



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

**Tuesday, October 6, 2020
6:15 PM**

**Henniker Community Center
57 Main St.
Henniker, NH 03242**

6:15 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ANNOUNCEMENTS

IV. CORRESPONDENCE

Item 1: Email re: Patterson Hill Road

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

VI. CONSENT AGENDA

Item 2: Consent Agenda

- a. Petition and Pole License PSNH#: 12-0867, 12-0861
- b. Dept. of the Army License Hopkinton-Everett Lakes Project
- c. Intent to Cut Map/Lot: 1-743
- d. General Election Warrant (2)
- e. Appointments:
 - i. Lori Marko Budget Advisory Committee
 - ii. Eric R. Gagnon Concert Committee
- f. Re-appointments:
 - i. James E. Morse, Scott Dias, Ross Bennett, Beth Patenaude OHRV Committee
 - ii. Mark Mitch, Ross Bennett Conservation Commission
 - iii. Mark Mitch Economic Development Committee
 - iv. C.E. Rocky Bostrom Highway Safety Committee
 - v. Bill Marko Energy Committee

VII. NEW BUSINESS

Item 3: Stipend for election workers

Item 4: Mask use at town/committee meetings

Item 5: Fuel Bid

Item 6: 2020/2021 Calendars

VIII. OLD BUSINESS

Item 7: Update on Azalea Park ARM Grant

IX. OTHER BUSINESS/CORRESPONDENCE

Item 8: Acceptance of Board of Selectmen Non-public Minutes August 21, 2020

Item 9: Acceptance of Board of Selectmen Non-public Minutes August 22, 2020

Item 10: Acceptance of Board of Selectmen Non-public Minutes September 14, 2020

Item 11: Acceptance of Board of Selectmen Non-public Minutes September 15, 2020

Item 12: Acceptance of Board of Selectmen Meeting Minutes September 15, 2020

Item 13: Department Reports

Item 14: Town Administrator Report

Item 15: Selectmen Reports

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

XI. NON-PUBLIC

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

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

XII. ADJOURNMENT

XIII. UPCOMING DATES

October 8, 2020 – Supervisor of the Checklist Session 2pm–4pm at Town Hall

October 12, 2020 – Columbus Day (Town Hall closed)

October 15, 2020 – Supervisor of the Checklist Session 2pm–4pm at Town Hall

October 20, 2020 – Selectmen Meeting

October 24, 2020 – Hazardous Waste Collection Day

Visitor Orientation to the Town Selectman's Meeting

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

Notice posted on: October 2, 2020

Next Routine Meeting: October 20, 2020

Items for the next agenda, with completed backup, must be in the Selectmen's Office no later than 12:00 noon on October 15, 2020.

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Next Routine Meeting: October 20, 2020

Items for the next agenda, with completed backup, must be in the
Selectmen's Office no later than 12:00 noon on October 15, 2020.

From: "Lochmandy, Tyrone" <tlochmandy@onesourcevirtual.com>
Date: September 29, 2020 at 12:53:31 PM EDT
To: townadministrator@henniker.org
Cc: "Lochmandy, Kelley" <Kelley.Lochmandy@fmr.com>
Subject: Patterson Hill Road

Good afternoon,

I just wanted to share how elated we are about the job that Leo and team did with the Patterson Hill project. We closed on this house 15 years ago this week and have struggled with seeing this road deteriorate since then. I called and or emailed Leo from time to time to complain about it. He graciously took my complaints. It was not until someone told me that we are upwards of 15M in the hole on the roads that we stopped our complaints.

Flash forward to this year when we met at the community center to really discuss the state of the roads. This was very helpful and we know that it took a long time to prepare the presentations.

For the project that they are finishing up now, knowing that we struggled with Patterson Hill, Leo tracked us down and provided lots of updates as the past few weeks have progressed. His entire crew (including contractors) were friendly and although we were inconvenienced with walking up the hill to our house from time to time, they did their best to make it possible to get in and out of our driveway. In fact, they recognized that we had a school aged son and made small non-impacting schedule changes in an effort to allow us to get to and from our house during school drop offs/pickups.

As for the work, it looks awesome. The little things the road crew did are huge to us as a home owner. The small curbing that was added in front of our driveway and the spot we park our camper will prevent another 15 years of driveway gullies and washouts.

Thank you to all the town workers, select board and everyone involved in making this happen.

As a very small thank you, we delivered Leo and his team an order of cookies from Abby's café today.

Tyrone, Kelley and Jackson Lochmandy
66 Patterson Hill Road



Board of Selectmen
Consent Agenda
October 6, 2020

Consent Agenda

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 - ii. Mark Mitch, Ross Bennett Conservation Commission
 - iii. Mark Mitch Economic Development Committee
 - iv. C.E. Rocky Bostrom Highway Safety Committee
 - v. Bill Marko Energy Committee

Board of Selectmen Approval:

_____	_____
_____	_____

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

Telephone
603-428-3221

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

FAX
603-428-4366



Town Hall
18 Depot Hill Road
Henniker, NH 03242

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

Incorporated November 10, 1768
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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: September 29, 2020
TITLE: Stipend for Election Workers
INITIATED BY: Scott Osgood, Selectmen
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

Selectmen Scott Osgood approached Town Administrator Devine about looking at raising the rates of our election workers in the FY 2021 budget. Currently the election workers (Moderator, Ballot Clerks and Supervisor of the Checklist) receive minimum wage (\$7.25 an hour).

Due to the COVID-19 pandemic and the vital role these election workers play, we are proposing a stipend be paid to these election officials in the amount \$75 (Seventy-Five Dollars). It should be paid to all Town Election Officials in addition to the customary remuneration paid for the 2020 September Primary and 2020 November General Election.

Legal Authority: N/A

Financial Details: \$75 per an Election Official for the September and November elections

Town Administrator Comment:

Obviously, the Town of Henniker wants to ensure the fidelity and safety of our elections especially during the COVID-19 pandemic. These election workers are being placed on the front lines of the coronavirus pandemic at our town's polling location for the 2020 elections. We must acknowledge the increased demands being placed on these essential election officials during the 2020 September Primary that has already passed and the 2020 General Election still to come.

Suggested Action/Recommendation:

Motion:

Authorize a \$75 stipend for Election Workers for the September 2020 Primary and the November 2020 General Election.



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18 Depot Hill Road
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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: September 29, 2020
TITLE: Mask Requirement for Select Board Meetings
INITIATED BY: Tia Hooper, Vice Chair
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Tia Hooper, Vice Chair

AGENDA DESCRIPTION:

Vice Chair Hooper approached Town Administrator Devine about having masks be a requirement at Select Board Meetings. This mandate would be both the Board, employees, and public attending meetings. Vice Chair Hooper would like this to begin at the October 20th Select Board meeting.

Vice Chair Hooper feels if the Board does not want to mandate masks, we should move all meetings to the ZOOM platform. This is for the safety of all involved.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

It is my opinion, any requirement the Board makes for Select Board meetings should apply to all board and committee meetings as well for consistency.

Suggested Action/Recommendation:

Motion Required



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: September 30, 2020
TITLE: Award Fuel Bid
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

On September 4, 2020, the Town of Henniker put out a bid request for the 2020-2021 heating season for the following fuels and amounts:

- 7,600 gallons of #2 Heating Oil
- 11,600 gallons of propane

We did receive one (1) bid from Ayer & Goss for the 2020-2021 heating system. The bid was as followed:

- 7,600 gallons of #2 Heating Oil at \$1.899 (\$14,432.40)
- 11,600 gallons of propane at \$1.349 (\$15,648.40)

This bid is subject to change with the changes in commodity markets.

Legal Authority: N/A

Financial Details: Total 2020-2021 heating season fuel cost \$30,080.80

Town Administrator Comment:

I feel we should award the bid for the 2020-2021 Fuel Bid contract to Ayers & Goss for a total \$30,080.80

Suggested Action/Recommendation:

Motion:

Authorize the Town Administrator to sign a contract with Ayers & Goss for the 2020-2021 Heating Season.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: September 29, 2020
TITLE: 2020/2021 Calendars
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

I have prepared the following drafts for Select Board Review

1. 2020 Holiday Calendar
 - a. The floating holiday is determined by the Select Board. I am recommending the Board select December 24th as the floater for 2020.
2. See Attached, 2021 Select Board Meeting Calendar
 - a. 24 total meetings. Retains the first and third schedule. Schedule includes summer schedule and extra meetings during the budget process.
3. See Attached, 2021 Town of Henniker Holiday Calendar
 - a. As prescribed by the Personnel Policy, Christmas floating holiday is the only subjective decision.
 - b. The floating holiday is determined by the Select Board. I am recommending the Board select December 23rd as the floater for 2021
4. See Attached, 2020-2021 Henniker Budget Calendar

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment: The Select Board is asked to consider approving the proposed calendars and holiday schedule.

Suggested Action/Recommendation:

Motion: We hereby adopt the Henniker Select Board Meeting Calendar, Henniker Budget Calendar, and Town of Henniker holiday calendar.

2021 Henniker Select Board Meeting Calendar

January 2021							February 2021							March 2021							April 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

May 2021							June 2021							July 2021							August 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
30	31																										

September 2021							October 2021							November 2021							December 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

Select Board Meeting

Town Holiday

"The only Henniker on Earth"



Office of the Town Administrator

Joseph R. Devine, Jr.

To: Board of Selectmen

From: Joseph Devine, Town Administrator

Date: September 29, 2020

Ref: Observance of Holidays 2021

Please find the proposed holiday schedule for calendar 2021 will be as follows:

HOLIDAY	DATE OBSERVED	DAY
New Year's Day	January 1, 2021	Friday
Martin Luther King Day	January 18, 2021	Monday
President's Day	February 15, 2021	Monday
Memorial Day	May 31, 2021	Monday
Independent Day (Observed)	July 5, 2021	Monday
Labor Day	September 6, 2021	Monday
Columbus Day	October 11, 2021	Monday
Veterans Day	November 11, 2021	Thursday
Thanksgiving Day	November 25, 2021	Thursday
Day After Thanksgiving	November 26, 2021	Friday
Christmas Day (Observed)	December 24, 2021	Friday
Floating Holiday	December 23 rd or December 27 th	Thursday or Monday

*These dates come from section 5 of the Henniker Employee Personnel Policy

Date	Time/Type of Hearing	Day of the Week	
October 2, 2020	N/A	Friday	Department Heads receive budget requests
October 12 th – 16 th 2020	N/A	Monday – Friday	Meeting with Department Heads
October 28, 2020	3:00pm	Wednesday	Budget requests due
November 3, 2020		Tuesday	Select Board received 2021 Budget Binder
November 14, 2020	8:00am – 4:00pm	Saturday	Select Board and Budget Advisory Committee – Review of 2021 Operating Budget
November 17, 2020	Select Board Meeting	Tuesday	Propose/Review any zoning ordinance, historic district ordinance or building code for consideration at the 2021 town meeting
December 1, 2020	Select Board Meeting	Tuesday	Warrant Article Review (Any Bond articles over \$100k)
December 15, 2020	Select Board Meeting	Tuesday	Proposed warrant articles by town departments under 100K/warrant articles from town committees (CIP and Road Management)
January 5, 2021	Select Board Meeting	Tuesday	Budget Review for operating budget and warrant articles/Select Board changes any order to the warrant
January 19, 2021	Public Hearing	Tuesday	Public Hearing for any bond article over \$100k
January 19, 2021	Select Board Hearing	Tuesday	Budget Review
February 2, 2021	Public Hearing	Tuesday	Public Hearing on proposed budget and warrant articles
February 16, 2021	Select Board Meeting	Tuesday	Select Board decides who is speaking to the warrant articles
February 19, 2021	8:00am	Friday	Warrant posted at polling locations and Town Hall
March 9, 2021		Tuesday	Town Meeting Voting Day
March 13, 2021	1:00pm	Saturday	Town Meeting



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: September 29, 2020
TITLE: Azalea Park Grant Update
INITIATED BY: Scott Osgood, Selectmen
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Scott Osgood, Selectmen

AGENDA DESCRIPTION:

In 2018 Azalea Park obtained a grant for a rain garden drainage project. The committee approached the Board and asked to have the funds to complete the project prior to receiving the grant money. To date the town has not been reimbursed for the money the committee was fronted. The concern is no tax dollars are to be used to fund the park.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment: N/A

Suggested Action/Recommendation:

No formal action is required. This report is presented as information to keep the Select Board informed on the status of the Azalea Park Grant.



**Town of Henniker
Board of Selectmen Meeting
Tuesday, September 15, 2020
Henniker Community Center, 57 Main St., Henniker, NH 03242
and via Zoom**

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

Members Excused: Selectman Scott Osgood

Town Administrator: Joseph R. Devine Jr.

Recording Secretary: Kelly McCutcheon

Guests: Robert French Jr., Danny Aucoin, Heidi Aucoin, Bill Marko, Lori Marko, Ken Levesque, Gregory Aucoin, Kelley LaPlante (French)

Item 1: Letter to Board of Selectmen from Gerald Walsh dated 8-15-2020

Item 2: Consent Agenda

- a. NH DRA 2020 Forest Land Reimbursement Map/Lot:1-608, 1-646, 1-721-F
- b. NH DRA PA-28 Inventory of Taxable Property Form for 2021
- c. Abatement Map/Lot: 1-318-P101
- d. Abatement Map/Lot: 1-318-P93
- e. Yield Tax Levy & Certification of Yield Taxes Assessed Map/Lot:1-077-X2
- f. Appointments:
 - i. Angelica Ladd, Ballot Clerk
 - ii. Heidi Aucoin, Ballot Clerk
 - iii. Eugene Fox, Azalea Park Riverwalk Committee
 - iv. Ruth Zax Concert Committee

Vice Chair Hooper moved to approve the consent agenda as presented. Selectman Parker seconded. Motion carried 4-0.

Public comment #1

Lori Marko wanted to thank everyone who came out to vote and publicly thank all the individuals who volunteered, thanking everyone for a job well done.

Item 3: Household Hazardous Waste Collection Day, Saturday October 24, 2020
Reminder that Hazardous Waste Collection day is October 24th

Item 4: 1235 Old Concord Road

Town Administrator Joseph Devine stated that Tri-County Community Action Program (TCC) is representing the estate of Floyd Colby who owned 1235 Old Concord Road. They reached out to use a creditor for the Estate. There is an offer on the table to purchase the Henniker property for \$50,000. He currently owes the Town of Henniker \$43,904 for a lien when the town cleaned his property. Principal \$19,833.40 Interest (11/27/97-8/31/20) \$22,611.36 Payoff 8/31/20 \$42,444.76 This does not include back taxes that are owed as well, which as of 8/31/2020 are \$12,865.

By consensus, the Board tabled to discuss in non-public item 13 later tonight.

Item: 5: Mask use during Family Activity Day, Saturday September 19, 2020

Robert French and Kelley LaPlante asked for Board's guidance on handling masks at Family Activity Day. Vice Chair Hooper stated it should be no different than the weekly concerts or Farmers Market.

Vice Chair Hooper moved to require masks within the fencing at Family Day when social distancing is not possible. Selectman Flynn seconded. Motion carried 4-0.

Item 6: Merit raises per diem Rescue Staff

Rescue Chief Aucoin came before the Board concerning the raises proposed last budget cycle that were not approved, but currently has the funds in his budget. There are only two full-time rescue staff employees, everyone else on staff is per diem; some people serving the rescue for over 10, 15, or 20 years are making the same payrate as a new hire.

Rescue Chief Aucoin stated experience, knowledge and skill in the moment are valuable. He is training five to six new per diem people a year because other towns are pillaging the senior per diem crew with better pay; training and testing of a new per diem staff member takes two to three months.

Rescue Chief Aucoin's proposal would be pending a positive review (Rescue Chief Aucoin provides the entire rescue squad with yearly reviews.) would recommend on a 3, 5, 7, 10-year scale for an increase based on years of service and yearly reviews.

Selectman Flynn voiced his support of the Rescue Squad and stated he cannot speak highly enough of them. Town Administrator Devine stated he does not approve of merit raises for per diem staff because they are contract employees; merit raises should be for full-time and part-time town employees. However, Henniker currently pays \$6 less than surrounding town rescue squads and retaining employees is important.

Rescue Chief Aucoin clarified that per diem staff would need to have a positive yearly review in order to be eligible. He stated he would be happy to return before the Board at the next meeting with actual numbers for them to review.

Item 7: Wastewater Department Skid Steer

Ken Lévesque, Wastewater Superintendent, received three skid steer bids; the Bobcat came in with the best bid. Superintendent Lévesque had the 1970 skid steer professionally looked at. The professional stated they did not know if they could fix the leak.

Vice Chair Hooper moved to approve the purchase of a 2020 Bobcat skid steer for \$45,864 for the Wastewater Department. Selectman Parker seconded. Motion carried 4-0.

Vice Chair Hooper moved for the Highway Department to take possession of the 1970 Toyota skid steer presently at the Wastewater Facility. Selectman Parker seconded. Motion carried 4-0.

Item 8: Acceptance of Board of Selectmen Meeting Minutes September 1, 2020

Chair Blomback moved to approve as amended. Motion carried 4-0.

Item 9: Town Administrator Report

- Thank you everyone for their efforts on voting day
- COVID19- updated: New England College (NEC) has three active cases. Town Administrator is closely monitoring the situation with NEC.
- Getting into budget season, make aware of going into difficult times related to FY2022. In March pandemic hit and town froze spending until after Town Meeting.
 - Permits increased in June, July, and August
 - First concern, the State saw over a 50% reduction in room and meals tax, this means less money back to cities and towns.
 - Highway block grant determined by the amount of gasoline road toll (tax) collected, which is down over previous years so will also see a reduction in that available money.
 - Many businesses have closed due to the pandemic, business taxes down 13% from previous years and 16% between March - August 2020.
 - Value real-estate market: Concern if business profits down, facility is not worth same amount. Residents are upset because the revaluations are high given the housing market is currently in a bull market. The Board should be aware residents will be coming in looking for abatements.
- Flu shots: Get your flu shot to avoid the “twindemic” this fall and winter. The Town is offering flu shots for employees on October 21, 2020 from 3:30 – 5:30 pm at the fire station.
- Trick or treating: Report should be ready for October 6th meeting.
- Last week the town submitted its final Cares Act reimbursement.
- The Grange: There is not enough storage at the Grange, the food pantry has had to turn away deliveries and the Athletics Committee also does not have enough storage in the building.
 - Selectman Flynn stated the Athletics Committee is a bona fide town committee and the food pantry is there by the grace of the town. Vice Chair Hooper stated athletics has not started because of COVID-19 and their equipment can be stored upstairs at town hall. The food pantry desperately needs another refrigerator and a freezer to meet demand with the layoffs and reduced hours.

- Chair Blomback offered the refrigerator and freezer space at Pat's Peak for the food pantry to use so they do not have to turn away any food.

Item 10: Selectmen Reports

Selectman Parker - none

Selectman Flynn stated athletics met and the safety committee is meeting Thursday

Vice Chair Hooper - none

Chair Blomback - none

Public comment #2

Bill Marko asked if the town has the authority over residents to go trick or treating. Joseph Devine stated that legally he does not believe so and if a neighborhood wanted to get together to trick or treat the town cannot stop them.

Heidi Aucoin stated her kinship to Rescue Chief Aucoin. She expressed how crucial experience is in life and death situations and believes retention of knowledgeable and experienced providers is very important.

Heidi Aucoin also asked why the transfer station is holding onto checks since she had one cashed recently made out a few months. She also is concerned why transfer station employees came to her shop to collect scrap metal since the department claims to be understaffed. She stated she has seen them driving through town with cardboard and trash.

Joseph Devine stated the transfer station picks up all town building trash and cardboard and most likely just completed their rounds. Selectman Flynn asked Heidi Aucoin if she asked them to come, she stated she did not. Bill Marko stated he remembers them picking up cardboard from businesses in town because they had been throwing it into the hopper when the transfer station is able to sell cardboard as a revenue stream for the town. Heidi Aucoin stated if they do it for one business, they need to offer it to all businesses in town.

Chair Blomback moved to enter non-public. Vice Chair Hooper seconded. Motion carried 4-0.

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

Item 12: Non-public RSA 91-A:3 11 (a)

Item 13: Non-public RSA 91-A:3 11 (c) (Item 4: 1235 Old Concord Road - tabled by consensus at tonight's meeting to discuss in non-public)

Department Reports for August 2020

Assessing

Building

Finance

Fire (July & August)

Highway

Police

Rescue (July & August)

Town Clerk/Tax Collector

Transfer Station

Wastewater



TOWN OF HENNIKER, NEW HAMPSHIRE

MEMORANDUM

Helga Winn, Assessing Technician
 18 Depot Hill Road
 Henniker, NH 03242
 Phone 603-428-3221 x 2 ≈ Fax 603-428-4366
Assessing@Henniker.org

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

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

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

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

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

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

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

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

TO: Joe Devine, Town Administrator
 DATE: September 3, 2020
 RE: Monthly Report

Assessing Report for August 2020

- Reports of Cut sent to Town Forester for review and assessment.
- Timber tax warrants issued in the total amount of \$3,375.06.
- Intent to Cut approved for lot 540-X7.
- Monthly maintenance of new deeds, address changes and online tax maps.
- Continuance of start-up meeting for 2020 Revaluation hosted with DRA & Corcoran Consulting.
- Revaluation field reviews complete and qualified sales measured, and data verified.
- Project Status Report received from Vision – attached.
- UC and building permit reports forwarded to Vision and any discrepancies in data were addressed.
- Telephone and in-person hearing dates were discussed with Town, Vision & Corcoran for September with Impact Notices scheduled to be mailed to property owners approx. Sept 8th or Sept. 9th.
- Training – participated in DRA webinar to review preparations and changes on upcoming MS-1.
- Extension requested for MS-1 until October 16th to allow for completion of revaluation and data entry.
- One-week vacation coverage in TC/TX office.

Received by
TOWN OF HENNIKER

JUN 02 2020



SELECTMEN'S OFFICE

**Project Status Report
From Steve Whalen
Town of Henniker NH
Date: June 1, 2020**

CODE	TASK
100	Execution of Contract
200	Town Provided CAMA Database to Vision
300	Project Startup and Ongoing Public Relations
400	Sales Verification and Data Entry
500	Land Study and Building Cost Review and Update
600	Commercial Income and Expense Mailing

Task 100/200/300 Execution of Contract April 14th, 2020.

- The data base and maps have been provided to Vision. (V8.2 Cloud)
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA has been postponed because of the pandemic.



Task 400: Sales Verification and Data Entry

- Two years of residential and commercial property sales have been field reviewed and any corrections have been data entered. Any errors found with the sales coding was also changed.

Task 500: Land Study and Building Cost Review and Update

- Property depreciation has been updated to the current year.
- Land rates have been reviewed and the land tables have been adjusted were needed.
- The cost levels were adjusted with new rates based on the most current cost rate information available.

Task 600: Income and Expense forms

- The income and expense forms have been mailed by Vision to all commercial, industrial, mixed use, and apartment properties.

If you should have any questions, please do not hesitate to call.

Sincerely,

***Steve Whalen
Project Manager
617-462-6091***



Monthly Building Department Report August 2020

TO: Joseph Devine, Town Administrator

FROM: Deb Aucoin and Jean Eaton, Land Use Coordinators

Zoning permits during the month of August included the following:

New Construction: 1 commercial building, 1 single family home;
2 sheds; 1 rooftop solar; 1 patio door replacement; 1 basement converted
to living space; and 1 replacement of windows.

Permits /COs/Inspections	Quantity	Revenue
Zoning Permits	8	\$1400
Demolition Permits	1	\$ 50
Driveway	1	\$ 75
Assembly Permits		
Raffle Permits		
Sign Permits		
Tent Permits	2	\$ 150

Town building rental/use:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)		
Grange (Does not include Caseworker & CAP)		
Bandstand	4 (Concert Series)	\$0

Respectfully submitted,

Deb Aucoin

Jean Eaton

Finance Department**Report 09/29/20****Clerkworks**

Software is not connecting to the State system. Wayne, the head of support from Clerkworks, John Kelly from DMV, Mirador and myself have been working together to determine the source of the blockage. The key to the town being able to move on from the check writing software Clerkworks is utilizing now to complete online registrations, to the credit card system for motor vehicle payments is their software to function properly. Once the Town Clerks office is comfortable with that operation, we can investigate the integration of the tax collectors office. Since Clerkworks does not integrate with the Vadar systems that will be certainly be a challenge.

Update: 5/10/20 – Neither the State IT, Mirador IT or Clerkworks have been able to determine the issue. They are still working on it.

Update: 06/10/20 – Still working

Update 07/10/20 – Still in progress

Update 08/25/20 – They decided to wait on new server and Clerkworks expects our IT support to get unit communicating to Concord.

Update 9/28/20 – Spoke with Mirador, expect server install within two weeks. Machine is here, just needs configuring.

Direct Deposit/Time on paychecks

The current accounting software will not be able to accommodate printing more than vacation or sick time on the paychecks. Since we have vacation/sick time and also comp time, holiday time (transfer) and military time, the current system will not be effective. Regarding direct deposit, the most cost effective way to effect that change is to transfer the whole payroll system to a payroll service. This will solve your direct deposit issues and should also allow tracking of all paid time off hours. The process will assume responsibility of calculating and distributing payroll, IRS reporting, State reporting and tax deposits. We will still need to process the information into our financial systems and report on retirement activity. The next step would be to discuss variables with payroll service companies for comparative costs for service. Based on the Town Administrators inquiries done earlier this year, I would anticipate this cost between \$7,000-\$10,000 annually. This cost was not included in the 2020 operating budget request.

Update 5/10/20: BOS chose Paychecks as the vendor. Data must be cleaned and reconciled before possible implementation date of 7/1/20. (after end of 2nd qtr)

Update: 06/10/20 – Met with Paychecks, producing information requested. Will then meet with implementation team.

Update: 07/10/20 – Working with implementation team, finding implementation is very time consuming given the various types of pay and the frequency of that payment. Town Meeting on 7/15 will likely change almost every pay rate due to the implementation of the Cola. Project is in process.

Update: 08/25/20 – Direct deposit started live on 8/19/20. Next on the project is to catch up on sick/vacation report and implement into new payroll system. Also need to setup general ledger export into budgeting system. Quoted \$250-\$500 as a one time charge to program their system for the entry. I need to summarize the data as it exists in their system to build that model.

Update 09/28/20 – Direct deposit occurring. Need to complete the vacation/sick portion.

Highway Computer

I will attempt to connect with Leo and install his new PC on my office days next week.

Update 7/10/20: Did not get this done. Will need to setup time with Leo, although its now his busy season.

Update 08/25/20: No change.

Update 09/28/20: No Change

Exchange Server - @henniker.org

Changing the email from TDS to @henniker.org will require time from Mirador IT. Last estimate was \$1000-\$1500. I did not include that in the 2020 Budget Request. My last recollection was a policy was to be written to include email disposal dates so we did not have to retain these things forever.

7/10/20: No update

8/25/20: Had to recreate the @henniker.org email forwards on the domain server as the file had become corrupted. If you currently email anyone @henniker and it comes back to you, please let me know, I likely need to fix it.

09/28/20: No change, Mirador has been extremely busy anyway.

Vision – Revaluation

Revaluation under way.

Update: 7/10/20 – working on new server implementation which is to be done before the revaluation completes. Working with Mirador on server conversion.

Update: 08/25/20 – Mirador has delivered the server and needs to transition setup. I have not been contacted by Vision for any tentative install dates. I am assuming it will remain on their cloud server until after the meetings are completed and the data becomes officially ours.

Update: 09/28/20 – Mirador will configure server is next two weeks. Helga will remain on cloud until our server is completed.

Audit

The audit preparation is at approximately 60%. With all of the financial analysis required, weekly financial reporting and project assignments it has been very difficult to carve out any time to work on the audit. For this reason, for the balance of June and July I am hoping to be able seclude myself to get this done, because without the audit, we can't set a tax rate in October.

Update: 07/10/20 Still finding it hard to get this completed, but I have made progress. I am working on private trust accounts reporting, reimbursing Town for expenses and then moving the balances over to the Trustees of the Trust Fund. Once I finish, the AG's office is looking for a written report on how this all works.

Update: 08/25/20. Transmitted 99% of audit work to auditor. Need to complete Tucker Free summary and the letters that the auditor sends to all of us for verification of relationship with town.

Update: 09/28/20. Auditor came and viewed all documents necessary. Still working on finetuning the official financial statements. Need to complete fixed assets and depreciation schedules for inclusion. Final part is writing management financial summary for actual audit. Should have no problem completing MS-535 to set the tax rate.

State Covid Reimbursement-Goferr

Henniker was allocated \$117,263 from the GOFERR grant funded by the federal government. This will allow us to seek reimbursement for most of the expenses that has impacted the Town of Henniker. Unlike the Fema declaration, this will cover base wages. So the employees who have not been working but receiving paychecks (library, crossing guards, parking enforcement) will be reimbursable. Payroll taxes on the first responder stipends, police wages on employees temporarily quarantined, rescue wages on employees temporarily quarantined, building upgrades and most expenses related to Covid 19. The database's and payroll reports will be gone through to determine each and every expense up to the total available of \$117,263

Update: 06/10/20 – Submitted first request for payment. Email was returned. Resubmitted and told to include on July 1 requisition. Determined that Library wages paid would not be reimbursable.

Update: 07/10/20 – Submitted request for payment on 7/1/20.

Update: 08/25/20 – Received \$25,088 of which \$2,864 was covid related for Tucker Free. The remaining \$92,175 will be requested before the upcoming 9/15/20 deadline utilizing police wages to ensure we request the entire amount left. Tucker Free also has \$1933 of additional covid requests in this final requisition.

Update: 09/28/20 – Submitted for balance of Town allotment of \$92,175 utilizing police wages as basis for request. Wages were approved for request by Treasury so I am hopeful this request will be funded.

Sewer Department Billing

September 30 will be the end of the second sewer billing of the year will bills due out sometime in October 2020.

Update 09/28/20 Contacted Cogswell Spring for executing 9/30/20 read.

Eversource and Fund Balance

Barts last report was on 6/23 and he reported an unsuccessful bid by Eversource to contest the 2014, 2015 and 2016 property valuations. He reported the original value abatements for 2014-2016 based on 1,208,910 - 3,116,728 - 3,171,430 will be due unless they appeal. The calculated cost of this decision with interest is \$305,441 thru 8/31/20.

Tax Rate

It is unfortunately that time of year again, time to start accumulating the information for the State of NH to set the tax rate. The components:

Town Meeting Minutes – In process. Update: 09/28/20 Completed

Audit or MS-535 – The MS-535 is likely what will be done in time to set the tax rate. Update: 09/28/20 In process

Estimated Revenues – Town of Henniker – Need to catch up on the operating revenues and provide an estimated revenue report to DRA. Update: 09/28/20 System updated, will wait till 10/1 to post September Town Clk/Tax results.

Estimated Revenues – State of NH – Need to verify with DRA on the treatment of Goferr funding, First Responder Stipends, Election grant and then confirm Rooms/Meals and Highway Block.

Update 09/28/20: Reached out to DRA, waiting for return message. Could be State Revenues are not finalized to rate setting purposes.

Overlay – Determination on the Eversource case could drive a discussion on the treatment of the impending liability listed above Update 09/28/20: Have not heard anything further from Bart.

Revaluation – Reports must be approved by DRA and migrated into Vadar for billing purposes. Update: 09/28/20: Waiting for conclusion of meetings and final number to come from Vision.

Cogswell Spring Borrowing

Need to issue an RFP for 2 loans for Cogswell Spring Water. \$200,000 from the 2018 Town Meeting to cover expenses for the water line. \$350,000 approved from 2020 Town Meeting to repair line under 202/9.

Russ Roy 09/28/20

Henniker Fire Department

216 Maple Street

Henniker NH 03242

August 3, 2020

In July Henniker Fire Department responded to a total of 25 Calls. The calls ranged from fire Alarm activations, 4 Building fires, 8 motor vehicle accidents, 6 Medical Aid Assist EMS Crew, Several Tree down calls and a few lock outs.

Three of the building / Trailer fires were in town and very good stops by the department. All could have turned out worst. All Three in town had people either still in the building or people going back in to look for animals. One person's Trailer had a gas leak that was ignited and the person was burned severe enough they needed to be transported to Boston.

The Electrical Engineer and the Master Electrician doing the project at the Cogswell Elementary School, requested some legal advice to how to proceed, this process has taken some length inspections and was recommended to have a private inspector beyond the State Electrical inspector do an inspection.

The Mobile station is revamping it's Gas lines and will be closed most of the month. We have arranged proper inspections through the State Electrical inspector along with DES. This process is also taken more time than I expected with some more inspections to come.

We continue to see an increase in call volume and a much larger call volume in building fires from last few years in town.

Sincerely

Chief Morse

Henniker Fire Department

216 Maple Street

Henniker NH 03242

August, 2020

In August Henniker Fire Department responded to a total of 21 Calls. The calls ranged from fire alarm activations, 1 Building fire, One Elevator rescue, EMS call with a health issue that we transportation off the top of Pats Peak, 2 motor vehicle accidents, several Medical Aid Assist EMS Crew, Hang glider accident with lengthy extrication in Deering. One deceased body in the river which also was a lengthy call.

HHP and Ciardelli Fuels have had major projects going. This has required extra time with inspections and meetings, phone calls and emails. I had the Fire Marshalls office down for some inspections with us.

The Mobile station project is finished and we inspected the electrical for the final time after granting them a waver for a week for parts that were on order.

The dry weather conditions will continue for some time. We have been restrictive on permits.

Sincerely

Chief Morse

Henniker Highway Department
Monthly Report
August 2020

To Town Administrator Joe Devine and Henniker Board of Selectmen,

Henniker Highway department started out the month of August closing up some of the paving projects from June. The shoulders on Union and Pearl Street were button up before the students returned from summer break. Preparations for our first possible hurricane were made with culvert and water turn out checks on all major hills. Some wind related damage was the worst we experienced. On the 11th of the month Highway turned our focus on Patterson Hill Road. The first of twelve culverts to be replaced and roughly four thousand feet of under drain was installed and at the present time we are nearing completion. As always road grading and calcium applications continued as needed. Roadside mowing continued throughout August and is nearing completion.

Leo Aucoin
Superintendent
Henniker Highway

HENNIKER POLICE DEPARTMENT

Memo

To: Joseph Devine, Town Administrator

From: Chief Matthew French

Date: September 8, 2020

I have extended a conditional offer of employment for the full time officer position. He is in the background process currently. I will provide his name and information once he has completed the background.

On August 15th a thunderstorm came through the area. There was a lightening strike at or near the PD which wiped out our phone system, internet, the automatic door locks etc. Arcomm, TDS and Mirador worked extensively to get us back up and running. We are still having issues with the phone system but we are managing.

We had an untimely death where the subject was located in the Contoocook River along Western Avenue. Countless hours went into this case just to make a positive identification of the person in just under 4 days. We are very thankful for the help from the Michie Corporation for the information which narrowed our focus to a single person of interest. We continue to work this case running down all information given to us in order to make a complete case. The cause of death is still unreported.

I requested the use of the SOU unit drone team to search the river above and below where the person was found in hopes of recovering his personal effects. Nothing was located after nearly two hours of drone time. We had already searched that area extensively on foot.

Here is a summary of the department's activity for the month of July.

There were 14 arrests which include, violation of a domestic violence order, DUI, drug possession, domestic violence related assault, driving with a suspended license and or registration, disobeying an officer, disorderly conduct, and subjects wanted a warrant among others.

We had 804 Calls for Service (790 CFS for August 2019) which include:

6 MV Crashes
237 MV stops
18 Directed Patrols

4 OHRV complaints
3 OHRV Stops
21 Suspicious person/vehicles
6 Domestic Disturbance
1 Domestic Violence Assault
4 Serve Domestic Violence Order
3 Violations of Domestic Violence Order
1 Simple Assault
2 Welfare checks
4 Suicidal Person
4 Psychological Problem (likely drug induced)
5 Welfare Checks
15 Animal Complaints
25 Alarm Calls
1 Burglary
13 Assist Other agencies
12 Assist Citizen
7 Scams
9 Civil Matters
3 Civil Standbys
107 Building checks
62 Vacant/Vacation House Checks

If you have any questions or would like more information, please contact me.

In the months of July and August we have seen an increased number of calls.

Ambulance 1 was sent out to get a quote to fix some corrosion on the actual ambulance box near the base. We will want to get this repaired as soon as possible because we have a prorated corrosion warranty with the manufacturer. I should have the quote soon.

Please see the attached call statistics report.

Respectfully submitted,
Gregory Aucoin, Chief
Henniker Rescue Squad

Henniker EMS Incident Report for July 2020

Total number of EMS incidents for July is 79 with an average response time of 1 minute 51 seconds

Henniker	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS	2	1	3	4	1		3	14
ALS Intercept								0
BLS	2	2		4	1		10	19
Cancelled		1					1	2
Refusal	2	1	1				12	16
Standby								0
Total	6	5	4	8	2	0	26	51
Average time to Respond	0:02:38	0:01:39	0:00:55	0:01:44	0:00:47		0:01:58	0:01:50

Bradford	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS			1	3			1	5
ALS Intercept								0
BLS			1					1
Cancelled							4	4
Refusal			1				2	3
Standby								0
Total	0	0	3	3	0	0	7	13
Average time to Respond			0:02:28	0:02:13			0:01:15	0:01:45

Deering	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								
ALS Intercept								
BLS								
Cancelled								
Refusal								
Standby								
Total	0	0	0	0	0	0	0	0
Average time to Respond								

Hillsboro	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								
ALS Intercept	1		3	1			1	
BLS	1							
Cancelled								
Refusal								
Standby								
Total	2	0	3	1	0	0	1	7
Average time to Respond	0:00:59		0:00:05	0:01:04			0:00:04	0:00:33

Hopkinton	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS							1	1
ALS Intercept								0
BLS		1						1
Cancelled								
Refusal							1	1
Standby								
Total	0	1	0	0	0	0	2	3
Average time to Respond		0:00:52					0:00:41	0:00:45

Warner	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								
ALS Intercept								
BLS								
Cancelled/DOA								1
Refusal				1				
Standby								
Total	0	0	0	1	0	0	0	1
Average time to Respond				0:01:11				0:01:11

Weare	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								
ALS Intercept								
BLS			1					
Cancelled/DOA								
Refusal								
Standby								
Total	0	0	1	0	0	0	0	1
Average time to Respond			0:02:53					0:02:53

INC # 20-0740 Hopkinton came in mutual aid for for Henniker

INC # 20-0477 Henniker went mutual aid into Hopkinton but hopkinton transported.

INC # 20-0539 Hopkinton cam in mutual aid for henniker

INC # 20-0495, 20-0543 and 20-0554 had mltiple patients.

Please see the attached run statistics report for the month of August.

During the month of August we saw an increase in call volume over June and July. We also had many high acuity calls and provided many paramedic intercepts to surrounding communities.

After deep diagnostic analysis and check Ambulance 2's motor has been deemed not repairable. It was seen by Hillsboro Ford, Haupman Auto Repair in Hillsboro and Danny's Automotive in Henniker. There is a major lower end issue in the motor. The cost of removing or replacing the motor is prohibitive. I have secured a loaner ambulance from the company that we are purchasing our new ambulance from and it will arrive tomorrow. We will be able to use it until our new ambulance arrives. The scheduled delivery date is at the end of February. The loaner will allow us to handle all second concurrent EMS calls and allow us to take our primary out of service for regular maintenance. This will be crucial as ski season approaches and our call volume increases.

Respectfully submitted,
Gregory Aucoin, Chief
Henniker Rescue Squad

Henniker EMS Incident Report for August 2020

Total number of EMS incidents for August is 75 with an average response time of 1 minute 28 seconds

Henniker	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS	1		4	4	1		2	12
ALS Intercept								0
BLS	4	3					8	15
Cancelled							3	3
Refusal	5		3				11	19
Standby								0
Total	10	3	7	4	1	0	24	49
Average time to Respond	0:00:54	0:02:07	0:01:17	0:00:35	0:00:01		0:02:10	0:01:36

Bradford	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS			3	1	1		1	6
ALS Intercept								0
BLS	1							1
Cancelled/DOA	1						1	2
Refusal							2	2
Standby								0
Total	2	0	3	1	1	0	4	11
Average time to Respond	0:00:00		0:00:57	0:00:50	0:02:08		0:00:58	0:00:53

Hillsboro	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS			1					
ALS Intercept				2			1	
BLS								
Cancelled								
Refusal								
Standby								
Total	0	0	1	2	0	0	1	4
Average time to Respond			0:00:38	0:02:36			0:00:00	0:00:48

Hopkinton	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS			1					1
ALS Intercept								0
BLS								1
Cancelled							1	
Refusal								1
Standby								
Total	0	0	1	0	0	0	1	2
Average time to Respond			0:00:05				0:01:35	0:00:50

Warner	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								
ALS Intercept								
BLS				1				
Cancelled/DOA								
Refusal								
Standby								
Total	0	0	0	1	0	0	0	1
Average time to Respond				0:00:00				0:00:00

Washington	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								
ALS Intercept		1			2			3
BLS								
Cancelled/DOA				1				1
Refusal								
Standby								
Total	0	1	0	1	2	0	0	4
Average time to Respond		0:01:11		0:01:28	0:03:34			0:02:27

Weare	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								
ALS Intercept								
BLS								
Cancelled/DOA				1				1
Refusal								
Standby								
Total	0	0	0	1	0	0	0	1
Average time to Respond				0:02:39				0:02:39

20-0582- Hillsboro came in mutual aid to Henniker
 20-0643- Hillsboro came in mutual aid to Henniker
 20-0645- No report call was in Sutton

Providers Who Tched Calls

Amount of calls providers Tched in month of August

Amos	5
Andrews	22
Atkins	2
Aucoin	2
Chase	3
Cooper	3
Crisp	3
French, Tom	1
French, Woody	2
Gagne	4
Henley	2
Hornblower	7
Lamontagne	3
Meade	4
Moir	3
Weilbrenner	6

MEMORANDUM

To: Joseph Devine, Town Administrator

From: Kimberly I. Johnson – Town Clerk/Tax Collector

Date: September 11, 2020

Subject: Town Clerk/Tax Collector Report as of 08/31/2020

PROPERTY TAXES

Total Committed 2020	\$7,138,673.99
Uncollected	\$395,417.04

TAX LIENS

	<u>2019 LIENS</u>	<u>2018 LIENS</u>	<u>2017/PRIOR LIENS</u>
Liened Amount	\$252,332.58	\$356,261.59	
Uncollected	\$182,842.65	\$125,771.40	\$211,381.15

WATER & SEWER -**2020**

Water Billed	\$706,261.33
Sewer Billed	\$324,891.92
Uncollected	\$ 99,743.58

TOWN CLERK REVENUE

	<u>2020</u>	<u>2019</u>
Motor Vehicle		
MV	\$684,145.00	\$692,075.92
non-MV	\$8,384.22	\$8,951.90

Transfer Station
August 2020 Monthly Report

monthly report

TRASH	Date
23.36	7/1/2020
25.46	7/14/2020
23.08	7/17/2020
25.53	7/22/2020
10.8	7/24/2020
12.11	7/29/2020
12.66	7/29/2020

Construction		Tipping	Hall Fee
7/3/2020	8.54	\$683.20	\$125
7/10/2020	10.06	\$804.80	\$125
7/27/2020	7.33	\$586.40	\$125
7/28/2020	cans hall fee		\$125
7/30/2020	2.91	\$232.80	\$125

Kristen Bergeron
Transfer Station Superintendent
1393 Weare Rd
Henniker NH
(603) 428-7604

<http://www.henniker.org/>
HennikerTransfer@tds.net

Wastewater Department Report August, 2020

- 08/03/20 – Ken marked a Dig Safe at Edmunds.
Leo requested 30 sewer bricks for catch basin repair on Gould St.
Called Custom Electric to have someone come look at our septage receiving (Rotamat) problems. They are scheduled to come 8/13/20.
Ordered sample bottles from Eastern Analytical for August sludge sample.
All of us pulled and cleaned selector mixer.
Rich & Ken flattened out a manhole cover on Fairview Ave.
All of us set up new BOD Incubator that we had in storage, the old one was overtemp.
- 08/04/20 – Pulling weeds out front.
Working on MOR/DMR
Working on obtaining estimates for CIPP repairs, replacement pumps and skid steer.
Rich & Doug changed oil in Septage mixers.
- 08/05/20 – Gathering information to obtain estimates for CIPP, CIP Pump replacement & Skid steer.
Received 2 new Dig Safes.
Doug & Ken marked 1 Dig Safe on Fairview Ave.
- 08/06/20 - Ken marked 1 Dig Safe on Pearl St.
Working on estimates for CIP, etc.
- 08/07/20 – Finished weeding out front.
Met with Paul Croteau from AAA Pump Service to get quote for pump installations.
Rich & Doug cleaned RAS #2 of leafs and rags.
Doug & Rich brought 3 barrels of grease and rags from Ramsdell Rd. P.S.
Ken cleaned bathroom, swept and washed floor, Rich swept office and hall, Doug made a dump run.
- 08/10/20 – Still working on estimates for CIPP, etc.
Brought quarterly sludge samples to EAI.
Ken & Rich looking for air leaks in AT #1, found 7 leaking diffusers, start pumping water from tank to drying beds.
Completed and submitted monthly Discharge Monitoring Report to EPA and NHDES.
- 08/11/20 – Met with Eddie from Bobcat to get quote for new Skid Steer and trade in value for ours.
Spoke with Jeff from Milton Cat to get a quote for a Skid Steer.
Ken remarked a Dig Safe for Rte 114, Ramsdell Rd. & Water St.
- 08/12/20 – Working on getting an estimate for a Cat Skid Steer
Rich & Ken cleaned Grit Room windows and screens, repaired several screens.
- 08/13/20 – Doug called out for today, he did not say why.
Tim from Custom Electric here today to troubleshoot Rotamat.
We found a bad ultrasonic transmitter (level sensor) will have to order a new one.
- 08/14/20 – Doug called out again, same as above.
Ken & Rich changed out sump pump that was not pumping water from AT #1.
Rich working on string trimmer.
Ken & Rich working on string trimmer, no luck, will see if Justin can take a look.
Ken cleaned bathroom, swept and washed floor. Rich swept office and hallway.
- 08/17/20 – Sent time cards to town Hall.
Moved a pallet of caustic drums to grit room.
Ken & Rich took 2 full 5 gallon buckets of grease and rags from siphon chamber.
Rich & Doug cleaned RAS pump of leafs and rags.

- 08/18/20 – Working on CIPP, CIP and Skid steer request.
 Received 12 drums 50 percent caustic, returned 13 empty drums.
 Ken & Rich attempt to fix 7 leaking diffusers in AT#1.
 Jeff Slade from Milton Cat here to discuss a quote for a new Skid Steer.
- 08/19/20 – Ken marked a Dig Safe at the Mobil Station.
 Doug and Rich changed oil in the Selector mixer.
 Rich & Ken fixed 2 leaks on diffusers in AT #1.
- 08/20/20 – Ken watched the Town Hall Q&A with NEC and Henniker officials.
 Working on string trimmer, can not get it to run properly.
 Brought the string trimmer to the Lumber Barn in Bradford for repairs.
- 08/21/20 – Ken vacuumed the Blower building.
 Ken found the scum pit flooded, pumped it down on hand and cleaned the Ultrasonic level sensor, let it run a few cycles, seems ok now.
 Doug & Rich went to clean the Grit room, the pump will not feed the auger, they are taking the pipe apart to see where it is clogged. The clog was found and cleared.
 Ken cleaned Bathroom, swept and washed floor.
 Rich & Doug cleaned the Grit room.
- 08/24/20- Found UV system control panel not working properly, UV lamps are on but panel screen scrambled.
 Rich & Doug removed 1 barrel of grease and rags from West Henniker pump station.
 Ken called Trojan UV tech support, could not do anything over the phone they will have to send someone to work on it.
- 08/25/20-Doug started the belt press.
 Ken preparing for Select board meeting, paperwork, etc.
 Ken marked Dig Safe at NEC Lyons center
 Generator service tech here to check low speed shut down fault, he found an air pocket in the fuel system that stopped the fuel from reaching its destination.
- 08/26/20-Ken checked the fuel tank that feeds the generator, found the 500 gallon tank $\frac{3}{4}$ full. All OK.
 Picked up the string trimmer from the Lumber Barn, repaired.
- 08/27/20-Doug out today, scheduled.
 Bathroom urinal overflowing, tried to repair, no luck ordered parts.
 Cleaned up mess in bathroom, washed floor.
- 8/28 & 8/31- Ken off, scheduled vacation time.

1 Rolloff container of sludge was sent to Merrimack, NH Composting facility for processing in August.

State of New Hampshire
Water Supply & Pollution Control Comm.
PO Box 95
Concord, New Hampshire 03301

Facility Henniker Wastewater Treatment
Chief Operator Richard Slager
Month August Year ###

Date and Day of Week	Rain or Snow (in.)	Wastewater Flow In (MGD)(1)				Chlorine Residual (mg/L)		Lbs. of Cl.	Settleable Solids (ml/L)		pH		.mg/L	b. NTU	Total Suspended Solids (mg/L)		Coli- form (#/100 ml)			
		INF.	EFF.(2)		EFF.	A.M.	P.M.		INF.	EFF.	INF.	EFF.			EFF(3)	EFF(3)		INF.	EFF.	EFF.
			TOTAL	MIN.																
1 S		0.081	0.020	0.140	0.071							7.2								
2 S		0.072	0.020	0.120	0.067							7.2								
3 M		0.087	0.020	0.130	0.087						7.4	7.2		0.7			1.0			
4 T	.75 R	0.079	0.010	0.150	0.078						7.4	7.2		0.8	205.0	6.0	1.0			
5 W		0.072	0.020	0.220	0.087						7.4	7.2		1.2	446.0	4.0	1.0			
6 TH		0.087	0.010	0.120	0.069						7.4	7.2		0.9						
7 F		0.079	0.010	0.110	0.070						7.5	7.3		1.3						
8 S		0.085	0.010	0.120	0.070							7.2								
9 S		0.075	0.010	0.140	0.077							7.2								
10 M		0.075	0.010	0.180	0.077						7.4	7.2		1.0			1.0			
11 T		0.079	0.010	0.210	0.100						7.5	7.2		1.1		3.0	1.0			
12 W		0.078	0.020	0.120	0.071						7.4	7.2		0.9		5.0	1.0			
13 TH		0.079	0.010	0.120	0.067						7.5	7.2		1.1						
14 F		0.080	0.005	0.110	0.064						7.2	7.2		1.0						
15 S		0.077	0.000	0.120	0.071							7.1								
16 S		0.083	0.010	0.130	0.081							7.2								
17 M		0.082	0.010	0.140	0.079						7.4	7.3		2.1			1.0			
18 T		0.083	0.010	0.180	0.075						7.4	7.2		2.5		5.0	1.0			
19 W	.05 R	0.085	0.005	0.220	0.109						7.5	7.2		2.5		5.0	1.0			
20 TH		0.092	0.010	0.160	0.081						7.6	7.2		1.5						
21 F		0.092	0.010	0.160	0.082						7.4	7.2		1.3						
22 S		0.092	0.020	0.240	0.086							7.2								
23 S	.8 R	0.091	0.010	0.180	0.092							7.2								
24 M		0.099	0.020	0.280	0.102						7.3	7.2		1.4			3.0			
25 T	.35 R	0.102	0.020	0.190	0.070						7.5	7.1		1.8		4.0	1.0			
26 W		0.099	0.010	0.220	0.130						7.6	7.1		1.6		4.0	1.0			
27 TH		0.096	0.010	0.230	0.116						7.6	7.0		1.3						
28 F		0.098	0.030	0.190	0.104						7.6	7.1		1.4						
29 S		0.104	0.010	0.280	0.122							7.0								
30 S		0.099	0.020	0.210	0.108							7.0								
31 M		0.096	0.000	0.170	0.091						7.7	7.0		0.8			1.0			
			Max	0.280	0.130						min	7.0								
Totals		2.678	---	---	2.654	---	---		---	---	max	7.3	---	---	---	---	---			
Averages		0.086	---	---	0.086						---	---	###	1.3	325.5	4.5	1.1			

- (1) Show Units (MGD or GPD)
- % Removal 99%
- (2) Record only Min. and Max. of Either Inf. or Eff. and indicate which. Inf. is preferred.
- (3) Before Chlorination

Date and Day of Week	B.O.D. (mg/L)		Septage gal	BOD (lbs/day)		TSS (lbs/day)	
	INF.	EFF(3)		Total	INF.	EFF(3)	INF.
1 S							
2 S							
3 M							
4 T	173.0	2.8		114.0	1.8	135.1	3.9
5 W	197.0	2.5		118.3	1.8	267.8	2.9
6 TH							
7 F							
8 S							
9 S							
10 M							
11 T		3.0			2.5		2.5
12 W		3.1			1.8		3.0
13 TH							
14 F							
15 S							
16 S							
17 M							
18 T		3.4			2.1		3.1
19 W		2.6			2.4		4.5
20 TH							
21 F							
22 S							
23 S							
24 M							
25 T		3.8			2.2		2.3
26 W		3.3			3.6		4.3
27 TH							
28 F							
29 S							
30 S							
31 M							
Totals	---	---	---	232.3	18.3	402.9	26.6
Avg.	185.0	3.1		116.1	2.3	201.4	3.3
% Removal		98%	Signature: _____				

Additional Information:

Record special analyses, septage received at plant, or other operational data in the extra columns or below.

Report personnel changes, chlorine or power outages, equipment break-downs, etc. below.

NOTE: Send by 10th of following month to NH Water Supply & Pollution Control Commission

“The only Henniker on Earth”



Office of the Town Administrator

Joseph R. Devine, Jr.

To: Board of Selectmen

From: Joseph Devine, Town Administrator

Date: October 1, 2020

Ref: Town Administrator's Report

I am pleased to report on the following items:

- **SAU 24** – Superintendent Jacqueline Coe reached out to me to discuss the CARES Act funding the town has received. The school department had submitted for reimbursement of PPE and protective gear from both the Henniker Community School and John Stark Regional. Henniker Community School submitted for \$25k in reimbursement and John Stark submitted for \$21k. The Department of Education Commissioner has recommended school districts reach out to their municipal partners to see about accessing the CARES funding towns and cities are receiving. The Superintendent said she is still trying to find other reimbursement and there is talk the Governor may authorize some of the money. It is my opinion we should try to assist the school with some of the reimbursement for money that was denied. As a town, we are responsible for 100% of the Henniker Community School and we are responsible for around 30% of John Stark.

It is my opinion we should make plans to help if they are unable to find reimbursement from other sources. I will continue to reach out to Superintendent Coe and bring a figure back in December if that is okay with the Board.

- **NEC & Election Update** – On Tuesday 9/29/2020 we held a meeting with Vice President Lesperance. Included in the meeting was myself, Cordell Johnston (Town Moderator) Kim Johnson (Town Clerk) and Lori Marko (Supervisor of the Checklist). During this meeting we discussed how to help streamline New England College students who wish to register to vote here in Henniker. I am working with Dr. Lesperance to provide him with links and all the information he will need to pass onto the students. Lori Marko has offered to be in session every Thursday between now and October 22 between the hours of 2pm – 4pm at the Town hall. The hope is we can assist students during this time who need to register.

- **Halloween** – I had the opportunity to meet with Police Chief Matt French, Health Officer Greg Aucoin, and Emergency Management Director Stef Costello. After all partaking in the NHMA webinar about Halloween, we feel that a town does not truly regulate Halloween, since it is not a town sponsored event. We make suggestions of hours to the residents to ensure the safety of everyone involved.

We feel that Halloween should continue as it would like any other year. If someone in the community does not feel comfortable participating nothing is making them. The Police Chief feels we should keep the hours the same as years past (5:30pm – 7:30pm) for trick-or-treating. Of course, we suggest trick-or-treaters only go to houses that have an outdoor light on, so everyone knows they are welcoming them at the house. This will help people know which houses do not want visitors as well. We also plan on doing a social media campaign to make everyone aware of the safe practices and CDC recommendations.

Henniker families participating in this community tradition are asked to consider the following safety precautions:

1. Stay with family, close friends/pandemic pods
2. Stay outside, wear a mask (not just a costume mask, a surgical mask or cloth face covering) and use good hand hygiene
3. Avoid indoor haunted house/parties where social distancing is not possible
4. Bring hand sanitizer while trick-or-treating to use between locations
5. Avoid bowls of candy for distribution, consider individual baggies
6. Stay inside or socially distanced while handing out candy
7. Consider having hand sanitizer available while handing out candy

- **Health Insurance Surplus** – Decreased health insurance utilization during the COVID-19 pandemic has resulted in a surplus for the Town's health insurance provider (HealthTrust). HealthTrust is expected to return \$18.8 million to members.

It is the Town's option how to handle the return of surplus. An informal survey of municipalities shows that most communities are returning a proportional share of the surplus to covered employees and retaining the balance as revenue. This proportion would be calculated based on the amount each employee paid into health and dental insurance compared to how much the Town contributed. Other options include returning the entire surplus as a payment to employees, providing a premium holiday for employees, and retaining the revenue.

The surplus is expected to be finalized and distributed in October. I am going to recommend returning a proportional share to employees and accepting the remaining as unanticipated revenue. If the board wants to proceed this way when we receive the final amounts, per RSA 31:95-b I will schedule a public hearing for the unanticipated revenue

- **Athletic Committee/Food Pantry** – I reached out to the Jarrod Brooks following the meeting to discuss the possibility of the Athletic Committee freeing up space for the Food Pantry. When I spoke with Jarrod, I told him the Pantry was looking for space for an additional fridge and freezer as it was reported during the last meeting. Mr. Brooks stated he was happy to work Amanda Tokarz from the Food Pantry. He said one of the major hurdles is they need to have access to the equipment at night and on weekends and they would prefer to have it in one location.

I reached out to Ms. Tokarz to let her know about my conversation with the Athletic Committee. Ms. Tokarz stated that it was not enough space. The Food Pantry needs the entire basement because she would like to install a large walk-in freezer. I explained something to that magnitude would need to come to the Board because of the scale of what she is looking to do. I did take the time to inform her of the Pat's Peaks offer to use their freezer space. I also spoke with Ms. Tokarz about the signage she has installed at the Grange. There are now three signs (one freestanding and two attached to the building). She was instructed to pull sign permits that would need to go before the Historic Commission for approval as well.

- **Revaluation Update** – Vision has completed the informal hearing process. Second notices will be mailed the week of October 5th to every property owner who requested a review of their property and scheduled an informal hearing with a Vision representative. Also, property owners who did not attend the informal hearing process may be receiving a second notification because an adjustment was made to their assessment based on new information presented at the hearings.

The real estate market has changed significantly in Henniker since 2015, which is when the last statistical update was completed. The purpose of a revaluation or statistical update is not to increase property taxes. The purpose is to update property assessments to reflect market value as of April 1, 2020 (the beginning of the tax year in New Hampshire) and to assess all properties fairly and equitably throughout the municipality.

Property owners who are not satisfied after the informal hearing process may file an abatement application by March 1, 2021 through the Assessor's Office after the actual second-half 2020 tax bill is mailed. The property owner will be notified of a decision before July 1, 2021. Taxpayers who then wish to appeal the decision may file with either the State of New Hampshire Board of Tax and Land Appeals or Merrimack County Superior Court no later than September 1, 2021.

- **November 3rd Select Board Meeting** – The first meeting for November is scheduled to be the same day as the General Election. I am looking to see if the Board would like to move this meeting to Tuesday November 10th or any other date the Board would choose.
- **Henniker Building Code/Housing Code/Citation Authority** – During my first year at Henniker this has been a topic that has come up many times. In speaking with residents, elected officials and anyone in Henniker it has been an issue for many years. Prior to 2002, adoption and administration of a building code was purely a local option. In 2002 the New Hampshire legislature adopted the state building code, comprising various model codes. See RSA 155-A:1, IV. The state building code applies to all construction in New Hampshire (RSA 155-A:2; 674:51) and municipalities have the option to administer it. This also gives the Town the ability to have a building inspector to enforce the building codes, inspect properties, and issue certificates of occupancy.

So how does Henniker get authority to administer the state building code? The “local enforcement agency” is appointed pursuant to RSA 674:51; RSA 155-A:1, III; RSA 155-A:7. These statutes are a bit ambiguous. Some phrases imply that an ordinary town meeting warrant article would suffice, but it appears that a municipality wishing to create a new local enforcement procedure for the state building code must do so by an ordinance adopted under the procedures applicable to adoption or amendment of a zoning ordinance (RSA 675:2-:4), whether or not additional building regulations are also adopted.

Also, a recurring issue seems to be around rental properties and how landlords maintain them. The idea behind a housing code is to establish minimum housing standards to protect the public health, safety, and welfare of residents. The primary focus of the ordinance would be on the Town's rental properties with the goal of educating tenants and property owners about minimum health and safety requirements.

Under RSA 674:51, Town voters may enact as an ordinance additional provisions to the state building code, provided that the additional regulations are not less stringent than the state's requirements. Under RSA 675:3, the Board of Selectmen may propose this type of ordinance and the Planning Board is required to hold at least one public hearing on the ordinance.

Finally, under RSA 31:39-c is the final phase of putting this all together. To properly enforce the Housing Code, the town should look to adopt this RSA. This grants us authority to adopt a fine schedule to issue citations that are like parking tickets. Giving the defendant the ability to plead through the mail and not just appear in court.

So why am I bringing this all up? I am looking to gauge the interest from the Board if they wish to pursue these items during the 2021 Town Meeting. As stated earlier under RSA 675:3 the Board of Selectmen may propose this type of ordinance and the Planning Board is required to hold at least one public hearing on the ordinance. The ballot would indicate that the ordinance has been submitted by the Board of Selectmen and would also include the Planning Board approval or disapproval.

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

Ongoing Projects

- Shaker Road renaming – Working with Road Agent
- Goal Setting with Select Board
- Craney Hill Emergency Communication Tower

Upcoming Dates

Supervisor of the Checklist Session – October 8, 2020 2pm – 4pm – Town Hall

Town Hall Closed – October 12, 2020 – Columbus Day

Supervisor of the Checklist Session – October 15, 2020 2pm – 4pm – Town Hall

Henniker Select Board Meeting – October 20, 2020 6:15pm – Henniker Community Center

Respectfully submitted,



Joseph R. Devine, Jr.
Town Administrator