



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

Tuesday, November 17, 2020
6:15 PM
(directly following the public hearing)

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: Letter from Kathleen Hatt

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: November 3, 2020 Consent Agenda - Intent to Cut Map/Lot 1-586-A

Item 3: November 3, 2020 Consent Agenda - Authorize the hiring of Richard Marsh Highway Department Truck Driver/Laborer, pay grade 16, \$19.59/hour

Item 4: November 5, 2020 Consent Agenda - MS-1 2020

Item 5: November 17, 2020 Consent Agenda

a) Committee Reappointments

i. Shelbie Connor, Paula A. Amato – Economic Development Committee

ii. Heather E. Jones – Athletic Committee

iii. Elizabeth Hustis – Historic District Commission

b) Timber Tax Warrant & Certification of Yield Taxes Assessed: Map/Lot 1-054-B, 1-559, 1-570, 1-603-X1

- c) Sewer Abatement 134 Maple Street: \$210.49
- d) Authorize the hiring of Kirk Dockham Highway Department Seasonal Plow Truck Operator: \$30.00/hour
- e) Intent to Cut Map/Lot 1-717
- f) Refund Motor Vehicle Registration \$101.00, Hopkinton Forestry & Land Clearing

VII. NEW BUSINESS

- Item 6: Transfer Station Gate Repair
- Item 7: Highway Department Wing Purchase
- Item 8: MSW Disposal and Transportation Bid Award
- Item 9: Health Care Refund
- Item 10: Result of State of NH Auction
- Item 11: Mini Splits Installation – Teen Center
- Item 12: Proposed Changes to Personnel Policy
- Item 13: Police Department Step Increases
- Item 14: NH Police Accountability Report (link to report)
<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/2020-09/accountability-final-report.pdf>

VIII. OLD BUSINESS

- Item 15: Proposed Ordinances for Town Meeting 2021
 - a) Henniker Building Code
 - b) Henniker Housing Standards Ordinance
 - c) Citation Ordinance

IX. OTHER BUSINESS

- Item 16: Acceptance of Board of Selectmen Non-public Minutes October 20, 2020
- Item 17: Acceptance of Board of Selectmen Meeting Minutes October 20, 2020
- Item 18: Department Reports
- Item 19: Town Administrator Report
- Item 20: 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 21: Non-public RSA 91-A:3, 11 (a)

XII. ADJOURNMENT

XIII. UPCOMING DATES

- November 18, 2020 @ 7:00pm – Zoning Board of Adjustment
- November 19, 2020 @ 6:30pm – Capital Improvement Program Meeting
- November 20, 2020 @ 8:00am – Building Code Working Group
- November 26 & 27, 2020 – Town Hall Closed
- December 1, 2020 – Select Board Meeting

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: November 12, 2020

Next Routine Meeting: December 1, 2020

Items for the next agenda, with completed backup, must be in the
Selectmen's Office no later than 12:00 noon on November 25, 2020.

Board of Selectmen
18 Depot Hill Road
Henniker, NH 03242

October 29, 2020

Dear Kris Blomback, Tia Hooper, Peter Flynn, Scott Osgood, and Leon Parker:

THANK YOU!

Thank you for reopening the Swap Shop at the Henniker Transfer Station and for maintaining this vital community resource.

As one of many who regularly uses the Swap Shop, I am truly grateful for the opportunity to find many many needed (and some not-so) items. Here is a small sample of some Swap Shop items now in use in my home:

toaster oven, used once or twice	picnic table
stainless steel compost container	Mexican plate
milking stool, now a plant stand	bamboo plant
kitchen chair and stool	knife block
Navajo sand painting	desk lamp
kitty litter, unopened box	drinking glasses
games and puzzles	books
printer ink	

and many, many more, including holiday gifts for friends and family

Where would these items be now had they not found a new home? They probably would have become part of the volume of waste the Town of Henniker pays to remove. But beyond the practical, the Swap Shop is a vital social meeting place, a place which strengthens community bonds. For those of limited income, it is as important as the food pantry in meeting human needs.

Again, Thank You.

Sincerely,



Kathleen Hatt
24 Maple St., P. O. Box 474
Henniker, NH 03242



TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

Tuesday, November 3, 2020
Henniker Community School
51 Western Ave.
Henniker, NH 03242
7:00 am – 7:00 pm

Consent Agenda

- a. Intent to Cut Map/Lot 1-586-A

Board of Selectmen Approval:

The image shows five handwritten signatures, each written over a horizontal line. The signatures are in cursive and appear to be of various individuals, likely the members of the Board of Selectmen.

*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 OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

Tuesday, November 3, 2020
Henniker Community School
51 Western Ave.
Henniker, NH 03242
7:00 am – 7:00 pm

Consent Agenda

- a. Authorize the hiring of Richard Marsh Highway Department Truck Driver/Laborer; pay grade 16, \$19.59 per hour.

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



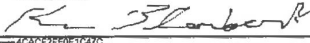
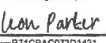
TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

Thursday, November 5, 2020

Consent Agenda

MS-1 2020

Board of Selectmen Approval:

DocuSigned by:

4C4CF2FF0F1C47C...
DocuSigned by:

B71CBAC073D1421...

DocuSigned by:

408120FA607040E...
DocuSigned by:

97D0D0C4024041D...

*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



**New Hampshire
Department of
Revenue Administration**

**2020
MS-1**

Henniker Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

Assessor		
MONICA HURLEY (CORCORAN CONSULTING ASSOCIATES)		

Municipal Officials		
Name	Position	Signature
KRIS BLOMBACK	CHAIRMAN	<small>DocuSigned by:</small> <small>4CACF2FF0F1C47C...</small>
TIA HOOPER	VICE-CHAIRWOMAN	<small>DocuSigned by:</small> <small>4BC120FA5D724EE...</small>
PETER FLYNN	SELECTMAN	<small>DocuSigned by:</small> <small>97D0D8CA824B41D...</small>
D SCOTT OSGOOD	SELECTMAN	<small>DocuSigned by:</small> <small>BF613BA522004DA...</small>
LEON PARKER	SELECTMAN	<small>DocuSigned by:</small> <small>B71CBAC073D1421...</small>

Preparer		
Name	Phone	Email
MONICA HURLEY	603-533-6689	mkchurley@comcast.net

Preparer's Signature

Sign here



New Hampshire
Department of
Revenue Administration

2020
MS-1

Land Value Only		Acres	Valuation	
1A	Current Use RSA 79-A	15,514.64	\$1,443,596	
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0	
1C	Discretionary Easements RSA 79-C	0.00	\$0	
1D	Discretionary Preservation Easements RSA 79-D	0.52	\$34,500	
1E	Taxation of Land Under Farm Structures RSA 79-F	0.00	\$0	
1F	Residential Land	4,946.91	\$130,906,262	
1G	Commercial/Industrial Land	1,279.57	\$20,533,066	
1H	Total of Taxable Land	21,741.64	\$152,917,422	
1I	Tax Exempt and Non-Taxable Land	2,796.97	\$11,178,832	
Buildings Value Only		Structures	Valuation	
2A	Residential	0	\$250,018,091	
2B	Manufactured Housing RSA 674:31	0	\$1,670,824	
2C	Commercial/Industrial	0	\$62,093,921	
2D	Discretionary Preservation Easements RSA 79-D	12	\$113,683	
2E	Taxation of Farm Structures RSA 79-F	0	\$0	
2F	Total of Taxable Buildings	0	\$313,896,519	
2G	Tax Exempt and Non-Taxable Buildings	0	\$43,432,830	
Utilities & Timber			Valuation	
3A	Utilities		\$13,105,200	
3B	Other Utilities		\$0	
4	Mature Wood and Timber RSA 79:5		\$0	
5	Valuation before Exemption		\$479,919,143	
Exemptions		Total Granted	Valuation	
6	Certain Disabled Veterans RSA 72:36-a	0	\$0	
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0	
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	0	\$0	
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	1	\$150,000	
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12	0	\$0	
10B	Utility Water & Air Polution Control Exemption RSA 72:12-a	0	\$0	
11	Modified Assessed Value of All Properties		\$479,769,143	
Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$50,000	3	\$150,000
13	Elderly Exemption RSA 72:39-a,b	\$0	41	\$6,299,063
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$110,000	9	\$650,300
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	25	\$58,427
17	Solar Energy Systems Exemption RSA 72:62	\$0	24	\$813,080
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
20	Total Dollar Amount of Exemptions			\$7,970,870
21A	Net Valuation			\$471,798,273
21B	Less TIF Retained Value			\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value			\$471,798,273
21D	Less Commercial/Industrial Construction Exemption			\$0
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction			\$471,798,273
22	Less Utilities			\$13,105,200
23A	Net Valuation without Utilities			\$458,693,073
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value			\$458,693,073



New Hampshire
Department of
Revenue Administration

2020
MS-1

Utility Value Appraiser

GEORGE SANSOUCY

The municipality **DOES NOT** use DRA utility values. The municipality **IS NOT** equalized by the ratio.

Electric Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PSNH DBA EVERSOURCE ENERGY	\$12,433,158	\$672,000			\$13,105,200
	\$12,433,158	\$672,000			\$13,105,200



New Hampshire
Department of
Revenue Administration

2020
MS-1

Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$200	143	\$28,600
Surviving Spouse RSA 72:29-a			
Tax Credit for Service-Connected Total Disability RSA 72:35	\$2,000	5	\$10,000
All Veterans Tax Credit RSA 72:28-b	\$200	4	\$800
Combat Service Tax Credit RSA 72:28-c			
		152	\$39,400

Deaf & Disabled Exemption Report

Deaf Income Limits		Deaf Asset Limits	
Single		Single	
Married		Married	
Disabled Income Limits		Disabled Asset Limits	
Single	\$40,000	Single	\$75,000
Married	\$55,000	Married	\$75,000

Elderly Exemption Report

First-time Filers Granted Elderly Exemption for the Current Tax Year

Age	Number
65-74	4
75-79	1
80+	0

Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted

Age	Number	Amount	Maximum	Total
65-74	18	\$130,000	\$2,340,000	\$2,172,857
75-79	7	\$150,000	\$1,050,000	\$897,700
80+	16	\$350,000	\$5,600,000	\$3,228,506
	41		\$8,990,000	\$6,299,063

Income Limits	
Single	\$48,800
Married	\$61,000

Asset Limits	
Single	\$84,000
Married	\$84,000

Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)

Granted/Adopted? No

Structures:

Has the municipality adopted Taxation of Certain Chartered Public School Facilities? (RSA 79-H)

Granted/Adopted? No

Properties:

Has the municipality adopted Taxation of Qualifying Historic Buildings? (RSA 79-G)

Granted/Adopted? No

Properties:

Has the municipality adopted the optional commercial and industrial construction exemption? (RSA 72:76-78 or RSA 72:80-83)

Granted/Adopted? No

Properties:

Percent of assessed value attributable to new construction to be exempted:

Total Exemption Granted:

Has the municipality granted any credits under the low-income housing tax credit tax program? (RSA 75:1-a)

Granted/Adopted? No

Properties:

Assessed value prior to effective date of RSA 75:1-a:

Current Assessed Value:



New Hampshire
Department of
Revenue Administration

2020
MS-1

Current Use RSA 79-A	Total Acres	Valuation
Farm Land	1,422.45	\$410,440
Forest Land	8,292.67	\$728,711
Forest Land with Documented Stewardship	4,957.32	\$286,302
Unproductive Land	81.06	\$1,803
Wet Land	761.14	\$16,340
	15,514.64	\$1,443,596

Other Current Use Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	2,267.91
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	17.35
Total Number of Owners in Current Use	Owners:	313
Total Number of Parcels in Current Use	Parcels:	497

Land Use Change Tax

Gross Monies Received for Calendar Year		\$42,165
Conservation Allocation	Percentage: 50.00%	Dollar Amount: \$21,083
Monies to Conservation Fund		\$21,083
Monies to General Fund		\$21,082

Conservation Restriction Assessment Report RSA 79-B	Acres	Valuation
Farm Land		
Forest Land		
Forest Land with Documented Stewardship		
Unproductive Land		
Wet Land		

Other Conservation Restriction Assessment Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	
Owners in Conservation Restriction	Owners:	
Parcels in Conservation Restriction	Parcels:	



New Hampshire
Department of
Revenue Administration

2020
MS-1

Discretionary Easements RSA 79-C **Acres** **Owners** **Assessed Valuation**

Taxation of Farm Structures and Land Under Farm Structures RSA 79-F

Number Granted **Structures** **Acres** **Land Valuation** **Structure Valuation**

Discretionary Preservation Easements RSA 79-D

Owners **Structures** **Acres** **Land Valuation** **Structure Valuation**
8 12 0.52 \$34,500 \$113,683

Map	Lot	Block	%	Description
1	632		1	BARN
1	92	X	1	BARN
1	639	A	1	BARN
1	639	BX	1	SHOE SHOP
1	639	BX	1	BUCKET SHOP
1	639	B	1	TOOL SHED
1	639	B	1	BARN
2	376		1	BARN
2	479		1	BARN
1	540	X2D	1	BARN
1	644		1	BARN
2	480	A	1	BARN/GARAGE

Tax Increment Financing District **Date** **Original** **Unretained** **Retained** **Current**
This municipality has no TIF districts.

Revenues Received from Payments in Lieu of Tax **Revenue** **Acres**
State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357 \$103,018.00 1,916.23
White Mountain National Forest only, account 3186 \$0.00 0.00

Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74) **Amount**
This municipality has not adopted RSA 72:74 or has no applicable PILT sources.

Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186) **Amount**
CONTOOCCOOK VILLAGE PRECINCT \$341
\$341

Notes



TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

**Tuesday, November 17, 2020
6:15 pm**

Consent Agenda

- a) Committee Reappointments
 - i. Shelbie Connor, Paula A. Amato – Economic Development Committee
 - ii. Heather E. Jones – Athletic Committee
 - iii. Elizabeth Hustis – Historic District Commission
- b) Timber Tax Warrant & Certification of Yield Taxes Assessed: Map/Lot 1-054-B, 1-559, 1-570, 1-603-X1
- c) Sewer Abatement 134 Maple Street: \$210.49
- d) Authorize the hiring of Kirk Dockham Highway Department Seasonal Plow Truck Operator: \$30.00/hour
- e) Intent to Cut Map/Lot 1-717
- f) Refund Motor Vehicle Registration \$101.00, Hopkinton Forestry & Land Clearing

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
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: November 9, 2020
TITLE: Transfer Station Gate
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

In the 2020 budget, the Transfer Station budgeted to replace the electric barrier gate at the entrance to the Transfer Station. Superintendent Bergeron is looking to use funds from the building repairs line to complete this job. She reached out to several companies but only two of them would travel to Henniker to install this type of gate barrier.

Overhead Doors (Concord, NH) \$3,400

R.G Tombs Door (Hooksett, NH) \$3,890

Overhead Doors is the lowest bid and it includes the electrical unlike R.G Tombs Door.

Legal Authority: N/A

Financial Details: \$3,400

Town Administrator Comment: This is a repair the Transfer Station was anticipating doing and needs to be completed. I agree with moving forward with Overhead Doors.

Suggested Action/Recommendation:

Suggested Motion:

Motion to approve the Town Administrator to move forward with the suggested gate replacement with Overhead Doors.

The Genuine. The Original.



Overhead Door Company of Concord
An Affiliate of Installed Building Products
38 Locke Road #1
PO Box 3388
CONCORD, NH 03301
Phone: 603-224-2280
Fax: 603-226-8870
Toll Free: 800-639-7660

PROPOSAL

Customer Address
 Town of Henniker
 64 Western Ave.
 Henniker, NH 03242

Job Name
 Town of Henniker-18 Depot Hill Rd. Henniker, NH

Job Address
 18 Depot Hill Rd.
 Henniker, NH 03242

Date: 9/30/2020

Job: 4407608

Contacts

Phone: 428-7604

Fax:

Product/Service Description	Price	Qty	Amount
Phase: 9893437 6Y1 PQ:			\$3,400.00
Garage Door Material and Labor Pursuant to Contract	\$3,400.00	1.00	\$3,400.00

Work Area Notes: Labor & material to install (1) Meg arm tower 850 LM security + 2.0 w/14 ft. padded yellow gate arm & two remotes.

We propose hereby to furnish material & labor - complete in accordance with the above specifications, for the sum of : **\$3,400.00**

Terms: Collect On Delivery

All material will be as provided in the attached description. All work will be completed in a workmanlike fashion in accordance with the standards of the industry. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate(s). All agreements are contingent upon strikes, accidents, acts of God or delays beyond our control. Owner to carry fire and tornado insurance and other insurance that may be required by law. Our workers are covered by workers' compensation insurance to the extent required by law.

We do not warrant against and shall not be liable for any damage or injury, including but not limited to mold accumulation, when due to any of the following causes: the failure of the builder or contractors (other than our Company) to follow the instructions and specifications of the insulation manufacturer; faulty or improper installation or maintenance of drywall or other wall covering; use of accessories or wall preparation materials that do not properly receive the insulation; and compliance with applicable building codes or other government regulations relating to surface preparation, wall coverings, required materials or mandatory procedures.

ANY WARRANTIES IMPLIED BY LAW, SUCH AS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXPRESSLY DISCLAIMED. WE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES OR INCIDENTAL DAMAGES for breach of any warranty associated with the insulation. Our liability shall in no event exceed the cost of the materials set forth herein. We cannot and shall not be liable to you for the breach of any other express warranties, such as those given to you by other dealers, contractors, applicators, distributors or manufacturers. Your exclusive remedy with respect to defective materials provided by us shall be repair or replacement, at our option, of the defective materials.

Note: this proposal may be withdrawn by us if not accepted within 30 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

DATE: _____ **SIGNATURE:** _____

Sales Representative: Richard A Sarno

DATE: _____ **SIGNATURE:** _____

Customer Representative:

Printed Name _____ **Title** _____

R.G. Tombs Door Co., LLC

38 West River Rd.
Hooksett, NH 03106**QUOTATION**

DATE	QUOTE #
10/21/2020	56632

BILL TO
TOWN OF HENNIKER 2 DEPOT HILL ROAD HENNIKER, NH 03242 ATTN: KRISTEN 603-494-1606

P.O. NO.	TERMS	DUE DATE	REP	PHONE # 668-2002	PROJECT
		10/21/2020	RICH		

ITEM	DESCRIPTION	QTY	RATE	CLASS	Total
058	MATDCBB3 MEGA TOWER w/850 LM SECURITY w/BATTERY	1		OVERHEAD D...	0.00
058	TOTAL INSTALLED *ALL WIRING BY OTHERS	1	3,890.00	OVERHEAD D...	3,890.00

PRICES ARE GOOD FOR 30 DAYS ONLY				Total	\$3,890.00
----------------------------------	--	--	--	--------------	------------

(603) 668-2002



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: November 9, 2020

TITLE: Highway Department – Wing Purchase

INITIATED BY: Leo Aucoin, Highway Superintendent

PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Leo Aucoin, Highway Superintendent

AGENDA DESCRIPTION:

Highway Superintendent Aucoin is looking to purchase a new wing plow for his trucks. He has received three quotes:

- | | |
|------------------|------------|
| 1. Tenco | \$4,399.69 |
| 2. HP Fairfield | \$6,078.00 |
| 3. Donovan Equip | \$9,900.00 |

We are looking to utilize the Highway Equipment Maintenance/repair line which has enough money to support this purchase.

Legal Authority: N/A

Financial Details: \$4,499.69

Town Administrator Comment: In speaking with the Superintendent we feel purchasing the Tenco is best for the Town. We already utilize this equipment and have had an easy time getting parts when necessary. They are also the lowest quote that we received.

Suggested Action/Recommendation:

Suggested Motion:

Motion to approve the Town Administrator to go forward with purchasing a Tenco Wing Plow for the Highway Department.

**NEW HAMPSHIRE**

554 Maple Street
 Hopkinton, NH 03229
 P: (603) 225-9576
 F: (603) 228-5246

Sales Quote

IMPORTANT: All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods. **LATE CHARGE:** A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

CUSTOMER NO	825263	TERRITORY	393	PAGE 1 of 1
ORDER DATE	11/04/2020	CUSTOMER PO	79328Kaulbach	
QUOTE DATE	11/04/2020	SHIPPED VIA		
SALES ORDER	5895516 - SQ	FREIGHT TERMS	EXW- CUSTOMER FRT ACCOUNT	
		EX2	DIRECT BILL TRANSFER AT ORIGIN	
PAYMENT TERMS	Net 30 Days from Invoice Date	CODE	002	
DELIVERY INSTRUCTIONS:				
		REQUESTED SHIP DATE	11/04/2020	

SOLD TO:
 TOWN OF HENNIKER CHP
 18 DEPOT HILL RD
 HENNIKER NH 03242-7368

SHIP TO:
 TOWN OF HENNIKER CHT
 RAMSDALE RD
 HENNIKER NH 03242

DESCRIPTION/REMARKS							
<p>**Price listed is for Wing, wing arm mounting plate, trip block, and wing arm assembly complete** \$6068.00</p> <p>**Items listed are for a EVEREST wing system and may not fit other systems**</p> <p>OPTION: -Wing blade with wing arm mounting plate is \$2628.00</p>							
ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT
WINGHPF	9958	Wing complete - see notes		1	6,078.00	0	6,078.00

R E M A R K S	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	6,078.00
	6,078.00	0.00	12/04/2020	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	6,078.00
				PREPAID AMOUNT	

IMPORTANT: Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group.

SOUSSION / QUOTATION

Date 10/26/2020



Tenco inc.
1318 Principale
St-Valérien de Milton, QC J0H 2B0
CANADA

Notre Numéro de Soumission 125556
Our Quotation Number

Tél. : 450 549-2411
Fax : 450 549-2410

Expire le 11/25/2020
Expires on

Vendu à / Sold to :

Town of Henniker, NH

roadagent@henniker.org

Contact Leo Aucoin

Tél.: 603.428.3227

Télec.

Votre contact / Your contact

Greg Murray

Vendeur / Vendor

Quantité Quantity	No. Produit Product No	Description
1	215220098	RH SIDE WING 10' 3/16" STEEL TCW-10H-38, HEIGHT 38"
1	215220045	FIXED HINGE
1	215300019	RH STD FLOATING FOR HEAVY DUTY TRUCK
1	217300001	RH PUSH ARM 17" FOR FIXED AND 4-8-30° HINGE
1	210280264	RED SPRING GUIDE
1	P215-123	STD BLACK-OR. TCW-S,H
0	TENCO OPTIONS	

Transport non inclus / Taxes non incluses

Freight not included / Taxes not included

Total 4399.69\$



QUOTATION

PO # _____

QUOTE / ORDER # __ V1029208 _____

CUSTOMER: TOWN OF HENNIKER, NH
 CONTACT: LEO
 ADDRESS: 18 DEPOT HILL RD
 HENNIKER, NH 03242
 PHONE: 603 428 3221
 FAX:

6 ENTERPRISE DRIVE
 LONDONDERRY, NH 03053
 PHONE: 603-669-2250
 FAX: 603-669-0501

DATE: 11/11/20

TRUCK INFO:
 YEAR:
 MAKE: IHC
 MODEL:
 TRANS. #
 BODY COLOR:

Thank you for your inquiry. We are pleased to offer the following proposal:

CASH AND CARRY

MONROE 10' PATROL WING 40" HIGH W/ HD ARMS AND WING LOCK

I HAVE READ AND APPROVED THE ABOVE QUOTATION
 AND HEREBY AUTHORIZE YOU TO COMPLETE THE WORK.

SUB-TOTAL	\$9,900.00
12% F.E.T.	N/A
TOTAL	\$9,900.00

I HAVE READ AND APPROVED THE ABOVE QUOTATION AND
 HEREBY AUTHORIZE YOU TO COMPLETE THE WORK.

CUSTOMER SIGNATURE: _____

DATE: _____

NOTE: PAYMENT DUE IN FULL UPON DELIVERY. NO CREDIT CARDS ACCEPTED.

QUOTATION IS VOID AFTER 30 DAYS.

QUOTED BY: NATE VAILLANCOURT



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: November 12, 2020

TITLE: Transfer Station Disposal and Transportation RFP

INITIATED BY: Joseph Devine, Town Administrator

PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

Our current contract for transportation and disposal is up on December 31, 2020. We put an RFP out for a five-year contract to handle the disposal and transportation. Below please find the information pertaining to the bids we received:

1. Naughton – They have placed a bid to handle both the transportation and disposal of the trash. The cost is \$80 per ton and it is a set rate for all 5 years. The transportation rate is \$200 per a trip from the Henniker Transfer Station to Naughton's recycling center in Bradford. Naughton would ultimately take the trash to Wheelabrator where our trash currently goes. That means there would be no change in the way we have been conducting business.
2. Waste Management – They placed a bid to handle both the transportation and disposal of the trash. Their bid was all inclusive starting at \$83.70 per a ton and increasing each year of the contract until maxing out at \$101.74 in year 5. The transportation would be going to Turn Key Landfill in Rochester which means more wear on the trailers. There also would be an additional cost to dispose of tires.
3. Sizemore – This bid was for hauling only. They listed several locations they would haul to but having them take it to Naughton's in the cheapest.
4. Zero Waste – This bid was for disposal only. We would have to utilize Sizemore for hauling if the Board wanted to go with this bid.

Cost Breakdown over the 5 year contract:

- | | |
|------------------------|-----------|
| 1. Naughton | \$613,600 |
| 2. Waste Management | \$649,364 |
| 3. Sizemore/Naughton | \$659,100 |
| 4. Sizemore/Zero waste | \$754,052 |

Legal Authority: N/A

Financial Details: \$613,600 for the five year contract

Town Administrator Comment: It is my recommendation that we accept the bid from Naughton and Sons to transport and dispose of our solid waste. We also already have a contract in place with Naughton for our demo disposal.

Suggested Action/Recommendation:

Suggested Motion:

Motion to authorize the Town Administrator to execute a contract for services with Naughton Recycling Center. This contract will be a five-year contract for \$613,600. The terms of the contract are for the hauling and disposal of the Town of Henniker's Municipal Waste.

Town of Henniker
Trash Disposal & Hauling Bid Opening 10/29/20

						Cost Per Ton	Tons	Total Bid	Difference From Low Bidder \$	Difference From Low Bidder %
Naughton		2021	10400	Transport	Disposal	80	1404	122,720		
		2022	10400	Transport	Disposal	80	1404	122,720		
		2023	10400	Transport	Disposal	80	1404	122,720		
		2024	10400	Transport	Disposal	80	1404	122,720		
		2025	10400	Transport	Disposal	80	1404	122,720	613,600	
Waste Management		2021		Transport + disposal		\$83.70	1404	117,515		
		2022		Transport + disposal		\$87.89	1404	123,398		
		2023		Transport + disposal		\$92.28	1404	129,561		
		2024		Transport + disposal		\$96.90	1404	136,048		
		2025		Transport + disposal		\$101.74	1404	142,843	649,364	35,764 5.83%
Sizemore	Naughton	2021	19500	Transport	Naughton Disposal	80	1404	131,820		
	Naughton	2022	19500	Transport	Naughton Disposal	80	1404	131,820		
	Naughton	2023	19500	Transport	Naughton Disposal	80	1404	131,820		
	Naughton	2024	19500	Transport	Naughton Disposal	80	1404	131,820		
	Naughton	2025	19500	Transport	Naughton Disposal	80	1404	131,820	659,100	45,500 7.42%
Sizemore	Bow/Zero	2021	20800	Transport	Zero Waste	86	1404	141,544		
	Bow/Zero	2022	20800	Transport	Zero Waste	89	1404	145,756		
	Bow/Zero	2023	20800	Transport	Zero Waste	92	1404	149,968		
	Bow/Zero	2024	20800	Transport	Zero Waste	96	1404	155,584		
	Bow/Zero	2025	20800	Transport	Zero Waste	100	1404	161,200	754,052	140,452 22.89%

Bow Recycling Center
 330 River Road
 Bow, NH 03304
 603-227-0700
 info@zerowastenh.com

Proposal for Disposal
 Of Municipal Solid Waste
 For the Town of Henniker, NH

October 29, 2020

Bow Recycling Center hereby proposes a five-year agreement with the Town of Henniker for disposal of Municipal Solid Waste at the following prices. This agreement to begin on or about January 1, 2021 and run for five years ending December 31, 2025. Proposed contract rates for the five-year period are as follows:

Municipal Solid Waste:

Disposal	Year 1	\$ 86.00 per ton
Disposal	Year 2	\$ 89.00 per ton
Disposal	Year 3	\$ 92.00 per ton
Disposal	Year 4	\$ 96.00 per ton
Disposal	Year 5	\$ 100.00 per ton

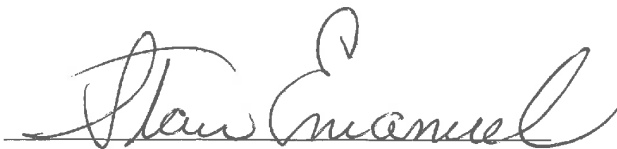
Additional Services:

Bow Recycling Center, as a regular practice, possesses specialty equipment to, and actively does, assist customers with frozen loads of Municipal Solid Waste.

PROPOSER REFERENCES

1. Town of Dunbarton Transfer Station - Hauling of MSW and C&D, Woody Bowne 603-424-9193
2. Town of New Boston Transfer Station – Disposal of MSW and C&D, Gerry Cornett 603-487-5000
3. Town of New Durham Transfer Station – Hauling and disposal of MSW and C&D: Josh Johansen 603-520-1399
4. Town of Merrimack Transfer Station – Hauling of Recyclables, Steve Doumas 603-424-2604
5. State of New Hampshire Various Locations – Hauling and Disposal of MSW, Jeff Haley 603-271-2202

Respectfully Submitted:



Stan Emanuel, President



SOLID WASTE MANAGEMENT FACILITY STANDARD PERMIT

as authorized by the
NH Department of Environmental Services, Waste Management Division (Department)
pursuant to RSA 149-M and Part Env-Wm 314 of the New Hampshire Solid Waste Rules (Rules)

I. PERMIT/FACILITY IDENTIFICATION:

Permit No.: DES-SW-SP-99-001

Permittee: Stan & Pete, Inc. d/b/a

Facility Name: Bow Recycling Center

Facility Location: 74 River Road, Bow, NH 03304; Tax Map 41, Block 2, Lot 160-A

Facility Description: Solid waste transfer station and recycling facility for Municipal Solid Waste, Recyclables, Construction and Demolition Debris, Bulky Waste and Other Authorized Solid Waste

Facility Type: Collection, Storage, and Transfer Facility

Service Type: Commercial

II. FILE REFERENCE/RECORD OF APPLICATION:

Date(s) Received: October 28, 1997 and December 22, 1998

WMD Log #(s): 199700556 and 199800540

III. TERMS AND CONDITIONS: The permittee shall comply with the requirements of RSA 149-M, the New Hampshire Solid Waste Rules (Rules) and the attached terms and conditions, as amended.

IV. AUTHORIZATION: Pursuant to RSA Chapter 149-M and Part Env-Wm 314 of the Rules, this permit is hereby issued to the permittee as identified in Section I above to construct and operate the solid waste management facility identified in Section I above, subject to the terms and conditions in Section III above. This authorization is based on information and representations provided to the Department by the permittee, in documents referenced in Section II above. If the information is false, misleading or incomplete, the permit may be revoked or suspended in accordance with Part Env-Wm 306.

BY EXERCISING ANY RIGHTS UNDER THIS PERMIT, THE PERMITTEE HAS AGREED TO ALL TERMS AND CONDITIONS OF THE PERMIT. Failure to comply with these terms and conditions could result in civil or criminal penalties, suspension or revocation of the permit. No liability is incurred by the State of New Hampshire by reason of any approval of this solid waste facility. Approval by the Department is based on plans and specifications supplied by the permittee. No warranty/guarantee is intended or implied by reason of any advice given by the Department or its staff.

This permit shall not eliminate the permittee's obligation to obtain all requisite federal, state or local permits, licenses or approvals, or to comply with all other applicable federal, state, district and local permits, ordinances, laws, approvals or conditions relating to the facility.

Philip J. O'Brien, PhD., Director
Waste Management Division

May 18, 1999

Date

Contact the Waste Management Division, 6 Hazen Drive, Concord, NH [telephone (603)-271-2900] if there are questions.



STATE OF NEW HAMPSHIRE
Department of Agriculture, Markets & Food
Division of Weights and Measures

94100

WEIGHING AND MEASURING DEVICE LICENSE

BOW RECYCLING CENTER
330 RIVER RD
BOW, NH 03304

Account Number
20387

This is to certify that the commercial weighing or measuring device(s) listed below has/have been licensed
in accordance with RSA 438:8(g).

POST IN CONSPICUOUS AREA
DEVICE(S) SHALL BE CERTIFIED ANNUALLY

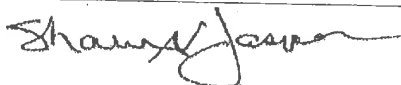
PLACE A COPY OF
THIS LICENSE IN
SCALE HOUSE

CARDINAL 10' X 70' 120000-LB VEHICLE SCALE B41761
FAIRBANKS 14' X 34' 120000-LB VEHICLE SCALE 10570R

Expiration Date:
December 31, 2020

License Number:
2020387

POST THIS LICENSE AT THE
LOCATION OF THE DEVICE(S)


Shawn N. Jasper, Commissioner

NAUGHTON RECYCLING CENTER, LLC

24 Jones Road Bradford, NH 03221 · 603-938-2282

NSR@naughtonrecycling.com

www.naughtonrecycling.com

October 28, 2020

Town of Henniker – Town Hall
18 Depot Hill Road
Henniker, NH 03242

Re: Henniker Transfer Station
1393 Weare Road
Henniker, NH

Naughton Recycling Center, LLC proposes hauling your Municipal Solid Waste trailer to our facility, Naughton Recycling Center, located at 24 Jones Rd Bradford, NH 03221.

We have a great relationship with the town as we have been hauling the demo back to our facility since May of 2019. We also haul the steel cans and aluminum to Schnitzer in Concord, NH. We wanted to bid on both because of the close proximity to our facility and would ease the scheduling of the haul and disposal as our hours are more accommodating and in the winter we can be flexible with the snow removal times etc.

Please feel free to contact me with any questions or concerns.



Respectfully,

Jody Whelton
Naughton & Son Recycling, LLC

:jlw



24 Jones Road
P.O. Box 464
Bradford, NH 03221
603-938-5234
www.naughtonrecycling.com



October 28, 2020

Town of Henniker – Town Hall
18 Depot Hill Road
Henniker, NH 03242

Re: Henniker Transfer Station
1393 Weare Road
Henniker, NH

BID PROPOSAL for Disposal of Municipal Solid Waste:

Naughton Recycling Center LLC, proposes disposal services as follows:

- Naughton Recycling Center, Bradford NH \$80.00 per ton years 1 thru 5

24 Hour Emergency Contacts:

Jody Whelton 603-748-4732
Amy McCabe 603-491-1373

If accepted this contract would be in effect from January 1, 2021 and end on December 31, 2025. There are no fuel surcharges. A Certificate of Insurance to be provided upon award of contract.

Please feel free to contact me with any questions or concerns.

Respectfully,

Jody Whelton
Naughton & Son Recycling, LLC

:jlw

NAUGHTON RECYCLING CENTER, LLC

24 Jones Road Bradford, NH 03221 · 603-938-2282

NSR@naughtonrecycling.com

www.naughtonrecycling.com

October 28, 2020

Town of Henniker – Town Hall
18 Depot Hill Road
Henniker, NH 03242

Re: Henniker Transfer Station
1393 Weare Road
Henniker, NH

Naughton Recycling Center, LLC proposes hauling your Municipal Solid Waste trailer to our facility, Naughton Recycling Center, located at 24 Jones Rd Bradford, NH 03221.

We have a great relationship with the town as we have been hauling the demo back to our facility since May of 2019. We also haul the steel cans and aluminum to Schnitzer in Concord, NH. We wanted to bid on both because of the close proximity to our facility and would ease the scheduling of the haul and disposal as our hours are more accommodating and in the winter we can be flexible with the snow removal times etc.

Please feel free to contact me with any questions or concerns.



Respectfully,

Jody Whelton
Naughton & Son Recycling, LLC

:jlw



24 Jones Road
P.O. Box 464
Bradford, NH 03221
603-938-5234
www.naughtonrecycling.com



October 28, 2020

Town of Henniker – Town Hall
18 Depot Hill Road
Henniker, NH 03242

Re: Henniker Transfer Station
1393 Weare Road
Henniker, NH

BID PROPOSAL for transportation of Municipal Solid Waste:

Naughton Recycling Center, LLC proposes hauling services as follows:

- Naughton Recycling Center, Bradford NH \$200.00 per roundtrip
- Mt. Carberry Landfill, Berlin NH \$650.00 per roundtrip
- Wheelabrator Concord Company, Concord NH \$300.00 per roundtrip

Wait time for Wheelabrator Concord will be \$85/hour if Naughton incurs a wait time while onsite at the incinerator in excess of 45 minutes.

24 Hour Emergency Contacts:

Jody Whelton 603-748-4732
Amy McCabe 603-491-1373

If accepted this contract would be in effect from January 1, 2021 and end on December 31, 2025. There are no fuel surcharges. A Certificate of Insurance to be provided upon award of contract.

Please feel free to contact me with any questions or concerns.

Respectfully,

Jody Whelton
Naughton & Son Recycling, LLC

:jlw

Sizemore Truck and Auto Inc.

150 Weare Road New Boston, NH 03070
(603) 487 3322

Town of Henniker
18 Depot Road
Henniker, NH 03242

October 20, 2020

We are interested in hauling your municipal solid waste. The following is our proposal:

Henniker Trash

\$375.00	Henniker to Bradford/Naughton
\$400.00	Henniker to Bow/Zero Waste
\$430.00	Henniker to Concord/Wheelabrator
\$1,000.00	Henniker to Berlin/Mt Carberry
\$625.00	Henniker to Bridgewater
\$600.00	Henniker to Lebanon
\$510.00	Henniker to Nashua - Tolls
\$1,000.00	Henniker to Conway
\$630.00	Henniker to Rochester/Turnkey - Tolls

There will be a \$25.00 per trip increase every year.
Fuel Surcharge = If fuel goes up above \$3.15 a gallon.

Any routes that have a toll will be charged back to the town.

Wait time = after 1 hour \$90 an hour

Picking up and dropping trailers for maintenance = no charge

Sizemore Truck and Auto Inc. has over 20 years in trucking and refuse experience. Currently running 4 tractors and servicing 2 other towns. Hauling their refuse trailers and roll off cans.

On a cautionary note, whoever ends up servicing your needs, if you choose to go north with your MSW you will have frozen loads. When using a push out trailer there is no support on the other end (we have experienced this) if your loaded trailer is frozen. Your trailer will be on its way back to be thawed out. A 2 to 3-hour one-way trip in extreme cold with wind chill factor is trouble.

The closer the town can dispose of its MSW the less chance of freeze ups. The wear and tear on your equipment will be less and the trailer having less exposure to the bad weather and salt. Your trailer will be rusted out before it is worn out.

Thank you for the opportunity to service your needs. Any questions or concerns contact Paul Sizemore at 603-860-6992.



Paul Sizemore

Sizemore Truck and Auto Inc.



October 29, 2020

Waste Management's RFP Response to The Town of Henniker Transfer Station

RFP for Transportation and Disposal of MSW





26 Liberty Drive
 Londonderry, NH 03053
 Tel: (603) 726-0587

Town of Henniker
 18 Depot Road
 Henniker, NH 03242

October 29, 2020

Re: RFP Response

RFP "PROPOSAL OFFER FOR "ALL INCLUSIVE TRANSPORTATION AND DISPOSAL CONTRACT"

Proposed Service Offering for a T&D Rate Per Ton for a Five-Year Term

Waste Management of New Hampshire is prepared to offer the Town of Henniker an all-inclusive rate per ton which includes both Transportation and Disposal. We will provide that transportation of the Town owned trailers and provide the services as outlined in the RFP. Waste Management will also provide the Town safe and secure disposal at our award-winning Turnkey Landfill TREE located tin Rochester NH.

Upon the execution of the new five-year contract the T&D rates as outlined below will become effective January 1, 2021.

Transportation and Disposal

Acceptance Period	Tip fee
January 1, 2021 – December 31, 2021	\$83.70 per ton T & D
January 1, 2022 – December 31, 2022	\$87.89 per ton T & D
January 1, 2023 – December 31, 2023	\$92.28 per ton T & D
January 1, 2024 – December 31, 2024	\$96.90 per ton T & D
January 1, 2025 – December 31, 2025	\$101.74 per ton T & D

Disposal Facility Information

Primary Site

Waste Management of New Hampshire Inc. (WMNH)
 Turnkey Recycling and Environmental Enterprises (TREE)
 90 Rochester Neck Road

Rochester, NH 03839

Facility Type: Landfill with gas recovery and power generation.

Hours of Operation: Monday – Friday 7:00am to 4:30pm and Saturday 7:00am to 1:00pm

Backup to Primary Facility

Wheelabrator North Andover
285 Holt Rd
North Andover, Ma

Wheelabrator Concord
11 Whitney Rd
Concord, NH

A. Evidence of Business Operations

WMNH was incorporated on March 24, 1971 and has been actively operating in New Hampshire for almost 50 years. TREE has sufficient capacity to accept all acceptable waste generated by the Town for the entire term of the Agreement. Upon request, we will supply the current operating permits issued by the State of NH.

Contact Information

Primary Contact: Roy Boyer

Title: Public Sector Services Representative
Cell Phone: 603-726-0587
Email: Rboyer@wm.com

We look forward to potentially partnering with the Town of Henniker.

In closing, we believe Waste Management offers both the operational expertise and financial strength to be a valuable partner with the Town.

Thank you for your consideration and we look forward to your review process and decision on this important contract.

Sincerely,
Waste Management



Roy A. Boyer
Public Sector Services Representative



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: November 9, 2020
TITLE: Health Insurance Surplus
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

Decreased health insurance utilization during the COVID-19 pandemic has resulted in a surplus of Town's health insurance provider (HealthTrust). As a trust, HealthTrust is expected to return \$18.8 million to members.

It is the Town's option how to handle the return of surplus. Henniker has received \$17,105.28 and I am recommending we return a proportional share to employees and accept the remaining unanticipated revenue. The employees contribute 8% of the health insurance premiums. We would be returning a \$1,416.43 to the employees and the breakdown of what each employee will receive is as followed:

Single	5 Employees	\$26.88 Each	\$134.39 Total
2 Person	9 Employees	\$53.75 Each	\$483.79 Total
Family	11 Employees	\$74.57 Each	\$798.25 Total
			\$1416.43 Total

Legal Authority: N/A

Financial Details: \$1,416.43 to the employees/\$17,105.28 to the town

Town Administrator Comment: I feel this is the best way to deal with the health insurance surplus

Suggested Action/Recommendation:*Suggested Motion:*

Motion to approve the town accept the unanticipated revenue of \$17,704.46 and return \$1,416.43 which equals 8% of the employees insurance premium contributions.

Town of Henniker

Summary of Expected Return of HealthTrust FY2020 Surplus

Your Group's expected share of the anticipated FY2020 Return of Surplus amount as identified by the HealthTrust Board on August 7, 2020:

Coverage	Expected Amount
Medical	\$18,875.27
Dental	\$600.12
Short-Term Disability	\$278.77
	\$19,754.16

Detailed breakdown by Medical Billing Group:

Medical Billing Group Name	Expected Amount
HENNIKER	\$17,705.46
HENNIKER NHRS	\$1,169.81
Medical Billing Group Total	\$18,875.27

Detailed breakdown by Dental Billing Group:

Dental Billing Group Name	Expected Amount
HENNIKER	\$537.48
HENNIKER NHRS	\$62.64
Dental Billing Group Total	\$600.12

Detailed breakdown by Short Term Disability (STD) Billing Group:

STD Billing Group Name	Expected Amount
HENNIKER	\$278.77
STD Billing Group Total	\$278.77



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: November 9, 2020

TITLE: Results of State of NH Surplus Property Auction

INITIATED BY: Joseph Devine, Town Administrator

PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

In October 2020 for the first time the State of NH conducted a live webcast auction using St. Jean Auctioneers. The Town of Henniker had three items in this auction.

- 2008 Ford F350 \$4,500
- Minute Mount Plow \$2,750
- Toyota Skid Steer \$8,200

The Town of Henniker made a total of \$13,905 from this auction after a 10% yard fee was deducted. The Board needs to determine how much of the \$8,200 for the Toyota Skid Steer will be shared with the Wastewater Department. During the September 15th meeting the Board authorized Wastewater to purchase a new skid steer and the old one was moved to the Highway Department. Highway then sold the Toyota in this auction.

I am raising this question because the skid steer that was given to highway was purchased with Wastewater Funds which is a separate account funded by the users. In the original quote Bobcat valued the skid steer that went to Highway at \$6,500.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment: I recommend the Board either splits the auction money from the sale of the skid steer with Wastewater or authorize the transfer of the \$6,500 to Wastewater and Highway retains the extra \$1,700. Whatever the Board decides I do feel we need to give some money back to Wastewater for the cost of the skid steer they gave the Highway Department.

James R. St. Jean

A U C T I O N E E R S

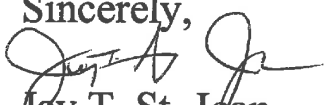
October 30, 2020

Dear Consignor:

Attached please find a final statement & check for the items consigned to the State of NH surplus property auction which was conducted for the first time as a live webcast auction from our offices in Epping, NH. We want to thank the 18 municipalities & non-profits who participated in this fall's sale which attracted 817 registered bidders. Results of the auction are now posted on the "recent sales" page on our website: www.jsjauctions.com

Thank you for your participation and we look forward to serving you again. The next State of NH surplus property auction will be held in the spring of 2020. Should you have a need to sell vehicles & equipment before the spring auction, please contact us for information on selling these assets in a TIMED ONLINE AUCTION which we conduct throughout the year.

If you have any questions about your statement, the upcoming spring auction or selling your assets online, please do not hesitate to contact us.

Sincerely,

Jay T. St. Jean

James R. St. Jean Auctioneers

Consignor Settlement

v9.12-COPay-11

James R. St. Jean

A U C T I O N E E R S

CO #:	690
Date:	10/2/2020
Page:	1

Consignor: HENNIKER

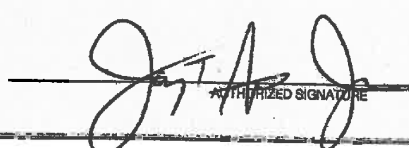
Town of Henniker

Description	Quantity	Unit Price	Ext.Price	Yard Fee
2008 Ford F350 4WD Yellow 85761 miles	1.00	4,500.00	4,500.00	-450.00
Minute Mount 2 Stainless Steel 9' V Plow	1.00	2,750.00	2,750.00	-275.00
Toyota 7 SDK Skidsteer w/ Forks & Bucket	1.00	8,200.00	8,200.00	-820.00

Total Quantity: 3.00

Balance: \$13,905.00

Positive Balance, Monies Owed to Consignor
No inventory remains for this consignment order

JAMES R. ST. JEAN AUCTIONEER 45 EXETER ROAD EPPING, NH 03042		TD BANK America's Most Convenient Bank 54-7/114	19655 10/29/2020 \$ **13,905.00 DOLLARS
PAY TO THE ORDER OF	Town of Henniker		
Thirteen Thousand Nine Hundred Five and 00/100*****			
Town of Henniker			
MEMO		 AUTHORIZED SIGNATURE	
State of NH Auction 10/22/20			
⑈019655⑈ ⑈01140007⑈ 9029600403⑈			

Security features. Details on back.

JAMES R. ST. JEAN

Town of Henniker

Fall 20

10/29/2020

19655

13,905.00

TDBank Operating State of NH Auction 10/22/20

13.905.00



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: November 9, 2020

TITLE: Teen Center – Mini Split

INITIATED BY: Joseph Devine, Town Administrator

PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

The current heating system in the Teen Center is old and not functioning properly. We are looking to remove the older Mitsubishi ductless system and replace it with a newer hyper heat and cooling system.

We contacted three companies to get proposals to install a new Mitsubishi heating and cooling system to work with the current mini splits we have in the Community Center. The three proposals are:

AirMaster Heating & Cooling	\$ 8,233.90
Christenson Plumbing & Heating	\$ 9,985.00
Denron Plumbing and HVAC	\$10,685.00

It is the recommendation of Transfer Station Superintendent Bergeron we move forward with Denron Plumbing and HVAC. The primary reason is we have done business with them including installing the new system upstairs at the Community Center.

Legal Authority: N/A

Financial Details: Up to \$10,685 funds would be coming from the CARES Grant money from the State of NH

Town Administrator Comment: With this older heating system it will be good to replace it with an energy efficient system. I agree we should move forward with DENRON. They have worked for the Town before and we know to expect the highest quality and workmanship. We also know the company follows all business codes and respect that the building where the install will take place is historic.

Suggested Action/Recommendation:

Suggested Motion:

Motion to approve the Town Administrator to sign a work order with Denron to complete the installation of mini splits in the teen center as described in the quote.

ESTIMATE



Kristen Bergeron
 57 Main St
 henniker, NH 03242
 (603) 494-1606

AirMaster Heating & Cooling

144 Mount William Pond Rd
 Weare, NH 03281
 Phone: (603) 682-5044
 Email: AirMaster2019@gmail.com

Estimate # 002848
 Date 10/26/2020
 PO # 002848
 Business / Tax # 809818

Description	Quantity	Rate	Total
Mitsubishi - PKA-A36KA7- Wall Mounted Unit	1.0	\$1,540.99	\$1,540.99
Mitsubishi - 36k BTU - P-Series Wall Mounted Unit - For Single-Zone PKA-A36KA7			
MITSUBISHI- PUZ-HA36NHA5 OUTDOOR HYPER HEAT PUMP	1.0	\$4,269.96	\$4,269.96
PUZ-HA36NHA5 OUTDOOR HYPER HEAT PUMP			
CONDENSER STAND QSMS1802	1.0	\$178.90	\$178.90
QSMS1802 Quick-Sling MINI SPLIT 18IN DUAL FAN STAND			
REFRIGERATION LINE SETS 3/8X5/8X1/2X50	1.0	\$247.09	\$247.09
REFRIGERATION LINE SETS 3/8X5/8X1/2X50 White with insulation.			
SLIMDUCT LINE SET COVER 78" 3.5" 2-3/4"	1.0	\$166.96	\$166.96
White Slimduct cover and Fitting, 90, wall inlet,			
INSTALLATION COST AND TRAVELING	1.0	\$1,830.00	\$1,830.00
Demolition existing equipment and installation of new equipment			

Subtotal	\$8,233.90
Total	\$8,233.90
Deposit Due	\$5,763.73

Notes:

This estimate for teen center building replacement.

This is hyper heat equipment good for heat up to - 15F and cooling.

AirMaster Heating & Cooling



outdoor condenser



condensate stand



indoor unit

Kristen Bergeron

March 5, 2019

Henniker Community Center
57 Main Street
Henniker, N.H. 03242

RE: Removal of older Mitsu system and replacing with new Mitsu system

ATTN: Kristen Bergeron

Denron Plumbing & HVAC LLC is pleased to offer you our quote for the above mentioned project.

Job Scope: Install new Mitsubishi single zone hyper heat/cool system in same location

- Remove older Mitsubishi ductless system and discard of properly
- Remove head unit from wall in lower level as well as condenser unit outside
- Remove older line set and discard of properly
- Remove condensate pump and store in utility closet in lower level, still good
- Clean areas and prepare for new installation
- Install new Mitsubishi PUZHA36NHA5 hyper heat/cool condenser unit outside
- Install new 18" condenser stand to allow unit to be elevated above snow line
- Install new PKAA36KA7TH head unit in lower level of the teen center
- Install new line set from condenser unit to location of new head unit
- Install new brown slim duct protective covering, so as to enclose line set outside
- Install new mini blue condensate pump inside unit for drainage purposes
- Possible rebates available thru your electrical provider, this will be confirmed
- Permits and inspections will be conducted and secured if required
- All labor required to successfully complete work needed
- All materials and debris will be removed, and areas of work cleaned

TOTAL COST OF NEW INSTALLATION---\$---\$10,400.00

NOTE:

ANY ADDITIONAL WORK NOT MENTIONED IN THE ABOVE PROPOSALS, WILL NEED TO BE DISCUSSED AND QUOTED SEPERATELY.

TERMS:

Net 30 days after completion. If an invoice is not paid within the time period permitted, it shall bear interest thereafter at a rate of 18% per annum until paid (unless otherwise noted herein).

ORDERS:

Purchase Orders shall be: C/O Denron Plumbing & HVAC LLC
605 Front Street
Manchester, New Hampshire 03102

DELIVERY:

Delivery to be confirmed upon order.

QUOTATION VALID:

This quotation shall remain valid for 30 Days. If not accepted within that time, we would be pleased to review this proposal at your request.

General Conditions

All debris resulting from work will be removed from the premises and the area will be left broom clean. Asbestos testing and/or removal, if applicable, will be performed by others unless specifically stated in our quotation.

All work is based on normal hours (Mon – Fri; 7:30am to 4:00pm) unless stated otherwise in this proposal.

Denron Plumbing & HVAC LLC warranties that our work performed by our service technicians will be free from defects in material and workmanship for a period of one (1) year following the date of original delivery by us. We will not be responsible for existing equipment or its operation unless otherwise noted.

Denron Plumbing & HVAC LLC is pleased to be of service and to quote you on your mechanical needs. If you have any questions, or require additional information, please feel free to call us at your convenience.

Sincerely,
Denron Plumbing & HVAC LLC New Hampshire

PROPOSAL ACCEPTANCE OF QUOTE

I accept this proposal on this _____ day of _____, 2019. Please enter our order using the attached Purchase Order.

Signed _____

TITLE: _____



CHRISTENSON

Plumbing & Heating LLC

People, Professionalism, Production!

P O Box 2010, Hillsborough NH 03244
118 Deering Center Rd, Deering NH 03244
844 Elm St, Suite 100, Manchester NH 03101
603-547-9044 ~ 888-552-1293

Page 1 of 1

Proposal

To: Town Of Henniker
Teen Center
Henniker, NH 03242

Service Location:
Same

CPH Quote #

Date: 10/5/2020

Tel:

Mitsubishi Install

Cut out and remove old Mitsubishi equipment in accordance with EPA Guidelines
Dispose of equipment and refrigerant off site
Cut out and remove old line set and wiring
Supply and install new PUZHA36NHA5 Mitsubishi hyper heat condenser
Supply and install New PK36KA7TH indoor wall mounted head
Supply and install new line set and wiring associated with the new unit including external fusible link
Set up to manufacturer specifications and test for normal operation.
Submit paperwork to the town for potential rebate \$ associated with install from Eversource
Supply slim duct to cover the line set on the exterior of building
Supply and install all necessary wiring and set the system to manufacturer specifications

Installed Price **\$9,985.00**

Terms & Conditions:

Payment: Fifty percent of proposal is due upon acceptance. Remaining balance is due upon completion.

CPH is not responsible for electrical wiring of equipment unless agreed upon in writing.

CPH is not responsible to perform work where there are hazardous materials. Any removal of hazardous materials will result in additional cost.

This quote is valid for 30 days.

By signing you agree to all terms and conditions as stated above.

Christenson Plumbing & Heating, LLC

(Subcontractor)

(Contractor)

(Signature)

(Signature)

(Date)

(Date)



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: November 9, 2020

TITLE: Changes to Employee Personnel Policy

INITIATED BY: Joseph Devine, Town Administrator

PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

I have been reviewing the Town of Henniker's Employee Personnel Policy, to see if there are changes we can make to increase recruitment and retention of existing employees. I am proposing we make the following changes to the policy:

Change - Addendum A – Section 5

Annual Vacation Time

Current		Change	
After 1 year of employment	Ten (10) Days	<i>1-5 years of employment</i>	<i>Twelve (12) Days</i>
After 5 years of employment	Fifteen (15) Days	<i>6-10 years of employment</i>	<i>Fifteen (15) Days</i>
After 15 years of employment	Twenty (20) Days	<i>11-15 years of employment</i>	<i>Twenty (20) Days</i>
		<i>16th on</i>	<i>Twenty-Five (25) Days</i>

*Adding additional vacation time does not cost additional dollars for most departments. The exception is the Police Department who would still need to cover the open shift.

New – Addendum A – Section 6

Personal Days

The town will provide two (2) paid personal days each year to all full-time and one (1) paid personal day to part-time employees working regularly at least 20 hours per week. Part-time employees working less than 20 hours per week regularly, Call-Per Diem and temporary employees are not entitled to any paid personal days. Each eligible employee will receive these non-cumulative personal days when hired and each year thereafter,

granted on the employee's anniversary date. Personal days may be taken for any purpose except as substitution for suspension as a result of disciplinary action. Personal days must be scheduled and approved by the Department Head in accordance with the employee's preference and the needs of the Department, so long as notice is provided as soon as practicable.

*Adding personal days will not cost additional dollars for most departments. The exception is the Police Department who would still need to cover the open shift.

New – Addendum A – Section 7

Longevity Pay

The Town provides longevity pay to full-time employees based on continuous years of service as follows:

<i>Years of Service</i>	<i>Annual Payment</i>
<i>3-5 years</i>	<i>\$250</i>
<i>6-10 years</i>	<i>\$500</i>
<i>11-15 years</i>	<i>\$750</i>
<i>16-20 years</i>	<i>\$1,000</i>
<i>21 or more</i>	<i>\$1,250</i>

Payment shall be made annually on the payroll that includes the employee's anniversary date. Upon termination of employment with the Town, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee's anniversary date to the day employee terminates.

The Town provides longevity pay to part-time employees based on continuous years of service as follow:

<i>Years of Service</i>	<i>Annual Payment</i>
<i>3-5 years</i>	<i>\$125</i>
<i>6-10 years</i>	<i>\$250</i>
<i>11-15 years</i>	<i>\$375</i>
<i>16-20 years</i>	<i>\$500</i>
<i>21 or more</i>	<i>\$625</i>

Payment shall be made annually on the payroll that includes the employee's anniversary date. Upon termination of employment with the Town, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee's anniversary date to the day employee terminates.

The amount of payment will be based on the status (part time/full time) of the employee on their anniversary date.

*The cost to implement this in 2021 will be \$12,250 and would benefit 23 employees the first year.

Change - Addendum B - Section 1

Add the following language:

An insurance "buyout" shall be included for full-time regular employees provided:

- *That the employee is covered by health insurance from any other source other than the town;*
- *That the employee elects not to be covered by the Town's health insurance; and*
- *That the employee proves to the satisfaction of the Town that he/she has sufficient alternative health insurance coverage.*

The Town shall reimburse the employee meeting the above criteria in the following fashion:

- *Family Coverage* *\$10,000*
- *2-person coverage* *\$7,500*
- *Single Coverage* *\$5,000*

Said buy-out shall be included as a table benefit “insurance credit” paid quarterly to the employee. The employee shall furnish the Town with proof of alternative coverage on a yearly basis.

*The additional cost to raise the coverage from \$4,000 to this is \$24,000. We currently have four employees who take the buyout all of which would be covered by a family plan. The yearly cost of a family plan to the town is approximately \$22,000, which is still a savings of almost 55% to the town.

New - Addendum B – Section 9

Tuition Reimbursement

The following reimbursement policy will apply to all full-time employees after one year of service. The Town agrees to provide reimbursement for the cost in accordance with the following:

- *Courses must be approved in advance as recommended by the department head with the approval by the Town Administrator;*
- *Courses are related to the employee’s job or as part of an approved career development program;*
- *There is sufficient funding in the budget for that purpose;*
- *Not more than one thousand five hundred dollars (\$1,500) will be paid for an employee in any calendar year for all course reimbursement for that year.*
- *Reimbursement for only the cost of the course will be as follows:*
 - *100% for an A grade;*
 - *90% for a B grade;*
 - *70% for a C grade;*
 - *100% or 0% for a “pass” or “fail” graded course*
- *Proof of course completion and grade attainment must be submitted before reimbursement.*

*I am recommending the Board establish this with \$15,000 in the account. That would allow 10 employees the \$1500 yearly.

New - Addendum A – Section 1 – E

Police Department Shift Differential

Sworn Police Officer's working the evening or midnight shift shall be awarded additional compensation with a shift differential as follows:

\$0.75 (seventy-five cents) per hour for evening shift

\$1.00 (one dollar) per hour for midnight shift

*The cost to the town assuming one officer worked evening shift and one officer worked midnight shift would be \$5,092.08

New – Addendum A – Section 1 – F

Police Department Field Training Officer Stipend

Sworn Police Officer's that have successfully completed a Field Training Officer Program shall, in addition to having the title Patrolman, hold the rank of Field Training Officer and receive an additional \$1.00 per hour during the time actively assigned a trainee by the Chief.

*On average, an officer is in field training for 20 weeks, which would add \$1,120 if the Board approves this policy.

Police Department Hiring Bonus

To keep ourselves competitive, we feel adding a hiring bonus for both certified and non-certified officers. The hope is by doing this we help stand out more when it comes to recruitment.

Certified - \$5,000 hiring bonus, \$2,500 paid when they begin employment and \$2,500 paid when they come off probation.

Non-certified - \$2,000 bonus for non-certified officers. \$1,000 paid when they begin employment and \$1,000 paid when they come off probation.

*The cost of this will never be fully known unless we have planned retirements we can plan for. If we are doing a good job retaining our employees, we hopefully will not need to use this at all

Legal Authority: N/A

Financial Details: \$57,462.08 total cost to implement all changes.

Town Administrator Comment: I feel the board should move forward with all of the recommendations being proposed.

Suggested Action/Recommendation:

Suggested Motion:

Motion to approve all changes to the personnel policy as presented by the Town Administrator.



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: November 9, 2020
TITLE: Police Department Step Increase
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

Henniker, NH is struggling to retain our current Police Officers. While none have left, we understand that Officers are considering moving on to other departments. One of the major reasons for these departures is pay. The cost and time related to training new officers is staggering. If possible, we should be looking for ways to keep the officers we already have on staff. To help retain these officers. I am proposing all sworn Police Officers for the Town of Henniker advance (1) full step which equals a 4% raise. I also propose we retro this increase back to November 1, 2020.

Legal Authority: N/A

Financial Details: \$6,478.97 additional total cost to implement from November 1st to the end of 2020. The Police Department does have enough funds in the 2020 budget to be able to support this change.

Town Administrator Comment: I feel this is an opportunity to retain the officers we currently have.

Suggested Action/Recommendation:

Suggested Motion:

Motion to move all sworn Police Officers one full step (4%) on the approved Henniker Law Enforcement wage scale. The wage increase effective date will be November 1; 2020.



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: November 9, 2020

TITLE: State of NH Police Accountability Report

INITIATED BY: Joseph Devine, Town Administrator

PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Matthew French, Police Chief Town of Henniker

AGENDA DESCRIPTION:

In October 2020, the State of NH finalized its report that was created by the Commission on Law Enforcement, Accountability, Community and Transparency. The group was in response to the death of George Floyd in Minneapolis. They drafted a 153-page report with 48 recommendations in areas such as officer certification and training, the reporting and investigating of police misconduct, improving community relations and mental health.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment: I have asked Chief French to provide the board with an update on the finalized report and its impacts on the Officers in Henniker.

Suggested Action/Recommendation:

No formal action is required, this is for information only.

State of NH Police Accountability Report Link:

<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/2020-09/accountability-final-report.pdf>



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: November 13, 2020

TITLE: Proposed Ordinances for Town Meeting 2021

INITIATED BY: Joseph Devine, Town Administrator

PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

During both meetings in October I have spoken with the Board about moving forward with several ordinances for the Town of Henniker. After the October 20th meeting, I established a Building Code Working Group. This group was made up of residents and business owners in the Town of Henniker. The task of this group was developing several ordinances to present at Town Meeting.

The first ordinance is "The Henniker Building Code" while the town does not have to adopt the actual code, we do need to adopt the Enforcement behind the building code (RSA 674:51). The ordinance we are proposing does this.

The second ordinance is "The Henniker Housing Code." The primary focus of this ordinance would be the Town's rental properties with the goal of educating tenants and property owners about minimum health and safety requirements.

The third ordinance is adopting "Citation Authority." This will enable Town officials to prosecute an offense under any municipal code, ordinance, or regulation. While the state already gives us this right, the town must establish a fine schedule which is what we are proposing with this ordinance.

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. We are hoping the Select Board will move these ordinances forward to the Planning Board to hold this public hearing. The ballot would indicate that the ordinance has been submitted by the Board of Selectmen and would also include the Planning Board's approval or disapproval.

The working group plans on continuing our work and drafting policies as it relates to the Building Department and will hold outreach meetings to serve as education to the Henniker voters.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

I feel the town should be moving towards conducting building inspections. I would recommend the Board send these draft ordinances to the Planning Board for placement on the warrant at Town Meeting.

Suggested Action/Recommendation:

Motion:

The Henniker Select Board hereby approves and supports the Henniker Building Code, Henniker Housing Code, and Citation Authority ordinances. Per RSA 675:3 we are sending these ordinances to the Planning Board for public hearing and placement on the Town Meeting Warrant.

TOWN OF HENNIKER

Town Ordinance

(RSA 674:51)

BUILDING CODE

I. STATEMENT OF PURPOSE:

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

II. ENFORCEMENT:

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

III. BUILDING INSPECTOR:

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

IV. ADOPTION OF CODES BY REFERENCE:

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

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

adopted by the State of New Hampshire)

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

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

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

V. APPLICABILITY OF BUILDING CODE:

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

VI. LEGAL STATUS:

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

VII. SEPARABILITY:

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

VIII. BUILDING PERMIT REQUIRED:

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

IX. AMENDMENTS TO BUILDING PERMITS:

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

X. PERMIT NOT REQUIRED

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

Building:

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

Electrical:

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

Gas:

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

Mechanical:

1. Portable heating appliances with a self-contained fuel supply.
2. Portable ventilation appliances.

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

Plumbing:

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

Emergency Repairs:

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

XI. CERTIFICATE OF OCCUPANCY:

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

XII. ENFORCEMENT & PENALTIES

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

- A. Shall be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person.
- B. Shall be subject to a civil penalty not to exceed \$275 (\$500 for subsequent violations) for each day that such violation is found to continue after the date on which the violator receives written notice from the municipality that he/she is in violation, whichever is earlier.

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

XIII. BOARD OF APPEALS:

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

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

XIV. APPENDICIES:

The following Appendices are attached hereto:

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

XV. AMENDMENTS:

The following amendments are attached hereto:

- A. Amendment A – NFPA 70 – National Electric Code – 2017 Edition
- B. Amendment B – International Building Code – 2015 Edition
- C. Amendment C – International Plumbing Code – 2015 Edition
- D. Amendment D – International Mechanical Code – 2015 Edition
- E. Amendment E – International Residential Code – 2015 Edition

XVI. EFFECTIVE DATE:

This ordinance shall take effect as of July 1, 2021

APPENDICIES**APPENDIX A – APPLICATION FOR BUILDING PERMIT**

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

APPENDIX B – SCHEDULE FOR PROCESSING PERMIT APPLICATION

Upon submission of a complete application, the code official shall act to approve or deny a Building Permit within thirty (30) days, provided however, that non-residential application encompassing more than two (2) dwelling units shall be approved or denied within forty five (45) days.

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

APPENDIX C – PROCEDURE FOR HANDLING NON-COMPLIANCE

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

If the code official determines that work is proceeding without the required inspections being requested, the Building Permit will be suspended and the code official shall remove the Permit Card from the project and no further work shall be done under the Building Permit until the suspension has been lifted. Reinstatement of the Building Permit will require the contractor to pay to the Building, Planning, and Zoning Department a sum equal to one-half of the original permit fee or fifty dollars (\$50.00), whichever is greater.

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

AMENDMENTS

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

Amendment B – International Building Code – 2015 Edition:

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

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

Amendment C – International Plumbing Code – 2015 Edition:

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

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

Amendment D – The International Mechanical Code – 2015 Edition

Section 106.5.2	Insert “Rate & Fee Schedule” as adopted by the Board of Selectmen
Section 106.5.3	Also see the “Rate & Fee Schedule” as adopted by the Board of

	Selectmen
Section 108.4	Replace with Section 13 of this ordinance – <u>Enforcement and Penalties</u>
Section 108.5	Insert at end of paragraph “...shall be liable to penalties in accordance with Section 13 of the Henniker Building Code Adopting Ordinance – <u>Enforcement and Penalties</u> ”
Section 109	Replace with Section 14 of this ordinance – <u>Board of Appeals</u>

Amendment E – International Residential Code – 2015 Edition

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

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

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

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

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

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

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

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

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

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

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

h. In accordance with [Sections R905.2.7.1](#), [R905.4.3.1](#), [R905.5.3.1](#), [R905.6.3.1](#), [R905.7.3.1](#) and [R905.8.3.1](#), where there has been a history of local damage from the effects of ice damming, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall fill in this part of the table with "NO."

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

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

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

TOWN OF HENNIKER
Town Ordinance
(RSA 674:51)

HOUSING STANDARDS ORDINANCE

I. STATEMENT OF PURPOSE.

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

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

- A. State Fire Code Saf-C 6000
- B. International Building Code 2015 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)
- C. International Energy Conservation Code 2015 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)
- D. International Existing Building Code 2015 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)
- E. International Mechanical Code 2015 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)
- F. International Plumbing Code 2015 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)
- G. International Residential Code 2015 with Amendments (or per the latest edition and Amendments as adopted by the State of New Hampshire)
- H. International Property Maintenance Code 2015
- I. National Electrical Code 2017 with Amendments
- J. State of New Hampshire Health Officers Manual
- K. Town of Henniker Zoning Ordinance
- L. National Healthy Housing Standard 2014 (NHHS 2014)

- M. State of New Hampshire RSA 141-E
- N. State of New Hampshire RSA 48-A
- O. State of New Hampshire RSA 130-A
- P. State of New Hampshire RSA 540-A
- Q. State of New Hampshire Department of Environmental Services (NH DES)
- R. National Fire Protection Association 1 (NFPA 1)
- S. National Fire Protection Association 72 (NFPA 72)

II. DEFINITIONS.

For this Ordinance, the following words and phrases shall have the meaning respectively ascribed to them by this Section. Where the words “dwelling,” “dwelling unit,” “premises,” and “structure,” or a particular building component are used in this Ordinance, they shall be construed as if they were followed by the words “or any part thereof.” Words used in the singular include the plural, and the plural the singular:

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

AHJ shall mean Authority Having Jurisdiction

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Healthy: See “safe and healthy.”

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

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

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

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

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

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

Let shall mean to lease or grant the use and possession of real property whether or not for compensation.

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

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

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

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

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

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

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

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

Pests shall mean insects, rodents, or other vermin.

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

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

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

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

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

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

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

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

Rubbish shall mean garbage, refuse, trash or ashes.

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

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

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

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

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

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

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

Trash shall mean garbage, refuse, rubbish or ashes.

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

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

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

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

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

Waterproof shall mean impervious to water.

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

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

III. ADMINISTRATION AND ENFORCEMENT

- A. **Inspection.** In the administration of this Ordinance, the Code Enforcement Officer may inspect buildings, premises, and dwellings or dwelling units with consent or pursuant to an administrative warrant issued under RSA 155-A:7 and RSA 595-B.
- B. **Notice of Violation.** If the Code Enforcement Officer observes a violation but determines it does not rise to the magnitude of an immediate notice to vacate because said violation does not pose a serious hazard to life, health, or safety, the Code Enforcement Officer shall issue a notice of violation to the property owner or occupant stating the nature of the violation and the time period within which such violation must be corrected, and describing the administrative appeals process. If the owner or occupant fails to correct the violation in a timely manner, the Code Enforcement Officer may commence formal enforcement action, as allowed by law, to correct the violation.

IV. PENALTIES

A. Violations

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

V. EXEMPTIONS

A. Exempt Units

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

VI. APPEALS.

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

VII. DUTIES OF OWNERS AND OCCUPANTS.

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

conditions, including breakdowns, leaks, and other problems requiring repair to the owner in a timely manner. RSA 540-A:3

- i. The occupant shall place trash and recyclables in the appropriate containers per written signed agreement. NH RSA 540-A:3
 - ii. The occupant shall work with the owner to ensure pest-free conditions in accordance with integrated pest management. If the occupant's action leads to pooling of water or another excessive moisture problem inside the dwelling unit, the occupant shall clean up and dry out the area in a timely manner. NH RSA 540-A:3
-

ALL SECTIONS BELOW ARE EXAMPLES OF COMMON VIOLATIONS AND CONCERNS, BUT ARE NOT LIMITED TO THE FOLLOWING:

VIII. STRUCTURE, FACILITIES, PLUMBING, AND SPACE REQUIREMENTS

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

cleanout. IRC 2015 P2602.1

- iv. Bathtub and shower faucets shall have anti-scald devices, such as an automatic temperature control mixing valve, water temperature limiting devices, or temperature actuated flow reduction valve. IRC 2015 P2708.4
- v. Multifamily housing with one or more central water heaters shall comply with ASHRAE Standard 188P to assess and manage the risks associated with Legionella in building water systems. NHHS 2014

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

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

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

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

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

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

- i. A bedroom shall not be the only passageway to the only bathroom in a dwelling unit

with more than one bedroom. 2015 IPMC 404.4.3

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

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

IX. SAFETY AND PERSONAL SECURITY.

- A. **Egress.** In accordance with local fire codes, every dwelling unit shall have at least two means of egress that serve as emergency escapes and rescue openings. Each egress shall lead outside without passing through another dwelling unit or garage. IRC 2015 311.1
 - i. Egress routes shall be unobstructed. Doors along egress routes shall be openable from the inside without the use of a key or tool or special knowledge. IRC 2015 section R310, R311.1
 - ii. Any bedroom located below the fourth floor shall be provided with an exterior window openable from the inside that can be used as a means of emergency egress. IRC 2015 R310.2.1

- iii. If a habitable room partly or totally below grade is intended for sleeping purposes, at least one exterior window shall be operable from the inside and accessible for easy and ready use as an emergency exit. The window shall have the following minimum dimensions: a net clear opening of 5.7 ft² (0.53 m²); 24 inches (61 cm) from the top of the sill to the bottom of head of the window frame; a width of 20 inches (51 cm); and a sill height of not more than 44 inches (112 cm) from the floor.

IRC 2015 R310.2.1, R310.2.3, R310.2.4

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

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

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

C. Smoke Alarm. Every dwelling unit shall have a functioning smoke alarm located on the ceiling outside each sleeping area in the immediate vicinity of the bedrooms, in each additional room used for sleeping purposes, and on every level except crawlspaces and uninhabitable attics. In dwellings or dwelling units with split levels that have no door

between adjacent levels, the smoke alarm installed on the upper level shall suffice for the adjacent lower level. In the event a smoke alarm sounds, the cause of the alarm condition shall be identified and corrected. IRC 2015 314 / Saf-C6015

- i. In multifamily housing, a tamper-proof smoke detection system (interconnected with a central fire alarm system) or stand-alone smoke alarms in good working condition shall be installed on each level including basements, in heating system and storage rooms, in garages, and in other common areas. Saf-C 6015.02 / Saf-C 6015.03
- ii. Battery-operated smoke alarms and the battery backup for hardwired smoke alarms shall be powered with long-lasting batteries. Property owner/landlord shall be responsible for maintenance and battery replacement per manufacturer's recommendations. IRC 2015 R314.6 / Saf-C 6015.05
- iii. Alternative visual and or physical notification shall be provided for hearing-impaired occupants upon request of the tenant or their agent. NFPA 72
- iv. Smoke alarms shall be hardwired with battery backup.
2015 IRC 314.6
- v. Smoke alarm batteries shall be sealed-in and tamper-proof.
NHHS 2014
- vi. Multiple smoke detection stations shall be interconnected.
IRC 2015 R314.4 / Saf-C6015.02

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

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

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

- i. Each dwelling unit shall have at least one no less than one 5-pound fire extinguisher in good working condition in or near the kitchen.
NFPA 1
- ii. In multifamily housing, there shall be fire extinguishers in common areas on each floor and in areas where flammable or combustible liquids are stored, used, or dispensed. The fire extinguishers shall be located in conspicuous, unobstructed locations that are not obscured from view. IBC 2015 906

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

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

G. **Guards.**

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

H. Flammable and Combustible Liquid Storage.

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

X. LIGHTING AND ELECTRICAL SYSTEMS

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

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

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

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

- C. **Natural Lighting.** Every habitable room shall receive daylight from at least one exterior

window or skylight.

- i. If a habitable room receives daylight from an adjacent room or area used seasonally, such as a porch, the daylight through this interconnection shall be available year-round. 2015 IRC R303.2 / NHHS 2014
- ii. Every bathroom and kitchen shall comply with the daylight requirement for habitable rooms contained in this section, unless the room is equipped with a ventilation system. 2015 IRC R303.3 / NHHS 2014

D. Artificial Lighting. Each room containing a toilet, sink, bathtub, or shower stall shall contain at least one ceiling- or wall-type electric lighting fixture. Each non-habitable room, including laundry rooms, furnace rooms, and public halls, shall contain at least one ceiling- or wall-type electric lighting fixture. NHHS 2014

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

XI. THERMAL COMFORT, VENTILATION, AND ENERGY EFFICIENCY

- A. Heating, Ventilation, and Air Conditioning Systems.** Facilities for heating, cooling, ventilation, and humidity control shall be maintained in good working condition and operated when necessary for the health and comfort of the occupants and in accordance with the design capacity of the installed equipment. Within 48 hours after equipment has become inoperative due to a mechanical problem or power failure other than a utility outage, an alternative safe source of necessary heating, ventilating, or cooling shall be provided. RSA 48-A

- B. Heating System.** Every dwelling shall have a properly installed heating system in good and safe working condition that is capable of safely and adequately heating all habitable rooms, bathrooms, and toilet rooms. The heating system, filtration components, distribution components, heating elements, and cooling elements (if provided), shall be sealed, cleaned, maintained, and operated in accordance with manufacturer specifications and shall be inspected and serviced annually by a licensed heating, ventilation, and air conditioning systems contractor. RSA 48-A
- i. **Venting and Air Supply for Heating Equipment.** Furnaces, water heaters, wood stoves, and other devices that employ combustion-burning fuel shall be vented to the outside of the structure in an approved manner that meets manufacturer specifications and is in compliance with applicable codes and standards (e.g., ANSI 223.1/NFPA 54 National Fuel Gas Code, NFPA 31 Standard for the Installation of Oil-Burning Equipment, NFPA 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances) and shall be supplied with sufficient air to support the continuous complete combustion of fuel and prevent back draft. NHHS 2014
 - ii. **Heating Supply.** If the dwelling unit is rented, leased, or let on terms either expressed or implied that heat will be supplied per the rental/lease agreement, heat shall be provided to maintain a minimum temperature of 65° F (20° C) in habitable rooms, bathrooms, and toilet rooms. RSA 48-A
 - iii. **Forced-Air Systems.** Any dwelling with a forced-air system shall have at least one thermostat within each dwelling unit capable of controlling the heating system, and cooling system if provided. The system shall have a clean air filter installed in accordance with manufacturer specifications at each change in tenancy and at least annually. This filter shall have a minimum efficiency reporting value of eight (MERV-8) unless the system is not equipped to use a MERV-8 filter. NHHS 2014 / 2015 IMC
 - iv. **Steam and Hot Water Systems.** In dwellings with heating equipment utilizing steam or hot water with a temperature of 110° F (43° C) or greater, protective covers/barriers shall be installed on and maintained for exposed surfaces of baseboard units, radiators, and piping between radiators. NHHS 2014
 - v. **Wood Stoves.** A wood stove manufactured after June 1988 shall have a manufacturer's label certifying compliance with the emission standard at 40 C.F.R. § 60 part AAA. Clearance of 30 inches (76 cm) shall be maintained between combustible materials and a stove with no heat shield. Where a heat shield is present, the clearance between combustible materials and the stove shall be compliant with manufacturer specification for the heat shield. NH DES ARD-53 / NHHS 2014
 - vi. **Pellet Stove.** A pellet stove should be installed based on the manufacturer specifications.
- C. Ventilation.**
- i. Every dwelling shall have a ventilation system compliant with ASHRAE Standard 62.2 (Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings) or ASHRAE 62.1 (Ventilation for Acceptable Indoor Air Quality) as

applicable to the dwelling.

- ii. The air exhausted from a bathroom, toilet room, clothes dryer, or basement shall not be vented into any other parts of the building's habitable space or an attic; such air shall discharge directly to the outdoors but not near any intake on the building exterior. 2015 IRC M1501.1
- iii. The exhaust vent from a clothes dryer shall consist of a rigid or corrugated semi-rigid metal duct. 2015 IRC M1502
- iv. Pipes, ducts, conductors, fans, and blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors, or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another occupant. Vent pipe openings and any pest-proofing screens that cover them shall be maintained free of debris. 2015 IPMC 302.6 / NHHS 2014 / 2015 IRC M1804 / 2015 IMC 401.5
- v. Basement air shall not be used as supply air for an air handling system. 2015 IECC / 2015 IRC M1602.2

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

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

XII. MOISTURE CONTROL, SOLID WASTE, AND PEST MANAGEMENT

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

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

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

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

XIII. CHEMICAL AND RADIOLOGICAL AGENTS

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

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

- iii. Abatement, removal, and disposal of all asbestos-containing material shall comply with all appropriate federal, state, and local requirements. NH DES - Asbestos
- D. **Pesticides.** Pesticides shall only be used in accordance with IPM methods using the least toxic pesticide with demonstrated efficacy for the identified pest. NHHS 2014
 - i. Pesticides shall be stored and disposed in accordance with manufacturer specifications. NHHS 2014 / NH DES
- E. **Methamphetamine.** A dwelling that has been used for methamphetamine manufacture shall be vacated until certified by an approved testing method as safe from hazardous materials related to the methamphetamine manufacturing process. NHHS 2014

XIV. POOLS, HOT TUBS, AND OTHER WATER FEATURES

- A. Swimming pools, hot tubs, spas (except a residential spa or hot tub with a safety cover complying with ASTM F 1346-91), ornamental ponds, and other water features that hold water more than 24 inches (61 cm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (122 cm) in height above the finished ground level that is accessible only through a self-closing and self-latching gate. The gate's latch shall be located 54 inches (137 cm) above the bottom of the gate on the interior side of the gate facing the water feature. The fence and gate shall not have climbable crosspieces. 2015 SC 305 / 2015 IPMC 303.2
- B. All pools and spas shall have anti-entrapment drain covers compliant with ANSI/ASME A112.19.8, ANSI/ APSP 16-2011, or any successor standard on every suction outlet. 2015 ISPSC 310
- C. Pool drains and drain covers shall be clearly visible and in good repair. Where there is a single main drain (other than an unblockable drain), a second anti-entrapment system shall be installed. 2015 ISPSC 310
- D. Luminaries, receptacles, and other outlets shall have ground-fault circuit interrupter (GFCI) protection. IRC 2015 E4203.1.3

XV. SEVERABILITY

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

XVI. EFFECTIVE DATE

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

TOWN OF HENNIKER
Town Ordinance
(RSA 31:39-C)

CITATIONS

I. STATEMENT OF PURPOSE.

In addition to any other enforcement procedure authorized by law, any Town official with authority to prosecute an offense under any municipal code, ordinance, bylaw, or regulation, if such offense is classified as a violation under applicable law, may issue and serve upon the defendant, in addition to a summons to appear in the Circuit Court, a local ordinance citation as set forth in this chapter. A defendant receiving such a citation may plead guilty or nolo contendere by mail by entering that plea as provided herein. If such a plea is accepted by the Circuit Court and the prescribed fine is paid with the plea by mail, the defendant shall not be required to appear personally or by counsel; otherwise the defendant shall appear as directed by the Court.

II. AUTHORITY.

This chapter is adopted pursuant to the authority vested in the town by RSA 31:39-c and d

III. FINE SCHEDULE

Any defendant issued a local ordinance citation may plead guilty or nolo contendere by mail within 10 days of receipt of the local ordinance citation consistent with the following violation fine schedule:

Category	First Offense	Second/Subsequent Offense
Permits	\$50	\$100
Garbage, residential solid waste and debris	\$75	\$150
Infestation	\$100	\$200
Interior, building elements	\$125	\$250
Exterior, building elements	\$150	\$300
Exterior, motor vehicles	\$200	\$400
All other violations	\$100	\$275

***Each day the offense exists will constitute a separate offense.**



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

Members Present: Chairman, Kris Blomback; Selectman Peter Flynn; Selectman Scott Osgood; Selectman Leon Parker

Members Excused: Vice Chair Tia Hooper

Town Administrator: Joseph R. Devine Jr.

Recording Secretary: Kelly McCutcheon

Guests: Cordell Johnston, Sandra Schmucki & Steve Whalen from Vision Government Solutions, Susan Adams, Rescue Chief Greg Aucoin, Police Chief Matt French, Transfer Station Superintendent Kristin Bergeron, Leigh Bosse, and others

Item 1:

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

Item 2: Consent Agenda

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

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

Public Comment #1

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

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

Item 3: Update from Vision Government Solutions

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

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

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

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

Item 4: Azalea Park – Expend Funds

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

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

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

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

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

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

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

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

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

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

Item 6: Trash Cans in Downtown

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

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

Item 7: Wastewater CIPP – Award RFP

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

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

Item 8: 2020 Annual Town Report Dedication

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

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

Item 9: Ambulance Merit Raises

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

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

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

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

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

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

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

Item 10: Code Enforcement/Building Inspections

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

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

No town meeting required for the first two options

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

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

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

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

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

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

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

Item 13: Department Reports

In packet

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

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

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

Item 14: Town Administrator Report

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

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

Item 15: Selectmen Reports

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

Selectman Flynn - no report

Chair Blomback - no report

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

Public Comment #2

None

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

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

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

UPCOMING DATES

October 24, 2020 – Hazardous Waste Collection Day

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

November 17, 2020 – Select Board Meeting

November 26 & 27, 2020 – Thanksgiving Holiday

The following are department reports for the month of October 2020

Assessing

Building

Finance

Fire

Highway

Police

Rescue

Town Clerk

Transfer Station

Wastewater

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

TO: Joe Devine, Town Administrator
DATE: November 9, 2020
RE: Monthly Report

Assessing Report for October 2020

- Intent to Cut approved for lot 743.
- Monthly maintenance of new deeds, address changes and online tax maps.
- 2020 Revaluation update:
 - Second Impact Notices were mailed by Vision Government Solutions on October 6, 2020 to property owners who had scheduled a hearing and those whose values were impacted during this process.
 - All property cards were received from Vision Government Solutions on October 9, 2020.
 - Final status report by Vision Government Solutions presented to the Board of Selectmen during their October 20th meeting.
- Approximately 120 hours spent data entering all 2,300+ property cards into billing software (Vadar).
- Began reconciliation of reports in preparation for filing the MS-1.



Monthly Building Department Report October 2020

TO: Joseph Devine, Town Administrator

FROM: Deb Aucoin and Jean Eaton, Land Use Coordinators

The following is a record of permits issued for the month of October 2020:

Zoning: one barn, one single family home, one three season porch, and one commercial building roof. Sign: Henniker Food Pantry

Permits	Quantity	Revenue
Zoning	4	\$850.00
Demolition		
Driveway		
Assembly		
Raffle		
Sign	1	\$ 0
Tent		
Hawk & Peddler		

Town building rental/use:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)	0	
Grange (Does not include Caseworker & CAP)	1	\$50.00
Bandstand	0	

Respectfully submitted,

Deb Aucoin

Jean Eaton

Finance Department

Report 11/12/20

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.

Update 11/12/20 – no change

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.

Update: 11/12/20 no change

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

Update 11/12/20 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.

Update: 11/12/20 Request to change over entered into service que

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.

Update: 11/12/20 – MS-1 accepted by DRA. Waiting for contact to install on server

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.

Update: 11/12/20 Last piece is fixed assets and depreciation.

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.

Update: 11/12/20 no change

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.

Update: 11/12/20 Billing done.

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.

Update: 11/12/200 No change

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.

Update: 11/12/20: Send several message's to DRA asking about placement of State revenues. No responses. MS-1 is on portal and all other items we are responsible for are done. My understanding is the John Stark calculation may be not yet completed by State. We are waiting for State at this point.

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.

Update: 11/12/20: Citizens and Bar Harbor did not submit a bid. Excellent pricing from Franklin Savings is being presented to Water Commissioners on 11/17 meeting. 2.35% for 20 years and 2.65% for 25 years.

Russ Roy 11/12/20

Henniker Fire

Department 216 Maple

Street Henniker NH 03242

October 2020

In October, the Henniker Fire Department responded to a total of 26 Calls. The calls ranged from 1 Building fire, 9 Alarm activations, 4 CO or Gas calls, 3 Medical assists. One call on Main street for a chemical odor with symptoms, this call was lengthy with outside help from the NH State police. One Chimney fire. Four motor vehicle accidents. One lock out, and one search for a missing person.

Fire permits are now permitted. Please go to the town website to do an online permit.

Sincerely

Chief Morse

Highway Department Report October 2020

To: Town Administrator Joe Devine and Henniker Board of Selectmen,

The Highway Department started the month of October cleaning up after a busy summer; we completed shoulders on all the roads that we paved this summer the first week of the month. The second week of the month was devoted to screening winter sand and truck maintenance and finding some help. On Saturday the 17th, after a rainstorm, a sink hole developed on Old Concord Road between the ball fields and community garden. The hole extended almost to the center line of the road and the road was closed while the highway department did a repair. At this time, I believe it to be an old animal burrow that gave way; I could not see any other reason. Week number three was all about culverts. Highway applied for a wetland permit to replace a failing culvert on Old Hillsborough Road, the permit was granted, and we replaced a very rusted steel culvert with a 48 inch HDPE. We did not give up there, we moved further west and replaced a 15 inch and then moved further east and replaced a 24 inch in the same week. I am very proud of my crew for keeping up a very fast pace. The last week of the month was mostly leaf blowing and road grading on the Dodge Hill side of town. One note, we did not plow snow on the 30th but we did put out some salt.

Thank you for your continued support.

Leo Aucoin
Superintendent
Henniker Highway

Attachments



Sink hole Under Old Concord Road



48 inch culvert replaced on Old Hillsborough Rd.



15 inch culvert replaced on Old Hillsborough Rd.

HENNIKER POLICE DEPARTMENT

Memo

To: Joseph Devine, Town Administrator

From: Chief Matthew French

Date: November 5, 2020

October 2020 summary

There were 18 arrests which include, multiple DUI cases, drug possession, assault on a police officer, driving with a suspended license and or registration, disobeying an officer (pursuit), and subjects wanted on warrants, both civil and criminal among others.

We assisted the Internet Crimes Against Children Task Force with a search warrant and subsequent arrest of a subject for 5 counts of child porn and 5 counts of distribution of child porn.

One of our officers was assaulted by an enraged intoxicated male. The officer was kicked in the groin suffering bruising and obvious discomfort. Another one of our officers was inadvertently bit by the Hillsboro K9 while trying to apprehend a suspect that was probably high on meth and fighting with the officers.

We had all our portable radios and cruiser radios updated with new firm ware, the channels adjusted and updated to the new frequencies by a member of the SOU team. This was a perk of belonging to the SOU. If we had to pay for this expense it would cost us at least \$800.00 and we would have had to bring all the radios and the cruisers to the facility vs the team member coming to the police station and doing everything here.

We had 828 Calls for Service (976 in 2019) which include:

1 Unattended Death	19 Suspicious person/vehicles
1 Missing person	2 Unwanted person
4 Burglary	2 Psychological Problem (drug induced)
1 Brawl	2 Suicidal persons
1 Sexual Assault	10 Animal Complaints
1 Agg Felonious Sexual Assault	14 Alarm Calls
4 Simple Assault	15 Assist Other agencies
5 Poss less than $\frac{3}{4}$ Oz marijuana	8 Assist Citizen
8 MV Crashes	22 Follow ups
2 Hit and run crashes	11 Walk and Talks
26 Motor vehicle complaints	193 Building checks
217 MV stops	76 Vacant/Vacation House Checks
45 Directed Patrols	

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/21/2020 - Wednesday

Call Number	Time	Call Reason	Action	Priority	Duplicate
0-7765	1651	Initiated - WELFARE CHECK	Services Rendered 3		
<p>Call Taker: MCKNB - MCKNB - Not on file</p> <p>Primary Id: HENMM - Martin, Michael</p> <p>Call Closed By: HENMM - Martin, Michael 10/21/2020 1710</p> <p>Call Modified By: HENMM - Martin, Michael</p> <p>Location/Address: FRENCH RD</p> <p>Jurisdiction: HENNIKER</p> <p>Initiated By: HENMDT2 - Martin, Michael</p> <p>Party Entered By: 10/21/2020 1659 HENMM - Martin, Michael</p> <p>Involved Party: @ - HENNIKER, NH 03242</p> <p>SSN: DOB: Race: W Sex: F</p> <p>Party Entered By: 10/21/2020 1701 HENMM - Martin, Michael</p> <p>Calling Party: @ 70 NH 03070</p> <p>SSN: DOB: Race: W Sex: F</p> <p>Unit: HENMDT2 Martin, Michael</p> <p>Arvd-16:51:00 Clrd-17:10:52</p> <p>Cleared By: HENMM - Martin, Michael</p> <p>Narrative: 10/21/2020 1651 MCKNB - Not on file</p> <p>IN HOUSE CALL</p> <p>Narrative: 10/21/2020 1656 MCKNB - Not on file</p> <p>NEG CONTACT ON SITE, GOING TO CALL THEM AND SEE IF THEY ANSWER</p> <p>Narrative: 10/21/2020 1710 Martin, Michael</p> <p>Received in-house call from asking for a welfare check on her massage therapist. Earlier this afternoon was getting a massage when Mrs. commented, "Oh no!" Moments later Mrs. asked Mrs. to leave the residence via the back door. Mrs.' daughter showed up at the home and began to frantically knock on the door. alluded that she suffered from mental illness and only shows up at the home in October. Mrs. left as requested however felt it best to notify LE to check on Mrs. I arrived at the home and didn't see any motor vehicles. I did note where a vehicle left in a hurry due to marks in dirt driveway showing rear tires "peeling out." I did check residence via the windows and didn't see anyone inside or obvious evidence of a struggle or altercation. There was also an out building on the property that was empty as well. I left a message on cell phone asking that she call MCD ref update on her well being. Nothing further.</p> <p>Narrative: 10/21/2020 1802 MCKNB - Not on file</p> <p>CALLED BACK TO ADV SHE IS ALL SET.</p> <p>Original Call #: 20-51940</p>					

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/20/2020 - Tuesday

Call Number	Time	Call Reason	Action	Priority	Duplicate
10-7740	0831	Initiated - PARKING COMPLAINT	Services Rendered 3		
Call Taker: HENMM - Martin, Michael Primary Id: HENMM - Martin, Michael Location/Address: MT HUNGER RD Jurisdiction: HENNIKER Initiated By: HENMDT2 - Martin, Michael Party Entered By: 10/20/2020 0852 HENMM - Martin, Michael Calling Party: AUCOIN, LEO @ [REDACTED] - HENNIKER, NH 03242 [REDACTED] SSN: [REDACTED] DOB: [REDACTED] Race: W Sex: M Party Entered By: 10/20/2020 0852 HENMM - Martin, Michael Involved Party: [REDACTED] - DUNBARTON, NH 03046 [REDACTED] SSN: [REDACTED] DOB: [REDACTED] Race: W Sex: M Unit: HENMDT2 Martin, Michael					

Arvd-08:33:05 Clrd-09:05:34

Narrative: 10/20/2020 0905 Martin, Michael

Received a call from Highway Super-Leo Aucoin ref vehicles parked on Mt Hunger by Forsters Tree Farm. Pro-Line builders are currently building a home across from the tree farm and employees were parked in the road due to driveway being worked. Leo was trying to grade the roadway prior to frost and asked contractor [REDACTED] to have vehicles move. [REDACTED] told Leo he was too busy to do so. I arrived and spoke with [REDACTED] about the request. I understood his issue however I suggested that everyone has a job to do and working together would be best. I then stopped at neighbors 418 Mt. Hunger and asked if workers could park at the entrance of his driveway due to having a large area. He was fine and gracious to allow without issue. I followed up with Mr. [REDACTED] and Mr. Aucoin. Vehicles were moved and I cleared.

Original Call #: 20-51716

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/21/2020 - Wednesday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>	<u>Priority</u>	<u>Duplicate</u>
0-7738	1410	Phone - ASSIST CITIZEN	Services Rendered 3		
Call Taker: HENMM - Martin, Michael Primary Id: HENMM - Martin, Michael Location/Address: [01 1401] HENNIKER POLICE DEPARTMENT - 340 WESTERN AVE Jurisdiction: HENNIKER Party Entered By: 10/21/2020 1548 HENMM - Martin, Michael Calling/Inv. Party: [REDACTED] @ [REDACTED] - CLIFTON PARK, NY 12065 [REDACTED] SSN: [REDACTED] DOB: [REDACTED] Race: W Sex: M Narrative: 10/21/2020 1559 Martin, Michael Spoke with [REDACTED] who said recently he was issued a Marijuana summons. He contacted the court yesterday to pay the fine but was told they hadn't received it yet. I explained I dropped off paperwork to the court yesterday afternoon to include [REDACTED] summon' and suggested he call them back in the hopes staff now has the needed paperwork. I did ask that he call the PD back if the complaint wasn't located.					

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/21/2020 - Wednesday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>	<u>Priority</u>	<u>Duplicate</u>
10-7767	1946	911 - PSYCHOLOGICAL PROBLEM	Transported to Hospital		2

Call Taker: MCKNB - MCKNB - Not on file
Primary Id: HENMM - Martin, Michael
Call Closed By: HENMM - Martin, Michael 10/21/2020 2008
Call Modified By: HENMM - Martin, Michael
Location/Address: [REDACTED] HALL AVE
Jurisdiction: HENNIKER
Party Entered By: 10/21/2020 1948 MCKNB - MCKNB - Not on file
Calling Party: [REDACTED] - RIVERBEND 714-335-8575
Party Entered By: 10/21/2020 1949 MCKNB - MCKNB - Not on file
Modified By: 10/21/2020 1951 MCKNB - MCKNB - Not on file
Involved Party: [REDACTED] W @ [REDACTED] - HENNIKER, NH 03242

Unit: HENMDT2 Martin, Michael
Disp-19:49:13 Enrt-19:49:15 Arvd-19:54:06 Clrd-20:08:40

Cleared By: HENMM - Martin, Michael
Narrative: 10/21/2020 1948 MCKNB - Not on file
Modified By: 10/21/2020 1954 MCKNB - Not on file

88 FROM RIVERBEND OUTSIDE OF THE ADDRESS ABOVE. HIS PATIENT
IN THE RESIDENCE HAS BEEN HEARING VOICES SAYING HES BETTER
OFF IF HE KILLS HIMSELF HAS HAD THOUGHTS ABOUT GETTING ONE OF
HIS GUNS AND KILLING HIMSELF. NO PLANS TO HURT ANYONE ELSE

Narrative: 10/21/2020 1949 MCKNE - Not on file
HAS 2 GUNS HE HAS ACCESS TO IN THE BASEMENT ONE IN HIS ROOM
THAT IS DIFFICULT TO GET TO.

Narrative: 10/21/2020 1949 MCKNB - Not on file
MOM AND GRANDMOTHER ARE IN THE HOUSE WITH HIM

Narrative: 10/21/2020 1951 MCKNB - Not on file
DOES TAKE PSYCH MEDS

Narrative: 10/21/2020 1951 MCKNB - Not on file
RESQ IS STAGING

Narrative: 10/21/2020 1958 MCAES - Not on file
552 ADV TO SEND IN RESCUE...CALLED CFA AND ADV

Narrative: 10/21/2020 2008 Martin, Michael
MCD requested I respond to [REDACTED] residence for psychological issue. Arrived and was met by two River Bend employees. They had been in contact with [REDACTED] who agreed to be transported to CH for eval. Mr. [REDACTED] came out of the home without issue. Allowed him to smoke a cigarette then contacted HRS personnel who were staging at their station. Upon arriving, I searched [REDACTED] to include suit case for safety no weapons found. [REDACTED] transported to CH by rescue personnel.

Original Call #: 20-51970

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/22/2020 - Thursday

Call Number	Time	Call Reason	Action	Priority	Duplicate
10-7774	0306	911 - SUICIDAL IDEATIONS	Transported to Hospital		2

Call Taker: MCIMC - MCIMC - Not on file
 Call Closed By: MCGIL - MCGIL - Not on file 10/22/2020 0443
 Call Modified By: HENMJM - Mitchell, Matthew
 Location/Address: [REDACTED] PATCH RD
 Jurisdiction: HENNIKER
 Party Entered By: 10/22/2020 0313 MCIMC - MCIMC - Not on file
 Modified By: 10/22/2020 0537 MCGIL - MCGIL - Not on file
 Involved Party: [REDACTED] J @ [REDACTED] - CANDIA, NH 03034 [REDACTED]
 SSN: 0000 [REDACTED] DOB: [REDACTED] Race: W Sex: M
 Party Entered By: 10/22/2020 0314 MCIMC - MCIMC - Not on file
 Involved Party: [REDACTED] L @ [REDACTED] - HENNIKER, NH 03242 [REDACTED]
 SSN: 000 [REDACTED] DOB: [REDACTED] Race: W Sex: F
 Unit: HENMDT3 Mitchell, Matthew
 Disp-03:07:42 Enrt-03:10:35 Arvd-03:11:50 Clrd-04:43:39
 Cleared By: MCGIL - MCGIL - Not on file
 Location Change: [550] COCNORD HOSPITAL [Modified: 10/22/2020 0416]
 Jurisdiction: Not on file.
 Unit: 609 HOPWS - Not on file
 Disp-03:10:40 Enrt-03:10:42 Arvd-03:16:43 Clrd-04:03:26
 Cleared By: MCGIL - MCGIL - Not on file
 Narrative: 10/22/2020 0309 MCIMC - Not on file
 Modified By: 10/22/2020 0315 MCIMC - Not on file
 [REDACTED] STATED THAT THE FEMALE WAS POSSIBLY CUTTING HERSELF, SCREAMING IN BATHROOM VURRENTLY, AND HAD POSSIBLY ASSAULTED HIM.
 Narrative: 10/22/2020 0309 MCIMC - Not on file
 Modified By: 10/22/2020 0315 MCIMC - Not on file
 NO WEAPONS. CLAIMS TO HAVE STABBED HERSELF IN THE LEG SEVERAL TIMES, NOT BLEEDING "THAT BAD."
 Narrative: 10/22/2020 0311 MCIMC - Not on file
 RESCUE STAGING
 Narrative: 10/22/2020 0314 MCGIL - Not on file
 Modified By: 10/22/2020 0316 MCGIL - Not on file
 911 CALL FROM FRIEND OF FEMALE HALF... CALLER WAS FIRST OF [REDACTED]. 88 ADV THAT THE MALE PARTY HAD GRRABBED FEMALE BY THE HAIR. 88 ADV THAT SHE KNEW THE FEMALE HAD BEEN DRINKING, NOT SURE ABOUT THE MALE. LAST SPOKE TO HER A COUPLE MINUTES AGO. HAD TO PUT THAT CALLER ON HOLD TO ANSWER A SECOND 911, BELEIVED TO BE THE FEMALE AT THE RESIDENCE BUT SHE WAS SCREAMING AND I COULD NOT MAKE OUT WHAT SHE WAS SAYING. TRIED GETTING HER TO RESPOND TO ME, 555 WENT OUT, WAS STILL TRYING TO RAISE CALLER AND SHE DISCONNECTED. I ADV 911 THAT WE HAVE OFFICERS OUT AND MY PARTNER SPOKE TO THE MALE HALF.
 Narrative: 10/22/2020 0321 MCIMC - Not on file
 609; OFF, YELLING INSIDE.
 Narrative: 10/22/2020 0323 MCGIL - Not on file
 609; SEND RESQ IN
 Narrative: 10/22/2020 0326 MCGIL - Not on file
 STILL OUT
 Narrative: 10/22/2020 0331 MCGIL - Not on file
 STILL OUT - TRANSPORTING ONE SHORTLY
 Narrative: 10/22/2020 0336 MCGIL - Not on file
 STILL OUT

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 2

STILL OUT

Narrative: **10/22/2020 0346 MCGIL - Not on file**
ALL GOOD

Narrative: **10/22/2020 0357 MCGIL - Not on file**
555; FEMALE PARTY IN CUSTODY, BRINGING HER TO RIVERBEND SM:
42579

Narrative: **10/22/2020 0415 MCGIL - Not on file**
555; OFF AT THE HOSPITAL EM: 42594

Narrative: **10/22/2020 0516 Mitchell, Matthew**
I ARRIVED AND FOUND [REDACTED] OUTSIDE INTOXICATED AND
CRYING WITH HER 6 YEAR OLD CHILD. SHE STATED MALE PARTY WAS
MAKEING THINGS UP AND LIED. I ASKED HER TO EXPLAIN BUT SHE
COULD NOT. SHE WAS HYSTARICAL. I MET WITH BOFRIEND AND SAW A
KNIFE ON THE COUNTER HE SATED HE WAS HOME WITH HER CHILD AND
THIER INFANT WHEN SHE CAME HOME AROUND THREE SHE TOLD HIM
SHE WAS GOING TO BE LATE BECAUSE OF A POPPED TIRE INSTEAD
SHE WAS DROPPED OFF AND INTOXICATED THEY ARGUED AND SHE
GRABBED A KIFE CUTTING HER LEG AND STABBING A FLOOR. HE
SHOWED ME A KNIFE THAT WAS BENT I ALSO OBSERVED CUTS IN THE
FLOOR. [REDACTED] DENIDE IT BUT DID HAVE A FRESH NICK ON HER
HAND. I HAD THE AMBULANCE EVALUATE HER AND I CALLED
RIVERBEND AND THEY WANTED HER TO BE BROUGHT IN. I INFORMEND
[REDACTED] AND SHE GOT VERY ANGRY AND WAS SCREAMING THIS,GOT
VERY COMPLICATED BECAUSE SHE WAS HOLDING ER DAUGHTER AND THE
YOUNG GIRL WOULD NOT SEPERATE. I CONVINCED [REDACTED] TO LEAVE
HER DAUGHTER WITH THE BOYFRIEND AND HOWVER HE FAILED TO KEEP
HER FROM RUNNING BACK TO HER MOTHER. THIS HAPPEND SEVERAL
TIMES BEFORE I HAD TO PHYSICALY STEP IN. [REDACTED] GOT VERY
UPSET HOWEVER I WAS ABLE TO GET HER IN HE CRUISER WITH OUT
FORCE. TRANSPORTED TO THE HOSPITOL WITH OUT ISSUE.

Original Call #: 20-52014

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/22/2020 - Thursday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>	<u>Priority</u>	<u>Duplicate</u>
0-7781	1141	Phone - WELFARE CHECK	Services Rendered 3		
Call Taker: MCSMC - MCSMC - Not on file Primary Id: HENJC - Colby, Jesse Call Closed By: HENJC - Colby, Jesse 10/22/2020 1159 Call Modified By: HENJC - Colby, Jesse Location/Address: [REDACTED] Apt. #6 Jurisdiction: HENNIKER Party Entered By: 10/22/2020 1142 MCSMC - MCSMC - Not on file Calling Party: IN HOUSE Party Entered By: 10/22/2020 1148 MCKNB - MCKNB - Not on file Involved Party: [REDACTED] @ [REDACTED] #6 - HENNIKER, NH 03242 SSN: [REDACTED] DOB: [REDACTED] Race: U Sex: M Party Entered By: 10/22/2020 1159 HENJC - Colby, Jesse Involved Party: [REDACTED] @ [REDACTED] - HENNIKER, NH 03242 [REDACTED] SSN: [REDACTED] DOB: [REDACTED] Race: W Sex: F Unit: HENMDT4 Colby, Jesse Disp-11:42:21 Enrt-11:42:24 Arvd-11:42:25 Clrd-11:59:20 Cleared By: HENJC - Colby, Jesse Narrative: 10/22/2020 1142 MCSMC - Not on file IN HOUSE Narrative: 10/22/2020 1142 MCSMC - Not on file 556; ALL SET FOR CHECKS. Narrative: 10/22/2020 1153 Colby, Jesse Henniker Community School called and said that they hadn't heard from [REDACTED] for approximately a week. No one was answering the phone when called. The school wanted a welfare check on the juvenile. I spoke with the juvenile and advised that she needed to do her school work remote and to stay up to date with the teachers. 10-79 Original Call #: 20-52071					

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/23/2020 - Friday

Call Number	Time	Call Reason	Action	Priority	Duplicate
00-7793	0013	Phone - DISTURBANCE	Services Rendered 1		
<p>Call Taker: MCGIL - MCGIL - Not on file</p> <p>Call Closed By: MCIMC - MCIMC - Not on file 10/23/2020 0206</p> <p>Call Modified By: HENMJM - Mitchell, Matthew</p> <p>Location/Address: [01 1439] WHITE BIRCH COMMUNITY CENTER - 51 HALL AVE</p> <p>Jurisdiction: HENNIKER</p> <p>Party Entered By: 10/23/2020 0029 MCAES - MCAES - Not on file</p> <p>Modified By: 10/23/2020 0043 MCAES - MCAES - Not on file</p> <p>Involved Party: [REDACTED] @ [REDACTED] - HILLSBORO, NH 03244</p> <p>SSN: [REDACTED] DOB: [REDACTED] Race: W Sex: M</p> <p>Party Entered By: 10/23/2020 0044 MCAES - MCAES - Not on file</p> <p>Modified By: 10/23/2020 0205 MCIMC - MCIMC - Not on file</p> <p>Involved Party: [REDACTED], [REDACTED] @ [REDACTED]. #1 - HENNIKER, NH 03242 [REDACTED]</p> <p>SSN: 100026422 DOB: [REDACTED] Race: B Sex: M</p> <p>Party Entered By: 10/23/2020 0259 HENMJM - Mitchell, Matthew</p> <p>Involved Party: [REDACTED] A @ [REDACTED]. #1 - HENNIKER, NH 03242</p> <p>SSN: [REDACTED] DOB: [REDACTED] Race: W Sex: F</p> <p>Unit: HENMDT3 Mitchell, Matthew</p> <p>Disp-00:14:58 Enrt-00:18:22 Arvd-00:18:52 Clrd-00:43:48</p> <p>Enroute By: MCAES - MCAES - Not on file</p> <p>Cleared By: MCKRP - MCKRP - Not on file</p> <p>Narrative: 10/23/2020 0015 MCAES - Not on file</p> <p>Modified By: 10/23/2020 0020 MCGIL - Not on file</p> <p>CALLED HILLSBORO DISPATCH, THEY WILL SEND A UNIT OVER</p> <p>Narrative: 10/23/2020 0015 MCGIL - Not on file</p> <p>Modified By: 10/23/2020 0021 MCGIL - Not on file</p> <p>88 ADV HE WAS WOKEN UP FROM A SOUND SLEEP BY SCREAMING. HE ADV IT'S COMING FROM ACROSS WHITE BIRCH SCHOOL. IT'S A MALE AND FEMALE ARGUING, BELIEVES THERE'S AT LEAST THREE PEOPLE OUTSIDE.</p> <p>Narrative: 10/23/2020 0016 MCGIL - Not on file</p> <p>[REDACTED]</p> <p>Narrative: 10/23/2020 0016 MCGIL - Not on file</p> <p>Modified By: 10/23/2020 0030 MCGIL - Not on file</p> <p>88 ADV THAT A FEMALE IS SCREAMING AT TWO PEOPLE, "SHE'S PISSSED"</p> <p>Narrative: 10/23/2020 0016 MCGIL - Not on file</p> <p>Modified By: 10/23/2020 0021 MCGIL - Not on file</p> <p>555; IT'S POSS [REDACTED] AND HIS GIRLFRIEND</p> <p>Narrative: 10/23/2020 0023 MCAES - Not on file</p> <p>555 STATUS CHECK...STILL OUT</p> <p>Narrative: 10/23/2020 0028 MCAES - Not on file</p> <p>555 STATUS CHECK...STILL OUT</p> <p>Narrative: 10/23/2020 0030 MCAES - Not on file</p> <p>555 ADV HILLSBORO HAS AN IN HOUSE WARRANT FOR [REDACTED].</p> <p>Narrative: 10/23/2020 0033 MCAES - Not on file</p> <p>555 STATUS CHECK...STILL OUT</p> <p>Narrative: 10/23/2020 0038 MCAES - Not on file</p> <p>555 STATUS CHECK....STILL OUT</p> <p>Narrative: 10/23/2020 0318 Mitchell, Matthew</p> <p>I ARRIVED AND FOUND [REDACTED] OUTSIDE AND TWO PEOPLE ON THE PORCH WHO WENT INSIDE. [REDACTED] EXPLAINED THAT HIS BROTHER AND HIMSELF HAS SUBLETED TO [REDACTED]. HE CAME IN AND FOUND SOME STUFF ON THE KITCHEN TABLE AND TOLD [REDACTED] IT NEEDED TO BE MOVED [REDACTED] SAID IT WAS A COMMON AREA THEY</p>					

HENNIKER POLICE DEPARTMENT

Call Number Printed: 10/29/2020

Page: 2

SHARED IT. THE ARGUED AND THEY STARTED SHOVING EACH OTHER
██████████ STATED THAT ██████████ HAD A SPADE THAT HE GRABBED AND HE
LEFT THE HOUSE ██████████ STATED HE DIDNT WANT TO PRESS CHARGES.
I SPOKE WITH ██████████ AND HIS GIRLFRIEND AND HE STATED THAT
THEY ARGUED AND ██████████ ATTACKED HIM ██████████ PULLED UP HIS
SLEAVES AND SHOWED ME SCRATCH MARKS ON HIS ARMS HOWEVER THE
MARKS WER UNDER HIS SWEATER SLEAVES AND WERE LONG AND
COUNTINOUES FROM WRIST TO ELBOW. I FELT THIS WAS SELF
INFLECTED. I ASKED ABOUT THE SPADE AND ██████████ STATED THAT HE
DIDNT AND HIS GIRLFRIEND STATED THE SAME. I HAVE HAD PASSED
EXPERINCE WITH BOTH PARTIES AND FOUND THEM BOTH TO BE
UNCREDITABLE. I EXPLAINED THE SITUATION AND ██████████ STATED HE
DIDNT WANT TO GO FORWARD. ██████████ HAD A WARRANT OUT OF
HILLSBOROAND THE HILLSBORO TOOK HIM 10-17. WARNING ISSUED
FOR NOIISE COMPLAINT.

Original Call #: 20-52187

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/23/2020 - Friday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>	<u>Priority</u>	<u>Duplicate</u>
20-7800	0820	Initiated - WELFARE CHECK	Services Rendered 3		
Call Taker: HENJC - Colby, Jesse Primary Id: HENJC - Colby, Jesse Call Closed By: MCIMC - MCIMC - Not on file 10/23/2020 0827 Location/Address: [REDACTED] MORSE CIR Jurisdiction: HENNIKER Initiated By: HENMDT4 - Colby, Jesse Party Entered By: 10/23/2020 0821 HENJC - Colby, Jesse Modified By: 10/23/2020 0829 HENJC - Colby, Jesse Involved Party: [REDACTED], [REDACTED] @ [REDACTED] - HENNIKER, NH 03242 [REDACTED] SSN: [REDACTED] DOB: [REDACTED] Race: W Sex: F Unit: HENMDT4 Colby, Jesse Arvd-08:21:28 Clrd-08:26:57 Cleared By: MCIMC - MCIMC - Not on file Narrative: 10/23/2020 0823 Colby, Jesse [REDACTED] son wrote a letter from prison saying he would like a welfare check on his mother. He stated he hasn't been able to get in contact with her. I called and spoke with [REDACTED]. She advised there was an issue with her phones but she was able to figure it out. She stated she spoke with her son [REDACTED] yesterday. 10-79 Original Call #: 20-52225					

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/27/2020 - Tuesday

Call Number	Time	Call Reason	Action	Priority	Duplicate
10-7922	1708	Phone - WELFARE CHECK	Transported to Hospital		3

Call Taker: MCAES - MCAES - Not on file
 Primary Id: HENMM - Martin, Michael
 Call Closed By: HENMM - Martin, Michael 10/27/2020 1847
 Call Modified By: HENMM - Martin, Michael
 Location/Address: [01 65] ROCK AND BIRCH CAMP GROUND - 382 RAY RD
 Jurisdiction: HENNIKER
 Party Entered By: 10/27/2020 1718 MCAES - MCAES - Not on file
 Involved Party: [REDACTED] S @ [REDACTED] - HENNIKER, NH 03242 603- [REDACTED]
 SSN: [REDACTED] DOB: [REDACTED] Race: W Sex: M
 Party Entered By: 10/27/2020 1718 MCAES - MCAES - Not on file
 Calling Party: [REDACTED] @ [REDACTED] - HENNIKER, NH 03242 603- [REDACTED]
 SSN: 000 [REDACTED] DOB: [REDACTED] Race: W Sex: F
 Party Entered By: 10/27/2020 1718 MCAES - MCAES - Not on file
 Modified By: 10/27/2020 1728 MCKNB - MCKNB - Not on file
 Calling Party: E911
 Party Entered By: 10/27/2020 1814 HENMM - Martin, Michael
 Involved Party: [REDACTED] @ [REDACTED] - HOPKINTON, NH 03229 [REDACTED]
 SSN: 0000 [REDACTED] DOB: 0 [REDACTED] Race: U Sex: M

Unit: HENMDT2 Martin, Michael

Disp-17:14:05 Arvd-17:24:53 Clrd-18:00:38

Arrived By: MCKNB - MCKNB - Not on file

Narrative: 10/27/2020 1717 MCAES - Not on file

CALL CAME IN VIA 911 OPERATOR 110 ADV OF A REQUEST FOR A WELFARE CHECK AT THE ROCK AND BIRCH CAMPGROUND UNKNOWN SITE NUMBER BUT THE SUBJECT IS IN A CAMPER. HAD CALLER [REDACTED] ON THE LINE WHO ADV THAT SHE NEEDS [REDACTED] CHECKED ON, SHE ADV THAT THE OWNER OF THE CAMPGROUND LAST SAW HIM ON THURSDAY, HE IS HASN'T EATEN IN TWO WEEKS, NOT TAKING HIS MEDS AND HE IS DETOXING OFF OF VODKA AND PILLS. SHE ADV THAT SHE IS NOT ALLOWED TO SPEAK WITH HIM, SHE FOUND THIS INFORMATION OUT THROUGH HER SON WHO CAN SPEAK WITH HIM. SHE ADV THAT [REDACTED] HAS BEEN VOMITING AS WELL AND IS REPORTEDLY NOT DOING WELL...ADV 552

Narrative: 10/27/2020 1725 MCKNB - Not on file
 552 ADV I'LL BE OUT, I FOUND HIM

Narrative: 10/27/2020 1728 MCKNB - Not on file
 552 REQ RESQ MAIN GATE 2ND LEFT

Narrative: 10/27/2020 1728 MCKNB - Not on file
 RESQ ENR

Narrative: 10/27/2020 1734 MCKNB - Not on file
 ALL SET FOR CHECKS

Narrative: 10/27/2020 1847 Martin, Michael
 MCD received a call from [REDACTED] asking for a welfare check on estranged husband [REDACTED] due to detoxing from alcohol and pills. [REDACTED] received a call this afternoon from Rock-n-Birch owner [REDACTED] making her aware the condition of [REDACTED] which prompted the call. I responded to Rock-n-Birch and found [REDACTED] in his camper. He was physically shaking, his eyes had dark circles and he clearly lost weight. Without hesitation [REDACTED] wanted help with being transported to Concord Hospital. I asked MCD to request HRS to the scene. While waiting for emergency personnel I spoke with [REDACTED]. He was somewhat disoriented, couldn't remember the last day he ate but has been trying to drink water. Rescue personnel arrived and had to assist [REDACTED] with walking down the steps of his camper. He gave me permission to take the camper keys, MV keys ([REDACTED]) and work truck keys. I told Brian I would reach out to his son [REDACTED], and [REDACTED] to try and get the camper secured,

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 2

the MV removed as well as the work vehicle. Prior to leaving site I locked the camper and MV and also spoke with Mr. [REDACTED] ref his car. He will be stopping at PD tonight after work to get his keys and hopefully remove his vehicle from R&B tomorrow.

Stopped at the [REDACTED] residence to speak with (88's) [REDACTED] and son [REDACTED] to let them know that [REDACTED] (estranged husband/Dad) was on his way to Concord Hospital. They pulled in before I left and I filled them in on [REDACTED] condition. Also gave them the keys to all the vehicles and they were going to follow up with [REDACTED] ref his vehicle, [REDACTED] work truck and items in the camper.

Original Call #: 20-52976

HENNIKER POLICE DEPARTMENT
Call Number Printed: 10/29/2020

Page: 1

For Date: 10/28/2020 - Wednesday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>	<u>Priority</u>	<u>Duplicate</u>
10-7939	1720	Phone - Animal Complaint	Services Rendered 3		
<p>Call Taker: MCAES - MCAES - Not on file</p> <p>Primary Id: HENLMB - Berdecia, Luis</p> <p>Call Closed By: HENLMB - Berdecia, Luis 10/28/2020 1808</p> <p>Call Modified By: HENLMB - Berdecia, Luis</p> <p>Location/Address: [REDACTED]</p> <p>Jurisdiction: HENNIKER</p> <p>Party Entered By: 10/28/2020 1724 MCAES - MCAES - Not on file</p> <p>Calling Party: [REDACTED] C @ [REDACTED] - HENNIKER, NH 03242 603-[REDACTED]</p> <p>SSN: [REDACTED] DOB: [REDACTED] Race: W Sex: F</p> <p>Unit: HENMDT4 Berdecia, Luis</p> <p>Disp-17:24:51 Enrt-17:24:53 Arvd-17:29:59 Clrd-18:08:13</p> <p>Cleared By: HENLMB - Berdecia, Luis</p> <p>Narrative: 10/28/2020 1724 MCAES - Not on file</p> <p>[REDACTED] CALLED AND ASKED FOR AN OFFICER TO COME BY, SHE ADV SHE HAS A YOUNG FOX UNDER HER DECK AND DOESN'T WANT IT THERE.</p> <p>Narrative: 10/28/2020 1808 Berdecia, Luis</p> <p>557: [REDACTED] stated there was a young fox under her porch that she wanted removed. I note the fox was crouched in a corner under the porch. I approached the steps of the porch, which startled the fox, and caused it to run away. I chased the fox into the woods behind the property until it was out of sight.</p>					

Original Call #: 20-53127

Rescue Dept.
October 2020 Report

Good Morning,

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

October continued to be a busy month for Rescue with 76 calls. We have also been noticing a trend in increased call for service to the Town of Bradford for the past 6 months. The new ambulance is still on schedule to be delivered in February. At that time, our current Ambulance 1 will need to go out for some corrosion repair body work.

Many of our employees are preparing to participate in required refresher training for EMS license recertification. We are hosting a NCCP refresher course here at the department for employees on the first weekend in December. Every EMT, Advanced EMT, and Paramedic must complete a National Registry Refresher program every two years to recertify. This entails dozens of hours of continuing education every year and participating in a multi-day NCCP refresher course. After recertifying with the National Registry of EMTs they must apply for a license renewal with the State of NH Bureau of EMS before March 31. All of our employees participate in multiple hours of EMS training every month and we proctor in house competency skills checks here at the department. I am extremely proud of the lengths our employees take to stay proficient at their job.

Respectfully Submitted,
Gregory Aucoin, Chief
Henniker Rescue Squad

Henniker EMS Incident Report for October 2020

Total number of EMS incidents for Octoberber is 76 with an average response time of 1 minute 53 seconds

Henniker	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS	5	1	2	3			8	19
ALS Intercept								0
BLS	3	1	2				3	9
Cancelled/DOA							2	2
Refusal	1	1		1			13	16
Standby								0
Total	9	3	4	4	0	0	26	46
Average time to Respond	0:02:14	0:00:54	0:01:26	0:00:51			0:02:11	0:01:56

Bradford	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS	1		1	6			1	9
ALS Intercept								0
BLS	1	1	1	1			1	5
Cancelled/DOA							2	2
Refusal			1				1	2
Standby								0
Total	2	1	3	7	0	0	5	18
Average time to Respond	0:03:15	0:00:19	0:02:07	0:01:26			0:01:30	0:01:42

Hillsboro	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								0
ALS Intercept	1		1		2		2	6
BLS								0
Cancelled								0
Refusal								0
Standby								0
Total	1	0	1	0	2	0	2	6
Average time to Respond	0:02:30		0:00:00		0:02:12		0:00:01	0:01:09

Deering	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								0
ALS Intercept	1							1
BLS								0
Cancelled								0
Refusal								0
Standby								0
Total	1	0	0	0	0	0	0	1
Average time to Respond	0:03:43							0:03:43

Hopkinton	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS				1				1
ALS Intercept								0
BLS								0
Cancelled/DOA								0
Refusal								0
Standby								0
Total	0	0	0	1	0	0	0	1
Average time to Respond				0:05:44				0:05:44

Warner	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS			1				3	4
ALS Intercept								0
BLS								0
Cancelled/DOA								0
Refusal								0
Standby								0
Total	0	0	1	0	0	0	3	4
Average time to Respond			0:02:42				0:01:20	0:01:40

Mutual Aid recived in month of October

INC # 20-0819 New London came into Henniker

Incident numbers with multiple reports

20-0805

20-0807

20-0842

Providers Who Teched Calls

Amount of calls providers Teched in month of October

Amos	27
Andrews	0
Atkins	3
Aucoin	1
Chase	7
Cooper	11
Crisp	2
French, Tom	2
French, Woody	0
Gagne	10
Henley	0
Hornblower	2
Lamontagne	0
Lorenze	0
Meade	10
Moir	2
Weilbrenner	2
Total	79

MEMORANDUM

To: Joseph Devine, Town Administrator

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

Date: November 4, 2020

Subject: Town Clerk/Tax Collector Report as of 10/31/2020

PROPERTY TAXES

Total Committed 2020	\$7,138,673.99
Uncollected	\$269,713.93

TAX LIENS

	<u>2019 LIENS</u>	<u>2018 LIENS</u>	<u>2017/PRIOR LIENS</u>
Liened Amount	\$252,332.58	\$356,261.59	
Uncollected	\$173,020.30	\$125,253.25	\$204,831.18

WATER & SEWER -**2020**

Water Billed	\$706,261.33
Sewer Billed	\$626,919.64
Uncollected	\$363,944.90

TOWN CLERK REVENUE

	<u>2020</u>	<u>2019</u>
MV	\$816,784.92	\$823,656.25
non-MV	\$9,572.96	\$10,478.10

Transfer Station October 2020 Report

22.12	9/3/2020
23.07	9/9/2020
23.05	9/11/2020
18.5	9/14/2020
23.23	9/21/2020
22.12	9/25/2020
21.16	9/28/2020

153.25 Tons of Trash

9/4/2020	7.1
9/16/2020	6.37
9/24/2020	8.83
9/25/2020	6.25

28.55 Tons of Demo

Other news:

MSW bids came in with Naughton recycling center and transport being the lowest bid.

A recommendation for the full time slot has been submitted for approval.

Kristen Bergeron
Transfer Station Superintendent
1393 Weare Rd. Henniker, NH 03242
(603) 428-7604
<http://www.henniker.org/> HennikerTransfer@tds.net

Wastewater Department Report October, 2020

- 10/01/20 – Ken marked a Dig Safe on Davidson Rd.
Working on reporting paperwork for annual Toxicity test report.
Received a Dig Safe for Old Hillsboro Rd.
West Henniker pump station generator fuel tank filled today.
- 10/02/20 – Ken met with Michelle from Powers Generator to discuss fuel polishing and additives.
Rich & Ken checked a Dig Safe for Old Hillsboro Rd.
Rich made a dump run.
Ken & Rich worked on DMR/MOR and Toxicity test reporting
- 10/05/20 – New Operator Chazz Freeman Started work here today.
Ken brought a pallet of caustic to the Grit room.
- 10/06/20 – West Henniker generator alarm, checked generator, it had shut down on overspeed.
Called Powers Generator to have it checked.
Service tech found nothing wrong with generator, will monitor.
- 10/07/20 – Found selector mixer not running, I checked everything I could then called an electrician.
R&T Electric found a bad Phase Voltage Relay, we had one in stock we used to replace the bad one, OK now.
- 10/08/20 – Ken & Chazz started the belt press.
Bid opening for CIPP project today.
- 10/09/20 – Ken working on DMR/MOR.
Chazz & Ken marked a Dig Safe on Rush Rd.
Completed and submitted monthly discharge monitoring report to EPA and NHDES.
Cleaning Day.
- 10/13/20 – Working on budget.
Met with Joe to discuss budget and WWTP up-grade
- 10/14/20 – Working on budget.
Rich and Chazz disassembled a gate valve in the Grit room, valve is broken, found a new one in storage and installed.
- 10/15/20 – Ordered proficiency testing samples for DMR-QA study 41 in 2021.
- 10/16/20 – Working on budget.
Training Chazz.
Cleaning day
- 10/19/20 – Working with Chazz on maintenance.
Budget work.
Sent final report from DMR-QA study 40 to our State Coordinator at NHDES.
- 10/20/20 – Working on review for Rich.
Chazz, Rich & Ken fixed broken drawers in maintenance shop.
- 10/21/20 – Ken & Chazz started the belt press.
Working on updating confined space permits.
Chazz & Ken shut down the belt press.
- 10/22/20 – Ken & Chazz started the belt press.
Spoke with Charlie Roberts, Ted Berry Co. to discuss scheduling for our CIPP project.
Chazz & Ken shut down the belt press.
Powers Generator here to filter, polish and treat plant generator fuel tank and 500 gallon fuel tank that feeds the generator tank.

10/23/20- Placed an order with Staples for office supplies, log book, file folders & pens etc.

Rich, Chazz & Ken cleaned siphon chamber, brought 3, 5-gal buckets of rage & grease to WWTP for disposal.

Chazz & Rich brought 3 barrels of grease and rags from Ramsdell Rd. P.S. to WWTP. Rich and I discussed his annual review.

10/26/20-Ken working with Rich and Chazz changing oil in the Detritor and gear reducer in the grit rm.

Spoke with John from DeSalvo construction for budget quote for Roof repair @ press bldg.

10/27/20-Received 12 drums 50% caustic, brought 1 pallet of drums to grit rm.

Final touches on budget, waiting for 1 quote for belt press building roof.

10/28/20-Removed Doug Howard from ESP call list, added Chazz Freeman.

Submitted Wastewater budget to Town Administrator and Finance Director.

Received a Dig Safe for Fairview Ave.

Found the air-makeup unit at Ramsdell Rd. pump station not running, breaker was tripped reset breaker, OK for now, will monitor.

10/29/20-Ken & Chazz marked a Dig safe for Fairview Ave.

Ken met with roofing company to aquire a quote for Belt press building roof repair/replacement.

All of us went to Ramsdell Rd. P.S. to try to get pump #1 pumping, unplugged pump, ok now.

10/30/20-1st snow of the season +/- 2".

Cleaning day.

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

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 October 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)		Coliform (#/100 ml)		
		INF.	EFF.(2)		EFF.	A.M.	P.M.		Lbs.	INF.	EFF.	INF.	EFF.			EFF.(3)	INF.		EFF.	EFF.
			TOTAL	MIN.																
1 TH		0.095	0.000	0.160	0.086							7.7	6.9	2.4						
2 F	.2 R	0.092	0.000	0.160	0.085							7.6	6.9	3.2						
3 S		0.093	0.000	0.140	0.076								6.9							
4 S		0.090	0.000	0.160	0.079								6.8							
5 M		0.085	0.000	0.160	0.075							7.6	7.0	3.7				1.0		
6 T		0.089	0.000	0.150	0.077							7.6	6.9	3.9	411.0	9.0	1.0			
7 W		0.091	0.000	0.160	0.078							7.5	6.9	4.8	243.0	9.0	1.0			
8 TH		0.094	0.000	0.170	0.091							7.6	6.9	3.8						
9 F		0.092	0.000	0.230	0.106							6.9	6.8	3.4						
# S		0.124	0.020	0.190	0.110								6.8							
# S		0.098	0.000	0.210	0.098								6.8							
# M	.05 R	0.098	0.000	0.170	0.082								6.8							
# T	1.35 R	0.083	0.000	0.170	0.071							7.6	7.0	4.6		6.0	3.1			
# W		0.100	0.000	0.190	0.092							7.6	7.0	4.7		8.0	1.0			
# TH		0.095	0.000	0.180	0.088							7.2	7.0	4.6				3.1		
# F		0.093	0.000	0.180	0.090							7.6	6.9	4.0						
# S	2.0 R	0.107	0.030	0.210	0.104								6.7							
# S		0.104	0.020	0.200	0.097								6.9							
# M		0.101	0.020	0.190	0.092							7.5	7.0	2.2				2.0		
# T		0.105	0.010	0.170	0.090							7.7	7.0	3.2		6.0		2.0		
# W		0.106	0.030	0.170	0.098							7.7	7.0	3.0		7.0		1.0		
# TH		0.111	0.020	0.260	0.130							7.7	7.0	2.7						
# F		0.105	0.020	0.390	0.130							7.6	6.9	1.9						
# S	.05 R	0.103	0.020	0.270	0.094								6.8							
# S	.05 R	0.098	0.010	0.180	0.090								6.9							
# M		0.096	0.020	0.170	0.084							7.5	7.0	2.0				1.0		
# T	.10 R	0.099	0.020	0.170	0.095							7.7	7.0	1.9		6.0	2.0			
# W	.20 R	0.101	0.010	0.160	0.089							7.3	6.9	1.9		4.0		2.0		
# TH		0.113	0.020	0.200	0.106							7.5	6.9	2.2						
# F		0.111	0.040	0.190	0.110							7.5	7.0	1.9						
# S	1.0 R	0.136	0.080	0.200	0.141								6.8							
			Max	0.390	0.141							min	6.7							
Totals		3.108	---	---	2.934	---	---		---	---		max	7.0	---	---	---	---	---		
Averages		0.100	---	---	0.095							---	---	###	3.1	327.0	6.9	1.5		

(1) Show Units (MGD or GPD)

(2) Record only Min. and Max. of Either Inf. or Eff. and indicate which. Inf. is preferred.

(3) Before Chlorination

% Removal 98%

Date and Day of Week	B.O.D. (mg/L)		Septage gal	BOD (lbs/day)		TSS (lbs/day)	
	INF.	EFF(3)		INF.	EFF(3)	INF.	EFF(3)
1 TH							
2 F							
3 S							
4 S							
5 M							
6 T	226.0	5.4		167.8	3.5	305.1	5.8
7 W	200.0	4.7		151.8	3.1	184.4	5.9
8 TH							
9 F							
# S							
# S							
# M							
# T		4.3			2.5		3.6
# W		3.7			2.8		6.1
# TH							
# F							
# S							
# S							
# M							
# T		4.6			3.5		4.5
# W		3.9			3.2		5.7
# TH							
# F							
# S							
# S							
# M							
# T		3.1			2.5		4.8
# W		3.0			2.2		3.0
# TH							
# F							
# S							
Totals	---	---	---	319.5	23.2	489.5	39.3
Avg.	213.0	4.1		159.8	2.9	244.7	4.9

% 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 breakdowns, 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: November 13, 2020

Ref: **Town Administrator's Report**

I am pleased to report on the following items:

- **Wastewater Press Room Roof** – Superintendent Levesque is going to be looking to replace the roof on the press room. Currently, the roof is leaking which is why he is looking to make this repair. We are looking to see if the Board would like to use existing funds from the Wastewater expandable trust for repairs or as a warrant article for 2021 Town Meeting. The project will have to go through the RFP process, but we have gotten two quotes so far and they differ greatly. One of them is just under \$25,000 while the other is closer to \$60,000. We do have the money should the Board wish to pay for it this year.
- **Holiday Party** – Due to the rise in COVID numbers I am suggesting we cancel the regular Town Holiday Party. I would like to use the money we normally budget for this party for something different. I think it would be nice to purchase all full-time/part-time employees either a ham or turkey to enjoy over the holiday.
- **Holiday Lights on Town Hall** – I am looking for Board approval to put white lights on Town Hall to help celebrate the holiday season. We have been able to secure borrowing a lift and the Highway Superintendent has offered in assisting with stringing the lights.

*****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

November 18, 2020 @ 7:00pm – Zoning Board of Adjustment
November 19, 2020 @ 6:30pm – Capital Improvement Program
Meeting November 20, 2020 @ 8:00am – Bldg Code Working Group
November 26, 2020 – Town Hall Closed
November 27, 2020 – Town Hall Closed
December 1, 2020 @ 6:15pm – Select Board Meeting

Respectfully submitted,

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

Joseph R. Devine, Jr.
Town Administrator