

HUDSON, NH BOARD OF SELECTMEN
Minutes of the October 1, 2013 Workshop Meeting

1. CALL TO ORDER - by Chairman Maddox the meeting of October 1, 2013 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Kathy Carpentier, Finance Director.
3. ATTENDANCE

Board of Selectmen: Rick Maddox, Nancy Brucker, Roger Coutu, Ted Luszey, Ben Nadeau

Staff/Others: Steve Malizia, Town Administrator; Kathy Carpentier, Finance Director; Jim Michaud, Asst. Assessor; Patrick Colburn, Engineer; Rob Buxton, Dpty. Fire Chief; Dave Yates, Recreation Director

4. DISCUSSION ITEMS

Chairman Maddox said just as a reminder ladies and gentlemen, this is a workshop. It is a little more informal. It is meant to look forward whereas with the Selectmen's meeting, we're dealing with the issue of the day. The idea of the workshop is hopefully to look into the future a little bit and see what issues may be coming forward.

A. Department Review - Finance

Chairman Maddox recognized Kathy Carpentier, Finance Director.

Thank you very much. Kathy Carpentier said she hoped to keep this brief. By starting off by saying who we are. I am Kathy Carpentier. I'm the Finance Director. I've been with the Town for 13 years and in the position of Finance Director for the last 10. I have 5 people that report to me. Four full time and one part time. Lisa Labrie is the Town Accountant. She's been here for about 10 years. Kathy Wilson is the Human Services Specialist. She's been here for about 17 years. Barbara Doyle is our rookie. She's the Senior Accounting Clerk, less than one year. Valerie Marquez is the Water Utility Clerk for about 4 years and Barbara O'Brien, part time, Water Utility Clerk for about 2 years. I neglected to mention that I did have a handout to you in front of your desk today.

Some of the things we do, Ms. Carpentier didn't mean this to be an all inclusive list. I just tried to put some of the big hitters on here. My department and myself are responsible for financial planning - looking at all the expenditures and the revenues for the Town, the tax rate setting, budgeting, audit prep., cash and debt management, Town Poor management, accounts payable, accounts receivable, payroll, employee services, water billing and water collections. I'm also the Budget Committee Liaison and the Trustees of the Trust Fund staff liaison. A big portion of our day is also - like 80 percent of my day or week is like a resourced desk. I'm answering phones, e-mails for committee members, department heads, other employees.

Recently what we have done is hiring and training the Senior Accounting Clerk. I put that there because we have had a lot of turnover in our Water Clerk's position, our Senior Accounting Clerk position so with the small staff, that is what we're doing a lot of times. It takes some time away from projects. We recently did some cross training with the Water and Sewer Utility Clerks. The Sewer Utility Clerk doesn't report to me but we have them able to back each other up for the day to day tasks not the full functions of the job. This year we took on two major projects - recognizing fixed assets and depreciations for the audit successfully. We have not got the audit report yet but we put all our fixed assets and started depreciating our assets.

The other one was recognizing other post employment benefits for the audit. We had an actuary study done. We're trying to become GASB compliant and get rid of some of the negative notes in our audit report. Chairman Maddox asked could you tell us what GASB is for all of us and the viewing audience. Ms. Carpenter said there is another slide that does explain that but that's fine - Government Accounting Standard Boards. It's the organization that sets the rules for government accounting. We recently re-implemented the water meter replacement program with Pennichuck. We started consolidating our bank accounts. We had over 15 accounts. Up to about \$30 million some months. We're now down to 9 and we hope to continue to consolidate a few more. Some have to be left separate. Water and sewer have to be their own funds but we're trying to consolidate and look at fee management.

Just to give you some quick snapshots on facts and figures. As Kathy Carpentier mentioned, we do the appropriations in your revenues. The town gross appropriations is \$29 million. So we have money going out the door at any time during the year to the tune of about \$29 million and non tax revenue coming into the tune of about \$14 million. Weekly we pay employees. There's about 200 to 220 per week and we pay accounts payable, our vendors, and reimbursements for about 120. In the water bills, we have about 6,250 accounts that is billed monthly. With the collection rate of over 100 percent because we're collecting some past due amounts.

Looking ahead in my department, we hope to bid out for banking services. We've been with the same bank for a while. I started doing this in the spring and hope to continue it right after the budget or right after the busy season. Also had a discussion one Selectman about employee credit card program for department heads. I believe that that might be a good way of eliminating some of the transaction fees that we have, cutting so many checks, but I'd present the project to this Board for their decision. We've been actively working with our software vendor for electronic payments for the utility billing. Another one is reviewing our policies and procedures so that going forward we update them and look at them.

On the last page, other external factors that kind of dictate what we do on a daily, weekly, monthly basis is legislative changes or updates. If the New Hampshire Retirement has any policy updates, the health care reform is a big one right now in trying to understand it and implement it as it comes current, and the government accounting standard boards as they put out new standards for us to comply to. With that, Kathy Carpentier wanted to thank my staff for helping me run an efficient department and I ask you if you have any questions.

Selectman Coutu asked about the employee credit card program for department heads. I don't recollect that ever coming before the Board of Selectmen. Ms. Carpentier said it hasn't. It was one discussion that I had with one Selectman and I told him I would bring it back in October to discuss it with this Board. Selectman Luszey said that's why it's a future ahead. Ms. Carpentier said it was one of my future goals just to see if this Board is interested in the program. It was Selectman Luszey and it was a department head who approached him asking him about it.

Chairman Maddox asked if she also takes in all the tax money and give it to the schools. You give them a big check but we collect all of the monies right? Kathy said technically the Tax Collector does. We do the banking for it but the Tax Collector actually collects the money, is responsible for it, gives it to us, we do all the banking, the bank reconciliations for it, and then we have an arrangement with the school based on the school. What the school dictates is we pay them a monthly amount of that. So 1/12 every month. They could ask the Town to pay them one lump sum at the beginning of the year and we would be mandated to pay them. The Town of Hudson has always had a monthly arrangement which is great for our cash flow because we'd be in trouble if we had to pay their whole \$30 million right up front.

Chairman Maddox thanked Ms. Carpentier.

B. Departmental Review - Assessing

Chairman Maddox to recognize Jim Michaud, Asst. Assessor.

Good evening Board members. Jim Michaud said I did give you a submission of my materials in advance of the meeting. I'm going to follow along the lines of the Finance Director in describing the department. We have two full time employees - myself the Assistant Assessor, Mike Pietraskiewicz who is the Assessment Technician, Amy McMullen is the Administrative Aide II, and Lisa Mudge is the Appraisal Technician. So both Amy and Lisa are part time positions and both Mike and I are in the full time positions. Beyond that, we also use external resources for public utility evaluation. We've been using George Sansoucy and Associates since 1992. It's a significant part of our tax base, our public utility evaluation, and it's kind of a highly specialized field. Beyond that, we've also been using a commercial industrial appraisal group, property evaluation advisors to assist us not only in times of re-evaluation but also we've been using them to help us evaluate abatement appeals from commercial industrial property and/or when we go to court. We've been pretty successful with that firm. We also use Aerial Map and Survey to update our tax maps and maintain our tax maps. That's an important part of knowing where the real estate is as having a map that describes where they are on the face of the earth. In the future, we may not be using Aerial Map and Survey. We could be using NRPC as a result of the GIS upgraded interface project. That's to be discussed in the future. We also of course use Hage Hodes our attorneys for legal assistance and our CAMA provider - Computer-Assisted Mass Appraisal software program is Patriot Properties. We've been with them since 2002. There's a few companies out there that do it. Patriot is in Hudson, Londonderry, Rochester, and Nashua. A lot of the larger communities. They don't have a large volume of installations in the State but we've been with them since 2002.

Beyond that, Mr. Michaud said the Board of Selectmen had requested a 10 year look back. This is on page two at personnel and department budget. Basically since 2004, we've been at that 2 full time, 2 part time status. Our department budget has fluctuated from a low of 263 up to a high of 327. The most recent under the default is 315. Much of that variability has to do with re-evaluations and reassessments before we had a capital reserve set up to do that. Prior Board of Selectmen had set up with the voters a capital reserve for re-evaluation. I've also included the net assessed value history in '04 - 2.4 billion. We had an apex o 2.9 billion in 2010. This is net assessed valuations. So taxable valuation and then out of the last re-evaluation, we're right down close to where we were in 2004. We're right around 2.5 billion. That's all the property in the community that would be considered taxable. I took my budget and I said what does my budget cost the average assessed home in Hudson \$32.09 a day. The cents obviously add up.

The department's responsibilities - Mr. Michaud said come from primarily statutory construction. We don't have home rule in this State. We are creatures of the legislature and what the legislature allows us to do subject to judicial

restraint. In terms of what we do we do on an annual basis, I've included an Exhibit A - a timeline of what the typical Assessing office does from a January through December time frame. We have deadlines and statute and April 1st is our assessment date. That's probably the most important day of the year. Whatever is there on April 1st is what gets assessed for the whole year. There's a lot of aspects of the department that also flow into other months - excavation tax, timber tax, current use, picking up a new construction, and the like. That's when the assessing reference manual which is a public document. It's up on our website.

In regards to further planning, Mr. Michaud said the Assessing Standards Board, Department of Revenue, the legislature back in the 2003 era arrived at what's called assessment review. Periodically on a four year cycle, there's an off fifth year. We're actually on the off fifth year but 25 percent of the State gets examined by Department of Revenue personnel to see how they comport with the rules and regulations dealing with assessing whether it be timber tax, current use. The details of that are in Exhibit C. We're the largest community to have successfully passed assessment review three times. That's both a function of good planning but it's also a function of that's our timing in the cycle. There will be more communities this year that will go through it that will have passed assessment review. Certainly we have a five year cycle - being the Constitution and in statute, we have to reevaluate a minimum once every five years. Whether we do it more often than that, that is up to the local community decision and you are the Board of Assessors to the Board of Selectmen. We have an annual cycle with a 4 to 5 year, 5 year assessment review cycle and that helps us in planning for budget and other and meeting our responsibilities.

Continued projects for coming years. Jim said these have been actually ongoing. The cyclical assessment record data collection. So going out to sites, verifying exterior data, attempting to verify interior data. We also focus on sales as well. We don't just focus on properties that didn't sell. We focus on both of them. So we go out to a property after it sells, ask them some questions about the sale, see if it was a qualified transaction - it wasn't a mother to a son. It was an open market transaction. We also go out to properties that didn't sell. We want to maintain accurate data to fairly and equitably assess property.

Item B. We're continuing to do scanning of documents into our appraisal system and also Item C into the Town's content central system. So that helps keep some of the paper volume down, putting it in a digital environment on a server and more importantly provides for that stovepipe of information to be shared across departments so we can access that data without having to walk over. You can just print it out from the system. We're always continuing to capture new photos of properties - if properties change color, they have additions, they look different. I think we certainly want to - a picture tells a thousand words. We don't want to assess by picture but it's important to have accurate photos of properties. Continued attention to property tax appeals at the BTLA as well as Superior Court. We've had a number of filings recently which is what we would expect coming out of a re-evaluation year. We were pretty clean coming into the re-evaluation year with last year being the reval. We also look at the Department of Revenue, and BTLA, State agencies that promulgate rules that impact how we handle things here at the local level. We're also monitoring Item G with others. The recently signed GIS upgrade interface project with CDM. Certainly a reassessment for 2015 is something that I would have in my budget document but it's certainly something that I broached with the Board before.

Selectman Luszey had some questions on Items A, B, C, D, and G. Would now be an appropriate time to...Chairman Maddox indicated yes. Why don't you ask those questions now. Selectman Luszey said we've been scanning documents in for quite some time now. What is the percentage complete of your documents that need to be scanned in? Jim Michaud said right now I have a pretty thick pile of exemptions and credit forms that we scan into our mass appraisal system. We haven't gotten to that. We just recently got the Appraisal Technician position filled in the spring of this year. Scanning we tend to wait for the winter months to do our scanning. Every year we get new exemptions, new credits. We have new forms and we'll scan those into the system so we can readily access them. Are we complete? Well we're complete until we get more and then we do more. That's one part of the scanning process. Beyond that, we've gone through all of our re-evaluation years. So 1978 cards, 1991 cards, and 1968 cards as well. So those are assessment years that were before the digital environment where we capture and archive our data now automatically. We don't have to scan it. Beyond that, there's a whole host of information in our files such as Certificates of Occupancy, building permits. Frequently people come into our records to look for COs and building permits. They should exist in other areas but they frequently are finding them in our files. That is something that we have not addressed because we were focusing on the assessment cards.

Selectman Luszey asked are all the documents that are used in your area are we looking to move those to an electronic forms so that we don't have to print them out on paper so that they're created electronically and then digital form to start. Jim said we've been doing that since 2002 but we still go out with paper but we archive our data digitally. So I can reprint a 2007 assessment card. I don't have to go into a file and photocopy it. I can print that out of an archive on the server. Exemptions and credits are filed manually, administered manually. Taxpayers are filling out the forms manually - elderly exemption, disabled exemption, blind exemption.

Selectman Luszey had a question on the assessment card. If we're filling it out digitally in the field, why are we coming back and creating a paper one to scan in. Jim said we're not filling it out digitally in the field. We're filling it out on paper in the field. Selectman Luszey thought I heard you say that we're doing it electronically since 2002. Mr. Michaud said we don't need to retain the document that we used in the field because once we archive that data for

that assessment year, we have that archived assessment. I can reproduce an assessment card. So we're not converting digital in the field to paper in the office.

Selectman Luszey thought Mr. Michaud has already touched on historical assessments record. Again, where are we? Are we near completion of the historical documents or is that still...Mr. Michaud said our assessment cards have been scanned into the system. So we're 1968, 1978, 1991 cards have been scanned into the system. We have other data that's sitting in the assessing file that I would call an assessment record which is Certificates of Occupancy and building permits. Selectman Luszey was trying to get at is how big of an effort is that. Every year we hear about the scanning process that we've got all this stuff that needs to be scanned in. Quite frankly what I'm poking at is when can we start getting rid of some of the paper files that we have hanging around that fills up rooms of filing cabinets. If we've got it all scanned in, then my assumption based on what I read on line for record retention requirements, we can get rid of that stuff. I'm trying to figure out where we are. Jim said we've taken those paper files, the paper assessment cards. They're not sitting in storage in my office but they are sitting in storage across the river. Selectman Luszey asked if they're scanned in, why are they sitting across the road. Mr. Michaud said it took a lot of time to gather the data that went into those records. If our backup doesn't work and we've already thrown away those cards, then we don't have those cards any more. They're all gone. I'm reticent to throw away multi decades worth of history of assessment data. Selectman Luszey indicated that's for another conversation then.

The digital photos. Selectman Luszey said that's kind of new. Have we had a conversation with IT about the amount of physical storage that we're going to need to capture all of this digital information. I know we did an upgrade to the storage last spring and it was a sizable chunk of storage and pictures - digital photos is very storage intensive. They're very large files so I'm concerned that we're chewing up the storage that we just put on line. We really don't have a plan on what we're going to need going forward and what does that growth look like. Mr. Michaud indicated this is not new. We've had digital photos since we came into the software back in 2002. So we currently have photos of properties that were taken back in 2000, 2001, 2002. So we already have that storage...Selectman Luszey said I'm focusing on the new digital photos. Mr. Michaud said we're replacing the old photos with new photos. We're not keeping the old photos.

The last one - the GIS. When you say monitoring with others the upgrade project, Selectman Luszey asked if you can give me a paragraph on what you really mean by that. Jim Michaud stated making sure that CDM has all the necessary materials from us in order to get their job accomplished. As per the contract, the Town has responsibilities, they have responsibilities. We just signed it. I did e-mail them last week and say just double checking. I want to make sure you're not waiting for something from us.

As far as finishing up, Jim Michaud noted the two vehicles we currently have in Assessing are the two Chevy Impalas. They're working fine. At some point, I guess do we either replace them with somewhat newer vehicles or do we drive them until they're dead. Outside of a vehicle replacement plan, what I was looking at was when they hit around 100,000 miles, of course they'll be about 13 years old then, that we'd be possibly looking at rotating out those vehicles and getting something of a lower mileage - 50 to 60,000 miles from the Police Department. I don't know when they cycle out their vehicles. I don't know if that's changed from the years past. The important part is just that we have the ability to go out to property and do our job. I don't have that in this year's budget presentation. I'm just thinking out into the future two fiscal years out.

Item B if we have a large scale development that comes into the community whether it's a life style center, Green Meadow, something like that and there's approvals that are granted and we haven't funded for some master appraisal, Mr. Michaud thought we would want to be able to accurately capture something of that magnitude in our tax base. That's probably the largest single development that we would probably see in the community outside of the land in back of Wal-Mart area - in back of Rena and Rega. I wouldn't view that as significant as the development of the Green Meadow area.

Jim Michaud thanked the Board for their support and also thank the employees in the department for their diligence and their work.

Selectman Nadeau asked about the cars that you were talking about do they break down often on you? Is it just minor maintenance issues that you need? Jim said it's pretty typical. We had an accident. Someone ran into us and was covered by somebody else. Outside of that, we had the steering rack replaced on one of them just recently. We had tires replaced. We don't go through many tires but we did have some tire issues. I would call it standard maintenance not being a mechanic or anything but from my vantage point as a driver of vehicles, I'd view it as standard. Selectman Nadeau was wondering because sometimes we get it at the last minute that there's cars falling apart and I just want to be ahead. Jim said he could give the Board what the history has been of repairs and it hasn't been anything that would jump out.

Selectman Coutu asked Mr. Michaud if our field personnel have laptops. Mr. Michaud indicated they do not. Selectman Coutu asked if it would be beneficial if they had laptops and go from paper to transcribing into the laptop and forwarding it to the office. Jim said it's the difference between doing the data entry sitting in a car or doing data entry sitting in the building. You're not doing the data entry like this when you're measuring and you're talking to the

homeowner and you're avoiding the dog. Tablet - you'd need to have something of some size in order to be able to handle sketch diagram. Patriot Properties does offer a field data collection module. There's one town that uses that as a field data collection module. I can guarantee you they're not walking around the properties in the rain and snow just filling out that document. We looked at doing it and I've talked to other communities, what you would gain on one end, you'd lose on the other. What you would gain by not doing the data entry sitting in the office, you'll lose because that's going to take more time and sitting in the field, sitting in the car doing the entry. The assessment card is not - with all that data that we're entering, especially the sketch data, it's just not something that's that viable.

Selectman Brucker wanted to be sure that I understand what this means. You said I expect that we would have a revaluation in the 2015 property tax year. As all indications are that our assessments will be below 90 percent of market value by that time. What does that mean exactly? Mr. Michaud explained the State of New Hampshire has defined market value for purposes of ad valorem or property tax assessments. Market value is 90 to 110 percent. That's the standard that they measure you upon during assessment review year. The further out you go, or contrarily, or in conjunction with it the faster the market is changing in value, the more your assessments, your ratio is going to either dive or increase. Right now, we're heading in that era when our assessments are flat, the market is going up, our ratio is diving. Where that becomes a problem is that the market doesn't treat all property equally. The ratio is really residential ratio that's driving. That population of sales is all residential. I'll have 5 commercial sales, I'll have 500 residential sales. Residential property maybe increasing at a dramatic rate but commercial industrial is not. As that ratio dips and dips further and further, when you equalize the assessed value of commercial industrial property by that lower ratio and says this is the implied market value, now we start to have more exposure in our abatement overlay account. That's why on either end of the spectrum, you want to stay closer to market. It maybe that we won't be below 90 percent. The forecast I see shows some steady appreciation in the market, not crazy but steady. If the Board doesn't plan to have that ammunition to do the revaluation in 2015, so in the budget process this year by making an allocation for that in the capital reserve fund which we have most of the money actually in that capital reserve fund for this, then you won't have the chance to do it in 2015. If I don't plan for that future, that short term of 2 years from now, then we could be stuck on our abatement overlay account. That's not a State rule, that's just what I've run into over the years here. We get exposure when we fall below. Certainly we fall outside of the 10 percent margin. That's not my decision. That's the Board's decision. My recommendation with the Board decision.

Selectman Nadeau asked when we send out one of the assessing techs. to go and I'll use my house across the street from here and nothing's changed, they can't just click on the thing and nothing's changed when they go and re-measure everything or do we make them re-measure every house when they go out there? Mr. Michaud indicated we do a walk around the property. We do spot check on measurements. We're looking at the sketch. Does everything look like the porch is here, the deck is there, the story height break out. That's all accurate. We're not measuring every single last piece of the card unless as we do some spot measurements, we say you know something, I think the property is measured incorrectly. It's one of those you know it when you see it. You know it when you're doing it but we have a lot of changes on cards. There may not be much value impact but we do have a number of changes. It could just be siding. It would be condition.

Relative to the abatement override account, Selectman Coutu said this past year it seems to me that we've had more challenges from industry relative to the assessments. How do we stand with that account this year? Jim said we just went through this discussion actually with Steve Malizia and Kathy Carpentier looking at what our exposure is. I've come up with a spreadsheet. I have both 2012 exposure on these appeals and 2013 exposure right cuz now we're going to pick up another second year worth of potential exposure. This is their value. This is our value. What's the difference between the two of them and what's half the difference? What's the propensity that we're either going to have settlements where these cases are decided by the end of 6/30/2014 because the Board's going to be setting the overlay coming up for this year's tax rate. I guess if the Board goes along with the recommendation of the 3 of us, then I think we're going to be okay. It's an increase over the prior year. It's not a big increase but it is an increase over the prior year recommendation from like 184 to 260 in that range. Not a dollar but not doubling. We're estimating where our exposure is for the current cases but then we're also trying to estimate what our exposure is for abatements that haven't even come in for this year because we haven't put out these tax bills for this year yet. That's a long answer to I think we've adequately planned for it but it certainly is pennies on the rate that added in one way or the other, we've added in the overlay or when the decisions come down, we take it out of unreserved fund balance. If I don't have that terminology right, the money has to come from somewhere in a court judgment.

Selectman Coutu asked if it is a general rule of thumb for assessors when dealing with settlements that you would figure half of half. In other words if we were to meet them half way, you cut it again in another half and generally that's what happens. Mr. Michaud couldn't say generally because every property is unique. A BAE building, versus a Wal-Mart building, versus a strip mall, we're not estimating full exposure I know that. I look at half exposure and then say well our overlay analysis has shown that we're funding about 60 to 70 percent, so we have about 25 to 30 percent "leftover". It doesn't roll over to the next year. It's not a general rule of thumb. We don't budget for zero difference and we don't budget for 100 percent but it does depend on the property.

Chairman Maddox had a question in regards to the vehicles. The Board should have the Assistant Assessor contact the Police Chief and maybe swap out his vehicle that has 100,000 miles and..Selectman Luszey indicated it's just broken in. Selectman Coutu indicated he spent \$3,000 on both vehicles according to his document. Chairman

Maddox said right but it's going to get - remember we're talking about a budget year that doesn't start for another 6 months and that's for a year after that. Selectman Coutu said we're not purchasing any cruisers this year. Chairman Maddox was saying if they took the nicest for the lack of a better term cruiser and swapped that out into departmental use, is the Board looking to drive this to ground or rotate this through. Again we're talking about the FY15 budget.

Selectman Coutu stated we have not customarily has not been custom to have a report given to use relative to the vehicles that we have in our pool. Maybe we should take a look at all of our vehicles that are out there. Chairman Maddox thought that's where we're headed. The next one coming up will be Community Development and they have a number of vehicles. So I'm just trying to get a feel from the Board. Again, with 100,000 miles, yes it's just broken in but again, it's a 10 year old vehicle. Do we sit there and say do we get rid of the oldest one of those type of vehicles and rotate it through not making the police department whole with their trade in but keeping our vehicles under a decade old? Selectman Coutu said no. Based on the history that I'm seeing in vehicles today, they're running 140,000, 150,000, 160,000 miles. This isn't the 1950s. We're in the year 2013 and vehicles are better made, lasting longer. He hasn't indicated to us that there's a problem. As a matter of fact, he tells us that maintenance has been about \$3,000 for the two vehicles in the past year. I don't see where \$3,000...Chairman Maddox said I'm just asking questions. It's still early. I'm just trying to get a feel for where we want to head as we enter into budget season. Again, I'm trying to be proactive and that's what the whole idea of the workshop.

Selectman Nadeau said I'd like to be proactive too but I think that these cars were abused when they were young. I think that we should be thinking ahead and looking. This car has 100,000 miles. We should be looking to get rid of it when the getting is good instead of trying to get rid of it when it's totally dead and not moving. I think that we should have the conversation after we have the one with Community Development that we should be proactive and get rid of these cars before we hit a point where the only time we've heard about these cars is when they were dead sitting the back yard. Hey we need a new car now. If we start getting proactive and get rid of these things at 100,000 miles or so, I think it would be better off for us to give them something a little bit more reliable and hopefully that's the way the Board goes.

Selectman Luszey indicated if we're going to do this, then I would like to see a cost analysis done on the benefits of not getting the maximum trade in for the cruisers because that's what we're talking about versus a very low maintenance bill on these. I believe we are doing the taxpayers a greater service by getting the maximum trade in of our current fleet and keeping these things until they literally die. There is very little expense to keep these things running given the type of service that they're used for - to go out to a person's house and make measurements. They're not a strenuous service like they were before where they're being driven hard. I hope we're not driving them hard and all that. Most of these vehicles have warranties that were 100,000 mile warranty cars. They're just coming off their warranty periods. If you're saying that they're obsolete and worn out, then let's take a look at it. I would like to know what the cost of doing that type of rollover program really is. I don't think we've done it.

Chairman Maddox asked to put it in another way. Does the Board wish as an action item to have the Town Administrator coordinate a review of our aging service vehicles for the lack of a better term? Police cars that are now in our Community Development, Assessing and come back with that report for budget season. All we're looking to do is be ready for budget season how we're going to affect if we're going to affect the police trade in number.

Again, Selectman Luszey said the definition of what that review constitutes. If it's this vehicle in community service was a police vehicle, so what. Again what I'm looking for is what the financial impact is over time on whether or not we swap the vehicle out now with one that has a maximum trade in allowance against it versus one that basically would have a scrap value against it. If we're going to do a review, let's do something along that line. We know where they came from and what the service was. I don't think we need that type of a review.

Selectman Coutu referred to Selectman Luszey's first question. How intense or what kind of a review. Are you going to have the Town Administrator go out there and drive these cars around to see if they're sputtering? He's not a mechanic. Even if we started sending the vehicles up to the highway department and have the mechanic look at them, these guys have that kind of time to do that? I think we need to make a decision on the basis of what the department head is telling us is the cost of maintaining the vehicle visa vie I think that a study needs to be done to analyze the cost differential with turning cars over 100,000. Another thing we can assess is leaving them in the fleet and turn them over every year as he's buying a new fleet in the Police Department and for us to consider buying a new vehicle every year, a good mileage vehicle, small vehicle to have for a fleet that might be more beneficial to do that to buy - I'm not going to throw out names of cars but certainly we wouldn't be buying Cadillacs. We'd be buying more like a Toyota Camry, or a Hyundai, or something like that that has better mileage. They're newer cars. We can budget and we can put it in the Selectmen's budget account. There would be fleet vehicles for Town Hall. I don't know what other account we can put it under. Each department head I guess. I think it might make more sense to do that and let the Police Department turn their vehicles over every year and get maximum return. Again, that analysis hasn't been done. The only way we're going to be able to do that is sitting down with the dealer and have him make that assessment for us which we could ask the Police Chief to do.

Chairman Maddox said he was just trying to figure out where the Board would like to go because this becomes an issue at budget season but it's crammed into those weeks of insanity trying to get answers. I'm trying to just ask the

question. I know that Community Development I think on one of the last days of the interns this summer, the truck blew up and help me out with what happened to the engine. Patrick Colburn said it was the brakes and when it was on the lift, the frame was rotted out. Chairman Maddox said that truck gets thrown away and it was fine right up until it wasn't. I was trying to think of a way to be proactive and cycle the vehicles. If the Board wants to go into more analysis, then it's probably practical to do. We move on and go to the next item.

Selectman Coutu suggested that we not just put this to bed. Everybody is ready to quite when they're winning. I think that we could ask the Town Administrator to task the Police Chief who will task somebody to have an analysis done by the dealer relative to trading 100,000 mile vehicles versus trading in 120,000 mile vehicles and then we can do a cost analysis as well. A dealer can do that for us. What's the difference between the fleet of vehicles we have in the Police Department in terms of mileage per gallon as opposed to buying a new car, more economical, how much gas are we going to save. It's all encompassing. We also have to think about the amount of gas we spend in these vehicles when we get them here for our fleet at 70,000, 80,000 we usually get them at - 60,000 to 70,000 depending on whatever we need. I think that their efficiency decreases over a period of time in terms of miles per gallon. I think a study is warranted. Let's not just put this to bed. Let's take a look at it. Let's get it in before budget time and then let's consider whether or not we should buy a new vehicle or continue this policy of trading down the vehicles in house to keep our fleet running.

Because I've been accused of not doing this, Chairman Maddox said I'm going to ask for a motion. What is your motion for us to do? Selectman Coutu indicated my motion would be to do an analysis of...Chairman Maddox asked who. Selectman Coutu said the Town Administrator. He can task it. Steve Malizia said well let me be careful. So you want me to tell the Police Chief. Why don't you just tell the Police Chief to do it? Tell me to tell the Police Chief. Selectman Coutu said you're the Town Administrator. Steve Malizia asked am I his boss? That's my concern. I can certainly ask him. Chairman Maddox said you are for this exercise. You don't decide court cases but I think in this case...Steve Malizia understood. I'm just making sure it's clear. Selectman Coutu stated the Board of Selectmen has asked me to ask you. Steve Malizia responded okay. Selectman Coutu said that's fine with me.

Motion by Selectman Coutu to have an analysis done of the cost differential with trade ins at 100,000 miles versus amounts in excess

Chairman Maddox indicated that they trade the cruisers in at what 65, 70. Whatever he's trading his...Selectman Coutu asked what do we do with these. What they do is they bring the cruisers here, we add them to our fleet, and then we let them die and then we just get rid of them, we junk them? Chairman Maddox said no. At some point we put that one into the trade in pile. If we took the best police cruiser that's in the rotation to be taken out, moved it here for 3 years and took the worst one and put it into that, he's going to be hurt by some amount of dollars you're right because it's going to drop down the value. How much is that value going to be? Selectman Luszey said that's the analysis that needs to be done to find out where you're optimum trade in point is for swapping those vehicles in and out. We don't know right now. Chairman Maddox indicated it was a challenge to make a motion but I guess it's some sort of analysis to see the difference in trade in between what he would be trading in normally and a vehicle with 100,000 miles that's been on our service fleet. Selectman Luszey thought the wording of the motion is to optimize the trade in value for the entire fleet. Selectman Coutu said no. You want to optimize them, you keep them for 20,000 miles and you trade them in every 20,000 miles, then you're optimizing them. Every car depreciates significantly once you take it off the lot and put a package on it. Based on that, Selectman Luszey said you're assuming that we go and buy new vehicles for the Engineering Department, Assessing Department, and the Inspectors and we don't do that. We rotate. To optimize the trade in takes that rotation into account and you take a look at the depreciation of those vehicles and then you offset the trade in value of the police fleet every year so you will know where and when that optimum value is. Is it three years after we take a rotation? Is it two years? Is it one year? Is it five years? I don't know. Selectman Coutu indicated it would depend on mileage obviously. Selectman Luszey said you'll have more to do at age and mileage at that point.

Chairman Maddox thought they're doing a lot of math. I thought I was going to look at saying if he's trading in a vehicle and getting \$14,000 for his trade in and by putting this vehicle that we're talking about in - he's only going to get there's a \$3,000 delta. I was just looking to see what the delta was between the car he was going to trade in and one of these service vehicles. We can also look in what the costs would be to run it. We could buy Leafs - the all electric cars. Again, at some point we have to look at...Selectman Coutu you have the floor with the motion that I know we've tortured you with.

Selectman Coutu indicated I withdraw my offer to make a motion. It's too complicated. Chairman Maddox stated I guess we'll just wait until budget season. Selectman Coutu said no I would think that either Selectman Luszey or Selectman Nadeau who like to tinker with cars could call a dealer and get the answer. Selectman Nadeau said I'll give you the answer. Selectman Coutu said I know what the answer is but we need to have that answer.

Selectman Nadeau said the answer is going to be they're going to tell us to buy new ones for the departments because they want the low mileage cruisers because they get the biggest bang for their buck. So in other words we should just put in a new car in the 2015 budget for Assessing and one for Community Development and then 3 years from that purchase a new one for each of those departments too. Selectman Luszey indicated you're maximizing the

profit for the dealer versus maximizing the benefit...Selectman Nadeau said I'm just telling you what they're going to tell you. Selectman Luszey said exactly. So what they're about is maximizing their profit not maximizing the benefit to the taxpayer.

Chairman Maddox said it was a nice exercise. I think we just move on. We've got a lot of other things to cover. It was a nice idea. My question to you is do you know how many property owner unknowns we have? Jim Michaud said zero. Selectman Luszey indicated the reason its zero is because in 1984 we took them all. Jim Michaud said they won't be mapped and loted. They won't be owner - I think we're talking about the alleyway. Chairman Maddox stated we have no others. I know for the longest time we had a bunch that were scattered throughout town but you're saying that at this point...Jim said we have not. We have owner unknowns.

Chairman Maddox had a question of Selectman Luszey since you are the liaison to IT. You've mentioned this several times. We got 36 terabytes of storage a year ago. Can you find out how much we have remaining today? Selectman Luszey said he would do that because what I did is how is this impacting storage and I also wrote a note to figure out what the potential cost savings for eliminating the hard copy records that are in storage. Chairman Maddox thought it was a good question for budget season at the very least to see where we are. Selectman Luszey said it was tablet use. It was getting to Mr. Nadeau on why we're not using...

C. Departmental Review - Community Development

Chairman Maddox recognized Patrick Colburn, Town Engineer.

Thank you Mr. Chairman and members of the Board. Patrick Colburn indicated that tonight I'm going to be discussing the new Land Use Division that falls under Community Development. I first want to note that I've worked for the Town since January but I've only worked as the department had for Land Use since the 5th of August when the doors opened upstairs in the renovated Community Development office. Some of the accomplishments I intend to bring to your attention tonight are as a result of work of others. I don't want to take credit for those. So here we go.

As Mr. Colburn watched the previous several department reviews, I gathered that the goals of our discussion were to review the previous several years, to provide an update regarding current projects, division news, and current challenges, to discuss the Division's future as I see it, and then to bring up the discussion of succession plans for Division staff.

First who we are and what we do. Patrick stated the Land Use Division consists of the departments of Planning, Engineering, Zoning, Code Enforcement, and Health. As I mentioned, we fall under Community Development which we share with the Hudson Fire Department and Inspectional Services. Our doors opened upstairs in the renovated space on the 5th of August. In Planning, they review and administer site plans, subdivisions both in support of the Planning Board. They perform economic development functions, sign off on building permits, Certificates of Occupancy, and manage impact fees.

Selectman Luszey said he watched the last Zoning meeting. I don't know the date but they talked about coming to this Board asking for another Administrative Aide because of the amount of work load that it was in preparing documents for Planning and for Zoning. Can you give me a better feel on what it means to put together a package for those and the type of work load? Mr. Colburn said he's not aware of that request. So that is news to me that our department would be asking for another Administrative Aide. Selectman Luszey said Zoning was talking about coming here to ask for an additional Administrative Aide in your group because...Selectman Coutu said he watched the same meeting. It was the request of one member of the Board. Selectman Luszey indicated it was brought up by one member but they all kind of agreed to it that there was a sufficient amount of work there and that they weren't getting their packages completed and it caused them issues on this last meeting. Mr. Colburn said he didn't watch the meeting. I'm unaware of those issues. Chairman Maddox indicated that the Town Administrator is telling me the same thing. Steve Malizia indicated that nobody has brought it my attention either.

Patrick Colburn said I can go into some detail on what's involved with those tasks. Let's talk Planning because I'm more familiar with Planning from my past life. When an application is received for a development project be it a site plan or a subdivision, what happens is the applicant comes in with a box of materials, site plans, drainage analyses, abutter notifications, project narratives, you name it. So what the Administrative Aide does with that material is receives it and then sends it out. In Hudson, we require the submission of 8 full size sets of plans, 3 full drainage reports from the applicant, and those get distributed. Engineering gets one for review. The review consultant is mailed - CLD reviews all the site plans. They're mailed copies. Plans are distributed around town. At the same time, mailings for the public notice when scheduled are sent to all of the abutters. The abutters list is provided by the applicant. Often times that comes with sticky labels so that the envelopes can be packaged. A review is done by Planning simultaneously with a review done by CLD the review engineer, and as information is received, I also perform a review and when necessary provide comments to Planning. All of that is bundled together in a staff report. John Cashell writes a staff report to the Planning Board members and then their packets are put together. Those packets consist of a half size set of drawings and all of the rest of the materials. Anything received from CLD, Highway Department, Engineering, Fire, Police, everybody conducts a review. As well in between the time that an

application is submitted and the time it appears before the Board, there's an interdepartmental review schedule where Police, Fire, Highway, Engineering, all of the pertinent departments are invited to offer comment before it gets before the Planning Board. All that information is bundled and distributed to the Board members via US Mail to the best of my knowledge.

So from your perspective, Selectman Luszey said...Mr. Colburn said it's very similar with Zoning. A bit different because they have different criteria, different Board. They're more of a semi-judicial board so there are different requirements but very much the same. Is that accurate Mr. Maddox? Chairman Maddox said yes.

Selectman Coutu said to Pat if you would refer to the Land Use Division organizational chart. When I divide it as I did and you have the Code Enforcement area here, on the right hand side I see the Town Engineer - let's stick with Engineering - the Town Engineer, a Civil Engineer, does Mr. Manor ever required as Clerk of the Works of the project that he's doing that clerical work needs to be done? Mr. Colburn indicated for him no. Selectman Coutu said none has to be done for him from our staff. Mr. Colburn said that's right. Just handling it. Doreena takes in his inspectional reports and files them appropriately. Selectman Coutu noted that we have a Town Engineer and a Civil Engineer. We have a Town Planner. We have Zoning Administrator and for those 4 positions we have 2 Administrative Aides? Mr. Colburn indicated you are absolutely right. Selectman Coutu assumed that you interact with these Administrative Aides on a regular basis? Patrick said every day. Selectman Coutu said what you're telling us is that contrary to what we heard having watched the Zoning Board to your knowledge anyway, there's been no complaint by either Administrative Aide or the Zoning Administrator that there isn't enough time to do that packets. They need more help to do the packets or there's been a problem with preparing packets for both Planning and Zoning.

Patrick Colburn indicated what I'm aware of is that there's distraction in the department related to supporting Inspectional Services. So there is potentially the need for not necessarily an Administrative Aide but potentially a secretary or a counter person to provide support to the Permit Technician. What that will do is will aid the two Administrative Aides in Land Use and help them perform their primary functions. You're not going to have more than one person prepare packets for either the Planning or Zoning Board. That's really a one person focused job. What happens is that that particular Aide is often distracted by providing support to Inspectional Services. In terms of errors, I did communicate with Pam recently but not to the degree of a missing packet or something but there apparently was a document that Bill had to run upstairs and grab that should have been in the packet. Not that a packet wasn't prepared, there was some document in there that was missing. Everything you've said is accurate. There are two Admin. Aides that support the Land Use Division. The way we've broken it down is that Doreena Stickney who was hired as my Admin. Aide to replace Betty Holt took on Julie Kennedy's, the Permit Technician's duties in Code Enforcement and Health. Pam Lavoie, John Cashell's Administrative Aide in Planning, took on the Permit Technician's duties in Zoning so that the Permit Technician could assume her new duties as the Permit Technician.

Selectman Coutu asked Mr. Colburn to evaluate your staff needs prior to budget and give us an honest and total assessment of whether or not an additional part-time clerical person would be needed. In reviewing and looking over the organizational structure, I was not considering and now you've made me realize that on any given time during the day that either Administrative Aide that's in the Land Use section maybe called upon to go out and do counter work over and above their other responsibilities because either the Permit Technician is either on the phone, organizing, getting scheduling, or she's at lunch, or what not. So you need that fill in. So these people their work day may be interrupted by having to do counter work. As we get further along in my presentation, Mr. Colburn said he didn't anticipate having this discussion this early on. As I get further on, you'll see we're certainly in a trend upwards in terms of activity. I think Fire will probably present the same to you in terms of the amount of permit activity that's coming in and out of the office is very promising.

Selectman Nadeau asked to refresh the memory of this Board. When we moved over the Inspectional Services Division, there is two Administrative staff that over in the Fire Admin. building. What we had said that we were going to do or what was told to us what we were going to do is we were going to use part time admin. from that building to cover lunches down here because this person already had done the permitting stuff prior to the Inspectional Services moving out. Is that what this Board recollects this. The Board said yes. Selectman Nadeau said that just fixed your problem. That's all I wanted to do was refresh the memory of this Board.

Selectman Luszey said what he also heard tonight is that one of the Administrative Aides on the Town Engineer's side is still doing permitting. Mr. Colburn said both are doing Inspectional Service duties in support of. Selectman Luszey said Planning and Zoning permits? Mr. Colburn said absolutely. Selectman Luszey noted that when we set up the Inspectional Services, all permitting and there were no exceptions given, all permitting was to go to the left side of that org. So why are they doing any permits? When you say permits, Patrick indicated that you're including permits for site plan. Selectman Luszey said yes for sewer, gas, for everything. Permit is a permit. Mr. Colburn was aware that during those discussions we were going to work towards issuing driveway permits, sewer permits, and water permits and we are working towards that. However, there's a learning curve that we're right in the middle of here and it's too much to ask of a single person to learn it all at once. In terms of the site plan applications and the subdivision applications, and the variance, special exception, and equitable waiver applications, I would caution against putting that in the Permit Technician's hands. To me that belongs more with the Planning and Zoning

Administrative Aide. That's my opinion. Those aren't necessarily permits Selectman Luszey. Those are processes. Those are...Selectman Luszey said why wouldn't the Planner or the Zoning person do that and not the Administrative Aide? Why is all this being placed on their plate? Mr. Colburn said the Planner and the Zoning Administrator are heavily involved but they have support staff to aid them. That's the structure. Selectman Luszey said it may be the structure, a physical structure, but when we did the workflow analysis of that, there's nothing that says those types of documents can't be prepared by the Planner and the Zoning/Code Enforcement Officer if you were to take a look at their workload. Patrick said that is news to me. Selectman Luszey said he wouldn't belabor the part. We'll get there in budget time.

Chairman Maddox said the Board has exhausted this avenue of question. Maybe my history is a little differently. I thought that we knew that the Administrative Assistants were going to have to back fill some of the time for the Permit Tech. because she gets lunch, she gets breaks, she gets very busy. I thought that we had intentions that they were going to be able - we didn't think it was going to be any more than I think in my memory an hour a day to cover. I don't think we talked about having somebody coming from Fire Administration over to cover the Permit Tech.

Selectman Luszey said we had that conversation and the Deputy Fire Chief when he made the presentation said that he worked it out with the Town Engineer that - because we actually talked about moving one of the Fire Administrative Aides over to this building and they didn't want to do that. They worked out the support to do that and they said it would all work out. We'll see. If it's not working out, then we need to go back. We have enough Administrative Aides between those two departments how they're deployed might be the issue.

Selectman Coutu asked Steve Malizia to refresh my memory. Say 3 years ago did we not have 4 full time clerical people in there and one part time? Chairman Maddox said you're going to see that slide shortly. Selectman Coutu indicated that we're down to two and an additional department built into the structure. Steve Malizia said we had a full time counter person and then we had 4 Aides. Selectman Coutu said we had 5 full time people. Steve noted that we had one we laid off and we brought in a contract person. Steve said that was the "counter person" that was a contract employee. Selectman Coutu said we went from 5 to 3. Selectman Luszey indicated 4. The reason I would say that - the fourth one sits in the Fire Admin. building. That was by their choice. I don't want to lose sight of that. That's by their choice and not ours. Chairman Maddox said to circle that and we'll get back to it.

Patrick Colburn thought we covered Planning. In Engineering, we provide technical support to the Town's governing bodies. We oversee the function of the sewer, water, and storm sewer systems. We provide admin. and technical support to the Conservation Commission. They somewhat operate out of our office. We review and inspect development projects. We take in construction sureties and road bonds. We administer street acceptance. We issue driveway permits. We also sign off on all the building permits and Certificates of Occupancy and we maintain State and federal permits on behalf of the Town.

In Zoning, Code Enforcement, and Health, Mr. Colburn said as I quickly mentioned previously, we administer variances, special exceptions, and equitable waivers in support of the Zoning Board of Adjustment. We interpret and uphold the regulations set forth in the zoning ordinance, respond to concerns and inquiries from residents regarding health and the environment, and perform the mosquito control operations in town.

Looking back over the course of the last 5 years here in the Planning Department, Mr. Colburn stated you can see the top line represents the number of approved site plans and the bottom line the number of approved subdivisions. You can see that the economy somewhat bottomed out in 2009 and 2010 and has been on a steady uptick since. Interestingly enough, in Engineer looking at driveway applications, water, and sewer applications, the bottom out seemed to occur in 10 and 11, 12 months lag behind planning which makes good sense if you consider that the process and planning from the time you start until the time you're pulling driveway permits and sewer permits is about 12 months.

Here's a discussion relative to staff levels over the years. Patrick noted in 2006 when I was delivering plans to Town Hall and Community Development specifically, I was working with a Community Development Director who was also acting as the Zoning Administrator. There was a Town Planner, Town Engineer, a full time Civil Engineer, a dedicated Code Enforcement Officer, 3 Administrative Aides that were specific to Land Use, and 2 full time secretaries. Today our structure in Land Use looks like this where we have a Zoning Administrator and a Code Enforcement Officer one position. The Town Planner, myself as Town Engineer, a part time Civil Engineer, and 2 Administrative Aides. About 60 percent of the staff that we had back in - Steve and I were estimating 2006 timeframe.

What Mr. Colburn wanted to do is give some graphical depiction of some of the most recent project that we've seen in the Land Use Division. This first slide is the Oakridge Condominium development off of Belknap Road - 100 units of 55 and older, a residential community. This went through the Planning and Zoning process. Construction is well underway. In fact, they're pulling building permits in Phase II currently. Then there's the Derry Street retail. This is early on in the permitting process now with the Conservation Commission, Planning Board, and Zoning Board for wetland impacts. It consists of 25,500 of retail space. The Moose Hill Road subdivision off Bush Hill Road is 17 new residential lots. The construction of Moose Hill Road occurred this summer and is substantially complete. There's leasable High-Bay Space that is under construction at 75 River Road in the south end of town. Last I knew there

were 3 of these 4 units that are up and then similar space on Candy Lane - 25,000 square feet in a single building. Again, leasable High-Bay Space. This is through the permitting process but has not gone to construction yet. We saw a small 6 lot subdivision on Ledge Street right off of Derry Street. Just recently we held a preconstruction meeting for this project. So we should see this underway shortly. At the Fairview Nursing Home, a substantial expansion project is underway. That has been permitted and is well under construction. Just last week they connected to the municipal sewer and water systems. Out off of West Road, there's proposed leasable space as well as the new home for Jay-Mor Enterprises - a long standing demolition company out of Pelham that is relocating to Hudson. Then most notably probably is what the Planning Board recently heard conceptually a proposed 600,000 square foot distribution facility off of Lowell Road.

In terms of town projects, Patrick Colburn indicated we currently have 2 underway. This is an aerial image of construction at the senior/cable access center at the Benson Park property. This is an aerial image of the construction at the Zach Tompkins Memorial Field site and the asbestos removal and relocation project. This is on Industrial Drive. This summer we saw approximately 4 ½ miles of gas main extension that was along Hyland, Greeley, Old Derry, Robinson, and West Roads. This fall we expect to see construction start on a water main extension and booster station construction along 102 and West Road. We are currently performing SCADA upgrades and will continue to perform throughout the water supply and distribution system. What that does is enhance the communication of our system back to Pennichuck Water Works who watches over our operations. We're concluding upgrades to one of our booster stations at Woodland Heights which will allow one of the older boosters at Hillindale to be retired. We're in design and permitting on several other town projects namely the Library Park intersection, the Pelham Road Bridge project where Second Brook crosses under Pelham Road. We have a well replacement project at one of our well sites in Litchfield that is in permitting, and the train depot relocation and restoration project. We hope to see these go to construction next construction season.

A look ahead. Patrick said some of the things on the horizon we're hoping to see sustained and successful growth in the commercial and residential markets. I am hoping to continue preparation and implementation of capital improvement plans. As we see more and more folks coming to Hudson and growth in town, we need to insure that our water and sewer systems are adequate to support that growth. We have a couple of projects in mind that were in past capital improvement plans. As well, we're hoping to put together an asset management plan for some of our existing infrastructure to ease the burden when these things require big time investment. In other words, invest a little bit over the course of time rather than a lot all at once. That is in terms of water. In terms of sewer, we have a goal of expanding the sewer district and increasing our capacity at the Nashua Treatment Plant. We are participating in an expansion study with the folks in Nashua. So hopefully we'll see something come out of that study.

Patrick indicated some other town projects that I have heard about in my short time here that we'll be looking at in the future - the drainage deficiency along Lowell Road at T-Bones is one in particular. We also have several other water crossings in town that require attention. Most of which will probably be similar to the way that we funded the Pelham Road Bridge project, which is using the State Aid Bridge Program. That funds 80 percent of the effort. I'm hoping to continue the GIS development updates and enhancements and we're hoping to develop and use electronic permits mimicking what Inspectional Services is doing for the building permits for use with driveways, potentially even site plan and subdivision review, water and sewer permits, etc.

Selectman Luszey asked about the last one. What does it really mean to mimic that and what would it mean in terms of impact to your current Administrative Aides? Patrick said what they're doing in Inspectional Services that is helping out with time at the counter is providing fillable forms on line so that the applicant's for say a driveway or a sewer and water permit that right now are coming in and taking the time at the counter to fill out all the information, we'd have it accessible on line and it would be a PDF fillable form that they could type all of the data into and then come in with a completed application and a check just to sort of make our process more streamlined. Selectman Luszey said so you still require them to come in. Patrick said not necessarily. I guess I haven't though that far. This is a look ahead.

Lastly, Mr. Colburn stated he wanted to get into storm water treatment and mitigation upgrades. This is sort of the biggy thorn in my side at the moment. What I want to do is just give you a broad brush of what I'm hearing so that when it does come down the pipe, we're not all caught off guard. Basically the purpose is because 83 percent of surface water quality impairments in New Hampshire are due to storm water runoff. As you folks may or may not know, we maintain a permit with the EPA. The EPA restricts storm water runoff from 3 distinct areas - industrial users, construction activity, and MS4s. Hudson is an MS4 and that stands for municipal separate storm source system. There's a permit that falls under the Clean Water Act. The EPA issues the State of New Hampshire a general permit. Right now we're operating under a permit that is dated 2003. That was the last time a general permit was issued to the State of New Hampshire. In February, the EPA issued a draft of their 2013 permit. They're looking to revise the criteria. Both the 2003 and the 2013 permits require that we address 6 minimal measures. The 2013 permit includes all the requirements from 2003 and then enhances and elaborates each of the 6 criteria. Most notably or probably the criteria changes in item #3 which is where you're watching what comes out of your storm water pipes when they enter surface water. Since the permit was just released in February, the community folks like me and the engineering municipal and even the attorney world are trying to figure out what this means to individual communities. The consultant world is trying to help. Also seeing potential for business in the municipal world. This is not something we have a choice in. It's something that's coming down the pike. It has the potential for far reaching impacts. What I

did is just as a for instance, swiped this table from a presentation that I sat through recently that the EPA conducted. This is a timeline that shows the implementation schedule for the requirements of that item #3 in the minimum measures. This is specific to water bodies that are impaired with phosphorus. In Hudson, Robinson Pond is impaired with phosphorus. You can see that on this table in just a 5 year period, which goes by so fast, you are expected to identify the cost and a funding mechanism to design, permit, and construct improvements that will achieve a phosphorus reduction specified by the State of New Hampshire. That is not small feat. By the end of that 5 year period, you're supposed to be evaluating the performance of your measures.

Patrick said he heard folks from DES describe this as being something that could probably be implemented over the course of 20 years but we are restricted to 5 years. It's something that I was told by the permit writer himself, he expects to see become active in the calendar year 2014. Whether that's true or not is yet to be seen. Just as of August 15th, a public comment period that lasted 120 days closed. Now the EPA is tasked with going through the comments received by the 60 municipalities in New Hampshire affected by the permit and addressed those. From what I understand, they focus on the astronomical cost associated with implementing the permit and how municipalities are supposed to fund it, and then the timing like I just laid out for you, and concerns relative to how much you need to do in such a short period of time, and then asking for clarification on certain points and hoping to get some tools from the EPA that will help us get through this. I have been to at least 6 maybe even more seminars on this topic in particular and we could spend several workshop sessions talking about just this. I spoke to the City of Manchester at the last seminar I went to. They ended up hiring a team of attorneys along with several other communities to attempt to fight this permit at the federal level because of its potential impacts on those municipalities. Whether they're successful or not is to be determined. If they are, the Town of Hudson will benefit from their efforts. What I believe we need to do is start to at least strategize how we will deal with it when it does become active. Because green infrastructure and storm water treatment and mitigation is such a hot topic, there's no doubt that the permit will be amended and we will be dealing with these issues.

In talking about funding, Mr. Colburn said the EPA suggested that this is not something that a Board of Selectmen, Board of Mayor and Aldermen, or any Budget Committee is going to place into their budget. It's just too large. This is something that they believe requires a dedicated funding source and their answer to what a dedicated funding source is is a storm water utility. Similar to a water utility and a sewer utility. The way that that works is a storm water utility assesses a fee to folks that tie into the closed drainage system owned by the Town of Hudson. Basically the drainage under our town streets and the fee is based on the amount of impervious surface area - their buildings and pavement that contribute water to that system. That is one option for a dedicated funding source that relieves the burden of the municipality. All things that we'll be talking about in the future.

Selectman Luszey asked how do we assess the town on that. Do we have to figure out the amount of drainage the roads put into it and tax? Mr. Colburn was not aware that the municipality would tax itself because wherever our shortfalls are we're responsible for them. Selectman Luszey said wouldn't you spread that cost across all taxpayers for all roads. Not to the best of Mr. Colburn's knowledge. That isn't the way I've heard it described at least. This is more for commercial and industrial users that have large expanses of impervious surface contributing to the storm water system.

Selectman Coutu asked Patrick are you saying in the seminars or sessions that you've attended they expect that each town should be mitigating their own drainage and we shouldn't have the problems that new drainage cause as a result of new construction would have. Patrick stated this is not just new construction. So this would be going back to existing users in town and assessing them because it's really them that are the problem. New storm water management, new engineering practice, new State requirements for permitting new construction projects requires that you treat and mitigate your storm water on site. This is more of an incentive to do more of that. In other words, you try and infiltrate the storm water back into the ground water table so that it doesn't end up in the river.

Selectman Nadeau stated and you wonder why our government is where it is today. We know that there's a phosphorus problem at Robinson Pond. We've known that and we've been trying to figure out ways to fix this problem. I don't need them to tell me that we have a problem and that we need to find a \$20 million fix to it. The fix is ask the people around the pond to stop using their fertilizers and we need to get the leach fields checked. It's something we've always wanted to do, nice to do, nice to try but I think having all these federal mandates is absolutely ridiculous for a town. If they just took the money that want to spend on this and educate the people that are the problem - I'm not saying the people around Robinson Pond are the problem. It's just that a lot of them don't know that the Scotts weed and feed that they're putting down is ending up in Robinson Pond or the people along the Merrimack River their Scotts turf building is ending up in the river. A lot of people don't understand the concept of leaching. I just think this is going to be very hard for us to implement and let alone very expensive. I hope that Manchester successfully wins this because it's going to be a big problem for us.

Chairman Maddox said that the federal government once again, brilliant. They put a couple layers of lipstick on this pig and expect us to be smiling. We're going to come up with a water treatment utility to - again, who thinks this stuff up? How do you say to people yeah the runoff from the roads and the parking lots are going into this hole and now you're going to pay by the cubic something? We're going to have to put...this is just amazing. They're mandating it. It's another one of those cases where I will recognize the...

Selectman Brucker didn't know that anybody would do anything. Now we're motivated to do something I think. I don't agree. I think it's not a well thought out mandate by the federal government. At least now we might be moved to do something like check on the leach fields or educate more. It may have some positive in it.

Again, Chairman Maddox thought that this is one of the things that I think you need to keep us in the loop with. Maybe some education. We have this fabulous system of public television. Maybe we utilize that to be able to educate people on what it is. What you're saying basically that now the concern is phosphorous in the water sheds or the water supplies. Is that the jest of this? Maybe for the 2 people still watching we can doze them off. Patrick said they're more than just phosphorous. All sorts of impairments. What happens is the State advances what are called "total maximum daily loads (TMDLs)" for impaired water bodies. So Hudson has 2 TMDLs - Launch Brook and Robinson Pond. Those are going to be the worst of the worst in terms of addressing the requirements of this permit.

Chairman Maddox asked where is Launch Brook. Patrick said he'd have to look at a map.

Selectman Nadeau said for a guy who's been here almost 40 years, I couldn't tell you where Launch Brook is. I can tell you what the problem with phosphorous is. The problem with phosphorous is it helps your Milfoil and all your aquatic plants that we don't want that we're trying to get rid of get all their nutrients and grow very nicely and flourish. So that's why you want to get the phosphorous out of these waterways.

Selectman Luszey asked if we can encourage the landowners around Robinson to water their lawns from Robinson Pond versus using Scotts. Everything is there they need. Selectman Nadeau indicated that the State doesn't allow you to take the water out of a pond and water your grass and stuff with it. They frown on that. Selectman Luszey noted it would clean it as it leaches back. After it goes through their leach field that's leaking next to it, Selectman Nadeau said probably not. It would be good to have either the Green Team or this would be one of those environmentally friendly things that would be nice to do a commercial for HCTV with maybe the help of the Engineer in his slow time and educate the people. That's the only way we're going to be able to do it. Patrick said that's one of the 6 minimum measures. We have to do that. Selectman Luszey indicated the Conservation Committee. Selectman Nadeau thought this is what we need to do is we need to start an educational program and we'll have our own TV series on reducing the amount of chemicals going into the environment to help sustain the environment.

Chairman Maddox indicated this is something you need to keep us informed. If this is one of those things where it's probably not going to go away. It's just going to change forms and a couple more layers of lipstick but at some point, this town is going to have to deal with a cost. One of the things I'm sitting here thinking is maybe we need to get the Conservation Committee involved now since they do have money, let's put it out there and do they help financially with the education portion with some sort of remediation if that's what's necessary to be able to take care of these two one known and one unknown water sources to be able to address this issue. Again, I don't think even though Manchester wants to take it to court, I think that...Patrick said it's not just Manchester. That's who I spoke to last. Chairman Maddox thought maybe it's a good thing to do in general but not to the extent that they want it done. Again, let's have Selectman Brucker get the minutes of this transcribed and sent over to them or send them the link so they can be educated to deal with what we are. Selectman Brucker said they are greatly concerned with - I mean they've been so involved with cleaning up Robinson Pond from Milfoil. Chairman Maddox said if you're telling me that Milfoil is fed by phosphorous, then why do we keep attacking the Milfoil when we should be attacking its food supply or its nutrient supply.

Selectman Brucker asked what kind of controls do we have for these leach fields. How do we check on them all? Selectman Luszey said there is the permitting process that one goes even for existing ones unless they're extremely old. Patrick thought earlier than 1985 but still there are some with (inaudible). Mr. Malizia said phosphorous isn't the only problem correct. That is just an illustration of some of the problems. Selectman Coutu said right. This town has a lot of problems. Steve said that is not the end all be all if you fix the phosphorous. There's more to it than that. A lot of issues.

Selectman Brucker asked if they were toxins that they're worried about. Mr. Colburn said many elements and bacteria. Selectman Brucker said they're damaging the water supply. Mr. Colburn said right and total suspended solids that you find in storm water. It's all the stuff that washes off the hot top and is hard pipe connected to these water bodies with nothing in between. So what you're doing is you design, permit, construct something in between. Now you guys on the Planning Board are used to seeing treatment swales, gravel wetlands, and filters, and swirl devices, and various different techniques to treat storm water. Now it's incumbent on us to figure out how to get those things in retrofit them into our system. That's just where the problem is.

One more point before I put that one to bed. Mr. Colburn just hoped that you folks can understand that it is out of my hands. I may come and ask for money forecasting out for a budget year and then never have this permit become active during that budget year. I don't have the crystal ball type of thing.

In summary, Patrick stated that Hudson is growing and it would appear that the economy is improving. We're certainly seeing more activity upstairs than they have in years past. Community Development staff in Land Use is at

60 percent of where it was half a dozen years ago. I am hoping to continue because they're very important with capital improvement plans particularly relative to our water system. I wanted to point out to you folks that environmental protection and green infrastructure are gaining more and more momentum at the State and federal levels which are propagating all of these permit revisions and restrictions for municipalities. The pending MS4 permit does have the potential for far reaching impacts financially in Hudson. So we should keep abreast of that. I will continue to keep you folks apprised of where that stands but it somewhat up in the air.

Selectman Luszey said your second statement the 60 percent of staff. That's the second time you've had that statement in your presentation. I'm assuming that's a positive statement based on implementation of technology and improving worker's productivity versus a negative. Mr. Colburn said that was correct. Selectman Luszey wanted to make it sure and make it clear to folks in our viewing community and audience that that is not a bad statement. Mr. Colburn said no. This is a summary of the rest.

Chairman Coutu would just like to say that years ago you had 3 Planning Board meetings a month and 2 ZBA. Now you're down to 3 between the 2 Boards. So there has been a reduction in the number of meetings. So some of that staff was driven supporting meetings that are no longer there. Mr. Colburn thought we saw that on those trend lines I presented. Chairman Maddox indicated we know the economy is picking up but some of that hopefully can be handled by the technology that we've put in place.

Patrick Colburn said we've discussed the concept of a storm water utility. Obviously that MS4 permit will also require help from outside consultants to develop the strategies and then be implemented through our office. We did have a discussion about the potential need for a Community Development secretary, especially as Inspectional Services continues to receive more and more permit activity. Looking ahead down the road as Hudson continues to grow, I can certainly see the need coming eventually for a full time Civil Engineer to bring us back to that staff level where we were. I think that the benefit of having the part time Civil Engineer for me especially as coming on board and trying to gain some of the institutional knowledge that just plain isn't written down has been immeasurable. He will be a hard person to replace as a part time employee. Obviously Selectmen support is critical as is voter support when it comes to infrastructure improvements. Our growth means tax base but in order to sustain the growth, we need to sustain operable utilities.

Selectman Luszey had a quick question on the secretary and the full time Engineer. What percentage is the town built out and are we really seeing a cyclical spike in the workload? Yeah we see a small increase in permitting but do we see that sustainable on the current slope that you have it shown in previous slides? Patrick said he didn't know what percentage of town is built out but I do know that the portions that are built out will require redevelopment and will be prime for redevelopment. I certainly see potential in town. I mean that's where 90 percent of my workload was when I was in the private sector was developing property in the Town of Hudson.

Lastly in talking about a succession plan, Mr. Colburn said he won't take long with this. We don't have one. The Land Use Division really doesn't have the depth necessary to put a succession plan together. As I mentioned, we have the Town Planner, myself as Town Engineer, and then the Zoning Administrator who also serves as Code Enforcement and Health Officer. Because we don't have folks I guess in line if you will like you would in some of the larger departments, what I suggest that we do is increase our documentation, our keeping clean files is critical, and trying to involved not only each other but also our Administrative Aides in our daily functions to the extent practicable so that when we do leave, that institutional knowledge is readily available. As I mentioned without the part time Civil Engineer, I'd have my work cut out for me worse than I do now. The benefit of having that institutional knowledge in house is unbelievable. That's it. Thanks to the staff and our Division for helping me put the presentation together.

Selectman Luszey commented that it was a nice presentation. Thank you.

Selectman Brucker indicated it was very good. The only thing I've heard, getting back to staffing, is there's not always somebody there to come to the counter to be up at the counter when people come in. Have you heard that? Patrick said there's always somebody there to come to the counter. Between the 2 Admin. Aides and the Permit Technician, they have worked their schedule such that there is always somebody to come to the counter.

Chairman Maddox had an IT questions again. I know one of the things that the Town Engineer has spoken to me about is we have a great document server but to get the information is we keep putting more in there, it's bigger and bigger to be able to search through. So maybe we need to start looking at some sort of method by we can do better searches. I know you were looking for something with Wall Street and we had to go through that. There's 130 documents of which now he's got to open up 130 documents. How do we better manage...Patrick stated I have learned since then Chairman that there is a search function that you can use by key words depending on what it is you're looking for in the file you're looking through. You can search key words. The problem I was having and what the Chairman is getting at is when you're researching for instance I did a research effort relative to the alleyways. There were 20 some properties there and in the document server what I was finding is that you can search by map and lot and then you can narrow it down by Community Development, I forget the other ones in there. Community Development is the only one I ever go to but other departments - Assessing and so forth. Once you click in there, you search by map and lot, it is broken down by plans and then you have the entire building folder, you have the entire

Planning folder, you have the entire Zoning folder. Sometimes you can click on a particular document and it would be 160 pages long. I found myself searching through all of the documents to find what it is I'm looking for. It more than likely was user error on my part.

Chairman Maddox indicated if it's happening to you, maybe we need some training to be able to facilitate other departments being able to utilize that. Selectman Luszey said he agreed and I will find out. My understanding was that was a data base driven system which means you should have been able to put in basically a search statement to go through all of the records in it. You didn't have to go and open individual files. If we do, then we missed the boat on this system I'll tell you.

Finally, Chairman Maddox would like to say welcome aboard. You've been here since January and you've been instrumental in making the permitting and the inspectional services and all of that move that happened, plus all of the projects that we have going on. We're glad you came aboard and hopefully we don't need to use a succession plan. Selectman Luszey indicated we have a great succession plan for Town Engineers.

Selectman Nadeau asked for a 5 minute recess. Chairman Maddox resumed the meeting at 9:01 p.m.

D. Departmental Review - Fire

Chairman Maddox recognized Rob Buxton, Dpty. Fire Chief

Good evening Mr. Chairman and members of the Board. I'd like to take a minute and thank you for the invitation to come in and review the Fire Department this evening. My goal is to give you an overview of the organization, identify some concerns and discuss some goals with you over the next 1 to 5 years. I'm fortunate enough to represent 59 employees of the organization that provide not only emergency fire, rescue and EMS services but also provide your Inspectional Services, fire prevention, administration, and support services tasks. The mission of the Fire Department is to preserve life, property, and the environment from manmade and natural disasters while providing emergency medical services, fire rescue operations, communications, public education, and fire prevention. That is the mission statement of the Fire Department. How do we accomplish that? We accomplish that through 3 divisions - the Fire Department Administration, the Operations Division, and Support Services Division. The Administration is made up of the Fire Chief, an Administrative Aide, and the Executive Secretary. The Operations Division is the largest division within the Fire Department. It takes care of all of your emergency response, Inspectional Services, training requirements, and that is staffed with approximately 50 people.

The Support Services Division takes care of your facilities, communications, LAPC, and those type of functions that is staffed with 5 full time personnel. The Operational Division is also covered with the Call Department and part time employees just to clarify that. The facilities of the department, we start with the Robinson Road station. That was built in 1978 by the Call Department. It remained as a call station until 2007 when we opened it with two full time members and staffed the facility Tuesday through Friday from 8 a.m. to 6 p.m. That in returns back to a call station. The Lenny Smith Central Fire Station was built in 1952. I think you all recall we did a facility study on that facility in 2007/2008 range and identified some facility needs within that building. The Fire Department administrative building, the Inspectional Services Division is obviously housed within Town Hall and is freshly renovated and the Burn Hill Fire Station which was built in 1981 and houses 1 company down there that cross staffs a fire company and an EMS company with 3 members of the department. The Lenny Smith Central Fire Station is probably the biggest facility within the department and has the most facility needs within the organization. One of the things that we have continued to budget is the deferred maintenance and the preventative maintenance issues within the organization. We've done things like that flat roof. We are going to be coming in for a conversation during the budget process to discuss HVAC, diesel pumps, and those types of items along with keeping the external envelope of the building secure as a town facility and where do we want to go in the future.

While we're on facilities, Chairman Maddox knows that he and Selectman Coutu have spoken. I know there's a desire to build a new station but is that realistic with the parameters that we have presently with - we have 5 contracts that we're trying to get onto the ballot. All of those things - getting the land - all of those items. Does this Board believe that it's time to at least put some money into the Lenny Smith Station? Is it time to stop putting Band-Aids on it? It's still a structure that as I'm touring other fire stations for my other job, this one is in remarkably good shape for its age. I can take you to some tours on other buildings that are much newer and much less maintained. Do we bite the bullet and put it on the ballot this year for a new station or do we be half way in between and look at upgrading some of the systems at the Lenny Smith Station to buy some time until we have a plan to buy land and build a new station?

As we know, Selectman Nadeau indicated building a new station has been brought up before. It's been shot down. We know that we're going to be having this building for many more years to come next door to us unless we all of a sudden hit Powerball as the town and decide that we're going to build or we get a new donation of land for a new fire station that's where we want it. I think we need to like you just said put some money into a new electrical system in that building, the heating system in that building because if they move out eventually they'll be moving out and maybe we can use that area more efficiently for our town office space. I think we're going to be stuck with that building for

probably the next 10 to 15 years one way or another. I think we need to start putting some capital improvements into that building.

Selectman Luszey said he didn't totally disagree with Selectman Nadeau's statement but the piece that concerns me a little bit and that is if we start putting money into that building and we also believe that at some point say 10 years down the road we actually go off and relocate that building, I would like to know what the plan would be for that building such that as we begin to make capital improvements to it if the Town believed it's going to maintain ownership of that facility, then any improvement we put into it should be looking in a 20 to 25 year window as to what you put into it such that it's not a throw away like the electrical. Do you do things now to extend it 25 years even if the Fire Department's not there? The same with HVAC. Same with the roof. If we don't believe we're going to own the building that long, then it's a different conversation and it's a different figure.

Selectman Coutu asked Deputy Buxton do we have a plan on the renovation that was done some time ago for the Lenny Smith building. Deputy Buxton indicated during the facility study review there was a plan there but I'm going to tell you that I would encourage a review of that and some scope put to that because that was a pretty broad brush that was painted by Pacheco and Ross who were utilized for that review. What I mean by that is I think that was tapped out at \$3.5 million. I'm not exactly sure that's what I'm hearing that you're discussing versus building a new building. So I think there needs to be some scope and some definition in regards to if we want to put money into the nuts and bolts of the building, I would encourage that. I don't know if we're looking at additional base space. I don't know if that's what you're discussing. I think you want to maintain what you have there today.

Chairman Maddox thought that we have to be realistic. This is Hudson. If we put this on the ballot, it's going to take a couple of tries to probably get it to pass and we're going to have to keep dropping the price much like we did with the police station, with the highway facility. I think we have to be realistic inasmuch that this will be a fire station for the foreseeable future. We don't know what's going to happen. The two of you might get very lucky and the State says you can have that land to build the roadway between 3A and 111. Green Meadow could change hands. Any number of things could happen. I don't know how we're going to be able to get you a crystal ball of what that building would be but it's still a Town building. I'm being told that the roof is at its expected life span. Well if we don't protect the building from the elements, we're going to have more problems downstream. I think we need to really look at spending some amount of money. I would hope that we would find a funding mechanism that was palatable to all sides. I was thinking that we'd put a warrant article on to say we take - and I'm going to use a number of half a million dollars - to upgrade some of these core systems - electrical, roof, HVAC to be able to fund this facility for the foreseeable future. Maybe be able to do something upstairs with the kitchen that we talked about - Selectman Coutu I don't know if you were on the Board. I know they came in one year and wanted to renovate the kitchen. Selectman Luszey said they did renovate the kitchen - \$38,000 worth if I recall right. Deputy Buxton was positive that was before I came back. Selectman Luszey said that included all new...Chairman Maddox said no. They replaced a stove and maybe...Selectman Coutu indicated they replaced a stove because there was a problem with a fire, or the electrical circuit. Selectman Luszey noted they did the rugs, and they did the rooms, and they did...Selectman Coutu said the kitchen is old. Selectman Nadeau said you go walk over there. Forget digging it out. Selectman Luszey indicated it was in the budget because I was on the Budget Committee on that one. Again, Chairman Maddox said this structure is a structure that has served us well and is probably going to have to for the foreseeable future. We need to look at something besides band-aids.

Selectman Nadeau wasn't thinking a half a million dollars but I'm thinking that we need to start a capital reserve fund for all the town buildings and put \$200,000 a year or \$100,000 a year into it so when we need a new roof at the rec. center on Oakwood or we need building repairs here at Town Hall that we have a fund that's available to do that. We've been really lacking this and we've said it for years that we needed to do it and we just never have done it. I think this budget season is the year that we really look and say is \$100,000 enough to start putting away or do we put \$200,000 away? I think we need to look at the core for the next budget coming up 2015, I think the Deputy Chief needs to look at some electrical upgrades, some plumbing upgrades because we are going to be keeping this building - Selectman Luszey is shaking his head but as the Library how long they waited for their library and they didn't get it until someone donated it to him. It would be nice if somebody came forward and donated the land and everything that we needed to build this fire station which you never know what's out there in Hudson, NH. I think we need to really think as a Board and advise the Deputy Chief to put some number in his budget for 2015 because by the time we build a station, we're going to be throwing the heating system is at its far end of its life and the electrical system needs to be upgraded. I think they just finished some of the plumbing stuff a couple years back. The heating system.

Deputy Buxton indicated the boiler was replaced last early winter which controlled the heat and the apparatus floor. As far as the mechanical stuff for the second floor, you're looking at the second floor is HVAC controlled by 6 residential hot air furnaces. Over the last few years, we've started to burn out the air conditioning side of that. This summer I think we've concluded that effort and we now are going to need to deal with how we're going to cool the second floor of that building. I will tell you that the HVAC estimate coming in the door is in the amount of close to \$60,000 for that size building. Then you need to do an examination of the electrical system to support it. What is going to be palatable and how we're going to deal with that.

In terms of the capital reserve fund, Selectman Luszey said he totally agreed. I also think that we need to take a look at all the facilities. We're talking about the Central Fire Station but we're sitting in a building called Town Hall that needs a lot of repairs I've been told. I think there may be an approach that we haven't looked at and that is when the senior center opens up, we'll have a rec. center on Oakwood that is going to become underutilized. We have this particular building we have the Central Fire Station. WE have the fire administration building, and we also have the old highway/skateboard property that I think we could sell and use to offset the cost of a new center. I think our long range plan ought to be put together that explores that possibility.

Selectman Nadeau didn't think selling the Oakwood property or the skateboard park property would be in the best interest of the Town. Right now the school uses a lot of that area around there for parking. They have parking problems over there now. I think that might be helpful to alleviate their parking problems. Selectman Luszey indicated they can buy it. Selectman Nadeau said taking money from one pocket and putting in the other just doesn't do anything. I think the skateboard park we use that to store our street sweeper in it and our Bobcat. I think the skateboard park hopefully will stay a skateboard park if these people step up to the plate. Yes that is a prime piece of property to sell but do we want to add more traffic into that corner with a business there is one of those questions that we have to ask. We have a lot of lots around town that could get rid of and we've been talking about that also for the last 10 years. Would it be the time to start selling them when the real estate goes up? Sure. That's looking like it's starting to have the upswing now. We have all that property on Ayers Pond that's buildable. Do we sell that and use that money towards a fire station? There's a lot of what ifs. We never seem to get those things done. Selectman Luszey said we need a plan that...Selectman Nadeau said we're not moving out of the fire station anytime soon so the plan would be probably to start working on saving the building so it doesn't fall into the ground. Selectman Luszey stated if the plan is to build a new station and move out in a 10 year time frame, the amount of money you spend on it is drastically different than if you are saying we're going to be there permanently for the long haul whatever that is.

Chairman Maddox said - Gentlemen if we can figure that out, we should be playing the Powerball. I think we have an obligation to maintain our structures. This structure is older but its manned 24/7. There's people in there all the time. It is our Central Fire Station. I think that if we were to say to take a half a million dollars out of our unfunded reserve which is quite healthy...Selectman Luszey said I won't support it. Chairman Maddox said he didn't ask you to support it. I'm just throwing it out there to say at this point to put money into that building to bring it up to better condition than it's at because it isn't going to be used is something we need to look at budget season. Again, we can wait to study stuff, we can wait for somebody to give us land for a central fire station, but it isn't fixing the problems that we have at some of our facilities. I guess we'll move on because I'm getting those blank stares but it's something we're going to have to deal with at some point.

Just a quick snapshot of the overview of the apparatus. Deputy Buxton indicated one of the things that I wanted to point out back in the tenure of Chief Carpentino, you'll notice that we're starting to reach that 15, 16 year period for the two Freightliners. If you look at the rest of the fleet across the board, you've made a wise investment over the years and brought down the age on several pieces of apparatus with the purchase of Engine 2 and Engine 4 in 2008 and 2006. Those Freightliners which are where the light duty emergency one vehicles are starting to reach the upper end of that time period. One question that I do have for the Board is we look at this is there any interest in trying to formalize some sort of plan for refurbishing of those types of vehicles. What I mean by that is the frame on those vehicles are starting to have issue. The Mechanical Division puts me on notice that we're starting to see some swelling of frames, and so forth, and so on. The braking systems are undersized as they were originally purchased. Those were the commercial trucks with the Freightliners. We have the ability to remount the bodies. It would take some research but I believe we could cut down that cost if that's a program that we want to entertain.

Selectman Luszey asked how do these two tie into the plan of moving to these new multipurpose squad trucks. Deputy Buxton said one of them will become a reserve unit and will become a backup. One of them will become the company that is based out of the Robinson Road station. That station is staffed part time and staffed full time. So full time during the daytime hours and staffed by the Call Department at night. I see that piece of apparatus staying in place. What I see with the remounting is we're going to gain some longevity out of them for probably half of the cost of replacing them as new fire trucks in total. I think it would be a wise investment if we have some interest. The squad is going to take mileage off of Engine 2 and is going to extend its life period and help it make its 20 year mark.

Selectman Coutu asked if Deputy Buxton just say that it's going to cost half as much to remount them as it would for a new vehicle. I'd buy the new vehicle. Selectman Luszey indicated he would too. Chairman Maddox said why don't we look at trading in those two vehicles and getting one commercial as our third engine. It's not a front line truck. Deputy Buxton state the one caution that I throw out, and this is going to go into the ladder truck discussion too, is right now the ISO does not allow you to take credit for regional apparatus locally. So when we reduce down a piece of apparatus and reduce an engine off of the fleet, you'll see a reduction in our ISO rate which ties into homeowner insurance and those types of things. I don't have the number as I sit here today. Something that I'll have for you during budget season. That is a consideration what happens with that rating because you're rated on several different avenues. You're rated on communication; you're rated on how fast you can move water; and you're rated on the training of your staff. With the reduction of one engine company, you're going to reduce the speed and the efficiency in which you can move water to basically put out a fire and they see it as a reduction in your overall services

as a community. So when we look at the ISO system, we're going to have to play that out and see where that level is out. That's a convoluted system but that is something we need to take into consideration.

Also Chairman Maddox indicated as we are adding more water pipelines to the north end of town, the need for as much water movement may be reduced because now we're going to have hydrants all the way down 102 out into Londonderry, so again, ISO I bet you if we removed that engine no one is going to see on their homeowners. We didn't see any great increase or decrease when they were in at the last round.

Selectman Nadeau indicated that was exactly what I was just going to bring up. With all the new developments that are going in there's more hydrants. That was one of the things that I noticed. Chairman Maddox said it is one other thing also - response time. I think the response is going to give you faster response than an engine company that isn't manned. Its response time is going to be quite delayed until the call force gets there and rolls with that apparatus. I agree that maybe we look at replacing two of those with one new one and see where that takes us. Again if you can get us the information, but I can't picture ISO's rating dropping dramatically with that move.

Deputy Buxton indicated this chart only takes into account your fire suppression equipment and your inspectional services vehicles. The vehicles to the right side of the chart car 1 through car 7, take in your staff vehicles and your inspectional services vehicles along with one support vehicle that is utilized by the Training Division and other Divisions within the department. Car 7 and car 6 were two additions through the acquisition I guess you might say or the merge of the Inspectional Services Division that is a Colorado pickup truck and the Ford Crown Victoria that is used by the inspectional staff daily. That is our fleet for the 5 day a week Inspectional Services staff.

Selectman Nadeau asked to back up to that for one second. Car 7 the '01 what is that vehicle. Deputy Buxton said the '01 is a Ford Crown Victoria that was rotated down from the Police Department. Selectman Nadeau asked are we having any problems with that vehicle mileage wise. Deputy Buxton indicated we're at 95,000 miles. We're just creeping up on that 100,000 mile mark. Selectman Nadeau indicated Fords aren't broken into 150,000. Deputy Buxton indicated we've had that vehicle as part of staff since August. I don't necessarily have a good handle on the history of that vehicle. It is utilized by the inspectors every day. It is on the road. We haven't had to invest a lot of money to this point in that vehicle but we are starting to see the mileage creep up on that vehicle.

Ambulances. Deputy Buxton said currently we're staffing 3 ambulances - ambulance 1, 2, and 4. One reports out of the Robinson Road station; 2 reports out of Central Fire; and 4 reports out of the Burns Hill station. When Robinson Road is not staffed by full time folks, that vehicle rotates back down to Central and is staffed by the folks out of Central Station as a backup vehicle. One of the conversation pieces that you'll note is we're on a 9 year rotation for animals replacement. You have a capital reserve that is set up for those things. We may want to have for conversation during the budget cycle is we purchase new ambulances. We are starting to reach the point where we didn't need to put more on the capital reserve or to try to come up with another funding mechanism for how we want to deal with the ambulances. One of the pieces that I had thrown by the Chairman was is lease purchasing something that we want to look at and we'd rotate out the ambulances on a lesser schedule because we want to keep them under warranty. So a vehicle under warranty shifts down our maintenance cost because it is being covered by the manufacturer at that point.

Deputy Buxton reported the other piece that I can tell you from sitting in this chair, a couple of different ambulance purchases that we're all critical of was the amount we were getting for trade in. That trade in is built into what you're actually cashing in at that time and the trade in on the lease purchase would be higher is what's being described to me and being a fixed cost that we would be able to work into the contract. We would remain consistent. We would go on a rotation of getting two new ambulances probably every 5 years. One of the things that we have done and the way we're deploying our ambulances now is they don't all come out of Central Station. So we're deploying the ambulance out of Burns Hill. We're first due within that district and the same thing out of Central. We've leveled out the responses so as time moves forward, we're actually going to see the mileages level out. So that it something to take into consideration as we looked at. We used to take one ambulance run it out of Central and that would be your primary vehicle. So as we moved through the 9 year life span, that mileage would get up on that particular rig and it would be backed up by older vehicles. Now we're kind of spreading that wealth out across the board to utilize staff more efficiently and answer our calls with a better response time. That is just something I open up with conversation with the Board. Chairman Maddox said it wouldn't bind them all at the same time to make them the same. You wouldn't have compartments different between the various makes and models because things have to change or they make modifications so that as we're training, they only have to learn one set of setups if you would.

Deputy Buxton said correct. What you would find is there would be some give and take. I've had some conversation with folks on the floor that we wouldn't have some of the customization maybe that we have today but they would all be the same. When you tell them that they're going to be able to go from ambulance 1 to ambulance 4 and it's going to look the same, items will be in the same compartment spaces, that is very efficient for the staff on the floor. Our folks do move around pretty consistently on a day to day basis.

Chairman Maddox asked when do you think you would bring in a proposal to at least look at the lease purchase. Deputy Buxton said I would hope to have that with me come budget presentation on the 17th of October for

consideration. Selectman Luszey said then why did we buy a new ambulance if this was a longer range plan. Deputy Buxton guessed I would tell you that we were due for an ambulance and that was the purchase we did at the time. That was the program. This is a new direction that we're considering with the fleet. Selectman Luszey thought given the age of the ambulance, we're a little premature in even entertaining that type of discussion. You have one that's one year old and one that's 4 years old. I would think you would wait until you're 4, 5 years on that first one and when you're starting to look at replacing your 7 year old one and the 4 year old one. Chairman Maddox stated at that point you would have already replaced the one with 7 years now because that would then have 9 or 10. Again, Selectman Luszey said if you're thinking about changing the whole direction, you may extend that one out knowing that you're going to replace all 3 at the same time. Selectman Coutu said I'd like to see a plan.

Just a conversation piece, Deputy Buxton wanted to give you some review of the emergency services review for the organization. What you see is a very consistent call volume over the last 3 years. Several of you on the Board will remember that we moved away from an access driven program that was created actually internally a database system and moved over to IMC for our records keeping. This is our first 3 years of fresh data out of that system. One of the things that I will tell you is I watched other workshops. There was discussion on what is the definition of emergency response? How many calls are you taking? When we go on an EMS call, we're talking one call number. One incident number. There is no duplicate of incident numbers. If you're putting a fire engine on the road and an ambulance. So that EMS call receives one call and if the two vehicles are shown on that same call underneath that, that's fine but they both have the same incident number. So we're not tracking fire calls differently than EMS calls or the Litchfield calls which was one of the concerns previously was how we were tracking those Litchfield EMS calls. So they are one number within the system.

Just for clarification, Selectman Luszey said when I take a look at the fire number, the 647, you're saying that we respond to 647 fires. Deputy Buxton indicated fire coded incidents. Selectman Luszey said that has nothing to do with supporting the EMS. Deputy Buxton said that was correct. The EMS numbers are independent of the fire numbers. Selectman Luszey asked if you want to know how many trips a fire apparatus takes, you would add those two numbers together. Deputy Buxton stated not necessarily. You would have to extrapolate out of the EMS number how many fire related EMS calls came out of that and I didn't break it down that far tonight but that data certainly is available. Really one of the things that we've done to reduce the number of engine calls on the EMS side of the house is we're staffing the ambulance out of Burns Hill with 4, we're bringing the squad in which we opened those bid specs today to reduce the amount of times we're putting an actual fire truck on the road and going to smaller vehicles for our EMS system. So we're trying to address those wear and tear issues to get the longevity out of our vehicles.

Selectman Luszey indicated if you take a look at the center years, it's a slight blip but overall the direction from your 2010 to 2012 is declining in the number of calls. Do you foresee that to continue? When Deputy Buxton looks at the 3 years across the board, I see 3 fairly stable years. The blip in the center was related to the October snow storm and a couple of ice storms we had within that year in 2011. So that gives you that blip on the 800. One of the things that I would tell you is that our community base has stayed the same. I would assume that with the additional beds down at the Fairview Nursing Home and as we see the 62 plus communities continue to increase that we're going to see more activity on the EMS side of the house. On the prevention side, we're doing a lot of different things regarding smoke detectors, sprinkler systems, those types of things to keep the fire side of the house under control with early detection. So our prevention efforts are working.

Deputy Buxton asked for just one second, the follow up to the emergency side of the house - and I wanted to give a little piece of data because I was missing this earlier but we're averaging when you talk about the Fire Prevention Division and the activity that the inspectional pool specific to the fire side of the house and not since we've merged by the previous 3 years for the fire inspectional team, they averaged about 13,000 contacts with the public each year. So that's the Fire Prevention Officer, the Fire Inspector, and the Deputy Fire Chief of Services. We're averaging approximately 13,000 contacts with the public each year. Those are not calculated into our emergency side of the house obviously because it's not a true emergency. That's the fire prevention activity that they're doing whether it's a plan review, consultation with a builder, actual inspection in the school, fire prevention activity, those things are out there.

Selectman Luszey asked are you able to assign a cost for the EMS line item only. The reason I'm asking is there's been some chatter on the health care bill as it's being modified that the cost for an ambulance ride is going to be set by the Affordable Health Care. That could impact our revenue line for that specific line item. For this budget pass is it possible that we get a handle on what it is actually costing us per call for EMS and if we can find it, what the revenue for that might be under the Affordable Health Care Act? So if Deputy Buxton is understanding you correctly, and please help me here, you want to know the impact of the Affordable Care on our revenue and you want to cost it out with our staff? Selectman Luszey indicated against that one line item. Deputy Buxton said my concern with doing that is that our employees on the floor are dual role. So we're going to have to set some sort of percentage whether what you want to use as the driver for the amount of time that they're doing EMS work versus fire work. They're hired as dual role employees. They're not hired as a single EMS employee. They're hired as dual role for both fire and so. Selectman Luszey mentioned whatever it is it is. I'm looking to see what the budgetary impact is going to be of the new law.

Chairman Maddox asked wouldn't that be better served from like the Chief's Association. To be honest with you, Deputy Buxton indicated we talked last week about the 30 or 60 day review that will be going on. One of the meetings that I will be setting up is with our billing company. They're very up to speed regarding the impact of the new Health Care Act and what those impacts would be because they don't just do Hudson. They do several other communities that they're helping work through some of these same issues. I don't think that's a tough. Selectman Luszey said we get X number of thousand of dollars today and it may be less tomorrow. If it is less, what's it going to cost us? We're going to have make that up. That's all.

Selectman Coutu would say that considering the Town of Hudson, I think you're going to find that those people who are uninsured if we're transporting any of them we're not getting any money and now with this new Affordable Health Care, the few people in the Town of Hudson that might qualify will start generating some revenue from them that we wouldn't otherwise get with the Affordable Care. Selectman Luszey indicated that's a positive impact for us and not a negative. Selectman Coutu indicated we have a small number of people that I think in the Town of Hudson when you look at the entire population who would qualify for the Affordable Care Act. I think the majority of people are well insured in the Town of Hudson not necessarily well insured but they're insured. We have a large 40 and over population. We have a 4,000 senior population in our population. That represents about 20 percent, 18 percent of our population. If we ride somebody right now with no insurance, we own it. Deputy Buxton indicated there is a process that they go through with the billing company and move forward. They either put in for basically an abatement or hardship request. Steve Malizia indicated we get 20 a year maybe. I'm trying to think if it's even that many. Selectman Coutu said she really manages that budget well. Steve Malizia said they come from my office not her office. There's a standard to report adopted if people provide evidence that they're below poverty levels and they claim hardship, they can get their ambulance bill waived, abated, or written off by me. The Board gave me that authority based on federal guidelines. Selectman Coutu asked if we have a budget for that in the Selectmen's budget to pay ambulance service. Mr. Malizia said no we just don't collect the revenue. Selectman Coutu indicated it could be a benefit for us then. Mr. Malizia said if somebody now has insurance that didn't have it, more than likely there would some payment compared to no payment. From the scope, there aren't hundreds of people that come in. It might be 15 to 20 and I don't get them every month.

Again, Selectman Luszey said what will be interesting to see too is the impact because part timers that had insurance will be going through the exchange. Steve Malizia said part timers mean out in the world. Whatever their employer does. Selectman Luszey gave an example of Home Depot. All their part timers just lost their insurance. They now have to go to the exchange. You take a look at the number of Hudson elderly that have part time jobs that was paying part of their insurance no longer pay that. They're required to sign up now. Steve Malizia asked if you're talking about the folks on Medicare. Selectman Luszey said yes and its impact under the Affordable Health Care.

Chairman Maddox said the question was asked and we'll get some numbers but I think we're grasping at jellybeans on that side of the table. Selectman Luszey said if you don't think it's going to be that big of a number either. Deputy Buxton thinks there's going to be some impact and I think its good information to have. Whether I filter it through the Town Administrator or bring it to the Board at budget, however you'd like that.

Just a full time staffing review from 1983 all the way up to 2013. Just to recall, Deputy Buxton indicated in 2001 I believe until 2002 - 2003 range, that's when you started to staff the Burns Hill Fire Station and then you also had an increase in personnel in 2007 which as they were brought on board went up to 46 and then obviously inspectional services came in at the end of this year in relationship there. This is full time staffing and full time staffing only.

The next slide that Deputy Buxton has is the Call Department history and where that's gone. We went from a high of 29 in the year 2000 down to 9 in 2013. Where that goes, we'll take up during our review.

Funding sources for the department. Deputy Buxton said they obviously have the annual department budget, capital reserve accounts, and grant funding. If you look at the Fire Department's budget across the board, you're going to see a very level funded budget since 2008. You're going to note that the increase that you see in 2011 - 2012 if my memory serves me correctly were driven off of benefits and retirement costs that were somewhat shifted down and added into the departments costing overall. What does this mean? This means that some of our programs and deferred maintenance costs -we talked about those things. Those projects haven't been in the budget. So here we are today. We need to start dealing with those as we continue to move along.

Our capital reserve accounts that we have set up. Deputy Buxton indicated you have done an outstanding job as setting us for success and capital projects. You have the ambulance capital reserve which we discussed earlier, the fire apparatus. The new account that we established was the fire apparatus refurbishment and repair line and also the fire equipment line. Those are at the different amounts per year and we continue to see those accounts grow.

Grant funds. Since the year 2008, Deputy Buxton said we're at \$271,789 worth of grant funds. I'm happy to say we had several of those programs are funded major projects for the organization as we review the flat budget since 2008. You had a \$76,000 grant for protective clothing. That is the gear that the firefighters wear when they go into hazardous environment, helmets, gloves, boots, hoods, pants and boots. You also had north of probably \$200,000 in radio equipment that was purchased. We talk about the continuous radio improvements and what's the plan, and we

talked about simulcasting - increasing our sites and moving that program forward. We had some training education money and we also updated the emergency management plan for hazardous material with a \$10,000 grant in 2010.

Selectman Luszey had a question about inoperability. How do we tie into Nashua cuz they're on the trunk system. Did we ever resolve that? Deputy Buxton said the City of Nashua actually through grant funding carries a mutual aide portable within their trucks that is on the VHF system. So we do not tie into the 800 system when we go over. They have the ability on their dispatch console to patch us from one frequency to another but routinely what would happen if they were coming over here to work with us is they would take that mutual aide portable out of their truck and bring it with them when they come over to work. So that's how that works.

If you look at our revenue stream from 2008 to 2013, Deputy Buxton did include inspectional services money that we extrapolated. Obviously that's historical data until you get to 2013 where we started to collect. You see your ambulance revenues go from 2008 just north of \$400,000 to 2013 we're just north of \$600,000. So that brings us all the way back to that conversation about Affordable Care Act and what the impact of that will be obviously will bring us up. You'll note in 2012, you had a pretty large jump in grant funding and we reviewed that earlier.

Challenges to overcome when you look at the Fire Department as a whole - Deputy Buxton noted increased long-term employer recruitment and retention, continuously funding employee safety programs, develop long term facility solutions for our aging infrastructure, identify ways to handle increased activity levels within Inspectional Services, communication systems improvements and funding, identification of long term solutions for our fleet maintenance in order to increase longevity.

Selectman Luszey asked if we have an issue keeping people long term because when I take a look through the roster, we have 10, 15, 20, 30 year employees. Deputy Buxton stated I will tell you on the lower end of the scale we're beginning to see a reduction in the longevity of those folks. I think that we lost 2 firefighters within recent history one of which left to go to another fire service organization specifically for payroll issues and then the other one left for personal issues. We're starting to see some of those impacts on the lower end of the scales. So how do we address that? On the higher end of the scale, Selectman Luszey said we don't have that issue. So longevity I don't think is an issue. On the higher end of the scale, Deputy Buxton said we're primed for retirement. So when you look at the Captain rank across the board, and I talk about retaining our folks, we look at the fact that all the Captains are 20 years plus employees. You start seeing some of your Lieutenants that are creeping up in that retirement age across the board. It's very similar to the Chief of the Fire Department who will be retiring next week. So those types of things are challenges that we see, and how do we keep them engaged, and keep them wanting to come to work, and pass along their institutional knowledge as we head from the Town Engineer down to the lower ranks. Chairman Maddox indicated that recruitment is going to be a problem. We did a study of a number of surrounding communities or like size communities. We are lowly paid on the starting wages for our firefighter paramedic. We are having difficulty as I understand it even getting applications for those positions. Deputy Buxton stated right now we have two positions that are posted. We've received one paramedic application and he had no fire service credentialing at all.

For those people who are still paying attention to this program, Selectman Coutu said the person who just left was it a lateral transfer? Deputy Buxton indicated yes. He moved from the Town of Hudson to the Town of Merrimack. Selectman Coutu stated it was a lateral transfer and position and he's getting approximately \$10,000 a year more. Deputy Buxton indicated that would be correct. Selectman Coutu just wanted to let people know that. What would it cost now if we had to bring someone in and train them? Well we're going to have to bring someone in. Deputy Buxton didn't have a number on the training but it would certainly be several thousands of dollars to bring them in. Just to outfit them between physicals, protective clothing, and getting them through probation is probably I think the last time I ran the number in excess of \$6,000 between physical gear and all those types of things. It is an investment that you're making into these employees when you do bring them on board.

Selectman Nadeau asked if we have a policy similar to the Police Department - like a 3 year contract with these people when they come in. Deputy Buxton said no. There was at one time a policy in place under Chief Carpentino when we were educating folks at the paramedic level. They were signing an agreement that to the best of my knowledge they had to maintain it, they had to work within the system as a paramedic for a certain amount of time, or they were on the hook for paying back the educational costs but not at the lower end of the system. So not at the hiring end of the system. Selectman Nadeau indicated we do have that in the Police Department. Deputy Buxton said I may be wrong and I'm certainly not looking to dive into the police world but when they come in the door, they're being sent to the academy for an extended period of time. When our folks come in the door, they're usually credentialed and we do our own in house training. So I think the costing at the lower level may be different. It may be something we need to look at. Chairman Maddox noted only if they leave within 3 years and go to another police agency. Selectman Nadeau said the firefighter that left from here and went to Merrimack, he wasn't here that long. Deputy Buxton noted a year and a half. Selectman Nadeau thought it was something that we need to look at just like we did for the Police Department because we do have some type of investment into these people. Chairman Maddox said we have to get them first.

Chairman Maddox asked about their 1 to 3 year goals. Deputy Buxton stated continue to develop our employees in order to create a self sustaining organization. Obviously we're built from the bottom up. Continue to identify funding

sources to maintain our employee safety programs. Continue to provide cost effective services to the citizens of Hudson, identifying efficiencies.

Chairman Maddox asked to go back. What type of employee safety programs. Deputy Buxton said if you look at - and I'm just going to use one. I'm going to talk about our respiratory protection program and our SCBA. That piece of equipment is actually built for a life cycle of two NFPA standard changes. I know you understand NFPA standard changes but not everybody does. That basically puts them at a 6 year period where they're starting to rotate out. That is a multi thousand dollar investment that we continue to do. We look at that through the capital reserve but we need to keep putting money into that account so we continue to buy the equipment. Protective clothing is the same way. We did protective clothing in 2008. That has a 10 year shelf life depending on activity of the employee. We're starting to see now we're investing into repairs and replacements because of wear and tear on the equipment. As we continue to budget, it's important that we keep vigilance that we're going to continue to put money into that so we're wearing the appropriate equipment. Chairman Maddox said we're funding those. Deputy Buxton noted at this point we are. I'm just saying that we need to continue to do that.

Deputy Buxton said they established the Hudson Fire Department Building Committee. That's to create long-term plans to address the aging infrastructure for the Hudson Fire Department, create an environment to support the department's succession plan. As you're aware, Chief Murray will retire October 11th. We need to go back to the drawing board and redevelop the succession plan and continue to develop that with our employees internally. Continue to improve cost effectiveness through the utilization of technology. One of the examples I would give to you is the utilization of - we're actually moving towards tablet technology instead of the Toughbook technology that you're familiar with the Police Department using. The Police Department utilizes the Toughbook. We've gone to the tablet for a couple of different reasons. Our work is mostly done outside of the vehicle. So when you go into a patient's house, they have the ability to fill the form, do those types of things on line and then it gets transported into the back of the ambulance while they're doing EMS work. We also have begun to move our day to day preventative maintenance program to the tablet. We've utilized check sheets that were electronically stored. The operators will have that ability to go out and check their piece of apparatus, record it electronically, and we no longer are developing paper. So those are programs that are in the developmental stages right now. We actually have the I Pads in house and we're looking to get those programs deployed.

Deputy Buxton also included they're identifying possible funding mechanisms to continue our preventative maintenance programs, continue to identify grant funding. I think we've been successful since 2008 in continuing to find grants to fund programs to offset the budget. The 3 to 5 year goal is to continue to maintain safe and effective work environment for the employees and the citizens of the Town of Hudson, implement the long term planning goals identified by the Hudson Fire Department Building Committee, and continue to develop our employees in order to create a self-sustaining organization.

Chairman Maddox and people that stay up late and watch us said they didn't even hear the fact that Deputy Chief Buxton will be getting a new title on the 12th. He's going to be the new Fire Warden, Emergency Management, and Fire Chief. Publicly congratulations. It was not a tough decision. You've shown from past experience and I think this Board recognizes that. I'm looking forward to seeing you as our Fire Chief. Selectman Luszey had one question - self-sustaining organization. Does that mean you're going to figure out how to fully fund yourself to eliminate appropriate...Deputy Buxton said no. Do you have any other questions? Chairman Maddox said having been the liaison this year and having ridden with the Fire Department, just a great organization of people. Selectman Luszey you need to ride once with the ambulance I think would be educational. Selectman Luszey said I drove but no calls. Chairman Maddox thought, again, it is going to be challenging for the new Chief to get good people with the salaries that we are putting in the paper for what we are looking for. I think we have a challenge coming before us as Selectmen as how we get good people in that door to be able to take care of our citizens. As you can see from the number of calls, the ambulance rolls regularly. I think one of the things I've talked to the Deputy about is at some point we need to rebrand the Fire Department is not just the Hudson Fire Department but Hudson/Fire Rescue or EMS so that people understand that they are not simply the Fire Department. They do a multitude of services for the community.

Selectman Nadeau indicated one of the things we brought up with the Town Engineer when he was in here is a problem that he's having with the staffing or the problem that's been brought up to us about the staffing. I'm sure that when you're doing your looking over, he heard our concerns this evening and see what can happen or become what we talked about.

Deputy Buxton said the Town Engineer and myself communicate roughly 5 different times a days if not more. We've developed a very solid working relationship. One of the things that is enjoyable is we have the ability to bounce ideas off. When we decided as a group to go down this path for Inspectional Services and developing into Land Use, we bought into a theory on efficiency and how we're going to do things. The inspectors all have the ability to tend to the counter. We had conversation in regards to the utilization of Helen Cheyne moving over during lunch period. If the Fire Chief was sitting here next to me tonight, he would tell you that he said no to that at that point in time. I don't necessarily see that need as we sit here today. We have the ability. The activity is on the increase. I've shared with the Chairman that I think the increase in activity is almost something that is going to be difficult for the inspectional

team and the Permit Technician to keep up with. We're less than 90 days into this. What I've said along the way is you need to allow change to take time and plant its roots. Dave Hebert specifically will hang around in the morning before he goes out to start his inspections to get through the morning rush. He walks over for his 8:30, goes back, tends to some office hours, helps out at the counter, and handles those types of things. I personally don't feel that it's acceptable for us to close down at lunch time because the Permit Technician needs to take a lunch. If you as a contractor are coming in, which she opted to take the latest lunch possible so we could handle that noontime traffic coming in the door. We've made some of those adjustments. I would ask you to be patient and for us to watch the activity and to see where that goes.

Selectman Coutu asked did not one of the girls in the Admin. Office handle a lot of permits. Deputy Buxton said Helen Cheyne took care of all the permitting for the Fire Prevention Division. When we moved over to Town Hall, we moved all construction permitting over to Town Hall and that includes your mechanical, your gas permitting, and those construction type permits. She continues to work with the School District and the Place of Assembly Permitting from her office and support the Permit Technician electronically through the network. That happens daily. Matter of fact if the Permit Technician needs a permit pulled or needs something done for additional work, they will communicate either via the telephone or via the network to move that work back and forth across the parking lot wirelessly. That doesn't necessarily mean that Helen needs to move directly next to the Permit Technician. We're moving work flow other ways.

Chairman Maddox said hopefully we're going to use the technology that we're trying to build in. I think that one of the things that over the next time frame is frequently asked questions. If you came to Hudson counter to get a pool permit or whatever if those questions are already on our website to where you didn't have to spend 10 minutes with a permitted person at the counter, those questions were answered on line. I think that's going to help us tremendously. Again I think before we rush to put another body in there, I think we need to look at what is happening and what we can do better with some of the other resources.

Deputy Buxton indicated that we have put a lot of effort into the permitting side of the house to make sure that that information is available on line. We're going to be working with the IT Department to work on electronic submission through an e-mail address so that we can actually accept the permitting coming in electronically. So the only phone call a contractor gets is please come in and get you card so you can post it on the job site so the inspector knows you have a permit and that will be \$325. They walk in with their check, they pay for the permit...Selectman Luszey asked why they couldn't print it at his printer. Deputy Buxton said the job right now requires a posting on site. That is not only for the inspector but for the neighbors. We routinely get calls from the neighbors who will say they're building without a permit. Selectman Luszey said why couldn't I get the approval and print my form. Deputy Buxton didn't disagree with you. We may get there. I'm just telling you we're talking this all in steps. The construction permits across the board have been changed. They're all fillable now on line. That wasn't done by myself. That was staff that put a lot of time into getting those things accomplished. I don't have anything but good things to say about them for the effort they've put into this point. Change is not easy all the time. Actually change is not easy. It takes time to mesh it in. Chairman Maddox said that simple one step makes a big difference on pulling permits in various communities. Most of them you just get to download the PDF but you can't fill it in so now you've got to either type it or hand write it and carry it back to them. If you're doing at least that step, we're ahead of many other communities and hopefully we will stay at that forefront of being able to utilize the technology that we have.

Selectman Brucker asked a question when they pay do they have to physically come in to pay. At this point in time, Deputy Buxton said they're physically coming in to pay. We have not set up on line payment. That was one of the goals and visions of the division when we moved there. I would certainly would see that as a long-range goal for us to have that ability to accept currency so they can print it out and do what they need to do. Selectman Brucker said if they're coming in to pay, then they can get their permit. It does seem to make sense.

Chairman Maddox thanked Deputy/Chief Buxton.

E. Departmental Review - Recreation

Chairman Maddox recognized Dave Yates, Recreation Director.

Dave Yates indicated to the Board that I gave you a quick handout to give an overview of the Rec. Department. First I just want to read the missions statement. "The Mission of the Hudson Recreation Department is to provide the citizens of Hudson with a broad range of fun, safe, and affordable recreation opportunities and leisure activities to enhance the quality of life in the community." As a department, I think we do meet our mission. We range in activities from the top play group all the way up to the - well we did the Coffee Club and now we're going to incorporate the seniors under the recreation umbrella.

Just a quick overview - Personnel. Mr. Yates said we've had many new changes lately. We have Chrissy Peterson our new Administrator. She's been onboard about a month doing a fantastic job. Still learning the ropes. Susan from the Selectman's office comes up a couple times a week and she's been training her. There's a lot of information and nobody realizes all the behind the scenes that needs to be done. Thank you to Susan for training Chrissy and getting

her on board. Lori Bowen is our new Senior Services Coordinator. She's been on board about a month now. She's been down sitting at the Community Center with the seniors getting to know them, getting to know their needs. We've met with the Senior Affairs Committee. We've met with Bernie Manor about the new building. Lori I think is going to be a welcome addition and short term, the seniors really like what the person that Lori is.

Before Selectman Luszey forgets, when we reviewed the budget, we're going to be about - and I don't know if I have this figure correct - I think it's 4.5K over budget on a salary line for Lori this year that we need to fix. Don't be surprised when that comes up. Selectman Coutu indicated they could make a transfer. Chairman Maddox's question was why. Selectman Luszey said because we brought her in 3 months earlier than when I budgeted. Selectman Coutu indicated that's why I kept saying she's budgeted from January on and she came in now. We'll fix that. Selectman Nadeau said we'll find the money. Selectman Luszey knows where we can get it.

Speaking of Lori, Dave Yates said she's currently working 21 hours a week initially. Again, she'll be getting policies and procedures in place so come March, she'll bump up to 28 hours a week when the new senior center opens. Selectman Coutu asked where is she working the 21 hours. Mr. Yates noted at the Community Center. We've turned that office into her office for now.

Dave Yates stated we also have a new maintenance man. As you know, Leo Bernard has been on board about a month. Leo's doing a bang up job. He's very dependable. He's there when you need him. I think we'll have him long term. My other experiment failed and I'm not afraid to say that but Leo is definitely there when you need him.

Programs - Mr. Yates put a couple of new programs. As you know, Lacrosse was our newest program that we instituted last year. Great program. We had about 160 lacrosse players in that program. The revenue went up from the old Babe Ruth from \$4,000 to I think we took in \$17,000 in Lacrosse this past year. It's definitely paying for itself and not only is that important, I think our numbers are going to grow. I don't know if they can grow a whole lot more because we don't have field space, which is on my list later on but Lacrosse was definitely the way to go. Again, we spoke of the new program, the senior activities. That will be under our umbrella. Like I said, Lori's doing a lot of leg work now and hopefully we'll have a lot of new ideas come March and be pressing forward with the senior activities.

(Mr. Yates) A recent change that we made was background checks on all our volunteers and employees. We did go through the New Hampshire State Police. We changed to a company called "Protect Youth Sports". The reason we changed is they provide nationwide checks where the State of New Hampshire was only providing a State check. The cost didn't go up at all and it's much safer and gives us a lot more information. That was our new changes.

Mr. Yates just so that, again, the two people that are still watching, Chairman Maddox thought this is important with all the things that go on that we see on all of the cable news channels that Hudson is being proactive. We are background checking all of not only our employees but any of the volunteers that work with children correct? Dave Yates said every volunteer from coach to assistant coach. Anybody that assists on the sidelines that's with the children, we do do a background check no matter what. If they've had background checks with other organizations and they say I work for the school, or I'm a police officer... in fact when the Police Chief coached years ago, we did a background check on the Police Chief. We're going straightforward across the board and there's no exceptions.

Chairman Maddox thought that was important for people to understand that when they put their child into our Rec. program that we are doing this rather than waiting for a tragic story. I think that again one of the positives that people don't see in the background. Thank you Mr. Yates.

Plans going forward and Mr. Yates didn't put them in any specific order but things that we'd like to do down the road is online registration. Many, many departments do this. I think it will expedite the process. It will be more convenient for the customers. We just did our basketball registration the past week. We did it two evenings at a Saturday and the phones have still been flooded with people that have missed registration for whatever reason. It's been on Facebook. A flyer went home to every school. It was in the HLN. So whatever reason they miss but now they have to come late during the day and they work during the day. If we had online registration, they'd be able to go right on line, make the payment, and we'd be able to get their children in. That's something we want to look at going forward. I know the Town Clerk's office uses credit cards now. When I brought it up in the past, it was always well let's see how it goes with them. I think it's definitely a step in the right direction.

The next thing Dave Yates put on - it was a surprise to me - that Selectman Luszey mentioned it earlier because I haven't heard this brought up prior to now but my thought is once the seniors get their new building that possibly move the Rec. Department to the Community Center. We do 90 percent of our activities are the Community Center. It would only makes sense that our department would move down there if the Board chooses to go that route. Selectman Coutu asked who said otherwise. Who said we were not going to do that? Mr. Yates said he didn't know. I haven't heard it until tonight. Selectman Luszey indicated it's been kicked around. I want to sell the place. Mr. Yates indicated the other thing would be what to do with the Rec. Center and that would be this Board's choice. If and when we do that and it does happen, I would still like to maintain the use of the garage at the Rec. Center. There won't be enough storage at the Community Center for all of the items that are in there now and all of our equipment that we would bring. If there is a move, I would like to still have that. We would need that garage. Selectman Coutu

indicated we wouldn't be able to sell the property. Mr. Yates said if you sell the property, that's a different story. Selectman Luszey stated all the senior equipment that's at the Community goes to the senior center. Mr. Yates said we have a lot of basketballs, soccer balls, all of our maintenance equipment is in there. Just a thought. If it gets sold, then we'll have to think of another idea for storage. There definitely wouldn't be enough storage at the Community Center.

Dave Yates was sure this is going to be a tough issue is Freedom Field Phase II. As you know and it's been in my reports for years, and years, and years and I think Lacrosse has really opened our eyes that we didn't have enough practice space. Last year Lacrosse teams were practicing on the outfield of both Jette and Sousa fields. I've spoken with Karen Bonnie the AD at Alvirne. They're very limited on field space because they have all their teams. Freedom Field was developed by a private organization. I think it's going on almost 10 years now. Its town owned land. The plan called for 2 fields. They did not have enough money to build a second field so the plan is still in place and during budget season I'd like to talk and I don't know what the Board's desire is but...Selectman Luszey asked if those were the fields up near the Library/Hills Garrison. Mr. Yates noted there's one field right now and there's a plan for a second. I did go to a local developer, gave him the plan, and said hey what do you think the cost would be. He looked at the plan, did his numbers, and it would be probably about \$150,000 to put a new field in. It would be multipurpose. It would be soccer/lacrosse. It wouldn't be a baseball field. That's the thought for this year's budget. If the Board chooses to put it in my budget, that would be a fantastic thing. If they don't I would at least like to see it go to the warrant and see what the taxpayers say about it.

Selectman Coutu said to the Chairman and my fellow members, I want you to know that this isn't just something he's pulling out of thin air. This has been an ongoing discussion in the Town of Hudson - the lack of field space for field activity and field sport. We've know that the plan exists for a second field at Freedom Field. I suggested to the Recreation Committee and the Recreation Director that we seriously should consider having the Recreation Director put it in his budget and have a discussion at that time. I would hope that this is on their wish list that he would be motivated to put it in the budget and then discuss it further at that time. We can look at some of the numbers and the statistical data to support it.

If memory serves Selectman Luszey correct, and it may not be because it's late, Mr. Webster had a plan that a local contractor would build a field up behind...Selectman Coutu said it was a dead issue. Mr. Malizia indicated by the firing range. Selectman Coutu indicated the firing range is in the way. He can't build a field there. That plan is now dead. Chairman Maddox said the concept that they were trading for may not be. I think that we need to probably take a look at that.

The other thing is, Chairman Maddox stated we talked earlier about selling parcels around town. The Planning Board took house lots all over town for recreation. They were meant to have the ability if they put in a 20 lot subdivision, there was a lot somewhere so that they could build a field. We'll we're never going to do that. Now that house pricing and the lot pricing is probably coming back up, for us to sell a half a dozen of these in various parts of the town. The Ayers Pond one alone I think could do an awful lot of recreation. I think that maybe that's where we want to take a look is to pick out some of these and I affectionately call them as "Lenny Lots" from Lenny Smith. He was taking these lots in for recreation but we're never going to do anything with them. They're a single parcel on a street somewhere. I think that's where we can fund a number of these recreation items through parcels that the Town has no use for and has a liability off. If we were to take a couple of these a year, put them on the warrant to sell them, and utilize that as a funding source for some of these field situations that we know we have, maybe that's something we want to take a look at long and hard at this year's cycle. Selectman Coutu agreed. Chairman Maddox asked the Recreation Director to get together with Mr. Cashell and Mr. Michaud to identify a couple of lots to see if we can start off with.

Selectman Luszey said if these lots were provided by developers for the purpose of recreation for those neighborhoods, why didn't we do something with them for those neighborhoods. Can we sell them or would that be in some type of violation of...Chairman Maddox said no. Our regulations state that 10 percent of the land shall be dedicated to the Town. Selectman Luszey indicated for recreation. Chairman Maddox said that's why I'm saying. This is going to be for recreation. You're not going to put one lot playing fields in 16 different neighborhoods. It was a nice idea but it doesn't make any sense in the big term of it. If we are going to utilize it for recreation, and that's why I'm saying if we took and said there's a lot somewhere in town that the town owns as a buildable house lot that is just sitting there vacant, number one we're not getting any revenue for it and it serves the town no real use to pick off 3 or 4 or those, sell them for whatever that would be, and put that into recreation, I think it serves the purpose for which it was taken for which was to provide recreation. To have a house lot next to your house Selectman Coutu as a field would make no sense. To take and put a house there, you're not going to be terribly happy with but it's probably better than putting a baseball field. Again, I think that this is one of those revenue sources that is sitting out there and we're not taking advantage of. With the market turning around, I think now is the time to take a look at this.

Selectman Nadeau stated one of the ones that come to mind is off of Clement Road. There's a newer development in there - Bradford Circle over there. There's a lot over there and it's probably a buildable lot in that neighborhood. Go right around the corner and you have Benson's. I couldn't see building - I think we were supposed to put some swing sets in there and some other things. I think it would be something that we should look at to start getting rid of some of these things. Maybe putting it into a capital reserve fund to do Freedom Field Phase II. Selectman Luszey asked for

a motion to get all the buildable lots or...Chairman Maddox said he was calling them "Lenny Lots" but I think - I know that the Town Assistant Assessor was going to take a look at a number of lots. Let's just pick one in each section of town so we're not overburdening any one area and let's find 3 to 5 of them that makes sense and come back and see what we can do for warrant article season.

Motion by Selectman Nadeau that we find between 3 to 5 lots throughout the Town of Hudson that were giving to the Town for recreational space and that we look into putting together a warrant article and sell these lots.

Selectman Nadeau said he didn't know if we have to put a warrant article on. Steve Malizia indicated if you didn't take them by tax deed, you have to get the voter's permission to sell them.

Motion by Selectman Nadeau, seconded by Selectman Luszey, that we find between 3 to 5 lots throughout the Town of Hudson that were giving to the Town for recreational space and that we look into putting together a warrant article for this year's consideration to selling the lots.

Selectman Coutu indicated he wouldn't be voting for the motion one because we're looking for 3 to 5 lots dedicated just for recreation. You're going to find that they're going to be small lots and there are other lots that are bigger - Eayrs Pond for one. Selectman Nadeau indicated that could be one of the lots. Selectman Coutu didn't think that was on that list. I don't think that was left there for recreational purposes. It was just never developed. Selectman Nadeau said it was tax deeded. Selectman Coutu stated that was a different story. We can sell that one right away if it was tax deeded. In order to sell a lot that was not tax deeded, Steve Malizia said you need a warrant article. If it was tax deeded, you don't need a warrant article. Selectman Coutu said for Eayrs Pond, that's the big one. That's the one that's worth the most money. There's 5 house lots right there.

Chairman Maddox asked if you wanted to make that a friendly amendment but now you're saying you want to make that a separate motion. Selectman Nadeau thought let's look at the 3 to 5 lots and if that's one that comes in that is able to be sold via the warrant article or however we can sell that one.

Selectman Luszey said I'm kind of where Selectman Coutu is and that is if that's not on the list of lots that were give for recreation, we want it to be on "the list". I think it's a separate motion that says we specifically go and ask for that one and any other one that we took for tax deed that is of significant size.

Chairman Maddox thought your idea is a good one Selectman Nadeau. I think that doing 3 to 5 in various parts of town for the recreation is one motion. I think we want to take a look at...Selectman Nadeau said I'll make another motion after that one. Chairman Maddox asked to keep it clean as far as...Selectman Luszey said that's what I'm saying - two motions.

Vote: Motion carried 5-0.

Selectman Nadeau said his second motion is that we find 3 to 5 lots that were not taken by tax deed or taken by tax deed? Steve Malizia said the ones you just talked about previous were not taken, so now you'd be talking taken. We'll try and get you a list of all the lots that were taken by tax deed by size and you can decide what you want to do with them if that's what you're trying to get at. Selectman Luszey asked if Eayrs Pond was part of that. Selectman Nadeau said he didn't know but what I'd like to do with...Mr. Malizia said I can't tell you. There's 291 Town owned properties. I don't know which ones are...

Motion by Selectman Nadeau, seconded by Selectman Luszey, that we find another 3 to 5 lots and use that money for a capital reserve fund for building repairs.

Chairman Maddox said the motion was to take 3 to 5 lots and then put them on the warrant to sell, but these would be tax deeded? Selectman Nadeau said no. If we can find 3 to 5 that we can put on that were not tax deeded. Steve Malizia indicated that previous motion you made as I understand it was for taking properties that were not tax deeded. There are two types of properties basically for this discussion. There's tax deeded and there is non tax deeded. You acquired it some other way whether it was donated, gifted, you bought it, whatever. Those properties are assets of the Town of Hudson and you need the voters permission to sell them. Hence, you have to put them on the warrant. Tax deeded, the Statute, and I think Town Code articulates that you can sell those without any further vote by the voters. If its tax deeded, you could sell it. If it's not tax deeded, otherwise acquired, bought, or whatever, you need the voters permission.

Chairman Maddox asked to find out what that one was. I think we're kind of meandering into a...Mr. Malizia asked what one was. Chairman Maddox said Eayrs Pond. Mr. Malizia indicated we can certainly tell you if it's on the tax deeded list probably tomorrow or Thursday. We'll just see what's on the tax deeded list.

Selectman Luszey indicated Selectman Nadeau's motion doesn't even address Eayrs Pond. What I think the intent of his motion is to find another 3 to 5 parcels of land that were not taken by tax deed to sell and put that money in a capital reserve fund to establish a capital reserve fund for the purpose of repair and maintenance of town facilities.

Mr. Malizia asked what was the previous motion for. Selectman Luszey indicted the previous motion was to find the lots that were given to the town for recreation and to sell those to put it into the capital reserve for the creation of a second field or just recreation. Two entirely different motions. Mr. Malizia asked who do you want to decide which are the 3 to 5 lots. Me? Him? You? Whose going to decide? I can give you lists. Wouldn't the Board decide?

Selectman Coutu said the Board should decide. We're going around in circles here. Why can't we just have a motion to have the Town provide us with a list of all available land for sale and identify those that are by tax deed and those that are not? We have a lot of land we can sell. Some of it we can't. It's junk land. It's buried. I understand that.

Chairman Maddox indicated someone is going to have to do some research cuz it could have been an alleyway in its earlier life or it could have been donated as part of some other project. We're going to do some research if we're going to get into this. I think we need to kind of...Selectman Coutu said we want a list of all the land that's buildable size. Two acres or more, it depends on what zoning. Mr. Malizia indicated in some neighborhoods, it's 10,000 square feet.

Chairman Maddox indicated that there's a motion to take this and put it into...does everybody understand the motion?

Selectman Luszey offered an amendment to the motion. Selectman Coutu said we should have this all encompassed in one motion. Selectman Luszey said we already did the one for the field. So the second one, I think I'd offer an amendment to say give us a list of all buildable lots that the town owns, identify which ones we're taking by tax deed, which ones were not taken by tax deed, and I guess how we own them - outright or - you know what I'm saying. Are there conditions to them like recreation, conservation? Chairman Maddox said we're getting quite expansive here.

Selectman Brucker said I know we're all tired and I'm pretty tired too but I think that if we wanted to go ahead and sell them without having to put it on a warrant, it has to be tax deeded property. Isn't that correct? Mr. Malizia said yes. Selectman Brucker indicated that has to be one of the prerequisites in this.

Selectman Luszey said what I'm trying to get to is a comprehensive list of all the properties that we own that we could select from to say we want to sell but know what the conditions of the use is of each of those parcels. Could we sell it outright? Do we have to go put it on a warrant, yadda, yadda, yadda. Can it only be used for conservation?

Chairman Maddox indicated he was going to vote against this. I have a feeling that we're building a database - it's going to take some time to assemble this. I think we would be better off...Selectman Nadeau said we're already got it. Steve Malizia said it's not that simple. Selectman Coutu stated we have a list. Mr. Malizia said we have a list of properties. I couldn't tell you what's buildable because it might have wetlands on it. It doesn't say that there. I can't imagine developers gave you all the primo land when they gave you a lot. So somebody has to evaluate those. There are 191 properties that we own.

Selectman Nadeau asked to give a good example. We just took a property behind Fox Hollow just this past year - Atwood Ave. Steve Malizia said little parcels here and there. Selectman Nadeau said you put the 3/10th of an acre or whatever in a TR zone together and you have a buildable lot. We have a lot of lots that we just acquired back in that neighborhood. So that might be one that we look at. The Assessor has been keeping an eye on a lot of these properties over the years because we've asked this multiple times to be brought forward and he's brought it forward and we've looked at the list and went yup, yup, and that's where it went. I think this way we're stepping forward in the right direction and it's on the radar, and it's something that we can have done for this - we might find that we have 5 or 6 of them that have to be done the same way that we're doing these recreational lots. I think this motion is moving us forward in the right direction.

Again, Chairman Maddox said you're building - why don't we just get the list first and each one of us pick two and then send them off to go do the research. I think, again, we just don't know if it's a buildable lot from looking at a list. I think in all fairness to have staff try to pull that together for 181 properties, again, we don't know what the conditions are. Do we want to have staff doing all of this work to get nowhere? Why not pick a couple and narrow it down. Selectman Nadeau was sure the Assessor will pick a couple of them for us and narrow it down cuz I'm sure he knows which ones are...

Selectman Luszey said his closing comment on that is at some point in time we are going to have to do exactly what you just said. We should know for this Board whether it's us or a future Board the type of lot that the Town owns and how it could be used. To now know that information just doesn't set well with me. That information should have been recorded at the time of the taking of the lot as to is it buildable? Is it not buildable? Is it subdividable?

Chairman Maddox said if you took it 30 years ago, it could have been buildable but because of wetland changes, that lot may no longer be buildable. I don't disagree that we should know whether its tax deeded or not. That would be a simple list. Getting into whether it's buildable or not and what restrictions.

Selectman Luszey said it gets to the bigger issue of asset management for the Town. Who manages assets for the Town?

Vote: Motion carried 4-1. Selectman Maddox in opposition.

Just for clarification, Dave Yates asked am I supposed to get with the Assessor or who's doing this?

Selectman Nadeau said on yours, I would say get together with the Assessor for your recreational lots and Steve get together on the town lots. Steve Malizia indicated they're all town lots. Selectman Nadeau said the ones that we're going to use for the town side of it. Mr. Malizia said he'd have to read the motion tomorrow because I'm not sure what I'm doing. That's okay. I'll have her type it out for me.

Dave Yates said relative to the skate park, I haven't seen or heard anybody beating down the doors to remodel or fix the skate park. If that doesn't happen, my thought would be to convert it into a nice basketball court which we're killing two birds with one stone here. We could also - I know Hudson Youth Baseball is in dire need of parking at the new Greeley Field that they put a lot of money into recently. If we moved and made a basketball court of the skate park, we could in turn make the basketball courts at Greeley into a parking lot which is badly needed. Just a thought. I'm not sure maybe somebody will come forward and fix the skate park. It doesn't look like it's going in that direction.

Selectman Nadeau indicated we gave them until January 1st. Chairman Maddox said that will be tough to do for budgeting as far as next year with what Mr. Yates was talking about. Selectman Coutu remarked no it wouldn't. Selectman Luszey thought it was a little early to be converting it to a basketball court. It goes to my statement that there's already a preconceived outcome of the program we have in town. Mr. Yates said it was only a thought. I just put it in the plan and only a thought. If they come forward and we fix the skate park up, then great. Just a thought and just looking at ideas. Chairman Maddox indicated those people came forward and spent some money. They rehabbed that whole field on their dime. We move on. I guess we're going to the mini bus.

Dave Yates spoke of the mini bus just when I was leaving the office today. Lori knew I was coming tonight and just mentioned that the seniors have been talking to her and we're not going to put a bus in this year's budget. We're going to go forward with what we're doing now but just a thought down the road. That might be another way of helping, and doing local trips, and providing transportation. Again, it's just a thought. It's a plan down the road just to kind of plant the seed.

The next item, and Dave Yates was sure it's not going to be a real popular one but another thought down the road is, and we've talked about this before and I'm sure Selectman Maddox isn't a fan of this but if we're going to make the Rec. Department better or go forward, we're maxed out with the personnel we have now. Probably create a Program Coordinator. Moving forward, this would make more efficiency, it would provide continuity in the office. Right now we have both basketball people are new. Again...Chairman Maddox asked for a moment. I guess I have two meetings going on here. Selectman Nadeau said no. You can keep going over there. We're all set over here. Selectman Coutu indicated I take exception. Just a thought going forward, Dave Yates wanted to put it on paper. I know it's not going to happen. Chairman Maddox said it shows up in your report every year. Any time is soon but Dave Yates didn't want it to be forgotten. That's pretty much all I had.

Chairman Maddox asked the Board if they had any other questions for Mr. Yates. How is your revenue for summer program over the previous year? Dave noted it was about what it was last year. The out of towners I think we had 14 or 15. I think the word is going to get out and I think it will go up. So 14 or 15 times \$350, that still took in but the overall numbers were pretty much the same as last year. Chairman Maddox said you weren't able to sell a great program. Dave thought it's going to get better. Frank Girginis did a great job with the program. We have the word out there on Facebook. I guess there's a Twitter account. I think it will improve. It's just going to take time to get the word out there that we are accepting out of towners for that program. Chairman Maddox said I've heard that for 5 years and the number keep staying the same if not dropping.

Selectman Nadeau had a couple of things. We got a late start on promoting the out of towners program number one. Number two, the amount of youth in this town is starting to go down. We used to have families with 3 and 4 kids in the program. Now you're starting to see families with only 1 and 2 kids and some have none. Our senior population is rising in the town with the amount of - well according to some people, I'm starting to get up there in age too. You can call Priscilla and tell her I admitted to that. The amount of people enrolling their kids in the summer program is down because a lot of people were unemployed, were home, and I see that through one of my other hats that I wear and talk to these people. We might have had this amount that came in - 14 - but unfortunately our enrollment numbers might have been down by 5, 6, or 10 Hudson residents. So these people just filled the void of what we could have lost instead of what we could have gained. Like our Recreation Director said, I think the new Summer Program Coordinator that we had will bring a different spin to it. I think that we have a new Twitter account, we have a new Facebook account. I think the word is going to get out there. I'd like to give it another year or two before we start to get excited over the summer rec. program again.

Chairman Maddox could tell the Board for budget season, I will be excited. I've just heard this so many times, so many different ways. That's a month away. Selectman Coutu asked what is it you heard Mr. Chairman. What is the question? Chairman Maddox heard we were going to advertise this. We were going to build those numbers and all I

hear is we're going to and we haven't. Selectman Nadeau indicated we had a very late start in this program as far as us even authorizing the out of towners. So we're going to say we did a piss poor job in our first year of doing this when we didn't even give them 3 months to advertise this. I think that's very unfair of you to only give them 3 months and say dammit you didn't do a good job. We're not going to do the summer program. Chairman Maddox told Selectman Nadeau you have your opinion Sir, I have mine. Selectman Coutu concurred. Chairman Maddox asked to finish my point. The Lacrosse that happened like that, you had 160 people in. So somehow or another there was able to get communications. I've just heard over the last X amount of years, that the summer program is going to get better and it just hasn't. That's my position.

Selectman Nadeau said it was totally two different things. The Lacrosse is growing by leaps and bounds in the high schools, in the junior highs. So you're comparing apples to oranges with the summer program. These people came in with the Lacrosse program and say hey this is going to be great for us and we said okay. We looked at the numbers and said okay. We finally just opened up the out of towners and it didn't go as good as we wanted to in the first year but we're hoping that the second year it takes off. We can't just say we've been looking at this. This option of out of towners wasn't available 5 years ago, 3 years ago, 2 years ago. It was only available last year. We just changed a lot of other programs in other departments and we're going to give them a year, two years to figure it out and now yeah it didn't work, we're all done. I just think we need to give this a chance at least another year or two and hopefully the numbers do go up. Again, our numbers in the classrooms are going down because there's not as many kids in Hudson any more.

Dave Yates said also we have to go back to our mission statement too. We're providing major activities to enhance the quality of life in the community. We have 200 kids a day there. Overall, the Rec. revenue this year was \$204,000 in this year's budget. The Rec. Department is offsetting. Are we going to break even? No but we're providing a valuable service to the community. Whether its children or adults, it's not always going to be a make money. The first year I took over our rec. revenue was \$70,000. We're up to \$204,000 and our budget hasn't gone up a whole lot. So revenue has gained on the overall budget. We have to look at the service we're providing too. It's not always nickels and dimes and how much we're making. We're going to have a lot of kids left home alone this summer and like I said, Frank did a list of how many kids a day and several days we were well over 200 kids. We are providing a valuable service to the town. We look to generate money but my main concern is the kids. That's the bottom line. We're meeting our mission statement - affordable recreation opportunities of leisure activities to enhance the quality of life in the community. That's what we're doing. If the nickels and dimes don't come out, every other program we provide doesn't make a lot of money either. We'll look into it. Your point is taken but I think the out of towners number will go up whether it's going to go up to 50 like we said, I don't have that crystal ball but we also have to evaluate what we're really here for for the Recreation Department.

Chairman Maddox asked if there were any other questions. You were the lucky last person on the list. A little longer than we hoped for because of scheduling. Selectman Coutu said you were the only one that was brow beaten. I'll remember that.

Chairman Maddox indicated we're meeting next Tuesday, do you want to do remarks or do we want to...Selectman Nadeau indicated I have a few things.

5. OTHER BUSINESS/REMARKS BY THE SELECTMEN

Selectman Nadeau - The first one is just a couple upcoming things that are happening in town and couple of things that have already happened. We had the Police blood drive. They got over 200 units of usable blood. They had very little waiting time this time. I think that was great. Unfortunately I did not go but I've heard feedback from people that did go. As usual, the business community stepped up to the plate and really had some good food which I did not partake in.

A couple upcoming events in the town. Selectman Nadeau noted you might want to put them on your calendar. October 26th, the Police Department is doing a drug take back program at Wal-Mart of unused drugs, outdated ones, and ones that you need to get rid of. It's a safe and easier way than flushing them down the toilet and having them end up in our water ways. It's probably not part of or MS4 permit but it causes other problems. The fish and stuff in the Robinson Pond and Ottarnic Pond areas. Just one of those things that is very helpful to have this drug take back program. The other one the Pumpkinfest which will be coming up sponsored by the Kiwanis Club. There'll be a few items that I'll talk about coming up.

One of the last items, Selectman Nadeau said there was a great event in town this weekend which was not greatly advertised which was part of the problem but the woodsmen competition at the Hills House. It turned out to be a very nice day, great event, and I'd like to thank everybody that helped out with that event. That's it for this evening for me.

Selectman Brucker asked for the dates of the Pumpkinfest. Selectman Nadeau wasn't 100 percent sure. I know its own the Kiwanis website and I think it might be the weekend of the 26th. It's a Friday, Saturday, Sunday. One of the things that will be happening there that is very important is we're going to be doing for the first time a community food drive. As you saw in the paper, the food pantries are very low all throughout the area. One of the things that I got to

see this week was our food pantry at St. Vincent had very little to no stuff on the shelves. One of the things is this is the first time we're going to do it. It's a fill the truck food drive. It's been very popular in other areas. I'm hoping that the business community helps us out with doing food drives at their places and then brings it to us at the Pumpkinfest.

Selectman Luszey - It's leftover from the last one because I didn't read my own writing. At the Budget Committee, I specifically asked them if they had any guidance for us. The only consensus that I got from the Board was they would like to see a budget less than default is what their expectation is.

Selectman Luszey indicated I did drive by the senior center today. The runoff water or the storm drainage water retention pond is built and seeded. It looks great. They expect the framing crew in there I think next week. We really should start seeing some...Chairman Maddox said the steel was still being put in. Selectman Luszey indicated they can't do a whole lot until the decking is put on top of the foundation. That's when you'll actually see the backfilling take place. You'll see a lot of action right now.

Selectman Brucker - Well after hearing all these department reviews, I'm very pleased with how well run this town is and how each of the departments are functioning and what their foresight is.

The other thing is that Selectman Brucker happened to be at a summer place and the town is kind of small. This morning we all got up and expected to take showers, and cook our breakfast, and nobody notified that they were shutting the water off. They're putting in all kinds of pipelines. That would never happen here. I just wanted to bring that up. They did start the water up later afternoon. Showers were delayed. Food was delayed. Again, it doesn't happen here.

Selectman Coutu - I have nothing to say. You don't want to hear it.

7. ADJOURNMENT

Motion to adjourn at 10:50 p.m. by Selectman Coutu, seconded by Selectman Nadeau, carried 5-0.

Recorded by HGTV and transcribed by Donna Graham, Recorder.

HUDSON BOARD OF SELECTMEN

Richard J. Maddox, Chairman

Nancy Brucker, Selectman

Roger E. Coutu, Selectman

Ted Luszey, Selectman

Benjamin Nadeau, Selectman