



TOWN OF HENNIKER, NEW HAMPSHIRE

SELECTMEN AGENDA

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

Tuesday May 2, 2023
6:15 PM

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ANNOUNCEMENTS**
 - 1) [Thank You NEC Wrestling Team](#)
 - 2) [Police Department New Hire](#)
- IV. CONSENT AGENDA**
 - 3) [Consent Agenda May 2, 2023](#)
- 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 - none**
- VII. CONTINUED BUSINESS**
 - 4) [II.7 Budget Advisory Committee Operation Policy – tabled 3/21/23](#)
 - 5) [ARPA Fund Prioritization](#)
- VIII. NEW BUSINESS**
 - 6) [Rescind Chapter 15 Assemblies, Large and replace Chapter 16 Special Event Permits and Notification Requirements – 1st reading](#)
- IX. TABLED BUSINESS**
 - Policies
 - III.1, III.3, III.5, III.7, IV.5 and
 - Personnel Policies – tabled 3/21/23 pending input from TA/Finance/HR
 - Crosswalk on Main St. Pending CNHRPC study and public input
- X. PAST MEETING MINUTES**
 - 7) [Acceptance of Board of Selectmen non-public session 1 meeting minutes 6:00p.m. April 18, 2023](#)

Police Department Hiring – sealed

a. Motion to unseal non-public session minutes

8) [Acceptance of Board of Selectmen meeting minutes April 18, 2023](#)

XI. COMMUNICATIONS

9) [Town Administrator Report](#)

10) [Correspondence - Letters and Notices](#)

11) 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

XIV. ADJOURNMENT

XV. UPCOMING DATES 2023

May 03, 2023 – Broadband Committee Meeting @ 4:30 p.m.

May 03, 2023 – Henniker Community School Board Meeting @ 6:15 p.m.

May 03, 2023 – Conservation Commission Meeting @ 7:00 p.m.

May 08, 2023 – Historic District Commission PUBLIC HEARING @ 4:00 p.m.

May 10, 2023 – Economic Development Committee Meeting @ 4:30 p.m.

May 10, 2023 – Planning Board Meeting @ 6:00 p.m.

May 11, 2023 – John Stark Regional High School Board Meeting @ 6:30 p.m.

May 15, 2023 – Energy Committee Meeting @ 5:30 p.m.

May 15, 2023 – Henniker Youth Athletic Committee Meeting @ 7:00 p.m.

May 16, 2023 – Cogswell Spring Water Works Commissioners Meeting @ 4:00 p.m.

May 16, 2023 – Board of Selectmen Meeting @ 6:15 p.m.

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 about 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 with 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.

ANNOUNCEMENTS

**FORMAL RECOGNITION FOR
NEW ENGLAND COLLEGE WRESTLING TEAM
HENNIKER BOARD OF SELECTMEN'S MEETING
MAY 2, 2023**

The Town of Henniker wishes to thank the members of the New England College Wrestling Team for their participation in the Azalea Park Annual Clean-Up on Saturday, April 22, 2023. With great enthusiasm and camaraderie, the teammates cleared brush, debris and trash, and spread yards of mulch in the park entrance. This will be the third year that the team has helped the Azalea Park Committee refresh the park for the coming summer. The Town is grateful for their willingness to help and for being an integral part of the Henniker community.



May 2, 2023

Announcement of the Board of Selectmen

The Board of Selectmen announce the appointment of Laura French (no relation to Chief French) to the position of Police Department Administrative Assistant. The Board of Selectmen in non-public session April 18, 2023, authorized a conditional offer of employment to Ms. French for full-time position at Grade 15 Step 9 \$24.66 per hour.

The board and all town employees welcome Ms. French to the Town of Henniker.



TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

Tuesday, May 2, 2023

Consent Agenda

- Item 1:** Accounts Payable Check Register – April 26, 2023
- Item 2:** Payroll Check Register – April 26, 2023
- Item 3:** Request for Transfer of Funds – Highway Equipment Capital Reserve
- Item 4:** 2023 Henniker Landfill Stantec Post Closure Monitoring
- Item 5:** Application for Assembly – Henniker Summer Concert Series, Concert Committee
- Item 6:** Application for Assembly – Blues, Brews & BBQs, Concert Committee
- Item 7:** 2019 & 2020 Property Tax Lien Abatement – 9-619-76
- Item 8:** Intent To Cut – 2-91 & 2-91-A
- Item 9:** Application for Exemption – Lot 21
- Item 10:** Application for Exemption – Lot 279-M
- Item 11:** Application for Exemption – Lot 238-B1
- Item 12:** Application for Exemption & Credit – Lot 110-B15
- Item 13:** Application for Credit – Lot 397-E3
- Item 14:** Application for Credit – Lot 742-D
- Item 15:** Application for Exemption – Lot 583-A
- Item 16:** Application for Exemption – Lot 324
- Item 17:** Renewal Application for Exemption – Lot 153-H
- Item 18:** Application for Current Use – Lot 540-X6
- Item 19:** Application for Forest Stewardship Plan – Lot 540-X6
- Item 20:** Three Certificates of Appreciation
- Item 21:** TA Authorization To Sign Farmer's Market Form
- Item 22:** Deputy Forest Fire Warden Appointment Form

Board of Selectmen Approval:

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

TOWN OF HENNIKER
ACCOUNTS PAYABLE CHECK REGISTER
DATE: APRIL 26, 2023

TOTAL: \$118,129.46

BOARD OF SELECTMEN APPROVAL

| | |
|---------------|------|
| Kris Blomback | Date |
| Scott Osgood | Date |
| Bill Marko | Date |
| Neal Martin | Date |
| Jeff Morse | Date |

| | |
|---|---------|
|  | 4/25/23 |
| Town Administrator | Date |
|  | 4/25/23 |
| Treasurer | Date |


**TOWN OF HENNIKER
PAYROLL CHECK REGISTER
DATE: APRIL 26, 2023**

TOTAL: \$52,843.82

BOARD OF SELECTMEN APPROVAL

| | |
|----------------------|-------------|
| Kris Blomback | Date |
| Scott Osgood | Date |
| Bill Marko | Date |
| Neal Martin | Date |
| Jeff Morse | Date |

| | |
|---|---|
|  |  |
| Town Administrator | Date |

| | |
|---|--|
|  |  |
| Treasurer | Date |



TOWN OF HENNIKER, NEW HAMPSHIRE

04/25/2023

Trustees of Trust Funds

Attn: Lori Marko

Henniker, NH

Dear Trustees:

Please allow this letter to serve as a request to withdraw \$18568.05 from the Highway Equipment Capital Reserve to purchase a 22x82 highway equipment trailer.

Please find attached a copy of the invoice from Maurice's Trailers.

Sincerely,

Kris Blomback, Chairman

William Marko, Vice Chairman

Scott Osgood, Selectman

Neal Martin, Selectman

Jeff Morse, Selectman

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) 428-3366

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



TOWN OF HENNIKER, NEW HAMPSHIRE

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

CONSENT AGENDA STAFF REPORT

DATE: 5/2/2023

TITLE: 2023 Henniker Landfill Stantec Post Closure Monitoring

INITIATED BY: Stantec Consulting

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Diane Kendall, Town Administrator

DESCRIPTION: The groundwater monitoring tasks are required under Groundwater Management Permit (GMP) No. GWP-198402028-H-005 dated April 8, 2021 (attached). The landfill post-closure monitoring tasks are required by Solid Waste Permit (SWP) No. DES-SW-TP-96-023, which was issued for the Site on March 10, 1998, as modified by letters from the New Hampshire Department of Environmental Services (DES) dated October 21, 2013 and March 1, 2018.

FINANCIAL DETAILS: \$9,000 within budget account code 01-4324-905

TOWN ADMINISTRATOR COMMENT: none

SUGGESTED ACTION:

Authorize the Town Administrator to accept the 2023 Stantec Price, Scope, Schedule, Terms and Conditions as included herein:

Board of Selectmen Approval:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | |

Town of Henniker - Office of Selectmen

18 Depot Hill Road, Henniker, NH 03242

Phone (603) 428-4366 / Fax (603) 428-4366

Website www.henniker.org

Received by
TOWN OF HENNIKER

APR 08 2023

SELECTMEN'S OFFICE



A 23-04

APPLICATION FOR ASSEMBLY

For any assembly or gathering of persons within the Town of Henniker for the purpose of entertainment, games, shows, activities, exhibitions, amusements, etc., for which the promoter has reason to believe, will attract 300 or more persons at any one time (see Sect. 15.2). It shall be unlawful for any promoter to allow, permit, encourage, promote, organize, conduct or advertise any such assembly or gathering unless a valid permit has first been obtained therefore from the Board of Selectmen (see Sect. 15.3). Completed application MUST BE submitted to the Board of Selectmen no less than 30 days prior to the planned event, however 60 days is strongly recommended.

DESCRIPTION OF EVENT: Henniker Summer Concert Series

Location: Community Park

Date(s) of Event: June 13 - August 29 Hours from 6:00 pm to 9:00 pm

- ☐ **Drawing / Map:** If this is a walk, race or any event that will take place in multiple areas, please include a DRAWING that shows: *parking, start/end locations, and the exact route, including areas to be kept open for emergency vehicles.*

Estimated Attendance: 250-500 Maximum No.: 500 Minimum No.: 100

Should attendance exceed the maximum listed above, what plan will be followed?: Plenty of outdoor space for expansion

Cleanup: Describe provisions for cleanup of premises and removal of rubbish: Town of Henniker handles rubbish removal, committee general clean-up

Describe the following provisions:

Sanitation (toilets) 2 No. of units: 2 Male: ☒ Female: ☒

Water supply from: bathroom in Community Center

Food will be served from and/or by: licensed food vendors, different each week

Beverages will be served from and/or by: food vendors

Type of alcoholic beverages to be served: None

Illumination after dark will be provided by: park lights + bandstand

Medical and first aid available from or by: Town

Traffic control provided by: Town No. of officers: _____

Parking for 250 number of cars is planned.

- ☒ Attach plan of exact parking location and exact route to be kept open for emergency vehicles.
☐ Not applicable. Explain: _____

NAME OF PROMOTER: Henniker Concert Committee, Ruth Zax, chair
Mailing Address PO Box 486, Henniker

Phone / Fax: _____

Email: _____

I, _____, do hereby accept all responsibility for the above described event. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I do also agree to provide whatever surety is deemed necessary by the Board of Selectmen. Under the penalty of perjury, I do hereby certify that the above is true.

Date: April 6, 2023 Signature: _____

Printed name: RUTH B. ZAX

PROPERTY OWNER: The following MUST BE completed by the owner of the property involved.

Owner's Name: _____

I, _____, have thoroughly discussed the above event with the Promoter and am in agreement with him/her in all areas. I do hereby give my consent to the use of my property for this event. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. Under the penalty of perjury I do hereby certify that the above application is true.

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS SPACE. FOR TOWN-USE ONLY

DEPARTMENTAL APPROVALS: Please attach any comments or special requirements to the application.

Fire Chief: James E. Ryan

Date: 4/18/2023

Health/Code Enforcement Officer: [Signature]

Date: 4/18/23

Highway Superintendent: [Signature]

Date: 4/10/23

Water Superintendent: attached email

Date: _____

Waste Water Superintendent: attached email

Date: _____

Rescue Squad Chief: [Signature]

Date: 4/26/23

Police Chief: attached email

Date: _____

BOARD OF SELECTMEN:

☐ **Denied** Reason: _____

☐ **Approved** Having reviewed the above-described event we do hereby grant permission for this event to take place at the time and hours indicated. **Surety** in the amount of \$ _____ is required.

Selectmen's comments and/or additional requirements to be met: _____

PROMOTER: I do hereby agree to these additional requirements and/or comments:

Promoter's Signature: _____ Date: _____

SELECTMEN SIGNATURES:

Date: _____

Original Document to: Promoter
Copies to: Police Department & Assembly Permit Files

Henniker Ordinance, Sections 15.1 – 15.11

~ **15.1 Findings and declarations.** The Town of Henniker finds and declares that it is necessary for the protection of the health and welfare of the general public and the inhabitants of the town that rules and regulations be established for the purpose of regulating large assemblies so as to ensure the public health and safety, proper sanitary, fire, police, health and safety measures be provided to regulate such gatherings. (RSA 155:1, 155:2, 155:17, 155:39 and RSA 651:2)

~ **15.2 Applicability; size of crowd.** This chapter pertains to any assembly or gathering of persons within the Town of Henniker for the purpose of entertainment, games, shows, activities, exhibitions, amusements, etc., for which the promoter has reason to believe, will attract 300 or more persons at any one time.

~ **15.3 Permit required.** It shall be unlawful for any promoter to allow, permit, encourage, promote, organize, conduct or advertise any such assembly or gathering unless a valid permit has first been obtained therefore from the Board of Selectmen.

~ **15.4 Submission of application.** Application for permit must be submitted to the Board of Selectmen 30 days prior to the date upon which event is to be held or may be held. If application for permit is not approved, the denial shall be in writing setting forth the reason(s) for the denial. The decision of the Selectmen shall be final.

~ **15.5 Surety.**

- A. At the discretion of the Selectmen, surety will be posted by the promoter, prior to the date of the event, to satisfy damages to public or private property, reimbursements for expenses of any town department and any and all other expenses incurred as a result of the event.
- B. Any or all unexpended funds from said surety shall be returned to the promoter.

~ **15.6 Contents of application.** The applicant for a permit under this chapter shall furnish the following information:

- A. Owner's name and exact location planned for activity.
- B. Owner's name and exact location of area(s) to be used for parking or other uses incidental to the activity.

Illumination after dark will be provided by: park lights + bandstand

Medical and first aid available from or by: Town

Traffic control provided by: Town No. of officers: _____

Parking for 250 number of cars is planned.

- ☒ Attach plan of exact parking location and exact route to be kept open for emergency vehicles.
☐ Not applicable. Explain: _____

NAME OF PROMOTER: Henniker Concert Committee, Ruth Zax, chair

Mailing Address _____

Phone / Fax: _____

E-mail: _____

I, _____, do hereby accept all responsibility for the above described event. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I do also agree to provide whatever surety is deemed necessary by the Board of Selectmen. Under the penalty of perjury, I do hereby certify that the above is true.

Date: April 6, 2023

Signature: _____

Printed name: Ruth B. Zax

PROPERTY OWNER: The following MUST BE completed by the owner of the property involved.

Owner's Name: _____

I, _____, have thoroughly discussed the above event with the Promoter and am in agreement with him/her in all areas. I do hereby give my consent to the use of my property for this event. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. Under the penalty of perjury I do hereby certify that the above application is true.

Date: _____

Signature: _____

DO NOT WRITE BELOW THIS SPACE. FOR TOWN-USE ONLY

DEPARTMENTAL APPROVALS: Please attach any comments or special requirements to the application.

Fire Chief: _____

Date: _____

Health/Code Enforcement Officer: _____

Date: _____

Highway Superintendent: _____

Date: _____

Water Superintendent: James Jones

Date: 4/10/23

Waste Water Superintendent: _____

Date: _____

Rescue Squad Chief: _____

Date: _____

Police Chief: _____

Date: _____

Hank Bernstein

From: Chief Matthew French <[REDACTED]>
Sent: Friday, April 7, 2023 1:32 PM
To: Hank Bernstein
Subject: Re: Assembly Permits Seeking Approval

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hank- Im good with both. M

Sent from my iPhone

On Apr 7, 2023, at 1:15 PM, Hank Bernstein <[REDACTED]>

Good afternoon, Department Heads,

Town Hall has received two Assembly Permits seeking your approval. These permits are for the Henniker Summer Concert Series and their Blues, Brews, and BBQs event. My understanding is that an email is sufficient authorization, however if you prefer to sign, the applications will be in the orange folder on my desk (with little 'sign here' stickers). If you have any questions, comments, or special requirements please let me know and I will attach them to the application and forward them to Ruth Zax.

Thank you very much, have a wonderful weekend!

Hank Bernstein
Town of Henniker
Land Use and General Administrative Assistant
[REDACTED]

18 Depot Hill Rd.
Henniker, NH 03242
603-428-3221 ext. 2

<Blues Brews BBQs A 23-05.pdf>
<Summer Concert Series A 23-04.pdf>

Hank Bernstein

From: Bob Garside
Sent: Friday, April 7, 2023 1:44 PM
To: Hank Bernstein
Subject: Re: Assembly Permits Seeking Approval
Attachments: Blues Brews BBQs A 23-05.pdf; Summer Concert Series A 23-04.pdf

I'm good with these

Sent from my iPhone


On Apr 7, 2023, at 1:15 PM, Hank Bernstein <>

Good afternoon, Department Heads,

Town Hall has received two Assembly Permits seeking your approval. These permits are for the Henniker Summer Concert Series and their Blues, Brews, and BBQs event. My understanding is that an email is sufficient authorization, however if you prefer to sign, the applications will be in the orange folder on my desk (with little 'sign here' stickers). If you have any questions, comments, or special requirements please let me know and I will attach them to the application and forward them to Ruth Zax.

Thank you very much, have a wonderful weekend!

Hank Bernstein
Town of Henniker


Henniker, NH 03242
603-428-3221 ext. 2

Hank Bernstein

From: Richard Slager
Sent: Friday, April 7, 2023 2:16 PM
To: Hank Bernstein
Subject: RE: Assembly Permits Seeking Approval

Happy to give you my authorization!

Richard "Rich" Slager
Wastewater superintendent
Work (603) 428-7215
[REDACTED]

From: Hank Bernstein [REDACTED]
Sent: Friday, April 7, 2023 1:15 PM
[REDACTED]

Subject: Assembly Permits Seeking Approval

Good afternoon, Department Heads,

Town Hall has received two Assembly Permits seeking your approval. These permits are for the Henniker Summer Concert Series and their Blues, Brews, and BBQs event. My understanding is that an email is sufficient authorization, however if you prefer to sign, the applications will be in the orange folder on my desk (with little 'sign here' stickers). If you have any questions, comments, or special requirements please let me know and I will attach them to the application and forward them to Ruth Zax.

Thank you very much, have a wonderful weekend!

Hank Bernstein
[REDACTED]
[REDACTED]
18 Depot Hill Rd.
Henniker, NH 03242
603-428-3221 ext. 2

PARKING BEHIND BANDSTAND COMMUNITY LOT



PARKING BEHIND SUPERSCOOPS IN RIVER LOT

Town of Henniker - Office of Selectmen

18 Depot Hill Road, Henniker, NH 03242

Phone (603) 428-4366 / Fax (603) 428-4366

Website www.henniker.org

Submitted by
TOWN OF HENNIKER

APR 05 2023

SELECTMEN'S OFFICE



A 23-05

APPLICATION FOR ASSEMBLY

For any assembly or gathering of persons within the Town of Henniker for the purpose of entertainment, games, shows, activities, exhibitions, amusements, etc., for which the promoter has reason to believe, will attract 300 or more persons at any one time (see Sect. 15.2). It shall be unlawful for any promoter to allow, permit, encourage, promote, organize, conduct or advertise any such assembly or gathering unless a valid permit has first been obtained therefore from the Board of Selectmen (see Sect. 15.3). Completed application **MUST BE** submitted to the Board of Selectmen no less than 30 days prior to the planned event, however 60 days is strongly recommended.

DESCRIPTION OF EVENT: Blues, Brews + BBQ's . Concert, Part of
Henniker Summer Concert Series

Location: Community Park

Date(s) of Event: July 18, 2023 **Hours from** 5:00 PM **to** 9:00 PM

- ☐ **Drawing / Map:** If this is a walk, race or any event that will take place in multiple areas, please include a **DRAWING** that shows: *parking, start/end locations, and the exact route, including areas to be kept open for emergency vehicles.*

Estimated Attendance: 350 **Maximum No.:** _____ **Minimum No.:** _____

Should attendance exceed the maximum listed above, what plan will be followed?: There is
plenty of room for expansion

Cleanup: Describe provisions for cleanup of premises and removal of rubbish: Town manages
rubbish removal. Committee handles general clean-up.

Describe the following provisions:

Sanitation (toilets) 2 **No. of units:** 2 **Male:** ☒ **Female:** ☒

Water supply from: ~~the~~ bathroom sink in Community Center

Food will be served from and/or by: R+J Texas BBQ's

Beverages will be served from and/or by: R+J Texas BBQ's

Type of alcoholic beverages to be served: Beer

Illumination after dark will be provided by: park lights / Bandstand lights

Medical and first aid available from or by: Town of Henniker

Traffic control provided by: N/A No. of officers: 1 = to monitor alcohol sales

Parking for 200 number of cars is planned.

- ☐ Attach plan of exact parking location and exact route to be kept open for emergency vehicles.
☒ Not applicable. Explain: _____

NAME OF PROMOTER: Concert Committee, Ruth Zax, chair

Mailing Address _____

Phone / Fax: _____

Email: _____

I, _____, hereby accept all responsibility for the above described event. I agree to _____, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I do also agree to provide whatever surety is deemed necessary by the Board of Selectmen. Under the penalty of perjury, I do hereby certify that the above is true.

Date: April 6, 2023

Signature: _____

Printed name: Ruth B. Zax

PROPERTY OWNER: The following MUST BE completed by the owner of the property involved.

Owner's Name: Town of Henniker

I, _____, have thoroughly discussed the above event with the Promoter and am in agreement with him/her in all areas. I do hereby give my consent to the use of my property for this event. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. Under the penalty of perjury I do hereby certify that the above application is true.

Date: _____

Signature: _____

DO NOT WRITE BELOW THIS SPACE. FOR TOWN-USE ONLY

DEPARTMENTAL APPROVALS: Please attach any comments or special requirements to the application.

Fire Chief: James E. Mann

Date: 4/18/2023

Health/Code Enforcement Officer: [Signature]

Date: 4/18/23

Highway Superintendent: [Signature]

Date: 4/10/23

Water Superintendent: attached email

Date: _____

Waste Water Superintendent: attached email

Date: _____

Rescue Squad Chief: [Signature]

Date: 4/26/23

Police Chief: attached email

Date: _____

Illumination after dark will be provided by: park lights / Bands stand lights

Medical and first aid available from or by: Town of Henniker

Traffic control provided by: N/A No. of officers: 1 = to monitor alcohol sales

Parking for 200 number of cars is planned.

- ☐ Attach plan of exact parking location and exact route to be kept open for emergency vehicles.
☒ Not applicable. Explain: _____

NAME OF PROMOTER:

Concert Committee Ruth Zax chair

Mailing Address

Phone / Fax:

Email:

I, _____, do hereby certify that the above is true. I agree to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection, to the use of my property for this event. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. Under the penalty of perjury, I do hereby certify that the above is true.

Date: April 6, 2023

Signature: _____

Printed name: RUTH B. ZAX

PROPERTY OWNER: The following MUST BE completed by the owner of the property involved.

Owner's Name: Town of Henniker

I, _____, have thoroughly discussed the above event with the Promoter and am in agreement with him/her in all areas. I do hereby give my consent to the use of my property for this event. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. Under the penalty of perjury I do hereby certify that the above application is true.

Date: _____

Signature: _____

DO NOT WRITE BELOW THIS SPACE. FOR TOWN-USE ONLY

DEPARTMENTAL APPROVALS: Please attach any comments or special requirements to the application.

Fire Chief: _____

Date: _____

Health/Code Enforcement Officer: _____

Date: _____

Highway Superintendent: _____

Date: _____

Water Superintendent: James D. Dene

Date: 4/10/23

Waste Water Superintendent: _____

Date: _____

Rescue Squad Chief: _____

Date: _____

Police Chief: _____

Date: _____

BOARD OF SELECTMEN:

☐ **Denied** Reason: _____

☐ **Approved** Having reviewed the above-described event we do hereby grant permission for this event to take place at the time and hours indicated. **Surety** in the amount of \$ _____ is required.

Selectmen's comments and/or additional requirements to be met: _____

PROMOTER: I do hereby agree to these additional requirements and/or comments:

Promoter's Signature: _____ Date: _____

SELECTMEN SIGNATURES:

Date: _____

Original Document to: Promoter
Copies to: Police Department & Assembly Permit Files

Henniker Ordinance, Sections 15.1 – 15.11

~ **15.1 Findings and declarations.** The Town of Henniker finds and declares that it is necessary for the protection of the health and welfare of the general public and the inhabitants of the town that rules and regulations be established for the purpose of regulating large assemblies so as to ensure the public health and safety, proper sanitary, fire, police, health and safety measures be provided to regulate such gatherings. (RSA 155:1, 155:2, 155:17, 155:39 and RSA 651:2)

~ **15.2 Applicability; size of crowd.** This chapter pertains to any assembly or gathering of persons within the Town of Henniker for the purpose of entertainment, games, shows, activities, exhibitions, amusements, etc., for which the promoter has reason to believe, will attract 300 or more persons at any one time.

~ **15.3 Permit required.** It shall be unlawful for any promoter to allow, permit, encourage, promote, organize, conduct or advertise any such assembly or gathering unless a valid permit has first been obtained therefore from the Board of Selectmen.

~ **15.4 Submission of application.** Application for permit must be submitted to the Board of Selectmen 30 days prior to the date upon which event is to be held or may be held. If application for permit is not approved, the denial shall be in writing setting forth the reason(s) for the denial. The decision of the Selectmen shall be final.

~ **15.5 Surety.**

- A. At the discretion of the Selectmen, surety will be posted by the promoter, prior to the date of the event, to satisfy damages to public or private property, reimbursements for expenses of any town department and any and all other expenses incurred as a result of the event.
- B. Any or all unexpended funds from said surety shall be returned to the promoter.

~ **15.6 Contents of application.** The applicant for a permit under this chapter shall furnish the following information:

- A. Owner's name and exact location planned for activity.
- B. Owner's name and exact location of area(s) to be used for parking or other uses incidental to the activity.

Hank Bernstein

From: Chief Matthew French <[REDACTED]>
Sent: Friday, April 7, 2023 1:32 PM
To: Hank Bernstein
Subject: Re: Assembly Permits Seeking Approval

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hank- Im good with both. M

Sent from my iPhone

On Apr 7, 2023, at 1:15 PM, Hank Bernstein <Hank.Bernstein@henniker.org> wrote:

Good afternoon, Department Heads,

Town Hall has received two Assembly Permits seeking your approval. These permits are for the Henniker Summer Concert Series and their Blues, Brews, and BBQs event. My understanding is that an email is sufficient authorization, however if you prefer to sign, the applications will be in the orange folder on my desk (with little 'sign here' stickers). If you have any questions, comments, or special requirements please let me know and I will attach them to the application and forward them to Ruth Zax.

Thank you very much, have a wonderful weekend!

Hank Bernstein
Town of Henniker

[REDACTED] Assistant

603-428-3221 ext. 2

<Blues Brews BBQs A 23-05.pdf>
<Summer Concert Series A 23-04.pdf>

Hank Bernstein

From: Bob Garside
Sent: Friday, April 7, 2023 1:44 PM
To: Hank Bernstein
Subject: Re: Assembly Permits Seeking Approval
Attachments: Blues Brews BBQs A 23-05.pdf; Summer Concert Series A 23-04.pdf

I'm good with these

Sent from my iPhone

On Apr 7, 2023, at 1:15 PM, Hank Bernstein <Hank.Bernstein@henniker.org> wrote:

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Thank you very much, have a wonderful weekend!

Hank Bernstein
Town of Henniker
Land Use and General Administrative Assistant



603-428-3221 ext. 2

Hank Bernstein

From: Richard Slager
Sent: Friday, April 7, 2023 2:16 PM
To: Hank Bernstein
Subject: RE: Assembly Permits Seeking Approval

Happy to give you my authorization!

Richard "Rich" Slager
Wastewater superintendent
Work (603) 428-7215
Cell (603) 738-3645
Ricahrd.slager@henniker.org

From: Hank Bernstein <Hank.Bernstein@henniker.org>
Sent: Friday, April 7, 2023 2:16 PM
To: 'Richard Slager' <Ricahrd.slager@henniker.org>
Subject: Assembly Permits Seeking Approval

Good afternoon, Department Heads,

Town Hall has received two Assembly Permits seeking your approval. These permits are for the Henniker Summer Concert Series and their Blues, Brews, and BBQs event. My understanding is that an email is sufficient authorization, however if you prefer to sign, the applications will be in the orange folder on my desk (with little 'sign here' stickers). If you have any questions, comments, or special requirements please let me know and I will attach them to the application and forward them to Ruth Zax.

Thank you very much, have a wonderful weekend!

Hank Bernstein
Town of Henniker
Administrative Assistant


603-428-3221 ext. 2



State of New Hampshire
Liquor Commission
Division of Enforcement & Licensing



ONE DAY / AUCTION / BEER FESTIVAL / WINE FESTIVAL LOCAL OFFICIAL SIGNATURE SHEET

Town/City of: Henniker

This letter authorizes the use of the Community Park 57 Main St Henniker

(PREMISES)

For the Town of Henniker Concert Committee

(VOLUNTARY GROUP OR NON-PROFIT ORGANIZATION)

to perform

A SPECIAL EVENT(S) AND GATHERING(S) FOR A ONE-DAY LICENSE OR BEER FESTIVAL INVOLVING THE SALE OF ALCOHOLIC BEVERAGES AS REQUIRED BY RSA 178:1.

Effective Date: Tuesday July 18 2023
(DAY OF THE WEEK) (MONTH) (DAY) (YEAR)

Expiration Date: Wednesday July 19 2023
(DAY OF THE WEEK) (MONTH) (DAY) (YEAR)

Hours of Event: 5:00pm AM/PM Until 9:00pm AM/PM

I approve the use of the Community Park in so far as accessibility of the premises is concerned; the premises are safely accessible to all forms of traffic, including emergency vehicles.

Police Chief's Signature: _____

Print Police Chief's First & Last Name: Matthew French

I approve the use of the Community Park in so far as accessibility of the premises is concerned, the premises are safely accessible with authorized capacity of _____ people.
(NUMBER OF PEOPLE)

Fire Chief's Signature: _____

Print Fire Chief's First & Last Name: James Morse

I approve the use of the Community Park in so far as health and sanitary conditions are concerned; the premise meets health requirements.

Health Officer Signature: _____

Print Health Officer's First & Last Name: Gregory Aucoin

- C. Date or dates and hours during which the event is to be conducted.
- D. An estimate of the minimum and maximum number of customers, spectators, participants and other persons expected to attend the event for each day it is conducted; detailed information supporting such estimate.
- E. Explanation of program, plans and ability to supply water and facilities, food supply and facilities, sanitation facilities (including but not limited to sewage, garbage and rubbish), medical and first aid facilities, vehicle parking space, on site traffic control, wrecker service, also plans for maintaining vehicle routes to allow emergency vehicles access to event.
- F. Provisions for cleanup of premises and removal of rubbish at conclusion of event.
- G. Such other information pertinent to the event as the Selectmen or any other officer of the town finds is reasonably necessary and required in order to determine whether or not the permit should be granted.
- H. Explanation of promoter's plan for policing the activity in the event that more persons attempt to attend the event than are permitted by the permit.

~ **15.7 Right of entry.** The promoter must consent to the entry, at any time, in the course of his or her duties, of any peace officer, employee of the Police Department, health officer and any other town officer in the performance of his or her duties, including but not limited to inspection.

~ **15.8 Additional requirements.**

- A. **Drinking water.** The permittee shall provide drinking water from a source approved by the Selectmen in consultation with the Health Officer.
- B. **Sanitary facilities.** Adequate toilet facilities for both sexes must be available on the premises. One water closet, chemical or sanitary privy unit must be supplied for each 250 persons.
- C. **Parking.** The permittee shall have on the premises, or contiguous thereto, automobile space equal to 1/4 of the number of persons which the permit allows to attend the event. At the discretion of the Selectmen, fewer parking spaces may be required.
- D. **Hours of operation.** The permittee shall operate the event only on day(s) and during the hours specified in the permit.
- E. **Controlled admission.** The permittee shall not sell, give or distribute a greater number of tickets than the number which the permit allows to attend.
- F. **No advertising before permit granted.** A person shall not advertise or announce by any means or medium, including but not limited to pamphlets, handbills, newspapers, radio and television, the holding of such an event prior to the granting of a permit.
- G. **Illumination of area.** Every permittee planning an event after dark, or planning to allow persons who attend the event to remain on the premises after dark, shall provide electrical illumination to ensure that those areas to be used may be lighted.

~ **15.9 Permit not transferable.** No permit granted under this chapter shall be transferable to another location, another person or entity or another set of dates.

~ **15.10 Conditional approval.** If the required facilities fail to meet the standards set forth in the plans and specifications therefore, which have been conditionally approved, such conditional approval shall be withdrawn, and any and all permits granted subject to such approval shall be canceled and withdrawn.

~ **15.11 Violations and penalties.** Whenever in this chapter any act is prohibited or is made or declared to be unlawful or an offense or the doing of any act is required or the failure to do any act is declared to be prohibited, unlawful or an offense where no specific penalty is provided therefore, the violation of any such provision of this chapter shall be punishable by a fine not to exceed \$1,000. (RSA 641:2)



TOWN OF HENNIKER, NEW HAMPSHIRE

April 21, 2023

ABATEMENT

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

To the Collector of Taxes.

By vote of the Board of Selectmen upon the application of:

Korrine Smith

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

Property Address/Map Lot: **LOT #9-619-076, 76**
Keyser Pond Campground

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

We have abated the amount of: **\$ 712.42**

Cause of abatement: Current owner did not have a camper at this site until May 1, 2022, so they are not responsible for the 2019 and 2020 tax lien.

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

Per Order:

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

Board of Selectmen

Henniker, NH 03242

Office Hours

Monday, Wednesday & Friday 8:00am to 4:00pm

Tuesday 10:00am to 6:00pm Thursday Closed

(603) 428-3240

SMITH KORRINE
181 SOUTH MAIN STREET
NEWPORT, NH 03773

OFFICE OF THE TAX COLLECTOR
NOTICE OF DELINQUENT TAXES
Tuesday, February 21, 2023

All past due taxes and liens are listed below. For each, the tax and interest as of 04/20/2023 are listed. **To avoid the initiation of the Tax Lien Process and associated additional expenses, you should pay the total amount due (tax and interest) on or before 04/20/2023 by 12:00 pm for all levies listed not already liened.** Levies with "L" after the year were previously liened.

Please contact us for the revised amount due if payment is made before or after 04/20/2023. Payments made after 04/06/2023 should be by certified check, money order, or cash to ensure the avoidance of additional charges.

This notice is based on tax records as of 02/21/2023. Please notify us as soon as possible if you believe the information is not correct. Your cooperation is appreciated.

| Levy Year | Property Location | Map Lot Sub | Tax Amount | Int Rate | Int/Pen | *Total Due |
|-----------|------------------------|----------------------|------------------|----------|------------------|------------------|
| 2019L01 | OLD CONCORD RD | 000009 000619 000076 | \$ 187.37 | 14% | \$ 128.89 | \$ 316.26 |
| 2020L01 | OLD CONCORD RD | 000009 000619 000076 | \$ 294.88 | 14% | \$ 99.06 | \$ 393.94 |
| 2022P02 | 76 KEYSER POND CAMPGRN | 000009 000619 000076 | \$ 8.00 | 8% | \$ 0.21 | \$ 8.21 |
| | | | \$ 490.25 | | \$ 228.16 | \$ 718.41 |

LEVY YEAR TAX TYPE INFORMATION

| | | |
|------------------|---------------|------------------|
| B - Betterment | P - Property | T - Timber Yield |
| G - Gravel Yield | R - Residence | U - Use Change |
| L - Lien | S - Sewer | W - Water |

Please note that any **2020L** taxes or prior, if left unpaid, will be subject to the Tax Deeding process as of **08/01/2023**.

(*Total Due Amounts as of 04/20/2023)

Total Per Diem: \$ 0.1868

Kimberly D. Johnson
Collector of Taxes
Kimberly Johnson

I KORRINE SMITH STARTED AS A SEASONAL CAMPER
AT KEYSER POND CAMPGROUND SITE 76 ON MAY 1, 2022.

Korrine Smith
April 14, 2023

TOWN OF HENNIKER
Office of the Tax Collector
 18 Depot Hill Road
 Henniker NH 03242

Hours
 Mon-4/Tues 10-6,W,F 8-4

ph. (603) 428-3240

| TAX YEAR | ACCOUNT | BILLING DATE | INTEREST RATE | DUE DATE |
|---|---------|----------------------|-------------------|------------|
| 2019 | 619-076 | 10/30/2019 | 0.08 | 12/11/2019 |
| MAP / PARCEL | | LOCATION OF PROPERTY | AREA | |
| 1-619-076 | | OLD CONCORD ROAD | 0.000 | |
| OWNER OF RECORD | | | TAX CALCULATION | |
| MALETTE RAYMOND MARR HEIDI 118 HERRICK STREET MERRIMACK NH 03054 | | | NET TAXABLE VALUE | \$7,800.00 |
| | | | TAX RATE | \$35.34 |
| | | | TOTAL TAX | \$276.00 |
| | | | FIRST BILLING | \$132.00 |
| | | | SECOND BILLING | \$144.00 |
| 2019 TAX RATE PER \$1000 | | ASSESSED VALUATION | | |
| Municipal Rate | \$10.28 | Building | \$7,800 | |
| County | \$3.16 | Taxable Value | \$7,800 | |
| Local School | \$19.59 | | | |
| State School | \$2.31 | | | |
| TOTAL: | \$35.34 | | | |
| Interest at 8.00% per annum after Wednesday, December 11, 2019. | | | | |
| PAY THIS AMOUNT | | | | \$144.00 |

INFORMATION TO TAXPAYERS

PAYMENT OF THIS BILL DOES NOT PREVENT THE COLLECTION OF PREVIOUS UNPAID TAXES NOR DOES AN ERROR IN THE NAME OF THE PERSON TAXED PREVENT COLLECTION.

IF THIS BILL IS PAID BY CHECK OR MONEY ORDER IT IS NOT CONSIDERED PAID UNTIL CHECK OR MONEY ORDER IS CLEARED.

IF YOU ARE ELDERLY, DISABLED, BLIND, A VETERAN, OR VETERAN'S SPOUSE, OR ARE UNABLE TO PAY TAXES DUE TO POVERTY OR OTHER GOOD CAUSE YOU MAY BE ELIGIBLE FOR A TAX EXEMPTION CREDIT, ABATEMENT OR DEFERRAL. FOR DETAILS AND APPLICATION INFORMATION CONTACT THE SELECTMEN'S OFFICE.

THE TAXPAYER MAY BY MARCH 1 FOLLOWING THE DATE OF NOTICE OF TAX AND NOT AFTERWARDS, APPLY IN WRITING TO THE SELECTMEN OR ASSESSOR(S) FOR AN ABATEMENT AS PROVIDED UNDER RSA 76:16.

PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT. RETAIN UPPER PORTION FOR YOUR RECORDS.

TOWN OF HENNIKER
18 Depot Hill Road, Henniker NH 03242

| MAP / PARCEL | LOCATION OF PROPERTY | TAX YEAR | ACCOUNT | DUE DATE |
|--------------|----------------------|----------|---------|------------|
| 1-619-076 | OLD CONCORD ROAD | 2019 | 619-076 | 12/11/2019 |

MALETTE RAYMOND
 MARR HEIDI
 118 HERRICK STREET
 MERRIMACK NH 03054

PAY THIS AMOUNT

\$144.00

TOWN OF HENNIKER
Office of the Tax Collector
 18 Depot Hill Road
 Henniker NH 03242

Hours
 Mon-4/Tues 10-6,W,F 8-4

ph. (603) 428-3240

| TAX YEAR | ACCOUNT | BILLING DATE | INTEREST RATE | DUE DATE |
|--|----------------------|--------------------|---------------|-----------------|
| 2020 | 619-076 | 11/20/2020 | 0.08 | 12/28/2020 |
| MAP / PARCEL | LOCATION OF PROPERTY | | | AREA |
| 1-619-076 | OLD CONCORD ROAD | | | 0.000 |
| OWNER OF RECORD | | TAX CALCULATION | | |
| ALLAIRE AMY COLPAS ALAN 8 THORNDIKE ST CONCORD NH 03301-3628 | | NET TAXABLE VALUE | | |
| | | \$7,800.00 | | |
| | | TAX RATE | | |
| | | \$31.24 | | |
| | | TOTAL TAX | | |
| | | \$244.00 | | |
| | | FIRST BILLING | | |
| | | \$138.00 | | |
| | | SECOND BILLING | | |
| | | \$106.00 | | |
| 2020 TAX RATE PER \$1000 | | ASSESSED VALUATION | | |
| Municipal Rate | \$9.94 | Building | \$7,800 | |
| County | \$2.56 | Taxable Value | \$7,800 | |
| Local School | \$16.75 | | | |
| State School | \$1.99 | | | |
| TOTAL: | \$31.24 | | | |
| PLEASE NOTE: A previous tax to this account is now past due. Please call the collector's office for up to date outstanding balance information. Interest at 8.00% per annum after Monday, December 28, 2020. | | | | |
| PAY THIS AMOUNT | | | | \$106.00 |

INFORMATION TO TAXPAYERS

PAYMENT OF THIS BILL DOES NOT PREVENT THE COLLECTION OF PREVIOUS UNPAID TAXES NOR DOES AN ERROR IN THE NAME OF THE PERSON TAXED PREVENT COLLECTION.

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IF YOU ARE ELDERLY, DISABLED, BLIND, A VETERAN, OR VETERAN'S SPOUSE, OR ARE UNABLE TO PAY TAXES DUE TO POVERTY OR OTHER GOOD CAUSE YOU MAY BE ELIGIBLE FOR A TAX EXEMPTION CREDIT, ABATEMENT OR DEFERRAL. FOR DETAILS AND APPLICATION INFORMATION CONTACT THE SELECTMEN'S OFFICE.

THE TAXPAYER MAY BY MARCH 1 FOLLOWING THE DATE OF NOTICE OF TAX AND NOT AFTERWARDS, APPLY IN WRITING TO THE SELECTMEN OR ASSESSOR(S) FOR AN ABATEMENT AS PROVIDED UNDER RSA 76:16.

PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT. RETAIN UPPER PORTION FOR YOUR RECORDS.

TOWN OF HENNIKER
18 Depot Hill Road, Henniker NH 03242

D

| MAP / PARCEL | LOCATION OF PROPERTY | TAX YEAR | ACCOUNT | DUE DATE |
|--------------|----------------------|----------|---------|------------|
| 1-619-076 | OLD CONCORD ROAD | 2020 | 619-076 | 12/28/2020 |

ALLAIRE AMY
 COLPAS ALAN
 8 THORNDIKE ST
 CONCORD NH 03301-3628

| |
|------------------------|
| PAY THIS AMOUNT |
| \$106.00 |

Town of Henniker
Parcel History Report for 000009 000619 000076
Requested by Debbie -- 04/14/2023

| Billed Owner | Invoice | Bill Amount | Last Trans. | Int. Paid | Balance |
|-----------------|---------|-------------|-------------|-----------|-----------|
| SMITH KORRINE | 2022P | \$ 36.00 | 04/14/2023 | \$0.00 | \$ 0.00 |
| SYKES FRANKIE | 2021P | \$ 557.00 | 05/04/2022 | \$6.87 | \$ 0.00 |
| ALLAIRE AMY | 2020L | \$ 294.88 | 08/18/2021 | \$0.00 | \$ 294.88 |
| ALLAIRE AMY | 2020P | \$ 244.00 | 05/21/2021 | \$12.88 | \$ 0.00 |
| ALLAIRE AMY | 2019L | \$ 187.37 | 10/25/2022 | \$0.00 | \$ 187.37 |
| ALLAIRE AMY | 2019P | \$ 276.00 | 05/29/2020 | \$5.37 | \$ 0.00 |
| MALETTE RAYMOND | 2018P | \$ 263.00 | 11/05/2018 | \$0.00 | \$ 0.00 |
| MALETTE RAYMOND | 2017P | \$ 115.00 | 11/17/2017 | \$0.00 | \$ 0.00 |
| MALETTE RAYMOND | 2016P | \$ 113.00 | 11/14/2016 | \$0.00 | \$ 0.00 |

Town of Henniker
Total Due for SMITH KORRINE

Interest as of 5/2/2023

Includes Only Unpaid Invoices

| Current Owner | Warrant | PID | Location | Per Diem | Principal | Int/Pen | Amount Due |
|---------------|---------------|----------------------|----------------|-----------|-----------|----------|------------|
| SMITH KORRINE | 2020L01002475 | 000009 000619 000076 | OLD CONCORD RD | \$ 0.1131 | \$ 294.88 | \$100.42 | \$395.30 |
| SMITH KORRINE | 2019L01002352 | 000009 000619 000076 | OLD CONCORD RD | \$ 0.0719 | \$ 187.37 | \$129.75 | \$317.12 |
| Totals : | | | | \$ 0.1850 | \$ 482.25 | \$230.17 | \$712.42 |

INTENT TO CUT CHECKLIST

Date received 4/19/2023

Office ID# _____

Owner's name Elizabeth M Sweeney Rev. Trust

Lot # 2/91 + 2/91-A

Route to: Highway Superintendent

Conservation Commission

Items 1 - 10 Complete ✓

Map information complete not provided

Missing items:

Missing items:

- 1 Town/City
- 2 Tax map/lot
- 3 Original/supplemental
- 4 Name of road using
- 5 Acreage of lot/acreage to be cut
- 6 Type of ownership
- 7 SIGNATURES OF OWNER(S) OF RECORD
ADDRESS OF OWNER(S)
TELEPHONE NUMBER OF OWNER(S)
- 8 Description of wood or timber to be cut
- 9 Personal use amount
- 10 LOGGER/FORESTER SIGNATURE
LOGGER/FORESTER PRINTED NAME
LOGGER/FORESTER PHONE NUMBER/ADDRESS

- 1 Area(s) to be cut
- 2 Road to be used
- 3 Landing(s)
- 4 Point of egress onto town road

Taxes current

☒ Yes ☒ No

Security bond required

☐ Yes ☐ No

\$ Amount _____

Date paid _____

Date returned _____

Driveway permit needed

☐ Yes ☐ No

Initialed _____

Road bond required

☐ Yes ☐ No

\$ Amount _____

Date paid _____

Date returned _____

Permission to Haul Form

☐ Yes ☐ No

Date received _____

Wetlands permit required

☐ Yes ☐ No

Date received _____

Notes/

Comments

| |
|------|
| FORM |
| A-10 |

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR CURRENT USE ASSESSMENT**

STEP 1 - PROPERTY OWNER(S)

TAX YEAR APPLIED FOR: April 1, _____

| | | | |
|----------------------|----------------------------------|-----------------------------------|----------|
| PLEASE TYPE OR PRINT | LAST NAME/CORPORATION/TRUST NAME | FIRST NAME/CORPORATION/TRUST NAME | INITIAL |
| | BENNETT | ROSS | W |
| | BENNETT | ROSS | A |
| | | | |
| | | | |
| MAILING ADDRESS | | | |
| 55 BENNETT RD | | | |
| MUNICIPALITY | | STATE | ZIP CODE |
| KENNICKER | | NH | 03242 |

STEP 2 - PROPERTY LOCATION

| | | | | | | |
|----------------------|--------------------------------|----------------------|-----------------------|----------------------|------------------------------|--|
| PLEASE TYPE OR PRINT | (a) ACCESSIBLE STREET LOCATION | | MUNICIPALITY | | COUNTY | |
| | 141 GUN STREET | | KENNICKER | | NH | |
| | (b) TOTAL ACRES/PARCEL/TRACT | | # ACRES ALREADY IN CU | | # ACRES TO BE ENROLLED IN CU | |
| | 14.4 | | 0 | | 14.4 | |
| | (c) TAX MAP AND LOT # | | TAX MAP AND LOT # | | TAX MAP AND LOT # | |
| | 8 540x6 | | 8 540x6 | | 8 540x6 | |
| | # IN CU | | # NOT IN CU | | # IN CU | |
| 14.4 | | 0 | | 14.4 | | |
| DEED BOOK AND PAGE # | | DEED BOOK AND PAGE # | | DEED BOOK AND PAGE # | | |
| 3792 1159 | | 3792 1159 | | 3792 1159 | | |

NOTE: Lots must be contiguous. Noncontiguous lots must be submitted on a separate application.

STEP 3 - DOCUMENTATION AND FEE FOR PROPERTY TO BE ENROLLED IN CURRENT USE (CU)

| | |
|--|---|
| (a) Required map attached for the parcel/tract identifying acres in CU and not in CU | <input checked="" type="checkbox"/> ATTACHMENT A+B |
| (b) Required "County Registry of Deeds Recording and Filing Fee" enclosed with form | <input checked="" type="checkbox"/> ATTACHMENT C |
| (c) Has a Soil Potential Index (SPI) percentage been provided for Farm Land | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (d) Has "Documentation of Stewardship" been provided for Forest Land | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, type of documentation: <u>Form CU-12, SEE ATTACHMENT D.</u> | |

| |
|------|
| FORM |
| A-10 |

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR CURRENT USE ASSESSMENT
 (continued)

STEP 4 - SUMMARY OF LAND TO BE ENROLLED IN CURRENT USE (CU)

| CURRENT USE CLASSIFICATION | # ACRES | 20% RECREATIONAL ADJUSTMENT* | |
|--|---------|--|--------------------------|
| | | Yes | No |
| FARM LAND | 7.0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| FOREST LAND: WHITE PINE | 2.1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| HARDWOOD | RWB | <input type="checkbox"/> | <input type="checkbox"/> |
| ALL OTHER | 5.3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| FOREST LAND WITH DOCUMENTED STEWARDSHIP: | | | |
| WHITE PINE | | <input type="checkbox"/> | <input type="checkbox"/> |
| HARDWOOD | | <input type="checkbox"/> | <input type="checkbox"/> |
| ALL OTHER | | <input type="checkbox"/> | <input type="checkbox"/> |
| UNPRODUCTIVE LAND | 0.0 | <input checked="" type="checkbox"/> NA | <input type="checkbox"/> |
| WETLAND | | <input type="checkbox"/> | <input type="checkbox"/> |

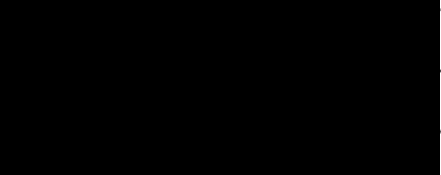
*To be eligible for the 20% recreation adjustment, land must be open to the public for skiing, snowshoeing, fishing, hunting, hiking and nature observation at no charge. See RSA 79-A:4, II for further information.

STEP 5 - SIGNATURE OF ALL PROPERTY OWNERS OF RECORD

I/We certify that the land indicated above qualifies for current use assessment under the New Hampshire Statute RSA 79-A and Administrative Rules Cub 300, and that all requirements will continue to be met.

I/We do firmly understand that by enrolling land under current use assessment that a contingent lien is created on the tract or parcel and should the use of the above described land be changed to a non-qualifying use, that the owner of record at the time of the change in use is liable for the land use change tax.

This form must be signed by all owners of record or agent with Power of Attorney. Submit a copy of the Power of Attorney form, if applicable.

| | | |
|--|--|---------|
| TYPE OR PRINT NAME (in black or dark blue ink) |  | DATE |
| ROSS BENNETT | | 3/20/23 |
| TYPE OR PRINT NAME (in black or dark blue ink) | | DATE |
| Joslin Bennett | | 4/2/23 |
| TYPE OR PRINT NAME (in black or dark blue ink) | | DATE |
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |

| |
|------|
| FORM |
| A-10 |

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR CURRENT USE ASSESSMENT
 (continued)

STEP 6 - APPROVAL/DENIAL BY MUNICIPAL ASSESSING OFFICIALS

| | | |
|---|---------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED | Reason for denial of application: |
| <p><i>Taxpayers meet all the Statutory requirements to qualify for current use.</i></p> | | |

STEP 7 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

| | | |
|--|---------------------------------------|------|
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |

| |
|-------|
| FORM |
| CU-12 |

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

SUMMARY OF FOREST STEWARDSHIP PLAN
FOR CURRENT USE ASSESSMENTTAX YEAR APPLIED FOR: April 1, 2023☒ NEW APPLICATION ☐ UPDATE

STEP 1 - PROPERTY OWNER:

| | | |
|--|---|--------------------------|
| LAST NAME/CORPORATION/TRUST NAME <u>Bennett</u> | FIRST NAME/CORPORATION/TRUST NAME <u>ROSS + JOSLIN</u> | INITIAL |
| MAILING ADDRESS <u>55 Bennett Rd.</u> | | |
| MUNICIPALITY <u>Henniker</u> | STATE <u>NH</u> | ZIP CODE <u>03242</u> |

STEP 2 - IDENTIFICATION OF PROPERTY TO BE ENROLLED IN FOREST STEWARDSHIP ASSESSMENT

| | | | | | |
|--|--|--|--|---|--|
| (a) ACCESSIBLE STREET LOCATION <u>141 Elm St.</u> | | MUNICIPALITY <u>HENNIKER</u> | | COUNTY <u>MERRIMACK</u> | |
| (b) TOTAL ACRES/PARCEL/TRACT <u>14.4 acres</u> | | TOTAL ACRES IN CU <u>14.4 acres</u> | | # ACRES IN FOREST STEWARDSHIP <u>7.4</u> | |
| TAX MAP AND LOT # <u>8</u> | | TAX MAP AND LOT # <u>8</u> | | TAX MAP AND LOT # <u>8</u> | |
| 540X6 | | 540-X6 | | 540-X6 | |

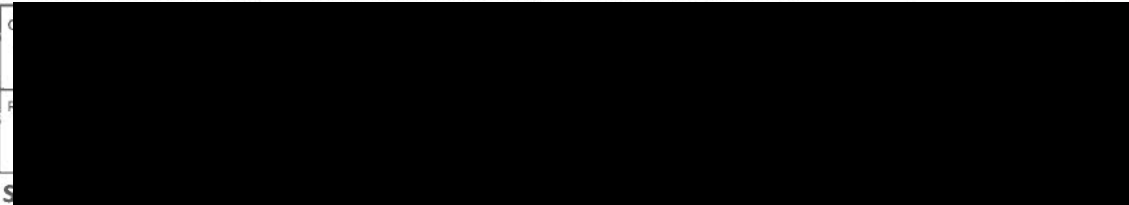
NOTE: Parcels must be contiguous and in common ownership. Non-contiguous lots must be on a separate application.

STEP 3 - DOCUMENTATION FOR FOREST STEWARDSHIP ASSESSMENT

| | |
|---|--|
| (a) Required statement of forestry accomplishments pursuant to Cub 304.07 (a)(1) | <input checked="" type="checkbox"/> ATTACHMENT D-2 |
| (b) Required map is attached for the parcel/tract pursuant to Cub 301.11 and Cub 304.07 (a) (2) | <input checked="" type="checkbox"/> ATTACHMENT D-3 |
| (c) Required summary of stewardship plan information pursuant to Cub 304.07 (a)(3)c | <input checked="" type="checkbox"/> ATTACHMENT D-2 |

STEP 4 - SIGNATURES OF PROPERTY OWNER(S) AND FORESTER

I/WE certify that the land indicated above qualifies for forest stewardship assessment under the New Hampshire Statute RSA 79-A and that failure to comply with the requirements may result in reclassification of the forest land.

| | |
|--|-------------|
|  | <u>1/23</u> |
| | <u>23</u> |

| | |
|--|--------------------|
| <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DENIED | Reason for denial: |
| <u>meets statutory requirements.</u> | |

STEP 6 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

| | | |
|--|---------------------------------------|------|
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |
| TYPE OR PRINT NAME (in black or dark blue ink) | SIGNATURE (in black or dark blue ink) | DATE |



TOWN ADMINISTRATOR AUTHORIZATION TO SIGN

The Henniker Board of Selectmen hereby authorize Diane Kendell, Town Administrator, to sign the State of New Hampshire Liquor Commission's form approving the selling and tasting of wine by Nok Vino, LLC at the 2023 Henniker's Farmer's Market on the Selectboard's behalf.

Henniker Board of Selectmen

Kris Blomback (Chair)

William Marko (Vice-Chair)

D. Scott Osgood (Selectman)

Jeff Morse (Selectman)

Neal B. Martin (Selectman)

**NEW HAMPSHIRE LIQUOR COMMISSION**

Please submit form to:
New Hampshire Liquor Commission
50 Storrs Street, Concord, NH 03301
603-271-3521

For NHLC Use Only

| | |
|----------------|--|
| Date Received: | |
| Date Approved: | |
| CFS: | |
| Approved By: | |

FARMERS MARKET**BUSINESS INFORMATION**

| | | | |
|---|---|----------------------------------|--------------------------|
| Business Name NOK VINO LLC | | Trade Name NOK VINO | |
| Business Street Address 82 Currier Rd | City Concord | State NH | Zip Code 03301 |
| Business Phone Number 6033155272 | Business Email nokvinonh@gmail.com | | |
| Requesting Agent Name Nicholas Kimberly | Requested License Type Retail/Tasting | Date Requested 4/24/23 | |

MARKET INFORMATION

| | | | |
|--|---|--|---|
| Name/Location of Market Henniker Handmade Market | | | |
| Street Address Where Market is Being Held 57 Main St | | City Henniker | State NH |
| | | | Zip Code 03242 |
| Date From (mm/dd/yyyy) 05/13/2023 | Date To (mm/dd/yyyy) 05/13/2023 | Time From (hh:mm am/pm) 10:00 am | Time To (hh:mm am/pm) 4:00 pm |

RSA 175:1 - XXXI-aa. "Farmers' market" means an event or series of events at which 2 or more vendors of agricultural commodities gather for purposes of offering for sale such commodities to the public. Commodities offered for sale must include, but are not limited to, products of agriculture, as defined in RSA 21:34-a. "Farmers' market" shall not include any event held upon any premises owned, leased, or otherwise controlled by any individual vendor selling therein.

Attach/Include Diagram (Required Only for Tastings)

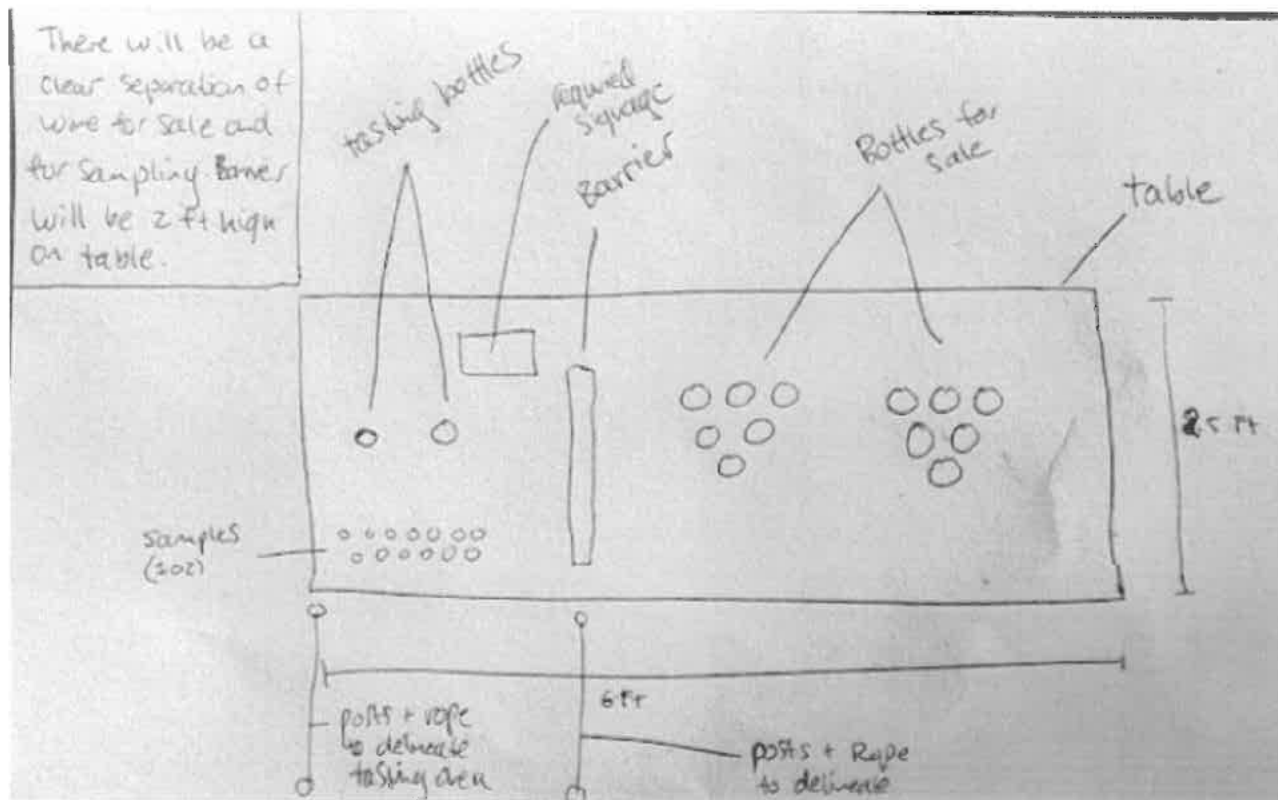
**Print this form and have it signed by City/Town Official where the Farmers' Market is being held.
Once signed, please email form to: audit@liquor.nh.gov.**

-----City/Town Use Only Below-----

CITY / TOWN APPROVAL

| | |
|---|---|
| The City/Town of: Henniker , NH | |
| Governing Body, or other Appointed Designee, hereby approves: NOK VINO | |
| to attend the Farmers Market for: Retail/Tasting <input type="checkbox"/> | |
| Name Authorized Agent for City/Town | Title of Authorized Agent for City/Town |
| Signature of Authorized Agent for City/Town | |

There will be a clear separation of wine for sale and for sampling. Barrier will be 2 ft high on table.



DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM

| | | | | | |
|------|-----------|------|----------|----------|--|
| Date | 4/27/2023 | Town | Henniker | District | |
|------|-----------|------|----------|----------|--|

CANDIDATE INFORMATION

| | | | | | |
|-----------------|---|---------------|------------|--|--|
| Name | Rus Denysyk | | | | |
| Mailing Address | 1352 Old Hillsboro Rd Henniker NH 03242 | | | | |
| E-mail Address | [REDACTED] | | | | |
| Home Phone | [REDACTED] | Cell Phone | [REDACTED] | | |
| Work Phone | (603)428-7752 | Date of Birth | [REDACTED] | | |

By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, Forests & Lands

04 127123
Date

MUNICIPALITY RECOMMENDATION

By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the appointment by the Director of the Division of Forests and Lands

| | | |
|------------|--------------|-------------------|
| Issue: | Fire Permits | Official Warnings |
| [REDACTED] | ✓ | 4 27 2023 |
| | | / / |

Forest Fire Warden Signature

Date

Chairperson, Mayor, Town/City Manager Signature

Date

Selectman Signature

Date

Selectman Signature

Date

DELETE PREVIOUS APPOINTMENT OF

DIVISION APPROVAL

/ /

CONTINUED BUSINESS



Town Hall
18 Depot Hill Road
Henniker, NH 03242

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

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 5/2/2023

TITLE: Amend Policy II.7 Budget Advisory Committee Operation Policy

INITIATED BY: Diane Kendall – Town Administrator

PREPARED BY: Diane Kendall – Town Administrator

PRESENTED BY: Diane Kendall – Town Administrator

AGENDA DESCRIPTION: Consider amendment to Policy II.7 Budget Advisory Committee Operation Policy

Legal Authority: Selectmen Policy I.1 Policy Adoption

Financial Details: N/A

Town Administrator Comment: The Board of Selectmen authorized a request of the Budget Advisory to function year-round, but it was not recognized at the time the authorization required an amendment to policy. Policy I.1 Policy Adoption does not specifically address Selectmen's Policy amendments; therefore, it is my opinion that strict adherence to I.1 is not necessary. A simple motion and vote to accept the changes as present to and by the board of Selectmen should be sufficient.

The current policy with suggested amendment is included in this report.

Suggested Action/Recommendation:

Motion and vote to amend Policy II.7 Budget Advisory Committee Operation Policy as presented

II.7 Budget Advisory Committee Operational Policy

*Adopted January 24, 2006
Item I Adopted August 15, 2006*

The Town Budget Advisory Committee shall select its own officers and operate under the rules and procedures established by the Board of Selectmen for Town Committees. It will also adhere to the legal requirements of the "Right to Know Law".

The sole role of the Town Budget Advisory Committee shall be to review the tentative budget proposal prepared by the Board of Selectmen and to provide recommendations for the Board's review.

The Board of Selectmen expects that various town departments, committees, and boards shall provide the Committee with available information needed for their consideration. Until the Board of Selectmen determines the final budget to be presented to the voters, department heads and committee representatives shall be free to offer alternative suggestions to the Town Budget Advisory Committee.

The Budget Advisory Committee shall submit a written report of their recommendations within two weeks of the completion of their review meetings. All recommendations made to the Board of Selectmen shall include a recorded vote on each item.

~~The Budget Advisory Committee shall only function from the time of its receipt of the Board of Selectmen's annual proposed budget through the final completion of its written report of recommendations to the Board of Selectmen.~~

The Budget Advisory Committee may submit a report to be included in the Town Report published in a location close to the town warrant.

The Budget Advisory Committee shall not have the authority to have their recommendations noted in the town warrant presented to the voters.

The Board of Selectmen shall publicly review the recommendations of the Budget Advisory Committee at their meetings following the receipt of the committee's report. The Selectmen shall act upon each recommendation and forward a record of its actions to the members of the Budget Advisory Committee.

Committee members shall abstain from voting upon any issue that directly relates to the budget proposal of any town committee or organization on which they are a current member or have had business dealings with in the previous year. However, they shall be able to participate, with Budget Committee consent, in discussion involving that town committee or organization's budget request as a representative of the town committee or organization or as a member of the public.



TOWN OF HENNIKER, NEW HAMPSHIRE

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

STAFF REPORT

DATE: 5/23/2023

TITLE: Continued – ARPA Fund Requests Prioritization

INITIATED BY: Board of Selectman

PREPARED BY: TA Diane Kendall

PRESENTED BY: TA Diane Kendall

AGENDA DESCRIPTION: Prioritize ARPA Fund Requests

LEGAL AUTHORITY:

FINANCIAL DETAILS: See attached

BACKGROUND: Through the federal stimulus funding included in the American Rescue Plan Act (ARPA) that has been issued for the continued response to the COVID-19 pandemic, there has been approximately \$19.5 billion allocated for smaller units of government nationwide including the Town of Henniker. Henniker's total share of these funds is \$525,333.

The Selectboard has identified public safety purchases and projects for remaining ARPA funds.

TOWN ADMINISTRATOR COMMENTS: The Board of Selectmen have tabled the prioritization of ARPA funding requests from department heads and committees. The town administrator would like permission to form an advisory panel with the department heads and one member board of Selectmen to make recommendations to the Board for allocation of remaining funds.

This will not be an official body of the town. It may function as an operational team of staff via meetings, shared documents files and emails. This will foster teamwork, creativity, and collaboration of shared resources.

Alternatively, the Board of Selectmen should identify dates and times that they can meet according to RSA 91-A for workshops to prioritize the funding.

SUGGESTED ACTIONS / MOTIONS:

Motion to authorize the Town Administrator to form an advisory panel with the department heads and one member board of Selectmen to make recommendations to the Board for allocation of remaining funds.

**2022 ARPA Funding Request
Tracking Sheet**

| DESCRIPTION | Requesting Dept/Agency/Person | BoS Appropriation Date | Use Total Project Cost | Source | | | Evaluation Criteria (1 = least; 5 = most) | | | | | Other Comments |
|--|----------------------------------|------------------------------|-------------------------------|-------------------------|----------------------------|----------------|---|---------|------------------|-------------------|-------------------------------|----------------|
| | | | | TOTAL ARPA Committed | ARPA Requests Estimates | TOTAL ARPA | Other Project Funding | Urgency | Public Safety | Public Benefit | Other Funding Available | |
| | | | | | | 525,333 | | | | | | |
| Wastewater | | | | | | | | | | | | |
| Wastewater Upgrades | Town Meeting | 3/12/2022 | 3,200,000 | 100,000 | | 100,000 | 3,100,000 | | | | | |
| Transfer Station - Sanitation | | | | | | - | | | | | | |
| Main door replace | Transfer Stat. | 2022 | 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 | 2022 | 47,075 | 47,075 | | 47,075 | | | | | | |
| Grange | | | | | | - | | | | | | |
| Fire alarm | TA/Fire Dept | | 9,186 | | 9,186 | 9,186 | | | | | | |
| ADA ramp height and railings | TA/Safety Com. | | 2,645 | | 2,645 | 2,645 | | | | | | |
| Front entry ADA door | TA/Safety Com. | | 8,950 | | 8,950 | 8,950 | | | | | | |
| ADA restroom | TA/Safety Com. | | 7,480 | | 7,480 | 7,480 | | | | | | |
| Rug removal | TA/Safety Com. | | 650 | | 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 | | 1,000 | | 1,000 | 1,000 | | | | | | |
| Community Park - Sound System | Concert Com | | 7,794 | | 7,794 | 7,794 | | | | | | |
| Community Park - Signs | Concert Com | | 1,200 | | 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 | | | | | | |
| Fire Pond Old Concord Rd | Fire Dept. | | 81,000 | | 81,000 | 81,000 | | | | | | |
| EMS | | | | | | - | | | | | | |
| Administrative and Finance | | | | | | - | | | | | | |
| Library | | | | | | - | | | | | | |
| Accessibility & Safety Upgrades | Library Trustee | | 29,000 | | 29,000 | 29,000 | | | | | | |
| Broadband Initiative | | | | | | - | | | | | | |
| NCDE/NHMA Consulting | TA/Plan/EDC | 2022 | 7,500 | 7,500 | | 7,500 | | | | | | |
| Public Safety Digital Sign | Highway Super. | | 18,630 | | 18,630 | 18,630 | | | | | | |
| Emergency Management Tower Consultant | Public Safety | 1/17/2023 | 5,000 | 5,000 | | 5,000 | | | | | | |
| Roads and Bridges | | | | | | - | | | | | | |
| Water (Cogswell) | | | | | | - | | | | | | |
| White Birch | | | | | | - | | | | | | |
| Outdoor Pavilion - Senior Cit. Programs | White Birch | | 75,000 | | 75,000 | 75,000 | | | | | | |
| TOTALS | | | 3,672,026 | 203,461 | 368,565 | 572,026 | | | | | | |
| <i>ARPA Fund Balance</i> | | | | | | (46,693) | | | | | | |

NEW BUSINESS



TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 5/2/2023
TITLE: Replace Chapter 15 Assemblies, Large with Chapter 16 Permit and Notification Requirements for Special Events
INITIATED BY: Jim Morse, Fire Chief
PREPARED BY: Diane Kendall, Town Administrator
PRESENTED BY: Diane Kendall and Fire Chief Jim Morse

AGENDA DESCRIPTION:

Request to rescind local ordinance Chapter 15 Assemblies Large and Replace with Chapter 16 Permit and Notification Requirements for Special Events. The Fire Chief has impressed upon us a sense of urgency to bring the re-write of this ordinance to the Board of Selectmen to comply with State and NFPA regulations and life safety codes. As warm weather approaches and pandemic protocols have lifted, we anticipate an increase in numbers of high attendance events.

LEGAL AUTHORITY:

Selectmen Policy I.1. Policy Adoption

"First reading: The proposed policy shall be presented as a discussion item at the first meeting with an opportunity for questions of clarification and directions regarding changes to the policy. The first reading will be followed by the public announcement, publication, and distribution of the proposal to interested parties."

Chapter 133 Town of Henniker Zoning Ordinance

All special events shall meet the requirements of the current adopted editions of the NH State Fire Code, Building Code, and National Electrical Code.

The authority for the Board of Selectmen and other Public Safety Officials to regulate indoor and outdoor Special Events that include either community events, parades, shows, transient vendors, large assemblies of people with or without tents, is identified in the following but not limited to State RSA's and Administrative Rules:

- [RSA 105:9](#)
- [RSA 31:100](#)
- [NH RSA 41:8 through 9](#)
- [NH RSA 147](#)
- [RSA 160-B:3, I\(b\)](#)
- [NH RSA 650](#)
- [RSA 31:39](#)
- [RSA 31:102-a](#)
- [NH RSA 41:11-a](#)
- [NH RSA 155-18](#)
- [NH RSA 286:2](#)
- [State of NH HeP- 2300, Food Service Protection Rules](#)

FINANCIAL DETAILS: Revenue application fees for Special Event Permit on Town Owned Property and Streets

BACKGROUND:

It is necessary for the protection of public health, safety and welfare of the general public and the inhabitants of the town that rules, regulations and notification processes be established for the purpose of regulating indoor and outdoor special events that may include large assemblies of the public, tents, or impact public property or services,

to ensure the public health and safety, proper sanitary, fire, police, health and safety measures is provided for such gatherings in accordance with the State of NH Fire Code, Building Code and National Electrical Code.

Chapter 15 Assemblies first adopted in 1977 and amended in 1984 should be replaced to be consistent with current state law and fire, life safety and building codes. We propose rescinding Chapter 15 and replacing it with a rewritten ordinance and codified as Chapter 16 Permit and Notification Requirements for Special Events.

DEPARTMENT COMMENTS:

Fire Chief Comments:

Chief Morse requested the re-write of the policy. The existing policy is often confused with Permit to Operate as Place of Assembly issued by the Fire Department for indoor and tent places of assembly. New regulations have been put in place for tents and membrane structures as well as the number of people gathered in one place on public and non-residential private property.

The new ordinance will address the new regulations as well as distinguish between special events on public, non-residential and residential property.

Town Administrator Comments:

Problem Statement: Chapter 15 Assemblies, Large is obsolete as it does not include more recent regulations for public safety. In addition, Chapter 15 Assemblies, Large and Assembly application did not distinguish between assemblies and events on town owned property and those on private property.

The Board of Selectmen do not have authority to approve or deny events that will be held on private property.

However, Events and assemblies on private property are subject to other regulatory authority of the state, fire department, health officer, building inspection and zoning ordinance. For example, the Board of Selectmen do not have authority to grant or deny NEC permission to hold events such as commencement ceremony, on NEC property. However, NEC must still follow state and local regulations for permitting such as tents and building permits, occupancy place of assembly limitations, crowd control, NH Liquor enforcement, fire and life safety, and fireworks regulations.

In addition, all special events and assemblies must be allowed use for the property per the Town's Zoning Ordinance.

Proposal:

A new Special Event permitting, and notification process will enable local officials to anticipate and plan for municipal services that may be impacted when special events are held.

- Public safety officials like police, fire and EMS chiefs can plan for adequate coverage when they know that an influx of people to the town can be expected.
- Plans for parking, traffic control, crowd control and emergency medical services can be addressed.
- Local businesses can better plan staffing and ordering of food and inventory when they are aware that a special event permit has been issued.
- Perhaps most importantly for local officials during the event, a permitting process gives local officials a "point person" to whom they can go if a problem arises during the event that needs attention.

The new policy represents the town's overarching requirements for the management of special events. In addition to these principles and policies, **each public safety agency reviewing special events may have more specific requirements applicants must meet.** Together, the policies and the department requirements help ensure events are managed in a way that keeps them in conformance with the principles.

Special events held on Town of Henniker public property should make a positive community contribution. Events shall:

- Take precautions to protect the health and safety of participants, residents, businesses, and visitors.
- Not adversely affect the long-term viability of permanent businesses.

- Avoid disruptions to other community events and activities held at the same time.
- Build upon and support existing Henniker community assets when possible.
- Seek to minimize adverse impacts on the community, neighborhoods, and essential public services.
- Create a positive experience for visitors and residents.

In the new ordinance a Special Event Permit will be required for applicable events on Town Property and Streets and a Special Event Notification Process for applicable events on non-residential property.

The administrative staff has collaborated with the Fire Chief and other public safety officials to re-write the ordinance, create processes, applications, and worksheets. As we have worked through this process, we have found that updates are also needed for town property rental policies. We are currently working on amendment suggestions to these policies and will present them at a later date.

Other supporting information is provided in the attached NHMA Article

Open Permits for Large Assemblies Issued Under Chapter 15: Open permits issued under Chapter 15 Assemblies, Large will continue to be valid but will be evaluated and potentially reissued under Chapter 16 when and if adopted.

New Permits for Large Assemblies and Special Events will be processed under current state and NFPA regulations.

Police Chief Comments:

Rescue Chief/Health Officer Comments:

Road Agent Comments:

Code Enforcement Comments: Supports the new ordinance.

COMMENTS FROM THE PUBLIC:

Kevin Daniels owner of Daniels Restaurant on Main St. has requested the Board of Selectmen take into consideration the adverse effect of large outdoor public events at the Community Park on the availability of parking on Main St. for patrons of Main St businesses. Mr. Daniels asks the Board of Selectmen to consider opening the Town Hall common land for the Concert Series, Farmers Market, and other large events such as Henniker Handmade and Homegrown.

Suggested Action and or Motion:

Motion to consider the first draft of Chapter 16 Permit and Notification Requirements for Special Events for First Reading according to Selectmen Policy I.1 Policy Adoption and to continue the first reading of next draft revision to the next meeting of the Board of Selectmen.

Special Event Permits: A Useful Tool

The information contained in this article is not intended as legal advice and may no longer be accurate due to changes in the law. Consult NHMA's legal services or your municipal attorney.

In the 1800s, it was not at all unusual for traveling revival meetings to go from town to town, setting up huge tents for outdoor events led by the famous preachers of the day. These events could be held over several days and brought hundreds of people together in one place to hear sermons and lectures. The circus was also popular for many years as traveling entertainment, moving from town to town, bringing hundreds of circus performers, workers and animals to put on the show and also visitors to town to see the show.

Today, although traveling revivals and circuses are not as common as in years past, there are still many special events held throughout the year. Many towns and cities encourage a variety of special events as a way to showcase their community as a great place to live and raise a family and as a place to locate a business. Successful special events bring visitors to the community who in turn support local businesses. Special events can also bring locals together and foster a positive sense of community. For all these reasons, managing special events with a system of permitting will help to ensure that the event is safe and enjoyable for participants and attendees.

Q. Where does the authority to license or permit special events come from?

May 2009

Special Event Permits: A Useful Tool

Speeding Through the 'Green' Light: PART ONE - The Municipality as a Land User

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A. There are several sources of authority for licensing, depending on the type of event being considered. **RSA Chapter 286** authorizes the selectmen of a town or licensing board of a city to issue licenses for theatrical or dramatic presentations, circus-type events, parades and processions on public streets or ways and for open-air public meetings to be conducted within the municipality. **RSA 31:100** provides that the selectmen of a town or governing body of a city may grant a license to any person or persons to use and occupy a portion of any street or sidewalk for the purpose of conducting street fairs or other community events. The selectmen's authority to manage town property pursuant to **RSA 41:11-a** allows them to grant a permit for use of town property, when not needed for public use. **RSA 155:18** requires a license for indoor places of public assembly including events in tents when there are 50 or more people. Finally, planning and zoning related regulations and the authority to adopt ordinances under **RSA 160-B:3, I(b)**. (For more information on the regulation of fireworks, see "Municipal Regulation of Fireworks" in the June 2008 issue of New Hampshire Town and City.)

Q. Why should a municipality require permits for special events?

A. The permitting process will enable local officials to anticipate and plan for municipal services that may be impacted when special events are held. Public safety officials like police and fire chiefs can plan for adequate coverage when they know that an influx of people to the town can be expected. Plans for parking, traffic control, crowd control and emergency medical services can be addressed. Local businesses can better plan staffing and ordering of food and inventory when they are aware that a special event permit has been issued. Perhaps most importantly for local officials during the event, a permitting process will give local officials a "point person" to whom they can go if a problem arises during the event that needs attention.

Q. Should police coverage be required at these events?

A. The issue of police coverage should always be considered and, in some cases, the law requires that an application for police attendance be made. Any person who intends to conduct a public dance, circus or carnival must make application for police attendance for the function.

RSA 105:9, I. The police chief, subject to the written approval of the governing body, reviews the application to determine if police attendance is necessary. If so, he or she will assign the officers needed to the event and the applicant must pay for the services of the officers. Even if an application for police coverage is not required by statute, consideration should be given to having adequate police presence in and around the event, even if it means only that the officer on duty will make an effort to patrol that area more often than usual.

Q. What criteria should the police use to determine whether police coverage is required?

A. If the police chief determines that any public meeting or function may potentially involve traffic-related problems, lead to a public disturbance or public nuisance or endanger public health, safety or welfare, he or she is authorized to require police coverage. **RSA 105:9, III.**

Q. If a special event application is submitted by a group that the selectmen feel will be "trouble makers," can they deny the permit?

A. Denying an application based on the viewpoints of the group or because of perceived negative reaction to the group's message by the public is likely a violation of the First Amendment provisions of freedom of speech, religion and assembly. A thorough discussion of the constitutional implications of municipal permitting is beyond the scope of this article. But be aware that treating all applications fairly and equally is critical to avoid claims of discrimination and constitutional violations. Evaluation of applications for special event permits should be made based on the written standards set out in regulations in place for authorizing the permit and not on whether the permitting authority agrees or disagrees with the group's message.

Q. Is there a special form that must be used for the permit or can verbal approval be given?

A. A special events permit must in writing and should be forwarded to those town officials with a need to know about the event. It should also be placed on file with the town clerk. There is no required form by statute, so the permitting authority may create a form that it deems appropriate. Issues like contact person, date of the event, starting and ending times, location, numbers of expected attendees, a description of the event, and confirmation of receipt of any state permits that may be required are some of the areas that should be covered within the application. A sample special events application form is available in the LGC publication Special Events Planning Guidebook.

Q. Can a fee be charged for a permit?

A. Yes, but it must be reasonable and related to the approximate expense to the municipality of issuing the permit and making inspections to ensure compliance. Permitting fees should not be looked upon as vehicles to raise revenues, or to discourage one group or another from applying for a permit. **RSA 286:4-a**.

Conclusion

Special events permits can be a useful tool for town officials to employ to ensure that events are conducted in a safe and orderly fashion. Special events can add much to the community in the way of fostering a sense of pride, as well as offering varied opportunities for entertainment and learning. Permits can be a guide to ensure these events are successful.

special events

relationships among officials

police

public safety

permits/licenses

licenses/permits

Article Topics: **Legal Q & A**



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**TOWN OF HENNIKER
ORDINANCE CHAPTER 16**

**Permit and Notification
Requirements for
SPECIAL EVENTS**

**Adopted by the Town of Henniker
DATE, 2023**

This ordinance replaces Chapter 15 Assemblies, Large originally adopted October 1, 1977; amended June 6, 1984

Contents

Findings and Declarations: 3

Principles: 3

Definitions: 3

Exemptions and Applicability: 4

Special Event Standard Conditions:..... 6

Violations and Penalties: 8

Inspections Required: 8

Police Requirements – NH RSA, Chapter 105, Police Officers and Watchmen: Section 105:9 9

Fire and Safety Protection Requirements: 9

Electrical Requirements:..... 11

Tents, Canopies and Temporary Membrane Structures for Special Events:..... 11

Application Procedures: 14

Fees and Deposits:..... 16

Frequently Asked Questions:..... 16

Other Applicable Henniker Ordinances and Polices:..... 17

Applications and Forms: 18

This package is intended to serve as a general reference document; to provide guidelines and identify code requirements concerning various events and occasions. It is designed to address the most frequently occurring and applicable codes and standards and is not all inclusive of every possible requirement. For additional information please contact the Henniker Town Hall.

Findings and Declarations:

The Town of Henniker finds and declares that is necessary for the protection of public health, safety and welfare of the general public and the inhabitants of the town that rules and regulation be established for the purpose of regulating indoor and outdoor special events that include tents and large assemblies of the public to ensure the public health and safety, proper sanitary, fire, police, health and safety measures be provided to regulate such gatherings in accordance with the State of NH Fire Code, Building Code and National Electrical Code.

The Special Event permitting, and notification process will enable local officials to anticipate and plan for municipal services that may be impacted when special events are held.

- Public safety officials like police, fire and EMS chiefs can plan for adequate coverage when they know that an influx of people to the town can be expected.
- Plans for parking, traffic control, crowd control and emergency medical services can be addressed.
- Local businesses can better plan staffing and ordering of food and inventory when they are aware that a special event permit has been issued.
- Perhaps most importantly for local officials during the event, a permitting process gives local officials a “point person” to whom they can go if a problem arises during the event that needs attention.

The policies represent the town’s overarching requirements for the management of special events. In addition to these principles and policies, each public safety agency reviewing special events may have more specific requirements applicants must meet. Together, the policies and the department requirements help ensure events are managed in a way that keeps them in conformance with the principles.

Principles:

Special events held in the Town of Henniker will make a positive community contribution. Events will:

- Take precautions to protect the health and safety of participants, residents, businesses, and visitors.
- Not adversely affect the long-term viability of permanent businesses.
- Avoid disruptions to other community events and activities held at the same time.
- Build upon and support existing Henniker community assets when possible.
- Seek to minimize adverse impacts on the community, neighborhoods, and essential public services.
- Create a positive experience for visitors and residents.

Definitions:

AHJ – The authority having jurisdiction (AHJ) is that person or office charged with enforcing the Life Safety Code. In most situations, it is the fire chief or designee, unless the matter is a health or police matter in which case it is the respective department official.

Canopy – A temporary structure, enclosure, or shelter constructed of pliable materials which is open without sidewalls or drops on 75% or more of the perimeter.

Certificate of Flame Resistance – A certificate or affidavit that states the material has been treated in accordance with NFPA 701.

Cube Tap – A grounded U/L listed adapter that converts one female connector into multiple female connectors.

Flame Retardant – An approved chemical compound or mixture which, when applied in an approved manner to any fabric or material, will render such fabric or material incapable of supporting combustion.

Floor Plan – A plan drawn to scale showing the proposed event layout and seating with locations of all aisles, exits, and fire protection equipment.

Food Service Establishment- As defined by RSA 143-A:3, IV means any fixed or mobile, attended or unattended restaurant; coffee shop; cafeteria; short order café; luncheonette; grill; tearoom; sandwich shop; soda fountain; tavern; bar; cocktail lounge; night club; roadside stand; industrial feeding establishment; food vending operation; private or public organization or institution, whether profit or non-profit, which routinely serves food; catering kitchen; commissary, or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other eating or drinking establishment or operation in which potentially hazardous food is served or provided for the public with or without charge.

Non-Residential Property: Property primarily used for commercial, industrial, educational, or non-profit purposes and multi dwelling unit properties in excess of 2 family homes.

Open Flames – Torches, candles, and other devices using flames.

Open Flame Cooking Device – Sterno fuels, grills, stove tops, etc.

Permitee – Person or Organization named on Special Event Application

Power distribution strip – A grounded electricity distribution device containing overload protection that turns one AC wall outlet into several.

Public Property: Property owned by the Town of Henniker

Residential Private Property: Properties primarily of residential use including 1 and 2 family homes and non-commercial, industrial, educational, or non-profit purposes.

Site Plan – A plan illustrating the proposed parking, “no parking” areas, and traffic flow patterns.

Special Events – An event or series of events held for a limited period of time for a particular activity with an expected gathering of people whether indoors or outdoors that is defined in Applicability and Exemptions.

Splitter or “Y” Tap – A grounded U/L listed adapter in the form of a letter "Y", having two female cord connectors on one end and a male plug at the other end.

Sponsor(s): The organization or individuals requesting permission to hold the event.

Tent – A temporary structure, enclosure, or shelter, either with or without sidewalls, constructed of fabric or pliable material.

Triple or “W” Tap – A grounded U/L listed adapter in the form of a letter "W", having three female cord connectors on one end and a male plug at the other end.

Exemptions and Applicability:

While an event might be exempt from requirements of a Special Event Permit, sponsors and all private property owners hosting events with a high-risk or impact potential are strongly encouraged to meet with Public Safety Officials and complete a Special Event Notification form. Examples of events with high risk or impact potential include events expected to draw a crowd of 250 or more people; high likelihood of injury; excessive traffic.

Exemptions:

Special Event Permit is **NOT** Required:

- A. Private gatherings on residential private property, not open to the public, no charge for admission.
- B. Events on all properties expected to draw less than 250 people and no tents or tents two hundred (200) square feet or under or canopies four hundred (400) square feet or under.
- C. Events on all properties with any size tent and expected to draw less than fifty (50) people.
- D. Funeral processions and/or memorial services and impromptu assemblies.
- E. Private events on residential or non-residential private property for which the general public is not invited. [NOTE: Any event that requires the purchase of tickets, suggested monetary donations or an entrance/registration fee **shall not be deemed as private.**] These events may be subject to Tent Permit application and inspection.
- F. These regulations do not apply to organized sporting events (such as youth soccer and baseball) that take place at the Town's athletic fields and are scheduled in advance through the Athletic Committee or any non-temporary, seasonal outdoor activities that take place on a daily or regular basis.
- G. For events and gatherings on a non-profit organization property or non-residential private property that is a part of the normal function or course of business at the location. These events may be subject to Tent Permit application and inspection.

Applicability:

Town Owned Property – Special Event Permit:

- A. These regulations apply to special events on Town owned property or streets expected to **draw a crowd or large assembly of two-hundred and fifty 250 or more people.** Such events include but are not limited to concerts, festivals, parades, entertainment, or events that charge admission, and/or include alcohol. This includes events described in this section that are sponsored, organized, and funded by the Town of Henniker and its Committees. The purpose is to conduct the event with approval of all Town of Henniker Public Safety and Board of Selectmen approval.
- B. A Special Event and Tent Permit shall be obtained from the Town of Henniker for all events to place in **tents and temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet in accordance with NH State Fire Code, NFPA 1 Current Edition used for the purpose of hosting gatherings of fifty (50) people or more.** *This excludes tents used exclusively for the purpose of camping.*
- C. Events expecting more than fifty (50) people within a building, tent, or structure that does not already have a Fire Department issued Assembly permit in place for purposes including but not limited to luncheons, dinners, sporting events, carnivals, fairs, political rallies, performances, and private functions.
- D. Any events held in an area, space or structure used outside of its normal function or existing permitted use (for example, a tennis court or courts for a stage, seating area, outdoor market, trade show, or exhibition) shall be considered a special event and shall meet the requirements of NH Saf-C 6000. (The Final Determination is made by the local AHJ or Designee.)

Private Property – Notification of Special Event:

- A. Events of more than fifty (50) people within a non-residential building, tent, or structure that does not already have a Fire Department issued Assembly permit in place for the purposes including but not limited to luncheons, dinners, sporting events, carnivals, fairs, political rallies, performances, and private functions. These events may be subject to Tent Permit application and inspection.

- B. Any events held in an area, space or structure used outside of its normal function or existing permitted use (for example, a tennis court or courts for a stage, seating area, trade show, or exhibition) shall be considered a special event and shall meet the requirements of NH Saf-C 6000. (The Final Determination is made by the local AHJ or Designee.)
- C. A Tent Permit shall be obtained from the Town of Henniker for all **tents and temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet in accordance with NH State Fire Code, NFPA 1 Current Edition used for the purpose of hosting gatherings of fifty (50) people or more.** *This excludes tents used exclusively for the purpose of camping.*
- D. Private events on residential or non-residential private property for which the general public is not invited. [NOTE: Any event that requires the purchase of tickets, suggested monetary donations or an entrance/registration fee **shall not be deemed as private.**] These events may be subject to Tent Permit application and inspection.

Special Event Standard Conditions:

- A. A Special Event Permit shall be obtained from the Town of Henniker in accordance with NH State Fire Code, NFPA 1 Current Edition (a) prior to any special event. A permit shall be submitted at least thirty (60) days prior to the special event. All special events shall meet the requirements of the current adopted editions of the NH State Fire Code, Building Code, and National Electrical Code.
- B. All indoor and outdoor venues shall not exceed their posted occupancy limit in accordance with their Place of Assembly Permit unless a Life Safety Evaluation has been performed by an independent third-party fire protection engineer.
- C. All Events shall comply with current Zoning Ordinance and Building Codes. Approval or requirement by a public safety official for a tent, police coverage, or other public safety measure does not imply allowed use or grant relief to current zoning ordinance.
- D. Site, floor, and electrical plans (if applicable) for any special event shall be submitted to the Henniker Town Hall, a minimum of sixty (60) days prior to the scheduled event. Final plans (If applicable) shall be submitted 7 days prior to the event. (In the event of extenuating circumstances, the Fire Chief or Designee may waive the 60- and 7-day submittal requirements. The final determination shall be made by the Fire Chief or Designee.
- E. In accordance with NH State Fire Code NFPA 1 Current Edition a minimum of one **(1) trained crowd manager for every two-hundred fifty and (250) persons** in attendance at the special event. Crowd managers must submit proof of training with the event application. Should the applicant be unable to provide trained crowd managers, a Henniker Public Safety official will provide them at an additional charge for Special Detail.
- F. In accordance with NH State Fire Code NFPA 1 Current Edition. Standby fire personnel shall be provided if required by the Fire Chief or Designee.
- G. An event organizer known to the Town shall be included on the Permit Application or Notification of Special Event and shall be available on-site at all times during the activities. That person shall have the authority to require participants to alter or modify the events under orders from a Town of Henniker Public Safety Official or their designee.
- H. All event signs shall comply with the applicable provisions or the Henniker Zoning Ordinance at all times.

- I. For events on Town Property, it is the responsibility of the permittee to maintain the site in an orderly and clean manner during the event. It is the further responsibility of the permittee to clean up the entire area immediately following the event. All debris, trash, signs, and road markings shall be completely removed from Town-owned property within twenty-four (24) hours of the completion of the event. Any materials that are not cleaned up in a timely manner shall be subject to disposal by the Town at the expense of the permittee.
- J. Permittee is responsible and liable for any damages that occur to Town buildings or the grounds from the permitted activity. Any damage noticed prior to use should be reported to the Henniker Town Hall.
- K. For events on Town Property, applicants shall provide the Town with a list of any hazardous materials that are planned to be used, including copies of material safety data sheets. The use of all such hazardous materials, if approved, shall be subject to strict compliance with all applicable regulations and any special conditions imposed by the Town.
- L. The sale of food or other items during an outdoor special event shall be subject to the Town's Ordinance Regulating Outdoor Vendors and Transient Sales. All applicants who will be utilizing cooking apparatus (other than warming devices or microwave ovens) must obtain approval from the Henniker Fire-Rescue Department to ensure that such devices comply with applicable fire prevention and life safety codes. Also, any open burning (other than charcoal or a gas grill) must obtain a Fire Permit from the Henniker Fire-Rescue Department as otherwise required by law.
- M. The sale or raffle tickets during special events will require a permit (available at Henniker Town Hall) in accordance with the provisions of RSA 287-A.
- N. Although the Board of Selectmen may regulate the possession and consumption of alcoholic beverages on Town-owned property on a case-by-case basis as they deem to be in the best interests of the Town; nothing in these regulations is intended to supersede or void the enforcement of state laws pertaining to the sale, possession, and consumption of alcoholic beverages.
- O. Approval of a special event consisting of showmen (per RSA 286:1), theatricals or parades (per RSA 286:2) shall constitute a special license as otherwise required by law. However, it shall be expressly understood that an applicant who receives approval for an outdoor special event under these regulations is not being issued a perpetual permit, license, contract, or any form of vested property rights as part of this process.
- P. The Town of Henniker does not prohibit or regulate the charging of admission fees, or the prices paid by participants or patrons for any outdoor special events.
- Q. The Board of Selectmen may, using its sole discretion, issue approval for up to three (3) consecutive years for outdoor special events for recurring activities; provided, however, the Selectmen reserve the right to amend the approval conditions from year-to-year as may be in the best interests of the Town.
- R. The construction or erection of any new structures or electrical fixtures, including temporary items such as tents, bleachers, stages, etc., shall require a permit issued by the Building Inspector. The use of a tent as a place of assembly must also be approved by the Henniker Fire-Rescue Department.
- S. It shall be the policy of the Town to facilitate the rights and freedoms of all people to exercise their constitutional rights for freedom of speech, religion, and the press, to bear arms, assemble peaceably and petition the government for a redress of grievances. However, the Board of Selectmen will not issue approval for an outdoor special event on Town property in which the participants or attendees are allowed to engage in sexually explicit conduct or disseminate obscene material as otherwise prohibited under RSA Chapter 650, or any activity that is contrary to the Henniker Zoning Ordinance or Selectmen's Policies.

- T. Portable bathroom facilities shall be required in accordance with the Portable Sanitation Associations International Special Event Chart (PSAI-Extended Chart) when fixed facilities may exceed their rated capacity.
- U. The permittee/promoter shall provide drinking water from a source approved by the Health Officer the Health Officer
- V. The permittee shall have on the premises, or contiguous thereto, automobile space equal to 1/4 of the number of persons which the permit allows to attend the event. At the discretion of the Board of Selectmen or their designee, fewer parking spaces may be required.
- W. Hours of operation. The permittee shall operate the event only on day(s) and during the hours specified in the permit.
- X. Controlled admission. The permittee/promoter shall not sell, give or distribute a greater number of tickets than the number which the permit allows to attend.
- Y. No advertising before permit granted. A person shall not advertise or announce by any means or medium the holding of such an event prior to the granting of a permit or approval.
- Z. Illumination of area. Every permittee planning an event after dark, or planning to allow persons who attend the event to remain on the premises after dark, shall provide electrical illumination to ensure that those areas to be used may be lighted
- AA. For venues hosting **seasonal special events**, only one (1) permit application shall be required.
- BB. No permit granted under this chapter shall be transferable to another location, another person, entity, property, or another set of dates.

Violations and Penalties:

Whenever in this chapter any act is prohibited or is made or declared to be unlawful or an offense or the doing of any act is required or the failure to do any act is declared to be prohibited, unlawful or an offense where no specific penalty is provided therefore, the violation of any such provision of this chapter shall be punishable by a fine not to exceed \$1,000. (RSA 641:2). This provision shall be enforceable by the Board of Selectmen.

Inspections Required:

All tents, booths, food service areas, temporary structures such as bleachers and stages, electrical installations, etc. shall be ready for inspections by both Buildings' Health & Fire inspectors a minimum of 2 hours prior to the start of the event.

- A. Fire protection system inspections shall be completed in accordance with the State Fire Code.
- B. Electrical Inspections:
 - 1. An electrical permit shall be obtained by a New Hampshire licensed electrical corporation or Master electrician licensed in the State of New Hampshire from the Town Office Building Permit Office a minimum of thirty (30) days prior to the scheduled event. The master electrician of record shall be present for event pre-inspections.
- C. Health Inspections.

1. Any booth, trailer, tent, or canopy serving food shall have an inspection performed by the Henniker Health Officer prior to opening for a special event.
2. All food service concessions shall comply with the State of NH HeP- 2300, Food Service Protection Rules.

D. Tent Inspection

- E. Any other inspection as deemed required by the Board of Selectmen, Building Inspector or Public Safety Official.

Police Requirements – NH RSA, Chapter 105, Police Officers and Watchmen: Section 105:9

1. Any person desiring to conduct a public dance, circus or carnival shall submit an application for police attendance at that function. Any person who conducts a public dance, circus, or carnival without first making application for police attendance at that function is guilty of a violation.
2. The Chief of Police in any city or town, subject to the written approval of the Mayor and Board of Alderman, Board of Selectmen, or Licensing Board shall examine applications for police attendance at public dances, circuses and carnivals and determine if such attendance is necessary. If the Chief of Police decides police attendance is necessary, he shall detail one or more police officers to attend whose services shall be paid for by the applicant.
3. The Chief of Police shall have the authority to assign police details to attend any public meetings or functions which he determines may potentially:
 - a. Involve traffic-related problems; or
 - b. Lead to public disturbance or public nuisance; or
 - c. Endanger public health, safety or welfare.
- 3-a The applicant or sponsor of any public meeting or function may be charged for the services of any police officers that may be detailed or assigned to that meeting or function, unless charges authorized by this section for the services of a police officer are waived by the Chief of Police when in his judgment such authorization does not conflict with an existing local ordinance or policy.
4. The Chief of Police, the Police Department, and any city, town, or political subdivision shall not be held liable for any decision not to detail police officers to attend any public meeting or function.

Fire and Safety Protection Requirements:

- A. Cooking of the following items will be allowed under a tent subject to inspection and approval of the Fire Department:
1. Grilling/Barbequing of meats that have been prepared in an enclosed mobile unit or commissary.
 2. Cooking/reheating of commercially prepared foods.
 3. Deep frying of commercially prepared foods.
 4. Preparation of non-hazardous foods (kettle corn, popcorn, pretzels, etc)

- B. Cooking is prohibited under tents, temporary membrane structures, and/or canopies which are used for any type of public assembly.
- C. Any booth, trailer, tent, or canopy using an open flame cooking device shall have a minimum of one (1) approved fire extinguisher with a 2A: 10B: C rating and a minimum of five (5) pounds of extinguishing agent. In addition, any booth, trailer, tent, or canopy using deep fat fryer/fryolator type cooking device shall also have a minimum of one (1) approved 6L (min) Class K fire extinguisher.
- D. All fire extinguishers shall be inspected annually and shall have an inspection tag indicating the same attached to the extinguisher.
- E. All individuals utilizing any type of cooking equipment shall be trained in the proper use of a fire extinguisher.
- F. All commercial cooking equipment located inside a trailer or fully enclosed booth constructed of permanent materials shall be provided with an approved automatic fire extinguishing system that is UL 300 compliant. (Non-compliant units may be allowed to continue operation after inspection and approval by the AHJ)
- G. All pipes and drapes shall have a certificate of flame resistance or affidavit provided for review and approval. All pipes and drapes shall be secured to prevent tipping.
- H. Aisle Width - The following minimum aisle widths shall be maintained in accordance with the NH State Fire Code, NFPA 1 and 101.
 - 1. The width of aisles serving seating at tables shall be **no less than 44" in areas serving 50 persons or more and 36" in areas serving 50 persons or less.**
 - 2. Aisle widths may be required to be increased based upon the type of event and occupant load.
 - 3. Where non-fixed seating is located between the table and the aisle, there shall be a minimum of 19" of clear space from back of chair to back of chair.
 - 4. With standard seating, the spacing from the back of the chair to the front of the most forward-facing projection of the chair immediately behind shall be no less than 12" and increased 0.3" for every seat over 14.
- I. The Henniker Fire Department requires that the facility hosting the event provides an approved means to determine the occupant load at the event.
- J. Indoor special event festival seating is **limited to the seated occupancy limit** unless a life safety evaluation has been performed by an independent third-party fire protection engineer and approved by the Henniker Fire Department.
- K. Non-fixed seating (folding) chairs requirements
 - 1. All non-fixed seating (folding) chairs shall be firmly secured together in groups of no less than three (3) and no more than seven (7). The chairs shall be secured at both the top and the bottom by either industrial tie wraps or other approved means.
 - 2. There shall be no more than 100 chairs in a row and there shall be a minimum aisle width of 22" from the back of the chair to the front of the most forward-facing projection of the chair immediately behind.
- L. The use of theatrical haze, fog, or smoke machines is not permitted unless approved in advance by the Henniker Fire Department.

- M. The use of pyrotechnics is not permitted unless permits and approvals have been obtained from the NH State Fire Marshall's Office in accordance with the NH State Fire Code.

Electrical Requirements:

- A. All electrical installations shall meet the requirements of the most current adopted editions of the National Electrical Code (NFPA 70) and the NH State Fire Code, (NFPA 1)
- B. An electrical permit shall be obtained by a New Hampshire licensed electrical corporation or Master electrician licensed in the State of New Hampshire from the Town Office Building Permit Office a minimum of thirty (30) days prior to the scheduled event. The master electrician of record shall be present for event pre-inspections.
- C. Temporary event specific electrical installations shall comply with the requirements of the National Electrical Code, Articles 518, 520, 525, and 590.
- D. When applicable, the electrician of record or the event coordinator shall supply a floor plan with a wiring schematic that shall include portable power distribution panel location(s), flexible cord locations and lengths, and locations of multi-appliance distribution centers.
- E. GFCI (Ground Fault Circuit Interrupter) protection shall be provided when applicable in accordance with the National Electrical Code.
- F. All extension cords shall be appropriately sized for the intended use. Extension cords shall be a minimum 14-gauge and grounded. The use of light weight extension cords less than 14-gauge or "zip cords" is strictly prohibited.
- G. All extension cords that are run within a means of egress or public way shall be secured and protected using an approved means, such as treadle, "yellow jackets", or trenches.
- H. Extension cords shall serve only one appliance or fixture, unless appropriately sized and in conjunction with an approved multi-appliance distribution center with overload protection. The current capacity of the supply cord shall be not less than the rated capacity of the appliance(s) or fixture(s).
- I. Only UL-listed overload protected power distribution strips may be used for additional outlets.
- J. Power distribution strips connected in series "daisy-chained" are prohibited.
- K. Cube Taps, "Y" Taps & "W" Taps are permitted, when approved by the event electrician, to supply electricity to a maximum of 3 electronic appliances and when connected directly or by a single extension cord to an approved power distribution strip. The combined amperage usage shall not exceed the rating of the tap adapter, extension cord or power distribution strip.
- L. Portable generators shall be located five (5) feet or greater from booths, trailers, tents, and canopies in accordance with the NH State Fire Code, NFPA 1.

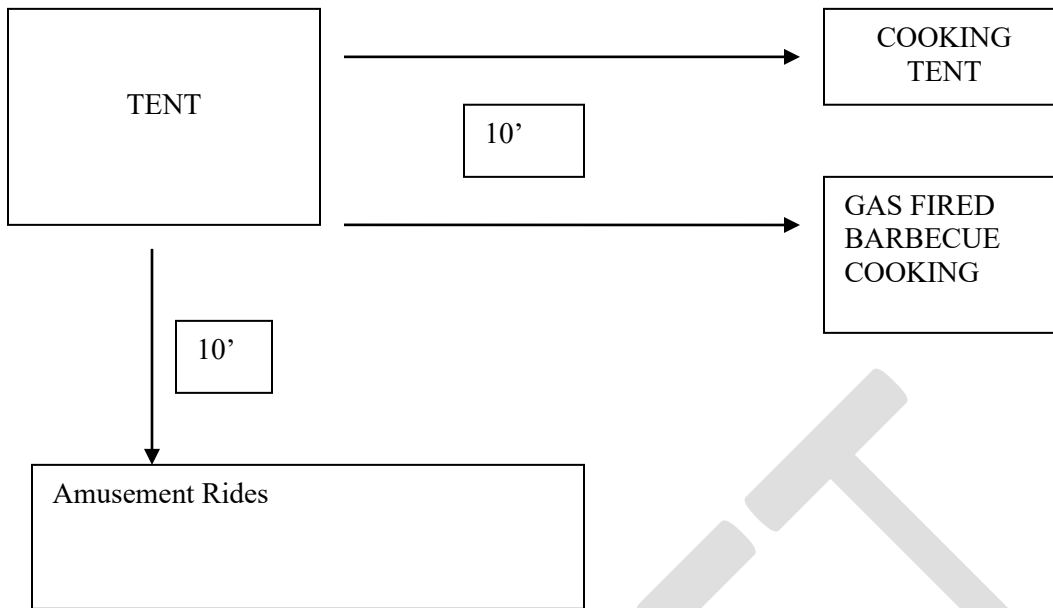
Tents, Canopies and Temporary Membrane Structures for Special Events:

- A. Tents 400 square feet or greater and temporary membrane structures of 200 square feet shall meet the requirements of the **tent inspection checklist**.
- B. All tents shall meet the requirements of NH State Fire Code, NFPA 1, Chapter 25.
- C. These structures shall have a Place of Assembly Permit in accordance with NH RSA 155:18.

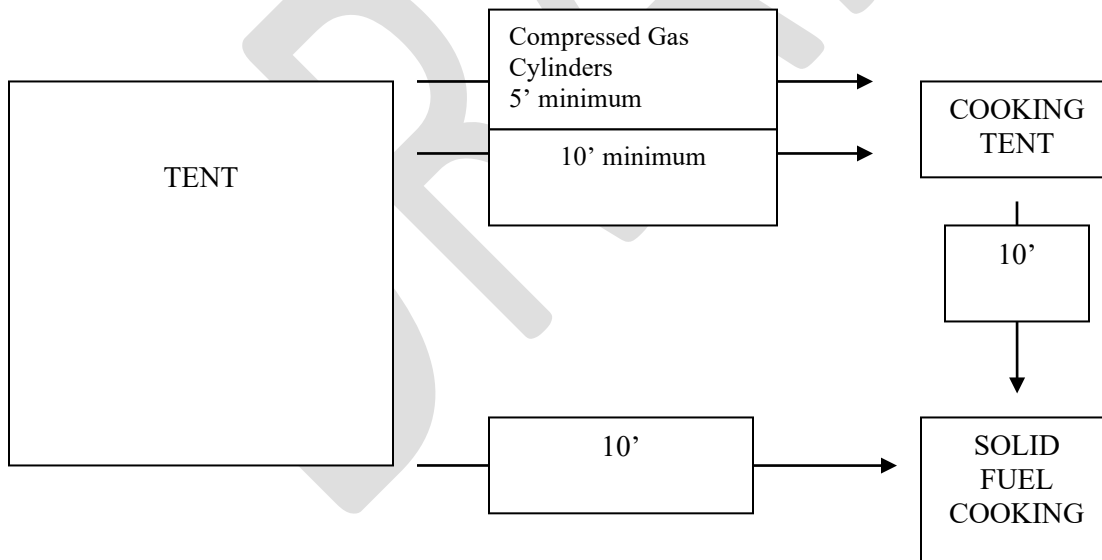
- D. If temporary heating is installed, carbon monoxide alarms shall be provided.
- E. Tents located adjacent to a building shall not obstruct egress or sprinkler systems under canopies.
- F. Fire protection system inspections shall be completed in accordance with the State Fire Code.
- G. All enclosed tents, canopies, or temporary membrane structures shall be equipped with emergency lights and exit signs.
- H. All tents or temporary membrane structures shall be accompanied by documentation from a licensed structural engineer regarding structural stability to withstand the elements of weather to prevent unintentional collapse.
- I. Tents or temporary membrane structures shall be erected in accordance with the manufacturer's specifications or The IFAI procedural handbook for the safe installation of tentage second edition.
- J. It is the applicant's responsibility to discontinue the use of the tent or temporary membrane structure in the event of severe weather.
- K. Means of egress requirements shall be as follows:
- L.

| <u>Occupant load</u> | <u>Number of exits</u> | <u>Minimum exit width</u> |
|-----------------------------|-------------------------------|----------------------------------|
| Less than 10 | 1 | 36" |
| 10 to 199 | 2 | 72" |
| 200 to 499 | 3 | 72" |
| 500 to 999 | 4 | 96" |
| 1000 or more | 5 | 120" |

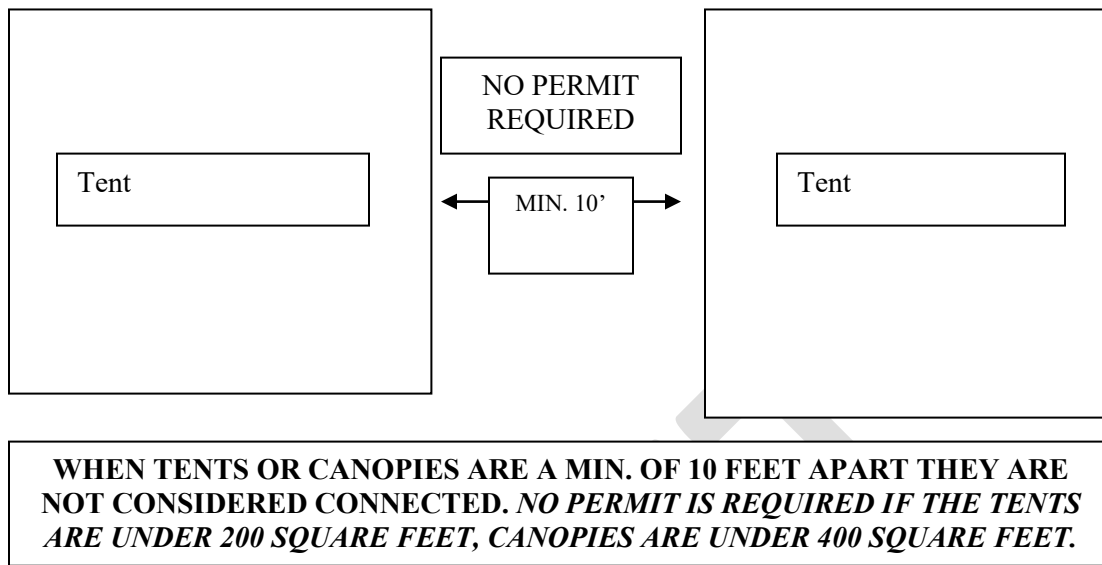
- A. If two (2) or more exits are provided, illuminated exit signs and emergency lighting shall be provided.
- B. All tents shall have a certificate of flame resistance in accordance with NH State Fire Code, NFPA 1.
- C. All outdoor tents, canopies, and temporary membrane structures utilized for cooking shall be separated from other structures (including amusement rides) by a minimum of ten (10) feet in accordance with the NH State Fire Code, NFPA 1, Chapter 10, Section 10.15.8



- D. Compressed gas cylinders, including but not limited to those used for heated cooking devices, shall be located at least five (5) feet from the outside of all tents and booths, and at least ten (10) feet away from any open flame.
- E. All compressed gas cylinders shall be stored in an upright position and secured to prevent accidental tip-over. All compressed gas cylinders not in use shall be capped. See diagram below:



- F. Tents and canopies that are at least ten (10) feet apart are not considered connected.



Application Procedures:

For Special Events to be held on Town Property:

- A. Sponsors of special events must submit a completed application form (as attached hereto and incorporated herein) at least sixty (60) days prior to the start of the activity. No application will be accepted or approved for an outdoor special event that is submitted fewer than seven (7) days prior to the start of the activity.
- B. All applications shall be subject to review and recommendation by the Town Administrator, Police Chief, Fire Chief, Highway Superintendent, Parks and Properties Superintendent, Building Inspector, Health Officer within thirty (30) days of receipt of a completed application as determined by the Town Administrator, prior to being presented to the Board of Selectmen. Each Town Official is authorized to contact the applicant with requests for additional information as may be needed prior to submitting their recommendation.
- C. The Board of Selectmen reserves the right to deny permission for an outdoor special event they deem as not being in the best interests of the Town, in which case such denial shall be presented in writing with an explanation or the reason(s). A denial may be issued under any or the following circumstances, although this list is not intended to be exclusive of any other valid cause for denial:
 1. Past history of general lawlessness by participants and/or organizers. especially in the event of riots, public disturbances, or illegal activity.
 2. Undue liability as demonstrated by previous patterns of personal injuries, property damage or litigation against the Town, or in the absence of such previous patterns. a general sense of unacceptable risk.
 3. Previous failure to comply with the conditions imposed by the Town:
 4. Outstanding balance for previous public safety personnel special detail invoices.

5. The absence of signed waivers or "release of claims" that are acceptable to the Town.
 6. A shortage of necessary public safety details, especially in the event of some other event taking place within the same time frame.
- D. All applicants shall be required to submit a certificate of insurance with each application that identifies the Town of Henniker as the certificate holder and additional insured for the outdoor special event. The minimum amount of coverage shall be one million dollars (\$1,000,000.00) per claim for general and automobile liability, provided, however, the Board of Selectmen may require up to five million dollars (\$5,000,000.00) of insurance coverage, depending on their assessment of the inherent risks involved. [NOTE: The Board of Selectmen may, using their sole discretion, approve a reduction or waiver of insurance coverage limits upon request, provided that the applicant provides evidence that they are certified by the IRS as a 501 (c)3 organization and the residents of Henniker are beneficiaries of the charitable organization's activities.
- E. Special Events shall be subject to additional town policies for rental town owned parks and properties.
- F. The Board of Selectmen reserves the right to impose whatever conditions they deem essential for events on Town Property to ensure public safety and/or the protection of Town property, including, but not limited to imposing restrictions on the levels of noise, hours of operation, consumption of alcohol, requiring specific public safety measures, crowd controls, lighting, fencing, shelter, route, and traffic delineation, sanitary facilities, parking, and evacuation plans, and requiring a performance bond or surety deposit, etc. The Selectmen shall consider staff recommendations at the time conditions are determined; however, nothing herein is intended to obligate the Board to impose such recommendations or approve/deny a permit as recommended, nor prevent them from imposing conditions that are more or less stringent than the recommendations.
- G. The Board of Selectmen reserves the right to require a public hearing as part of the process to consider approval of an outdoor special event to be held on Town Property.

For Special Events to be held on Private Property:

- A. Property owners and sponsors of special events on private property shall submit a completed Notification of Special Event form (as attached hereto and incorporated herein) at least sixty (60) days prior to the start of the activity.
- B. All Notification of Special Event Forms shall be subject to review and recommendation by the Town Administrator, Police Chief, Fire Chief, EMS Chief, Highway Superintendent, Building Inspector, Health Officer, or their designee within thirty (30) days of receipt of a completed Notification Form. Each Town Official is authorized to contact the applicant with requests for additional information as may be needed prior to submitting their recommendation.
- C. Property owners and sponsors shall adhere to all permitting requirements and zoning regulations.

Fees and Deposits:

Permit fees are designed to give an incentive for early submission. This allows Town officials to thoroughly review the application and give the applicant plenty of time to rectify any problems or issues that may arise. It is in the sponsor's financial and practical interest to apply as early as possible. **Special Event Permit Application Fees only apply to events to be held on Town Property.**

Non-Profit Event: Those events sponsored by a legally established non-profit organization or sponsored by individuals for community benefit without any participation by any for-profit vendors.

Community Board or Committee Sponsored Event - No Fee

| Non-Profit Event: | >90 Days | 60-89 Days | 0-59 Days | <30 Days |
|----------------------------|----------|------------|-----------|----------|
| | \$0 | \$50 | \$100 | \$300 |
| For Profit Events: | | | | |
| Expected Attendance | | | | |
| 50-500 | \$ 100 | \$ 175 | \$ 300 | \$750 |
| 501-1000 | \$ 150 | \$ 275 | \$ 500 | \$1,350 |

Other Fees (if required):

Inspection Fees: Inspections or site visits to notice Sponsor of a violation. A fee of \$35 per inspection shall be charged (not to exceed a cumulative amount of \$175)

Police Fees: If special duty police officers are deemed required a fee of Police Department Special Duty per hour, per officer, plus a vehicle fee as adopted by the Police Department.

Facility Use Fees and Deposits: Rental of Community Park, Community Building, Grange, or Ball parks subject to Selectmen's Policies III.7 and III.8.

Trash Removal Fees: A fee of \$275 PER DAY will be charged to remove trash after a special event. The trash removal fee can be avoided if the applicant removes the trash themselves.

Field Set Up Fees: Events at Town facilities or fields that require Parks and Properties staff to be present or to assist in the set-up of a Town Park or Property will be charged \$150 per hour.

Sanitation Fees: Any special event held at a Town Park must have portable toilets. The charge for a standard unit is \$130.00 and \$165.00 for a handicap unit. NO WEEKEND CLEANINGS. The Parks and Properties Department will determine the number of units needed based on expected attendance of an event listed on special event permit.

Fee Waivers: Fees do not apply to events sponsored by the Town of Henniker or official public bodies appointed by the Board of Selectmen. As a general policy, fees are not waived. Any request for a waiver must be made to the Henniker Board of Selectmen.

Frequently Asked Questions:

Q. I'm hosting a private wedding on my property with 300 people in attendance and a 400sqft tent. Do I need a special event permit? Do I need a tent permit?

- A. No, events on private residential property and not open to the general public do not require Special Event, Tent or Assembly Occupancy.
As of January 1, 2019, new legislation became effective which states that a building permit and flame-resistant permit shall not be required for a tent of any size erected as an accessory structure on property that is an owner-occupied, one or 2-family dwelling. See RSA 155-A:2, V-a and, 155:20, III) below for more details.
- Q. I'm hosting a concert on my 4-acre field, will sell tickets, allow alcohol, and expect 300 people in attendance and a 400sqft tent. Do I need a special event permit?**
- A. Your property may or may not be zoned for this use. Please consult with the Town Planning and Code Enforcement Department and for more information before proceeding.
As of January 1, 2019, new legislation became effective which states that a building permit and flame-resistant permit shall not be required for a tent of any size erected as an accessory structure on property that is an owner-occupied, one or 2-family dwelling. See RSA 155-A:2, V-a and, 155:20, III) below for more details.
- Q. Our institution is hosting a special weekend event open to the general public on our property with tents, alcohol, and a fireworks celebration. We expect more than 250 people to gather in one place. What do we need for approval and permits?**
- A. Because your event is outside of your normal business operations and is open to the general public you will be required to complete a Special Event Notification Form and Fireworks Application. You might also need a Tent Permit with Assembly Occupancy, Police Detail, EMT/Standby, and other permits. Consult with Public Safety Officials.
- Q. Our Commercial Recreation Ski and Event Hosting business is hosting a yearly snow mobile race expected to draw at least 1,000 people. What do we need for permits?**
- A. Because your event is outside of your normal use and operations and may be considered high impact to the community and community services, we will require you to submit a Special Event Notification Form.

Other Applicable Henniker Ordinances and Policies:

Ordinance

- Chapter 7 Alcoholic Beverages
- Chapter 71 Noise
- Chapter 50 Fireworks
- Chapter 56 Hawkers and Peddlers
- Chapter 120 Vehicles and Traffic
- Chapter 133 Zoning

Selectmen's Policies

- III.7 Rental of Community Ctr. Grange Hall and Bandstand/Community Park
- III.8 Rental of Town Athletic Fields
- IV.5 EMT/Ambulance Standbys Policy
- IV.6 Towing Policy

Applications and Forms:

The attached application and forms for Special Events shall be filled out in its entirety and submitted to the Henniker Town Hall for review and approval a minimum of Sixty (60) days prior to the special event.

- Application for Special Event Permit
- Notification of Special Event

Other permits, waiver and approvals may be required:

- Assembly Occupancy
- Tent Permit (*Flame Resistant Permit*)
- Electrical
- Building Permit
- Updated Place of Assembly from Fire Department for indoor use
- Raffle
- Hawkers/Peddlers
- Town property rental application
- Fireworks
- Open Containers



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

Assigned Permit #: _____

APPLICATION FOR SPECIAL EVENT PERMIT On Town of Henniker Property

ACTIVITY & TITLE OF EVENT: _____

DATE OF APPLICATION: _____

EVENT DATE & HOURS: _____

Will this event be held at: **Check all that apply**

| | |
|---|---|
| <input type="checkbox"/> Community Park and Bandstand | <input type="checkbox"/> Baseball Field |
| <input type="checkbox"/> Community Parking Lot | <input type="checkbox"/> Soccer Fields |
| <input type="checkbox"/> Community Building | <input type="checkbox"/> Woodman Park |
| <input type="checkbox"/> Grange | <input type="checkbox"/> Town Hall Common |
| <input type="checkbox"/> | <input type="checkbox"/> |

EVENT SPONSOR

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

SECONDARY CONTACT: _____

PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

SPECIAL EVENT CONTACT INFORMATION

SPONSOR: _____

PHONE: _____

ORGANIZERS/CONTACT NAME: _____

PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

ON SITE ORGANIZER _____

PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

EVENT INFO

DESCRIPTION OF EVENT:

| | |
|--|------------------------------|
| <input type="checkbox"/> Drawing / Map: If this is a walk, race or any event that will take place in multiple areas, please include a DRAWING that shows: <i>parking, start/end locations, and the exact route, including areas to be kept open for emergency vehicles.</i> | |
| <input type="checkbox"/> Site Plan and Floor Plan | |
| MINIMUM ESTIMATED ATTENDANCE: | MAXIMUM ESTIMATE ATTENDANCE: |
| Should attendance exceed the maximum listed above, what plan will be followed? | |
| | |
| SET UP TIME: | CLEAN UP TIME: |
| Describe provisions for cleanup of premises and removal of rubbish: | |
| | |

| DESCRIPTION OF PROVISIONS | | |
|---|-------|------------------|
| WATER SUPPLY FROM: | | |
| FOOD WILL BE SERVED FROM AND/OR BY: | | |
| BEVERAGES WILL BE SERVED FROM AND/OR BY: | | |
| TYPE OF ALCOHOLIC BEVERAGES TO BE SERVED: | | |
| NO. OF SANITATION UNITS (toilets): | MALE: | FEMALE: |
| ILLUMINATION AFTER DARK WILL BE PROVIDED BY: | | |
| MEDICAL AND FIRST AID AVAILABLE FROM OR BY: | | |
| TRAFFIC CONTROL PROVIDED BY: | | NO. OF OFFICERS: |
| PARKING FOR _____ NUMBER OF CARS IS PLANNED. | | |
| <input type="checkbox"/> Attach plan of exact parking location and exact route to be kept open for emergency vehicles. <input type="checkbox"/> Not applicable. Explain: _____ | | |

| IS THIS EVENT... | <input checked="" type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | IF YES: |
|--|---|--|---|
| • ... in need of a venue? | | | <i>Please submit a <u>RENTAL APPLICATION</u></i> |
| • ... using a tent (or tents) 400+ sq ft? | | | <i>Please submit a <u>TENT INSTALL APPLICATION</u></i> |
| • ... planning to have venders, hawkers, or peddlers*? | | | <i>Please have each vender/hawker/peddler submit an <u>APPLICATION FOR A HAWKER, PEDDLER OR ITINERANT VENDOR LICENSE</u></i> |
| • ... conducting a raffle? | | | <i>Please submit a <u>RAFFLE PERMIT APPLICATION</u></i> |

***EXCLUDING:** Any person selling the product of his own labor or the labor of his family or the product of his own farm or the one he tills. Farmers markets if permission of location is authorized by the owner of the land or building.

APPLICANT/SPONSOR/PERMITTEE:

I, _____, do hereby accept all responsibility for the above described event. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I do also agree to provide whatever surety is deemed necessary by the Board of Selectmen. Under the penalty of perjury, I do hereby certify that the above is true.

Signature: _____ Date: _____

Printed name: _____

PROPERTY OWNER OTHER THAN TOWN OF HENNIKER: The following MUST BE completed by the owner of the property involved.

I, _____, have thoroughly discussed the above event with the Promoter and am in agreement with him/her in all areas. I do hereby give my consent to the use of my property for this event. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. Under the penalty of perjury, I do hereby certify that the above application is true.

Signature: _____ Date: _____

Printed name: _____

DO NOT WRITE BELOW THIS SPACE – INTERNAL-USE ONLY

DEPARTMENTAL APPROVALS: Please attach any comments or special requirements to the application.

Fire Chief: _____ Date: _____

Health Officer: _____ Date: _____

Code Enforcement Officer: _____ Date: _____

Highway Superintendent: _____ Date: _____

Water Superintendent: _____ Date: _____

Wastewater Superintendent: _____ Date: _____

Rescue Squad Chief: _____ Date: _____

Police Chief: _____ Date: _____

Town Administrator: _____ Date: _____

HENNIKER BOARD OF SELECTMEN

SELECTBOARD CHAIR: _____ Date: _____

SELECTMAN: _____ Date: _____

SELECTMAN: _____ Date: _____

SELECTMAN: _____ Date: _____

SELECTMAN: _____ Date: _____

☐ **Denied Reason:** _____

☐ **Approved** Having reviewed the above-described event we do hereby grant permission for this event to take place at the time and hours indicated. **Deposit** in the amount of \$_____ is required.

PERMITTEE: I do hereby agree to these additional requirements and/or comments:

PERMITEE Signature: _____ Date: _____



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

NOTIFICATION OF SPECIAL EVENT

This form is for informational purposes only for events that are on Private Property:

ACTIVITY & TITLE OF EVENT: _____

EVENT DATE & HOURS: _____

Will this event be held on:

☐ Non-residential private property

EVENT LOCATION: _____ **MAP/LOT:** _____

PROPERTY OWNER NON-RESIDENTIAL OR NON-PROFIT ORGANIZATION

OWNER NAME:

ADDRESS:

PHONE:

EMAIL ADDRESS:

SECONDARY CONTACT:

PHONE:

ADDRESS:

EMAIL ADDRESS:

SPECIAL EVENT CONTACT INFORMATION

SPONSOR:

PHONE:

ORGANIZERS/CONTACT NAME:

PHONE:

ADDRESS:

EMAIL ADDRESS:

ON SITE ORGANIZER

PHONE:

ADDRESS:

EMAIL ADDRESS:

EVENT INFO

DESCRIPTION OF EVENT:

| | |
|--|------------------------------|
| <input type="checkbox"/> Drawing / Map: If this is a walk, race or any event that will take place in multiple areas, please include a DRAWING that shows: <i>parking, start/end locations, and the exact route, including areas to be kept open for emergency vehicles.</i> | |
| <input type="checkbox"/> Site Plan and Floor Plan | |
| MINIMUM ESTIMATED ATTENDANCE: | MAXIMUM ESTIMATE ATTENDANCE: |
| Should attendance exceed the maximum listed above, what plan will be followed? | |
| | |
| SET UP TIME: | CLEAN UP TIME: |
| Describe provisions for cleanup of premises and removal of rubbish: | |
| | |

| DESCRIPTION OF PROVISIONS | | |
|--|-------|------------------|
| WATER SUPPLY FROM: | | |
| FOOD WILL BE SERVED FROM AND/OR BY: | | |
| BEVERAGES WILL BE SERVED FROM AND/OR BY: _____ | | |
| TYPE OF ALCOHOLIC BEVERAGES TO BE SERVED: _____ | | |
| NO. OF SANITATION UNITS (toilets): | MALE: | FEMALE: |
| ILLUMINATION AFTER DARK WILL BE PROVIDED BY: | | |
| MEDICAL AND FIRST AID AVAILABLE FROM OR BY: | | |
| TRAFFIC CONTROL PROVIDED BY: | | NO. OF OFFICERS: |
| PARKING FOR _____ NUMBER OF CARS IS PLANNED. <input type="checkbox"/> Attach plan of exact parking location and exact route to be kept open for emergency vehicles. <input type="checkbox"/> Not applicable. Explain: _____ | | |

| IS THIS EVENT... | ☑YES | ☑NO | IF YES: |
|---|------|-----|---|
| • ... in need of a venue? | | | <i>Please submit a <u>RENTAL APPLICATION</u></i> |
| • ... using a tent (200 sq ft for temp membrane structure and canopies 400 sq ft) | | | <i>Please submit a <u>TENT INSTALL APPLICATION</u></i> |
| • ... planning to have venders, hawkers, or peddlers*? | | | <i>Please have each vender/hawker/peddler submit an <u>APPLICATION FOR A HAWKER, PEDDLER OR ITINERANT VENDOR LICENSE</u></i> |
| • ... conducting a raffle? | | | <i>Please submit a <u>RAFFLE PERMIT APPLICATION</u></i> |

**EXCLUDING: Any person selling the product of his own labor or the labor of his family or the product of his own farm or the one he tills. Farmers markets if permission of location is authorized by the owner of the land or building.*

DO NOT WRITE BELOW THIS SPACE – INTERNAL-USE ONLY

DEPARTMENT ACKNOWLEDGMENT Please attach any comments or special requirements to the application.

Fire Chief: _____ Date: _____

Code Enforcement Officer: _____ Date: _____

Health Officer _____ Date: _____

Highway Superintendent: _____ Date: _____

Water Superintendent: _____ Date: _____

Wastewater Superintendent: _____ Date: _____

EMS Chief: _____ Date: _____

Police Chief: _____ Date: _____

Town Administrator: _____ Date: _____



STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY

Robert L. Quinn, Commissioner

Division of Fire Safety
Office of the State Fire Marshal
Paul J. Parisi, State Fire Marshal



Office: 110 Smokey Bear Blvd., Concord, NH
Mailing Address: 33 Hazen Drive, Concord, NH 03305
PHONE 603-223-4289, FAX 603-223-4294 or 603-223-4295
TDD Access: Relay NH 1-800-735-2964 ARSON HOTLINE 1-800-400-3526

Assembly Occupancy Self-Inspection Checklist

(This form shall meet the intent of Saf-C 6008.04(e))

Business Name: _____

Address: _____

Town/City: _____ Phone: _____

Owner/Manager: _____ Phone: _____

Name of Person conducting inspection: _____

Date: _____ Time: _____

| | | | |
|----------------------|------------------------------|-----|----|
| Occupant Load: _____ | Is the occupant load posted? | YES | NO |
|----------------------|------------------------------|-----|----|

Number of exits visible and available to patrons: _____

| | | |
|----------------------------|-----|----|
| Exits are free of storage? | YES | NO |
|----------------------------|-----|----|

| | | |
|---------------------------------------|-----|----|
| Are all doors clear, and not blocked? | YES | NO |
|---------------------------------------|-----|----|

| | | |
|---|-----|----|
| Can all doors be opened easily from inside? | YES | NO |
|---|-----|----|

| | | |
|-----------------------------|-----|----|
| Are the aisles wide enough? | YES | NO |
|-----------------------------|-----|----|

| | | |
|--|-----|----|
| Are the aisles clear, and not blocked? | YES | NO |
|--|-----|----|

| | | |
|---------------------------------|-----|----|
| Are exit signs lit and visible? | YES | NO |
|---------------------------------|-----|----|

| | | |
|-----------------------------------|-----|----|
| Do all the emergency lights work? | YES | NO |
|-----------------------------------|-----|----|

| | | |
|---|-----|----|
| Are all fire extinguishers visible and ready for use? | YES | NO |
|---|-----|----|

| | | |
|---|-----|----|
| Are the fire alarm and fire sprinkler systems in service? | YES | NO |
|---|-----|----|



Robert L. Quinn
Commissioner

State of New Hampshire

DEPARTMENT OF SAFETY

Division of Fire Safety

Office of the State Fire Marshal

Office: 110 Smokey Bear Boulevard, Concord, NH 03301

Mailing Address: 33 Hazen Drive, Concord, NH 03305

Telephone: 603-223-4289 • **Fax:** 603-223-4294

www.nh.gov/firesafety



Paul J. Parisi
State Fire Marshal

TENT INSPECTION CHECKLIST

Date: _____ **Location of Inspection:** _____

Tent Company: _____

Tent Company Representative (Name & Number): _____

Tent Manufacturer, Style, and Size: _____

Associated Building Permit Information: _____

Inspector Organization: _____

Inspector Name & Phone Number: _____

1. This checklist is intended for use by AHJ's in conducting required inspections of tents. Specific chapter and section references are from NFPA 102, 2011 Edition, NFPA 101, 2015 Edition, NFPA 1, 2015 Edition, the International Building Code 2015 Edition.

2. As of January 1, 2019, new legislation became effective which states that a building permit and flame resistant permit shall not be required for a tent of any size erected as an accessory structure on property that is an owner-occupied, one or 2-family dwelling. See RSA 155-A:2, V-a and, 155:20, III) below for more details. AHJ **cannot** inspect these tents regardless of size and occupant load.

3. NFPA defines a Tent as a temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by ropes or cables or both.

4. NFPA defines an Assembly Occupancy as an occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load. (NFPA 101 Ch. 3.3.190.2*) RSA 155:17, I.

5. This checklist does not pertain to Air Supported Air Inflated Structures as defined in NFPA 102.

6. This checklist does not pertain to Special Amusement Buildings as defined in NFPA 101 Ch. 13.4.8.

7. Tents smaller than 400 square feet in size are exempt from the requirements listed below. NH Building Code Review Board Amendment BD-15-10-17.

8. This checklist shall pertain only to structures erected for a period of less than 180 days.

| REFERENCE | PASS | FAIL | N/A | COMMENTS |
|--|------|------|-----|----------|
| Paperwork Required Upon Request of Inspection | | | | |
| 1. Building permit. IBC- 3103.1.1 | | | | |
| 2. Proof of fire resistive fabric for <u>each section</u> of material (certificate or label). NH RSA 155:20, NFPA 102 Ch. 8.3.1 | | | | |
| 3. * <u>Construction documents</u> to include a site plan with the tent location and information delineating the means of egress and occupant load. IBC-3103.2 *defined below | | | | |
| 4. Emergency action plan (assembly only). NFPA 101 Ch. 12.7.13.1. | | | | |
| 5. Crowd manager training (assembly only). NFPA 101 Ch. 12.7.6.1. | | | | |
| 6. Application; Issuance; Revocation. – A permit shall be obtained from the licensing agency by the owner or operator of any place of assembly. Such permit shall be issued without charge for one year from date of issue and shall be revocable for cause. Application for permit shall be made to the licensing agency who may require building plans, showing type of construction, exits, aisles and seating arrangements and details of decorations. No permit shall be issued by the licensing agency until the provisions of this chapter have been complied with. NH RSA 155:19 | | | | |
| Assembly Occupancy - For tents with an occupant load of 50 people or more | | | | |
| 1. Unless otherwise stated, all tents with an occupant load of 50 people or more must comply with NFPA 101 ch.12.1.1.1 New Assembly Occupancy. NH RSA 155:17, I | | | | |
| 2. Assembly Permit required. NH RSA 155:18 | | | | |
| 3. Exits, other than main exterior exit doors that obviously and clearly are identifiable as exits (open sides of a tent), shall be marked by an approved sign that is readily visible from any direction of exit access. NFPA 101 Ch. 7.10.1.2.1 | | | | |
| 4. Occupant load posted. NFPA 101 Ch. 12.7.9.3.1 | | | | |
| 5. Emergency Action Plan. NFPA 101 Ch. 12.7.13.1 | | | | |
| 6. Location and spacing- there shall be a minimum of 10 feet between stake lines, or if 10 feet is not sufficient the distance necessary for means of egress shall govern. NFPA 102 Ch. 8.4.1 and 8.4.2.2 | | | | |
| 7. Illumination of Means of Egress- means of egress, other than for private party tents not exceeding 1200 ft ² (112 m ²), shall be illuminated in accordance with Section 7.8. NFPA 101 Ch. 12.2.8. | | | | |
| 8. Assembly occupancies shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager or crowd manager supervisor for every 250 occupants, unless otherwise permitted by one of the following: | | | | |

| REFERENCE | PASS | FAIL | N/A | COMMENTS |
|--|------|------|-----|----------|
| Onsite Inspection | | | | |
| (a) This requirement shall not apply to assembly occupancies used exclusively for religious worship with an occupant load not exceeding 500. | | | | |
| (b) The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the AHJ, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant. NFPA 101 Ch. 12.7.6.1 | | | | |
| 1. Portable Fire Extinguishing Equipment- Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as direct by the AHJ. NFPA 102 Ch.8.6. | | | | |
| 2. The finished ground level enclosed by the structure, and the surrounding finished ground level not less than 10 ft (3050 mm) outside of the structure, shall be cleared of all flammable or combustible material and vegetation. NFPA 102 Ch.8.5.2.1 | | | | |
| 3. Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the AHJ. NFPA 102 Ch. 8.1.3 | | | | |
| 4. The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use, opening, exposure, and other similar factors. NFPA 102 Ch. 8.4.4 | | | | |
| 5. No hay, straw, shavings or similar combustible materials that have not been treated to make them flame retardant to a degree acceptable to the AHJ shall be permitted within any structure used as an assembly occupancy. NFPA 1 Ch. 25.1.5.3 | | | | |
| 6. The electrical system shall be installed, maintained, and operated in a safe and professional manner. When in use, portable electrical systems shall be inspected daily by a qualified person representing the owner, and any defects found shall be corrected before the public is admitted. NFPA 1 Ch. 25.1.9.2 and NEC Ch. 5 Article 525.23 for GFI equipment. | | | | |
| 7. The electrical system and equipment shall be isolated from the public by proper elevation or guarding, and all electrical fuses and switches shall be enclosed in approved enclosures. Cables on the ground in areas traversed by the public shall be placed in trenches or protected by approved covers. NFPA 1 Ch. 25.1.9.3 | | | | |
| 8. Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5 ft (1.5 m) and shall be protected from contact by fencing, enclosure, or other approved means. NFPA 1 Ch. 25.1.12.1 | | | | |

| Open Flame and Heating | | | | |
|--|--|--|--|--|
| 1. Smoking shall not be permitted in any tent, unless approved by the AHJ. NFPA 101 Ch. 11.11.4.2.1 | | | | |
| 2. In rooms or areas where smoking is prohibited, plainly visible signs shall be posted that read as follows: NO SMOKING. NFPA 101 Ch. 11.11.4.2.2 | | | | |
| 3. Open flame devices- the use of open flame devices shall be approved by the AHJ if they are listed in the exceptions in NFPA 101 Ch. 12.7.3. (assembly only) | | | | |
| 4. Heating devices- only labeled and listed heating devices shall be used. NFPA 101 Ch.11.11.6. | | | | |
| 5. Propane powered heaters. Containers for liquefied petroleum gases shall be installed not less than 60 in. (1525 mm) from any tent and shall be in accordance with the provisions of NFPA 58, <i>Liquefied Petroleum Gas Code</i> . NFPA 101 Ch. 11.11.6.1.3 | | | | |
| 6. Propane tanks shall be secured in the upright position and protected from vehicular traffic. NFPA 101 Ch. 11.11.6.1.4. | | | | |
| Cooking Under a Tent | | | | |
| <u>Must meet all the requirements in 1 or *2-9 inclusive in anticipation of administrative rule adoption*</u> | | | | |
| 1a. Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this standard. NFPA 96 Ch.4.1.1 | | | | |
| 1b. Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire-extinguishing equipment. NFPA 96 Ch. 10.1.2 | | | | |
| 2. The tent under which the cooking is occurring must be at least 20 feet from any other tents or structures. | | | | |
| 3. Only the subjects involved in the cooking operations are allowed under the tent where the cooking is occurring. | | | | |
| 4. A class K fire extinguisher must be present in close proximity for immediate use near the tents under which the cooking is occurring. | | | | |
| 5. The tent under which cooking occurs shall not have any sides. | | | | |
| 6. The public shall not have access to the tent under which the cooking is occurring. | | | | |
| 7. No cooking under a tent shall occur which uses solid fuel burning appliances. | | | | |
| 8. All electrical devices and wiring used shall comply with NEC 70 including Ch. 5 Article 525.23 for GFI equipment. | | | | |
| 9. All cooking equipment shall be maintained and used in accordance to the manufacturers operating instructions. | | | | |

COMMENTS:

FOLLOW-UP:

1. Based upon the information collected on this form, corrective action (check one) ☐ **IS**
☐ **IS NOT required.**

If corrective action is required, when do you anticipate it will be completed? _____

2. A re-inspection of this tent (check one) ☐ **IS** ☐ **IS NOT required.**

If a re-inspection is required, it will occur on or before _____

Signature of Inspector

Date

155-A:2 State Building Code V-a. Any event tent erected on public or private property shall comply with the applicable provisions of the state building code and state fire code. Notwithstanding paragraph V, counties, towns, cities, and village districts shall not adopt any rule, regulation, or ordinance regarding event tents erected on public or private property in addition to those established in the state building code and state fire code. A building permit shall not be required for a tent of any size erected as an accessory structure on property that is an owner-occupied, one or 2-family dwelling.

155:20 Flame Resistant Canvas and Tents. –

III. No permit shall be required under RSA 155:19 for a tent of any size erected as an accessory structure on property that is an owner-occupied, one or 2-family dwelling.

155-A:2 State Building Code VII. The contractor of a building, building component, or structure shall be responsible for meeting the minimum requirements of the state building code and state fire code.

Construction documents are defined as written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit.



Town of Henniker

18 Depot Hill Road

Henniker, NH 03242

Phone (603) 428-3221 / Fax (603) 428-4366

www.henniker.org

Assigned Permit #: _____

Date Issued: _____

Fee Paid: _____

TENT INSTALL APPLICATION

Required for tents 400 sq. ft and over

\$75.00 Fee

48 Hour Notice for Inspections

| | | | |
|---|--------|--|------|
| Street Address of Project | Zoning | MAP | LOT |
| PROPERTY OWNER(S) | | | |
| NAME | | | |
| ADDRESS | | | |
| PHONE | | EMAIL ADDRESS | |
| CONTRACTOR | | | |
| NAME | | | |
| COMPANY | | | |
| ADDRESS | | | |
| CITY/STATE/ZIP | | | |
| PHONE | | EMAIL ADDRESS | |
| TYPE OF JOB | | | |
| Size of Structure | | | |
| Erection Date | | Removal Date (Not to exceed 180 days) | |
| Occupancy/ Use Group | | Anchoring method | |
| Does the tent have exterior walls? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Certificate of Flame-Proofing Attached (Required) YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Attach Floor Plan showing seating and/or table setup and floor plan: YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Attached site plan (Showing location of tent(s) relative to buildings, cooking areas, & Public ways: YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| IMPORTANT INFORMATION | | | |
| 1. Tents used as Places of Assembly with more than 50 people require a state of NH Place of assembly permit issued by the fire department. | | | |
| 2. Tents used as Places of Assembly must have emergency lighting if used after sundown. | | | |
| 3. Tents used as Places of Assembly and set up with sidewalls must have exits clearly marked. | | | |
| 4. If more than 200 chairs are used, they must be fastened to the floor or to each other. If fastened to each other, at least three but no more than seven chairs are to be attached to each other. | | | |
| 5. A maximum of 14 chairs can make up a row between aisles. The aisles must be at least 44 inches wide. | | | |
| 6. Cooking of any type (charcoal or gas grill) is NOT ALLOWED under or within 20 feet of a tent. | | | |
| THIS IS NOT INTENDED TO BE A COMPLETE LIST, BUT MAY ANSWER THE MOST COMMON QUESTIONS | | | |
| SIGNATURES | | | |
| 1) All work must conform to the State of NH Building and Fire Codes (2015 International Residential & Building Code) and current Henniker building and zoning regulations. | | | |
| 2) If anchoring is by ballasting, an engineer's report (stamped by a NH licensed engineer) is required. | | | |
| Applicant | | | Date |

****OFFICE USE ONLY ****

| | | |
|------------------------------|-----------------------------|---|
| Received By | | Date |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Certificate of Flame proofing or labeling on tent |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Occupancy/Use Group Classification of tent, IBC (3103.1) NFPA 101 (11.11.2.1) & 102 (8.1.2) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Structural/Construction Documents, IBC (3102.2); NFPA 102 (8.2) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Anchoring Type, Stakes and or Ballast, Load documentation required for over 300 occupants |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Seating Plan for Assembly permit for 50 or more occupants (Fire Chief) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Emergency Evacuation Plan |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Required Fire Extinguishers, No Smoking Signs, Exit Signs or Emergency Lighting |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Place of Assembly Permit from Fire Department |
| Building Inspector | | Date |
| Fire Department | | Date |
| [] Approved [] Denied | | |

**Town of Henniker**

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

Assigned Permit #: _____

Date Issued: _____

Fee Paid: _____

ELECTRICAL PERMIT APPLICATION**STREET ADDRESS OF PROJECT:** _____**MAP:** _____**LOT:** _____**PROJECT TYPE (check one)**RESIDENTIAL ☐ ISSUED WITH NEW CONSTRUCTION or ANY ELECTRICAL PROJECT- \$50.00COMMERCIAL ☐ ISSUED WITH NEW CONSTRUCTION or ANY ELECTRICAL PROJECT- \$100.00**PROPERTY OWNER(S)**

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

ELECTRICAL CONTRACTOR

NAME: _____ PHONE: _____

COMPANY NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

LICENSE #: _____ LICENSE EXPIRATION DATE: _____

*Photo copy of license required

PROPOSED ACTIVITY (please provide basic project notes)

NEW SERVICE: _____

ADDITION TO SERVICE: _____

ELECTRICAL UPGRADE: _____

OTHER: _____

APPLICANT'S CERTIFICATION

I hereby certify that I am the owner of record of the named property or that I have been authorized by the owner to make this application as their authorized agent and agree to conform to all applicable local, state & federal laws & codes for this project. I certify that the Building Inspector/ Code Enforcement officer or the Town's authorized representative shall have the authority to enter areas covered by such permit at a reasonable hour to enforce the provisions of the code(s) applicable to such permit. I certify that the information given is true and correct to the best of my knowledge. No changes from the above information will be made without approval of the Building Inspector/Code Enforcement Officer.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

ELECTRICAL PERMIT APPROVAL:

DATE: _____

Portable Sanitation Association International

SPECIAL EVENT CHART

EXTENDED BREAKDOWN



Number of Units required when no pumping service is provided based on 50/50 Mix of Men & Women
One unit provides approximately 200 uses with 4 hours between use

| Average Crowd Size | Average Hours at the Event | | | | | | | | | |
|--------------------|----------------------------|-----|-----|-----|-----|-----|-----|------|------|------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 500 | 2 | 4 | 4 | 5 | 6 | 7 | 9 | 9 | 10 | 12 |
| 1,000 | 4 | 6 | 8 | 8 | 9 | 9 | 11 | 12 | 13 | 13 |
| 2,000 | 5 | 6 | 9 | 12 | 14 | 16 | 18 | 20 | 23 | 25 |
| 3,000 | 6 | 9 | 12 | 16 | 20 | 24 | 26 | 30 | 34 | 38 |
| 4,000 | 8 | 13 | 16 | 22 | 25 | 30 | 35 | 40 | 45 | 50 |
| 5,000 | 12 | 15 | 20 | 25 | 31 | 38 | 44 | 50 | 56 | 63 |
| 10,000 | 15 | 25 | 38 | 50 | 63 | 75 | 88 | 100 | 113 | 125 |
| 15,000 | 20 | 38 | 56 | 75 | 94 | 113 | 131 | 150 | 169 | 188 |
| 20,000 | 25 | 50 | 75 | 100 | 125 | 150 | 175 | 200 | 225 | 250 |
| 25,000 | 38 | 69 | 99 | 130 | 160 | 191 | 221 | 252 | 282 | 313 |
| 30,000 | 46 | 82 | 119 | 156 | 192 | 229 | 266 | 302 | 339 | 376 |
| 35,000 | 53 | 96 | 139 | 181 | 224 | 267 | 310 | 352 | 395 | 438 |
| 40,000 | 61 | 109 | 158 | 207 | 256 | 305 | 354 | 403 | 452 | 501 |
| 45,000 | 68 | 123 | 178 | 233 | 288 | 343 | 398 | 453 | 508 | 563 |
| 50,000 | 76 | 137 | 198 | 259 | 320 | 381 | 442 | 503 | 564 | 626 |
| 55,000 | 83 | 150 | 217 | 285 | 352 | 419 | 486 | 554 | 621 | 688 |
| 60,000 | 91 | 164 | 237 | 311 | 384 | 457 | 531 | 604 | 677 | 751 |
| 65,000 | 98 | 177 | 257 | 336 | 416 | 495 | 575 | 654 | 734 | 813 |
| 70,000 | 106 | 191 | 277 | 362 | 448 | 533 | 619 | 704 | 790 | 876 |
| 75,000 | 113 | 205 | 296 | 388 | 480 | 571 | 663 | 755 | 846 | 938 |
| 80,000 | 121 | 218 | 316 | 414 | 512 | 609 | 707 | 805 | 903 | 1001 |
| 85,000 | 128 | 232 | 336 | 440 | 544 | 647 | 751 | 855 | 959 | 1063 |
| 90,000 | 136 | 246 | 356 | 466 | 576 | 686 | 796 | 906 | 1016 | 1126 |
| 95,000 | 143 | 259 | 375 | 491 | 607 | 724 | 840 | 956 | 1072 | 1188 |
| 100,000 | 151 | 273 | 395 | 517 | 639 | 762 | 884 | 1006 | 1128 | 1251 |

Source: Independent Study by: Center of Business and Industrial Studies / University of Missouri-St. Louis

For more information contact the Portable Sanitation Association International at:
info@psai.org • 952.854.8300 • 800.822.3020 • www.psal.org

PAST MEETING MINUTES

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 NON-PUBLIC SESSION
Tuesday April 18, 2023, 6:00PM
Henniker Community Center**

Members Present: Chairman Kris Blomback, Vice-Chairman Bill Marko, Selectman Neal Martin, Selectman Jeff Morse, Selectman Scott Osgood

Member's Excused:

Town Administrator: Diane Kendall

Recording Secretary: Hank Bernstein

Guests: Police Chief Matt French

NON-PUBLIC:

Motion to enter Nonpublic Session made by Selectman Marko, seconded by Selectman Martin.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(b) The hiring of any person as a public employee. Roll call vote to enter nonpublic session: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.** Public meeting recording stopped. Entered nonpublic session at **6:00PM**.

Chief French updated the Selectboard on the employment search for the full time, Administrative Assistant position at the Police Station. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Motion to leave Nonpublic Session made by Selectman Marko, seconded by Selectman Martin. The motion passed unanimously.

Public session reconvened at **6:08PM**.

Selectman Marko motioned to seal the minutes, seconded by Selectperson Osgood, because it was determined that divulgence of this information likely would render a proposed action ineffective.

Roll call vote to seal the minutes: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.** The motion passed 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 April 18th 2023 6:00PM Henniker Community Center

Members Present: Chairman Kris Blomback, Vice-Chairman Bill Marko, Selectman Neal Martin, Selectman Jeff Morse, Selectman Scott Osgood

Member's Excused:

Town Administrator: Diane Kendall

Recording Secretary: Hank Bernstein

Guests: See attached Sign-In Sheet

NON-PUBLIC #1:

Item #1 – Hiring RSA 91-A:II (b) Police Department

Motion to enter Nonpublic Session made by Selectman Marko, seconded by Selectman Martin.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(b) The hiring of any person as a public employee. Roll call vote to enter nonpublic session: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.** Public meeting recording stopped. Entered nonpublic session at **6:00PM**.

Motion to leave Nonpublic Session made by Selectman Marko, seconded by Selectman Martin. The motion passed unanimously.

Public session reconvened at **6:08PM**.

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.

ANNOUNCEMENTS

Chairman Blomback announced that Eric Edwards accepted the position of operator at the Wastewater Department effective April 30th at grade 15 step 8, \$23.64.

Selectman Marko motioned to seal the minutes of the Nonpublic session of Tuesday April 18th, 2023, 6PM, seconded by Selectperson Osgood, because it was determined that divulgence of this information likely would render a proposed action ineffective.

Roll call vote to seal the minutes: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.** The motion passed unanimously.

CONSENT AGENDA

Item #2 - Selectman Marko motioned to approve the Consent Agenda April 18, 2023, seconded by Selectman Osgood. The motion passed, unanimously.

PUBLIC COMMENT #1

Jennifer Lopez, of Foster Hill Rd and co-owner of SuperScoops, noted that she has interest in a topic on the evenings agenda and wanted to introduce herself.

DRAFT

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

Heidi Aucoin on behalf of the Henniker Beautification Alliance, shared that they have requested a public hearing with the Historic District Commission on the subject of two veterans' flags to be posted? At Woodman Park.

APPOINTMENTS WITH THE BOARD:

Item #3 – Jody Whelton – Volunteer Application – Solid Waste Disposal and Recycling Advisory Committee (SWADRAC)

Selectman Marko called Ms. Jody Whelton to the podium. He asked her about her interest in the SWADRAC. Ms. Whelton shared that she has been a resident of Henniker for 31 years and has relevant experience. **Selectman Marko Move to appoint Jody Whelton as a member of the Solid Waste Disposal and Recycling Advisory Committee for a term of 3 years ending September 1, 2026, seconded by Selectman Morse. motion carried unanimously.**

Item #4 – Andrew Kellar - PILOT Program Discussion – Solar Farm

Discussion on this item was postponed in Mr. Kellar's absence.

CONTINUED BUSINESS:

Item #5 – Wastewater NHDES Facility Assessment –Request to add position and Board Discussion of Tour

Wastewater Superintendent Richard Slager shared with the Board that it would be very helpful to have a fourth employee at the Wastewater Treatment Plant. Discussion ensued. Selectman Marko suggested getting the new employee up to speed before moving forward with other new staff. Chairman Blomback asked if there is room in the budget for a fourth employee. TA Kendall noted that due to the previous understaffing, and the original budgeting for the former Superintendent at a higher rate there would be money this year for a fourth employee, but next budget season there would be an increase in the Wastewater budget. Chairman Blomback noted that these excess funds can be used to hire contractors to take some of the pressure off of the Wastewater operators.

Further discussion ensued about the Selectboard's recent tour of the facility, and the scheduled upgrades.

Chairman Blomback moved to task the Wastewater Superintendent with creating a list of the next five things in order of importance and approximate dollar valuation attached to each project so that the Selectboard can, as we know this not a six month process to get funding, at least get the ball rolling so while this \$3.5million is being spent on the next few years we are applying for the next round of grants- to DES's point there seems to be some money out there.

Seconded by Selectman Marko. Motion carried unanimously.

Further discussion ensued about some LED lights at the Wastewater Treatment Plant that have been flooded and will need replacing. Selectman Marko suggested that the Energy Committee could look further into options for replacement. **Chairman Blomback moved to direct the Energy Committee to focus some of its efforts on the Wastewater Treatment Lighting Upgrade, seconded by Selectman Osgood. Motion carried unanimously.**

Item #6 – Crosswalk on Main St – CNHRPC Scope of Services

The Selectboard tasked the Economic Development Committee for input on a new crosswalk on Main Street. The EDC sees Main St as critical. The Central New Hampshire Regional Planning Commission has begun pedestrian and traffic counts. They will study the intents of the public and present options based on their findings. CNHRPC will be studying through June and should be presenting their report in September.

Ms. Lopez said that she is very happy about this and appreciates the progression of this project.

TABLED BUSINESS

- Policies
 - I.2 Certificate of Zoning Compliance – tabled 3/21/23
 - II.7 Budget Advisory Committee Operation Policy – tabled 3/21/23
 - III.1, III.3, III.5, III.7, IV.5 and Personnel Policies – tabled 3/21/23

Past Meeting Minutes

Item #7 – Acceptance of Board of Selectmen meeting minutes April 4, 2023

DRAFT

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

Selectman Marko moved to accept these minutes, seconded by Selectman Osgood. Motion carried unanimously.

Item #8 – Acceptance of Board of Selectmen non-public session 1 meeting minutes 5:45 p.m. April 4, 2023 - Sealed

Selectman Marko moved to accept these minutes, seconded by Selectman Morse. Motion carried unanimously.

Selectman Marko moved to unseal these minutes, seconded by Selectman Osgood. Motion carried unanimously.

Item #9 – Acceptance of Board of Selectmen non-public session 2 meeting minutes 6:09 p.m. April 4, 2023 - not sealed

Selectman Marko moved to accept these minutes, seconded by Selectman Morse. Motion carried unanimously.

Communications

Item #10 – Town Administrator: TA Kendall read from the report included in the agenda package.

She also noted that the tabled policies need review, reminding the Board that policy I.2 is obsolete. **Selectman Martin moved to rescind policy I.2 Certificate of Zoning Compliance; Selectman Marko seconded. Motion carried unanimously.**

Chairman Blomback moved to un-table policies II.7, III.1, III.3, III.5, and IV.5 and have them placed on the next agenda, seconded by Selectman Marko. Motion carried unanimously.

Item #10 - Correspondence: There were no remarks from the board.

Item #11 - Department Reports: There were no remarks from the board.

Item #12 - Selectmen Reports:

Chairman Blomback reported on the Economic Development Committee, Concert Committee and Police Facility Assessment Committee.

Vice-Chairman Marko reported on the Energy Committee.

Selectman Martin had nothing to report.

Selectman Morse reported on the Road Management Committee.

Selectman Osgood reported on the Conservation Commission.

PUBLIC COMMENT #2:

Lori Marko asked for an update on the fence by the Post Office. TA Kendall shared that it is a matter of getting in touch with NH Department of Transportation.

Selectman Osgood moved to adjourn at 7:36PM, seconded by Selectman Morse. Motion carried unanimously.

Respectfully submitted,

Hank Bernstein
Minute Taker

Minutes Approved:



Meeting: BOARD OF SELECTMEN

Date: April 18, 2023

PLEASE PRINT

Name

Address

Susan Adams

Ramsdell Rd

Lori Manko

Henniker /

Jody Whelton

Henniker

Chaz Freeman

Henniker

Jennifer Lopez

Foster Hill Rd.

Richard Slovic

Scott Dias

Henniker

Heidi Allen

Henniker

TOWN ADMINISTRATOR REPORT

CORRESPONDENCE



Lindsey M. Stepp
Commissioner

Ora M. LeMere
Assistant Commissioner

State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



MUNICIPAL & PROPERTY
DIVISION
Samuel T. Greene
Director

Adam A. Denoncour
Assistant Director

Received by
TOWN OF HENNIKER

APR 28 2023

SELECTMEN'S OFFICE

April 26, 2023

TOWN OF HENNIKER
OFFICE OF SELECTMEN
18 DEPOT HILL ROAD
HENNIKER, NH 03242

Dear Selectmen/Assessing Officials,

This is your official notification of the 2022 Total Equalized Valuations. We used your municipality's weighted mean ratio to calculate these valuations.

We calculated two equalized figures for your municipality. The "Total Equalized Valuation Including Utilities and Railroads" is used for your portion of the county tax and your portion of any cooperative school district taxes. The "Total Equalized Valuation Not Including Utilities and Railroad" is used to calculate your portion of the state education property tax. We adjusted your modified assessed valuation as reported on your 2022 MS-1 to bring the valuation to fair market value.

| | Including Utility Valuation and Railroad Monies Reimbursement | Not Including Utility Valuation and Railroad Monies Reimbursement |
|---|---|---|
| Town Name: Henniker | | |
| 2022 Modified Local Assessed Valuation | \$731,855,457 | \$718,916,957 |
| + D.R.A. Inventory Adjustment | \$9,619,082 | \$9,448,666 |
| = 2022 Equalized Assessed Valuation | \$741,474,539 | \$728,365,623 |
| + Equalized Payment in Lieu of Taxes | \$4,279,091 | \$4,279,091 |
| + Equalized Railroad Tax | \$0 | \$0 |
| = 2022 Total Equalized Valuation | \$745,753,630 | \$732,644,714 |
| 2022 Equalized Assessed Valuation | \$741,474,539 | |
| + Adjustment RSA 31-A (Shared Revenues) | \$0 | |
| = Base Valuation for Debt Limits | \$741,474,539 | |

You have the right to appeal these valuations to the N.H. Board of Tax and Land Appeals within 30 days of the date of this letter. Call our office to discuss any concerns or questions you may have at (603) 230-5950. We will continue working with you to resolve any issues but please be advised that the appeal period will not be extended.

We have enclosed informational sheets that show how each of the figures were calculated.

Sincerely,

Linda C. Kennedy, Manager
Equalization Bureau

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
2022 EQUALIZATION INFORMATION SHEET**

This informational sheet has been provided to explain and summarize the information contained in each municipality's notification of "Total Equalized Valuations," the appeal process, Assessing Standards Board, etc.

The following is a brief explanation of how each municipality's "Total Equalized Valuations" were calculated:

MODIFIED ASSESSED VALUATION: It may be helpful to refer to page 2 of the MS-1 report provided by your municipality to the Department of Revenue Administration in the fall of 2022.

"GROSS LOCAL ASSESSED VALUATION" - Sum of all assessed values in the municipality

- Certain Disabled Veteran's: RSA 72:36-a
- Improvements to Assist Persons who are Deaf: RSA 72:38-b V
- Improvements to Assist Persons with Disabilities Exemption: RSA 72:37-a
- School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (\$150,000 max per exemption)
- Water & Air Pollution Control Exemption: RSA 72:12-a

= **"MODIFIED ASSESSED VALUATION"**

- Blind Exemption: RSA 72:37
- Elderly Exemption: RSA 72:39-a & b
- Deaf Exemption: RSA 72:38-b
- Disabled Exemption: RSA 72:37-b
- Wood-Heating Energy System Exemption: RSA 72:70
- Solar Energy System Exemption: RSA 72:62
- Wind Powered Energy System Exemption: RSA 72:66
- Electric Energy Storage Systems: RSA 72:85
- Renewable Generation Facilities & Electric Energy Storage Systems: RSA 72:87
- Additional School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (exemption amount > \$150,000).

= **"NET LOCAL ASSESSED VALUATION"** - The municipal, county, and local school tax rates are computed using the net local assessed valuation.

Received by
TOWN OF HENNIKER

APR 28 2023

SELECTMEN'S OFFICE

TAX INCREMENT FINANCE DISTRICTS (TIFS): RSA 162-K:10 III - The retained captured assessed value is added to the modified assessed value and will be equalized for all TIF districts created after 4/29/99. The original assessed value is used to set a municipality's tax rates.

DRA INVENTORY ADJUSTMENT: The sum of the adjustments of the modified local assessed valuation is divided into three categories.

- Category 1: The total modified local assessed value of land (excluding land in current use, conservation restriction assessment, discretionary easements, and utilities), buildings and manufactured housing is equalized by the 2022 equalization ratio. This category includes discretionary preservation easements, taxation of farm structures and land under farm structures. The difference between the modified local assessed valuation of land, buildings and manufactured housing and the equalized value equals the DRA adjustment for land, buildings, and manufactured housing.
- Category 2: An adjustment for land assessed at current use, conservation restriction assessment, and discretionary easement values is made. This adjustment is calculated by dividing the total net local assessed valuation for land in these two categories by the 2021 equalization ratio to obtain the equalized value of current use, conservation restriction assessments and discretionary

easements. If a municipality has had a full revaluation, cyclical revaluation or statistical update as defined by Rev 601.16, 601.24 or 601.40, a ratio of 100.0 is used.

The difference between the local assessed value of the land and the equalized value equals the DRA adjustment for current use, conservation restriction assessments and discretionary easements.

Category 3: The total modified local assessed value of public utilities, as defined by RSA 83-F is equalized by the 2022 equalization ratio. The value of public utilities is not added into the "Total Equalized Value Not Including Utility Value or Equalized Railroad Taxes."

EQUALIZED ASSESSED VALUATION: The sum of the "modified local assessed valuation" plus the inventory adjustment. The equalized assessed valuation represents the equalized value of all "taxable" properties in a municipality.

PAYMENT IN LIEU OF TAXES: The equalized value for payments received in lieu of taxes includes State & Federal Forest Land Reimbursements, Recreation Land Reimbursements, Flood Land Reimbursements, and others. The equalized value for payments in lieu of taxes for renewable generation facilities is not included in the "Total Equalized Valuation Not Including Utilities" in accordance with RSA 72:74 II (effective 7/21).

RAILROAD TAX: The equalized value for monies received from the railroad tax. This figure is not included in the "Total Equalized Valuation Not Including Utility Values and Equalized Railroad Taxes."

TOTAL EQUALIZED VALUATIONS INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation, the equalized value of payments in lieu of taxes and the equalized value of the railroad tax monies.

The Total Equalized Valuation including the value of utilities and equalized value of railroad monies reimbursed to municipalities represents the equalized value of all property in a municipality including utilities and will be used to:

- Apportion county taxes for the 2023 tax year;
- Calculate state reimbursements, and;
- Apportion cooperative school taxes for the 2023 tax year;

TOTAL EQUALIZED VALUATIONS NOT INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation and the equalized value of payments in lieu of taxes.

The 2022 "total equalized valuation not including utility and equalized value of railroad monies reimbursed to municipalities" will be used to apportion the state education property tax for the tax year 2024. The 2021 total equalized valuation not including utilities and the value of railroad monies reimbursed to municipalities will be used to apportion the state education property tax for the tax year 2023.

ADJUSTMENT RSA 31-A SHARED REVENUES: The equalized value of monies received from the shared revenues distributed pursuant to RSA 31-A. These values are NOT part of the "Total Equalized Valuation" of a municipality (RSA 21-J:3 XIII change eff. 2002). Meals and Rooms Tax revenues distributed to municipalities pursuant to RSA 78-A:26 are not equalized and, therefore, are not included in this amount. *RSA 31-A has been suspended for the biennium ending June 30, 2021 as provided by Chapter Law, 2017, 156:86) Therefore, no monies were equalized.*

BASE VALUATION FOR DEBT LIMITS - RSA 33:4-b: The sum of the equalized assessed valuation plus the equalized valuation of the shared revenues. The base valuation for debt limits is used to determine a municipality's, school district, or village district's bonding capacity. This figure is provided to municipalities, banks, bonding companies, and other interested parties who request a "Base Valuation for Debt Limit Certificate."

TOTAL EQUALIZED VALUATION: The total equalized valuation for each municipality does not include the equalized value of monies received from shared revenues. The base valuation for debt limit, however, does include the

equalized value of monies received from shared revenues.

% PROPORTION TO COUNTY TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the county comparing each municipality's total equalized value to the total equalized value of the county.

% PROPORTION TO STATE TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the state by comparing the town's total equalized value to the total equalized value of the state.

LOCAL TAX RATE: The actual tax rate as calculated by the Department of Revenue Administration, Municipal and Property Division. The tax rate includes the municipal, county, local school and state education property tax rates.

EQUALIZATION RATIO: The 2022 equalization ratio as determined by a ratio study conducted by the Department of Revenue Administration's equalization staff. As a rule, the municipality's weighted mean ratio point estimate calculated to a tenth of 1% will be used to adjust the municipality's modified local assessed valuation.

If there were insufficient sales and/or it is determined that the weighted mean does not accurately reflect the level of assessment in a municipality, another ratio may be used.

FULL VALUE TAX RATE: The 2022 gross local property taxes to be raised as reported by the Department of Revenue Administration, Municipal & Property Division, divided by the total equalized valuation including utility values and equalized railroad taxes. This figure represents the estimated tax rate for a municipality if all the taxable property was assessed at 100% and includes the equalized value of properties for which a payment in lieu of property taxes is made.

APPEAL OF TOTAL EQUALIZED VALUATION

Municipalities were sent their 2022 Notification of Total Equalized Valuations on **April 26, 2023**.

Per RSA 71-B:5, II, any municipality aggrieved by the total equalized valuation as determined by the DRA must appeal to the Board of Tax and Land Appeals in writing **within 30 days of the town's notification** of the municipality's total equalized valuation.

The appeal period is not extended due to any communication, either verbal or written, between the DRA and a municipality regarding the total equalized valuation.

ASSESSING STANDARDS BOARD – RSA 21-J:14-a

The duties of the Assessing Standards Board (ASB) included:

- Review the procedures of the prior year's ratio studies conducted by the Department of Revenue Administration;
- Establish procedures for improving the ratio studies for the forthcoming property tax year;
- Develop standards for equalization; and
- Review, revise and approve the equalization manual published by the Department of Revenue Administration.

MUNICIPAL & PROPERTY DIVISION MONITORING STAFF

The Municipal & Property Division staff plays an active role working with towns on their ratio studies. Some of the services they provide include:

- Training municipal officials to data enter the assessment information electronically;
- Reviewing the sales information with municipalities prior to the ratio setting process; and
- Explaining the meaning and significance of the statistics resulting from the ratio study process.

“STATEWIDE EDUCATION PROPERTY TAX” WARRANT - RSA 76:8

Each municipality was sent a “statewide enhanced education tax” warrant for the tax year 2023 before December 15, 2022. The new 2022 total equalized valuation figures do not affect the warrant amounts because they were calculated using the 2021 total equalized values without utilities.

DRA WEBSITE - <http://www.nh.gov/revenue> Subcategories: NH Icon, Municipal & Property Division, Equalization, and choose Tax Year

The following items are available or will be available soon on the DRA website:

- Assessment Report - exemptions & tax credits for each municipality
- Blind Exemption Report
- Coefficient of Dispersion (COD) List
- Comparison of Full Value Tax Rates
- Current Use Report
- Base Valuation for Debt Limit
- Elderly Exemption Report – Taxes Lost
- Equalization Survey including Utilities
- Equalization Survey not including Utilities
- Equalization Manual
- Median Ratio List
- Price Related Differential (PRD) List
- Property and Exclusion Codes
- Equalization Ratio List (Weighted Mean)
- Tables by County
- Veteran’s Tax Credit Report

The 2022 Equalization Survey and associated reports should be completed and placed on the web by June 15, 2023. We invite you to take the opportunity to browse the website. Please let us know if you have any suggestions for documents you would like put on the website.

THANK YOU

I would like to take this opportunity to thank you for your cooperation with this year’s equalization study and to invite you to make suggestions or express concerns regarding the equalization process. Questions regarding the equalization process in general or how specific numbers were calculated; please feel free to contact this office at 230-5950.