that the application has been denied, in whole or in part, with reasons for denial.

The Notice of Decision shall contain a first notice of conditions for continued assistance and shall notify the applicant of his/her right to a fair hearing if dissatisfied with the welfare official's decision. RSA 165:1-b, II, III.

2. Pending Notice of Decision. *A decision may also be made to pend an application subject to receipt of specified information, documentation or verifications from the applicant within a specific amount of time not to exceed five business days. A Notice of Decision should be provided following the expiration of time on the Pending Notice of Decision.*

23. Emergency Assistance. If, at the time of initial contact, the applicant demonstrates and verifies that an immediate need exists, because of which the applicant may suffer a loss of a basic necessity of living or imminent threat to life or health (such as loss of shelter, utilities, heat, or lack of food or prescriptions), then

temporary aid to fill such immediate need shall be given immediately, *assistance to mitigate such emergency need shall be provided to prevent the imminent threat to life or health*, pending a decision on the application. Such emergency assistance shall not obligate the welfare official to provide further assistance after the application process is completed.

3. Temporary Assistance. In circumstances where required records are not available, the welfare official may give temporary approval of an application pending receipt of required documents. Temporary status shall not extend beyond two weeks. The welfare official shall not insist on documentary verification if such records are totally unavailable.

4. Withdrawn Applications. An application shall be considered withdrawn if:

- a. The applicant has refused to complete an application or has refused to make a good faith effort to provide required verifications and sufficient information for the completion of an application. If an application is deemed withdrawn for these reasons, the welfare official shall so notify the applicant in a written notice of decision;
- b. The applicant dies before assistance is rendered;
- c. The applicant avails him/herself of other resources to meet the need in place of assistance;
- d. The applicant requests that the application be withdrawn (preferably in writing); or
- e. The applicant does not contact the welfare official after the initial interview after being requested to do so.

E. Home Visits

A home visit may be made by *mutual agreed* appointment at the request of any applicant, only when it is impossible for the applicant or their *authorized* representative to apply in person. *At the Welfare Official's discretion, a telephone or video interview by appointment may be an alternative to a home visit for the welfare official's and applicant's health and safety.*

The home visit *or telephone or video appointment* shall be conducted in such a manner as to preserve, to the greatest extent possible, the privacy and dignity of the applicant. To this end, the person conducting the visit shall not be in uniform or travel in a law enforcement *marked* vehicle, shall be polite and courteous, and shall not knowingly discuss or mention the application within the ~~listening~~*hearing* area of someone who is not a member of the household.

VII. Verification of Information

Any determination or investigation of need or eligibility shall be conducted in a manner that will not violate the privacy or personal dignity of the individual or harass or violate his or her individual rights.

A. Required Verifications

Verification will normally be required of the following:

1. Applicant's address;
2. Facts relevant to the applicant's residence, as set forth in sections IX(B) and X;
3. Names of persons in applicant's residential unit;
4. Applicant's and household's income and assets;
5. Applicant's and household's financial obligations;
6. The physical and mental condition of household members, only where relevant to their receipt of assistance, such as ability to work, determination of needs, or referrals to other forms of assistance;
7. Any special circumstances claimed by applicant;
8. Applicant's employment status and availability in the labor market;
9. Names, addresses, and employment status of potentially liable relatives;
10. Utility costs;
11. Housing costs;
12. Prescription costs; and
13. Any other costs that the applicant wishes to claim as a necessity.

B. Verification Records

Verification may be made through records provided by the applicant (for example, birth and marriage certificates, pay stubs, pay checks, rent receipts, ~~bankbooks~~, **bank/debit card account information**, etc.) as primary sources. The failure of the applicant to bring such records does not affect the welfare official's responsibility to process the application promptly. The welfare official shall inform the applicant what records are necessary, and the applicant is required to produce records possessed as soon as possible. ***The applicant shall be required to fill out and sign Form F and to produce the information required by Form F.*** However, the welfare official shall not insist on documentary verification if such records are not available, but should ask the applicant to suggest alternative means of verification.

C. Other Sources of Verification

Verification may also be made through other sources, such as relatives, employers, former employers, banks, school personnel, and social or government agencies. ~~The cashier of a national bank or a treasurer of a savings and trust company is authorized by law to furnish information regarding amounts deposited to the credit of an applicant or recipient. RSA 165:4. Although RSA 165:4 permits the cashier of a national bank or a treasurer of a savings and trust company to furnish~~

information regarding amounts deposited to the credit of an applicant or recipient. It would be the better practice to have any verification of bank deposits only be obtained through a proper release of information form signed by the applicant.

D. Written Consent of Applicant

When information is sought from such other sources, the welfare official shall explain to the applicant or recipient what information is desired, how it will be used, and the necessity of obtaining it in order to establish eligibility. *The applicant may be required to provide any or all of the written consents set forth in Forms B, D, E, H, I and J.* Before contact is made with any other source, the welfare official shall obtain written consent of the applicant or recipient, unless the welfare official has reasonable grounds to suspect fraud. In the case of suspected fraud, the welfare official shall carefully record his/her reasons and actions, and before any accusation or confrontation is made, the applicant shall be given an opportunity to explain or clarify the suspicious circumstances.

E. Legally Liable Relatives

The welfare official may seek statements from the applicant's legally liable relatives regarding their ability to help support the applicant.

F. Refusal to Verify Information

Should the applicant or recipient refuse comment and/or indicate an unwillingness to have the welfare official seek further information that is necessary, assistance may be denied for lack of eligibility verification.

VIII. Disbursements

~~The municipality pays in a voucher system. RSA 165:1 (III). Vouchers are payable directly to the vendors (utilities, landlords, stores, etc.) involved.~~ *provides assistance and payment in the form of vouchers, checks or by credit card directly payable to the vendor providing the services, in accordance with the municipality's financial policies. No cash or reimbursement is provided to recipients. RSA 165:1(III).*

The amount shown on the voucher is the maximum amount to be used for payment. In accordance with the municipality's ~~accounting practices~~ *finance policies*, a recipient may be required to sign the voucher to insure proper usage. The vendor returns the voucher with the required documentation, for payment, to the welfare official. After the initial transaction, if there is any unspent money, the voucher shall be returned to the municipality for payment of the actual amount listed on an itemized bill or register tape. Vouchers altered by the recipient or vendor may not be honored.

IX. Determination of Eligibility and Amount

A. Eligibility Formula

An applicant is eligible to receive assistance when:

1. He/she meets the non-financial eligibility factors listed in Section C below; and
2. The applicant's basic maintenance need, as determined under Section E below, exceeds his/her available income (Section F below) plus available liquid assets (Section D below). If available income and available

liquid assets exceed the basic maintenance need (as determined by the guideline amounts), the applicant is not eligible for general assistance. If the need exceeds the available income/assets, the amount of assistance granted to the applicant shall be the difference between the two amounts, in the absence of circumstances deemed by the welfare official to justify an exception.

B. Legal Standard and Interpretation

“Whenever a person in any town is poor and unable to support himself he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there.” RSA 165:1.

1. An applicant cannot be denied assistance because he/she is not a resident. See Section X.
2. “Whenever” means at any or whatever time that person is poor and unable to support him or herself.
 - a. The welfare official, or a person authorized to act on his/her behalf, shall be available during normal business hours.
 - b. The eligibility of any applicant for general assistance shall be determined no later than five (5) ~~working~~ *business* days after the application is submitted. If the applicant has an emergency need, then assistance for such emergency need shall be immediately provided in accordance with Section VI (D)(1), (2).
 - c. Assistance shall begin as soon as the applicant is determined to be eligible.
3. “Poor and unable to support” means that an individual lacks income and available liquid assets to adequately provide for the basic maintenance needs of him/herself or family as determined by the guidelines. *Municipality’s Welfare Guidelines.*
4. “Relieved” means an applicant shall be assisted to meet those basic needs: *as determined by the Municipality’s Welfare Guidelines.*
5. *“Maintained” means that assistance could be continued as long as the applicant is eligible as determined by the Municipality’s Welfare Guidelines.*

C. Non-Financial Eligibility Factors

1. **Age.** General assistance cannot be denied any applicant because of the applicant’s age; age is not a factor in determining whether or not an applicant may receive general assistance. Minor children are assumed to be the responsibility of their parent(s) or legal guardian(s), unless circumstances warrant otherwise.
2. **Support Actions.** No applicant or recipient shall be compelled, as a condition of eligibility or continued receipt of assistance, to take any legal action against any other person. The municipality may pursue recovery against legally liable persons or governmental units. See Section XVI.
3. **Eligibility for Other Categorical Assistance.** Recipients who are, or may be, eligible for any other form of public assistance must apply for such assistance immediately, but no later than seven days after being advised to do so by the welfare official. Failure to do so may render the recipient ineligible for assistance and subject to action pursuant to Section XIII of these guidelines. ~~Ne~~ (Amended 1/28/14) To allow local assistance to a person receiving Old Age Assistance (OAA) or Aid to the Permanently and Totally Disabled

(APTD), as recommended by the New Hampshire Local Welfare Administrators Association. ~~under RSA 167 or 161 shall at the same time be eligible for general assistance, except for emergency medical assistance as defined in Section IX (E)(8)(a) of these guidelines. RSA 167:27.~~

4. Employment. An applicant who is gainfully employed, but whose income and assets are not sufficient to meet necessary household expenses, may be eligible to receive general assistance. However, recipients who without good cause refuse a job offer or referral to suitable employment, participation in the workfare program, or who voluntarily leave a job without good cause may be ineligible for continuing general assistance in accordance with the procedures for suspension outlined in the guidelines. The welfare official shall first determine whether there is good cause for such refusal, taking into account the ability and physical and mental capacity of the applicant, transportation problems, working conditions that might involve risks to health or safety, lack of adequate child care, or any other factors that might make refusing a job reasonable. These employment requirements shall extend to all adult members of the household.

5. Registration with the New Hampshire Department of Employment Security (NHES) and Work Search Requirements. All unemployed recipients and adult members of their households shall, within seven days after having been granted assistance, register with NHES to find work and must conduct a reasonable, verified job search as determined by the welfare official. Each recipient must apply for employment to each employer to whom he/she is referred by the welfare official. These work search requirements apply unless the recipient and each other adult member of the household is:

- a. Gainfully employed full-time;
- b. A dependent 18 or under who is regularly attending secondary school;
- c. Unable to work due to illness or mental or physical disability of him/herself or another member of the household, as verified by the welfare official; or
- d. Is solely responsible for the care of a child under the age of ~~five~~ *one*. RSA 165:31,III. A recipient responsible for the care of a child aged ~~five~~ *one* to twelve shall not be excused from work search requirements, but shall be deemed to have good cause to refuse a job requiring work during hours the child is not usually in school, if there is no responsible person available to provide care, and it is verified by the welfare official that no other care is available.

The welfare official shall give all necessary and reasonable assistance to ensure compliance with registration and work requirements, including the granting of allowances for transportation and work clothes. Failure of a recipient to comply with these requirements without good cause will be reason for denial of assistance.

6. Students. Applicants who are ~~college~~ *post-secondary education* students not available for or refusing to seek full-time employment are not eligible for general assistance.

7. Non-Citizens. The welfare officer may, in his/her sole discretion, provide limited assistance to non-citizens not otherwise eligible for general assistance.

- a. A non-citizen who is not:
 1. A qualified alien under 8 USCA 1641,
 2. A non-immigrant under the federal Immigration and Nationality Act, or
 3. An alien paroled into the United States for less than one year under 8 USCA 1182(d)(5)

4. ~~is~~ *Would* not eligible for general assistance from the municipality. 8 USCA 1621(a).

b. Qualified aliens include aliens who are lawfully admitted for permanent residence under the Immigration and Nationality Act (8 USCA 1101 et seq.), aliens who are granted asylum under that act, certain refugees, and certain battered aliens. 8 USCA 1641.

c. A non-citizen who is not eligible for general assistance may be eligible for state assistance with health care items and services that are necessary for the treatment of an emergency medical condition, which is defined as a medical condition (including emergency labor and delivery) manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in:

- Placing the patient's health in serious jeopardy;
- Serious impairment to bodily functions; or
- Serious dysfunction of any bodily organ or part. 8 USCA 1621(b) and 42 USCA 1396(v)(3).

d. A non-citizen may also be eligible for general assistance for treatment of an emergency medical condition, pursuant to Section IX(E)(8)(a) of these guidelines.

e. Non-citizen applicants for general assistance may be required to provide proof of eligibility. 8 USCA 1625.

8. Property Transfers. No applicant who is otherwise eligible shall receive such assistance if he/she has made an assignment, transfer, or conveyance of property for the purpose of rendering him/herself eligible for assistance within three years immediately preceding his/her application. RSA 165:2-b.

9. Employment of Household Members. The employment requirements of these guidelines, or participation in the workfare program, shall be required for all adults aged 18 to 65 years residing in the same household, except those regularly attending secondary school or employed on a full-time basis, who are:

- a. Members of the recipient's household;
- b. Legally liable to contribute to the support of the recipient and/or children of the household; and
- c. Not prevented from maintaining employment and contributing to the support of the household by reason of physical or mental disability or other justifiable cause as verified by the welfare official.

The welfare official may waive this requirement where failure of the other household members to comply is not the fault of the recipient and the welfare official decides it would be unreasonable for the recipient to establish a separate household. RSA 165:32.

10. Disqualification for Voluntary Termination of Employment. Any applicant eligible for assistance who voluntarily terminated employment shall be ineligible to receive assistance for 90 days from the date of employment termination, provided the applicant:

- a. Has received local welfare within the past 365 days; and

- b. Has been given notice that voluntary termination of employment without good cause could result in disqualification; and
- c. Has terminated employment of at least 20 hours per week without good cause within 60 days of an application for local welfare; and
- d. Is not responsible for supporting minor children in his/her household; and
- e. Did not have a mental or physical impairment which caused him/her to be unable to work.

Good cause for terminating employment shall include any of the following: discrimination, unreasonable work demands or unsuitable employment, retirement, leaving a job in order to accept a bona-fide job offer, migrant farm labor or seasonal construction, and lack of transportation or child care. An applicant shall be considered to have voluntarily terminated employment if the applicant fails to report for work without good cause. An applicant who is fired or resigns from a job at the request of the employer due to applicant's inability to maintain the employer's normal work productivity standard shall not be considered to have voluntarily terminated employment. RSA 165:1-d.

D. Available Assets

1. Available Liquid Assets. Cash on hand, bank/*debit card* deposits, credit union accounts, securities and retirement plans (i.e., IRA's, deferred compensation, Keogh's, etc.) are available liquid assets. Insurance policies with a loan value, and non-essential personal property, may be considered as available liquid assets when they have been converted into cash. The welfare official shall allow a reasonable time for such conversion. However, tools of a trade, livestock and farm equipment, and necessary and ordinary household goods are essential items of personal property which shall not be considered as available assets.

2. Automobile Ownership. The ownership of one automobile by an applicant/recipient or his/her dependent does not affect eligibility if it is essential for transportation to seek or maintain employment, to procure medical services or rehabilitation services, or if its use is essential to the maintenance of the individual or the family.

3. Insurance. The ownership of insurance policies does not affect eligibility. However, when a policy has cash or loan value, the recipient will be required to obtain and/or borrow all available funds, which shall then be considered available liquid assets.

4. Real Estate. The type and amount of real estate owned by an applicant does not affect eligibility, although rent or other such income from property shall be considered as available to meet need. Applicants owning real estate property, other than that occupied as their primary residence, shall be expected to make reasonable efforts to dispose of it at fair market value. Applicants shall be informed that a lien covering the amount of any general assistance they receive shall be placed against any real estate they own. RSA 165:28.

E. Standard of Need

The basic financial requirement for general assistance is that an applicant be poor and unable to support him/herself. An applicant shall be considered poor when he/she has insufficient available income/assets to purchase either for him/herself or dependents any of the following.

1. ~~Shelter. The amount to be included as “need” for shelter is the actual cost of rent or mortgage necessary to provide shelter in that municipality. Such cost shall be determined in accordance with subparagraph 11 below. See Appendix A: Payment Levels for Allowable Expenses. When adopting these guidelines, the municipal governing body shall establish payment levels for various allowable expenses which shall be based on actual local market conditions and costs. The payment levels shall be reviewed by the welfare official annually and modifications presented to the municipal governing body where market conditions have changed. RSA 165:1, II. The payment levels established as part of these guidelines are set forth in Appendix A.~~

2. *Housing. The amount to be included as “need” for housing is the actual cost of rent or mortgage necessary to provide shelter or housing in that municipality.*

NOTE: NH Housing Finance Authority publishes annual Fair Market Rents and Rental Survey Reports. Municipalities can use these or other reasonable local market rent factors to update their housing allowance “needs”.

~~a. Shelter Arrearages. Shelter Permanent Tenancy Housing~~ arrearages will be included in the “need” formula if, and only if, such payment is necessary to prevent eviction or foreclosure or to protect the health and safety of the household. However, if the amount of such mortgage or rental arrearage substantially exceeds the cost of alternative, available housing which complies with local health and housing code standards, or if the payment of arrears will not prevent eviction or foreclosure, the welfare official may instead authorize payment of security deposit, rent, and/or reasonable relocation expenses for such alternative housing if, under the circumstances of the case, it is reasonable to do so and would not cause undue hardship to the applicant household. Alternative housing may include transitional housing as an option. *It is not the responsibility of the Municipal Welfare Office to locate permanent housing.*

b. **Security Deposits.** Security deposits may be included in the ‘need’ formula if, and only if, the applicant is unable to secure alternative ~~shelter~~ **housing** for which no security deposit is required or is unable to secure funds, either him/herself or from alternative sources, for payment of the deposit. Any security deposit provided by the general assistance program which is returned under RSA 540-A:7 shall be returned to the municipality, not the recipient.

c. **Relative Landlords.** Whenever a relative of an applicant is also the landlord for the applicant, a financial analysis shall be made in accordance with RSA 165:19.

d. Emergency Shelter: In cases in which the municipality has made an appropriate referral for emergency, temporary shelter and the applicant refuses to accept such a referral, or if the applicant does not abide by the rules of the emergency housing/shelter, the Welfare Official may suspend the applicant by refusing to pay for alternative emergency shelter, but may not suspend the applicant by denying other forms of assistance to which he/she is otherwise entitled. The applicant must accept the least costly alternative for emergency housing assistance that is deemed suitable by the Welfare Official for applicant’s household.

2 3. **Utilities.** When utility costs are not included in the shelter expense, the most recent outstanding monthly utility bill will be included as part of “need” by the welfare official. Arrearages will not normally be included in “need” except as set forth below.

NOTE: The New Hampshire Public Utilities Commission (PUC) has established comprehensive rules governing the provision of some utility services. Generally speaking, the PUC governs electric, telephone, water, and sewer; it does not govern any municipal utilities, propane tanks, or fuel oil. With the exception of telephone, the rules are consistent across utilities. These rules and

regulations cover the initiation of service, payment arrangements, termination of service, the terms of restoration of service, the requirement of deposits, municipal guarantees and guarantees from other third parties. There are special rules as to winter termination. The welfare official should be familiar with these rules in order to ensure that needs are properly met at the lowest available cost. The PUC has a toll-free consumer assistance number: 800/852-3793.

a. Arrearages. Arrearages will not be included except when necessary to ensure the health and safety of the applicant household or to prevent termination of utility service where no other resources or referrals can be utilized. In accordance with the rules of the PUC relating to electric utilities, arrearages for electric service need not be paid if the welfare official notifies the electric company that the municipality guarantees payment of current electric bills as long as the recipient remains eligible for general assistance.

b. Restoration of Service. When utility service has been terminated and the welfare official has determined that alternative utility service is not available and alternative shelter is not feasible, arrearages will be included in "need" when restoration of service is necessary to ensure the health and safety of the applicant household. The welfare official may negotiate with the utility for payment of less than the full amount of the arrears and/or may attempt to arrange a repayment plan to obtain restoration of service.

When electric service has been terminated and restoration is required, arrearages may either be included as set forth in the above paragraph, or may be paid in accordance with a reasonable payment plan entered into by the applicant and the electric company. The welfare official may hold the recipient accountable for the payment arrangement for as long as the recipient continues to request general assistance on a regular basis. Payment of a payment plan may be a required element of a notice of decision or case plan.

c. Deposits. Utility security deposits will be considered as "need" if, and only if, the applicant is unable to secure funds for the payment of the deposit and is unable to secure

utility service without a deposit. Such deposits shall, however, be the property of the municipality.

3 4. Food. The amount included as "need" for food purchases will be in accordance with the most recent standard ~~food stamp~~ *Supplemental Nutrition Assistance Program (SNAP) (formerly known as food stamps)* allotment, as determined under ~~the food stamp program~~ *SNAP* administered by the New Hampshire Department of Health and Human Services. An amount in excess of the standard food allotment may be granted if one or more members of the household needs a special diet, as verified by the welfare official, the documented cost of which is greater than can be purchased with the family's allotment of food stamps. Food vouchers may not be used for alcohol, tobacco or pet food.

4 5. Household Maintenance Allowance. Applicants may include, in calculating "need," the cost of providing personal and household necessities in an amount not to exceed these guidelines, as determined in accordance with subparagraph 11 below. (See Appendix A.) Need allowance for diapers shall be calculated based on usage.

5-6. Telephone. If the absence of a telephone would create an unreasonable risk to the applicant's health or safety (as verified by the welfare official), or for other good cause as determined by the welfare official, the lowest available basic monthly rate will be budgeted as "need." While payments will not be made for

telephone bills, under exceptional circumstances where no other source of assistance is available payments may be made to maintain basic telephone service.

6-7. Transportation. If the welfare official determines that transportation is necessary (e.g., for health or medical reasons, to maintain employment, or to comply with conditions of assistance) “need” should include the costs of public transportation, where available. If, and only if, the transportation need cannot be reasonably provided by alternative means, such as public transportation or volunteer drivers, a reasonable amount for car payments and gasoline should be included as part of “need” when determining eligibility or amount of aid.

7-8. Maintenance of Insurance. In the event that the welfare official determines that the maintenance of medical insurance is essential, an applicant may include as “need” the reasonable cost of such premiums.

8-9. Emergency and Other Expenses. In the event that the applicant has the following current expenses, the actual cost shall be included as emergency and other expenses to determine eligibility and amount of assistance:

a. Medical Expenses. The welfare official shall not consider including amounts for medical, dental or eye services unless the applicant can verify that all other potential sources have been investigated and that there is no source of assistance other than local welfare. Other sources to be considered shall include state and federal programs, local and area clinics, area service organizations and area hospital indigent programs designed for such needs. When an applicant requests medical service, prescriptions, dental service or eye service, the local welfare official may require verification from a doctor, dentist or person licensed to practice optometry in the area, indicating that these services are absolutely necessary and cannot be postponed without creating a significant risk that the applicant’s well being will be placed in serious jeopardy.

b. Legal Expenses. Except for those specifically required by statute, no legal expenses will be included.

c. Clothing. If the applicant has an emergency clothing need which cannot be met in a timely fashion by other community resources (i.e.: Salvation Army, Red Cross, church group), the expense of reasonably meeting that emergency clothing need will be included.

9-10. Unusual Needs Not Otherwise Provided For in These Guidelines. If the welfare official determines that the strict application of the standard of need criteria will result in unnecessary or undue hardship (e.g. needed services are inaccessible to the applicant), such official may make minor adjustments in the criteria, or may make allowances using the emergency need standards stated in Section VI(D)(2) of these guidelines. Any such determination and the reasons therefore, shall be stated in writing in the applicant’s case record.

10-11. Shared Expenses. If the applicant/recipient household shares shelter, utility, or other expenses with a non-applicant/recipient (i.e.: is part of a residential unit), then need should be determined on a pro rata share, based on the total number of adults in the residential unit (e.g.: three adults in residential unit, but only one applies for assistance—shelter need is 1/3 of shelter allowance for household of three adults).

~~**11. Payment Levels for Allowable Expenses.** When adopting these guidelines, the municipal governing body shall establish payment levels for various allowable expenses which shall be based on actual local market conditions and costs. The payment levels shall be reviewed by the welfare official annually and~~

F. Income

In determining eligibility and the amount of assistance, the standard of need shall be compared to the available income/assets. Computation of income and expenses will be by the week or month. The following items will be included in the computation:

1. Earned Income. Income in cash or in-kind earned by the applicant or any member of the household through wages, salary, commissions, or profit, whether self-employed or as an employee, is to be included as income. Rental income and profits from items sold are considered earned income. With respect to self-employment, total profit is arrived at by subtracting business expenses from gross income in accordance with standard accounting principles. When income consists of wages, the amount computed should be that available after income taxes, social security and other payroll deductions required by state, federal, or local law, court ordered support payments and child care costs, and work related clothing costs have been deducted from income. Wages that are trusteed, or income similarly unavailable to the applicant or applicant's dependents, should not be included.

2. Income or Support from Other Persons. Contributions from relatives or other household members shall be considered as income only if actually available and received by the applicant or

recipient. The income of non-household members of the applicant's residential unit shall not be counted as income. (Expenses shared with non-household members may affect the level of need, however. See Section IX(E)(10) regarding determination of need in cases of non-household residential units.)

3. Income from Other Assistance or Social Insurance Programs.

a. State categorical assistance benefits, OASDI payments, Social Security Payments, VA benefits, unemployment insurance benefits, and payment from other government sources shall be considered income.

b. Food Stamps cannot be counted as income pursuant to federal law. (7 USC 2017(b))

c. Fuel assistance cannot be counted as income pursuant to federal law. (42 USC 8624(f)(1))

4. Court-Ordered Support Payments. Alimony and child support payments shall be considered income only if actually received by the applicant or recipient.

5. Income from Other Sources. Payment from pension, trust funds, and similar programs shall be considered income.

6. Earnings of a Child. No inquiry shall be made into the earnings of a child 14 years of age or less unless that child makes a regular and substantial contribution to the family.

7. Option to Treat a Qualified State Assistance Reduction as Deemed Income. The welfare official may deem as income all or any portion of any qualified state assistance reduction pursuant to RSA 167:82, VIII. The following criteria shall apply to any action to deem income under this section. RSA 165:1-e.

- a. The authority to deem income under this section shall terminate when the Qualified State Assistance Reduction no longer is in effect.
- b. Applicants for general assistance may be required to cooperate in obtaining information from the Department of Health and Human Services as to the existence and amount of any Qualified State Assistance Reduction. No applicant for general assistance may be considered to be subject to a Qualified State Assistance Reduction unless the existence and amount has been confirmed by the Department of Health and Human Services.
- c. The welfare official shall provide the applicant with a written decision which sets forth the amount of any deemed income used to determine eligibility for general assistance.
- d. Whenever necessary to prevent an immediate threat to the health and safety of children in the household, the welfare official shall waive that portion, if any, of the Qualified State Assistance Reduction as necessary.

G. Residents of Shelters for Victims of Domestic Violence and Their Children

An applicant residing in a shelter for victims of domestic violence and their children who has income, and owns resources jointly with the abusive member of the applicant's household, shall be required to cooperate with the normal procedures for purposes of verification. Such resources and income may be excluded from eligibility determinations unless the applicant has safe access to joint resources at the time of application. The verification process may be completed through an authorized representative of the shelter of residence. The normal procedures taken in accordance with these guidelines to recover assistance granted shall not delay such assistance.

X. Non-Residents

A. Eligibility

Applicants who are temporarily in a municipality which is not their municipality of residence and who do not intend to make a residence there are nonetheless eligible to receive general assistance, provided they are poor and unable to support themselves. RSA 165:1-c. No applicant shall be refused assistance solely on the basis of residence. RSA 165:1.

B. Standards

The application procedure, eligibility standards and standard of need shall be the same for nonresidents as for residents.

C. Verification

Verification records shall not be considered unavailable, nor the applicant's responsibility for providing such records relaxed, solely because they are located in the applicant's municipality of residence.

D. Temporary or Emergency Aid

The standards for the fulfilling of immediate or emergency needs of nonresidents and for temporary assistance pending final decision shall be the same as for residents, as set forth in Section VI (D)(2).

E. Determination of Residence

Determination of residence shall be made if the applicant requests return home transportation (See paragraph F below), or if the welfare official has reason to believe the applicant is a resident of another New Hampshire municipality from which recovery can be made under RSA 165:20.

1. Minors. The residence of a minor applicant shall be presumed to be the residence of his/her custodial parent or guardian.

2. Adults. For competent adults, the standard for determining residence shall be the overall intent of the applicant, as set forth in the Section I definition of "residence." The statement of an applicant over 18 as to his/her residence or intent to establish residence shall be accepted in the absence of strongly inconsistent evidence or behavior.

F. Return Home Transportation

At the request of a nonresident applicant, any aid, temporary or otherwise, to which he/she would be otherwise entitled under the standards set forth in these guidelines, may be used by the welfare official to cause the applicant to be returned to his/her municipality of residence. RSA 165:1-c.

G. Recovery

Any aid given to a nonresident, including the costs of return home transportation, may be recovered from his/her municipality of residence using the procedures of Section XVI (B).

XI. Municipal Work Programs

A. Participation

Any recipient of general assistance who is able and not gainfully employed may be required to work for the municipality or an appropriate local human service agency at any available bona fide job that is within his/her capacity (RSA 165:31) for the purpose of reimbursement of benefits received. Participants in the workfare program are not considered employees of the municipality, and any work performed by workfare participants does not give rise to any employee-employer relationship between the recipient/workfare participant and the municipality.

B. Reimbursement Rate

The workfare participant shall be allotted the prevailing municipal wage for work performed, but in no case less than the minimum wage. No cash compensation shall be paid for workfare participation; the wage value of all hours worked shall be used to reimburse the municipality for assistance given. No workfare participant shall be required to work more hours than necessary to reimburse aid rendered.

C. Continuing Financial Liability

If, due to lack of available municipal work or other good cause, a recipient does not work a sufficient number of hours to fully reimburse the municipality for the amount of his/her aid, the amount of aid received less the value of workfare hours completed shall still be owed to the municipality.

D. Allowance for Work Search

The municipality shall provide reasonable time during working hours for the workfare participant to conduct a documented employment search.

E. Workfare Program Attendance

With prior notice to the welfare official, a recipient may be excused from workfare participation if he/she:

1. Has a conflicting job interview;
2. Has a conflicting interview at a service or welfare agency;
3. Has a medical appointment or illness;
4. As a parent or person "in loco parentis," must care for a child under the age of five. A recipient responsible for a child age five but under 12 shall not be required to work during hours the child is not in school, if there is no responsible person available to provide care, and no other care is available;
5. Is unable to work due to mental or physical disability, as verified by the welfare official;
6. Must remain at home because of illness or disability to another member of the household, as verified by the welfare official; or
7. Does not possess the materials or tools required to perform the task and the municipality fails to provide them. However, the workfare participant should attempt to schedule appointments so as not to conflict with the workfare program and must notify his/her supervisor in advance of the appointment. The welfare official may require participants to provide documentation of their attendance at a conflicting interview or appointment.

F. Workfare Hours

Workfare hours are subject to approval of the supervisor and the welfare official. Failure of the participant to adhere to the agreed workfare hours (except for the reasons listed above) will prompt review of the recipient's eligibility for general assistance, and may result in a suspension or termination of assistance. See Section XIII (C)(2)(b).

G. Workers Compensation

The municipality shall provide workers compensation coverage to participants in workfare programs in the same manner such coverage is provided to other municipal employees, unless the local governing body of the municipality has voted to adopt a guideline making the provisions of the workers compensation laws not applicable to workfare program participants. RSA 281-A:2, VII(b).

XII. Burials & Cremations

The welfare official shall provide for proper burial or cremation, at municipal expense, of persons found in the municipality at time of death, regardless of whether the deceased person ever applied for or received general assistance from any municipality. In such cases, assistance may be applied for on

behalf of the deceased person, however the application should be made before any burial or cremation expenses are incurred. The expense may be recovered from the deceased person's municipality of residence, or from a liable relative pursuant to RSA 165:3, II. If relatives, other private persons, the state or other sources are unable to cover the entire burial/cremation expense, the municipality will pay up to \$500.00-\$750.00 (Amended 8/28/12) (Effective 9/1/12) for burial/cremation. (See Appendix A.) RSA 165:3 and RSA 165:1-b; see also RSA 165:27 and 165:27-a.

XIII. Right to Notice of Adverse Action

A. Right to a Written Decision

All persons have a constitutional right to be free of unfair, arbitrary or unreasonable action taken by government. This includes applicants for and recipients of general assistance whose aid has been denied, terminated or reduced. Every applicant and recipient shall be given a written notice of every decision regarding assistance (See Section VI(D) for notice where application is granted.) The welfare official will make every effort to ensure that the applicant understands the decision.

B. Action Taken for Reasons Other Than Noncompliance with the Guidelines

1. Whenever a decision is made to deny assistance or to refuse to grant the full amount of assistance requested, a notice of the decision shall be given or mailed to the applicant either the same day or next work day following the making of the decision or within five working days from the time the application is filled out and submitted, whichever occurs first.
2. In any case where the welfare official decides to terminate or reduce assistance for reasons other than noncompliance with the guidelines, the official shall send notice at least seven days in advance of the effective date of the decision to the recipient stating the intended action.

3. The notice required by paragraphs 1 and 2 above shall contain:

- a. A clear statement of the reasons for the denial or proposed termination or reduction.
- b. A statement advising the recipient of his/her right to a fair hearing and that any request for a fair hearing must be made in writing within five working days.
- c. A form on which the recipient may request a fair hearing.
- d. A statement advising the recipient of the time limits which must be met in order to receive a fair hearing.
- e. A statement that assistance may continue, if there was initial eligibility, until the date of hearing, if requested by the claimant. Aid must be repaid if the claimant fails to prevail at the hearing.

C. Suspension for Noncompliance with the Guidelines

NOTE: This procedure has been developed by LGC in an effort to set forth a clear process for suspension of assistance for willful noncompliance with guidelines, under RSA 165:1-b. There are differing opinions as to the intent and interpretation of the statute. There are differing opinions as to the specific procedures required by the statute. The procedures outlined in this section are not specifically mandated by RSA 165:1-b, but are LGC's attempt to create a legally sound compromise. See also Appendix B.

1. Due Process. Recipients must comply with these guidelines and the reasonable requests of welfare officials. Welfare officials must enforce the guidelines while ensuring that all recipients and applicants receive due process. Recipients should be given reasonable notice of the conditions and requirements of eligibility and continuing eligibility and notice that noncompliance may result in termination or suspension.

2. Conditions. Any applicant/recipient otherwise eligible for assistance shall become ineligible under RSA 165:1-b if he/she willfully and without good cause fails to comply with the requirements of these guidelines relating to the obligation to:

- a. Disclose and provide verification of income, resources or other material financial data, as set out in Sections VI(C) and VII of these guidelines, including any changes in this information;
- b. Participate in the work program under Section VI(C), to the extent assigned by the welfare official;
- c. Comply with the work search requirements imposed by the welfare official under Section VI(C); and
- d. Apply for other public assistance, as required by the welfare official under Section VI(C).

3. First Notice. No recipient otherwise eligible shall be suspended for noncompliance with conditions unless he/she has been given a written notice of the actions required in order to remain eligible and a seven-day period within which to comply. The first notice should be given at the time of the notice of decision and thereafter as conditions change. (See Form L.) Additional notice of actions required should also be given, as eligibility is re-determined, but without an additional seven day period unless new actions are required. RSA 165:1-b, II.

4. Noncompliance.

a. If a recipient willfully and without good cause fails to come into compliance during the seven day period, or willfully falls into noncompliance within 30 days from receipt of a first notice, the welfare official shall give the recipient a suspension notice, as set forth in paragraph 5. See Form L; see Appendix B.

b. If a recipient falls into noncompliance for the first time more than 30 days after receipt of a first notice, the welfare official shall give the recipient a new first notice with a new seven day period to comply (See Form L) before giving the recipient the suspension notice. RSA 165:1-b, III.

5. Suspension Notice. Written notice to a recipient that he/she is suspended from assistance due to failure to comply with the conditions required in a first notice shall include (See Form L):

a. A list of the guidelines with which the recipient is not in compliance and a description of those actions necessary for compliance;

b. The period of suspension (See paragraph 6 below);

c. Notice of the right to a fair hearing on the issue of willful noncompliance and that such request must be made in writing within five days of receipt of the suspension notice;

d. A statement that assistance may continue in accordance with the prior eligibility determination until the fair hearing decision is made if the recipient so requests on the request form for the fair hearing, however, if the recipient fails to prevail at the hearing: 1) the suspension will start after the decision, and 2) such aid must be repaid by the recipient; and

e. A form on which the individual may request a fair hearing and the continuance of assistance pending the outcome.

6. Suspension Period. The suspension period for failure to comply with these guidelines shall last:

a. Either seven days, or 14 days if the recipient has had a prior suspension which ended within the past six months, and

b. Until the recipient complies with the guidelines if the recipient, upon the expiration of the seven or 14-day suspension period, continues to fail to carry out the specific actions set forth in the notice.

c. Notwithstanding paragraph C(6)(b) above, a recipient who has been suspended for noncompliance for at least six months may file a new application for assistance without coming back into compliance.

7. Fair Hearing on Continuing Noncompliance. A recipient who has been suspended until he/she complies with the guidelines may request a fair hearing to resolve a dispute over whether or not he/she has satisfactorily complied with the required guidelines, however no assistance shall be available under paragraph C(5)(d) above.

8. Compliance After Suspension. A recipient who has been subject to a suspension and who has come back into compliance shall have his/her assistance resumed, provided he/she is still otherwise eligible. The notice of decision stating that assistance has been resumed should again set forth the actions required to remain eligible for assistance, but need not provide a seven-day period for compliance unless new conditions have been imposed.

XIV. Fair Hearings

A. Requests

A request for a fair hearing is a written expression, by the applicant or recipient, or any person acting for him/her, to the effect that he/she wants an opportunity to present his/her case to a higher authority. When a request for assistance is denied or when an applicant desires to challenge a decision made by the welfare official relative to the receipt of assistance, the applicant must present a request for a fair hearing to the welfare official within five (5) working days of receipt of the notice of decision at issue. RSA 165:1-b, III. See Form O.

B. Time Limits for Hearings

Hearings requested by claimants must be held within seven (7) working days of the receipt of the request. The welfare official shall give notice to the claimant setting the time and location of the hearing. This notice must be given to the claimant at least forty-eight (48) hours in advance of the hearing, or mailed to the claimant at least seventy-two (72) hours in advance of the hearing.

C. The Fair Hearing Officer(s)

The fair hearing officer or officers may be chosen by the (mayor, manager, administrative assistant or chairman of the board of selectmen). The person(s) serving as the fair hearing authority must:

1. Not have participated in the decision causing dissatisfaction;
2. Be impartial;
3. Be sufficiently skilled in interviewing to be able to obtain evidence and facts necessary for a fair determination; and
4. Be capable of evaluating all evidence fairly and realistically, to explain to the claimant the laws and regulations under which the welfare official operated, and to interpret to the welfare official any evidence of unsound, unclear or inequitable policies, practices or action.

D. Fair Hearing Procedures

1. All fair hearings shall be conducted in such a manner as to ensure due process of law. Fair hearings shall not be conducted according to strict rules of evidence. The burden of proof shall be on the claimant, who shall be required to establish his/her case by a preponderance of the evidence.
2. The welfare official responsible for the disputed decision shall attend the hearing and testify about his/her actions and the reasons therefore.
3. Both parties shall be given the opportunity to offer evidence and explain their positions as fully and completely as they wish. The claimant shall have the opportunity to present his/her own case or, at the claimant's option, with the aid of others, and to bring witnesses, to establish all pertinent facts, to advance any arguments without undue interference, to question or refute testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
4. A claimant or his/her duly authorized representative has the right to examine, prior to a fair hearing, all records, papers and documents from the claimant's case file which either party may wish to introduce at the fair hearing, as well as any available documents not contained in the case file but relevant to the welfare official's action of which the claimant complains. The claimant may introduce any such documents, papers or records into evidence. No record, paper or document, which the claimant has requested to review but has not been allowed to examine prior to the hearing, shall be introduced at the hearing or become part of the record.
5. The welfare official (or a duly authorized representative) shall have the right to examine at the fair hearing all documents on which the claimant plans to rely at the fair hearing and may request a 24-hour continuance if such documents contain evidence not previously provided or disclosed by the claimant. Should the applicant have new documentation relevant to the disputed decision, he/she may reapply for assistance and file a written withdrawal of the fair hearing request.
6. The decision of the fair hearing officer(s) must be based solely on the record, in light of these guidelines. Evidence, both written and oral, which is admitted at the hearing shall be the sole contents of the record. The fair hearing officer shall not review the case record or other materials prior to introduction at the hearing.
7. The parties may stipulate to any facts.
8. All fair hearings may be tape-recorded and retained for six (6) months.

E. Decisions

1. Fair hearing decisions shall be rendered within seven (7) ~~working~~ *business* days of the hearing. Decisions shall be in writing setting forth the reasons for decision and the facts on which the fair hearing officer relied in reaching the decision. A copy of the decision shall be mailed or delivered to the claimant and to the welfare official.
2. Fair hearing decisions will be rendered on the basis of the officer's findings of fact, these guidelines and state and federal law. The fair hearing decision shall set forth appropriate relief.

3. The decision shall be dated. In the case of a hearing to review a denial of aid, the decision is retroactive to the date of the action being appealed. If a claimant fails to prevail at the hearing, the assistance given pending the hearing shall be a debt owed by the individual to the municipality.

4. The welfare official shall keep all fair hearing decisions on file in chronological order.

5. None of the procedures specified herein shall limit any right of the applicant or recipient to subsequent court action to review or challenge the adverse decision.

XV. Liens

A. Real Estate

The law requires the municipality to place a lien for welfare aid received on any real estate owned by an assisted person in all cases except for just cause. (This section does not authorize the placement of a lien on the real estate of legally liable relatives, as defined by RSA 165:19.) The ~~selectmen~~, *select board* city council, or alderman shall file a Notice of Lien with the County Registry of Deeds, complete with the owner's name and a description of the property sufficient to identify it. Interest at the rate of 6% per year shall be charged on the amount of money constituting the lien commencing one year after the date the lien is filed, unless waived by the municipality.

The lien remains in effect until enforced or released or until the amount of the lien is repaid to the municipality. The lien shall not be enforced so long as the real estate is occupied as the sole residence of the assisted person, his/her surviving spouse, or his/her surviving children who are under age 18 or blind or permanently and totally disabled. At such time as the lien may become enforceable, the welfare officer shall attempt to contact the attorney handling the real estate or estate before enforcing the lien. Upon repayment of a lien, the municipality must file written notice of the discharge of the lien with the County Registry of Deeds. RSA 165:28. A sample notice of lien is included in Appendix E as Form R.

B. Civil Judgments – RSA 165:28-a.

1. A municipality shall be entitled to a lien upon property passing under the terms of a will or by in testate succession, a property settlement, or a civil judgment for personal injuries (except Workers Compensation) awarded any person granted assistance by the municipality for the amount of assistance granted by the municipality.

2. The municipality shall be entitled to the lien only if the assistance was granted no more than 6 years before the receipt of the inheritance or the award of the property settlement or civil judgment. When the welfare officer becomes aware of such a claim against a civil judgment, he/she shall contact the attorney representing the recipient.

3. This lien shall take precedence over all other claims.

XVI. Recovery of Assistance

The welfare official shall seek to recover money expended to assist eligible applicants. There shall be no delay, refusal to assist, reduction or termination of assistance while the welfare official is pursuing the procedural or statutory avenues to secure reimbursement. Any legal action to recover must be filed in a court within six (6) years after the expenditure. RSA 165:25.

A. Recovery from Responsible Relatives

The amount of money spent by a municipality to assist a recipient who has a father, mother, stepfather, stepmother, husband, wife or child (who is no longer a minor) of sufficient ability to also support the recipient, may be recovered from the liable relative. Sufficient ability shall be deemed to exist when the relative's weekly income is more than sufficient to provide a reasonable subsistence compatible with decency and health. The welfare official may determine that "in kind" assistance or the provision of products/services to the client is acceptable as a relative's response to liability for support. Written notice of money spent in support of a recipient must be given to the liable relative. The welfare official shall make reasonable efforts to give such written notice prior to the giving of aid, but aid to which an applicant is entitled under these guidelines, shall not be delayed due to inability to contact possibly liable relatives. RSA 165:19.

B. Recovery from the Municipality of Residence

The welfare official shall seek to recover from the municipality of residence the amount of money spent by the municipality to assist a recipient who has a residence in another municipality. Written notice of money spent in support of a recipient must be given to the welfare official of the municipality of residence. In any civil action for recovery brought under RSA 165:20, the court shall award costs to the prevailing party. RSA 165:19 and 20. (See RSA 165:20-a providing for arbitration of such disputes between communities.) RSA 165:20.

C. Recovery from Former Recipient's Income

A former recipient who is returned to an income status after receiving assistance may be required to reimburse the municipality for the assistance provided, if such reimbursement can be made without financial hardship. RSA 165:20-b.

D. Recovery from State and Federal Sources

The amount of money spent by a municipality to support a recipient who has made initial application for SSI and has signed HHS FORM 151 "AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE" shall be recovered through the SSA and the New Hampshire Department of Health and Human Services. Prescription expenses paid by the municipality for applicants who have applied for Medicaid shall be recovered through the New Hampshire Department of Health and Human Services if and when the applicant is approved for medical coverage.

E. Delayed State Claims

For those recipients of general assistance deemed eligible for state assistance, New Hampshire Department of Health and Human Services shall reimburse a municipality the amount of general assistance as a result of delays in processing within the federally mandated time periods. Any claims for reimbursement shall be held until the end of the fiscal year and may be reimbursed on a pro-rated basis dependent upon the total claims filed per year. RSA 165:20-c. A Form 340 "REQUEST FOR STATE REIMBURSEMENT" may be obtained from the New Hampshire Department of Health and Human Services for this purpose.

XVII. Application of Rents Paid by the Municipality

Whenever the owner of property rented to a person receiving general assistance from the municipality is in arrears in sewer, water, electricity, or tax payments to the municipality, the municipality may apply the assistance which the property owner would have received in payment of rent on behalf of such assisted person to the property owner's delinquent balances, regardless of whether such delinquent balances are in respect of property occupied by the assisted person. RSA 165:4-a.

A. Payment Arrears

A payment shall be considered in arrears if more than thirty (30) days have elapsed since the mailing of the bill, or in the case of real estate taxes, if interest has begun to accrue pursuant to RSA 76:13. RSA 165:4-a.

B. Order of Priority

Delinquent balances will be offset in order of the following priority: 1) _____, 2) _____, 3) _____ and 4) _____.

[Each municipality should determine priority among taxes, water, sewer and electricity.]

C. Procedure

1. The welfare official will issue a voucher on behalf of the tenant to the landlord for the allowed amount of rent. The voucher will indicate any amount to be applied to a delinquent balance owed by the landlord, specifying which delinquency and referring to the authority of RSA 165:4-a.
2. The welfare official will issue a duplicate voucher to the appropriate department (i.e.: tax collector, sewer department, water precinct, municipal electric facility), which shall forward the voucher to the treasurer or finance director for payment. Upon receipt of payment, the department will issue a receipt of payment to the delinquent landlord.



Town of Hudson Welfare Department Financial Standards Effective September 1, 2012

FOOD ALLOTMENT STANDARD
 (Based on October 2011 USDA Food Stamp Allotment figures)

Household Size	Daily	Weekly	Monthly
1	\$6.67	\$46.67	\$200
2	\$12.23	\$85.63	\$367
3	\$17.53	\$122.73	\$526
4	\$22.27	\$155.87	\$668
5	\$26.43	\$185.03	\$793
6	\$31.73	\$222.13	\$952
7	\$35.07	\$245.47	\$1,052
8	\$40.07	\$280.47	\$1,202
*Add \$150/mo.	For each additional	household member	

PERSONAL AND HOUSEHOLD ITEMS

Household Size	Weekly	Monthly
1	\$12.48	\$54.04
2	\$15.34	\$66.42
3	\$18.20	\$78.81
4	\$21.06	\$91.19
5	\$23.92	\$103.57
6	\$27.82	\$120.46
7	\$30.68	\$132.84
8	\$33.54	\$145.23
*Add \$2.86 / week	for each additional	household member

SHELTER ALLOWANCE

(Formulated based New Hampshire Housing Finance Authority for Nashua PMSA)

Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
\$750.00	\$882.00	\$1,103.00	\$1,475.00	\$1,578.00

UTILITY AND OTHER ALLOWANCES

Town of Hudson Welfare will consider the actual cost of **current** monthly utility expenses and payment arrangements with utility companies to the extent the applicant is making payments.

BURIAL ALLOWANCE: \$750.00 TELEPHONE ALLOWANCE: \$30.00

Adopted by vote of the Town of Hudson Board of Selectmen on 8/28/12

APPENDIX B

Explanation for Disqualification for Noncompliance with Guidelines NH RSA 165:1-b

The following is written to help explain and standardize the process of “Disqualification for Noncompliance with Guidelines,” RSA 165:1-b. Please refer to **FORM L - NOTICE OF DECISION** which may be used by your local welfare office.

Once you determine that an applicant is eligible and you provide assistance, you can impose conditions on the person’s continued receipt of assistance. The conditions may require the recipient to comply with written guidelines relating to:

- 1) Disclosure of income and resources,
- 2) Participation in a work program,
- 3) Conducting an adequate work search, and/or
- 4) Applying for public assistance through other agencies as outlined in the Model Guidelines.

Willful failure to comply with the conditions imposed can lead to the suspension of a recipient’s assistance, but there is a process which must be followed. Prior to suspension, a recipient must be given written notice from the local welfare office of the specific actions which must be taken and the recipient must be given at least seven (7) days in which to comply prior to suspension. There can be no exception.

The **Notice of Decision** form may be used to grant an assistance application and *simultaneously* give notice of the conditions imposed on the recipient’s continued receipt of assistance. The **Notice of Decision** form may also be used to give notice of the conditions that must be complied with, if that notice was not given at the time assistance was granted or if the conditions to be complied with have changed.

If a recipient does not comply with the conditions in the time period allowed, he/she can be “sanctioned” and his/her assistance suspended. How long the suspension lasts depends on whether there have been other suspensions within the previous 6 months and whether there are actions the recipient can take to come into compliance. A written decision (the **Notice of Decision** form can be used) must be given notifying the recipient of the term of the suspension, the specific reason(s) for the suspension citing the guidelines, any action(s) which must be taken to come back into compliance, and notice of the right to request a fair hearing within 5 days of receipt of the notice.

If this is a first sanction, assistance may be suspended for seven (7) days. If it is possible for the recipient to take action(s) to come into compliance, then assistance can remain suspended after the seven (7) day period *and until* such time as the recipient takes the action(s) required to come into compliance (e.g. recipient only made 3 work search contacts instead of 10-the recipient must complete 7 more work search contacts; e.g. the recipient failed to apply for food stamps-if the recipient applies within the initial 7 day suspension, then the suspension ends after 7 days, otherwise, the suspension continues until the recipient applies). After the 7 day suspension period, the sanction must be lifted upon compliance with the condition.

If this is the second sanction (or more) for the recipient within a 6 month period, assistance may be suspended for 14 days. The reason for the sanction need not relate to previous sanctions to extend the suspension period to 14 days. If it is possible for the recipient to take action to come into compliance, then assistance can remain suspended after the 14 day period and until compliance, as described above.

If more than six months elapses between the first and second sanctions, follow the procedures for a first sanction.

All notices of decision telling a recipient that he/she has been suspended must provide an opportunity for the recipient to request a fair hearing. If the recipient timely requests a hearing, the welfare officer must provide the recipient with the option of continuing to receive assistance consistent with any prior eligibility determination until the fair hearing decision is made. If there is a dispute over whether the recipient has taken the actions required to come back into compliance, the recipient must be provided the opportunity for a fair hearing on that issue, but there shall be no assistance provided pending the outcome of that hearing.

The welfare officer is not required to accept applications for assistance during a period of suspension.

APPENDIX C

ADOPTED ETHICS RESOLUTION ON RESPONSIBILITY FOR PERSONS WHO CHANGE THEIR RESIDENCE WHILE, OR AS A RESULT OF, APPLYING FOR LOCAL WELFARE

(New Hampshire Local Welfare Administrators Association)

I. "Dumping" is hereby declared to be an unethical practice. For purposes of this resolution, "dumping" consists of attempting to end, or avoid acquiring, a local welfare financial responsibility by encouraging, persuading or pressuring a client:

- A. not to establish, or to discontinue, a residence in the town which he/she has applied for assistance, or
- B. to establish a residence in another town.

II. In order to avoid "dumping" the following standards should be observed:

A welfare administrator should not encourage, direct, or knowingly allow a client who has applied for assistance in his/her town to apply for assistance in another town without making a good faith effort to contact the welfare administrator in that other town to explain why the person is coming to the other town. This applies whether or not the welfare administrator has accepted initial financial responsibility for the person (i.e. treat him/her as a resident) unless:

- A. he/she has an established place of abode (specific address, place to sleep) in another town which he/she intends to return to (even for just one night – i.e., hasn't moved out of yet), or
- B. he/she has NO established place of abode ANYWHERE. (i.e., any prior specific address was in some other town and has been abandoned) AND has a specific intent to go somewhere else rather than staying in the town for any time.

(Even when an applicant falls into A. or B. above, some temporary, non-resident assistance may be necessary, depending on the circumstances, in order to send the person on his/her way.)

III. Where a town has accepted initial financial responsibility under paragraph II above, the welfare administrator should not grant any assistance which he/she knows will be used so as to help establish the recipient's residence in another town, unless:

- A. a good faith effort is made to explore local resources, after which it is discovered that none within reason is available, or
- B. unless the client has indicated an intent to move to another town for some non-welfare-related reason.

In either case the welfare administrator who has accepted initial financial responsibility should contact the official of the other town and offer to pay up to one month's assistance following the move if necessary.

Towns must avoid "special" treatment. If a town never pays security deposits, the town must not pay security deposits in special instances to establish a client's residence elsewhere. The sending town should pay actual allowable shelter costs as determined by the receiving town's guidelines.

IV. Residency

According to RSA 126-A:43-h, persons receiving emergency housing (shelter) shall continue to maintain their legal residence as it existed at the time of entering the emergency housing facility. When a person leaves the originating shelter of their own free will, the liability no longer remains the responsibility of the original town. A person does not gain or lose residency while in a shelter, hospital or treatment center.

Persons who are sanctioned by local welfare, and arrive in another community, are not the liability of the community where the sanction originated. However, arrangements may be made between the two communities to have the sanction resolved.

APPENDIX D

NEW HAMPSHIRE WELFARE BENEFIT PROGRAMS

BENEFIT PROGRAM	PERSONS GOV'T ELIGIBLE WHICH SETS STANDARDS	SOURCE OF FUNDS	GOV'T WHICH ADMINISTERS
TOWN			
1. Town Welfare RSA 165:1, I	Poor and in need	Local Property Tax	Town Town
STATE			
2. APTD Aid to the Permanently & Totally Disabled RSA 167:6, VI	Low income Adults 18-64 Permanently & Totally Disabled	County & State	State State
3. OAA Old Age Assistance RSA 167:6, I	Low Income Adults, 65 and over	County & State	State State
4. ANB Aid to Needy Blind RSA 167:6, IV	Low Income Blind Adults	State	State State
5. TANF Temporary Assistance to Needy Families 42 USC §601 RSA 167:6, V	Low Income Federal & State Families with Dependent Children	State & Federal	State
FEDERAL			
6. Food Stamps Federal 7 USC §2011	Lower Income	Federal Households	State
7. SSI Federal Supplemental Security Income 42 USC §1831	Low Income	Federal	Federal

Agenda 8/15/24 8D



TOWN OF HUDSON

Finance Department



12 SCHOOL ST. HUDSON, NEW HAMPSHIRE 03051 (603)886-6000

RECEIVED

AUG 08 2024

TOWN OF HUDSON
SELECTMENS OFFICE

To: Board of Selectmen
Steve Malizia, Town Administrator

From: Lisa Labrie, Finance Director *LL*

Date: August 8, 2024

Subject: Line Striping – Contract Award

Please accept this recommendation to be placed on the Board of Selectmen's next agenda.

Recommendation:

To award a contract for line striping services to Industrial Traffic Lines, Inc. for \$56,410. Recommended by the Public Works and Finance Directors.

Information:

Bid packets were sent to four (4) companies in the New England area, the bid request was advertised in the Nashua Telegraph and on the Town's website. The following bids were received:

- | | |
|---|------------|
| 1.) K5 Corp., Rockland, MA | \$56,102. |
| 2.) Industrial Traffic Lines, Inc., Londonderry, NH | \$56,410. |
| 3.) Markings, Inc., Pembroke, MA | \$65,844. |
| 4.) L & D Safety Marking Corp., Barre, VT | \$87,792. |
| 5.) On the Line, Bangor, ME | \$118,400. |

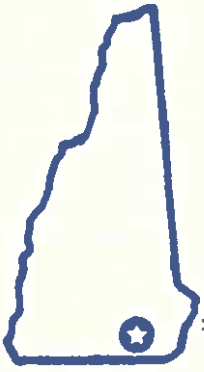
The Town has built a great working relationship with Industrial Traffic Lines over the past 10 years and has been very happy with the work that they have done for us.

Financial:

Our budget for this project is \$70,000 in line item 5552-262.

Motion: To award the line striping contract to Industrial Traffic Lines, Inc. for an amount of, not to exceed, \$56,410 and to charge the expense to acct # 5552-262.

Cc: Jay Twardosky, Public Works Director



TOWN OF HUDSON

Public Works

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



To: Board of Selectmen
From: Jay Twardosky, DPW Director
Date: August 7, 2024
RE: Line Striping Bid Award

RECEIVED

AUG 07 2024

TOWN OF HUDSON
SELECTMENS OFFICE

Bid packets were sent to four companies in the New England area, advertised in the Nashua Telegraph and on the town's website. The deadline for bids was Wednesday, August 7, 2024 at 10:30 AM. We received five bids before the mandatory deadline.

K5 Corp (Rockland, MA)	\$ 56,102
Industrial Traffic Lines, Inc (Londonderry, NH)	\$ 56,410
Markings Inc. (Pembroke, MA)	\$ 65,844
L&D Safety Marking Corp. (Barre, VT)	\$ 87,792
On the Line (Bangor, ME)	\$ 118,400

It is my recommendation to award the bid to Industrial Traffic Lines, Inc. Industrial Traffic Lines has been line striping our town for almost 10 years. We have built a great working relationship with them. Their entire crew are extremely knowledgeable about the layout of our town. This allows our department and Industrial Traffic Lines to work together and complete the job in a timelier manner. Industrial Traffic Lines takes two and a half days to stripe the entire town. They are here from start to finish and have done an excellent job for the town throughout the years.

Last year they had a malfunction with their sprayer while spraying the white line on Lawrence Rd. It was a little over a mile before the mistake was noticed. The line was being painted as a 9' wide lane, instead of the normal 11' wide lane. The owner had his grinding machine (a machine specifically made for these kind of mistakes) on site within an hour. He personally jumped on the machine and fixed the issue himself without damaging the road as his crew kept working. Once he fixed the issue, he had his crew come back and spray that section of road at the end of the day. The reason I say this, not only do we have that good working relationship with Industrial; their office is also out of Londonderry. That allowed for the quick response, where other companies could have taken days (if not weeks) to fix the issue.

Motion:

To award Industrial Traffic Lines, Inc. the bid not to exceed \$ 56,410

CC: Lisa Labrie, Finance Director



TOWN OF HUDSON

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



Request for Proposal/Bid Checklist

Department: Public Works

Project Name: Line Striping Bid Number #DPW 25-1

Date: August 7, 2024

Budget: \$70,000

Was This Project Advertised? Yes No

Where? Nashua Telegraph, HudsonNH.gov

Was it delivered to four vendors/contractors? Yes No

If No, reason why: _____

If Yes, list of vendors/contractors delivered to:

- 1.) Industrial Traffic Lines
- 2.) L&D Safety Marking Corp.
- 3.) Markings Inc.
- 4.) K5 Corp

Selected Contractor/Vendor: Industrial Traffic Lines

Award Amount: \$56,410

Office of Town Clerk		
DPW - Road Line Striping		
Wednesday, August 7, 2024 - 10:30am		
Name and Address	Date Received	Amount
Industrial Traffic Lines, Inc. 3 Sanborn Road Londonderry NH 03053	7/16/2024 12:05 PM	-56,410.00
Markings, Inc 30 Riverside Dr Pembroke MA 01359	8/5/2024 3:00PM	38,124.00 27,200.00 6,5844.00
On The Line 22 Alden St. Bangor ME 04401	8/6/2024 10:08 AM	118,460.00
KS Corporation 9 Rockview Way Rockland MA 02370	8/6/2024 3:10 PM	3,770.00 24,332.00 56,002.00
L&D Safety Marking Corp 304 East Montpelier Rd Barre VT 05641	8/7/2024 10:05 AM	87,792.00
Respectfully Submitted: Michelle Brewster		
CC: Selectmen's Office		
Steve Malizia		
Public Works		
Finance		

INVITATION TO BID
BID NUMBER #DPW 25-1
LINE STRIPING
DEPARTMENT OF PUBLIC WORKS
2 CONSTITUTION DR.
HUDSON, NEW HAMPSHIRE

The Town of Hudson, NH is inviting bid proposals for line striping for various streets in Hudson

Sealed bid proposals, plainly marked, "Town of Hudson Bid # DPW 25-1 Road Line Striping" on the outside of the mailing envelope as well as the sealed bid envelope, will be addressed to the Town Clerk, Town of Hudson, 12 School St, Hudson NH, 03051.

Bids will be accepted until 10:30am, Wednesday, August 7, 2024 when all bids will be publicly opened and read aloud in the Burton conference room, Town Hall 12 School Street Hudson NH 03051. Award will be by the Board of Selectmen at a regular board meeting.

Competition

It is the Town's intent that this proposal shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator in writing if any language, requirement, specification etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this Proposal to a single source. Such notifications must be received not later than seven (7) days prior to the proposal acceptance date.

Introduction

The Town of Hudson, Public Works Department is seeking proposals from qualified vendors to perform line striping services for an estimated 800,000 LF of Town roads

Scope of Work

The Town of Hudson is seeking proposals to provide a per foot price for the line striping of approximately 211,800 LF of 4" double yellow centerline, approximately 4600 LF of 4" Single Yellow, Center Line and approximately 303,000 LF of single white fog lines. Paint and application must meet provisions of NHDOT Specifications Section 708. All proposals must be submitted with the attached bid form. Awarded contractor will need to provide a cone crew and trail vehicle to relieve cones once paint is dried. Contractor will perform work within town operating hours: Monday-Friday 6am-4pm. The town WILL provide escort vehicle.

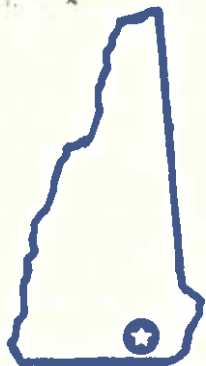
- Submission Requirements**
- Items Addressed
- The proposal should address all points outlined in the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:
- A) Name, address, telephone number, fax number and e-mail address of the company
 - B) Name of contact person and telephone number for purposes of the following up on the proposal
 - C) Narrative including the qualifications of the company and municipal experience
 - D) Three (3) copies of the proposal must be submitted
 - E) All tabulations and pricing must be submitted on the Line Striping Bid Form

Michelle Brewster

Aged
8-13-24

TOWN OF HUDSON

Public Works



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



RECEIVED

JUL 24 2024

TOWN OF HUDSON
SELECTMENS OFFICE

To: Board of Selectman

From: Jay Twardosky, Public Works Director *[Signature]*

Date: July 24, 2023

Re: Request to advertise for truck driver/laborer position

Due to a recent resignation, I am requesting permission to advertise for a Public Works truck driver/laborer position.

cc: Steve Malizia

Letter of Resignation

July 16th, 2024

Dear Jay, I am officially resigning from my position as truck driver/laborer today 7/16/24. I want to thank you for the 3 years we spent together, and the amazing opportunity. My last working day will be Thursday 7/25/24.

Nicholas Fazio

A handwritten signature in black ink that reads "N Fazio". The signature is written in a cursive style with a large, stylized "N" and "F".



TOWN OF HUDSON

Finance Department



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

To: Board of Selectmen
Steve Malizia, Town Administrator

From: Lisa Labrie, Finance Director *LL*

Date: August 7, 2024

Subject: Command Staff Vehicle

Please accept this recommendation to be placed on the Board of Selectmen's next agenda.

Recommendation:

To award the purchase of one (1) 2023 Ford Explorer (Police Interceptor Utility AWD) from McGovern Municipal Group of Framingham, MA.

Information:

The replacement of a Command Staff vehicle was agreed to at the July 23, 2024 Board of Selectmen meeting. Every effort has been made to locate a 2023 model to reduce the cost of purchase.

Financial:

Fire currently has a budget remaining of \$23,497.46 for line item 5730-404.

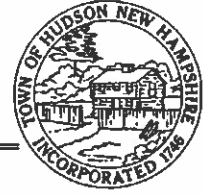
Motion 1: To waive the competitive bidding requirements as outlined in Hudson Town Code 98-1C and allow the Fire Department to purchase from McGovern Municipal Group HQ.

Motion 2: To accept the Fire Chief's recommendation to purchase one 2023 Ford Explorer from McGovern Municipal HQ in the amount of \$39,986.80 and secure funding through Leasing 2 on a two-year term at \$21,295.79 per year with the first payment made from the FY25 Fire Suppression – Trucks 5730-404 account.



TOWN OF HUDSON FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051



*Agenda
8-13-24*

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

Scott J. Tice
Chief of Department

RECEIVED

AUG 07 2024

TOWN OF HUDSON
SELECTMENS OFFICE

TO: Bob Guessferd
Chairperson, Board of Selectmen

FR: Scott J. Tice *[Signature]*
Fire Chief

DT: August 2, 2024

RE: August 13, 2024 BOS Public Agenda – Command Staff Vehicle

Please place the following item on the above-indicated agenda from the Fire Department.

As part of our FY25 fleet replacement project, and approved as part of the FY25 Fire Department operating budget, we are looking to purchase and replace one Command Staff Vehicle. As approved at the July 23, 2024 Board of Selectmen's meeting, the vehicle we are looking to replace will be re-assigned to the Training Captain.

Deputy Enos has been diligently working on locating a vehicle for purchase. With funding not available for this purchase until July 1st, it was our intent to secure a 2023 model to save money. Given the current economic climate, stock is extremely low and finding a vehicle in stock for immediate delivery, in line with our needs and our budget has been challenging.

Deputy Enos was able to secure a 2023 Ford Explorer (Police Interceptor Utility AWD) from McGovern Municipal HQ out of Framingham Massachusetts. Both our department and the Police Department have utilized this vendor for vehicle purchases over the past few years. Pricing is in line with the competitive purchasing program bid lists they are associated with. In consideration of these factors, we ask the Board of Selectman to waive the competitive bidding requirements as outlined in Hudson Town Code 98-1C for this purchase.

We will receive a trade-in allowance of \$4,500.00 for the 2012 Chevrolet Tahoe that is currently a spare apparatus.

The two-year lease purchase annual payment is \$21,295.79 which we have budgeted for within our operating budget under Fire – Suppression, Trucks (5730-404).

The financing is provided through Leasing2 whom we have utilized over the past several years for our lease purchasing needs.

Motion #1:

To waive the competitive bidding requirements as outlined in Hudson Town Code 98-1C and allow the Fire Chief to purchase one 2023 Ford Explorer from McGovern Municipal HQ.

Motion #2:

To accept the Fire Chief's recommendation to purchase one 2023 Ford Explorer from McGovern Municipal HQ in the amount of \$39,986.80 and secure funding through Leasing 2 on a two-year term at \$21,295.79 per year with the first payment made from the FY25 Fire Suppression, Trucks (5730-404) account.



TOWN OF HUDSON

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



Request for Proposal/Bid Checklist

Department: Fire Department

Project Name: Command Staff Vehicle

Date: 8/7/2024

Budget: \$23,094.90 (per year)

Was This Project Advertised? Yes No

Where? _____

Was it delivered to four vendors/contractors? Yes No

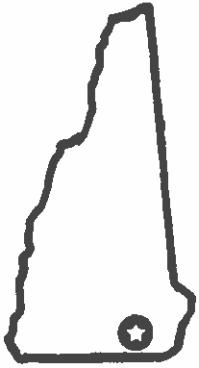
If No, reason why: Lack of stock for specified vehicle available for immediate delivery, in line with needs and budget.

If Yes, list of vendors/contractors delivered to:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____

Selected Contractor/Vendor: McGovern Municipal HQ

Award Amount: \$39,986.80 (\$21,295.79 per year)



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

Agenda 8G
8-13-24



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 1, 2024
Re: Fiscal Year 2026 Budget Parameters

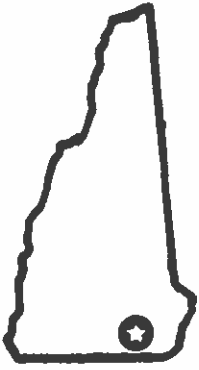
As budget season is approaching, it is appropriate that the Board of Selectmen provide budget parameters to the Department Heads for their Fiscal Year 2026 (July 1, 2025 to June 30, 2026) budget submissions. For Fiscal Year 2025, the Board directed the Department Heads to submit level funded operating budgets with major items or new initiatives to be addressed separately for the Board's consideration, either as a request outside of the department budget or in the form of a warrant article. As you are aware, the Board directed that Department Heads submit level funded operating budgets, exclusive of labor and benefits for the past two (2) fiscal years. I think it would be reasonable to consider allowing up to a modest 1% to 3% increase in the department's operating budgets for the FY 2026 budget. Similar to previous budget years, other major items or new initiatives over that amount may be addressed separately for the Board's consideration, either as a request outside of the department budget or as a separate warrant article for Fiscal Year 2026. Should the Board vote to direct the Department Heads to submit operating budget with a 1% to 3% increase, exclusive of labor and benefits, the following motion is appropriate:

Motion: To direct Department Heads to submit budgets with no more than a ___ increase, exclusive of labor and benefits, for their proposed Fiscal Year 2026 budgets. Any other major items or new initiatives or warrant articles shall be submitted separately for the Board's consideration.

OR if the Board wants to direct Department Heads to submit level funded budgets:

Motion: To direct Department Heads to submit level funded budgets exclusive of labor and benefits, for their proposed Fiscal Year 2026 budgets. Any other major items or new initiatives or warrant articles shall be submitted separately for the Board's consideration.

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



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

Agenda 8H
8-13-24



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 2, 2024
Re: Fiscal Year 2026 Budget Schedule

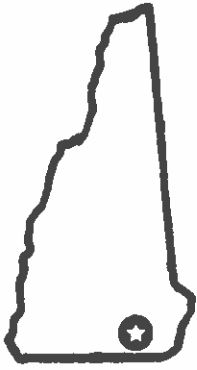
Attached please find a draft budget schedule for the Board of Selectmen's Fiscal Year 2026 Budget review. The schedule is similar to previous year's schedules. Please be advised that the Budget Committee is scheduled to begin reviewing the FY 2026 on November 6, 2024. Should the Board vote to approve this schedule, the following motion is appropriate:

Motion: To approve the Fiscal Year 2026 Board of Selectmen Budget Schedule as presented.

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

DRAFT

Town of Hudson, NH						
Fiscal Year 2026 (July 1, 2025 to June 30, 2026)						
Board of Selectmen Budget Schedule						
Tuesday	8/13			Budget Parameters Set by Selectmen		
Wednesday	8/14			Budget Screens Available		
Tuesday	9/24			Budget Packages Due to Finance		
Friday	10/4			Budget Books to Selectmen		
Thursday	10/10	7:00pm	BOS	Selectmen's Budget Review		
				5515, 5551-5556	Dept. of Public Works	Jay Twardosky
				5970	Solid waste	Jay Twardosky
				5710-5770	Fire	Chief Scott Tice
				5041	Moderator	TBD
				5571-5572	Planning & Planning Board	TBD
				5581, 5583	Zoning & ZBA	Chris Sullivan
Tuesday	10/15	7:00pm	BOS	Selectmen's Budget Review		
				5020	Trustees of Trust Fund	Town Administrator for Trustees
				5025	Cemetery Trustees	Town Administrator for Trustees
				5030	Tax Collector	Chris Strout-Lizotte
				5031	Town Clerk	Michelle Brewster
				5042	Sup of Checklist	Town Administrator for Supervisors
				5050	Treasurer	Town Administrator for Treasurer
				5055	Sustainability Committee	Town Administrator for Committee
				5063	Benson Committee	Town Administrator for Committee
				5070	Budget Committee	Town Administrator for Committee
				5080	Ethics Committee	Town Administrator for Committee
				5585	Engineering	Elvis Dhima
				5561, 5562, 5564	Sewer Fund	Elvis Dhima/David Shaw
				5591-5594	Water Fund	Elvis Dhima/David Shaw
				5586	Conservation Comm	Bill Collins
				5330x 5X77's	IT	John Beike
				5060	Library	Linda Pilla
				5110 - 5120	BOS/Town Bldgs.	Town Administrator
				5151	Town Poor	Town Administrator
				5200	Legal	Town Administrator
				5310 & 5320	Finance	Lisa Labrie
				5910	Insurance	Town Administrator
				5920	Community Grants	Town Administrator
				5930	Patriotic Purposes	Town Administrator
				5940	Other Expenses	Town Administrator
				5960	Hydrant Rental	Town Administrator
Thursday	10/17	7:00pm	BOS	Selectmen's Budget Review		
				5410	Assessing	Jim Michaud
				5610-5673	Police	Chief Tad Dionne
				5810-5839	Recreation	Chrissy Peterson
Tuesday	10/22	7:00pm	BOS	Selectmen's Budget Review (if necessary)		
Friday	10/25			Budget Books Prepared		
Wednesday	10/30	7:00pm	CD	Books to Budget Comm		
Saturday	2/1	9:00am	HCC	Deliberative Session		



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

81
Agoda
8-13-24



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 1, 2024

Re: 2024 9/11 Observance

Attached please find a draft program for the Town of Hudson's annual 9/11 Observance. This year, 9/11 falls on a Wednesday. I am also recommending that the Board have a rain date in case of inclement weather on the 11th. I recommend the rain date be the next day, September 12th. Should the Board of Selectmen vote to hold the 9/11 Observance on September 11, 2024 at Benson Park starting at 6:30 p.m., the following motion is appropriate:

Motion: To hold the annual Town of Hudson 9/11 Observance on Wednesday September 11, 2024 at 6:30 p.m. at Benson Park with a rain date of Thursday, September 12, 2024.

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

TOWN OF HUDSON
Board of Selectmen
12 School Street, Hudson, New Hampshire 03051

Nine-Eleven Observance

September 11, 2024
6:30 p.m.
Benson Park

(Rain date, September 12, 2024)

Invocation

National Anthem

Pledge of Allegiance

Presentation of Colors by Fire and Police Officers

Wreath Laying by Chief of Police and Fire Chief

Presentation of Arms by American Legion Post #48

Patriotic Songs – Alvirne B-Naturals

Closing Remarks – Board of Selectmen

8J
973-2

TOWN OF HUDSON

Police Department

Partners with the Community



1 Constitution Drive, Hudson, New Hampshire 03051
Voice/TTY (603) 886-6011/Crime Line (603) 594-1150/Fax (603) 594-1162

Tad K. Dionne
Chief of Police

RECEIVED

AUG 08 2024

TOWN OF HUDSON
SELECTMENS OFFICE

Captain David A. Cayot
Special Investigations Bureau

Captain Steven McElhinney
Administrative Bureau

Captain Patrick McStravick
Operations Bureau

To: The Board of Selectmen
Steve Malizia, Town Administrator

From: Tad K. Dionne, Chief of Police

Date: August 13, 2024

Re: Town Code Chapter 317 Vehicles and Traffic

§ 317-13 F: It shall be unlawful for any person to operate any truck in any manner or at any time or on any day indicated on any of the streets or parts of streets described in Schedule VII (§ 317-34), when such truck is of a type indicated in § 317-34 and defined in this section or when such truck is larger or heavier than the maximum size or weight indicated in Schedule VII for that street or part of a street.

§ 317-34 Schedule VII: Truck, Commercial Vehicle and Heavy Vehicle Limitations: In accordance with the provisions of § 317-13F, trucks shall be restricted from the following streets and parts of streets in the manner and to the extent indicated (in the schedule VII list).

Schedule VII describes the list of streets that have limited or no access, which direction of the road at to which extent.

The Highway Safety Committee has recommended prohibiting Through Truck Traffic (defined as any commercial vehicle, 1 1/2 tons or heavier, other than those commercial vehicles which are engaged in making local deliveries or pickups on a restricted street or street that is directly connected to a restricted street) in both directions of travel and at all hours of every day from Kimball Hill Road to Bush Hill Road as described in § 317-34 Schedule VII. We are also requesting that Speare Road be added to § 317-34 Schedule VII, the schedule of listed streets with Truck, Commercial Vehicle, and Heavy vehicle Limitations.

We are further requesting that a sign prohibiting such through truck travel be installed at the entrances Speare Road by Kimball Hill Road and Speare Road by Bush Hill Road.

Motion:

To forward the above-listed change proposal of § 317-34 to a public hearing.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

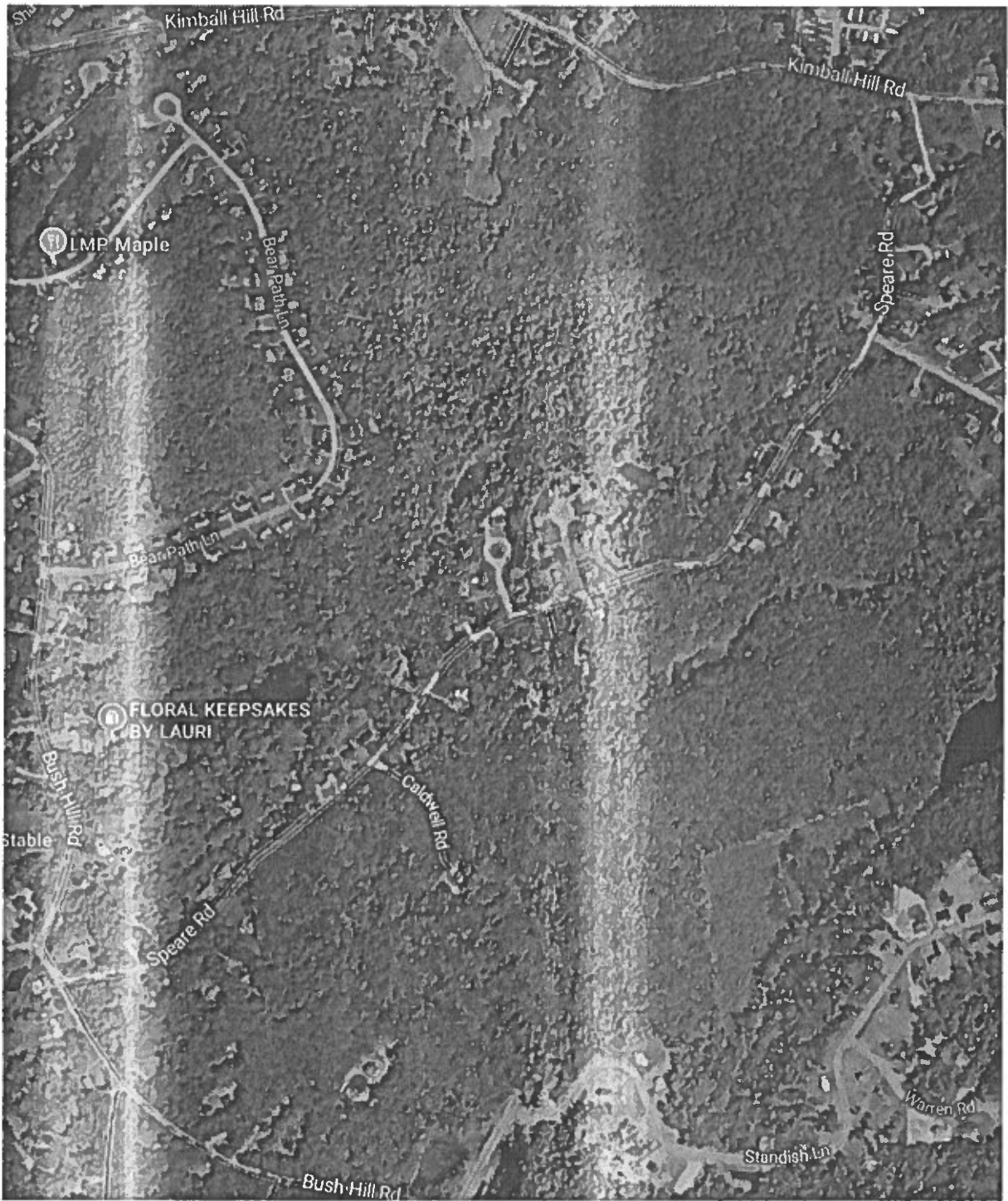
Stop Signs at Hampshire Drive and Wentworth Drive

Brief History: Speare Road as one approaches Kimball Hill Road was altered decades ago to take an almost 90 degree turn on the final approach. Here, today, the road and right of way is narrow and the turn is sharp. Commercial Through Truck Traffic can make two way traffic precarious at this location.

Commercial Through Truck Traffic can utilize Lowell Road, Central Street, Route 111 and Kimball Hill Road at any hour of the day. Commercial Truck Through Traffic can also utilize Bush Hill and Wason Road during daytime hours. Speare Road is not vital for commerce because of this.

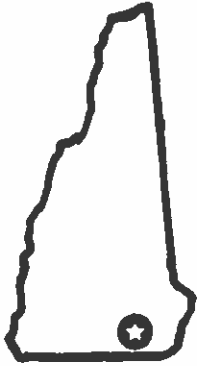
New History: The residents of 89 Speare Road have requested some traffic calming measures at the same location to limit recent traffic accidents here at the 90 degree bend.











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

8K
8-13-24



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: July 30, 2024

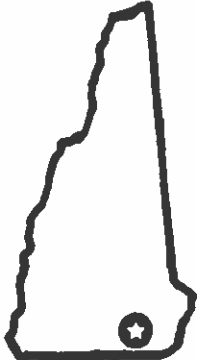
Re: Hudson Police Employees Association Successor Contract

In anticipation of the Hudson Police Employees Association submitting a request to negotiate a successor contract. I am requesting that the Board of Selectmen appoint the Selectman member of the negotiating team. Per Town Code Chapter 75, Negotiating Team for Labor Contracts, a member of the Board of Selectmen shall serve as a liaison to the negotiation team for the Town. The Board will need to appoint a member to serve on the negotiating team for the Hudson Police Employee Association successor contract. As Chairman Guessferd is the liaison to the Police Department, it would be appropriate to appoint him as the Selectman member of that negotiating team. Should the Board of Selectmen approve this appointment, the following motion is appropriate:

Motion: To appoint Chairman Guessferd to the negotiating team for the Town of Hudson Police Employee Association successor contract.

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

Agenda 8L
8-13-24



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: July 30, 2024
Re: Town of Hudson Support Staff Union Successor Contract

In anticipation of a request to negotiate a successor contract from the Hudson Support Staff Union, I am requesting that the Board of Selectmen appoint the Selectman member of the negotiating team. Per Town Code Chapter 75, Negotiating Team for Labor Contracts, a member of the Board of Selectmen shall serve as a liaison to the negotiation team for the Town. The Board will need to appoint a member to serve on the negotiating team for the Support Staff Union successor contract. As this Union covers employees from the various Town departments, there is no Selectman liaison appointed for this Union. The Selectmen will need to appoint a member to this negotiation team. The following motion is appropriate:

Motion: To appoint Selectman _____ to the negotiating team for the Hudson Support Staff Union successor contract.

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

Agenda
8-7-24

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 2, 2024

Re: Town Administrator Hiring Process

Selectman Jakoby has requested that an item be placed on the Board of Selectmen's agenda to discuss the Board of Selectmen's process for hiring a new Town Administrator.

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

Town Administrator Interview and Evaluation Options, submitted by Heidi Jakoby

Possible rubrics for evaluation of candidates:

Criteria	Weight	Candidate A	Candidate B	Candidate C
Education	10			
Municipal Management Experience	20			
Knowledge of Local Government Laws	15			
Leadership/ Supervisory Skills	20			
Community Engagement	10			
Budget Management	15			
References	10			
TOTAL	100			

Other items to look out:

Staff supervision, size of staff

Budget management and finance experience

Union negotiating Experience

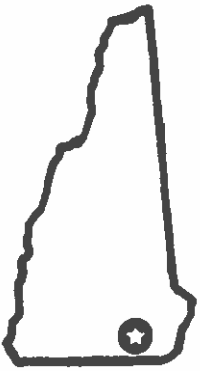
Human Resources

Conflict Resolution

Crisis Experience

Questions and or topics to be considered in our hiring process, received from staff members:

- Willing to examine the organizational management of Town Hall to be sure it runs as efficiently as possible. What makes sense?
- Supports the Finance Departments, Internal Controls and Security for the Town.
- Enthusiastic about the idea of a much-needed HR Director
- Promotes Cross Training across all positions and the training of potential future replacements (Business should not come to a standstill when someone is out or leaves.
- Able to adapt proactively when changes arise



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



8N
Agenda
8-13-24

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 9, 2024

Re: Hiring Status of the Town Planner and Assistant Town Administrator

Selectman Jakoby has requested that an item be placed on the Board's agenda to discuss the hiring status of the Town Planner and Assistant Town Administrator.

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

4. Selectman Dumont made a motion, seconded by Selectman Jakoby, to authorize the Fire Department to enter into Probationary Firefighter Training Costs Reimbursement Agreement. Motion carried 5-0.
5. Selectman Dumont made a motion, seconded by Selectman Morin to accept the Town Administrator's notice to retire effective August 30, 2024. Carried 5-0.
6. Selectman Dumont made a motion, seconded by Selectman Jakoby to hire Municipal Resources, Inc. (MRI) to conduct a Town Administrator recruitment search for the Town of Hudson for the not to exceed amount of \$7,000. Carried 5-0. By Consensus: **Suspend the Assistant Town Administrator hiring process until such time as a successor Town Administrator has been appointed. Several applicants may be viable candidates for the Town Administrator position.**

13. ADJOURNMENT

Motion to adjourn at 10:45 p.m. by Selectman Roy, seconded by Selectman Morin. Carried 5-0.

Recorded by HCTV and transcribed by Lorrie Weissgarber, Administrative Aide.

Bob Guessferd, Chairman

Dillon Dumont, Vice-Chairman

Dave Morin, Selectman

Heidi Jakoby, Selectman

Kara Roy, Selectman