



Board of Selectmen  
Meeting Agenda  
**Tuesday, January 28, 2020**  
**6:15 PM**

**Call to Order**

**Pledge of Allegiance**

**Consent Agenda**

[Item1:](#) Consent Agenda

**Public Forum #1**

**New Business**

Item2: Chief Matthew French - Pinning Ceremony of Officer Allysia Stone

[Item3:](#) Police Department Restructuring Job Descriptions

[Item4:](#) RSA 79E and RSA 72:81

[Item5:](#) CAI Technologies Contract

[Item6:](#) CIP Recommendations (Capital Improvement Committee Report attached as a separate document)

[Item7:](#) Mike French - Response to Energy Committee PV Report

**Old Business**

[Item8:](#) 2020 Budget Review

[Item9:](#) Craney Hill Update

**Other Business**

[Item10:](#) Review of public minutes of December 3, 2019

Item11: Review of non-public minutes of December 3, 2019

Telephone  
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18 Depot Hill Road  
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[Item12:](#) Review of public minutes of December 30, 2019

[Item13:](#) Review of public minutes of January 7, 2020

Item14: Review of non-public minutes of January 7, 2020

[Item15:](#) Monthly Department Reports

[Item16:](#) Town Administrator Report

**Public Forum #2**

**Non-Public**

**Adjourn**

Notice posted on: January 24, 2020

Next Routine Meeting: February 4, 2020 (at the Community Center)

Items for the next agenda, with completed backup, must be in the  
Selectmen's Office no later than 12:00 noon on January 30, 2020



Board of Selectmen  
Consent Agenda  
**January 28, 2020**

**Consent Agenda**

1. Tax Anticipation Note for 2020
2. Abatements
  - a. Map/Lot 2-232-A, Robert N. & Brenda M. Van Der Like
  - b. Map/Lot 1-305-E46, William R. Forristall
3. 2020 Initial Boundary Validation Program (BVP)
4. New Appointment: Carol L. Dennis, Ballot Clerk
5. Reappointment: Joan O'Connor, Azalea Park / Riverwalk Committee
6. Hiring of Debra Dimond, part-time transfer station attendant

Board of Selectmen Approval:


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

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**Henniker Police Department  
340 Western Ave.  
Henniker, NH 03242**

**Matthew French  
Chief of Police**

**Emergency Tel.: 428-3212  
Bus. Tel.: 428-3213**

**JOB DESCRIPTION  
Master Patrol Officer**

**SUMMARY**

A Master Patrol Officer shall report directly to the Sergeant and follow the chain of command as indicated. The Master Patrol Officer will be responsible for the efficient performance of required duties in conformance with the rules, regulations and policies of the department. The master patrol officer will be expected to supervise the department in the absence of another ranking supervisor or the Chief.

Duties shall consist of, but are not limited to, a number of general police responsibilities necessary to the stability and safety of the community.

Additional duties may be assigned or stated duties may be deleted at the discretion of the Chief of Police.

This position may be enhanced, combined or eliminated at the discretion of the Chief of Police.

**GENERAL DUTIES AND RESPONSIBILITIES**

The general duties and responsibilities of the Master Patrol Officer shall be the same as a patrol officer in addition to the below listed requirements.

**EXPERIENCE**

Successful completion of one year probationary period as a full time police officer, plus six additional years of experience as a full time certified police officer with the Henniker Police Department.

**SPECIAL REQUIREMENTS**

1. Service record must be free of any infraction of departmental discipline for the past seven (7) years.
2. A review of the past five (5) years performance evaluations.

3. Considerable knowledge of the agency rules and regulations governing the Henniker Police Department.
4. Knowledge of accepted standards and common practice for emergency situations. Such as: fires, mutual aid, natural disasters etc.
5. Knowledge of the laws of arrest and rules of evidence.
6. Knowledge of state laws relating to the enforcement of criminal and traffic laws.
7. Knowledge of criminal identification techniques and methods to identify and preserve evidence.
8. Knowledge of the principles and methods of crime and traffic accident investigation.
9. Knowledge of probation, parole and court procedures, including court decisions pertaining to local law enforcement.
10. Elementary knowledge of criminal behavior.
11. Skill of preparing and presenting criminal and civil complaints in court. Skill of presenting oral and physical evidence in district court.
12. Skill of proper interviewing techniques.
13. Skill in making quick and accurate decisions.
14. Skill in proper use and care of firearms, handcuffs, taser, and other hand equipment in the performance of duties in accordance with federal and state laws, and town and department policies and procedures.
15. Skill in conducting investigations and in recognizing, identifying and preserving evidence at a crime scene.
16. Skill in using police communications equipment.
17. CPR/First aid certified.
18. Ability to perform physically demanding tasks.
19. Ability to operate a motor vehicle safely in emergency situations.
20. Ability to exercise tact, diplomacy and impartiality in relation to stressful situations.

21. Ability to comprehend and comply with oral and written directions.
22. Ability to enforce federal, state and local laws.
23. Ability to take orders and accept supervision.
24. Ability to withstand long periods of uninterrupted work.
25. Ability to react quickly and calmly in emergency situations.
26. Ability to establish and maintain effective working relationships with federal, state, county and other local agencies.
27. Maintain appearance appropriate to assigned duties and responsibilities as determined by the Chief of Police.
28. Operate as both a member of a team and independently at incidents and within the department.
29. Perform the duties and responsibilities as indicated in the job description of the Sergeant or Lieutenant in his/her absence, when authorized by the Chief of Police.

#### **DISCLAIMER STATEMENT**

The duty specifications listed above are descriptive of the general duties and are not intended to list every specific function of this class title.

These duties and responsibilities are to be performed in conjunction with all relevant existing departmental policies, rules and regulations.

**Per Order of:**

**Matthew French  
Chief of Police**

**Henniker Police Department  
Western Ave.  
Henniker, NH 03242**

**Matthew French  
Chief of Police**

**Emergency Tel.: 428-3212  
Bus. Tel.: 428-3213**

**JOB DESCRIPTION  
Lieutenant**

**SUMMARY**

This position is second in command within the police department and will provide continuation of command and/or supervision during absence of the chief of police. The primary responsibility is exacting the proper performance of police duties from officers under his/her supervision.

The Lieutenant is charged with ensuring compliance with the department rules, regulations and policies. He/she handles all infractions by subordinates and reports all violations of department rules to the chief of police.

He/she shall thoroughly acquaint him/herself with the duties of patrol officers and shall assist and instruct the officers under his/her supervision in the proper discharge of their duties.

He/she shall be responsible for the proficiency, discipline, conduct, appearance and strict attention to duty of all officers under his/her supervision.

Additional duties may be assigned or stated duties may be enhanced, combined or eliminated at the discretion of the Board of Selectmen.

**GENERAL DUTIES AND RESPONSIBILITIES**

1. Serves as Officer in Charge in the chief's absence.
2. Is responsible for day to day schedules as well as extra detail request, special events and shift coverage.
3. Participates in departmental policy making; assists the chief of police in drafting special orders and operating procedures to obtain the most effective results.
4. Becomes fully familiar with current departmental rules, policies, procedures and developments in the law that affect him/her and members under his/her supervision.
5. Reviews the performance of officers under his/her supervision on a regular basis to

determine whether they are properly, effectively and consistently carrying out their police duties.

6. Ensures that when the police performance of an officer under his/her supervision is unsatisfactory, measures are taken through encouragement, explanation, referral to the chief of police, or other means consistent with departmental policy, to see that the officer's future conduct is up to standard.
7. Submits written report to the chief of police regarding any member of the department when he/she commits a serious breach of the regulations of the department or when informal corrective measures prove inadequate. Includes in such report the complete details of the misconduct and of those corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to, the following:
  - a. Flagrant refusal to obey an official order.
  - b. The commission of any criminal offense.
  - c. Verbal and/or physical abuse of a member of the public.
  - d. Excessive use of force with a prisoner or other person.
  - e. Absence without leave.
  - f. Excessive tardiness.
  - g. A conflict of interest.
  - h. Negligent failure by the departmental personnel to discover or act upon a crime or upon the existence of conditions dangerous to the health and safety of the public.
  - I. Repeated failure to respond to orders, instructions or other admonitions to correctly execute his/her duties.
8. Responds to emergencies, incidents, or dispatches as required. Takes command of situations until relieved by the Chief of Police.
9. Ensures that all patrol officers receive warrants, summons, subpoenas or other official papers, and serves, delivers or performs his/her duties regarding such papers promptly and accurately.
10. Inspects the daily log before beginning his/her tour of duty and familiarizes him/herself with all important matters that have occurred since his/her last inspection of the log. He/she shall make a note of all complaints and make certain that the officers under his/her supervision are giving them proper attention.
11. Performs routine patrol functions and conducts and assists in the investigations as the need warrants.
12. Implements all orders received from the chief of police. To this end, thoroughly



explains to departmental personnel under his/her supervision the content of new orders that affect their responsibility.

13. Performs such other duties as may be assigned by the chief of police.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

1. Thorough knowledge of approved practices and procedures of modern police work.
2. Thorough knowledge of various laws and ordinances.
3. Knowledge of modern practices of criminal apprehension and crime prevention.
4. Ability to effectively supervise subordinates.
5. Ability to deal courteously but firmly with the general public.
6. Ability to perform administrative functions as needed in the absence of the Chief of Police, such as attending meetings, paying department bills, making decisions that affect the agency.

These duties and responsibilities are to be performed in conjunction with all relevant existing departmental policies, rules and regulations.

**Per Order of:**

**Matthew French  
Chief of Police**

**Henniker Police Department  
Western Ave.  
Henniker, NH 03242**

**Matthew French  
Chief of Police**

**Emergency Tel.: 428-3212  
Bus. Tel.: 428-3213**

**JOB DESCRIPTION  
Sergeant**

**SUMMARY**

This position is second in command within the police department and will provide continuation of command and/or supervision during absence of the chief of police. The primary responsibility is exacting the proper performance of police duties from officers under his/her supervision.

The sergeant is charged with ensuring compliance with the department rules, regulations and policies. He/she handles all infractions by subordinates and reports all violations of department rules to the chief of police.

He/she shall thoroughly acquaint him/herself with the duties of patrol officers and shall assist and instruct the officers under his/her supervision in the proper discharge of their duties.

He/she shall be responsible for the proficiency, discipline, conduct, appearance and strict attention to duty of all officers under his/her supervision.

Additional duties may be assigned or stated duties may be enhanced, combined or eliminated at the discretion of the Board of Selectmen.

**GENERAL DUTIES AND RESPONSIBILITIES**

1. Serves as Officer in Charge in the chief's absence.
2. Is responsible for patrol officer scheduling and shift coverage.
3. Participates in departmental policy making; assists the chief of police in drafting special orders and operating procedures to obtain the most effective results.
4. Becomes fully familiar with current departmental rules, policies, procedures and developments in the law that affect him/her and members under his/her supervision.
5. Reviews the performance of officers under his/her supervision on a regular basis to determine whether they are properly, effectively and consistently carrying out their

police duties.

6. Ensures that when the police performance of an officer under his/her supervision is unsatisfactory, measures are taken through encouragement, explanation, referral to the chief of police, or other means consistent with departmental policy, to see that the officer's future conduct is up to standard.
7. Submits written report to the chief of police regarding any member of the department when he/she commits a serious breach of the regulations of the department or when informal corrective measures prove inadequate. Includes in such report the complete details of the misconduct and of those corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to, the following:
  - a. Flagrant refusal to obey an official order.
  - b. The commission of any criminal offense.
  - c. Verbal and/or physical abuse of a member of the public.
  - d. Excessive use of force with a prisoner or other person.
  - e. Absence without leave.
  - f. Excessive tardiness.
  - g. A conflict of interest.
  - h. Negligent failure by the departmental personnel to discover or act upon a crime or upon the existence of conditions dangerous to the health and safety of the public.
  - I. Repeated failure to respond to orders, instructions or other admonitions to correctly execute his/her duties.
8. Responds to emergencies, incidents, or dispatches as required. Takes command of situations until relieved by an officer of superior rank.
9. Ensures that all patrol officers receive warrants, summons, subpoenas or other official papers, and serves, delivers or performs his/her duties regarding such papers promptly and accurately.
10. Inspects the daily log before beginning his/her tour of duty and familiarizes him/herself with all important matters that have occurred since his/her last inspection of the log. He/she shall make a note of all complaints and make certain that the officers under his/her supervision are giving them proper attention.
11. Performs routine patrol functions and conducts and assists in the investigations as the need warrants.
12. Implements all orders received from the chief of police. To this end, thoroughly explains to departmental personnel under his/her supervision the content of new

orders that affect their responsibility.

13. Performs such other duties as may be assigned by the chief of police.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

1. Thorough knowledge of approved practices and procedures of modern police work.
2. Thorough knowledge of various laws and ordinances.
3. Knowledge of modern practices of criminal apprehension and crime prevention.
4. Ability to effectively supervise subordinates.
5. Ability to deal courteously but firmly with the general public.

These duties and responsibilities are to be performed in conjunction with all relevant existing departmental policies, rules and regulations.

**Per Order of:**

**Matthew French  
Chief of Police**



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** January 27, 2020

**TITLE:** RSA 79E and RSA 72.80-83

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

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:** I recommend the selectmen adopt language for both RSA's for inclusion in the 2020 Warrant.

**BACKGROUND:** We are discussing the adoption of RSA 79E and RSA 72.80-83.

**DISCUSSION:** In order to adopt RSA 79E the Board needs to decide 1) Location of a district 2) Substantial Rehabilitation. In order to adopt RSA 72.80-83 1) Term of the tax relief 2) Percentage of tax assessment relief 3) Which properties 4) Public Benefit

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** Adopt language and include both RSA's on the 2020 Town Warrant to improve economic development in Henniker.

# RSA 72:81

## Sample warrant article:

*To see if the Town will vote to adopt the provision of RSA 72:80-83, by providing a property tax exemption equal fifty percent (50%) of the increase in assessed value attributable to construction of new structures, and additions, renovations, or improvements to existing structures of commercial and individual uses located on Old Concord Road for a period of five (5) years from the date of construction.*

*Explanation: The intent of the exemption is to provide incentives to businesses to build, modernize, or enlarge within the Town itself. This exemption applies to the taxes imposed by the Town in general including municipal, local school taxes and county taxes. The proposed exemption will propose a certain percentage not to exceed fifty percent (50%) of the new construction, including improvements and renovations of existing structures for a period not more than five (5) years from date of construction.*

---

*Shall the Town of Henniker vote to adopt the provisions of RSA 72:81 and enable the town to grant*

*tax exemptions for new construction performed on commercial or industrial uses on Old Concord Road. The intent of the exemption authority is to provide incentives to businesses to build, rebuild, modernize, or enlarge within the municipality. The exemption shall apply only for municipal and local school property taxes assessed by the municipality. The exemption will not apply to the entirety of the property value, but only to any increase in assessment which results from the new construction. The period of time for which the property is eligible for exemption is ten years.*

*The percentage of authorized exemption is as follows:*

*Year 1 and Year 2, 50% of the increased assessment value as described above;*

*Year 3 and Year 4, 40% of the increased assessment value as described above;*

*Year 5 and Year 6, 30% of the increased assessment value as described above;*

*Year 7 and Year 8, 20% of the increased assessment value as described above;*

*Year 9 and Year 10, 10% of the increased assessment value as described above.*

*For purposes of this exemption, the term "new construction" shall mean new structures, or additions, renovations, or improvements to existing structures.*

*For purposes of this exemption, the term "commercial" shall include retail, wholesale, service and similar uses and the term "industrial" shall mean manufacturing and heavy manufacturing, consumable manufactured goods, lumberyard, timber activities, recycling facility (household*

*wastes), veterinary and large veterinary hospital, and warehouse, all as defined in the Allenstown Zoning Ordinance, as it may be amended from time to time.*

*If adopted, this Warrant Article will become effective April 1, 2020 and will remain in effect for five (5) years.*

---

# RSA 79-E

## Sample warrant article:

*To see if the town will vote to adopt the provisions of RSA Chapter 79-E to permit the select board to grant property tax relief so that the tax on a structure located within 0.6 miles of Proctor Square. The tax on the qualifying structure shall not increase as result of a substantial rehabilitation defined as having a cost of 15% of the pre-rehabilitation assessed valuation, or at least \$75,000, whichever is less, with the tax assessment relief being granted for up to a period of 5 years?*

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*To see if the Town will vote to authorize the Selectmen to adopt the provisions of Chapter 79-E, Community Revitalization Tax Relief Incentive, which allows an owner of a structure within 0.6 miles of Proctor Square that intends to substantially rehabilitate or replace such structure, to apply to the governing body of the municipality in which the property is located for tax relief. If approved, the property tax on a qualifying structure which has been substantially upgraded and improved at the owner's expense will not increase as a result of the substantial rehabilitation for a period of up to five years, beginning with the completion of the substantial rehabilitation.*

---

*Shall the Town vote to adopt the provisions of RSA 79-E, Community Revitalization Tax Relief incentive.*

*Note: If adopted, the selectmen shall have the option of granting property owners with a structure within 0.6 miles of Proctor Square a short-term property assessment relief to encourage substantial reinvestment in underutilized structures. Upon receipt of an application for tax abatement, the governing body will hold a public hearing to determine whether the structure is a qualifying structure, whether the proposed rehabilitation qualifies as a substantial rehabilitation and whether there is a public benefit to granting the requested tax relief. This RSA gives the Select board another tool to encourage reinvestment in the designated area. The abatement delays the additional tax on the qualifying rehabilitations for a five years.*

*By adoption of RSA 79-E:*

*1. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.*

*2. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.*



*3. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures as defined in this chapter.*

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*To see if the Town will vote to accept the provisions of RSA 79-E to allow the Board of Selectmen to accept consideration requests for community revitalization tax relief incentives. Tax relief may be granted for a structure that is located within 0.6 miles of Proctor Square and only to the extent allowed under RSA 79-E*



To: Board of Selectmen  
From: Mark J. Fougere, AICP  
Town Planner  
Date: January 8, 2020  
RE: Potential Economic Development Warrant Articles 79-E & 72:80-83

The Economic Development Committee has just completed a series of public outreach efforts that including presentations before the ZBA, Planning Board, the Chamber of Commerce and two Public Hearings relative to advancing two economic development initiatives to Town Meeting. Chapter 79E will focus on encouraging investment in Henniker's downtown and Chapter 72: 80-83 will provide tax relief for non-residential uses.

To finalize these matters the Board of Selectmen have to decide first if they support these initiatives and if so, provide parameters to detail specifics for these two Chapters.

#### Chapter 79E: Community Revitalization Tax Relief

- a. Location of District: A "downtown or village" district must be designated to outline where the tax incentive we be applicable. One idea that has been put forth is for all properties located within .6 miles of the intersection of Maple/Western/Main/Bridge. See map.
- b. By statute, "substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least 15% of the pre-rehab valuation or at least \$75,000, whichever is less. The Selectmen can choose to amend these provisions to require a greater investment in order to qualify for the program.

#### Chapter 72:80 – 83 Commercial and Industrial Construction Exemption Statewide

- a. Term of tax relief: The statute allows for up to 10 years of tax relief. The Selectmen must specify how many years the relief should be granted for.
- b. Percentage of tax assessment relief: The statute allows up to 50% reduction in the assessment of new or rehabbed properties. The Selectmen must specify what percentage will apply to the program.
- c. Which properties can obtain tax relief: The tax relief program can apply to ALL commercial and industrial properties or to a specific group or parcels within the Town. The Board may want to

consider applying the incentives to All industrial users and to some commercial uses such as a hotel, and commercial/light industry, commercial manufacturing and commercial recreation (as defined in the zoning ordinance)

- d. Define the term “public benefit”: The Selectmen must define what the term “public benefit” will mean. This can be tied to the number of jobs created, cost of investment made/proposed, etc.



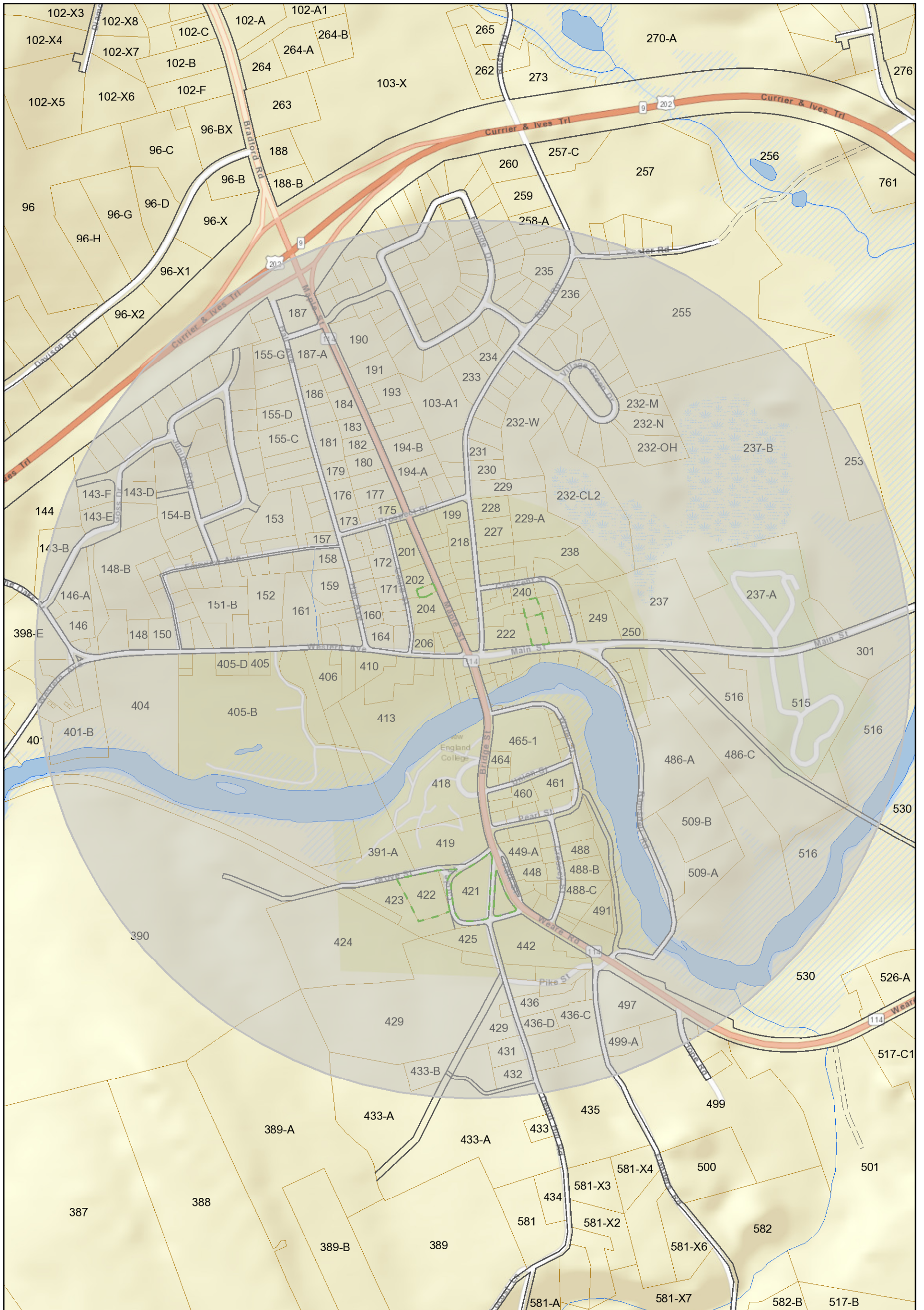
Henniker, NH

1 inch = 660 Feet

0 660 1320 1980



January 13, 2020



The data on this map has been compiled from a variety of sources granted voluntarily by private owners and official sources and is not to be considered legal location of property boundary lines. The Town of Henniker assumes no responsibility for the accuracy of individual parcels.



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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** January 27, 2020

**TITLE:** CAI Technologies

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

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:** Authorize the Town Administrator to sign the contact and be the project liaison.

**BACKGROUND:** Currently the town uses CAI Technologies to publish its GIS Data on the internet.

**DISCUSSION:** They are looking to extend the annual maintenance agreement for the Town of Henniker. The time period will be 3/9/2020 through 3/8/2021. In return they will continue to publish our GIS data, will offer client support for AxisGIS and respond to any alerts concerning poor performance on the site.

**FISCAL IMPACT:** \$2,400

**RECOMMENDATION:** Authorize the Town Administrator to sign the contact and be the project liaison.

**GIS INTERNET SERVICES ANNUAL MAINTENANCE AGREEMENT**  
**FOR THE TOWN OF HENNIKER, NH**  
For the time period 3/9/2020 through 3/8/2021

January 6, 2020

CAI Technologies, a New Hampshire corporation with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Henniker, NH, hereinafter called the CLIENT, to provide GIS Internet services according to the specifications, terms, and conditions below written:

Witnesseth that:

Whereas, CAI represents that they are authorized, qualified, and experienced to provide professionally recognized mapping and GIS services; and

Whereas, the CLIENT desires to publish its GIS data on the Internet,

Now, therefore, CAI proposes the following:

I. SUMMARY

A. Publish the CLIENT's GIS to the Internet

1. CAI, utilizing its AxisGIS application, shall publish the CLIENT's GIS data to the Internet.

B. CLIENT Support

1. CAI shall provide telephone, fax, and email support services concerning AxisGIS. These services can be used to answer usage and technical questions.
2. CAI, shall respond to any alerts concerning poor performance or lack of performance of the site, and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

II. CLIENT RESPONSIBILITIES

The CLIENT shall designate a project liaison who will be CAI's main contact during the course of the service, and who will be responsible for all CLIENT related obligations in this contract.

III. COMPENSATION AND PAYMENT

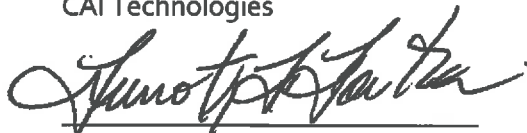
The CLIENT shall pay a total amount of \$24,000 under this agreement which shall be due upon contracting.

This contract shall be construed under the laws of the State of New Hampshire

In Witness whereof, the parties hereto have executed this agreement, as of the date first above written, by their duly authorized officers.

Town of Henniker, NH

CAI Technologies



Timothy Fountain, GISP  
Vice President

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



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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** January 27, 2020

**TITLE:** Capital Improvement Presentation

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

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:** N/A

**BACKGROUND:** 2020 CIP Presentation

**DISCUSSION:** Selectwoman Hooper will be presenting the 2020 Capital Improvement Recommendations.

**FISCAL IMPACT:**

**RECOMMENDATION:** N/A

**ATTACHMENTS:**

Description	Upload Date	Type
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### **The Cost of Electricity with Engie Contract 2020**

1. The Town has contracted with Engie to purchase electricity at the very low electric supply charge of \$0.07935/kWh for 2020.
2. The total cost/kWh of electricity for the Town is \$0.1102/kWh at the Wastewater Treatment Plant with the new Engie contract, not \$0.07935/kWh as reported by the Energy Committee. The total cost includes delivery charges for distribution, transmission, stranded cost recovery, and systems benefit, and the values of these are taken from the January 7, 2020 electric bill for the Wastewater Treatment Plant. Please see the included documents. The cost/kWh at other Town facilities is slightly higher due to lower electricity use.
3. ReVision Energy and Barrington Power proposed to sell electricity at a lower first year price in 2020 than the Town now pays at the Wastewater Treatment Plant: ReVision \$0.092/ kWh in the initial proposal, \$0.1085/ kWh in the later proposal, and Barrington Power \$0.1075/kWh.

### **Siting One Large System on the Town Landfill**

1. Siting one large PV system at the landfill would raise the cost of the solar electricity to above the cost the Town is paying now. Tru Enterprises proposed to build one large system on the landfill, and they proposed to sell at a price of \$0.159/kWh, \$0.0488/kWh higher (almost 50% higher) than the cost of electricity under the Engie contract and even higher than the cost of electricity from Barrington and ReVision. Neither Revision nor Barrington proposed to site a PV system at the landfill.

### **Costs of Waiting One Year to Procure Solar Electricity**

1. ReVision projects a 2.5% average annual increase in utility electricity cost (“Utility Escalator”), Barrington 2.0%. As noted in the Estimate for Cost of Electricity document, there was a 5.4% increase in cost to the Town in going to the Engie contract.  
It would be reasonable to expect the total cost/kWh of utility electricity for the Town to increase 2 to 5%+ for the year 2021 above the 2020 cost.
2. The cost for utilizing investor money for solar installations in PPAs will increase due to the next reduction in the federal income tax credit for solar systems from 26% in 2020 to 22% in 2021. Therefore, the purchase cost of electricity in a PPA will increase even if other factors remain the same.
3. The very large environmental cost of producing approximately of 440,000 pounds of carbon dioxide resulting from generating the electricity in conventional power plants.



## Estimate of Cost of Electricity per kWh for the Town under Engie Supply Contract

Mike French January 23, 2020

Based on Electric Bill for the Wastewater Treatment Plant Statement Date 01/07/19

Excluding kW demand charges

### Supply

Generation service charge 40400kWh X \$0.07935/kWh \$3205.74

### Delivery

Distribution charge \$38.02

\$18.84

\$259.07

Transmission charge \$10.45

\$7.86

\$163.77

Stranded Cost Recovery charge \$522.37

System Benefits charge \$186.53

\$63.67

**Total** \$4476.32

**Cost per kWh with Engie**  $\$4476.32/40400\text{kWh} = \mathbf{\$0.1108/\text{kWh}}$

### Cost per kWh with ENH

Based on Electric Bill for the Wastewater Treatment Plant Statement Date 08/07/19

Using the portion of the bill allocated for 07/08/19 to 08/07/19

### Supply

Generation service charge 15180.60kWh X \$0.07586/kWh \$1151.60

**Delivery** adding same categories as above \$443.66

**Total** \$1595.26

**Cost per kWh**  $\$1595.26/15180.60\text{kWh} = \mathbf{\$0.1051/\text{kWh}}$

**Increase in Cost going from ENH to Engie** **5.4%**

# EVERSOURCE

Account Number: **5615 919 0024**  
 Customer name key: HENN  
 Statement Date: **01/07/20**  
 Service Provided To:  
**TOWN OF HENNIKER TREATMENT PLA**

Svc Addr: **155 RAMSDELL RD**  
**HENNIKER NH 03242**  
 Serv Ref: **157460005**  
 Service from **12/05/19 - 01/07/20**  
 Next read date on or about: **Feb 05, 2020**  
 Bill Cycle: **04**  
**33 Days**

Meter Number	Current Read	Previous Read	Current Usage	Reading Type
<b>S72922398</b>	<b>13918</b>	<b>13514</b>	<b>404</b>	<b>Actual</b>

Cust provided ID: TREATMENT PLANT  
 Total Demand Use = 68.20 KW  
 404 X Meter Constant of 100 = 40,400 Billed Usage

Monthly kWh Use						
Jan	Feb	Mar	Apr	May	Jun	Jul
41200	40200	40200	35700	32800	25700	22800
Aug	Sep	Oct	Nov	Dec	Jan	
19800	22400	22000	25700	37600	40400	

**Contact Information**  
 Emergency: 800-662-7764  
 www.eversource.com  
 BusinessCenterNh@eversource.com  
 Pay by Phone: 888-729-7764  
 Customer Service: 866-554-6025

For information or questions regarding your account, please contact Eversource at the number above. If, after contacting us, your billing dispute is still unresolved, you may call the New Hampshire Public Utilities Commission at 800-652-3793.

Total Amount Due  
 by 02/01/20

**\$5,548.83**

**Electric Account Summary**

Amount Due On 12/30/19 **\$5,149.43**  
 Last Payment Received On 12/23/19 **-\$5,149.43**  
 Balance Forward **\$0.00**  
 Current Charges/Credits  
 Electric Supply Services **\$3,205.74**  
 Delivery Services **\$2,340.09**  
 Total Current Charges **\$5,545.83**  
 Total Amount Due **\$5,545.83**

**Total Charges for Electricity**

**Supplier**  
 ENGE RESOURCES, INC  
 Service Reference: 157460005  
 Generation Svc Chrg\*\*\* **40400.00kWh X \$0.07935** **\$3,205.74**  
 Subtotal Supplier Services **\$3,205.74**

**Delivery**

(RATE G GENERAL SERVICE)  
 Service Reference: 157460005  
 Customer Chrg 3-Phase **\$32.39**  
 KW Distrib Chrg, Over 5.0 **\$599.77**  
 KW Transmission Chrg, Over 5.0 **\$365.30**  
 KW Strnd Cst Recovery Chrg **\$72.05**  
 Distribution Chrg **\$38.02**  
 500.00kWh X \$0.07604  
 1000.00kWh X \$0.01884 **\$18.84**  
 38900.00kWh X \$0.00666 **\$259.07**  
 Transmission Chrg **\$10.45**  
 500.00kWh X \$0.02089  
 1000.00kWh X \$0.00786 **\$7.86**  
 38900.00kWh X \$0.00421 **\$163.77**  
 Strnded Cst Recovery Chrg **\$522.37**  
 40400.00kWh X \$0.01293  
 System Benefits Chrg **\$186.53**  
 31830.30kWh X \$0.00586  
 System Benefits Chrg **\$63.67**  
 8569.70kWh X \$0.00743  
 Subtotal Delivery Services **\$2,340.09**

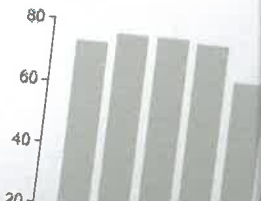
NH\_200107PR0D:TXF-446-00010902

These measures will help us to  
 Customer Service  
 and the excellent

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**Demand Profile**

Max. Demand



# EVERSOURCE

Account Number: **5615 919 0024**

Statement Date: **08/07/19**

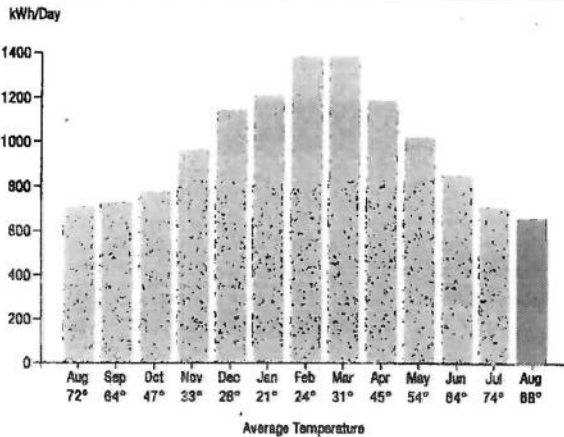
Service Provided To:  
**TOWN OF HENNIKER TREATMENT PLA**

Total Amount Due  
by 09/01/19

**\$2,788.47**

Amount Due On 08/02/19	\$3,006.17
Last Payment Received On 07/19/19	-\$3,006.17
Balance Forward	\$0.00
Total Current Charges	\$2,788.47

## Electric Usage History - Kilowatt Hours (kWh)



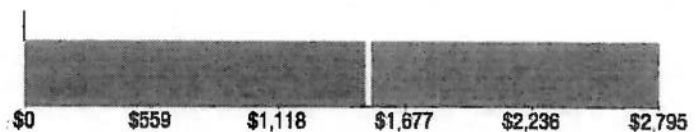
## Current Charges for Electricity

Supply  
**\$1,502.03**

Cost of electricity from ENH POWER

Delivery  
**\$1,286.44**

Cost to deliver electricity from Eversource



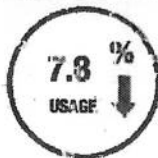
Your electric supplier is

ENH POWER  
PO BOX 1150  
AUBURN ME 04211-1150  
WWW.ELECTRICITYNH.COM  
866-266-2641

## Electric Usage Summary

This month your average daily electric use was **680.0 kWh**

This month you used **7.8% less** than at the same time last year



**APPROVED**

Date 8/13/19  
Acct. # 4336-409 8/21  
Initial Ben

## News For You:

100 56159190024-080719

Learn the signs and stop the scams! Whether online, in person or over the phone, scammers use deceptive tactics like posing as utility employees to get personal and customer account information. Eversource is there when you need us, so for more tips, visit the 'Safety' section of Eversource.com.

Remit Payment To: Eversource, PO Box 56003, Boston, MA 02205-6003

NH 190807PROD.TXT-5065-000014294

# EVERSOURCE

Account Number: **5615 919 0024**

Customer name key: HENN

Statement Date: **08/07/19**

Service Provided To:  
TOWN OF HENNIKER TREATMENT PLA

Service Address: 155 RAMSDELL RD  
HENNIKER NH 03242  
Serv Ref: 157460005 Bill Cycle: 04  
Service from 07/08/19 - 08/07/19 30 Days  
Next read date on or about: Sep 06, 2019

Meter Number	Current Read	Previous Read	Current Usage	Reading Type
872922398	12437	12239	198	Actual

Cust provided ID: TREATMENT PLANT

Total Demand Use = 48.30 kW

198 X Meter Constant of 100 = 19,800 Billed Usage

### Monthly kWh Use

Aug	Sep	Oct	Nov	Dec	Jan	Feb
22900	22000	21800	28000	36700	41200	40200
Mar	Apr	May	Jun	Jul	Aug	
40200	35700	32800	25700	22800	19800	

### Contact Information

Emergency: 800-662-7764

www.eversource.com

BusinessCenterNH@eversource.com

Pay by Phone: 888-729-7764

Customer Service: 866-554-6025

For information or questions regarding your account, please contact Eversource at the number above. If, after contacting us, your billing dispute is still unresolved, you may call the New Hampshire Public Utilities Commission at 800-852-3793.

Total Amount Due  
by 09/01/19

**\$2,788.47**

### Electric Account Summary

Amount Due On 08/02/19	\$3,006.17
Last Payment Received On 07/19/19	-\$3,006.17
Balance Forward	\$0.00
Current Charges/Credits	
Electric Supply Services	\$1,502.03
Delivery Services	\$1,286.44
Total Current Charges	\$2,788.47
<b>Total Amount Due</b>	<b>\$2,788.47</b>

### Total Charges for Electricity

#### Supplier

##### ENH POWER

Service Reference: 157460005

Allocated for 07/08/19 to 07/31/19

Generation Srvc Chrg***	15180.60kWh X \$0.07586	\$1,151.60
-------------------------	-------------------------	------------

##### ENH POWER

Service Reference: 157460005

Allocated for 07/31/19 to 08/07/19

Generation Srvc Chrg***	4619.40kWh X \$0.07586	\$350.43
-------------------------	------------------------	----------

Subtotal Supplier Services		\$1,502.03
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#### Delivery

(RATE G GENERAL SERVICE)

Service Reference: 157460005

Allocated for 07/08/19 to 07/31/19

Customer Chrg 3-Phase	\$29.7600 X 0.76670	\$22.82
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KW Distrib Chrg, Over 5.0	43.30KW X \$8.72000 X 0.76670	\$289.49
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KW Transmission Chrg, Over 5.0	43.30KW X \$5.26000 X 0.76670	\$174.62
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KW Strnd Cst Recovery Chrg	43.30KW X \$0.96000 X 0.76670	\$31.87
----------------------------	-------------------------------	---------

Distribution Chrg	383.40kWh X \$0.06986	\$26.78
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	766.70kWh X \$0.01731	\$13.27
--	-----------------------	---------

	14030.50kWh X \$0.00612	\$85.87
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# EVERSOURCE

Account Number: 5615 919 0024

Customer name key: HENN

Statement Date: 08/07/19

Service Provided To:  
TOWN OF HENNIKER TREATMENT PLA

Total Amount Due  
by 09/01/19

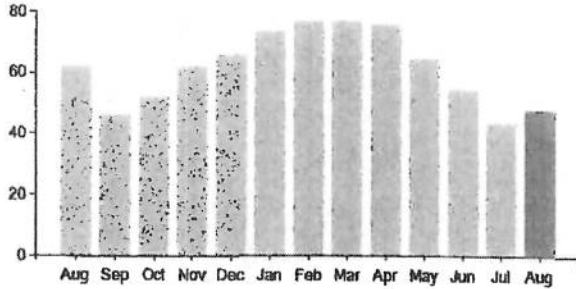
**\$2,788.47**

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### Demand Profile

Max. Demand



### Important Messages About Your Account

Because the billing period spans a change in the rates, your usage has been calculated partly on the old rate and partly on the new rate.

The stranded cost recovery charge is composed of a rate reduction bond charge owned by PSNH Funding LLC 3 as filed with the NHPUC and a stranded cost recovery amount approved by the NHPUC.

Please note that this bill reflects semi-annual adjustments to the energy service (if you are receiving that service from Eversource), distribution, stranded cost recovery charge, and transmission charge components that make up your bill. More information is provided in an enclosed insert.

Transmission Chrg	383.40kWh X \$0.01900	\$7.28
	766.70kWh X \$0.00715	\$5.48
	14030.50kWh X \$0.00383	\$53.74
Strnded Cst Recovery Chrg	15180.60kWh X \$0.01069	\$162.28
System Benefits Chrg	15180.60kWh X \$0.00586	\$88.96

Allocated for 07/31/19 to 08/07/19

Customer Chrg 3-Phase	\$32.3900 X 0.23330	\$7.56
KW Distrib Chrg, Over 5.0	43.30KW X \$9.49000 X 0.23330	\$95.87
KW Transmission Chrg, Over 5.0	43.30KW X \$5.78000 X 0.23330	\$58.39
KW Strnd Cst Recovery Chrg	43.30KW X \$1.13000 X 0.23330	\$11.42
Distribution Chrg	116.60kWh X \$0.07604	\$8.87
	233.30kWh X \$0.01884	\$4.40
	4269.50kWh X \$0.00666	\$28.43
Transmission Chrg	116.60kWh X \$0.02089	\$2.44
	233.30kWh X \$0.00786	\$1.83
	4269.50kWh X \$0.00421	\$17.97
Strnded Cst Recovery Chrg	4619.40kWh X \$0.01293	\$59.73
System Benefits Chrg	4619.40kWh X \$0.00586	\$27.07

Subtotal Delivery Services	\$1,286.44
<b>Total Cost of Electricity</b>	<b>\$2,788.47</b>

**Total Current Charges** **\$2,788.47**



# TOWN WARRANT

## Addendum

2020

**DRAFT**

**DRAFT**

*Town of Henniker*  
*State of New Hampshire*

Town Meeting begins at 1:00 PM  
at the Henniker Community School Cafetorium  
51 Western Avenue  
Saturday, March 14, 2020

To the inhabitants of the Town of Henniker  
in the County of Merrimack in the said State  
qualified to vote in Town Affairs:

You are hereby notified to meet at the  
Henniker Community School Cafetorium in Henniker  
on Saturday the Fourteenth (14th) day of March next,  
at one o'clock (1:00 p.m.) in the afternoon  
to act upon the following:

- 5) Placeholder for Wastewater Treatment estimated \$2,500,000 debt service – State DES grant
- 6) Placeholder for Cogswell Spring Water estimated \$350,000 debt service – Water line under 202
- 7) To see if the Town will vote to raise and appropriate the sum of Five Million Six Hundred thirty seven thousand five dollars (\$5,637,005) for general municipal operations.

**Selectmen recommend**

	<b>2020 Requested</b>	<b>2019 Approved</b>	<b>Difference</b>
EXECUTIVE BUDGET	32,473	22,567	9,906
HISTORIC DISTRICT	1,250	1,250	0
TOWN CLK BUDGET	90,457	90,937	-480
ELECTION BUDGET	15,070	6,870	8,200
TAX MAP BUDGET	4,725	4,725	0
TOWN OFFICE BUDGET	571,706	538,836	32,870
TAX COLL BUDGET	92,217	87,315	4,902
LEGAL FEES BUDGET	20,000	20,000	0
PLANNING BUDGET	48,679	48,268	411
ZBA BUDGET	5,521	5,521	0
CEMETERIES BUDGET	13,950	13,700	250
INSURANCE BUDGET	143,445	151,061	-7,616
MUNICIPAL DUES BUDGET	4,157	4,035	122
POLICE BUDGET	1,380,904	1,273,803	107,101
FIRE/RESCUE BUDGET	773,789	767,468	6,321
CODE BUDGET	6,883	6,583	300
EMERGENCY MANAGEMENT	3,569	1,292	2,277
HIGHWAY BUDGET	776,676	770,634	6,042
HIGHWAY/STREETS BUD	629,700	602,800	26,900
STREET LIGHTS BUDGET	20,000	25,460	-5460
SOLID WASTE BUDGET	452,912	438,073	14,839
ANIMAL CONTROL BUD	9,408	9,408	0
HUMAN SERVICE BUDGET	80,000	80,000	0
ATHLETIC BUDGET	40,145	40,145	0
PATRIOTIC PURPOSES BUD	2,000	2,000	0
CONCERT'S BUDGET	7,195	7,195	0
CONSERVATION BUDGET	3,500	3,390	110
COMMUNITY– CAP	14,000	12,000	2,000
COMMUNITY – WHITE BIRCH	65,000	62,500	2,500
DEBT SERVICE – PRINCIPAL	270,190	272,614	-2,424
DEBT SERVICE – INTEREST	43,984	44,304	-320
DEBT SERVICE – TAN INT	13,500	13,500	0
<b>Total</b>	<b>5,637,005</b>	<b>5,428,254</b>	<b>208,751</b>

- 8) To see if the Town will vote to raise and appropriate the sum of Two Hundred Thirty Three Thousand Eight Hundred Seventy One dollars (\$233,871) for the Tucker Free Library with the amount to be raised from current year taxation. **Selectmen recommend**
- 9) To see if the Town will vote to raise and appropriate the sum of Ninety Nine Thousand dollars (\$99,000) to conduct a Full Property Revaluation and to withdraw \$60,000 from the Property Revaluation Capital Reserve established for that purpose. **Selectmen recommend.**
- 10)
- 11) To see if the Town will vote to raise and appropriate the sum of up to One Hundred Seventy Seven Thousand Nine Hundred Forty Five dollars (\$177,945) for road improvements, representing the Town's estimated share of the New Hampshire Highway Block Grant. Only the amount of revenue received from the block grant shall be appropriated for this purpose. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse before December 31, 2025. **Selectmen recommend**
- 12) To see if the Town will vote to raise and appropriate the sum of Twenty Five Thousand Dollars (\$25,000) to be added to the Highway Equipment Capital Reserve Fund established at the 2007 Town Meeting under the provisions of RSA 35:1 **Selectmen recommend**
- 13) To see if the Town will vote to raise and appropriate the sum of Twenty Five Thousand Dollars (\$25,000) to be added to the Fire-Rescue Building Maintenance Fund, an Expendable Trust Fund under provisions of RSA 31:19-A. **Selectmen recommend**
- 14)
- 15) To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the Transfer Station Capital Reserve Fund established at the 2017 Town Meeting under the provisions of RSA 35:1. **Selectmen recommend**
- 16) To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to the Bridge Repair Capital Reserve Fund established at the 2008 Town Meeting under the provisions of RSA 35:1. **Selectmen recommend**
- 17) To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to the Police Building Maintenance Fund. This is an expendable trust fund established under the provisions of RSA 31:19-A. **Selectmen recommend**
- 18) To see if the Town will vote to raise and appropriate the sum of Sixty Seven Thousand Eight Hundred Dollars (\$67,800) to be added to the Ambulance Capital Reserve Fund established in 1988 under the provisions of RSA 35:1 for the purchase of an ambulance for the Rescue Squad, of which the amount of \$7,800 will be transferred if received from the Town of Bradford. If the money is not received from Bradford only \$60,000 will be deposited into the fund. **Selectmen recommend**



- 19) To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) to be added to the Fire Equipment Capital Reserve Fund established at the 2016 Town Meeting under the provisions of RSA 35:1 **Selectmen recommend**
  
- 20) To see if the Town will vote to raise and appropriate the sum of Six Hundred Thirty Two Thousand Six hundred Nine dollars (\$632,609) for the operating expenses of the Wastewater Treatment Plant. This funding is provided by sewer assessments. **Selectmen recommend**
  
- 21) To see if the Town will vote to raise and appropriate the sum of Four Hundred Ninety One Thousand One Hundred One dollars (\$491,101) for the operating expenses of Cogswell Spring Water Works. This funding is provided by water assessments. **Water Commissioners recommend**

**Town of Henniker  
Request Budget 2020  
As of 1/22/2020**

	2020 Requested Budget	12/16/19 BOS	1/28/20 BOS	2020 Requested Budget	2020 Estimated Revenues	2020 Net to be Raised	Cost on Tax Rate Valuation / 1000 \$401,243
Executive	25,973			25,973		25,973	0.06
Executive - Historic District (regular appropriation)	1,250			1,250		1,250	0.00
Executive - Historic District (front of town hall project)	6,500			6,500		6,500	0.02
Town Clerk	90,457			90,457	916,000	(825,543)	-2.06
Election	15,070			15,070		15,070	0.04
Tax Maps	4,725			4,725		4,725	0.01
Town Office	552,284			552,284	2,000	550,284	1.37
Town Office (Town Hall energy upgrades)	10,725			10,725		10,725	0.03
Town Office (Community Center energy upgrades)	5,604			5,604		5,604	0.01
Town Office (Grange energy upgrades)	354			354		354	0.00
Town Office (Community Center handicap ramp)	2,739			2,739		2,739	0.01
Tax Collector	92,217			92,217	150,000	(57,783)	-0.14
Legal Fees	20,000			20,000		20,000	0.05
Planning	48,679			48,679	3,000	45,679	0.11
Zoning	5,521			5,521	1,800	3,721	0.01
Cemeteries	13,950			13,950	659	13,291	0.03
Insurance	143,445			143,445		143,445	0.36
Municipal Dues	4,157			4,157		4,157	0.01
Police	1,372,122	8,782		1,380,904	13,000	1,367,904	3.41
Fire/Rescue	773,789			773,789	425,000	348,789	0.87
Code Enforcement	6,883			6,883	10,000	(3,117)	-0.01
Emergency Management	3,569			3,569		3,569	0.01
Highway	776,676			776,676		776,676	1.94
Highway/Streets	629,700			629,700		629,700	1.57
Street Lights	20,000			20,000		20,000	0.05
Solid Waste	452,912			452,912	30,000	422,912	1.05
Animal Control	9,408			9,408		9,408	0.02
Welfare	80,000			80,000		80,000	0.20
Athletic	40,145			40,145	2,500	37,645	0.09
Library	233,871			233,871		233,871	0.58
Patriotic Purposes	2,000			2,000		2,000	0.00
Community Concert's	7,195			7,195		7,195	0.02
Conservation	3,500			3,500		3,500	0.01
Community Programs-CAP	14,000			14,000		14,000	0.03
Community Programs-White Birch	65,000			65,000		65,000	0.16
Debt Service	327,674			327,674		327,674	0.82
Revenue: State of NH Rooms/Meals	0			0	252,000	(252,000)	-0.63
Revenue: Flood Control	0			0	90,000	(90,000)	-0.22
Revenue: State Taxpayer Relief					52,936	(52,936)	-0.13
Revenue: HHHWD Other Gov't Participation	0			0	6,000	(6,000)	-0.01
Revenue: Payments In Lieu	0			0	4,271	(4,271)	-0.01
Revenue: Trust Funds	0			0	14,100	(14,100)	-0.04
Revenue: Water Pollution Control	0			0	7,500	(7,500)	-0.02
Revenue: Unemployment Premium Holiday					1,451	(1,451)	-0.00
Revenue: Forest	0			0	104	(104)	-0.00
Revenue: Interest Income	0			0	10,000	(10,000)	-0.02
Revenue: Photocopy, Misc revenue	0			0	500	(500)	-0.00
Revenue: Unreserved Fund Balance	0			0		0	0.00
<b>Subtotal Operational Budget</b>	<b>5,862,094</b>	<b>8,782</b>		<b>5,870,876</b>	<b>1,992,821</b>	<b>3,878,055</b>	<b>9.67</b>



Town of Henniker  
 Status of Existing Reserves  
 12/31/2019

	<i>Balances</i> 12/31/17	<i>Add's</i> 2018	<i>W Draw</i> 2018	<i>Balances</i> 12/31/18	<i>Add's</i> 2019	<i>W Draw</i> 2019	<i>Anticipated</i> 2019 W Draw	<i>12/31/2019</i> Ending
Land Purchase Fund	112			112	0	0		112
Property Revaluation Capital Reserve	20,129	20,000		40,129	20,000	0		60,129
Bridge Repair Capital Reserve	20,351	10,000		30,351	10,000	0		40,351
Police Building Maint ExpTrust	25,042	10,000		35,042	10,000	0		45,042
Fire/Rescue Blding Maintenance Fund	22,345			22,345	25,000			47,345
Highway Equipment Capital Reserve	115,599	25,000	(27,000)	113,599	25,000	(134,717)		3,882
Highway Building Reserve				0	1	0		1
Fire Equipment Capital Reserve	165,690	100,000		265,690	100,000	(32,662)		333,028
Ambulance Capital Reserve	72,148	66,600		138,748	66,600	0		205,348
Transfer Station Capital Reserve	10,000	5,000		15,000	5,000	0		20,000
Roads Maintenance Expendable Trust	0	1		1	750,000	0	(147,010)	602,991
Police Vehicle Capital Reserve	0	1		1		0		1
Highway Building Fund ETF					1	0		1
Town Owned Building ETF					1	0		1
Town Vehicle Maint ETF					1	0		1
<b>Totals</b>	<b>451,416</b>	<b>236,602</b>	<b>(27,000)</b>	<b>661,018</b>	<b>1,011,604</b>	<b>(167,379)</b>	<b>(147,010)</b>	<b>1,358,233</b>

Town of Henniker  
 Requested Budget 2020 vs 2019  
 1/22/2020

	2020 Requested	2019 Voted Bud	2019 vs 2020 \$	2019 vs 2020 %
EXECUTIVE	32,473	22,567	9,906	43.9%
HISTORIC DISTRICT	1,250	1,250	0	0.0%
TOWN CLERK	90,457	90,937	(480)	-0.5%
ELECTION BUDGET	15,070	6,870	8,200	119.4%
TAX MAP BUDGET	4,725	4,725	0	0.0%
TOWN OFFICE BUDGET	571,706	538,836	32,870	6.1%
TAX COLL BUDGET	92,217	87,315	4,902	5.6%
LEGAL FEES BUDGET	20,000	20,000	0	0.0%
PLAN BUDGET	48,679	48,268	411	0.9%
ZBA BUDGET	5,521	5,521	0	0.0%
CEMETERIES BUDGET	13,950	13,700	250	1.8%
INSURANCE BUDGET	143,445	151,061	(7,616)	-5.0%
MUNICIPAL DUES BUDGET	4,157	4,035	122	3.0%
POLICE BUDGET	1,380,904	1,273,803	107,101	8.4%
FIRE/RESCUE BUDGET	773,789	767,468	6,321	0.8%
CODE BUDGET	6,883	6,583	300	4.6%
EMERGENCY MANAGEMENT BUDGET	3,569	1,292	2,277	176.2%
HIGHWAY BUDGET	776,676	770,634	6,042	0.8%
HIGHWAY/STREETS BUD	629,700	602,800	26,900	4.5%
STREET LIGHTS BUDGET	20,000	25,460	(5,460)	-21.4%
SOLID WASTE BUDGET	452,912	438,073	14,839	3.4%
ANIMAL CONTROL BUD	9,408	9,408	0	0.0%
HUMAN SERVICE BUDGET	80,000	80,000	0	0.0%
ATHLETIC BUDGET	40,145	40,145	0	0.0%
LIBRARY BUDGET	233,871	227,730	6,141	2.7%
PATRIOTIC PURPOSES BUD	2,000	2,000	0	0.0%
CONCERT'S BUDGET	7,195	7,195	0	0.0%
CONSERVATION BUDGET	3,500	3,390	110	3.2%
COMMUNITY BUDGET	79,000	74,500	4,500	6.0%
DEBT SERVICE BUDGET	327,674	330,418	(2,744)	-0.8%
DEPARTMENT OPERATIONS SUBTOTAL	5,870,876	5,655,984	214,892	3.8%
WARRANT ARTICLES BUDGET	276,945	495,097	(218,152)	-44.1%
CAPITAL RESERVES BUDGET	242,800	1,021,603	(778,803)	-76.2%
TOTAL RAISED FROM PROPERTY TAXES	6,390,621	7,172,684	(782,063)	-10.9%
CSWW BUDGET (estimated)	491,101	491,101	0	0.0%
CSWW Warrant Article	0	0	0	0.0%
WWTP BUDGET	632,609	620,100	12,509	2.0%
WWTP Warrant Article	0	0	0	0.0%
GOVERNMENT WIDE BUDGET	7,514,331	8,283,885	(769,554)	-9.29%

TOWN OF HENNIKER  
 Budget Summary for the 2019 Approved Budget + 2018 encumbrances  
12/31/2019 (NOT FINAL)

	BUDGET	EXPENDED	AVAILABLE	% Avail
EXECUTIVE	23,817.00	19,715.41	4,101.59	17%
TOWN CLERK	90,937.00	92,947.75	(2,010.75)	-2%
ELECTION	6,870.00	6,126.82	743.18	11%
TAX MAPS	4,725.00	4,512.50	212.50	4%
TOWN OFFICE	538,836.00	520,526.24	18,309.76	3%
TAX COLLECTOR	87,315.00	84,455.16	2,859.84	3%
LEGAL	20,000.00	45,381.24	(25,381.24)	-127%
PLANNING BOARD	48,268.00	31,791.27	16,476.73	34%
ZONING BOARD	5,521.00	1,378.45	4,142.55	75%
CEMETERIES	13,700.00	13,700.00	0.00	0%
GENERAL INSURANCE	151,061.00	140,625.38	10,435.62	7%
DUES & MEMBERSHIP	4,035.00	4,066.00	(31.00)	-1%
POLICE	1,273,803.00	1,248,869.97	24,933.03	2%
FIRE/RESCUE	767,468.00	677,866.72	89,601.28	12%
CODE ENFORCEMENT	6,583.00	6,439.60	143.40	2%
EMERGENCY MANAGEMENT	1,292.00	1,291.80	0.20	0%
HIGHWAY	770,634.00	705,079.56	65,554.44	9%
HIGHWAY/STREETS	602,800.00	574,523.98	28,276.02	5%
STREET LIGHTS	25,460.00	14,901.53	10,558.47	41%
SOLID WASTE	438,073.00	417,082.95	20,990.05	5%
ANIMAL CONTROL	9,408.00	2,638.23	6,769.77	72%
WELFARE	80,000.00	71,155.52	8,844.48	11%
ATHLETIC	40,145.00	36,366.02	3,778.98	9%
LIBRARY	227,730.00	227,730.00	0.00	0%
PATRIOTIC PURPOSES	2,000.00	1,831.39	168.61	8%
BAND	7,195.00	7,316.50	(121.50)	-2%
CONSERVATION COMMISSION	3,390.00	2,289.00	1,101.00	32%
COMMUNITY SERVICES	74,500.00	74,500.00	0.00	0%
DEBT SERVICE	330,418.00	325,266.95	5,151.05	2%
<b>Subtotal</b>	<b>5,655,984.00</b>	<b>5,360,375.94</b>	<b>295,608.06</b>	<b>5%</b>
WARRANT ARTICLE	1,262,548.19	1,354,854.40	(92,306.21)	-7%
CAPITAL RESERVE	1,021,603.00	1,021,603.00	0.00	0%
<b>TOTAL TOWN (FUND 1)</b>	<b>7,940,135.19</b>	<b>7,736,833.34</b>	<b>203,301.85</b>	<b>3%</b>
COGSWELL SPRING (FUND 2)	491,101.00	464,849.14	26,251.86	5%
CSWW CAPITAL IMPROVE (FUND 2)		3,905.33	(3,905.33)	
BOND WATER LINE	200,000.00	188,713.07	11,286.93	6%
WASTE WATER (FUND 3)	620,100.00	618,527.53	1,572.47	0%
Waste Water -Asset Mgt Program	20,609.05	21,019.91	(410.86)	-2%
Waste Water - Use of Unreserved Fund	0.00	12,990.00	(12,990.00)	0%
<b>TOTALS (ALL FUNDS)</b>	<b>9,271,945.24</b>	<b>9,046,838.32</b>	<b>225,106.92</b>	<b>2%</b>
<b>Reconciliation</b>				
John Stark High School	1,268,418.00	1,268,418.00	0.00	
Henniker School District	5,619,181.00	5,619,181.00	0.00	
Merrimack County	3,146,368.00	3,146,368.00	0.00	
<b>Totals Per Expenditure Reports.....&gt;</b>	<b>19,305,912.24</b>	<b>19,080,805.32</b>	<b>225,106.92</b>	

# Memorandum

**To:** Board of Selectmen

**From:** Russ Roy, Finance

**Date:** 1/23/2020

**RE:** Budget Details

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## Wages

When I originally presented the budgets, I had described that in the year 2020 there would be 53 pay weeks and that I had included that extra week in the wages that were included. After a closer review, I had increased the hours, but had a failsafe in my formula that did not let me budget over 2080 hours. This means that I had only calculated the regular 52 week payroll in the budget sheets presented. The good news is that we do not need to increase the 2020 budget to compensate for this short fall. Due to the New Years Holiday falling on January 1, 2020, we issued payroll on Tuesday 12/31/19. This simple date change dragged the extra payroll into the 2019 budget which we were able to absorb due to unexpended appropriations.

## Roads ETF

Currently, I expect to request a withdrawal of \$147,010 out of the \$750,000 Expendable Trust leaving \$602,990 in the account. I am waiting for the balance of the 2019 invoices to determine if any more of the unexpended appropriations can be used to lower that withdrawal amount. I should have a better idea by the public hearing.

## Legal

I would like to recommend that the legal budget be increased for the 2020 budget year. As you can see from the summary budget report, we have overdrawn the legal budget as of 12/31/19 by \$25,381. The total budget for 2019 was \$20,000. We spent \$45,381 of which \$20,937 was Eversource related. The pool of towns that are sharing in the litigation expenses dropped from 24 to 8 at the end of 2019.

## Fund Balance

Fund Balance retained at the 2019 Tax Rate setting was \$1,196,611. The Eversource lawsuit is working on 2014, 2015, 2016, 2017 and 2018. Utilizing information from the offering deal in December and assuming 2017 and 2018 would drop to 2019 levels of assessment, I am estimating at least \$507,000 of potential payout to settle those years. This is what you would call an educated "guess" as I cannot predict the outcome of the lawsuits. I am recommending we proceed cautiously in the use of unreserved fund balance until this suit has been settled.



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** January 27, 2020

**TITLE:** Craney Hill Radio Tower

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

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:** We continue moving forward with the project.

**BACKGROUND:** Currently the towns radio repeaters are on top of Craney Hill. When they lose power we currently have to bring portable generator to the top so we have power to the Highway and Police radios. We then must every 6-8 hours bring gas cans to the top to power the generator. This is time consuming and dangerous during storms.

**DISCUSSION:** We are looking to upgrade the access road to the top of the mountain to have better access to our emergency equipment. We are also looking to have a new building placed to house the repeaters with a stand by generator. These repeaters are a necessity and the town cannot have them not working during stormy weather when we need them the most. This is a group effort with Police, Fire, Rescue, Highway, Capital Area Mutual Aid and Henniker Emergency Management. We are exploring grants to help fund this project. We have also reached out to other communities who have done similar projects.

**FISCAL IMPACT:** Unknown at this time

**RECOMMENDATION:** We continue moving forward with exploring the feasibility of the project.



**DRAFT**



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, December 3, 2019  
Henniker Town Hall**

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

**Members Excused:** Chairman, Kris Blomback

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

**Recording Secretary:** Kelly McCutcheon

**Guests:** Police Chief Matt French, Danny & Heidi Aucoin, Mike Tardiff, Robert Van DerLike, Brenda Van DeLike.

**Item 1: Consent Agenda**

**Selectman Parker moved to approve with the beautification being pulled as a discussion item. Selectman Flynn seconded. Motion carried 4-0.**

Public forum one  
No public comment

**Item 2: Azalea Park/Riverwalk Committee**

Joe stated he received concerns regarding the orange construction fencing that was put out to prevent children from snowboarding over the plants, gives the appearance the park is open when the stairs are not being maintained at the entrance.

Selectman Parker suggested having the construction fence under the arches to prevent people from using the stairs. Selectman Osgood stated it is a public park and should not be closed off. Vice Chair Hooper stated it is a liability when the stairs are not being maintained and shoveled. Selectman Osgood suggested putting up signs as people will use the park regardless. Vice Chair Hooper stated her concerns of the liability of someone falling.

Joe stated that all parks and trails have liability, but the stairs are more dangerous and the current fencing gives the impression the park is open and being maintained. Vice Chair Hooper mentioned the concerns of vandalism discussed at prior meetings and if there was reason for people to be in the park during the winter. Selectman Osgood stated that people enjoy walking and snowshoeing through there, and that he does not see anything wrong with protecting the plants and that adding signs will not hurt, but to completely shut down the park is not an option.

## DRAFT

Selectman Flynn asked who gave permission for the fencing to be installed. Joe stated he received a call Wednesday morning regarding it and reached out the Chair of the Azalea Park Committee who stated it was installed to keep kids off the boulders and that the committee as no intentions of maintaining the park through the winter. Selectman Flynn asked if permission was asked before the fencing was installed; no.

Selectman Flynn stated the fencing looks horrific and that people have used the park for years with the issues being the steps and the embankments, and that he would like to see the Town Administrator take care of it and is disappointed the committee did not go through the proper procedures. Vice Chair Hooper suggested marking the park as closed to remove the town from liability and let people pass at their own risk. Joe stated there would still be some liability issues. Selectman Flynn stated the fencing is ugly. Joe suggested removing the fencing but keeping the states so as to park the walkway. Selectman Parker stated the orange fencing needs to come down and Selectman Osgood agreed.

**Vice Chair Hooper moved to instruct the Town Administrator to contact the Chair of the Azalea Park Committee to remove the orange fencing. Selectman Parker seconded. Motion carried 4-0.**

### **Item 3: Update on Intersection improvements at 202/NH9/ NH127**

Mike Tardiff gave an update on the 10-year plan regarding the intersection of 202/NH9/NH127 with the project currently being funded with proposed start construction date of 2025/2026 and conversations beginning with DOT (Department of Transportation). Selectman Osgood asked if there was a design, Mike stated at this time there is no set design. Vice Chair Hooper stated that intersection sees a lot of truck traffic and to have the engineers keep that in mind with their design.

Mike suggested a proposed meeting with Hopkinton in the 2<sup>nd</sup> or 3<sup>rd</sup> week of February to discuss the project further. Selectman Osgood stated the quote sounded low, Mike stated since there is no solid plan at this point that was the estimate given, but they are moving forward in the process.

### **Item 4: Henniker Hazardous Mitigation Plan**

Police Chief Matt French stated that Homeland Security approved the plan as submitted and not changes can be made at this point. All that is left is for the Board to sign off on the plan. Joe stated if the Board does not sign the town will not eligible for FEMA grants.

**Vice Chair Hooper read the resolved plan and moved to approve. Selectman Flynn seconded. Motion carried 4-0.**

### **Item 5: Purchase Ford F350 – Highway**

Joe stated the vehicle will be coming out of the existing budget and the department will not be asking for any new vehicles in the 2020 CIP. The Highway Department is looking to replace the

## **DRAFT**

2008 Ford that's body is rusted out. An RFP was sent out and 2 bids came back. \$32,000 for the truck, \$39,000 for the truck and plow. Selectman Parker assumed the truck with the plow is preferred. Joe stated if one is not purchased now it will be later and that the cost does not include decals and radio set up.

**Selectman Parker moved to approve the purchase of a truck from this year's current budget for no more than \$40,000. Selectman Flynn seconded. Motion carried 4-0.**

### **Item 6: 2020 Household Clean Up**

Kristen is looking for an endorsement authorizing her to move forward with scheduling next years clean up, and having the Board authorize the expending of funds.

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

### **Item 7: Right to Know**

There was no public comment on the policy.

**Selectman Flynn moved to adopt the policy on Right to Know and waive the 3<sup>rd</sup> reading. Selectman Parker seconded. Motion carried 4-0.**

### **Item 8: PD Restructure**

Chief French stated one of the biggest concerns is staffing and the cost to onboard new officers, and the need to look for better ways to retain the officers the town has and enticing them to stay.

Why is this needed? One is to ease recruitment since there were only 5 applications received for the 1 full-time position and 5 applications received for the 2 part-time positions, with 6 interviews between both positions. The town lost an officer to Fish and Game 16 months ago in addition to losing officers to Keene PD, Bow PD, and the Fire Marshals. Other police departments are buying out contracts of police officers because it is cheaper than training someone new.

The problem with the current structure of HPD is that a new officer is ranked the same as a 12-year veteran, the proposed new structure creates a clear chain of command as well as a clear chain for advancement instead of waiting for someone to retire. The benefits of the new structure are promoting current officers and rewarding their efforts and the help retain them. When there is a clear rank structure, they see the movements and the ability to work up the ladder.

One of the long-term problems the department faces is that 3 officers will be eligible for retirement in 3 years and all law enforcement departments are hiring. Ultimately the new structure will save money, close the revolving door of personnel, maintain trained personnel, and help create a better officer commitment. The cost to the budget increases \$8781 to the 2020 salary line, including a 5% pay increase for each officer.

## DRAFT

Joe stated when the department loses an officer it can cost over \$20,000 to onboard and train a new officer, which does not account for the 6-12 months when the officer is training the vacant shifts and overtime for filling vacant shifts.

Chief French also the town has to lowest paying part-time officer shifts, and that part-time officers do the same work as full-time officers and proposed increasing the part-time officer wage to \$25/ hour. Selectman Flynn asked if officers sign contracts when they are brought on. Chief French stated Office Bois did and moving forward all new officers will have to. Selectman Parker was impressed with the proposal and that it did not cost more.

**Selectman Parker moved to adopt the presentation and to put it into the budget for fiscal year 2020, and to have the Chief return in January with the new job descriptions. Selectman Flynn seconded. Motion carried 4-0.**

The Chief stated his concern for the long term and wants to ensure when he retires that the department will be set for the next 10 years and his goal to establish a process to build around and support the staff he has now.

### **Item 9: Henniker Wastewater Treatment Abatement Request**

Robert Van DerLike had requested a rebate of \$2475.86. Taking into account the base rate of \$240 for 1700 gallons, the adjusted rebate was granted for \$2235.86 for 192 Rush Road.

**Selectman Flynn moved to approve the abatement to reflect to new bill of \$240.00. Selectman Parker seconded. Motion carried 4-0.**

### **Item 10 Town Administrator Report**

Update: one of the lines under the river to the waste water plant is blocked and Ted Berry will be coming out to siphoned the line and take care of it. It is the 6inch pipe that is blocked, the 18inch pipe is still open.

The Department of Safety called regarding an issue with a rescue call on Shaker Hill and a delayed response time due to there being 2 Shaker Hill Roads when the road splits into a "Y" and recommend renaming the part of Shaker Hill Road where the gate is and where there are no houses. Vice Chair Hooper did speak with the Road Agent and that portion of road could be discontinued. The portion of road is where the gate is that is open or closed depending on the water levels. The state has requested the portion without houses on it be renamed. Selectman Parker stated the issued with discontinuing the road makes a longer trip to go around and that it makes more sense to rename the other side. Joe will speak with the Highway Supervisor to see what he recommends.

The Part-time position at the Transfer station was posted.

3 RFP's came back for the solar for municipal buildings.

The culvert was replaced on Western Ave and Fairview Ave.

## **DRAFT**

The Supreme Court is hearing arguments against right to know laws, the 3 cases being challenged regard what personnel records can and cannot be released.

Joe looking to create an employee recognition program for employees based on peer recommendations and suggested an employee of the quarter. Vice Chair Hooper recommend discussing with the department heads first.

### **Consent agenda: Beautification Committee Discussion**

Vice Chair Hooper stated she thinks it would be best to create the committee under the town structure since there are many overlaps with Parks and Recreation. Selectman Osgood stated he believed it would be better if they were a private committee since they are volunteers trying to do good work. Vice Chair Hooper stated the committee would need to ensure they follow ordinances and make sure there are clear lines of communication. Selectman Osgood stated that the committee would be responsible for checking with the departments that would be impacted by their work.

Vice Chair Hooper stated this goes back to the discussion with the Transfer Station/ Parks and Rec and there being a volunteer program with oversight that would not overlap what is in the operating budget and keep the Town Administrator and the Board apprised of what work they are doing.

Selectman Flynn stated he is torn, but as long as all activities are reported to Kristen and Joe. Any money received as a donation for the committee must be brought before the Board to accept. Vice Chair Hooper stated as a town committee tracking and expending donations would be easier. Selectman Parker agreed with Selectman Flynn in having them report to Kristen and any funds needed would come from the Transfer Station/Parks and Rec. budget.

Vice Chair Hooper asked Joe to look into the benefits of a volunteer committee vs. town committee. The Board is ok by consensus.

### **Select Board Reports**

Selectman Parker stated the RMC (Road Management Committee) is in the process of firming up a proposal for Town Meeting that will cover the cost of completing Western Avenue. The RMC also is working on a list of second tier projects they would like to see completed in 2020.

Selectman Flynn stated there is a special Energy Committee meeting Monday night to review RFPs that came in.

Vice Chair Hooper stated the CIP (Capital Improvement Project) has received the majority of submissions for inventory and there have been several submissions for projects in the upcoming years. Everything will be made public once it has all been finalized.

Selectman Osgood had no report.

**DRAFT**

Joe stated the EDC (Economic Development Committee) will be holding public forums December 5<sup>th</sup> and 10<sup>th</sup> regarding the proposed tax incentive RSA's at town hall starting at 6pm.

Public forum #2

Danny Aucoin stated with the arrival of winter Pats Peak is open again, but GPS is sending people on River Road which was not built to sustain heavy truck, buses, and tourist traffic. Joe will reach out to Pats Peak in addition to speaking with the Hopkinton Town Administrator. There was joke about putting a toll road on River Road for the traffic.

**Selectman Parker moved to enter non-public. Vice Chair Hooper seconded. Motion carried 4-0.**

**Selectman Parker moved to exit non-public. Vice Chair Hooper seconded. Motion carried 4-0.**

**Selectman Flynn moved to hire Allyssa Stone part-time at grade 19 step 1. Selectman Osgood seconded. Motion carried 4-0.**

**Selectman Parker moved to enter non-public. Vice Chair Hooper seconded. Motion carried 4-0.**

**Item 13: non-public RSA 91-A:3, II(e)**

**Selectman Parker moved to exit non-public. Vice Chair Hooper seconded. Motion carried 4-0.**

**Selectman Flynn moved to seal the minutes. Selectman Parker seconded. Motion carried 4-0.**

**Selectman Flynn moved to adjourn. Vice Chair Hooper seconded. Motion carried 4-0.**

**Adjourn at 8pm.**

**DRAFT**



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, May 21, 2019  
Henniker Town Hall**

**Members Present:** Vice Chair Tia Hooper; Selectman Peter Flynn; Selectman Scott Osgood  
**Members Excused:** Chairman, Kris Blomback; Selectman Leon Parker  
**Town Administrator:** Joe R. Devine Jr.  
**Recording Secretary:** Kelly McCutcheon  
**Guests:** Brian Sandle, Greg Aucoin, Jim Morse, Susan Adams, Russ Roy, Bill Marko

Item1: Consent Agenda

**Selectman Flynn moved to approve the Consent Agenda. Selectman Osgood seconded.  
Motion carried 3-0.**

**Public Forum #1**

Brian Sandle stated he has lived adjacent to the fire tower for 13 years and walks the trail daily with his dog. He has noticed an increased amount of vehicle traffic leading to increased erosion, and an erosion problem that resulted in multiple stretches of 3inch crushed stone in the worst sections. With the recent storm there are also 12inch deep mud ruts in between the crushed stone parts making the trail miserable to walk. He stated the Rotary Club has it listed a premier hike.

Vice Chair Hooper stated it is not a trail but an emergency access road and that there is a joint effort by all the emergency personnel to ensure communications remain operational when the town loses power, since the emergency communication equipment is operated with propane generator when the power goes out. Moving forward the town is working on upgrading to more reliable emergency communications and there will be improvements made to the road once winter is over, and unfortunately ruts are part of winter.

Brian stated he understood but for several decades it was a really nice hiking trail that has now been ruined. Vice Chair Hooper stated again that it is not a trail but an emergency access road. Brain stated that in 2013 at one Board meeting that someone had stated that "The tower will be accessed once a year for maintenance". Brain was unable to state who had said the quote for from what Board of Selectman meeting it had taken place at. Brian stated in 2013 everyone was under the impression it would be much smaller scale and to see all the additional and different antennas are larger than what had been proposed in 2013.

## DRAFT

Vice Chair Hooper stated that it is not just the Town of Henniker emergency communications on the tower but also other regional emergency communication equipment. Vice Chair Hooper stated again the town is working to improve the emergency communications of the town because they are vital to the community. Brian stated the emergency access road is used year road by people and not just when the fire tower is open for tours.

Vice Chair Hooper stated it will be further discussed at the January 28<sup>th</sup> meeting and will be placed on the agenda.

Item2: Swearing in of Part Time Police Officer Allysia Stone  
Postponed

Item3: Assessing Services Agreement

The contract is up and looking to renew for 2020 with the contract being the same with the exception of a cost deduction. A vote is needed for approvals and is only for the assessing services not the reevaluation.

**Selectman Flynn moved to approve the new 2020 contract as presented. Selectman Osgood seconded. Motion carried 3-0.**

Item4: PA-28 Inventory of Taxable Property

Since the town will be doing to 2020 reevaluation this year the PA-28 form will not be required as long as a letter is sent to DRA. *The Board is okay by consensus to sign the letter*

Item 5: Rescue Dept. Acceptance of Gift

Rescue Chief Greg Aucoin stated 8 years ago the department raised the money for 2 CPR assist devices which are vital equipment. The machines have almost reached their useable life thus the department raised donations again to be able to purchase 2 new CPR assist devices at no cost to the town, and is looking for the Board to accept the gifts and provided demonstration on how the machines work and how vital they are for the Rescue Squad.

Vice Chair Hooper asked the cost of the devices; \$13,000 each which is why the money was raised through donations. Selectman Flynn stated the town policy for gifts over \$5,000 that there needs to be a public hearing in order to officially accept them.

**Vice Chair Hooper moved to hold a public hearing January 7<sup>th</sup> for 2 new CPR assist devices valued at \$26,000. Selectman Flynn seconded. Motion carried 3-0.**

Item 6: Santec -Authorization for Additional Services

Per DES (Department of Environmental Services) additional landfill monitoring samples are required and it will be \$18,000 to preform the samples. Joe requested authorization to send the agreement.



**DRAFT**

**Vice Chair Hooper moved to authorize the Town Administrator to send the agreement. Selectman Osgood seconded. Motion carried 3-0.**

Item7 Fire Department Trade

Fire Chief Jim Morse stated the Fire Dept. is looking to purchase 3 100ft lengths of 5inch hose estimated at \$21,000 from the Washington, NH Fire Department, in trade for a \$450 ice auger to be purchased from Morse Sporting Goods from the Fire Department equipment budget. Chief Morse tested the hoses already and stated it would be a large savings for the department and the town.

Selectman Osgood confirmed that the Henniker Fire Dept. is trading an ice auger to the Washington Fire Dept. in exchange for 3 lengths of 100ft 5inch hose. Chief Morse confirmed and wanted to ensure the Board approved the trade.

**Selectman Flynn moved to approve Chief Morse' trade request and authorized purchase of an ice auger for \$450 from the Fire Dept. equipment budget to be exchanged for 3 lengths of 100ft 5inch fire hose valued at \$21,000. Selectman Osgood seconded. Motion carried 3-0.**

Item 8: Azalea Park/Riverwalk Committee Donation

Susan Adams stated the committee has already received some funding for another memorial bench, this one is for Robert Brown and ideally will be installed around Memorial Day. This would be the 5<sup>th</sup> bench as the previous 4 the Board approved and stated it would not be installed unless it was already paid for. Selectman Flynn stated there would need to be an official acceptance of the donation before installation. *The Board is ok by consensus to proceed but to ensure once all the funds are gathered that an official acceptance of donation is held.*

Item9: Arcomm Communications Corp. Proposal

Rescue Chief Greg Aucoin stated the phone system at the rescue squad need to be replaced and updated. He researched a digital system that is not voice over internet and looking for approval to purchase the system from a specific vendor because of the vendors ability to fix immediately should the system go down.

Vice Chair Hooper asked why this was coming before the Board now and not when budget meetings where being held or listed on the CIP (Capital Improvements Program) form. Chief Aucoin stated that is because it is coming out of the 2019 budget with the money left in his funds, he is not asking for any additional money of funding. Chief Morse stated this past July and August issues where found in the system. Several vendors where researched however, due to the reliability and service, if there is an issue Arcomm is the best vendor.

**Selectman Flynn moved to waive to procurement condition for the Fire Dept. Selectman Osgood seconded. Motion carried 3-0.**

## **DRAFT**

**Selectman Flynn moved to approve the purchase of the Arcomm system for the Fire Dept. as presented for \$8,400 and give the Town Administrator authorization to sign. Vice Chair Hooper seconded. Motion carried 3-0.**

Item14: Azalea Park/Riverwalk Committee: Grant and Update on Cameras

Susan Adams stated Sachie is finishing the post construction report for DES and that the committee is well within the 5-year filing contract. Susan stated there were personnel changes at DES and the original report was sent back since it did not include planting from the entrance project and there is mostly the maintenance part that needs updating.

Selectman Flynn stated that normally with grants no money is spent before the grant is received. It has been 2 years and the grant money has not been received resulting in tax payer money paying the committee's bills for park improvements. Selectman Flynn stated if the committee did not have the grant money they should not have proceeded. Selectman Osgood stated that is not how DES works and that DES will not release grant money until the work has been properly preformed in addition to a written report being submitted and approved. Selectman Flynn stated again that it has been 2 years and that is still no grant money.

Vice Chair Hooper asked Susan to cc (carbon copy) the Town Administrator on all future electronic communications with DES and to send all previous email communications with DES and the first report that was rejected to the Town Administrator as well since the town hall does not have any communications regarding the project. Susan stated she believed she was communicating with all the proper parties. Vice Chair Hooper asked Russ if he had any information, he did not. Susan stated she was surprised since it was written 2 years ago but will look into what happened.

Selectman Flynn stated he is not against the project but he is very concerned about the process and wants to ensure the proper process is followed. Vice Chair Hooper stated the Town voted last year at town meeting to not approve any tax fund dollars being used towards the project, and stressed again all previous communications need to be sent to Joe and Russ for auditing and compliance purposes.

### **Cameras**

Susan stated Jeff was unable to attend but they are working on the plan with ESP and the school and waiting to determine where to bury the camera lines down by the entrance into the park. The committee has been working with the Police Dept. to discuss where the cameras should go. Trail cameras were also looked into and the recording device would be located in the Grange building. Vice Chair Hooper stated it was brough before CIP, Selectman Osgood scolded Vice Chair Hooper for interrupting Susan and Vice Chair Hooper called Selectman Osgood out of order. Susan stated CIP did not have a full overview and just wanted to present the Board with an update as the plan is not ready yet.

Item10: Town Administrator Report

## DRAFT

LED conversion is going on at town buildings and should be finished next week of the following. The orange fencing has been removed from Azalea Park.

The Town Clerk Office hours on Saturday will be changing to 8am-10am.

Regarding the traffic on River Road there will be a meeting with both Hopkinton and Henniker PD to discuss the traffic. The Henniker side has added signage for local traffic only. Additionally, GPS companies, Google and Apple have been contacted and waiting to hear response from Apple.

TDS contacted the town and will be increasing their rates.

Regarding the 2 Shaker Hill Rd. it was determined the side with no houses will be renamed Shaker Hill Ext.

Craney Hill Building is estimated to cost \$42,500. Used building are now being looked into to keep the cost down.

After the New Year there will be an update on the proposed Beautification Committee.

RFP closed 13<sup>th</sup> for reevaluation and will be brought forth at next meeting.

Item11: Review of public minutes of November 19, 2019

**Selectman Flynn moved to approve as presented. Vice Chair Hooper seconded. Motion carried 3-0.**

Item12: Review of non-public minutes of November 19, 2019

**Vice Chair Hooper moved to approve as presented. Selectman Flynn seconded. Motion carried 3-0.**

Item13: Review of Special Selectmen's Meeting/Budget Committee minutes of November 16, 2019

**Vice Chair Hooper moved to approve as presented. Selectman Osgood seconded. Motion carried 3-0.**

Public form #2

Bill Marko stated based on the discussion of the Azalea Park grant, it sounds like the Committee is using the town budget as a personal bank account. Bill stated if they needed money for the project before getting the grant that they should have raised the funds since it was never supposed to be a tax payer funded project.

Selectman Osgood stated Bill was missing the point to reestablish the park and that the people who promised no tax payer money are no longer on the committee and everyone should be thankful for the people on the committee now who are trying to streamline the process using the town as a bank, but if that process goes away then the entire park would go away and there is still a lot of good to come of the park and he does not understand why so many people are fighting it.

Bill stated it was an implied contract that no tax payer money would be used on the project. If the committee had asked \$750,000 from the start that the town most likely would have said no to the project and it would not have started. It is the will of the people that runs the town not committees. Bill stated the town is not a bank for private entities and it violates the trust of

**DRAFT**

people. Selectman Osgood disagreed and stated he thinks people are very happy with the park and what they are getting.

**Vice Chair Hooper moved to enter into non-public. Selectman Flynn seconded. Motion carried 3-0.**

Non-Public

Item15: RSA 91-A-3;II(b)

**Vice Chair Hooper moved to exit into non-public. Selectman Flynn seconded. Motion carried 3-0.**

**Vice Chair Hooper moved to enter into non-public. Selectman Flynn seconded. Motion carried 3-0.**

Item16: RSA 91-A:3, II(i)

**Vice Chair Hooper moved to exit into non-public. Selectman Flynn seconded. Motion carried 3-0.**

**Vice Chair Hooper moved to adjourn. Selectman Flynn seconded. Motion carried 3-0.**

**DRAFT**



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, January 7, 2020  
Henniker Town Hall**

**Members Present:** Vice Chair Tia Hooper; Selectman Peter Flynn; Selectman Leon Parker  
**Members Excused:** Chairman, Kris Blomback; Selectman Scott Osgood  
**Town Administrator:** Joe R. Devine Jr.  
**Recording Secretary:** Kelly McCutcheon  
**Guests:** Bruce Trivellini, Rocky, Susan Adams, Ryan Hornblower, Cordell Johnson, Lori Marko, Joan O'Connor, Varyl French, Scott & Cathy Dias, Mike French

Public Hearing on donation of CPR assist rescue devices:

Henniker Rescue Squad raised money through donations to purchase two new Lucas CPR assist rescue devices valued at \$26,000 for both devices. Since the money was raised through donation there is no impact on the town budget. The part that would need to be replaced on the machines can be acquired from Concord Hospital for no cost. There was one anonymous donation for one entire device. Selectman Flynn stated for the record the law requires any donation over \$5,000 to require a public hearing before being accepted.

The benefit of the new model is that it is interchangeable with other rescue squad and hospital units. Additionally, the units provide constant accurate compressions which is vital for moving blood through the body and frees up the Rescue Squad to start IVs, take vitals, and remain buckled in the ambulance while in transport. The floor was open for public comment. Rocky stated it was a no brainer for the Board to approve the donations.

**Selectman Flynn moved to accept the donations on behalf of the town of two Lucas III automated CPR devices valued at \$26,000. Selectman Parker seconded. Motion carried 3-0.**

Consent Agenda

**Selectman Parker moved to approve the consent agenda. Selectman Flynn seconded. Motion carried 3-0.**

Public Forum #1  
No comment

Item1: Full Revaluation Proposals

## DRAFT

Joe stated the major difference of the bids is that one does not include the upgrade of software which would cost an additional \$10,000- \$20,000. Joe recommended staying with the current provider who offered a discount if the town stays will for a total amount of \$98,000.

**Selectman Flynn moved to accept the recommendation of the Town Administrator and to accept the contract from Vision. Selectman Parker seconded. Motion carried 3-0.**

### Item2: Rate Increase for Plow Drivers

Highway Supervisor Leo Aucoin stated he would like to increase the rate for part-time plow drivers to a rate for class B drivers of \$25/hour max and \$20/hour max for pickup plow drivers. Leo stated he is short staffed; however, the increases are within his budget and only impacts seasonal part-time plow drivers. Selectman Flynn understand as many towns are short staffed in departments including the Henniker Transfer Station as well.

**Selectman Parker moved to approve the rate increases for part-time plow drivers as put forth. Selectman Flynn seconded. Motion carried 3-0.**

### Item3: Budget Committee Recommendations

Rocky and Dan were the only two members of the Budget Committee this year and went through the entire budget line by line and thinks every department did a great job as there was no "fluff". The only recommendation they had was that maybe the smaller committees could take their own minutes opposed to hiring a minute taker. The other thing should the Board feel the need to make a cut to the budget, 5% would be as much as could possibly be cut. Rocky and Dan spoke with a lot of department heads regarding the different item lines and found nothing out of order.

Vice Chair Hooper stated how valued both Rocky and Dan are. Selectman Flynn stated regarding the history of having minute takers, that it had been a burden for committees leading to disinterested members and having a minute taker makes a big difference in committees which is why the town still has them. Rocky joked luckily Dan offered to take the budget minutes and luckily it was only two of them. Selectman Flynn and Parker thanked Rocky and Dan for all their work and being present tonight.

### Item4: 2020 Budget Review

Vice Chair Hooper stated the CIP (Capital Improvements Program) meeting will be outlining warrant articles. Selectman Flynn suggested waiting until the next Board meeting to discuss. Selectman Parker agreed.

*The Board by consensus tabled until the next Selectmen Meeting.*

### Item5: Azalea Park / Riverwalk Committee Grant

The grant outstanding amount is \$25,000. Russ stated by tracking the revenues in the general fund raising, arch, storm eater review, and including all grants and monies bought in; at this point the expenses have all been laid out and at the town is waiting for the grant to fund the other half. Less than half the money is being held with the Trustees of the park since they are

## **DRAFT**

seeing a better rate of return than the town does. Essentially no tax payer money was raised or set aside to fund Azalea Park however, since grants sometimes take a while before the town receives the funds, money from the general fund had been used and once the grant is received the Azalea Park general fund will have a positive cash flow balance. At this point the final written report is waiting approval from the state.

Selectman Parker asked if the grant would be approved. Russ stated the grant was signed by Town Administrator Christine Trovato and once the work and reporting is complete the town will receive the money. Susan Adams stated the committee would be voting on final report at their Thursday meeting for approval and then will be sent to the state for review and approval. Susan Adams stated she was confident the committee will receive the grant money.

Vice Chair Hooper stated per the town policies that Azalea Park should be carbon copying the Town Administrator on all electronic communications regarding the grant and DES so the town also has records. Susan stated moving forward she would and she will look through previous emails to send the Town Administrator as well.

Vice Chair Hooper stated in the December 30<sup>th</sup> letter from DES it was stated payment [the grant] shall be made upon completed work and asked where the funds were drawn from to pay for the work already completed. Russ stated that there was a shortage determined in July 2018 in which the Board was asked to advance the other half of the funds; typically, with multiple year grants from the state take time but there was no impact on the tax base.

Selectman Flynn asked for clarification. Russ stated it has to do with cash flow and that the funds were not taken from a specific account. The town general fund money showed no record of expense and no use of tax dollars. Selectman Flynn stated the money in the general fund is tax dollars from the tax payers, and asked Russ if everything was accounted for the audit. Russ confirmed.

Vice Chair Hooper stated her concern regarding there being no copy of the grant on file at town hall. Russ confirmed he did find it archived in his email; however, it was unlabeled. Once the grant is received Azalea Park general fund will have a balance of \$7.56.

Susan requested the new donation list stay in house. Vice Chair Hooper stated all donations need to be accepted and would be public. Susan stated the major donations have already been accepted by the Board but she would like to speak with the new donors before coming before the Board to have them accept the donations.

### Item6: Town Administrator Report

1. Updates LED conversion: 70% done
2. Henniker Beautification Committee: Joe met with the potential committee and they are going back and forth about being a town committee or private committee. At this time they are looking for permission to complete tasks that require no funds such as cleaning up the memorial in front of Town Hall and planting flowers in the whiskey barrels come spring.

## DRAFT

3. Photos are needed for the town report cover
4. Planning Board Zoning changes tomorrow
5. Town department reports are due January 17
6. January 22 is the first day to file declaration for candidates
7. Deadline for warrant articles is January 24
8. January 30 is the deadline for candidates' declarations
9. Public Hearing February 4
10. Primary vote February 11
11. Town meeting March 14

Town meeting march 14

### Selectman reports

Selectman Flynn attended the Energy Committee last night and it was voted on that no action would be taken on the return RFP (request for proposal) at this time as the committee would like to do more research and amend the previous RFP to rebid the project later in the spring. A detailed report will follow.

Vice Chair Hooper stated the CIP meets Thursday to finalize the report for presentation. The Planning Board meets tomorrow to discuss the solar ordinance.

Selectman Osgood stated there is a CNHRPC (Central New Hampshire Regional Planning Commission) meeting tomorrow.

### Public Forum #2

Rocky reiterated CIP is meeting Thursday.

Joan O'Connor stated she was speaking as herself and not on behalf of the Azalea Park Committee. She stated she would like more respect and understanding from the town people since none of the volunteers on the committee are engineers or grant writers; the members have the best intentions and have been working hard and putting a lot of time and effort into the park as well fundraisers and other events. They are a small committee but work hard. Facebook has become full of nastiness and attitudes in addition to misinformation regarding the park. Joan wants to recognize the volunteer efforts of the committee and did not think it was appropriate for Selectman to be commenting on Facebook and encouraged everyone to attend the meetings or join the committee. She stated the nastiness is not going to make raising money any easier and that there are volunteers who have been on the committee for over 10 years.

**Vice Chair Hooper moved to enter non-public. Selectman Parker seconded. Motion carried 4-0.**

Non-Public



**DRAFT**

Item7: RSA 91-A:3, II(b)

**Selectman Parker moved to exit non-public. Selectman Flynn seconded. Motion carried 4-0.**

**Vice Chair Hooper moved to hire Dan Parker as a part-time seasonal plow driver at a rate of \$20/hour. Selectman Parker seconded. Motion carried 4-0.**

**Selectman Parker moved to adjourn. Selectman Flynn seconded. Motion carried 4-0.**

**Adjourn at 7:05pm.**

The following are department reports for the month of December 2019:

Assessing

Building

Finance

Fire

Highway

Human Service

Police

Rescue

Town Clerk/Tax Collector

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

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

## **Assessing Report for December 2019**

Intent To Cut approved for lots 590-FX, 570 & 92. (3)

2019 VALUATION OF EXEMPT PROPERTIES Report was submitted to Administration for Town Report.

Monthly Maintenance of new Deeds, Address Changes and Online Tax Maps.

Ongoing preparations of Building Permits, UCs and Land Changes for Assessor for the 2020 Tax Year.

Pick-Ups continue by Assessor for the 2020 First Bill.

End of year clean-up of files and preparation of files for 2020.

Webinar Vision 8 – Property Record Cards

Initial Review of Tax Exemptions and Credits (4)



Monthly Building Department Report  
December 2019

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TO: Joseph Devine, Town Administrator

FROM: Deb Aucoin and Jean Eaton, Land Use Coordinators

During the month of December, the building department began tracking the number of inspections performed. The following is a record of permits, certificates of occupancy, inspections and revenue collected for December by the building/permitting department:

Permits /COs/Inspections	Quantity	Revenue
Building Permits	1	\$773.00
Electrical Permits	2	\$100.00
Plumbing Permits	2	\$100.00
Assembly Permits	0	
Driveway Permits	1	\$ 5.00
Raffle Permits	0	
Sign Permits	0	
Certificate of Occupancy	2	
Inspections performed (Includes 1 3 <sup>rd</sup> party inspection)	14	

Town building rental/use:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)	13	\$490.00 (6 of the 13 rentals/reserved)
Grange (Does not include Caseworker & CAP)	23	\$0
Bandstand	0	

Respectfully submitted,

*Deb Aucoin*

*Jean Eaton*

**Date:** January 10, 2019  
**To:** Joseph Devine, Town Administrator  
**From:** Russ Roy, Finance Director  
**RE:** Work Load report

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The main function of this job is the processing of invoices and payroll on a weekly basis. Generally, Monday and ½ of Tuesday each week are spent processing this activity to generate checks weekly for the Board to approve at their bi-weekly meetings. This leaves the balance of Tuesday thru Friday to work on these projects. The following are the main projects which would be in addition to the weekly business processing.

### **Donations**

Contacted by Attorney General Charitable Trust Division (Terry Knowles) about the private trusts we established to accumulate donated monies. Main issue they have is with the Treasurer holding the donated funds and the appropriate reporting of funds expended. I am meeting with Terry on December 12 to discuss. I would expect I would have to move the monies from the Athletic Donations, Community Center Activity, Azalea Park, Concerts over to the Trustees of the Trust Funds. I am hoping to keep the Athletic Revolving and Shot as a revolving account to keep it with the Treasurer. Keeping it with the Treasurer allow us to process all of the small cash and check donations and deal with any returns without involving the Trustees. I am hoping to figure out a method to keep doing the deposits for the Private Trusts and then cut a check to give that to the trustees at the end of the year. I will know more after I meet with Terry.

Follow up: Met with Terry. Must get cash over to Trustees. Write a report describing how to create this type of account and send it over to Terry. She wants to make Henniker an example of how this can work.

### **Computers**

I waited till the holiday season and secured great business class machines with 4-5 year warranties to update the hardware in the Town Hall. New machines are being installed in Kim's office (3), changing the motor vehicle registration machines (2), Helga assessing (1), Annette finance (1). I expect to purchase one more for the planning machine which also gives the assessor a second access to the Vision Cama system.

Install new software in Kim's office to the Clerkworks software. Project is mostly oversight/assistance for my part.

I have also purchased a new machine for Highway which I will be working with Leo to get it setup to his liking.

Follow up: All machines in town hall installed and updated. Clerkworks is in process. Leo's machine is slowly getting setup.

### **Billing**

Water billing January 2020 & July 2020

Sewer billing April 2020 & October 2020

Property tax billing June 2020 & November 2020

### **Medicare Audit**

We have been contacted by Medicare that we are being audited. This is not your typical audit as they are preparing us to remit information during the entire 2020 year. Our billing company is assisting (Comstar) and Greg Aucoin appears to be taking point on the medical side. They also want detailed operational cost information which is where I come in. A meeting is being held in Concord on December 11 on the implementation and reporting requirements.

### **Town Report**

While we participate in the entire process of Town Report, the main reports we are responsible for are:

Treasurer Report – Cogswell Spring

Treasurer Report – Wastewater

Treasurer Report – Town

Review and reconcile Recycling Results

Tax Rate Calculation Report

Budget of the Town (MS-636)

Estimated Revenues

History of Tax Dollars Raised

Review/reconcile Trustees of Trust MS9 and MS10

## **Wage Report**

### **Report of Municipal Auditors**

(This totals roughly 56 pages of content out of the 145 pages of town report)

## **Audit**

A review of the entire general ledger, complete with cash reconciled is summarized for inclusion in Town Report. A reconciliation of the entire tax collection system backing into cash deposited, abatements granted and tax warrants authorized is done. A complete summary of annual activity is done with subsidiary ledgers and activity details. A financial summary of Tucker Free Library is also done to accommodate the electronic reporting requirement of all town operations. The details of the individual work schedules are too numerous to list here, but I generate 2 inches of paper which details out revenue and expenses, along with a complete detail of every balance sheet account.

## **GASB 75 Audit**

A GASB required summary of the health insurance, trending and the implied implicit rate calculation. This is a required component of the audit and studies the advantage that the retiree health group experiences by being combined with regular employees for health insurance rating purposes.

## **Year End Payroll**

941 summary of wages to IRS for 4Q - DONE

NHC-2 summary of wages to State of NH for 4Q - DONE

W-2's, 1099's reconciled wages for 2019 – W-2'S DONE

NH Retirement System – input weekly wage information, by employee, reconciled and remitted to NHRS monthly.

This department is on track to process/report \$2,466,000 in wages for 2019

Workers Compensation Audit – annual classification by work type, by employee

### **Azalea Park Grant**

In July of 2018 a stormwater drainage project done by East Coast Excavating for \$41,690 with engineering done by Streamworks for \$4900. Funding was a fine of \$25000, fund raising and a grant from the State of NH. Unfortunately, we have not received the grant which I believe is around \$20,000. Sachie Howard is who Susan Adams tells me is working with the State. Board has requested I look into this. Update: Sachie is completing map update and this has been reported as the final component needed to complete the submission.

### **Town Meeting**

Prepare powerpoint and orchestrate the town meeting budget presentation. Working with presenters for inclusion of outside information and setup of computer equipment. Attend Town meeting as information resource.

### **Loan**

Need to contact 3 banks to get a rate quote on the Cogswell Spring \$200,000 note that was approved at the 2018 town meeting. It was my intention to get this in summer of 2019, but time did not permit due to the Interim TA position. We did not need the money until the summer of 2019 so it worked out, but we need to get this done as most of this money is now spent.

### **Insurances**

We are also responsible for all of the workers compensation reporting and claims, in addition to all property liability reporting and claims.

We are responsible for the timely filing of all benefit insurances and resolution of all employee issues with the Healthtrust benefits which include health, dental, disabilities and life insurance.

### **Retirement**

Responsible for the entire enrollment, monthly and annual reporting for the NH Retirement System. Main contact for all retiree and current employee enrollment and wage classification problems.



## **Henniker Fire Department**

216 Maple Street

Henniker NH 03244

In December we responded to 32 calls, bringing the total number of calls for the year to 300. The calls ranged from tree on wires, motor vehicle accidents, CO detector activations, chimney fires, medical assist, fire-alarm activations and also included 6 building fires. As a result, several of the calls were 6 hours long. The conditions were bitter cold and very slippery.

We had two trainings this month. The first consisted of ice training on French Pond. We also did an in-house Lucas training, to become familiar with our new Lucas machines.

This month we saw minimal repairs. The back fill valve on Tanker 1 needed replacement, due to rust causing it to not shut off properly. Our Thermal imager, used to find people and hot spots in building fires, was broken and needed replacement.

The new NEC Putnam Center building needed several pre inspections, flow tests and alarm testing. That building will be up in running by the end of January. Pats Peak needed several inspections, including a fireworks inspection. At this time, Pats Peak is using its new addition. The fire tower had a few issues. The first was with radio communication and the second, vandalism to the tower fence. We needed to gain access to the tower several times, to correct the radio issues. To address the vandalism, I installed some personal cameras in hopes of catching our troublesome people. As you should be aware, I had sent a letter in response to the Sanel's request for us to stop using the town access to the Craney Hill Fire Tower. This letter is on file with our Administrator.

Total Fire and Rescue calls this year was over 1000.

Chief Morse

01/06/2020

## **Henniker Highway Department**

To Town Administrator Joe Devine and Henniker Board of Selectmen,

Henniker Highway started the month plowing its first major storm, a three day storm dropping ten inches of snow on our lovely town putting a little winter into the Christmas season. The department continued updating our plow lights on all the large trucks to LED high visibility plow lights. It would appear that after every storm there is no shortage on things to fix, the only major repair was on 605 the yellow all wheel drive, salvaged from the fire which needed a new transfer which was giving some problems last season.

Highway did get out with the excavator and replace a cross culvert on Huntington Road after a sink hole was reported and also cleared several culverts which leaves had plug. Highway also made an effort to patch some potholes in the asphalt roads.

Highway's down town snow removal operation is constantly evolving and increasing area cleared to give the public better access to local shops. Sidewalk clearing operations are conducted after the completion of the storm and now with the addition of a new plow blade attachment we are more efficient; sidewalks are cleared faster and cleaner.

In the month of December the highway department plowed or spread salt and sand on 12 different days ending the month fighting a five inch mix bag of sleet, freezing rain, and snow. Throughout the month we also hauled sand from the pit to replenish the stock pile kept in the yard and a pile for resident to use.

Leo Aucoin  
Superintendent  
Henniker Highway

**HENNIKER HUMAN SERVICE DEPARTMENT – DECEMBER MONTHLY REPORT 2019**

14 HOUSEHOLDS RECEIVED FINANCIAL ASSISTANCE TOTALING 42 INDIVIDUALS

TOTAL RENT – \$7940

TOTAL ELETRICITY - \$193

TOTAL HEAT – \$413

BURIAL - \$600

TOTAL \$8546 financial assistance

YTD BUDGET – I did not have official YTD figures I estimate I'm under budget ending by \$6000+/-

7 NEW CLIENTS SEEN THIS MONTH

10 INDIVIDUALS CAME INTO OFFICE FOR WEEKLY CASE MANAGEMENT CHECK-INS

6 information and referral clients

# HENNIKER POLICE DEPARTMENT

## Memo

**To:** Joseph Devine, Town Administrator

**From:** Chief Matthew French

**Date:** January 8, 2020

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As you requested here is a brief summary of the department's activity for the past 30 days. December 9, 2019 through January 8, 2020

The cruiser damaged in the crash is at the repair facility in Bow NH. They are making progress and estimate it will be another week for parts and another two weeks beyond that for installation, paint etc.

Activity- We had 712 Calls for Service which include 152 mv stops, 18 arrests, 12 MV crashes, 7 MV off the road, 20 alarm calls, 18 assist other agencies. 2 Untimely deaths

Arrests vary from unlawful possession of alcohol to domestic violence assault, simple assault, resisting arrest, also Reckless operation which is of concern due to the speeds. One arrest on 202/9 at 91mph and one on Route 114 south at 90 mph and one on Route 114 north at 89 mph. There was also a drug arrest and a mv search warrant stemming from a motor vehicle stop.

We conducted 110 building checks and 124 Vacant/Vacation House checks

Officer Berdecia completed an intensive 2 week DARE instructor certification training.

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



# Henniker Fire & Rescue

216 Maple Street  
Henniker, NH 03242  
Phone: 603-428-7552  
Fax: 603-428-7628

01/10/2020

Town Administrator  
Town of Henniker  
18 Depot Hill Road  
Henniker NH 03242

Department Report January 2020

## Staffing:

1. As decided at the December 30<sup>th</sup> meeting, we will be hiring the second full-time Fire / Rescue employee. Will Amos has passed the CPAT and we hope to start him full time the first week of February. I will have him coordinate with Russ to complete the full-time hiring paperwork.
2. We currently have a staff of 2 full time employees and 27 per diem or part time employees. 7 are licensed at the Paramedic level, 9 are licensed at the Advanced EMT level, and 13 are licensed at the EMT level. I will be looking for ways to increase our Paramedic coverage over the next year. Currently, on average, 6-9 shifts a month are staffed at the Advanced level or lower. Finding ways to staff at the Paramedic level benefits us in many ways. It improves the level of Emergency care that we can provide, it allows us to provide Paramedic intercept coverage to other towns, and we can also bill at the ALS rate with more frequency.

## Equipment and Apparatus:

1. Both Ambulances are in service. We continue to have intermittent rear suspension issues with Ambulance 2 but it is safe to operate and remains in service.
2. We have put the new Lucas Automated CPR Devices into service and we are excited for the benefit that our patients will see as a result.

## Other Notes:

We have been handing out voluntary anonymous patient care satisfaction surveys for almost a year now to all of our patients. We usually get a few back a month. All of the

returned surveys have come back with very favorable rankings of our care and service. I will drop off copies of the surveys for your review. I am **extremely** proud of the Henniker Rescue Employees. We are very lucky to be staffed with experienced, skilled, and compassionate emergency care providers. Hiring and retaining great EMS providers is very difficult right now as there is a great deal of competition for such employees within the industry. As a citizen of the town I can not explain how much peace I have knowing that our ambulance is always ready to provide top notch medical care to my family and the rest of the town at any time. I have complete trust in my team.

Respectfully Submitted,

Greg Aucoin, Chief  
Henniker Rescue Squad

**MEMORANDUM**

To: Joseph Devine, Town Administrator  
From: Kimberly I. Johnson – Town Clerk/Tax Collector  
Date: January 10, 2020  
Subject: Town Clerk/Tax Collector Report as of 12/31/2019

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**PROPERTY TAXES**

Total Committed 2019	\$14,232,986.00
Uncollected	\$690,532.33

**TAX LIENS**

	<u>2018 LIENS</u>	<u>2017 LIENS</u>	<u>2016 LIENS</u>	<u>Prior Liens</u>
Liened Amount	\$356,261.59	\$275,133.62	\$293,367.89	
Uncollected	\$195,353.15	\$120,572.23	\$52,884.92	\$98,149.90

**WATER & SEWER - 2019**

Water Billed	\$563,144.82
Sewer Billed	\$635,857.81
Uncollected	\$137,916.62

**TOWN CLERK REVENUE**

	<u>2019</u>	<u>2018</u>
Motor Vehicle		
MV	\$969,992.25	\$944,208.00
non-MV	\$15,539.77	\$17,248.87

Delinquent notices will be going out in January 2020

## TRANSFER STATION

### Departmental Month Report – December 2019

In regards to the resident's concerns of the closing of the swap shop in Oct 2019, and its impact on the overall increase of refuse processed at the transfer station, is at this point inconclusive for the year as Bills of Lading are received approximately 30 days after pickup. However as it stands now the refuse tonnage comparison is as follows:

October 2018 Tonnage: 97 tons

October 2019 Tonnage: 135.8 tons

Result: +38.8 tons

November 2018 Tonnage: 118.58 tons

November 2019 Tonnage: 99.5 tons (Have yet to receive the final bill from November)

Result: - 19.08

Overall change: +19.72 tons (not counting final bill from November)

Brian Coolidge of Kamco Lock Solutions and his team of associates came out to Henniker to inspect and measure several rotted frames and doors though out town buildings as well as to evaluate the need for installation of emergency breaker bar exits on several buildings. This was done in order to supply an appropriate quote to the properties department.

Two applications were received in the month of December for the vacant part-time position at the transfer station. However, neither of these applicants would have been a beneficial addition to our team.



## **Wastewater Department Report December 2019**

12/2/19 – 12/3/19 - 2 day snow storm, 10-12 inches, snow removal @ pump stations and WWTP.

12/4/19 – Received approval for siphon work, notified Ted Berry Co, Inc. awaiting start date.

12/10/19 – Rolloff trash container for town wide lighting project delivered today.

12/12/19 - Attend Henniker Safety & Loss Prevention Committee Meeting.

12/13/19 – Wastewater employees attend NHWPCA winter meeting in Exeter, NH.

12/16/19 – Worked with Ted Berry Co., Inc to clean 6” siphon to restore flow. Flow restored.

12/19/19 – Completed daily lab work and process control for Rich while he was attending class.

12/20/19 – Hilltop Heating here to clean 4 furnace heating units.

12/22/19 – 1/1/20 – Ken on Vacation

2 Rolloff containers of sludge were sent to Merrimack, NH Composting facility for processing in December, An estimated 12.5 tons per container = appox. 25 tons total



TOWN OF HENNIKER, NEW HAMPSHIRE  
OFFICE of the TOWN ADMINISTRATOR

**REPORT OF THE TOWN ADMINISTRATOR**  
**January 28, 2020**

- **Community Center:** On January 14, 2020 we discovered a leak at the Community Center. The leak appears to be from a dehumidifier that was overflowing. It caused water to come out of electrical outlets and caused damage to the ceiling tile. The damage has been repaired.
- **Transfer Station:** With the hiring of the new Transfer Station employee we are no longer using Complete Staffing to supplement our staffing. I am going to be working with Kristen on a volunteer program for the Swap Shop.
- **School Deliberative Session:** The Henniker School District deliberative session is Monday February 3<sup>rd</sup> at 7pm in the café. During this meeting there will be detailed information about the budget and warrant articles, including specifics on the Building Maintenance Plan (the regular School Board meeting is at 6:15pm in the library). John Stark District will hold a deliberative session on February 7<sup>th</sup> at 7pm in the JSRHS café. Here is the link for the budget information: <http://www.sau24.org/index.php/budget-information>
- **Presidential Primary:** The Presidential Primary is February 11, 2020 from 7am to 7pm Per NH Constitution Part II Article 32, we are going to need Board representation all day at the polling location.
- **Recycling at Transfer Station:** Recycling is no longer being purchased by foreign countries in the manner that it had been. This has caused the value of plastic recyclables to plummet and the Transfer Station is seeing a downward spiral of revenue. Even with the value of plastics falling there are still two categories in which there is revenue to be made. These are #1 and #2 plastics, which are approximately 81% (57.64% #1 and 23.5% #2), for our plastic intake (2016, last year of plastic separation). These two categories have seen an increase in value over last year. Number 1 plastics are currently valued at \$0.02/lb. and #2 plastics are currently valued at \$0.11/lb. These values include all costs and fees associated with transportation and disposal. Currently, the Transfer Station does not pay to have plastic disposed of nor does the Transfer Station make a profit. However, taking last year's tonnages and market values the revenue breakdown would have been as follows:

#1	7.16	\$0.02	\$315.04
#2	2.92	\$0.11	\$706.64
#3-#7 (Dispose)	2.34	-\$0.03	(\$154.44)
Total	12.42		\$867.24

If the Transfer Station had separated plastics, there would have been an additional \$867.24 in revenue created, which includes the cost of disposing plastics #3-#7. It is recommended that the Transfer Station begin only accepting plastics labeled as #1 and #2, which currently makes up approximately 81% of the current plastic intake in order to gain revenue

- **Event Permit:** Currently, when citizens and business wish to apply for a permit for an event they are required to obtain an Assembly Permit. After speaking with Lt. Keaton Gagne, the town's Fire Inspector, we are recommending a change to the name of this permit. The Fire Department currently issues assembly permits to businesses in town where a life safety and building inspection are required. The Fire Department assembly permit is for any place holding a gathering of more than 50 people. The town also has an assembly permit for events with more than 300 people attending. To clear up this confusion we are recommending we change the towns permit name from Assembly to Event Permit.
- **Bond Hearing:** We will need to have a second public hearing for the Water Department and Sewer Bond. We cannot have the meeting on 2/11/2020 due to the Presidential Primary. Does 2/12/2020 work?

**\*\*\*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**

- LED Light Conversion – Still ongoing
- Employee Recognition Program – Will have something to present hopefully in February
- Fire Tower Communication and Access Road

### **Useful Information**

### **Upcoming Dates**

- **Board of Selectmen –Budget Hearing – Tuesday February 4th @6:15pm – Community Center**

Respectfully Submitted,



Joseph R. Devine, Jr.  
Town Administrator