



TOWN OF HENNIKER, NEW HAMPSHIRE

SELECTMEN AGENDA

Place: Henniker Community Center 57 Main Street
Henniker, NH 03242

Tuesday December 6, 2022

6:15 PM

6:15 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ANNOUNCEMENTS

IV. CONSENT AGENDA

- 1) Consent Agenda December 6, 2022

V. PUBLIC COMMENT #1 – (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)

VI. APPOINTMENTS WITH THE BOARD

- 2) Employees speak with board regarding changes to holiday schedule

- 3) Volunteer Appointments:

Police Facility Assessment Committee Volunteer Application

- a. Stephen Dennis
- b. Rocky Bostrom
- c. Amy Patenaude
- d. Cathy Dias
- e. Jarrod Gleason
- f. Jarrod Brooks g. Mick Costello

Henniker Youth Athletics

- a. Lindsey Tompkins

VII. CONTINUED BUSINESS

- 4) ARPA Request – Highway Digital Sign
- 5) Highway – Liberty Hill Culvert extension of time
- 6) Avitar Assessing Contract

- 7) Personnel Policy Change Holiday and PTO
- 8) 2023 Budget Review

VIII. NEW BUSINESS

- 9) NH The Beautiful Grant Authorization
- 10) 2023 Zoning Ordinance Changes
- 11) 2023 Hazard Mitigation Plan Update
- 12) 2023 Warrant Article Review Bonds over \$100,000 (no submissions)

IX. TABLED BUSINESS

- Annual Report Dedication
- Crosswalk on Main St

X. PAST MEETING MINUTES

- 13) Acceptance of Board of Selectmen – Budget Advisory Minutes November 12, 2022
- 14) Acceptance of Board of Selectmen Minutes November 15, 2022
- 15) Acceptance of Board of Selectmen Public Minutes November 29, 2022
- 16) Acceptance of Board of Selectmen Non-Public Session Minutes November 29, 2022

XI. COMMUNICATIONS

- 17) Town Administrator Report
- 18) Correspondence - Letters and Notices
- 19) Department Reports
- 20) Selectmen Reports

XII. PUBLIC COMMENT #2 (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)

XIII. NON-PUBLIC – If Necessary Non-public Session 91-A:3 II a, b, c, d, or e

- 21) a. Hiring and b. Enforcement of potential zoning violation

XIV. ADJOURNMENT

XV. UPCOMING DATES 2022 AND 2023

- **December 7th**, Broadband Committee Meeting at Town Hall 4:30PM
- **December 7th**, Conservation Commission Meeting at the Grange 7PM
- **December 7th**, School Board Meeting at Henniker Community School 6:15PM
- **December 8th**, Cemetery Trustees Annual Meeting at Academy Hall 5PM
- **December 8th**, CIP Meeting at the Community Center 6:30PM
- **December 13th**, Cogswell Springs Water Works PUBLIC HEARING for 2023 Proposed Budget 4PM
- **December 14th**, Planning Board Meeting 6:30PM
- **December 14th**, School Board Meeting at John Stark Regional High School 6:30PM
- **December 15th**, CIP Meeting at the Community Center 6:30PM
- **December 19th**, Henniker Youth Athletics Meeting at the Grange 7:15PM
- **December 20th**, BOS Meeting at the Community Center 6:15PM
- **December 21st**, Zoning Board of Adjustment Meeting at the Community Center 7PM
- **December 21st**, Energy Committee Meeting at the Grange 7PM

- **December 22nd**, CIP Meeting at the Community Center 6:30PM
- **December 23rd**, Town Hall closed for floating holiday
- **December 25th**, Transfer Station closed in observance of Christmas
- **December 26th**, Town Hall closed in observance of Christmas
- **December 29th**, CIP Meeting at the Community Center 6:30PM
- **January 2nd**, Town Hall closed in observance of New Year's
- **January 3rd**, BOS meeting at the Community Center 6:15PM

Please see the town website www.henniker.org and bulletin boards for meeting dates, times, locations, and agendas. ([Calendar: Public Meeting + Holiday | Henniker, NH](#))

Visitor Orientation to the Town Selectman's Meeting

Welcome to this evening's Selectmen's meeting. Please note that the purpose of the meeting is for the Selectmen to accomplish its work within a qualitative timeframe. Meetings are open to the public, but public participation is limited. If you wish to be heard by the board, please note the "Public Comment" at the beginning and end of the meeting to speak to items on a meeting agenda and/or matters pertaining to the business of the Selectmen. In addition, public hearings may be scheduled for public comment on specific matters. Speakers must be residents of the Town of Henniker, property owners in the town of Henniker, and/or designated representatives of recognized civic organizations or businesses located in the Town of Henniker. When they are at the podium, speakers first need to recite their name and address for the record. Visitors should address their comments to the board and not to any individual member. Each speaker shall be provided a single opportunity for comment, limited to three (3) minutes. Public forum shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Board may not have discussed or taken a position on a matter. Public Comment is not a two-way dialogue between speaker(s), Selectmen, and/or the Town Administrator. The Chair will preserve strict order and decorum at all Board of Selectmen meetings. Outbursts from the public are not permitted.



TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

Tuesday, December 6, 2022

Consent Agenda

- Item 1:** Re-Appointment to Fair Hearings Committee – Martha Taylor
- Item 2:** Accounts Payable Check Register November 23, 2022
- Item 3:** Accounts Payable Check Register November 30, 2022
- Item 4:** Payroll Check Register November 23, 2022
- Item 5:** Payroll Check Register November 30, 2022
- Item 6:** Sewer Abatement: Way Investments- 566 Western Avenue
- Item 7:** Sewer Abatement: Lindsey Tompkins – 134 Maple Street
- Item 8:** Withdrawal from Highway Equipment ETF as authorized at Town Meeting
- Item 9:** Withdrawal from the Bridge Repair Capital Reserve as authorized at Town Meeting
- Item 10:** Withdrawal from Technology Expendable Trust Fund as authorized at Town Meeting
- Item 11:** Withdrawal from the Roads Expendable Trust Fund as authorized at Town Meeting

Board of Selectmen Approval:

*Please note that the Consent Agenda is subject to change until 4:00 pm the day of a scheduled Selectmen’s Meeting.

Telephone

██████████

18 Depot Hill Road
Henniker, NH 03232
www.henniker.org

FAX

██████████



TOWN OF HENNIKER APPOINTMENT

To **Martha Taylor**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of *Martha Taylor*, re-appointing her as a Volunteer Member of the *Fair Hearings Committee*.

BOARD OF SELECTMEN:

Date: _____
Date: _____
Date: _____
Date: _____
Date: _____



Town of Henniker
18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

Received by
TOWN OF HENNIKER

NOV 17 2022

SELECTMEN'S OFFICE

APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD: *Fair Hearings Committee*

NAME (as it should appear on Appointment Form): *MARTHA TAYLOR*

FULL NAME:

PHONE:

PHYSICAL ADDRESS: *237 DAVISON Rd, Henniker*

MAILING ADDRESS: *PO Box 221, HENNIKER*

EMAIL ADDRESS:

Why are you seeking this appointment?:

Interested in helping the Town.

What experience would you bring to this position?:

20 years on committee.

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:

Be sure we are following the law and our own procedures.

SIGNATURE:

DATE: *8/28/22*

**TOWN OF HENNIKER
ACCOUNTS PAYABLE CHECK REGISTER
DATE: NOVEMBER 23, 2022**

TOTAL: \$196,893.82

BOARD OF SELECTMEN APPROVAL

**TOWN OF HENNIKER
ACCOUNTS PAYABLE CHECK REGISTER
DATE: NOVEMBER 30, 2022**

TOTAL: \$1,491,496.26

BOARD OF SELECTMEN APPROVAL

**TOWN OF HENNIKER
PAYROLL CHECK REGISTER
DATE: NOVEMBER 23, 2022**

TOTAL: \$58,329.14

BOARD OF SELECTMEN APPROVAL

**TOWN OF HENNIKER
PAYROLL CHECK REGISTER
DATE: NOVEMBER 30, 2022**

TOTAL: \$50,915.93

BOARD OF SELECTMEN APPROVAL



11/30/2022

ABATEMENT

To the Collector of Taxes.

By vote of the Henniker Sewer Commissioners upon the application of:

Lindsley Tompkins

Residence: 134 Maple Street

We have abated the amount of: **\$107.45**
Pool water fill. 5372 gallons @ .02 = \$107.45

Per Order:

Henniker Sewer Commissioners

Russ Roy

From: [REDACTED]
Sent: Wednesday, November 9, 2022 3:26 PM
To: [REDACTED]
Subject: Fw: 2022 Sewer Abatement Request - Pool Water - 134 Maple Street - ACCT # 02-1046S
Attachments: 2022-Pool-Water-Sewer-Abatement-134-Maple-Street.pdf

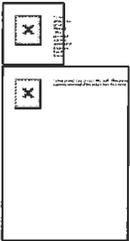
Hi Russ and Kim,

I wanted to follow up about my pool water abatement request from May (email below and photos attached) on the sewer bill that I received today. Since the water is in the pool and not the sewer can I get the abatement again? My bill is pretty outrageous and I know it is partly because my husband left the pool water on overnight when filling the pool up. But I have no proof of that so that is my loss unfortunately since I do not have a delete meter.

Attached are the photos from the initial fill-up when we opened the pool which was 5372.37 gallons. Then if I multiply that by the \$.02 overage rate then I would short-pay my invoice by \$107.45.

Please let me know if that is ok so I can submit the payment for $\$942.08 - \$107.45 = \$834.63$.

Thanks
Lindsey



[Create your own email signature](#)



----- Forwarded Message -----

From: [REDACTED]
To: Russ
Sent: [REDACTED]
Subject: 2022 Sewer Abatement Request - Pool Water - 134 Maple Street - ACCT # 02-1046S

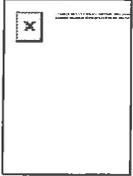
Hi Russ,

We would like to request our annual sewer abatement as we opened our pool for the summer and filled it up using our town water. Below are the photos I took from before we started hose and then after it was filled. We turned it off Monday night 5/9/21 and turned it back on in the morning of 5/10/21. It works out to 5372.37 gallons. Can we have this deducted from our upcoming sewer bill? I know the sewer bill is a while away so I can remind you when the invoice comes in. I just wanted to send you the details and request now to make sure this will be ok again.

SEP

Attached are the photos of the meter for your records. Please let me know that you received the email ok as the PDF is a larger size.

Thanks so much!
Lindsey and Greg Tompkins



[Create your own email signature](#)

Lindsey and Greg Tompkins

[REDACTED]
Henniker, NH 03242
603.496.2846

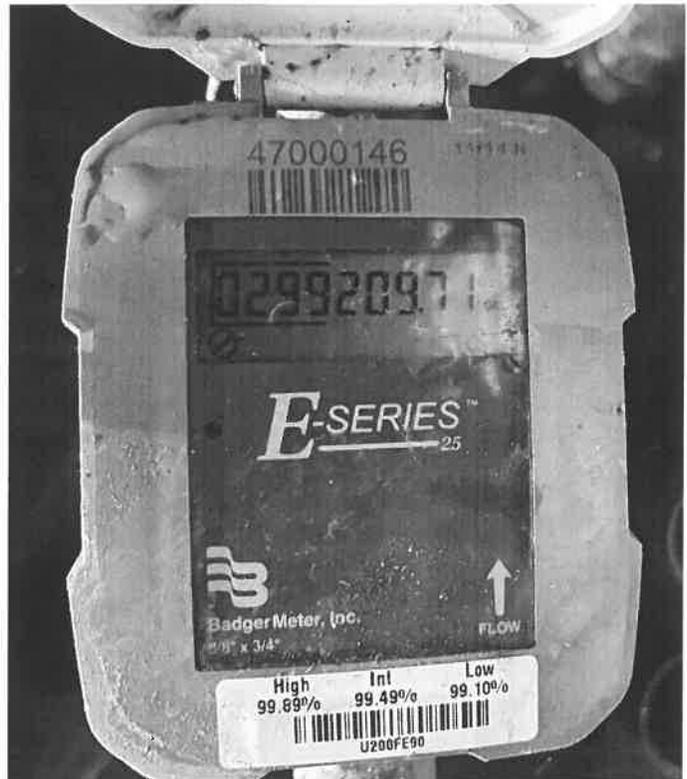
Hi Russ,

We would like to request our annual sewer abatement as we opened our pool for the summer and filled it up using our town water. Below are the photos I took from before we started hose and then after it was filled. We turned it off Monday night 5/9/21 and turned it back on in the morning of 5/10/21. It works out to 5372.37 gallons. Can we have this deducted from our upcoming sewer bill? I know the sewer bill is a while away so I can remind you when the invoice comes in. I just wanted to send you the details and request now to make sure this will be ok again.

Thanks so much!
Lindsey



5/9/2022 at 11:12 AM
293837.34 Gallons



5/10/2022 at 12:17 PM
299209.71 Gallons

TOTAL GALLONS: 5372.37
To be removed from sewer bill.



11/30/2022

ABATEMENT

To the Collector of Taxes.

By vote of the Henniker Sewer Commissioners upon the application of:

Way Investments

Residence: 566 Western Avenue

We have abated the amount of **\$6,320.28**

Water leak which has been repaired. Analyzed the information, determined average gallons per day from 12/31/21-6/30/22 to be 2192. $2192 * 180 \text{ days} = 394,560$ Which would generate a revised invoice of 7791.20. The actual invoice was issued for \$14,111.48 less the revised of 7791.20 results in an abatement of \$6320.28.

Per Order:

Henniker Sewer Commissioners

Way Investments, LLC
844 Massachusetts Ave
Lexington, MA 02420

November 11, 2022

Sewer Commissioner
Town of Henniker
18 Depot Hill Road
Henniker, NH 03242

Dear Henniker Sewer Commissioner,

I received two uncharacteristically high water and sewer bills for the 566 Western Ave mobile park of eight trailer homes. The water bill is \$6,304.73 and the sewer bill is \$14,111.48 for the last billing period.

We had a broken pipe on the site in September and it was only discovered when the water gushed above the ground. This means an extreme amount of water was lost and not going through the waste water treatment. Attached is the water usage data from Cogswell Spring Water from Oct, 2020 to now. The normal daily usage should be around 2,000 gpd. It was substantially higher in last two months at 6500 and 3287 gpd.

I am writing to see if you could adjust my water and sewer bills to compensate for these last two bills. Although I understand the sewer bill is calculated on water usage, a significant portion water recorded in these two months likely did not make it to the sewer processing plant. The amount of water lost and resulting bill is well more than the park can afford. I am open to any suggestions as how to how the town may be able to help us in this situation.

In the meantime, I am working with Cogswell Spring Water to fix any further water leak issues there.

Thank you for your considerations.

Regards,



Frank Chen

566 Western Ave, Henniker, NH Water Usage Meter Readings jjd 11/9/22

	reading	usage	days	avg gpd
11/9/2022	6387385	121637	37	3287.5
10/3/2022	6265748	584928	90	6499.2
6/30/2022	5680820	225646	90	2507.2
4/1/2022	5455174	259333	90	2881.5
1/3/2022	5195841	210435	90	2338.2
10/1/2021	4985406	175100	90	1945.6
7/1/2021	4810306	174563	90	1939.6
3/31/2021	4635743	172680	90	1918.7
12/31/2021	4463063	163623	90	1818.0
10/2/2020	4299440			

Avg 2192 gpd

2192×180

$= 394,560$

\$ 7791.20 Revised

Abate 6320.28

Town of Henniker
18 Depot Hill Rd
Henniker, NH 03242
Temp - Return Service Requested

WAY INVESTMENTS LLC
844 MASSACHUSETTS AVENUE
LEXINGTON, MA 02430

HENNIKER
2022 SEWER BILL 2 OF 2

Invoice: 2022S22000416
Account: 1902S
Print Date: Nov 07, 2022
Billing Period: Apr 01 - Sep 30
Payment Due Date: Dec 09, 2022
Amount Due: \$ 14,111.48

8% APR Charged After 12/09/2022

Account Details

Billed To: WAY INVESTMENTS LLC
Location: 566 WESTERN AVE
Map: 00005C **Lot:** 000393 **Sub:** 0000A1
Account: 1902S

Billing Details

Sewer -- 1 Flat Unit(s) @ \$ 240.00/unit \$ 240.00
Sewer -- 17,000gallon @ \$ 0.0000/1 \$ 0.00
Sewer -- 793,574gallon @ \$ 0.0200/1 \$ 15,871.48

Billing Summary

Billing Period: Apr 01, 2022 to Sep 30, 2022
Payment Due Date: Dec 09, 2022
Meter Readings:
 Current Reading: 6,265,748.00
 Previous Reading: 5,455,174.00
 Usage: 810,574.00

Sewer Bill: \$ 16,111.48

Payment/Credit: \$ 2,000.00

Amount Due By 12/09/2022: **\$ 14,111.48**

Mailed To:
WAY INVESTMENTS LLC
844 MASSACHUSETTS AVENUE
LEXINGTON, MA 02430

2022 SEWER BILL 2 OF 2

Town of Henniker
Monday, Wednesday & Friday 8:00am to 4:00pm
Tuesday 10:00am to 6:00pm Thursday Closed
(603) 428-3240
Tax Collector: Kimberly Johnson

Billed To: WAY INVESTMENTS LLC
Location: 566 WESTERN AVE
Map: 00005C **Lot:** 000393 **Sub:** 0000A1
Account: 1902S
Invoice: 2022S22000416

Amount Due By 12/09/2022: **\$ 14,111.48**

8% APR Charged After 12/09/2022

Remit To:
Town of Henniker
18 Depot Hill Rd
Henniker, NH 03242
Temp - Return Service Requested

RETURN THIS PORTION WITH PAYMENT

REMITTED AMOUNT: _____

Colonial Stoneworks LLC.

142 Castle Hill Rd.
Windham, NH 03087

Invoice

Date	Invoice #
9/22/2022	859

Bill To
Frank Chen 196 Colby Rd Weare, NH 03281

P.O. No.	Terms	Project
		Mobil Home Park - Water...

Item	Quantity	Description	U/M	Rate	Amount
ME&O	17	Scope of Work - Repair broken waterline at Frank's Henniker mobile home park location. - Excavate to locate leaking waterline at mobile home park - Disassemble area of 1/2" soft copper pipe that was compromised - Analyze nature of repair to be made - Secure excavation area and end work for the day - Monday morning make calls to locate needed parts and travel to FW Webb Waterworks in Londonderry, FW Webb in Manchester and local Home Depot to acquire needed repair parts - Return to site and perform repairs on piping - Fill trench performing compacting in proper lifts Mini-excavator and operator and manual labor to complete all repairs - 9 hrs on Sat, Sep 17 - 8 hrs on Mon Sep 19		300.00	5,100.00
Misc plumbing parts		Misc plumbing parts to repair broken waterline		420.00	420.00

Town of Henniker
18 Depot Hill Rd
Henniker, NH 03242
Temp - Return Service Requested

WAY INVESTMENTS LLC
844 MASSACHUSETTS AVENUE
LEXINGTON, MA 02430

HENNIKER
2022 WATER BILL 2 OF 2

Invoice: 2022W12000527
Account: 1902W
Print Date: Jul 26, 2022
Billing Period: Jan 01 - Jul 01
Payment Due Date: Aug 29, 2022
Amount Due: \$ 4,837.06

8% APR Charged After 08/29/2022

CHECKS PAYABLE TO COGSWELL SPRING WATER WORKS

Account Details

Billed To: WAY INVESTMENTS LLC
Location: 566 WESTERN AVE
Map: 00005C **Lot:** 000393 **Sub:** 0000A1
Account: 1902W

Billing Details

Water -- 1 Flat Unit(s) @ \$ 163.80/unit \$ 163.80
Water -- 12,600gallons @ \$ 0.0000/1 \$ 0.00
Water -- 472,379gallons @ \$ 0.0130/1 \$ 6,140.93

Billing Summary

Billing Period: Jan 01, 2022 to Jul 01, 2022
Payment Due Date: Aug 29, 2022
Meter Readings:
 Current Reading: 5,680,820.00
 Previous Reading: 5,195,841.00
 Usage: 484,979.00

Water Bill: \$ 6,304.73

Payment/Credit: \$ 1,467.67

Amount Due By 08/29/2022: **\$ 4,837.06**

2022 WATER BILL 2 OF 2

Mailed To:
WAY INVESTMENTS LLC
844 MASSACHUSETTS AVENUE
LEXINGTON, MA 02430

Town of Henniker
Monday, Wednesday & Friday 8:00am to 4:00pm
Tuesday 10:00am to 6:00pm Thursday Closed
(603) 428-3240
Tax Collector: Kimberly Johnson

8/29/22

Billed To: WAY INVESTMENTS LLC
Location: 566 WESTERN AVE
Map: 00005C **Lot:** 000393 **Sub:** 0000A1
Account: 1902W
Invoice: 2022W12000527

Remit To:
Town of Henniker
18 Depot Hill Rd
Henniker, NH 03242
Temp - Return Service Requested

Amount Due By 08/29/2022: **\$ 4,837.06**

8% APR Charged After 08/29/2022

RETURN THIS PORTION WITH PAYMENT

REMITTED AMOUNT: _____



TOWN OF HENNIKER, NEW HAMPSHIRE

Dec 1, 2022

Trustees of Trust Funds

Attn: Lori Marko

Henniker, NH

Selectmen's Office
*Administration, Finance,
Assessing, Planning,
Zoning & Building Permits*
18 Depot Hill Rd.
Henniker NH 03242
Ph (603) 428-3221
Fx (603) 428-4366

Town Clerk / Tax Collector
18 Depot Hill Rd.
Henniker NH 03242
Ph (603) 428-3240
Fx (603) 428-4366

**Transfer / Recycling Center
Parks and Properties**
18 Depot Hill Rd.
Henniker NH 03242
Physical: 1393 Weare Rd.
Ph (603) 428-7604

Cogswell Spring Water Works
146 Davison Rd.
Henniker NH 03242
Ph (603) 428-3237
Fx (603) 428-3362

Wastewater Treatment Plant
18 Depot Hill Rd.
Henniker NH 03242
Ph (603) 428-7215
Fx (603) 428-8312
Physical: 199 Ramsdell Rd.

Highway
18 Depot Hill Rd.
Henniker NH 03242
Physical: 209 Ramsdell Rd.
Ph (603) 428-7200
Fx (603) 428-7200

Police
340 Western Ave.
Henniker NH 03242
Ph (603) 428-3213
(Dial 911 for an Emergency)
Fx (603) 428-7509

Fire & Rescue
216 Maple St.
Henniker NH 03242
Ph (603) 428-7552
(Dial 911 for an Emergency)
Fx (603) 428-7628

Dear Trustees:

Please allow this letter to serve as a request to withdraw \$127,947 from the Highway Equipment ETF.

Please find attached a copy of the invoices relating to the purchase and a copy of the MS-9 with the appropriate fund indicated

Sincerely,

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman

Highway Equipment ETF 12/1/2022

Forge Truck Equippers LLC	\$25,550.00
Ford of Claremont	\$62,812.00
Viking-Cives Corporation	\$38,900.00
Morgan Signs	\$ 153.42
Beltronics	\$ 531.38
Total	\$127,947.00



TOWN OF HENNIKER, NEW HAMPSHIRE

Dec 1, 2022

Trustees of Trust Funds

Attn: Lori Marko

Henniker, NH

Selectmen's Office
*Administration, Finance,
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Fx (603) 428-8312
Physical: 199 Ramsdell Rd.

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18 Depot Hill Rd.
Henniker NH 03242
Physical: 209 Ramsdell Rd.
Ph (603) 428-7200
Fx (603) 428-7200

Police
340 Western Ave.
Henniker NH 03242
Ph (603) 428-3213
(Dial 911 for an Emergency)
Fx (603) 428-7509

Fire & Rescue
216 Maple St.
Henniker NH 03242
Ph (603) 428-7552
(Dial 911 for an Emergency)
Fx (603) 428-7628

Dear Trustees:

Please allow this letter to serve as a request to withdraw \$85,000 from the Bridge Repair Capital Reserve.

Please find attached a copy of the invoice from Hansen Bridge and a copy of the MS-9 with the appropriate fund indicated

Sincerely,

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman



TOWN OF HENNIKER, NEW HAMPSHIRE

Dec 1, 2022

Trustees of Trust Funds

Attn: Lori Marko

Henniker, NH

Selectmen's Office
*Administration, Finance,
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Zoning & Building Permits*
18 Depot Hill Rd.
Henniker NH 03242
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Fx (603) 428-3362

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18 Depot Hill Rd.
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Fx (603) 428-7200

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340 Western Ave.
Henniker NH 03242
Ph (603) 428-3213
(Dial 911 for an Emergency)
Fx (603) 428-7509

Fire & Rescue
216 Maple St.
Henniker NH 03242
Ph (603) 428-7552
(Dial 911 for an Emergency)
Fx (603) 428-7628

Dear Trustees:

Please allow this letter to serve as a request to withdraw \$87,290 from the Technology Expendable Trust Fund.

Please find attached a copies of the invoices from Jan-November 2022 and a copy of the MS-9 with the appropriate fund indicated

Sincerely,

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman

Technology ETF 12/1/2022

Avitar - Building permits	5,900.00
Avitar - Tax Collect	10,900.00
Avitar – Utility	4,900.00
Avitar – Assessing	10,900.00
Avitar – Export to PDF	1,150.00
Avitar- Deposit Export	1,250.00
Subtotal	\$35,000.00
BS & A Cloud fees	14,255.00
BS & A Setup/Training	38,035.00
Subtotal	\$52,290.00
Grand Total	\$87,290.00



TOWN OF HENNIKER, NEW HAMPSHIRE

Dec 1, 2022

Trustees of Trust Funds

Attn: Lori Marko

Henniker, NH

Selectmen's Office
*Administration, Finance,
Assessing, Planning,
Zoning & Building Permits*
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Ph (603) 428-3221
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Cogswell Spring Water Works
146 Davison Rd.
Henniker NH 03242
Ph (603) 428-3237
Fx (603) 428-3362

Wastewater Treatment Plant
18 Depot Hill Rd.
Henniker NH 03242
Ph (603) 428-7215
Fx (603) 428-8312
Physical: 199 Ramsdell Rd.

Highway
18 Depot Hill Rd.
Henniker NH 03242
Physical: 209 Ramsdell Rd.
Ph (603) 428-7200
Fx (603) 428-7200

Police
340 Western Ave.
Henniker NH 03242
Ph (603) 428-3213
(Dial 911 for an Emergency)
Fx (603) 428-7509

Fire & Rescue
216 Maple St.
Henniker NH 03242
Ph (603) 428-7552
(Dial 911 for an Emergency)
Fx (603) 428-7628

Dear Trustees:

Please allow this letter to serve as a request to withdraw \$405,539.71 from the Roads Expendable Trust Fund.

Please find attached a copies of the invoices from Feb-November 2022 and a copy of the MS-9 with the appropriate fund indicated

Sincerely,

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman

Roads Expendable Trust Fund Invoice Listing 12/1/22

KV Partners	\$ 441.92
Central NH Concrete	1,520.00
KA Stevens & Sons	19,148.00
EJ Prescott	47,589.16
Core & Main	2,775.84
Henniker Crushed Stone	25,745.44
Milton Rents	2,875.00
Busby Construction	261,219.25
Work Safe	650.00
Busby Construction	31,517.85
Busby Construction	12,057.25
Total	\$ 405,539.71

Appointments in the year of election

Item employees speak in year in connection to a line item

Item volunteers see in appointments to committees



Town Hall
18 Depot Hill Road
Henniker, NH 03242

Tel: (603) [REDACTED]
Fax: (603) [REDACTED]

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 12/6/2022
TITLE: Volunteer Appointments
INITIATED BY: Helga Winn, Executive Assistant
PREPARED BY: Helga Winn, Executive Assistant; Hank Bernstein, Administrative Assistant
PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION:

Mr. Stephen N. Dennis, Mr. Rocky Bostrom, Ms. Amy Patenaude, Ms. Cathy Dias, Mr. Jarrod Gleason, Mr. Mick Costello, and Mr. Jarrod Brooks have requested to fill vacant positions as Police Facility Assessment Committee members.

Ms. Lindsey Tompkins has requested to fill a vacant position for Henniker Youth Athletics

Legal Authority: Selectmen Policies II.4 Town Committees and Boards

Financial Details: N/A

Town Administrator Comment: N/A

Suggested Motion:

Move to appoint Stephen N. Dennis as a member of the Police Facility Assessment Committee.

Move to appoint Rocky Bostrom as a member of the Police Facility Assessment Committee.

Move to appoint Amy Patenaude as a member of the Police Facility Assessment Committee.

Move to appoint Cathy Dias as a member of the Police Facility Assessment Committee.

Move to appoint Jarrod Gleason as a member of the Police Facility Assessment Committee.

Move to appoint Mick Costello as a member of the Police Facility Assessment Committee.

Move to appoint Jarrod Brooks as a member of the Police Facility Assessment Committee.

Move to appoint Lindsey Tompkins as a member of Henniker Youth Athletics.



TOWN OF HENNIKER APPOINTMENT

To **Stephen N. Dennis**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Stephen N. Dennis, appointing him as a Volunteer Member of the Police Facility Assessment Committee.

BOARD OF SELECTMEN:

_____	Date: _____



Town of Henniker

18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD: **Police Facility Assessment Committee**

NAME (as it should appear on Appointment Form): **Stephen N. Dennis**

FULL NAME: **Stephen N. Dennis**

PHONE: [REDACTED]

PHYSICAL ADDRESS: **397 Bacon Road, Henniker NH 03242**

MAILING ADDRESS **Same as above**

EMAIL ADDRESS: [REDACTED]

Why are you seeking this appointment?:

I served as a police officer with the Henniker Police Department since 2001, before taking a position as a Fire Marshal for the State of NH in 2020. Before leaving, I understood the concerns we had from within the department because of the age and size of the structure. I sense my knowledge as a police officer, can and will assist in the development of a new structure that will fit both the department and community needs .

What experience would you bring to this position?:

Born and raised in the Town of Henniker and spent over 19 years as a police for the Henniker Police Department before becoming a State Fire Marshal investigator in 2020. In addition, I spent 22 years in the military and feel I can provide security insight, structural and departmental necessities that will fit within our community.

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:

My main goals would be to assist in the development of a structure that affords a safe and secure structure for our employees and community, yet aesthetically appealing to the community.

SIGNATURE:

DATE:



TOWN OF HENNIKER APPOINTMENT

To **Rocky Bostrom**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Rocky Bostrom, appointing him as a Volunteer Member of the Police Facility Assessment Committee.

BOARD OF SELECTMEN:

_____	Date: _____



Town of Henniker

18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

Received by
TOWN OF HENNIKER
NOV 18 2022
SELECTMEN'S OFFICE

APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD: POLICE Station Building Comm.

NAME (as it should appear on Appointment Form):

FULL NAME: ROCKY BOSTROM

PHYSICAL ADDRESS: 94 JUNIPER RIDGE

MAILING ADDRESS P.O. BOX 15 HENNIKER

EMAIL ADDRESS:

Why are you seeking this appointment?: TO HELP THE TOWN
FROM A NOTHER POINT OF VIEW

What experience would you bring to this position?: I HAVE WORK AS A B.C.
OUT OF A DOZEN LOCAL POLICE STATION'S ON
A REGULAR BASIS. FOR 17 YEARS

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:
TO DO WHAT IS BEST FOR TOWN OF HENNIKER
& THE HENNIKER POLICE DEPT.

SIGNATURE:

DATE: 11-18-2022



TOWN OF HENNIKER APPOINTMENT

To **Amy Patenaude**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Amy Patenaude, appointing her as a Volunteer Member of the Police Facility Assessment Committee.

BOARD OF SELECTMEN:

Date: _____
Date: _____
Date: _____
Date: _____
Date: _____



Town of Henniker
18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

Received By
TOWN OF HENNIKER
NOV 22 2022
Building
Planning & Zoning

AVAILABLE DECEMBER 6th - 6:15pm

APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD: Police Facility Assessment Committee

NAME (as it should appear on Appointment Form):

FULL NAME: Amy Patenaude

PHYSICAL ADDRESS: 119 Colby Hill Rd.

MAILING ADDRESS

EMAIL ADDRESS:

Why are you seeking this appointment?:

Life long resident & business owner that is concerned about our town,

What experience would you bring to this position?:

I am a civil engineer and I have experience with new construction and site plans.

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:

To help find the best solutions for our community.

SIGNATURE: 

DATE: 11/22/22



TOWN OF HENNIKER APPOINTMENT

To **Cathy Dias**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Cathy Dias, appointing her as a Volunteer Member of the Police Facility Assessment Committee.

BOARD OF SELECTMEN:

_____	Date: _____



Town of Henniker

18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD:

Police Facility Assessment Committee

NAME (as it should appear on Appointment Form):

Cathy Dias

FULL NAME:

Catherine A. Dias

PHONE



PHYSICAL ADDRESS:

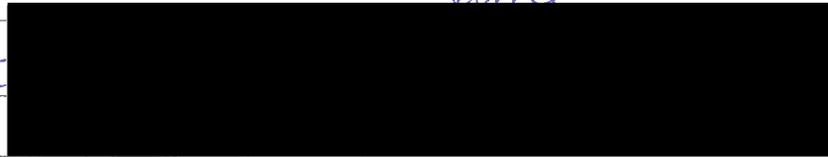
2415 Flanders Rd Henniker, NH 03242

MAILING ADDRESS

Same

EMAIL ADDRESS:

C



Why are you seeking this appointment?:

I would like to offer my assistance and be part of this important committee because this town is of great significance to me.

What experience would you bring to this position?:

I'm a life long Henniker resident. I'm a residential real estate broker with Coldwell Banker Tripp Associates and do a significant amount of work in Henniker. I know the town and community members very well. I'm a notary and am on the board at White Birch Center and am used to working with diverse groups of people.

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:

NO. My intention is to listen, observe, discover & participate. Hopefully the committee as a group will develop appropriate proposal(s)/recommendation(s).

SIGNATURE:



DATE:

11/22/22



TOWN OF HENNIKER APPOINTMENT

To **Jarrold Gleason**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Jarrold Gleason, appointing him as a Volunteer Member of the Police Facility Assessment Committee.

BOARD OF SELECTMEN:

_____	Date: _____



Town of Henniker

18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD: *Police Facility Assessment Committee*

NAME (as it should appear on Appointment Form):

FULL NAME: *Janet Gleason*

PHONE

PHYSICAL ADDRESS: *246 Tanglewood Drive, Henniker, NH 03242*

MAILING ADDRESS *246 Tanglewood Drive, Henniker, NH 03242*

EMAIL ADDRESS:

Why are you seeking this appointment?:

Police serve an important function to our town and I would like to help provide them with a facility worthy of their importance.

What experience would you bring to this position?:

*accounting + finance, with experience budget forecasting and reporting;
3 years on budget committee for Henniker*

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:

Keeping the budget reasonable so as not to burden taxpayers

SIGNATURE:

DATE: *11/16/2022*



TOWN OF HENNIKER APPOINTMENT

To **Jarrold Brooks**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Jarrold Brooks, appointing him as a Volunteer Member of the Police Facility Assessment Committee.

BOARD OF SELECTMEN:

Date: _____
Date: _____
Date: _____
Date: _____
Date: _____



Town of Henniker

18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD: **Police Facility Assessment Committee**

NAME (as it should appear on Appointment Form): **Jarrood Brooks**

FULL NAME: Jarrood Brooks

PHONE:

PHYSICAL ADDRESS: **76 The Oaks #1 Henniker NH 03242**

MAILING ADDRESS **Same**

EMAIL ADDRESS

Why are you seeking this appointment?:

I think it is important to be involved in the town and how it operates. I think it is important to keep our facilities up to date and in working order to meet the needs of our employees while keeping fiscally responsible.

What experience would you bring to this position?:

I have been a part of several committees and organizations that examine the needs of certain groups (towns, schools, athletics, etc.) and try to meet the need that is being examined at the time. I try to focus on filling that need for a long term fix without going overboard and spending excessive money that isn't necessary.

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:

Yes. To reach the needs of the police department and our community in a fiscal manner.

SIGNATURE:

DATE: **11/28/22**



TOWN OF HENNIKER APPOINTMENT

To **Lindsey Tompkins**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Lindsey Tompkins, appointing her as a Volunteer Member of the Henniker Youth Athletics.

BOARD OF SELECTMEN:

_____	Date: _____



Town of Henniker
18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org



APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD: Henniker Youth Athletics

NAME (as it should appear on Appointment Form): **Lindsey Tompkins**

FULL NAME: Lindsey Tompkins PHONE: [REDACTED]

PHYSICAL ADDRESS: **134 MAPLE STREET, HENNIKER, NH 03242**

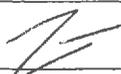
MAILING ADDRESS **134 MAPLE STREET, HENNIKER, NH 03242**

EMAIL ADDRESS [REDACTED]

Why are you seeking this appointment?:
I would like the opportunity to help my town and my local community/families. I enjoy youth sports and want to ensure a successful program.

What experience would you bring to this position?:
I have experience with technology in regards to website development, coding, graphic design and excel database work. In addition, I work for YMCA Camp Coniston where a raise major gifts to help send kids to Camp. In the summer I am at Camp working with children in lots of program areas.

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:
I would like to volunteer my time so the program can be successful. Happy to implement new objectives if needed.

SIGNATURE:  DATE: 11-22-22

II Continue business



Town Hall
18 Depot Hill Road
Henniker, NH 03242

Tel: (603) [REDACTED]
Fax: (603) [REDACTED]

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 12/6/2022
TITLE: Sign Board
INITIATED BY: Leo Aucoin, Superintendent
PREPARED BY: Leo Aucoin, Superintendent
PRESENTED BY: Leo Aucoin, Superintendent

AGENDA DESCRIPTION: Highway Department would like the selectmen to consider the purchase of an electronic sign board made by Ver-Mac model PCMS 548 sold by Work Safe Traffic Control Ind. for use of all departments. The board is programable remotely, radar equipped with data logger, solar powered. Has unlimited uses from road construction, road closures, help wanted, general announcements, or special events, at the same time monitoring traffic speed. Data Automation allows the sign to be programed with different message displayed for various speed ranges and also saves speed information such as time of day and actual speeds, this information can be accessed from you desk top or app from smart phone in real time.

Legal Authority:

Financial Details: Hopeful that (ARRPA) funds can be used to purchase. Purchase price with radar and data backup \$18,630.

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is required.

Town of Henniker

AMERICAN RESCUE PLAN (ARPA) FUNDING PROPOSAL

This form is a tool to provide the Selectboard a quick easy to read analysis of department, board, or committee requests for use of Henniker American Rescue Plan funding (ARPA). Please complete this form to request funding for a project, purchase, or capital improvement. Requests will be evaluated by the Selectboard. Prioritization criteria may include need, urgency, public safety, greatest public interest, other available funding.

1. **Department/Committee:** Highway Department

2. **Person Requesting:** Leo Aucoin

3. **Project or Item:** Model PCM 548 Digital Sign Board

4. **Is the Project already appropriated in operating budget or capital improvement plan?** No

5. **Funding Requested: (Identify funding amount, multiyear components and any annual carrying costs):** \$18,630.00 Lump Sum, Police attempted to get a grant for this purchase but was denied

6. **Description of Purchase or Project (Describe the project clearly & succinctly):** See attached Quote

7. **Benefits Related to COVID-19 Response, or Recovery:** This board will allow the town to communicate with the public for many purposes, be it road construction, weather alerts, public announcements. This board is also equipped with radar so it can track speed, with real time data to help identify the time of day speed is a problem.

8. **Implementation Details (Briefly describe how this project will be implemented, and if any potential barriers exist):** Purchase Model PCMS 548 from Work Safe Traffic Control

9. **Supplemental Information (Note if attached):** see attached quote

Return form and supporting documentation to the Town Administrator [REDACTED]
\\hen-server2\shared\ARPA Funds\Requests\Highway Digital Sign\Henniker ARPA Fund Request
Form.docx

PCMS-548 HYDRAULIC TRAILER-MOUNTED MESSAGE SIGN

Ver-Mac's PCMS-548 hydraulic is a mini full-matrix trailer-mounted portable changeable message sign. It features our NTCIP-compliant V-Touch Controller, V-Sync Wi-Fi Communication, Stealth Technology and JamLogic® Fleet Management Software.

This unit combines an energy-efficient design and high-quality construction to provide the most reliable and cost-effective message sign on the market. The hydraulic lift mechanism allows the workers to deploy quickly and effortlessly. The PCMS-548 hydraulic is the perfect model for lower speed roadways and urban areas.



PRO SERIES FEATURES

STEALTH TECHNOLOGY

Maintenance-free batteries
Anti-theft hidden battery compartment

V-SYNC WI-FI TECHNOLOGY

Change messages using your smartphone
Safely change messages away from traffic.

ROBUST TRAILER DESIGN

Tongue wheel jack for safe and easy set up
Controller located away from the road
Rugged indexed rod mast brake

FULLY-INTEGRATED CELLULAR 4G LTE MODEM

No 3G upgrade needed
10-year fleet cell service
SWZ upgrade (optional)

JAMLOGIC® SOFTWARE

Hourly automated refresh and battery/GPS alerts & reports
Interactive map & list view of all equipment
Project folders to organize equipment
Logs date/time of all activated messages

APPLICATIONS

- City and county (urban areas)
- School zones
- Special events

4 WAYS TO CHANGE A MESSAGE



ON THE SIGN

Using our V-Touch Controller



NEAR THE SIGN

Using our V-SYNC Wi-Fi



REMOTELY

Using JamLogic® on your computer



REMOTELY

Using JamLogic® Web on your smartphone or tablet

ENERGY-EFFICIENT DESIGN

SOLAR PANELS

Provide maximum solar recharging year-round
Designed to run 12 months in most regions without manual charging

HIGH-QUALITY CONSTRUCTION

SUPERIOR POWDER COATING FINISH

Impact, humidity, salt spray and rust resistant

2 FRONT ADJUSTABLE STABILIZER LEGS AND 2 REAR LEVELING SWIVEL JACKS

For stabilization and easy transportation

ELECTRO-HYDRAULIC LIFT MECHANISM

Quick and effortless deployment

HEAVY-DUTY PLASTIC FENDERS

For durability and easy replacement

LOCKABLE PLASTIC BOX

Protection for controller, modem, pump, and other components

2-IN. (51 MM) COUPLER OR 3-IN. (76 MM) PINTLE EYE

For easy towing

RUGGED INDEXED ROD MAST BRAKE

The sign can be positioned at 270 degrees (15 deg. increments)

TONGUE WHEEL JACK

Easy and safe trailer set up

REMOVABLE TONGUE

Saves space for storage

V-TOUCH CONTROLLER

NTCIP COMPLIANT

EASY-TO-READ

7-inch (178 mm) color LCD touchscreen display

USER-FRIENDLY

One-click icon-based menu items

TIME-SAVING

Create your own library of messages

SIMPLE TO OPERATE

Intuitive point-and-go icons make displaying and editing messages quick and easy to display



DISPLAY

- Display panel: 45 x 80 in. (1146 x 2027 mm)
- Full-matrix of 30 x 56 pixels
- 2 LEDs per pixel
- Font size of 8.75 in. (222 mm) - 5 x 7 pixels per characters (default)
- 3 lines of 9 characters per line (default 5 x 7 font)
- Up to 3 lines of 12 characters per line (3 x 7 font)
- Plug-and-play display modules for simplified maintenance

DIMENSIONS AND WEIGHT

- Overall length: 132 1/2 in. (3366.61 mm)
- Overall width: 70 3/8 in. (1787.53 mm)
- Traveling height: 92 1/2 in. (2347.82 mm)
- Operating height: 139 5/16 in. (3538.47 mm)
- Weight (approx.): 575 kg (1260 lb.)
- Axle/suspension: 909 kg (2000 lb.)

OPTIONS

- Battery charger
 - Radar
 - Data logger (requires radar)
 - Fixed camera
 - Tilt-and-rotate solar panels
- Other options are available to meet your needs.

WARRANTY

- 1 year on complete trailer
- 2 years on electronic components manufactured by Ver-Mac





May 31, 2022

Attn: Leo

Town of Henniker

Thanks for your interest in our message signs. Below is a quote for two models that should fit your needs. Please review and call me to discuss

- Model PCMS 548
- 45" x 80" display panel, 30 x 56 pixels
- 3 x 85 watt solar panels, stealth technology, Jamlogic Refresh & Alerts
- NTCIP V-Touch Controller with V-Sync WI-FI
- Manual winch
- 4G Modem & 10 year cell plan- NON SWZ
- Internal Battery Charger
- Tilt and Rotate
- Delivery estimate \$850.00 \$ 16,250.00

Options:

Radar	1,680.00
Color to be white	700.00
Data Automation	700.00
Delivery estimate \$850.00/ per sign	

<https://www.ver-mac.com/en/products/series/serie/message-signs/product/portable-changeable-message-signs-pcms/6>

Please review and give me a call to discuss.

**2022 ARPA Funding Request
Tracking Sheet**

DESCRIPTION	Requesting Dept/Agency/ Person	BoS Appropriation Date	Use Total Project Cost	TOTAL ARPA Committed	ARPA Requests Estimates	TOTAL ARPA	Urgency	Public Safety	Public Benefit	Evaluation Criteria (1 = least; 5 = most)	
										Other Funding Available	Other Comments
						525,333					
Wastewater											
Wastewater Upgrades	Town Meeting		3,200,000	100,000		100,000					
Transfer Station - Sanitation						-					
Main door replace	Transfer Stat.		27,083	27,083		27,083					
Replace Fire / Security System	Fire Dept.		5,305		5,305	5,305					
OTHER BUILDINGS						-					
Town Office						-					
Ductless A/C Minisplits	TA		47,075	47,075		47,075					
Grange			28,911			-					
Fire alarm	TA/Fire Dept				9,186	9,186					
ADA ramp height and railings	TA/Safety Com.				2,645	2,645					
Front entry ADA door	TA/Safety Com.				8,950	8,950					
ADA restroom	TA/Safety Com.				7,480	7,480					
Rug removal	TA/Safety Com.				650	650					
Rug replacement/Keep Floor?	TA				TBD	TBD					
Community Building						-					
Fire Safety Updates - Front Doors	Fire Dept.		10,000		10,000	10,000					
Acadamy Hall											
Electrical Upgrade	Historical Soc.		5,600		5,600	5,600					
PARKS						-					
Azalea Park - Stabilization	Friends Azalea		75,000		75,000	75,000					
Community Park - Paint Bandstand	Concert Com		9,994		1,000	1,000					
Community Park - Sound System	Concert Com				7,794	7,794					
Community Park - Signs	Concert Com				1,200	1,200					
Community Park Irrigation	Concert Com		9,500		9,500	9,500					
PUBLIC SAFETY						-					
Street Light Rehabilitation	Beautification/Chamber		20,625		20,625	20,625					
Police						-					
Security System	Police Dept		TBD		TBD						
Fire						-					
Replace Inflatable Rescue	Fire Dept.	10/18/2022	16,803	16,803		16,803					
EMS						-					
Administrative and Finance						-					
Library						-					
Accessibility & Safety Upgrades	Library Trustee		29,000		29,000	29,000					
Broadband Initiative						-					
NCDE/NHMA Consulting	TA/Plan/EDC		7,500	7,500		7,500					
Public Safety Digital Sign	Highway Super.		18,630		18,630	18,630					
Roads and Bridges						-					
Water (Cogswell)						-					
White Birch						-					
Outdoor Pavilion - Senior Cit. Programs	White Birch		75,000		75000	75,000					
TOTALS			3,586,026	198,461	287,565	486,026					
<i>ARPA Fund Balance</i>						<i>39,307</i>					



Town Hall
18 Depot Hill Road
Henniker, NH 03242

Tel: (603) [REDACTED]
Fax: (603) [REDACTED]

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 12/1/2022
TITLE: Liberty Hill Road Contract Extension
INITIATED BY: Leo Aucoin, Superintendent
PREPARED BY: Leo Aucoin, Superintendent
PRESENTED BY: Leo Aucoin, Superintendent

AGENDA DESCRIPTION: Hall Construction was unable to fulfill the contract to replace the culvert on Liberty Hill Road and would like to extend the contract with a new completion date of July 30, 2023. No change of pricing.

Legal Authority:

Financial Details:

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

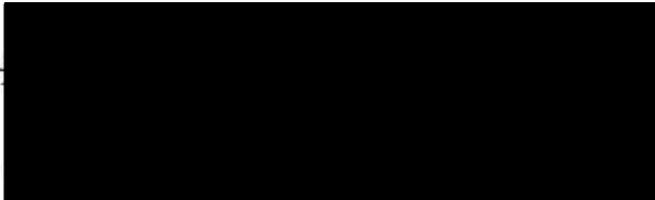
Suggested Motion: A vote to allow the chair to sign the extension.

No formal action is required.

CHANGE ORDER No.: 1

Contract: Liberty Hill Road Culvert

Date Issued: November 4, 2022

Contractor: 

Agency: Town

Designer: KV Partners, LLC

THE FOLLOWING CHANGES ARE MADE TO THE CONTRACT DOCUMENTS

A. ADJUSTMENTS IN CONTRACT PRICE

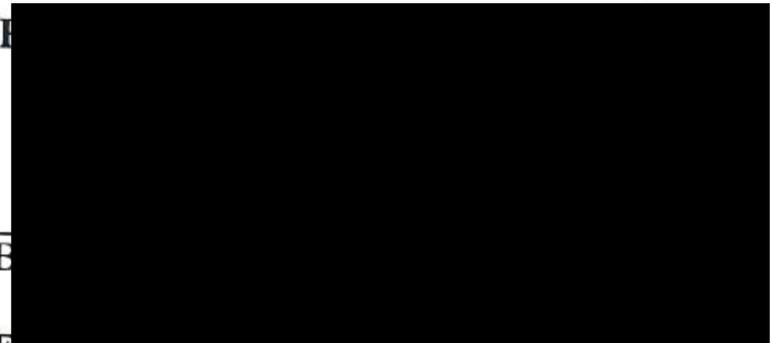
(1) The Contract Price from the Agreement (Section 5.01 in the Agreement)	\$242,015.00
(2) Net adjustment in said Contract Price in prior Change Orders	\$ 0.00
(3) The amended Contract Price before this Change Order	\$242,015.00
(4) Net increase (decrease) from this Change Order	\$0.00
(5) The Contract Price including this Change Order will be	\$242,015.00

B. ADJUSTMENTS IN CONTRACT TIME

(1) The Contract Completion Date (Section 4.02 in the Agreement)	October 30, 2022
(2) Net adjustment in said Contract Time in prior Change Orders	0 days
(3) The amended Contract Date before this Change Order	October 30, 2022
(4) Net shortening (extension) by this Change Order	273 Days
(5) The Contract Completion Date will be	July 30, 2023

C. OTHER PROVISIONS OF THIS CHANGE ORDER: It is expressly agreed and understood that the approval of this Change Order will have no effect on the Contract Documents other than with respect to this Change Order and the matters expressly provided in this Change Order.

D. ATTACHMENTS - The following additional documents are attached to and made a part of this Change Order by this reference: None.



APPROVED

By the **Town** Date

F. CERTIFICATION, ACCEPTANCE & WAIVER OF FUTURE CLAIMS BY CONTRACTOR:

This is to certify to the best of my knowledge and belief that the cost and pricing data so summarized herein are complete, current, and accurate. The undersigned **Contractor** also acknowledges and agrees that the adjustment in Contract Price and Contract Time stipulated in this Change Order constitute an all inclusive settlement for all changes and any delay and all costs, and the undersigned **Contractor's** signature represents a waiver of any and all rights to file a claim on account of this Change Order, the Work, or the Work involved in this and all prior Change Orders.


(The Contractor) 11/15/22
Date



Town Hall
18 Depot Hill Road
Henniker, NH 03242

Tel: (603) [REDACTED]
Fax: (603) [REDACTED]

Incorporated November 10, 1768
“Only Henniker on Earth”

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 12/6/2022

TITLE: Avitar Associates – Contract Assessing & Full Update for 2027

INITIATED BY: Helga Winn - Executive Assistant

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION: Avitar Associates, proposes several option for the 2023 renewal agreement as the assessing agent for the Town of Henniker. 2 agreements are presented with options for 1-year general assessing and 5-year with cycled inspections and data verification plus full statistical revaluation in 2027. The difference in the two agreements is one includes Cycled Inspections (CI) for 25% of properties per year and the other for CI 10% per year.

Legal Authority: [NH Title V TAXATION CHAPTER 75](#); [NH Rev Rules 600](#)

Financial Details: See attached

Background: By law ([RSA 75:8-a](#)), a municipality shall perform a valuation every 5-years for all properties in the municipality’s boundaries. The revaluation that was just completed ([Henniker 2022 Update Manual](#)) was a statistical update analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas or classes of property. It did not involve data verification (DV)/measure and listing. A cycled Inspection is a **verification of existing assessments data to ensure reliability and equity between taxpayers** and ensure that **physical data is accurate**, usually 25% of the properties each year for 4 years with the 5th year as the revaluation year. It appears the last measure and list was 10+ years ago. Prior to 2015 the town conducted a Full Revaluation in the 5th year as required by law. In 2015 the town only conducted a Statistical Update. In 2020 the town, due to covid-19, did another Statistical update. Because of the market changes the town was compelled to conduct another Statistical Update in 2022.

Here are some helpful terms and documents to better understand NH Property Assessment and Taxes:

- Link to Reference Manual for Selectmen, Assessors, and Taxpayers [Understanding NH Property Taxes](#)
- Link to NHdra Equalization Manual which has definitions of terms used [2020-equalization-manual.pdf \(nh.gov\)](#)
- [NH Rev Rules 600](#)
 - Rev 601.40 Revaluation:
 - ❖ Re-estimating the worth of real estate of the ENTIRE municipality
 - ❖ Calibration of the CAMA tables and models

- ❖ Establishment of a new base year with Uniform Standards of Professional Appraisal Practice (USPAP) compliant report
- ❖ Providing for statistical testing
- Rev 601.24 Full Revaluation:
 - ❖ A complete measure and listing of ALL taxable and nontaxable properties which occurs at the same time of the establishment of the new base year to arrive at full and true value as of April 1st.
 - ❖ The term includes "Full Reappraisal" and "Full Reassessment"
- Rev 601.25 Full Statistical Revaluation: (Henniker 2022)
 - ❖ The process of revaluation of ALL taxable and nontaxable properties using existing property data to arrive at full and true as of April 1st.
 - ❖ The term includes "Statistical Update" and "Statistical Reassessment"
- Rev 601.38 Partial Update:
 - ❖ The process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to affected areas, or classes of property, to bring those properties to the general level of assessment utilizing the existing base year.
 - ❖ An addendum shall be added to the existing USPAP report
 - ❖ The term includes "Partial Revaluation"
- **Cyclical Revaluation:**
 - ❖ Rev 601.16 "Cyclical Revaluation" means the process of combining a full statistical revaluation of the entire municipality with a Cyclical Inspection process.
 - ❖ Rev 601.15 "Cyclical Inspection" means the process of a systematic measure and listing of all properties within a municipality over a specified period of time. The term includes "Data Collection" and "Data Verification"

Town Administrator Comment: Because the last measure and list (DV) was 10+ years ago and pre-dated the town's Building Code adoption in 2021, we recommend the board consider **Contract A Option 1** with the **Cyclical Revaluation** of 25% of the town each year and full statistical revaluation in 2027. This will ensure **reliability and equity between taxpayers** going forward into the 2027 revaluation. The cost of the cycled inspections and general assessing is prorated over 5 years and gives the town the advantage of planning for assessing expenses. The town might consider going to 10% data verification/cycled inspection starting in 2028.

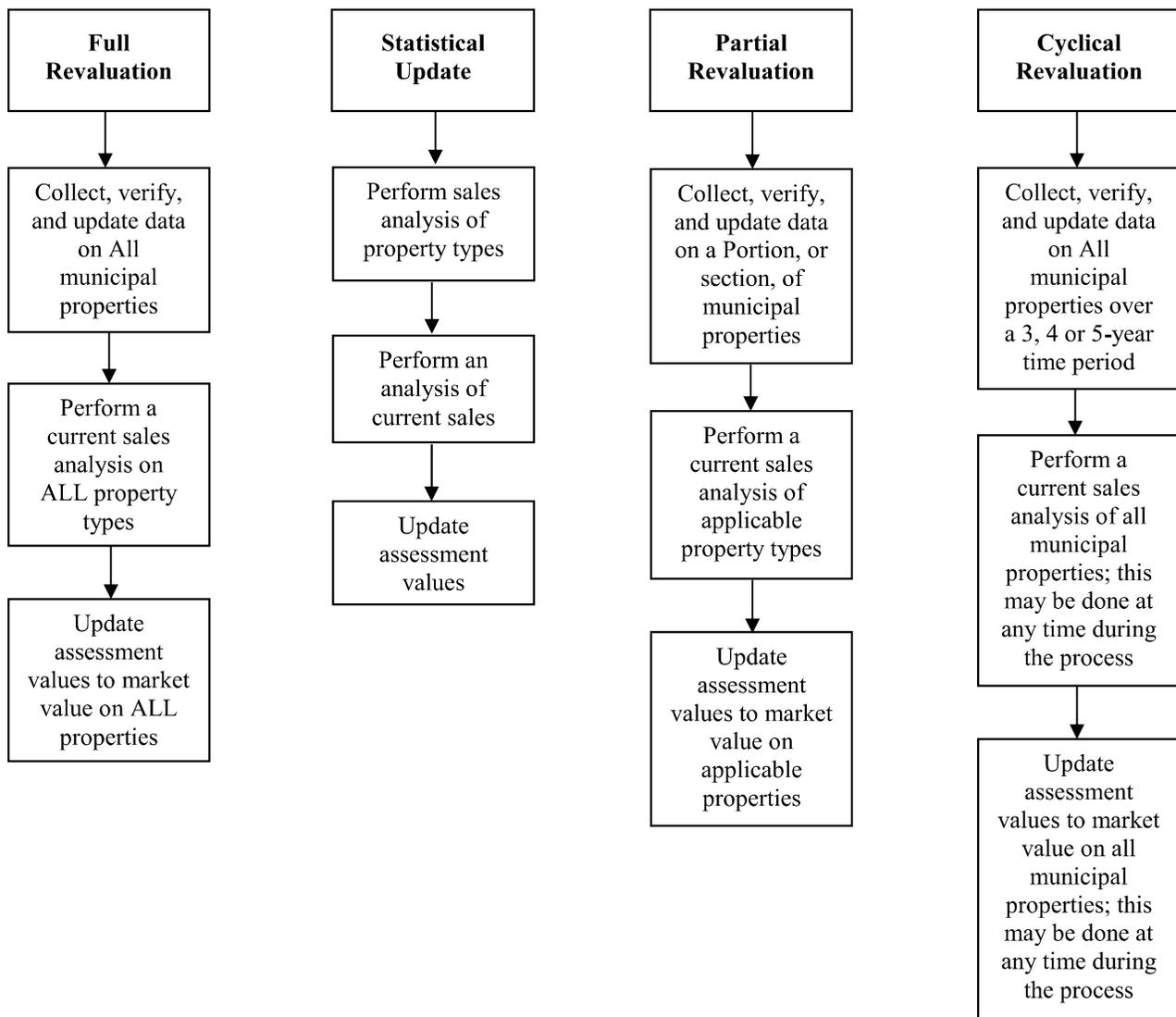
Finance Director Comment: Contract A option 1 provides the best value for the town. It allows the town to lock in costs over 5 years and meet the requirements of state laws. The finance director recommends budgeting \$39,300 per year for contract assessing and cyclical inspections and funding Assessing Expendable Trust at \$15,150 per year for the Statistical Update in 2027.

Suggested Action/Recommendation:

Suggested Motion:

Move the Henniker Selectboard execute the 5-year Cyclical Revaluation assessing contract with 25% cycled inspections & update as presented.

These can vary widely in cost and time required for completion.



Based on the quality of existing data, the quality of the assessments and the resources available to the town, the town may use the various methods above to maintain their schedule of values anew at least once every five years.

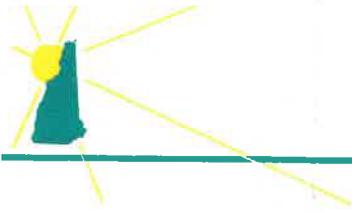
Section 7.3 - Completion Dates for Revaluations

There is a natural schedule for the completion of revaluations. These are target dates that are carefully defined in the revaluation contract. The most important of these dates are the date of valuation (April 1 of the tax year) and the date that a report of total valuation is due to the DRA. The report of total value is known as the MS-1, Summary Inventory of Valuation, and is due on September 1.

Informal review: A one on one interview between the taxpayer and assessor to review/correct the initially determined assessment information.

Most successful revaluations include significant public relations efforts, advance notice to taxpayers about their new values, and a process known as the *informal review*. The informal review

Avitar Contract A



Avitar Associates of New England, Inc.

A Municipal Services Company

October 25, 2022

**Town of Henniker
Diane Kendall, Town Administrator
Board of Selectmen
18 Depot Hill Road
Henniker, NH 03242**

Re: Contract Assessing & Full Update for 2027

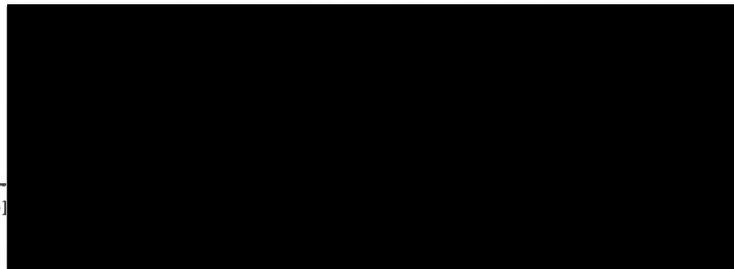
Dear Diane & Board Members;

Enclosed is a five year assessing agreement as your current agreement is due to expire on 12/31/2022. This contract is largely the same as your prior agreement except it includes additional years and cycled inspections. The prior contract was only a one year agreement as we needed to determine exactly what would be needed for us to fill your assessing needs, as every towns needs are different.

This proposal has increased over your prior agreement and largely that is attributed to the addition of cycled inspections. In our opinion (and input from the town and taxpayers), the town should start a cycled inspection process (measuring and listing properties) to ensure the data is as correct as possible. As seen in the contract, this process would be spread over 4 years (25% a year, starting in 2023), that way by the next update scheduled for 2027 all the properties in town would have been visited and the data accurate. This process entails visiting every property in town, attempting to view the interior and measuring and reviewing every building on the property. This process would be another tool to make sure everyone is being treated fairly and equitably, as on field review for the 2022 statistical revaluation it was clear some additions, outbuildings, exterior renovations, etc. were not being reflected on their property record card.

I hope this proposal meets all of your needs and exceeds your expectations, however, if you have questions or concerns, I would be happy to discuss them with you. If you have no concerns, simply sign and return. I will sign and return the original to you with a copy forwarded to the DRA.

Lo



LJM/sjc
Enclosure



Avitar Associates of New England, Inc.

Municipal Services Company

**HENNIKER, NH
5 YEAR
ASSESSOR'S AGREEMENT
1/1/2023 THROUGH 12/31/2027
DRA CERTIFICATION 2025**

This agreement is made by Avitar Associates of N.E. Inc., located at 150 Suncook Valley Highway, Chichester NH, 03258, herein called "The Company", for the Town of Henniker, NH, herein called "The Town".

Avitar shall act as the responsible assessing agent under this agreement for the Municipal Assessing Officials of the Town of Henniker, 18 Depot Hill Road, Henniker, NH 03242, email diane.kendall@henniker.org, phone number 603-428-3221.

ASSESSING AGREEMENT

I. CONTRACT ASSESSING & CYCLED INSPECTION – Will appear on monthly invoice as Contract Assessing (CA), to be billed in equal monthly installments of \$3,275 for the term of the contract.

- A) Office Hours:** This time is set aside to meet with taxpayers and/or other department heads in matters associated with assessment procedures, valuations, etc., as well as field work, as needed and the duties described below. On average 1 day per month.
- B) Duties:** Shall include routine assessment tasks which are normally part of the assessor's duties. Such as the administration of Timber Yield Taxes, Excavation Yield Taxes, MS-1 report, tax warrant, applications for current use, and/or other exemptions such as blind, elderly, veterans, etc. Provide written recommendations for land use change taxes (LUCT).
- a) Annual Changes:** The assessor shall reassess and generate new values for any new parcels created from subdivisions, LLA's, merger which have occurred prior to April 1st of the tax year. These changes must still be provided to your map vendor under separate notification and should not be assumed to be the responsibility of the assessor.
- b) Pick-ups:** Normal routine assessment updates resulting from changes whether it be from new construction, such as in additions or renovations; or conversely if a diminution of value should occur from fire damage or some other possible unforeseen circumstances.
- c) Meetings:** The assessor shall be available for any normal meeting not to exceed once a month (on average), with the Board of Selectmen/Assessors for any assessment or budget matter. Scheduled on one of the assessing days for which the Assessor is in Town. Meetings after 6:00 pm will be billed additionally at \$95/hour including travel.
- d) Abatements:** The assessor shall consider all abatement requests properly filed by any taxpayer and after review and research, shall make a recommendation to the Board of Selectmen/Assessors in writing. Utilities are not included in this Section. See Section I. Utility Work.
- C) Appeals:** The assessor shall represent the Town and its best interest in all abatements or appeals. Utilities are not included in this Section. See Section I. Utility Work.
- D) Miscellaneous:** Miscellaneous duties and/or special assignments involving valuations shall be considered by the assessor, if reasonable and time is available and cost is not economically prohibitive for the assessor.

- E) Sales Ratio:** Assessor will review and verify sales as required by DRA and will provide information for use in the states Mosaic system. Neighborhoods or classes of property will be updated as needed to conform with the towns general level of assessment and an addendum to the USPAP report will be provided to document these types of changes when they occur. This is not a full update of values. Value notices and informal hearings are not included and if requested would be at an additional charge.
- F) DRA Monitoring:** Meet and work with State Monitors to ensure the Town is meeting all certification requirements of DRA and to maintain a good working relationship.
- G) Auto Expense:** No additional mileage or auto expense billing. All included herein.
- H) Data Processing:** Data entry of all assessment related changes as a result of either the new construction or cycled inspection process.
- I) Utility Work:** Not included, contracted to another company.
- J) Work Product:** All work files to be delivered in final form to municipal assessing officials.
- K) Cycled Inspection:** On Average, 25% of the total records per year (597 records). The assessor shall begin the verification of existing assessments data in order to ensure reliability and equity between taxpayers and ensure that physical data is accurate. This process involves the measuring and listing (interior inspection) for each parcel. This process would begin in 2023 and continue annually through 2026. No cycled inspections in 2027. Prior to cycled inspection work commencing, letters will be sent to all properties selected giving them an opportunity to opt out. These properties will be visited by the road only and estimates made based on that visual examination. These properties will receive a follow up letter seeking them to schedule an interior inspection.

On the field visit, if the taxpayer(s) are not at home, a door hanger will be left notifying the taxpayer of our visit to the property and instructing them they will receive a letter at a later date to arrange for inspection. Any and all corrections shall be made to the existing assessment record. Any interior inspections not completed during the initial field visit, shall be followed up with a company form letter, marked first class to those taxpayers informing them of the importance of such an interior inspection and the procedure to make an appointment for one.

All work will be completed and delivered to the town before the end of the calendar year.

II. TOWN RESPONSIBILITIES

The Town shall be responsible to provide an office space with desks, tables, chairs, telephone and access to a computer with links to the CAMA system. Access to a copy machine for copying work related documents and keys to the workspace at no cost to the contractor. An assessing clerk, employee of the town/city shall be assigned to aid the assessor with their duties. The clerk's responsibility will include:

- A) To respond to any taxpayer's request for applications for exemptions, current use or abatements.
- B) To help property owners interpret assessment facts as contained on individual cards, if unsure, they should forward to or advise the assessor of all said requests or schedule an appointment for the assessor's next visit.
- C) To aid the assessor by acting as the secretary, duties may include typing, record keeping, appointment scheduling, and any other duty typically associated to a proper and efficient administration of assessment tasks, etc.
- D) The cost of mailings and/or any notices or publications shall be the responsibility of the Town.

III. COMPANY RESPONSIBILITIES

- A) The Company will provide the Department of Revenue with a copy of certificate of insurance no more than thirty (30) days after the signing of the contract. The municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.
- B) The Company agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services as indicated in the contract, in an accurate and professional manner and in accordance with all applicable laws and rules in effect at the time of contract satisfaction.
- C) The Company will not assign any part of this agreement without expressed written permission by the municipality.

IV. COMPENSATION

The Company shall be compensated as an independent contractor under this agreement. As such, the company shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation and Liability to all company employees assigned to work in the Town.

Monthly statements detailing services rendered during the month will be provided by the Company and paid as indicated on Page 2 I. Contract Assessing by the municipality within 20 days, unless a written question or concern of the statement is provided to the Company describing any problem, at which time payment may be held until an answer is given or problem/concern is corrected.

V. TERMINATION

If for any reason either party desires to terminate the agreement, they may do so with 30 days written notice to the other party. Compensation for services rendered will be determined amicably amongst the parties or through 3rd party mediation if unable to concur.

VI. VALUATION UPDATE

2027 Valuation Update (value anew) of all properties in town to ensure compliance with the **2025** DRA Certification.

The update includes the following:

- Sales Verification
- Sales Analysis
- Development of New Cost Tables (Land & Buildings)
- Testing of New Cost Tables
- Recalculation of All Values
- Parcel by Parcel Field Review
- Notice of New Values
- Preliminary values posted on our website (for 30 days) (posting begins when notice of new values are mailed)
- Informal Hearings
- Review After Hearings
- All Data Processing
- Final Sales Analysis & New Values
- Printing of Final Cards
- **A USPAP Compliant Report**
- Written Responses to Board of Selectmen on all abatement requests for Tax year 2027
- Based on 2,389 parcels.

There is no obligation by either party to do an update under this agreement. This is merely an estimate provided for budgetary purposes and is subject to change. An update agreement detailing the specifics noted above must be signed under separate agreement as required by RSA 21-J:11 and will be forwarded for review and signature in the fall of 2026.

Circumstances outside of Avitar's control, such as changes in the law, DRA rules, Assessing Standards Board rules or makeup of the town may result in changes to the scope of work required which may alter this estimated cost.

Total - \$75,744

To be billed in update year 2027 in equal monthly installments of \$6,312 and will be noted on invoice as Update Contract (UC). Utility done by another.

COST SUMMARY

	2023	2024	2025	2026	2027
Contract Assessing I. A-K (CA & CI)	\$39,300	\$39,300	\$39,300	\$39,300	\$39,300
Update Contract					\$75,744
Yearly Cost	\$39,300	\$39,300	\$39,300	\$39,300	\$117,071
Monthly Bill	\$3,275	\$3,275	\$3,275	\$3,275	\$9,587
CONTRACT EXECUTION					
<div style="display: flex; justify-content: space-between; width: 100%;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>					
5 Year Contract Assessing, Cycled Inspections & Update as Noted Above			1 Year 2023 Contract Assessing & Cycled Inspections as Noted Above		
\$272,244			\$39,300		

AVITAR ASSOCIATES OF N.E., INC.

Company: _____ _____
Loren J. Martin, Director Assessing Operations **Date**

_____ _____
Michelle Twombly, CFO or Gary Roberge, CEO **Date**

TOWN OF HENNIKER, N.H.

	Date
Board of Selectmen/Assessors	
	Date

Offer valid thru 12/31/2022 and must contain 2 company signatures and majority of the Board of Selectmen/Assessors.

AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT

<u>ID</u>	<u>EMPLOYEE</u>	<u>AVITAR POSITION</u>	<u>NH DRA CERTIFICATION</u>
GR	Gary J Roberge	CEO, Sr Assessor	
LM	Loren J Martin	Director, Sr Assessor	Certified Property Assessor Supervisor
DW	David Woodward	Assessor/Supervisor	Certified Property Assessor Supervisor
CR	Chad Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
ER	Evan Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
KC	Kerry Connor	Assessor	Certified Property Assessor
JD	Jaron Downes	Assessor	Certified Property Assessor
MN	Monique Newcomb	Assessor	Certified Property Assessor
BH	Brian Hathorn	Assessor	Certified Property Assessor
DM	Dan Martin	Assessor Assistant	Certified Property Assessor Assistant
RW	Robert Weeks	Building Data Collector	Certified Building Measurer & Lister
TM	Tim Beers	Building Data Collector	Certified Building Measurer & Lister

Avitar Contract B



Avitar Associates of New England, Inc.

Municipal Services Company

**HENNIKER, NH
5 YEAR
ASSESSOR'S AGREEMENT
1/1/2023 THROUGH 12/31/2027
DRA CERTIFICATION 2025**

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Avitar shall act as the responsible assessing agent under this agreement for the Municipal Assessing Officials of the Town of Henniker, 18 Depot Hill Road, Henniker, NH 03242, email [REDACTED] phone number 603-428-3221.

ASSESSING AGREEMENT

I. CONTRACT ASSESSING & CYCLED INSPECTION (Option 1) – Will appear on monthly invoice as Contract Assessing (CA), to be billed in equal monthly installments of \$2,866 for the term of the contract. (Option 2) is \$2,262 per month and (Option 3) is \$2,088 per month. See Page 7 for Selected Option.

- A) Office Hours:** This time is set aside to meet with taxpayers and/or other department heads in matters associated with assessment procedures, valuations, etc., as well as field work, as needed and the duties described below. On average 1 day per month.
- B) Duties:** Shall include routine assessment tasks which are normally part of the assessor's duties. Such as the administration of Timber Yield Taxes, Excavation Yield Taxes, MS-1 report, tax warrant, applications for current use, and/or other exemptions such as blind, elderly, veterans, etc. Provide written recommendations for land use change taxes (LUCT).
- a) Annual Changes:** The assessor shall reassess and generate new values for any new parcels created from subdivisions, LLA's, merger which have occurred prior to April 1st of the tax year. These changes must still be provided to your map vendor under separate notification and should not be assumed to be the responsibility of the assessor.
- b) Pick-ups:** Normal routine assessment updates resulting from changes whether it be from new construction, such as in additions or renovations; or conversely if a diminution of value should occur from fire damage or some other possible unforeseen circumstances.
- c) Meetings:** The assessor shall be available for any normal meeting not to exceed once a month (on average), with the Board of Selectmen/Assessors for any assessment or budget matter. Scheduled on one of the assessing days for which the Assessor is in Town. Meetings after 6:00 pm will be billed additionally at \$95/hour including travel.
- d) Abatements:** The assessor shall consider all abatement requests properly filed by any taxpayer and after review and research, shall make a recommendation to the Board of Selectmen/Assessors in writing. Utilities are not included in this Section. See Section I. Utility Work.
- C) Appeals:** The assessor shall represent the Town and its best interest in all abatements or appeals. Utilities are not included in this Section. See Section I. Utility Work.
- D) Miscellaneous:** Miscellaneous duties and/or special assignments involving valuations shall be considered by the assessor, if reasonable and time is available and cost is not economically prohibitive for the assessor.

- E) Sales Ratio:** Assessor will review and verify sales as required by DRA and will provide information for use in the states Mosaic system. Neighborhoods or classes of property will be updated as needed to conform with the towns general level of assessment and an addendum to the USPAP report will be provided to document these types of changes when they occur. This is not a full update of values. Value notices and informal hearings are not included and if requested would be at an additional charge.
- F) DRA Monitoring:** Meet and work with State Monitors to ensure the Town is meeting all certification requirements of DRA and to maintain a good working relationship.
- G) Auto Expense:** No additional mileage or auto expense billing. All included herein.
- H) Data Processing:** Data entry of all assessment related changes as a result of either the new construction or cycled inspection process.
- I) Utility Work:** Not included, contracted to another company.
- J) Work Product:** All work files to be delivered in final form to municipal assessing officials.
- K) Cycled Inspection (Option 1 Only):**
On Average, 10% of the total records per year (239 records). The assessor shall begin the verification of existing assessments data in order to ensure reliability and equity between taxpayers and ensure that physical data is accurate. This process involves the measuring and listing (interior inspection) for each parcel. This process would begin in 2023 and continue annually through 2027. Prior to cycled inspection work commencing, letters will be sent to all properties selected giving them an opportunity to opt out. These properties will be visited by the road only and estimates made based on that visual examination. These properties will receive a follow up letter seeking them to schedule an interior inspection.

On the field visit, if the taxpayer(s) are not at home, a door hanger will be left notifying the taxpayer of our visit to the property and instructing them they will receive a letter at a later date to arrange for inspection. Any and all corrections shall be made to the existing assessment record. Any interior inspections not completed during the initial field visit, shall be followed up with a company form letter, marked first class to those taxpayers informing them of the importance of such an interior inspection and the procedure to make an appointment for one.

All work will be completed and delivered to the town before the end of the calendar year.

II. TOWN RESPONSIBILITIES

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- B) To help property owners interpret assessment facts as contained on individual cards, if unsure, they should forward to or advise the assessor of all said requests or schedule an appointment for the assessor's next visit.
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- A) The Company will provide the Department of Revenue with a copy of certificate of insurance no more than thirty (30) days after the signing of the contract. The municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.
- B) The Company agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services as indicated in the contract, in an accurate and professional manner and in accordance with all applicable laws and rules in effect at the time of contract satisfaction.
- C) The Company will not assign any part of this agreement without expressed written permission by the municipality.

IV. COMPENSATION

The Company shall be compensated as an independent contractor under this agreement. As such, the company shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation and Liability to all company employees assigned to work in the Town.

Monthly statements detailing services rendered during the month will be provided by the Company and paid as indicated on Page 2 I. Contract Assessing by the municipality within 20 days, unless a written question or concern of the statement is provided to the Company describing any problem, at which time payment may be held until an answer is given or problem/concern is corrected.

V. TERMINATION

If for any reason either party desires to terminate the agreement, they may do so with 30 days written notice to the other party. Compensation for services rendered will be determined amicably amongst the parties or through 3rd party mediation if unable to concur.

VI. VALUATION UPDATE

2027 Valuation Update (value anew) of all properties in town to ensure compliance with the **2025** DRA Certification.

The update includes the following:

- Sales Verification
- Sales Analysis
- Development of New Cost Tables (Land & Buildings)
- Testing of New Cost Tables
- Recalculation of All Values
- Parcel by Parcel Field Review
- Notice of New Values
- Preliminary values posted on our website (for 30 days) (posting begins when notice of new values are mailed)
- Informal Hearings
- Review After Hearings
- All Data Processing
- Final Sales Analysis & New Values
- Printing of Final Cards
- **A USPAP Compliant Report**
- Written Responses to Board of Selectmen on all abatement requests for Tax year 2027
- Based on 2,389 parcels.

There is no obligation by either party to do an update under this agreement. This is merely an estimate provided for budgetary purposes and is subject to change. An update agreement detailing the specifics noted above must be signed under separate agreement as required by RSA 21-J:11 and will be forwarded for review and signature in the fall of 2026.

Circumstances outside of Avitar's control, such as changes in the law, DRA rules, Assessing Standards Board rules or makeup of the town may result in changes to the scope of work required which may alter this estimated cost.

Total - \$75,744

To be billed in update year 2027 in equal monthly installments of \$6,312 and will be noted on invoice as Update Contract (UC). Utility done by another.

COST SUMMARY

	2023	2024	2025	2026	2027
Option 1: Contract Assessing I. A-K (CA & 10% CI)	\$34,392	\$34,392	\$34,392	\$34,392	\$34,392
Option 1: Update Contract					\$75,744
Option 1: Annual Cost	\$34,392	\$34,392	\$34,392	\$34,392	\$110,136
Option 1: Monthly Cost	\$2,866	\$2,866	\$2,866	\$2,866	\$9,178
Option 2: Contract Assessing I. A-J (CA)	\$27,144	\$27,144	\$27,144	\$27,144	\$27,144
Option 2: Update Contract					\$75,744
Option 2: Annual Cost	\$27,144	\$27,144	\$27,144	\$27,144	\$102,888
Option 2: Monthly Cost	\$2,262	\$2,262	\$2,262	\$2,262	\$8,574
Option 3: 1 Year Contract Assessing I. A-J (CA)	\$25,056				
Option 3: Monthly Cost	\$2,088				
CONTRACT EXECUTION					
Option 1 <input style="width: 20px; height: 15px; border: 1px solid orange;" type="checkbox"/>	Option 1 <input style="width: 20px; height: 15px; border: 1px solid orange;" type="checkbox"/>	Option 2 <input style="width: 20px; height: 15px; border: 1px solid orange;" type="checkbox"/>	Option 3 <input style="width: 20px; height: 15px; border: 1px solid orange;" type="checkbox"/>		
5 Year Contract Assessing, 10% Cycled Inspections & Update as Noted Above	1 Year 2023 Contract Assessing & 10% Cycled Inspections as Noted Above	5 Year Contract Assessing, No Cycled Inspection & Update As Noted Above	1 Year 2023 Contract Assessing Only as Noted Above		
\$247,704	\$34,392	\$211,464	\$25,056		

AVITAR ASSOCIATES OF N.E., INC.

Company: _____
Loren J. Martin, Director Assessing Operations _____
Date

_____ _____
Michelle Twombly, CFO or Gary Roberge, CEO **Date**

TOWN OF HENNIKER, N.H.

_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
Board of Selectmen/Assessors	Date

Offer valid thru 12/31/2022 and must contain 2 company signatures and majority of the Board of Selectmen/Assessors.

AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT

<u>ID</u>	<u>EMPLOYEE</u>	<u>AVITAR POSITION</u>	<u>NH DRA CERTIFICATION</u>
GR	Gary J Roberge	CEO, Sr Assessor	
LM	Loren J Martin	Director, Sr Assessor	Certified Property Assessor Supervisor
DW	David Woodward	Assessor/Supervisor	Certified Property Assessor Supervisor
CR	Chad Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
ER	Evan Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
KC	Kerry Connor	Assessor	Certified Property Assessor
JD	Jaron Downes	Assessor	Certified Property Assessor
MN	Monique Newcomb	Assessor	Certified Property Assessor
BH	Brian Hathorn	Assessor	Certified Property Assessor
DM	Dan Martin	Assessor Assistant	Certified Property Assessor Assistant
RW	Robert Weeks	Building Data Collector	Certified Building Measurer & Lister
TM	Tim Beers	Building Data Collector	Certified Building Measurer & Lister



Town Hall
18 Depot Hill Road
Henniker, NH 03242

Tel: (603) [REDACTED]
Fax: (603) [REDACTED]

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 12/6/2022
TITLE: Personnel Policy Change – Holidays and PTO Consideration
INITIATED BY: Board of Selectmen
PREPARED BY: Diane Kendall, Town Administrator
PRESENTED BY: Chairman Blomback
AGENDA DESCRIPTION: Changes to Personnel Policy for Holiday paid time off
Legal Authority: [Board of Selectmen Policies](#) / [Personnel Policies](#)
Financial Details: N/A

Background: The Board of Selectmen voted to reduce the Town Holiday Schedule from 13 holidays to nine. Chairman Blomback has asked the board to consider changing the policy from a policy of sick, vacation, holiday, and bereavement to Paid Time Off policy that includes a total number of paid time off hours to be accrued, used and carried over.

Town Administrator Comment: The Board of Selectmen on November 15th voted to reduce the Town Holiday Schedule from thirteen to nine. This is inconsistent with the Board of Selectmen Policies Section I.1 Policy Adoption and the Personnel Policy and Procedures Addendum A Section 4 Holidays. The TA notes that there is a typographical error on this page 31 where it is noted "The town honors eleven (12) paid holidays as follows:" *eleven* should have been "*twelve*"

Page 31 "The town honors eleven (12) paid holidays as follows:

<i>New Year's Day</i>	<i>Labor Day</i>	<i>Columbus Day</i>
<i>President's Day</i>	<i>Columbus Day</i>	
<i>Martin Luther King Day</i>	<i>Veterans Day</i>	
<i>Memorial Day</i>	<i>Thanksgiving Day</i>	
<i>Juneteenth Day</i>	<i>Day after Thanksgiving</i>	
<i>Independence Day</i>	<i>Christmas Day</i>	

In addition, the board will determine one (1) additional holiday which may change from year to year. The specific date will be set by the board after receiving input from the employees and will be a day off for all employees. The transfer station shall be closed on all of these holidays, in addition to Easter.”

This Personnel Policy entitles status eligible employees to paid time off for 13 holidays (12 specific and 1 additional to be determined). A change to the personnel policy should be made according to Board of Selectmen Policy Section I.1 Policy Adoption.

We recognize that we are public servants, and we aim for the common goal of providing optimal service within the budgetary constraints of the legislative body. It is reasonable to expect the town to provide administrative services to the public in a manner that is consistent with State of NH and banking institutions. The Town Clerk office cannot process motor vehicle registrations on days the NHDMV is closed. Any change to the Personnel Policy should consider input from management and employee representatives of all departments.

Suggested Action/Recommendation:

Suggested Motion:



TOWN OF HENNIKER 2023 Holiday Schedule*

*In accordance with Addendum A, Sect. 4 (page 31)
of the town of Henniker Personnel Policy

Monday, January 2	New Year's Day (observed)
Monday, January 16	Martin Luther King Jr. Day
Monday, February 20	President's Day
Monday, May 29.....	Memorial Day
Monday, June 19	Juneteenth
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Friday, November 10.....	Veteran's Day (observed)
Thursday, November 23	Thanksgiving Day
Friday, November 24.....	Day after Thanksgiving
Monday, December 25.....	Christmas Day
TBD	Floating Holiday (Christmas)
TBD	Floating Holiday

The Transfer Station shall be closed on all of these holidays
in addition to Easter and Christmas Day. (FROM HENNIKER PERSONNEL POLICY)

The immediate supervisor shall thereafter fill out a merit pay worksheet for each employee and assign the merit pay increase in accordance therewith. The Town Administrator shall approve all evaluations and wage increases by November 1st. The supervisor will then advise the employee of the assigned merit increase. Wage increase shall be effective from April 1st through March 31st.

B. Appeal Process:

Any employee that is dissatisfied with their assigned wage increase may ask for a meeting with the Town Administrator within 10 days of receipt of notification of their wage increase. Employees that receive less than a 1.0% wage increase may appeal the recommended wage increase to the Board of Selectmen for an opinion within thirty (30) days after the employee's anniversary date. The parties will submit their prospective positions in writing to the Board of Selectmen with the Town bearing the burden of production and proof. The parties will submit their respective positions within 15 days of a request for an appeal or upon an agreed-on date. If the Board of Selectmen finds the rating of the Town unreasonable in any manner the Town Administrator shall adjust the merit pay accordingly.

C. Temporary, part time and/or seasonal employees' salary increases are determined by the board. Department heads are to prepare a statement of recommendation along with any request for pay increases for these employees.

D. Temporary, part time and/or seasonal employees who convert to regular part time or full time regular employment establish their six (6) month probationary period from the date of their full time employment date and their increment date of the first pay day following their full time employment.

SECTION 4 Holidays

The town honors eleven (12) paid holidays as follows:

New Year's Day	Labor Day	Columbus Day
President's Day	Columbus Day	
Martin Luther King Day	Veterans Day	
Memorial Day	Thanksgiving Day	
Juneteenth Day	Day after Thanksgiving	
Independence Day	Christmas Day	

In addition, the board will determine one (1) additional holiday which may change from year to year. The specific date will be set by the board after receiving input from the employees and will be a day off for all employees. The transfer station shall be closed on all of these holidays, in addition to Easter.

Employees who are absent for unauthorized reasons on the day preceding and/or following a holiday shall forfeit holiday pay.

In the event that an employee is required to work on a holiday the hours worked will be paid at time and one half of their regular wage in addition to the normal holiday pay which would be received. In the event that the holiday falls on Saturday, it shall be observed on the preceding Friday. In the event that the holiday falls on a Sunday, it shall be observed on the following Monday.

Permanent part time employees shall be granted paid holiday time on a pro-rated basis. In the event the holiday falls on a work day, the employee will be paid for the time usually worked.

When a specific holiday falls within an eligible employee's approved vacation period, that day shall not be considered a vacation day. Any full time employee who is not scheduled to work on a calendar holiday may be given another scheduled work day off with pay, such day to be at the discretion of the department head.

Police officers are required to work their regular number of hours regardless of any holidays which may occur during the work week. They are compensated for holidays at the rate of straight time. They receive their accumulated holiday pay in a lump sum every six (6) months - July and December.

SECTION 5 Annual Vacation

After one (1) fulltime full year of employment:	Ten (10) days
After five (5) fulltime full years of employment:	Fifteen (15) days
After fifteen (15) fulltime full years of employment:	Twenty (20) days

- A. Vacation time cannot be taken before it is earned and begins to accrue in the month following the date of hire. Vacation year is defined as one (1) year from the date of employment.
- B. Permanent part time employees shall be granted vacation with pay on a pro-rated basis equivalent to the percentage of hours regularly scheduled to work.
- C. Annual vacation may be taken at one time or several days at a time with the consent of the department head. Employees may take their vacation when desired at a time mutually acceptable to the department head with the employee providing four (4) weeks prior notice. An employee desiring vacation pay before going on annual vacation must notify his/her department head at least ten (10) days in advance.

In all circumstances the needs of the town shall be considered prior to authorization of vacations.
- D. No employee may carry over more than one year accrual of vacation time from one year anniversary date to the next. Employees shall be notified, in writing, six (6) weeks in advance of their anniversary date of any vacation days in excess of the allowable carry over limit. Vacation days in excess of the allowable limit to carry over will be lost unless prior permission to carry over is granted by the board.
- E. Upon retirement, resignation or discharge, the employee shall receive any unused and/or accrued vacation time on the books. In the event of an employee's death while working for the town the estate/beneficiary shall receive compensation for all unused vacation time on the books.
- G. All accumulated leave time earned by an employee shall be calculated and reported at least quarterly throughout the year.
- H. Employees who, on the effective date of this Personnel Policies and Procedures Manual, have obtained five (5) or more years of service and receive vacation accrual based on the previous Personnel Policies and Procedures Manual dated February 7, 1984, shall be grandfathered as to vacation accrual. Furthermore, grandfathered employees may carry twenty (20) vacation days from one anniversary year to the next.



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PERSONNEL
54 Regional Drive, Suite 5
Concord, New Hampshire 03301

Charles M. Arlinghaus
Commissioner

Lorrie A. Rudis
Director

DIVISION OF PERSONNEL MEMORANDUM Holidays for Calendar Year 2023

June 30, 2022

The following days will be holidays for State Employees during Calendar Year 2023

New Year's Day (observed)	Monday	January 02, 2023
Martin Luther King Jr. /Civil Rights Day	Monday	January 16, 2023
President's Day	Monday	February 20, 2023
Memorial Day	Monday	May 29, 2023
Independence Day	Tuesday	July 04, 2023
Labor Day	Monday	September 4, 2023
Veterans' Day (observed)	Friday	November 10, 2023
Thanksgiving Day	Thursday	November 23, 2023
Day after Thanksgiving	Friday	November 24, 2023
Christmas Day	Monday	December 25, 2023

In addition to the above noted holidays, most State employees who are employed on a full-time basis are eligible for three (3) Floating Holidays. Employees represented by different unions may have different holiday policies, for further information go to: <http://apps.das.nh.gov/LaborRelations/>

If you have any questions pertaining to holidays or holiday compensation, please feel free to contact Employee Relations at [REDACTED]

For information only:

The following days are **NOT paid holidays** for State employees. State offices will remain open:

- Columbus Day Monday, October 9, 2023
- Juneteenth Independence Day Monday, June 19, 2023

THE STATE OF NEW HAMPSHIRE
SUPREME COURT OF NEW HAMPSHIRE

ADMINISTRATIVE ORDER 2022-02

HOLIDAY SCHEDULE FOR CALENDAR YEAR 2023

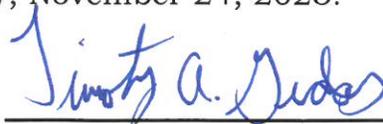
Pursuant to its rule making authority and RSA 490:4, the Supreme Court promulgates the following holidays during calendar year 2023:

1. New Year's Day (observed)	Monday	January 2, 2023
2. Martin Luther King, Jr. Civil Rights Day	Monday	January 16, 2023
3. Washington's Birthday	Monday	February 20, 2023
4. Memorial Day	Monday	May 29, 2023
5. Juneteenth	Monday	June 19, 2023
6. Independence Day	Tuesday	July 4, 2023
7. Labor Day	Monday	September 4, 2023
8. Columbus Day	Monday	October 9, 2023
9. Veterans Day (observed)	Friday	November 10, 2023
10. Thanksgiving Day	Thursday	November 23, 2023
11. Day after Thanksgiving	Friday	November 24, 2023
12. Christmas Day	Monday	December 25, 2023

Courts shall be open for the purpose of conducting arraignments, pursuant to RSA 594:20-a, and for the purpose of conducting Gerstein hearings, pursuant to District Court Administrative Order 91-01, on Friday, November 24, 2023.

Date: May 12, 2022

Attest:



Timothy A. Gudas, Clerk
Supreme Court of New Hampshire

Banking Holidays

Feedback (.../feedback)

Holiday	2022	2023
New Year's Day	Saturday, January 1	Sunday, January 1 (Observed Monday, January 2)
Martin Luther King, Jr. Day	Monday, January 17	Monday, January 16
Presidents' Day	Monday, February 21	Monday, February 20
Memorial Day	Monday, May 30	Monday, May 29
Juneteenth	Sunday, June 19 (Observed Monday, June 20)	Monday, June 19
Independence Day	Monday, July 4	Tuesday, July 4
Labor Day	Monday, September 5	Monday, September 4
Columbus Day	Monday, October 10	Monday, October 9
Veterans Day	Friday, November 11	Saturday, November 11
Thanksgiving Day	Thursday, November 24	Thursday, November 23
Christmas Day	Sunday, December 25 (Observed Monday, December 26)	Monday, December 25

Note: Bank holidays, Saturdays or Sundays should not be used to calculate required lead days for payments. For assistance, please contact Client Services at 877-550-5933, 24 hours a day, 7 days a week.

Files (0) (.../relatedlist/ka05a000000K4HHAA0/AttachedContentDocuments)

▼

[Security \(.../article/Security\)](#)
[Privacy Policy \(.../article/Privacy-Policy\)](#)
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[Career development](#) > [How To Create a PTO Policy \(And Pros and Cons\)](#)

How To Create a PTO Policy (And Pros and Cons)

By **Indeed Editorial Team**

Updated May 10, 2021

Published November 12, 2020



The Indeed Editorial Team comprises a diverse and talented team of writers, researchers and subject matter experts equipped with Indeed's data and insights to deliver useful tips to help guide your career journey.

Paid time off is a job perk recruiters and hiring managers use to attract new employees. In this article, we explain what a paid-time-off policy is, how to create one, provide the pros and cons of implementing one and provide a PTO policy template and sample to help you create your own.

Related: [What Is PTO?](#) 

What is a PTO policy?

A paid time off policy is a written document that outlines a company's rules and expectations for paying an employee on days off from work. It often combines vacation, sick time and personal time into a single bank of hours for employees to use at their discretion.

Related: [How To Calculate PTO](#) 

Potential pros of implementing a PTO policy

PTO policies offer several benefits for leadership, managers and employees. Consider these advantages if you are thinking about implementing a PTO policy for your organization. A PTO policy:

- **Ensures compliance:** Many states have guidelines for employee time off and compensation. Check your local laws to ensure your policy accurately reflects and meets any regulations.
- **Saves time:** With a PTO policy, you and the other human resources (HR) representatives remove employee confusion and limit extensive questions about when and how employees can be paid while being out of work.
- **Simplifies reporting:** PTO, is a single entry to calculate—as opposed to having to calculate multiple entries for sick, vacation and personal days—and is much easier to track and report.
- **Improves planning:** Knowing how many days you can expect employees to take off each year helps you plan and schedule work effectively.
- **Benefits employees:** PTO can raise morale, improve employee retention and encourage a better work-life balance.
- **Reduces confusion:** A written policy ensures everyone knows what's expected from the company and the employee. Include the policy in the employee handbook as a reference for any questions or issues.

Related: [Guide To Understanding How PTO Works](#) 

Potential cons of implementing a PTO policy

While there are several benefits to establishing a PTO policy, there are a few potential disadvantages. A PTO policy potentially:

- **Discourages sick employees:** With a blanket PTO policy rather than specific days for illness and personal leave, some employees may come to work when they're ill to retain their PTO for other events.
- **Encourages saving days:** Most companies allow their employees' PTO to roll over from year to year. Some employees may save their days and then take an extensive period off from work, which may cause challenges for overall productivity and deliverables.
- **Gives fewer hours:** Often, without realizing it, companies give employees fewer overall PTO hours than they would do if classified sick, personal and vacation hours, resulting in less overall time off.

- **Takes more hours:** Since employees can use all their PTO for any reason, they may use all of it. With a traditional time off plan, they may have left hours unused in vacation, personal or vacation time.
- **May cost company:** Some states require employers to pay departing employees for their unused vacation time, but not for sick or personal days. However, because PTO policies make no distinction between types of pay, your company may end up paying out more when employees leave.

Related: [Sick Time vs. PTO: Definitions and FAQs](#) 

What to consider when creating a PTO policy

Planning a PTO policy for your company can be time-consuming. You want to provide enough leave and flexibility for employees, reduce the burden on HR and ensure you meet all laws and compliance requirements. Here's what to consider when creating a company PTO policy:

- **Control:** Do you want to know why your employees want time off? If you do, consider a traditional leave policy with separate vacation, sick and personal time. With PTO, employees don't have to give a reason for time off.
- **Time allocation:** Before putting a PTO policy in place, decide how you want employees to receive their time. You could either give them their entire PTO time on the date of hire or have them accrue it incrementally throughout the year. If you prefer accrual, decide if it will be added on a pay period, monthly or quarterly basis.
- **Year-end rollover:** Do you want your employees to be able to roll over and bank their unused time at the end of the year? Consult your state's employment laws before making a final decision. Some states consider PTO as earned wages that cannot be "lost" if not used by the employee. If you adopt a rollover plan, your company may pay out hefty sums when longtime employees leave.
- **Departing employees:** Some states may require that you pay the employee for unused vacation, but not sick or personal days. PTO has no distinctions between leave, so you would have to compensate departing employees for their entire unused bank of hours.

Template of a PTO policy

The content of a PTO policy can vary dramatically from company to company. However, many PTO policies use a similar framework to ensure the plan provides all the necessary

information for the HR team and employees. Use this template or download a copy to help you structure your own PTO policy:

Purpose of the paid time off (PTO) policy

The purpose of this PTO policy is to give you the paid time you need away from work to manage any personal responsibilities, illnesses or vacations you have. It has been established so you feel confident in your decision to schedule time away from work without worrying about the reason why.

From this point forward, you will only accrue PTO time. Your PTO time will replace your current sick, personal and vacation days at an hour-to-hour conversion. This means if you have 24 total hours of sick, personal and vacation time, you'll receive 24 hours of PTO in place of your current hours.

Guidelines for using PTO

All full-time employees will accrue PTO at a rate of [rate of accrual] every [frequency of accrual]. Your PTO will automatically display on [location where employees can check their PTO balance]. When you use PTO hours, you'll see the number of hours subtracted from your total in the same place.

To accrue PTO, you must work or take PTO during the [accrual period]. If you are taking unpaid time off, including short-term disability, long-term disability or workers' compensation, you will not accrue your PTO.

You do not need to take PTO for [times when PTO is unnecessary].

When requesting PTO, please do so in [increments] and with [prior notice]. Use the [process for requesting PTO].

In the case of unexpected or sudden illness or a family emergency, contact [person to contact] directly to issue your PTO.

Exceptions to the PTO policy

Understand these exceptions to the PTO policy:

- [Exception 1]
- [Exception 2]

- [Exception 3]

PTO accrual rates

Employees accrue PTO hours [rate of accrual]. Review this chart to see how many hours you can expect to accrue per [accrual period]:

- [Accrual rate 1]
- [Accrual rate 2]
- [Accrual rate 3]

Related: [Q&A: What Is the Difference Between PTO and Vacation Time?](#) 

Are you looking for a job now?

Yes	No
-----	----

Sample PTO policy

Review this PTO policy example to help you create your own:

Purpose of the paid time off (PTO) policy

The purpose of Jackson Grooming's PTO policy is to give you the paid time you need away from work to manage any personal responsibilities, illnesses or vacations you have. We've established this policy so you feel confident in your decision to schedule time away from work without worrying about the reason why.

From this point forward, you will only accrue PTO time. Your PTO time will replace your current sick, personal and vacation days at an hour to hour conversion. This means if you have 24 total hours of sick, personal and vacation time, you'll receive 24 hours of PTO in place of your current hours.

Guidelines for using PTO

All full-time employees will accrue PTO at a rate dependent on your years of service every two-week pay period. Your PTO will automatically display in your employee self-service portal. When you use PTO hours, you'll see the number of hours subtracted from your total in the same place.

To accrue PTO, you must work or take PTO during the pay period. If you are taking unpaid time off, including short-term disability, long-term disability or workers' compensation, you will not accrue your PTO during that time.

You do not need to take PTO for paid holidays, bereavement leave, jury duty or military service. Speak with the HR team for more information on the specifics of these time off situations.

When requesting PTO, please do so in hourly increments and with at least two business days' notice. You can request PTO through the employee self-service portal.

In the case of unexpected or sudden illness or a family emergency, contact your manager directly to issue your PTO.

Exceptions to the PTO policy

Understand these exceptions to the PTO policy:

- *If you miss more than three days of work in a row due to illness, HR may request a doctor's note to use additional PTO.*
- *Using more PTO than you've accrued could result in disciplinary action and possible termination.*
- *You must use all of your PTO before requesting unpaid time off, including time off taken under the Family and Medical Leave Act (FMLA).*
- *If you do not request PTO and do not show up to work for more than two days in a row, the Jackson Grooming management team will accept that as your immediate resignation.*

PTO accrual rates

Employees accrue PTO hours at a rate relative to their years of service with the company. Review this chart to see how many hours you can expect to accrue during each calendar year with the company:

- *1 year of service: 144 total PTO hours per calendar year*
- *2-5 years of service: 160 total PTO hours per calendar year*



TOWN OF HENNIKER, NEW HAMPSHIRE

Town Hall
18 Depot Hill Road
Henniker, NH 03242
Tel: (603) 428-3221

STAFF REPORT

DATE: 12/2/2022
TITLE: Budget Packet
INITIATED BY: Russell Roy
PREPARED BY: Russell Roy
PRESENTED BY: Diane Kendall

AGENDA DESCRIPTION: To provide an updated budget packet.

Background: We needed to adjust the following budget requests.

Highway increased Equipment Maintenance & Repair \$3,000.00

The cola and associated taxes was added to code \$402.00

The cola and associated taxes was added to Welfare \$187.00

Household Haz Waste was increased \$5,500.00

Town of Henniker
 Requested Budget 2023 vs 2022
 12/2/2022

	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
EXECUTIVE	30,436	30,413	23	0.1%	25,973
HISTORIC DISTRICT	1,250	1,250	0	0.0%	1,250
TOWN CLERK	94,275	85,243	9,032	10.6%	90,457
ELECTION BUDGET	6,620	6,300	320	5.1%	15,070
TAX MAP BUDGET	4,950	4,800	150	3.1%	4,725
TOWN OFFICE BUDGET	772,195	727,710	44,485	6.1%	571,706
TAX COLL BUDGET	94,525	83,241	11,284	13.6%	92,217
LEGAL FEES BUDGET	20,000	20,000	0	0.0%	20,000
PLAN BUDGET	30,679	30,679	0	0.0%	48,679
ZBA BUDGET	5,271	5,521	-250	-4.5%	5,521
CEMETERIES BUDGET	21,330	16,280	5,050	31.0%	13,950
INSURANCE BUDGET	156,615	152,350	4,265	2.8%	143,445
MUNICIPAL DUES BUDGET	4,157	4,157	0	0.0%	4,157
POLICE BUDGET	1,548,668	1,454,759	93,909	6.5%	1,380,904
FIRE/RESCUE BUDGET	1,063,349	878,294	185,055	21.1%	773,789
CODE BUDGET	29,993	27,853	2,140	7.7%	6,883
EMERGENCY MANAGEMENT BUDGET	1,292	1,292	0	0.0%	1,292
HIGHWAY BUDGET	875,894	826,294	49,600	6.0%	776,676
HIGHWAY/STREETS BUD	711,000	731,500	-20,500	-2.8%	649,700
SOLID WASTE BUDGET	557,195	534,985	22,210	4.2%	452,912
ANIMAL CONTROL BUD	9,408	9,408	0	0.0%	9,408
HUMAN SERVICE BUDGET	80,000	80,000	0	0.0%	80,000
ATHLETIC BUDGET	40,145	40,145	0	0.0%	40,145
LIBRARY BUDGET	245,748	236,621	9,127	3.9%	228,329
PATRIOTIC PURPOSES BUD	3,173	2,600	573	22.0%	2,000
CONCERT'S BUDGET	7,195	7,195	0	0.0%	7,195
CONSERVATION BUDGET	2,890	2,515	375	14.9%	3,500
COMMUNITY BUDGET	79,000	79,000	0	0.0%	79,000
DEBT SERVICE BUDGET	162,702	224,756	-62,054	-27.6%	327,674
DEPARTMENT OPERATIONS SUBTOTAL	6,659,955	6,305,161	354,794	5.6%	5,856,557
WARRANT ARTICLES BUDGET	0	3,763,337	-3,763,337	-100.0%	784,695
CAPITAL RESERVES BUDGET	0	1,172,001	-1,172,001	-100.0%	1,027,501
TOTAL RAISED FROM PROPERTY TAXES	6,659,955	11,240,499	-4,580,544	-40.8%	7,668,753
CSWW BUDGET	528,205	528,205	0	0.0%	515,003
CSWW Warrant Article	0	0		0.0%	350,000
WWTP BUDGET	723,058	644,838	78,220	12.1%	632,609
WWTP Warrant Article	0	0	0		0
GOVERNMENT WIDE BUDGET	7,911,218	12,413,542	-4,502,324	-36.3%	9,166,365

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
EXECUTIVE						
4130	110 Executive - Wages (Health Officer)	5000	5,000	0	0.0%	5,000
4130	111 Executive - Wages (Minutes Clerk)	1200	1,200	0	0.0%	3,600
4130	130 Executive - Wages (BOS)	7500	7,500	0	0.0%	7,500
4130	131 Executive - Wages (Treasurer)	1500	1,500	0	0.0%	1,500
4130	132 Executive - Wages (Dep Treas)	100	100	0	0.0%	100
4130	133 Executive - Trustees of Trust Funds	900	900	0	0.0%	900
4130	220 Executive - Fica	1186	1,163	23	2.0%	1,423
4130	350 Executive - Drug Alcohol Testing/Backg	3000	3,000	0	0.0%	3,000
4130	610 Executive- Selectmen Expense	1500	1,500	0	0.0%	1,500
4130	330 Executive- Tuition Reimbursement	7500	7,500	0	0.0%	0
4130	611 Executive - Wages Eco Development M	0		0	0.0%	400
4130	613 Executive - Health Officer Expense	500	500	0	0.0%	500
4130	614 Executive - Safety/ Loss Prevention	300	300	0	0.0%	300
4130	615 Executive - Historic District	1250	1,250	0	0.0%	1,250
4130	617 Executive - Crane Tower Site Maintena	250	250	0	0.0%	250
Executive Budget Total		31,686	31,663	23	0.1%	27,223

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
TOWN CLERK						
4140	111 Town Clerk - Wages (Deputy & Office A	23,230	17,805	5,425	30.5%	26,967
4140	130 Town Clerk - Wages (Town Clerk)	34,633	33,262	1,371	4.1%	31,940
4140	140 Town Clerk - Wages (Overtime)	1,000	1,000	0	0.0%	0
4140	211 Town Clerk - Benefit Insurance	14,080	11,081	2,999	27.1%	14,606
4140	220 Town Clerk - Fica	4,388	3,892	496	12.7%	4,414
4140	230 Town Clerk - Retirement	8,214	7,321	893	12.2%	6,580
4140	240 Town Clerk - Training/Seminar	900	1,300	-400	-30.8%	800
4140	560 Town Clerk - Dues Memberships	40	75	-35	-46.7%	55
4140	570 Town Clerk - Advertising	200	200	0	0.0%	200
4140	620 Town Clerk - Office Supplies	1400	1,400	0	0.0%	1,400
4140	625 Town Clerk - Postage	2400	2,000	400	20.0%	2,225
4140	637 Town Clerk - Mileage	550	550	0	0.0%	200
4140	805 Town Clerk - Equip Purchase/Maint	2300	4,487	-2,187	-48.7%	300
4140	814 Town Clerk - Photocopy Expense	490	490	0	0.0%	490
4140	832 Town Clerk - Animal Licenses	450	380	70	18.4%	280
	Town Clerk - Budget Total	94,275	85,243	9,032	10.6%	90,457

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
ELECTION						
4141	120 Election - Wages	4,000	3,600	400	11.1%	8,000
4141	570 Election - Advertising	200	250	-50	-20.0%	250
4141	620 Election - Office Supplies	100	100	0	0.0%	100
4141	625 Election - Postage	20	20	0	0.0%	20
4141	690 Election - Election Expenses	500	500	0	0.0%	2,200
4141	740 Election - Equipment	100	100	0	0.0%	100
4141	802 Election - Ballots	1,600	1,630	-30	-1.8%	2,800
4141	803 Election - Voting Booth Setup/Maintena	100	100	0	0.0%	1,600
	Election -Budget Total	6,620	6,300	320	5.1%	15,070

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
TAX MAP						
4142	312 Tax Map - Cartographer	2,400	2,400	0	0.0%	2,400
4142	400 Tax Map - Digital Mapping Updates	2,300	2,150	150	7.0%	2,075
4142	450 Tax Map - GIS Manager Solutions	0	0	0	0.0%	0
4142	550 Tax Map - Printing	250	250	0	0.0%	250
	Tax Map - Budget Total	4,950	4,800	150	3.1%	4,725

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
TOWN OFFICE						
4150	110 Town Office - Wages FT	361,088	330,465	30,623	9.3%	256,987
4150	113 Town Office - Wages PT	27,476	32,473	-4,997	-15.4%	29,406
4150	210 Town Office - Payroll Service	0	3,300	-3,300	-100.0%	0
4150	211 Town Office - Benefit Insurances	84,410	57,784	26,626	46.1%	40,161
4150	220 Town Office - Fica	29,276	27,530	1,746	6.3%	21,661
4150	230 Town Office - Retirement	50,442	47,670	2,772	5.8%	24,040
4150	240 Town Office - Training / Seminars	1,225	1,225	0	0.0%	1,225
4150	301 Town Office - Consultant - Auditor	16,000	16,000	0	0.0%	16,000
4150	312 Town Office - Consultant- Assessor	40,000	40,000	0	0.0%	40,000
4150	341 Town Office - Telephone	6,500	6,500	0	0.0%	6,500
4150	409 Town Office - Custodial Service	16,860	16,860	0	0.0%	16,860
4150	410 Town Office - Electricity	4,000	3,000	1,000	33.3%	3,000
4150	411 Town Office - Heat	9,597	5,997	3,600	60.0%	6,472
4150	412 Town Office - Water/Sewer	1,136	1,136	0	0.0%	1,728
4150	414 Town Office - Alarm Monitoring	1,775	1,775	0	0.0%	1,775
4150	429 Town Office - Medical Supplies	200	200	0	0.0%	200
4150	430 Town Office - Blding Repair/Maintenanc	2,900	2,900	0	0.0%	13,505
4150	434 Town Office - Custodial Supplies	1,600	1,600	0	0.0%	1,600
4150	450 Town Office - Grange Electric	1,750	1,500	250	16.7%	1,500
4150	451 Town Office - Community Ctr Elec	5,371	4,200	1,171	27.9%	4,200
4150	452 Town Office - Grange Water/Sewer	808	808	0	0.0%	808
4150	453 Town Office - Community Ctr Wtr/Swr	1,000	808	192	23.8%	808
4150	454 Town Office - Grange Alarm	400	400	0	0.0%	400
4150	455 Town Office - Community Ctr Alarm	575	575	0	0.0%	575
4150	456 Town Office - Grange Heat	2,888	2,888	0	0.0%	2,378
4150	457 Town Office - Community Ctr Heat	425	2,888	-2,463	-85.3%	2,738
4150	458 Town Office - Grange Maintenance	854	854	0	0.0%	854
4150	459 Town Office - Comm Ctr Maintenance	1,500	1,500	0	0.0%	9,244
4150	460 Town Office - Grange Telephone	1,320	1,320	0	0.0%	1,320
4150	461 Town Office - Comm Ctr Telephone	1,635	1,080	555	51.4%	480

revised 12/2/2022

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
4150	550 Town Office - Printing	1,500	1,500	0	0.0%	1,200
4150	552 Town Office - Town Report	2,680	2,500	180	7.2%	2,500
4150	560 Town Office - Dues/Membership	1,200	1,200	0	0.0%	375
4150	570 Town Office - Advertising	1,800	1,800	0	0.0%	1,800
4150	620 Town Office - Office Supplies	5,500	5,500	0	0.0%	5,200
4150	625 Town Office - Postage	7,200	7,200	0	0.0%	7,200
4150	637 Town Office - Mileage	2,000	2,000	0	0.0%	2,000
4150	670 Town Office - Books	1,500	1,500	0	0.0%	1,500
4150	740 Town Office - Equipment Purchase	1,000	1,000	0	0.0%	1,000
4150	810 Town Office - Computer Licenses/Maint	63,372	76,842	-13,470	-17.5%	29,345
4150	815 Town Office - Copier Lease	1,545	1,545	0	0.0%	2,541
4150	825 Town Office - County Registry	700	700	0	0.0%	700
4150	827 Town Office - Lein Research	4,300	4,300	0	0.0%	4,300
4150	835 Town Office - Website Expenses	4,887	4,887	0	0.0%	5,620
	Town Office - Budget Total	772,195	727,710	44,485	6.1%	571,706

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
TAX COLLECTOR						
4151	111 Tax Collector - Wages (Deputy & Office)	23,230	17,805	5,425	30.5%	26,967
4151	130 Tax Collector - Wages (Tax Collector)	34,633	33,262	1,371	4.1%	31,940
4151	140 Tax Collector - Wages (Overtime)	1,000	1,000	0	0.0%	0
4151	211 Tax Collector - Benefit Insurance	14,080	11,081	2,999	27.1%	14,606
4151	220 Tax Collector - Fica	4,388	3,892	496	12.7%	4,414
4151	230 Tax Collector - Retirement	8,214	7,321	893	12.2%	6,580
4151	240 Tax Collector - Training/Seminar	900	1,200	-300	-25.0%	800
4151	560 Tax Collector - Dues/Membership	40	40	0	0.0%	20
4151	570 Tax Collector - Advertising	200	200	0	0.0%	200
4151	620 Tax Collector - Office Supplies	1,300	1,300	0	0.0%	1,300
4151	625 Tax Collector - Postage	5,000	4,500	500	11.1%	4,000
4151	637 Tax Collector - Mileage	350	450	-100	-22.2%	200
4151	814 Tax Collector - Photocopy Expense	490	490	0	0.0%	490
4151	825 Tax Collector - County Registry	700	700	0	0.0%	700
	Tax Collector - Budget Total	94,525	83,241	11,284	13.6%	92,217

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
LEGAL						
4153	320 Legal - Legal Fees	20000	20,000	0	0.0%	20,000
4153	321 Legal - Land Sales Expenses			0	0.0%	
	Legal - Budget Total	20,000	20,000	0	0.0%	20,000

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
PLANNING						
4191	110 Planning - Wages	1500	1,500	0	0.0%	1,500
4191	220 Planning - Fica	115	115	0	0.0%	115
4191	240 Planning - Training/Seminars	250	250	0	0.0%	250
4191	320 Planning - Legal Fees		0	0	0.0%	3,000
4191	390 Planning - Consulting Fees	21450	21,450	0	0.0%	33,350
4191	550 Planning - Printing		0	0	0.0%	500
4191	560 Planning - Dues/Memberships	5964	5,964	0	0.0%	5,964
4191	570 Planning - Advertising	1000	1,000	0	0.0%	2,400
4191	620 Planning - Office Supplies	300	300	0	0.0%	300
4191	625 Planning - Postage	100	100	0	0.0%	700
4191	814 Planning - Photocopy	0	0	0	0.0%	600
4191	900 Planning - Escrow Offset Revenue			0		
4191	901 Planning - Escrow Offset Expense			0		
	Planning - Budget Total	30,679	30,679	0	0.0%	48,679

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
ZONING						
4192	110 Zoning - Wages	600	600	0	0.0%	600
4192	220 Zoning - Fica	46	46	0	0.0%	46
4192	390 Zoning - Consultant	3000	3,000	0	0.0%	3,000
4192	391 Zoning - Legal	800	800	0	0.0%	800
4192	570 Zoning - Advertising	300	300	0	0.0%	300
4192	620 Zoning - Office Supplies	225	225	0	0.0%	225
4192	625 Zoning - Postage	300	300	0	0.0%	300
4192	805 Zoning - Training	0	0	0	0.0%	0
4192	814 Zoning - Photocopy	0	250	-250	-100.0%	250
	Zoning - Budget Total	5,271	5,521	-250	-4.5%	5,521

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
CEMETERIES						
4195	650 Cemeteries - Grounds Maintenance	11,780	11,780	0	0.0%	9,800
4195	655 Cemeteries - Stone Repair	2,750	2,400	350	14.6%	2,500
4195	660 Cemeteries - Repairs (fence)		0	0	0.0%	250
4195	657 Cemeteries-Tree Removal	6,800	2,100	4,700	223.8%	1,400
	Cemeteries - Budget Total	21,330	16,280	5,050	31.0%	13,950

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
INSURANCE						
4196	520 Insurance - Workers Compensation	49,724	49,812	-88	-0.2%	55,122
4196	522 Insurance - General Liability	103,918	99,434	4,484	4.5%	85,000
4196	523 Insurance - Unemployment Insurance	973	1,104	-131	-11.9%	1,323
4196	524 Insurance - Deductible	2,000	2,000	0	0.0%	2,000
	Insurance Budget Total	156,615	152,350	4,265	2.8%	143,445

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
MUNICIPAL DUES						
4197	560 Municipal Dues - Membership	4157	4,157	0	0.0%	4,157
	Municipal Dues Budget Total	4,157	4,157	0	0.0%	4,157

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
POLICE						
4210	109 Police - Wages Clerical	72,812	70,117	2,695	3.8%	66,138
4210	110 Police - Wages FT	687,658	677,071	10,587	1.6%	650,524
4210	111 Police - Wages PT (Specials)	40,000	40,000	0	0.0%	40,000
4210	112 Police - Wages Detail Expense	1	1	0	0.0%	1
4210	112 Police - Wage Detail Revenue			0	0.0%	
4210	120 Police - Wages Parking Enforcement	9,709	9,709	0	0.0%	9,702
4210	121 Police - Wages Crossing Guards	7,920	7,920	0	0.0%	7,920
4210	140 Police - Wages OT	25,000	25,000	0	0.0%	25,000
4210	211 Police - Benefit Insurance	209,353	191,368	17,985	9.4%	172,688
4210	220 Police - Fica	19,919	20,635	-716	-3.5%	18,955
4210	230 Police - Retirement	239,264	243,039	-3,775	-1.6%	197,096
4210	240 Police - Training/Seminars	5,000	5,000	0	0.0%	2,500
4210	241 Police - Training/Ammo	4,000	4,000	0	0.0%	3,200
4210	291 Police - Uniforms	8,000	8,000	0	0.0%	7,000
4210	320 Police - Prosecuting Attny	12,023	12,023	0	0.0%	11,000
4210	341 Police - Telephone	10,500	10,500	0	0.0%	10,500
4210	342 Police - Telephone dispatch	700	700	0	0.0%	700
4210	350 Police - Medical Innoculations	0		0	0.0%	300
4210	391 Police - Towing	500	500	0	0.0%	500
4210	392 Police - Assessment Center	0		0	0.0%	0
4210	393 Police - Special Investigation	0	300	-300	-100.0%	300
4210	394 Police - Merrimack County Dispatch	43,849	42,136	1,713	4.1%	37,767
4210	410 Police - Electricity	6,526	4,800	1,726	36.0%	4,920
4210	411 Police - Heat	4,300	4,300	0	0.0%	4,300
4210	412 Police - Water/Sewer	900	900	0	0.0%	900
4210	430 Police - Building Repair/Maintenance	4,000	4,000	0	0.0%	4,000
4210	431 Police - Custodian	8,640	8,640	0	0.0%	8,640
4210	550 Police - Printing	500	500	0	0.0%	500
4210	560 Police - Dues/Memberships	3,500	3,500	0	0.0%	450
4210	620 Police - Office Supplies	4,000	4,000	0	0.0%	4,000

revised 12/2/2022

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
4210	625 Police - Postage	600	500	100	20.0%	500
4210	635 Police - Vehicle Fuel	14,500	14,400	100	0.7%	12,850
4210	637 Police - Blood Test Mileage	1,250	1,250	0	0.0%	1,250
4210	660 Police - Vehicle Maintenance	7,500	7,500	0	0.0%	5,500
4210	661 Police- Vehicle Tires	2,500	2,500	0	0.0%	2,500
4210	662 Police - Vehicle Parts/Equipment	2,500	2,500	0	0.0%	2,500
4210	670 Police - Publications	350	350	0	0.0%	350
4210	691 Police - Intox Supplies	0	0	0	0.0%	0
4210	740 Police - Equipment Purchase	0	0	0	0.0%	2,500
4210	745 Police - Automobile Purchase	63,794	0	63,794	0.0%	49,453
4210	805 Police-Equipment Maintenance	24,600	24,600	0	0.0%	11,500
4210	814 Police - Photocopy Expense	1,000	1,000	0	0.0%	1,000
4210	840 Police - Communication Repair	1,500	1,500	0	0.0%	1,500
	Police - Budget Total	1,548,668	1,454,759	93,909	6.5%	1,380,904

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
FIRE/RESCUE						
4214	110 Fire/Rescue - Wages FT	198,709	120,695	78,014	64.6%	89,932
4214	111 Fire/Rescue - Wages PT	310,303	310,303	0	0.0%	283,191
4214	140 Fire/Rescue - Wage OT	15,000	10,000	5,000	50.0%	6,000
4214	211 Fire/Rescue - Benefit Insurance	56,898	14,038	42,860	305.3%	28,258
4214	220 Fire/Rescue - Fica	26,739	25,597	1,142	4.5%	23,021
4214	230 Fire/Rescue - Retirement	67,682	43,116	24,566	57.0%	28,866
4214	341 Fire/Rescue - Telephone	10,353	9,075	1,278	14.1%	8,025
4214	350 Fire/Rescue - Medical/Hep B	500	500	0	0.0%	500
4214	394 Fire/Rescue - Dispatch Fees	47,259	53,078	-5,819	-11.0%	43,087
4214	410 Fire/Rescue - Electricity	10,500	10,500	0	0.0%	8,250
4214	411 Fire/Rescue - Heat	6,000	6,000	0	0.0%	6,574
4214	412 Fire/Rescue - Water/Sewer	1,600	1,600	0	0.0%	1,600
4214	430 Fire/Rescue - Building Maintenance	12,500	10,500	2,000	19.0%	10,100
4214	431 Fire/Rescue - Custodian			0	0.0%	
4214	610 Fire/Rescue - Office Supplies	6,000	5,800	200	3.4%	5,800
4214	690 Fire/Rescue - Supplies Other	2,800	2,800	0	0.0%	2,800
	Memototal Combined	772,843	623,602	149,241	23.9%	546,004

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
4215	111 Rescue - Wages Call	26,500	26,500	0	0.0%	16,500
4215	220 Rescue - Fica	2,019	2,027	-8	-0.4%	1,262
4215	240 Rescue - Training/Seminars	8,750	8,150	600	7.4%	8,150
4215	635 Rescue - Vehicle Fuel	12,000	6,000	6,000	100.0%	6,000
4215	660 Rescue - Vehicle Repair/Maintenance	14,000	10,000	4,000	40.0%	4,000
4215	663 Rescue-Hiway Dept Repairs Parts			0	0.0%	0
4215	680 Rescue - Medical Supplies	12,000	7,200	4,800	66.7%	5,400
4215	740 Rescue - Equipment Purchase	18,400	17,082	1,318	7.7%	15,180
4215	750 Rescue - Communication	8,490	6,230	2,260	36.3%	6,230
4215	887 Rescue - Interceptor Fees	2,000	2,000	0	0.0%	3,450
4215	888 Rescue - Billing Service Fees	20,000	20,000	0	0.0%	20,000
	Memototal Rescue	124,159	105,189	18,970	18.0%	86,172

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
4220	111 Fire - Wages Call	68,727	68,727	0	0.0%	58,727
4220	220 Fire - Fica	5,258	5,258	0	0.0%	4,492
4220	240 Fire - Training/Seminars	6,502	6,502	0	0.0%	10,034
4220	635 Fire - Vehicle Fuel	6,500	5,380	1,120	20.8%	5,380
4220	660 Fire - Vehicle Repair/Maintenance	20,000	12,500	7,500	60.0%	12,500
4220	690 Fire - Supplies Other	2,125	2,125	0	0.0%	2,125
4220	740 Fire - Equipment	27,985	23,017	4,968	21.6%	23,061
4220	750 Fire - Communication	11,030	7,774	3,256	41.9%	7,774
4220	805 Fire - Equipment Maintenance/Repair	14,270	14,270	0	0.0%	13,570
4220	900 Fire - CSWW Hydrant Rental	3,950	3,950	0	0.0%	3,950
	<i>Memototal Fire</i>	166,347	149,503	16,844	11.3%	141,613
	Fire/Rescue Budget Total	1,063,349	878,294	185,055	21.1%	773,789

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
CODE						
4240	110 Code - Wages	23,775	23,040	735	3.2%	5,000
4240	220 Code - Fica	1,818	1,763	55	3.1%	383
4240	341 Code - Telephone	600	500	100	20.0%	500
4240	411 Code - Consulting Fees Forester	600	600	0	0.0%	600
4240	560 Code - Dues/Memberships	200	200	0	0.0%	100
4240	620 Code - Office Supplies (permits)	0		0	0.0%	0
4240	635 Code - Vehicle Fuel/Mileage	2,400	550	1,850	336.4%	0
4240	670 Code - Books/Periodicals	600	1,200	-600	-50.0%	300
4240	814 Code - Photocopy	0		0	0.0%	0
	Code Budget Total	29,993	27,853	2,140	7.7%	6,883

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
EMERGENCY MGT						
4290	110 Emergency Management - Wages	1200	1,200	0	0.0%	1,200
4290	220 Emergency Management - Fica	92	92	0	0.0%	92
4290	240 Emergency Management - Training/License			0	0.0%	0
4290	620 Emergency Management - Office Supplies			0	0.0%	0
4290	689 Emergency Management - Supplies Other			0	0.0%	0
4290	739 Emergency Management - Haz Mitigation			0	0.0%	0
4290	750 Emergency Management- Emer Ops Plan Grant Match			0	0.0%	0
	Emergency Management Budget Total	1,292	1,292	0	0.0%	1,292

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
HIGHWAY						
4311	110 Highway - Wages FT	349,697	338,338	11,359	3.4%	297,106
4311	120 Highway - Wages PT	25,000	25,000	0	0.0%	25,000
4311	140 Highway - Wages OT	56,160	56,160	0	0.0%	54,000
4311	211 Highway - Benefit Insurance	116,278	107,514	8,764	8.2%	114,069
4311	220 Highway - Fica	31,972	31,023	949	3.1%	28,053
4311	230 Highway - Retirement	56,637	54,859	1,778	3.2%	39,218
4311	240 Highway - Training/License	250	250	0	0.0%	500
4311	291 Highway - Uniforms	7,000	7,500	-500	-6.7%	5,050
4311	341 Highway - Telephone	4,000	3,400	600	17.6%	3,500
4311	410 Highway - Electricity	4,200	3,750	450	12.0%	4,500
4311	411 Highway - Heat	8,500	8,000	500	6.3%	6,000
4311	412 Highway - Water/Sewer	3,000	4,000	-1,000	-25.0%	3,500
4311	414 Highway - Alarm	1,500	1,500	0	0.0%	1,500
4311	430 Highway - Buildings Repairs/Shop Equip	8,000	10,000	-2,000	-20.0%	4,500
4311	560 Highway - Dues/Memberships	50	100	-50	-50.0%	100
4311	570 Highway - Advertising	250	500	-250	-50.0%	500
4311	620 Highway - Office Supplies	1,200	1,200	0	0.0%	600
4311	635 Highway - Fuel Gasoline	5,000	7,500	-2,500	-33.3%	8,000
4311	636 Highway - Fuel Diesel	90,000	50,000	40,000	80.0%	50,000
4311	637 Highway - Mileage	4,200	4,200	0	0.0%	3,980
4311	660 Highway - Vehicle Maintenance	20,000	24,000	-4,000	-16.7%	24,000
4311	661 Highway - Vehicle Tires	10,000	10,000	0	0.0%	10,000
4311	662 Highway - Parts/Accessories	26,000	20,000	6,000	30.0%	16,500
4311	689 Highway - Supplies Other	1,000	2,000	-1,000	-50.0%	2,000
4311	740 Highway - Equipment Purchase	4,000	3,500	500	14.3%	7,500
4311	805 Highway - Equipment Maintenance*Upd	40,000	50,000	-10,000	-20.0%	50,000
4311	840 Highway - Communication Repairs	2,000	2,000	0	0.0%	2,000
4311	845 Highway- Rental Equipment		0	0	0.0%	15,000
	Highway Budget Total	875,894	826,294	49,600	6.0%	776,676

revised 12/2/2022

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
HIGHWAY/STREETS						
4316	410 Street Lighting - Electricity	13,500	15,500.00	-2,000	-12.9%	20,000
4312	711 Streets/Highways - Gravel	25,000	24,000.00	1,000	4.2%	21,200
4312	712 Streets/Highways - Sand	7,000	9,000.00	-2,000	-22.2%	6,000
4312	713 Streets/Highways - Salt	158,000	130,000.00	28,000	21.5%	106,000
4312	806 Streets/Highways - Bridge Repairs	3,000	3,000.00	0	0.0%	3,000
4312	884 Streets/Highways - Roadside Maintenance	27,500	25,000.00	2,500	10.0%	20,000
4312	885 Streets/Highways - Road Repairs/Maintenance	80,000	80,000.00	0	0.0%	70,000
4312	886 Streets/Highways - Signs	3,500	3,000.00	500	16.7%	2,500
4312	886 Streets/Highways - Guardrails	10,000	40,000.00	-30,000	-75.0%	25,000
4312	887 Streets/Highways - Line Striping	7,000	8,000.00	-1,000	-12.5%	7,000
4312	888 Streets/Highways - Culverts/Drains	24,000	24,000.00	0	0.0%	8,500
4312	904 Streets/Highways - Chip Seal/Crack Seal	80,000	95,000.00	-15,000	-15.8%	90,500
4312	889 Streets/Highways - Trees	15,000	15,000.00	0	0.0%	10,000
4312	905 Streets/Highways - Engineer/Design	7,500	10,000.00	-2,500	-25.0%	10,000
4312	906 Streets/Highways - Road Construction	250,000	250,000.00	0	0.0%	250,000
	Streets/Highways - Budget Total	711,000	731,500	-20,500	-2.8%	649,700

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
SOLID WASTE						
4324	110 Solid Waste - Wages FT	146,882	135,022	11,860	8.8%	129,662
4324	111 Solid Waste - Wages PT	24,450	22,464	1,986	8.8%	34,963
4324	140 Solid Waste - Wages OT	10,000	7,000	3,000	42.9%	7,000
4324	211 Solid Waste - Benefit Insurances	14,811	14,075	736	5.2%	12,240
4324	220 Solid Waste - Fica	13,796	12,512	1,284	10.3%	13,081
4324	230 Solid Waste - Retirement	14,066	12,434	1,632	13.1%	15,265
4324	240 Solid Waste - Training/License	900	900	0	0.0%	900
4324	291 Solid Waste - Uniforms	3,000	1,950	1,050	53.8%	1,950
4324	341 Solid Waste - Telephone	2,440	2,440	0	0.0%	2,200
4324	355 Solid Waste - Household Haz Waste	20,000	14,500	5,500	37.9%	14,500
4324	410 Solid Waste - Electricity	9,500	8,500	1,000	11.8%	8,500
4324	414 Solid Waste - Alarm	1,200	1,000	200	20.0%	1,000
4324	430 Solid Waste - Building Repair	15,000	38,798	-23,798	-61.3%	6,023
4324	434 Solid Waste - Recycling Blding	5,000	3,500	1,500	42.9%	5,715
4324	560 Solid Waste - Dues/Memberships	350	350	0	0.0%	350
4324	604 Solid Waste - Metal Recycling	0	0	0	0.0%	0
4324	620 Solid Waste - Office Supplies	350	300	50	16.7%	300
4324	625 Solid Waste - Postage	0	0	0	0.0%	0
4324	635 Solid Waste - Vehicle Fuel	7,000	5,000	2,000	40.0%	5,000
4324	637 Solid Waste - Mileage	650	650	0	0.0%	650
4324	660 Solid Waste - Vehicle Repair	9,000	23,260	-14,260	-61.3%	8,760
4324	689 Solid Waste - Supplies Other	300	300	0	0.0%	300
4324	711 Solid Waste - Gravel	0		0	0.0%	0
4324	805 Solid Waste - Equipment Repair	21,000	21,100	-100	-0.5%	21,096
4324	855 Solid Waste - Safety Supplies	1,500	1,000	500	50.0%	1,440
4324	901 Solid Waste - Freon,Glass,Computer Di	7,500	7,500	0	0.0%	7,500
4324	902 Solid Waste - Trash Transportation	22,000	42,322	-20,322	-48.0%	42,322
4324	903 Solid Waste - Trash Tipping Fee (1400 t	140,000	112,320	27,680	24.6%	71,107
4324	904 Solid Waste - Parks Landscaping (lime	8,500	6,800	1,700	25.0%	4,000
4324	905 Solid Waste - Monitoring Wells	15,000	15,000	0	0.0%	13,800

revised 12/2/2022

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
4324	906 Solid Waste - Demolition Disposal (400	43,000	23,988	19,012	79.3%	23,288
	Solid Waste - Budget Total	557,195	534,985	22,210	4.2%	452,912

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
ANIMAL CONTROL						
4414	111 Animal Control - Wages	5860	5,860	0	0	5,860
4414	220 Animal Control - Fica	448	448	0	0	448
4414	240 Animal Control - Training	350	350	0	0	350
4414	291 Animal Control - Uniforms	150	150	0	0	150
4414	343 Animal Control - Animal Rescue	700	700	0	0	700
4414	350 Animal Control - Medical Hep B		0	0	0	0
4414	351 Animal Control - Rabies/WestNile		0	0	0	0
4414	550 Animal Control - Equipment	100	100	0	0	100
4414	560 Animal Control - Dues/Memberships		0	0	0	0
4414	620 Animal Control - Supplies		0	0	0	0
4414	625 Animal Control - Postage		0	0	0	0
4414	637 Animal Control - Mileage	1200	1,200	0	0	1,200
4414	840 Animal Control - Cell Phone	600	600	0	0	600
	Animal Control - Budget Total	9,408	9,408	0	0	9,408

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
WELFARE						
4442	111 Welfare - Director Wages	11,094	10,400	694	6.67%	18,000
4442	112 Welfare-Case Worker Wages			0	0	
4442	220 Welfare - Fica	848	796	52	6.53%	1,377
4442	689 Welfare - Director Expenses	150	150	0	0	150
4442	341 Welfare - Grange Telephone/Internet			0	0	0
4442	620 Welfare - Office Supplies/Printed Forms	500	500	0	0	500
4442	907 Welfare - Assistance General	2,500	2,500	0	0	500
4442	910 Welfare - Assistance Electricity	3,000	3,000	0	0	5,000
4442	911 Welfare - Assistance Heat	10,000	10,000	0	0	15,000
4442	912 Welfare - Assistance Food	2,500	2,500	0	0	5,000
4442	913 Welfare - Assistance Rent	46,408	47,154	-746	-1.58%	31,473
4442	914 Welfare - Assistance Medical	3,000	3,000	0	0	3,000
	Welfare Budget Total	80,000	80,000	0	0	80,000

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
ATHLETIC						
4520	240 Athletic - Minutes/Website	1,225	1,225	0	0.0%	1,225
4520	521 Athletic-Cheerleading			0	0.0%	0
4520	521 Athletic-Swimming	2,450	2,450	0	0.0%	2,450
4520	605 Athletic-Softball	4,050	4,050	0	0.0%	4,050
4520	740 Athletic - Medical Supplies	620	620	0	0.0%	620
4520	741 Athletic - Baseball Expenses	9,750	9,750	0	0.0%	9,750
4520	742 Athletic -Soccer Expenses	13,800	13,800	0	0.0%	13,800
4520	743 Athletic - Basketball	8,250	8,250	0	0.0%	8,250
	Athletic - Budget Total	40,145	40,145	0	0.0%	40,145

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
LIBRARY						
4550	110 Library - Wages	176,146	168,049	8,097	4.8%	158,209
4550	211 Library - Benefit Insurance	20,536	16,853	3,683	21.9%	16,671
4550	220 Library - Fica	12,389	12,389	0	0.0%	12,446
4550	230 Library - Retirement	11,358	11,358	0	0.0%	8,387
4550	Library - Longevity	1,375	0	1,375	1.0%	0
4550	523 Library - Workers Comp/Unemp Ins	1,376	876	500	57.1%	876
	Library Acquisition - Audio	750	1,500	-750	-50.0%	1,750
	Library - Covid related supplies/expenses		500	-500	-100.0%	
	Library Acquisition - Books	18,167	16,000	2,167	13.5%	17,250
	Library Acquisition - Periodicals	500	1,000	-500	-50.0%	1,400
	Library Acquisition - Video	750	750	0	0.0%	750
	Library Blding Maint Supplies	3,500	4,445	-945	-21.3%	4,500
	Library General Maint - Cleaning	5,500	12,065	-6,565	-54.4%	9,000
	Library General Maint - Blding Repairs	9,965	3,900	6,065	155.5%	3,900
	Library Utilities (heating, elect, water, se	12,761	11,897	864	7.3%	14,000
	Library Programs	1,950	4,289	-2,339	-54.5%	5,940
	Library Membership, Mileage	150	150	0	0.0%	150
	Library Staff Development	125	100	25	25.0%	100
	Library Tech Maintenance	3,450	500	2,950	590.0%	500
	Library Equipment			0	0.0%	2,500
	Selectmen Reduction			0	0.0%	0
	Library Facility Improvement (Paint NH Room/Vestibule)			0	0.0%	0
	Library Facility Improvement (E Room Window Replace)			0	0.0%	0
	Building/Renovation Project: Outreach			0	0.0%	0
	Building/Renovation Project: Design Work			0	0.0%	0
	Building/Renovation Project: Project Planning			0	0.0%	0
	Library Revenue	-35,000	-30,000	-5,000	16.7%	-30,000
4550	956 Library - Appropriation	245,748	236,621	9,127	4.2%	228,329
	Library Budget Total	245,748	236,621	9,127	4.2%	228,329

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
PATRIOTIC PURPOSES						
4583	610 Patriotic Purposes	3173	2,600	573	28.7%	2,000
	Patriotic Purposes Budget Total	3,173	2,600	573	28.65%	2,000

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
COMMUNITY CONCERTS						
4589	111 Concert Series	5500	5,395	105	1.9%	5,500
4589	115 Advertising	875	925	-50	-5.7%	875
4589	120 BMI music license	725	725	0	0.0%	670
4589	Miscellaneous	95	150	-55	-36.7%	150
	Band Concert Budget Total	7,195	7,195	0	0.0%	7,195

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
CONSERVATION						
4611	112 Conservation - Minute Taker	465	465	0	0.0%	930
4611	240 Conservation - Training	420	420	0	0.0%	420
4611	560 Conservation - Dues/Memberships	345	345	0	0.0%	345
4611	620 Conservation - Office Supplies	25	50	-25	-50.0%	70
4611	949 Conservation-Expend Conservation Fun	0	0	0	0.0%	0
4611	951 Conservation - Public Awareness	235	235	0	0.0%	335
4611	952 Conservation - Lake Monitor	1400	1,000	400	40.0%	1,400
	Conservation Budget Total	2,890	2,515	375	10.7%	3,500

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
COMMUNITY						
4652	610 Community - CAP Program	14,000	14,000	0	0.0%	14,000
NEW	Community - Red Cross			0	0.0%	
4659	612 Community - White Birch Center	65,000	65,000	0	0.0%	65,000
NEW	Community - Fuller Library Program			0	0.0%	0
	Community Budget Total	79,000	79,000	0	0.0%	79,000

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
DEBT SERVICE						
4711	940 Debt Service - Principal Repayment	130,163	187,720	-57,557	-30.7%	270,190
4721	940 Debt Service - Interest Expense Debt	19,039	23,536	-4,497	-19.1%	43,984
4723	940 Debt Service - Interest Expense TAN	13,500	13,500	0	0.0%	13,500
	Debt Service - Budget Total	162,702	224,756	-62,054	-18.9%	327,674

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
CAPITAL RESERVES						
				0		
4915	890 Capital Reserve - Ambulance		80,000	-80,000	-114.3%	70,000
4915	892 Capital Reserve - Police Building		50,000	-50,000	-100.0%	50,000
4915	893 Expendable Trust Fund - Fire/Rescue Building		25,000	-25,000	100.0%	0
4915	896 Capital Reserve - Revaluation		37,000	-37,000	-185.0%	0
4915	895 Capital Reserve - Fire Equipment		100,000	-100,000	-100.0%	50,000
4915	Capital Reserve - Start WWTP Capital Reserve			0	0.0%	1
4915	Expendable Trust Fund- Town Technology		2,500	-2,500	-2.0%	25,000
4915	Expendable Trust Fund- Parks Equipment		2,500	-2,500	-100.0%	15,000
4915	Expendable Trust Fund- Police Equipment		10,000	-10,000	-200.0%	2,500
4915	901 Expendable Trust Fund-Roads		650,000	-650,000	-108.3%	750,000
4915	003 Expendable Trust Fund - Town Buildings Maint		10,000	-10,000	-50.0%	5,000
4915	004 Expendable Trust Fund-Town Vehicles Maint			0	0.0%	0
4915	002 Expendable Trust Fund Highway Garage Bld Maint			0	0.0%	0
	Capital Reserve - Tucker FreeLib Roof replacement CR			0	0.0%	0
	Capital Reserve - Tucker Free Start Accessibility & Safety Proj		1	-1	0.0%	0
4915	894 Capital Reserve Transfer Station		30,000	-30,000	100.0%	25,000
4915	897 Capital Reserve - Highway Equipment		150,000	-150,000	-100.0%	25,000
4915	Capital Reserve - Bridge's Repair		25,000	-25,000	-250.0%	10,000
	Total Capital Reserves	0	1,172,001	-1,172,001	-101.7%	1,027,501

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
COGSWELL SPRING						
4331	110 CSWW - Wages FT		122,377	-122,377	-96.5%	123,427
4331	120 CSWW - Wages PT		1,000	-1,000	-95.2%	650
4331	140 CSWW - Wages OT		15,000	-15,000	-100.0%	15,000
4331	210 CSWW - Benefit Insurances		26,257	-26,257	-78.2%	33,005
4331	220 CSWW - Fica		10,421	-10,421	-96.8%	10,501
4331	230 CSWW - Retirement		19,315	-19,315	-107.9%	15,462
4331	240 CSWW - Training/License		500	-500	-100.0%	600
4331	291 CSWW - Uniforms		1,000	-1,000	100.0%	200
4331	320 CSWW - Legal Fees		2,500	-2,500	-109.6%	2,500
4331	341 CSWW - Telephone		5,000	-5,000	-82.4%	5,950
4331	397 CSWW - Contractor Services		50,000	-50,000	-94.2%	42,650
4331	399 CSWW -Traffic Control		2,500	-2,500	100.0%	
4331	410 CSWW - Electricity		20,397	-20,397	-116.6%	21,800
4331	411 CSWW - Heat		3,500	-3,500	-109.4%	3,300
4331	430 CSWW - Building Repair		0	0	0.0%	1,700
4331	520 CSWW - Workers Comp Insurance		2,500	-2,500	-100.0%	2,500
4331	521 CSWW - General Liability Insurance		7,700	-7,700	-100.0%	7,700
4331	550 CSWW - Printing		500	-500	-55.6%	746
4331	560 CSWW - Dues/Memberships		200	-200	-105.3%	190
4331	620 CSWW - Office Supplies		2,000	-2,000	100.0%	2,700
4331	620 CSWW - Bank Service Chgs		0	0	0.0%	
4331	625 CSWW - Postage		650	-650	-95.6%	580
4331	635 CSWW - Vehicle Fuel		2,000	-2,000	-127.0%	2,075
4331	660 CSWW - Repairs/Maintenance		425	-425	-100.0%	11,860
4331	689 CSWW - Supplies Other		1,000	-1,000	-370.4%	270
4331	690 CSWW-Dig Safe		200	-200	-100.0%	200
4331	740 CSWW - Equipment Purchase (Truck)		66,234	-66,234	100.0%	18,600
4331	850 CSWW - Hydrant Repair		0	0	0.0%	0
4331	855 CSWW - Safety Supplies		1,000	-1,000	-166.7%	630
4331	862 CSWW - In House Lab		200	-200	-99.0%	42

revised 12/2/2022

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
4331	864 CSWW - Outside Lab		3,500	-3,500	-89.0%	3,762
4331	878 CSWW - Chemicals		11,000	-11,000	-100.0%	11,500
4331	885 CSWW - Street Repair		5,000	-5,000	-100.0%	14,500

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
4331	880 CSWW-Water Meters		2,500	-2,500	-500.0%	0
4331	890 CSWW - Distribution Supply		5,000	-5,000	-365.0%	13,490
4331	895 CSWW - Well Protection Head			0	0.0%	
4331	390 CSWW - Consulting Fees		5,000	-5,000	-83.3%	1,350
4331	990 CSWW-Capital Reserve		18,750	-18,750	-100.0%	34,490
4331	940 CSWW - Debt Service		101,702	-101,702	-78.0%	111,073
4331	CSWW-Liberty Hill Main under Culvert		11,377	-11,377	100.0%	
4331	CSWW- Park Street Water Tap in Depot Hill		0	0	0.0%	0
4331	CSWW Circle Street and Depot Upgrade		0	0	0.0%	0
	CSWW Operations Subtotal	0	528,205	-528,205	-89.9%	515,003
	CSWW Budget Total					

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
Wastewater Treatment						
4326	110 WWTP - Wages FT	218,360	171,126	47,234	27.6%	155,482
4326	130 WWTP - Commission/Treas/Accting	2,435	2,435	0	0.0%	2,435
4326	140 WWTP - Wages OT	7,249	7,249	0	0.0%	7,249
4326	210 WWTP - Benefit Insurances	60,073	47,027	13,046	27.7%	43,948
4326	220 WWTP - Fica	16,920	13,413	3,507	26.1%	12,359
4326	230 WWTP - Retirement	31,484	25,080	6,404	25.5%	18,177
4326	240 WWTP - Training/License	1,200	1,200	0	0.0%	1,100
4326	291 WWTP - Uniforms	1,071	1,071	0	0.0%	1,071
4326	301 WWTP - Accounting	990	770	220	28.6%	820
4326	341 WWTP - Telephone	4,536	4,536	0	0.0%	3,756
4326	408 WWTP - Electricity Pump Station	3,640	3,600	40	1.1%	4,612
4326	409 WWTP - Electricity Plant	51,674	48,492	3,182	6.6%	52,382
4326	410 WWTP - Electricity Maple Street	1,357	1,178	179	15.2%	1,090
4326	411 WWTP - Heat Belt Press Blding	6,910	4,318	2,592	60.0%	4,408
4326	412 WWTP - Water	24,170	24,170	0	0.0%	34,844
4326	413 WWTP - Heat Plant	10,056	7,078	2,978	42.1%	6,718
4326	414 WWTP - Alarm Service	812	812	0	0.0%	730
4326	415 WWTP - Heat Propane	1,699	1,699	0	0.0%	1,680
4326	430 WWTP - Building Repair	2,040	2,040	0	0.0%	2,040
4326	520 WWTP - Workers Comp Insurance	2,869	2,900	-31	-1.1%	3,900
4326	521 WWTP - General Liability Insurance	11,610	8,500	3,110	36.6%	10,500
4326	550 WWTP - Printing	200	200	0	0.0%	200
4326	560 WWTP - Dues / Memberships	215	215	0	0.0%	215
4326	620 WWTP - Office Supplies	885	885	0	0.0%	875
4326	625 WWTP - Postage	585	585	0	0.0%	585
4326	635 WWTP - Vehicle Fuel	1,300	1,000	300	30.0%	800
4326	650 WWTP - Lawn Tractor Repairs	600	600	0	0.0%	600
4326	660 WWTP - Vehicle Repair	200	200	0	0.0%	200
4326	661 WWTP - Tires		0	0	0.0%	1,680
4326	662 WWTP - Vehicle Parts	200	200	0	0.0%	200

revised 12/2/2022

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
4326	689 WWTP - Supplies Other	2,780	2,780	0	0.0%	3,375
4326	740 WWTP - Equipment	0	0	0	0.0%	600

Account #	Account Title	2023 Requested	2022 Approved	2023 vs 2022 \$	2023 vs 2022 %	2021 Approved
4326	741 WWTP - Tools	400	400	0	0.0%	400
4326	805 WWTP - Equipment Repair	34,390	41,786	-7,396	-17.7%	38,778
4326	810 WWTP - Computer Repair	300	300	0	0.0%	500
4326	855 WWTP - Safety Supplies	2,046	2,046	0	0.0%	1,730
4326	860 WWTP - Lab Repair/Maintenance	4,055	3,955	100	2.5%	5,583
4326	862 WWTP - In House Lab	6,764	6,764	0	0.0%	6,871
4326	864 WWTP - Outside Lab	5,328	5,328	0	0.0%	4,975
4326	869 WWTP - Sludge Processing	11,167	10,192	975	9.6%	10,940
4326	870 WWTP - Sludge Disposal	40,060	36,420	3,640	10.0%	35,070
4326	871 WWTP - Grit Disposal	2,700	2,700	0	0.0%	0
4326	875 WWTP - Collection System	28,864	28,864	0	0.0%	32,608
4326	940 WWTP - Debt Service	38,240	40,100	-1,860	-4.6%	42,163
4326	988 WWTP - PH Adjustment	30,624	30,624	0	0.0%	24,360
4326	990 WWTP - Capital Reserve	50,000	50,000	0	0.0%	50,000
	WWTP Budget Total	723,058	644,838	78,220	12.4%	632,609
	WWTP Revenue- St of NH	-6,783	-7,537	754		-7,537
	WWTP Operations Total Net of Reven	716,275	637,301	78,974	12.7%	625,072

VIII New Business



Town Hall
18 Depot Hill Road
Henniker, NH 03242

Tel: (603) [REDACTED]
Fax: (603) [REDACTED]

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 12/6/2022

TITLE: NH the Beautiful Grant Authorization

INITIATED BY: Marc Boisvert and Matt Bumford, Transfer Station

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION: Municipal Recycling and Storage Equipment Grant Authorization

Legal Authority: Municipal Finance Law

Financial Details: Storage trailer purchase price = \$5,610. Grant revenue = \$1,122

Background:

New Hampshire communities are eligible to apply for funding to assist with the purchase of recycling equipment. Grant applications are considered on an individual basis and funding may be up to **20% of the purchase price of the equipment**. While NHtB will not help with the purchase of land, studies or buildings, they do help fund the purchase of balers, crushers, roll-off containers and other equipment that will help a community achieve higher diversion rates.

Recycling Equipment grant applications are accepted on a rolling schedule, with current applications being considered every two months and up to 9 months given to allow communities to purchase and install suitable equipment. Grants are paid as a reimbursement to communities after they have purchased the equipment. Priority is given to communities demonstrating the greatest need, where the funding can help the greatest number of people, and where money has not been previously expended. Equipment purchased with NHtB grant money must be used exclusively for recycling. Communities that discontinue their recycling programs must either repay NHtB or, where applicable, work with NHtB to transfer that equipment to another community for use in recycling.

Town Administrator Comment: Recommended, as it would be ill-conceived to decline

Finance Director Comment: Recommended, as it would be ill-conceived to decline

Suggested Action/Recommendation:

Suggested Motion:

Motion to authorize the Town Administrator to execute the NH the Beautiful Grant Application as presented.

Town of Henniker
Transfer Station Recycling Program

The 2022 town meeting voted article 18 to raise and appropriate funds to replace a 2000 New Holland skid steer with the purchase a new skid steer. The skid steer is an essential piece of equipment used for moving bails of plastic, cardboard, and mixed paper; and to bring oil for recycle to our furnace during the winter months. It is also used to remove snow from recycling and other transfers station buildings.

The town transfer station is open Tuesday and Thursday 12:00 p.m. to 5:00 p.m. and Saturday and Sunday 9:00 a.m. to 5:00 p.m. The transfer station offers a swap shop for resident's swap used items. The Town of Henniker does not have mandatory recycling however voluntary recycling includes but is not limited to aluminum, tin cans, mixed paper, corrugated cardboard, #1 PETE plastic, #2 HDPE plastic, glass bottles and jars, used clothing (EcoSmith Clothing Collection) containers, scrap metal. The town is also a member of Northeast Resource Recovery Association.

***2021 RECYCLING
RESULTS***

ITEMS	WEIGHT tons/gallons/lbs	REVENUE RECEIVED	COST AVOIDED BY RECYCLING
Aluminum Cans	7.9 tons	\$649.00	\$632.00
Auto Batteries	2.88 tons	\$552.00	\$230.00
Cardboard/occ	57.93 tons	\$7,678.00	\$4,634.00
Electronic Scrap	12 tons	-\$4,155.00	\$960.00
Fibers/Mixed Papers	15.42	\$1,199.00	\$1,234.00
Glass	160 tons	\$0.00	\$12,800.00
Leaves (estimate)	7 tons	\$0.00	\$560.00
Metal	107.20 tons	\$17,278.00	\$8,576.00
Non-Ferrous Metals	1.30 tons	\$780.00	\$104.00
Plastics #1	4.62 tons	\$1,682.00	\$370.00
Plastics #2	8.4 tons	\$3,696.00	\$672.00
Propane Tanks (estimate)	1 ton	\$0.00	\$80.00
Refrigerators, AC, Freezers	10 tons	\$0.00	\$800.00
Scrap #2 wire	.27 lbs	\$668.00	\$0.00
Scrap Transformers	3.49 lbs	\$105.00	\$0.00
Scrap #1 copper	2.10 lbs	\$546.00	\$0.00
Scrap #1 copper wire	.10 lbs	\$579.00	\$0.00
Scrap #2 insulated	.19 lbs	\$582.00	\$0.00
Swap Shop (estimate)	5 tons	\$0.00	\$400.00
Used Clothing	13.60 tons	\$1,430.00	\$1,088
Used Cooking Oil	165 gallons	\$45.00	\$50.00
Used Oil (estimate)	700 gallons	\$0.00	\$213.00
TOTAL		\$33,308.00	\$33,403

NH the Beautiful Recycling Equipment Grant Application

2101 Dover Road, Epsom, NH 03234 | (603) 736-4401 | Fax: (603) 736-4402 | nhtb@nrrarecycles.org

Please read entire application before submitting. Specific details for grant application are attached. NRRRA Staff will process your application and may reach out to you for more information. **Please note:** only capital equipment for **recycling** will be considered.



Name of Town, Towns, or Solid Waste District *

Name & Title of Contact Person *

<input type="text" value="Title"/>	<input type="text" value="First"/>	<input type="text" value="Last"/>
------------------------------------	------------------------------------	-----------------------------------

Community's Mailing Address *

<input type="text" value="City"/>	<input type="text" value="State"/> ▾	<input type="text" value="Zip Code"/>
-----------------------------------	--------------------------------------	---------------------------------------

Phone *

Main Contact

Email

County

Population *

What piece(s) of equipment are you planning to purchase? *

Is the equipment NEW or USED?

New Used

What is the purchase price?

Do you have at least 1/2 of the purchase price available to spend at this time?

Yes No

Please include a copy of the dealer's proposal or seller's specification sheet, including full description and price, and any optional equipment included or added.

Upload supporting documents

or drag files here.

Does your community currently have a Pay-by-the-Bag or unit based pricing program?

Yes No

Are you considering one of these programs?

Yes No

Please describe your current recycling program and explain briefly why and how the requested equipment will improve it.

Explain in detail here OR upload a file below.

File

or drag files here.

This application must be signed by someone authorized to spend and accept money for the Community or District.

By signing below the applicant signifies acceptance of the following: *The applicant is solely responsible for the selection, installation and operation of all equipment purchased with funds obtained through New Hampshire the Beautiful, Inc.. New Hampshire the Beautiful, Inc., assumes no responsibility or liability for any equipment selected, installed or operated as a result of this grant.*

Signature of Authorized Person(s) *

×

type

Signature of Authorized Person(s)

×

type

NEW *The Beautiful*
HAMPSHIRE



Northeast Resource
2101 Dover

Date

11/22/2022

Bill To

Henniker, NH, Town of
18 Depot Hill Rd
Henniker, NH 03242

Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

New e-mail address? Enter here: _____

Balance Due

\$5,251.09



PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT.

Northeast Resource Recovery Association

2101 Dover Road
Epsom, NH 03234

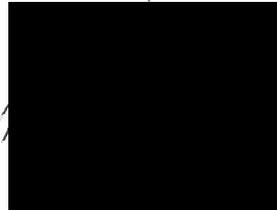
Thank you for your business.
accounting@nrrarecycles.org

P.O. No.

Terms

Net 30

Item	Description	Qty	Rate	U/M	Amount
Fibers-OCC Baled	2022-10-25 - Release #697414	11.006	-35.00	Ton	-385.21
Fibers-Mixed Baled	2022-10-25 - Release #697414	14.582	0.00	Ton	0.00
Storage-Container	2022-10-26 - Release #696010	1	5,610.00	Each	5,610.00
Transportation	2022-10-26 - Release #696010	1	145.00	Each	145.00
Scrap-Al Fe High Grade ...	2022-10-26 - Release #697632	844	-0.145	Pound	-122.38
Scrap-Al 6063 10/10	2022-10-26 - Release #697632	8	-0.605	Pound	-4.84
Scrap-Facility Fee	2022-10-26 - Release #697632	1	8.52	Each	8.52



1/29/22

Phone: 603-736-4401
Fax: 603-736-4402

Invoice #

130607

Total

\$5,251.09

Due Date

12/22/2022

Payments/Credits

\$0.00

S.O. No.

Balance Due

\$5,251.09

Marc Boisvert

From:
Sent:
To:
Subject:



NRRA CONFIRMATION FORM

CUSTOMER: Henniker, NH, Town of
ORDER DATE: 8/9/2022

RELEASE #: 696010
MINIMUM WEIGHT:
PICKUP DATE: 10/26/2022
DELIVERY DATE: 10/26/2022
VENDOR: M & S Global Transport, LLC
VENDOR PO #:

*Delivered
10/26/22*

HAULER: M & S Global Transport, LLC
DELIVERY NOTES: PLEASE DELIVER 20??? Overseas Shipping Container # C20-163 (if available) to Wincycle; please let me know actual delivery date when available

Cost to NRRA \$2,300 Plus 185 Delivery cost

ASAP per our member - Contact at Wincycle is Marc Morgan 1-802-674-6320

Delivery- 45' Hi-Cube Overseas Shipping Container (RED - Kline)

- To: Henniker Transfer Station/Recycling Center 1393 Weare Road (Rt. 114) Henniker, NH 03242
- Site Contact: Mark Boisvert 603-296-7207; Facility 603-428-7604
- Price: \$5,610 plus \$145 delivery fee
- NOTE: make sure container is on blocks to provide air space underneath

COMMODITY: Storage-Container
PRICE: \$5610 (Charge)

ESTIMATED TRANSPORT CHARGE: \$145.00

PLEASE SEND ALL BOL's AND WEIGHT TICKETS TO: ACCOUNTING@NRRARECYCLES.ORG

*Pricing subject to change



Bill of Sale

Date

10/26/2022

Bill To

Northeast Resource Recovery Association
2101 Dover Road
Epsom, NH 03234

Ship From

Terms

P.O. #

Contact Person

Net 30

696010

Item	Description	VIN #	Rate	Amount
G45-006A	G45-006A 45' container KKFU 906706-6		0.00	0.00
Delivery Charge	Delivery Charge Henniker Transfer Station 1393 Weare Road (Rt 114), Henniker, NH Doors to cab. Mark Boisvert: 603-296-7207 or 603-428-7604.		0.00	0.00

This trailer is sold as-is, as shown. No warranties were stated or implied. Customer is responsible for condition, maintenance and registration of trailer. All sales are final.

Subtotal

\$0.00

Sales Tax (0.0%)

\$0.00

Total

\$0.00

Signature

Phone #

603 647-4530



Town Hall
18 Depot Hill Road
Henniker, NH 03242

Tel: (603) [REDACTED]
Fax: (603) [REDACTED]

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 12/6/2022

TITLE: 2023 Proposed Zoning Ordinance Changes

INITIATED BY: Planning Board and Building Code Advisory Committee

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Members of Planning Board

AGENDA DESCRIPTION: 2023 Proposed Zoning Ordinance Changes

Legal Authority: [RSA 675:3](#)

Financial Details: N/A

Background:
See attached

Town Administrator Comment: N/A

Suggested Action/Recommendation:

Suggested Motion:



**Henniker Planning Board
Wednesday, December 14, 2022 6:30 pm**

**Community Center
57 Main Street**

- 1) Call to Order / Pledge / Attendance
- 2) November 9, 2022 Meeting Minutes – Review and approve.
- 3) Projects of Regional Impact N/A
- 4) Public Hearings

Proposed Zoning Amendments: See attached details.

- 5) Other Business
- 6) Adjournment

Copies of all materials are available for review at Henniker Town Hall during normal business hours and on the Town's Web Site under the Planning Board link.

NOTICE OF PUBLIC HEARING

Planning Board Public Hearing – Zoning Changes Town of Henniker Planning Board

The Town of Henniker Planning Board will hold a public hearing on December 14, 2022 at 6:30 pm at the Community Center, 57 Main Street, Henniker NH to discuss the following proposed Zoning Changes. Full text available at Town Hall, of Henniker website:

1. **Are you in favor of amending Chapter 133, Zoning Regulations, as proposed by the Planning Board as follows?**

Amend Article II, Definitions, by adding the following: Net Tract Area: Remaining land area after deducting Wetland areas, designated Floodplain areas, and areas with slopes 25% or greater. And Open Space: An open area from the ground upward and open to the sky on the same lot. Open space does not include a building, structure, constructed surfaces, parking areas, driveways and other surfaces prepared for vehicular use and/or storage. Wetland areas shall not make up more than 25% of Open Space areas. Amend Article V, RV Village Proper District Section 133-22 Land Uses A. by deleting Multi-Unit dwellings as Allowed by Special Exception and allowing Multi-Unit dwellings as a Permitted use. Amend Article VI, RN Residential Neighborhood District, 133-24 Land Uses A. by deleting Multi-Unit dwelling as Allowed by Special Exception and allowing Multi-Unit dwellings as a Permitted use. Amend Article VIII Commercial District Regulations, Section 133-32 Commercial Uses in CV Village Commerce District by deleting Multi-Unit dwelling as Allowed by Special Exception and allowing Multi-Unit dwellings as a Permitted use. Amend Article X Lot Size Regulations, Section 133-40 Lot size table, Minimum Lot Size Area and Frontage for Multi-unit dwellings (3 or more Units) by deleting said table in its entirety and replacing it as follows:

Zoning District	Multi-unit density Net Tract Area***	Minimum Frontage	Minimum Open Space
RV*	15,000 sq. ft. + 2,000	100 feet	40%
CV*	15,000 sq. ft. + 2,000	100 feet	10%
CM	Six Units/Acre	125 feet	20%
CR	Six Units/Acre	125 feet	20%
CR-1	Six Units/Acre	125 feet	20%
RN**	Six Units/Acre	125 feet	50%

* The additional amount of land area is required for each additional unit over two in a multi-unit dwelling. Example shown for a four-unit dwelling in the RV and CV Districts: 15,000 square feet minimum for 2 units + 2,000 square feet for 3rd unit + 2,000 square feet for 4th unit = 19,000 square feet minimum lot size required.

** Attached buildings shall be no greater than six attached units.

*** Lot density shall be calculated by first determining the lots Net Tract Area.

In addition, delete in its entirety Section 133-41 Multi-unit ratio. Amend Section 133-42 Multi-unit dwellings of three or more as follows: In addition to meeting the lot size and Open Space ~~lot ratio~~ requirements..... and paragraph A. The development of multi-unit dwellings of three or more units shall require that an impact study, *if* deemed by the Planning Board to be necessary ~~proper~~, adequate and commensurate with the size and scope of the project, be conducted.

2. Are you in favor of amending Chapter 133, Zoning Regulations, as proposed by the Planning Board as follows? Amend Article X Lot Size Regulations, Section 133-39 Minimum lot sizes, by deleting paragraph C. in its entirety: ~~Land fronting on or accessed off of Class V road with a gravel surface may be subdivided with a minimum lot area of 10 acres. Under this provision, partially paved roads shall be considered gravel if they are not continuously connected to the existing paved road network leading from the town center.~~ Also amend Section 133-40 Lot size table Minimum Lot Size Area and Frontage For Single Family and Two-Family Dwellings, by reducing the Minimum Frontage requirement in the RR zone from 250 feet to 200 feet.
3. Are you in favor of amending Chapter 133, Zoning Regulations, as proposed by the Planning Board as follows? Amend Section 133-40 Lot size table, Minimum Lot Size Area and Frontage For Single Family and Two-Family Dwellings, by reducing the minimum lot area and Minimum Frontage requirements in the RV & CV Zoning Districts with Town Water and Sewer from 20,000 sq. ft and 100 feet of Frontage to 10,000 sq. ft. and 80 feet of Frontage.
4. Are you in favor of amending Chapter 133, Zoning Regulations, as proposed by the Planning Board as follows? Amend Article XXX Building Code and Article XXXI Housing Standards to: 1. Changed Code Editions to align with newly adopted NH Code effective 1/1/23. 2. Minor Edits to wording to clean up ambiguity and more closely align with Code wording and Building Committee intentions. 3. Edits to Amendments to align with State approved Code Amendments. And 4. Changes Housing Standards Table R301.2(1) to again align with Current Codes.
5. Are you in favor of amending Chapter 133, Zoning Regulations, as proposed by the Planning Board as follows? Amend Article IV General Provisions, Section 133-20B Housing for Older Persons, by adding the following paragraph: If a Workforce Housing proposal is submitted, as permitted by RSA 674:17 Purposes of Zoning Ordinances, then said application shall submit appropriate covenants and restrictions limiting the occupancy of Workforce units to those who meet the Statutory definition of Workforce Housing and restrict said units as Workforce Housing units for at least 30 years. In addition, details on qualifying and monitoring occupants of Workforce Housing units shall be provided. Workforce Housing proposals shall adhere to all applicable provisions of RSA 674:58 – 674:61.

Article XXX BUILDING CODE updated 12/2022

I. STATEMENT OF PURPOSE:

The purpose of this code is to establish uniform rules and regulations for the construction of buildings within the corporate limits of the Town of Henniker. This code is not intended, nor shall it be construed, to create a duty on the part of Henniker or its officials, employees or agents, to promote the health, safety or economic interests of any person or entity, and no person or entity shall have the right to rely on this Code, or any action taken or not taken hereunder, as a basis to assert the claim for any loss, damage or expense against the Town, its officials, employees or agents.

II. ENFORCEMENT:

The town is establishing a process for the enforcement of the State Building Code in accordance with NH RSA 674:51.

III. BUILDING INSPECTOR:

- A. The position of Building Inspector is hereby established
- B. The Building Inspector is authorized to issue building permits as provided by RSA 676:11-13 and certificates of occupancy for any building or structure that is erected or remodeled or that undergoes a change, or expansion, of use.
- C. The Building Inspector is authorized to perform inspections as necessary to assure compliance with the Town Building Code regulations.
- D. The Building Inspector is authorized to enforce the State Building Code and all local ordinances. They may also perform inspections to assure compliance with the State Building Code and all local ordinances.

IV. ADOPTION OF CODES BY REFERENCE:

The Board of Selectmen of the Town of Henniker hereby adopts the following building codes and amendments thereto. These codes shall be known as the Henniker Building Code and are adopted to establish rules and regulations for the construction of buildings within the corporate limits of the Town of Henniker. Where any provisions of the Building Code Ordinance conflicts with State law, State law will supersede, unless provided for within this Ordinance or the provisions of the Adopted Codes. Additional codes adopted by reference herein, pursuant to NH RSA 674:51 and 674:51-a:

- A. NFPA 101 – Life Safety Code – ~~2015~~2018 Edition (or per the latest edition and Amendments as

adopted by the State of New Hampshire)

- B. NFPA 1 – Fire Code – ~~2015~~ 2018 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- C. NFPA 54 – National Fuel Gas Code – ~~2015~~ 2018 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- D. NFPA 70 – National Electric Code – ~~2017~~ 2020 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- E. NFPA 211 – Standards for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances – ~~2013~~ 2016 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- F. IBC – ICC International Building Code – ~~2015~~ 2018 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- G. IRC – ICC International Residential Code – ~~2015~~ 2018 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- H. IPC – ICC International Plumbing Code – ~~2015~~ 2018 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- I. IMC – ICC International Mechanical Code – ~~2015~~ 2018 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- J. IEC – ICC International Energy Code – ~~2015~~ 2018 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- K. IEBC – ICC International Existing Building Codes – ~~2015~~ 2018 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- L. ISPSC – ICC International Swimming Pool and Spa Code – ~~2015~~ 2018 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire) Formatted: Strikethrough
- ~~M. IPMC – ICC International Property Maintenance Code – 2015 Edition~~ Formatted: Strikethrough
- N. M.NH RSA 319 – Governing Electricians and homeowners’ exemptions
- O. N.NH RSA 153:36 VIII - Mechanical Licensing and homeowners’ exemption

The Town of Henniker’s amendments to these Codes are attached. A copy of each of the Codes with the amendments is on file with the Town Clerk’s Office and the Building, Planning & Zoning Department. The State of New Hampshire amendments to these codes may be found at:

<https://www.nh.gov/safety/divisions/firesafety/building/documents/NH-Adopted-Building-and-Fire-Codes-September-2019.pdf>

V. APPLICABILITY OF BUILDING CODE:

“Name of jurisdiction” shall mean “Town of Henniker”. All buildings, building components, and structures constructed in the Town of Henniker shall comply with the Building Code, State Building Codes, and State Fire Codes. The construction, design, structure, maintenance, and use of all buildings or structures to be erected, and the alteration, renovation, rehabilitation, repair, removal, or demolition of all buildings and structures previously erected shall be governed by the provisions of the State building code.

VI. LEGAL STATUS:

The adoption of this ordinance shall not affect any suit or proceedings now pending in any court, nor shall it affect any legal decision reached prior to its adoption.

VII. SEPARABILITY:

If any portion of this ordinance is legally judged to be invalid or unconstitutional, it will have no effect on the remainder of the ordinance

VIII. BUILDING PERMIT REQUIRED:

Before beginning any work, except as exempted elsewhere in this ordinance, on any building project, the owner or his authorized agent shall secure a building permit from the Building, Planning, and Zoning Department in accordance with the applicable building code. Upon approval by the Building, Planning, and Zoning Department a permit card will be issued to the owner. This card shall be posted in a conspicuous location, visible from the street, for the duration of construction. A building permit shall be valid for two (2) years. If the project is not completed within the two-year permit window, written request for one-time extension of the time of completion shall be submitted to the Building Inspector/Code Enforcement Officer for approval

IX. AMENDMENTS TO BUILDING PERMITS:

Any amendment to a Building Permit shall be submitted in writing to the Building, Planning & Zoning Department, with appropriate adjustments to the permit fee. An amendment is required for any changes in building location, footprint, exiting, exit ways, life safety provisions, or significant changes in plumbing, electrical, mechanical, etc. Approval shall be granted before work is commenced. For other than one and two family dwellings, it shall be determination of the Planning and Zoning Staff whether the proposed changes merit an amendment to existing approved permit or require a new application submission.

X. PERMIT NOT REQUIRED

Work consistent with Section 102.6 of the adopted International Building Code or Section R105.2 of the adopted International Residential Code including small accessory structures of less than 200 square feet, interior finish work, ordinary repairs ~~with like materials, or direct replacement with like materials,~~ may be performed without a Building Permit. Further, reroofing and residing may be performed without a building permit in Henniker. Other examples not requiring permits according to the code include, but are not limited to:

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Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 200 square feet (18.58 m²).
2. Fences, other than swimming pool barriers, not over 7 feet (2134 mm) high.
3. Oil derricks.
4. Retaining walls that are not higher than ~~3.4~~ feet (914 mm) measured from finished grade at the bottom of the wall to finished grade at the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
6. Sidewalks, driveways and on-grade concrete or masonry patios not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below and which are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work not involving structural changes or alterations.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Use Group R-3 occupancy, as applicable in Section 101.2, which are equal to or less than 24 inches (610 mm) deep, do not exceed 5,000 gallons (18 927 L) capacity and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems.
11. Swings and other playground equipment accessory to 1 and 2 family dwellings.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters, and partitions not higher than 5 feet 9 inches (1753 mm) and not containing any electrical, plumbing, or mechanical equipment.
- ~~14.~~ Portable grandstands or bleachers providing seating for fewer than 100 persons when located outside of a building.
- ~~14.~~15. Decks not exceeding 200 sf, not more than 30" above grade, detached, and do not serve an exit door

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Electrical:

1. Minor repairs and maintenance work, including replacement of lamps and fuses or the connection of approved portable electrical equipment to approved permanently installed receptacles.
2. Electrical equipment used solely for radio and television transmissions, but a permit is required for equipment and wiring for power supply and for the installation of towers and antennas.
3. Temporary testing systems required for the testing or servicing of electrical equipment or apparatus.

Gas:

1. Portable heating or cooking appliances with a self-contained fuel supply.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating appliances with a self-contained fuel supply.
2. Portable ventilation appliances.
3. Portable cooling units.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Emergency Repairs:

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

XI. CERTIFICATE OF OCCUPANCY:

When a Building Permit is required on any building project under this ordinance, such building project shall not be used or occupied, in whole or in part, as provided for in section IV, until the Certificate of Occupancy/Completion shall be issued by the Building, Planning & Zoning Department, unless approved in writing. No Certificate of Occupancy shall be issued unless there is compliance with the Building Code Ordinance, Zoning Ordinance, Subdivision Regulations and Site Plan Review Regulations, as required by RSA 673:13 I. All provisions contained in any of the national codes adopted under section IV relating to Certificates of Occupancy/Completions shall be enforced by the Building, Planning & Zoning Department. A Partial/Temporary Certificate of Occupancy/Completions, as provided for in any State building Code, may be issued for a period not to exceed thirty (30) days which may be extended at the discretion of the Building, Planning, and Zoning pursuant to RSA 676:12 III. The additional inspections required in order to issue a Temporary Certificate of Occupancy/Completion shall be paid for as established in the Rate & Fee Schedule adopted by the Board of Selectmen.

XII. ENFORCEMENT & PENALTIES

This ordinance shall be enforced by the Building, Planning & Zoning Department. In addition to any remedies available to the Town, specifically including those under RSA 676:15, any person who violates this ordinance.

A. Shall be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person.

B. Shall be subject to a civil penalty not to exceed \$275 (\$500 for subsequent violations) for each

day that such violation is found to continue after the date on which the violator receives written notice from the municipality that he/she is in violation, whichever is earlier.

- C. No action may be brought under this provision unless the alleged offender has been served with written notice which clearly sets forth the nature of the violation with reference to specific provisions of the Building Code. (A posted Stop Work Order constitutes such notice.)

XIII. BOARD OF APPEALS:

The Board of Appeals shall be the Henniker Zoning Board of Adjustments. Any person aggrieved by a decision of the Building, Planning, and Zoning Department may appeal such decision to the Board of Appeals. The Board of Appeals shall have the power by vote of a majority of its members to vary the application of any provision of the Building Code to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of the Building Code.

Any appeal to the Board of Appeals shall be taken within fifteen (15) days of the date of the decision except for decisions that a violation exists. With regards to decisions by the Building, Planning, and Zoning that there has been a violation of the Building Code, the applicant and/or contractor shall have seven (7) days from the receipt of the Notice of Violation to appeal the decision of the Building, Planning, and Zoning. The time notice and manner of the hearing before the Board of Appeals shall conform to the same requirements as a hearing before the Zoning Board of Adjustment. Any person aggrieved by a decision of the Board of Appeals may appeal such decision to the Superior Court for Merrimack County.

XIV. APPENDICIES:

The following Appendices are attached hereto:

- A. Appendix A – Application for Building Permit
- B. Appendix B – Schedule for Processing Building Permit Applications
- C. Appendix C – Procedures for Handling Non-compliance

XV. AMENDMENTS:

The following amendments as adopted by the State of NH, reviewed by the BCRB on Nov 20,2021 and signed by the Governor on July 1,2022 are hereby adopted by the Town of Henniker

- A. New Hampshire Building Code Revision One Effective July 1,2022 in its entirety

are attached hereto:

~~A.B. Amendment A – NFPA 70 – National Electric Code – 2017 Edition~~

~~B.C. Amendment B – International Building Code – 2015 Edition~~

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~~C.D. Amendment C International Plumbing Code 2015 Edition~~

~~D.E. Amendment D International Mechanical Code 2015 Edition~~

~~E.F. Amendment E International Residential Code 2015 Edition~~

XVI. EFFECTIVE DATE:

This ordinance shall take effect ~~as of July 1, 2021 upon its passage at Town Meeting, and shall thereupon supercede all prior Zoning Ordinances in the Town of Henniker~~

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APPENDICIES

APPENDIX A – APPLICATION FOR BUILDING PERMIT

Application for a permit shall be made to the code official and shall be accompanied by one complete set of plans and specifications showing the work to be done. Additional sets of plans shall be provided for, if required by the Building, Planning, and Zoning Department. All plans shall bear the seal of an architect or engineer licensed by the State of New Hampshire, except for single or two-family residences or any structure which does not have its principal structural members reinforced concrete or structural steel and its two and one-half stories or less and 4,000 square feet or less in area and is not a building of assembly, church, hospital, or school use.

APPENDIX B – SCHEDULE FOR PROCESSING PERMIT APPLICATION

Upon submission of a complete application, the code official shall act to approve or deny a Building Permit within fourteen days (14) for one- and two-family dwellings and thirty (30) days for non-residential application encompassing more than two (2) dwelling units..

An application which is incomplete shall be deemed abandoned if no further action is taken by the applicant within 180 days after the original filing. All material furnished will be returned to the applicant upon written request. If construction is not started within one (1) year after the date of approval of the permit, the job will be considered abandoned and twenty-five (25%) percent of the Building Permit fee will be returned to the applicant upon written request.

APPENDIX C – PROCEDURE FOR HANDLING NON-COMPLIANCE

The owner/owner's representative shall obtain an appointment for an inspection 24 hours before any work is covered to determine Building Code compliance. If the code official finds work covered the contractor shall, upon request uncover the work for inspection. If an owner/contractor is not available at a scheduled inspection, the owner may be charged a fee as established in the current Rate & Fee Schedule as adopted by the Board of Selectmen to cover the Building, Planning, and Zoning Department costs and will be required to reschedule immediately the required inspection.

If the code official determines that work is proceeding without the required inspections being requested, the Building Permit will be suspended and the code official shall remove the Permit Card from the project

and no further work shall be done under the Building Permit until the suspension has been lifted. Reinstatement of the Building Permit will require the contractor to pay to the Building, Planning, and Zoning Department a sum equal to one-half of the original permit fee or fifty dollars (\$50.00), whichever is greater.

The provision of this Appendix shall equally apply to the owner if the owner is performing the work on the building or structure.

AMENDMENTS

~~**Amendment A – NFPA 70 – National Electrical Code – 2017 Edition:**~~

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~~**Amendment B – International Building Code – 2015 Edition:**~~

~~The latest adopted Town of Henniker Zoning Ordinance will be used together with the International Building Code. If conflicts occur, the Town of Henniker Zoning Ordinance will govern.~~

Section 112	Replace with section 14 of this ordinance – Board of Appeals
Section 1805.2.1	For the purpose of this section, the front line is five (5) feet below finished grade to the bottom of the footing or pier.
Section 2901.1	Replace the last sentence with: All private sewer disposal systems shall be approved by the State of New Hampshire Water Supply and Pollution Control Division.
Section 3107	The provisions of this section shall be used together with the Henniker Zoning Ordinance. In case of conflicts, the Zoning Ordinance shall govern.

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~~**Amendment C – International Plumbing Code – 2015 Edition:**~~

~~All amendments adopted by the State of New Hampshire Plumbers Licensing Board under Plu 701.2 Amendments are adopted.~~

Section 106.6.2	Insert “Rate & Fee Schedule” as adopted by the Board of Selectmen
Section 106.6.3	Also see the “Rate & Fee Schedule” as adopted by the Board of Selectmen
Section 108.4	Replace with section 13 of this ordinance – Enforcement and Penalties
Section 108.5	Insert at end of paragraph “... shall be liable to penalties in accordance with section 13 of this ordinance – “Enforcement and Penalties”
Section 109	Replace with section 14 of this ordinance – Board of Appeals
Section P-305.6.1	Substitute the following: Building sewers that connect to private sewage disposal systems shall conform to regulations adopted pursuant to RSA 485-A relative the minimum depth below finished grade. Building sewers that connect to public sewers shall be minimum depth of 4 feet below grade or adequately insulated to afford the same protection whenever a condition arises that the same protection whenever a condition arises that the 4 feet cannot be attained.”

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Amendment D – The International Mechanical Code – 2015 Edition

Section 106.5.2	Insert “Rate & Fee Schedule” as adopted by the Board of Selectmen
Section 106.5.3	Also see the “Rate & Fee Schedule” as adopted by the Board of Selectmen
Section 108.4	Replace with Section 13 of this ordinance – Enforcement and Penalties
Section 108.5	Insert at end of paragraph “...shall be liable to penalties in accordance with Section 13 of the Henniker Building Code Adopting Ordinance – Enforcement and Penalties”
Section 109	Replace with Section 14 of this ordinance – Board of Appeals

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Amendment E – International Residential Code – 2015 Edition

Section R101.1	Insert “Town of Henniker”
Section 106.2	After the first sentence, insert “The site plan shall depict the existence and location of all public and private easements, as well as applicable setback lines from lot lines, wetlands, and other features creating setbacks under the Henniker Zoning Ordinance”
Section 108.5	Delete “Building Official and insert “Board of Selectmen”
Section R301.2	Amend Table by inserting design criteria

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Article XXXI HOUSING STANDARDS ORDINANCE

XVII. STATEMENT OF PURPOSE.

This Ordinance provides health-based provisions to simplify and complement existing policies, ordinances, codes, and laws already in use by the Town of Henniker and State of New Hampshire for the upkeep of existing homes. Individually and together, the Ordinance constitutes minimum performance standards for property and housing use and maintenance necessary to preserve neighborhoods, abate nuisances, and protect the public health, safety, and welfare of Town residents.

The following is a list of current codes, ordinances, and some of the laws used to both create this document and to aid in the enforcement goal of safe and healthy housing.

2009 IRC Table R301.2 (1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground Snow Load	WIND DESIGN		SEISMIC DESIGN CATEGORY ^f	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP ^g	ICE BARRIER UNDERLAYMENT REQUIRED ^h	FLOOD HAZARDS ^g	AIR FREEZING INDEX ⁱ	MEAN ANNUAL TEMP ^j
	Speed ^d (mph)	Topographic-effects ^e		Weathering ^a	Frost line depth ^b	Termite ^c					
50psf	90-100	No	C	Severe	48"	Slight to Moderate	0	Yes	March 1989 DFIRMS 2015	2000	47

For SI: 1 pound per square foot = 0.0479 kPa, 1 mile per hour = 0.447 m/s.

- a. Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index (i.e., "negligible," "moderate" or "severe") for concrete as determined from the Weathering Probability Map [Figure R301.2(3)]. The grade of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 145, C 216 or C 652.
- b. The frost line depth may require deeper footings than indicated in Figure R403.1(1). The jurisdiction shall fill in the frost line depth column with the minimum depth of footing below finish grade.
- c. The jurisdiction shall fill in this part of the table to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.
- d. The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed map [Figure R301.2(4)]. Wind exposure category shall be determined on a site-specific basis in accordance with [Section R301.2.1.4.](#)
- e. The outdoor design dry-bulb temperature shall be selected from the columns of 97¹/₂-percent values for winter from Appendix D of the *International Plumbing Code*. Deviations from the Appendix D temperatures shall be permitted to reflect local climates or local weather experience as determined by the building official.
- f. The jurisdiction shall fill in this part of the table with the seismic design category determined from [Section R301.2.2.1.](#)
- g. The jurisdiction shall fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the Flood Insurance Study and (c) the panel numbers and dates of all currently effective FIRMs and FBFMs or other flood hazard map adopted by the authority having jurisdiction, as amended.
- h. In accordance with [Sections R905.2.7.1, R905.4.3.1, R905.5.3.1, R905.6.3.1, R905.7.3.1 and R905.8.3.1](#), where there has been a history of local damage from the effects of ice damming, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall fill in this part of the table with "NO."
- i. The jurisdiction shall fill in this part of the table with the 100-year return period air freezing index (BF-days) from Figure R403.3(2) or from the 100-year (99%) value on the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°)" at www.ncdc.noaa.gov/fpsf.html.
- j. The jurisdiction shall fill in this part of the table with the mean annual temperature from the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)" at www.ncdc.noaa.gov/fpsf.html.
- k. In accordance with [Section R301.2.1.5](#), where there is local historical data documenting structural damage to buildings due to topographic wind speed-up effects, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall indicate "NO" in this part of the table.

A. State Fire Code Saf-C 6000

B. International Building Code ~~2015~~ 2018 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)

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C. International Energy Conservation Code ~~2015~~ 2018 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)

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D. International Existing Building Code ~~2015~~ 2018 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)

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E. International Mechanical Code ~~2015~~ 2018 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)

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F. International Plumbing Code ~~2015~~ 2018 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)

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G. International Residential Code ~~2015~~ 2018 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)

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~~H. International Property Maintenance Code 2015~~

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I. National Electrical Code ~~2017~~ 2020 with Amendments

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J. State of New Hampshire Health Officers Manual

K. Town of Henniker Zoning Ordinance

L. National Healthy Housing Standard 2014 (NHHS 2014)

M. State of New Hampshire RSA 141-E

N. State of New Hampshire RSA 48-A

O. State of New Hampshire RSA 130-A

P. State of New Hampshire RSA 540-A

Q. State of New Hampshire Department of Environmental Services (NH DES)

R. National Fire Protection Association 1 (NFPA 1)

S. National Fire Protection Association 72 (NFPA 72)

XVIII. DEFINITIONS.

For this Ordinance, the following words and phrases shall have the meaning respectively ascribed to them by this Section. Where the words “dwelling,” “dwelling unit,” “premises,” and

“structure,” or a particular building component are used in this Ordinance, they shall be construed as if they were followed by the words “or any part thereof.” Words used in the singular include the plural, and the plural the singular:

Adequate shall mean sufficient to accomplish the purpose intended without unreasonable risk to human health or safety, per the AHJ or designated official.

AHJ shall mean Authority Having Jurisdiction

Approved shall mean established by the local or state authority having such administrative authority or determined by the designated official.

Asbestos shall mean chrysotile, amosite, crocidolite; or, in fibrous form, tremolite asbestos, anthophyllite asbestos, or actinolite asbestos.

Asbestos-containing material shall mean any material or product containing more than one percent asbestos.

Backdrafting shall mean improper venting of combustion appliances that causes combustion by-products or other gases to enter the indoor environment rather than to exhaust outdoors.

Balusters shall mean pillars or columns in a series supporting a rail or guard.

Basement shall mean a portion of a building located partly or entirely below grade.

Biological agent shall mean but not be limited to mold, infestation, human and animal waste, wastewater, sewage, rotting material, and accumulation of trash that may harbor viruses, parasites, fungi, and/or bacteria.

Carbon monoxide alarm shall mean an electronic device that measures the level of carbon monoxide gas in the air and is equipped with a sensor that activates an audible alarm when an amount of carbon monoxide above the device's threshold level accumulates in the area in which the alarm is located.

Chemical agent shall mean chemicals that have the potential to cause adverse health effects.

Chimney shall mean a vertical masonry shaft of reinforced concrete or other approved noncombustible, heat-resisting material enclosing one or more flues, to remove products of combustion from solid, liquid, or gaseous fuel.

Class ABC fire extinguisher shall mean a fire extinguisher capable of putting out (1) fires in ordinary combustible materials, such as wood, cloth, paper, rubber, and many plastics (Class A); (2) fires in flammable liquids, combustible liquids, petroleum greases, tars, oils, oil-based paints, solvents, lacquers, alcohols, and flammable gases (Class B); and (3) fires that involve energized electrical equipment (Class C).

Cleanable shall mean moisture-resistant, free from cracks, pitting, chips, or tears, and designed to be cleaned frequently.

Common areas shall mean areas within multifamily housing that are designated for use by all occupants, owners, tenants, or users of a building or building complex, including but not limited to corridors, hallways, lobbies, parking areas, laundry rooms, recreational spaces, pools, and exterior property.

Dwelling shall mean any building wholly or partly used or intended to be used for living, sleeping, cooking, and eating.

Dwelling unit shall mean a room or group of rooms used or intended to be used for living, sleeping, cooking, and eating by one or more individuals living together as a single household.

Egress shall mean the path available for a person to leave a building. This route shall be unobstructed, and doors along this route cannot be subject to locking from the side to which people will be leaving.

Electrical system shall mean a system that makes electricity available in a building and distributes it through outlets and lighting fixtures for occupant use.

Emergency escape and rescue opening shall mean an operable window, door, or other similar device that provides for a means of escape and access for rescue in the event of an emergency.

Flue shall mean a conduit made of non-combustible heat-resisting material that is used to remove the products of combustion from solid, liquid, or gaseous fuel.

Formaldehyde shall mean the colorless, flammable carcinogenic chemical, an organic compound with the formula HCHO, which is used in the manufacture of building materials (e.g., pressed wood products) and household products. Federal limits for formaldehyde emissions from building materials (hardwood plywood, medium-density fiberboard, and particleboard) were established in 15 U.S.C. 2697(b) (2).

Friable shall mean asbestos-containing material that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

Grade shall mean the finished ground level adjoining building at all exterior walls.

Graywater system shall mean a system for collecting household wastewater from plumbing fixtures other than toilets and treating it for non-potable reuse.

Guard shall mean a building component or a system of building components located near the open sides of elevated walking surfaces or adjacent to a window that minimizes the possibility of a fall from the walking surface or window to the lower level.

Habitable room shall mean an enclosed floor space used or intended to be used for living, sleeping, cooking, or eating, and excluding bathrooms, toilet rooms, laundries, furnace rooms, pantries, kitchenettes, utility rooms, foyers, communicating corridors, stairways, closets, storage spaces, workshops, or rooms with less than 70 ft² (6.5 m²) of floor space.

Handrail shall mean a horizontal or sloping rail intended for grasping by the hand for guidance or support that adheres to code.

Harborage shall mean any conditions or place where pests can obtain water or food, nest, or obtain shelter.

Healthy: See “safe and healthy.”

Heating system shall mean facilities that, for the purpose of maintaining thermal comfort during cold weather, heat air or water through a furnace or heat pump and distribute such heat through vents, ducts, pipes, or radiators, or hardwired electrical heaters. Neither a cooking appliance nor a portable, unvented fuel-burning space heater is a heating system. No solid fuel appliance can act as a primary source of heat.

Infestation shall mean the recurrent presence of any life stages of a pest that presents a hazard to humans, property, or the environment.

Insects shall mean all species of classes of Arachnida and Insecta (Hexapoda) of the phylum Arthropoda and includes but is not limited to flies, mosquitoes, bed bugs, crickets, cockroaches, moths, bees, wasps, hornets, fleas, lice, beetles, weevils, gnats, ants, termites, mites, ticks, spiders, and scorpions.

Integrated pest management shall mean a systematic strategy for managing pests that consists of prevention, exclusion, monitoring, and suppression of pests. Where chemical pesticides are necessary, a preference is given to materials and methods that maximize safety and reduce environmental health risk. Methods to manage pests include eliminating their harborage places; removing or making inaccessible their food and water sources; routine inspection and monitoring; identification of evidence found; treatment that is scaled to and designed for the infestation; using the least-toxic pesticide for the identified pest; and follow-up inspection until the infestation is gone. Low-toxicity pesticide products are labeled with the signal word of CAUTION while WARNING, DANGER, and POISON indicate higher levels of toxins.

Lead-based paint shall mean equal to or greater than 1.0 milligram lead per square centimeter or 0.5 percent lead by weight for existing surfaces, paint, or other surface coatings, and equal to or greater than 90 parts per million (ppm) or .009 percent lead for paint and other surface coatings at the point of purchase.

Lead-based paint hazard shall mean any deteriorated lead-based paint, dust-lead hazard, soil-lead hazard, lead-based paint present on chewable surfaces with teeth marks, or lead-based paint present on friction surfaces, in accordance with 40 C.F.R. § 745.65.

Let shall mean to lease or grant the use and possession of real property whether for compensation.

Long-lasting battery shall mean a battery having a life of ten or more years.

Methamphetamine shall mean the synthetic drug with more rapid and lasting effects than amphetamine, sometimes used or manufactured illegally as a stimulant.

Mold shall mean a growth that a fungus produces on damp or decaying organic matter or on living organisms.

Multifamily housing shall mean any dwelling containing more than two dwelling units.

Occupant shall mean any individual living, sleeping, cooking, or eating in and having possession of a dwelling or dwelling unit.

Owner shall mean any person who alone, jointly, or severally with others, has legal title to the premises, dwelling, or dwelling unit, with or without accompanying actual possession thereof; has charge, care, or control of any premises, dwelling, or dwelling unit, as owner, agent of the owner, or other person; is executor, administrator, trustee, or guardian of the estate of the owner; is a mortgagee in possession; or is the senior officer or trustee of the association of unit owners of a condominium.

Person shall mean any individual, firm, corporation and its officers, association, partnership, cooperative, trustee, executor of an estate, governmental agency, or any other legal entity recognized by law.

Pesticide shall mean any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant.

Pests shall mean insects, rodents, or other vermin.

Plumbing shall mean and include any and all of the following facilities and equipment: water pipes, garbage disposal units, waste pipes, toilets, sinks, bathtubs, shower baths, catch basins, drains, vents, installed clothes washing machines and dishwashers, and any other supplied plumbing fixtures, together with all connections to water, sewer, or gas lines.

Potable water shall mean water that complies with the maximum contaminant limits of the United States Environmental Protection Agency (EPA) or a regulatory limit that is more protective than EPA's.

Premises shall mean a lot or parcel of land or plot of land, either occupied or unoccupied by any dwelling, and includes any such building, accessory structure, or other structure thereon.

Privacy shall mean the existence of conditions that permit an individual or individuals to be without observation, interruption, or interference by unwanted individuals.

Properly connected shall mean installed in accordance with all applicable codes and ordinances, and in good working order and not constituting a hazard to life or health.

Recyclable materials shall mean disposable products composed of glass, metal, paper, plastic, and similar content that can be processed to produce a new supply of the same material or be reused in the production of other materials.

Riser shall mean the vertical surface that connects one tread of a step or stair to the next.

Rodent shall mean any member of the order Rodentia, including but not limited to field and wood mice, wood rats, squirrels, woodchucks, gophers, Norway rats (*Rattus norvegicus*), roof rats (*Rattus rattus*), and house mice (*Mus musculus*).

Rubbish shall mean garbage, refuse, trash, or ashes.

Safe and healthy shall mean the condition of being free from danger and chemical, biological, and physical agents that may cause injury, disease, or death; and fit for human occupancy.

Sleeping room shall mean a room that meets the area, placement, and egress requirements for such a use per the reasoned judgement of the AHJ.

Smoke shall mean emissions from a lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted biomass-burning substances such as but not limited to tobacco, marijuana, and incense.

Smoke detector shall mean a device that is equipped to activate an audible alarm when it detects the presence of combustion products in air.

Space heater shall mean a self-contained convection or radiant heater designed to heat a room, two adjoining rooms, or some other limited space or area.

Supplied shall mean paid for, furnished by, provided by, or under the control of the owner or operator.

Toilet room shall mean a room containing a water closet or urinal but not necessarily a bathtub or shower.

Trash shall mean garbage, refuse, rubbish, or ashes.

Trash container shall mean a container with a tight-fitting lid that is constructed of metal or other durable material that is impervious to rodents, insects, and handling stress; and is capable of being filled, emptied, and cleaned without creating unsanitary conditions.

Tread shall mean the horizontal surface of a step or stair.

Unblockable drain shall mean a pool, spa, or whirlpool drain of any size and shape that a human body cannot sufficiently block to create a suction entrapment hazard, per code.

Ventilation system shall mean the natural or mechanical process of supplying or removing conditioned or unconditioned air to or from a space.

Volatile organic compounds, or VOCs, shall mean organic chemical compounds whose composition makes it possible for them to evaporate under normal indoor atmospheric conditions of temperature and pressure.

Waterproof shall mean impervious to water.

Watertight shall mean closely sealed, fastened, or fitted so that no water enters or passes through the surface.

Weathertight shall mean secure against penetration by air, wind, rain, snow, and other weather conditions.

XIX. ADMINISTRATION AND ENFORCEMENT

A. Inspection. In the administration of this Ordinance, the Code Enforcement Officer may inspect buildings, premises, and dwellings or dwelling units with consent or pursuant to an administrative warrant issued under RSA 155-A:7 and RSA 595-B.

B. Notice of Violation. If the Code Enforcement Officer observes a violation but determines it does not rise to the magnitude of an immediate notice to vacate because said violation does not pose a serious hazard to life, health, or safety, the Code Enforcement Officer shall issue a notice of violation to the property owner or occupant stating the nature of the violation and the time period within which such violation must be corrected, and describing the administrative appeals process. If the owner or occupant fails to correct the violation in a timely manner, the Code Enforcement Officer may commence formal enforcement action, as allowed by law, to correct the violation.

XX. PENALTIES

A. Violations

- i. Any violation of a provision of this Ordinance or any failure to comply with this Ordinance shall be prosecuted within the limits provided by NH RSA 31:39 III, with penalties not to exceed \$1,000 for each offense.
- ii. Each day that a violation continues shall constitute a separate offense.

XXI. EXEMPTIONS

A. Exempt Units

- i. All owner occupied single and two-family dwellings
- ii. All non-owner-occupied dwelling units which are condemned as uninhabitable for human occupancy or dwellings which are being renovated, for which a legal current building permit has been issued, shall be exempt from this ordinance while the permit is valid.

XXII. APPEALS.

For this Ordinance, the Zoning Board of Adjustment shall be designated as the acting Building Code Board of Appeals for the Town of Henniker. Any party who has been aggrieved by a decision of the Code Enforcement Officer in the application of this Ordinance may appeal from such action by filing a written appeal from said administrative decision within thirty (30) days from the date of decision, said appeal to be filed with the Zoning Board of Adjustment through the Building, Planning, and Zoning Department. All appeals to the Building Code Board of Appeals shall be subject to the limitations and requirements of RSA 674:34.

XXIII. DUTIES OF OWNERS AND OCCUPANTS.

- A. Duties of Owners.** The owner has the duty to ensure that the structure, dwelling, dwelling unit, common areas, and premises are maintained in a safe and healthy condition, in compliance with this Ordinance and other applicable requirements.
- i. The owner shall ensure there is no accumulation of garbage or rubbish in common areas resulting from the landlord failing to provide and maintain trash containers, bulk storage containers, recycling containers, and areas where the containers are stored or have a written lease agreement to the contrary. NH RSA 48-A:14
 - ii. The owner shall maintain the building and premises to keep pests from entering the building and dwelling units, inspect and monitor for pests, and eliminate pest infestation in accordance with integrated pest management methods. NH RSA 48-A:14
 - iii. The owner shall provide occupants with at least 48 hours written notice of the planned use of a chemical agent such as a pesticide or herbicide, the date and location of application, and a copy of the warning label. NH RSA 540-A:3
 - iv. The owner shall not cause or allow any water, sewage, electrical, or gas service, facility, or equipment required for safe and healthy occupancy to be removed, shut off, or discontinued for any occupied dwelling, except for such temporary interruption as may be necessary while repairs or alterations are being performed, or during temporary emergencies requiring discontinuance of service. This provision does not apply where the occupant has contractual control over the service and shall not be interpreted as preventing a utility company from discontinuing service for reasons allowed by law. NH RSA 540-A:3
 - v. The owner shall investigate occupant reports of unsafe or unhealthy conditions, respond in writing, and make needed repairs in a timely manner per applicable laws, codes, and ordinances. NH RSA 540-A:3
- B. Duties of Occupants.** The occupant shall properly use and operate the dwelling unit and owner-supplied fixtures and facilities controlled by the occupant in order to maintain a safe and healthy environment within the dwelling unit, and report unsafe or unhealthy conditions, including breakdowns, leaks, and other problems requiring repair to the
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owner in a timely manner. RSA 540-A:3

- i. The occupant shall place trash and recyclables in the appropriate containers per written signed agreement. NH RSA 540-A:3
 - ii. The occupant shall work with the owner to ensure pest-free conditions in accordance with integrated pest management. If the occupant's action leads to pooling of water or another excessive moisture problem inside the dwelling unit, the occupant shall clean up and dry out the area in a timely manner. NH RSA 540-A:3
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ALL SECTIONS BELOW ARE EXAMPLES OF COMMON VIOLATIONS AND CONCERNS, BUT ARE NOT LIMITED TO THE FOLLOWING:

XXIV. STRUCTURE, FACILITIES, PLUMBING, AND SPACE REQUIREMENTS

- A. Structure.** Every slab foundation, roof, floor, exterior and interior wall, ceiling, inside and outside stair, porch, deck, trim, accessory structure, fence, door, window, and window glass shall be safe to use and capable of supporting the intended design loads and load effects and shall be in good condition. NHHS 2014 / IPMC 2015
 - B. Facilities.** Every plumbing fixture and pipe, chimney, flue, smoke pipe, and every other facility, piece of equipment, or utility shall be installed in conformance with applicable statutes, ordinances, and regulations. NH RSA 48-A:14
 - i. Mechanical, utility, and heating equipment shall be separated from habitable rooms. In multifamily buildings, equipment rooms shall be secured per applicable laws, codes, and ordinances. NH RSA 48-A:14
 - C. Plumbing Systems.** Every plumbing fixture, stack, vent, water, waste, and sewer pipe shall be properly installed, maintained in a safe and functional order, and kept free from obstructions, leaks, and defects. NH RSA 48-A:14
 - i. An approved potable water supply system shall provide an adequate amount of running water under pressure to all fixtures simultaneously. NH RSA 48-A:14
 - ii. An adequate supply of heated running water under pressure shall be supplied to sinks, bathtubs, showers, and laundry facilities. Water heaters shall be set at a minimum temperature of 110° F (43° C). At bathtub faucets and shower heads, the maximum temperature shall be 120° F (49° C). Heated water shall be provided by either a tank-type or tankless water heater. A tank-type water heater shall have a temperature/pressure relief valve that discharges to a drip pan, storage tank, or the outside. The temperature of water discharged from a tankless water heater shall not exceed 140° F (60° C). NH RSA 48-A:14 / IRC 2015 P2708.4 / P2801.6.1 / P2803.2
 - iii. Every waste pipe shall be connected to a public sewer system, an approved private sewage disposal system, or an approved graywater system. No toilet waste pipe shall be connected to a graywater system. The drainage system shall have an accessible cleanout. IRC 2015 P2602.1
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- iv. Bathtub and shower faucets shall have anti-scald devices, such as an automatic temperature control mixing valve, water temperature limiting devices, or temperature actuated flow reduction valve. IRC 2015 P2708.4
- v. Multifamily housing with one or more central water heaters shall comply with ASHRAE Standard 188P to assess and manage the risks associated with Legionella in building water systems. NHHS 2014

D. Kitchen. Every dwelling unit shall have a single kitchen equipped with the following:

- i. A kitchen sink in good working condition that is properly connected to heated and unheated water supplies and waste pipes. Any provided dishwasher and components of the sink, including disposal and water filtration devices, shall be in good working condition and properly connected. RSA 48: A, 2015 / IPMC 502.1
- ii. A counter for food preparation and cabinets and/or shelves sufficient to store occupants' food that does not require refrigeration and eating, drinking, and food preparation equipment. Cabinets shall have tight-fitting doors and no gaps between any surfaces. The counter, countertop edges, cabinets, and shelves shall be of sound construction and furnished with surfaces that are impervious to water, smooth, and cleanable. NHHS 2014
- iii. A range for cooking food. The range shall be properly installed with all necessary connections for safe and efficient operation and shall be maintained in good working condition. NHHS 2014
- iv. The range shall include an oven unless both a separate oven, other than a microwave oven, and a cooktop are provided. A hot plate is not an acceptable substitute for burners on a range or cooktop. The range or cooktop shall have a vertical clearance of not less than 30 inches (762 mm) from above its surface to unprotected combustible material. Reduced clearances are permitted in accordance with the listing and labeling of a range hood. NHHS 2014
- v. If the lease does not provide for a range, adequate connections for the occupant's installation and operation of a range shall be provided. NHHS 2014
- vi. A refrigerator with a freezer. The refrigerator shall be in good working condition, of sufficient size to store occupants' food that requires refrigeration, and capable of maintaining a temperature less than 41° F (6° C) but more than 32° F (0° C). The freezer section shall be capable of maintaining a temperature below 0° F (-18° C). If the lease does not provide for a refrigerator, adequate connections for the occupant's installation and operation of a refrigerator shall be provided. NHHS 2014
- vii. A kitchen floor in good condition with a sealed, water-resistant, nonabsorbent, and cleanable surface. NHHS 2014 / 2015 IPMC 404.7

- viii. Wall surfaces immediately adjacent to the range, sink, and counter shall be covered with an impervious finish. NHHS 2014 / 2015 IPCM 404.7
- ix. The joints where a wall meets a cabinet or counter, and where a counter meets a stove or sink shall be sealed or covered to permit thorough cleaning and deter pests. NHHS 2014 / 2015 IPCM 404.7

E. Bathroom. Every dwelling unit shall have a private bathroom equipped with the following:

- i. A toilet in good working condition that is sealed to the waste pipe and affixed to the floor and properly connected to both the dwelling's water supply and a waste pipe leading to an approved sewage system or private waste disposal system. IRC 2015 R306.1
- ii. A sink in good working condition, with a stable connection to the wall or secure attachment to the floor that is properly connected to the heated and unheated potable water supply and a sealed trap leading to a waste pipe. IRC 2015 R306.4
- iii. A bathtub or shower in good working condition that is properly connected to the heated and unheated potable water supply and a waste pipe. The bottoms of bathtubs and shower floors shall have permanent or removable nonslip surfaces. IRC 2015 307.2 / IPCM 502.1
- iv. Cleanable nonabsorbent water-resistant material on floor surfaces and extending on bathroom walls at least 72 inches (183 cm) above the floor of a bathtub or shower stall. Such materials on walls and floors shall form a watertight joint with each other and with the bathtub or shower. IRC 2015 R307.2
- v. Ventilation for the bathroom provided. IRC 2015 R303.3
- vi. A door that latches and locks and operates without the need for special knowledge or tools. IPCM 2015 F 702.3
- vii. Grab bars shall be firmly anchored to the wall adjacent to each bathtub, shower, and toilet in accordance with the Americans with Disabilities Act Design Guidelines if needed by tenants upon request. NHHS 2014
- viii. Tub and shower enclosures composed of tile or panel assemblies with caulked joints shall be installed over moisture-resistant backing material, such as cement board behind such tub and shower enclosures. Monolithic tub and shower enclosures (e.g., fiberglass with no seams) are exempt from these limitations unless required by the manufacturer. NHHS 2014

F. Minimum Space. The dwelling shall provide privacy and adequate space for sleeping and living.

- i. A bedroom shall not be the only passageway to the only bathroom in a dwelling unit with more than one bedroom. 2015 IPCM 404.4.3

- ii. A bathroom or toilet room shall not be the only passageway to any habitable room, hall, basement, or the exterior of the dwelling. 2015 IPMC 503.1
- iii. Every habitable room shall have a minimum floor area of 70 ft² (6.5 m²) and the room shall not be less than 7 feet in any horizontal direction. IRC 2015 R304.2
- iv. Every dwelling shall have closet space or other storage space to store occupants' clothing and personal belongings. NHHS 2104
- v. The ceiling height of any habitable room shall be at least 84 inches (213 cm). In a habitable room with a sloping ceiling, at least one-half of the floor area shall have a ceiling height of at least 84 inches (213 cm). If any part of a room has a ceiling height lower than 60 inches (152 cm), its floor area shall not be considered when computing the floor area of the room. 2015 IRC 305
- vi. A habitable non-sleeping room located partly, or totally below grade shall be provided with natural light by windows in accordance with Section VIII, Article C, and ventilation in accordance with Section IX, Article C. In such a room, the ceiling and any ducts, pipes, and other obstructions shall be at least 84 inches (213 cm) above the floor throughout the room, and walls and floors shall be waterproof and free of dampness. 2015 IRC 305

G. Floors and Floor Coverings. Floors and floor coverings shall be attached at each threshold, maintained in safe and healthy condition, capable of being cleaned, and free of bulges and buckling. Carpets shall have no tears, folds, or bumps. NHHS 2014

XXV. SAFETY AND PERSONAL SECURITY.

- A. Egress.** In accordance with local fire codes, every dwelling unit shall have at least two means of egress that serve as emergency escapes and rescue openings. Each egress shall lead outside without passing through another dwelling unit or garage. IRC 2015 311.1
- i. Egress routes shall be unobstructed. Doors along egress routes shall be openable from the inside without the use of a key or tool or special knowledge. IRC 2015 section R310, R311.1
 - ii. Any bedroom located below the fourth floor shall be provided with an exterior window openable from the inside that can be used as a means of emergency egress. IRC 2015 R310.2.1
 - iii. If a habitable room partly or totally below grade is intended for sleeping purposes, at least one exterior window shall be openable from the inside and accessible for easy and ready use as an emergency exit. The window shall have the following minimum dimensions: a net clear opening of 5.7 ft² (0.53 m²); 24 inches (61 cm) from the top of the sill to the bottom of head of the window frame; a width of 20 inches (51 cm); and a sill height of not more than 44 inches (112 cm) from the floor. IRC 2015 R310.2.1, R310.2.3, R310.2.4

- a. If the window opening sill height is below ground elevation, the horizontal dimension (width times projection) of the window well shall be at least nine sq. ft. and the horizontal projection shall extend at least 36 inches (91 cm) from the exterior side of the window. IRC 2015 R 310.2.3
- b. If the egress window well is deeper than 44 inches (112 cm) below ground elevation, there shall be steps, or a ladder permanently attached to serve as an emergency exit to ground elevation. The distance between steps or rungs shall be 18 inches (46 cm), their width shall be at least 12 inches (31 cm), and their projection from the wall shall be between three and six inches (7.6 and 15 cm). IRC 2015 310.2.3.1
- c. A door leading directly from the room to the outside that provides an exit at grade level shall fulfill this requirement. IRC 2015 311.2
- d. A roof is required over a single exterior stair serving second and third floor dwelling units. No enclosing or storage shall be permitted beneath dedicated exterior egress stairs. 2015 IBC 1011.7.2 / 1011.7.4

B. Locks/Security. Means of egress (i.e., windows and/or doors) from dwellings shall have locks compliant with local laws, codes, and ordinances.

- i. Dwelling unit entry doors shall be equipped with a dead bolt lock with a minimum throw of one inch (2.54 cm) that is capable of being opened from the interior side without a key and a device that permits the occupant to see a person at the entry door without fully opening the door. 2015 IPMC 304.18.1
- ii. Exterior doors on multifamily buildings with a common entry that leads into a foyer or hallway shall have a self-closing mechanism and shall be equipped with a locking device capable of being opened from the interior side without a key. NHHS 2014 IBC Chapter 10
- iii. Exterior windows that are capable of being opened and are potential means of entry shall be equipped with a lock on the interior side. All locks shall be operable without the need of special knowledge or tools. 2015 IPMC 304.18

C. Smoke Alarm. Every dwelling unit shall have a functioning smoke alarm located on the ceiling outside each sleeping area in the immediate vicinity of the bedrooms, in each additional room used for sleeping purposes, and on every level except crawlspaces and uninhabitable attics. In dwellings or dwelling units with split levels that have no door between adjacent levels, the smoke alarm installed on the upper level shall suffice for the adjacent lower level. In the event a smoke alarm sounds, the cause of the alarm condition shall be identified and corrected. IRC 2015 314 / Saf-C6015

- i. In multifamily housing, a tamper-proof smoke detection system (interconnected with a central fire alarm system) or stand-alone smoke alarms in good working condition shall be installed on each level including basements, in heating system and storage rooms, in garages, and in other common areas. Saf-C 6015.02 / Saf-C 6015.03

- ii. Battery-operated smoke alarms and the battery backup for hardwired smoke alarms shall be powered with long-lasting batteries. Property owner/landlord shall be responsible for maintenance and battery replacement per manufacturer's recommendations. IRC 2015 R314.6 / Saf-C 6015.05
- iii. Alternative visual and or physical notification shall be provided for hearing-impaired occupants upon request of the tenant or their agent. NFPA 72
- iv. Smoke alarms shall be hardwired with battery backup.
2015 IRC 314.6
- v. Smoke alarm batteries shall be sealed-in and tamper-proof.
NHHS 2014
- vi. Multiple smoke detection stations shall be interconnected.
IRC 2015 R314.4 / Saf-C6015.02

D. Carbon Monoxide Alarm. Every dwelling unit shall have at least one functioning carbon monoxide (CO) alarm on every habitable floor. IRC 2015 R315.3 / Saf-C 6015.04

- i. CO alarms shall be hardwired, CO alarms shall have long-lasting battery backup. Property owner/landlord shall be responsible for maintenance and replacement of batteries per manufacturer's recommendations. IRC 2015 315.5
- ii. Alternative visual and or physical notification shall be provided for hearing-impaired occupants upon request of the tenant or their agent. NHHS 2014
- iii. CO alarms and combination smoke/CO alarms shall include voice notification.
- iv. CO batteries shall be sealed-in and tamper-proof within unit to unit interconnection.
NHHS 2014
- v. CO present at or above 30 ppm (35 mg/m³) when measured over one hour or above nine ppm (10.5 mg/m³) measured over eight hours, shall be deemed hazardous. The cause of a hazardous CO level shall be investigated to identify and eliminate its source prior to re-habitation. NHHS 2014

E. Fire Extinguisher. Fire extinguishers shall be rated Class ABC and shall be readily accessible.

- i. Each dwelling unit shall have at least one no less than one 5-pound fire extinguisher in good working condition in or near the kitchen.
NFPA 1
- ii. In multifamily housing, there shall be fire extinguishers in common areas on each floor and in areas where flammable or combustible liquids are stored, used, or

dispensed. The fire extinguishers shall be in conspicuous, unobstructed locations that are not obscured from view. IBC 2015 906

F. Walking Surfaces. Every interior and exterior stairway, ramp, deck, porch, and balcony shall be maintained structurally sound, in good repair, properly anchored, and capable of supporting the imposed loads.

- i. Treads on exterior stairways shall have nonskid surfaces.
- ii. Every interior and exterior stairway with four or more risers shall have at least one structurally sound continuous handrail installed not less than 34 inches (86.7 cm) and not more than 38 inches (96.5 cm), measured vertically from above the nose of the tread. The handrail shall be firmly fastened, capable of supporting a load of 300 pounds, and in good condition. If a side of a stairway is open to the floor or grade below, and the handrail provides the guard required by Section VII, Article G, the rail shall be supported by balusters 34 to 38 inches (86.7 to 96.5 cm) in height, measured vertically from the nose of the tread. IRC 2015 R311.7.8
- iii. Every interior and exterior stairway shall have uniform risers and treads. Risers shall be no higher than 7 ³/₄ inches (19.6cm) and treads shall be at least 10 inches (25,4 cm) deep unless the existing space and construction do not allow a reduction in pitch or slope. IRC 2015 R311.7.5

G. Guards.

- i. Every stairway, porch, patio, landing, and/or balcony located more than 30 inches (76.2 cm) above an adjacent area shall have a structurally sound guard between 30 inches (76.2 cm) and 42 inches (107 cm) high, measured vertically from the floor. The guard shall be firmly fastened, capable of supporting normally imposed loads, capable of being opened in case of emergency, and in good condition. Balusters with a minimum thickness of one-half inch (13 mm) shall be placed at intervals that do not allow passage of a sphere greater than four (10.2 cm) inches in diameter. The railing system should be able withstand a side load of 300lbs. There shall be no climbable cross pieces. If the balusters do not reach the floor, the narrowest opening between the bottom of the stair guard and the floor shall be a maximum of four inches (10.2 cm). IRC 2015 R312
- ii. The fall prevention device for a window that provides access to a fire escape or is otherwise designated for emergency egress shall be compliant with the local authority having jurisdiction (AHJ). IRC 2105 R312.2, R312.2.1

H. Flammable and Combustible Liquid Storage.

- i. Storage space for flammable and combustible liquids, if permitted by rental / lease agreement, shall be available in a building separate from the dwelling's habitable space. NHHS 2014

XXVI. LIGHTING AND ELECTRICAL SYSTEMS

A. Electrical System. Every dwelling unit shall have electric service, outlets, and fixtures that are grounded and installed properly, maintained in good and safe working condition, and connected to a source of electric power.

- i. Every dwelling unit shall be supplied with a three-wire, 120/240-volt, single-phase electrical service that is not shared with another dwelling unit. NEC 2014 2015 IRC E3601.2.
- ii. Temporary wiring or extension cords shall not be used as permanent wiring. NHHS 2014
- iii. The electrical service shall have a rating of not less than 100 amperes. IRC 2015 E3602.1

B. Outlets. Every habitable room shall have at least two separate and remote grounded duplex electric receptacle outlets.

- i. Each kitchen and each room containing a toilet, sink, bathtub, or shower stall shall have at least one grounded duplex electrical receptacle outlet protected by ground-fault circuit interrupter (GFCI). IRC 2015 Chapter 39 Section E3902
- ii. Receptacle outlets in garages, crawl spaces, unfinished basements, and outdoors shall be protected by GFCIs. 2015 IRC E3902.2
- iii. Habitable rooms shall have sufficient receptacle outlets so that no location on a wall is more than six feet from an outlet. IRC 2015 E3901.2.1
- iv. Every countertop space 12 inches (305 mm) or wider shall have a grounded duplex electric convenience receptacle outlet protected by a GFCI. No section of counter shall be more than 24 inches (610 mm) measured horizontally from an outlet. IRC 2015 3901.4.1
- v. Receptacle outlets in habitable rooms that are not protected by GFCI's shall be protected by arc-fault circuit interrupters (AFCI's) 2015 IRC E3902.16

C. Natural Lighting. Every habitable room shall receive daylight from at least one exterior window or skylight.

- i. If a habitable room receives daylight from an adjacent room or area used seasonally, such as a porch, the daylight through this interconnection shall be available year-round. 2015 IRC R303.2 / NHHS 2014
- ii. Every bathroom and kitchen shall comply with the daylight requirement for habitable

rooms contained in this section unless the room is equipped with a ventilation system. 2015 IRC R303.3 / NHHS 2014

- D. Artificial Lighting.** Each room containing a toilet, sink, bathtub, or shower stall shall contain at least one ceiling- or wall-type electric lighting fixture. Each non-habitable room, including laundry rooms, furnace rooms, and public halls, shall contain at least one ceiling- or wall-type electric lighting fixture. NHHS 2014
- i. Light switches that control ceiling- or wall-type electric light fixtures shall be located conveniently for safe use. NHHS 2014
 - ii. Every public hall, exterior entry door, and stairway in multifamily housing shall be always illuminated by ceiling- or wall-type electric lighting fixtures providing 800 lumens for every 200 ft² (18.6 m²) of floor area. The distance between light fixtures shall not be greater than 30 feet (762 cm). NHHS 2014
 - iii. In a building containing one or two dwelling units, every public hall, exterior entry door, and stairway shall be illuminated by ceiling- or wall-type electric lighting fixtures providing 800 lumens for every 200 ft² (18.6 m²) of floor area that is controlled by a three-way switch or a motion-activated device. 2015 IRC R303.7 / NEC?
 - iv. Polychlorinated-biphenyl (PCB)-containing lighting ballasts (e.g., older pre-1978 T-12 lighting ballasts) shall be removed, replaced with lighting fixtures that do not contain PCB's, and disposed of in accordance with applicable state and federal regulations. NHHS 2014
 - v. The parking areas and walkways of multifamily housing shall be illuminated by outdoor lighting devices suitable for the premises. NHHS 2014

XXVII. THERMAL COMFORT, VENTILATION, AND ENERGY EFFICIENCY

- A. Heating, Ventilation, and Air Conditioning Systems.** Facilities for heating, cooling, ventilation, and humidity control shall be maintained in good working condition and operated when necessary for the health and comfort of the occupants and in accordance with the design capacity of the installed equipment. Within 48 hours after equipment has become inoperative due to a mechanical problem or power failure other than a utility outage, an alternative safe source of necessary heating, ventilating, or cooling shall be provided. RSA 48-A
- B. Heating System.** Every dwelling shall have a properly installed heating system in good and safe working condition that is capable of safely and adequately heating all habitable rooms, bathrooms, and toilet rooms. The heating system, filtration components, distribution components, heating elements, and cooling elements (if provided), shall be sealed, cleaned, maintained, and operated in accordance with manufacturer specifications and shall be inspected and serviced annually by a licensed heating, ventilation, and air conditioning systems contractor. RSA 48-A

- i. **Venting and Air Supply for Heating Equipment.** Furnaces, water heaters, wood stoves, and other devices that employ combustion-burning fuel shall be vented to the outside of the structure in an approved manner that meets manufacturer specifications and is in compliance with applicable codes and standards (e.g., ANSI 223.1/NFPA 54 National Fuel Gas Code, NFPA 31 Standard for the Installation of Oil-Burning Equipment, NFPA 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances) and shall be supplied with sufficient air to support the continuous complete combustion of fuel and prevent back draft. NHHS 2014
- ii. **Heating Supply.** If the dwelling unit is rented, leased, or let on terms either expressed or implied that heat will be supplied per the rental/lease agreement, heat shall be provided to maintain a minimum temperature of 65° F (20° C) in habitable rooms, bathrooms, and toilet rooms. RSA 48-A
- iii. **Forced-Air Systems.** Any dwelling with a forced-air system shall have at least one thermostat within each dwelling unit capable of controlling the heating system, and cooling system if provided. The system shall have a clean air filter installed in accordance with manufacturer specifications at each change in tenancy and at least annually. This filter shall have a minimum efficiency reporting value of eight (MERV-8) unless the system is not equipped to use a MERV-8 filter. NHHS 2014 / 2015 IMC
- iv. **Steam and Hot Water Systems.** In dwellings with heating equipment utilizing steam or hot water with a temperature of 110° F (43° C) or greater, protective covers/barriers shall be installed on and maintained for exposed surfaces of baseboard units, radiators, and piping between radiators. NHHS 2014
- v. **Wood Stoves.** A wood stove manufactured after June 1988 shall have a manufacturer's label certifying compliance with the emission standard at 40 C.F.R. § 60-part AAA. Clearance of 30 inches (76 cm) shall be maintained between combustible materials and a stove with no heat shield. Where a heat shield is present, the clearance between combustible materials and the stove shall be compliant with manufacturer specification for the heat shield. NH DES ARD-53 / NHHS 2014
- vi. **Pellet Stove.** A pellet stove should be installed based on the manufacturer specifications.

C. Ventilation.

- i. Every dwelling shall have a ventilation system compliant with ASHRAE Standard 62.2 (Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings) or ASHRAE 62.1 (Ventilation for Acceptable Indoor Air Quality) as applicable to the dwelling.
- ii. The air exhausted from a bathroom, toilet room, clothes dryer, or basement shall not be vented into any other parts of the building's habitable space or an attic; such air shall discharge directly to the outdoors but not near any intake on the building exterior. 2015 IRC M1501.1
- iii. The exhaust vent from a clothes dryer shall consist of a rigid or corrugated semi-rigid

metal duct. 2015 IRC M1502

- iv. Pipes, ducts, conductors, fans, and blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors, or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another occupant. Vent pipe openings and any pest-proofing screens that cover them shall be maintained free of debris. 2015 IPCM 302.6 / NHHS 2014 / 2015 IRC M1804 / 2015 IMC 401.5
- v. Basement air shall not be used as supply air for an air handling system. 2015 IECC / 2015 IRC M1602.2

D. Air Sealing. Openings into dwellings and dwelling units shall be sealed to limit uncontrolled air movement.

- i. Exterior doors, windows and skylights, openings where siding and chimneys meet, utility penetrations, electrical outlets, and other openings shall be weather tight. NHHS 2014
 - a. Pads, door sweeps, weather stripping, and seals shall be used and maintained to minimize air leaks. NHHS 2014
- ii. Openings separating an attached garage from a habitable room, including doors, ceilings, floors, and utility and ductwork penetrations, shall be sealed. 2015 IRC R302.11
 - a. Any doorway between a habitable room and a garage shall be equipped with a wood door not less than 1 3/8 inches (35 mm) in thickness, a solid or honeycomb core steel door not less than 1 3/8 inches (35 mm) thick, or a 20-minute fire-rated door. The door shall have an automatic closing mechanism and be sealed with weather stripping. 2015 IRC 302.5.1
 - b. There shall be no door, window, or other opening from a garage into a room used for sleeping purposes. 2015 IRC 302.5.1
 - c. There shall be no supply or return vent openings in a garage that connect to air handlers serving habitable spaces. NHHS 2014
- iii. In a multifamily building, walls, ceilings, and floors that separate a dwelling unit from neighboring units, corridors, chases, stairwells, and other openings shall be sealed. NHHS 2014 / NFPA / 2015 IECC

XXVIII. MOISTURE CONTROL, SOLID WASTE, AND PEST MANAGEMENT

- A. Moisture Prevention and Control.** Every foundation, roof, roofing component, exterior wall, door, skylight, and window shall be watertight, weather-tight, free of persistent dampness or moisture, and in good condition.

- i. The building's drainage system, such as footing or foundation drains, gutters, downspouts, rainwater collection containers, or other elements, shall direct water away from the structure. 2015 IPMC 302.2
 - ii. Exterior wood surfaces shall be protected from the elements and decay by paint or other protective treatment. Weep holes in brickwork shall be left open. NHHS 2014
 - iii. Premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of water on the premises, within a crawlspace, or within the structure. 2015 IPMC 302.2
 - iv. Interior and exterior surfaces and surface coverings, such as but not limited to carpet, wood, cellulose insulation, and paper, paint, and other wall coverings, including paper-faced gypsum board, shall have no signs of visible mold growth or chronic or persistent excessive dampness or moisture. 2015 IPMC 305.3 / NHHS 2014
 - v. Building material that is discolored or deteriorated by mold or mildew or causes a moldy or earthy odor shall be cleaned, dried, and repaired. Structurally unsound material shall be removed and replaced.
NHHS 2014 / NH RSA 48-A / NH RSA 540-A
 - vi. The underlying cause of excessive dampness or moisture or moldy or earthy odor shall be investigated and corrected. NHHS 2014 / NH RSA 48-A / NH RSA 540-A
 - vii. Unless the crawl space is sealed and insulated from the outdoors, the crawl space shall be free of high- moisture conditions or be separated from the dwelling by an air seal or other method suitable to the climate and conditions.
NH RSA 48-A / NH RSA 540-A
 - viii. Water/mold-resistant materials shall be used on bathroom walls and floors, showers, and other areas of the home that are likely to be exposed to moisture.
IRC 2015 R307.2 / NHHS 2014
- B. Solid Waste.** Every dwelling shall have adequate facilities for temporary storage of trash, rubbish, and recyclable materials.
- i. There shall be trash/rubbish containers outside the dwelling for the storage of trash/rubbish awaiting collection or disposal. The total capacity of these facilities shall be sufficient to store occupants' trash/rubbish between scheduled collection times and shall be placed on a cleanable surface constructed to minimize spillage.
2015 IPMC 308 / NH RSA 48-A

- ii. There shall be containers outside the dwelling for recyclable materials awaiting collection, with capacity sufficient to store occupants' recyclable materials between scheduled collection times. 2015 IPMC 308 / NH RSA 48-A

C. Pest Management. Integrated pest management (IPM) methods shall be used to maintain every dwelling free of infestation, openings that allow pest entry, conditions that harbor pests or provide them with food or water, and visible pest residue or debris.

- i. Every dwelling, premise, accessory structure, and fence shall be maintained in good repair, free of pest infestation, and inspected for pests and building conditions that attract and support pests. 2015 IPMC 302.5
 - a. There shall be no accumulation of trash, rubbish, paper, boxes, lumber, scrap metal, food, or other materials that support rodent harborage in or about any dwelling or premises. Stored materials shall be placed in boxes or stacked in stable piles elevated at least six inches (152 mm) above the ground or floor and at least six inches (152 mm) from the walls. Stored materials shall not block any egress routes. 2015 IPMC 302
 - b. There shall be no accumulation of water in or about any dwelling or premises. 2015 IPMC 302.2
- ii. Every openable window and storm door shall be supplied with adequate screens to prevent the entry of pests. NH RSA 48-A
 - a. The areas surrounding windows, doors, pipes, drains, wires, conduits, vents, and other openings that penetrate exterior walls shall be sealed with low-VOC caulk closed cell insulation or other job specific product. NH RSA 48-A
- iii. Pest infestation and the underlying cause shall be eliminated using control methods such as exclusion, sanitation, and least-risk pesticides scaled to and designed for the targeted infestation. RSA 48-A / 2015 IPMC 309.1
- iv. The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure. 2015 IPMC 309.2

XXIX. CHEMICAL AND RADIOLOGICAL AGENTS

- A. General Requirements.** All chemical and radiological agents in dwellings, premises, and accessory structures, including but not limited to deteriorated lead-based paint, friable asbestos-containing material, formaldehyde, volatile organic compounds, radon, pesticides, and methamphetamine, shall be contained, stored, removed, or mitigated in a safe and healthy manner consistent with federal, state, and local laws and regulations. When an applicable regulatory limit is more protective than the level included in this section, the more restrictive limit shall apply.

- B. Lead-Based Paint.** Lead poisoning continues to be a significant, preventable environmental health problem, particularly among children. Most children with elevated blood lead levels have no obvious symptoms. Lead affects every system in the body, particularly the developing brain and nervous systems of young children and fetuses. Effects also include reproductive system disorders, intelligence deficiencies, delays in physical development, cognitive and behavioral changes, and hypertension. Title X (ten), a federal law enacted in 1992 requires landlords to disclose any known lead-based paint hazards within those properties constructed prior to 1978 to prospective tenants. It also mandates a landlord provide an EPA-approved lead paint disclosure form and approved informational brochure as part of the lease or rental agreement that includes an explicit checklist of information received and a space for both parties to sign and date verifying receipt of information.
- i. Lead based substances which are peeling, chipping, chalking or cracking, or any paint located on an interior or exterior surface of fixture that is damaged or deteriorated and is likely to become accessible to a child shall be properly remediated. RSA 130-A
 - ii. Lead based substances on interior or exterior surfaces that are subject to abrasion or friction or subject to damage by repeated impact shall be properly remediated. RSA 130-A
 - iii. The presence of lead-based substances on chewable, accessible, horizontal surfaces that protrude more than 1/2 inch and are located more than 6 inches but, less than 4 feet from the floor or ground shall be properly remediated. RSA 130-A
 - iv. Bare soil in children's play areas that has equal to or greater than 400 parts per million (PPM) of lead or 1200ppm average of lead for bare soil in the rest of the yard shall be properly remediated. RSA 130-A
 - v. It shall be unlawful for any person to use or apply, or cause to be used or applied, in any childcare facility, dwelling or dwelling unit any paint containing more than 0.06 percent lead. NH RSA 130-A
- C. Asbestos.** Every owner shall maintain in good repair all asbestos-containing material on the premises. All asbestos-containing material shall be maintained non-friable and free from any defects such as holes, cracks, tears, and/or looseness that may allow the release of fibers into the environment. NH RSA 141-E
- i. Friable asbestos-containing material shall be abated by licensed asbestos professionals in accordance with federal, state, or local requirements. NHDES Env-A 1803
 - ii. Any renovation, demolition, or other activity that will disturb asbestos-containing materials shall be preceded by asbestos abatement performed by certified asbestos professionals in accordance with federal, state, or local requirements. NHDES Env-A 1804

Revised 12/11/20

iii. Abatement, removal, and disposal of all asbestos-containing material shall comply with all appropriate federal, state, and local requirements. NH DES - Asbestos

D. Pesticides. Pesticides shall only be used in accordance with IPM methods using the least toxic pesticide with demonstrated efficacy for the identified pest. NHHS 2014

i. Pesticides shall be stored and disposed in accordance with manufacturer specifications. NHHS 2014 / NH DES

E. Methamphetamine. A dwelling that has been used for methamphetamine manufacture shall be vacated until certified by an approved testing method as safe from hazardous materials related to the methamphetamine manufacturing process. NHHS 2014

XXX. POOLS, HOT TUBS, AND OTHER WATER FEATURES

A. Swimming pools, hot tubs, spas (except a residential spa or hot tub with a safety cover complying with ASTM F 1346-91), ornamental ponds, and other water features that hold water more than 24 inches (61 cm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (122 cm) in height above the finished ground level that is accessible only through a self-closing and self-latching gate. The gate's latch shall be located 54 inches (137 cm) above the bottom of the gate on the interior side of the gate facing the water feature. The fence and gate shall not have climbable crosspieces. 2015 SC 305 / 2015 IPMC 303.2

B. All pools and spas shall have anti-entrapment drain covers compliant with ANSI/ASME A112.19.8, ANSI/ APSP 16-2011, or any successor standard on every suction outlet. 2015 ISPSC 310

C. Pool drains and drain covers shall be clearly visible and in good repair. Where there is a single main drain (other than an unblockable drain), a second anti-entrapment system shall be installed. 2015 ISPSC 310

D. Luminaries, receptacles, and other outlets shall have ground-fault circuit interrupter (GFCI) protection. IRC 2015 E4203.1.3

XXXI. SEVERABILITY

If any provisions of this Ordinance or the application of such provisions to any person or circumstances shall be held invalid, the validity of the remainder of this Ordinance and applicability of such provisions to other persons or circumstances shall not be affected thereby.

XXXII. EFFECTIVE DATE

This Ordinance shall take effect on May 10, 2021 if passed by the 2021 Town Meeting.

Revised 12/11/20

HENNIKER NH 2018 IRC Table R301.2 (1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground Snow Load	WIND DESIGN				SEISMIC DESIGN CATEGORY ^f	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP ^e	ICE BARRIER UNDERLAYMENT REQUIRED ^h	FLOOD HAZARDS ^g	AIR FREEZING INDEX ⁱ	MEAN ANNUAL TEMP ^j
	Speed ^d (mph)	Topographic-effects ^k	Special wind region ^l	Wind-borne debris zone ^m		Weathering ^a	Frost line depth ^b	Termite ^c					
80psf	110	No	No	No	B	Severe	48"	Slight to Moderate	0	Yes	March 1989 DFIRMS 2005	2000	47

For SI: 1 pound per square foot = 0.0479 kPa, 1 mile per hour = 0.447 m/s.

a. Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index (i.e., "negligible," "moderate" or "severe") for concrete as determined from the Weathering Probability Map [Figure R301.2(3)]. The grade of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 145, C 216 or C 652.

b. The frost line depth may require deeper footings than indicated in Figure R403.1(1). The jurisdiction shall fill in the frost line depth column with the minimum depth of footing below finish grade.

c. The jurisdiction shall fill in this part of the table to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.

d. The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed map [Figure R301.2(4)A]. Wind exposure category shall be determined on a site-specific basis in accordance with [Section R301.2.1.4.](#)

e. The outdoor design dry-bulb temperature shall be selected from the columns of 97¹/₂-percent values for winter from Appendix D of the *International Plumbing Code*. Deviations from the Appendix D temperatures shall be permitted to reflect local climates or local weather experience as determined by the building official.

f. The jurisdiction shall fill in this part of the table with the seismic design category determined from [Section R301.2.2.1.](#)

g. The jurisdiction shall fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the Flood Insurance Study and (c) the panel numbers and dates of all currently effective FIRMS and FBFMs or other flood hazard map adopted by the authority having jurisdiction, as amended.

h. In accordance with [Sections R905.1.2](#), [R905.4.3.1](#), [R905.5.3.1](#), [R905.6.3.1](#), [R905.7.3.1](#) and [R905.8.3.1](#), where there has been a history of local damage from the effects of ice damming, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall fill in this part of the table with "NO."

i. The jurisdiction shall fill in this part of the table with the 100-year return period air freezing index (BF-days) from Figure R403.3(2) or from the 100-year (99%) value on the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°)"

j. The jurisdiction shall fill in this part of the table with the mean annual temperature from the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)"

k. In accordance with [Section R301.2.1.5](#), where there is local historical data documenting structural damage to buildings due to topographic wind speed-up effects, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall indicate "NO" in this part of the table.

l. In accordance with figure R301.2(4)A, where there is no local historical data documenting unusual wind conditions, the jurisdiction shall fill in this part of the table with "YES" and identify any specific requirements. Otherwise, the jurisdiction shall indicate "NO" on this part of the table.

m. In accordance with Section R301.2.1.2.1, the jurisdiction shall indicate the wind-borne debris wind zone(s). Otherwise the jurisdiction shall indicate "NO" in this part of the table.



Town Hall
18 Depot Hill Road
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Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 12/6/2022
TITLE: 2023 Hazard Mitigation Plan (HMP) Update
INITIATED BY: Stef Costello, Emergency Management Director
PREPARED BY: Diane Kendall, Town Administrator
PRESENTED BY: Diane Kendall, Town Administrator
AGENDA DESCRIPTION: Authorization to proceed with CNHRPC to begin HMP update process
Legal Authority: [RSA 675:3](#)
Financial Details: \$0 budget cost

Background:

Stephanie Alexander, Senior Planner Central NH Regional Planning Commission (CNHRPC) was informed by NH HSEM that Henniker has been provided funding to update its Hazard Mitigation Plan (HMP) - the update is \$0 in budget cost to Henniker. The federal 75/25% Building Resilient Infrastructure and Communities (BRIC) 2021 grant takes the place of the former Pre-Disaster Mitigation (PDM) funding provided by FEMA for Henniker to update the last (2019) 5-year Haz Mit Plan. The **25% match is in-kind using the value of Henniker staff and volunteer time for meeting attendance and work tasks**, as in past updates. CNHRPC administers the BRIC grant on your behalf, like we did for the previous cycles.

CNHRPC anticipates a fall 2023 Haz Mit Committee start to be appropriate and need to begin the administrative process now since the funding is being awarded soon.

The first step Henniker needs to take is to complete the Contractor Selection form on the NH HSEM website.

The next step is the State will need to set up a grant agreement with CNHRPC to use BRIC 2021 funding to update several local HMPs, including Henniker's. This grant agreement process normally takes a few months to undertake once we have all Contractor Forms in hand.

Town Administrator Comment: CNHRPC is the only viable option for contractor selection. The other option to hire a private contractor, this could result in delays and unanticipated costs.

Suggested Action/Recommendation:

Suggested Motion: Move to authorize the Town Administrator to select CNHRPC as the contractor for the update and begin next steps

NHARPC CORNER: Your Community Adopted an Updated Hazard Mitigation Plan – Now What?

Stephanie Alexander, Central NH Regional Planning Commission (CNHRPC) Senior Planner

Municipal Hazard Mitigation Plans (Plan) are developed and approved every five years to help protect people, property, and infrastructure from natural hazards and severe weather events. Most Plans consider several human and technological hazards too. Regional planning commissions (RPCs) offer Plan updating services to their communities and work with local Hazard Mitigation Committees (HMC) to complete the updated Plan cooperatively using federal funding and local in-kind match. RPCs regularly communicate with the NH Department of Homeland Security and Emergency Management (NH HSEM) to understand the content needed for the local Plan update. Once a community has a new Federal Emergency Management Agency (FEMA) approved Plan in hand for the next five years, what should be done with the Plan?



New Hampshire

Town and City -

July/August 2022

Executive Director
Message

Carrying on a Civic
Tradition in Rye, New
Hampshire

Taking the Mystery Out
of Fund Balance

Pursuing Racial Equity
Through Intentional
Community Engagement

Recent First Amendment
Decisions of the U.S.
Supreme Court

STATE HOUSE REPORT:
A Very Good Year
Legislatively

2023-2024 Legislative
Policy Process Update

LEGAL Q&A: How to Fill a
Vacancy on an Elected
Board

Implementation is the greatest opportunity a Hazard Mitigation Plan can offer, yet this important step is the one most often skipped during the Plan's lifecycle. Proactive planning can be difficult when responding to the immediate needs of the community first, but Plan implementation can become part of the municipal services. Reasons why the Plan should be implemented include:

- Federal Grants. Projects listed in the Plan often require funding the municipality may not be able to raise. With an updated Plan, the community can access several FEMA grants that can help pay for most of certain projects. Eligible **Hazard Mitigation Assistance (HMA)** grant programs requiring an active Plan can change every few years. FEMA has a brochure online describing their HMA programs and types of eligible projects at https://www.fema.gov/sites/default/files/documents/fema_hma-trifold_2021.pdf.
- Funding Leverage. Once a mitigation project is identified in the Plan, the project can be considered by many departments, boards, or committees within their budgets and planning processes. A single project identified to solve a problem in the community which is listed in multiple long-term planning documents may get more attention and consideration by state, local or non-profit funding programs because it has more community support and added value.
- Hazard Mitigation Committee (HMC). Yes, the Hazard Mitigation Committee just completed months of work to produce an updated Plan and folks are weary. The HMC probably includes representatives and staff from the Planning Board; Fire and Rescue, Police, and Highway Departments; Town Administration; Library; Conservation, Energy, and Recreation Commissions; Board of Selectmen; interested residents; business representatives; and others. However, this team offers the perfect grouping to share progress on mitigation projects, discuss other mitigation initiatives, locate funding, and collaborate to get the work done. Keep the HMC going after the Plan is completed and give yourselves a three-month breather after the Plan is approved by NH HSEM and FEMA before starting implementation meetings.
- Completed Mitigation Projects = A Safer Community. The main purpose of the Plan is to identify projects to correct long-term vulnerabilities to natural hazard events. Some of these could be

HR REPORT: Collective Bargaining Factfinder Reports and the Impact of the New Hampshire Supreme Court's Decision in Appeal of New Hampshire Troopers Association

TECH INSIGHTS: Does Your Municipality Plan to Pay a Ransomware Ransom? States Starting to Say "No"

partly fundable through federal HMA grants.

Projects could include:

- Planning regulation & ordinance revisions.
Example: Revise the subdivision and site plan review regulations to require road elevation and/or more than one egress for new developments to reduce safety risks from wildfire, winter, and wind/tropical events.
- Structural projects. Example: Upgrade culverts for better stormwater drainage to reduce the impacts of flood and erosion and to prevent washouts and overtopping.
- Natural systems protection. Example: Encourage tree plantings around buildings and to shade parking lots to reduce the effects of drought.
- Public education. Example: Encourage residents to sign up for CodeRed to reduce potential injuries from severe weather events through preventative notification.

The first steps to implementing a fresh Hazard Mitigation Plan can be daunting, but the HMC already has their tools in place to succeed. The HMC should meet about four times per year to complete a rolling list of annual tasks to update and implement the most important Plan sections:

1. Document new hazard events that occurred in your community to continue the history of impacts.
2. Coordinate annual completion of active priority mitigation projects (Short Term 1-2 Year and Ongoing actions) by assigning to the responsible department or board.
3. Ensure the department/board seeks funding for mitigation projects or provides staffing support to complete the priority actions.
4. Evaluate the effectiveness of the Plan each year and hold onto the notes. This FEMA suggestion can help the HMC determine what needs to be improved in the five-year update.
5. Obtain a verbal account or written progress report on the status of each priority mitigation project and document the results.
6. Work on certain Plan sections: update the Mitigation Action Plan, reprioritize actions, and review impactful hazards for the current year. Be sure to retain the revised digital Plan revision files for the following year(s) and the next five-year Plan update.
7. Repeat!

Don't hesitate to reach out to your local regional planning commission to ask about implementing your municipal Hazard Mitigation Plan. After all, they likely assisted your community with its development. Contact information for all RPCs can be found at <https://www.nharpc.org>.

Currently, eligible communities are beginning to update their Plans through the Building Resilient Infrastructure and Communities (BRIC) 2020 grant.

Stephanie Alexander is Senior Planner with the Central NH Regional Planning Commission (CNHRPC). She can be reached by phone at 603.226.6020 or via email at salexander@cnhrpc.org.



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Contact NHMA
Member Login
Classifieds
Public Notices
Site Map

X Past Meeting Minutes

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Town of Henniker

Board of Selectmen & Budget Advisory Committee - Review of 2023 Operating Budget

Saturday, November 12th, 2022, 8:30AM

Henniker Community Center

Members Present: Chairman Kris Blomback, Vice Chair Peter Flynn, Selectwoman Tia Hooper, Selectman Bill Marko, Selectman Scott Osgood

Member's Excused:

Town Administrator: Diane Kendall

Recording Secretary: Hank Bernstein

Guests: See attached Sign-In Sheet

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Kris Blomback opened the meeting with recitation of the Pledge of Allegiance and called the meeting to order at 8:34am.

Chairman Blomback starts of the meeting by noting the expiring budget of \$6,305,000 and introducing the proposed budget of \$6,650,000. He then asks the members of the meeting to introduce themselves.

Russ Roy – Finance Director

Sherry Bradstreet -- Deputy Finance Director

Diane Kendall – Town Administrator

Bill Marko – Board of Selectmen

Peter Flynn – Board of Selectmen

Tia Hooper – Board of Selectmen

Kris Blomback – Board of Selectmen

Scott Osgood – Board of Selectmen

Lori Marko – Budget Committee

Heidi Aucoin - Budget Committee

Jared Gleason -- Budget Committee

Luke Bernard – Budget Committee

Tim Payson -- Budget Committee

Refreshments were made available for those attending the meeting.

Item #1: Fire / Rescue

- a) Chief Jim Morse and Chief Greg Aucoin noted that while both operations occur in the same building, these are in fact separate departments. That said they do have some items shared in their budgets which is why they are presenting together. First, they share their shared budget, then share their individual budgets. The major point on their budget to discuss is the increase in wages to support the hiring of a new full-time employee. Fire and Rescue face the same staffing issues that all departments face. They currently have two full time employees; the

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rest of their staff is per diem employees. These per diem employees are full time employees in other departments and those department also face staffing issues, so these employees are struggling to cover all the shifts across the board. This is the Chiefs' justification for adding another full-time employee. Most of the budget stays the same from there- dispatch fees went down slightly, small increase in building maintenance, small increase in supplies.

- b) Chief Greg Aucoin reports on the Rescue Budget. There is a significant increase in rescue and medical supplies. A lot of these supplies they get through the hospital, but the other supplies that they must order have increased in cost, which makes the more difficult to acquire. Sometimes they have to seek out other companies just to get the supplies which comes with an increased cost. There is an increase in rescue vehicle maintenance as the cost of repairs has gone up. Chief Aucoin is trying to be proactive about this, but this comes with an increase cost. The rescue budget saw a small increase in fuel expenses, a small increase in rescue equipment, and rescue communication equipment has also increased. The rest of the rescue budget mostly remains the same.
- c) Chief Jim Morse reports on the Fire Budget. While the Fire Department has been lucky enough to bring their roster up to 40 volunteers, this comes with an increase in the cost of equipment. Chief Morse notes that the cost of repairs had a big jump, hoping the amount is enough to keep the trucks in working order. The department has been proactive as possible at keeping things up to date and running smoothly, but next year one truck will be 26 years old. Equipment purchases is up just a touch, this is for the cost of hose and turnout gear. Communication equipment went up as well – with new members they need pagers, and it is time they start rotating some of the older items out. Budget was up about \$18,000 from last year.

Selectman Flynn asked the Finance Director questions about the health insurance and retirement funding, asking if these numbers increased based on the intention of the hiring of another employee. The Finance Director confirms. There was also some discussion on the cost of fuel.

Selectman Osgood asked Chief Aucoin if the user fees associated with the Fire/Rescue services provide funding, and whether that is going up or down. Chief Aucoin shares that it is town policy to only charge residents what insurance will pay in ambulance fees. There is a small revenue that comes back to the town for a nonresident user and when the ambulance goes to Bradford. This billing is not enough to cover the budget, but it does help. Chairman Blomback asks to reiterate the agreement Henniker has with Bradford. Chief Aucoin describes the agreement- Henniker covers Bradford's ambulance service at a paramedic level. These calls account for 15% of the ambulance calls.

Selectwoman Hooper asks the Finance Director about the cost of fuel. The Finance Director noted that all estimates in the 2023 budget anticipate an increase in this cost.

Item #2: Patriotic Purposes

Chief Morse reported on the Patriotic Purposes budget for 2023. There were no changes to this budget.

Item #3: Emergency Management

Chief Morse reported on the Emergency Management budget for 2023. There were no changes to this budget.

Item #4: Wastewater Treatment

Rich Slager reported on the Wastewater Treatment budget. The biggest impact in their budget is an increase in wages. With the retirement of Ken Levesque, they are down an employee and hiring a new employee will come with increased cost. There is also an increase in the cost of upgrades, mostly related to electricity, which Mr. Slager tries to keep as low as possible anyways.

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Selectwoman Hooper asks why the cost of repairs went done. Mr. Slager notes that everything is running smoothly and there is no need to spend a lot in 2023. Selectwoman Hooper also asks if the cost of sludge disposal has increased due to trucking. Mr. Slager confirms.

Discussion continued on the cost of fuel and power. The Finance Director noted that the cost of electricity for the town is currently 6¢ a kilowatt hour. This contract is in place through October, and after that ends costs would be more like 22¢ a kilowatt hour. The town buys their electricity with a broker and that broker contacts us in the summer when cost is the lowest.

Town Administrator Kendall asks the Finance Director what the projected revenue from wastewater user fees. He notes that last year's revenue was \$574,000 but that it would be difficult to tell what that value would be for this year. Conversation moved towards the discussion of meters. Years ago, each user was charged a flat rate, but now each user has a meter and is charged based on usage. This usage creates revenue for the Wastewater Treatment department but does not cover the complete budget.

Selectman Marko asks the metrics of how much the facility can handle. Mr. Slager shares that the facility currently processes about 100,000 gallons a day and could legally do double that amount.

Item #5: Tucker Free Library

Deb Kreutzer reports the 2023 budget differently than how the budget has been presented in the past. This report includes all sources of revenue, not just the amount by taxation. The intention of which is to help the public understand the trust fund and how it applies to the library. The trust covers 20% of their budget, leaving them to ask for the remainder of their budget- \$245,748.53- to be covered by taxation.

Chairman Blomback share that his understating is that the library is controlled by a separate set of statutes. Ms. Kreutzer describes that the library is controlled by the trustees that are elected by the town to manage that asset. This segways into the sources and breakdowns of the trust funds. Of the town managed \$4,000,000 fund, \$800,000 belongs to the library, and the library is given \$11,000 a year earning on that. This has been in effect since 1984. There is another \$400,000 fund that is managed by TD bank that gives \$20,000 a year. Ms. Kreutzer notes that it may be worth looking into reassessing the towns trust funds.

Selectman Flynn asked, for the sake of discussion, why we need a library. The Tucker Free Library representatives responded that they see over 300 a week through the door, and that number is increasing. There are lengthy lists of examples showing the benefits of a library in town. Mrs. Marko asks about the fees the library charges. The library charges nonresidents a \$50 fee for a library card, overdue fees, and photocopying fee.

Item #6: Community Concerts

Ruth Zax, Chairwoman of the Concert Committee, reports on the level 2023 budget for the Concert Committee. She shares that these concerts have put Henniker on the map as a destination on Tuesday evenings during the summer, attracting 500 to 600 people. 76% of the attendees that filled out the end of summer survey noted that they shop in town during those nights. The Concert Committee exceeded their 2022 budget by \$3,500 but was able to fundraise and received donations that was enough to cover the overage and add to their trust. The meeting members discussed the purpose and use of this trust, noting that if the Concert Committee continues to see growth it could become self-sufficient.

Item #7: Elections

Lori Marko briefly reported on the Elections budget for 2023. There are no significant changes.

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Item #8: Police

Chief Mathew French reported on the Police budget for 2023. The glaring increase being a cruiser. There is also an increase to wages with intention to attract new employees and keep the ones they have. Chief French notes that his department has seen the same staffing issues that other departments are experiencing. Conversation continued about the staffing issue that face the department.

Item #9: Animal Control

Chief French also reports on the Animal Control budget. The current budget works great for what they do and shares that Ms. Shannon Camara does excellent work.

Item #10: Town Clerk/Tax Collector

Kim Johnson and Deb Aucoin report on the budget for 2023. The main point of discussion was bringing Ms. Aucoin on full time into this office, moving funds from the administrative office budget to this budget, to allow them to better assess the needs of this department.

Item #11: Welfare

The Finance Director Russ Roy and Town Administrator Diane Kendall reported on the 2023 budget for welfare. This budget stays level from 2022. The Town sets aside \$80,000 for assistance is has currently used 48% of that this year. Town Administrator Kendall shares that Ms. Conforti-Adams wanted to attend the meeting, and that Ms. Conforti-Adams does a great job of helping people- focusing on case management and directing people to resources before spending money while only working ten hours a week.

*Ms. Conforti-Adams arrived later in the meeting. She noted that anyone that walks in her door that doesn't have an address is considered homeless in Henniker and she is obligated to assist them but that doesn't mean we have to give them money. Therefore, she is focused on information referral to provide these people with the resources they need.

Item #12: Highway/Highway & Streets

Leo Aucoin, Highway Superintendent, succinctly reports on the budget. Cost of parts, fuel, and salt has gone up. Mr. Aucoin cut cost on guardrails and Chip Seal/Crack Seal saving that work for when the job becomes more necessary.

Item #13: Transfer Station

Marc Boisvert, Superintendent of the Transfer Station, reports on the 2023 budget. Mr. Boisvert first notes that the parks budget has increased because he would very much like to fertilize the little league field and the areas around Town Hall and the Community Center. These areas are getting nasty and it would be nice if we could maintain this lawn. He shares that there are some serious repairs that need to be done around the Transfer Station. Mr. Boisvert was asked if he plans on sandblasting a trailer, which he responds saying that he is saving that for a future year. It was shared that Mr. Boisvert sandblasted another trailer, saving it from disrepair and should last for another 10 years.

Mr. Boisvert also takes time to urge the townsfolk to recycle. Some of items in recycling can potentially bring revenue to the town, but every pound of trash is a cost, which then increases the tax rate.

Break for lunch

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Item #14: Planning

The Finance Director reports that Mark Fougere, Town Planning Consultant, indicated that the budget will remain flat, only 61% of the 2022 budget has been used with only 2 months left.

Item #15: Athletics

Jarrold Brooks reports that the budget will remain the same that is has for the past few years. There has been strong participation this year, and Mr. Brooks expects that next year will have even more. There was some discussion about user fees and the revolving fund.

Item #16: Zoning

The Zoning budget had a decrease in photocopy chargers, otherwise no change.

Item #17: Code

The Code budget decreased by \$63. The Finance Director noted that building permits have generated \$45,130 so far this year, which more than covers the expense.

Item #18: Town Office

The Finance Director Russ Roy and Town Administrator Diane Kendall reported on the 2023 budget for the Town Office. There is a big increase in wages for the positions that have been filled. The cost of heat in the Community Center decreased, the minisplits that were installed are now electric and will help regulate the heat. There was a decrease in the cost of computer licenses and maintenance. This line item had been increased to compensate for the transition of the software used in the Town Hall. Town Administrator Kendall notes that there needs to be an assessment on repairs. The Community Center has holes in the corner boards and the front doors either need to be replaced or refurbished. The Grange, Town Hall, and Community Center all need to be painted- very rough estimates for these jobs are \$10,500, \$15,000, and \$21,000 respectively, including prep, scrapping, removing mold, etcetera. Selectwoman Hooper notes that there is \$35,000 in the Town Building Fund.

Selectman Marko asks if the town is paying a company to do assessments every year. Town Administrator Kendall shares the town is looking at about \$35,000, for cyclical measuring. Each year the assessing company will do a quarter of the town, and on the fifth year will be our revaluation. The town can choose to either spread this cost out over five years, or pay it all in the one year, however doing it in one year would increase cost because the revaluation is more expensive. She also notes that the assessor is going to be at the next Board meeting and could better answer this question then.

Item #19: Community Organizations

Marc McMurphy, Executive Director of White Birch, reported on the 2023 budget. Mr. McMurphy notes that this money covers the labor for the senior programs, as well as paying other agencies for additional services. White Birch has a partnership with Henniker to provide social services to the town.

Item #20: Cemetery

Tim McComish reported on the Cemetery budget. The big increase in their budget is tree removal.

Item #21: Executive

Town Administrator Kendall reports on the executive budget. Minimal changes to this budget.

Item #22: Tax Maps

Tax map printing is mostly for internal use, no large changes to this budget.

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Item #23: Legal

The legal budget has stayed at \$20,000 for the past few years. Selectwoman Hooper questions if the budget should be increased to \$30,000 in anticipation for upcoming events.

Item #24: Insurance

Workers Compensation went down slightly, general liability went up slightly. There was some discussion on exploring new health insurance plans for the town employees.

Item #25: Debt Services

Debt services are broken down on page 80 of the budget book. The budget is down 19% from last year.

Item #26: Conservation Commission

In Mark Mitch’s absence, the Finance Director reported on the Conservation Commission budget for 2023. He shares that the Commission has been doing lake monitoring on a regular basis, and that they are reapplying for some grants. There was also some discussion about the minute taker.

Selectwoman Hooper makes a motion to adjourn at 1:42PM, Chairman Blomback seconded. Motion carries unanimously.

Respectfully submitted,

Hank Bernstein
Minute Taker

Minutes Approved:

DRAFT

Disclaimer – The following are Draft Minutes, which could include errors and are subject to change upon approval of the Select Board.



**Town of Henniker
Board of Selectmen Meeting
Tuesday, November 15th, 2022, 6:15PM
Henniker Community Center**

Members Present: Chairman Kris Blomback, Vice Chair Peter Flynn, Selectwoman Tia Hooper, Selectman Bill Marko, Selectman Scott Osgood

Member's Excused:

Town Administrator: Diane Kendall

Recording Secretary: Hank Bernstein

Guests: See attached Sign-In Sheet

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Kris Blomback opened the meeting with recitation of the Pledge of Allegiance and called the meeting to order at 6:15pm.

CONSENT AGENDA

Item #1 – Selectwoman Hooper motioned to approve the Consent Agenda November 15th, 2022, seconded by Selectman Flynn. The motion passed, unanimously.

PUBLIC COMMENT #1

No public comment.

APPOINTMENTS WITH THE BOARD:

Item #2: Evan Roberge, Avitar - Assessing Contract & Full Update for 2027 – Avitar Associates

Evan Roberge of Avitar Associates comes to the podium. He is here to go over the contract the town has with Avitar and to explain the cycle of assessment inspections. Avitar would be visiting properties that have permits and would be able to verify data of 25% of the town for the next 4 years. Mr. Roberge notes that even though they haven't been inside properties, just from driving around he can tell there is a lot of information missing. Chairman Blomback asks if this process will be done every four years. Mr. Roberge shares that most towns feel confident in their data after 4 years and change over to doing 10% of the town over 10 years. Chairman Blomback asks if this would replace a townwide revaluation. Mr. Roberge notes that the revaluation is done every five years by law, this process of doing a quarter of the town per year is to have all the data verified ahead of time. Selectman Marko asks what the advantage of this data collection is. Mr. Roberge says that this is to keep everything fair. Residents will build without a permit and change the assessment of their home; this data collection will confirm that assessments are correct.

There was some discussion about budgeting and prices. **Selectman Marko motioned to table the decision on the Avitar Associates Contract, Seconded by Selectwoman Hooper.** Selectwoman Hooper requested that Mr. Roberge bring three cost breakdowns: one for 25%, one for 10%, and one without a cycle of inspections, so the Board may better understand their options. **Motion carries unanimously.**

*Item #8 was moved ahead of schedule in regard of Mr. Roberge.

Item #8: Application for Tax Exemption for Commercial & Industrial Properties pursuant to RSA 72:81

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The property owner of the Route 202 Self Storage applied for tax relief. Mr. Roberge explains to the Board the details and implications of this application and RSA 72:81. **Selectman Marko makes a motion to approve the application for property tax exemption for Commercial & Industrial Properties pursuant to RSA 72:81 for the Route 202 Self Storage, Seconded by Selectwoman Hooper. Motion carries unanimously.**

CONTINUED BUSINESS:

Item #3: Proposal for Police Facility Assessment Committee – Chairman Blomback

Chairman Blomback reintroduces the Police Facility Assessment Committee that he had first introduced at the November 1st meeting.

The Selectboard is looking to establish the Police Facility Assessment Committee. The Board is aware that our valued PD staff is working out of a small, outdated facility that lacks a pathway to a successful physical facility. As with any building, they are aware of some of the short comings of the facility. They are looking to establish a committee with six to eight community members with divergent skill sets, which would meet quarterly, to review the facility, prepare an inventory, analyze data, and to come together with solutions and prepare a roadmap for the Police Department. Looking to have members with Police background, budget, architecture, building skillsets, real estate as well as a couple of members at large. A few Years back we started with some seed money to invest in a Police Building Capital Campaign and are annually allotting \$50,000 to the funds thanks to the generous taxpayers of the Town of Henniker. There is sufficient money in the fund to start the soft planning and preparing an overall plan to bring the facility up to current standards. The current balance in that campaign is around \$205,000.

Chairman Blomback notes that no action was taken at the last meeting and asks for additional input from the Board. Selectwoman Hooper suggests extending the committee make up it include individuals with additional skillsets, including medical professionals. Chairman Blomback agrees. **Selectwoman Hooper makes a motion to establish the Police Facility Assessment Committee with a makeup of 9 members, seconded by Selectman Marko. Motion carries unanimously.**

Selectman Flynn makes a motion to appoint Chairman Kris Blomback as the Selectman's Representative to serve on this committee, seconded by Selectman Osgood. Motion carries unanimously.

Item #4: ARPA Fund Request – Beautification Alliance and Chamber of Commerce Pole Painting

Heidi Aucoin of the Beautification Alliance and Marc McMurphy of the Chamber of Commerce address the Board. Ms. Aucoin shares that while the item on the agenda is pole painting, the issue has a broader scope. Their mission is to make things more aesthetically pleasing. Henniker has 56 lamp posts, and they feel that they are an asset. The poles do need to be repainted, but also, they need to be cleaned, and the lighting is unsafe. There is a cost associated with these services. Ms. Aucoin notes that some of the lamp posts have the electrical opportunities to be used for other purposes as well.

Selectman Flynn shares that this is close to his heart. In the past he had tried to get a lamp post added across the river, and NEC had helped pay for it. Ms. Aucoin hypothesizes that once they come up with the cost that perhaps the college will help pay again. Selectwoman Hooper notes that this will be added to the ARPA fund request spreadsheet.

Item #5: Committee, Commission Appointments – Ballot Clerk/Election Worker Appointments

Cordell Johnson, Town Moderator, comes before the Board to clear up confusion around the difference between a Ballot Clerk and an election volunteer. A Ballot Clerk is specifically defined as someone who checks in voters, marks them off the checklist, and gives them a ballot. Ballot Clerks are often working 16 hours a day. It is a difficult job a few days a year. An Election Volunteer is someone who wants to help and generally work three to four hours. The Town Moderator can appoint Volunteers but does not have the power to appoint Ballot Clerks. Mr. Johnson goes on to note that Statewide this process is a failure. The way the statute reads each political State Chairman should appoint a pool of candidates from their party and the Moderator should appoint one person from each pool to serve as Ballot Clerk. If the

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state party fails to do so, then the Selectman shall appoint. The state hasn't done so in years, so it has become a function of the Selectmen.

Mr. Johnston suggest that when a resident is applying to inquire what they want to do. If they are acting as a volunteer, send them to him. If they want to be a Ballot Clerk have them go through the application process. Selectwoman Hooper describes that it is being recommended that anyone interest in being a Ballot Clerk be directed to the Supervisor of the Checklist (Lori Marko, present) so they may learn the expectations of a Ballot Clerk, if they are interested, they should proceed with the process and if not, they should be directed to the Town Moderator. Town Administrator Kendal suggests changing the application to be more helpful in documenting the process. The town currently only has one application "Volunteer at Polling Station".

Tabitha Shury, new to Henniker in July, had shown interest in election volunteering. The application she received was very in depth. She was frustrated and confused that she did not get notified until the Selectman Osgood reached out to her the night before the election. Discussion ensued on the subject, about how the application process should be reviewed. Lori Marko asked on what authority did Selectman Osgood reach out to this resident. Selectwoman Hooper noted that she has filed a Right to Know Request because there was a proposed meeting of the Selectboard that did not include Selectman Marko or herself. Chairman Blomback declared that there was no meeting, and that he had informed Selectman Osgood that he could not do that. Selectman Marko agreed that the Chairman did the right thing.

Item #6: Re-establish Solid Waste and Recycling Committee next steps

The board has an unresolved issue on whether the Solid Waste and Recycling Committee should be an ad hoc or standing committee. The Board had left off waiting for input from Marc Boisvert, Superintendent of the Transfer Station. Mr. Boisvert is present at the meeting. He thinks that having the committee for six months would be useful. Employees of the Transfer Station are encountering frustrated residents who are fed up with the inconsistencies. Mr. Boisvert thinks it would be nice to have a committee to make sure we are treating the town people fairly and could help improve the service for the town.

Selectwoman Hooper, referring to fluctuating fees and potentially changing operating procedures, asks Mr. Boisvert if it would be beneficial is this committee was appointed year-round. Mr. Boisvert says that the Transfer Station needs advice for staying on track. Chairman Blomback points out that it seems like Mr. Boisvert would prefer a committee that sunsets after the issue is resolved. Selectman Marko brings up that the mission statement of the Solid Waste and Recycling Committee is abstract, and it may be difficult to see when it is complete. He also shares that Leo Aucoin, Highway Superintendent, appreciates his committee. Selectwoman Hooper reiterates that the mission of the Solid Waste and Recycling Committee is to not only support but to advise the Transfer Station. Town Administrator Kendall repeats the question at hand to Mr. Boisvert- would you prefer an ongoing, standing committee, or a short term, ad hoc committee. Mr. Boisvert says he likes the idea of a temporary committee.

Chairman Blomback makes a motion to make the Solid Waste and Recycling Committee a committee that sunsets after a period of six month, seconded by Selectman Osgood. Selectman Flynn says he would prefer if the period for the committee is a year. **Chairman Blomback amends his motion to a period of one year. Motion passes 3-2.**

Item #7: Holiday Schedule

Town Administrator Kendall reminds the board that they wanted to adopt a Holiday Schedule for 2023. There was deliberation on the floating holiday. Town Administrator Kendall asked the employees for input and got six responses, four preferring the 26th of December, and two preferring the 24th. She proposed that each department choose which day works best for them. Selectwoman Hooper notes that there was a greater discussion about the 2023 Holiday Schedule. She had recommended removing additional holidays. Selectwoman Hooper suggested removing New Year's Day Observed, President's Day, Juneteenth, Columbus Day, and a floating holiday from the 2023 schedule. Chairman Blomback shares that he would like to see a paid time off schedule that would include holidays. Selectwoman Hooper states that there is not much time left in the year to decide, so one should be made at this meeting. **Selectman Flynn makes a motion to retain the holiday schedule unchanged. The motion dies.**

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Selectwoman Hooper recommends the holidays for 2023 for the Town Office to be closed: Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and two floating holidays to be used at the employee's discretion within the calendar year. Chairman Blomback seconds. Motion carries 3-1-1.

NEW BUSINESS

Item #8 was discussed earlier

Item #9: Board Discussion of 2023 budget

Selectwoman Hooper asks Chairman Blomback strategies and procedure moving forward. Chairman Blomback states that he does not have a hard and fast rule, but it would make sense to take things as they come and refine as they go. Selectwoman Hooper expresses her concern on the clarity of the process, wondering where she should direct questions to the department heads. Chairman Blomback instructs her to direct those questions to the Town Administrator. Ms. Marko, of the Budget Advisory Committee, asks where the Budget Advisory Committee should direct their questions. After some discussion she was instructed to send her questions to the department heads, with a courteous CC to the Town Administrator.

Tabled Business

Annual Report Dedication

The Board has no input for these items at this time.

Crosswalk on Main Street

Past Meeting Minutes

Item #10: Acceptance of Board of Selectmen Minutes November 1, 2022, 5:45 and 6:15pm

- i) **Selectwoman Hooper moves to approve the Board of Selectmen Minutes November 1, 2022, 5:45, Selectman Marko seconds. Motion carries unanimously.**
- ii) **Selectwoman Hooper notes an edit in the Board of Selectmen Minutes November 1, 2022, 6:15, in regards to the Transfer Station motion where it should be "...the function is to support *and advise* the Transfer Station and Selectmen...". Selectwoman Hooper moves to approve the Board of Selectmen Minutes November 1, 2022, 6:15 as edited, Selectman Marko seconds. Motion carries unanimously.**

Item #11: Acceptance of Board of Selectmen Non-Public Session November 1, 2022, 5:45pm

Selectwoman Hooper moves to approve, Selectman Marko seconds. Motion carries unanimously.

Communications

Item #12 Town Administrator Report: Tax bills went out. As of right now, only 51 towns have had their tax rate reported. Concord pointed out that we are lacking on information on transit services, so she added that. The RPC will put together some information about the cross walk. Broadband Committee made a bunch of definitions and created a timeline. Met with Capital Improvement, Building Code Advisory Committee, and a representative from the DES for funding opportunities. Helga and Sherry are attending a conference tomorrow. There are great workshops that Town Administrator Kendall recommends going to, there is a small fee but are very informative. Approved the use of the community building for yoga, and the gazebo for Santa. Two interviews tomorrow for Wastewater. Scheduled the holiday luncheon for noon until two.

Item #13: Selectmen Reports

- **Selectman Marko reported on two CIP meetings and Planning Board. Continued discussion on zoning changes to**

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try to make housing more affordable. Building Code Advisory Committee met with Bob Garside, Building Inspector, and listened to his suggestion and points of view.

- Selectman Flynn reported on had no committee meetings but requested a brief nonpublic at the end of the meeting.
- Selectwoman Hooper reported on moving forward with CIP meetings.
- Chairman Blomback reported on Economic Development Committee, there was no quorum, so no action was taken. He believes there are zoning changes coming, next meeting is in January
- Selectman Osgood had nothing to report.

PUBLIC COMMENT #2:

No public comment

Selectwoman Hooper requests to know why Selectman Flynn would like a nonpublic session. Selectman Flynn wanted to clarify the details between an employee of the town and himself. Selectwoman Hooper reminds Selectman Flynn that the Board cannot go into nonpublic session for the protection of an elected official and Town Administrator Kendall confirms the RSA guidelines.

Selectman Flynn wanted to tell the Board *“This incident involving me at the Transfer Station, getting into a little scuttlebutt with an employee, was totally wrong on my part. I want to tell all of you tonight that it was inappropriate on my part. I felt stupid after it- it was uncharacteristic. There was some raising of voices, to say the least, between me and a very good employee. My point was probably overexaggerated at the time, but now I have no problem publicly saying that I am totally in agreement with the statement of the employee that I was totally inappropriate and wrong in what I did.”*

Selectman Flynn also wants to make it clear that there was a meeting between himself, the employee, the employee’s department head, and the Town Administrator. He expressed the same sentiment at that meeting that he is at this meeting. Selectman Flynn admits that his actions were wrong, and he is not proud of them. At the end of the that meeting he and the employee came to an understanding. They shook hands and agreed that was the end of it.

Selectman Marko asks what the consequences of harassing an employee are. Selectman Flynn responds that consequence was resolved when he and the employee made amends. Selectwoman Hooper asks the Town Administrator how this meeting between Selectman Flynn, the employee, the department head, and the Town Administrator got called, and why the Selectboard wasn’t notified. Town Administrator Kendall responds that she was informed by the department head of this incident. Upon discussion with him and the Chairman of the Board the employee requested a meeting with Selectman Flynn. Town Administrator Kendall organized this meeting for the purpose of risk management. Selectman Marko points out the Selectman Flynn violated Selectman Policy 2.12. Selectman Marko express frustration that there are no consequences. He notes that Policy 2.12 was put into place and used to remove Selectwoman Hooper from the Vicechair position. Selectman Marko expresses a concern that this could be a problem if there were to be future litigation. Chairman Blomback notes that the policy was instituted to protect the town employees. In his letter to Selectman Marko responding to his initial concerns the Chairman stated *“Peter had a bad day. He recognized that he had a bad day. Immediately went back to the employee through the Town Administrator and apologized for it.”*

Selectwoman Hooper notes that this is the second incident of Selectman Flynn engaging in inappropriate behavior. She believes that these actions foster a hostile work environment. Selectman Marko asks the Chairman to recognize that there is legal liability here. Chairman Blomback shares that there is legal liability in everything the Board does, and that Selectman Flynn was sincere in his apology. Selectman Marko remarks that if sorry is good enough then

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we wouldn't have court cases. Chairman Blomback responds that sometimes a simple apology can go a long way. Selectman Marko, in concern of protecting the taxpayers, thinks that we should consult the town counsel. Selectman Osgood thinks that would be a waste of money. Selectwoman Hooper thinks that bringing in town counsel that could provide benefit, not only to this situation, but also to future situations.

Town Administrator Kendall shares with the Board the grievance procedure in the personnel policy, noting that a grievance must be filed within five days of the incident. Selectman Marko asks Chairman Blomback if he is taking the position that there is no consequence. Chairman Blomback states that he believes the issue to be a settled matter. Selectman Marko asks if we can get the town's attorney's opinion on this incident. Town Administrator Kendall recommends that Selectman Marko send his questions to her, and she will send them to the attorney. Chairman Blomback reminds the Board that invoking legal opinion for the town involves a vote of the Selectboard. **Selectman Marko moves to seek town counsel, Selectwoman Hooper seconded. Motion fails 2-2-1.**

Selectman Marko thinks that this is the wrong way to go and that the Board needs to show that they are not compliant or complicit in this action. He does not think that they have done that. Chairman Blomback disagrees. The Chairman thinks the Selectman made a mistake, he acknowledges his mistake, he dealt with his mistake. The Selectman brought it up in a public forum. He has apologized profusely, met with the employee, met with the Town Administrator, and they shook hands.

Selectman Flynn makes a motion to adjourn at 8:48PM, motion carries 5-0

Respectfully submitted,

Hank Bernstein
Minute Taker

Minutes Approved:

DRAFT

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**Town of Henniker
Board of Selectmen Meeting
Tuesday November 30, 2022, 4:00pm
Henniker Community Center**

Members Present: Chairman Kris Blomback, Vice Chair Peter Flynn, Selectwoman Tia Hooper, Selectman Bill Marko, Selectman Scott Osgood

Member's Excused:

Town Administrator: Diane Kendall

Recording Secretary: Diane Kendall

Others Present: Leo Aucoin, Highway Superintendent

Guests:

Chairman Blomback called the meeting to order at 4:00pm

HIRING:

Selectman Marko motioned to enter non-public session citing RSA 91-A:3, II(b) the hiring of any person as a public employee, seconded by Selectman Flynn. Roll call vote to enter non-public session: Chairman Blomback, yes; Vice Chair Peter Flynn, yes; Selectman Osgood, yes; Selectman Hooper, yes; Selectman Marko, yes. The motion passed unanimously.

The Selectboard entered non-public session at 4:00pm

The Selectboard returned to public session at 6:54pm

Chairman Blomback motioned to adjourn the meeting at 6:54pm, seconded by Selectwoman Hooper.

Respectfully submitted,

Diane Kendall
Minute Taker

Minutes Approved:

DRAFT

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**Town of Henniker
Board of Selectmen NON-PUBLIC SESSION
Tuesday, November 30, 2022, 4:00pm
Henniker Community Center**

Members Present: Chairman Kris Blomback, Vice Chair Peter Flynn, Selectwoman Tia Hooper, Selectman Bill Marko, Selectman Scott Osgood

Member's Excused:

Town Administrator: Diane Kendall

Recording Secretary: Diane Kendall

Others Present: Leo Aucoin, Highway Superintendent

Guests: Candidate for Hiring

HIRING:

Selectman Marko motioned to enter non-public session citing RSA 91-A:3, II(b) the hiring of any person as a public employee, seconded by Selectman Flynn. Roll call vote to enter non-public session: Chairman Blomback, yes; Vice Chair Peter Flynn, yes; Selectman Osgood, yes; Selectman Hooper, yes; Selectman Marko, yes. The motion passed unanimously.

The Selectboard entered non-public session at 4:00pm

The Selectboard interviewed candidates for the position of WWTP Superintendent. No decisions were made.

The Selectboard returned to public session at 6:54pm

Respectfully submitted,

Diane Kendall, Minute Taker

Minutes Approved:
Unsealed:

XI Communications

"The only Henniker on Earth."



Office of the Town Administrator

Diane Kendall

To: Board of Selectmen
From: Diane Kendall, Town Administrator
Date: December 3, 2022
Ref: **Town Administrator's Report**

This report encompasses updates, activities, projects, and meetings November 11 to December 3

Meetings:

- Attended NHMA conference workshops Leadership, NH Housing, CDFA opportunities, Turning Trash into Cash
- CIP
- Library Trustee re: status of lift and 2022 warrant article
- NHDES re: Grant opportunities wastewater, drinking water, stormwater

Assessing:

- Research assessing issue with mobile homes
- Avitar Contract

General:

- Administration and promotion of new committees and volunteers

Finance:

- Assist Tax Collector to start-up Avitar Tax Kiosk
- 2023 Budget

Public Safety:

- Fire Pond project ongoing – cost to construct
- Fire Tower project stalled with historic and environmental survey – keep moving

Legal:

- Follow up with attorney on status of zoning violation
- Follow up with attorney on status of agreement

Transfer/Station:

- NHTB grant and research other grant funding opportunities

Planning/Code

- Assist Code and Planning with administration for building code revisions
- Complaint from resident about on-going code violation

Wastewater Treatment:

- **Ongoing recruitment efforts including phone interviews, coordination of interviews and assessment**

Other: The Employee Holiday Luncheon is scheduled for December 14, 2022, from noon until 2 pm at the Fire Department. As in previous years, we respectfully request to close Town Hall for those two hours.

State and NHMA:

- NHMA Town and City Magazine: <https://www.nhmunicipal.org/town-city-magazine>
- December [Events & Training | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
- [NHMA Important Dates Calendar](#)
- [OSI Planning and Zoning Training | Planning Division | NH Office of Strategic Initiatives](#)



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



November 14, 2022

Jonathan Routon & Sarah Marie Gallagher
146 Hemlock Corner Loop
Henniker NH 03242

Re: Documented Violation
Land Resources Management File Number: 2022-03146
Subject Property: 146 Hemlock Corner Loop, Henniker, Tax Map #1, Lot #77

Dear Mr. Routon and Ms. Gallagher:

On November 9, 2022, personnel from the New Hampshire Department of Environmental Services (NHDES) Land Resources Management Program conducted an inspection at the above-referenced property (Property). The purpose of the inspection was to determine compliance with RSA 483-B, the Shoreland Water Quality Protection Act and applicable rules. More specifically, the inspection was conducted in response to a complaint received on November 7, 2022 alleging the construction of two structures within the protected shoreland of Long Pond without a permit or proper authorization from NHDES.

During the inspection, NHDES personnel observed and documented the following:

1. A small structure of unknown use was located within the protected shoreland of Long Pond and appeared to have been moved from its original location. The structure is present in the April 27, 2016 Google Earth aerial image but is not visible in earlier Google Earth aerial imagery. Measurements in the field were not taken. However, using the Google Earth measure tool, the structure measures approximately 12 feet wide by approximately 12 feet long for a total of approximately 144 square feet.
2. A shed was relocated from the upper portion of the property (approximately 2,340 feet from open water and approximately 2,300 feet from the wetland fringe) to the lower portion of the property. Measurements in the field were not taken. However, using the Google Earth measure tool, this structure measures approximately 15 feet long by approximately 8 feet wide for a total of approximately 120 square feet. This structure was located approximately 120 feet from open water and approximately 75 feet from the wetland fringe and was situated on logs.

NHDES finds no permit or proper authorization for either structure. This is a violation of RSA 483-B:5-b (I) (a) which states *"No person shall commence construction, excavation, or filling activities within the protected shoreland without obtaining a permit from the department to ensure compliance with this chapter."*

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
NHDES Main Line: (603) 271-3503 • Subsurface Fax: (603) 271-6693 • Wetlands Fax: (603) 271-6588
TDD Access: Relay NH 1 (800) 735-2964



COUNTY OF MERRIMACK

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BOSCAWEN, NEW HAMPSHIRE 03303-2415
(603) 796-6800 FAX: (603) 796-6840
www.merrimackcounty.net

COMMISSIONERS

TARA REARDON, *Chairman, Concord*
PETER SPAULDING, *Vice Chairman, Hopkinton*
STUART D. TRACHY, *Clerk, Franklin*

COUNTY ADMINISTRATOR
ROSS L. CUNNINGHAM

November 15, 2022

TO: Members of the Merrimack County Delegation
Chair, Merrimack County Select Boards
Honorable James Bouley, Mayor City of Concord
Honorable David M. Scanlan, Secretary of State
Honorable Jo Brown, Mayor City of Franklin

Dear Ladies and Gentlemen,

In compliance with NH RSA 24:21-a, we are providing you with a copy of the proposed Merrimack County budget for calendar year 2023.

The proposed \$102,181,309 budget includes a 2.9% increase in property taxes, a \$1,352,553 increase. The 2023 budget reflects an overall increase of 2.95%, or \$2,931,807, above the 2022 budget. The 2023 budget utilizes \$5,498,577 of fund balance.

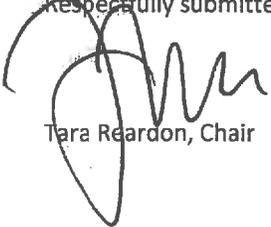
Nursing Home revenue is projected to increase by \$2,417,856 and Register of Deeds revenue shows a \$275,000 decrease compared to last year's budget. Health insurance rates have decreased 7% and many of the county positions remain vacant resulting in an estimated decrease of \$2,011,540 from last year's budget. Combined Alternative Care and Nursing Home Care costs are expected to increase by \$473,696, 3.08%. Overall, personnel costs are set to increase by 6.9% or \$2,438,783 due to the expectation of filling vacancies in our nursing home, correctional facility and Sheriff's department. We are currently in contract negotiations with the NCEU – Corrections, NEPBA – Sheriff, ICWUC – Nursing Home. Any financial implications arising from the adoption of this contract will require adjustments to this budget.

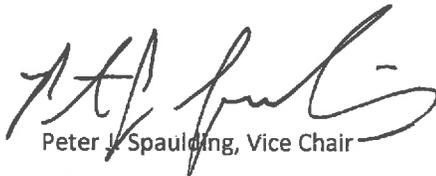
The 2023 budget includes the utilization of \$7,500,000 awarded to Merrimack County by the American Rescue Plan Act. The largest projects in process at the moment are updates and repairs to our Waste Water Treatment Plant as well as an investment into a solar array.

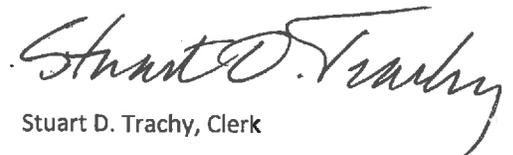
As property values within Merrimack County communities have increased during the past several years, the County's tax rate has continued to decline. The most recent New Hampshire Department of Revenue equalized assessed valuation survey reflected a County tax of \$2.05 per \$1,000.

We look forward to working with you at upcoming budget subcommittee meetings and throughout the new fiscal year.

Respectfully submitted,


Tara Reardon, Chair


Peter J. Spaulding, Vice Chair


Stuart D. Trachy, Clerk



**Proposed Budget and Estimate of Revenue
Merrimack County**

For the period beginning January 1, 2023 and ending December 31, 2023

Form Due Date: **September 1**

County commissioners should use this form to prepare the county budget for delivery to each member of the county convention who will be in office on the date of the appropriation vote and to the chairman of the board of selectmen or the mayor for each city/town within the county, and to the Secretary of State as required by RSA 24:21-a. The completed form must be submitted to the Department of Revenue Administration by September 1 per RSA 21-J:34.

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Tara Reardon	Commissioner	[Signature]
Peter J. Spaulding	Commissioner	[Signature]
Stuart D. Trachy	Commissioner	[Signature]

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2022	Appropriations Approved by DRA for period ending 12/31/2022	Proposed Budget for period ending 12/31/2023
General Government					
4110	County Convention Costs	2023 Budget	\$5,175	\$9,800	\$9,800
4120	Judicial		\$0	\$0	\$0
4122	Jury Costs		\$0	\$0	\$0
4123	County Attorney's Office	2023 Budget	\$3,039,669	\$5,117,339	\$4,101,366
4124	Victim Witness Advocacy Program	2023 Budget	\$100,178	\$118,087	\$120,244
4130	Executive	2023 Budget	\$1,038,099	\$1,323,727	\$1,327,311
4150	Financial Administration	2023 Budget	\$1,501,067	\$1,772,766	\$2,010,397
4151	Treasurer		\$0	\$0	\$0
4153	Other Legal Costs		\$0	\$0	\$0
4155	Personnel Administration	2023 Budget	\$458,299	\$252,428	\$787,022
4191	Planning and Zoning (Unincorp. Places)		\$0	\$0	\$0
4192	Medical Examiner	2023 Budget	\$39,712	\$45,000	\$45,000
4193	Register of Deeds	2023 Budget	\$608,490	\$761,921	\$722,841
4194	Maintenance of Government Buildings	2023 Budget	\$2,778,343	\$3,937,663	\$4,023,670
4196	Insurance Not Otherwise Allocated	2023 Budget	\$170,969	\$727,272	\$193,590
4198	Contingency	2023 Budget	\$0	\$50,000	\$50,000
4199	Other General Government	2023 Budget	\$6,471,794	\$9,217,920	\$7,494,763
General Government Subtotal			\$16,209,795	\$23,333,923	\$20,886,004
Public Safety & Corrections					
4211	Sheriff's Department	2023 Budget	\$2,736,348	\$3,864,495	\$2,543,664
4212	Custody of Prisoners	2023 Budget	\$0	\$0	\$979,575
4214	Sheriff's Support Services	2023 Budget	\$807,927	\$967,425	\$977,220
4219	Other Public Safety	2023 Budget	\$159,179	\$229,442	\$117,361
4230	Corrections	2023 Budget	\$12,245,153	\$15,511,134	\$15,708,488
4235	Adult Probation and Parole	2023 Budget	\$922,499	\$0	\$1,201,308
Public Safety & Corrections Subtotal			\$16,871,106	\$20,572,496	\$21,527,616



Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2022	Appropriations Approved by DRA for period ending 12/31/2022	Proposed Budget for period ending 12/31/2023
County Farm					
4301	Administration		\$0	\$0	\$0
4302	Operating Expenditures		\$0	\$0	\$0
4309	Other County Farm		\$0	\$0	\$0
County Farm Subtotal			\$0	\$0	\$0
County Nursing Home					
4411	Administration	2023 Budget	\$4,652,923	\$5,702,453	\$5,683,892
4412	Operating Expense	2023 Budget	\$21,739,272	\$27,232,082	\$28,416,027
4439	Other Health	2023 Budget	\$0	\$0	\$17,250,311
County Nursing Home Subtotal			\$26,392,195	\$32,934,535	\$51,350,230
Human Services					
4441	Administration	2023 Budget	\$0	\$0	\$1,203,170
4442	Direct Assistance		\$0	\$0	\$0
4443	Board and Care of Children		\$0	\$0	\$0
4447	Special Outside Services	2023 Budget	\$0	\$0	\$398,166
4449	Other Human Services	2023 Budget	\$12,502,827	\$16,771,114	\$705,807
Human Services Subtotal			\$12,502,827	\$16,771,114	\$2,307,143
Cooperative Extension Services					
4611	Administration	2023 Budget	\$373,629	\$448,070	\$448,070
4619	Other Conservation	2023 Budget	\$0	\$0	\$54,710
Cooperative Extension Services Subtotal			\$373,629	\$448,070	\$502,780
Economic Development					
4651	Administration		\$0	\$0	\$0
4652	Economic Development		\$0	\$0	\$0
4659	Other Economic Development		\$0	\$1	\$0
Economic Development Subtotal			\$0	\$1	\$0



Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2022	Appropriations Approved by DRA for period ending 12/31/2022	Proposed Budget for period ending 12/31/2023
Debt Service					
4711	Principal - Long-Term Bonds/Notes	2023 Budget	\$2,310,000	\$3,625,000	\$3,630,000
4721	Interest - Long-Term Bonds/Notes	2023 Budget	\$1,218,723	\$1,251,599	\$1,087,448
4723	Interest on Revenue Anticipation Notes	2023 Budget	\$0	\$74,500	\$250,000
4750	Fiscal Agents' Fees		\$0	\$0	\$0
4760	Bond Issuance Costs		\$0	\$0	\$0
4790	Other Debt Service Charges		\$0	\$0	\$0
Debt Service Subtotal			\$3,528,723	\$4,951,099	\$4,967,448
Intergovernmental Transfers					
4800	Intergovernmental Transfers	2023 Budget	\$0	\$0	\$1
Intergovernmental Transfers Subtotal			\$0	\$0	\$1
Capital Outlay					
4901	Land and Improvements		\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment	2023 Budget	\$131,290	\$224,800	\$170,087
4903	Buildings		\$0	\$0	\$0
4904	Improvements other than Buildings		\$0	\$0	\$0
Capital Outlay Subtotal			\$131,290	\$224,800	\$170,087
Depreciation Expense					
4905	Depreciation		\$0	\$0	\$0
4906	Amortization		\$0	\$0	\$0
Depreciation Expense Subtotal			\$0	\$0	\$0
Interfund Operating Transfers					
4911	Transfers to General Fund		\$0	\$0	\$0
4912	Transfers to Special Revenue Fund		\$399	\$0	\$0
4913	Transfers to Capital Projects Fund		\$0	\$0	\$0
4914	Transfers to Proprietary Fund		\$0	\$0	\$0
4915	Transfers to Capital Reserve Fund	2023 Budget	\$0	\$0	\$500,000
4916	Transfers to Trust and Fiduciary Funds		\$0	\$0	\$0
Interfund Operating Transfers Subtotal			\$399	\$0	\$500,000
Total Appropriations			\$76,009,964	\$99,236,038	\$102,211,309



**New Hampshire
Department of
Revenue Administration**

**2023
MS-46**

Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2022	Estimated Revenues for period ending 12/31/2022	Estimated Revenues for period ending 12/31/2023
Assessments/Taxes					
3110	Property Taxes (Unincorp. Places)		\$0	\$0	\$0
3111	Municipal Assessment		\$0	\$0	\$0
3120	Land Use Change Taxes (Unincorp. Places)		\$0	\$0	\$0
3180	Resident Taxes (Unincorp. Places)		\$0	\$0	\$0
3185	Yield Taxes (Unincorp. Places)		\$0	\$0	\$0
3186	Payments in Lieu of Taxes (Unincorp. Places)		\$0	\$0	\$0
3187	Payments in Lieu of Taxes		\$0	\$0	\$0
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes (Unincorp)		\$0	\$0	\$0
3191	Penalties on Delinquent Municipal Assessments		\$0	\$0	\$0
3200	Licenses, Permits, and Fees		\$0	\$0	\$0
	Assessments/Taxes Subtotal		\$0	\$0	\$0
Licenses, Permits, and Fees					
3220	Motor Vehicle Fees (Unincorp. Places)		\$0	\$0	\$0
3230	Building Permits (Unincorp. Places)		\$0	\$0	\$0
3290	Other Licenses, Permits, and Fees		\$0	\$0	\$0
	Licenses, Permits, and Fees Subtotal		\$0	\$0	\$0
From the Federal Government					
3319	Federal Grants and Reimbursements	2023 Budget	\$4,542,461	\$8,106,074	\$8,156,469
	From the Federal Government Subtotal		\$4,542,461	\$8,106,074	\$8,156,469
From the State of New Hampshire					
3351	Shared Revenue - Block Grant (Unincorp. Places)		\$0	\$0	\$0
3352	Incentive Funds		\$0	\$0	\$0
3354	Water Pollution Grants	2023 Budget	\$0	\$8,170	\$7,830
3355	Housing and Community Development	2023 Budget	\$0	\$1	\$1
3356	State/Federal Forest Land Reimbursements (Unincorp)		\$0	\$0	\$0
3359	Other State Grants and Reimbursements	2023 Budget	\$1,433,172	\$240,891	\$304,000
	From the State of New Hampshire Subtotal		\$1,433,172	\$249,062	\$311,831
Revenue from Other Governments					
3379	Intergovernmental Revenues		\$0	\$0	\$0
	Revenue from Other Governments Subtotal		\$0	\$0	\$0



Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2022	Estimated Revenues for period ending 12/31/2022	Estimated Revenues for period ending 12/31/2023
Charges for Services					
3401	Sheriff's Department	2023 Budget	\$1,030,765	\$1,160,663	\$1,289,437
3402	Register of Deeds	2023 Budget	\$1,492,551	\$1,820,500	\$1,545,500
3403	County Corrections	2023 Budget	\$1,418,246	\$1,815,000	\$1,800,000
3404	County Nursing Homes	2023 Budget	\$23,888,455	\$30,837,025	\$33,254,881
3405	County Farm		\$0	\$0	\$0
3406	Cooperative Extension Service	2023 Budget	\$33,456	\$44,608	\$44,608
3407	Maintenance Department	2023 Budget	\$62,145	\$99,380	\$111,097
3409	Other Charges	2023 Budget	\$872,198	\$1,094,680	\$1,267,495
Charges for Services Subtotal			\$28,797,816	\$36,871,856	\$39,313,018
Miscellaneous Sources					
3501	Sale of County Property		\$0	\$0	\$0
3502	Interest on Investments	2023 Budget	\$80,231	\$40,000	\$200,000
3503	Rents of Property		\$0	\$0	\$0
3504	Fines and Forfeits		\$0	\$0	\$0
3505	Escheats	2023 Budget	\$271,682	\$500,000	\$250,000
3506	Insurance Dividends and Reimbursements		\$82,163	\$0	\$0
3508	Contributions and Donations	2023 Budget	\$12,668	\$14,000	\$14,000
3509	Other Miscellaneous Sources	2023 Budget	\$25,400	\$30,000	\$30,000
Miscellaneous Sources Subtotal			\$472,144	\$584,000	\$494,000
Other Financial Sources					
3911	Transfers from General Fund		\$0	\$0	\$0
3912	Transfers from Special Revenue Fund		\$399	\$0	\$0
3913	Transfers from Capital Projects Fund		\$0	\$224,800	\$0
3915	Transfers from Capital Reserve Fund	2023 Budget	\$0	\$0	\$445,087
3916	Transfers from Trust and Fiduciary Funds		\$0	\$0	\$0
3934	Proceeds from Long-Term Bonds/Notes		\$0	\$0	\$0
9999	Fund Balance to Reduce Taxes	2023 Budget	\$0	\$0	\$5,498,577
Other Financial Sources Subtotal			\$399	\$224,800	\$5,943,664
Total Estimated Revenues and Credits			\$35,245,992	\$46,035,792	\$54,218,982

Budget Summary

Item

Period ending
12/31/2023



New Hampshire
Department of
Revenue Administration

2023
MS-46

Revenues

Total Proposed Appropriations	\$102,211,309
<u>(Less) Total Estimated Revenues & Credits</u>	<u>\$54,218,982</u>
Estimated Amount of Taxes to be Raised	<u>\$47,992,327</u>



COUNTY OF MERRIMACK

333 DANIEL WEBSTER HIGHWAY, SUITE 2
BOSCAWEN, NEW HAMPSHIRE 03303-2415
(603) 796-6800 FAX: (603) 796-6840
www.merrimackcounty.net

COMMISSIONERS

TARA REARDON, Chairman, Concord
PETER SPAULDING, Vice Chairman, Hopkinton
STUART D. TRACHY, Clerk, Franklin

COUNTY ADMINISTRATOR
ROSS L. CUNNINGHAM

November 17, 2022

PUBLIC NOTICE MERRIMACK COUNTY DELEGATION

Pursuant to RSA 24:23, there will be a Public Hearing for Merrimack County before the County Delegation at 10:00a.m. on Monday, December 12, 2022 at the Old Courthouse, 2nd floor conference room, 163 North Main Street, Concord, New Hampshire.

The purpose of the meeting is as follows:

1. Present and discuss the 2023 Commissioners Proposed Budget.
2. To consider any other business that may appropriately come before them.

At this time, any member of the public may present oral or written testimony regarding the 2023 budget estimates as proposed by the Merrimack County Board of Commissioners.

Pursuant to RSA 24:9-a, there will be a meeting for Merrimack County before the County Delegation immediately following the public hearing at 10:00am on Monday, December 12, 2022 at the Old Courthouse, 2nd floor conference room, 163 North Main Street, Concord, New Hampshire

The purpose of the meeting is as follows:

1. Delegation Organization/Election of Officers and Executive Committee.
2. Present and discuss the 2023 Commissioners proposed budget.
3. Resolution to authorize continuation of county expenditures.
4. Authorize to close out Timber Conservation Fund.
5. Town of Northfield possible late tax payment, interest waiver request.
6. To consider any other business that may appropriately come before them.

Rep. Dianne Schuett, Chair
Merrimack County Delegation

Special accommodations for individuals with a disability are available upon request
(Americans with Disabilities Act of 1990).

***COUNTY OF MERRIMACK
RESOLUTION***

BE IT RESOLVED, until appropriations for Merrimack County for 2023 are approved, departments and agencies are authorized to continue at rates of expenditures authorized for 2022.

11/15/22

Close out of the Timber Conservation Fund (Fund 78)

As we move to a new chart of accounts, we have reviewed in depth everything currently on the books. Within this review, we have found one idle fund that has not been utilized since 2016. This fund received revenues when the county conducted commercial timber harvests in 2009, 2012 and 2015. The only expenditure came in 2016. The establishment of this fund predates our software, going back prior to 2009.

We do not find it necessary to maintain this fund any further. *We recommend closing out the fund via a transfer to the general fund of \$105,586.87.* This will increase the general fund balance which is used to offset tax increases.

Account	Date	Vendor	Debit	Credit	Line Memo
78.8897.9200.097.00.000.5	3/17/2016	BARN STORE OF NEW ENGLAND, LLC	\$949.95	\$0.00	BRUSHCUTTER/CLEARING SAW
78.4000.9200.000.60.000.4	8/28/2015		\$0.00	-(18,540.04)	WADE REED LOGGING
78.4000.9200.000.60.000.4	8/19/2015		\$0.00	-(319.35)	WADE REED LOGGING
78.4000.9200.000.60.000.4	7/6/2015		\$0.00	-(35,563.72)	WADE REED LOGGING WON TIMBER CUT BID 7/1/15
78.4000.9200.000.60.000.4	12/28/2012	GARLAND LUMBER CO., INC.	\$3,000.00	\$0.00	TIMBER CONSERVATION REVENUE
78.4000.9200.000.60.000.4	12/12/2012		\$0.00	-(810.81)	GARLAND LUMBER TIMBER SALES
78.4000.9200.000.60.000.4	12/12/2012		\$0.00	-(4,538.22)	GARLAND LUMBER TIMBER SALES
78.4000.9200.000.60.000.4	10/25/2012		\$0.00	-(9,986.46)	GARLAND LUMBER
78.4000.9200.000.60.000.4	10/19/2012		\$0.00	-(6,215.03)	GARLAND LUMBER CO.
78.4000.9200.000.60.000.4	9/26/2012		\$0.00	-(2,007.77)	GARLAND LUMBER CO.
78.4000.9200.000.60.000.4	9/19/2012		\$0.00	-(1,437.04)	GARLAND LUMBER CO.
78.4000.9200.000.60.000.4	8/17/2012		\$0.00	-(3,000.00)	GARLAND LUMBER
78.4000.9200.000.60.000.4	12/10/2009		\$0.00	-(191.25)	HOPKINTON FORESTRY LAND CLEARING
78.2001.9200.000.00.000.5	12/10/2009	HOPKINTON FORESTRY & LAND CLEARING	\$5,000.00	\$0.00	REFUND \$ REC'D NOV 2008
78.4000.9200.000.60.000.4	11/20/2009		\$0.00	-(3,448.56)	HOPKINTON FORESTRY LAND CLEARING
78.4000.9200.000.60.000.4	11/12/2009		\$0.00	-(4,497.05)	HOPKINTON FORESTRY LAND CLEARING
78.4000.9200.000.60.000.4	11/3/2009		\$0.00	-(234.67)	HOPKINTON FORESTRY CLEARING
78.4000.9200.000.60.000.4	11/3/2009		\$0.00	-(10,191.71)	HOPKINTON FORESTRY CLEARING
78.4000.9200.000.60.000.4	10/27/2009		\$0.00	-(6,377.28)	HOPKINTON FORESTRY LAND CLEARING
78.4000.9200.000.60.000.4	10/27/2009		\$0.00	-(2,177.86)	HOPKINTON FORESTRY LAND CLEARING
78.3000.0000.000.00.000.3	12/31/2008		\$0.00	-(5,000.00)	CONVERSION BEGIN BALANCE

Balance

Account	Description	Account Type	Balance
78.3000.0000.000.00.000.3	TIMBER CONSERVATION FUND BAL	FUND BALANCE	-(105,586.87)



COUNTY OF MERRIMACK

333 DANIEL WEBSTER HIGHWAY, SUITE 2
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STUART D. TRACHY, Clerk, Franklin

COUNTY ADMINISTRATOR
ROSS L. CUNNINGHAM

November 17, 2022

PUBLIC NOTICE

MERRIMACK COUNTY DELEGATION

EXECUTIVE COMMITTEE

There will be a meeting of the Merrimack County Executive Committee immediately following the 10:00a.m. Public Hearing and Merrimack County Delegation meetings on Monday, December 12, 2022 at the Old Courthouse, 2nd floor conference room, 163 North Main Street., Concord, New Hampshire.

The purpose of the meeting is as follows:

1. Authorize tax anticipation borrowing for 2023.
2. Any other Business.

Rep. James MacKay, Chairman
Rep. Michael Moffett, Clerk
Merrimack County Executive Committee

Special accommodations for individuals with a disability are available upon request (Americans with Disabilities Act of 1990).

***Merrimack County Executive Committee
2023 Tax Anticipation Note Resolution***

RESOLVED THAT, it being anticipated that no more than forty three million dollars (\$43,000,000) will be needed during the fiscal year ending December 31, 2023 to meet the demands upon the County Treasury, which there is insufficient money to meet, the Merrimack County Treasurer is hereby authorized to borrow an amount not to exceed forty three million dollars (\$43,000,000) during said year upon the order of the Board of Commissioners pursuant to NH RSA 29:8.

29:8 Whenever the money in the treasury of any county shall be insufficient to meet the demands upon the same, the treasurer, upon the order of the commissioners with the approval of the executive committee of the county convention, and such approval shall not be given until the treasurer has appeared in person before the committee to satisfy in support of any such request, may borrow such sum as they shall deem necessary for the purpose, and give the note of the county therefore; provided, however, that if the sum to be borrowed, together with the collected taxes of the same fiscal year, shall exceed by 10 percent the total appropriations for the ensuing year. Nothing in this section shall be deemed or construed as authority to exceed appropriations made by the county convention.

11/15/2022



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



November 16, 2022

Holland Patent LLC
c/o Mary Shea
PO Box 2339
Henniker NH 03242

RECEIVED
NOV 28 2022
TWN CLK/TAX COLLECTOR
HENNIKER, NH

Re: Restoration Plan Approval
Land Resources Management File Number: 2022-02864
Subject Property: 1464 Western Ave, Henniker, Tax Map #1, Lot #763

Dear Ms. Shea:

On November 11, 2022, the New Hampshire Department of Environmental Services (NHDES) Land Resources Management Program received a proposed site restoration plan (Restoration Plan) for the above-referenced property (Property). The Restoration Plan was in response to an NHDES enforcement action. NHDES hereby approves the Restoration Plan as submitted, subject to the following specific conditions. If there is a conflict between the Restoration Plan and this Restoration Plan Approval, this Restoration Plan Approval will control.

1. **By December 9, 2022**, approximately 800 square feet of forested wetland shall be restored, monitored, and managed in accordance with the Restoration Plan and all project descriptive details submitted to NHDES on November 11, 2022, by TES Environmental Consultants LLC.
2. The restoration shall be conducted according to the Restoration Plan and as conditioned by this Restoration Plan Approval. Any changes or alterations to the Restoration Plan must be requested in writing and approved in writing by NHDES prior to implementing any such changes or alterations.
3. All persons involved in restoration activities on the Property shall have read and become familiar with the provisions of the Restoration Plan and this Restoration Plan Approval prior to beginning the activities. A copy of the Restoration Plan and this Restoration Plan Approval shall be kept posted at the Property during the restoration activities.
4. A certified wetland scientist (CWS) shall supervise the restoration activities within RSA 482-A jurisdiction on the Property to ensure that the restoration is accomplished pursuant to this Restoration Plan Approval (Env-Wt 803.04).
5. Siltation, erosion, and turbidity controls shall be installed prior to restoration, shall be maintained during restoration activities, and shall remain until the area is stabilized.
6. All steps shall be taken to ensure that no water quality violations occur on the Property during restoration activities.
7. Silt fence and hay bales shall not be used across streams, channels, swales, ditches, or other drainage ways.
8. No machinery shall be used within undisturbed NHDES jurisdictional areas on the Property during the restoration, unless vegetation and soil is not disturbed.
9. All material removed during restoration activities shall be placed out of NHDES' jurisdiction.
10. All material required to be removed during restoration activities shall be removed down to the level of the original

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
NHDES Main Line: (603) 271-3503 • Subsurface Fax: (603) 271-6683 • Wetlands Fax: (603) 271-6588
TDD Access: Relay NH 1 (800) 735-2964

hydric soils.

11. Wetland soils from areas vegetated with purple loosestrife (*Lythrum salicaria*) or other state-listed invasive plant species shall not be used in the area being restored (Env-Wt 307.12(e)).
12. Invasive, weedy species such as purple loosestrife and Common Reed (*Phragmites spp.*) shall be controlled by measures agreed upon by the Wetlands Bureau if the species is found in the restoration areas during construction and during the early stages of vegetative establishment.
13. A monitoring report with photographs shall be submitted to NHDES by **December 16, 2022**. This monitoring report shall include, but not be limited to, documentation of erosion control deployment, restoration sequencing, restoration activities, and status of restoration at time of initial monitoring report. Photographs shall depict all stages of restoration sequencing. For restoration activities within RSA 482-A jurisdiction, this monitoring report shall be submitted in accordance with Env-Wt 307.18. For restoration activities within RSA 483-B jurisdiction, this monitoring report shall be submitted in accordance with Env-Wq 1412.03(g).
14. Remedial actions may include, but are not limited, to altering soil composition or depths, deconsolidating soils due to compaction, altering the elevation of the wetland surface, or changing the hydraulic regime.
15. This Restoration Plan Approval does not convey a property right, nor authorize any injury to property of others, nor invasion of rights of others.
16. This Restoration Plan Approval does not relieve the owner(s) from the obligations of other local, state, or federal permits or requirements.
17. If restoration has not been completed, transfer of ownership of the Property shall require notification to NHDES and an agreement on transfer of the rights and obligations of this Restoration Plan Approval, prior to such transfer of ownership.

NHDES personnel may conduct future inspections to determine compliance with the provisions of the approved Restoration Plan and all other applicable NHDES statutes and rules.

Following completion of the restoration work, monitoring reports should reference NHDES File Number 2022-02864, and should be addressed as follows:

Jen Drociak
Land Resources Management Program
Department of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095

Should you have any questions, please contact me at Jen.Drociak@des.nh.gov or (603) 271-4062.

Sincerely,



Jen Drociak
Compliance Specialist
Land Resources Management Program
Water Division

cc: Henniker Conservation Commission
Henniker Board of Selectmen ✓
Demoura Living Trust

ec: TES Environmental Consultants, LLC
Capital Well, John Swain

Elizabeth Hustis
PO Box 85
Henniker, NH

Town of Henniker Select Board
Chair Kris Blomback
Depot Hill
Henniker, NH

November 18, 2022

Dear Henniker Selectboard,

It has been an honor serving the Town of Henniker for several years. I respectfully submit my resignation from the Henniker Economic Development Committee and the Henniker Historic District Commission.

Lisa (Elizabeth) Hustis

Cc D Kendall



HENNIKER AMERICAN LEGION POST 78
DAVIS-WOODMAN-DURGIN
Post Office Box 2178
HENNIKER, NEW HAMPSHIRE 03242-2178
David Currier, Adjutant/Finance Officer 603 568-2051
Email: ALHennikerPost78@gmail.com

November 27, 2022

Board of Selectmen
Town of Henniker
18 Depot Hill Road
Henniker, NH 03242

Update Regarding Veteran Credits

Dear Board:

Representing the Henniker American Legion and our members, I would like to recommend that the Henniker Board of Selectmen adopt a Warrant Article for the Town Meeting to readopt the Veteran's property tax credits.

The NH legislature passed and Governor Sununu signed into law HB 1667 (Chapter 121, laws of 2022) which amends eligibility criteria for certain veterans' property tax credits. This became effective on July 26, 2022, and affects both, the Standard and Optional Veterans Tax Credit, as well as the All Veterans Tax Credit. Simply what this means is that if your Town has adopted the Optional Veterans Tax Credit (you give more than the standard \$50 tax credit) and/or the All Veterans Tax Credit, you MUST readopt the provisions of the Statute (Optional Vets Credit 72:28, II and/or All Veterans Tax Credit 72:28-b) by March 31, 2023, in order for your credits to remain in place for the 2023 Tax Year. It is our understanding that if you have the Optional or All Veterans Tax Credits and you do not readopt the credits they will revert to the Standard Veterans Credit in the amount of \$50 each. We are proactively reaching out and urging you to get the warrant language ready and prepared for the ballot for 2023. The Department of Revenue has prepared a Technical Information Release (TIR 2022-005) on the matter dated October 19, 2022 which I'm attaching herewith. They are ready to assist municipalities in this endeavor as are we.

Thank you for your attention to this matter.

Sincerely yours,
HENNIKER POST 78 AMERICAN LEGION

DAVID P. CURRIER
Adjutant



Encl: (1) NH Department of Revenue Administration Circular

**New Hampshire Department of Revenue Administration
109 Pleasant Street, Concord, NH 03301**

**TECHNICAL INFORMATION RELEASE
UPDATED TIR 2022-005 Date: October 24, 2022**

A Technical Information Release is designed to provide immediate information regarding tax laws administered by the Department or the policy positions of the Department as a service to taxpayers and practitioners. A Technical Information Release represents the position of the Department on the limited issues discussed herein based on current law and Department interpretation. For the current status of any tax law, practitioners and taxpayers should consult the source documents (i.e., Revised Statutes Annotated, Rules, Case Law, Session Laws, etc.).

Statutory Change to Property Tax Credits for Veterans – Readoption Required

The New Hampshire Legislature passed, and Governor Sununu signed into law House Bill 1667 (Chapter 121, Laws of 2022), amending eligibility criteria for certain veterans' property tax credits. Effective on July 26, 2022, the bill amended RSA 72:28, the "Standard and Optional Veterans' Tax Credit," and RSA 72:28-b, the "All Veterans' Tax Credit," to expand the eligibility requirements of the veterans' tax credit to include individuals who have not yet been discharged from service in the armed forces.

Under RSA 72:27-a, IV amendments to tax credits and exemptions which require adoption will only apply "in a municipality which previously adopted the provision only after the municipality complies with the procedure" specified in RSA 72:27-a, II, unless otherwise expressly required by law. Nothing in HB 1667 created an exception to this readoption requirement.

As a result of the passage of HB 1667, municipalities should consider the following:

- For municipalities with the Standard Veteran's Tax Credit:
 - No readoption is required, the expanded eligibility will apply to the Standard Veterans' Tax Credit for the April 1, 2023 tax year.
 - Municipalities can adopt the Optional Veterans' Tax Credit under RSA 72:28, II and/or the All Veterans' Tax Credit under RSA 72:28-b with the expanded eligibility for the April 1, 2023 tax year.
- For municipalities with an Optional Veterans' Tax Credit under RSA 72:28, II:
 - The existing Optional Veteran's Tax Credit will remain in place for the April 1, 2022 tax year.
 - The Optional Veteran's Tax Credit, at the existing amount or at a new amount, must be *readopted* pursuant to RSA 72:27-a to remain in place and include the expanded eligibility effective for the April 1, 2023 tax year.

- If the Optional Veteran's Tax Credit is not readopted, the Standard Veterans' Tax Credit will be in place for the April 1, 2023 tax year, which will include the expanded eligibility requirements.
- For municipalities with the All Veterans' Tax Credit under RSA 72:28-b:
 - The existing All Veterans' Tax Credit will remain in place for the April 1, 2022 tax year.
 - The All Veterans' Tax Credit, at the existing amount or at a new amount, must be *readopted* pursuant to RSA 72:27-a to remain in place and include the expanded eligibility effective April 1, 2023 tax year.
 - If the All Veterans' Tax Credit is not readopted, the Standard Veterans' Tax Credit will be in place for the April 1, 2023 tax year, which will include the expanded eligibility requirements.

The Department will examine warrant article submissions to ensure that communities which have previously adopted these credits are aware that they must be readopted to remain in effect. Additionally, and in accordance with our usual practice, before approving a municipality's veterans' tax credit totals reported on the "Summary Inventory of Valuation" (MS-1) the Department will determine that a legislative body vote to readopt these credits has occurred.

Additional information can be obtained by referencing RSAs 72:27-a, 72:28, 72:28-b, and 21:50. Questions may be directed to the Department of Revenue Administration's Municipal Bureau at (603) 230-5090.



Chief Mark C. Armaganian
Director

State of New Hampshire
LIQUOR COMMISSION
Division of Enforcement & Licensing

50 Storrs Street
Concord, NH 03301
Phone: (603) 271-3521

Joseph W. Mollica
Chairman

Nicole Brassard Jordan
Deputy Commissioner

November 29, 2022

RECEIVED

NOV 29 2022

TWN CLK/TAX COLLECTOR
HENNIKER, NH

Town of Henniker

Subject: RSA 541-A:39 Notice To Municipalities

Dear Sir or Madam:

Wildbloom Beer LLC, DBA Wildbloom Beer member Devin Bush has made application to the Division of Enforcement for a **Beverage Manufacturer** liquor license under the provisions of RSA 178:12. This establishment is located at 129 Centervale Road.

Pursuant to RSA 541-A:39, the New Hampshire Liquor Commission hereby provides the City/Town of Henniker with notice of the application and informs you that you may submit data, views, comments, or other materials or evidence with respect to the potential issuance of the liquor license. This information will be taken into consideration by the Division of Enforcement & Licensing prior to its recommendation to the Liquor Commission for approval or denial of the license.

Sincerely,

Mark C Armaganian, Chief
Division of Enforcement

XI Communications

Item 18 Department Reports

Police

Highway

Finance

HENNIKER POLICE DEPARTMENT

Memo

To: Diane Kendall

From: Chief Matthew French

Date: November 15, 2022

October 2022 summary.

There were 13 arrests which include, unlawful possession of alcohol, possession of narcotic drugs, subject wanted on a warrant, operating with a suspended license, criminal mischief, DUIx2, Reckless Conduct, Operating while Habitual offender and breach of bail.

The officers were faced with a tough call involving a suicidal man having a mental health crisis. The male was armed with a large kitchen knife was encounter in the street near several apartment buildings and college dorm. He was refusing to comply with commands. Thankfully, this particular night there was more than one officer on duty. When the opportunity presented itself one of the officers was able to deploy their taser and subdue the subject without injury. He was then transported for mental health care. We also had 2 unattended/natural deaths, which can have an impact when you know the people personally. Our thoughts go out to the families impacted by these tragic events.

We had 610 Calls for Service (1079 in 2021, in 842 in 2220) which include

8 MV Crashes	4 Unwanted subjects
2 Hit and Run crashes	4 Welfare Check
25 Motor vehicle complaints	1 Psychological Problem
100 MV stops	2 Suicidal persons
36 Directed Patrols	14 Animal Complaints
7 Disabled MV/Assist Motorist	18 Alarm Calls/911 Hangup
7 Road Hazard	201 Building/Business checks
2 Domestic Disturbance	5 Vacant/Vacation House Checks
3 Serve Restraining order	3 OHRV Complaint
7 Noise complaint/Disturbance	2 OHRV stops
4 Harassment	36 Parking tickets
3 Serve Paperwork/Subpoena	2 Vandalism
18 Follow ups	2 Untimely deaths
14 Return phone call	3 Warrants
9 Assist Citizen	2 Juvenile matter
7 Assist Other agencies	1 Illegal dumping
14 Assist Rescue/Fire	
30 Suspicious person/vehicles	

12/1/2022

To Town Administrator Diane Kendall and the Henniker Select Board,

Please excuse my tardiness of the October report. Highway started the month of working with Wolcott Paving, applying a new asphalt surface to the Patterson Hill Road Bridge as well as a repair overlay on Gulf and Dodge Hill Road. Fall grading and leaf removal around town was a daily event. Highway continued its efforts on Old Hillsboro Road replacing the last of the culverts. On Wednesday the 19th Busby Construction started the reclaim on Old Hillsboro. On the 20th Highway started a box out of the road in front of the old McComish Farm. Here we removed 24 inches of waste dirt most hard pan and rocks and replaced it with 18 to 20 inches of three-inch gravel and the original gravel mixed with reclaimed asphalt over the top to help build a better road in that section. Paving crew arrive on the 26th and the base was laid. From Old Hillsboro Road we moved to Main Street where we milled the road surface down and laid 1.5 inches of asphalt to repair the road surface. Moving into November, our first job was on Liberty Hill Road where we replaced two cross culvert and cleaned ditch lines. We then moved to Freeman Colby Road and replace two more failing pipes. The second week of November we rented a large bulldozer and removed topsoil from the top of the town pit in preparations for screening winter sand. Once again grading, leaf removal, truck maintenance, and road patching of potholes is all happening at the same time as a well-oiled machine. First winter storm of the season occurred on November 16th blessing us with an inch and a half of yuck. This was a good one to start with as we found a few glitches in the equipment and where able to adjust. Highway started processing sand through a screener on the 22nd and completed on the 30th, putting up a little over four thousand yards to be spread on roads as needed throughout the winter months and used in under drainage ditches on road projects.

Leo Aucoin
Superintendent
Henniker Highway

12/1/2022



Reclaiming inch and a half stone into the road in front of Tim McComish’s drieway

12/1/2022



Old Hillsboro Road at the intersection of Freeman Colby Road

12/1/2022



Box out in front of McComish Farm

Finance 2022 Budget V Actual to Date

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Total Dept 4130	- EXECUTIVE	31,663.00	21,655.14	0.00	10,007.86	68.39
Total Dept 4140	- TOWN CLERK	85,243.00	74,732.27	0.00	10,510.73	87.67
Total Dept 4141	- ELECTIONS	6,300.00	8,253.97	0.00	(1,953.97)	131.02
Total Dept 4142	- TAX MAP	4,800.00	4,050.00	0.00	750.00	84.38
Total Dept 4150	- TOWN OFFICE	727,710.00	572,301.65	3,091.52	155,408.35	78.64
Total Dept 4151	- TAX COLLECTOR	83,241.00	74,345.62	0.00	8,895.38	89.31
Total Dept 4153	- LEGAL	20,000.00	10,781.50	0.00	9,218.50	53.91
Total Dept 4191	- PLANNING	30,679.00	21,810.98	0.00	8,868.02	71.09
Total Dept 4192	- ZONING	5,521.00	1,273.73	0.00	4,247.27	23.07
Total Dept 4195	- CEMETERIES	16,280.00	13,880.00	0.00	2,400.00	85.26
Total Dept 4196	- INSURANCE	152,350.00	142,713.00	0.00	9,637.00	93.67
Total Dept 4197	- MUNICIPAL DUES	4,157.00	4,108.00	0.00	49.00	98.82
Total Dept 4210	- POLICE	1,454,759.00	1,128,713.36	2,320.00	326,045.64	77.59
Total Dept 4214	- FIRE & RESCUE	623,602.00	536,745.28	0.00	86,856.72	86.07
Total Dept 4215	- RESCUE	105,189.00	73,506.70	0.00	31,682.30	69.88
Total Dept 4220	- FIRE	149,503.00	118,433.82	0.00	31,069.18	79.22
Total Dept 4240	- CODE	27,853.00	25,164.42	0.00	2,688.58	90.35
Total Dept 4290	- EMERGENCY MANAGEMENT	1,292.00	1,291.79	0.00	0.21	99.98
Total Dept 4311	- HIGHWAY	826,294.00	645,208.05	608.88	181,085.95	78.08
Total Dept 4312	- HIGHWAY & STREETS	716,000.00	572,845.49	0.00	143,154.51	80.01
Total Dept 4316	- STREET LIGHTS	15,500.00	8,885.72	0.00	6,614.28	57.33
Total Dept 4324	- SOLID WASTE	534,985.00	422,197.93	0.00	112,787.07	78.92
Total Dept 4326	- WWTF	644,838.00	502,547.13	0.00	142,290.87	77.93
Total Dept 4331	- CSWW	528,205.00	405,423.17	0.00	122,781.83	76.75
Total Dept 4414	- ANIMAL CONTROL	9,408.00	2,535.16	0.00	6,872.84	26.95
Total Dept 4442	- WELFARE	80,000.00	42,646.29	0.00	37,353.71	53.31
Total Dept 4520	- ATHLETIC	40,145.00	26,450.01	0.00	13,694.99	65.89
Total Dept 4550	- LIBRARY	236,621.00	226,164.85	0.00	10,456.15	95.58
Total Dept 4583	- PATRIOTIC PURPOSES	2,600.00	2,559.46	0.00	40.54	98.44
Total Dept 4589	- BAND	7,195.00	10,700.47	0.00	(3,505.47)	148.72
Total Dept 4611	- CONSERVATION	16,515.00	16,796.45	0.00	(281.45)	101.70
Total Dept 4659	- WHITE BIRCH CENTER	65,000.00	64,999.92	16,249.98	0.08	100.00
Total Dept 4711	- DEBT SERICE PRINCIPAL	187,720.00	151,885.95	0.00	35,834.05	80.91
Total Dept 4721	- DEBT SERVICE INTEREST	23,536.00	21,431.84	0.00	2,104.16	91.06
Total Dept 4722	- DEBT SERVICE LEASE	0.00	37,567.16	0.00	(37,567.16)	100.00
Total Dept 4723	- DEBT SERVICE TAN	13,500.00	9,653.10	0.00	3,846.90	71.50
Total Dept 4900	- WARRANT ARTICLES	100,000.00	316,935.17	0.00	(216,935.17)	316.94
Total Dept 4902	- WARRANT ARTICLES	3,892,941.00	690,667.40	0.00	3,202,273.60	17.74
Total Dept 4903	- WARRANT ARTICLES	68,660.00	686,985.70	0.00	(618,325.70)	1,000.56
Total Dept 4915	- CAPITAL RESERVE	1,327,211.00	1,327,211.00	0.00	0.00	100.00
Report Totals:						
TOTAL EXPENDITURES - ALL FUNDS		12,867,016.00	9,026,058.65	22,270.38	3,840,957.35	

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Revenues						
Department: 0000 NON-DEPARTMENTAL						
01-0000-3110-000	PROPERTY TAX REVENUE	0.00	15,460,954.00	0.00	(15,460,954.00)	100.00
01-0000-3120-000	REVENUE: LAND USE CHANGE	28,370.00	28,370.00	0.00	0.00	100.00
01-0000-3185-000	REVENUE: YIELD TAXES	11,293.00	11,293.11	0.00	(0.11)	100.00
01-0000-3186-000	REVENUE: PAYMENTS IN LIEU	354.00	0.00	0.00	354.00	0.00
01-0000-3190-000	REVENUE: INTEREST DELINQ TAXES	74,900.00	73,005.13	0.00	1,894.87	97.47
01-0000-3199-001	REVENUE: EXCAVATION TAX (.02)	5,100.00	5,053.22	0.00	46.78	99.08
01-0000-3210-115	REVENUE: BUSINESS PERMITS, FEES	1,000.00	1,890.00	0.00	(890.00)	189.00
01-0000-3220-000	REVENUE: MOTOR VEHICLE PERMITS	940,500.00	939,444.27	0.00	1,055.73	99.89
01-0000-3222-100	TAX ABATEMENTS	0.00	(4,452.10)	0.00	4,452.10	100.00
01-0000-3225-000	BOAT REGISTRATION	5,000.00	5,124.63	0.00	(124.63)	102.49
01-0000-3230-000	BUILDING PERMIT FEES	45,000.00	47,027.79	0.00	(2,027.79)	104.51
01-0000-3290-105	ANIMAL REGISTRATION	3,500.00	3,328.00	0.00	172.00	95.09
01-0000-3290-155	MARRIAGE LICENSE FEES	0.00	1,250.00	0.00	(1,250.00)	100.00
01-0000-3290-156	MARR LICENSE TO STATE	0.00	(218.00)	0.00	218.00	100.00
01-0000-3290-254	TXTC MISCELLANEOUS	0.00	816.11	0.00	(816.11)	100.00
01-0000-3290-255	NH VITAL RECORDS FEES	0.00	6,228.50	0.00	(6,228.50)	100.00
01-0000-3290-256	VR FEE TO STATE	0.00	(1,105.00)	0.00	1,105.00	100.00
01-0000-3319-300	FED FOREST LAND	0.00	7,018.00	0.00	(7,018.00)	100.00
01-0000-3319-400	USE OF TOWN ARPA MONEY	0.00	182,653.45	182,653.45	(182,653.45)	100.00
01-0000-3352-000	ST OF NH ROOMS/MEALS	395,228.00	0.00	0.00	395,228.00	0.00
01-0000-3353-000	ST OF NH HIGHWAY BLOCK	171,563.00	316,935.17	0.00	(145,372.17)	184.73
01-0000-3354-000	ST OF NH WATER POLLUTION GRANT	6,783.00	0.00	0.00	6,783.00	0.00
01-0000-3357-000	ST OF NH FLOOD CONTROL	95,153.00	90,115.74	0.00	5,037.26	94.71
01-0000-3359-000	STATE FOREST LAND	114.00	113.71	0.00	0.29	99.75
01-0000-3359-003	ST OF NH OTHER	9,990.00	19,567.63	0.00	(9,577.63)	195.87
01-0000-3379-001	OTHER GOVT HOPKINTON	0.00	170.66	0.00	(170.66)	100.00
01-0000-3379-050	BRADFORD-RESCUE	84,000.00	84,957.00	0.00	(957.00)	101.14
01-0000-3379-055	BRADFORD AMB CR	10,000.00	10,000.00	0.00	0.00	100.00
01-0000-3401-105	SOLID WASTE SALE/FEES	56,000.00	66,221.69	0.00	(10,221.69)	118.25
01-0000-3401-112	SOLID WASTE - GRANTS	0.00	5,000.00	0.00	(5,000.00)	100.00
01-0000-3401-165	RESCUE BILLING	361,496.00	372,448.43	0.00	(10,952.43)	103.03
01-0000-3401-166	RESCUE INTERCEPT FEES	0.00	11,694.16	0.00	(11,694.16)	100.00
01-0000-3401-255	PLANNING APP & ESCROW	0.00	3,835.83	0.00	(3,835.83)	100.00
01-0000-3401-310	POLICE COURT FINES	0.00	1,000.00	0.00	(1,000.00)	100.00
01-0000-3401-315	POLICE EXTRA DUTY	0.00	534.32	0.00	(534.32)	100.00
01-0000-3401-320	POLICE MISC REVENUE	0.00	743.52	0.00	(743.52)	100.00
01-0000-3401-325	POLICE PARKING TICKETS	0.00	1,840.00	0.00	(1,840.00)	100.00
01-0000-3409-015	PHOTOCOPY REVENUE	0.00	92.00	0.00	(92.00)	100.00
01-0000-3501-000	SALE OF TOWN PROPERTY	0.00	16,515.00	0.00	(16,515.00)	100.00
01-0000-3502-000	INVESTMENT INCOME	0.00	3,090.77	0.00	(3,090.77)	100.00
01-0000-3509-105	LEASE TOWN PROPERTY	0.00	1,641.00	0.00	(1,641.00)	100.00
01-0000-3509-215	INSURANCE REIMBURSE	0.00	2,260.36	0.00	(2,260.36)	100.00
01-0000-3509-315	WELFARE REIMBURSE	0.00	7,914.28	0.00	(7,914.28)	100.00
01-0000-3509-900	MISCELLANEOUS REVENUE	7,000.00	10,816.30	0.00	(3,816.30)	154.52
01-0000-3915-000	TRANSFERS IN CAPITAL RESERVE	385,347.00	0.00	0.00	385,347.00	0.00
01-0000-3916-000	TRUST/AGENCY FUNDS	14,100.00	0.00	0.00	14,100.00	0.00
01-0000-3934-000	LT DEBT PROCEEDS	3,200,000.00	0.00	0.00	3,200,000.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		5,911,791.00	17,795,188.68	182,653.45	(11,883,397.68)	301.01

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Revenues						
Revenues		5,911,791.00	17,795,188.68	182,653.45	(11,883,397.68)	301.01
Account Category: Expenditures						
Department: 4130 EXECUTIVE						
01-4130-4110-000	WAGES HEALTH OFFICER	5,000.00	4,522.33	0.00	477.67	90.45
01-4130-4111-000	WAGES BOS CLERK	1,200.00	4,661.50	0.00	(3,461.50)	388.46
01-4130-4130-000	SALARIES BOS	7,500.00	7,500.00	0.00	0.00	100.00
01-4130-4131-000	SALARIES TREASURER	1,500.00	1,500.00	0.00	0.00	100.00
01-4130-4132-000	SALARIES DEP TREAS.	100.00	0.00	0.00	100.00	0.00
01-4130-4133-000	TRUSTEES WAGES	900.00	600.00	0.00	300.00	66.67
01-4130-4220-000	FICA/MEDICARE	1,163.00	1,235.01	0.00	(72.01)	106.19
01-4130-4330-000	TUITUIN REIMBURSE	7,500.00	0.00	0.00	7,500.00	0.00
01-4130-4350-000	DRUG/ALCOHOL TESTING	3,000.00	1,271.00	0.00	1,729.00	42.37
01-4130-4610-000	SELECTMEN EXPENSE	1,500.00	365.30	0.00	1,134.70	24.35
01-4130-4613-000	HEALTH OFFICER EXP	500.00	0.00	0.00	500.00	0.00
01-4130-4614-000	LOSS PREVENTION	300.00	0.00	0.00	300.00	0.00
01-4130-4615-000	HISTORIC DISTRICT	1,250.00	0.00	0.00	1,250.00	0.00
01-4130-4616-000	CRANEY TOWER SITE	250.00	0.00	0.00	250.00	0.00
Total Dept 4130 - EXECUTIVE		31,663.00	21,655.14	0.00	10,007.86	68.39
Department: 4140 TOWN CLERK						
01-4140-4111-000	WAGES DEPUTY	17,805.00	17,429.30	0.00	375.70	97.89
01-4140-4130-000	WAGES	33,262.00	30,751.35	0.00	2,510.65	92.45
01-4140-4140-000	OVERTIME	1,000.00	233.80	0.00	766.20	23.38
01-4140-4211-000	BENEFIT INSURANCE	11,081.00	9,419.18	0.00	1,661.82	85.00
01-4140-4220-000	FICA/MEDICARE	3,892.00	3,488.95	0.00	403.05	89.64
01-4140-4230-000	RETIREMENT	7,321.00	7,070.30	0.00	250.70	96.58
01-4140-4240-000	TRAINING/SEMINARS	1,300.00	350.00	0.00	950.00	26.92
01-4140-4560-000	DUES/MEMBERSHIPS	75.00	150.00	0.00	(75.00)	200.00
01-4140-4570-000	ADVERTISING	200.00	0.00	0.00	200.00	0.00
01-4140-4620-000	OFFICE SUPPLIES	1,400.00	719.98	0.00	680.02	51.43
01-4140-4625-000	POSTAGE	2,000.00	2,089.34	0.00	(89.34)	104.47
01-4140-4637-000	MILEAGE	550.00	143.07	0.00	406.93	26.01
01-4140-4805-000	EQUIP MAINT/REPAIR	4,487.00	2,887.00	0.00	1,600.00	64.34
01-4140-4814-000	PHOTOCOPY EXPENSE	490.00	0.00	0.00	490.00	0.00
01-4140-4832-000	ANIMAL LICENSES	380.00	0.00	0.00	380.00	0.00
Total Dept 4140 - TOWN CLERK		85,243.00	74,732.27	0.00	10,510.73	87.67
Department: 4141 ELECTIONS						
01-4141-4120-000	WAGES	3,600.00	2,955.13	0.00	644.87	82.09
01-4141-4220-000	FICA/MEDICARE	0.00	140.38	0.00	(140.38)	100.00
01-4141-4570-000	ADVERTISING	250.00	345.00	0.00	(95.00)	138.00
01-4141-4620-000	OFFICE SUPPLIES	100.00	69.99	0.00	30.01	69.99
01-4141-4625-000	POSTGE	20.00	0.00	0.00	20.00	0.00
01-4141-4690-000	ELECTION EXPENSE	500.00	1,504.07	0.00	(1,004.07)	300.81
01-4141-4740-000	EQUIPMENT PURCHASE	100.00	0.00	0.00	100.00	0.00
01-4141-4802-000	BALLOTS	1,630.00	3,239.40	0.00	(1,609.40)	198.74
01-4141-4803-000	VOTING BOOTH MAINT.	100.00	0.00	0.00	100.00	0.00
Total Dept 4141 - ELECTIONS		6,300.00	8,253.97	0.00	(1,953.97)	131.02

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Expenditures						
Department: 4142 TAX MAP						
01-4142-4312-000	CARTOGRAPHER	2,400.00	2,400.00	0.00	0.00	100.00
01-4142-4400-000	DIGITAL MAPPING	2,150.00	1,650.00	0.00	500.00	76.74
01-4142-4550-000	PRINTING	250.00	0.00	0.00	250.00	0.00
Total Dept 4142 - TAX MAP		4,800.00	4,050.00	0.00	750.00	84.38
Department: 4150 TOWN OFFICE						
01-4150-4110-000	WAGES FT	330,465.00	287,218.96	0.00	43,246.04	86.91
01-4150-4112-000	WAGES PT	32,473.00	5,698.98	0.00	26,774.02	17.55
01-4150-4140-000	WAGES OT	0.00	1,363.85	0.00	(1,363.85)	100.00
01-4150-4210-000	PAYROLL SERVICE	3,300.00	10,719.89	0.00	(7,419.89)	324.85
01-4150-4211-000	BENEFIT INSURANCES	57,784.00	51,290.63	0.00	6,493.37	88.76
01-4150-4220-000	FICA/MEDICARE	27,530.00	21,764.15	0.00	5,765.85	79.06
01-4150-4230-000	RETIREMENT	47,670.00	38,145.44	0.00	9,524.56	80.02
01-4150-4240-000	TRAINING/SEMINARS	1,225.00	200.00	0.00	1,025.00	16.33
01-4150-4301-000	CONSULT/AUDITORS	16,000.00	14,500.00	0.00	1,500.00	90.63
01-4150-4312-000	CONSULT/ASSESSOR	40,000.00	29,714.10	0.00	10,285.90	74.29
01-4150-4341-000	TELEPHONE CHGS	6,500.00	5,705.97	0.00	794.03	87.78
01-4150-4409-000	CUSTODIAL SERVICE	16,860.00	14,385.86	695.52	2,474.14	85.33
01-4150-4410-000	ELECTRICITY	3,000.00	2,017.34	0.00	982.66	67.24
01-4150-4411-000	HEAT	5,997.00	3,170.12	0.00	2,826.88	52.86
01-4150-4412-000	WATER/SEWER	1,136.00	1,135.20	0.00	0.80	99.93
01-4150-4414-000	ALARM MONITOR	1,775.00	1,282.75	0.00	492.25	72.27
01-4150-4429-000	MEDICAL SUPPLIES	200.00	0.00	0.00	200.00	0.00
01-4150-4430-000	BLD REPAIR/MAINT	2,900.00	3,251.00	0.00	(351.00)	112.10
01-4150-4434-000	CUSTODIAL SUPPLIES	1,600.00	568.86	0.00	1,031.14	35.55
01-4150-4450-000	GRANGE ELECTRIC	1,500.00	1,043.14	0.00	456.86	69.54
01-4150-4451-000	COMMUNITY CTR ELEC	4,200.00	4,079.86	0.00	120.14	97.14
01-4150-4452-000	GRANGE WATER/SEWER	808.00	824.38	0.00	(16.38)	102.03
01-4150-4453-000	COMM CTR WTR/SEWER	808.00	807.60	0.00	0.40	99.95
01-4150-4454-000	GRANGE ALARM	400.00	367.50	0.00	32.50	91.88
01-4150-4455-000	COMM CTR ALARM	575.00	187.50	0.00	387.50	32.61
01-4150-4456-000	GRANGE HEAT	2,888.00	1,321.14	0.00	1,566.86	45.75
01-4150-4457-000	COMM CTR HEAT	2,888.00	411.84	0.00	2,476.16	14.26
01-4150-4458-000	GRANGE MAINTENANCE	854.00	3,454.72	0.00	(2,600.72)	404.53
01-4150-4459-000	COMM CTR MAINTENCE	1,500.00	(331.56)	0.00	1,831.56	(22.10)
01-4150-4460-000	GRANGE TELEPHONE	1,320.00	1,038.34	0.00	281.66	78.66
01-4150-4461-000	COMM CTR TELEPHONE	1,080.00	1,411.20	0.00	(331.20)	130.67
01-4150-4550-000	PRINTING	1,500.00	0.00	0.00	1,500.00	0.00
01-4150-4552-000	TOWN REPORT	2,500.00	2,680.00	0.00	(180.00)	107.20
01-4150-4560-000	DUES/MEMBERSHIP	1,200.00	175.00	0.00	1,025.00	14.58
01-4150-4570-000	ADVERTISING	1,800.00	870.00	0.00	930.00	48.33
01-4150-4620-000	OFFICE SUPPLIES	5,500.00	6,338.92	0.00	(838.92)	115.25
01-4150-4625-000	POSTAGE	7,200.00	5,053.54	0.00	2,146.46	70.19
01-4150-4637-000	MILEAGE	2,000.00	341.06	0.00	1,658.94	17.05
01-4150-4670-000	BOOKS	1,500.00	275.60	0.00	1,224.40	18.37
01-4150-4740-000	EQUIPMENT PURCHASE	1,000.00	0.00	0.00	1,000.00	0.00
01-4150-4810-000	CMPTR LICENSE MAINT	76,842.00	43,792.00	2,396.00	33,050.00	56.99
01-4150-4815-000	COPIER LEASE	1,545.00	1,416.83	0.00	128.17	91.70

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Expenditures						
Department: 4150 TOWN OFFICE						
01-4150-4820-000	COPIER MAINTENANCE	700.00	177.42	0.00	522.58	25.35
01-4150-4825-000	COUNTY REGISTRY	4,300.00	377.54	0.00	3,922.46	8.78
01-4150-4827-000	LEIN RESEARCH	4,887.00	4,054.98	0.00	832.02	82.97
Total Dept 4150 - TOWN OFFICE		727,710.00	572,301.65	3,091.52	155,408.35	78.64
Department: 4151 TAX COLLECTOR						
01-4151-4111-000	WAGES DEPUTY	17,805.00	17,429.79	0.00	375.21	97.89
01-4151-4130-000	WAGES	33,262.00	30,751.13	0.00	2,510.87	92.45
01-4151-4140-000	OVERTIME	1,000.00	233.70	0.00	766.30	23.37
01-4151-4211-000	BENEFIT INS	11,081.00	9,419.18	0.00	1,661.82	85.00
01-4151-4220-000	FICA/MEDICARE	3,892.00	3,846.23	0.00	45.77	98.82
01-4151-4230-000	RETIREMENT	7,321.00	7,070.30	0.00	250.70	96.58
01-4151-4240-000	TRAINING/SEMINAR	1,200.00	926.00	0.00	274.00	77.17
01-4151-4560-000	DUES/MEMBERSHIP	40.00	40.00	0.00	0.00	100.00
01-4151-4570-000	ADVERTISING	200.00	0.00	0.00	200.00	0.00
01-4151-4620-000	OFFICE SUPPLIES	1,300.00	1,608.53	0.00	(308.53)	123.73
01-4151-4625-000	POSTAGE	4,500.00	2,536.48	0.00	1,963.52	56.37
01-4151-4637-000	MILEAGE	450.00	278.12	0.00	171.88	61.80
01-4151-4814-000	PHOTOCOPY EXP	490.00	0.00	0.00	490.00	0.00
01-4151-4825-000	COUNTY REGISTRY	700.00	206.16	0.00	493.84	29.45
Total Dept 4151 - TAX COLLECTOR		83,241.00	74,345.62	0.00	8,895.38	89.31
Department: 4153 LEGAL						
01-4153-4320-000	LEGAL FEES	20,000.00	10,781.50	0.00	9,218.50	53.91
Total Dept 4153 - LEGAL		20,000.00	10,781.50	0.00	9,218.50	53.91
Department: 4191 PLANNING						
01-4191-4110-000	WAGES	1,500.00	724.50	0.00	775.50	48.30
01-4191-4220-000	FICA/MEDICARE	115.00	0.00	0.00	115.00	0.00
01-4191-4240-000	TRAINING/SEMIARS	250.00	0.00	0.00	250.00	0.00
01-4191-4390-000	CONSULTING FEES	21,450.00	14,832.25	0.00	6,617.75	69.15
01-4191-4560-000	DUES/MEMBERSHIPS	5,964.00	5,920.00	0.00	44.00	99.26
01-4191-4570-000	ADVERTISING	1,000.00	60.00	0.00	940.00	6.00
01-4191-4620-000	OFFICE SUPPLIES	300.00	73.28	0.00	226.72	24.43
01-4191-4625-000	POSTAGE	100.00	200.95	0.00	(100.95)	200.95
01-4191-4900-000	ESCROW OFFSET REVENUE	0.00	(437.00)	0.00	437.00	100.00
01-4191-4901-000	ESCROW ACCT EXPENSES	0.00	437.00	0.00	(437.00)	100.00
Total Dept 4191 - PLANNING		30,679.00	21,810.98	0.00	8,868.02	71.09
Department: 4192 ZONING						
01-4192-4110-000	WAGES	600.00	189.00	0.00	411.00	31.50
01-4192-4220-000	FICA/MEDICARE	46.00	0.00	0.00	46.00	0.00
01-4192-4390-000	CONSULTANT	3,000.00	935.00	0.00	2,065.00	31.17
01-4192-4391-000	LEGAL	800.00	0.00	0.00	800.00	0.00
01-4192-4570-000	ADVERTISING	300.00	80.00	0.00	220.00	26.67
01-4192-4620-000	OFFICE SUPPLIES	225.00	0.00	0.00	225.00	0.00
01-4192-4625-000	POSTAGE	300.00	69.73	0.00	230.27	23.24
01-4192-4814-000	PHOTOCOPY	250.00	0.00	0.00	250.00	0.00
Total Dept 4192 - ZONING		5,521.00	1,273.73	0.00	4,247.27	23.07

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Expenditures						
Department: 4195 CEMETERIES						
01-4195-4650-000	GROUND MAINT	11,780.00	11,780.00	0.00	0.00	100.00
01-4195-4655-000	STONE REPAIR	2,400.00	0.00	0.00	2,400.00	0.00
01-4195-4660-000	REPAIRS	2,100.00	2,100.00	0.00	0.00	100.00
Total Dept 4195 - CEMETERIES		16,280.00	13,880.00	0.00	2,400.00	85.26
Department: 4196 INSURANCE						
01-4196-4520-000	WORKERS COMPENSATION	49,812.00	49,315.00	0.00	497.00	99.00
01-4196-4522-000	GENERAL LIABILITY	99,434.00	92,155.91	0.00	7,278.09	92.68
01-4196-4523-000	UNEMPLOYMENT INS	1,104.00	0.00	0.00	1,104.00	0.00
01-4196-4524-000	DEDUCTIBLE	2,000.00	1,242.09	0.00	757.91	62.10
Total Dept 4196 - INSURANCE		152,350.00	142,713.00	0.00	9,637.00	93.67
Department: 4197 MUNICIPAL DUES						
01-4197-4560-000	MEMBERSHIPS	4,157.00	4,108.00	0.00	49.00	98.82
Total Dept 4197 - MUNICIPAL DUES		4,157.00	4,108.00	0.00	49.00	98.82
Department: 4210 POLICE						
01-4210-4109-000	WAGES CLERICAL	70,117.00	64,118.16	8,290.80	5,998.84	91.44
01-4210-4110-000	WAGES FT	677,071.00	509,334.17	(8,290.80)	167,736.83	75.23
01-4210-4111-000	WAGES SPECIAL OFFICERS	40,000.00	595.40	0.00	39,404.60	1.49
01-4210-4112-000	DETAIL WAGES (REVENUE)	1.00	0.00	0.00	1.00	0.00
01-4210-4120-000	PARKING ENFORCEMENT	9,709.00	0.00	0.00	9,709.00	0.00
01-4210-4121-000	CROSSING GUARDS	7,920.00	6,996.00	0.00	924.00	88.33
01-4210-4140-000	WAGES OT	25,000.00	47,693.61	0.00	(22,693.61)	190.77
01-4210-4211-000	BENEFIT INSURANCE	191,368.00	128,901.16	0.00	62,466.84	67.36
01-4210-4220-000	FICA/MEDICARE	20,635.00	13,340.97	0.00	7,294.03	64.65
01-4210-4230-000	RETIREMENT	243,039.00	195,553.83	0.00	47,485.17	80.46
01-4210-4240-000	TRAINING/LICENSE	5,000.00	9,320.97	0.00	(4,320.97)	186.42
01-4210-4241-000	TRAINING/AMMUNITION	4,000.00	3,083.53	0.00	916.47	77.09
01-4210-4291-000	UNIFORMS	8,000.00	4,303.89	0.00	3,696.11	53.80
01-4210-4320-000	PROSECUTING ATTN	12,023.00	11,501.00	0.00	522.00	95.66
01-4210-4341-000	TELEPHONE	10,500.00	9,334.73	0.00	1,165.27	88.90
01-4210-4342-000	DISPATCH TELEPHONE	700.00	1,109.42	0.00	(409.42)	158.49
01-4210-4391-000	TOWING	500.00	0.00	0.00	500.00	0.00
01-4210-4392-000	ASSESSMENT CENTER	0.00	775.00	0.00	(775.00)	100.00
01-4210-4393-000	SPECIAL INVESTIGATION	300.00	0.00	0.00	300.00	0.00
01-4210-4394-000	MERR COUNTY DISPATCH	42,136.00	42,136.80	0.00	(0.80)	100.00
01-4210-4410-000	ELECTRICITY	4,800.00	5,192.96	0.00	(392.96)	108.19
01-4210-4411-000	HEAT	4,300.00	2,842.29	0.00	1,457.71	66.10
01-4210-4412-000	WATER/SEWER	900.00	577.03	0.00	322.97	64.11
01-4210-4430-000	BLDING REPAIR/MAINT.	4,000.00	3,850.60	1,600.00	149.40	96.27
01-4210-4431-000	CUSTODIAN	8,640.00	7,920.00	720.00	720.00	91.67
01-4210-4550-000	PRINTING	500.00	348.94	0.00	151.06	69.79
01-4210-4560-000	DUES/MEMBERSHIPS	3,500.00	8,154.00	0.00	(4,654.00)	232.97
01-4210-4620-000	OFFICE SUPPLIES	4,000.00	3,155.85	0.00	844.15	78.90
01-4210-4625-000	POSTAGE	500.00	107.40	0.00	392.60	21.48
01-4210-4635-000	VEHICLE FUEL	14,400.00	11,208.09	0.00	3,191.91	77.83
01-4210-4637-000	BLOOD TEST MILEAGE	1,250.00	200.00	0.00	1,050.00	16.00
01-4210-4660-000	VEHICLE REPAIR/MAINT	7,500.00	10,781.34	0.00	(3,281.34)	143.75

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Expenditures						
Department: 4210 POLICE						
01-4210-4661-000	VEHICLE TIRES	2,500.00	0.00	0.00	2,500.00	0.00
01-4210-4662-000	VEHICLE PARTS/ACCESS	2,500.00	581.59	0.00	1,918.41	23.26
01-4210-4670-000	BOOKS/PERIODICALS	350.00	0.00	0.00	350.00	0.00
01-4210-4805-000	EQUIPMENT MAINTENANCE	24,600.00	22,400.00	0.00	2,200.00	91.06
01-4210-4814-000	PHOTOCOPY EXPENSE	1,000.00	2,858.00	0.00	(1,858.00)	285.80
01-4210-4840-000	COMMUNICATION REPAIR	1,500.00	436.63	0.00	1,063.37	29.11
Total Dept 4210 - POLICE		1,454,759.00	1,128,713.36	2,320.00	326,045.64	77.59
Department: 4214 FIRE & RESCUE						
01-4214-4110-000	FULL TIME WAGES	120,695.00	97,121.95	0.00	23,573.05	80.47
01-4214-4111-000	PART TIME WAGES	310,303.00	267,068.20	0.00	43,234.80	86.07
01-4214-4140-000	OVER TIME WAGES	10,000.00	12,533.14	0.00	(2,533.14)	125.33
01-4214-4211-000	BENEFIT INSURANCE	14,038.00	13,632.01	0.00	405.99	97.11
01-4214-4220-000	FICA/MEDICARE	25,597.00	23,840.45	0.00	1,756.55	93.14
01-4214-4230-000	RETIREMENT	43,116.00	35,074.97	0.00	8,041.03	81.35
01-4214-4341-000	TELEPHONE	9,075.00	9,264.47	0.00	(189.47)	102.09
01-4214-4350-000	MEDICAL/HEP B	500.00	0.00	0.00	500.00	0.00
01-4214-4394-000	DISPATCH FEES	53,078.00	53,068.00	0.00	10.00	99.98
01-4214-4410-000	ELECTRICITY	10,500.00	6,781.90	0.00	3,718.10	64.59
01-4214-4411-000	HEAT	6,000.00	3,610.88	0.00	2,389.12	60.18
01-4214-4412-000	WATER	1,600.00	995.13	0.00	604.87	62.20
01-4214-4430-000	BLDING MAINTENANCE	10,500.00	9,363.05	0.00	1,136.95	89.17
01-4214-4610-000	OFFICE SUPPLIES	5,800.00	3,528.55	0.00	2,271.45	60.84
01-4214-4690-000	SUPPLIES OTHER	2,800.00	862.58	0.00	1,937.42	30.81
Total Dept 4214 - FIRE & RESCUE		623,602.00	536,745.28	0.00	86,856.72	86.07
Department: 4215 RESCUE						
01-4215-4111-000	WAGES	26,500.00	18,095.22	0.00	8,404.78	68.28
01-4215-4220-000	FICA/MEDICARE	2,027.00	513.91	0.00	1,513.09	25.35
01-4215-4240-000	TRAINING/LICENSE	8,150.00	6,558.24	0.00	1,591.76	80.47
01-4215-4635-000	VEHICLE FUEL	6,000.00	9,935.16	0.00	(3,935.16)	165.59
01-4215-4660-000	VEHICLE REPAIR/MAINT	10,000.00	8,505.48	0.00	1,494.52	85.05
01-4215-4680-000	MEDICAL SUPPLIES	7,200.00	8,214.69	0.00	(1,014.69)	114.09
01-4215-4740-000	EQUIPMENT PURCHASE	17,082.00	5,693.00	0.00	11,389.00	33.33
01-4215-4750-000	COMMUNICATION EQUIP	6,230.00	1,063.58	0.00	5,166.42	17.07
01-4215-4887-000	INTERCEPTOR FEES	2,000.00	1,050.00	0.00	950.00	52.50
01-4215-4888-000	CRHSC BILLING FEES	20,000.00	13,877.42	0.00	6,122.58	69.39
Total Dept 4215 - RESCUE		105,189.00	73,506.70	0.00	31,682.30	69.88
Department: 4220 FIRE						
01-4220-4111-000	WAGES	68,727.00	53,996.53	0.00	14,730.47	78.57
01-4220-4220-000	FICA/MEDICARE	5,258.00	3,344.99	0.00	1,913.01	63.62
01-4220-4240-000	TRAINING/SEMINARS	6,502.00	1,670.00	0.00	4,832.00	25.68
01-4220-4635-000	VEHICLE FUEL	5,380.00	3,485.33	0.00	1,894.67	64.78
01-4220-4660-000	VEHICLE REPAIR/MAINT.	12,500.00	11,020.41	0.00	1,479.59	88.16
01-4220-4690-000	SUPPLIES OTHER	2,125.00	229.06	0.00	1,895.94	10.78
01-4220-4740-000	EQUIPMENT PURCHASES	23,017.00	15,973.87	0.00	7,043.13	69.40
01-4220-4750-000	COMMUNICATION EQUIPMENT	7,774.00	8,563.38	0.00	(789.38)	110.15
01-4220-4805-000	EQUIPMENT REPAIR/MAINT.	14,270.00	16,200.25	0.00	(1,930.25)	113.53

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Expenditures						
Department: 4220 FIRE						
01-4220-4900-000	CSWW HYDRANT RENTAL	3,950.00	3,950.00	0.00	0.00	100.00
Total Dept 4220 - FIRE		149,503.00	118,433.82	0.00	31,069.18	79.22
Department: 4240 CODE						
01-4240-4110-000	WAGES	23,040.00	21,770.00	0.00	1,270.00	94.49
01-4240-4220-000	FICA/MEDICARE	1,763.00	1,764.34	0.00	(1.34)	100.08
01-4240-4341-000	TELEPHONE	500.00	784.63	0.00	(284.63)	156.93
01-4240-4411-000	CONSULTING FEES/FORESTER	600.00	0.00	0.00	600.00	0.00
01-4240-4560-000	DUES/MEMBERSHIPS	200.00	230.00	0.00	(30.00)	115.00
01-4240-4635-000	VEHICLE FUEL/MILEAGE	550.00	550.00	0.00	0.00	100.00
01-4240-4670-000	BOOKS/PERIODICAL	1,200.00	65.45	0.00	1,134.55	5.45
Total Dept 4240 - CODE		27,853.00	25,164.42	0.00	2,688.58	90.35
Department: 4290 EMERGENCY MANAGEMENT						
01-4290-4110-000	WAGES	1,200.00	1,200.00	0.00	0.00	100.00
01-4290-4220-000	FICA	92.00	91.79	0.00	0.21	99.77
Total Dept 4290 - EMERGENCY MANAGEMENT		1,292.00	1,291.79	0.00	0.21	99.98
Department: 4311 HIGHWAY						
01-4311-4110-000	WAGES FT	338,338.00	262,023.02	0.00	76,314.98	77.44
01-4311-4120-000	WAGES PT	25,000.00	25,945.00	0.00	(945.00)	103.78
01-4311-4140-000	WAGES OT	56,160.00	37,241.28	0.00	18,918.72	66.31
01-4311-4211-000	BENEFIT INSURANCES	107,514.00	85,160.19	0.00	22,353.81	79.21
01-4311-4220-000	FICA/MEDICARE	31,023.00	23,925.97	0.00	7,097.03	77.12
01-4311-4230-000	RETIREMENT	54,859.00	42,042.67	0.00	12,816.33	76.64
01-4311-4235-000	ADVERTISING	500.00	0.00	0.00	500.00	0.00
01-4311-4240-000	TRAINING/LICENSE	250.00	375.00	0.00	(125.00)	150.00
01-4311-4291-000	UNIFORMS	7,500.00	4,409.93	0.00	3,090.07	58.80
01-4311-4341-000	TELEPHONE	3,400.00	3,422.80	0.00	(22.80)	100.67
01-4311-4410-000	ELECTRICITY	3,750.00	2,408.87	0.00	1,341.13	64.24
01-4311-4411-000	HEAT	8,000.00	6,338.62	0.00	1,661.38	79.23
01-4311-4412-000	WATER/SEWER	4,000.00	1,747.95	0.00	2,252.05	43.70
01-4311-4414-000	ALARM	1,500.00	1,816.00	0.00	(316.00)	121.07
01-4311-4430-000	BUILDING MAINTENANCE	10,000.00	9,183.70	0.00	816.30	91.84
01-4311-4560-000	DUES/MEMBERSHIP	100.00	0.00	0.00	100.00	0.00
01-4311-4620-000	OFFICE SUPPLIES	1,200.00	573.54	0.00	626.46	47.80
01-4311-4635-000	FUEL GASOLINE	7,500.00	3,660.41	0.00	3,839.59	48.81
01-4311-4636-000	FUEL DIESEL	50,000.00	37,940.44	0.00	12,059.56	75.88
01-4311-4637-000	MILEAGE	4,200.00	4,160.15	0.00	39.85	99.05
01-4311-4660-000	VEHICLE REPAIR/MAINT	24,000.00	15,191.52	0.00	8,808.48	63.30
01-4311-4661-000	VEHICLE TIRES	10,000.00	22,957.16	0.00	(12,957.16)	229.57
01-4311-4662-000	VEHICLE PARTS/ACCESS	20,000.00	25,166.55	608.88	(5,166.55)	125.83
01-4311-4689-000	SUPPLIES OTHER	2,000.00	810.92	0.00	1,189.08	40.55
01-4311-4740-000	EQUIPMENT	3,500.00	4,011.46	0.00	(511.46)	114.61
01-4311-4805-000	EQUIP MAINT/REPAIR	50,000.00	19,588.95	0.00	30,411.05	39.18
01-4311-4840-000	COMM EQUIP MAINT.	2,000.00	5,105.95	0.00	(3,105.95)	255.30
Total Dept 4311 - HIGHWAY		826,294.00	645,208.05	608.88	181,085.95	78.08
Department: 4312 HIGHWAY & STREETS						

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Expenditures						
Department: 4312 HIGHWAY & STREETS						
01-4312-4711-000	GRAVEL	24,000.00	23,181.13	0.00	818.87	96.59
01-4312-4712-000	SAND	9,000.00	8,775.00	0.00	225.00	97.50
01-4312-4713-000	SALT	130,000.00	94,158.03	0.00	35,841.97	72.43
01-4312-4806-000	BRIDGE REPAIR	3,000.00	3,000.00	0.00	0.00	100.00
01-4312-4884-000	ROADSIDE MAINT.	25,000.00	28,398.24	0.00	(3,398.24)	113.59
01-4312-4885-000	ROAD REPAIRS	80,000.00	31,935.76	0.00	48,064.24	39.92
01-4312-4886-000	SIGNS/GUARDRAIL	43,000.00	10,133.92	0.00	32,866.08	23.57
01-4312-4887-000	STRIPE/SWEEP	8,000.00	6,520.00	0.00	1,480.00	81.50
01-4312-4888-000	CULVERTS/DRAINS	24,000.00	8,296.46	0.00	15,703.54	34.57
01-4312-4889-000	TREES	15,000.00	7,600.00	0.00	7,400.00	50.67
01-4312-4904-000	CHIP SEAL/CRACK SEAL	95,000.00	92,982.80	0.00	2,017.20	97.88
01-4312-4905-000	ENGINEER&DESIGN	10,000.00	7,863.25	0.00	2,136.75	78.63
01-4312-4906-000	ROAD CONSTRUCT	250,000.00	250,000.90	0.00	(0.90)	100.00
Total Dept 4312 - HIGHWAY & STREETS		716,000.00	572,845.49	0.00	143,154.51	80.01
Department: 4316 STREET LIGHTS						
01-4316-4410-000	ELECTRICITY	15,500.00	8,885.72	0.00	6,614.28	57.33
Total Dept 4316 - STREET LIGHTS		15,500.00	8,885.72	0.00	6,614.28	57.33
Department: 4324 SOLID WASTE						
01-4324-4110-000	WAGES FT	135,022.00	110,261.99	0.00	24,760.01	81.66
01-4324-4111-000	WAGES PT	22,464.00	24,803.55	0.00	(2,339.55)	110.41
01-4324-4140-000	OT	7,000.00	6,500.40	0.00	499.60	92.86
01-4324-4211-000	BENEFIT INSURANCES	14,075.00	8,134.39	0.00	5,940.61	57.79
01-4324-4220-000	FICA/MEDICARE	12,512.00	11,287.51	0.00	1,224.49	90.21
01-4324-4230-000	RETIREMENT	12,434.00	9,202.07	0.00	3,231.93	74.01
01-4324-4240-000	TRAINING/LICENSE	900.00	175.00	0.00	725.00	19.44
01-4324-4291-000	UNIFORMS	1,950.00	717.86	0.00	1,232.14	36.81
01-4324-4341-000	TELEPHONE	2,440.00	1,128.84	0.00	1,311.16	46.26
01-4324-4355-000	HOUSE HAZ WASTE	14,500.00	113.13	0.00	14,386.87	0.78
01-4324-4410-000	ELECTRICITY	8,500.00	6,620.25	0.00	1,879.75	77.89
01-4324-4414-000	ALARM	1,000.00	465.00	0.00	535.00	46.50
01-4324-4430-000	BLD REPAIR	38,798.00	38,071.73	0.00	726.27	98.13
01-4324-4434-000	RECYCLING BLDING	3,500.00	6,142.71	0.00	(2,642.71)	175.51
01-4324-4560-000	DUES/MEMBERSHIPS	350.00	714.54	0.00	(364.54)	204.15
01-4324-4620-000	OFFICE SUPPLIES	300.00	112.76	0.00	187.24	37.59
01-4324-4635-000	VEHICLE FUEL	5,000.00	4,435.12	0.00	564.88	88.70
01-4324-4637-000	MILEAGE	650.00	0.00	0.00	650.00	0.00
01-4324-4660-000	VEHICLE REPAIR	23,260.00	23,532.35	0.00	(272.35)	101.17
01-4324-4689-000	SUPPLIES OTHER	300.00	8,132.21	0.00	(7,832.21)	2,710.74
01-4324-4805-000	EQUIP MAINT/REPAIR	21,100.00	17,421.23	0.00	3,678.77	82.57
01-4324-4855-000	SAFETY SUPPLIES	1,000.00	3,468.44	0.00	(2,468.44)	346.84
01-4324-4901-000	FREON, GLASS, CMPTR	7,500.00	3,257.00	0.00	4,243.00	43.43
01-4324-4902-000	TRANSPORTATION	42,322.00	16,955.00	0.00	25,367.00	40.06
01-4324-4903-000	TIPPING FEE	112,320.00	78,678.40	0.00	33,641.60	70.05
01-4324-4904-000	LANDSCAPING	6,800.00	2,932.85	0.00	3,867.15	43.13
01-4324-4905-000	MONITORING WELLS	15,000.00	9,500.00	0.00	5,500.00	63.33
01-4324-4906-000	DEMOLITION DISPOSE	23,988.00	29,433.60	0.00	(5,445.60)	122.70

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Expenditures						
Department: 4324 SOLID WASTE						
Total Dept 4324 - SOLID WASTE		534,985.00	422,197.93	0.00	112,787.07	78.92
Department: 4414 ANIMAL CONTROL						
01-4414-4111-000	WAGES	5,860.00	2,355.00	0.00	3,505.00	40.19
01-4414-4220-000	FICA/MEDICARE	448.00	180.16	0.00	267.84	40.21
01-4414-4240-000	TRAINING	350.00	0.00	0.00	350.00	0.00
01-4414-4291-000	UNIFORMS	150.00	0.00	0.00	150.00	0.00
01-4414-4343-000	ANIMAL RESCUE	700.00	0.00	0.00	700.00	0.00
01-4414-4637-000	MILEAGE	1,200.00	0.00	0.00	1,200.00	0.00
01-4414-4740-000	EQUIPMENT	100.00	0.00	0.00	100.00	0.00
01-4414-4840-000	RADIO PAGER	600.00	0.00	0.00	600.00	0.00
Total Dept 4414 - ANIMAL CONTROL		9,408.00	2,535.16	0.00	6,872.84	26.95
Department: 4442 WELFARE						
01-4442-4111-000	DIRECTOR WAGES	10,400.00	9,901.53	0.00	498.47	95.21
01-4442-4220-000	DIRECTOR FICA/MEDICARE	796.00	757.46	0.00	38.54	95.16
01-4442-4620-000	OFFICE SUPPLIES	500.00	52.24	0.00	447.76	10.45
01-4442-4689-000	DIRECTOR EXPENSES	150.00	25.99	0.00	124.01	17.33
01-4442-4907-000	GENERAL ASSISTANCE	2,500.00	1,400.00	0.00	1,100.00	56.00
01-4442-4910-000	ASSIST ELECTRICITY	3,000.00	621.40	0.00	2,378.60	20.71
01-4442-4911-000	ASSIST HEAT	10,000.00	4,947.67	0.00	5,052.33	49.48
01-4442-4912-000	ASSIST FOOD	2,500.00	35.00	0.00	2,465.00	1.40
01-4442-4913-000	ASSIST RENT	47,154.00	24,905.00	0.00	22,249.00	52.82
01-4442-4914-000	MEDICAL	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 4442 - WELFARE		80,000.00	42,646.29	0.00	37,353.71	53.31
Department: 4520 ATHLETIC						
01-4520-4240-000	MINUTE TAKER/WEBSITE	1,225.00	759.67	0.00	465.33	62.01
01-4520-4521-000	SWIMMING	2,450.00	0.00	0.00	2,450.00	0.00
01-4520-4605-000	SOFTBALL	4,050.00	3,101.93	0.00	948.07	76.59
01-4520-4740-000	MEDICAL	620.00	0.00	0.00	620.00	0.00
01-4520-4741-000	BASEBALL EXP	9,750.00	7,759.97	0.00	1,990.03	79.59
01-4520-4742-000	SOCCER	13,800.00	10,858.44	0.00	2,941.56	78.68
01-4520-4743-000	BASKETBALL	8,250.00	3,970.00	0.00	4,280.00	48.12
Total Dept 4520 - ATHLETIC		40,145.00	26,450.01	0.00	13,694.99	65.89
Department: 4550 LIBRARY						
01-4550-4110-000	WAGES	0.00	156,751.30	0.00	(156,751.30)	100.00
01-4550-4211-000	BENEFIT INSURANCE	0.00	15,762.77	0.00	(15,762.77)	100.00
01-4550-4220-000	FICA/MEDICARE	0.00	11,801.75	0.00	(11,801.75)	100.00
01-4550-4230-000	RETIREMENT	0.00	10,599.69	0.00	(10,599.69)	100.00
01-4550-4413-000	HEAT FUEL	0.00	3,617.34	0.00	(3,617.34)	100.00
01-4550-4523-000	WORKERS/UNEMP INS	0.00	306.00	0.00	(306.00)	100.00
01-4550-4956-000	APPROPRIATION	236,621.00	27,326.00	0.00	209,295.00	11.55
Total Dept 4550 - LIBRARY		236,621.00	226,164.85	0.00	10,456.15	95.58
Department: 4583 PATRIOTIC PURPOSES						
01-4583-4610-000	PATRIOTIC PURPOSES	2,600.00	2,559.46	0.00	40.54	98.44
Total Dept 4583 - PATRIOTIC PURPOSES		2,600.00	2,559.46	0.00	40.54	98.44

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Expenditures						
Department: 4589 BAND						
01-4589-4111-000	CONCERT SERIES	5,395.00	8,100.00	0.00	(2,705.00)	150.14
01-4589-4115-000	CONCERT ADVERTISING	925.00	1,606.00	0.00	(681.00)	173.62
01-4589-4120-000	CONCERT MUSIC LICENSE'S	725.00	787.06	0.00	(62.06)	108.56
01-4589-4689-000	CONCERT SUPPLIES OTHER	150.00	207.41	0.00	(57.41)	138.27
Total Dept 4589 - BAND		7,195.00	10,700.47	0.00	(3,505.47)	148.72
Department: 4611 CONSERVATION						
01-4611-4112-000	MINUTE TAKER	465.00	33.86	0.00	431.14	7.28
01-4611-4220-000	FICA/MEDICARE	0.00	2.59	0.00	(2.59)	100.00
01-4611-4240-000	TRAINING	420.00	250.00	0.00	170.00	59.52
01-4611-4560-000	DUES/MEMBERSHIP	345.00	250.00	0.00	95.00	72.46
01-4611-4620-000	OFFICE SUPPLIES	50.00	0.00	0.00	50.00	0.00
01-4611-4951-000	PUBLIC AWARENESS	235.00	0.00	0.00	235.00	0.00
01-4611-4952-000	LAKE MONITOR	1,000.00	2,260.00	0.00	(1,260.00)	226.00
01-4611-4952-001	CAP PROGRAM	14,000.00	14,000.00	0.00	0.00	100.00
Total Dept 4611 - CONSERVATION		16,515.00	16,796.45	0.00	(281.45)	101.70
Department: 4659 WHITE BIRCH CENTER						
01-4659-4612-000	WHITE BIRCH CENTER	65,000.00	64,999.92	16,249.98	0.08	100.00
Total Dept 4659 - WHITE BIRCH CENTER		65,000.00	64,999.92	16,249.98	0.08	100.00
Department: 4711 DEBT SERICE PRINCIPAL						
01-4711-4940-000	PRINCIPAL	187,720.00	151,885.95	0.00	35,834.05	80.91
Total Dept 4711 - DEBT SERICE PRINCIPAL		187,720.00	151,885.95	0.00	35,834.05	80.91
Department: 4721 DEBT SERVICE INTEREST						
01-4721-4940-000	INTEREST	23,536.00	21,431.84	0.00	2,104.16	91.06
Total Dept 4721 - DEBT SERVICE INTEREST		23,536.00	21,431.84	0.00	2,104.16	91.06
Department: 4722 DEBT SERVICE LEASE						
01-4722-4800-000	DEBT SERVICE LEASE	0.00	37,567.16	0.00	(37,567.16)	100.00
Total Dept 4722 - DEBT SERVICE LEASE		0.00	37,567.16	0.00	(37,567.16)	100.00
Department: 4723 DEBT SERVICE TAN						
01-4723-4940-000	TAN INTEREST	13,500.00	9,653.10	0.00	3,846.90	71.50
Total Dept 4723 - DEBT SERVICE TAN		13,500.00	9,653.10	0.00	3,846.90	71.50
Department: 4900 WARRANT ARTICLES						
01-4900-4005-000	ROAD IMPROVEMENTS	100,000.00	316,935.17	0.00	(216,935.17)	316.94
Total Dept 4900 - WARRANT ARTICLES		100,000.00	316,935.17	0.00	(216,935.17)	316.94
Department: 4902 WARRANT ARTICLES						
01-4902-4005-000	2020W PARKS MOWER	5,066.00	0.00	0.00	5,066.00	0.00
01-4902-4015-000	2022 WWTP UPGRADE	3,200,000.00	101,172.02	0.00	3,098,827.98	3.16
01-4902-4025-000	2021 AZALEA PARK	2,528.00	0.00	0.00	2,528.00	0.00
01-4902-4036-000	TRANSFER SKIDSTER	50,000.00	42,542.00	0.00	7,458.00	85.08
01-4902-4038-000	2022 HIGHWAY TRK PLOW	127,947.00	127,947.00	0.00	0.00	100.00
01-4902-4039-000	2021 DUMP TRUCK	225,000.00	222,355.38	0.00	2,644.62	98.82
01-4902-4040-000	2022 STAT REVAL	62,400.00	52,000.00	0.00	10,400.00	83.33
01-4902-4047-000	2022 BRIDGE REPAIRS	85,000.00	85,000.00	0.00	0.00	100.00
01-4902-4048-000	2022 HIGHWAY CHIPPER	60,000.00	59,651.00	0.00	349.00	99.42

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 01 GENERAL FUND						
Account Category: Expenditures						
Department: 4902 WARRANT ARTICLES						
01-4902-4050-000	2020 CONS COMM TESTING	75,000.00	0.00	0.00	75,000.00	0.00
Total Dept 4902 - WARRANT ARTICLES		3,892,941.00	690,667.40	0.00	3,202,273.60	17.74
Department: 4903 WARRANT ARTICLES						
01-4903-4020-000	LIB MASONRY	9,990.00	0.00	0.00	9,990.00	0.00
01-4903-4032-000	2022 TUCKER NU LIFT	58,670.00	4,707.60	0.00	53,962.40	8.02
01-4903-4038-000	ETF TECHNOLOBY	0.00	87,290.00	0.00	(87,290.00)	100.00
01-4903-4040-000	ROAD EXPENDIBLE TRUST	0.00	405,539.71	0.00	(405,539.71)	100.00
01-4903-4041-000	ARPA MONEY SPENT	0.00	135,030.39	0.00	(135,030.39)	100.00
01-4903-4042-000	STATE BRIDGE REPAIR	0.00	54,418.00	0.00	(54,418.00)	100.00
Total Dept 4903 - WARRANT ARTICLES		68,660.00	686,985.70	0.00	(618,325.70)	1,000.56
Department: 4915 CAPITAL RESERVE						
01-4915-4003-000	ETF-TOWN OWNED BUILDING	10,000.00	10,000.00	0.00	0.00	100.00
01-4915-4890-000	AMBULANCE	80,000.00	80,000.00	0.00	0.00	100.00
01-4915-4892-000	POLICE BLDING	205,210.00	205,210.00	0.00	0.00	100.00
01-4915-4893-000	ETF-FIRE/RESQ BUILDING	25,000.00	25,000.00	0.00	0.00	100.00
01-4915-4894-000	TRANSFER STA.	30,000.00	30,000.00	0.00	0.00	100.00
01-4915-4895-000	FIRE EQUIP/TRK	100,000.00	100,000.00	0.00	0.00	100.00
01-4915-4896-000	REVALUATION	37,000.00	37,000.00	0.00	0.00	100.00
01-4915-4897-000	HIGHWAY EQUIP	150,000.00	150,000.00	0.00	0.00	100.00
01-4915-4899-000	LIBRARY MAINT	1.00	1.00	0.00	0.00	100.00
01-4915-4901-000	ETF-ROAD MAINTENANCE	650,000.00	650,000.00	0.00	0.00	100.00
01-4915-4902-000	ETF-TOWN TECHNOLOGY	2,500.00	2,500.00	0.00	0.00	100.00
01-4915-4903-000	ETF-PARKS EQUIPMENT	2,500.00	2,500.00	0.00	0.00	100.00
01-4915-4904-000	ETF-POLICE EQUIPMENT	10,000.00	10,000.00	0.00	0.00	100.00
01-4915-4990-000	BRIDGE REPAIRS	25,000.00	25,000.00	0.00	0.00	100.00
Total Dept 4915 - CAPITAL RESERVE		1,327,211.00	1,327,211.00	0.00	0.00	100.00
Expenditures		11,693,973.00	8,118,088.35	22,270.38	3,575,884.65	69.42
Fund 01 - GENERAL FUND:						
TOTAL REVENUES		5,911,791.00	17,795,188.68	182,653.45	(11,883,397.68)	
TOTAL EXPENDITURES		11,693,973.00	8,118,088.35	22,270.38	3,575,884.65	
NET OF REVENUES & EXPENDITURES:		(5,782,182.00)	9,677,100.33	160,383.07	(15,459,282.33)	

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 02 COGSWELL SPRINGS WATER WORKS						
Account Category: Revenues						
Department: 0000 NON-DEPARTMENTAL						
02-0000-3001-100	WATER TAX ABATEMENTS	0.00	(540.00)	0.00	540.00	100.00
02-0000-3190-000	INTEREST & PENALTIES	0.00	3,818.73	0.00	(3,818.73)	100.00
02-0000-3222-000	CSWW- WATER TAX REVENUE	528,205.00	521,946.26	0.00	6,258.74	98.82
02-0000-3222-100	CSWW TAX ABATEMENTS	0.00	270.00	0.00	(270.00)	100.00
02-0000-3502-000	INVESTMENT INCOME	0.00	209.83	0.00	(209.83)	100.00
02-0000-3509-000	MISCELLANEOUS REVENUE	0.00	16,474.00	0.00	(16,474.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		528,205.00	542,178.82	0.00	(13,973.82)	102.65
Revenues		528,205.00	542,178.82	0.00	(13,973.82)	102.65
Account Category: Expenditures						
Department: 4331 CSWW						
02-4331-4110-000	CSWW-WAGES FT	122,377.00	50,928.40	0.00	71,448.60	41.62
02-4331-4120-000	CSWW-WAGES PT	1,000.00	21,124.03	0.00	(20,124.03)	2,112.40
02-4331-4140-000	CSWW-WAGES OT	15,000.00	3,160.26	0.00	11,839.74	21.07
02-4331-4210-000	CSWW-BENEFIT INSURANCES	26,257.00	4,752.06	0.00	21,504.94	18.10
02-4331-4220-000	CSWW-FICA/MEDICARE	10,421.00	5,513.23	0.00	4,907.77	52.90
02-4331-4230-000	CSWW-RETIREMENT	19,315.00	3,216.96	0.00	16,098.04	16.66
02-4331-4240-000	CSWW-TRAINING/LICENSE	500.00	561.49	0.00	(61.49)	112.30
02-4331-4291-000	CSWW-UNIFORMS	1,000.00	163.96	0.00	836.04	16.40
02-4331-4320-000	CSWW-LEGAL FEES	2,500.00	0.00	0.00	2,500.00	0.00
02-4331-4341-000	CSWW-TELEPHONE	5,000.00	4,808.09	0.00	191.91	96.16
02-4331-4390-000	CSWW-CONSULTING FEES	5,000.00	0.00	0.00	5,000.00	0.00
02-4331-4397-000	CSWW-CONTRACTOR SERVICES	50,000.00	34,137.52	0.00	15,862.48	68.28
02-4331-4399-000	CSWW-TRAFFIC CONTROL	2,500.00	0.00	0.00	2,500.00	0.00
02-4331-4410-000	CSWW-ELECTRICITY	20,397.00	15,859.82	0.00	4,537.18	77.76
02-4331-4411-000	CSWW-HEAT	3,500.00	3,075.60	0.00	424.40	87.87
02-4331-4430-000	CSWW-BUILDING REPAIR	0.00	1,676.24	0.00	(1,676.24)	100.00
02-4331-4431-000	CSWW-ALARM MONITORING	0.00	4,177.90	0.00	(4,177.90)	100.00
02-4331-4520-000	CSWW-WORKERS COMP INS	2,500.00	2,691.00	0.00	(191.00)	107.64
02-4331-4521-000	CSWW-GENERAL LIABILITY INS	7,700.00	7,700.00	0.00	0.00	100.00
02-4331-4550-000	CSWW-PRINTING	500.00	0.00	0.00	500.00	0.00
02-4331-4560-000	CSWW-DUES/MEMBERSHIPS	200.00	500.00	0.00	(300.00)	250.00
02-4331-4620-000	CSWW-OFFICE SUPPLIES	2,000.00	4,751.40	0.00	(2,751.40)	237.57
02-4331-4625-000	CSWW-POSTAGE	650.00	669.00	0.00	(19.00)	102.92
02-4331-4635-000	CSWW-VEHICLE FUEL	2,000.00	1,270.52	0.00	729.48	63.53
02-4331-4660-000	CSWW-REPAIR/MAINTENANCE	425.00	7,041.35	0.00	(6,616.35)	1,656.79
02-4331-4689-000	CSWW-SUPPLIES OTHER	1,000.00	2,856.53	0.00	(1,856.53)	285.65
02-4331-4690-000	CSWW-DIG SAFE FEES	200.00	49.00	0.00	151.00	24.50
02-4331-4740-000	CSWW-EQUIPMENT PURCHASE	66,234.00	58,636.00	0.00	7,598.00	88.53
02-4331-4741-000	CSWW-METERS	2,500.00	0.00	0.00	2,500.00	0.00
02-4331-4855-000	CSWW-SAFETY SUPPLIES	1,000.00	102.57	0.00	897.43	10.26
02-4331-4862-000	CSWW-IN HOUSE LAB	200.00	445.83	0.00	(245.83)	222.92
02-4331-4864-000	CSWW-OUTSIDE LAB	3,500.00	1,104.00	0.00	2,396.00	31.54
02-4331-4878-000	CSWW-CHEMICALS	11,000.00	8,070.70	0.00	2,929.30	73.37
02-4331-4882-000	CSWW - LIBERTY HILL MAIN	11,377.00	0.00	0.00	11,377.00	0.00
02-4331-4884-000	WELL REPAIRS	0.00	26,854.00	0.00	(26,854.00)	100.00
02-4331-4885-000	CSWW-STREET REPAIR	5,000.00	10,068.86	0.00	(5,068.86)	201.38
02-4331-4890-000	CSWW-DISTRIBUTION SUPPLY	5,000.00	24,176.36	0.00	(19,176.36)	483.53

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 02 COGSWELL SPRINGS WATER WORKS						
Account Category: Expenditures						
Department: 4331 CSWW						
02-4331-4940-000	CSWW-DEBT SERVICE	101,702.00	95,280.49	0.00	6,421.51	93.69
02-4331-4990-000	CSWW-CAPITAL RESERVE	18,750.00	0.00	0.00	18,750.00	0.00
Total Dept 4331 - CSWW		528,205.00	405,423.17	0.00	122,781.83	76.75
Expenditures		528,205.00	405,423.17	0.00	122,781.83	76.75
Fund 02 - COGSWELL SPRINGS WATER WORKS:						
TOTAL REVENUES		528,205.00	542,178.82	0.00	(13,973.82)	
TOTAL EXPENDITURES		528,205.00	405,423.17	0.00	122,781.83	
NET OF REVENUES & EXPENDITURES:		0.00	136,755.65	0.00	(136,755.65)	

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 03 WASTEWATER TREATMENT PLANT						
Account Category: Revenues						
Department: 0000 NON-DEPARTMENTAL						
03-0000-3190-000	INTEREST & PENALTIES	0.00	2,646.49	0.00	(2,646.49)	100.00
03-0000-3222-000	SEWER TAX REVENUE	638,055.00	604,547.54	0.00	33,507.46	94.75
03-0000-3222-100	SEWER TAX ABATEMENTS	0.00	(889.00)	0.00	889.00	100.00
03-0000-3354-000	ST OF NH	0.00	6,783.00	0.00	(6,783.00)	100.00
03-0000-3502-000	INVESTMENT INCOME	0.00	113.32	0.00	(113.32)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		638,055.00	613,201.35	0.00	24,853.65	96.10
Revenues		638,055.00	613,201.35	0.00	24,853.65	96.10
Account Category: Expenditures						
Department: 4326 WWTF						
03-4326-4110-000	WAGES FT	171,126.00	163,754.90	0.00	7,371.10	95.69
03-4326-4130-000	COMM/TREAS/ACCTNG	2,435.00	500.00	0.00	1,935.00	20.53
03-4326-4140-000	WAGES OT	7,249.00	10,878.13	0.00	(3,629.13)	150.06
03-4326-4210-000	BENEFIT INSURANCES	47,027.00	41,910.21	0.00	5,116.79	89.12
03-4326-4220-000	FICA/MEDICARE	13,413.00	13,147.53	0.00	265.47	98.02
03-4326-4230-000	RETIREMENT	25,080.00	24,802.39	0.00	277.61	98.89
03-4326-4240-000	TRAINING/LICENSE	1,200.00	450.00	0.00	750.00	37.50
03-4326-4291-000	UNIFORMS	1,071.00	696.49	0.00	374.51	65.03
03-4326-4301-000	ACCOUNTING	770.00	0.00	0.00	770.00	0.00
03-4326-4341-000	TELEPHONE	4,536.00	3,177.76	0.00	1,358.24	70.06
03-4326-4408-000	ELECTRICITY PUMP STATION	3,600.00	2,676.74	0.00	923.26	74.35
03-4326-4409-000	ELECTRICITY	48,492.00	38,119.40	0.00	10,372.60	78.61
03-4326-4410-000	ELEC MAPLE STREET	1,178.00	943.46	0.00	234.54	80.09
03-4326-4411-000	HEAT BELT PRESS BLDING	4,318.00	1,861.15	0.00	2,456.85	43.10
03-4326-4412-000	WATER	24,170.00	21,223.21	0.00	2,946.79	87.81
03-4326-4413-000	HEAT PLANT	7,078.00	11,790.88	0.00	(4,712.88)	166.58
03-4326-4414-000	ALARM SERVICE	812.00	699.40	0.00	112.60	86.13
03-4326-4415-000	PROPANE	1,699.00	1,320.97	0.00	378.03	77.75
03-4326-4430-000	BUILDING REPAIR/MAINT	2,040.00	1,161.48	0.00	878.52	56.94
03-4326-4520-000	WORKERS COMP INSURANCE	2,900.00	2,900.00	0.00	0.00	100.00
03-4326-4521-000	GENERAL LIAB INS.	8,500.00	8,500.00	0.00	0.00	100.00
03-4326-4550-000	PRINTING	200.00	0.00	0.00	200.00	0.00
03-4326-4560-000	DUES/MEMBERSHIPS	215.00	110.00	0.00	105.00	51.16
03-4326-4620-000	OFFICE SUPPLIES	885.00	405.91	0.00	479.09	45.87
03-4326-4621-000	BANK SERVICE CHARGE	0.00	20.00	0.00	(20.00)	100.00
03-4326-4625-000	POSTAGE	585.00	352.54	0.00	232.46	60.26
03-4326-4635-000	VEHICLE FUEL	1,000.00	1,016.19	0.00	(16.19)	101.62
03-4326-4650-000	LAWN TRACTOR REPAIR	600.00	243.00	0.00	357.00	40.50
03-4326-4660-000	VEHICLE REPAIR	200.00	0.00	0.00	200.00	0.00
03-4326-4662-000	VEHICLE PARTS/ACCESSORIES	200.00	55.63	0.00	144.37	27.82
03-4326-4689-000	SUPPLIES OTHER	2,780.00	1,127.61	0.00	1,652.39	40.56
03-4326-4741-000	TOOL PURCHASES	400.00	0.00	0.00	400.00	0.00
03-4326-4805-000	EQUIPMENT REPAIR/MAINT.	41,786.00	10,869.41	0.00	30,916.59	26.01
03-4326-4810-000	COMPUTER REPAIR/MAINT.	300.00	0.00	0.00	300.00	0.00
03-4326-4855-000	SAFETY SUPPLIES	2,046.00	1,753.66	0.00	292.34	85.71
03-4326-4860-000	LAB REPAIR/MAINTENANCE	3,955.00	2,569.57	0.00	1,385.43	64.97
03-4326-4862-000	IN HOUSE LAB	6,764.00	4,621.05	0.00	2,142.95	68.32
03-4326-4864-000	OUTSIDE LAB	5,328.00	3,525.50	0.00	1,802.50	66.17

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 03 WASTEWATER TREATMENT PLANT						
Account Category: Expenditures						
Department: 4326 WWTF						
03-4326-4869-000	SLUDGE PROCESSING	10,192.00	3,339.00	0.00	6,853.00	32.76
03-4326-4870-000	SLUDGE DISPOSAL EXPENSE	36,420.00	31,134.18	0.00	5,285.82	85.49
03-4326-4871-000	GRIT DISPOSAL	2,700.00	1,277.69	0.00	1,422.31	47.32
03-4326-4875-000	COLLECTION SYSTEM	28,864.00	25,827.98	0.00	3,036.02	89.48
03-4326-4940-000	DEBT SERVICE	40,100.00	38,596.11	0.00	1,503.89	96.25
03-4326-4988-000	PH ADJUSTMENT	30,624.00	25,188.00	0.00	5,436.00	82.25
03-4326-4990-000	CAPITAL RESERVE	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 4326 - WWTF		644,838.00	502,547.13	0.00	142,290.87	77.93
Expenditures		644,838.00	502,547.13	0.00	142,290.87	77.93
Fund 03 - WASTEWATER TREATMENT PLANT:						
TOTAL REVENUES		638,055.00	613,201.35	0.00	24,853.65	
TOTAL EXPENDITURES		644,838.00	502,547.13	0.00	142,290.87	
NET OF REVENUES & EXPENDITURES:		(6,783.00)	110,654.22	0.00	(117,437.22)	

REVENUE AND EXPENDITURE REPORT FOR TOWN OF HENNIKER

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 05 CONSERVATION						
Account Category: Revenues						
Department: 0000 NON-DEPARTMENTAL						
05-0000-3120-050	REVENUE: SHARE OF LU CHANGE	0.00	28,370.00	0.00	(28,370.00)	100.00
05-0000-3502-000	INVESTMENT INCOME	0.00	8.77	0.00	(8.77)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	28,378.77	0.00	(28,378.77)	100.00
Revenues		0.00	28,378.77	0.00	(28,378.77)	100.00
Fund 05 - CONSERVATION:						
TOTAL REVENUES		0.00	28,378.77	0.00	(28,378.77)	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES:		0.00	28,378.77	0.00	(28,378.77)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		7,078,051.00	18,978,947.62	182,653.45	(11,900,896.62)	
TOTAL EXPENDITURES - ALL FUNDS		12,867,016.00	9,026,058.65	22,270.38	3,840,957.35	
NET OF REVENUES & EXPENDITURES:		(5,788,965.00)	9,952,888.97	160,383.07	(15,741,853.97)	