



"The only Henniker on Earth." Office of the Town Administrator

To: Board of Selectmen, employees, volunteers, and Town of Henniker
From: Diane Kendall, Town Administrator
Date: April 16, 2024
Ref: **Town Administrator's Report**

ANNOUNCEMENTS:

- **Henniker Spring Clean Up Day has been changed to May 4th 8 am-noon in cooperation with New England College.** For more information contact the Chamber of Commerce. 1 603-428-3198. Visit <https://www.henniker.org/site-home/events/25571>.
- **April 23, 2024 at 6:00pm Henniker Community Center:** Representatives from Central NH Regional Planning will present data and findings from a study of traffic volumes, speed data, pedestrian counts, pedestrian crossing locations, and parking utilization. The Henniker Selectboard and the Economic Development Committee seek public input on current conditions and needs of the Main Street area and evaluate options for making improvements that may better fit the present and future needs of the community. All unique perspectives from stakeholders, engaged citizens, businesses, organizations, and people of all ages are invited to attend and participate in this public forum. Light refreshments will be provided.
- Congratulations Greg Aucoin for completing the Boston Marathon!

Quarterly Update

Assessing: Exemption and Credit applications have been processed; property lot lines and current use status are up to date; cyclical data verification is complete; new construction, building permit pick-ups data verification and entry, and campground inventory verification will be completed by the end of the week.

Landfill Water Quality and Post -Closure Monitoring: The ground water monitoring tasks are required under the Groundwater Management Permit (GMP) The landfill post-closure monitoring tasks are required by Solid Waste Permit. The 2023 post-closure report required under our DES Waste Facility permit has been completed by and submitted to NHDES. There were no significant findings. Sampling results appear consistent over last 7 monitoring periods. A copy of the report is available for review at the Town Office.

The 2024 Landfill Water Quality and Post-Closure scope of work and proposal has been approved. The scope of work is greater than 2023 for the GMP. The cost is \$17,000 and has been budgeted for. A purchase requisition has been approved under Selectmen Policy III.1 Exception #4 Professional Services/Consultants and III.6 Exceptions. The project scope of work and agreement is available for review at the town office.

Solid Waste and Recycling Committee: Working with the committee to finalize draft updates of ordinance and fees.

Hazard Mitigation Plan Update: The first meeting is HMC meeting on Monday April 29 from 9-11 AM at the Town Office conference room. A virtual connection will be provided.

Old Concord Rd Fire Pond Status: The project began with a pre-construction meeting last week, tree cutting on Monday April 15 and construction to begin on April 16th.

Wastewater:

- The 2022 approved upgrade is in the final design stage and RFP process to begin in the fall.
- The dewatering equipment (belt press) replacement with the BDP Screw Press is in the design phase.
- The 2024 supplemental report phase scope of services agreement has been approved by NHDES. This is to provide CWSRF loan application assistance. The full application is expected to be fully executed by August 2024.

- NHDES conducted a site visit on Tuesday April 2nd to discuss the operation and maintenance of Henniker’s WWTF. NHDES provided a letter and site visit checklist. A meeting with Superintendent Slager will be scheduled with the Wastewater Commissioners to discuss the report and checklist.

Cogswell Water: The hydrant in front of Town Hall has been temporarily taken out of service. The water department expects it to be repaired by Monday April 22nd. The Fire Department has been notified.

Finance Department: We evaluated the merits of converting the in-house payroll software to a vendor that would provide expanded services such as state and federal funding and reporting. We determined that next year would be a better time as our current priorities and budget are not aligned with the project. The finance director is preparing the 2023 audit, completing federal ARPA reporting, tracking projects and assets, beginning the employee health insurance open enrollment period, policy and procedure development, daily transactions and approvals, employee and vendor record updating, cash flow analysis and many other tasks.

Parks and Properties: The Torro x-mark 60” mower has reached end of life. It is around 18 years old and will cost \$3,000 to fix, which is not worth the expense. The Superintendent is seeking 3 written quotes to replace the Torro.

Craney Hill Communications Tower: The tower is in service and working as expected. There are few remaining items to complete. Because the grant scope of the project is complete, NHDOS grant administration has given approval to proceed with the reimbursement request for the \$311,372 approved. Working with CVRC to develop draft agreement for hosting HAM radio repeater, access, indemnification, and cost share.

Complaints: We are processing formal complaints regarding water runoff at 10 Ramsdell Rd and excessive roadside trash on Old Concord Rd.

Right-to-Know Requests: Processing a requests for “POLICE OFFICER IN SERVICE TRAINING REQUIREMENTS; Description of all courses and cost of said courses Town of Henniker reimbursed police officers for IN SERVICE TRAINING from January 1, 2021, thru December 31, 2023. Please provide copy check registry, for the requested period with highlight expenditures requested.” And Tucker Free Library “Detailed budget showing wages/salaries/hours worked for staff as well as detailed, itemized expense reports for “operations” items and administrative expenses. For 2022/2023/projected 2024.”

Code Enforcement: Working with the Code Enforcement Officer and legal to resolve complaints about properties citing violations of Chapter 133.26.E Parking within 10 Ft of lot boundary; Chapter 133.2 – Junk Vehicles Not Allowed in RR District; Chapter 133.26.A Operating a Car Repair Facility not allowed in RR District.

ICMA Conference Local Government Reimagined: I attended a 3-day conference to connect with the experts, and explore the possibilities, benefits, and risks for the use of Artificial Intelligence (AI) tools in our organization. Key take-aways are that we are already using AI that is built into everyday business and personal software applications; no cost tools we can use today to gather information, formulate forms, reports and policies; improve efficiencies, boost productivity and improve customer service; risk management through policies and procedures. Barriers to implementation include culture, cost, change management, competing priorities, technical and human resources to implement and continue.

Other Information for residents, staff, and officials:

- Do you serve on a town board, committee, or commission? We highly recommend attendance at the 2024 Local Officials Hybrid Workshop. It’s free and members can attend virtually. Register today at: [New Hampshire Municipal Association \(weblinkconnect.com\)](https://www.newhampshiremunicipalassociation.com)
- [NHMA NewsLink April 3, 2024](#)
- [Business and Economic Affairs 2024 Planning and Zoning Conference May 11, 2024](#)

Warm regards,

Diane Kendall

Town Administrator