



TOWN OF HENNIKER, NEW HAMPSHIRE  
Selectmen Agenda

April 21, 2020

**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 AGENDAS**

**Item 1:** Consent Agenda dated 4-2-20

**Item 2:** Consent Agenda dated 4-21-20

**VI. NEW BUSINESS**

**Item 3:** Farmers' Market

**Item 4:** Henniker Community School – Propane Tank Installation

**Item 5:** Highway Superintendent – Disposal of Pickup Truck

**Item 6:** Amend Ordinance 25

**Item 7:** Update on Policies

**a.** Temporary Public Meetings

**b.** Zoning Permit

**c.** Teleworking

**VII. OLD BUSINESS**

**Item 8:** 2149 Western Ave.

**VIII. OTHER BUSINESS/COORESPONDANCE**

**Item 9:** Acceptance of Board of Selectmen Meeting Minutes – March 3, 2020

**Item 10:** Acceptance of Board of Selectmen Non-Public Meeting Minutes – March 3, 2020

**Item 11:** Acceptance of Board of Selectmen Meeting Minutes – March 17, 2020

**Item 12:** Acceptance of Board of Selectmen Non-Public Meeting Minutes – March 17, 2020

**Item 13:** Town Administrator's Report

**Item 14:** Department Reports

**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 15:** RSA 91-A:3, II(e)

**XI. ADJOURNMENT**

**XII. UPCOMING DATES**

**Item 16:** April 22, 2020 – Planning Board Meeting

**Item 17:** May 5, 2020 – Board of Selectmen Meeting

**Item 18:** May 9, 2020 – Town Meeting

**Item 19:** May 25, 2020 – Memorial Day (Town Office Closed)

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

Welcome to this evening's Selectman's. Please note that the purpose of the meeting is for the Selectman to accomplish its work within a qualitative time frame. 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 Selectman. 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), Selectman, and/or the Town Administrator. The Chair will preserve strict order and decorum at all Board of Selectman meetings. Outbursts from the public are not permitted.

## TOWN OF HENNIKER, NEW HAMPSHIRE

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Tuesday, April 21, 2020

6:15PM

Zoom Meeting Link:  
<https://zoom.us/j/94777682462>  
Telephone Dial: +1 646 558 8656  
Meeting ID: 947 7768 2462

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**COVID-19 - Public Meeting Procedures Notice**

Due to the COVID 19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, Henniker Board of Selectmen is authorized to meet electronically. The Town of Henniker will be utilizing the Zoom platform for this electronic meeting.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04.

All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by following the link below, or dialing the number below and entering the ID number at the prompt. For those who want to provide public testimony in the Public Hearing portion of the meeting, and you are connected to the Zoom website, you may click on the Raise Hand icon in the Attendees Section of Zoom to make the request. When the time is appropriate, you will be recognized so you can provide your testimony. For those calling in who want to provide public testimony, dial \*9 to alert the host that you wish to speak. The host will unmute you at the appropriate time/during the public hearing portion of the meeting. All participants please keep your phones and computers on mute unless speaking.

Website Address: <https://zoom.us/j/94777682462>

Telephone Dial: +1 646 558 8656 Meeting ID: 947 7768 2462

Members of the public can also email questions or other public testimony to [townadministrator@henniker.org](mailto:townadministrator@henniker.org). Staff will read the testimony or questions into the record during the meeting.

Any member of the public can also call the Town of Henniker at 603-998-1492 or email [townadministrator@henniker.org](mailto:townadministrator@henniker.org) if they are unable to access the meeting.



CHRISTOPHER T. SUNUNU  
Governor

**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**STATE OF NEW HAMPSHIRE  
BY HIS EXCELLENCY  
CHRISTOPHER T. SUNUNU, GOVERNOR**

**Emergency Order #12 Pursuant to Executive Order 2020-04**

**Temporary modification of public access to meetings under RSA 91-A**

**Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:**

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."

2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.

3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III(b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.

4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:

- a) Provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means;
- b) Provides public notice of the necessary information for accessing the meeting;
- c) Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
- d) Adjourns the meeting if the public is unable to access the meeting.

Given under my hand and seal at the Executive Chambers in Concord, this 23rd day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.

  
GOVERNOR OF NEW HAMPSHIRE

107 North Main Street, State House - Rm 208, Concord, New Hampshire 03301  
Telephone (603) 271-2121 • FAX (603) 271-7640  
Website: <http://www.governor.nh.gov/> • Email: [governorsununu@nh.gov](mailto:governorsununu@nh.gov)  
TDD Access: Relay NH 1-800-735-2964



CHRISTOPHER T. SUNUNU  
Governor

**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**STATE OF NEW HAMPSHIRE  
BY HIS EXCELLENCY  
CHRISTOPHER T. SUNUNU, GOVERNOR**

**Emergency Order #16 Pursuant to Executive Order 2020-04**

**Temporary prohibition on scheduled gatherings of 10 or more attendees**

**Pursuant to section 18 of Executive order 2020-04, it is hereby ordered, effective immediately, that:**

1. In accordance with updated CDC guidelines, the following activities are hereby prohibited within the State of New Hampshire:

Scheduled gatherings of 10 people or more for social, spiritual and recreational activities, including but not limited to, community, civic, public, leisure, faith based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition does not apply to the General Court, day-to-day operations of for profit or not for profit organizations and State Government, or gatherings for urgent medical purposes such as blood drives or meetings of medical personnel to discuss efforts to combat the COVID-19 pandemic.

2. Section 1 of Emergency Order #2 is hereby superseded by this Order.
3. The Division of Public Health shall enforce this Order and if necessary may do so with the assistance of State or local police.
4. This Order shall remain in effect until Monday, April 6, 2020.

Given under my hand and seal at the Executive Chambers in Concord, this 23rd day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.

A handwritten signature in blue ink that reads "Christopher T. Sununu".

GOVERNOR OF NEW HAMPSHIRE



Board of Selectmen  
Consent Agenda  
**April 2, 2020**

Consent Agenda

- Item 1:** Abatements Various Lots: 2-397-A2, 1-550, 1-554-016, 2-231, 2-398-A
- Item 2:** Abatement: Lot 1-619-63
- Item 3:** Abatement: Lot 2-229-A
- Item 4:** Intent to Cut: Lot 1-539-C
- Item 5:** Intent to Cut: Lot 1-590-FX
- Item 6:** Intent to Excavate: Lot 1-605
- Item 7:** Intent to Excavate: Lot 1-605-A
- Item 8:** Intent to Excavate: Lot 1-615
- Item 9:** Elderly & Disabled Tax Deferral: Lot 1-294-D
- Item 10:** Property Tax Refund: Lot 2-388-H1
- Item 11:** Warrant for the Collection of Excavation Taxes: Lots 1-605-A, 1- 615

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.



Board of Selectmen  
 Consent Agenda  
**April 21, 2020**

Consent Agenda

- Item 1:** Intent to Cut, Lot 1-077-X2
- Item 2:** Intent to Cut, Lot 1-607
- Item 3:** Intent to Cut, Lot 1-603-X1

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.



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

---

**DATE:** April 16, 2020

**TITLE:** Henniker Farmers' Market

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

**BACKGROUND:** The farmers' market has been using the Community Center Park in previous years and is seeking to use it again for this season.

**DISCUSSION:** Monica Rico has reached out looking to start the farmers' market on Thursday May 14, 2020. She is seeking permission to use this space. Governor Sununu has allowed farmers' markets to continue even with the COVID situation and they are considered essential. Monica did say they they will have strict distancing guidelines in place, such as vendors spaced far apart, signage indicating distancing rules, vendors wearing masks and gloves, etc. For the duration of the shutdown, they will limit vendors to food and soap only and will not have live music, as we do not wish to encourage gathering.

**FISCAL IMPACT:** N/A

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I feel it will be good to allow the farmers' market to begin the season, following strict guidelines.

### ATTACHMENTS:

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

---

# STAFF REPORT

---

**DATE:** April 15, 2020

**TITLE:** Propane Tank Installation

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

**BACKGROUND:** The Henniker Community School has approached the town about propane tank installation on the town's property in our parking lot behind the library.

**DISCUSSION:** With the school switching from oil to propane they are required to bury six 1,000-gallon propane tanks. These tanks have specific requirements about locations per NFPA 101 and NFPA 1 (Fire Codes) After reviewing possible locations the only location that can work is in the town's parking lot. They are looking to place them where the current dumpster pad is. They would be moving the dumpster pad which will also help facilitate snow removal.

**FISCAL IMPACT:** N/A

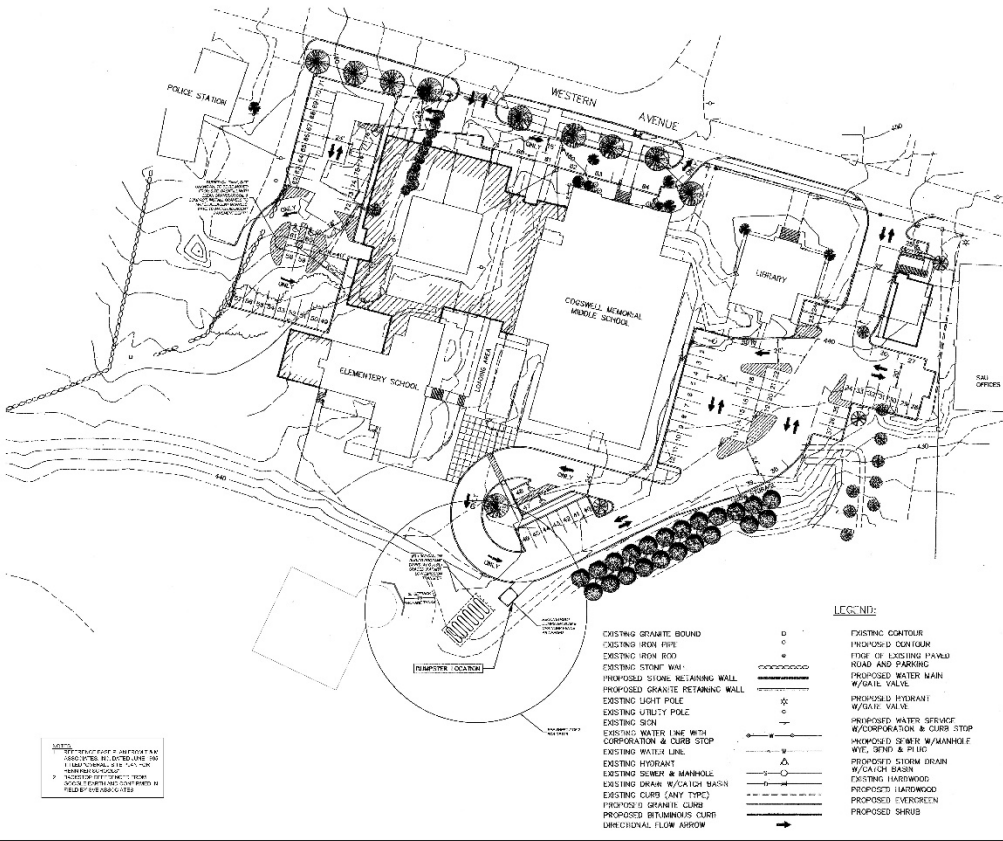
**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I have spoken both with the school and the contractor about this project. With this project moving forward after passing the towns deliberative session, I would recommend we allow the school to place the tanks on the town property. There is no other location these tanks can be placed.

**ATTACHMENTS:**

Description

Upload Date

Type



DATE: 10/15/2014  
 DRAWN BY: J. HARRIS  
 CHECKED BY: J. HARRIS  
 PROJECT NO: 14-001

**SVE**  
 Engineering  
 Planning  
 Landscape Architecture  
 Surveying

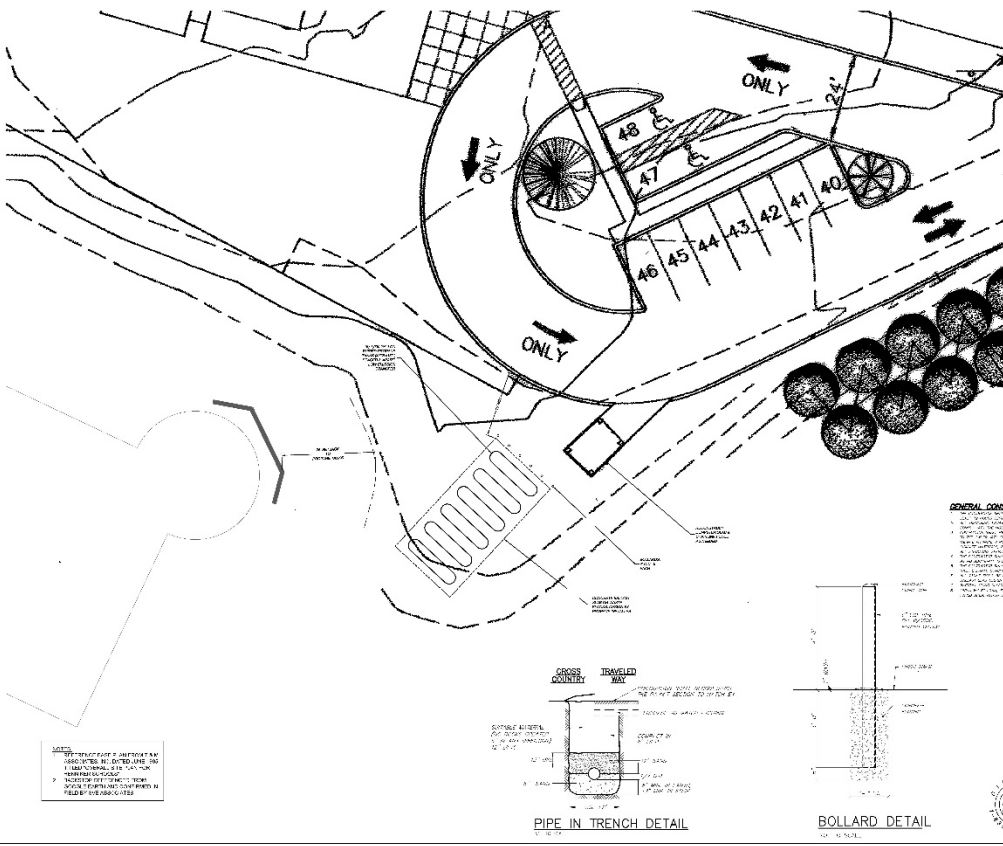
515 Anderson  
 P.O. Box 1818  
 430 West River Road  
 Burlington, VT 05408  
 T. 802.257.0501  
 F. 802.257.0721  
 www.sveinc.com

**SITE PLAN**

HENRICK  
 CO-OP CITY SCHOOL

SCALE: 1" = 10'-0"

DATE: 10/15/2014  
 DRAWN BY: J. HARRIS  
 CHECKED BY: J. HARRIS



DATE: 10/15/2014  
 DRAWN BY: J. HARRIS  
 CHECKED BY: J. HARRIS  
 PROJECT NO: 14-001

**SVE**  
 Engineering  
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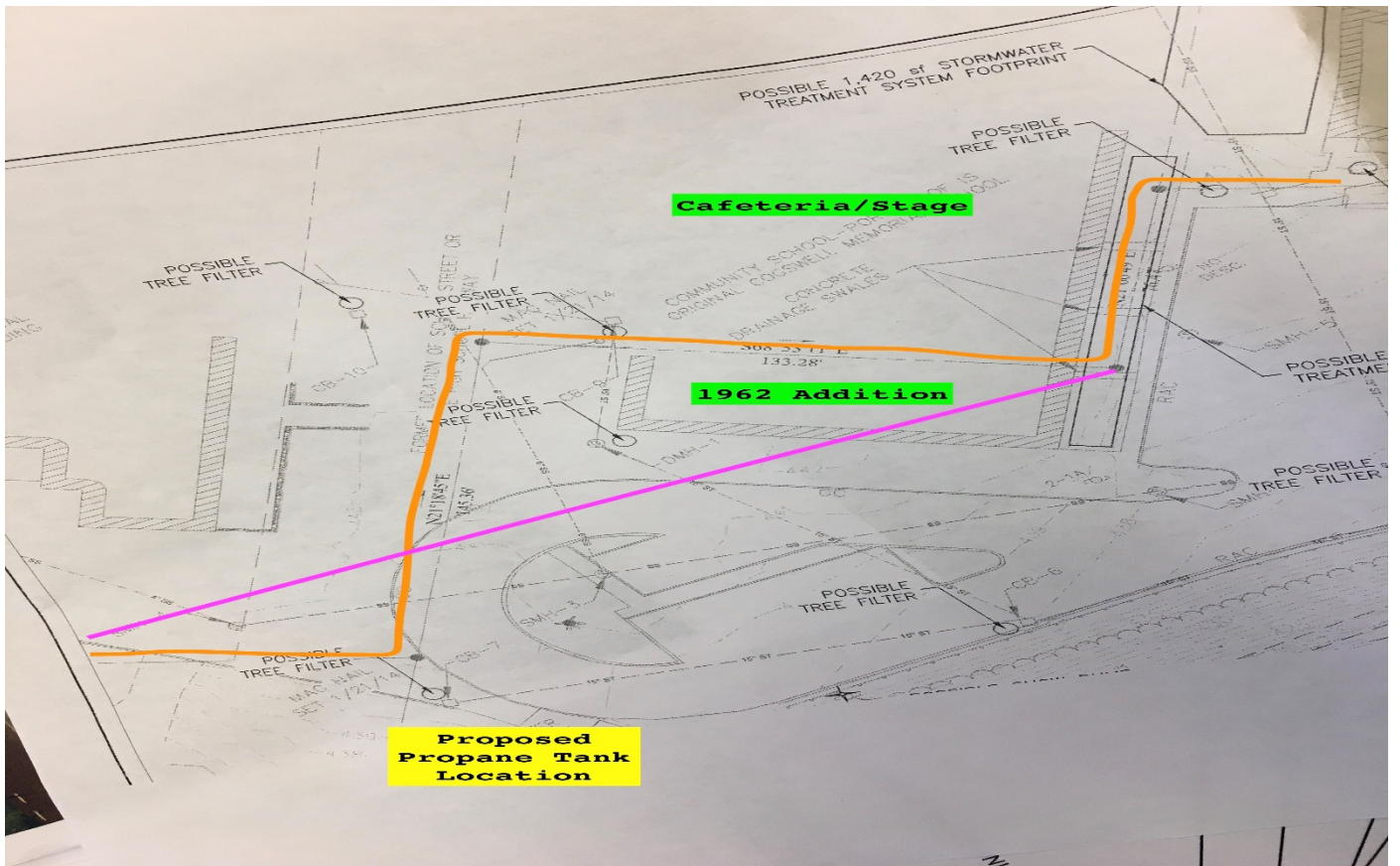
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**SITE PLAN**

HENRICK  
 CO-OP CITY SCHOOL

SCALE: 1" = 10'-0"

DATE: 10/15/2014  
 DRAWN BY: J. HARRIS  
 CHECKED BY: J. HARRIS





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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** April 15, 2020

**TITLE:** Highway Pickup Truck to White Farm

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

**BACKGROUND:** On December 3, 2019 the Board of Selectmen authorized the purchase of a new 2020 Ford F350 pickup for the town's Highway Department.

**DISCUSSION:** Superintendent Aucoin is looking to bring the old pickup truck that we replaced to White Farm for auction. They are not currently holding auctions because of the COVID-19 emergency orders. They are willing to hold the truck until they start having auctions again.

**FISCAL IMPACT:** N/A

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I agree with Superintendent Aucoin, we should bring the truck to auction at White Farm.

### ATTACHMENTS:

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

---

# STAFF REPORT

---

**DATE:** April 16, 2020

**TITLE:** Amending Chapter 25

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

**BACKGROUND:** This ordinance was last amended on March 6, 2018. With the town discounting building permits and inspectinos I felt this was a good time to amend this ordinance to bring it in line with what the town is doing.

**DISCUSSION:** I have looked at our current fee structure and the fees of surrounding communities. I feel this is a delicate balance because if we increase the fee strcure, we have to make sure we are not slowing growth. From my work with other communities I do not feel an increase will slow or stop new home development. One of the major changes with moving to a zoning permit is ALL work would not require a permit. I feel rather than charging by the square foot its easier to charge by the cost of construction or using an over and under for the square footage.

**FISCAL IMPACT:** N/A

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I would recommend the Board amend the changes to the ordinance and recommend it for first reading, second reading, and adoption.

**ATTACHMENTS:**

## Comparison of Communities

Henniker Current Fees (4,950)		Town of Sunapee - Only Zoning (3,432)		
Residential Single Family	\$75 or \$0.25 per sq. ft.	New Home:	Up to 2000 S/F	\$600
Residential Single Family	\$75 or \$0.25 per sq. ft.		2000-5000 S/F	\$1,200
Commercial under 1000 sq ft	\$75 or \$0.25 per sq. ft.		5000 S/F +	\$1,800
Commercial over 1000 sq. ft	\$100 or \$0.25 per sq. ft.	Residential Alterations	Up to 500 S/F	\$180
Additions: garages, decks	\$75 under 600 sq. ft. or \$0.25 per sq. ft.		500 S/F +	\$360
Sheds	\$50	Sheds/Decks/Porches		\$60
Swimming Pool	\$50	Garages		\$300
Fence	\$50	Commercial, Institutional	Change of Footprint	\$240 + \$.60 S/F
Demo	\$50	Multifamily	No change Footprint	\$120 + \$.60 S/F
Signs	\$50	Demo		\$75
Driveways	\$5	Sign		\$30
		Driveway		\$75
		Temporary Structure		\$75
		Telecommunications Tower		\$1,500
Town of Hillsborough (5,999)		Town of Weare (9,011)		
Residential over 200 Sq. ft.	\$50 plus \$0.25 per sq. ft	All structures		\$50 plus \$0.50 per sq
Commercial	\$100 plus \$0.25 per sq. ft			
Swimming Pools	\$50			
Demo	\$25			
Town of Brentwood (4,712)				
Residential "Heated Space"	\$50 plus \$0.50 per sq. ft			
Residential "Unheated Space"	\$50 plus \$0.25 per sq. ft			
Commercial Space "Heated"	\$100 plus \$0.50 per sq. ft			
Commercial Space "Unheated"	\$100 plus \$0.25 per sq. ft			
Plan Review	\$50			
Alterations	\$50 plus \$0.15 per sq. ft			

## Comparison of Communities Continued

Town of Northfield (4,866)		Town of Epsom - Only Zoning (4,713)		
New Single Family	\$300	Single Family/Mobile		\$750
New Multi Family	\$350 plus additional \$200 for each unit	Duplex		\$750
Addition	\$25 plus \$0.10 per sq. ft	Accessory Dwelling		\$300
Commercial/Industrial New	\$750 plus \$0.20 per sq. ft	Commercial Building		\$750
Commercial addition	\$300 plus \$0.20 per sq. ft	Mobile Home in Park		\$325
Interior/exterior renovation	\$300 plus \$0.20 per sq. ft	Additions	50% of current sq. ft	\$75
Demo	\$25		51% of current sq ft.	\$175
Sign	\$25	Deck, Shed, Pool		\$40
		Demo		\$30
		Business Permits	In Home	\$30
			Single Building	\$100
		Signs		\$50
Town of Hopkinton (5,670)		Town of Chester (5,039)		
Permit Fee (res/comm/ind)	\$.0.24 per sq. ft.	Cost of Construction	Calculated of sq ft.	\$7 per \$1000
Garage, Barn, Shed	\$0.12 per sq. ft.	Residential	Living Space	\$120 per sq. ft.
Deck, pool, porch, renovation	\$0.12 per sq. ft.		Outbuilding	\$51 per sq. ft
			Deck/Porch	\$48 per sq. ft.
Inspection Fees			Renovations	\$56 per sq. ft.
Residential	\$150.00	Commercial	New	\$124 per sq. ft.
Res Units (Apt. condo)	\$150.00 x # of units		Renovations	\$200 per sq.ft under 1000
Residential Additions	\$50.00			\$12 per sq. ft. + 100
Garage, Barn, Pool	\$50.00		Outbuilding	\$51 per sq. ft
Shed, deck, porch, roof, solar	\$25	Demo Permit		\$50
Commercial	\$125.00	Driveway	Residential	\$100
Industrial	\$150.00		Commercial	\$200
Plan Review Res	\$75		Multifamily	\$150
Plan Review Comm/Ind	\$150.00			

JOSEPH R. DEVINE, JR.  
TOWN ADMINISTRATOR



INCORPORATED NOVEMBER 10, 1768  
"ONLY HENNIKER ON EARTH"

TOWN OF HENNIKER, NEW HAMPSHIRE  
OFFICE of the TOWN ADMINISTRATOR

MEMORANDUM

TO: Select Board  
FROM: Joseph R. Devine  
SUBJECT: Amend Ordinance #25  
DATE: April 16, 2020

After reviewing the permit fees of surrounding communities and similarly sized communities, I would recommend we modify our fee structure. We are no longer conducting inspections for building permit purposes, electrical permits, plumbing permits, and mechanical permits. We will however be conducting zoning inspections on all projects regardless of the cost of construction.

New Home:	Under 2,000 square feet	\$200
	2,000- 5,000 square feet	\$400
	Over 5,000 square feet	\$600
Residential Alterations:	Up to 500 square feet	\$75
	Over 500 square feet	\$150
Sheds, deck, porches, pools, fence, demo, driveway		\$75
Garages		\$125
Commercial/Industrial	New	\$500
	Addition (Change in footprint)	\$250
	Renovation (No change in footprint)	\$150



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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

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**DATE:** April 15, 2020

**TITLE:** Temporary Policy on Public Meetings

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

**BACKGROUND:** Due to concerns about COVID-19, Governor Sununu issues Emergency Order #12 and Emergency Order #16. Emergency Order #12 modified the requirements of RSA 91-A, III(c) requiring that each part of a meeting of a board be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting" and Emergency Order #16 prohibiting gatherings of 10 or more people. Regarding Executive Order #12, Governor Sununu waived the "location" requirement. In other words, there is no longer a need for the board to provide a physical location where the public may come and listen to the meeting, even when an "emergency" has been declared by the chair according to RSA 91-A, III(b). (See NH Municipal Association guidance "Public Meetings and Covid-19: Updated March 24, 2020")

**DISCUSSION:** While I know we are currently having a meeting following these guidelines I felt it would be important to have a policy. The idea of this policy is to only be enacted while the COVID-19 pandemic is ongoing and we have emergency orders allowing us to conduct meetings in this manner.

**FISCAL IMPACT:** N/A

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I would recommend we pass this temporary policy.

### ATTACHMENTS:

Description	Upload Date	Type
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# **Town of Henniker – Temporary Policy on Public Meetings**

**Temporary Policy on Public Meetings Attendance  
TOWN OF HENNIKER**

**Adopted:**

Adopted by unanimous consent of the Henniker Select Board on \_\_\_\_\_.

**Background:**

Due to concerns about COVID-19, Governor Sununu issues Emergency Order #12 and Emergency Order #16. Emergency Order #12 modified the requirements of RSA 91-A, III(c) requiring that each part of a meeting of a board be audible or otherwise discernible to the public “at the location specified in the meeting notice as the location of the meeting ”and Emergency Order #16 prohibiting gatherings of 10 or more people. Regarding Executive Order #12, Governor Sununu waived the “location” requirement. In other words, there is no longer a need for the board to provide a physical location where the public may come and listen to the meeting, even when an “emergency” has been declared by the chair under RSA 91-A, III(b). (See NH Municipal Association guidance “Public Meetings and Covid-19: Updated March 24, 2020”)

In light of CDC guidance on “social distancing,” the Select Board will not be making Town buildings available for public meetings until further notice. The Select Board and all Town committees will also make every effort to hold meetings remotely.

**Location of Meetings:**

Any meeting may be conducted in a manner where any member of the public can call a telephone number to listen to the meeting. Additional access by video or other electronic means is permitted, but a telephonic connection is required for a meeting occurring without a physical location.

There must be a mechanism for the public to alert the board during the meeting if there are problems with access. For Henniker meetings, the “helpline” will be the Town Administrator’s phone at (603) 998-1492 which will be used to alert the board to any issues. If issues occur, the Town Administrator will alert the board about issues with the public connecting to the telephonic system or losing connection during the meeting. The meeting must be adjourned if it is determined that the public is unable to access the meeting.

The public notice of the meeting must include the information necessary for accessing the meeting, i.e. the phone number that the public can call to listen in, the phone number of the helpline, and the date and time of the meeting.

In addition to the telephonic option, meetings of public bodies will be broadcast and recorded using video conferencing software. The chat, raise a hand, and audio features will be available for the public body to be notified when a member of the public wants to participate in the meeting. The default for audio for the public will be turned off during the meeting to ensure attendees are not talking over each other, but audio for the person will be enabled after a person raises their hand or enters a chat comment.

The public is also encouraged to submit testimony or questions in writing before the meeting. After the meetings, the recorded videos of the meetings will be made available as usual on the community access station and the Town website.

#### Board and Committee Attendance at Meetings:

Emergency Order #12 modified the requirements of RSA 91-A, III(b) requiring that a quorum of a public body be physically present unless immediate action is imperative. Specifically, the Governor waived the requirement that a quorum is physically present in non-emergency situations for the duration of the declared State of Emergency in Executive Order 2020-04. In other words, a board chair need not find that an “emergency” exists according to the statutory definition and record the facts upon which that finding was made in the minutes of the meeting to allow all members of the board to meet telephonically or via other electronic means.

Other remote meeting requirements are still in effect. In particular, boards meeting either partially or entirely remotely will comply with the remainder of RSA 91-A:2, III. Those include: identifying the reason why the in-person attendance of any remote board members is not reasonably practicable in the minutes of the meeting; identifying any persons present in the location where the board member is calling from; and all votes will be by roll call.

Nonpublic sessions will be held at the end of a regular meeting. The reason for this is that it is easier to conduct the public portion using the public teleconference software, then either using a second call to conduct the nonpublic session or remove all non-board members from the current call to allow the board to conduct the nonpublic session. The Town will hold one meeting using the teleconference software and telephone and ask members of the public to sign off from the meeting following the roll call vote to go into nonpublic session.

Boards will take reasonable steps to comply with Governor Sununu’s Emergency Order #16, prohibiting gatherings of 10 or more people, including taking advantage of the provisions of Emergency Order #12, as described above. It will be the determination of the chairpersons of each board in consultation with the staff that support the board to determine whether meetings will be held fully remotely or not. If meetings and hearings of 10 or fewer people are held at a physical location, municipal officials will follow CDC guidelines for public gatherings, including:

- Posting signage encouraging people to wash their hands when entering the building, staying home if sick or if they have been exposed to someone who is sick, and covering their mouths when they cough or sneeze;
- Spacing seating farther apart than usual to promote social distancing, including the distance between board members, if possible; and
- Wiping down common surfaces before and after meetings.



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** April 16, 2020

**TITLE:** Zoning Compliance Permit

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

**BACKGROUND:** In July of 2009 the Board of Selectment passed a Building Permit Application section under the Selectmen Policies. After much research it was found that the current policy did not fit the way Henniker should be conducting inspections and issuing permits. In order to conduct inspections and issue permits a town must adopt RSA 674:51 by way of acceptance at Town Meeting. Henniker has never formally adopted this RSA which is the enforcement mechanism behind the building permit process.

**DISCUSSION:** To try to determine the best way to move forward I have drafted a policy that I feel will assist Henniker in proceeding with an inspection process. Due to the town never formally adopting RSA 674:51 the permit and inspection process will need to be related to zoning. The Henniker Zoning Ordinance 133-52 has adopted a zoning permit. In order for the permit to move forward according to the ordinance the Board of Selectmen shall adopt regulations implementing the permit system. This policy is desined to address this.

**FISCAL IMPACT:** N/A

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I would recommend the Board approve recomomend this policy for first reading, second reading, and adoption.

**ATTACHMENTS:**

Description

Upload Date

Type

## I.2 CERTIFICATE OF ZONING COMPLIANCE – PERMIT’S

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BACKGROUND: This purpose of this policy is to replace the current I.2 “Building Permit Applications” that was adopted on July 21, 2009.

### 1. STATE BUILDING CODES AND FIRE CODES

- a. The State Building Code and Fire Codes have been adopted and ALL construction on NH is required to conform to these codes.
- b. 155-A:2 State Building Code. –  
All buildings, building components, and structures constructed in New Hampshire shall comply with the state building code and state fire code. The construction, design, structure, maintenance, and use of all buildings or structures to be erected and the alteration, renovation, rehabilitation, repair, removal, or demolition of all buildings and structures previously erected shall be governed by the provisions of the state building code.
  - i. The updated codes for the State of New Hampshire as of September 15, 2019 will be:
    1. 2015 International Building Code 2015
    2. International Residential Code 2015
    3. International Plumbing Code 2015
    4. International Mechanical Code 2015
    5. International Existing Building Code 2015
    6. International Energy Conservation Code 2015
    7. International Swimming Pool and Spa Code (this is a new code; requirements removed from the IBC and IRC)
    8. 2017 National Electrical Code
- c. RSA 153:1 VI-a. "New Hampshire fire code"  
VI-a. "New Hampshire fire code" or "state fire code" means the adoption by reference of the Life Safety Code 2015 edition and the Uniform Fire Code NFPA 1, 2015 edition, as published by the National Fire Protection Association and as amended by the state board of fire control and ratified by the general court pursuant to RSA 153:5. The provisions of any other national code, model code, or standard referred to within a code listed in this definition shall be included in the state fire code unless amended in accordance with RSA 153:5.
  1. NFPA 70 (already adopted) 2015
  2. Fire Code, NFPA 1 2015 Life Safety Code,
  3. NFPA 101 (already adopted)

### 2. PER HENNIKER ZONING ORDINANCE ARTICLE XIII (ADMINISTRATION)

Section 133-52 Permit required:

Regulations implementing permit system after passage of this chapter, it shall be unlawful to erect or expand any structure or building, to change any use of a structure or building or to relocate any structure or building in any zoned district without first obtaining an appropriate permit from the Board of Selectmen. This permit is to ensure that the proposed construction conforms to the permitted uses in the zone that it will occupy and also that it is located a proper distance from the boundaries of the lot on which it is to be built, and in all other respects conforms to this chapter. The Selectmen shall adopt regulations implementing the permit system.

- a. When is a Zoning Permit required?
  - i. a new structure is to be constructed or installed;
  - ii. an existing structure is to undergo expansion;
  - iii. additional dwelling units are to be added to the existing structure;

- iv. a bedroom or kitchen is to be added to an existing structure;
  - v. a structure is to be demolished;
  - vi. a Site Plan Review Approval has been granted by the Planning Board;
  - vii. interior renovations in excess of \$25,000 not included in (i)-(vi) above (no fee will be required for a permit under this subsection)
- b. Application Form – Zoning Permit
- Application shall be filed with the Town Administrator (Agent) on behalf of the Board of Selectmen. The application shall contain the full name of the owner and/or his agent. It shall contain a certification that the property does not lie in an unapproved subdivision. The application shall describe briefly the proposed work and give such other information as may be required to determine whether the proposed work complies with the provisions of the ordinance. The application must be signed by the landowner(s) or designated representative and submitted complete with proper fees in order to be considered. For a person to be considered a designated representative, a letter of acknowledgment from the landowner must be filed with the Town of Henniker.
- c. Issuance of Certificate of Compliance (Zoning Permit)
- i. No work shall be started on the proposed site until the owner or his agent has first secured a certificate of compliance from the Selectmen or Agent.
  - ii. Upon approval of the application, the Selectmen or agent shall issue a certificate authorizing such construction or alteration.
  - iii. No certificate shall be issued or become effective for nonresidential or multifamily land use without Site Plan Review by the Planning Board.
  - iv. A copy of the certificate shall be posted by the applicant on-site within public view and maintained in good condition until the project is completed.
  - v. Certificates of compliance are transferrable to new property owners.
- d. Certificate Fees
- i. The Board of Selectmen shall set all Certificates of Zoning Compliance Fees.
  - ii. An After-the-Fact application shall be filed for all projects where work has commenced prior to the issuance of a Certificate of Compliance. This application must be filed prior to the consideration of the project by the ZBA, Planning Board and/or the Board of Selectmen. The After-the-Fact application will be acted upon by the Selectmen or Agent at the same time the Certificate of Compliance is considered. A fee as set by the Board of Selectmen shall be paid at the time of application for the After-the-Fact permit. This fee shall be paid in addition to any fees charged for the Certificate of Compliance and/or any other applications.
- e. Revocation or Lapse of Building Certificate
- i. A violation of or variation from the terms, conditions or authorization of a certificate of compliance by the holder thereof or his agent, architect or contractor shall be cause for the revocation of said certificate. Such revocation shall be made at the discretion of the Selectmen or agent and when such revocation is made, the Selectmen or agent shall issue a cease and desist order, a copy of which is to be posted onsite by the Selectmen or agent within public view and maintained in good condition. An appeal from such action may be made as provided in Article XIV section 133-58 of the Henniker Town Zoning Ordinance.
  - ii. The Selectmen or Agent shall, at the expiration of 12 months during which no earnest or substantial effort has been made to carry out the construction or alterations authorized in a certificate of compliance, declare, and send notice to the holder thereof, that said

certificate has lapsed. Said certificate may be reinstated on application of the proposed user to the Selectmen or Agent.

- iii. Any person who is aggrieved by the issuance of a Certificate of Compliance or who feels such a Certificate was issued in error, may file an Appeal to the Zoning Board of Adjustment as described in Article XIV section 133-58 of the Henniker Town Zoning Ordinance. Such an appeal must be filed within 30 days of the date the Certificate of Compliance is issued.

3. **SETBACK REQUIREMENTS:** The following are the Town's zoning setback requirements for all districts (Ref. Henniker Zoning Regulations Chapters 133-22, -24, -26, 28):

- a. No building shall be constructed within thirty (30') feet of a public right of way.
- b. No building shall be constructed within fifteen (15') feet of side and back lot boundaries.
- c. No building shall be constructed more than three (3) stories above grade level.
- d. Driveways must be 10' from side boundaries. or back lot boundaries
- e. Parking spaces must be 10' from side and back boundaries and 10' from any public right of way.
- f. Septic must be 75' from wetlands.
- g. Pools must be 35' from septic and 10' from boundaries.

4. **BUILDING PLANS:** Plans typically are to the scale of 1/4"=1'0". Plans show important information such as dimensions and locations, type of materials used, framing style, insulation, windows, exits and egresses, stairwell elevations, location of electrical service components, and the location of life safety, heating and plumbing systems. A complete set of building plans should include the following FOUR components:

- a. Site Sketch (this is required for all new buildings OR if there is any change to the exterior footprint of an existing building):
  - i. Location of all buildings on lot
  - ii. Dimensions/measurements of proposed structures
  - iii. Measured distance between property lines and structures (both existing and proposed)
  - iv. Name of streets/roads abutting property
  - v. Location of wetlands
  - vi. If septic is to be used, show layout and location
  - vii. Well or water supply location
- b. Floor Plan
- c. Elevation Plan - A two-dimensional view of the building as seen from the exterior
- d. Sectional View - A sectional view is a vertical view of a building as if it were cut into two parts.
- e. The purpose of a Sectional View is to show the internal construction of each assembly.

5. **DRIVEWAYS & CLASS VI ROADS:** If you are constructing or altering a driveway or access road, a Henniker Driveway Permit application may be required. Please note, if you are constructing or altering a driveway that connects to a STATE road, a permit from the State of NH Department of Transportation may be required.

Because Class VI roads are not maintained by the Town, any new construction on a Class VI road requires that an agreement and release be signed by the property owner. This agreement will then be recorded at the Merrimack County Registry of Deeds at the expense of the property owner (usually \$25 per document).

6. **INTENT TO CUT TREES:** If the proposed building project includes any logging for resale, an "Intent to Cut" form may be required in accordance with RSA 79:10. See the Henniker Assessing office for further information.

7. **WETLANDS / SHORELANDS / FLOODPLAINS:** Applications will be reviewed in accordance with Henniker Zoning Ordinance Article XXI, Floodplain Development. To verify if the land is in a "special flood hazard area", as defined by Henniker Zoning Regulations XXII.133-100, see the National Flood Insurance Program Map at Town Hall. If any activity will take place within 250-300 feet of a pond, lake or river, a Shoreland Permit may be required from NH Department
8. **CURRENT USE:** If a portion of the property to be developed is under "Current Use" assessment, a new Current Use Map must accompany this application. Please note that fines may apply when Current Use status changes. See Assessing office for more information.
9. **UTILITIES:** Town tax-exemptions may be available for certain wood-heat, wind or solar systems. See Henniker Assessing office for information.
  - a. Private Septic System: If installing or replacing a private septic system, we require an "Approval for Construction" and an "Approval for Operation" from the NH Dept. of Environmental Services, Section I Page 4 Division of Water Supply and Pollution Control [phone (603) 271-3503]. Please check with the Building Department, as the state may have already submitted copies of approvals to the Town.
  - b. Town Sewer: If the proposed project impacts the capacity of the town sewer system, applicant must discuss the impact that the project may have on the town wastewater system with a representative from the town of Henniker's wastewater department and take any necessary steps as discussed. Charles E. Damour Wastewater Treatment Facility (603) 428-7215, Ramsdell Road.
  - c. Town Water: If the proposed project impacts the capacity of the town water system, applicant must discuss the impact that the project may have on the town water system with a representative from the Town of Henniker's water department and take any necessary steps as discussed. Cogswell Spring Waterworks (603) 428-3237, 146 Davison Road.
  - d. Sprinkler System and or Extinguishment Systems: If installing or replacing a sprinkler system and or extinguishment system, please contact the Henniker Fire Department for additional requirements, (603) 428-7552.
  - e. Oil-fired Heaters: If installing or replacing an oil-fired heater, a New Hampshire Oil Burner Permit is required through the Henniker Fire Department (603) 428-7552. NOTE: Oil burners shall meet or exceed the requirements of NFPA 31, Standard for the Installation of Oil-Burning Equipment.
  - f. LP Gas Burning Equipment: If installing or replacing LP (liquefied petroleum) gas burning equipment, a New Hampshire Gas Fitter License will be required. NOTE: Gas-fired appliances shall meet or exceed the requirements of NFPA 54, National Fuel Gas Code."
  - g. Solid Fuel-Burning Appliance: If installing or replacing a Solid Fuel-Burning Appliance (such as wood, coal, pellets), Solid Fuel-Burning Appliances shall meet or exceed the requirements of NFPA 211, Standard for Chimneys, Fireplaces, Vents and Solid Fuel-Burning Appliances.
10. **DEMOLITION & ASBESTOS:** Individuals approved for demolition work shall ensure that at the end of each workday, the areas under demolition shall be secured so as not to constitute a hazard. Open cellar holes or foundations are to be fenced in such a fashion so as to adequately warn of danger. All rubble shall be removed from the property and disposed of properly (reference RSA 155- B:13). For information on asbestos concerns, contact the New Hampshire Asbestos Management and Control Program, Air Resources Division of the NH Dept. of Environmental Services at (603) 271- 1370 or [www.des.nh.gov](http://www.des.nh.gov).



11. **INSPECTIONS & CERTIFICATES OF OCCUPANCY:** It is the responsibility of the builder or property owner to contact the Town to schedule all inspections.
- a. The only inspections the Town will complete are as follows:
    - i. Zoning Inspections
    - ii. Life Safety Inspections
    - iii. Suppression Systems
    - iv. Fire Alarm Systems
  - b. The Town of Henniker does not issue a Certificate of Occupancy (CO).
12. **NUMBERING OF BUILDINGS:** In accordance with the Code of the Town of Henniker, Chapter 28, it is the duty of every owner of a building to display and maintain the street number in accordance with Town Code. The number must be displayed at the start of construction and can be in a temporary manner during the construction phase. Below is a general description of numbering requirements in the Town of Henniker. Please consult Town Code for further information. 1. In Arabic numerals 2. Minimum height of 3-inch numbers 3. Securely mounted on front wall or porch, or other fixed appurtenance on front of the building to be clearly visible from street 4. Legible and visible from street If house is not clearly visible from street, the house number must be posted at the end of the driveway, at least 30-inches above ground on a substantial fixture within 10 feet from edge of the roadway, not obstructed by trees or shrubbery, visible from both directions AND on the same side of the road as the house. Numbers should be reflective and legible
13. **EXPIRATION & RENEWAL OF PERMITS:** Permits shall expire one year from the date of issue. Permits may be renewed one time prior to the expiration date. VOID IF NOT STARTED WITHIN 12 MONTHS: Permits shall be void if construction has not begun within one year from the date of issue. A new application process is required for any permits that have expired or become void.



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** April 15, 2020

**TITLE:** Temporary Teleworking Policy

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

**BACKGROUND:** Due to the current COVID-19 (coronavirus) outbreak, the Town of Henniker is allowing employees, whose job duties are conducive to working from home, the ability to request, or be assigned, temporary telework arrangements. Please keep in mind this is an evolving situation and this policy may change. Attached is a policy to cover the town.

**DISCUSSION:** This is a temporary policy to ensure employees are aware of all expectations while working from home. The idea of this policy to only be enacted while the COVID-19 pandemic is ongoing and staff are working from home.

**FISCAL IMPACT:** N/A

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION** I would recommend the Board approve this temporary policy on teleworking.

**ATTACHMENTS:**

Description

Upload Date

Type



## **Town of Henniker – Temporary Teleworking Policy**

## **Temporary Teleworking Policy TOWN OF HENNIKER**

**Adopted:**

Adopted by unanimous consent of the Henniker Select Board on \_\_\_\_\_.

**Background:**

Due to the current COVID-19 (coronavirus) outbreak, the Town of Henniker (Town) is allowing employees, whose job duties are conducive to working from home, the ability to request, or be assigned, temporary telework arrangements. Please keep in mind this is an evolving situation and this policy may change.

**Details:**

Employee requests will be considered on a case-by-case basis. Factors of consideration may include: the nature of the employee's duties, the availability of any necessary equipment (personal computer, etc.), and computer and communication connectivity.

Once approved, the employee should not assume any specified period for telework. The Town may require certain tasks to be performed in-office, and/or the Town may require employees to return to regular, in-office work at any time. The Town will continue to monitor guidance from health officials and the need for remote work arrangements.

Teleworking employees must follow all security measures to protect any Town records or files, including electronic information. Employees must follow Town procedures related to computer use, network access, information security and storage of documents. No one other than the employee is permitted to access Town information or use Town equipment.

Employees who are permitted to telework will be required to sign a telework agreement. The telework agreement will cover the period the employee is permitted to work from the approved alternate location (e.g., home). If an employee is granted temporary teleworking arrangements while under a quarantine period, the Town will attempt to provide the employee with enough work to perform. An employee may telework during regular work hours; however, the time he or she is caring for a family member he/she must report those as hours away from work and take paid time off, leave without pay, and fill out a COVID-19 Incident Documentation Form while caring for a spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law.



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## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** April 15, 2020

**TITLE:** 2149 Western Ave

**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 Judy Joseph several times about the property at 2149 Western Ave. She is looking to purchase this home through a short sale and is trying to clear all outstanding liens on the property. This property has liens that date back to May of 2008. The total with interest is \$18,784.

**DISCUSSION:** After speaking at the Board of Selectmen meeting on 3/17/2020 the board instructed Ms. Joseph to reach out to the short sale company and have them reach out to the Town Administrator. As of today's, date I have not received any notice from the short sale company. Ms. Joseph has made another proposal. She has offered to make a payment of \$5,000 to settle the liens. 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 a first and second mortgage and the payback after foreclosure depends on where we are on the payment list. I have spoken with legal about this as well.

**FISCAL IMPACT:** None

**RECOMMENDATION:** I recommend we accept the payment of \$5000.00 as proposed by Judy Joseph. At which time we abate the remaining welfare liens after we have received the payment.

**From:** [Judith Joseph](#)  
**To:** [josephdevine.henniker@fds.net](mailto:josephdevine.henniker@fds.net)  
**Subject:** Re: The last Selectboard mtg...  
**Date:** Monday, March 23, 2020 6:52:25 PM

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Hi Joe. Thanks getting back to me. I can pick up the folder tomorrow at the Town Hall at 4 pm if that works for you. Tell me what I should do to get into the building.

I just watched the Selectboard Mtg on Facebook, I hope I wasn't too out of line, I have never been to one before.

There are some options family and friends have come up with, like try to get the lien money from her son in PA (where Barbara Yates & her daughter moved to). Jean Lewis told me he "does well", and there is an RSA that states family can be pursued for welfare liens. (I think that's what it means) That would probably take forever.

Another suggestion was to transfer the lien amt to the property after I bought it, stopping any further interest. Then when the property sold or changed hands (to my kids, probably) the lien would be due and paid. I don't really want a lien on my property, but will accept it if that's what the Selectboard wants.

The third option would be for the town to accept \$5000 from me for the lien. I will get a bank check for that amount you can hold until the closing, so the town can release the lien. I honestly can not afford any more than that right now.

Can you please pitch these options to the Selectboard?...or if you think one of them is something they will agree on, that one?

#2 gets the town more money, but I don't even know if that is doable, and the town would have to wait for the money. #3 is quick and easy. #1 may not work or take forever, in the meantime the town loses tax money from me, or Barbara Yates may try to evict me, God knows!

If you are around tomorrow, we can speak then or please email me. Thanks Joe.

Barbara Yates  
1-559D  
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 Barbara Y. property map 1 lot 559D. 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

**From:** [Judith Joseph](#)  
**To:** [townadministrator@henniker.org](mailto:townadministrator@henniker.org)  
**Subject:** Welfare lien on 2149 Western Ave., Henniker  
**Date:** Friday, March 6, 2020 4:31:41 PM

---

Hi Joe. I am going to have Jean Hooker represent me and Barbara Yates in this matter of the lien.

I am willing to pay the welfare lien, back six years, per RSA, from 4/20/2014 to present without interest. Please bring that to the Selectboard at your convenience. Jean will be contacting you regarding the outcome.

We will both be coming to the Town Hall next week with the total of the amounts I copied from the Registrar of Deeds office in Concord. Thank you for your attention to this matter.

--

Sent from my iPad



**From:** [Jean Lewis](#)  
**To:** [josephdevine.henniker](#)  
**Subject:** Fwd: Info for Henniker Selectboard  
**Date:** Tuesday, March 17, 2020 8:48:01 AM

---

I forward this statement to you regarding your request yesterday, March 16, 2020.

I am fortunate to be reasonably familiar with our Henniker Town government and have been quite shocked at the lack of action on this matter. It is my understanding that Barbara Yates was unaware of the obligation to pay back Town funds, plus interest. She had only her minimal social security on which to live. She tried to work numerous times to work yet her back prevented success. Surgery was performed, without relief. She came to me to sell her home. We based the listing price realistically taking into account her mortgage owed and numerous additional debts. It was planned that she would have a modicum of funds upon which to move near family in Pennsylvania. However the town lien was only discovered by The Workout Group, whom we contacted to assist with her in achieving a 'Short sale status' with two mortgages due, and forgiving or significantly reducing other debt. Was their lack of understanding on Ms. Yates part? Yes. Was there a degree of naivete on her part? Perhaps. Did severe pain affect this? Likely. Does care of a handicapped adult daughter affect this? Likely.

Barbara Yates bought her home through me twenty years ago. I have known her both as her legal agent and a Henniker neighbor. I have much more to share with you, however must leave at this time for a medical appointment.

**From:** "Judith Joseph" <judithjoseph53@gmail.com> 20 years ago and I have known her since. Both as her legal agent and a neighbor.  
**To:** "Jean Lewis" <jeanlewis@tds.net>  
**Sent:** Monday, March 16, 2020 7:00:26 PM  
**Subject:** Info for Henniker Selectboard

I am willing to give the Town \$2000 toward the welfare lien owed by BARBARA YATES, on the property at 2149 Western Ave., in Henniker.

I have recently had to spend \$1000 on the septic, and there is a great deal of deferred maintenance needed on the house structure.

I have been advised by Tom GIRARD, the short sale manager for this property, not to pay this until the closing, but will have a bank check for that amount made out to the town.

I am aware that if we are not satisfied with the Selectboard decision on this, we can ask HHS in Concord to appoint selectmen for arbitration on this matter from other local towns.

Thank you. Judith Joseph

--

Sent from my iPad



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, March 3, 2020  
Henniker Town Hall**

- Members Present:** Chairman, Kris Blomback; Vice Chair Tia Hooper; Selectman Peter Flynn; Selectman Scott Osgood; Selectman Leon Parker
- Town Administrator:** Joe R. Devine Jr.
- Recording Secretary:** Kelly McCutcheon
- Guests:** Cordell Johnson, Mary Ellen Schule, Bill Marko, Lori Marko, Danny & Heidi Aucoin, Ruth Zax, Joan O'Connor, Keith DeMoura

Item 1: consent agenda

**Vice Chair Hooper moved to approve the consent agenda. Selectman Flynn seconded. Motion carried 5-0.**

Public forum #1

Lori Marko commend who ever has be doing the town Facebook page stating it is awesome and the information up there is excellent with active links to find things. Great job!!!

Item 2: Appointments- Brett Fox, Ballot Clerk

**Selectman Flynn moved to appoint Brett Fox as a ballot clerk. Selectman Parker seconded. Motion carried 5-0.**

Item 3: Community Center Activities Committee

Joe Devine stated the CCAC (Community Center Activities Committee) has not been meeting and that the number of activities at the teen center seem to be disappearing. Upstairs is used for meetings and parties, but mostly sits vacant.

Mary Ellen Schule, former Chair of CCAC had been on the committee for 20 years and agreed not as much has been done compared to the past and resigned as the chair due to disrespect, an example being the large commercial coffee put that disappeared when Matt Henry was Town Administrator. Additional items are also missing. Selectman Osgood asked if the were removed or taken. Vice Chair Hooper stated that no one should had access to the Teen Center. Mary stated her and Ron are there every night. Candy has been taken and when the lights were replaced Ron had to clean up the mess that was left behind. Mary stated she still volunteers on the committee but is no longer the chair.

Mary stated her and Ron Taylor are the only staff there on Fridays and they oversee on average 15-20 teens, but they have had up to 41. She does not want to see the Teen Center close but the policy is needing to be two committee members. She stated she also feels disrespected that she was informed of the potential name change through a letter. Joe stated he did receive her email and had responded and it was by no means intended to be disrespectful.

**Selectman Flynn moved to table until the next meeting. Selectman Parker seconded. Motion carried 5-0.**

Item 4: Concert Committee Members

Ruth has received a lot of applications and would like to increase the members from 5 to 8. She also requested the Board send a letter of thanks to Cheryl for her 6 years of service on the committee since she has since moved out of town.

**Vice Chair Hooper moved to increase the Concert Committee to 8 members. Selectman Flynn seconded. Motion carried 5-0.**

Item 5: Warrant Article Discussion

The presentation of Warrant Articles will be as followed on the 14<sup>th</sup> meeting:

Warrant Article 7: Underwood Engineering  
 Warrant Article 8: Cogswell Spring Water Commission  
 Warrant Article 9: Conservation Committee - Mark Mitch  
 Warrant Article 10: Chair Blomback  
 Warrant Articles 11: Vice Chair Hooper  
 Warrant Article 12: Selectman Flynn  
 Warrant Article 13: Selectman Flynn  
 Warrant Article 14: Rescue Chief Greg Aucoin  
 Warrant Article 15: Rescue Chief Greg Aucoin  
 Warrant Article 16: Transfer Station Superintendent Kristen Bergeron  
 Warrant Article 17: Transfer Station Superintendent Kristen Bergeron  
 Warrant Article 18: Joe Devine and Chair Blomback  
 Warrant Article 19: Joe Devine and Chair Blomback  
 Warrant Article 20: Tucker Free Library  
 Warrant Article 21: Tucker Free Library  
 Warrant Article 22: Tucker Free Library  
 Warrant Article 23: Selectman Parker  
 Warrant Article 24: Selectman Parker and Vice Chair Hoper  
 Warrant Article 25: Fire Chief Jim Morse  
 Warrant Article 26: Vice Chair Hooper  
 Warrant Article 27: Selectman Flynn  
 Warrant Article 28: Vice Chair Hooper  
 Warrant Article 29: Selectman Flynn  
 Warrant Article 30: Vice Chair Hooper

Warrant Article 31: Vice Chair Hooper  
 Warrant Article 32: Vice Chair Hooper  
 Warrant Article 33: Fire Chief Jim Morse  
 Warrant Article 34: Selectman Osgood  
 Warrant Article 35: Cogswell Spring Water Commission  
 Warrant Article 36: Submitted by Petition  
 Warrant Article 37: Submitted by Petition

Item 6: Review Western Ave RFP

**Selectman Parker moved to approve the RFP for Western Ave for \$892,510 plus anticipated contingency subject to approval of the warrant article at Town Meeting; with the Town Administrator being authorized to sign when appropriate. Vice Chair Hooper seconded. Motion carried 5-0.**

Item 7: Review of public minutes of January 28, 2020

**Vice Chair Hooper moved to approve as amended. Selectman Osgood seconded. Motion carried 4-0-1 (Blomback)**

Item 8: Review of non-public minutes of January 28, 2020

**Vice Chair Hooper moved to approve as presented. Selectman Flynn seconded. Motion carried 4-0-1 (Blomback)**

Item 9: Monthly Department Reports

Selectman Flynn appreciates the reports as they are very thorough.

Item 10: Town Administrator Report

CNHRP reached out regarding tact assignment and looking for adoption. With the Boards approval Joe would like to pursue. *The Board is okay by consensus.*

Due April 28<sup>th</sup> is 5 primary and 5 secondary roads for consideration for bike safety and right-hand turns. The town passed the State Bridge inspection but there are some recommendations moving forward. The Town Report has been printed and is also available online.

There was a complaint on Hall Ave of a sewer smell coming from the brook. A dye test was completed and nothing is seeping into the brook. Selectman Parker suggested checking houses on the other side as well.

Plan New Hampshire is looking to come into the community over a weekend and review the village district and downtown and provide recommendations for improvements. Most recently there were in Hillsboro. It would cost the town \$6,000 to invite them since their meals and accommodations need to be covered.

Chair Blomback stated the Economic Development Committee did something very similar about 3 years ago and nothing came from it. Selectman Parker stated unless action is taken after the fact it is just a waste of time. Joan O'Connor stated it was done 12 years ago and Azalea Park and the town news letter came from it. Selectman Flynn does not like the idea of spending money the town does not have.

Updating website: Civis does 85% of NH town websites and is more user friendly in addition to other features and being compatible with egov and accepting credit card payments. There would be a one-time expense of \$7,500 then \$2,000 yearly upkeep, and the cost can be spread out over 3 years and will be cheaper than what the town is currently paying.

Vice Chair Hooper would like to see a demonstration recommends waiting till after Town Meeting. Chair Blomback asked about epermits. Joe stated it is a different data base that can be added on. Selectman Flynn stated that he likes it and uses it in New Boston and if Joe signs now the 12 week roll out will coincide with the current contract expiring June 30<sup>th</sup>.

**Selectman Parker moved to authorize the Town Administrator to move forward with the new website. Selectman Flynn seconded. Motion carried 5-0.**

Town Meeting 14<sup>th</sup>

Update on Azalea Park: There has been no paper work received regarding the DES grant. The town has spent money anticipating receiving the grant. The grant has not been submitted by the committee and thus the town has not been reimbursed \$25,000. It has been on the Board's agenda for the last 3 months regarding submitting the grant.

Chair Blomback asked what are the chances the grant is not received or approved. Joe the stated the grant is good for 3 years and the park is still within the 3 years.

Finally, Road Management Committee has another presentation at 2pm at Community Center.

Town Election on the 10<sup>th</sup>

Town Meeting on the 14<sup>th</sup>

Item 11: Board reports

Selectman Osgood had no report

Vice Chair Hooper reported the RMC presentation at the Community Center Saturday at 2pm.

Chair Blomback had no report

Selectman Flynn stated the Athletic Committee is planning summer sports. He was also not planning to run again for Selectman but with no one else signing up he is excited to serve another 3 years.

Selectman Parker reported the first RMC presentation went well and he received good feedback.

Vice Chair Hooper stated the document for tax payment arrangements was requested at the last meeting and was supposed to be reviewed more than once a year, is not in the usual format and does not have the outstanding taxes by year or copies of the written arrangements.

Public Forum 2:

Cordell Johnson noted a small error in warrant article 11 and 18 and will ask to amend it on the floor at the meeting.

**Chair Blomback moved to enter into non-public. Vice Chair Hooper seconded. Motion carried 5-0.**

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

**Chair Blomback moved to exit non-public. Vice Chair Hooper seconded. Motion carried 5-0.**

**Selectman Flynn moved to seal the minutes. Vice Chair Hooper seconded. Motion carried 5-0.**

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

**Chair Blomback moved to enter into non-public. Vice Chair Hooper seconded. Motion carried 5-0.**

**Chair Blomback moved to exit non-public. Vice Chair Hooper seconded. Motion carried 5-0.**

**Selectman Flynn moved to seal the minutes. Vice Chair Hooper seconded. Motion carried 5-0.**

**Selectman Flynn moved to adjourn. Selectman Parker seconded. Motion carried 5-0.**



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday March 17, 2020  
Community Center**

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

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

**Recording Secretary:** Kelly McCutcheon

**Guests:** Leo Aucoin, Bill & Lori Marko, Matt French, Cordell Johnson, Jesse Colby, Danny & Heidi Aucoin, Judy Judge

1. Consent Agenda

**Vice Chair Hooper moved to approve the consent agenda. Selectman Osgood seconded. Motion carried 5-0.**

Public Form #1

Danny Aucoin stated that with banks gone the roads leading the Transfer Station are covered in trash and to see if people will secure their loads better.

2. BOS elections

**Vice Chair Hooper moved to appoint Kris Blomback as Chair. Selectman Osgood seconded. Motion carried 5-0.**

**Selectman Parker moved to appoint Tia Hooper as Vice Chair. Selectwoman Hooper accepted.**

**Selectman Osgood Moved to appoint Selectman Flynn as Vice Chair. Selectman Flynn did not accept. Motion failed.**

**Selectman Parker moved to appoint Tia Hooper as Vice Chair. Chair Blomback seconded. Motion carried 4-0-1 Osgood.**

3. Rules

Town Administrator Joe Devine stated now is a good time to make any changes to the set up of meeting. Vice Chair Hooper stated the need to update the book since the update military policy has not been added. Tabled until the Board can review the current rule book.

4. Post-election committee assignments

Vice Chair Hooper stated that CIP is a function of the Planning Board.

As of now all meetings are canceled moving forward per the Governor's orders, with the exception of the Board of Selectmen, Zoning Board, and Planning Board who are required to meet per RSA. The government will continue to function. Selectman Flynn stated he would like



the Conservation Commission included as it relates to the Planning Board. Joe will check that statues to see if they are also required to meet.

The town office is open for business but is closed for public visitation. Emails and phone numbers will be listed on the door outside to contact the proper departments. Also per the Governor's orders car registrations have also been delayed. At this time the Library is closed.

The Transfer Station has suspended all recycling plastics at this time as the virus can live on plastics. All plastics can be thrown in the hopper. Highway and Waste Water have also restricted public access. Police, Fire, and Rescue continue normal operations. All events at the Community Center and the Grange have been canceled until further notice. Information will be posted on the town website and Facebook page.

#### 5. Welfare lien

Joe stated the property has a lien of \$18,784 and Judy is looking to purchase the property and have an abatement made on some of the liens and make a payment.

Judy stated she is asking the Board to decide as the former property owner no longer lives in town, and Judy had made a packet for the Board where she shows she gave the former owner \$1000 in good faith for the purchase and sale agreement and a few months later was told she could move in early. Judy stated she feels like herself and the town had be duped by the former owner and Judy had already given the former owner \$1000 in addition to other money to fix up the property, and Judy does not felt it is her responsibility to pay the former owners debt which is why she is asking the Board to dismiss the liens since both her and the town were duped. Judy quoted and RSA about only being able to collect up to 6 years and that the property has a huge hole in the roof and she had to spend addition money to fix the septic system that was supposedly already fixed and said the town had to option to file a civil judgement against the former owner. Judy stated she would like the liens dismissed or negotiated down. She stated she has a lot of expenses to stay there just to get it livable. She stated she also went to the registry of deeds and the liens go from 2014-2020 with 3 of the last payments being after the former owner had already taken Judy's purchase and sales agreement.

Joe clarified the RSA 16525 states the town has up to 6 years to take action and the way it is written does not apply to welfare. Judy had offered to pay \$4,500 going back 6 years, then emailed today offering \$2,000 because of the recent septic repairs mentioned.

Judy stated she would get a bank check for \$2,000 to bring to the closing to release the liens. Selectman Parker stated the problem he believes is the town wants the money it is owed and the rest of rest of the problems are between the realtors and banks, and that is would be in appropriate for the town to come in and try to clean up any expense.

Selectman Flynn stated he was really disappointed that the initial offer made was changed at the very last minute as that was not done in good faith. Judy stated there was no response

regarding her initial offer and she had the expense with the septic and that it is not her debt to pay as she did not borrow the money. Selectman Flynn stated the Board needs to represent the taxpayers.

**Selectman Parker moved to reject the request. Vice Chair Hooper seconded. Motion carried 4-1 Osgood.**

6. CNH special operations unit- Police Chief French  
Chief French had sent a memo to the Board and with the shooting that occurred downtown in February he would like to join CNH special operations unit. One of the issues he ran into in February was the size and scope of the incident with the possible shooter on NEC (New England College) campus. At that time, he requested a second special operations unit, but because Henniker is not part of the central team there was a 25-minute delay going through the proper channels. 25 minutes is too long of a delay. Being part of the team will reduce the delay in addition to other advantages.

If Chief French did not go through the proper channels to secure the second team there would have been a \$5,000 fee if he had been unable to reach the State Police to go through the proper channels.

**Vice Chair Hooper moved for the town to join the team as presented. Selectman Parker seconded. Motion carried 5-0.**

7. Noise Ordinance-  
Police Chief French has been receiving a lot of noise complaints specifically involving target practice shooting and dirt bikes at the sandlot. He stated the noise ordinance has not been updated since 1993. He stated started it is difficult to tract depending on how it is called in but there have been calls of 2, 3, 4 hours of excessive gun shots.

Vice Chair Hooper stated the ordinance has restricted quiet hours and if the calls are coming in during the daytime hours and are happening on private property, there is not much that can be done.

Selectman Parker cautioned how the noise ordinance is approached since there are people who are so opposed to firearms that they will misuse the noise ordinance to cause trouble as there is precedent for such cases. Selectman Flynn would like the Chief and Joe to review the ordinance and make adjustments as needed to be ready for the April meeting as a first reading. Chair Blomback would also like the ATV club included as well. Selectman Parker would like the draft before public meeting to review. *Board ok by consensus.*

8. Leo Aucoin- RFP for knotweed removal.  
Leo would like to start spraying for knotweed yearly in order to control. It would be done with state permits and a contractor with an herbicide license. Spraying would take place in September or October once a year.

**Selectman Flynn moved to approve as presented. Selectman Parker seconded. 5-0**

9. Community center use

**Vice Chair Hooper moved to postpone the discussion. Selectman Parker seconded motion carried 5-0.**

10. BOS mins

**Selectman Flynn moved to approve as amended. Chair Blomback seconded. Motion carried 5-0.**

11. Department Reports In packet

12. Town Administrator Report

Revaluation meeting had been postponed due to town meeting being postponed and waiting until after April 11<sup>th</sup> maybe cutting it close on time. The contract says they need April-September and pushing out May-October will be running into tax time. If town meeting does not happen April 11<sup>th</sup> need to find another way to fund the revaluation.

Food pantry is looking to get Henniker youth to move equipment out of storage downstairs at Grange in addition to "No Parking" signs around the grange so food truck are able to unload

Recently put sign up and that buildings considered historic district and need approval from Historic District Commission and will need to get town sign permit.

3 positive comments regarding the Highway Dept. and wanted to pass along.

Recommend push to May 15<sup>th</sup> for tax exemption deadline as granted in a RSA. Board ok by consensus

State of what going on, planned on meeting with Henniker restaurants and thinks ton should try to help them. Gov made exception for rent payments.

Civic plus website company in last week and gave Joe a demo; in the next weekend start layout plan for new website.

Public form #2

Heidi Aucoin recommend legal representation regarding the welfare lien and asked for clarification on the tax bills. Joe clarified it would only be for tax exemptions, billing will continue as normal.

13. Non-public RSA #1

**Chair Blomback moved to enter non-public. Selectman Osgood seconded. Motion carried 5-0.**

**Selectman Flynn moved to exit non-public. Selectman Parker seconded. Motion carried 5-0.**

14. Non-public RSA #2  
Tabled.

**Vice Chair Hooper moved to adjourn. Selectman Flynn seconded. Motion carried 5-0.  
Adjourn 7:35pm.**

JOSEPH R. DEVINE, JR.  
TOWN ADMINISTRATOR



INCORPORATED NOVEMBER 10, 1768  
"ONLY HENNIKER ON EARTH"

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

**REPORT OF THE TOWN ADMINISTRATOR**

**April 21, 2020**

- **Update on Town's Response to COVID-19:** The beginning of April usually means celebrating the beginning of spring and many family gatherings. Sadly, we are in unprecedented times. It has been almost a month since the President declared a national emergency in response to COVID-19. We have put in social distancing, remote learning and other practices to fight this virus. We have had to put off many events in our lives and for the time being, we will continue to have to do so. We have had a lot asked of us, and we are going to have a lot more asked of us over the next few weeks, as we enter the surge of this pandemic. I am sure we as a community will continue to rise to the challenge and get through this together.

I continue to draw inspiration from those on the front lines that are working hard to keep us safe. The doctors, nurses, EMTs, firefighters, police officers, public works employees, and store and restaurant employees have our greatest gratitude for all they are doing.

I also draw inspiration from all of you. Those of you who are checking on and helping your neighbors with supplies. Those of you sewing masks so people can run their errands. Those of you who are working at home and put your careers on hold to help our schools educate the children. Those students who cannot see their friends and participate in rites of passage. Those of you who are just staying home for the good of your neighbors and families. Thank you all.

I want to let you all know that we are still here working for you. Police, Fire and Rescue will continue to respond to calls and make sure you are safe. Teachers and school staff will continue to work to educate the children of our community. The Highway Department, Wastewater Department, Transfer Stations will continue to work to make sure our infrastructure is running. Town Hall staff continues to make sure services are being provided as best as possible.

As we enter what we believe will be the surge of the pandemic, we will remain united and determined and we will then overcome it. Better days will be back. We will be back with our families and friends again. We will eat in restaurants and go to movies again. But for now, we must all fight this together and together we will succeed.

- **Henniker Town Hall Forum:** I am in the process of rolling out three Town Hall Forums. The first forum will enable our community members to gather in an online space and speak directly to town officials about their concerns and ask questions regarding town operations and services available.

The second forum invites local business owners and managers to hear what services and assistance are available to them. This forum will also allow participants to ask questions and share their needs with town officials and representatives from the Henniker Chamber of Commerce.

The third forum will be centered around our local schools. Superintendent of Schools and School Board Members for SAU 24 will provide an update on current operations and an outlook for the remainder of this school year. Participants will have the opportunity to ask questions and share concerns and needs.

- **Henniker Helpers Community Story Time:** Every Tuesday and Thursday for the past three weeks now we have posted a storytime video at noontime on Facebook. There seems to be a great response to this and we are going to continue with the program.
- **Town Meeting Postponed:** Due to the continuing state of emergency relating to the COVID-19 pandemic and the Governor's Order prohibiting gatherings of ten persons or more, the annual meeting for the Town of Henniker is postponed to Saturday, May 9, 2020, at 1:00 p.m., at the Henniker Community School.
- **Revaluation:** I have spoken with DRA about the revaluation we need to have completed. After these discussions we have a solution that will solve the requirement to perform a valuation of all taxable and non-taxable properties given your circumstances. Since we will not be able to conduct a full revaluation with measurements, I would recommend we move forward with a Full Statistical Update as defined in Rev 601.25: (Rather than a Full Revaluation) A "Full statistical revaluation" means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes "statistical update" and "statistical reassessment."

Essentially, this would mean that our assessor would visit (to the extent possible) and qualify the sales that have taken place in Henniker over the past 1-2 years. Arm's length sales would then be analyzed and the results would be used to calibrate the appraisal model for Henniker's 2020 revaluation. The advantages of doing this are that there is less capital outlay because only sales are being used; there are no detailed interior or exterior inspections of non-sale properties visited. There is still a provision for the final review process (which provides the assessing company a "drive-up" opportunity to view all properties for consistent application of preliminary values); there remains a provision for informal hearings to occur later in the year (pandemic circumstances permitting); and, as always, there remains the process for taxpayer appeals at the local and court levels. I should also add that a Full Statistical Revaluation satisfies the 5-year revaluation requirement per RSA 75:8-a.

There have been no executive orders concerning postponing or forgiving revaluations; or otherwise changing the statutory or constitutional requirements for "values anew" at least as often as every 5 years. I do not envision this occurring. According to DRA all but a handful of towns have been moving forward with their scheduled revaluations. That handful is made up of towns that a) have not contracted with an assessor yet; b) have an assessor but have not submitted a draft or executed contract; and/or c) have not yet secured moneys due to postponed town meetings. We fall into categories two and three.

I have spoken with Vision who is willing to do this. The cost for the statistical will be \$49,300 plus \$5000 for the software upgrade.

- **Road Posting Lifted:** Road load limits have been lifted since April 13 due to the warmer weather conditions. All snow had to be completely melted and all ditches had to be dried up of any standing water before weight restrictions could be lifted. "No Trucking - Load Limit" signs were posted throughout Henniker on Sunday, March 1, 2020 to protect roads from potential damage from heavy vehicles during the spring thaw. Roads are no longer posted for load limits and heavy vehicles may resume travel. We thank the community for their cooperation.

- **Upcoming Road Work:** GMI Construction will be working with Henniker Highway in the upcoming weeks. They are planning on raising manholes and watching for some warm air to start spreading asphalt. The following roads will be impacted:
  - Prospect St.
  - Western Ave.
  - Hall Ave.
  - Rush Road
  
- **Town Administrators Newsletter “Henniker Happenings”:** I am pleased to announce the launch of the Town Administrator's newsletter "Henniker Happenings" providing information for residents on major projects and efforts of the Town. Town staff and committees are constantly working to sustain and improve the quality of life in Henniker.

In this newsletter, I hope to provide brief news items from the Town Department heads on the status of projects, as well as other information residents might find useful. My goal is to have a new edition of the newsletter rolled out every other week. We will put the newsletter on the Town's website, and it will be on the Town's Facebook page. This newsletter will be different than the one we already produce, as it will be devoted to the town and department updates.

- **Important Dates:** Please mark your calendars for upcoming dates:
  - April 22, 2020 – Planning Board Meeting
  - May 5, 2020 – Board of Selectmen Meeting
  - May 9, 2020 – Town Meeting

**\*\*\*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
- Volunteer Program – Swap Shop
- Human Service Guidelines
- Shaker Road renaming
- Goal Setting with Select Board

Respectfully Submitted,



Joseph R. Devine, Jr.  
Town Administrator

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

Assessing

Building

Finance

Fire

Highway

Police

Rescue

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: April 2, 2020  
RE: Monthly Report

### Assessing Report for March 2020

Intent to Cut approved for lot 539-C (Patenaude Properties).

Abatement 19-001 approved for \$1,300 assessed value.  
Abatement 19-002 denied.

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

Processing of building permits, UCs and land changes for Assessor complete for the 2020 tax year.

Pick-Ups finished by Field Agent for the 2020 first bill.

Data entry of pick-ups in Vision complete except for possible minor changes depending on exemptions and credits not yet received.

Data entry in Vadar started for 1<sup>st</sup> half billing.

Ongoing initial review of Tax Exemptions and Credits.

Campgrounds notified of annual list due and tentative schedule for inventorying by Field Agent set for April 15<sup>th</sup> and April 16<sup>th</sup>, 2020.

Start-up meeting for 2020 Revaluation postponed until April 16, 2020 due to cancelation of Town Meeting.

Deadline for exemptions and credits extended until May 15, 2020 due to the Covid-19 outbreak.

Vision contract end date moved to October 30, 2020.

Moved to working remotely 2-3 days/week March 30, 2020.



Monthly Building Department Report  
March 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 March by the building/permitting department. As of March 13, 2020 the building department no longer issues Building Permits, we have transitioned to issuing Zoning Permits.

Permits /COs/Inspections	Quantity	Revenue
Building Permits	2	\$2026.00
Electrical Permits	2	\$ 100.00
Plumbing Permits	0	
Assembly Permits	0	
Driveway Permits	1	\$ 5.00
Raffle Permits	0	
Sign Permits	0	
Certificate of Occupancy	5	
Inspections performed	3	

Town building rental/use and revenue for March 2020; effective 3-17-20 all events were cancelled at the Community Center and Grange.

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)	2	\$0
Grange (Does not include Caseworker & CAP)	0	
Bandstand	0	

Respectfully submitted,

*Deb Aucoin*

*Jean Eaton*

**Finance Department**

**Report 4/9/2020**

**Town Hall Remote Connections**

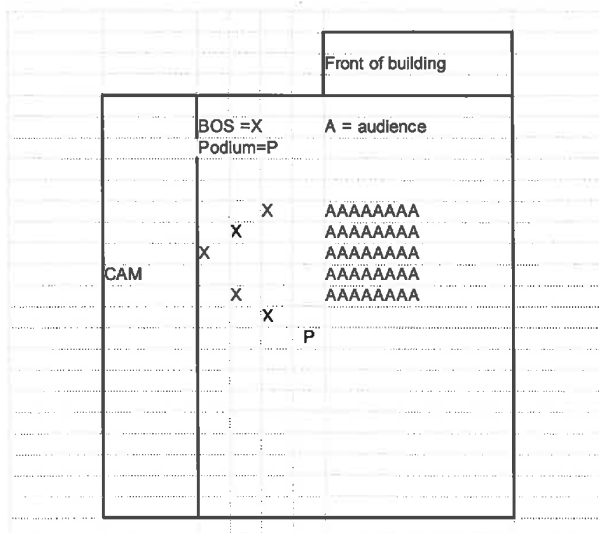
Completed project to get all employees from Town Hall who was working from home by remote connecting to server. Mirador was in the middle of trying to help all of their clients and carved out time to help us out. Employees connected: Joe, Russ, Anette, Helga and Debbie.

**Clerkworks**

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

**Community Center – Town Hall Streams**

Worked with TDS to get internet service to the Community Center upstairs meeting space. We were able to get them to reconnect the fiber service that they ran to the building (for free!) when they were renting the community center in the previous years to do community outreach on their new cable services. Unfortunately, the fiber did not work initially with the fire alarm panels which required a visit from ESP Security to tweak the panel back to smooth operation. We then contacted Eric at Town Hall Streams to initiate a second stream (which adds \$35 per month to the \$250 we pay currently). The current plan of the layout of the room for taping.....



### **Cash Flow Forecasting**

At the request of the Chairman, I reconciled and input activity from the first quarter of 2020. Utilizing the actual revenues of 2020 and discounting 2019 activity to come up with a plan for the management of cashflow for 2020. In addition to the Town's needs, we must also consider the cash needed by the Henniker School and John Stark Regional who have already contacted me about ensuring their cash flow continues. Recognizing the situation, we are all in, I would expect cash to come in much slower than in the 2019. The year closes with us needing to pay the County at least 1.3 million by December 17 and the Tax Anticipation Note must be paid back by year end.

### **Sewer Billing**

The water department dropped the sewer data for the sewer billing to be out before the end of April. If the sewer commissioners are going to allow a delayed interest date, it should be determined prior to the mailing with a possible letter going to residential customers in their sewer bill explaining what this change might be.

### **Property Tax Billing**

Heiga reported that spring pickups have added \$3 million in valuation to the database!! Based on needed cash flow, I am hoping we will be able to get our billing out in early June with a soft due date of early July. Any plan to allow a delayed interest date should also be determined prior to the billing. Gov Sununu has allowed the Selectmen to abate interest and fees on late taxes. I would think it should be determined/explained that the interest forgiveness only applies to 2020 taxes billed and not past due taxes such as tax lien payments. (if that is the Boards pleasure)

### **Town Administrator Reports**

Attached to this report is the Cash Balance, School balances and TAN activity and budget report that was required on a weekly basis.

### **Dept Head Webcams**

Another casualty of the Corona Virus is webcams. Due to abundance of workers telecommuting, reasonably priced webcams are showing late May- early June delivery dates at all of the major vendors (Walmart, Amazon, New Egg, Target, Best Buy, etc). I will continue to monitor the situation to see if they can be acquired. In the meantime, any laptop with Teams downloaded can use that camera and microphone and a smart phone with the Teams app could also be used.

**Direct Deposit/Time on paychecks**

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

**Highway Computer**

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

**Exchange Server - @henniker.org**

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

Russ Roy 4/9/20

TOWN OF HENNIKER  
 Budget Summary for the 2020 Proposed Budget + 2019 encumbrances  
4/9/20

	BUDGET	EXPENDED	AVAILABLE	% Avail
EXECUTIVE	27,223.00	999.04	26,223.96	96%
TOWN CLERK	90,457.00	27,296.27	63,160.73	70%
ELECTION	15,070.00	2,606.42	12,463.58	83%
TAX MAPS	4,725.00	2,937.50	1,787.50	38%
TOWN OFFICE	571,706.00	140,041.25	431,664.75	76%
TAX COLLECTOR	92,217.00	26,038.31	66,178.69	72%
LEGAL	20,000.00	4,819.88	15,180.12	76%
PLANNING BOARD	48,679.00	10,290.67	38,388.33	79%
ZONING BOARD	5,521.00	47.95	5,473.05	99%
CEMETERIES	13,950.00	0.00	13,950.00	100%
GENERAL INSURANCE	143,445.00	50,217.80	93,227.20	65%
DUES & MEMBERSHIP	4,157.00	4,157.00	0.00	0%
POLICE	1,380,904.00	318,539.72	1,062,364.28	77%
FIRE/RESCUE	773,789.00	198,714.17	575,074.83	74%
CODE ENFORCEMENT	6,883.00	1,582.12	5,300.88	77%
EMERGENCY MANAGEMENT	1,292.00	0.00	1,292.00	100%
HIGHWAY	776,676.00	172,267.73	604,408.27	78%
HIGHWAY/STREETS	629,700.00	58,846.70	570,853.30	91%
STREET LIGHTS	20,000.00	2,570.46	17,429.54	87%
SOLID WASTE	452,912.00	78,476.44	374,435.56	83%
ANIMAL CONTROL	9,408.00	732.04	8,675.96	92%
WELFARE	80,000.00	18,017.76	61,982.24	77%
ATHLETIC	40,145.00	6,397.20	33,747.80	84%
LIBRARY	229,379.00	53,796.04	175,582.96	77%
PATRIOTIC PURPOSES	2,000.00	0.00	2,000.00	100%
BAND	7,195.00	465.00	6,730.00	94%
CONSERVATION COMMISSION	3,500.00	85.00	3,415.00	98%
COMMUNITY SERVICES	79,000.00	0.00	79,000.00	100%
DEBT SERVICE	327,674.00	61,079.95	266,594.05	81%
<b>Subtotal</b>	<b>5,857,607.00</b>	<b>1,241,022.42</b>	<b>4,616,584.58</b>	<b>79%</b>
WARRANT ARTICLE	815,750.50	25,841.50	789,909.00	97%
CAPITAL RESERVE	1,091,501.00	0.00	1,091,501.00	100%
<b>TOTAL TOWN (FUND 1)</b>	<b>7,764,858.50</b>	<b>1,266,863.92</b>	<b>6,497,994.58</b>	<b>84%</b>
COGSWELL SPRING (FUND 2)	515,003.00	77,187.02	437,815.98	85%
CSWW CAPITAL IMPROVE (FUND 2)			0.00	
CSWW Bond	350,000.00		350,000.00	100%
WASTE WATER (FUND 3)	632,609.00	136,695.07	495,913.93	78%
WWTP Bond	3,200,000.00		3,200,000.00	100%
	0.00		0.00	0%
<b>TOTALS (ALL FUNDS)</b>	<b>12,462,470.50</b>	<b>1,480,746.01</b>	<b>10,981,724.49</b>	<b>88%</b>

Town of Henniker  
2020 Proposed Budget + 2019 Encumbrances  
For the period 1/1/2020 - 4/9/2020

Acct #	Description	Budget	YTD Expenses	Available (Overspent)	% Avail
<u>EXECUTIVE</u>					
4130-110	Executive-Wages Health Officer	\$ 5,000.00	\$ 0.00	5,000.00	1.00
4130-111	Executive-Wages BOS Clerk	3,600.00	769.25	2,830.75	0.79
4130-130	Executive-Salaries BOS	7,500.00	0.00	7,500.00	1.00
4130-131	Executive-Salaries Treasurer	1,500.00	0.00	1,500.00	1.00
4130-132	Executive-Salaries Dep Treas.	100.00	0.00	100.00	1.00
4130-133	Executive-Trustees Wages	900.00	0.00	900.00	1.00
4130-220	Executive-Fica/Medicare	1,423.00	114.79	1,308.21	0.92
4130-350	Executive-Drug/Alcohol Testing	3,000.00	0.00	3,000.00	1.00
4130-610	Executive-Selectmen Expense	1,500.00	70.00	1,430.00	0.95
4130-611	Executive-Eco Development	400.00	0.00	400.00	1.00
4130-613	Executive-Health Officer Exp	500.00	45.00	455.00	0.91
4130-614	Executive-Loss Prevention	300.00	0.00	300.00	1.00
4130-615	Executive-Historic District	1,250.00	0.00	1,250.00	1.00
4130-616	Executive-Craney Tower Site	250.00	0.00	250.00	1.00
	TOTAL EXECUTIVE	27,223.00	999.04	26,223.96	0.96
<u>TOWN CLERK</u>					
4140-111	Town Clerk-Wages Deputy	26,967.00	8,662.48	18,304.52	0.68
4140-130	Town Clerk-Wages	31,940.00	8,194.48	23,745.52	0.74
4140-211	Town Clerk-Benefit Insurance	14,606.00	7,807.80	6,798.20	0.47
4140-220	Town Clerk-Fica/Medicare	4,414.00	889.75	3,524.25	0.80
4140-230	Town Clerk-Retirement	6,580.00	1,350.53	5,229.47	0.79
4140-240	Town Clerk-Training/Seminars	800.00	0.00	800.00	1.00
4140-560	Town Clerk-Dues/Memberships	55.00	55.00	0.00	0.00
4140-570	Town Clerk-Advertising	200.00	0.00	200.00	1.00
4140-620	Town Clerk-Office Supplies	1,400.00	119.00	1,281.00	0.92
4140-625	Town Clerk-Postage	2,225.00	7.35	2,217.65	1.00
4140-637	Town Clerk-Mileage	200.00	0.00	200.00	1.00
4140-805	Town Clerk-Equip Maint/Repair	300.00	0.00	300.00	1.00
4140-814	Town Clerk-Photocopy Expense	490.00	0.00	490.00	1.00
4140-832	Town Clerk-Animal Licenses	280.00	209.88	70.12	0.25
	TOTAL TOWN CLERK	90,457.00	27,296.27	63,160.73	0.70

Town of Henniker  
2020 Proposed Budget + 2019 Encumbrances  
For the period 1/1/2020 - 4/9/2020

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>ELECTION</u>					
4141-120	Election-Wages	8,000.00	1,408.28	6,591.72	0.82
4141-570	Election-Advertising	250.00	155.00	95.00	0.38
4141-620	Election-Office Supplies	100.00	0.00	100.00	1.00
4141-625	Election-Postge	20.00	0.00	20.00	1.00
4141-690	Election-Election Expense	2,200.00	459.14	1,740.86	0.79
4141-740	Election - Equipment Purchase	100.00	0.00	100.00	1.00
4141-802	Election-Ballots	2,800.00	584.00	2,216.00	0.79
4141-803	Election-Voting Booth Maint.	1,600.00	0.00	1,600.00	1.00
	TOTAL ELECTION	<u>15,070.00</u>	<u>2,606.42</u>	<u>12,463.58</u>	<u>0.83</u>
<u>TAX MAP</u>					
4142-312	Tax Map-Cartographer	2,400.00	2,400.00	0.00	0.00
4142-400	Tax Map-Digital Mapping	2,075.00	537.50	1,537.50	0.74
4142-550	Tax Map-Printing	250.00	0.00	250.00	1.00
	TOTAL TAX MAP	<u>4,725.00</u>	<u>2,937.50</u>	<u>1,787.50</u>	<u>0.38</u>



Town of Henniker  
2020 Proposed Budget + 2019 Encumbrances  
For the period 1/1/2020 - 4/9/2020

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>TOWN OFFICE</u>					
4150-110	Town Office-Wages FT	256,987.00	62,991.82	193,995.18	0.75
4150-112	Town Office-Wages PT	29,406.00	10,573.88	18,832.12	0.64
4150-211	Town Office-Benefit Insurances	40,161.00	12,307.35	27,853.65	0.69
4150-220	Town Office-Fica/Medicare	21,661.00	4,078.85	17,582.15	0.81
4150-230	Town Office-Retirement	24,040.00	5,729.76	18,310.24	0.76
4150-240	Town Office-Training/Seminars	1,225.00	590.00	635.00	0.52
4150-301	Town Office-Consult/Auditors	16,000.00	5,800.00	10,200.00	0.64
4150-312	Town Office-Consult/Assessor	40,000.00	5,147.40	34,852.60	0.87
4150-341	Town Office-Telephone Chgs	6,500.00	1,629.46	4,870.54	0.75
4150-409	Town Office-Custodial Service	16,860.00	3,352.85	13,507.15	0.80
4150-410	Town Office-Electricity	3,000.00	473.34	2,526.66	0.84
4150-411	Town Office-Heat	6,472.00	2,167.86	4,304.14	0.67
4150-412	Town Office-Water/Sewer	1,728.00	327.95	1,400.05	0.81
4150-414	Town Office-Alarm Monitor	1,775.00	0.00	1,775.00	1.00
4150-429	Town Office-Medical Supplies	200.00	0.00	200.00	1.00
4150-430	Town Office-Bld Repair/Maint	13,505.00	585.46	12,919.54	0.96
4150-434	Town Office-Custodial Supplies	1,600.00	0.00	1,600.00	1.00
4150-450	Town Office-Grange Electric	1,500.00	264.03	1,235.97	0.82
4150-451	Town Office-Community Ctr Elec	4,200.00	1,150.17	3,049.83	0.73
4150-452	Town Office-Grange Water/Sewer	808.00	272.26	535.74	0.66
4150-453	Town Office-Comm Ctr Wtr/Sewer	808.00	163.80	644.20	0.80
4150-454	Town Office-Grange Alarm	400.00	0.00	400.00	1.00
4150-455	Town Office-Comm Ctr Alarm	575.00	0.00	575.00	1.00
4150-456	Town Office-Grange Heat	2,378.00	906.97	1,471.03	0.62
4150-457	Town Office-Comm Ctr-Heat	2,738.00	1,363.61	1,374.39	0.50
4150-458	Town Office-Grange Maintenance	854.00	490.57	363.43	0.43
4150-459	Town Office-Comm Ctr Maintenance	9,244.00	598.84	8,645.16	0.94
4150-460	Town Office-Grange Telephone	1,320.00	307.83	1,012.17	0.77
4150-461	Town Office-Comm Ctr Telephone	480.00	77.24	402.76	0.84
4150-550	Town Office-Printing	1,200.00	0.00	1,200.00	1.00
4150-552	Town Office-Town Report	2,500.00	2,631.48	(131.48)	(0.05)
4150-560	Town Office-Dues/Membership	375.00	120.00	255.00	0.68
4150-570	Town Office-Advertising	1,800.00	261.70	1,538.30	0.85
4150-620	Town Office-Office Supplies	5,200.00	1,637.71	3,562.29	0.69
4150-625	Town Office-Postage	7,200.00	1,336.14	5,863.86	0.81
4150-637	Town Office-Mileage	2,000.00	29.67	1,970.33	0.99
4150-670	Town Office-Books	1,500.00	491.41	1,008.59	0.67
4150-740	Town Office-Equipment Purchase	1,000.00	0.00	1,000.00	1.00
4150-810	TownOffice-Cmptr License Maint	29,345.00	11,020.42	18,324.58	0.62
4150-815	Town Office-Copier Lease	2,541.00	161.42	2,379.58	0.94
4150-825	Town Office-County Registry	700.00	0.00	700.00	1.00
4150-827	Town Office-Lein Research	4,300.00	0.00	4,300.00	1.00
4150-835	Town Office-WEB Site Expenses	5,620.00	1,000.00	4,620.00	0.82
	<b>TOTAL TOWN OFFICE</b>	<b>571,706.00</b>	<b>140,041.25</b>	<b>431,664.75</b>	<b>0.76</b>

Town of Henniker  
2020 Proposed Budget + 2019 Encumbrances  
For the period 1/1/2020 - 4/9/2020

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>TAX COLLECTOR</u>					
4151-111	Tax Collector-Wages Deputy	26,967.00	6,465.42	20,501.58	0.76
4151-130	Tax Collector-Wages	31,940.00	8,194.48	23,745.52	0.74
4151-211	Tax Collector-Benefit Ins	14,606.00	7,807.84	6,798.16	0.47
4151-220	Tax Collector-Fica/Medicare	4,414.00	2,137.07	2,276.93	0.52
4151-230	Tax Collector-Retirement	6,580.00	1,350.53	5,229.47	0.79
4151-240	Tax Collector-Training/Seminar	800.00	0.00	800.00	1.00
4151-560	Tax Collector-Dues/Membership	20.00	0.00	20.00	1.00
4151-570	Tax Collector-Advertising	200.00	0.00	200.00	1.00
4151-620	Tax Collector-Office Supplies	1,300.00	82.97	1,217.03	0.94
4151-625	Tax Collector-Postage	4,000.00	0.00	4,000.00	1.00
4151-637	Tax Collector-Mileage	200.00	0.00	200.00	1.00
4151-814	Tax Collector-Photocopy Exp	490.00	0.00	490.00	1.00
4151-825	Tax Collector-County Registry	700.00	0.00	700.00	1.00
	<b>TOTAL TAX COLLECTOR</b>	<b>92,217.00</b>	<b>26,038.31</b>	<b>66,178.69</b>	<b>0.72</b>
<u>LEGAL</u>					
4153-320	Legal-Legal Fees	20,000.00	4,819.88	15,180.12	0.76
	<b>TOTAL LEGAL</b>	<b>20,000.00</b>	<b>4,819.88</b>	<b>15,180.12</b>	<b>0.76</b>
<u>PLANNING</u>					
4191-110	Planning-Wages	1,500.00	255.00	1,245.00	0.83
4191-220	Planning-Fica/Medicare	115.00	0.00	115.00	1.00
4191-240	Planning-Training/Seminars	250.00	0.00	250.00	1.00
4191-320	Planning-Legal Fees	3,000.00	0.00	3,000.00	1.00
4191-390	Planning-Consulting Fees	33,350.00	3,862.50	29,487.50	0.88
4191-550	Planning-Printing	500.00	0.00	500.00	1.00
4191-560	Planning-Dues/Memberships	5,964.00	5,964.00	0.00	0.00
4191-570	Planning-Advertising	2,400.00	0.00	2,400.00	1.00
4191-620	Planning-Office Supplies	300.00	69.17	230.83	0.77
4191-625	Planning-Postage	700.00	0.00	700.00	1.00
4191-814	Planning-Photocopy	600.00	0.00	600.00	1.00
4191-901	Planning-Escrow Acct Expenses	0.00	140.00	(140.00)	0.00
	<b>TOTAL PLANNING</b>	<b>48,679.00</b>	<b>10,290.67</b>	<b>38,388.33</b>	<b>0.79</b>

Town of Henniker  
2020 Proposed Budget + 2019 Encumbrances  
For the period 1/1/2020 - 4/9/2020

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>ZONING</u>					
4192-110	Zoning-Wages	600.00	0.00	600.00	1.00
4192-220	Zoning-Fica/Medicare	46.00	0.00	46.00	1.00
4192-390	Zoning-Consultant	3,000.00	0.00	3,000.00	1.00
4192-391	Zoning - Legal	800.00	0.00	800.00	1.00
4192-570	Zoning-Advertising	300.00	0.00	300.00	1.00
4192-620	Zoning-Office Supplies	225.00	47.95	177.05	0.79
4192-625	Zoning-Postage	300.00	0.00	300.00	1.00
4192-814	Zoning-Photocopy	250.00	0.00	250.00	1.00
	Total ZONING	5,521.00	47.95	5,473.05	0.99
<u>CEMETERIES</u>					
4195-650	Cemeteries-Ground Maint	9,800.00	0.00	9,800.00	1.00
4195-655	Cemeteries-Stone Repair	2,500.00	0.00	2,500.00	1.00
4195-657	Cemeteries-Tree Removal	1,400.00	0.00	1,400.00	1.00
4195-660	Cemetery - Repairs	250.00	0.00	250.00	1.00
	TOTAL CEMETERIES	13,950.00	0.00	13,950.00	1.00
<u>GENERAL INSURANCE</u>					
4196-520	Insurance-Workers Compensation	55,122.00	50,217.80	4,904.20	0.09
4196-522	Insurance-General Liability	85,000.00	0.00	85,000.00	1.00
4196-523	Insurance-Unemployment Ins	1,323.00	0.00	1,323.00	1.00
4196-524	Insurance-Deductible	2,000.00	0.00	2,000.00	1.00
	TOTAL GENERAL INSURANCE	143,445.00	50,217.80	93,227.20	0.65
<u>MUNICIPAL DUES</u>					
4197-560	Municipal Dues/Membership	4,157.00	4,157.00	0.00	0.00
	TOTAL MUNICIPAL DUES	4,157.00	4,157.00	0.00	0.00

Town of Henniker  
2020 Proposed Budget + 2019 Encumbrances  
For the period 1/1/2020 - 4/9/2020

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>POLICE</u>					
4210-109	Police-Wages Clerical	66,138.00	17,057.60	49,080.40	0.74
4210-110	Police-Wages FT	650,524.00	154,955.79	495,568.21	0.76
4210-111	Police-Wages Special Officers	40,000.00	13,790.40	26,209.60	0.66
4210-112	Police-Detail Wages (Revenue)	1.00	0.00	1.00	1.00
4210-120	Police-Parking Enforcement	9,702.00	3,187.80	6,514.20	0.67
4210-121	Police-Crossing Guards	7,920.00	2,376.00	5,544.00	0.70
4210-140	Police-Wages OT	25,000.00	7,764.48	17,235.52	0.69
4210-211	Police-Benefit Insurance	172,688.00	48,605.96	124,082.04	0.72
4210-220	Police-Fica/Medicare	18,955.00	5,135.62	13,819.38	0.73
4210-230	Police-Retirement	197,096.00	41,859.10	155,236.90	0.79
4210-240	Police-Training/License	2,500.00	945.00	1,555.00	0.62
4210-241	Police-Training/Ammunition	3,200.00	1,182.00	2,018.00	0.63
4210-291	Police-Uniforms	7,000.00	804.30	6,195.70	0.89
4210-320	Police-Prosecuting Attny	11,000.00	0.00	11,000.00	1.00
4210-341	Police-Telephone	10,500.00	2,008.51	8,491.49	0.81
4210-342	Police-Dispatch Telephone	700.00	217.74	482.26	0.69
4210-350	Police-Medical HEP B	300.00	0.00	300.00	1.00
4210-391	Police-Towing	500.00	0.00	500.00	1.00
4210-393	Police-Special Investigation	300.00	0.00	300.00	1.00
4210-394	Police-Merr County Dispatch	37,767.00	0.00	37,767.00	1.00
4210-410	Police-Electricity	4,920.00	1,062.54	3,857.46	0.78
4210-411	Police-Heat	4,300.00	1,057.86	3,242.14	0.75
4210-412	Police-Water/Sewer	900.00	163.80	736.20	0.82
4210-430	Police-Blding Repair/Maint.	4,000.00	759.92	3,240.08	0.81
4210-431	Police-Custodian	8,640.00	2,880.00	5,760.00	0.67
4210-550	Police-Printing	500.00	114.57	385.43	0.77
4210-560	Police-Dues/Memberships	450.00	0.00	450.00	1.00
4210-620	Police-Office Supplies	4,000.00	420.38	3,579.62	0.89
4210-625	Police-Postage	500.00	0.00	500.00	1.00
4210-635	Police-Vehicle Fuel	12,850.00	1,770.41	11,079.59	0.86
4210-637	Police-Blood Test Mileage	1,250.00	231.34	1,018.66	0.81
4210-660	Police-Vehicle Repair/Maint	5,500.00	987.60	4,512.40	0.82
4210-661	Police-Vehicle Tires	2,500.00	584.00	1,916.00	0.77
4210-662	Police-Vehicle Parts/Access	2,500.00	593.53	1,906.47	0.76
4210-670	Police-Books/Periodicals	350.00	0.00	350.00	1.00
4210-740	Police-Equipment Purchase	2,500.00	0.00	2,500.00	1.00
4210-745	Police-Automobile Purchase	49,453.00	0.00	49,453.00	1.00
4210-805	Police-Equipment Maintenance	11,500.00	8,023.47	3,476.53	0.30
4210-814	Police-Photocopy Expense	1,000.00	0.00	1,000.00	1.00
4210-840	Police-Communication Repair	1,500.00	0.00	1,500.00	1.00
	TOTAL POLICE	1,380,904.00	318,539.72	1,062,364.28	0.77

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<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>FIRE/RESCUE</u>					
4214-110	Fire/Rescue-Full Time Wages	89,932.00	16,636.45	73,295.55	0.82
4214-111	Fire/Rescue-Part Time Wages	283,191.00	82,464.44	200,726.56	0.71
4214-140	Fire/Rescue-Over Time Wages	6,000.00	199.44	5,800.56	0.97
4214-211	Fire/Rescue-Benefit Insurance	28,258.00	2,710.24	25,547.76	0.90
4214-220	Fire/Rescue Fica	23,021.00	5,210.49	17,810.51	0.77
4214-230	Fire/Rescue-Retirement	28,866.00	7,283.21	21,582.79	0.75
4214-341	Fire/Rescue-Telephone	8,025.00	1,042.13	6,982.87	0.87
4214-350	Fire/Rescue-Medical/Hep B	500.00	0.00	500.00	1.00
4214-394	Fire/Rescue-Dispatch Fees	43,087.00	43,087.00	0.00	0.00
4214-410	Fire/Rescue-Electricity	8,250.00	856.46	7,393.54	0.90
4214-411	Fire/Rescue-Heat	6,574.00	1,735.74	4,838.26	0.74
4214-412	Fire/Rescue-Water	1,600.00	313.27	1,286.73	0.80
4214-430	Fire/Rescue-Blding Maintenance	10,100.00	4,733.27	5,366.73	0.53
4214-610	Fire/Rescue-Office Supplies	5,800.00	578.02	5,221.98	0.90
4214-690	Fire/Rescue-Supplies Other	2,800.00	318.57	2,481.43	0.89
4215-111	Rescue-Wages	16,500.00	0.00	16,500.00	1.00
4215-220	Rescue-Fica/Medicare	1,262.00	601.72	660.28	0.52
4215-240	Rescue-Training/License	8,150.00	(390.05)	8,540.05	1.05
4215-635	Rescue-Vehicle Fuel	6,000.00	1,206.63	4,793.37	0.80
4215-660	Rescue-Vehicle Repair/Maint	4,000.00	0.00	4,000.00	1.00
4215-680	Rescue-Medical Supplies	5,400.00	0.00	5,400.00	1.00
4215-740	Rescue-Equipment Purchase	15,180.00	170.00	15,010.00	0.99
4215-750	Rescue-Communication Equip	6,230.00	0.00	6,230.00	1.00
4215-887	Rescue-Interceptor Fees	3,450.00	0.00	3,450.00	1.00
4215-888	Rescue-CRHSC Billing Fees	20,000.00	3,133.43	16,866.57	0.84
4220-111	Fire-Wages	58,727.00	20,286.86	38,440.14	0.65
4220-220	Fire-Fica/Medicare	4,492.00	1,542.91	2,949.09	0.66
4220-240	Fire-Training/Seminars	10,034.00	2,405.00	7,629.00	0.76
4220-635	Fire-Vehicle Fuel	5,380.00	766.78	4,613.22	0.86
4220-660	Fire-Vehicle Repair/Maint.	12,500.00	44.94	12,455.06	1.00
4220-690	Fire-Supplies Other	2,125.00	79.92	2,045.08	0.96
4220-740	Fire-Equipment Purchases	23,061.00	542.33	22,518.67	0.98
4220-750	Fire-Communication Equipment	7,774.00	0.00	7,774.00	1.00
4220-805	Fire-Equipment Repair/Maint.	13,570.00	1,154.97	12,415.03	0.91
4220-900	Fire-CSWW Hydrant Rental	3,950.00	0.00	3,950.00	1.00
	<b>TOTAL FIRE/RESCUE</b>	<u>773,789.00</u>	<u>198,714.17</u>	<u>575,074.83</u>	<u>0.74</u>

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<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>CODE ENFORCEMENT</u>					
4240-110	Code-Wages	5,000.00	1,400.00	3,600.00	0.72
4240-220	Code-Fica/Medicare	383.00	107.10	275.90	0.72
4240-341	Code-Telephone	500.00	75.02	424.98	0.85
4240-411	Code-Consulting Fees/Forester	600.00	0.00	600.00	1.00
4240-560	Code-Dues/Memberships	100.00	0.00	100.00	1.00
4240-670	Code-Books/Periodical	300.00	0.00	300.00	1.00
	<b>TOTAL CODE ENFORCEMENT</b>	<b>6,883.00</b>	<b>1,582.12</b>	<b>5,300.88</b>	<b>0.77</b>
<u>EMERGENCY MANAGEMENT</u>					
4290-110	Emergency Mgt - Wages	1,200.00	0.00	1,200.00	1.00
4290-220	Emergency Mgt - Fica	92.00	0.00	92.00	1.00
	<b>TOTAL EMERGENCY MGT</b>	<b>1,292.00</b>	<b>0.00</b>	<b>1,292.00</b>	<b>1.00</b>

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<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<b><u>HIGHWAY DEPARTMENT</u></b>					
4311-110	Highway-Wages FT	297,106.00	69,346.91	227,759.09	0.77
4311-120	Highway-Wages PT	25,000.00	3,162.25	21,837.75	0.87
4311-140	Highway-Wages OT	54,000.00	25,845.39	28,154.61	0.52
4311-211	Highway-Benefit Insurances	114,069.00	26,865.72	87,203.28	0.76
4311-220	Highway-Fica/Medicare	28,053.00	7,228.50	20,824.50	0.74
4311-230	Highway-Retirement	39,218.00	9,093.80	30,124.20	0.77
4311-235	Highway-Advertising	500.00	33.00	467.00	0.93
4311-240	Highway-Training/License	500.00	0.00	500.00	1.00
4311-291	Highway-Uniforms	5,050.00	1,227.11	3,822.89	0.76
4311-341	Highway-Telephone	3,500.00	862.32	2,637.68	0.75
4311-410	Highway-Electricity	4,500.00	729.82	3,770.18	0.84
4311-411	Highway-Heat	6,000.00	1,042.68	4,957.32	0.83
4311-412	Highway-Water/Sewer	3,500.00	961.54	2,538.46	0.73
4311-414	Highway-Alarm	1,500.00	444.00	1,056.00	0.70
4311-430	Highway-Building Maintenance	4,500.00	996.00	3,504.00	0.78
4311-560	Highway-Dues/Membership	100.00	25.00	75.00	0.75
4311-620	Highway-Office Supplies	600.00	182.95	417.05	0.70
4311-635	Highway-Fuel Gasoline	8,000.00	620.81	7,379.19	0.92
4311-636	Highway-Fuel Diesel	50,000.00	8,656.37	41,343.63	0.83
4311-637	Highway-Mileage	3,980.00	33.06	3,946.94	0.99
4311-660	Highway-Vehicle Repair/Maint	24,000.00	1,795.99	22,204.01	0.93
4311-661	Highway-Vehicle Tires	10,000.00	415.00	9,585.00	0.96
4311-662	Highway-Vehicle Parts/Access	16,500.00	5,582.58	10,917.42	0.66
4311-689	Highway-Supplies Other	2,000.00	668.40	1,331.60	0.67
4311-740	Highway-Equipment	7,500.00	0.00	7,500.00	1.00
4311-805	Highway-Equip Maint/Repair	50,000.00	6,448.53	43,551.47	0.87
4311-840	Highway-Comm Equip Maint.	2,000.00	0.00	2,000.00	1.00
4311-845	Highway-Rental Equipment	15,000.00	0.00	15,000.00	1.00
	<b>TOTAL HIGHWAY DEPT</b>	<b>776,676.00</b>	<b>172,267.73</b>	<b>604,408.27</b>	<b>0.78</b>
<b><u>HIGHWAYS/STREETS</u></b>					
4312-711	Highway/Street-Gravel	21,200.00	0.00	21,200.00	1.00
4312-712	Highway/Street-Sand	6,000.00	0.00	6,000.00	1.00
4312-713	Highway/Street-Salt	106,000.00	52,932.89	53,067.11	0.50
4312-806	Highway/Street-Bridge Repair	3,000.00	0.00	3,000.00	1.00
4312-884	Highway/Street-Roadside Mowing	20,000.00	0.00	20,000.00	1.00
4312-885	Highway/Street-Road Repairs	70,000.00	4,321.70	65,678.30	0.94
4312-886	Highway/Street-Signs/Guardrail	27,500.00	1,592.11	25,907.89	0.94
4312-887	Highway/Street-Stripe/Sweep	7,000.00	0.00	7,000.00	1.00
4312-888	Highway/Street-Culverts/Drains	8,500.00	0.00	8,500.00	1.00
4312-889	Highway/Streets-Trees	10,000.00	0.00	10,000.00	1.00
4312-904	Highway-Chip Seal/Crack Seal	90,500.00	0.00	90,500.00	1.00
4312-905	Highway/Street-Engineer&Design	10,000.00	0.00	10,000.00	1.00
4312-906	Streets/Highways Road Constrct	250,000.00	0.00	250,000.00	1.00
	<b>TOTAL HIGHWAY/STREETS</b>	<b>629,700.00</b>	<b>58,846.70</b>	<b>570,853.30</b>	<b>0.91</b>

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<u>STREET LIGHTING</u>					
4316-410	Street Lights-Electricity	20,000.00	2,570.46	17,429.54	0.87
	TOTAL STREET LIGHTING	20,000.00	2,570.46	17,429.54	0.87
<u>SOLID WASTE</u>					
4324-110	Solid Waste-Wages FT	129,662.00	33,633.16	96,028.84	0.74
4324-111	Solid waste-Wages PT	34,963.00	6,562.26	28,400.74	0.81
4324-140	Solid Waste-OT	7,000.00	934.64	6,065.36	0.87
4324-211	Solid Waste-Benefit Insurances	12,240.00	2,547.12	9,692.88	0.79
4324-220	Solid Waste-Fica/Medicare	13,081.00	3,101.16	9,979.84	0.76
4324-230	Solid Waste-Retirement	15,265.00	3,382.65	11,882.35	0.78
4324-240	Solid Waste-Training/License	900.00	150.00	750.00	0.83
4324-291	Solid Waste-Uniforms	1,950.00	24.95	1,925.05	0.99
4324-341	Solid Waste-Telephone	2,200.00	182.88	2,017.12	0.92
4324-355	Solid Waste-House Haz Waste	14,500.00	0.00	14,500.00	1.00
4324-410	Solid Waste-Electricity	8,500.00	1,808.28	6,691.72	0.79
4324-414	Solid Waste-Alarm	1,000.00	0.00	1,000.00	1.00
4324-430	Solid Waste-Bld Repair	6,023.00	0.00	6,023.00	1.00
4324-434	Solid Waste-Recycling Blding	5,715.00	792.89	4,922.11	0.86
4324-560	Solid Waste-Dues/Memberships	350.00	0.00	350.00	1.00
4324-620	Solid Waste-Office Supplies	300.00	22.94	277.06	0.92
4324-635	Solid Waste-Vehicle Fuel	5,000.00	230.36	4,769.64	0.95
4324-637	Solid Waste-Mileage	650.00	0.00	650.00	1.00
4324-660	Solid Waste-Vehicle Repair	8,760.00	973.34	7,786.66	0.89
4324-689	Solid Waste-Supplies Other	300.00	0.00	300.00	1.00
4324-805	Solid Waste-Equip Maint/Repair	21,096.00	2,521.77	18,574.23	0.88
4324-814	Solid Waste-Photocopy	1,440.00	0.00	1,440.00	1.00
4324-901	Solid Waste-Freon,Glass,Cmptr	7,500.00	0.00	7,500.00	1.00
4324-902	Solid Waste-Transportation	42,322.00	4,861.50	37,460.50	0.89
4324-903	Solid Waste-Tipping Fee	71,107.00	10,040.94	61,066.06	0.86
4324-904	Solid Waste - Landscaping	4,000.00	0.00	4,000.00	1.00
4324-905	Solid Waste-Monitoring Wells	13,800.00	5,000.00	8,800.00	0.64
4324-906	Solid Waste-Demolition Dispose	23,288.00	1,705.60	21,582.40	0.93
	TOTAL SOLID WASTE	452,912.00	78,476.44	374,435.56	0.83



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<u>ANIMAL CONTROL</u>					
4414-111	Animal Control-Wages	5,860.00	680.00	5,180.00	0.88
4414-220	Animal Control-Fica/Medicare	448.00	52.04	395.96	0.88
4414-240	Animal Control-Training	350.00	0.00	350.00	1.00
4414-291	Animal Control-Uniforms	150.00	0.00	150.00	1.00
4414-343	Animal Control-Animal Rescue	700.00	0.00	700.00	1.00
4414-637	Animal Control-Mileage	1,200.00	0.00	1,200.00	1.00
4414-740	Animal Control - Equipment	100.00	0.00	100.00	1.00
4414-840	Animal Control-Radio Pager	600.00	0.00	600.00	1.00
	TOTAL ANIMAL CONTROL	9,408.00	732.04	8,675.96	0.92
 <u>WELFARE</u>					
4442-111	Welfare-Director Wages	18,000.00	4,440.00	13,560.00	0.75
4442-220	Welfare-Director Fica/Medicare	1,377.00	339.66	1,037.34	0.75
4442-620	Welfare-Office Supplies	500.00	0.00	500.00	1.00
4442-689	Welfare-Director Expenses	150.00	0.00	150.00	1.00
4442-907	Welfare-General Assistance	500.00	488.49	11.51	0.02
4442-910	Welfare-Assist Electricity	5,000.00	653.41	4,346.59	0.87
4442-911	Welfare-Assist Heat	15,000.00	303.20	14,696.80	0.98
4442-912	Welfare-Assist Food	5,000.00	0.00	5,000.00	1.00
4442-913	Welfare-Assist Rent	31,473.00	11,793.00	19,680.00	0.63
4442-914	Welfare-Medical	3,000.00	0.00	3,000.00	1.00
	TOTAL WELFARE	80,000.00	18,017.76	61,982.24	0.77

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<u>ATHLETIC</u>					
4520-240	Athletic-Minute Taker/Website	1,225.00	153.00	1,072.00	0.88
4520-521	Athletic-Swimming	2,450.00	0.00	2,450.00	1.00
4520-605	Athletic-Softball	4,050.00	86.21	3,963.79	0.98
4520-740	Athletic - Medical	620.00	0.00	620.00	1.00
4520-741	Athletic-Baseball Exp	9,750.00	2,040.00	7,710.00	0.79
4520-742	Athletic-Soccer	13,800.00	42.99	13,757.01	1.00
4520-743	Athletic-Basketball	8,250.00	4,075.00	4,175.00	0.51
	TOTAL ATHLETIC	40,145.00	6,397.20	33,747.80	0.84
<u>LIBRARY</u>					
4550-110	Library-Wages	0.00	41,497.59	(41,497.59)	0.00
4550-211	Library-Benefit Insurance	0.00	5,292.88	(5,292.88)	0.00
4550-220	Library-Fica/Medicare	0.00	3,117.68	(3,117.68)	0.00
4550-230	Library-Retirement	0.00	1,907.13	(1,907.13)	0.00
4550-413	Library-Heat Fuel	0.00	1,980.76	(1,980.76)	0.00
4550-956	Library-Appropriation	229,379.00	0.00	229,379.00	1.00
	TOTAL LIBRARY	229,379.00	53,796.04	175,582.96	0.77
<u>PATRIOTIC PURPOSES</u>					
4583-610	Patriotic Purposes	2,000.00	0.00	2,000.00	1.00
	TOTAL PATRIOTIC PURPOSES	2,000.00	0.00	2,000.00	1.00

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<u>BAND</u>					
4589-111	Band-Concert Series	5,500.00	400.00	5,100.00	0.93
4589-115	Band-Concert Advertising	875.00	65.00	810.00	0.93
4589-120	Band-Concert Music License's	670.00	0.00	670.00	1.00
4589-689	Concerts-Supplies Other	150.00	0.00	150.00	1.00
	TOTAL BAND	7,195.00	465.00	6,730.00	0.94
<u>CONSERVATION COMMISSION</u>					
4611-112	Conservation-Minute Taker	930.00	85.00	845.00	0.91
4611-240	Conservation-Training	420.00	0.00	420.00	1.00
4611-341	Conservation-Telephone	345.00	0.00	345.00	1.00
4611-620	Conservation-Office Supplies	70.00	0.00	70.00	1.00
4611-951	Conservation-Public Awareness	335.00	0.00	335.00	1.00
4611-952	Conservation-Lake Monitor	1,400.00	0.00	1,400.00	1.00
	TOTAL CONSERVATION	3,500.00	85.00	3,415.00	0.98
<u>COMMUNITY</u>					
4652-610	Community-CAP Program	14,000.00	0.00	14,000.00	1.00
4659-612	Community-White Birch Center	65,000.00	0.00	65,000.00	1.00
	TOTAL COMMUNITY	79,000.00	0.00	79,000.00	1.00
<u>DEBT SERVICE</u>					
4711-940	Debt Service-Principal	270,190.00	59,289.95	210,900.05	0.78
4721-940	Debt Service-Interest	43,984.00	1,290.00	42,694.00	0.97
4723-940	Debt Service-TAN Interest	13,500.00	500.00	13,000.00	0.96
	TOTAL DEBT SERVICE	327,674.00	61,079.95	266,594.05	0.81

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<u>Acct #</u>	<u>Description</u>	<u>Budget + Prev Yrs Encumbrances</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>WARRANT ARTICLES</u>					
4901-005	Warrant-Road Improvements	177,945.00	0.00	177,945.00	1.00
4903-020	Warrant Art-Lib Design/Plan	31,055.50	25,841.50	5,214.00	0.17
	TOTAL WARRANT ARTICLES	<u>209,000.50</u>	<u>25,841.50</u>	<u>183,159.00</u>	<u>0.88</u>
<u>CAPITAL RESERVE</u>					
4915-003	Capital Reserve-TO Bld ETF	5,000.00	0.00	5,000.00	1.00
4915-890	Capital Reserve-Ambulance	70,000.00	0.00	70,000.00	1.00
4915-892	Capital Reserve-Police Blding	50,000.00	0.00	50,000.00	1.00
4915-893	Capital Reserve-Fire/Resq Bld	25,000.00	0.00	25,000.00	1.00
4915-894	Capital Reserve-Transfer Sta.	25,000.00	0.00	25,000.00	1.00
4915-895	Capital Reserve-Fire Equip/Trk	50,000.00	0.00	50,000.00	1.00
4915-896	Capital Reserve- Revaluation	39,000.00	0.00	39,000.00	1.00
4915-897	Capital Reserve-Highway Equip	25,000.00	0.00	25,000.00	1.00
4915-901	Road Maintenance ETF	750,000.00	0.00	750,000.00	1.00
4915-990	Capital Reserve-Bridge Repairs	10,000.00	0.00	10,000.00	1.00
	TOTAL CAPITAL RESERVE	<u>1,049,000.00</u>	<u>0.00</u>	<u>1,049,000.00</u>	<u>1.00</u>
<u>OTHER GOVERNMENTS</u>					
	TOTAL OTHER GOVERNMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL FUND 1 (TOWN OF)	<u>7,115,607.50</u>	<u>1,266,863.92</u>	<u>5,848,743.58</u>	<u>0.82</u>

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For the period 1/1/2020 - 4/9/2020

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>FUND 2: COGSWELL SPRING WATERWORKS</u>					
4331-110	CSWW-Wages FT	123,427.00	34,672.64	88,754.36	0.72
4331-120	CSWW-Wages PT	650.00	238.00	412.00	0.63
4331-140	CSWW-Wages OT	15,000.00	4,239.12	10,760.88	0.72
4331-210	CSWW-Benefit Insurances	33,005.00	10,563.76	22,441.24	0.68
4331-220	CSWW-Fica/Medicare	10,501.00	2,960.69	7,540.31	0.72
4331-230	CSWW-Retirement	15,462.00	3,757.49	11,704.51	0.76
4331-240	CSWW-Training/License	600.00	0.00	600.00	1.00
4331-291	CSWW-Uniforms	200.00	0.00	200.00	1.00
4331-320	CSWW-Logal Fecs	2,500.00	69.70	2,430.30	0.97
4331-341	CSWW-Telephone	5,950.00	1,057.16	4,892.84	0.82
4331-390	CSWW-Consulting Fees	1,350.00	0.00	1,350.00	1.00
4331-397	CSWW-Contractor Services	42,650.00	3,374.30	39,275.70	0.92
4331-410	CSWW-Electricity	21,800.00	4,101.70	17,698.30	0.81
4331-411	CSWW-Heat	3,300.00	1,324.97	1,975.03	0.60
4331-430	CSWW-Building Repair	1,700.00	0.00	1,700.00	1.00
4331-520	CSWW-Workers Comp Ins	2,500.00	2,500.00	0.00	0.00
4331-521	CSWW-General Liability Ins	7,700.00	0.00	7,700.00	1.00
4331-550	CSWW-Printing	746.00	0.00	746.00	1.00
4331-560	CSWW-Dues/Memberships	190.00	0.00	190.00	1.00
4331-620	CSWW-Office Supplies	2,700.00	190.96	2,509.04	0.93
4331-625	CSWW-Postage	580.00	137.85	442.15	0.76
4331-635	CSWW-Vehicle Fuel	2,075.00	315.51	1,759.49	0.85
4331-660	CSWW-Repair/Maintenance	11,860.00	3,017.42	8,842.58	0.75
4331-689	CSWW-Supplies Other	270.00	357.40	(87.40)	(0.32)
4331-690	CSWW-Dig Safe Fees	200.00	0.00	200.00	1.00
4331-740	CSWW-Equipment Purchase	18,600.00	936.97	17,663.03	0.95
4331-855	CSWW-Safety Supplies	630.00	254.98	375.02	0.60
4331-862	CSWW-In House Lab	42.00	0.00	42.00	1.00
4331-864	CSWW-Outside Lab	3,762.00	137.00	3,625.00	0.96
4331-878	CSWW-Chemicals	11,500.00	1,729.40	9,770.60	0.85
4331-885	CSWW-Street Repair	14,500.00	0.00	14,500.00	1.00
4331-890	CSWW-Distribution Supply	13,490.00	0.00	13,490.00	1.00
4331-940	CSWW-Debt Service	111,073.00	1,250.00	109,823.00	0.99
4331-990	CSWW-Capital Reserve	34,490.00	0.00	34,490.00	1.00
	TOTAL CSWW Operations	515,003.00	77,187.02	437,815.98	0.85
<u>CSWW CAPITAL IMPROVEMENTS</u>					
	TOTAL CSWW Capital	0.00	0.00	0.00	0.00
	GRAND TOTAL CSWW	515,003.00	77,187.02	437,815.98	0.85

Town of Henniker  
2020 Proposed Budget + 2019 Encumbrances  
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<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>FUND 3: WASTEWATER TREATMENT FACILITY</u>					
4326-110	WWTP-Wages FT	155,482.00	40,712.00	114,770.00	0.74
4326-130	WWTP-Comm/Treas/Acctng	2,435.00	0.00	2,435.00	1.00
4326-140	WWTP-Wages OT	7,249.00	2,424.87	4,824.13	0.67
4326-210	WWTP-Benefit Insurances	43,948.00	20,350.92	23,597.08	0.54
4326-220	WWTP-Fica/Medicare	12,359.00	3,293.57	9,065.43	0.73
4326-230	WWTP-Retirement	18,177.00	3,127.24	15,049.76	0.83
4326-240	WWTP-Training/License	1,100.00	305.00	795.00	0.72
4326-291	WWTP-Uniforms	1,071.00	210.00	861.00	0.80
4326-301	WWTP-Accounting	820.00	0.00	820.00	1.00
4326-341	WWTP-Telephone	3,756.00	1,155.30	2,600.70	0.69
4326-408	WWTP-Electricity Pump Station	4,612.00	859.07	3,752.93	0.81
4326-409	WWTP-Electricity	52,382.00	9,618.54	42,763.46	0.82
4326-410	WWTP-Elec Maple Street	1,090.00	295.26	794.74	0.73
4326-411	WWTP-Heat Belt Press Bldg	4,408.00	1,727.77	2,680.23	0.61
4326-412	WWTP-Water	34,844.00	14,385.68	20,458.32	0.59
4326-413	WWTP-Heat Plant	6,718.00	1,955.38	4,762.62	0.71
4326-414	WWTP-Alarm Service	730.00	0.00	730.00	1.00
4326-415	WWTP - Propane	1,680.00	513.99	1,166.01	0.69
4326-430	WWTP-Building Repair/Maint	2,040.00	367.56	1,672.44	0.82
4326-520	WWTP-Workers Comp Insurance	3,900.00	3,900.00	0.00	0.00
4326-521	WWTP-General Liab Ins.	10,500.00	0.00	10,500.00	1.00
4326-550	WWTP-Printing	200.00	0.00	200.00	1.00
4326-560	WWTP-Dues/Memberships	215.00	105.00	110.00	0.51
4326-620	WWTP-Office Supplies	875.00	0.00	875.00	1.00
4326-625	WWTP-Postage	585.00	0.00	585.00	1.00
4326-635	WWTP-Vehicle Fuel	800.00	138.88	661.12	0.83
4326-650	WWTP-Lawn Tractor Repair	600.00	108.95	491.05	0.82
4326-660	WWTP-Vehicle Repair	200.00	0.00	200.00	1.00
4326-661	WWTP-Tires	1,680.00	0.00	1,680.00	1.00
4326-662	WWTP-Vehicle Parts/Accessories	200.00	0.00	200.00	1.00
4326-689	WWTP-Supplies Other	3,375.00	295.40	3,079.60	0.91
4326-740	WWTP-Equipment Purchases	600.00	0.00	600.00	1.00
4326-741	WWTP-Tool Purchases	400.00	170.07	229.93	0.57
4326-805	WWTP-Equipment Repair/Maint.	38,778.00	5,128.61	33,649.39	0.87
4326-810	WWTP-Computer Repair/Maint.	500.00	0.00	500.00	1.00
4326-855	WWTP-Safety Supplies	1,730.00	1,656.79	73.21	0.04
4326-860	WWTP-Lab Repair/Maintenance	5,583.00	0.00	5,583.00	1.00
4326-862	WWTP-In House Lab	6,871.00	484.53	6,386.47	0.93
4326-864	WWTP-Outside Lab	4,975.00	1,911.00	3,064.00	0.62
4326-869	WWTP-Sludge Processing	10,940.00	2,923.00	8,017.00	0.73
4326-870	WWTP-Sludge Disposal Expense	35,070.00	9,177.69	25,892.31	0.74
4326-875	WWTP-Collection System	32,608.00	100.00	32,508.00	1.00
4326-940	WWTP-Debt Service	42,163.00	1,935.00	40,228.00	0.95
4326-988	WWTP-PH Adjustment	24,360.00	7,358.00	17,002.00	0.70
4326-990	WWTP-Capital Reserve	50,000.00	0.00	50,000.00	1.00
	TOTAL WWTP	632,609.00	136,695.07	495,913.93	0.78

Town of Henniker  
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WWTP CAPITAL

TOTAL WWTP CAPITAL	0.00	0.00	0.00	0.00
GRAND TOTAL WWTP	632,609.00	136,695.07	495,913.93	0.78
GROSS TOTAL (ALL FUNDS)	8,263,219.50	1,480,746.01	6,782,473.49	0.82

Total of Existing Accounts Budget Request	8,263,219.50
Start Capital Reserve- WWTP	1.00
Start ETF - Town Technology	25,000.00
Start ETF - Parks	15,000.00
Start ETF - Police Equipment	2,500.00
W/Art WWTP Bond	3,200,000.00
W/Art CSWW Bond	350,000.00
W/Art Conservation Testing Bond	75,000.00
W/Art Revaluation	99,000.00
W/Art Advance Tucker Free	109,250.00
W/Art Tucker Free Fund Raising Consult	30,000.00
W/Art Parks Mower	18,500.00
W/Art Rescue Ambulance	275,000.00
Gross Report Total	12,462,470.50

GENERAL FUND CASH BALANCE	AS OF	4/9/20	\$1,477,018.80
TAX ANTICIPATION NOTE BALANCE	AS OF	4/9/20	0
OWED TO HENNIKER SCHOOL	AS OF	4/9/20	\$1,869,181.00
OWED TO JOHN STARK SCHOOL	AS OF	4/9/20	\$496,368.00



## **Highway Department Monthly Report – March 2020**

To Town Administrator Joe Devine and Henniker Board of Selectmen,

The Highway Department started the month of March focused on removal of road side dead trees. This issue moved to the front of the line after identifying a large limb overhanging Depot Street. We started cutting trees on Depot Street, and continued to several others, Flanders Road, Gulf, Quaker, Patterson Hill, Patch Road, and are currently working on Bear Hill Road. Fortunately my crew has only battled two snow events in March, one very minor only effecting Craney Hill Mt. Hungar and the Quaker District, and the other ranking as one of the deepest event of the winter but melted away quickly in a few days. The entire town was posted for six ton load limits as of the first of March and the posting is currently being taken down as the last of the roads dry out. My crew has been patching pavement and has put out nearly ten tons of asphalt patch around town this month. We are also grading roads and adding gravel and stone where needed to control mud issues. With the virus state wide we are doing our best to be safe and practice our social distancing skills, hand washing, and sanitizing. Hope all of stay well. Leo

Leo Aucoin  
Superintendent  
Henniker Highway



## HENNIKER POLICE DEPARTMENT

### Memo

**To:** Joseph Devine, Town Administrator

**From:** Chief Matthew French

**Date:** April 10, 2020

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As you requested here is a brief summary of the department's activity for the month of March. Clearly the COVID 19 pandemic has had an impact on activity, however the call volume for the month of March **increased** dramatically. I have kept our lobby open and continue to balance the needs of the community with the health of our staff. I have split the part time and full time front office staff in order to have as much separation as possible. We clean and disinfect the lobby constantly. We continue to respond to calls for service while practicing social distancing. Unfortunately, crime doesn't stop. I would like to bring a few calls to your attention.

On March 14<sup>th</sup> the officer responded to multiple reports of brawls. One victim refused to cooperate after being assaulted and ultimately fled from the officer after making contact. These brawls were in the area of the Gin Gin, The Stone bridge, Circle Street.

On March 21 the officers responded to assist the ambulance with an unresponsive person. While enroute the subject had become combative and was reported as assaulting his wife. Upon arrival the officers were assisting with getting the male party into the ambulance when he became enraged, he assaulted the officers. He also spit right into one of the officer's mouth which he ingested. With no court process or bail process we have not made an arrest yet. The officer was treated medically and is continuing to be tested for infectious diseases.

On March 26 the duty officer was checking Dunks and observed a male party half way in his vehicle and half out. He was ultimately arrested for DUI. The male was probably on some drug combination because he could not sit, he would literally slide out of the chair during processing.

There were 14 arrests which included a DUI Mv Crash, 4 driving with suspended licenses, one of which was under suspension for a DUI charge. 2 warrants, 1 drug arrest among others.

We had 932 Calls for Service which include

- 135 Motor Vehicle Stops
- 9 MV Crashes
- 22 Alarm Calls
- 9 Assist Other agencies
- 12 Suspicious person/vehicles
- 87 Building checks
- 101 Vacant/Vacation House Checks

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

**Henniker Rescue Squad**

March 2020

With the increase in COVID-19 preparedness, we spent a great deal of time reviewing our infectious disease training and protocols. All employees completed yearly pathogen training.

We double and triple checked our stores of protective equipment. We constantly evaluate our burn rates and assess our stock.

Employees have vigilantly been cleaning and decontaminating the station, apparatus, and equipment.

As can be seen in the attached report, the overall call volume has gone down. We have had a limited number of calls with patients exhibiting flu like / COVID-19 type symptoms. However, none of the calls have resulted in a positive test result for the patient.

We will continue to be diligent in our preparedness and preparations during this time. I am very thankful for the professional work of our people.

Respectfully submitted,  
Gregory Aucoin, Chief  
Henniker Rescue Squad

## March Monthly Report

Total Number of Incidents that Henniker Rescue Handled.....54

**Henniker**

ALS			15
ALS Intercept			0
BLS			4
Cancelled			6
Refusal			8
Standby			0
<b>Total</b>			<b>33</b>

**New London**

ALS			0
ALS Intercept			0
BLS			0
Cancelled			1
Refusal			0
Standby			0
<b>Total</b>			<b>1</b>

**Bradford**

ALS			3
ALS Intercept			0
BLS			6
Cancelled			0
Standby			0
Refusal			1
<b>Total</b>			<b>10</b>

**Washington**

ALS			0
ALS Intercept			1
BLS			0
Cancelled			0
Refusal			0
Standby			0
<b>Total</b>			<b>1</b>

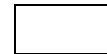
**Hillsboro**

ALS			1
ALS Intercept			1
BLS			0
Cancelled			1
Refusal			0
Standby			0
<b>Total</b>			<b>3</b>

**Hopkinton**

ALS			0
ALS Intercept			0
BLS			0
Cancelled			0
Refusal			2
Standby			0
<b>Total</b>			<b>2</b>

## March Monthly Report



Number of mutual aid that Henniker Recived

Town	ALS Intercept	Mutual AID
Bow		
Bradford		
Deering		
Henniker		
Hillsboro		1
Hopkinton	1	2
New London		
Warner		
Washington		
Weare		
<b>Total</b>	<b>1</b>	<b>3</b>

## Henniker Fire Department

216 Maple Street  
Henniker NH 03242

April 10, 2020

In March Henniker Fire Department responded to a total of 25 Calls. The calls ranged from fire Alarm activations, medical assist the ambulance crews, 2 Building fires, 2 Water Rescues, Oil spill over 25 gallons, DES was called into this operation with extra booms and containments, 4 gas calls, 1 motor vehicle roll over with entrapment. Brush fires have started to pop up and we have gone to a few. I have stopped the category 3 permits online until we get some green up in the woods. Only Class 1 and 2 are available online. We are not writing Class 3 Permits do to contact with public.

The Fire and Rescue hosted a critique on the 4 Bridge street incident this month. Involved was several organizations (State Police, Henniker PD, NEC, Homeland Security, NH SWAT, Local Police Departments and their SWAT Team, Major Crimes, and a few others). This critique was well attended and was a good learning session for all.

As COVID19 continues its course through our community we have had to adapt to how we do business. We are on full lock down at the Fire Station at this time.

Let's stay healthy and get through these trying times.

Chief Morse

## TRANSFER STATION

### March 2020

This month we sent out 2 construction containers; one bill we have not received yet.

3/6/2020	11.09 Per Ton	\$887.20 Tipping fee	\$125 hall fee
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3/5/2020	Ton 21.6 \$77.04 Per Ton Trash
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We have sent out 2 trash trailers every week since the COVID-19 has started (est. 19-22 tons). We have found people have a lot of time on their hands and are cleaning out barns and sheds with excess of junk. This also includes items customers must pay to dispose of such as mattresses, old TVs, microwaves, construction, etc. Despite asking them to keep them home to remain in no contact they continue to disregard. The department has had to lock the facility doors and talk to residence through the door windows to keep all staff as safe as possible. We will see a decrease in revenue because of not accepting money for construction and pay items.

In addition to increase of trash we were seeing residents that we didn't recognize (it's a small town) we typically recognize most of our customers we have been greeting them for years. Other town residents are coming to our facility and utilizing it. My guess would be because other transfer stations have decreased their hours of operation. Even though residents are home and able to come at different times leaving the hours the same keeps residence able to keep distance from each other and not having to rush in, dump their trash breaking the 6 feet guidelines, or limiting how many people may enter the facility.

I did reach out to Chief French who has been kind enough to have a few officers run plates during the weekend and making their presence known while still social distancing. We are seeing a lot less of other towns residents come to our facility. I greatly appreciate the assistance.

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

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



## Wastewater Department Report March, 2020

- 03/02/20 – Received lab report from quarterly sludge sample. Sent report to Merrimack Composting Facility.  
Selector mixer #2 failed – called electrician.
- 03/03/20 – R&T Electric here to install plug on spare mixer. Installed spare mixer, still does not work. Electrician found a bad phase voltage relay, we took the same relay out of mixer #1 control panel, back up and running. I will order some new components.
- 03/04/20 – Shopping online for replacement parts for selector mixer control panels.
- 03/05/20 – Inspect and dye test basement sink at 209 Hall Ave. There were no odors and nothing Showed up in the brook.  
Received a letter form Merrimack Composting Facility informing us that our tipping fee Is increasing 3% starting April 1<sup>st</sup> to \$68.88/ton from \$66.87/ton
- 03/06/20 – Received rebuilt electric motor from AAA pump and motor service. It will be a spare for Scum pumps.
- 03/09/20 - Doug Howard on vacation, Ken started Belt Press.  
Ken and Rich checked a Dig safe for 8 Main Street.  
Completed and submitted monthly Discharge Monitoring Report to EPA and NHDES.
- 03/10/20 – Investigate Dig Safe for 388 Western Ave. Work to be done @ River Meadow condo's which is private property, notified contractor.  
Received 12 – 55 Gallon drums 50% caustic.  
Sent February management report & MOR to Town Administrator.  
Rich & I cleaned up oil on floor where skid steer parks.
- 03/11/20 – Check repair cost history on skid steer for Town Administrator.  
Check vacation/sick time report for Wastewater dept.
- 03/12/20 – Started belt press, shut down and clean belt press.
- 03/13/20 – Storage rolloff for LED project was removed today.  
Received 2 – 55 gallon drums of polymer for belt press operation  
Cleaning and sweeping, washed floors
- 03/16/20 – Ken out sick today, Bells Palsy diagnosis.
- 03/17/20 – Ken & Rich marked 2 dig safes
- 03/18/20 – Started belt press, shut down and clean belt press.  
Ken & Rich checked a Dig Safe  
Cleaned oil soaked speedi dry at several areas around plant.  
Received new phase voltage relay's for selector mixer control panels.  
I have been blown off 3 times in the last 2 weeks by LED light fixture co.
- 03/19/20 – Started belt press, shut down and cleaned belt press.  
Called Ayer & Goss, our main fuel tank is empty, they came and filled the tank and started the boiler.  
Attend Department Head meeting.
- 03/20/20 – Completed wastewater operator license renewal forms with education backup.  
Partially installed a new 3 phase monitor in selector mixer #1 control cabinet. Called R&T Electric to come and complete the installation.  
Ken & Rich cleaned RAS#1 pump of leafs and rags.  
Problem with D.O. readings in aeration tank, bouncing up and down, Possibly need new D.O. Probe, will look into on Monday.

- 03/23/20 – Contact HACH Co. for guidance on D.O. control issues, awaiting reply.  
Palletized selector mixer #1 to be sent out for quote for repairs.
- 03/24/20 – +/- 6" heavy wet snow, Rich & I on removal.  
Snow blower will not blow, will trouble shoot later.  
Found broken auger on snow blower, we have a new one on the shelf, working on install.
- 03/25/20 Ordered new Aeration tank LOD probe.  
Working on March 2020 DMR/MOR.  
Finished fixing/replacing snow blower secondary auger, OK now.
- 03/26/20 Ken ½ hour late, blood draw.  
Completed paperwork and set up pickup date and time for selector mixer #1 – Tomorrow between noon and 3 pm.  
Rich and I moved a pallet of caustic form storage to grit room, skid steer leaking oil everywhere.
- 03/27/20 Repaired a few lawn divots from plowing.  
Cleaned door knobs, light switches, handles, switches, push buttons etc. with Clorox wipes.  
R&T Electric here to complete installation of new 3ph voltage monitor in selector mixer #1 control cabinet.  
Ken & Rich cleaned U.V. racks, lamps, sleeves and channel. Also cleaned bathroom, swept and washed floors.  
Selector mixer #1 shipped via A.Duie Pyle to Woburn, MA to be quoted for repairs.
- 03/30/20 Started belt press, shut down and cleaned belt press.  
E-mailed time cards to Town Hall.
- 03/31/20 Started belt press, shut down and cleaned belt press.  
Ken & Rich marked Dig Safe for Main Street.  
Ken working on Dig Safe for Liberty Hill Rd.  
Ken & Rich marked Dig Safe at Lot 369X, 7 Liberty Hill Rd.

1 Rolloff container of sludge was sent to Merrimack, NH Composting facility for processing in March, An estimated 13 tons per container = approx. 13 tons total.