

FINAL



**Town of Henniker
Board of Selectmen Meeting
Tuesday, October 20, 2020
Henniker Community Center**

- Members Present:** Chairman, Kris Blomback; Selectman Peter Flynn; Selectman Scott Osgood; Selectman Leon Parker
- Members Excused:** Vice Chair Tia Hooper
- Town Administrator:** Joseph R. Devine Jr.
- Recording Secretary:** Kelly McCutcheon
- Guests:** Cordell Johnston, Sandra Schmucki & Steve Whalen from Vision Government Solutions, Susan Adams, Rescue Chief Greg Aucoin, Police Chief Matt French, Transfer Station Superintendent Kristin Bergeron, Leigh Bosse, and others

Item 1:

- a. Thank you notes
- b. Letter from Joshua Finet & Jennifer Lopez de Finet
- c. Letter from Keith & Nancy DeMoura

Item 2: Consent Agenda

- a. Re-appointments:
 - i. Matthew French, Highway Safety Committee
 - ii. Michael C. French, Energy Committee
 - iii. Cheryl Morse, Concert Committee
- b. Prorated Assessment for Damaged Buildings: Map/Lot 1-704, 1-119-B, 1-273-A
- c. Renewal Forest Stewardship Plan for Current Use Assessment: Map/Lot 1-723-F
- d. Election Day Volunteer: Dylan L. Faraci

Selectman Parker moved to approve as presented. Selectman Flynn seconded. Motion carried 4-0.

Public Comment #1

Cordell Johnston provided an update on election preparation. They are expecting 600-800 absentee ballots which is 15-20% more than usual. Early registration is highly encouraged. Early processing of absentee ballots begins Friday, October 30, 2020. Early processing includes opening only the outer envelope to ensure the affidavit is signed and the voters' names are highlighted on the checklist. The inner envelope containing the actual ballot cannot be opened or processed until November 3rd.

FINAL

Polls open at 7:00 am. Under state law no person can wear any clothing or paraphernalia that displays a candidate's name such as hats, stickers, pins, etc., inside the polling place.

Item 3: Update from Vision Government Solutions

Sandra Schmucki & Steve Whalen gave an overview of the final numbers for the town's revaluation. Vision used sales data from April 1, 2018 - March 1, 2020 but did not include all sales. The neglected sales were believed to be sales made within the family or that the homeowners knew each other. Their data is based off 124 "valid" sales putting Henniker at 100% market value, but they modified the numbers to a "conservative" 95% market value in case the market crashes.

Vision had 114 property owners contact them with 135 properties discussed after the initial valuation. Vision states their valuation is in line with the State's 2019 valuation and stated that there is not enough housing inventory and with mortgage rates so low people can afford a larger mortgage.

Selectman Osgood stated that Massachusetts valuations have gone down because everyone is crossing the border into New Hampshire and driving up housing prices. Vision stated there is a lack of housing inventory and it is supply and demand.

Once the second tax bill has been mailed, property owners may set up an appointment with the town's tax office to apply for an abatement. Abatement requests cannot be made until after the second tax bill has been mailed.

Item 4: Azalea Park – Expend Funds

Azalea Park Committee Chair Susan Adams stated they have two items that need the Board of Selectmen approval to expend the funds.

The first is \$500, which is the labor for repainting the letters on the Azalea Park Arch. Signorama has donated their time to remove, refinish, and reinstall the letters, as well as transportation. The second item is \$500 for a fourth memorial bench donated by Michie Corp for the Dr. Brown Memorial. Also, Laura Ford donated \$1,000, Brenda Connor donated \$50, Skip and Carolyn McKean donated \$75, and Mr. Brunnhoelzl donated \$50 toward Dr. Brown's memorial.

All of tonight's expenditures have been raised through fundraising and have no taxpayer impact.

Selectman Osgood moved to accept the all the donations as mentioned for Azalea Park and for two \$500 expenditures, one to Signorama and one to Michie Corp. Selectman Flynn seconded. Motion carried 4-0.

Item 5: Ambulance 2 – Permission to solicit bids to sell

Rescue Chief Greg Aucoin stated that a motor issue in the ambulance to be traded has voided the trade; the repair cost is estimated in the range of \$15,000 - \$20,000, which is more than the trade in value.

FINAL

The Rescue Squad does have a loaner ambulance that has passed State inspection. It is only to be used for second emergency calls until the new ambulance arrives in February 2021.

To recoup some money, Chief Aucoin would like to strip all the rescue equipment from the ambulance to be traded and accept sealed bids for the ambulance as is.

Because repairs would cost more than what the trade in value, Chief Aucoin highly recommends accepting sealed bids once all the rescue equipment has been removed.

Selectman Flynn moved to authorize the selling of the 2012 Ford Ambulance through sealed bids, as is. Selectman Parker seconded. Motion carried 4-0.

Item 6: Trash Cans in Downtown

Transfer Station Superintendent Kristin Bergeron requested permission to begin replacing the public trashcans throughout the town. She would like to start with six this year, six in 2021 and the remainder in 2022. She has shown them to the Henniker Beautification Committee, and they approve.

Selectman Parker moved to approve as presented. Selectman Flynn seconded. Motion carried 4-0.

Item 7: Wastewater CIPP – Award RFP

There are 17 repairs that must be made to the sewer system; five bids came back varying in price range. The Superintendent of the Wastewater Treatment Plant recommended Ted Berry Co. who was the second lowest bidder. The town has worked with Ted Berry before and knows they provide quality work.

Selectman Parker moved to accept Ted Berry's bids for the 17 stated repairs to be made. Selectman Flynn seconded. Motion carried 4-0.

Item 8: 2020 Annual Town Report Dedication

Vice Chair Hooper has asked to dedicate the 2020 Town Report in the memory of Sgt. Doug Paul.

Selectman Flynn moved to dedicated to memory of Sgt. Doug Paul. Selectman Parker second. Motion carried 4-0.

Item 9: Ambulance Merit Raises

Rescue Chief Greg Aucoin presented the numbers requested by the board for per diem merit raises and the current budget. He had presented these as part of his 2020 budget discussions back in fall 2019.

Most of the rescue staff is per diem. Not even three months ago Chief Aucoin hired someone who had open availability, but recently was offered a better paying position elsewhere and is now only available for maybe one or two shifts a month.

Chief Aucoin speaks incredibly highly of his staff and their skills and he wants to do right by them. He has some staff that have been there 10+ years and make the same as someone who would be hired tomorrow. The Henniker Rescue Staff is not competitively compensated

FINAL

compared to other towns. This results in Chief Aucoin getting calls less than 48 hours before shifts start that per diems accepted offers elsewhere and cannot meet their original commitments, leaving Chief Aucoin to fill the shift.

Town Administer Devine stated looking at the merit increases over a 10-year period is not as drastic as the initial implementing, which is in Chief Aucoin's budget. He also added the benefit to the town having paramedics on rescue squad and the revenue the rescue squad brings in.

Chief Aucoin stated again he has a great staff and would hate to lose any of them. Selectman Flynn stated it looked good for 2021. Chief Aucoin stated he was looking to implement now. Selectman Osgood stated it can wait till budget season and 2021. Town Administer Devine was able to pull up the archived email from 2019 showing Chief Aucoin has the merit increases in his 2020 budget. Selectman Flynn stated how important retention of good employees is.

Selectman Flynn moved to adopt the rescue pay scale included merit-based pay as presented by Chief Greg Aucoin, to be retroactive September 1, 2020. Selectman Parker seconded. Motion carried 3-1 (Osgood).

Item 10: Code Enforcement/Building Inspections

Last March the town moved to zoning permits only and does not issue building permits. Town Administer Devine recently met with Sean Toomey from the Fire Marshalls office, the town has the following four options:

1. Carry on with zoning and not with building permits for residential or commercial
2. Not enforce the building code and use the Fire Marshal's Office for commercial and residential of 3-family units or higher. There are fees from Fire Marshal's Office and include certificates of occupancy.

No town meeting required for the first two options

3. Adopt RSA 674:51. After adoption, the Town would no longer be able to utilize the Fire Marshal's Office. Building code is adopted by State, while adopting the RSA allows the town to authorize a building inspector, issue building permits, certificates of occupancy, as well as cease and desists. No Fire Marshal assistance with option 3 and 3rd party contracts start at over \$100/hour with 3-hour minimums not including travel time. New construction typically requires at least 21 separate inspections and none of that money would come to the town.
4. Have a building inspector on town payroll. The town will know building construction is safe and protects homeowners who pick contractors that underbid and who do not follow code. Public Hearings are needed for options 3 and 4.

Selectman Parker moved to authorize the town administrator to work with the Fire Marshalls Office and put together a subcommittee regarding RSA6471. Selectman Flynn seconded. Motion carried 4-0.

FINAL

By consensus, the Board authorizes the Town Administrator to explore options 3 and 4.

Item 11: Acceptance of Board of Selectmen Non-public Minutes October 6, 2020

Chair Blomback moved to accept the minutes as presented. Selectman Parker seconded. Motion carried 4-0.

Item 12: Acceptance of Board of Selectmen Meeting Minutes October 6, 2020

Selectman Parker moved to approve as presented. Selectman Flynn seconded. Motion carried 4-0.

Item 13: Department Reports

In packet

A Driveway concern brought before the Board in July. The driveway grade was installed improperly; the applicant did not adhere to the driveway code. If the new homeowners are willing to sign off that builder did not build to Henniker Code, the town would be ok. Waiting to hear from contractor and their attorney.

Selectman Parker asked about the renaming of Quaker extension. Town Administrator Devine stated the town is waiting to hear from the state. Once the state responds the Board will pick a new name. The reason for the rename is to ensure no confusion during a 911 call.

Chair Blomback asked about the lights on 114 before the 202 on ramps and when they will be reinstalled. Town Administrator Devine will look into this.

Item 14: Town Administrator Report

- Town Administrator Devine state approximately five absentee ballots a day are coming in; 575 absentee ballots have come in thus far.
- November 3, 2020 Election: Selectmen schedule at the polling location:
 - Leon Parker - mid-morning until midnight.
 - Peter Flynn – 1:00 pm until the end
 - Scott Osgood - all day
 - Kris Blomback – 7:00 am to as needed
- Municipal Aid: Last year the town received municipal aid from the state that was unanticipated revenue. This month we received another payment from the State of NH in the amount of \$57,118.91. We did budget this money as instructed by the state, so we do not need to have a public hearing.
- GOFERR: The Town successfully received all the GOFERR money allocated to the town. The selectmen need to decide on some of the spending. One item we need to address is heating at the Community Center, we received a quote for under \$11,000; the system could tie into the current system. We have two quotes and still need a third.

FINAL

- COVID-19 Pandemic: New England College (NEC) updates the town frequently; they are working with Moderator Johnston in getting students registered to vote before election day. Henniker currently has 3 active cases; WMUR reported 10 cases, the state reported 5; NEC says 3. We are not sure why WMUR reported 10 cases.

Item 15: Selectmen Reports

Selectman Parker stated the Road Management Committee met and is on verge of putting together its list for the next budget season. They are trying to figure out Old Hillsboro Road and has another short list.

Selectman Flynn - no report

Chair Blomback - no report

Selectmen Osgood attended a meeting where the Dunkin Donuts intersection was discussed. The state is putting a team together and has no solid plan for the intersection.

Public Comment #2

None

Chair Blomback moved to enter non-public. Selectman Flynn seconded. motion carried 4-0.

Item 16: Non-public RSA 91-A:3, 11 (a)

Item 17: Non-public RSA 91-A:3, 11 (a)

UPCOMING DATES

October 24, 2020 – Hazardous Waste Collection Day

November 14, 2020 – Select Board and Budget Advisory Committee Meeting

November 17, 2020 – Select Board Meeting

November 26 & 27, 2020 – Thanksgiving Holiday



Town of Henniker, NH
Building Dept Working Group Meeting
October 30, 2020
8:00 am

- Members Present:** Town Administrator Joseph Devine, Select Board Chair Kris Blomback, Heidi Aucoin, Bill Marko Jennifer McCourt, Marc McMurphy
- Members Absent:** Fire Chief Jim Morse; Fire Lieutenant Keaton Gagne
- Recording Secretary:** Jean Eaton
- Guests:** None

Town Administer Joseph Devine opened the meeting giving a brief overview of the proposed Building Code and the process of adopting RSA 645:51 (the enforcement of the building code) from the Planning Board to warrant article. He said his charge is to be transparent to the citizens of Henniker.

Jenn McCourt stated her concerns regarding the expense of an inspector to the taxpayer. Adding a part-time inspector hired most likely could not inspect a complicated building. Town Administrator Devine stated that for a complicated building in Henniker you could have a third party inspect that property.

Bill Marko added that some people do not want government, but this is a safety issue that protects the homeowner and the contractor who bids to do the job correctly. He understands the concern about the expense to the taxpayer but feels that the town has a responsibility.

Mark McMurphy stated that this document will help the homeowner to understand the building permit process.

Heidi Aucoin stated that people are more accepting when they understand. Adding the importance of the building permits, as it alerts the assessor and increases taxable property value.

Kris Blomback would like to an online capability for permits and payments. He would like to see the blanket permit process seamless, as least burdensome as possible.

After much discussion, the working group agreed on the following changes and or additions to the following sections:

Consistent throughout all sections of the Building Code: Enforcement by Building, Planning and Zoning Departments.

III. BUILDING INSPECTOR:

B. undergoes a change, or expansion, of use (add commas as indicated); add residential and commercial property

VIII. BUILDING PERMIT REQUIRED:

Change building permits valid for 2 years from 1.5 years

IX. BLANKET PERMITS:

- A. Remove number of devices
- B. Remove number of devices

Option for blanket permit for up to one year with quarterly reporting

XI. PERMIT NOT REQUIRED:

Add examples, e.g. reroofing, siding, etc.

XV. APPENDICES:

- A. Appendix A – Application for Building Permit – Add a reference of the code and who is reviewing the plans

Adjournment:

The meeting adjourned at 9:30 am; the next meeting is Friday, November 6, 2020, 8:00 am at the Town Hall.



Town of Henniker, NH
Building Dept Working Group Meeting
November 20, 2020
Via Zoom
8:00 am

Members Present:	Town Administrator Joseph Devine, Chris Blomback, Heidi Aucoin, Bill Marko Jennifer McCourt, Marc McMurphy, Fire Lieutenant Keaton Gagne
Members Absent:	Fire Chief Jim Morse
Recording Secretary:	Jean Eaton
Guests:	None

Town Administrator Joseph Devine opened the meeting stating that at the November 17, 2020 Selectmen's meeting the Board moved the Housing, Building Code, and Citation Ordinances to the Planning Board. The next scheduled Planning Board meeting is December 9, 2020; Mark Fougere has sent the ordinances to the Planning Board. The Planning Board is required to hold at least one public hearing on the ordinances. Bill Marko and Heidi Aucoin will represent the Building Department Working Group at the meeting. He informed the Select Board that the Building Department Working Group will hold community outreach meetings to educate the Henniker voters about the ordinances.

Town Administer Devine discussed The Building Department Handbook for changes or additions to make it Henniker specific. He explained that this handbook governs the department's Standard Operation Procedures (SOP).

Jenn McCourt stated this handbook is too much for people to read. She suggested creating flash points from the handbook to get the information out to the voters.

Heidi Aucoin said this is the policy and they should pull informational points from it.

After much discussion, the working group members made the following changes/addition:

1. Page 7 - Who gets the final say in how the building & Fire codes are applied? Change to Zoning Board of Appeal.
2. Page 8 - What are the options? Take out the section Mutual Aid Agreement.
3. Create a department organization chart

The Building Department Working Group discussed at great length the fees and costs to the department, including building inspector hours and administrative support needed.

Town Administer Devine will bring some samples of different ways to configure building costs to the next meeting. He showed the group several examples on screen of other town's fee schedules.

Meeting adjourned at 9:00am

The next meeting is scheduled for Friday, December 4, 2020 at 8:00am via Zoom.



Town of Henniker, NH
Building Dept Working Group Meeting
November 6, 2020
8:00 am

Members Present: Town Administrator Joseph Devine, Select Board Chair Kris Blomback, Heidi Aucoin, Bill Marko Jennifer McCourt, Marc McMurphy, Fire Lieutenant Keaton Gagne

Members Absent: Fire Chief Jim Morse

Recording Secretary: Jean Eaton

Guests: None

Building Code Ordinance:

Town Administrator Joseph Devine opened the meeting and reviewed the changes agreed upon for the Building Code Ordinance discussed at the October 30, 2020 meeting.

After much discussion, it was agreed by all members of the working group to remove IX Blanket Permits as it does not apply.

Bill Marko asked that permit not required for roof shingles be added to permits not required.

Housing Standard Ordinance:

Town Administrator Joseph Devine gave a brief overview of the Housing Standard Ordinance.

Bill Marko stated that he had concerns with the statement of purpose. He suggested removing the first and last sentence.

Jen McCourt advised adding RSAs into the ordinance.

Jerry Gilbert spoke about RSA 319-C Electricians, recommending that this RSA be added as well he stated that the first time you pull a permit you have to ask for specifics, which is just one reason to add RSA 319-C.

Fire Lt. Keaton Gagne stated that this ordinance would give the fire department the authority to inspect annually. They have Authority Having Jurisdiction to work with landlords on a timeline prioritizing repairs and changes.

Bill Marko stated that people think that buildings are inspected annually, and they are not.

After much discussion, the working group agreed on the following changes and or additions:

1. Remove the first and last sentence of the Statement of Purpose
2. Add into the ordinance - Authority Having Jurisdiction (AHJ)
3. Add RSAs into the ordinance and RSA 319-C Electricians
4. Distinguish between commercial and residential

Adjournment:

The meeting adjourned at 9:30 am; the next meeting is Friday, November 13, 2020, 8:00 am at the Community Center.



Town of Henniker, NH
Building Dept Working Group Meeting
November 13, 2020
Henniker Community Center
8:00 am

- Members Present:** Town Administrator Joseph Devine, Heidi Aucoin, Bill Marko Jennifer McCourt, Marc McMurphy, Fire Lieutenant Keaton Gagne, Deputy Chief Nick Costello
- Members Absent:** Select Board Chair Kris Blomback, Fire Chief Jim Morse
- Recording Secretary:** Jean Eaton
- Guests:** None

Town Administrator Joseph Devine opened the meeting and reviewed the changes agreed upon for the Building Code Ordinance discussed at the November 6, 2020 meeting.

After much discussion amongst the working group, the following changes or additions were recommended:

Building Code Ordinance:

Change date of National Electrical Code – 2017 Edition

III. BUILDING INSPECTOR: D. (pg. 1)

Add “and local codes”

VIII BUILDING PERMIT REQUIRED:

Change – first line the word expect to except

Housing Standards Ordinance:

Change department name throughout ordinance: Building, Planning & Zoning Department

Pg. 8 III – add qualifying statement

“Please note that these are examples of common violations and concerns, but are not limited to the following”

Pg. 8 IV. Penalties

Take out number iii.

Pg. 10 Duties of Occupants

Add RSA 48A:14

Pg. 10. VIII Structure

Add decks

Pg. 16 G. Guards

Add railing system “300 lbs. of side load”

Pg. 19 v. Wood Stoves

Discussion on adding pellet stoves – “based on manufacturer specifications”

The Building Department Working Group agreed that after Town Administer Devine makes the changes to the three ordinances, he will add them to the November 17, 2020, Board of Selectmen Agenda.

Adjournment:

The meeting adjourned at 9:35 am; the next meeting is Friday, November 20, 2020, 8:00 am at the Community Center.