



Board of Selectmen  
Meeting Agenda  
**Tuesday, November 19, 2019**  
**6:15 PM**

**Call to Order**

**Pledge of Allegiance**

**Consent Agenda**

[Item1:](#) Consent Agenda

**Public Forum #1**

**Old Business**

**New Business**

- [Item2:](#) Committee Appointments and Reappointments
- [Item3:](#) D. Scott Osgood - Azalea Park/Rivewalk Committee
- [Item4:](#) Henniker Wastewater Treatment Abatement Request
- [Item5:](#) 2020 Henniker Fire Department Roof Replacement Bid
- [Item6:](#) Underwood Engineering - Wastewater Systems Management Report
- [Item7:](#) RSA 72:80-83 and RSA 79-E
- [Item8:](#) RSA 91-A
- [Item9:](#) Amendment to Transportation and Disposal Services Agreement
- [Item10:](#) Swap Shop

**Other Business**

Telephone  
603-428-3221

18 Depot Hill Road  
Henniker, NH 03232  
[www.henniker.org](http://www.henniker.org)

FAX  
603-428-4366

[Item11:](#) Acceptance of Gift

[Item12:](#) Review of Special Selectmen's Meeting/Budget Committee minutes of November 2, 2019

[Item13:](#) Review of public minutes of November 5, 2019

Item14: Review of non-public minutes of November 5, 2019

[Item15:](#) Town Administrator Report

## **Public Forum #2**

### **Non-Public**

Item16: Non-public RSA 91-A:3, 11(a)

### **Adjourn**

Notice posted on: 11-15-19

Next Routine Meeting: 12-3-19

Items for the next agenda, with completed backup, must be in the  
Selectmen's Office no later than 12:00 noon on 11-26-19



Board of Selectmen  
Consent Agenda  
**November 19, 2019**

**Consent Agenda**

1. Abatement Applications
  - a. Map Lot 1187-1, Public Service Co. of NH
  - b. Map Lot 1654-S, Holt Funeral Home Inc.
2. 2019 Equalization Municipal Assessment Data Certificate
3. Assembly Permit Application – New England College, Executive Masters Residency  
December 20 – 22, 2019
4. Timber Tax Warrant and Certification
  - a. Map & Lot 1-018
  - b. Map & Lot 1-277-C

Board of Selectmen Approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please note that the Consent Agenda is subject to change until 4:30 pm the day of a scheduled  
Selectmen's Meeting.

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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 11/19/2019

**TITLE:** Appointment of James Eilenberger to Spirit of Henniker Organizational Team

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend approving his reappointment.

**BACKGROUND:**

Jim has been on the committee for 10 years.

**DISCUSSION:**

I have spoken with MaryEllen Schule who supports the reappointment

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

I recommend approving this appointment.

**ATTACHMENTS:**

Description	Upload Date	Type
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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** 11/19/2019

**TITLE:** Appointment of Karol Dermon to Concert Committee

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend approving his appointment.

**BACKGROUND:**

Karol grew up in Henniker and moved away for some time. She has since come back to Henniker and is looking to contribute to the community and the Concert Committee. She has volunteer experience as she currently volunteers with the Congregational Church and New Lift Thrift Shop.

**DISCUSSION:**

I have spoken with Ruth Zax the Concert Committee Chair who is in favor of this appointment.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

I recommend approving this appointment.

**ATTACHMENTS:**

Description	Upload Date	Type
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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 11/19/2019

**TITLE:** Appointment of Martha Taylor to Fair Hearings

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend approving his appointment.

**BACKGROUND:**

Martha has served on this committee for 25 years. In reappointing her we are helping to ensure consistency in the hearing process.

**DISCUSSION:**

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

I recommend approving this appointment.

**ATTACHMENTS:**

Description

Upload Date

Type



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 11/19/2019

**TITLE:** Appointment of Martha Taylor to Municipal Records Committee

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend approving his appointment.

**BACKGROUND:**

Martha has served on this committee for 12 years. She is familiar with the process of record retention.

**DISCUSSION:**

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

I recommend approving this appointment.

**ATTACHMENTS:**

Description	Upload Date	Type
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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 11/19/2019

**TITLE:** Appointment of Susan Adams to Azalea Park/Riverwalk Committee

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend approving his appointment.

**BACKGROUND:**

Susan is the current chair of the committee. She has dedicated 8 years to the committee and is seeking reappointment to help guide it to a successful conclusion.

**DISCUSSION:**

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

I recommend approving this appointment.

**ATTACHMENTS:**

Description

Upload Date

Type





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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** October 25, 2019

**TITLE:** Appointment of Taylor Carroll to Concert Committee

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend approving his appointment.

**BACKGROUND:**

Taylor Carroll has been a lifelong member of the Henniker Community. She has a background in concert promotion that will be useful for the committee when it comes to attracting bands for the Summer Concerts.

**DISCUSSION:**

I have spoken with Ruth Zax the Concert Committee Chair who is in favor of this appointment.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

I recommend approving this appointment.

**ATTACHMENTS:**

Description	Upload Date	Type
Application of Taylor Carroll for Concert Committee	10/25/2019	Application

[Type here]



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18 Depot Hill Road  
Henniker, NH 03242

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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** November 19, 2019

**TITLE:** Azalea Park/Riverwalk Committee

**PREPARED BY:** Joseph Devine, Town Administrator

### TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:

#### BACKGROUND:

There has been an ongoing issue of graffiti and vandalism going on at Azalea Park. The police are aware of the issue and have increased directive patrols. The committee is considering righting letters to the editor and have been meeting with the local school to raise awareness.

#### DISCUSSION:

Selectmen Osgood has asked this to be added to the agenda

#### FISCAL IMPACT:

Unknown

#### RECOMMENDATION:

If the committee is looking for assistance we look at the possibility of cameras to help deter the destruction.

#### ATTACHMENTS:

Description	Upload Date	Type
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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** November 19, 2019

**TITLE:** Sewer Abatement – 192 Rush Road

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

With approved documentation of leak approve abatement.

**BACKGROUND:**

The homeowner is requesting an abatement of the Henniker Wastewater Treatment bill for 192 Rush Road, Henniker, NH, due on November 29, 2019, in the amount of \$2,475.86. He is requesting that 122,560 gallons be excluded from the amount of use shown on the bill (131,072 gallons) due to an outside water line break. And that the correct amount of usage for billing purposes be 8,512 gallons that drained into wastewater treatment system.

**DISCUSSION:**

**FISCAL IMPACT:**

**RECOMMENDATION:**

Approve the abatement

**ATTACHMENTS:**

Description	Upload Date	Type
Request for abatement 192 Rush Road	11/12/19	Email

**josephdevine.henniker@tds.net**

---

**From:** hennikeradmin@tds.net  
**Sent:** Friday, November 8, 2019 3:21 PM  
**To:** josephdevine.henniker@tds.net  
**Subject:** FW: Appeal for Abatement of Waste Water Treatment Bill for 192 Rush Road

**From:** Robert Van Der Like <rvanderlike@gmail.com>  
**Sent:** Friday, November 8, 2019 2:40 PM  
**To:** secretary@henniker.org  
**Subject:** Appeal for Abatement of Waste Water Treatment Bill for 192 Rush Road

Jean  
Executive Secretary

Thank you very much for your kind attention to my issue relating to the shockingly costly Waste Water Treatment bill. Could you please pass the below information to the appropriate place for inclusion in the documents for the next Selectmen council meeting on November 19th. I also appreciate the call from Joseph Divine providing further guidance.

Please let me know if this email is appropriate for presenting to the Selectmen/Commissioners for the Town Waste Water Treatment System.

Thank you,  
Rob.

Robert N. Van Der Like  
[rvanderlike@gmail.com](mailto:rvanderlike@gmail.com)  
352 239-4912  
192 Rush Road  
Henniker, NH 03242

---

Dear Commissioners,

Request abatement of the Henniker Waste Water Treatment bill for 192 Rush Road, Henniker, NH, due on November 29, 2019, in the amount of \$2,475.86. I am requesting that 122,560 gallons be excluded from the amount of use shown on the bill (131,072 gallons) due to an outside water line break. And that the correct amount of usage for billing purposes be 8,512 gallons that actually drained into waste water treatment system.

Thanks to the services of the town's water department, information has been uncovered leading to the discovery of a water break in an outside water line (that discharges through a backyard hose bib) which was the cause of the unusually high water usage - water which would not have entered into the waste water treatment system. The information below is a summary of the evidence that leads me to this conclusion, and request for abatement. Also attached to this email is a PDF of the data extraction performed by Ryan Bumford. My family and I have recently moved to Henniker, closing on the 192 Rush Road home on July 10, 2019. Initially, my wife and I moved into the house about 7 or 10 days after closing. Our adult children (daughter and son-in-law) have since moved into the house with us (October). During September only my wife and I were living in the house.

Key Points

1. Ryan Bumford, of the town water department, was contacted on October 28 to request a water meter data extraction be performed at my residence on 192 Rush Rd., Henniker, NH.

Account #: 07-01011S

Meter #: 86064636

2. A couple of days later (October 30 or 31), Ryan came out and performed the data extraction of the water meter. We talked about possible causes. While he was there I tested one of the out side water lines. It had been turned off by an interior shutoff valve. I went outside to make sure the outside hose bib was turned off, then came inside and opened the shutoff valve for that line. The sound of a large water flow could be heard while standing by the water meter. Later, I used the water meter to measure the flow, which turned out to be a little over 6 gpm.

3. On November 4, Ryan sent me the water meter data log report showing, by the hour and day, the amount of water flowing through the water meter. According to the data log, the unusually high water usage began at 11:00 AM on September 16, 2019 and continued until 8:00 PM September 29, 2019 (a period of 13 days). During this high use period, the lowest flow readings were between 382 and 384 gallons per hour. This compares to an average water flow of 6.38 gpm of water flowing directly into the yard.

4. Assuming that the baseline consumption for the broken water line is 383 gallons per hour, we can calculate that all usage that exceeds that amount is most likely due to other points of use (toilet, sink, washing machine, etc.) which would actually drain into the waste water treatment system.

5. During the high usage period, between the time of 10:32 AM, September 16 (meter reading 333330) and 8:32 PM, September 29 (meter reading 457784), 124,454 gallons of water flowed through the meter. If we use 383 gallons per hour as the rate of flow through the broken water line into the back yard that number calculates to 122,560 gallons. The difference between these two numbers is 1,894 gallons that would have actually drained into the town waster water treatment system during the high use period.

6. Looking at the entire billing period from 4/1/2019 to 9/30/2019 there were 131,072 gallons of water that flowed through the water meter. Considering that there is reasonable evidence that 122,560 gallons ran out into the yard, I am requesting an abatement of the waste water treatment bill to exclude 122,560 gallons and that the billing amount be based on 8,512 gallons.

I would be happy to go over these numbers with anyone or make any corrections on anything I may have overlooked. Thank you for your consideration.

Rob.

Robert N Van Der Like  
[rvanderlike@gmail.com](mailto:rvanderlike@gmail.com)  
352 239-4912  
192 Rush Road  
Henniker, NH 03242



Town Hall  
18 Depot Hill Road  
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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** November 19, 2019

**TITLE:** RFP for Fire Department Roof

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

In speaking with Chief Morse I feel we should go with JJS Universal

**BACKGROUND:**

On November 1, 2019 the RFP for a new Fire Department Roof closed. Attached you will find a copy of all the bid specification sheets.

**DISCUSSION:**

In speaking with Fire Chief Morse we have ranked the top 4 proposals in our opinion.

- 1.) JJS Universal
- 2.) Desalvo Roofing
- 3.) Solid Roots
- 4.) IRoof

**FISCAL IMPACT:**

Under \$50,000

**RECOMMENDATION:**

I recommend approving the proposal as presented by JJS Universal.

**ATTACHMENTS:**

Description	Upload Date	Type
Fire Department Bids	11/4/2019	PDF



Combined Fire  
Dept. Roof Repl. Bid



Solid Roots Construction  
159 South Main St  
Manchester, New Hampshire  
03102

[www.solidrootsconstruction.com](http://www.solidrootsconstruction.com)  
603-757-6014

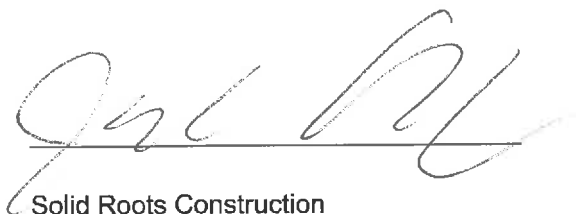
October 11th, 2019  
Town of Hampstead  
Town Office Roof

## Proposal for Town Office Roof

1. Removal of all existing roof material
2. Install new heavy 24 gauge custom bent baked T-drip edge around all perimeters of roof
3. Install 9ft of GRACE snow and ice shield on all bottom edges and sides of roof valleys
4. Install new roof guard underlayment
5. Install new 50 year Certainteed Landmark Series architectural Shingles
6. Install Flashing on all vent pipes and cupola
7. Install new Certainteed Shingle Vent II ridge vent
8. Install matching Hip and Ridge Cap Shingles

Total for the above described work: \$41,438.00

Exceptions: Any roof deck repairs or plywood replacement is excluded from our lump sum bid. If anything needs to be replaced it will be removed and replaced at the cost of time and materials.



Solid Roots Construction

Jeff Kelley, Managing Partner



## Proposal

JJS Universal Construction  
Company  
63 Airport Road  
Dudley, MA 01571  
Wojciech Sudyka  
508-380-2359

Town of Henniker  
18 Depot Hill Road  
Henniker, NH 03242

**Proposal For:** complete roof replacement and new shingle installation for the Henniker Fire Department building, 216 Maple Street Henniker, NH (Spring/Summer 2020)

### Scope of Work:

- 1.) Remove existing roof to roof deck. Make any roof deck repairs needed or plywood replacement, etc. (if needed). This to be time and materials
- 2.) Install new heavy, 024gauge custom bent baked or enamel T-type drip edge around all perimeter edges. Color to be chosen by fire dept.
- 3.) Install 9ft. of Grace snow and ice shield on all bottom edges and each side of all roof valleys. 3ft. around all roof penetrations (Grace).
- 4.) Install new Roof Guard underlayment on balance of roof deck. Or equivalent.
- 5.) Install new 50 year Certainteed Landmark Series architectural shingles to manufacturer's specs. (Price for standard Landmark and price for Landmark Pro Series included). Color to be chosen by fire dept.
- 6.) All shingle valleys to be a cut valley system.
- 7.) Flash all vent pipes to manufacturer's specs, with new pipe flashing.
- 8.) Flash cupola side walls to manufacturer's specs, with matching baked on enamel custom flashing.
- 9.) Install new Certainteed Shingle Vent II ridge vent at all peaks.
- 10.) Install new matching Hip and Ridge cap shingles.
- 11.) Clean up and removal of all roofing debris on a daily basis.
- 12.) All Safety procedures will be followed

Pricing for Landmark Roofing System: \$ 42,000.00

Pricing for Landmark Pro Roofing System: \$ 46,000.00

Wojciech Sudyka                      President

Signature: \_\_\_\_\_

Date: 11/1/19

## BIDDER'S REFERENCE FORM

Bidders Name JJS Universal Construction Company

Phone: (508)-380-2359

(1) Reference Name: City of New Bedford

Phone: 508-999-6220

Address: 195 West Rodney French Blvd New Bedford, MA 02740

Email: N/A

Description and date(s) of work: Roofing, Carpentry, Painting

(2) Reference Name: Dover Housing Authority

Phone: 603-742-5804

Address: 62 Whittier Street Dover, NH 03820

Email: N/A

Description and date(s) of work: Roofing, Siding, Gutters, Trim

2019

(3) Reference Name: Southampton Park Commission

Phone: 413-529-0106

Address: 30 East Street Southampton, MA 01073

Email: N/A

Description and date(s) of work: Roofing, Masonry, Wood Trim

2019

(4) Reference Name: Southwick Housing Authority

Phone: 978-394-9009

Address: 18 Depot Street Southwick, MA 01077

Email: N/A

Description and date(s) of work: Roofing

2019

(5) Reference Name: Grafton Housing Authority

Phone: 978-761-3627

Address: 1 McHale Drive Grafton, MA 01519

Email: N/A

Description and date(s) of work: Siding and Trim

2019



**TOWN OF HENNIKER  
REQUEST FOR PROPOSAL**

**COMPLETE ROOF REPLACEMENT – NEW SHINGLE INSTALLATION**

The Town of Henniker is seeking bids for complete roof replacement, new shingle installation, for the Henniker Fire Department building, 216 Maple Street, Henniker NH, Spring/Summer 2020. Bid proposals must be on company letterhead clearly stating price and specifications. Bids must be sealed and marked "2020 HFD ROOF REPLACEMENT" and delivered to Town of Henniker Town Hall, 18 Depot Hill Road, Henniker NH 03242 by November 1, 2019 at 12:00 PM, when they will be opened publicly and read aloud.

**Scope of work:**

1. Remove existing roof to roof deck. Make any roof deck repairs needed or plywood replacement, etc. (if needed). This to be time and materials.
2. Install new heavy, 024gauge custom bent baked or enamel T-type drip edge around all perimeter edges. Color to be chosen by fire dept.
3. Install 9ft. of Grace snow and ice shield on all bottom edges and each side of all roof valleys. 3ft. around all roof penetrations (must be Grace).
4. Install new Roof Guard underlayment on balance of roof deck. Or equivalent.
5. Install new 50 year Certainteed Landmark Series architectural shingles to manufacturer's specs. Please price standard Landmark and price for Pro Series Landmark. Color to be chosen by fire dept.
6. All shingle valleys to be a cut valley system.
7. Flash all vent pipes to manufacturer's specs. with new pipe flashing.
8. Flash cupola side walls to manufacturer's specs. with matching baked on enamel custom flashing.
9. Install new Certainteed Shingle Vent II ridge vent at all peaks.
10. Install new matching Hip and Ridge cap shingles.
11. Clean up and removal of all roofing debris on a daily basis (this is a must).
12. NOTE: All safety rules apply while doing roof replacement. This is contractor's responsibility.

The Town of Henniker requests that the work be performed by the successful bidders own personnel. Any subcontractors must be pre-approved by the Fire Chief.

All work to be done under the direction of the Fire Chief. Additional work may be added by the Town.

The bid price shall include all increases for the duration of the contract with a completion date to be determined. No request for increase in contract price shall be entertained by the Town of Henniker.

The contractor will be required to provide an insurance certificate confirming the following insurance coverage; worker's compensation insurance as required by the State of NH; broad-form comprehensive general liability insurance in the amount no less than \$1,000,000 combined single limit per occurrence; and motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in the amount no less than \$1,000,000 combined single limit per occurrence. The Town of Henniker shall be named as an additional insured on all policies.

The Board of Selectmen reserves the right to reject all bids and issue a new Request for Bids if less than three bids are received. The Board of Selectmen also reserve the right at their sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

Bidders shall bid to specifications. However, deviation from specifications may be made but any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work; and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

The minutes of the meeting at which the selection is made shall indicate the bid selected and the factors upon which the selection was made. All major bids submitted must specify time frame of bid quote amount and must guarantee bid amount for a minimum of thirty (30) days from bid opening date. This requirement must be included in all advertisements and written specifications issued by the Town of Henniker. Any increase in cost estimates following bid award or signing of a contract shall be absorbed by the bidder.



## PROJECT COST ESTIMATE PROPOSAL FOR HENNIKER FIRE DEPARTMENT

**Project Address:**                      **216 Maple St.**

**Henniker, NH.**

Prepared by: Tommy Ahlers    [tommy@desalvocontracting.com](mailto:tommy@desalvocontracting.com)    Proposal Date: 10/30/2019

### Prepared for

<i>Name</i>	<i>Email</i>	<i>Cell</i>
<i>Company</i>	<i>Address</i>	
Town of Henniker Town Hall	18 Depot Hill Rd. Henniker, NH. 03242	
<i>Phone</i>	<i>Fax</i>	

### Overview

#### Project Description:

Construction of new multi-family apartment building

#### Plan Documents

☐ Architectural    ☐ Structural    ☐ Spec Narrative    ☒ Specs    ☐ Addendums #(s):

#### Plans Dated:

10/8/2019

#### Plan Level:

For Construction

#### Proposal Level:

For Buyout

#### This Proposal Includes:

#### Labor

#### Materials

Roofing: Membrane (EPDM, TPO, PVC)

No

No

Roofing: Asphalt Shingle

Yes

Yes

Roofing: Standing Seam Metal

No

No

Siding:

No

No

Gutters:

No

No

Roofing: Demolition (Limited)

No

Taxes

No

Labor Rate

Open Shop

**PROJECT COST ESTIMATE PROPOSAL (CONT.)****HENNIKER FIRE DEPT.****HENNIKER, NH.****Roofing**

Use	Description	Type	Note	Labor		Material	
				Incl.	Excl.	Incl.	Excl.
Asphalt	Architectural Shingles	Landmark Pro	As specified	x		x	
Shingles	Hip & Ridge Caps	Certainteed		x		x	
	Ice and Water Shield	Grace	9' at eaves, 3' in Valleys & Rakes	x		x	
	Synthetic Underlayment	Roof Runner		x		x	
	Aluminum Drip Edge	F8 Style	.032 Baked Enamel equal to 24ga.	x		x	
	Starter strip	Certainteed		x		x	
	Ridge vent	Shingle vent II		x		x	
	Step Flashing		Where Required	x		x	
	Pipe Boots		Where Required	x		x	
	Apron Flashing		Where Required	x		x	
	Fasteners		1 1/4" Coil Roofing Nails	x		x	
	Sealant	GeoCel	Where Required	x		x	

**Exclusion Notes**

Permits, lifts, fees & Police Details are the responsibility of the GC  
 No Fascia/Rake or other trim included.  
 No carpentry work or framing is included.

**Roofing Notes**

Unforeseen conditions not included in this proposal will be an additional cost to the bid.  
 Rotten or damaged sheathing will be replaced on a time and materials basis as specified. **T&M rates \$85/hr. plus materials.**  
 Bid for a single layer rip of roofing.

**Expectations and Provisions**

- ❖ Prices for all materials quoted to be guaranteed for 7 days unless otherwise noted
- ❖ Peter DeSalvo Contracting reserves the right to bill for all materials upon receipt at the jobsite.
- ❖ RETAINAGE shall not be placed upon any material.
- ❖ RETAINAGE shall be paid no later than 30 days after framing has passed framing inspection per town building inspector.
- ❖ PAYMENTS are due no more than 30 days after invoice/requisition has been sent. On the 31st day Peter DeSalvo Contracting reserves the right to stop work and deliveries without further warning and file for a Construction Lien. A 1 1/2% charge shall be assessed for each month not paid thereafter.
- ❖ Manufacturer Warranties released after 100% payment for trade.
- ❖ All Work specified above shall be completed in a workmanlike manner according to standard construction practices.
- ❖ Peter DeSalvo Contracting and its labor force shall determine the best use of Equipment and Fasteners (Such as, but not limited to, those listed in inclusions above) in order for its crews to complete work as specified. Changes due to site conditions, other subs' installation methods, or GC determination shall result in a reassessment of costs involved.

**PROJECT COST ESTIMATE PROPOSAL (CONT.)****HENNIKER FIRE DEPT.****HENNIKER, NH.**

- ❖ Peter DeSalvo Contracting requires at least a 20 foot perimeter around the job site to be able to get in and around the building with the forklift, and boom lift. Price subject to change if the Conditions do not meet these requirements
- ❖ Any alteration or deviation from above specifications will be executed only upon written change orders.
- ❖ All agreements are contingent upon strikes, accidents or delays beyond our control.
- ❖ Owner to carry fire, flood, earthquake, and other necessary insurance as required by law.
- ❖ Peter DeSalvo Contracting and its supplied labor are fully insured as required by law. We are fully covered by Workmen's Compensation Insurance. Additional coverage by agreement only.
- ❖ Peter DeSalvo Contracting requests that this proposal be accepted, Signed and Incorporated into the contract.

TOTAL PRICE FOR WORK DESCRIBED ABOVE:	
Roofing Package	\$39,900.00
Add Alternate for Pro Series	\$1,500.00
Total Bid	\$39,900.00

**Acceptance of Proposal:**

*Upon the signing of the Project Contract this Estimate Proposal (Proposal) shall be incorporated as a contract document. If no contract is signed prior to execution of project, then this proposal shall stand as the authoritative document for execution of the scope of work and charges incurred.*

*The above prices, specifications and conditions are satisfactory and hereby accepted.*

**Authorized Signature:** \_\_\_\_\_**Print Name:** \_\_\_\_\_**Company:** \_\_\_\_\_**Date of Acceptance:** \_\_\_\_\_**Authorized Signature:** \_\_\_\_\_**Print Name:** \_\_\_\_\_**Peter DeSalvo Contracting** \_\_\_\_\_**Date of Acceptance:** \_\_\_\_\_



# TARGET NEW ENGLAND

## Historical Restorations

Town of Henniker

October 31, 2019

18 Depot Hill Road

Henniker, NH 03242

Attn: Selectmen Office

### PROPOSAL

The following is a proposal for the complete roof replacement including new shingle installation for the Henniker Fire Department building, 216 Maple Street, Henniker, NH.

#### Scope of Work:

- Remove existing roof to roof deck. Make any roof deck repairs needed or plywood replacement if needed. (This is a time and material item)
- Install new heavy 24 gauge custom vent baked or enamel T type drip edge around all perimeter edges. Color to be chosen by Fire Department.
- Install 9 feet of Grace snow and ice shield on bottom edge and each side of all roof valleys and 3 feet around all roof penetrations.
- Install new Roof Guard underlayment on balance of roof deck.
- Install new 50 year Certainteed Landmark Series architectural shingles. (Color to be chosen by Fire Department)
- All shingle valleys to be a cut valley system. Flash all vent pipes
- Flash cupola sidewalls to manufactures specs with matching flashing.
- Install new Certainteed Shingles Vent II ridge vent on all peaks.
- Install new matching hip and ridge cap
- Clean up work site daily. **Labor:** \$46.00 per hour - **Materials:** 15% over cost

**PROPOSED PRICE.....\$53,670.00**

Thank you,

James Doherty, Owner

*James Doherty*  
Target New England, Historical Restoration





# Alpine Valley, Inc.

24 Lomar Park, Unit B  
Pepperell, MA 01463  
P. 603-546-6744  
F. 978-433-5013

Date: November 1, 2019  
To: The Town of Henniker Town Hall  
18 Depot Hill Road  
Henniker, NH 03242  
Re: Roofing Proposal  
Project: 2020 HDF ROOF REPLACEMENT

Alpine Valley, Inc practices and workmanship shall conform to the National Roofing Contractor Association standards at a minimum. Alpine Valley, Inc is pre-qualified by the manufacturer with respect to financial background, quality of workmanship, experience with the proposed roof system and acceptability to the material manufacturer providing the warranty for this project.

We propose to provide and install roofing to the above-mentioned project according to the following scope of work by sections. Price based on the Town of Henniker Request for Proposal Complete Roof Replacement – New Shingle Installation.

## Shingle work

- Installation of a new shingle roof is based on 9,700 square feet of roof area.
- Remove and properly dispose the existing shingle roof down to the plywood deck.
- Repair plywood roof deck as needed and or plywood replacement. This is to be time and material. Please see unit price for plywood replacement.
- Furnish and install Grace Bithuthene Ice & Water shield 9' wide at eaves, rakes and valleys. 3' at roof penetrations.
- Furnish and install Certainteed Diamond Deck underlayment on balance of roof deck.
- Furnish and install 24 gauge steel T-type drip edge at rakes and eaves.
- Properly flash all roof penetrations.
- Furnish and install Certainteed Shingle Vent II on all ridges, where required.
- Furnish and install Certainteed Starters and Hip & Ridge Caps where required.
- Base bid is to furnish and install standard Certainteed Landmark Architectural Shingles.
- Alternate price is to furnish and install Certainteed Pro Architectural Shingles.
- Keep jobsite clean on a daily basis.
- Alpine Valley, Inc workmanship is guaranteed for a period of 2 years.

**Unit Price:** Any rotted wood decking will be replaced at a rate of \$112.00 per sheet of plywood (5/8" maximum). Any rotted fascia board will be replaced at a rate of \$8.00 per lineal foot (1"X8" maximum).

## Proposal/Contract Price

We propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:

Base Bid Standard Certainteed: Sixty one thousand four hundred dollars	\$61,400.00
Alternate Bid Certainteed Pro: Sixty three thousand four hundred dollars	\$63,400.00

This price subject to additions and deductions pursuant to authorized change orders.

## Exclusions:

Bonds, Permits, Winter Conditions, Snow Shoveling, Weather Delays, Prevailing Wages, Asbestos Removal or Dumping.

**General Previsions:**

All work shall be completed in a workman-like manner and in compliance with all building codes and other applicable laws. To the extent required by law all work shall be performed by individuals duly licensed and authorized by law to perform said work. Alpine Valley, Inc may at its discretion engage subcontractors to perform work hereunder, provided Alpine Valley, Inc shall fully pay said subcontractor and in all instances remain responsible for the proper completion of this Contract. All change orders shall be in writing and signed both by Owner and Contractor, and shall be incorporated in, and become a part of the contract. Alpine Valley, Inc warrants it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of Alpine Valley, Inc or its employees or subcontractors. Alpine Valley, Inc agrees to remove all debris and leave the premises in broom clean condition unless noted elsewhere. In the event Owner/General Contractor shall fail to pay any periodic or installment payment due hereunder, Alpine Valley, Inc may cease work without breach pending payment or resolution of any dispute. All disputes hereunder shall be resolved by binding arbitration in accordance with rules of the American Arbitration Association. Alpine Valley, Inc shall not be liable for any delay due to circumstances beyond its control including strikes, casualty or general unavailability of materials. All staging and hoisting provided by Alpine Valley, Inc in its scope of work shall comply with OSHA requirements, and all erectors shall be trained and certified in the same.

**Labor and Material Rates:**

Any additional work beyond the above scope of work will be done at a rate of \$70.00 per man per hour for roofing and \$75.00 per man per hour for sheet metal, plus materials, portal to portal and \$.555 per mile travel expense and any per diem charges. These labor rates are subject to change without notice.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only on written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by workman's Compensation Insurance.

Authorized signature; \_\_\_\_\_



Peter J Corti Project Manager

Note: We may withdraw this proposal if not accepted within (30) days.

Acceptance of proposal---The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. This proposal will become part of the contract unless stricken by the owner.

Date; \_\_\_\_\_ Signature; \_\_\_\_\_



October 1, 2019

Jim Morse  
Henniker Fire Department  
216 Maple Street  
Henniker, NH 03242

Reference: Re-Roofing Henniker Fire Station, 216 Maple Street, Henniker, NH  
Approximately 10,500 sq. ft.

Jim,

In accordance with your request we have reviewed the asphalt shingle roof on the Henniker Fire Station on Maple Street in Henniker, NH. We have prepared estimates to replace the shingle roof using Certainteed Landmark Premium 50-year architectural shingles and Certainteed Landmark 30-year architectural shingles. The cost to install the Landmark Premium 50-year shingles would be Seventy Five Thousand Four Hundred Fifty Dollars (\$75,450.00). The cost to install the Landmark 30-year shingles would be Seventy Thousand Seven Hundred Dollars (\$70,700.00). The work would be completed as follows:

1. Scaffolding would be erected to the eaves of the building. All work would be done in compliance with OSHA safety guidelines. Every effort will be made to protect the plantings near the base of all eave lines.
2. The existing layer of asphalt shingles would be removed and properly disposed of.
3. All roof boarding would be inspected and re-nailed as needed. Replacement of any additional deteriorated boarding or trim would be done at an additional cost.
4. Over the properly prepared substrate new W.R. Grace Ice and Water Shield membrane would be applied 6 feet up the slope of all eave lines and in the valleys. The remaining areas of the roof (which were not covered with the ice and water shield membrane) would be covered with synthetic RoofTop-Guard II shingle underlayment.
5. New custom shop fabricated 24 gauge kynar finished drip edge would be installed at the eaves and rake edges. The color of the drip edge is to be chosen from the manufacturer's range of standard, non-metallic colors.
6. New Certainteed Landmark (standard or premium, see above) architectural AR (algae resistant) shingles would be installed. These shingles carry the manufacturer's 50 or 30-year limited warranty and UL Class A fire rating.



OUR AFFILIATES



the **Melanson** company

5 Ferry Road • Bow, NH 03304  
(603) 224-0444



**VERMONT ROOFING COMPANY**

118 Spruce St • Rutland, VT 05702 1325 Harwood Hill • Bennington, VT 05201  
(802) 775-4386 (802) 442-2899



**A. C. HATHORNE COMPANY**

252 Avenue C • Williston, VT 05495  
(802) 862-6473

7. New Shingle Vent II ridge vent would be installed and capped with matching colored shingles.
8. The valley shingles would be woven and cut on one side.
9. The vent stack pipes would receive new custom shop fabricated two-piece copper boots.
10. The hot stack would be flashed to the new shingle roof system.
11. The base of the cupola would be flashed using new 24 ga. Kynar metal flashings.
12. All debris would be carefully cleaned up and the ground around the perimeter of the building will be dragged with a large magnet to pick up stray nails.
13. We will have a portable sanitary facility on site for our workers.

**The following information, terms and conditions are part of the attached roofing proposal:**

1. This proposal is based on information gathered during our visual observation and/or contributed by the building owner. If there are any additional factors such as condensation, ventilation problems or other situations that may affect the performance of this roof we should be informed so that we are better able to assist you with the selection of a roofing specification that is most suitable for your building.
2. The process of removing existing roof materials and/or cutting new ridge vents often result in dust and particles falling into the building. Buildings that have gaps and spaces between the roof boards release a considerable amount of debris. It is the owner's responsibility to inform us of any areas that have open ceilings, exposed beam ceilings and attic areas. We recommend that any contents be protected or moved prior to the commencement of work. If you need assistance with this procedure please let us know.
3. The process of roof demolition and re-roofing can create unavoidable impacts and vibrations. We are concerned about interior finishes and fixtures (particularly on older buildings) that may not be well attached and could become dislodged or damaged due to these activities. It is the owner's responsibility to secure any loose objects and inform us of any potentially sensitive areas. We would not be held responsible for any cracks or nail pops that may occur in the ceilings or other finishes inside the building as a result of our work on the roof.
4. We would take reasonable precautions to keep construction traffic damage to the lawn, driveway, sidewalks, patios, decks and surrounding landscape to a minimum. It is the owner's responsibly to inform us of soft or otherwise sensitive areas such as the location of septic systems, wells and water lines. We would not be held responsible for any ruts, depressions, oil drips or other minor defects in lawns, driveways and surrounding areas that may result from the construction traffic and equipment.
5. The application of self-sealing ice and water shield membrane is usually very effective in preventing leaks caused from winter ice back-ups. However, we cannot provide a warranty promising 100% performance. In harsh winters, the combination of deep snow with extended sub-freezing weather can cause unusually severe ice formations. Gaps in the roof boarding, building movement and pitch resins in the boards can sometimes compromise the membrane and allow leaks to develop. In severe winter conditions we advise homeowners to be vigilant of the icing conditions on their homes and take preemptive action to remove snow and ice if necessary.
6. The Melanson Co. shall not be held responsible for any damages relating to bodily injury, property damage and personal injury caused directly or indirectly in whole or in part by mold, including fungus or mildew regardless of the cost, event, material, product and /or component that contributed concurrently or in any sequence to that injury or damage. The Melanson Co shall not be held responsible for any existing mold or mold due to water intrusion or arising because of any other reason whatsoever.
7. It must also be determined by the owner that there are no asbestos containing materials that would be disturbed as a result of this installation. Asbestos could be present in the roof system, fire-proofing of the roof deck, pipe coverings, ceiling tiles or existing roof top unit components being removed, etc. Any necessary asbestos abatement would result in additional costs. Any testing performed or required for asbestos containing materials would also be an additional cost.
8. It has been our experience that older skylights often develop leaks during or shortly after a roof renovation. This may be due to vibrations and/or disturbances inherent with this type of work or simply that the seals in the unit are old and brittle. Old skylights will

not be watertight the life of the new roof. Any skylight replacement or repair that becomes necessary would involve additional charges.

9. Masonry chimneys and chimney chases are often a source of water infiltration into a house. Mortar, bricks, stone venires, open flues and cracks in the chimney often allow water infiltration. We would not be held responsible leaking caused by defects in the chimney. Any chimney issues should be brought to our attention prior to re-roofing.

10. Roof top equipment such as antennas, satellite dishes and solar panels may need to be temporarily removed to replace the roofing. It is the homeowner's responsibility to make arrangements with their appropriate service provider to temporarily disconnect, remove and then replace the equipment. If the homeowner gives us permission to move the equipment, we will not be responsible for proper reinstallation and especially re-alignment of satellite dishes and antennas.

11. Electric power lines within 10 feet of the roof edge are required to be covered for safety reasons. In New Hampshire, The Eversource Power Co generally performs this service at no charge to the owner, unless the access is not typical. Additional costs would be involved if the power line needs to be temporarily moved or disconnected.

12. The Melanson Co. warranty on Labor and Workmanship extends one year from the date of completion of the work. All warranties are subject to and contingent upon payment in full of all amounts as set forth in the roofing proposal. No warranties provided in connection with this contract are transferable by the owner to another party or subsequent owner.

13. All material is warranted to be as specified. All work to be completed in a workmanlike manner according to standard roofing practices. Any alterations or deviation from the attached specifications involving extra costs will be executed with the agreement of both The Melanson Co and owner and will become an extra charge over and above the original estimate. Repairs to deteriorated roof boarding, rafters, trim or performance of additional repairs due to unforeseen conditions or hidden layers of roofing would be considered additional work. Verbal authorization of changes will be considered part of this contract. Both parties to this contract must approve all such changes and or additions in writing when possible or verbally when necessary. Work cancelled by the owner after materials have been purchased will be subject to shipping and restocking fees on the returned materials. Extra materials are sent to every job. Any and all materials left at the end of the work remain the property of The Melanson Co.

14. This proposal is subject to acceptance within 30 days and is void thereafter at the option of The Melanson Co.

15. The owner referenced on the front of this agreement represents that he/she is the Owner of the subject property, or in the alternative, has the express authority to represent and bind the Owner of the property.

16. Payment for the work is expected in full within 30 days from the date of the invoice. Any unpaid balance beyond 30 days shall be subject to an additional 1.5% interest charge per month. In the event it becomes necessary to use the legal system to collect payment, reasonable attorney's fees shall be added to the contract price.

If you have any questions on any of the above, please do not hesitate to contact us.

We carry Workmen's Compensation, Property Damage and Public Liability Insurance.

If you would like to proceed with this work, please sign one copy of this letter and return it to our office.

Very truly yours,  
The Melanson Company, Inc.



Matthew Bond  
Vice President

Accepted \_\_\_\_\_

Date \_\_\_\_\_



**PO BOX 490531 EVERETT MA 02149 CELL: (617) 849-0739 / Toll Free 1888-267-6281**

Contract Number: 15138

Job Location: 216 Maple St, Henniker - NH.

Name: Town of Henniker

Date: Oct 10, 2019

Address: 18 Depot Hill Road

Phone: (603) 428-3221

City: Henniker

State: NH

Zip Code: 03242

Fax: (603) 428-4366

email: [info@henniker.org](mailto:info@henniker.org)

AND F.R.G. CONTRACTOR

## DESCRIPTION

### GENERAL INFORMATION:

1. Roofing Services to be Started on: Town's earliest convenience.
2. TOP-PRO Roofing materials and supply are to be used for this work.

### ROOFING SPECIFICATIONS:

- Remove existing roof to roof deck. Make any roof deck repairs needed or plywood replacement, etc. (if needed).  
This to be time and materials.
- Install new heavy, 024 gauge custom bent baked or enamel T-type drip edge around all perimeter edges.  
Color to be chosen by fire dept.
- Install 9ft. of Grace snow and ice shield on all bottom edges and each side of all roof valleys. 3ft. around all roof penetrations.
- Install new Roof Guard underlayment on balance of roof deck. Or equivalent.
- Install new 50 year Certainteed Landmark Series architectural shingles to manufacturer's specs. Color to be chosen by fire dept.
- All shingle valleys to be a cut valley system.
- Flash all vent pipes to manufacturer's specs. with new pipe flashing.
- Flash cupola side walls to manufacturer's specs. with matching baked on enamel custom flashing.
- Install new Certainteed Shingle Vent II ridge vent at all peaks.

- Install new matching Hip and Ridge cap shingles.
- Clean up and removal of all roofing debris on a daily basis.
- Dispose old roof debris properly by FRG CONTRACTOR.
- All Material, Permit, Labor, Workers Compensation, Liability Insured, Necessary Equipment will be provide by FRG CONTRACTOR.

## WORK SPECIFICATIONS

1. Work shall be performed within 20 days and scheduled according to Homeowner's convenience.
2. Contractor shall furnish qualified supervision to oversee all work.
3. All personnel shall conduct their work in a professional manner, with minimal disturbance to client and neighbors.
4. No personnel shall discard refuse on site.

### NOTES:

## PAYMENT

1. The Contractor shall perform all work specified in this contract for the total amount of: \$ 109,760.00
2. Payment shall be made in two installments 33% upon starting date and balance on completion of the work.

## WARRANTY

Contractor shall guarantee workmanship for Ten 10 years, while the shingles has 50 years manufacturing.

## NOTICE

## INTEGRATION CLAUSE

This agreement constitutes the full understanding of the parties, and no oral representations or prior written representations made by either party shall be binding. This agreement shall be modified only in writing signed by both parties. Also this agreement is binding with the signing of both parties, who represent to each other that they have the authority and ability to comply its provisions.

## ARBITRATION

Signature of Client: \_\_\_\_\_

Date: Oct 10, 2019

Town of Henniker

Signature of Contractor: \_\_\_\_\_

Date: Oct 10, 2019

FABIO SILVA  
F.R.G. CONTRACTOR  
Owner





**iROOF LLC**

**216 B Central St**

**Hudson, NH 03051**

**Cell:603-930-8029      Office:603-718-1079**

**Email: iROOFLLC@Yahoo.Com**

=====

Date:      October 1, 2019

### **Roofing Proposal**

#### **Project information:**

Property: Henniker Fire Department

Address: 216 Maple Street

City/State/Zip: Henniker, NH

Client's name: Henniker Fire Department Contact: Jim Morse

Contact #: 603-428-7552

Email:              scottatroyal@gmail.com

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iROOF LLC has provided the following proposal for roofing services for the above address. If you have any questions, please feel free to contact us at our office at the number above or email us @ iROOFLLC@Yahoo.com.

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Initials:\_\_\_\_\_



## **Scope of work:**

- **Demo existing roof and remove all debris. ( 1 layer (s) of shingles )**  
iROOF will remove 1 layer (s) of asphalt shingles and dispose of nails, drip edge, shingles, and other debris from project in a dump trailer. We will take as much time as needed to set up tarps, cover shrubs, move items away from home, and shield any items that may get damaged. We will take all necessary steps to avoid damaging any part of your home or property. If more than 1 layer (s) is found price will increase (see part B). When we looked we only saw 1 however, sometimes it is impossible to tell until we rip the roof. We will dispose of debris to the nearest landfill. We recycle most of our roofs. The less impact on the environment the better.

- **Evaluate plywood, barn board, sheathing ect and replace as needed.**

After removing the shingles we are left with sheathing or barn board. We look for any damaged areas from leaks, mold, broken pieces. We will examine entire roof surface and determine what sheets, barn boards, sheathing, ect needs to be replaced if any. We will match what's currently there if acceptable to code and roofing standards. Most of the time we install 1/2 inch or 5/8 CDX. We will install 2 3/8 galvanized ring nails to adhere plywood to rafters. We nail off the roof with 2 3/8 galvanized ring nails no matter what. Each sheet will be an additional cost (See Part B). If barn board is present and the gaps between each board is great than 1/4 inch it is recommend that we go over the barn board with 1/2 inch 4 ply plywood. The reason for this is when we nail the shingle down the nail might end up in the gap. It's nearly impossible to tell when this happens when nailing. The risk is that your shingles will not be fastened properly and they have a greater chance of being blown off. Also, barn board on homes older than 30 years tend to become very brittle. Some times when nailing the board can break and not hold the nails correctly.

- **Install 8" (Color TBD) drip edge.**

Install new heavy, 024gauge custom bent baked on enamel T-type drip edge around all perimeter edges. Color to be chosen by Fire Dept.

Initials:\_\_\_\_\_

○ **Install Grace ice and water 9 ft.**

Grace ice and water shield is the leader in the industry of ice and water shields. There are many different brands and tiers of quality. Roof estimates can differ greatly just by the ice and water shield a contractor uses. We at iROOF LLC feel that this step of the roofing process is not an area to cut corners. We use only the best ice and water shield due to New England's harsh winters. Ice builds up on the eaves ( front of the roof ) and in the valleys. Ice can get under the shingles and cause leaks. Ice and water shield is the last layer of defense to avoid damage. This product sticks to the plywood and seals around nails to give it a solid seal. We will install 6 ft on all eaves and valleys of the roof. We will determine if any other areas need it. If there is a chance that we think that ice or water can penetrate or build up we will install ice and water shield to protect that area.

○ **Synthetic Underlayment:**

We will install synthetic underlayment to any area of the roof not covered with ice and water shield, synthetic underlayment is almost like ( tyvek / house wrap ). We don't use the old "tar paper" anymore due to the lack of life expectancy. This product is better under the north east weather conditions and they offer a year better warranty on the product. This product allows the roof to breath and is water proof. We will fasten it down with galvanized staples and overlap seam 6-10 inches.

○ **Install a starter strip:**

Starter strips are installed on the eaves and rakes of a roof. It has a tar strip to adhere the first row of shingles or on the rakes it secures from wind lifting the shingle up. They will be installed on all rakes and eaves.

○ **Install CertainTeed Architect Shingle (Landmark or Landmark Pro):**

Lifetime warranty on all installs (50 years Avg). We follow manufacture recommendations for installation on all aspects of the install. iROOF LLC is factory trained and certified with the manufactures we offer. This is a huge plus to the client. Having a certified installer install your roof insures the install is done right. iROOF LLC knows what each manufacture wants their roofs to look like and what will void a warranty. After we are done your roof will be warranted by the manufacture as long as you allow as to do what is needed. (See Part D)

Initials: \_\_\_\_\_

- **Install Pipe boot if needed.**

We will install the correct size pipe boot to any pipes that needs it. We will flash with ice and water shield around the boot and make sure its correctly installed. We will install geo cell 2300 (clear flex caulking) to seal properly.

- **Install ridge vent.**

Ventilation is a key factor to the warranty of your roof. Having a well vented roof prolongs the life of the roof. It helps with moisture and mold in the attic, it will help with cooling in the summer and in the winter it will help with ice dams. We will install shingle vent 2 or Omni ridge vent on all ridges. We will make sure there is a 1 1/2 inch cut at each side of the ridge ( if not we will make one) and then hand nail 3" inch galvanized nail to secure it to the roof.

- **Install matching cap on ridge.**

Cap protect the ridge from water and protects the ridge vent. We hand nail 3 inch galvanized ripped nails into every piece of cap to prevent wind from lifting it. Any nails exposed will receive geocell2300.

- **Clean off Entire roof and entire property and remove all debris from project.**

Initials:\_\_\_\_\_

## **Guide Lines and Procedures:**

We strictly follow manufactures installing procedures for all aspects of the roofing installation. One of the most important aspects is how many nails are installed and where. We apply 6 per shingle and nail every shingle on the nail line. This insures your wind warranty and being Certainteed and IKO certified insures the application is correct. We have direct access to the reps ( distributor) which allows for better communication and for a better customer experience. Most contractors have never met their rep.

During the application we will hang heavy duty tarps off every section that we strip so the siding, windows, and other parts of the structure is safe from damage from falling debris. We use plywood to shield shrubs, A/C units, deck, and any other object that will be in the area. We ask that cars be moved and decks be cleared off.

Safety is one of the most important aspects of any roofing project. We are very diligent in our procedure and process of making the site as safe as it can possible be. All roofers wear OSHA approved hard hats and harnesses when working. Communication on the site is critical to making it safe.

If you're invited to some ones property and you leave it cleaner than when you showed up you will always be invited back. We hold this to be self evident in our company. Our cleaning procedures are like no other roofing contractor. We clean as we go and are continually cleaning during the process to make the construction area as neat and safe as possible. We run magnets to get nails that fall from the roof and not to leave them behind. If a nail ends up in a tire of anyone at the property we will repair the tire. You can forward them directly to me or one of my project managers. All debris will be hauled off at the end of the project. A trailer will be placed on site the day we start.

Initials:\_\_\_\_\_

\_\_\_\_\_

## h



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

Tel: (603) 428-3221  
Fax: (603) 428-4366

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** November 19, 2019

**TITLE:** Wastewater Systems Asset Management Program

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

**BACKGROUND:**

The Town of Henniker engaged Underwood Engineers to develop an asst management program (AMP) for its sanitary sewer collection and treatment plant.

**DISCUSSION:**

Margaret Blank Project Engineer for Underwood will be presenting the plan from Underwood and Sharon Nall from NH DES who is going to talk about a Clean Water State Revolving Fund.

**FISCAL IMPACT:**

**RECOMMENDATION:**

**ATTACHMENTS:**

Description	Upload Date	Type
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# Town of Henniker, NH Wastewater System Asset Management Program

November 19, 2019

# Overview

- Introductions
- NHDES Clean Water State Revolving Fund (CWSRF) Loan
  - Town obtained \$30,000 CWSRF loan with \$30,000 Principal Forgiveness
  - Also available for stormwater.



# What Is Asset Management?

- An ongoing process!
- A systematic way of meeting the needs of the community
  - Deliver desired Level of Service
- Optimize Cost
  - Balance with performance and risk
- Decision-making tool
  - What assets to repair or replace and when
  - How many employees are needed
  - Budgeting and financial planning

# Asset Management Goals

- Understand the condition of the town's infrastructure.
- Identify and correct current deficiencies.
- Anticipate future needs.
- Provide a basis to estimate financial resources required to rehabilitate and replace assets as necessary.
- Continue to build on work already completed (CCTV inspection completed on entire wastewater collection system ).

# Asset Management Components

- Asset Inventory and Condition Assessment
  - What do we own? What condition is it in?
- Level of Service
  - Balance customer expectations with cost
- Critical Assets and Priority Projects
  - How should projects be prioritized?
  - Which need to be done immediately?
  - Which can be postponed?

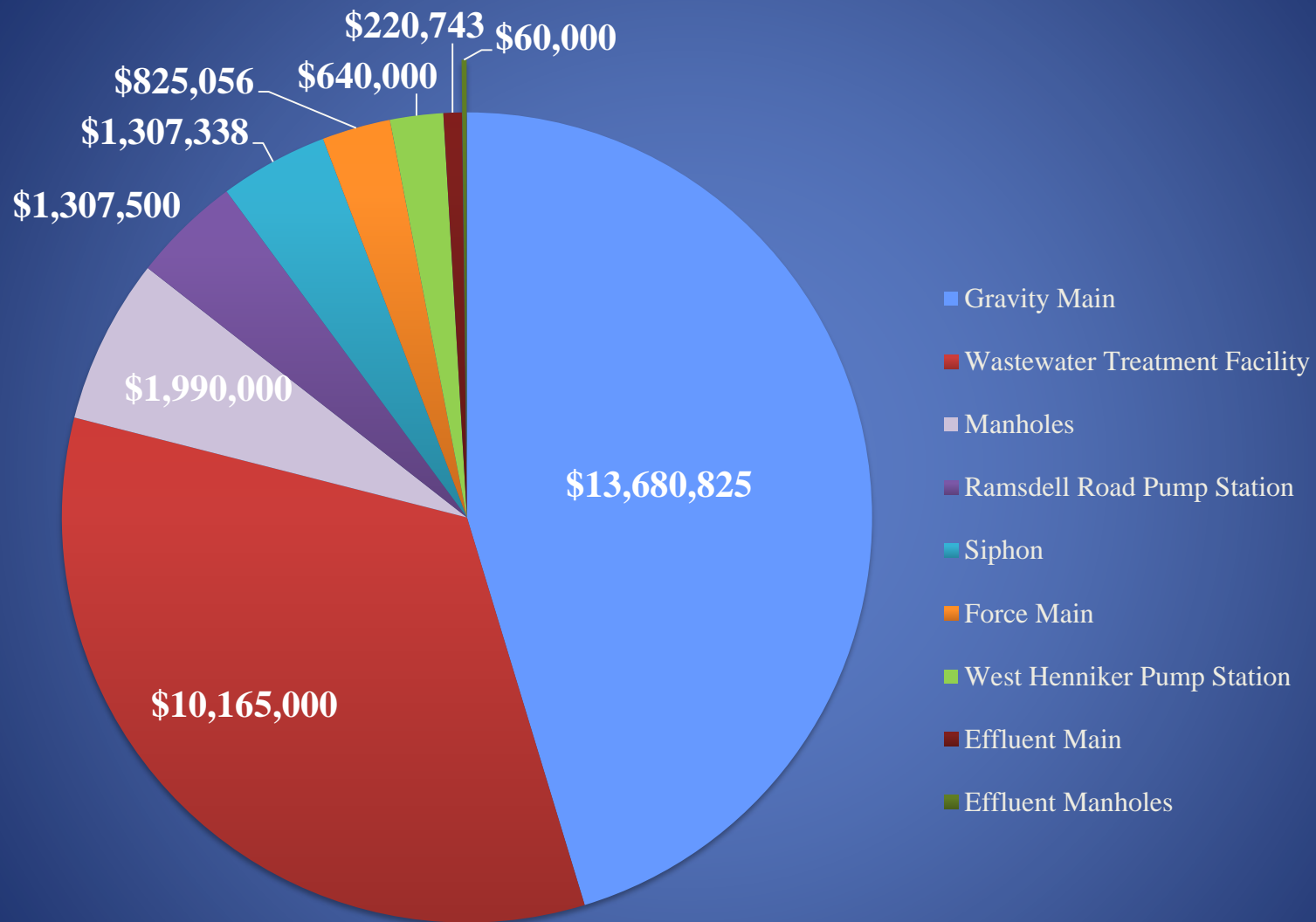
# Asset Management Components

- Minimum Lifecycle Costs (Practices)
  - Is there adequate staff to perform tasks needed?
  - Do they have the necessary tools and training?
  - Are revenues enough to cover operating costs?
- Long-term Funding Strategy (Budget)
  - Schedule out replacement costs over the long term.
  - Which assets need to be replaced and when?
  - What will it cost?
  - Securing financial resources needed?

# Asset Management Components

- Implementation Plan
  - Storing and managing data
  - Extracting and using data
  - Who is responsible for what?
- Communication Plan
  - Upcoming needs and expenditures (esp. capital replacements and upgrades)
  - Potential issues (ex. EPA permit requirements)
  - Accomplishments and achievements

# Replacement Value = \$30 Million





# Most Urgent Needs

- Sludge dewatering equipment
  - Estimated replacement cost = \$1.38 million
- Why its important
  - Dewatering equipment reduces the volume of sludge so that transport and disposal can be done economically.
  - If the Town's sludge dewatering equipment fails, it will take six months to a year to replace.
  - In the meantime, the Town will have to pay additional costs for onsite dewatering.

# Most Urgent Needs

- Screening and Grit Removal
  - Estimated replacement cost of existing grit removal equipment = \$125,000
  - Estimated cost of adding automated screen = \$400,000
- Why its important
  - Reduce wear on facilities downstream and extend useful life of treatment plant components.
  - Reduce time and money spent on cleaning and maintenance of downstream facilities and equipment.



# Asset Renewals - Next Ten Years

Facility	2019-2028	Comments
Wastewater Treatment Facility		
Sludge Handling	\$1,380,000	Belt filter press - \$1M
Operations Building	\$570,000	Original electrical & HVAC
Settling Tanks	\$450,000	Fiberglass, metal, mechanical
Aeration	\$375,000	Blowers, VFD's, probes
Septage Receiving	\$210,000	Mixers, pump
Site Electrical	\$125,000	Lighting, transformer
Grit Handling/Headworks	\$125,000	Declassifier, grit pumps
Plant Wide	\$100,000	Yard piping, monitoring
Effluent Handling	\$20,000	Flow metering
<b>WWTF Subtotal:</b>	<b>\$3,355,000</b>	
Ramsdell Road Pump Station	\$90,000	Process piping and valves
West Henniker Pump Station	\$180,000	Piping, pumps, roof
<b>Total Estimated Replacements:</b>	<b>\$ 3,625,000</b>	
Automated Screen	\$400,000	Improvement to headworks
<b>Grand Total:</b>	<b>\$4,025,000</b>	

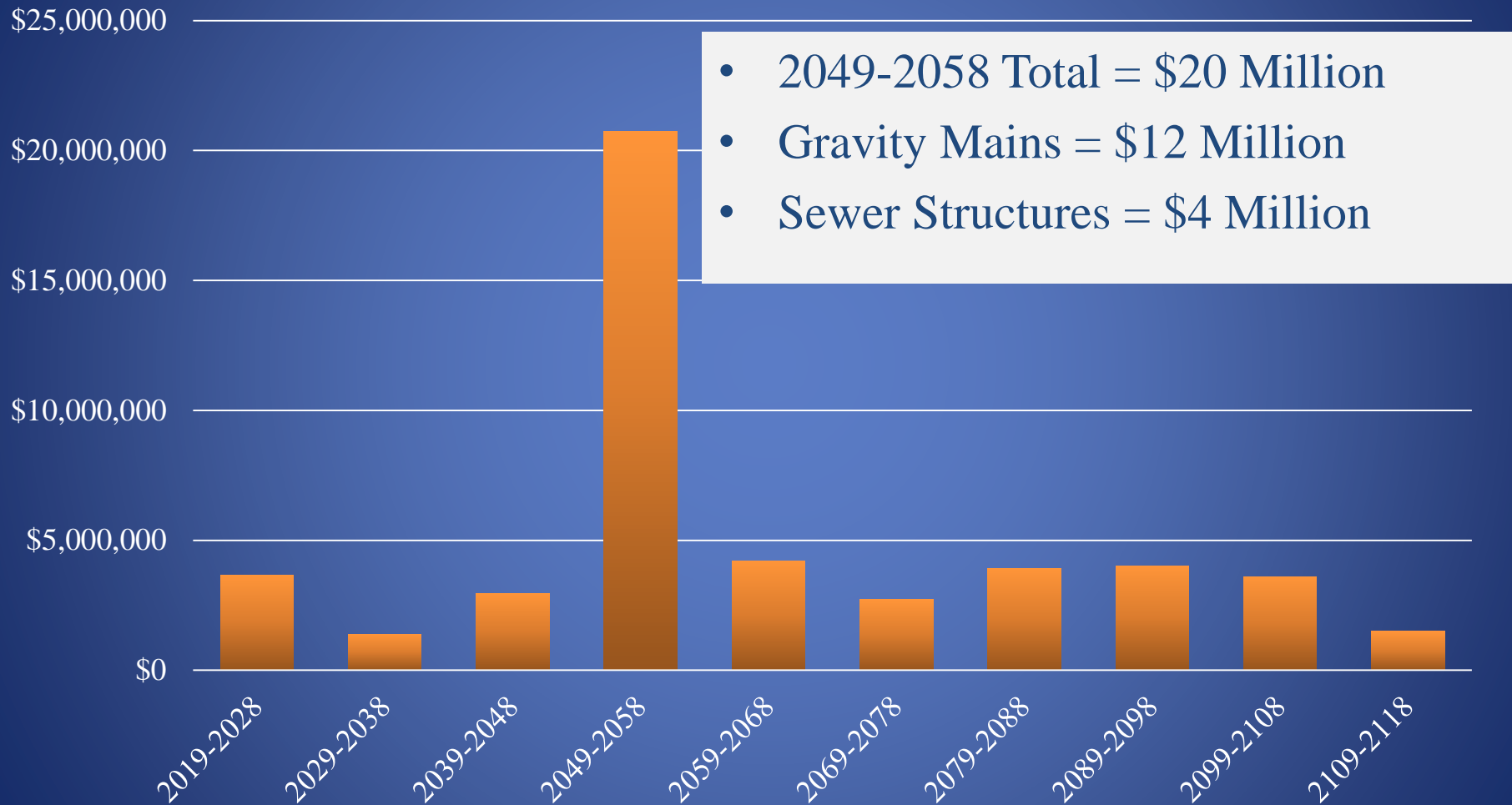
# If Needs Are Allowed to Accumulate

- Current: Approximately \$3.7 million worth of asset renewals are needed in the next ten years.
- Five years from now: If nothing is done the need rises to approximately \$4.3 million.
- Ten years from now: The need rises to approximately \$5.0 million.
- These are replacement costs only and don't include the cost of emergency repairs nor do they include inflation.

# Consider Energy and Water Use

- The Wastewater Treatment Facility is one of the largest users of electricity in Town.
  - NHDES Energy Audit
- How efficient is antiquated sludge dewatering equipment and how might that contribute to energy costs?

# Asset Renewals - Next Hundred Years



# Asset Renewal Costs - Caveats

- Asset management renewal cost estimates are meant to serve as an overall guide for planning purposes.
- Age isn't everything.
  - Assets can operate past their estimated useful lives as long as they are in serviceable condition and monitored regularly.
  - Assets may be in serviceable condition but obsolete or lacking in capacity (ie. an undersized pump)
- Rehabilitation rather than full replacement can significantly reduce costs.
  - CIPP lining of gravity main is approximately half the cost of full replacement and can extend useful life by up to 50 years.

# Financial Considerations

- Town introduced flow charge to better allocate costs
- Encouraged conservation, but decreased revenues
- Rates increased in April to cover operating costs
- However, not enough to cover anticipated asset renewals

	Funded	Needed	Surplus (Shortfall)
Operating Costs	\$570,500	\$570,500	\$0
Capital Contribution	\$50,000	\$365,000	(\$315,000)
Total	\$620,000	\$935,500	(\$315,000)



# Financial Considerations

- Impact on typical SF home if rates were increased to cover estimated capital requirement
- Base charge increase
  - Increase from \$240 to \$250 semi-annually → \$20/year → 0.07 cents per gallon increase
- Overage charge increase
  - Base gallons decrease from 17,000 to 15,000 semi-annually
  - Overage charge increases from \$0.020/gallon to \$0.033/gallon → \$0.013 per gallon increase

# Financial Considerations

- There is a cost associated with allowing facilities to run-to-failure
  - Emergency repairs cost more than scheduled maintenance
  - In the event sludge dewatering equipment fails
    - Onsite dewatering approximately \$10,500/month
  - Sanitary Sewer Overflows
    - Emergency response
    - Damage to property
    - Insurance claims



# Questions??



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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** November 19, 2019

**TITLE:** RSA 72:80-83 and RSA 79-E

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

The purpose of this article is to give businesses a strong, compelling reason to either open shop in Henniker or expand an existing Henniker business. More businesses mean more tax revenue from those businesses and lower taxes for residents. Since this warrant article is so new, its passage will give Henniker a strong economic advantage over other towns.

**BACKGROUND:**

RSA 72:81 - The intent of this exemption is to provide incentives to businesses to build, rebuild, modernize, or enlarge within the municipality. The exemption shall apply only for municipal and local school property taxes assessed by the municipality

RSA 79-E - Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure

**DISCUSSION:**

Chairman Kris Blomback will be representing the Economic Development Committee for this discussion.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Draft proposed warrant articles and present at Town Meeting.



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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** November 19, 2019

**TITLE:** Right to Know Policy

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I would recommend we adopt the policy.

**BACKGROUND:**

To make all departments uniform in dealing with the release of information this policy was created. This will also make it so all citizens are equal when requesting information. We have not deviated from the law surrounding Right to Know requests (91-a). This policy has been reviewed by Henniker Legal Counsel.

**DISCUSSION:**

This follows the law and what we can require. There will be a suggested form for people requesting information.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Pass the policy.

**ATTACHMENTS:**

Description

Upload Date

Type

Right to know policy

Right to know form



## **ADMINISTRATIVE PROCEDURE**

SUBJECT:       RIGHT TO KNOW REQUESTS FOR  
                  INFORMATION

### **I.    STATEMENT:**

This policy is intended to provide town personnel with guidance regarding the requests of citizens and others for information. The town seeks to balance openness and transparency (in accordance with RSA 91-A) versus staff time and town resources. To these ends please familiarize yourself with the Town's Administrative Procedure regarding the Right to Know statute and follow the steps below.

### **II.   PROCEDURE**

1. All requests for information per RSA 91-A should be referred to the Town Administrators Office. The intent here is that there is but one point of contact for our offices and one point of information dissemination.
2. The department receiving the request will ask the person making the request to fill out a "Right to Know" Request for (copy attached). We cannot require citizens to use this form; however, we can use the form for our own purposes to document the request. If a citizen does not fill out the form, the department taking the request will fill out the form on behalf of the person making the request at the time the person makes the request, and forward to the Town Administrator's Office.
3. The Town Administrator will review the request and determine how we are to respond (who, what, when, how). If the information requested is readily available for immediate inspection, we must allow immediate inspection, regardless of whether a form has been filled out and processed.
4. Any information produced in response to a Right to Know request per RSA 91-A will be copied and kept in a separate file in the Town Administrator's office along with the corresponding Right to Know request form.

#### **Please know that the statute provides the following important provisions:**

1. If the town is unable to make a governmental record available for immediate inspection and copying, the Town must, within 5 business days of request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonable necessary to determine whether the request shall be granted or denied (the Right to Know form will be used for this purpose).



## ADMINISTRATIVE PROCEDURE

SUBJECT: RIGHT TO KNOW REQUESTS FOR  
INFORMATION

2. If permitted by law, the individual requesting a copy of a governmental record will be charged with the actual cost of providing the copy. The town has established the following rate for all items:
  - a. Black and White photocopies of documents and of black and white computer-printed documents will be charged at \$0.50 per page for the first 10 pages of any document for letter (8.5 x 11) size, legal (8.5 x 14) size and ledger (11 x 17) size and \$0.10 per page thereafter. *For example, since each document is treated separately for purposes of these charges, if a person wanted copies of both a 10 page document and 20 page document, there would be a \$5.00 charge for the first document (\$0.50 x 10) and a \$6.00 charge for the second document (\$0.50 x 10 + \$0.10 x 10) not a \$7.00 charge for the two documents.*
  - b. Colored photocopies of letter, legal and ledger size documents and colored computer printed documents will be charged \$1.00 per page for the first 10 pages and \$0.25 per page thereafter. If necessary, employees may need to indicate in writing that a document requested to be reproduced in color will require additional time consistent with the town's personnel and other capabilities within to produce a color copy of the document.
  - c. Electronic medial storage will be provided on an unopened, new thumb drive approved by the Town. Thumb drives are available for purchase from the Town.

\*\*\*NOTE – under the Right to Know Law, “no fee shall be charged for the inspection or delivery, without copying, of governmental records, whether in paper, electronic, or other form.” RSA 91-A:4, IV (2020). If the Town is not required to “copy” a record before delivery or inspection, then no copying fee shall be charged. Examples included, but are not limited to, documents delivered in electronic format or documents with multiple copies already in existence at the time of request.
3. Nothing in the law required the town to compile, cross reference, manipulate or assemble information into a form in which it is not kept or reported by the Town already. The Town shall simply provide the information in the format it currently exists.
4. Exempt from disclosure are preliminary drafts, notes, memoranda and other documents not in their final form and not already disclosed to the public, circulated or available to a quorum or a majority of the members of a public body. The town has five (5) business days after a public meeting to make the minutes available to the public. If not finalized in five (5) days, the Town can release a draft version with the notation “draft version.”
5. Nothing in the law required the Town to provide information to an out of state individual. *See McBurney v Young, U.S. Supreme Court, No. 12-17, 4/29/13.* Requests from out of state individuals will be reviewed and analyzed on a case-by-case basis.



## **ADMINISTRATIVE PROCEDURE**

SUBJECT:       RIGHT TO KNOW REQUESTS FOR  
                  INFORMATION

6. Nothing in the law required the Town to answer questions. The law only requires the Town to disclose governmental records.

**-END OF PROCEDURE-**

## “RIGHT TO KNOW” REQUEST

The public information identified below is requested forthwith, pursuant to New Hampshire RSA 91-A. I  
INFORMATION REQUESTED FROM:

Name of Public Body
Address

Person Making the Request (print):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Once payment is received\*, if requested information is not immediately available; I would like to have it:

- ☐ Sent to me via U.S.P.S. mail to: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Held for me. Call me at \_\_\_\_\_ and I will pick it up.

Signature of person making the request: \_\_\_\_\_

Description of Information Requested:
---------------------------------------

I hereby attest that I have received a copy of this public information request on behalf of the public body named  
above at \_\_\_\_\_ a.m. or p.m. on \_\_\_\_\_  
(Circle One) (Month, Day and Year)

\_\_\_\_\_  
Name of the person accepting the request (Print)

\_\_\_\_\_  
Signature

- 
- 
- ☐ The requested information is NOT AVAILABLE. Reason \_\_\_\_\_  
Attach explanation if necessary
  - ☐ The information may not be available. We will search and notify you of our results
  - ☐ The information is available, and the cost to reproduce will be \_\_\_\_\_ per 8.5 x 11 photocopy  
\$\_\_\_\_\_ Per audiotape. Larger documents or records will be charged at the cost to reproduce them\*

\_\_\_\_\_  
Name of person responding (Print)

\_\_\_\_\_  
Signature of Person Responding

\_\_\_\_\_  
Date of Response

\*Black and White photocopies of documents and of black and white computer-printed documents will be charged at \$0.50 per page for the first 10 pages of any document for letters (8.5 x 11) size, legal (8.5 x 14) size and ledger (11 x 17) size and \$0.10 per page thereafter. For example, since each document is treated separately for purposes of these charges, if a person wanted copies of both a 10 page document and a 20 page document, there would be a \$5.00 charge for the first document (\$0.50 x 10) and a \$6.00 charge for the second document (\$0.50 x 10 + \$0.10 x 10), not a \$7.00 charge for the two documents.

Colored photocopies of letter, legal and ledger size documents and colored computer-printed documents will be charged \$1.00 per page for the first 10 pages and \$0.25 per page thereafter. If necessary, employees may need to indicate in writing that a document requested to be reproduced in color will require additional time consistent with the City's personnel and other capabilities within which to produce a colored copy of the document.



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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** November 19, 2019

**TITLE:** Amendment to Transportation and Disposal Services Agreement

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend approving the agreement

**BACKGROUND:**

The original contract was done in 2014 for \$65 per ton. The contract allowed 3% increase each year.

2015 - \$65

2016 - \$66.96

2017 - \$68.96

2018 - \$71.03

2019 - \$73.16

**DISCUSSION:**

Casella is proposing a 1 year amendment to the contract. They have increased from the current rate of \$73.16/ton to \$77.04/ton. That increase is \$3.88 a ton or 5%.

**FISCAL IMPACT:**

Assuming we ship 1300 tons it would cost us \$5044. As opposed to \$2,847 if we received the 3% increase rather than 5%.

**RECOMMENDATION:**

Sign agreement because the contract is up 12/31/19. Given us time for next year to properly research companies and put out an RFP.



## AMENDMENT

### Agreement for Transportation and Disposal Services (Agreement) TOWN OF HENNIKER, NH AND CASELLA WASTE MANAGEMENT OF MASSACHUSETTS, INC.

Original Agreement dated December 19, 2014

The parties agree that the following provisions shall be binding upon the parties and shall supersede any provisions in the Agreement which shall conflict with this Amendment.

#### **Section 2.3 Fees:**

The Town agrees to pay Casella transportation & disposal fees of Seventy-Seven Dollars and Four Cents (\$77.04) per ton.

#### **Section 3 Term:**

The Term of the Agreement shall be extended for 12 months effective January 1, 2020 and expiring on December 31, 2020.

All other terms and conditions of the Agreement shall remain the same.

Signatures: The parties have read and agree to this Amendment to the Agreement.

Accepted this \_\_\_\_<sup>th</sup> day of November 2019

**Town of Henniker, NH**

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Accepted this \_\_\_\_<sup>th</sup> day of November 2019

**Casella Waste Management of Massachusetts, Inc.**

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



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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** November 19, 2019

**TITLE:** Swap Shot

**PREPARED BY:** Joseph Devine, Town Administrator

### **BACKGROUND:**

The Town of Henniker has operated a swap shop at the Henniker Transfer Station during traditional hours of the Transfer Station. Due to staffing issue Superintendent Bergeron is having trouble keeping the swap shop operational.

### **DISCUSSION:**

How to we continue to maintain the basic standards of operation, while not creating a disservice to the residents of Henniker. There are several options I feel we should look at:

- Keep the swap shop running at its current capacity
- Close swap shop for wintertime
- Cut back hours of swap shop so maybe its only open on weekends
- Start a volunteer program who is responsible for staffing the swap shop.

### **FISCAL IMPACT:**

If we run a volunteer program, it would have a negative impact since we use to pay staff to be there.

### **TOWN ADMINISTRATOR'S COMMENTS -RECOMMENDATION:**

It is my opinion with staffing levels down, we look at closing the swap shop for the winter months. Most towns also do this. During this time frame we develop a volunteer program that would be able to run the swap shop come spring.

### **ATTACHMENTS:**

Description	Upload Date	Type
Deerfield, Durham, Lee NH	11/8/19	Website



Published on *Deerfield NH* (<https://www.townofdeerfieldnh.com>)

[Home](#) > [Departments](#) > Transfer Station

## Transfer Station

### Swap Shop

The Swap Shop at the Town Landfill is available to all Deerfield residents from Saturday, April 13 through October 26, 2019 from 9:00am to 3:00pm except on Memorial Day, Labor Day and Fair Weekend.

Citizens are encouraged to bring any household items, toys, books and small furniture to the Swap Shop. All items are free for the taking. Due to space and safety issues, the Swap Shop does NOT accept magazines, mattresses, stuffed animals, large furniture, computers or any household tools/appliances holding liquid (gasoline, oil, etc.).

The Swap Shop is run entirely by volunteers and is always looking for additional help. Contact Rebecca Hutchinson at 463-7692 or [by email](#) for volunteer opportunities.

We are always looking for volunteers for 3 hour shifts, 9:00am - noon and noon to 3:00pm.

Any volunteers can contact Rebecca Hutchinson or Patrice Kilham and we are both in the new phone book.

***Payment will be made by check, payable to the "Town of Deerfield". A receipt will be given for all transactions.***

#### **Staff Contacts:**

Richard Pelletier

Dennis Paradise

Kurt Torti

Steven Murphy

#### **Fax:**

(603) 463-2820

#### **Phone:**

(603) 463-7705

#### **Hours of Operation:**

Tuesday & Thursday:

11:00 am to 6:45 pm

Saturday: 7:00 am to 3:45 pm

#### **NGDES Permit No.**

DES-SW-LP-94-500

### Address

*51 Brown Street  
Deerfield, NH 03037  
United States  
See map: [Google Maps](#)*

**Source URL:** <https://www.townofdeerfieldnh.com/transfer-station>

Published on *The Town of Durham New Hampshire* (<https://www.ci.durham.nh.us>)

## The Durham Swap Shop



[1]

**The Durham Swap Shop at the Transfer Station & Recycling Center**

**100 Durham Point Road**

### **Operational Guidelines:**

- The Swap Shop is open to donations of items that are safe, hygienic and not broken.
- Residents with Transfer Station entrance permits may take from or donate to the Swap Shop during regular hours of operation: Tuesdays and Saturdays from 7:30 a.m. to 2:30 p.m.
- Items should not be handled or removed from the Swap Shop until evaluated by Public Works attendants or Swap Shop volunteers and placed for display in appropriate locations within the facility.
- Items in the Swap Shop carry no guarantee and will be taken at one's own risk.
- Public Works attendants or Swap Shop volunteers have discretion to refuse items.
- Electronic/Appliance stickers must be attached to refrigerators, freezers, air conditioners, dehumidifiers, televisions, computer monitors, and printer/copiers even if left at the Swap Shop. These stickers may be purchased at the Public Works Office or at the Transfer Station and Recycling Center.
- Users of the Swap Shop are encouraged to remain at the facility for no longer than thirty minutes during any one visit to allow other residents an opportunity to view and take items.
- Residents are expected to cooperate with the requests of Swap Shop volunteers or Public Works attendants while utilizing the facility.

### **Items not accepted at the Swap Shop:**

- overstuffed/upholstered furniture
- child safety equipment such as car seats,
- mattresses bike seats, etc.
- clothing, shoes (leave in Planet Aid Bin)
- concrete, bricks, stone
- hazardous materials, chemicals
- food, beverages, alcohol, cosmetics

- weapons
- moldy items

Bulky items may be listed on the Swap Shop bulletin board inside the Swap Shop. We encourage residents not to bring bulky items during the winter months since there is limited interior space. Bulky items such as indoor and outdoor furniture, large plastic toys, bicycles, windows, and doors can be left off in the spring, summer, or fall. Snow banks inhibit even short-term placement of bulky items.

New Swap Shop volunteers are always welcome. Volunteers are generally assigned on a rotating basis to help out about once every other month. To become a volunteer, call Jane at 868-7598.

### **Textile Recycling Bin Guidelines: (located next to the Swap Shop)**

Accepted items: Clean clothing, coats, shoes, towels, curtains (remove drapery hooks), sheets, blankets, bedding, table cloths, fabrics of one yard or more in length, belts and scarves. Please put pairs of shoes together in a sealed bag so they remain a pair.

**Not accepted: Fabric scraps, soiled textiles, any non-textile items like toys, baby equipment, etc.**

**Source URL:** <https://www.ci.durham.nh.us/publicworks/durham-swap-shop>

#### **Links**

[1]

[https://www.ci.durham.nh.us/sites/default/files/styles/gallery500/public/imageattachments/publicworks/page/21351/img\\_9436.jpg?itok=qygKu7Rn](https://www.ci.durham.nh.us/sites/default/files/styles/gallery500/public/imageattachments/publicworks/page/21351/img_9436.jpg?itok=qygKu7Rn)



Published on *Lee NH* (<https://www.leenh.org>)

[Home](#) > [Departments](#) > [Transfer Station](#) > Swap Shop

## Swap Shop

### The New Swap Shop

The Swap Shop is staffed by volunteers. The new swap shop needs more volunteers to assist with the day-to-day operations. If volunteers are not found to work the hours needed then the swap shop hours of operation will be restricted. If you wish to help, please call Shirley McKeon at 603-659-8163 or email her at [smckeon123@aol.com](mailto:smckeon123@aol.com).

Items that have not finished their useful life may be left there, but if it is a bulky item then you must purchase a coupon for it to be disposed of.

**Items taken from the Swap Shop are not to be resold, as this is for all residents to benefit from equally.**

**Source URL:** <https://www.leenh.org/transfer-station/pages/swap-shop>



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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** 11/19/2019

**TITLE:** Acceptance of Gift

**PREPARED BY:** Joseph Devine, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend accepting the pictures as a gift to the Town of Henniker

**BACKGROUND:**

The town was approached by resident Janice Hale about donating three framed pictures to the Town. Mrs. Hale is the School Treasurer and past Finance Director for the town.

**DISCUSSION:**

Mrs. Hale is looking to donate three framed pictures to the Town of Henniker. She is going to be moving to NC and would like to make sure the pictures are preserved here. The first is a black and white drawing of the community. The second is a framed map of the town from 1892. The final picture is a drawing of the Henniker railroad station.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

I recommend accepting these gifts.

**ATTACHMENTS:**

Description

Upload Date

Type



## DRAFT



**Town of Henniker  
Board of Selectmen and Budget Committee Meeting  
Saturday November 2, 2019  
Henniker Town Hall**

**Members Present:** Chairman, Kris Blomback; Vice Chair Tia Hooper; Selectman Peter Flynn; Selectman Scott Osgood; Selectman Leon Parker

**Town Administrator:** Joe Devine Jr.

**Recording Secretary:** Kelly McCutcheon

**Guests:** Kim Johnson, Trustees of the Tucker Free Library, Police Chief Matt French, Fire Chief Jim Morse, Rescue Chief Greg Aucoin, Ruth Zax, Lori Marko, Russ Roy, Leo Aucoin, Dan, Stef Costello

**Town Clerk/ Tax Collector:**

Kim Johnson had put in for increased wages being an election year and additional hours would be needed for election coverage. On the Tax Collector side everything is the same. Chair Blomback asked about this years COLA which was approved at 1.5% and the benefits increase was less than 1%. Selectman Flynn asked about staffing for elections and Kim stated there is not allot of interest from people and she hopes there will be enough coverage since they are down 1 ballot clerk.

Town Clerk: extra postage was added this year as the number of absentee ballots have increased. Chair Blomback asked if there was software that could streamline her function. Kim responded online registration is available for somethings and would roughly estimate 30% of people utilize it.

**Tucker Free Library:**

The library budget changed with benefits, COLA and the coming calendar year being 53 week pay period compared to 52. Vice Chair Hooper asked about any presentations. There will be one warrant article, possibly two since an architect was hired to address safety and accessibility issues. They current lift is no longer being serviced by the company that installed it over 30 years ago. The only public restroom is at the back of the library and not handicap assessable. There is a need for elevators and handicap safe and assessable bathrooms. The rough estimate from Milestone Construction was \$2.2 million. The library is working with structural engineers to try and being that cost down n addition to fund raising. Additionally, they ae looking tonto municipal bonds since they have a lower rate at this time. They will have another update and public meeting in January with more details and ideally a final number.

## **DRAFT**

Chair Blomback asked what the tax payer percent would be. The trustees responded ideally it would be a 50/50 town split with the town. They setup a 501c3 allowing donors to be able to take advantage of a tax deduction by donating money to Friends of the Library. Chair Blomback asked about grants and they responded they are working on a preservation planning document which will provide better grant positioning moving forward and make their application more competitive moving forward. Since most grants are matching grants there is a percentage of trust fund money the library has that can be applied to matching grants. The Library is looking to recycle and purchase new computers as most are 5-8 years old attributing to the \$2500 and the Fitch Fund will contribute \$3700 for new equipment and to update infrastructure.

### **Planning and Zoning:**

Russ stated Zoning is the same as is Planning and he recommended the consultant time remain the same. The minute taker wages are not impacted by COLAs and wages are flat.

### **Police and Animal Control:**

Chief French stated there was an increase in dispatch of \$139. Henniker averages 1600 calls a month, the biggest thing being mental health. Right now, there have been 70 felonies same as last year, but the biggest turn was the change from heroin to meth. Meth is cheaper and last longer and people do not believe they can die from it. Vice Chair Hooper asked about the \$1800 increase in wages, Chief French stated it was based on merit and onboarding new people. Vice Chair Hooper asked about the new cruiser in the budget and which one will be replaced. Chief French stated the sedan as 124,000 miles on it and the lights failed two weeks ago. It would be \$5,000 to replace, but he had the parts from the vehicle that went to auction last year and was able to make the lights work, however it is unknown how long they will work which is why the SUV has been used at night.

Chair Blomback asked about the new officer onboarding. The new officer will be going go the academy for 16 weeks and will return as another officer is leaving for military deployment. Chief French is looking for 2-3 part-time officers who are able to work 2 or 3 shifts a month.

Animal Control: No change. Biggest challenge getting office to realize the animal control person is not a police officer, we handle the policing side and she handles the animal side. She is very good and knowledgeable with the animals. Chair Blomback asked about pet reconnection rates, all pets have been reunited with their owner. Bears and other wildlife calls are handled by Fish and Game

### **Patriotic:**

No change

### **Community Concerts:**

No change

### **Fire and Rescue:**

The two big increases are in personnel as they are looking for a full-time paramedic level person who can also do the billing in addition to raises since there are some employees who have been

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with Fire and Rescue for 8 years and have not had a raise. Henniker Fire and Rescue needs to be competitive in order to maintain the staff they have. Vice Chair Hooper asked about the raises a few years back, those were approved for the fire not for rescue. The other increase is to the dispatch fee with the rest of the budget being flat or reduced. Hydrant rentals are paid to Cogswell Spring with 39 hydrants total and 5 in need of repair.

Rescue: Ambulance maintenance- Next year looking for new one as the 2<sup>nd</sup> one has been running as much as it can and its deteriorating quickly using a lot of the maintenance budget. There is \$315,000 in the fire capital reserve fund and a tanker for heavy rescue is being worked into the budget for a few years from now. The roof needs to be done at the station and bids opened yesterday.

### **Hazard mitigation/ Emergency plan:**

176% increase going towards an additional person to reduce redundancy and ideally have grant writing experience as there is a lot a opportunity for grants for hazardous mitigation and emergency planning. Chair Blomback asked what the other person would do. Ideally, they will have experience grant writing as well provide public education and awareness and would allow for much more progress to be made compared to only having one person, and compared to 2010 cost would be less with 2 people. Chair Blomback asked for confirmation the position would be tax neutral essentially since it would be able to be funded through grants. Selectman Flynn stated there is a lot of FEMA money available.

### **Highway Department:**

Highway is looking to increase staff from 5 full-time crew to 6 full-time crew. Maintenance is the biggest issue with wear and tear with all the ongoing and future projects and Leo requested a stipend to use his personal truck as his work truck for convenience and comfort and to minimize the wear and tear on the municipal trucks that are starting to rot out. *The Board decided to add \$3,480 or roughly \$290 per month to the 2020 budget request for the use of his personal truck.*

Last year highway got a compactor and blower as well as having the floor resealed in the shop. This year shop improvements include the emergency lights, sensor on bay 2, and the camera system. Selectman Parker asked about the \$7500 for equipment and Leo stated a generator and a hammerdrill is needed. The other concern for power outages is a small generator to run the radio when the power goes out to keep communication between highway, police, fire and rescue. Currently fuel has to be hand delivered in 5 gallon buckets up to Craney Hill tower to keep the generator running. *The Board by consensus agreed to have Joe start researching options for Craney Hill fire tower.*

Highway and streets: Mowing next season will go quicker, although next year 2 weeks should be added as to mow the whole town. Gravel increased to \$4000/ yard; tree removal will increase as some roads need the canopy lifted. Chip seal and crack seal have remained the same. Street lights decreased, a result of switching to LED lights.

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### **Elections:**

There are 2 laptops and a scanning tool that should be replaced. Selectman Osgood asked if it was for the ballots. It is for scanning the list of who voted after the polls close. There is a company that services that ballot machine and if it breaks, they will come same day with a new machine. Selectman Parker stated it would be little money for the equipment. Vice Chair Hooper asked how many elections are this year; 4. *The Board by consensus approved the purchase of a new scanner and a new laptop.*

**Adjourn at 10:46am**

## DRAFT



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, November 5, 2019  
Henniker Town Hall**

**Members Present:** Chairman, Kris Blomback; Vice Chair Tia Hooper; Selectman Peter Flynn; Selectman Scott Osgood; Selectman Leon Parker

**Town Administrator:** Joseph R. Devine Jr.

**Recording Secretary:** Kelly McCutcheon

**Guests:** Melinda McGarth, Heidi & Danny Aucoin, Tyler Lakidwa, Maz Weinberg, Lori Marko, Bill Marko, Mike French, Ruth Zax, Carlie Mallo, Charisma Bpham, Catasha Charles

### **Item1: Consent Agenda**

**Vice Chair Hooper moved to approve with committee assignment pulled for further research. Selectman Parker seconded. Motion carried 5-0.**

### **Public Forum #1**

Mike French, Vice Chair of the Energy Committee, regarding improvements to Town Hall, Community Center and the Grange. The Energy Committee hopes the Board will add the items to the operating budget since they should be considered maintenance items in addition to the cost savings that will pay for the upgrades. Selectman Parker asked for the cost, \$16,683.

The Board will further discuss at the next budget meeting.

### **Item2: Concert Committee**

Ruth Zax and Melinda McGarth on behalf of the Concert Committee. Last years blues and brews was a huge hit and requested permission to host blues and brews again with a larger beer tent area. The biggest complaint last year was there was no place to sit to drink and eat, this year will have a few 6 tables going from a 10x20 to 45x50. The proposed blues and brew date is July 21<sup>st</sup> and the band is already booked. This year the proposed plan is to serve 1 hour before performance and to terminate service 30 mins into performance so everyone can enjoy themselves.

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Selectman Osgood asked about the beer. \$1 for a ticket for a 4oz sample of \$5 for 6 4oz samples, so the most any given person could consumer would be 24oz. Henniker Brewery provides the beer at cost with any profit going back into the Concert Committee fund.

**Selectman Flynn moved to authorize the Concert Committee to provide a concert on July 21, 2020 with accommodation to sell beer and utilize the space as presented tonight, as long as volunteers will set up everything and not depend on Town Employees to set up. Chair Blomback seconded. Motion carried 3-2 (Hooper and Parker).**

Ruth asked if Chair Blomback would donate snow fencing like year. Selectman Osgood asked who would play, the Delta Swingers. Selectman Parker stated family concerts do not need alcohol and adding alcohol changes the concert series.

### **Item3: Highway Superintendent Leo Aucoin-Fairview Ave. Culvert Repair -Road Construction Update**

The box culvert on Western Ave is almost completed. All the sidewalks and curbs are in on Western Ave and Rush Road. Hydroseeding took place today.

A new proposal to hire Edmunds/GMI to complete the culvert work on Fairview Ave. The Town Engineer has reviewed plans and the permit has been pulled with the State and will be ready to begin once the box culvert on Western Ave is completed. Selectman Parker asked the cost. Leo stated he is looking for approval to expend \$20,000 from the Highway Operating budget under the road construction line to fix the culvert on Fairview Ave.

**Vice Chair Hooper moved to approve the proposal to hire Edmunds/GMI for the Fairview Ave culvert repair for cost not to exceed \$20,000 and to come from the Highway Road Construction Budget Line.**

The permit is out for Western Ave from Cote Hill to the town line, 2 waivers are out; one property is being sold and will need to wait until the sale has passes, while the other is an out of state property owner who has been unsuccessfully contacted through mail. If unable to reach the out of state property owner eminent domain will have to be pursued.

### **Item4: NHMA Conference**

**Vice Chair Hooper recommend Town Administrator, Joe Devine to attend on behalf of the Board. Selectman Flynn seconded. Motion carried 5-0.**

### **Item5: Merrimack County DOC (Department of Corrections) Work Program**

The program uses low risk inmates who are available to perform free labor in Henniker. Joe Devine spoke with the head of the program for more information. There will be an officer there to supervise, they can perform nearly any task as long as the tools to perform said task are

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provided, a waiver will be signed releasing the town from any liability, and they will be providing their own meals.

**Vice Chair Hooper moved to authorize Joe in moving forward in contracting with the program. Selectman Flynn seconded. Motion carried 5-0.**

Carly an NEC (New England College) student asked if work would coincide with Pilgrim Pride Day where all the NEC students perform community clean up and tasks. Vice Chair Hooper asked Joe to look into interaction parameters of the program. The Board asked Carly when Pilgrim Pride day was, she did not know but stated it is always in the spring.

Selectman Osgood stated there is a lot of mowing at the parks that need to be done and Joe should speak with Kristen. Joe stated he had spoke with Kristen and if the Board knows what needs to be done in the spring, he can reach out to book in advance, as long as all the tools and equipment is provided. The program provides sun screen, bug spray and meals.

### **Item6: Review of public minutes of October 15, 2019**

**Vice Chair Hooper moved to approve as presented. Chair Blomback seconded. Motion carried 5-0.**

### **Item7: Review of non-public minutes of October 15, 2019**

**Vice Chair Hooper moved approve as presented. Selectman Parker seconded. Motion carried 5-0.**

### **Item8: Town Administrator Report**

1. Tax rate set by DREA \$35.34 for an increase of \$1.66.
2. Copy of waste water management program from Underwood will be presented at the 19<sup>th</sup> meeting regarding funding and plans moving forward.
3. Waste water had a belt press go down and the repair cost was \$1300 compared to \$8000 for a new one. It as been included in the asset management plan moving forward.
4. RFP for MSW hauling and contract is up in December and the current vendor is Costello waste. The main issue if finding vendors willing to agree to a 5-year contract with the volatility of disposal cost.
5. Note town hall streams link now takes users directly to the Henniker stream rather than the town hall streams home page.
6. 2 bills in 2020 regarding housing shortages and what it means for Henniker. Essentially looking to create a toolbox for planner utilizing free training for ZBA (Zoning Board Authority) and Planning Board members. The major change is regarding RSA 79E and as soon as there is more information Joe will inform the Board.

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7. Winter parking ban is in effect.
8. There was a meeting at the fire department regarding the cell phone tower and the goal to have highway, fire/rescue, and police all get priority service when the cell towers are bogged down, which is available from another vendor for \$35/month bundle unlimited.
9. Joe thanked everyone for being so welcoming to him.

### **Item9: Board Reports**

Selectman Parker meets with the RMC (Road Management Committee) next Tuesday.

Selectman Flynn had been at the Energy Committee meeting Mike French spoke of.

Chair Blomback had an Economic Development Committee meeting where the details for the presentation on REA 79E and RSA72 are being worked on.

Vice Chair Hooper met with the Capital Improvements Committee last Thursday and they have asked for vehicle and equipment inventory from all departments in addition to warrant articles for this coming year and into the next 5 years.

Selectman Osgood attended the flood plain management meeting and mention the change in building codes people needed to be aware of.

### **Public Forum #2**

Bill Marko asked about waste water. It will be discussed during the next regular Board meeting. Max an NEC student asked if item 5 regarding the DOC program include inmates who are required to complete community serve. Joe Devine responded there could be some who that is part of their sentence, but all who participate are minimum security who would be working in the community.

**Chair Blomback moved to enter non-public. Vice Chair Hooper seconded. Motion carried 5-0.**

### **Item9: Non-public RSA 91-A:3, II(e)**

**Vice Chair Hooper moved to exit non-public. Chair Blomback seconded. Motion carried 5-0.**

**Vice Chair Hooper moved to seal the minutes. Chair Blomback seconded. Motion carried 5-0.**

**Chair Blomback moved to enter non-pubic. Vice Chair Hooper seconded. Motion carried 5-0.**

### **Item10: Non-public RSA 91-A:3, II(b)**

**Chair Blomback moved to exit non-public. Vice Chair Hooper seconded. Motion carried 5-0.**

**Chair Blomback moved to adjourn. Vice Chair Hooper seconded. Motion carried 5-0.**

**Vice Chair Hooper moved to seal the minutes. Chair Blomback seconded. Motion carried 5-0.**



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**Adjourn at 7:15**



TOWN OF HENNIKER, NEW HAMPSHIRE  
OFFICE *of the* TOWN ADMINISTRATOR

**REPORT OF THE TOWN ADMINISTRATOR**  
**November 19, 2019**

- I had the opportunity to attend the New Hampshire Municipal Associations annual conference in Manchester. There were several topics discussed in relation to Economic Development, Finance, and Legislative changes.
- The college is looking to install crosswalk lights on campus. Nicole Wozniak project manager for facilities at NEC is handling the project. She has been working with Mark from planning as well. Unfortunately, the estimate to have beacons installed is around \$75,000, the college did not budget this much. According to Mike O'Donnell from NH DOT, the town is responsible for design, obtain permits, purchase, construct, schedule inspections, and maintain the beacon assemblies and related pedestrian crossing elements including street lighting, crosswalks and curb ramps. The town can work with another entity (such as College) in this capacity, but ultimately the permits and agreements are between the State and Town. (Although we may establish our own agreement with the College to assume some or all of its responsibility). The \$75,000 would include both crossings and include survey, engineering, parts, installation, utility company charges. If this is something the town wants to pursue the DOT would schedule this as a summer of 2020 project.
- I had a meeting with Sally Tanner from Primex. We discussed our coverage for Workers Compensation, Unemployment Compensation and Property & Liability. It was great to hear that our workers compensation went down 11.4% from 2019 to 2020. Unemployment Compensation also saw a decrease of 8.8% from 2019 to 2020. Property & Liability did see a 4.4% increase which was attributed to updated vehicles and property value increases. It should be noted that our Loss Ratio Adjustment Factor is below the pool in all categories. We currently do not participate in the Primex Prime3 program. This is something Primex is updating and will have a new program in January 2020. With the Boards approval I would still like to complete the previous benchmarks set by Primex. This will only help our organization and prepare us for the new program coming forward. With the previous program we would have received an additional 2.5% off the Workman's Compensation and the Property & Liability premiums. Some example of the previous benchmarks are updating or creating safety policies, harassment policies, and engaging the Safety and Loss Prevention Committee.
- I am going to be sending a letter to the properties that use the Riverfront Parking Area. Attached in memo form are the details that will be outlined in the procedure. This procedure is one that was used before, but we just wanted to remind all residents and property owners of what is required during a snowstorm.
- I have met with Ken Levesque about the on-call schedule for Wastewater. He has presented an on-call schedule for the rest of 2019 and all of 2020. He has updated the Wastewater plants number to include the afterhours cell number for use in an emergency. It is important to note these employees are "stand-by or waiting to be engaged." This means the employee can use his or her time freely and is not performing a specific assigned task. They are available by telephone if needed; however, since

he or she is waiting (off-duty), the employee is not compensated for that time. (*FLSA Regulations Title 29 Part 785.16*)

- I had a meeting with Chief French, Chief Morse, Superintendent Aucoin, and Chief Gilbert from Capital Area Mutual Aid Fire Compact. First, we cannot add any more antennas to the Fire Tower. We discussed several options since this was not an option:
  - Leave the highway and police department repeaters where they are. Put a generator and fuel source on the town's property, and the power 150 feet to the building. This would have to be vetted by an electrician.
  - Reach out to a cell phone company and see if there is any interest in placing a cell tower on the hill. In doing so they most likely will pay for the tower and then rent the land location from the town, giving us a revenue source. Part of the agreement would be to allow emergency services and town services a spot on the tower for our own antenna. In most cases the cell phone company would be supplying a building and a backup generator. They may install a separate electric meter, so we would pay our own electricity but, the usage is so small they may consider it insignificant. This option would get us out of the current building which is on TDS property. It would also be contingent on a company agreeing to placing a tower, renting space, and giving us the antenna spots.
  - The final option discussed was put a new 50-foot pole on town land. Place the PD and Highway antennas on this pole. Below the pole add a new concrete building to hold the repeaters. Outside add the generator and fuel source.

Most agreed the final option would be the best and fastest. Emergency Services are going to see if there are any grants. I have reached out to Firstnet to see if there is any interest in placing a cell tower at this location as well to keep all options open.

- Kathy Martin the manager at Comstar who is responsible for our Ambulance Billing Service, notified us to let us know Henniker has been selected by Medicare for the 1<sup>st</sup> round of mandatory ambulance cost reporting. Medicare selected 25% of the ambulance services across the USA for this first round of required reporting. Based on Calendar Year 2020 we are required to:
  1. Collect the cost/revenue data for period including 1/1/2020 – 12/31/2020
  2. Complete the Medicare Data Collection Instrument (reporting data) using CMS' online web-based submission platform.
  3. Submit the data electronically to Medicare no later than May 2021
  4. Notify CMS if you believe you have a hardship that prevents you from completing this requirement.

I have already met with Rescue Chief Aucoin about this. He has the process set up and is ready to start the 2020 reporting. He is going to be working with Russ for the financial piece that might be required for it.

- Starting 11/20/2019 I am going to be instituting Management Team Meetings. They will occur the same week as the Board of Selectmen's meeting. Also starting at the December 17<sup>th</sup> meeting the Board will be receiving department reports. They will always be in the 2<sup>nd</sup> meeting of the month's agenda. I also plan on having a different department head present during that meeting to speak with the Board. They will be discussing the status of the department they are responsible for including:
  - a. Wins and insights

- b. Challenges/Opportunities
- c. Major items or issues
- d. Messages to share

The hope is this will increase communication between the departments and the board.

- We received a nice letter from Russ and Andi Day of Davison Road. They wanted to thank Leo and his crew at Highway.

“We just wanted to thank you and your men for cleaning up the tree, branches etc. that fell onto the roadside from one of our trees. We appreciate all the hard work everyone has done in cleaning up not only Davidson Road but all-around Henniker’s many roads. Thanks again for a job well done.”

Great job Highway!

### **Ongoing Projects**

- RFP for 2020 Revaluation of all Henniker properties (RFP POSTED)
- MSW Hauling/Disposal – RFP or Contract extension
- RFP for PV Systems

**\*\*\*The Sections below will not be reported on orally to the Board at the meeting but will use this as a chance to update on any pertinent information. Unless the Board has questions or comments and would like to address the information\*\*\***

### **Meetings**

- I attended the Capital Improvement Program meeting.
- I had a meeting with the Chair of Azalea Park and Riverwalk Committee. We went over the plan moving forward and discussed some possible fundraising opportunities.
- I attended the weekly TAP meeting for road construction updates.

### **Useful Information**

- Primex toured the highway department for a risk management standpoint for insurance purposes. The only deficiency noted was no emergency evacuation plan in place.
- The town buildings had all fire alarm systems tested. During these inspections, Wastewater’s alarm panel was not functioning properly. We are going to have a new alarm panel installed, cost \$2,795

### **Upcoming Dates**

- **Town Hall Closed November 28<sup>th</sup> and 29<sup>th</sup>**

- **Board of Selectmen – Tuesday December 3, 2019 @6:15pm – Town Hall Chambers**

Respectfully Submitted,

A handwritten signature in cursive script, reading "Joseph R. Devine, Jr.".

Joseph R. Devine, Jr.  
Town Administrator



TOWN OF HENNIKER, NEW HAMPSHIRE  
*OFFICE of the TOWN ADMINISTRATOR*

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INTEROFFICE MEMORANDUM

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TO: BOARD OF SELECTMEN  
FROM: JOSEPH DEVINE, TOWN ADMINISTRATOR  
SUBJECT: RIVERFRONT PARKING AREAS  
DATE: NOVEMBER 18, 2019  
CC: CHIEF MATTHEW FRENCH, ROAD AGENT LEO AUCOIN

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I am attempting to clarify the procedure that will be in place in order to provide an orderly process to clear snow from the riverfront parking lot.

Effective November 20, 2019 the Town is instituting the following procedure to ensure that the lot is cleared of snow in a timely fashion after snowstorms.

During snowstorms the town Highway Department will plow the lot in order to maintain a cleared avenue for vehicles to get into or out of the lot. Owners, tenants, and employees of businesses/apartments utilizing the parking lot are requested to park their vehicles on the Main Street side of the lot during snowstorms thereby congregating all the vehicles to one side. Town plow operators will clear the balance of the lot as soon as practical at the conclusion of the storm. Owners, tenants and employees are then requested to move their vehicles to the cleared portion and the balance of the lot will be cleared of snow.

The town may block access to the riverfront lot during final snow clearing operations, but it will only be for a short period of time.

Any vehicles that do not move by 7:00 A.M. the day following the storm or whose vehicles impede adequate clearing of the lot will be towed at the owner's expense.