



TOWN OF HENNIKER, NEW HAMPSHIRE  
SELECTMEN AGENDA

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**Tuesday, March 17, 2020 6:15PM**  
**HENNIKER COMMUNITY CENTER**  
**57 Main St.**  
**Henniker, NH**

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**6:15 p.m.**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ANNOUNCEMENTS**

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

**V. CONSENT AGENDA ITEMS**

**Item 1: Abatement Applications**

Map/Lot: 2-397-H1, 388 Western Ave H1  
Map/Lot: 2-499, 115 Flanders Road

**VI. NEW BUSINESS**

**Item 2:** Board of Selectmen Election

**Item 3:** Rules and Procedures

**Item 4:** Post Election Committee Assignments

**Item 5:** Welfare Lien

**Item 6:** Central NH Special Operations Unit

**Item 7:** Noise Ordinance

**Item 8:** Herbicide RFP

**VII. OLD BUSINESS**

**Item 9:** Community Center Use

**VIII. OTHER BUSINESS/CORRESPONDENCE**

**Item 10:** 2-4-20 Board of Selectmen Public Hearing and Selectmen Mtg. Minutes

**Item 11:** Month of February 2020 Department Reports

**Item 12:** Town Administrator Report

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

**X. NON-PUBLIC**

**Item 13:** Non-public RSA 91-A:3, II (c)

**XI. ADJOURNMENT**

**XII. UPCOMING DATES**

**Item 14:** March 28, 2020 Bond Hearings

**Item 15:** April 7, 2020 Board of Selectmen Meeting

**Item 16:** April 11, 2020 Town Meeting

### **Visitor Orientation to the Town Selectman's Meeting**

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

Notice posted on: March 13, 2020

Next Routine Meeting: April 7, 2020

Items for the next agenda, with completed backup, must be in the



Board of Selectmen  
Consent Agenda  
**March 17, 2020**

Consent Agenda

Abatement Applications:

Map/Lot: 2-397-H1, 388 Western Ave H1

Map/Lot: 2-499, 115 Flanders Road

Board of Selectmen Approval:

_____	_____
_____	_____
_____	

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

Telephone  
603-428-3221

18 Depot Hill Road  
Henniker, NH 03232  
[www.henniker.org](http://www.henniker.org)

FAX  
603-428-4366



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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Fax: (603) 428-4366

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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** March 13, 2020

**TITLE:** Board of Selectmen Elections

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

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** N/A

**BACKGROUND:**

**DISCUSSION:** The Board of Selectmen are required to elect Board Officers. We are required to have a Chairman and Vice Chairman who will serve as chair in the absent of the Chairman.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** N/A

**ATTACHMENTS:**

Description	Upload Date	Type
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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** March 13, 2020

**TITLE:** Rules and Procedures

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

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** N/A

**BACKGROUND:**

**DISCUSSION:** This is the opportunity for Board members to discuss possible changes to the rules and procedures for the Board.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** N/A

**ATTACHMENTS:**

Description	Upload Date	Type
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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** March 13, 2020

**TITLE:** Post Election Committee Assignments

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

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** N/A

**BACKGROUND:**

**DISCUSSION:** This is the opportunity for Board members to discuss and change standing committee assignments

Committee	Current Assignment	Meeting Schedule
Athletic Committee	Peter	3 <sup>rd</sup> Monday 7:00pm
Byway Advisory	Scott	Quarterly
CIP	Tia and Leon	
Community Center Activities	None	1 <sup>st</sup> Monday 7:00pm
Conservation	Scott	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday 7:00pm
Economic Development	Kris	4 <sup>th</sup> Wednesday 4:00pm
Energy Committee	Peter	3 <sup>rd</sup> Wednesday 6:30pm
Highway Safety	Leon	As Needed
Historic District	Scott	Quarterly
Municipal Records	Tia	As Needed
OHRV	Kris	As Needed (Min. twice a year)
Planning Board	Tia and Peter (alt.)	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday 7:00pm
Road Management Committee	Tia and Leon	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday 6:30pm
Safety and Loss	Peter	Quarterly

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** N/A

**ATTACHMENTS:**

Description

Upload Date

Type



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

---

**DATE:** March 16, 2020

**TITLE:** [REDACTED]

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

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I recommend we accept the terms for the settlement and approve the abatement.

**BACKGROUND:** I have spoken with [REDACTED] several times about the property at [REDACTED] [REDACTED] is looking to purchase this home through short sale and is trying to clear all out standing liens on the property. This property has liens that date back to May of 2008. The total with interested is \$18,784.

**DISCUSSION:** If we decided not to accept this agreement, we run the risk of getting paid no money at the time of foreclosure. There is currently and a first and second mortgage and the payback after foreclosure depends on where we are at on the payment list.

**FISCAL IMPACT:** None

**RECOMMENDATION:** I recommend we accept the payment of \$4578.78 as proposed by [REDACTED] [REDACTED]. At which time we abate the remaining welfare liens.



██████████  
██████████  
3/15/2020

	Principal	Interest	(P +I)	per diem
06-May-08	1,252.24	891.53	2,143.77	0.206
02-Sep-08	202.95	140.52	343.47	0.033
30-Jun-09	322.35	207.24	529.59	0.053
09-Nov-10	304.85	171.08	475.93	0.050
15-Mar-11	524.95	283.73	808.68	0.086
09-Jul-11	554.85	289.31	844.16	0.091
07-Feb-12	561.98	273.35	835.33	0.092
02-Apr-12	481.13	229.68	710.81	0.079
15-May-12	468.63	220.40	689.03	0.077
02-Oct-12	449.88	201.23	651.11	0.074
29-Jan-13	462.38	197.77	660.15	0.076
05-Mar-13	474.88	200.39	675.27	0.078
07-May-13	246.64	101.52	348.16	0.041
25-May-13	300.37	122.75	423.12	0.049
09-Nov-13	189.04	72.03	261.07	0.031
29-Nov-13	224.63	84.85	309.48	0.037
30-Dec-13	224.63	83.71	308.34	0.037
25-Jan-14	314.39	115.82	430.21	0.052
07-Feb-14	250.53	91.76	342.29	0.041
08-Mar-14	305.11	110.29	415.40	0.050
08-Mar-14	244.00	88.20	332.20	0.040
19-Apr-14	337.62	119.71	457.33	0.055
19-Apr-14	272.57	96.65	369.22	0.045
26-Jul-14	163.10	55.20	218.30	0.027
04-Aug-14	227.06	76.52	303.58	0.037
08-Nov-14	253.68	81.48	335.16	0.042
14-Mar-15	307.73	92.47	400.20	0.051
04-Apr-15	310.83	92.33	403.16	0.051
31-Oct-15	234.54	61.57	296.11	0.039
05-Mar-16	83.54	20.20	103.74	0.014
11-Apr-16	387.69	91.39	479.08	0.064
03-Dec-16	175.00	34.46	209.46	0.029
20-Apr-17	431.22	75.14	506.36	0.071
17-Jan-18	411.18	53.26	464.44	0.068
20-Feb-18	241.72	29.96	271.68	0.040
02-Apr-19	586.70	33.56	620.26	0.096
02-Apr-19	604.79	34.60	639.39	0.099
02-Apr-19	160.00	9.15	169.15	0.026
Totals	13,549.38	5,234.81	18,784.19	2.23

Please find attached the payoff of the Human Service leins on the ██████████  
██████████ Payoff is as of 3/15/20. Average per diem is 2.23  
per day.

Russell Roy  
Finance Director/Interim Town Administrator  
Town of Henniker, NH  
18 Depot Hill Road  
Henniker, NH 03242  
603-428-3221 x104  
603-428-4366 fax  
finance@henniker.org



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** March 13, 2020

**TITLE:** Central NH Special Operations Unit

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

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I would recommend the Town of Henniker join the Central NH SOU Team.

**BACKGROUND:** The Town of Henniker has not been a member of this organization. We do currently have an Officer on the team.

**DISCUSSION:** Please see the attached memo from Chief French

**FISCAL IMPACT: \$3000**

**RECOMMENDATION:** After speaking with Chief French I do feel this would be an advantage to the Town of Henniker. It would offer an immediate response from the team at the request of Henniker Police which is something we didn't have during the most recent incident. Keeps more control with Henniker PD. We also would receive additional training for the entire department.

**ATTACHMENTS:**

Description	Upload Date	Type
Memo from Chief French	3/13/20	Memo

# HENNIKER POLICE DEPARTMENT

## Memo

March 12, 2020

To: Henniker Board of Selectmen

From: Chief Matthew French

RE: Joining the Central NH Special Operations Unit (SOU)

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In light of the recent shooting incident I believe it is time we join the Central NH SOU team.

In any event like this we rely on NH State Police for their SWAT team to respond. Which is a fantastic team. However, it takes several calls to activate the team and get them here from all over the state. The Central SOU team is just that, the officers and command staff are from Central NH. The commander of the unit is a Concord Police Lieutenant. The assistant Commander is the Bradford Police Lieutenant. During our incident in February I felt we needed an additional team. Because we do not belong to the Central SOU Team, NH State Police had to make the request, I could not request the Central SOU Team directly.

This created a 25-minute delay in the Central SOU Team from responding. This delay is unnecessary and avoidable.

The Central Team currently has 46 members, 32 of which responded to Henniker for the call.

If we needed the Central Team, there is a \$5,000 fee for non-member towns. We are NOT being billed for this call out. The Central Team even with the delay was set up and ready at the same time as the NHSP team.

The fee per year is \$3,500. We would be discounted because we have Officer Bossi on the team already as a negotiator. She had been to the training before I became police chief and I was approached by the team to bring her on board in that capacity. The cost would be \$3000 for us.

I further believe this type of opportunity goes hand and hand with the restructuring that was presented in 2019. Having this as an available assignment will only bolster the retention and recruitment. In fact, I was told by one of the team members that the only reason he has stayed in the town he works for is due to the SOU team. Officers must go through a thorough physical testing and interview process to make the team.

**Advantages:**

There is an emergency room doctor and a psychologist on the team. These doctors are for the team members and police officers, not the public.

The Duty officer has direct contact with Central Team commander. We don't have to wait for State Police to make the request.

Drones- the team has certified drone operators. Drones would be available to us to search for missing persons, runaways, and for checking remote, inaccessible areas.

We would not be billed \$5,000 for the team response if we call them out.

Riot/Protest control assistance at no additional cost to the town.

Command post will have more police representation.

A note taker is assigned to the incident commander.

Direct contact with command post for real time information on the tactical side of the incident.

Security at the command post.

Relieves the Henniker Officers for assignments where their knowledge of the town is needed.

Force multiplier for relieving officers on posts.

Training becomes available to the entire department, such as defensive tactics, proper perimeter set up, tactical responses etc.



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** March 16, 2020

**TITLE:** Noise Ordinance

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

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I recommend you allow Chief French and I to further research the ordinance and present a finished product to the Board.

**BACKGROUND:** Chapter 71 of the Noise ordinance was adopted in 1990 and amended in 1993. The current ordinance is specific to Unnecessary Vehicle Noise and General Noise Restrictions (Schools, Horns, loudspeakers, parties, radios, yelling)

**DISCUSSION:** We have received complaints of target shooting practice and off-road dirt bikes. I have Chief French running number but preliminary he has dealt with 3 noise complaint in 2018 and 2 in 2019. The two above complaints are not really addressed in the current ordinance.

**FISCAL IMPACT:** None

**RECOMMENDATION:** I recommend Chief French and I work on amending the ordinance and present to the board for 1<sup>st</sup> and 2<sup>nd</sup> reading along with a public hearing.



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** March 16, 2020

**TITLE:** Herbicide RFP

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

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I would recommend we follow the advice of the Road Agent.

**BACKGROUND:** Currently the Town of Henniker does not participate in any herbicide or pesticide to kill knot weed. This invasive Japanese Knotweed plant its running wild in some areas of town and it is becoming difficult to maintain ditch lines where the weed is prevalent, mowing or excavation only increases its ability to spread.

**DISCUSSION:** Currently we have a large quantity of this weed growing on Dodge Hill, Union Street, Shaker Hill Road, and many other locations. We are asking the Select Board for their permission to advertise an RFP to solicit quotes to help manage this problem. Any and all spraying will be done with a state permit , state standards, and a licensed contractor.

**FISCAL IMPACT:** Unknown

**RECOMMENDATION:** I recommend we solicit the RFP's to see how much this will cost. This is a project that should occur yearly in the operating budget in order to fully take care of the problem.

**DRAFT**



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, February 4, 2020  
Community Center**

- 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:** Patti Osgood, Mr. & Mrs. Donald Blanchard, Robert Garrison, Jerry Gilbert, Marc McMurphy, Steve Burrity, Mark Mitch, Cordell Johnson, Josh McCutcheon, Merrick Kennedy, Danny Teaze, Lynn Piotrowicz, Keith DeMoura, Deb Kreutae, Leo & Lisa Aucoin, Stephanie Teaze, Susan Adams, Danny & Heidi Aucoin, Bruce Trivileni

**Public Hearing: 2020 Proposed Budget**

Vice Chair Hooper opened the public meeting by asking everyone to sign in and stated the tonight will not include the \$3.2 million dollar sewer bond or the \$350,000 Water Commission warrant articles. Both will be discussed at the February 10, 2020 meeting. She asked the residents address the Board directly and not the Department heads, and to state their Name and Address when addressing the Board. There is to be no name calling, screaming, or personal attacks of any employees or the Board. Residents are asked to keep their remarks brief. Vice Chair Hooper introduced all the department heads in attendance.

Vice Chair Hooper stated that the budget is not finalized and the Board has been continuously reviewing and making adjustments since November 2019. She understands resident's frustration with tax increases however, the town budget is only 28% of the overall taxes, 58% being the school budget, and 14% being state and county.

Vice Chair Hooper stated the town's infrastructure is failing and the capital reserves have not been adequately funded and it will not get better unless the issues are addressed over a period of time and the town starts saving for the future. She knows the tax rate is unbearable and the Board has been doing their due diligence along with department heads to keep the operating budget as slim as possible. She stated CIP (Capital Improvements Plan), the long-range planning tool, outlines the cost of funding for basic municipal infrastructure and what the funding looks like year to year and what the estimated taxes would be if adopted.



## DRAFT

Selectman Osgood thanked Vice Chair Hooper for the opening comments on the budget and asked the town to not forget that the State has requirements to help fund some of the infrastructure items as well, and that the State needs to fund more into roads, schools, and pensions. Towns are not able to do it on their own and need the State's help.

Selectman Parker stated that there are very few people in attendance tonight and that there were also very people in attendance last night at the school hearing for SB2 operations and capital expenditures starting at \$2,250,000 this year which will be put on the tax payers since the school has no intention of bonding. Selectman Parker also stated that it seems nearly impossible to get information on the school's \$8,000,000 budget when they make up 58% of the budget, compared to accessing and reviewing the Town's budget and operations.

*Article 9: Shall the Town of Henniker vote to raise and appropriate a sum not-to-exceed \$75,000 (Seventy Five Thousand Dollars) to hire a Certified Lake Management Consulting Firm to study conditions and provide design solutions to reduce external and internal phosphate loading in French and Keyser Ponds -- to mitigate recurring Cyanobacteria algae blooms in these ponds? And to authorize the issuance of not more than \$75,000 of bonds or notes in compliance with the Municipal Finance Act, RSA 33:1 et seq., as amended, with the amount of such bonds or notes to be reduced by any grant funding received for the project; to authorize the Selectmen to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Selectmen to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto. It is anticipated that there will be \$75,000 in principal loan forgiveness under the New Hampshire Department of Environmental Services Clean Water State Revolving Fund (NH CWSRF). Fiscal Impact Note: The tax impact associated with this will be \$0.00 per \$1,000 valuation. The principal loan amount of \$75,000 will be forgiven per the terms of the NH CWSRF agreement. **No Tax Impact. Selectmen recommend.***

Mark Mitch read the warrant article and explained that when the entire project was completed the loan would be forgiven and there is no tax impact. The Conservation Commission has been in discussion with DES (Department of Environmental Services) for months now and the State recommends pursuing this project in order to determine what is happening in the watershed. The maximum allowed by the State is \$75,000, although Mark Mitch anticipates it to be less than half, the State Advised the Conservation Commission to request the full amount.

Selectman Parker stated it has been a long-standing problem going back years and has a direct impact on all the properties around it, and has a serious impact on the tax revenue from those properties if it is not cleaned up.

Public Comment on the Article: Cordell Johnson asked about the issuance of bond and was trying to grasp the flow of money. Vice Chair Hooper stated she believed it was a grant set up. Financial Director Russ Roy confirmed it is a grant set up, and at the advice of the State it was worded this way. Although the balance sheets will show expense and revenue there is truly no

## DRAFT

out of pocket expense. Cordell stated he would like to know if it will be a ballot vote or not. The Board will find out if it needs to be a ballot question.

*Article 10: To see if the Town will vote to raise and appropriate the sum of Five Million Six Hundred Twenty-Nine Thousand Three Hundred Five Dollars (\$5,629,305) for general municipal operations. **Selectmen recommend***

Public Comment: Joan O'Connor stated she wanted the Swap Shop reopened (someone in the audience hollered in support) and wanted it to be a paid town position for the year, \$12/hour for 6-8 hours. She stated again how she wants the Swap Shop reopen with a paid employee and was unsure if tonight or the night of Town Meeting was to make the request.

Vice Chair Hooper stated the Board will make a note tonight and that she may make a case again at Town Meeting.

*Article 11: To see if the Town will vote to raise and appropriate the sum of Eight Hundred Thousand Dollars (\$800,000) To be added to the Roads Maintenance Expendable Trust Fund, established at the 2019 Town Meeting under the provisions of RSA 31:19-a for the purpose of Road Maintenance Projects. **Selectmen recommend***

Vice Chair Hooper stated of the \$750,000 warrant article approved last year that a number of projects were accomplished through the downtown area including Western Ave and Hall Ave up to Post Office Place in addition to a few other road projects. There is still \$300,000 remaining of work for the top coat in the spring in addition to raising the man hole covers. The following projects have been proposed this year: Union Street, Gould Street, Fairview Ave, Patterson Hill, the remainder of Western Ave. from Cote Hill to the Town Line. The projects have been run through CIP (Capital Improvements Program) and there are addition cost savings when the work is bundled.

Public Comment: Mrs. Blanchard asked if the work included bridges. Vice Chair Hooper stated there is a separate fund for bridges.

Jack Krantz stated he thought Depot Hill Road was on the list and asked why the Water Department asked to postpone that street. Vice Chair Hooper stated there is a waterline that needs to be replaced before the road can be repaved. Jack asked why the Water Department is being subsidized when he paid to put in a well and septic tank. Vice Chair Hooper stated the Water Department is not being subsidized, but working jointly with the Highway Department to save money. Jack stated he thought the Water and Sewer users were suppose to pay for improvements. Vice Chair Hooper stated the Highway Department cannot begin to repave the road until after the Water Department has replaced the pipe. Jack stated the Highway Supervisor has done a great job and that well and septic users should not be paying for the Water Department. Selectman Parker stated both departments are staging the work like on Hall Ave where the new pipe was laid before the road was paved, and stated that if the road was paved and then dug up to replace the pipe and repaved, the results are an unsatisfactory

**DRAFT**

road finish. Jack stated get it done and pave the road. Vice Chair Hooper promised it is on the list for 2021.

*Article 12: To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added to the Revaluation Capital Reserve Fund under the provisions of RSA 35:1. **Selectmen Recommend***

Public comment: Josh McCutcheon asked what would happen if the town voted to not approve? Vice Chair Hooper stated typically there is the P28 form that is mailed out to be filled out and returned, but the State mandates it this year and every 5-10 years.

*Article 13: 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.***

Vice Chair Hooper stated this relates back to the last article and to be apply to apply the full amount. No public comment.

*Article 14: To see if the Town will vote to raise and appropriate the sum of Sixty Seven Thousand Eight Hundred Dollars (\$70,000) 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 \$62,200 will be deposited into the fund.*

**Selectmen recommend**

Selectman Osgood asked when the town needs to purchase a new ambulance. Vice Chair Hooper stated this year and that it has been included in the vehicle and equipment. Rescue Chief Greg Aucoin provided a detailed scope of the of the issues with the ambulance. Currently there is \$205,348 in the capital reserve leaving a balance of \$348. Patti Osgood asked what capital reserve balance would be after depositing and withdrawing. Vice Chair Hopper stated \$348.

Patti Osgood stated the need to secure and ambulance as well as the funds from Bradford. Rescue Chief Greg Aucoin stated that the town maintains 2 ambulances at all times and that frequently both ambulances are called out together. Patti Osgood asked when the last new ambulance was bought. Rescue Chief Greg Aucoin stated 4 years ago and that the ambulances have an 8-year rotation.

*Article 15: To see if the Town will vote to raise and appropriate the sum of Two Hundred Seventy-Five Thousand Dollars (\$275,000) to purchase an ambulance. Further to see if the Town will vote to authorize the Selectmen to expend the Two Hundred Seventy Five Thousand Dollars (\$275,000) from 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. **Selectmen recommend***  
No public Comment.

*Article 16: To see if the Town will vote to establish a Parks Equipment Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of Replacing equipment needed to maintain*

**DRAFT**

*the parks, and to raise and appropriate the sum of Fifteen thousand Dollars(\$15,000) to be added to this fund and designate the Board of Selectmen as agents to expend. **Selectmen recommend.***

No public comment.

*Article 17: To see if the Town will vote to raise and appropriate the sum of Eighteen Thousand Five Hundred Dollars (\$18,500) to purchase a lawn tractor to maintain the Parks and Town properties and to further withdraw Fifteen Thousand Dollars (\$15,000) from the Parks Expendable Trust Fund established for that purpose.*

Public Comment: It needs to be stated where the money is coming from.

*Article 18: To see if the Town will vote to adopt the provisions of RSA 79-E, which will allow the Board of Selectmen to entertain applications for community revitalization tax relief for a period of up to five years for structures located within 0.60 miles of Proctor Square. The tax on the qualifying structure shall not increase as a result of substantial rehabilitation, defined as having a cost of 15% of the of the pre-rehabilitation assessed value, or at least \$75,000, whichever is less.in the amount of 15%*

Town Administrator Joe Devine stated that essentially the property taxes would be frozen for 5-years for any commercial or multi-family units, and after the 5-year period the full assessed taxes would be due. No public comment.

*Article 19: 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 in the CH Heavy Commercial District, CM Medium Commercial District, CR Commercial Recreational District & CR1 Commercial Recreational District. 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 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 the purposes of this the exemption “granted on a per case basis based on the amount and value of public benefit as determined by” the board of selectmen. For the purpose of this exemption, in order to satisfy the public benefit requirement a minimum of one of the following must be provided: enhance economic growth and increase the Town’s tax base; creation of needed services or facilities not currently available in the Town; redevelop and revitalize commercial or industrial area; prevent or eliminate blight; or, retain local jobs, increase local job base, and/or provide diversity in the*

## DRAFT

*job base.” For purposes of this exemption, the term “Commercial” shall be defined as outlined in the Henniker Zoning Ordinance, Article II Definitions Section 133-3, shall mean manufacturing and heavy manufacturing, consumable manufactured goods, lumberyard, timber activities, recycling facility (household wastes), veterinary and large veterinary hospital, and warehouse. If adopted, this Warrant Article will become effective April 1, 2020 and will remain in effect for Five (5) Years.*

Town Administrator Joe Devine stated this is another economic development and that there can be stipulated zones, and the focus is on commercial zones. It is important to note that in order to qualify there needs to be a clear public benefit for both the RSA perspective as well as the Board of Selectmen via public hearing.

Public comment: Joan O’Connor asked for a map with the proposed zones. Vice Chair Hooper stated it online, and Joe confirmed the zones are also listed on the website map. Jerry Gilbert asked on the behalf of the Chamber of Commerce if the it will be retro activated from January 1, 2020 or if it is only for development after April1, 2020. Joe confirmed that it would be from April 1, 2020 and onward. Cordell Johnson asked about the language of the warrant and stated with the examples listed it seems as if those are the only ones that apply. Joe stated the examples can be striked. Cordell Johnson also pointed out that 133-3 does not have a single definition of commercial and the difference between light and heavy, and wants to ensure it is clear for everyone’s understanding.

*Article 20: To see if the Town will vote to raise and appropriate the sum of Two Hundred Twenty-Nine Thousand Three Hundred Seventy-Nine Dollars (\$229,379) for the Tucker Free Library with the amount to be raised from current year taxation. **Selectmen recommend.***

Lynn P and Patti Osgood spoke on the Library operating budget and how the increase reflects the COLA’s with no steps, and that for any increases, the increase was taken from another line item. The Board had no questions.

Public Comment: Mrs. Blanchard asked if all of the 2019 budget was expended and about the increase. Patti Osgood stated that there is an increase because of the COLA (cost of living adjustment) of 1.5% for the one full-time employee for an increase of \$1,261. Patti Osgood also stated the 2019 total budget was expended. Rocky asked what the total was for wages and benefits. The total is \$159,000 in wages with the 1.5% COLA and the benefit rate is \$15,840 same as the rest of town employees as well as dental, FICA, and retirement. Patti Osgood stated there is one full-time benefit receiving employee, the rest are part-time. The library has changed their hours without increasing staff to meet the demands of the town, and in the master plan from 2002 it was recommended to add a second full-time person in 2007, that has never been added.

*Article 21: To see if the Town will vote to raise and appropriate the sum of One Hundred Nine Thousand Two Hundred Fifty Dollars (\$109,250) to continue to advance design and planning for the library accessibility and safety project with the amount to be raised from current year taxation.*

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Patti Osgood and Lynn P stated the project has been in the works for a few years and that there have been several public meetings regarding the project. Patti stated that lift is no longer functioning and the company that installed it is no longer servicing it and based on the master plan from 2002 it does not make sense to install an elevator if it does not reach all the floors. In addition to the only bathroom being a single handicap bathroom. Patti then mentioned the drug problems as observed at the Dover Library and needles being found in the library, and how the library needs more public and more handicap accessible bathrooms. These funds would move the project forward to be ready to bid in order to prepare for 2021 Town Meeting and warrants. The scope of service would include construction documents, floor and ceiling plans, engineering plans, and detailed building plans and specs. They stated given the age of the audience the town residents are not getting younger and there is a need to be handicap accessible when the library serves over half the population and there are services for everyone from children- seniors. They also stated the cost for these renovations will only get more expensive the longer the town waits and construction cost tend to increase at least 10% per year.

Public comment: Rocky asked how much has already been spent towards the project. Lynn stated that in 2018 \$10,500 was spent on a feasibility study, and in 2019 the town approved 40% construction design at \$70,000. Mrs. Blanchard stated that she doesn't understand how \$80,500 has already been spent. Lynn stated that it was for the design documents and the remaining \$109,250 is to complete the documents and start the process to be able to go out to bid.

Rocky asked if the addition is going to fall in line with the historic look of downtown. Lynn confirmed yes and why they selected a firm that's forte is maintaining the historic look and feel of buildings. Vice Chair Hooper that there has been some back and forth regarding the communication the project. Vice Chair Hooper asked for the estimated cost of the 3 separate projects: elevator, bathrooms, and renovating the 3<sup>rd</sup> floor. Patti stated she does not have those numbers and the reason it was not broken out was because of the advice of the architect firm. If the library had to pick one project it would be the evaluator, but really everything needs to be done at once. Vice Chair Hooper stated the town has already spent over \$80,000 and the tax payers deserve to know what the end cost is going to be. Lynn stated this warrant article would complete the initial design cost so it can be sent out to bid for a final cost for the 2021 Town Meeting and stated that Mile Stone Construction stated that would have a final number for the Library meeting on March 3, 2020 to be held at 7pm. Lynn invited to entire community to attend to see what the numbers look like and how it will all break down.

Selectman Flynn asked about the capital reserve that was set up a few year ago for the roof and how that money seems to have been spent. Lynn confirmed and that the expendable trust for emergencies has \$5,000 and change.

Public comment: Chad Perce asked for confirmation that the library was asking to spend \$109,250 in order to plan to spend \$2,200,000 when the town has already spent \$80,500. Lynn confirmed and that the \$109,250 is to complete the preliminary design concepts in order to

**DRAFT**

send the project out to bid. Wayne Colby stated he does not understand how it is a surprise to everyone when it has be 40 or 60 year since any work was done to the library.

*Article 22: To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) for the Tucker Free Library to hire a Capital Campaign Consultant to assist in 9 raising funds for the library accessibility and safety project with the amount to be raised from current year taxation.*

Patti Osgood thanked the tax payers for their support that they have always given as well as the Board of Trustees and stated how the Library Board of trustees believes this is the right thing to do. Patti stated it was unsure when the right time to fund would be, but it is not ok to exclude people from using a public building and resource just because they cannot mänge the stairs in the building. There are no professional fundraisers on the Library Board of Trustees or employed at the library, which is why it is essential to hire a profession fundraiser to raise the funds and help offset the cost. Residents are able to max tax deductible donations to Friends of the Library if they wish to donate and take advantage of the tax benefits.

No Board of Selectmen comments.

Public comment: Mrs. Blanchard stated she loves the library, but believe these articles set a bad precedent and thinks it is bad idea to ask a paid professional to promote a vital essential. Rocky asked for confirmation that they lift cannot be repaired. Patti Osgood stated the company will not service it. Rocky stated hire another lift company and replace it. Patti stated the lift does not reach the 3<sup>rd</sup> floor. Rocky stated the town has other priorities like the \$3.2 million waste water treatment plant. Joan O'Connor asked if the consultant was for one year or several years. Patti stated it was for the life of the project and would be a max of \$30,000 and not renewable. Patti stated they will have a solid number once they are done interviewing candidates.

*Article 23: 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**

No Board or public comment.

*Article 24: 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***

No Board or public comment.

*Article 25: 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***

## DRAFT

Vice Chair Hooper stated this is the other half needed to replace the roof at the Fire/Rescue Station. No public comment.

*Article 26: To see if the Town will vote to establish a Wastewater Treatment Maintenance Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of Maintenance Projects at the Wastewater Treatment Facility, and to raise and appropriate the sum of One Dollar (\$1) to be added to the this fund and designate the Sewer Commissioners as agents to expend. **Selectmen recommend***

Financial Director Russ Roy stated the warrant does not specify where the \$1 is being funded from. Vice Chair Hooper stated it will be discussed at the February 10<sup>th</sup> meeting. Mr. Blanchard asked how soon would work be done. Vice Chair Hooper stated there is \$3 million dollars' worth of work that needs to be completed within the next 3 years since almost everything is original in the plant, and \$40 million dollars' worth of work over the next 40 years.

The Waste Water Asset Management Plan can be found online at the [www.Henniker.org](http://www.Henniker.org).

*Article 27: To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to the Town Owned Building Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of Town Owned Building Maintenance Projects. **Selectmen recommend.***

Jerry Gilbert asked what buildings are included. Vice Chair Hooper stated Town Hall, Grange, and Community Center. Jerry asked about the Transfer Station. Vice Chair Hooper stated they have their own separate fund.

*Article 28: To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) 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.***

Vice Chair Hooper stated the two trash trailers will need to be replaced in the future and cost \$100,000 each and it is in the towns best interest to start putting money in an expendable trust now. No public comment.

*Article 29: 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.***

Mrs. Blanchard asked about the stone bridge in the center of town since the southwest corner cap stone is ajar. Vice Chair Hooper tasked Highway Supervisor Leo Aucoin to connect to DOT (Department of Transportation).



## DRAFT

*Article 30: To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) 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.***

Vice Chair Hooper stated there are health concerns with the current Police building and CIP recommended to start funding and initially asked more. No public comment.

*Article 31: To see if the Town will vote to establish a Town Technology Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of Hardware/Software upgrades to Town systems, and to raise and appropriate the sum of Twenty Five Thousand Dollars (\$25,000) to be added to this fund and designate the Board of Selectmen as agents to expend. **Selectmen recommend.***

Vice Chair Hooper stated it will better serve the community be coordinating systems, making more efficient, and ideally implementing new financial technology that will allow for credit card payment processing for vehicle registration and tax payments.

Rocky asked if people would be charged the 3% card processing fee. Vice Chair Hooper stated from her understanding municipalities can have the fee waived. Heidi Aucoin stated other towns do charge a 3<sup>rd</sup> party vendor fee if paying online but not for payments made in the town Hall.

*Article 32: To see if the Town will vote to establish a Police Department Equipment Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of replacing Police equipment, and to raise and appropriate the sum of Two Thousand Five Hundred Dollars (\$2,500) to be added to this fund and designate the Board of Selectmen as agents to expend. **Selectmen recommend.***

Vice Chair Hooper stated there are two MBT's (computers used in the cruisers) and over \$80,000 in weapons that were originally donated by Ruger at no cost in 2016 and have a 10-year life span, and the town needs to start funding for those replacements because Ruger may not donate new weapons again.

Public comment: Josh McCutcheon asked about the \$80,000 and stated the price of weapons have gone down and today is the "golden age" of buying firearms. He suggested if firearms need to be purchased, to buy them now while they are cheap. Rocky asked about the 10-year life, and stated that the weapons should be evaluated no replaced necessarily. Vice Chair Hooper stated that it should be standard for every department to evaluate equipment and inventory on a yearly basis in order to continue updating CIP.

*Article 33: 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***

## DRAFT

Vice Chair Hooper stated based on the fund flow found in the CIP report strongly recommends level funding for expenditures since there are two pieces of SCUBA gear that are over \$100,000 each. Selectman Parker stated how he was active with the first CIP and is very unhappy and is disappointed and money has not been put away over the years to fund the years, so now warrant articles have to be raised. He stated the Fire Dept is one of the few departments that has a healthy capital reserve and he would recommend reducing to \$50,000 to ease tax payer pain.

Rocky stated the Chief did an excellent job at evaluating everything to see if it actually needed to be replaced and encouraged setting a date to reevaluate, but no automatically replace.

*Article 34: 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.***

No Board or public comment.

*Article 35: To see if the Town will vote to raise and appropriate the sum of Five Hundred Fifteen Thousand and Three Dollars (\$515,003) for the operating expenses of Cogswell Spring Water Works. This funding is provided by water assessments. **Water Commissioners recommend.***

No Board or public comment.

Two Petition Warrant Articles were submitted today, one on Climate Pollution and Fair Districting. No public comments on either.

The Board Closed public comments on the operating budget and warrants.

### **Approval of proposed budget & warrant articles.**

Article 9 needs to be clarified if ballot vote or not.

Article 10 operating budget:

**Vice Chair Hooper moved to recommend flatting the emergency management budget for this year to \$1,292. Selectman Parker seconded. Motion carried 4-0.**

**Vice Chair Hooper moved to recommend reducing CAP to bring back to 2019 funding. Selectman Osgood asked about the impact on the town welfare department. Town Administrator Joe stated CAP is a different entity. There was no seconded. Motion failed.**

**Vice Chair Hooper moved to level fund White Birch as the same rate as last year. Selectman Osgood stated it was unfair to change funding when that was what they requested. There was no second. Motion failed.**

**Article 11: Vice Chair Hooper moved to cut \$50,000 from the \$750,000. Selectman Osgood seconded. Motion carried 4-0.**

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Article 12 and 13: no changes.

Article 14 and 15: needs to be rewritten to clarify.

Article 16 and 17: 17 needs to be rewritten to clarify.

Article 18: no changes

Article 19: needs to be rewritten to clarify.

Article 20: no changes

Article 21: no changes

Article 22: no changes

Article 23: no changes

Article 24: no changes

Article 25: no changes

Article 26: needs to be rewritten as capital reserve not expendable trust.

**Article 27: Vice Chair Hooper moved to delay painting for another year and cut the \$10,000 to \$5,000. Selectman Flynn seconded. Motion carried 4-0.**

**Article 28: Vice Chair Hooper moved to cut \$25,000. Selectman Osgood seconded. Motion carried 4-0.**

Article 29: no changes

Article 30: no changes

Article 31: no changes

Article 32: no changes

**Article 33: Selectman Parker moved to cut \$50,000 based on the money available in the capital reserve. Vice Chair Hooper seconded. Motion carried 4-0.**

Article 34: no changes

Article 35: no changes

**Vice Chair Hooper moved to approve all the warrant articles as the Selectman recommend with the expectations of 14,17,19,26 to be reviewed once updated. Selectman Flynn seconded. Motion carried 4-0.**

**Vice Chair Hooper moved to restrict calling articles form coming back to the table besides 14, 17, 19, and 26. Selectman Parker seconded. Motion carried 4-0.**

**Vice Chair Hooper moved to suspend the public hearing until February 10, 2020 at 6:15 to be held at the Henniker Town Hall, following both bond discussion and moving voting on warrant articles 14, 16, 17, 19, and 26. Selectman Parker seconded. Motion carried 4-0.**

**Vice Chair Hooper moved to adjourn at 8:30. Selectman Flynn seconded. Motion carried 4-0.**

The following are department reports for the month of February 2020:

Assessing

Building

Finance

Fire

Highway

Police

Rescue

Town Clerk/Tax Collector – (**Jan & Feb. reports**)

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: March 3, 2020  
RE: Monthly Report

## Assessing Report for February 2020

Intent To Cut approved for lot 649-B/649-X

Monthly maintenance of new deeds, address changes and online tax maps.

Ongoing processing of building permits, UCs and land changes for Assessor for the 2020 tax year.

Pick-Ups continue by Assessor for the 2020 first bill.

Ongoing data entry of pick-ups in Vision.

Ongoing initial review of Tax Exemptions and Credits.

2020 Excavation forms and reminder of deadline for reports sent to gravel pit owners.

Annual State of NH form "List of Real Estate on which Exemption is Claimed" mailed out to religious entities, NEC, and White Birch Community Center, (BTLA-9, BTLA-12).

Reminders sent to all owners & loggers/foresters with open Intents To Cut informing them of road posting & deadline for filing extensions.

Contract received from Vision for review for 2020 Revaluation. Database pulled by Vision for testing.

Two new water accounts and two new sewer accounts created.



Monthly Building Department Report  
February 2020

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TO: Joseph Devine, Town Administrator

FROM: Deb Aucoin and Jean Eaton, Land Use Coordinators

The following is a record of permits, certificates of occupancy, inspections and revenue collected for the month of February by the building/permitting department:

Permits /COs/Inspections	Quantity	Revenue
Building Permits	5	\$2780.00
Electrical Permits	4	\$ 200.00
Plumbing Permits	0	
Assembly Permits	0	
Driveway Permits	5	\$ 25.00
Raffle Permits	0	
Sign Permits	0	
Certificate of Occupancy	3	
Inspections performed	14	

Town building rental/use and revenue for February 2020:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)	12	\$400.00 (Revenue from 4 of the 12 rented/reserved)
Grange (Does not include Caseworker & CAP)	13	
Bandstand	0	

Respectfully submitted,

*Deb Aucoin*

*Jean Eaton*

## Finance Department Report

March 10, 2020

### **Town Meeting Work Completed:**

Build schedules and prepare content for Town Meeting Binders

Input warrant into DRA tax warrant system.

Review warrant with municipal auditor.

Review warrant with Town Council

Prepare MS-636 – budget summary with revenue estimates

Prepare handout for public hearing

Attend public hearing

Discussed town meeting presentation with Underwood engineer

### **Year End Closing Work**

Reconcile interfund transactions with water, sewer and conservation.

Reconcile account receivable for water, sewer and taxes

### **IT services**

Setup and configure new terminals for Clerkworks Software

Assist Clerkworks personnel to setup Clerkworks Software

Troubleshooting why Clerkworks Software won't connect to State DMV

Discuss new server installation needs with Mirador (lease rolls over this year)

Plan network security review with Mirador

### **Banking**

Obtain legal opinion on Tax Anticipation Note

Negotiate with Franklin Savings on Fees for TAN

Review and prepare TAN documents for signature

**Medicare Audit**

Reviewed changes on Medicare update of information prepared by Comstar.

**Energy**

Negotiated 3 year electricity contract with current provider Engie for .068 cents per kwh.



Henniker Fire Department

216 Maple Street

Henniker NH 03242

March 1, 2020

In February Henniker Fire Department responded to a total of 29 Calls. The calls ranged from fire Alarm activations, medical assist the ambulance crews, 3 Building fires, 1 chimney fire, a motor vehicle fire, wires down and the one that was a full day of all hands-on deck, was the active shooter incident at 4 Bridge Street. The call started at 2:47 AM and finished around 2PM for the Fire Department. This incident had a wide-reaching effect. It not only included local departments, but many mutual aid towns responded as well. Many downtown area businesses had to close Sunday and the Church had to cancel their services.

The active shooter incident has brought on extra work for the department and continues to be part of our discussions. We had an after-incident stress debriefing. During the debriefing a team comes in and the people involved discuss all events that took place that day and how it affected them. At this time, we have scheduled 2 more critiques on this incident.

Training this month was hazmat training and we had a good turn-out. We are still working on air bags and determining which ones will be the best for the department.

Inspections have been very busy this month. We performed several occupancy-permits and the reinspection of 4 Bridge Street. The new building permit at the Airport, required additional input from the Fire Marshalls office to be clear on exactly how to proceed.

Let's hope next month is a little less stressful.

Chief Morse

## **Highway Dept. Monthly February 2020**

To Town Administrator Joe Devine and Henniker Board of Selectmen,

As the highway department moved into February we once again geared up for more snow and ice, highway crew plowed and salted on 6 different days. As always staying up with the maintenance of the equipment is a priority. I attended many meeting throughout the month, one of which was with Julia Chase from Home Land Security regarding the tower site and possible grant funding for new tower and equipment. By the twentieth the weather was changing and mud season was coming on strong. I posted weight limit signs for the first and started to erg some of the logging operation to finish up. Road repair such as cold patch and filling pot holes on gravel roads with three quarter gravel has become a priority. The crew also opened snow banks to allow some run off into the ditches and off the roads. As the month came to a close the highway department is hopeful that spring is near and snow season is over and are now looking forward to the summer construction season.

Leo Aucoin  
Superintendent  
Henniker Highway

# HENNIKER POLICE DEPARTMENT

## Memo

**To:** Joseph Devine, Town Administrator

**From:** Chief Matthew French

**Date:** March 10, 2020

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As you requested here is a brief summary of the department's activity for the month of February. The biggest case was obviously the shooting at 4 Bridge Street. At this time there is no new information. The below is for the month of February however on Evening of March 9 we had several arrests of NEC Students due to drinking alcohol and smoking marijuana on the field of the Henniker Community School. Several others fled the area when the officers arrived. NEC is taking action and working with the officers to identify those that fled when the officers attempted to stop them.

We had 776 Calls for Service which include

- 237 Motor Vehicle Stops,
- 12 Arrests, Assault, DUI, Reckless Operation, Burglary
- 9 MV Crashes & 9 vehicles off the road
- 7 Alarm Calls
- 25 Assist Other agencies
- 23 Rescue/Fire calls
- 11 Directed Patrols
- 5 Walk and Talks
- 5 Drug Cases
- 1 Domestic Violence Assault
- 2 Suicidal Subjects
- 12 Suspicious person/vehicles
- 100 Building checks
- 111 Vacant/Vacation House Checks

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

# RESCUE DEPT - February 2020 Monthly Report

Total Number of Incidents .....76

Henniker	
ALS	17
BLS	18
ALS Intercepts	0
Refusals	9
Cancels	3
Standby	0
<b>Total</b>	<b>47</b>

New London	
ALS	0
BLS	0
ALS Intercepts	0
Refusals	0
Cancels	0
Standby	0
<b>Total</b>	<b>0</b>

Bradford	
ALS	3
BLS	3
ALS Intercepts	0
Refusals	1
Cancels	0
Standby	0
<b>Total</b>	<b>7</b>

Warner	
ALS	3
BLS	1
ALS Intercepts	0
Refusals	0
Cancels	0
Standby	0
<b>Total</b>	<b>4</b>

Hillsboro	
ALS	1
BLS	0
ALS Intercepts	2
Refusals	0
Cancels	0
Standby	0
<b>Total</b>	<b>3</b>

Washington	
ALS	0
BLS	0
ALS Intercepts	0
Refusals	0
Cancels	1
Standby	0
<b>Total</b>	<b>1</b>

Hopkinton	
ALS	2
BLS	2
ALS Intercepts	0
Refusals	0
Cancels	1
Standby	0
<b>Total</b>	<b>5</b>

Weare	
ALS	0
BLS	1
ALS Intercepts	0
Refusals	0
Cancels	0
Standby	0
<b>Total</b>	<b>1</b>

Newbury	
ALS	1
BLS	0
ALS Intercepts	0
Refusals	0
Cancels	0
Standby	0
<b>Total</b>	<b>1</b>

**Mutual Aid Recived**

Town	Incident Number
Bow	INC # 20-0131
Hillboro	INC # 20-0132
Hopkinton	INC # 20-0108
Hopkinton	INC # 20-0111
Hopkinton	INC # 20-0118
Hopkinton	INC # 20-0141
Warner	INC # 20-0144

**ALS Intercepts recived**

None

**MEMORANDUM**

To: Joseph Devine, Town Administrator  
From: Kimberly I. Johnson – Town Clerk/Tax Collector  
Date: February 21, 2020  
Subject: **Town Clerk/Tax Collector Report as of 01/31/2020**

**PROPERTY TAXES**

Total Committed 2019	\$14,141,716.00
Uncollected	\$539,569.56

**TAX LIENS**

	<u>2018 LIENS</u>	<u>2017 LIENS</u>	<u>2016/PRIOR LIENS</u>
Liened Amount	\$356,261.59	\$275,133.62	
Uncollected	\$188,922.87	\$117,986.82	\$147,834.05

**WATER & SEWER - 2019**

**2020**

Water Billed	\$563,144.82	\$306,774.32
Sewer Billed	\$635,857.81	
Uncollected	\$102,471.10	\$283,797.69

**TOWN CLERK REVENUE**

	<u>2020</u>	<u>2019</u>
Motor Vehicle		
MV	\$88,316.00	\$76,063.00
non-MV	\$865.42	\$729.14

**MEMORANDUM**

To: Joseph Devine, Town Administrator  
From: Kimberly I. Johnson – Town Clerk/Tax Collector  
Date: March 16, 2020  
Subject: **Town Clerk/Tax Collector Report as of 02/29/2020**

**PROPERTY TAXES**

Total Committed 2019	\$14,141,716.00
Uncollected	\$461,052.68

**TAX LIENS**

	<u>2018 LIENS</u>	<u>2017 LIENS</u>	<u>2016/PRIOR LIENS</u>
Liened Amount	\$356,261.59	\$275,133.62	
Uncollected	\$159,058.01	\$113,578.95	\$143,009.37

**WATER & SEWER - 2019**

**2020**

Water Billed	\$563,144.82	\$306,774.32
Sewer Billed	\$635,857.81	
Uncollected	\$94,623.51	\$68,074.57

**TOWN CLERK REVENUE**

	<u>2020</u>	<u>2019</u>
Motor Vehicle		
MV	\$152,888.00	\$148,597.00
non-MV	\$1,485.22	\$1,209.54

## Transfer Station

### February 2020 Monthly report

- Sent out 45+ bales of #1-7 plastic 29,825Lbs to Trigon plastics in Newmanstown PA
- Fibers OCC Baled (cardboard and Paper) 39,330 Lbs of (20,066 card board, 19,264 paper)
- Scrap-metal 30 yard roll off ext of 11,000 Lbs to Schnitzer in Concord NH
- A wider handicap door going into the grange office building and currently still under way.
- Set up and take down of voting
- Quote to replace the heater in the teen center came in from Denron plumbing and hvac  
(This is the company replaced the upstairs units) the total cost of the new installation is \$10,400

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

[http://www.henniker.org/  
HennikerTransfer@tds.net](http://www.henniker.org/HennikerTransfer@tds.net)

## Wastewater Department Report February, 2020

- 02/03/20 – Worked on upgrade info for budget hearing.
- 02/04/20 – Attend budget hearing.
- 02/05/20 – Completed and submitted monthly Discharge Monitoring Report to EPA and NHDES.
- 02/06/20 – Snow and sleet, all hands on snow removal.
- 02/07/20 – Brought quarterly sludge sample to Eastern Analytical for analysis.  
Ice storm, cleanup difficult.
- 02/10/20 - Received an e-mail forwarded from the Water Department from 41 Hall Ave. complaining of sewage and sulfur odors in their water and in their downstairs family room. Went and spoke to the homeowner and inspected the grounds and the brook in the back yard with permission from the owner. Nothing stood out.  
Attend Public Bond Hearing for Wastewater upgrade.
- 02/11/20 – Rich and I installed new emergency light fixtures in septage room and blower building.
- 02/12/20 – Investigate Dig Safe on Depot Hill Road.
- 02/13/20 – Ken out sick.
- 02/14/20 – Cleaning day, cleaned bathroom and grit room, swept and washed floors.
- 02/18/20 – Snow all day.
- 02/19/20 – Snow removal.
- 02/20/20 – Cleaned Maintenance shop.
- 02/21/20 – Cleaned Blower Building.
- 02/24/20 – Inspect 3 houses on Hall Ave. (see 2/10/20 entry). Dye tested 1 house that has a bathroom and laundry in the basement. Nothing showed up in the brook, all went to sewer system.  
No heat in the Press room, called Hilltop Heating.  
Cleaned U.V. racks and lamps.
- 02/25/20 – Hilltop Heating here to work on Press room heater.  
Met with Dave Mercier, Underwood Engineering to discuss Town meeting presentation.  
Ordered parts for Simplicity tractor.  
Press room heat failed again, Called Hilltop Heating.
- 02/26/20 – Hilltop Heating here to work on Press room heat.
- 02/27/20 – Met with Shawn Grey, Wescor & Associates and Matt Bodwell, Enviro-Care to discuss potential equipment needs for WWTP upgrade.

2 Rolloff containers of sludge were sent to Merrimack, NH Composting facility for processing in February, An estimated 13 tons per container = approx. 26 tons total.



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

Facility Henniker Wastewater Treatment  
 Chief Operator Richard Slager  
 Month February Year 2020

Date and Day of Week	Rain or Snow (in.)	Wastewater Flow In ( MGD ) (1)				Chlorine Residual (mg/L)		Lbs. of Cl.	Settleable Solids (ml/L)		pH		D.O. mg/L	Turb. NTU	Total Suspended Solids (mg/L)		Coli-form (#/100 ml)
		INF.	EFF.(2)		EFF.	A.M.	P.M.		INF.	EFF.	INF.	EFF.			EFF(3)	EFF(3)	
		TOTAL	MIN.	MAX.	TOTAL			Lbs.	INF.	EFF.	INF.	EFF.	EFF(3)	EFF(3)	INF.	EFF.	EFF.
1	S	0.187	0.090	0.280	0.202						6.8						
2	S	0.165	0.090	0.280	0.182						6.8						
3	M	0.154	0.090	0.280	0.173						7.6	6.9		1.6		3.1	
4	T	0.164	0.080	0.340	0.207						7.7	6.8		1.9	308.0	3.0	1.0
5	W	0.156	0.080	0.250	0.163						7.6	6.9		1.5	203.0	2.0	1.0
6	TH	3"S	0.154	0.050	0.260	0.168					7.7	6.9		1.7			
7	F	1.5"S	0.151	0.080	0.310	0.192					7.6	6.8		1.8			
8	S		0.162	0.070	0.260	0.175					6.7						
9	S		0.152	0.060	0.240	0.154					6.7						
10	M	1" S	0.136	0.080	0.240	0.150					7.8	6.9		1.9			1.0
11	T		0.150	0.070	0.330	0.170					7.9	6.9		2.0		4.0	1.0
12	W		0.172	0.120	0.280	0.184					7.8	6.9		2.2		4.0	1.0
13	TH	3: S	0.159	0.080	0.290	0.173					7.8	6.9		1.9			
14	F		0.150	0.070	0.330	0.195					7.6	6.8		2.3			
15	S		0.159	0.050	0.310	0.165					6.9						
16	S		0.145	0.070	0.260	0.158					6.9						
17	M		0.164	0.070	0.260	0.178					6.9						
18	T	4"S	0.139	0.070	0.250	0.152					7.8	6.9		2.3		3.0	4.1
19	W		0.144	0.060	0.310	0.184					7.7	6.8		2.6		5.0	1.0
20	TH		0.148	0.090	0.250	0.154					7.6	6.8		2.7			1.0
21	F		0.143	0.040	0.320	0.173					7.8	6.8		2.7			
22	S		0.143	0.050	0.240	0.145					6.8						
23	S		0.140	0.050	0.250	0.157					6.8						
24	M		0.125	0.060	0.250	0.136					7.8	7.0		2.4			1.0
25	T		0.138	0.060	0.330	0.172					7.8	6.9		2.4		3.0	1.0
26	W	1.25" R	0.136	0.060	0.310	0.145					7.7	6.9		2.3		4.0	1.0
27	TH	.75" R	0.145	0.090	0.250	0.150					7.2	6.9		2.4			
28	F		0.188	0.110	0.400	0.240					7.6	6.9		2.4			
29	S		0.176	0.090	0.250	0.183					6.8						
30																	
31																	
				Max	0.400	0.240					min	6.7					1.2
Totals			4.445	---	---	4.980	---	---			max	7.0	---	---	---	---	---
Averages			0.153	---	---	0.172					---	---	ERR	2.2	255.5	3.5	1.2

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

Date and Day of Week	B.O.D. (mg/L)		Septage gal	BOD (lbs/day)		TSS (lbs/day)	
	INF.	EFF(3)		INF.	EFF(3)	INF.	EFF(3)
1 S							
2 S							
3 M							
4 T	166.0	4.6		227.0	7.9	421.3	5.2
5 W	172.0	4.4		223.8	6.0	264.1	2.7
6 TH							
7 F							
8 S							
9 S							
10 M							
11 T		4.7			6.7		5.7
12 W		4.8			7.4		6.1
13 TH							
14 F							
15 S							
16 S							
17 M							
18 T		4.9			6.2		3.8
19 W		5.1			7.8		7.7
20 TH							
21 F							
22 S							
23 S							
24 M							
25 T		5.3			7.6		4.3
26 W		4.9			5.9		4.8
27 TH							
28 F							
29 S							
30							
31							
Totals	---	---	---	450.8	55.5	685.4	40.3
Avg.	169.0	4.8		225.4	6.9	342.7	5.0

% Removal: 97%

Signature: \_\_\_\_\_

Additional Information:

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

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

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



TOWN OF HENNIKER, NEW HAMPSHIRE  
OFFICE *of the* TOWN ADMINISTRATOR

**REPORT OF THE TOWN ADMINISTRATOR**  
**March 17, 2020**

- **Revaluation Meeting:** We were supposed to have a revaluation meeting on Thursday 3/19/2020. Due to the postponement of Town Meeting this meeting has been cancelled and will be rescheduled accordingly.
- **Food Pantry:** I wanted to start the conversation about the Food Pantry. They are looking to have Henniker Youth Association move the equipment storage to another location so they can have more space for the storage of food. I wanted to get a feeling on the Board to see if this is something they wanted to pursue. Also, I was approached by the Director of the Food Pantry who is requesting we place no parking signs in some spots along the building. She claims cars are parking along the building making it difficult to unload trucks. Finally, the Pantry has put a new sign up which I do not believe a permit was ever pulled for. The sign should of went before the Historic District since the Grange is a building, they have purview over. I am looking to the board for guidance on how they would like to proceed with them.
- **Henniker Highway Department:** I have received at least three comments from citizens in the past two weeks about the highway department.
  - "Leo Aucoin and the Highway Department deserve recognition for the excellent way the gravel roads are being maintained the past year or so. Others we know who live on gravel roads with whom we have discussed this agree."
  - "Recently, Highway Superintendent Leo Aucoin came by and spoke with us about a tree he had to remove from the edge of our property. The next day the crew came by and took down the tree while leaving almost no evidence of ever having been there. I must say that I've never seen a job like this done so efficiently and effectively. Leo and the crew couldn't have been more professional in every way and should be held up as a model of competency. My sincere thanks goes to the Highway Department and to the administrative and elected officials that support such a high level of proficiency in our town operations."
  - "So very grateful of the road crew we have in this town...by far the best!"

We all know springtime can be a trying time on our roads and our Highway Department. Just wanted to recognize the great job the Highway Department is doing managing this warm/cold/dry/wet/snowy weather we have in March in New Hampshire.

- **Tax Exemption:** Currently the deadline for tax exemptions is April 15<sup>th</sup>. I suggest we move this deadline to May 15<sup>th</sup> in order to give people more time to file in the event Town Hall is required to close.

*72:33 Application for Exemption or Tax Credit. –*

*I. No person shall be entitled to the exemptions or tax credits provided by RSA 72:28, 28-b, 28-c, 29-a, 30, 31, 32, 35, 36-a, 37, 37-a, 37-b, 38-b, 39-b, 62, 66, and 70 unless the person has filed with the selectmen or assessors, by April 15 preceding the setting of the tax rate, a permanent application therefor, signed under penalty of perjury, on a form approved and provided by the commissioner of revenue administration, showing that the applicant is the true and lawful owner of the property on which the exemption or tax credit is claimed and that the applicant was duly qualified upon April 1 of the year in which the exemption or tax credit is first claimed, or, in the case of financial qualifications, that the applicant is duly qualified at the time of application. The form shall include the following and such other information deemed necessary by the commissioner:*

*I-a. If any person, otherwise qualified to receive an exemption or credit, shall satisfy the selectmen or assessors that he or she was prevented by accident, mistake, or misfortune from filing a permanent application or amended permanent application on or before April 15 of the year in which he or she desires the exemption to begin, said officials may receive the application at a later date and grant an exemption or credit for that year; but no such application shall be received or exemption or credit granted after the local tax rate has been approved for that year.*

*BTLA Administrative Rule Definition: Tax 102.02 "Accident, mistake or misfortune" means something outside the party's own control and not due to neglect, or something that a reasonably prudent person would not be expected to guard against or provide for.*

*DRA Administrative Rule Definition: Rev 401.01 "Accident, mistake, or misfortune" means something outside a person's control, or something which a reasonably prudent person would not be expected to guard against or provide for.*

This would be for NEW applicants for the tax exemptions and tax credits. This is done in compliance with State laws and administrative rule.

- **Henniker Restaurants:** I am hoping to have a meeting with local restaurants by Friday to see if there is anything the town can do to help them during this time. I am hoping to every couple of days spotlight a different one to help get word out on each establishment.
- **Website:** Civicplus was in townhall last week to go over exactly what the company could offer. We have moved forward with this company and are hoping to have an initial meeting later this week to start talking about the development of the site.
- **Important Dates:** Please mark your calendars for upcoming dates:
  - Public Hearing for two bond votes – March 26, 2020 @ 6:15pm – Community Center

**\*\*\*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**

- Employee Recognition Program
- Fire Tower Communication and Access Road
- Updating paperwork for Building, Planning, & Zoning

- Volunteer Program – Swap Shop
- Human Service Guidelines

**Useful Information**

**Upcoming Dates For Routine Meetings:**

- **Board of Selectmen Meeting – April 7 @6:15pm – Community Center**

Respectfully Submitted,



Joseph R. Devine, Jr.  
Town Administrator