

BOS AGENDA





TOWN OF HENNIKER, NEW HAMPSHIRE

**SELECTMEN AGENDA**

**Place:** Henniker Community Center 57 Main Street  
Henniker, NH 03242

**Tuesday May 16, 2023**  
**6:00 PM**

- I. CALL TO ORDER**
- II. NON-PUBLIC SESSION**
  - 1) [Town Clerk/Tax Collector's Office - Hiring](#)
- III. PLEDGE OF ALLEGIANCE**
- IV. ANNOUNCEMENTS**
- V. CONSENT AGENDA**
  - 2) [Consent Agenda May 16, 2023](#)
- VI. PUBLIC COMMENT #1** – (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)
- VII. APPOINTMENTS WITH THE BOARD**
  - 3) [Linda Clark – Posted signs for Littering, No Overnight Parking](#)
- VIII. CONTINUED BUSINESS**
  - 4) [Chapter 16 Special Event Permits and Notification Requirements – 1<sup>st</sup> reading continued](#)
  - 5) [Post Office Fence Removal](#)
- IX. NEW BUSINESS**
  - 6) [Request to close Town Hall & Town Clerk/Tax Collector's office at 1:00 p.m. for Employee Appreciation BBQ](#)
  - 7) [Request to change date of July 18, 2023, Selectboard Meeting](#)
  - 8) [Request to close Transfer Station on of Labor Day weekend, Saturday, September 2, 2023, and Sunday, September 3, 2023](#)
- X. TABLED BUSINESS**
  - Policies

- III.1, III.3, III.5, III.7, IV.5 and
- Personnel Policies – tabled 3/21/23 pending input from TA/Finance/HR
- Crosswalk on Main St. Pending CNHRPC study and public input
- ARPA Fund Prioritization

**XI. PAST MEETING MINUTES**

7) [Acceptance of Board of Selectmen meeting minutes May 2, 2023](#)

**XII. COMMUNICATIONS**

- 8) [Town Administrator Report](#)
- 9) [Department Reports](#)
- 10) Correspondence - Letters and Notices
- 11) Selectmen Reports

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

**XIV. NON-PUBLIC – If Necessary** Non-public Session 91-A:3 II a, b, c, d, or e

**XV. ADJOURNMENT**

**XVI. UPCOMING DATES 2023**

- May 22, 2023 – Police Facility Assessment Committee Meeting @ 5:00 p.m.
- May 25, 2023 – Town Hall & TC/TX Office closes at 1:00 p.m.
- May 29, 2023 – Memorial Day Parade @ 10:00 a.m.
- June 6, 2023 – Board of Selectmen Meeting @ 6:15 p.m.

Please see the town website [www.henniker.org](http://www.henniker.org) and bulletin boards for meeting dates, times, locations, and agendas. ([Calendar: Public Meeting + Holiday | Henniker, NH](#))

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

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

# NONPUBLIC #1



# Non-public STAFF REPORT

**DATE:** 5/16/2023  
**TITLE:** New Hire Recommendation – Deputy Clerk Tax Collector  
**INITIATED BY:** Debbie Aucoin, Town Clerk Tax Collector  
**PREPARED BY:** Debbie Aucoin, Town Clerk Tax Collector  
**PRESENTED BY:** Debbie Aucoin, Town Clerk Tax Collector

**NON-PUBLIC SESSION MOTION:** *Motion to enter non-public session citing RSA 91-A:3, II (b) the hiring of any person as a public employee. (Roll Call Vote)*

**AGENDA DESCRIPTION:**

The position of Deputy Town Clerk/ Tax Collector was advertised in the following way in NH: Town Website, NHMA Website, Town Facebook page, flyers in Town Hall, Library, and the Post Office.



**Legal Authority:** [RSA 41:45 a-c](#)

**41:45-c Deputy; Temporary Incapacity of Town Clerk-Tax Collector. –**

I. The town clerk-tax collector shall appoint a deputy, with the approval of the selectmen, who shall be sworn, give bond, have the powers of town clerk-tax collectors, and may be removed at the pleasure of the town clerk-tax collector. The deputy shall perform such duties as are assigned to him by the town clerk-tax collector.

II. Provided, however, if the town clerk-tax collector is temporarily incapacitated before completing the collection of the taxes committed to him, or if any necessity may arise for such action, the deputy town clerk-tax collector shall serve during such incapacity. Said deputy shall possess the powers, perform the duties, and be paid as the selectmen or town meeting shall decide.

**Financial Details:** [Redacted]

**Town Administrator Comments:** Supports the Town Clerk-Tax Collectors Position

**Motion or Action:** [Redacted] \$19.18 to [Redacted]

*Motion: Motion to leave non-public session and return to public session*

*Motion: Motion to seal the minutes because it is determined that divulgence of this information likely would render a proposed action ineffective. (Roll Call Vote)*

# ANNOUNCEMENTS

# CONSENT AGENDA



---

TOWN OF HENNIKER, NEW HAMPSHIRE  
BOARD OF SELECTMEN  
CONSENT AGENDA

---

**Tuesday, May 16, 2023**

Consent Agenda

- Item 1:** Intent To Excavate – Map/Lot 12/679
- Item 2:** Intent To Excavate – Map/Lot 12/680
- Item 3:** Intent To Excavate – Map/Lot 8/522
- Item 4:** Intent To Excavate – Map/Lot 12/678
- Item 5:** Tax Refund – Map/Lot 9/619-84
- Item 6:** Tax Refund – Map/Lot 8/541-A
- Item 7:** Tax Refund – Map/Lot 6/318-P10
- Item 8:** Tax Refund – Map/Lot 5A/138-C
- Item 9:** Application for Religious Exemption – 248 Huntington Road
- Item 10:** Sewer Abatement – Acct. Number: 06-030002S
- Item 11:** Accounts Payable Check Register – May 10, 2023
- Item 12:** Payroll Check Register – May 10, 2023
- Item 13:** 2020 Tax Refund – Map/Lot 6/305-E31
- Item 14:** Land Use Change Tax & Warrant – Map/Lot 8/574-X

Board of Selectmen Approval:

_____	_____
_____	_____
_____	_____

\*Please note that the Consent Agenda is subject to change until 4:00 pm the day of a scheduled Selectmen's Meeting.



# INTENT TO EXCAVATE CHECKLIST

Date received 5/1/23 Office ID# \_\_\_\_\_  
Owner's name McComish Dennis Lot # 12/679  
Route to: Planning Board/Consultant approval *dlm* Date 5-4-23  
Items 1 - 16 Complete ✓

Missing items:

- 1 Town/City
- 2 Tax map/lot
- 3 Name of road using
- 4 Acreage of lot/acreage to be cut
- 5 Date of permit per RSA 155:E2 or
- 6 Date of report, per RSA 155-E:2I (d)
- 7 Permit number per RSA 485-A:17, if any
- 8 Incidental construction/155-E Exception
- 9 Total permitted area (acres)
- 10 Excavation area (acres) as of April 1
- 11 Reclaimed area (acres) as of April 1
- 12 Remaining cubic yards of earth to excavate
- 13 Type of ownership
- 14 Description of earth to be removed
- 15 Original with \$100  
Original with no fee  
Supplemental with \$100  
Supplemental with no fee
- 16 Owner(s) signatures and mailing  
address  
Date sent to town

Taxes current  Yes  No  
Security bond required  Yes  No \$ Amount \_\_\_\_\_  
Date paid \_\_\_\_\_ Date returned \_\_\_\_\_

Driveway permit needed  Yes  No Initialed \_\_\_\_\_

Notes/  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAY 01 2023

SELECTMEN'S OFFICE

FORM PA-38

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION NOTICE OF INTENT TO EXCAVATE

RSA 72-B

For Tax Year April 1, 23 to March 31, 24

(Assigned by Municipality)

YR TOWN OP# E

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- 1. Town/City of: Henniker
2. Tax Map/Block/Lot #: M1 2679
3. Name of Access Road: Colby Crossing
4. Total Acreage of Lot: 4.3
5. Date of Permit per RSA 155-E:2:
6. Date of Report, if required, per RSA 155-E:2, 1 (d):
7. Permit Number per RSA 485-A:17, if any:
8. Incidental Construction/155-E:2-a Exception: Check if YES
9. Total Permitted Area (acres): 4.3
10. Excavation Area (acres) as of April 1: .07
11. Reclaimed Area (acres) as of April 1: 0
12. Remaining Cubic Yards of Earth to Excavate: 94190
13. Type of Ownership: Owner of land

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

Table with 2 columns: EARTH TYPE, ESTIMATED CUBIC YARDS (CY). Rows include GRAVEL (990), SAND, LOAM, STONE PRODUCTS, OTHER, and TOTAL (990).

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Dennis M. Comish

DATE SIGNED: 5/1/23

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S)

DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

Form with fields for MAILING ADDRESS (564 Old Hillsboro Rd), CITY OR TOWN (Henniker NH), STATE (NH), ZIP CODE (03242), and HOME/CELL PHONE.

DATE INTENT SENT TO TOWN: 5/1/23

E-MAIL REPORT & CERTIFICATE? YES NO

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$ Security Posted (Bond, Certified Check, etc.) \$

- SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE
The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:
1. All owners of record have signed the Intent;
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
3. The form is complete; and
4. Any bond required under RSA 72-B:5 has been received.
5. The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

Table with 2 columns: SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL, DATE. Multiple rows for different officials.

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN
SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS
SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

# INTENT TO EXCAVATE CHECKLIST

Date received 5/1/23 Office ID# \_\_\_\_\_  
 Owner's name McComish, Dennis Lot # 12/680  
 Route to: Planning Board/Consultant approval *OK/MSJ* Date 5-4-23

Items 1 - 16 Complete \_\_\_\_\_

**Missing items:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>1 Town/City</li> <li>2 Tax map/lot</li> <li>3 Name of road using</li> <li>4 Acreage of lot/acreage to be cut</li> <li>5 Date of permit per RSA 155-E:2 or</li> <li>6 Date of report, per RSA 155-E:21 (d)</li> <li>7 Permit number per RSA 485-A:17, if any</li> <li>8 Incidental construction/155-E Exception</li> <li>9 Total permitted area (acres)</li> <li>10 Excavation area (acres) as of April 1</li> <li>11 Reclaimed area (acres) as of April 1</li> <li>12 Remaining cubic yards of earth to excavate</li> <li>13 Type of ownership</li> <li>14 Description of earth to be removed</li> </ul> | <ul style="list-style-type: none"> <li>15 Original with \$100<br/>Original with no fee<br/>Supplemental with \$100<br/>Supplemental with no fee</li> <li>16 Owner(s) signatures and mailing<br/>address<br/>Date sent to town</li> </ul> |
|---|--|

Taxes current  Yes  No  
 Security bond required  Yes  No \$ Amount \_\_\_\_\_  
 Date paid \_\_\_\_\_ Date returned \_\_\_\_\_  
 Driveway permit needed  Yes  No Initialed \_\_\_\_\_

Notes/  
 Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Received by  
TOWN OF HENNIKER  
MAY 01 2023

RSA 72-B  
For Tax Year April 1, 2023 to March 31, 2024

(Assigned by Municipality)

YR - TOWN - OP# - **E**

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- Town/City of: Henniker
- Tax Map/Block/Lot #: M 1 690
- Name of Access Road: Colby Crossing
- Total Acreage of Lot: 2.8
- Date of Permit per RSA 155-E:2: \_\_\_\_\_  
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, I (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: \_\_\_\_\_  
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 2.18
- Excavation Area (acres) as of April 1: 1
- Reclaimed Area (acres) as of April 1: .7
- Remaining Cubic Yards of Earth to Excavate: 2800
- Type of Ownership:
  - Owner of land
  - Previous owner retaining deeded earth excavation rights
  - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	990
SAND	
LOAM	
STONE PRODUCTS	
OTHER ( )	
TOTAL	990

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Dennis G McComish  
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR OFFICER(S) \_\_\_\_\_  
 SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) \_\_\_\_\_ DATE SIGNED 4/30/22

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE) \_\_\_\_\_

SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE) \_\_\_\_\_

564 Old Hillsboro Rd  
MAILING ADDRESS

Henniker NH 03242  
CITY OR TOWN STATE ZIPCODE

[Redacted]  
CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 5/1/23

E-MAIL REPORT & CERTIFICATE? YES  NO   
If NO, Report and Certificate will be mailed to the address above.

**TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS**

Amount of Security Required \$ \_\_\_\_\_  
Security Posted (Bond, Certified Check, etc.) \$ \_\_\_\_\_

**SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE**

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete; and
- Any bond required under RSA 72-B:5 has been received.
- The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

# INTENT TO EXCAVATE CHECKLIST

Date received 5/2/2023 Office ID# \_\_\_\_\_  
Owner's name Aucoin, Leo G Lot # 8/522  
Route to: Aucoin, Lisa Planning Board/Consultant approval ok Date [Signature] 5-4-23  
Items 1 - 16 Complete \_\_\_\_\_

Missing items:

- |   |                                    |
|---|------------------------------------|
| 1. Town/City                                  | 15 Original with \$100             |
| 2 Tax map/lot                                 | Original with no fee               |
| 3 Name of road using                          | Supplemental with \$100            |
| 4 Acreage of lot/acreage to be cut            | Supplemental with no fee           |
| 5 Date of permit per RSA 155:E2 or            | 16 Owner(s) signatures and mailing |
| 6 Date of report, per RSA 155-E:21 (d)        | address                            |
| 7 Permit number per RSA 485-A:17, if any      | Date sent to town                  |
| 8 Incidental construction/155-E Exception     |                                    |
| 9 Total permitted area (acres)                |                                    |
| 10 Excavation area (acres) as of April 1      |                                    |
| 11 Reclaimed area (acres) as of April 1       |                                    |
| 12 Remaining cubic yards of earth to excavate |                                    |
| 13 Type of ownership                          |                                    |
| 14 Description of earth to be removed         |                                    |

Taxes current  Yes  No  
Security bond required  Yes  No \$ Amount \_\_\_\_\_  
Date paid \_\_\_\_\_ Date returned \_\_\_\_\_  
Driveway permit needed Yes  No  Initialed \_\_\_\_\_

Notes/  
Comments Existing pit  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAY 07 2023

For Tax Year April 1, 2023 to March 31, 2024

(Assigned by Municipality)

YR TOWN OP# E

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- 1. Town/City of: Henniker, NH
2. Tax Map/Block/Lot #: 1/522
3. Name of Access Road: Weare Road / Rte 114
4. Total Acreage of Lot: 27 acres
5. Date of Permit per RSA 155-E:2:
6. Date of Report, if required, per RSA 155-E:2, 1 (d):
7. Permit Number per RSA 485-A:17, if any:
8. Incidental Construction/155-E:2-a Exception: Check if YES
9. Total Permitted Area (acres): 27 acres
10. Excavation Area (acres) as of April 1: 30,000 sq ft
11. Reclaimed Area (acres) as of April 1: 10,000 sq ft
12. Remaining Cubic Yards of Earth to Excavate: 50,000
13. Type of Ownership:

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE
ORIGINAL WITH NO FEE
SUPPLEMENTAL WITH \$100 FEE
SUPPLEMENTAL WITH NO FEE

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first.

Signature and date fields with handwritten dates 5/1/23 and 5/11/23.

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

Address fields: 619 Gulf Rd, Henniker, NH 03242

E-MAIL REPORT & CERTIFICATE? YES NO

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR


Table with columns: EARTH TYPE, ESTIMATED CUBIC YARDS (CY). Includes rows for GRAVEL, SAND, LOAM, STONE PRODUCTS, OTHER, and TOTAL.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS. Includes signature and date lines for officials.

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN
SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS
SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

# INTENT TO EXCAVATE CHECKLIST

Date received 5/9/2023 Office ID# \_\_\_\_\_  
Owner's name Suzanne D. Dobbins Rev. Fam. Trust Lot # 12/678  
Route to: Dobbins, Caleb, Trustee Date 5-10-23  
Planning Board/Consultant approval   
Items 1 - 16 Complete ✓

### Missing items:

- |   |  |
|---|--|
| 1 Town/City                                   | 15 Original with \$100                                   |
| 2 Tax map/lot                                 | <input checked="" type="checkbox"/> Original with no fee |
| 3 Name of road using                          | Supplemental with \$100                                  |
| 4 Acreage of lot/acreage to be cut            | Supplemental with no fee                                 |
| 5 Date of permit per RSA 155:E2 or            | 16 Owner(s) signatures and mailing                       |
| 6 Date of report, per RSA 155-E:21 (d)        | address  |
| 7 Permit number per RSA 485-A:17, if any      | Date sent to town  |
| 8 Incidental construction/155-E Exception     |  |
| 9 Total permitted area (acres)                |  |
| 10 Excavation area (acres) as of April 1      |  |
| 11 Reclaimed area (acres) as of April 1       |  |
| 12 Remaining cubic yards of earth to excavate |  |
| 13 Type of ownership                          |  |
| 14 Description of earth to be removed         |  |

Taxes current  Yes  No  
Security bond required  Yes  No \$ Amount \_\_\_\_\_  
Date paid \_\_\_\_\_ Date returned \_\_\_\_\_

Driveway permit needed  Yes  No Initialed \_\_\_\_\_

Notes/  
Comments Existing pit.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION NOTICE OF INTENT TO EXCAVATE RSA 72-B

MAILED BY COUNTY OF HEWNSHIRE MAY 09 2023

For Tax Year April 1, 2023 to March 31, 2024

(Assigned by Municipality)

YR TOWN OP# E

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- 1. Town/City of: Henniker
2. Tax Map/Block/Lot #: 0703
3. Name of Access Road: Colby Cousins Rd
4. Total Acreage of Lot: 22.4
5. Date of Permit per RSA 155-E:2:
6. Date of Report, if required, per RSA 155-E:2, 1 (d):
7. Permit Number per RSA 485-A:17, if any:
8. Incidental Construction/155-E-2-a Exception: Check if YES
9. Total Permitted Area (acres): 9.4
10. Excavation Area (acres) as of April 1: 0.5
11. Reclaimed Area (acres) as of April 1:
12. Remaining Cubic Yards of Earth to Excavate: 200,000
13. Type of Ownership:
- [X] Owner of land
- [ ] Previous owner retaining deeded earth excavation rights
- [ ] Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

Table with 2 columns: EARTH TYPE, ESTIMATED CUBIC YARDS (CY). Rows include GRAVEL (1,000), SAND, LOAM, STONE PRODUCTS, OTHER, and TOTAL (1,000).

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- [ ] ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
[X] ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
[ ] SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
[ ] SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

[Redacted Signature Area]

SIGNATURE (in Ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

Form with fields for MAILING ADDRESS (PO Box 802), CITY OR TOWN (HENNIKER), STATE (NH), ZIPCODE (03242), and CELL PHONE.

DATE INTENT SENT TO TOWN: 5/1/23

E-MAIL REPORT & CERTIFICATE? YES [ ] NO [X] If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$ Security Posted (Bond, Certified Check, etc.) \$

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- 1. All owners of record have signed the Intent;
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
3. The form is complete; and
4. Any bond required under RSA 72-B:5 has been received.
5. The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

Table with 2 columns: SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL, DATE. Multiple rows for signatures.

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN
SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS
SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION





# TOWN OF HENNIKER, NEW HAMPSHIRE

May 16, 2023

## REFUND

To the Collector of Taxes.

Sir/Madame:

By vote of the Board of Selectmen upon the application of:

**Daniel Stanwood**

Residence: **84 Keyser Pond Campgrnd, LOT #9-619-84**

We are refunding the amount of: **\$2.00**

Cause of refund: **2022 revised assessment. The invoice from the July 2022 property tax bill exceeded the property's total tax liability for the year. Check payable and mailed to Daniel Stanwood, 32 Lynde Street, Salem, MA 01970**

Per Order:

---

---

---

---

---

---

---

---

**Board of Selectmen**

**Selectmen's Office**  
*Administration, Finance,  
Assessing, Planning,  
Zoning & Building Permits*  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3221  
Fx (603) 428-4366

**Town Clerk / Tax Collector**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3240  
Fx (603) 428-4366

**Transfer / Recycling Center**  
**Parks and Properties**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 1393 Weare Rd.  
Ph (603) 428-7604

**Cogswell Spring Water Works**  
146 Davison Rd.  
Henniker NH 03242  
Ph (603) 428-3237  
Fx (603) 428-3362

**Wastewater Treatment Plant**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-7215  
Fx (603) 428-8312  
*Physical:* 199 Ramsdell Rd.

**Highway**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 209 Ramsdell Rd.  
Ph (603) 428-7200  
Fx (603) 428-7200

**Police**  
340 Western Ave.  
Henniker NH 03242  
Ph (603) 428-3213  
(Dial 911 for an Emergency)  
Fx (603) 428-7509

**Fire & Rescue**  
216 Maple St.  
Henniker NH 03242  
Ph (603) 428-7552  
(Dial 911 for an Emergency)  
Fx (603) 428-7628

Town of Henniker  
 18 Depot Hill Rd  
 Henniker, NH 03242  
 Temp - Return Service Requested

STANWOOD DANIEL  
 32 LYNDE STREET  
 SALEM, MA 01970

**2022 HENNIKER PROPERTY TAX -- BILL 1 OF 2**

**Invoice:** 2022P01030004  
**Billing Date:** 06/03/2022  
**Payment Due Date:** 07/06/2022  
**Amount Due:** \$ 135.00

**8% APR Charged After 07/06/2022**

Make checks payable to Town of Henniker.

Property Owner		Assessments	
<b>Owner:</b> STANWOOD DANIEL		<b>Taxable Land:</b>	0
<b>Tax Rates</b>		<b>Buildings:</b>	8,300
County:	\$ 1.26	<b>Total:</b>	8,300
School:	\$ 8.73		
Town:	\$ 5.34		
State Education:	\$ 0.95		
<b>Total Tax Rate:</b> \$ 16.28 *		<b>Net Value:</b>	8,300

\* First Bill Tax Rate Equals 1/2 Last Year's Final Tax Rate

Property Description		
<b>Map:</b> 000009	<b>Lot:</b> 000619	<b>Sub:</b> 000084
<b>Location:</b> 84 KEYSER POND CAMPGRND Acres: 0.000		
Summary Of Taxes		
<b>First Bill:</b>		\$ 135.00
- Abated/Paid:		\$ 0.00
- Veteran Credits:		\$ 0.00

**Amount Due By 07/06/2022:** \$ 135.00

**Other Due: Call for Amount**

"Other Due: Call for Amount" indicates additional balance(s) existing on this property. Please call for the proper payment amount(s).

**2022 HENNIKER PROPERTY TAX -- BILL 1 OF 2**

Town of Henniker  
 Monday, Wednesday & Friday 8:00am to 4:00pm  
 Tuesday 10:00am to 6:00pm Thursday Closed  
 (603) 428-3240  
 Tax Collector: Kimberly Johnson

**Owner:** STANWOOD DANIEL

**Location:** 84 KEYSER POND CAMPGRND  
**Map:** 000009 **Lot:** 000619 **Sub:** 000084  
**Invoice:** 2022P01030004

**Amount Due By 07/06/2022:** \$ 135.00

**Other Due: Call for Amount**

**Mailed To:**  
 STANWOOD DANIEL  
 32 LYNDE STREET  
 SALEM, MA 01970

**Remit To:**  
 Town of Henniker  
 18 Depot Hill Rd  
 Henniker, NH 03242  
 Temp - Return Service Requested

**RETURN THIS PORTION WITH PAYMENT**

**REMITTED AMOUNT:** \_\_\_\_\_

Henniker  
2022P02 Negative Tax Bills

The following properties are parcels for which the invoice from the first property tax warrant of the year exceeded the property's total tax liability for the year. These scenarios arise, for example, when, between the first and the second invoices, either the assessment decreased significantly, a credit or exemption was added to the property, or the property was marked as exempt. You should review these parcels with the Tax Collector to determine whether, based on if the first invoice was paid or not, either the Selectmen should issue the taxpayer a refund or the first invoice should be abated.

Map	Lot	Sub	Owner	Land Use	Second Bill
000009	000619	000068	BEAUDET LUCIEN R	R1	-16.00
000009	000619	000030	BROWN ADAM	R1	-14.00
000006	000318	00P106	BUTLER JOHN	R1	-52.00
000009	000615	00000C	FOSTER MATERIALS INC	CI	-40.00
000004	000330	00000X	FREEMAN COLBY FAMILY LTD PTNRS	CUMO	-1.00
000012	000611	000B1X	GEANA SARAH E & MIRCEA	R1	-4.00
000009	000619	000039	HANSON KELLEY	R1	-35.00
000009	000619	000032	JOHNSON DARRYL	R1	-16.00
000006	000119	000A31	KEOHAN ANDREW	R1	-9.00
000009	000619	000011	LEONARD-5 INC	R1	-7.00
000009	000619	000012	LEONARD-5 INC	R1	-23.00
000008	000541	00000A	LYONS MELISSA	CUUW	-13.00
000011	000719	00000A	MOSKEY REAL ESTATE HOLDINGS LL	R1W	-29.00
00005D	000424	000000	NEW ENGLAND COLLEGE	CI	-31.00
000006	000119	000A54	ROBBINS JOSIATH JR	R1	-16.00
000009	000619	000006	SEARS JOSEPH	R1	-25.00
000006	000305	000E33	SEVEN EIGHTY LLC	R1	-1.00
000009	000619	000084	STANWOOD DANIEL	R1	-2.00
000006	000119	000A41	TRACEY JOHN	R1	-11.00
000009	000619	00084B	WILLEY KRISTY	R1	-27.00



# TOWN OF HENNIKER, NEW HAMPSHIRE

May 16, 2023

## REFUND

To the Collector of Taxes.

Sir/Madame:

By vote of the Board of Selectmen upon the application of:

**Melissa Lyons**

Residence: **NW/S Elm Street, LOT #8-541-a**

We are refunding the amount of: **\$13.00**

Cause of refund: **2022 revised assessment. The invoice from the July 2022 property tax bill exceeded the property's total tax liability for the year. Check payable and mailed to Melissa Lyons, 175 Elm Street, Henniker, NH 03242**

Per Order:

---

---

---

---

---

---

---

---

**Board of Selectmen**

**Selectmen's Office**  
*Administration, Finance,  
Assessing, Planning,  
Zoning & Building Permits*  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3221  
Fx (603) 428-4366

**Town Clerk / Tax Collector**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3240  
Fx (603) 428-4366

**Transfer / Recycling Center  
Parks and Properties**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 1393 Wearø Rd.  
Ph (603) 428-7604

**Cogswell Spring Water Works**  
146 Davison Rd.  
Henniker NH 03242  
Ph (603) 428-3237  
Fx (603) 428-3362

**Wastewater Treatment Plant**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-7215  
Fx (603) 428-8312  
*Physical:* 199 Ramsdell Rd.

**Highway**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 209 Ramsdell Rd.  
Ph (603) 428-7200  
Fx (603) 428-7200

**Police**  
340 Western Ave.  
Henniker NH 03242  
Ph (603) 428-3213  
(Dial 911 for an Emergency)  
Fx (603) 428-7509

**Fire & Rescue**  
216 Maple St.  
Henniker NH 03242  
Ph (603) 428-7552  
(Dial 911 for an Emergency)  
Fx (603) 428-7628

Town of Henniker  
18 Depot Hill Rd  
Henniker, NH 03242  
Temp - Return Service Requested

LYONS ROBERT  
834 WASHINGTON STREET  
WHITMAN, MA 02382

2022 HENNIKER PROPERTY TAX -- BILL 1 OF 2

Invoice: 2022P01018103  
Billing Date: 06/03/2022  
Payment Due Date: 07/06/2022  
Amount Due: \$ 21.00

8% APR Charged After 07/06/2022

Make checks payable to Town of Henniker.

Property Owner	
Owner: LYONS ROBERT	
Tax Rates	Assessments
County: \$ 1.26	Taxable Land: 366
School: \$ 8.73	Buildings: 900
Town: \$ 5.34	Total: 1,266
State Education: \$ 0.95	

Property Description		
Map: 000008	Lot: 000541	Sub: 00000A
Location: NW/S ELM ST Acres: 2.000		
Summary Of Taxes		
First Bill:		\$ 21.00
- Abated/Paid:		\$ 0.00
- Veteran Credits:		\$ 0.00

\*Taxable Land Includes Current Use\*

Amount Due By 07/06/2022: **\$ 21.00**

Total Tax Rate: \$ 16.28 \* Net Value: 1,266

\* First Bill Tax Rate Equals 1/2 Last Year's Final Tax Rate

2022 HENNIKER PROPERTY TAX -- BILL 1 OF 2

Town of Henniker  
Monday, Wednesday & Friday 8:00am to 4:00pm  
Tuesday 10:00am to 6:00pm Thursday Closed  
(603) 428-3240

Tax Collector: Kimberly Johnson

Owner: LYONS ROBERT

Location: NW/S ELM ST

Map: 000008 Lot: 000541 Sub: 00000A

Invoice: 2022P01018103

Amount Due By 07/06/2022: **\$ 21.00**

Remit To:

Town of Henniker  
18 Depot Hill Rd  
Henniker, NH 03242  
Temp - Return Service Requested

RETURN THIS PORTION WITH PAYMENT

REMITTED AMOUNT: \_\_\_\_\_

**Henniker**  
2022P02 Negative Tax Bills

The following properties are parcels for which the invoice from the first property tax warrant of the year exceeded the property's total tax liability for the year. These scenarios arise, for example, when, between the first and the second invoices, either the assessment decreased significantly, a credit or exemption was added to the property, or the property was marked as exempt. You should review these parcels with the Tax Collector to determine whether, based on if the first invoice was paid or not, either the Selectmen should issue the taxpayer a refund or the first invoice should be abated.

Map	Lot	Sub	Owner	Land Use	Second Bill
000009	000619	000068	BEAUDET LUCIEN R	R1	-16.00
000009	000619	000030	BROWN ADAM	R1	-14.00
000006	000318	00P106	BUTLER JOHN	R1	-52.00
000009	000615	00000C	FOSTER MATERIALS INC	CI	-40.00
000004	000330	00000X	FREEMAN COLBY FAMILY LTD PTNRS	CUMO	-1.00
000012	000611	000B1X	GEANA SARAH E & MIRCEA	R1	-4.00
000009	000619	000039	HANSON KELLEY	R1	-35.00
000009	000619	000032	JOHNSON DARRYL	R1	-16.00
000006	000119	000A31	KEOHAN ANDREW	R1	-9.00
000009	000619	000011	LEONARD-5 INC	R1	-7.00
000009	000619	000012	LEONARD-5 INC	R1	-23.00
000008	000541	00000A	LYONS MELISSA	CUUW	-13.00
000011	000719	00000A	MOSKEY REAL ESTATE HOLDINGS LL	R1W	-29.00
00005D	000424	000000	NEW ENGLAND COLLEGE	CI	-31.00
000006	000119	000A54	ROBBINS JOSIATH JR	R1	-16.00
000009	000619	000006	SEARS JOSEPH	R1	-25.00
000006	000305	000E33	SEVEN EIGHTY LLC	R1	-1.00
000009	000619	000084	STANWOOD DANIEL	R1	-2.00
000006	000119	000A41	TRACEY JOHN	R1	-11.00
000009	000619	00084B	WILLEY KRISTY	R1	-27.00



# TOWN OF HENNIKER, NEW HAMPSHIRE

May 16, 2023

## 2022 Administrative Abatement

**Selectmen's Office**  
*Administration, Finance,  
Assessing, Planning,  
Zoning & Building Permits*  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3221  
Fx (603) 428-4366

**Town Clerk / Tax Collector**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3240  
Fx (603) 428-4366

**Transfer / Recycling Center  
Parks and Properties**  
18 Depot Hill Rd.  
Henniker NH 03242  
**Physical:** 1393 Weare Rd.  
Ph (603) 428-7604

**Cogswell Spring Water Works**  
146 Davison Rd.  
Henniker NH 03242  
Ph (603) 428-3237  
Fx (603) 428-3362

**Wastewater Treatment Plant**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-7215  
Fx (603) 428-8312  
**Physical:** 199 Ramsdell Rd.

**Highway**  
18 Depot Hill Rd.  
Henniker NH 03242  
**Physical:** 209 Ramsdell Rd.  
Ph (603) 428-7200  
Fx (603) 428-7200

**Police**  
340 Western Ave.  
Henniker NH 03242  
Ph (603) 428-3213  
(Dial 911 for an Emergency)  
Fx (603) 428-7509

**Fire & Rescue**  
216 Maple St.  
Henniker NH 03242  
Ph (603) 428-7552  
(Dial 911 for an Emergency)  
Fx (603) 428-7628

To the Collector of Taxes.

By vote of the Board of Selectmen upon application of:

Daniel and Joanne Couture

Lot Number/Location: 6-318-P10 /10 Spacious Skies Campg

Mailing Address: 33 Roland Dr.  
Suncook, NH 03275

Abated Amount: 2022: \$427.00 plus interest accrued

Mr. and Mrs. Couture did not have a camper at this site after 2020 and did not accrue the taxes for 2022.

Thus, the selectmen should abate the tax bill for this property.

### Approval by Board of Selectmen

---

---

---

---

---

Town of Henniker  
18 Depot Hill Rd  
Henniker, NH 03242  
Temp - Return Service Requested

We have NOT HAD  
A place there in  
2 years. Seasons.  
Lot # 10

RECEIVED

JAN 17 2023

TWN CLK/TAX COLLECTOR

COUTURE DANIEL  
COUTURE JOANNE  
33 ROLAND DR  
SUNCOOK, NH 03275

2022 HENNIKER PROPERTY TAX -- BILL 2 OF 2

Invoice: 2022P02006306  
Billing Date: 11/15/2022  
Payment Due Date: 12/19/2022  
Amount Due: \$ 77.00

3% APR Charged After 12/19/2022

Property Owner		Assessments	
Owner: COUTURE DANIEL COUTURE JOANNE		Taxable Land:	0
Tax Rates		Buildings:	19,900
County:	\$ 1.79	Total:	19,900
School:	\$ 11.84		
Town:	\$ 6.93		
State Education:	\$ 0.88		
Total Tax Rate: \$ 21.44		Net Value:	19,900

Property Description		
Map: 000006	Lot: 000318	Sub: 000P10
Location: 10 SPACIOUS SKIES CAMPG Acres: 0.000		
Summary Of Taxes		
Total Tax:		\$ 427.00
- First Bill:		\$ 350.00
- Abated/Paid:		\$ 0.00
- Veteran Credits:		\$ 0.00

Amount Due By 12/19/2022: **\$ 77.00**

Other Due Amount(s): **\$ 362.73**

Total: **\$ 439.73**

"Other Due Amount(s)" indicates additional balance(s) existing on this property. Please call for the proper payment amount(s).

2022 HENNIKER PROPERTY TAX -- BILL 2 OF 2

Mailed To:  
COUTURE DANIEL  
COUTURE JOANNE  
33 ROLAND DR  
SUNCOOK, NH 03275

Town of Henniker  
Monday, Wednesday & Friday 8:00am to 4:00pm  
Tuesday 10:00am to 6:00pm Thursday Closed  
(603) 428-3240  
Tax Collector: Kimberly Johnson

Owner: COUTURE DANIEL  
COUTURE JOANNE  
Location: 10 SPACIOUS SKIES CAMPG  
Map: 000006 Lot: 000318 Sub: 000P10  
Invoice: 2022P02006306

Amount Due By 12/19/2022: **\$ 77.00**

Other Due Amount(s): **\$ 362.73**

Total: **\$ 439.73**

Remit To:  
Town of Henniker  
18 Depot Hill Rd  
Henniker, NH 03242  
Temp - Return Service Requested

RETURN THIS PORTION WITH PAYMENT

REMITTED AMOUNT: \_\_\_\_\_



**Town of Henniker**  
**Total Due for COUTURE DANIEL**

Interest as of 5/9/2023

Includes Only Unpaid Invoices

<b>Current Owner</b>	<b>Warrant</b>	<b>PID</b>	<b>Location</b>	<b>Per Diem</b>	<b>Principal</b>	<b>Int/Pen</b>	<b>Amount Due</b>
COUTURE DANIEL	2022P02006306	000006 000318 000P10	10 SPACIOUS SKIES	\$ 0.0169	\$ 77.00	\$2.38	\$79.38
COUTURE DANIEL	2022P01006402	000006 000318 000P10	10 SPACIOUS SKIES	\$ 0.0767	\$ 350.00	\$44.55	\$394.55
<b>Totals :</b>				<b>\$ 0.0936</b>	<b>\$ 427.00</b>	<b>\$46.93</b>	<b>\$473.93</b>



# TOWN OF HENNIKER, NEW HAMPSHIRE

May 16, 2023

## REFUND

To the Collector of Taxes.

Sir/Madame:

By vote of the Board of Selectmen upon the application of:

**Donald R Goss/Dawn P Blanchard**

Residence: **Liberty Hill Rd, LOT #5A-138-C**

We are refunding the amount of: **\$571.00**

Cause of refund: **Payment on December 2022 made by homeowner and mortgage company. Please make check payable and mail to: CoreLogic Refunds, 3001 Hackberry Road, Irving, TX 75063.**

Per Order:

---

---

---

---

---

---

---

---

**Board of Selectmen**

**Selectmen's Office**  
*Administration, Finance,  
Assessing, Planning,  
Zoning & Building Permits*  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3221  
Fx (603) 428-4366

**Town Clerk / Tax Collector**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3240  
Fx (603) 428-4366

**Transfer / Recycling Center  
Parks and Properties**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 1393 Weare Rd.  
Ph (603) 428-7604

**Cogswell Spring Water Works**  
146 Davison Rd.  
Henniker NH 03242  
Ph (603) 428-3237  
Fx (603) 428-3362

**Wastewater Treatment Plant**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-7215  
Fx (603) 428-8312  
*Physical:* 199 Ramsdell Rd.

**Highway**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 209 Ramsdell Rd.  
Ph (603) 428-7200  
Fx (603) 428-7200

**Police**  
340 Western Ave.  
Henniker NH 03242  
Ph (603) 428-3213  
(Dial 911 for an Emergency)  
Fx (603) 428-7509

**Fire & Rescue**  
216 Maple St.  
Henniker NH 03242  
Ph (603) 428-7552  
(Dial 911 for an Emergency)  
Fx (603) 428-7628

**Town of Henniker**

18 Depot Hill Rd

Henniker, NH 03242

**Office Hours**

Monday, Wednesday & Friday 8:00am to 4:00pm

Tuesday 10:00am to 6:00pm Thursday Closed

(603) 428-3240

**Invoice Summary**

Current Owner	Billed Owner
GOSS DONALD R BLANCHARD DAWN P 492 LIBERTY HILL ROAD HENNIKER, NH 03242	GOSS DONALD R BLANCHARD DAWN P 492 LIBERTY HILL ROAD HENNIKER, NH 03242

<b>Invoice Number:</b> 2022P02 011204	<b>Bill Amount:</b> \$1,033.00
<b>Invoice Type:</b> Property Tax	<b>Due Date:</b> 12/19/2022
<b>Map Lot Sub:</b> 00005A 000138 00000C	<b>Interest Rate:</b> 8 %
<b>Location:</b> LIBERTY HILL RD	<b>Per Diem:</b> 0
<b>Book &amp; Page:</b> 3762 730	<b>Principal Due:</b> \$0.00
	<b>*Interest Due:</b> \$0.00
	<b>Penalties Due:</b> \$0.00
	<b>*Total Amount Due:</b> <span style="border: 1px solid black; padding: 2px;">\$0.00</span>

Exemptions & Credits	Assessments	Taxable Districts
\$0	Land: \$86,938	
\$0	Current Use: Yes	
\$0	Building: \$1,500	
\$0	Assessment: \$88,438	
Exempts: \$0	Net Assmnt: \$88,438	
	Acres: 16.13	

**Transaction Activity**

Date	Activity	Amount	Int. Paid	Penalty	Int. Due
07/06/2022	Payment of \$462.00 (#TXSRVCPYMT	(\$ 462.00)	\$ 0.00	\$ 0.00	\$ 0.00
12/12/2022	Payment of \$571.00 (#417)	(\$ 571.00)	\$ 0.00	\$ 0.00	\$ 0.00
12/19/2022	Payment of \$0.00 (#TXSRVCPYMT)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**Summary of Outstanding Credits**

Date	Receipt	Check #	Payer	Map Lot Sub	Amount
12/19/2022	2022349561	TXSRVCPYMT	ROCKET MORTGAGE, LLC	00005A 000138 00000C	\$ 571.00

**Kim Johnson**

---

**From:** ISCE-RA-CustomerProductSupport <[REDACTED]>  
**Sent:** Tuesday, May 9, 2023 3:28 PM  
**To:** Kim Johnson  
**Cc:** Kim Johnson; Hardie, Lisa  
**Subject:** [REDACTED]

Good Afternoon,

Thank you for your inquiry, As per our search team Existing legal reviewed. Deleted parcel 00005A00013800000C for agency 280070013 HENNIKER TOWN, NH. This parcel is the less and except part of tract provided.

And the active parcel we have for Rocket Mortgage, LLC 0005A000138000000,

The incorrect parcel we have deleted and going forward no payment will be made on the incorrect parcel.

IF any payment has been paid please refund it back to CoreLogic.

Refunds and returned checks can be sent to: CoreLogic Refunds Dept  
3001 Hackberry Road, Irving, TX 75063

Or PO Box 9202, Coppell, TX 75019. Please reference the parcel number and amount returned on all funds remitted back to Corelogic for processing.

CoreLogic Customer Product Support

**From:** Hardie, Lisa <[REDACTED]>  
**Sent:** Monday, May 8, 2023 6:53 AM  
**To:** ISCE-RA-CustomerProductSupport <[REDACTED]>  
**Cc:** Kim Johnson <[REDACTED]>  
**Subject:** CPSJIRA-484700 FW: Rocket Mortgage address [REDACTED]  
**Importance:** High

Good Morning Customer Product Support,

Could you please handle the below request?

Kim, I have directed your request to our Customer Product Support Team who can assist with requests of this nature.

Thank you,

# The State of New Hampshire

 Received by  
TOWN OF HENNIKER

MAR 28 2023

## List of Real Estate on which Exemption is Claimed

SELECTMEN'S OFFICE

Pursuant to RSA 72:23-c

This form must be completed and filed annually on or before April 15. The **ORIGINAL** list must be filed with the selectmen (assessors) of the municipality in which such real estate property is taxable. A **DUPLICATE** copy should be retained by the applicant. Failure to file this list may result in denial of the exemption.

*This is to certify that the information contained in the following responses is true and correct to the best of my knowledge and belief and that I am duly authorized to sign on behalf of the applicant organization.*

 Date: 3/23/2023

Signed by \_\_\_\_\_

 1. Name of applicant organization: Gracepoint Ministries

(OWNER OF PROPERTY OR PRINCIPAL OCCUPANT - CIRCLE ONE OR BOTH)

 2. Mailing address and telephone number: 1275 Harbor Bay Parkway, Alameda, CA 94502

 3. In what municipality is this exemption claimed? Town of Henniker

4. Under which section is applicant requesting exemption: (An organization may not claim multiple exemptions under separate provisions of RSA 72:23)

 RSA 72:23, III (religious)       RSA 72:23, IV (educational)       RSA 72:23, V (charitable) 

(Form A-12 must also be filed, if applicant is requesting exemption as a charitable organization.)

 5. Is the applicant organization organized or incorporated in New Hampshire (Yes  No )

 Does it have a principal place of business in this state (Yes  No ). If yes, where:

ADDRESS

TELEPHONE NUMBER

 6. State general purpose for which applicant is organized or incorporated: Gracepoint Ministries is a California religious corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Religious Corporation law exclusively for religious purposes.

7. If applicant is requesting exemption as a charitable organization under RSA 72:23, V:

(a) What service of public good or welfare is provided? \_\_\_\_\_

(b) Who are the beneficiaries of this service? \_\_\_\_\_

(c) Is there a charge for this service? \_\_\_\_\_ If yes, explain \_\_\_\_\_

(d) For what purpose is any income used? \_\_\_\_\_

 8. If the applicant is a religious organization, is it a regularly recognized and constituted denomination, creed or sect? Yes

 If so, give its generally recognized name Southern Baptist Convention

9. State whether the applicant has been granted exemption from taxation by special act of the legislature since May 7, 1913. No

If so, give date. \_\_\_\_\_

10. Did the municipality where the applicant claims exemption vote prior to April 1, 1958 to grant exemption on property not specifically exempted by Chapter 72 RSA as amended by Chapter 202 of the Laws of 1957? No

If so, what is the total amount of the exemption voted? \_\_\_\_\_

11. List real estate and personal property on which exemption is claimed for this municipality and the purpose of which each item is used. Itemize each building or tract of land separately indicating the approximate area or percentage used for exempt purposes. (See example)

Tax Map & Lot No.	Property Description	Primary Use and its extent or duration	Other Use and its extent or duration
11/643	248 Huntington Rd.	100% owned, used & occupied for religious training and/or other religious purposes	

EXAMPLE:

Tax Map & Lot No.	Property Description	Primary Use and its extent or duration	Other Use and its extent or duration
25/6	5 acres of land	Continual support of Smith & Jones bldgs.	
25/6	Smith house	25% science teacher's apt 75% dormitory (18 students)	4-H for 6 wks.
25/6	Jones Bldg.	40% apt. rent to public 50% student assemble room 10% school nurse's office	Rented to town 4-5 times/yr.
35/2	Brown lot-28 acres	Camping and hiking by scouts; 150/yr. for 2 wk. period	Logging

Disposition of Application\* (For Use by Selectmen/Assessor) \*RSA 76:16, II states: the municipality "shall review the application and shall grant or deny the application in writing by July 1 after notice of tax date ...."

Abatement Request: GRANTED \_\_\_\_\_ Revised Assessment: \$ \_\_\_\_\_ DENIED

Remarks: \_\_\_\_\_ See Assessor's Recommendation (attached) \_\_\_\_\_

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

Date: 5/16/2023

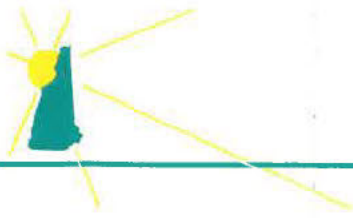
\_\_\_\_\_  
(Selectmen/Assessor Signature)

\_\_\_\_\_  
(Selectmen/Assessor Signature)

\_\_\_\_\_  
(Selectmen/Assessor Signature)

\_\_\_\_\_  
(Selectmen/Assessor Signature)

\_\_\_\_\_  
(Selectmen/Assessor Signature)



# Avitar Associates of New England, Inc.

A Municipal Services Company

May 2, 2023

Town of Henniker  
Helga Winn  
Board of Selectmen  
18 Depot Hill Road  
Henniker, NH 03242

Re: **Gracepoint Ministries (248 Huntington Road) – Religious Exemption Application**

Dear Helga & Board Members:

Gracepoint Ministries, through their Secretary Joseph Song, has submitted an application for property tax exemption under RSA 72:23 III, for properties identified as Map 11, Lot 643, a residential property with several buildings and totaling 96.550 acres. The stated purpose of the organization is “A California religious corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Religious Corporation law exclusively for religious purposes”. The recognized name and constituted denomination, creed or sect is listed as “Southern Baptist Convention”. As this is a residential property with 4 separate buildings, additional questions were asked, and information requested regarding what each building was specifically used for. They were stated as follows:

Card #1, “Multi-Purpose Room House – Used as a gathering space for retreats, bible studies, worship times for up to 40 people. The foyer area is used for small group discussions”.

Card #2, “Main House – Used as the main lodging space for retreats. It also has a large living room that is used as a gathering space for bible studies and retreat sessions. This is where we prepare and eat most of our meals during the retreats”.

Card #3, “Chapel House – Used as additional lodging for retreats, as well as smaller gathering space for bible studies”.

Card #4, “Guest House – Used for personal bible study retreats for clergy/staff and for family retreats. Also used as additional lodging for retreats (if needed)”.

RSA 72:23 III states “*Houses of public worship, parish houses, church parsonages occupied by their pastors, convents, monasteries, buildings and the lands appertaining to them owned, used and occupied directly for religious training or for other religious purposes by any regularly recognized and constituted denomination, creed or sect, **organized, incorporated or legally doing business in this state and the personal property used by them for the purposes for which they are established.***”

Based on the information included with the application, it is my opinion this property does not meet the statutory requirements to qualify for the Religious Exemption pursuant to RSA 72:23, III. While there appears to be several reasons this property would not qualify that would require additional clarification, the most important one is that according to the information provided, the applicants organization is not “organized, incorporated or legally doing business in this state” and therefore does not qualify for the Religious Exemption pursuant to RSA 72:23 III, as such I recommend the Board deny this application.

As always, should you have questions or concerns, please do not hesitate to contact me.

Sincerely,

Evan Roberge  
Assessor Supervisor

ER/sjc





# TOWN OF HENNIKER, NEW HAMPSHIRE

May 10, 2023

## Sewer Abatement

**Selectmen's Office**  
*Administration, Finance,  
Assessing, Planning,  
Zoning & Building Permits*  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3221  
Fx (603) 428-4366

**Town Clerk / Tax Collector**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3240  
Fx (603) 428-4366

**Transfer / Recycling Center  
Parks and Properties**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 1393 Weare Rd.  
Ph (603) 428-7604

**Cogswell Spring Water Works**  
146 Davison Rd.  
Henniker NH 03242  
Ph (603) 428-3237  
Fx (603) 428-3362

**Wastewater Treatment Plant**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-7215  
Fx (603) 428-8312  
*Physical:* 199 Ramsdell Rd.

**Highway**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 209 Ramsdell Rd.  
Ph (603) 428-7200  
Fx (603) 428-7200

**Police**  
340 Western Ave.  
Henniker NH 03242  
Ph (603) 428-3213  
(Dial 911 for an Emergency)  
Fx (603) 428-7509

**Fire & Rescue**  
216 Maple St.  
Henniker NH 03242  
Ph (603) 428-7552  
(Dial 911 for an Emergency)  
Fx (603) 428-7628

To the Collector of Taxes.

By vote of the Sewer Commissioners upon application of:

Stephen & Jennifer Dennis

Acct. Number/Location: 06-030002S / 28 The Oaks

We have abated the amount of: **\$364.04**

**Leak at apartment building.** Supporting documentation attached.

## **Approval by Board of Selectmen**

---

---

---

---

---

---

## Helga Winn

---

**From:** jennifer dennis [REDACTED]  
**Sent:** Tuesday, May 9, 2023 11:31 AM  
**To:** Helga Winn  
**Subject:** Dennis-Sewer abatement at 28 The Oaks

Board of Selectman/Sewer Commissioners,

My name is Jennifer Dennis and my husband Stephen Dennis and I are asking for an abatement on our Sewer usage at the end of 2022 due to a flood in the basement of our apartment building located at 28 The Oaks causing excessive water damage (all has been fixed), impacting the sewer usage. Jim from the water commissions office came out to take meter readings and that data is attached.

Any help with this matter would be greatly appreciated.

Thank you,

Jennifer Dennis

# Helga Winn

**From:** jennifer dennis [REDACTED]  
**Sent:** Friday, May 5, 2023 9:25 AM  
**To:** Helga Winn  
**Subject:** Fwd: cogswell spring water meter information 28 The Oaks  
**Attachments:** image0.jpeg; meter reading 28 The Oaks jennifer and Stephen Dennis 1-27-23.pdf

Helga and Russ,  
Here are the readings from Jim. Attachment is at the bottom and I've also attached our WWT bill we received this week.  
Thank you both for your help on this.  
Jenn

**From:** Jim Donison <[REDACTED]>  
**Date:** January 17, 2023 at 11:01:41 AM EST  
**To:** [REDACTED]  
**Subject:** cogswell spring water meter information 28 The Oaks

Jennifer  
See attached meter reading (we call it an extraction)  
For period from 9/19/22 to 1/17/23

The 9<sup>th</sup> sheet has the daily readings from dec  
Dec 27 was 8,715 gallons and dec 28 was 10,111 gallons

The 12/23 was 543 gallons  
12/24/ was 127 gallons  
12/25/ was 283 gallons  
12/26 was 346 gallons  
12/29 was 231 gallons  
12/31 was 244 gallons  
12/31 was 407 gallons

\$ 311.58  
≈ 312 gallons / average  
over 7 reads/days

Hope this helps

James J. Donison, P.E.  
Superintendent  
Cogswell Spring Water Works  
Town of Henniker  
146 Davison Road  
Henniker, NH 03242  
[REDACTED]

Dec. 27 = 8,715 gal  
    < 3127 gal av  
    -----  
    8,403 gal over

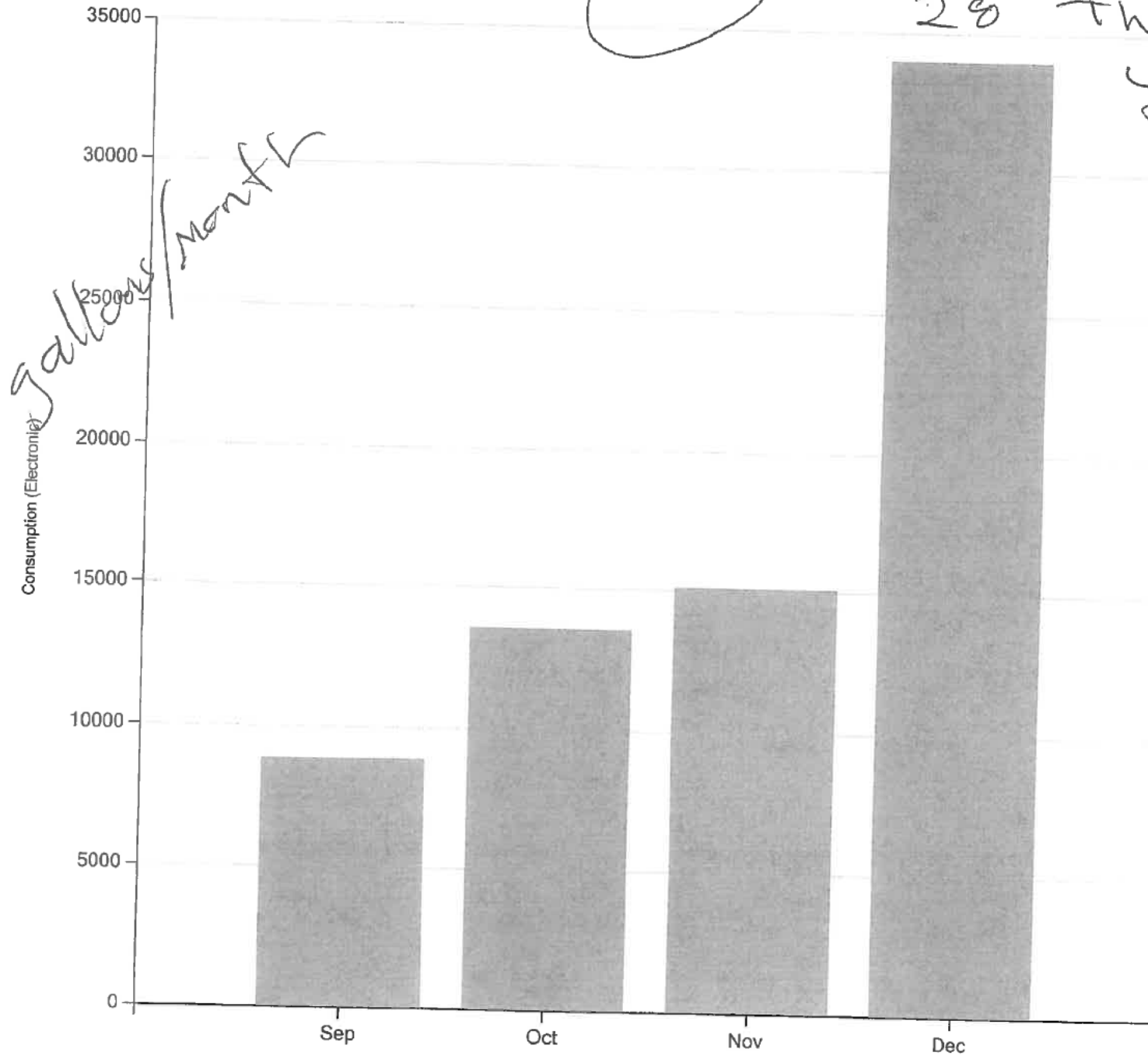
Dec. 28 = 10,111 gal  
    < 3127 gal av  
    -----  
    9,799 gal over

12/27 8,403 gal  
12/28 9,799 gal  
    -----  
    18,202 gal over  
    \* \$ 0.02 per gal  
    -----  
    = \$ 364.04  
    Abatement

Endpoint 86064804 Monthly usage for 2022

CSWW 1/17/23

29 The Oaks  
Water  
Reading



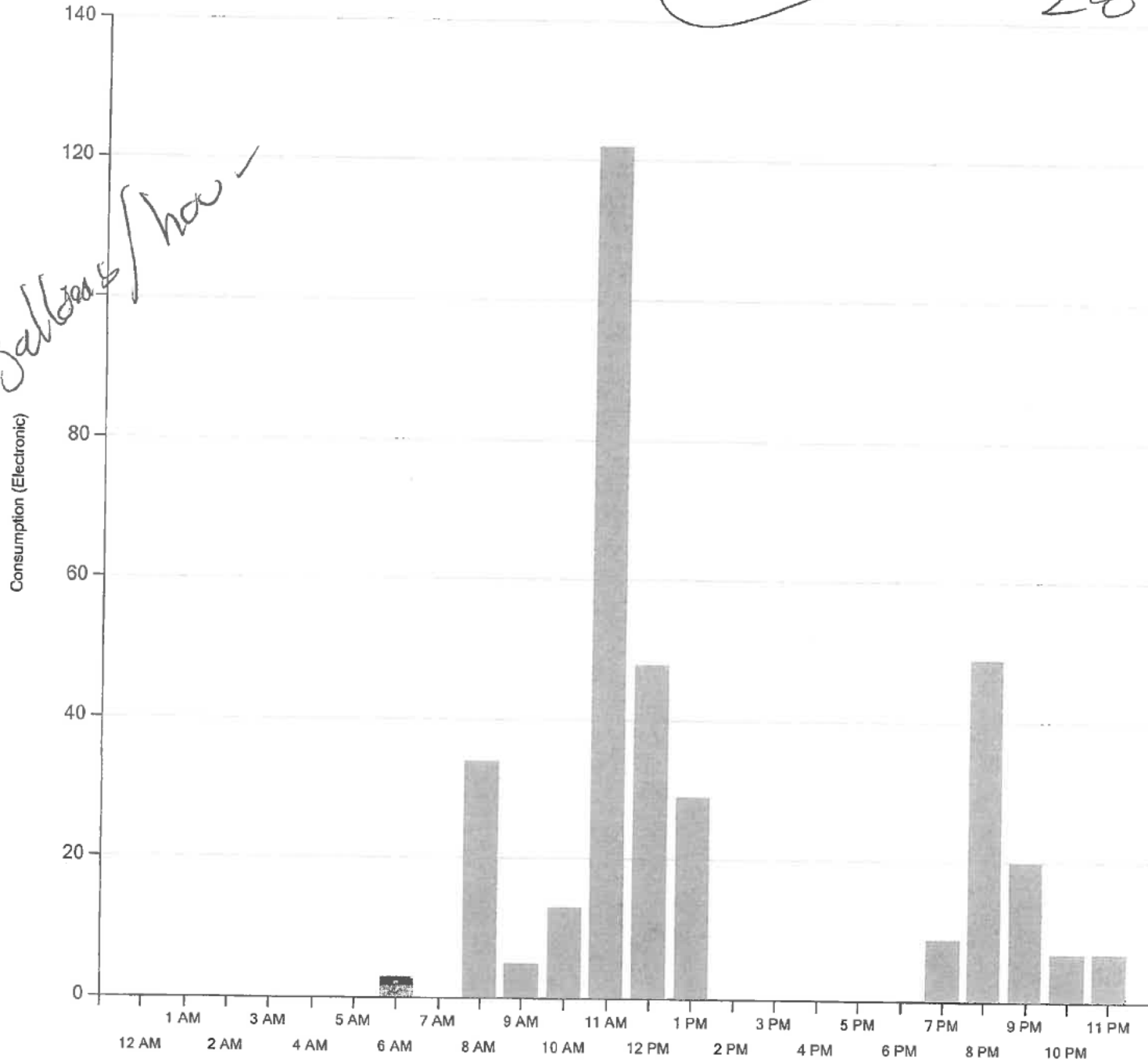
Endpoint 86064804 Hourly usage for Monday, December 26, 2022

CSW 1/17/23

280 The Oaks

Water Reading

Galons/hour



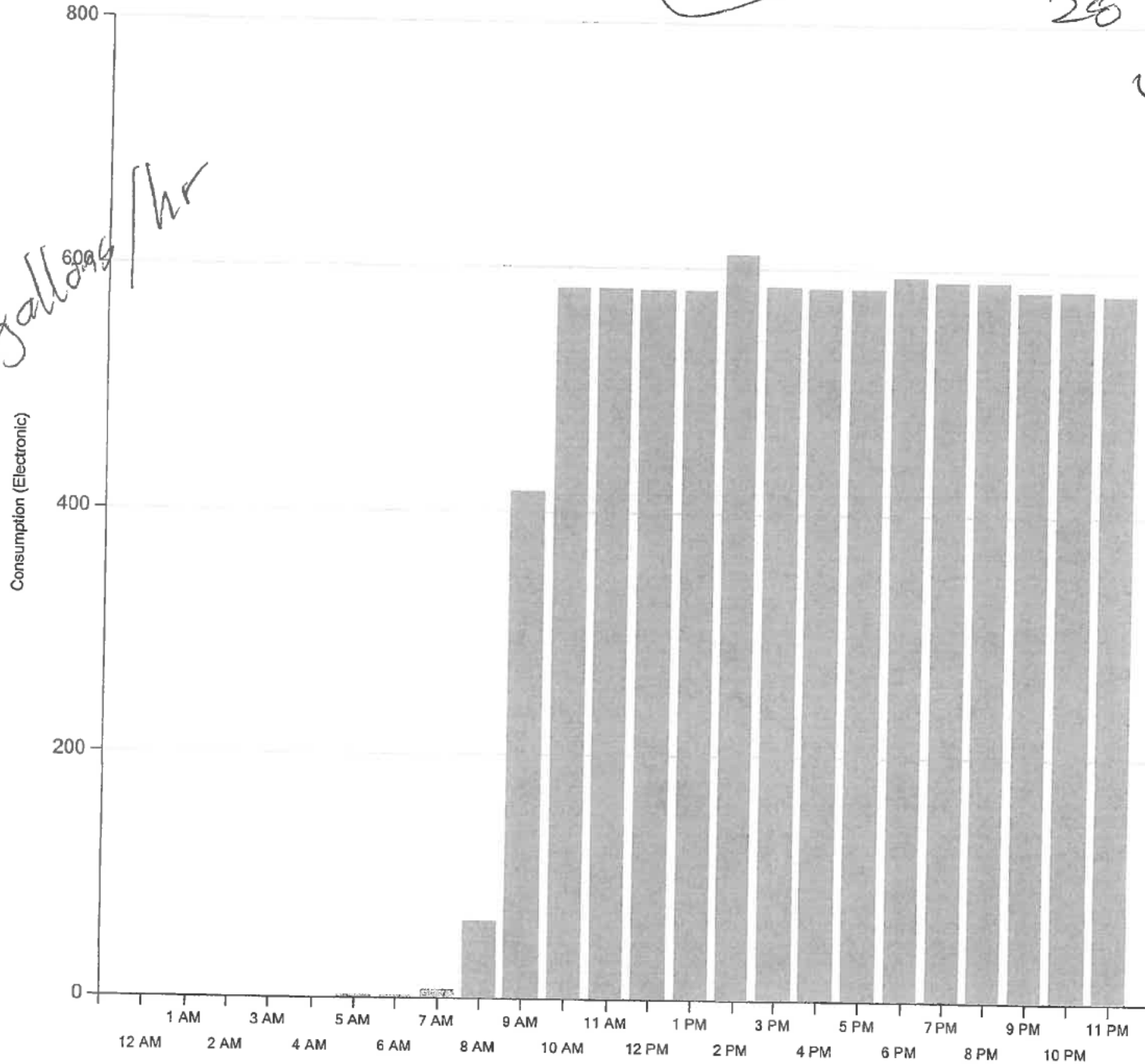
Endpoint 86064804 Hourly usage for Tuesday, December 27, 2022

CSWW 1/27/23

28 The Oaks

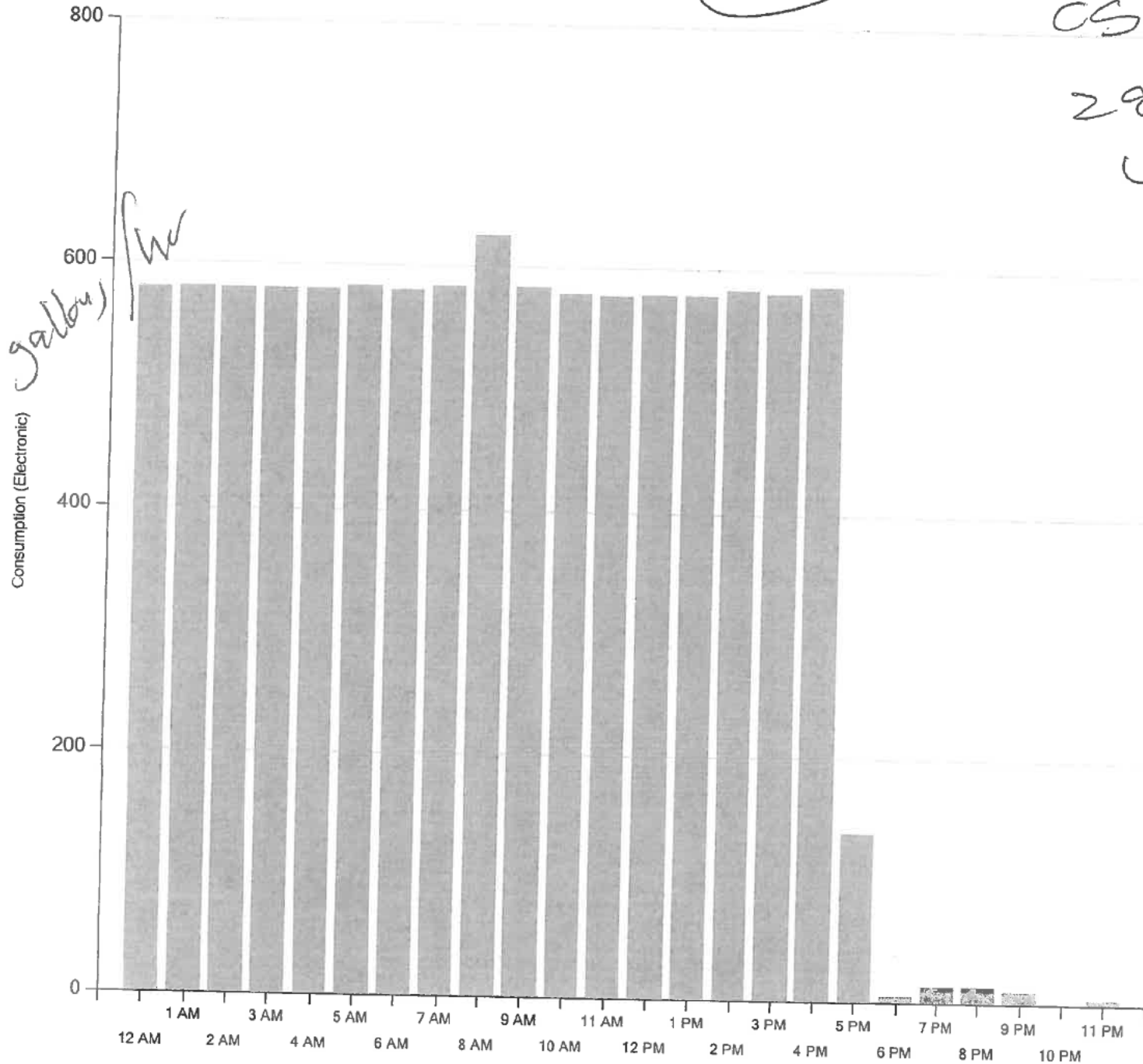
Water  
Reading

gallons/hr



Endpoint 86064804 Hourly usage for Wednesday, December 28, 2022

OSW 1/27/23  
28 The Oaks  
Water  
Reading



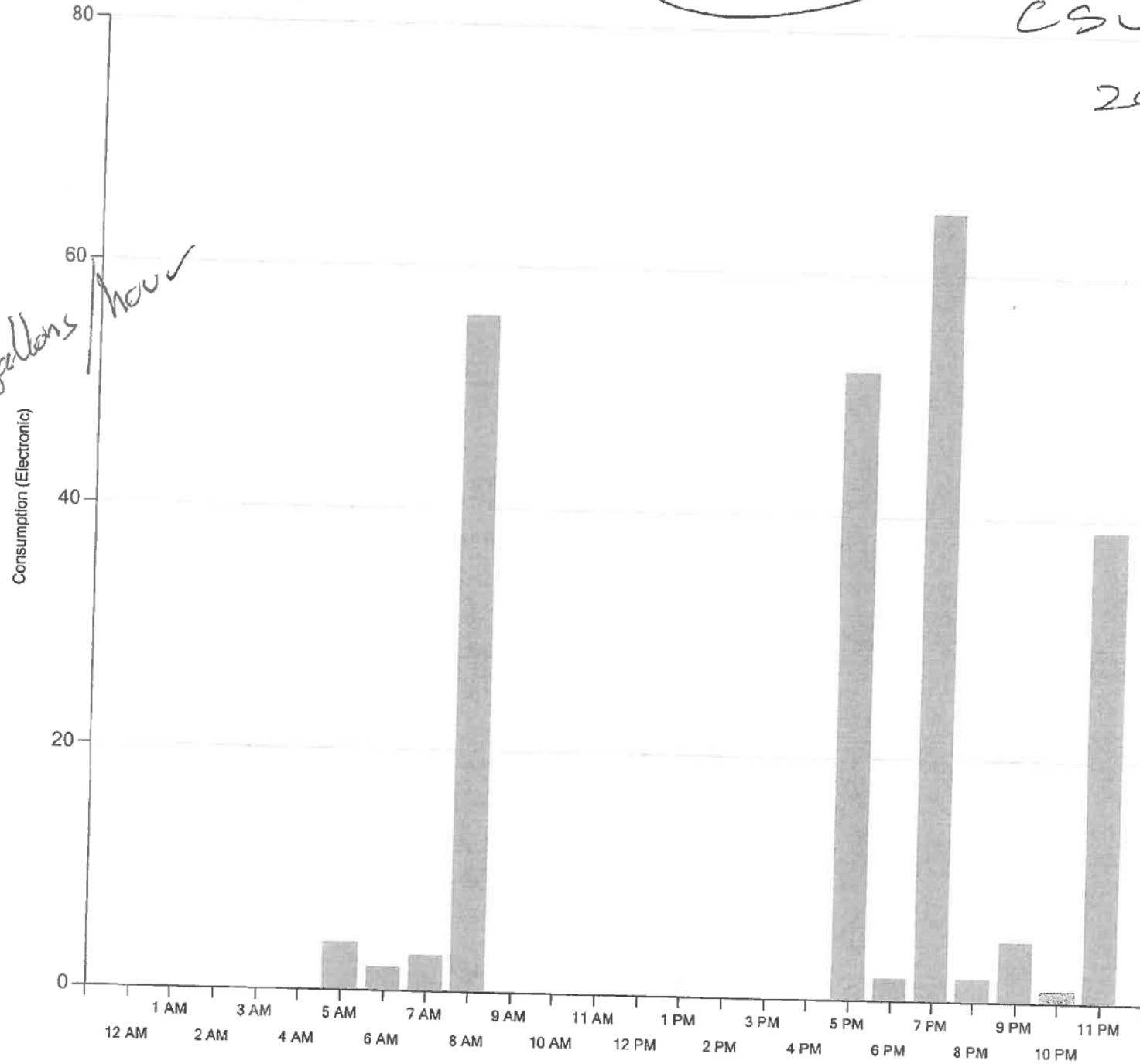
Endpoint 86064804 Hourly usage for Thursday, December 29, 2022

CSWW 1/2/23

200 The Oaks

Water  
Readings

gallons / hour

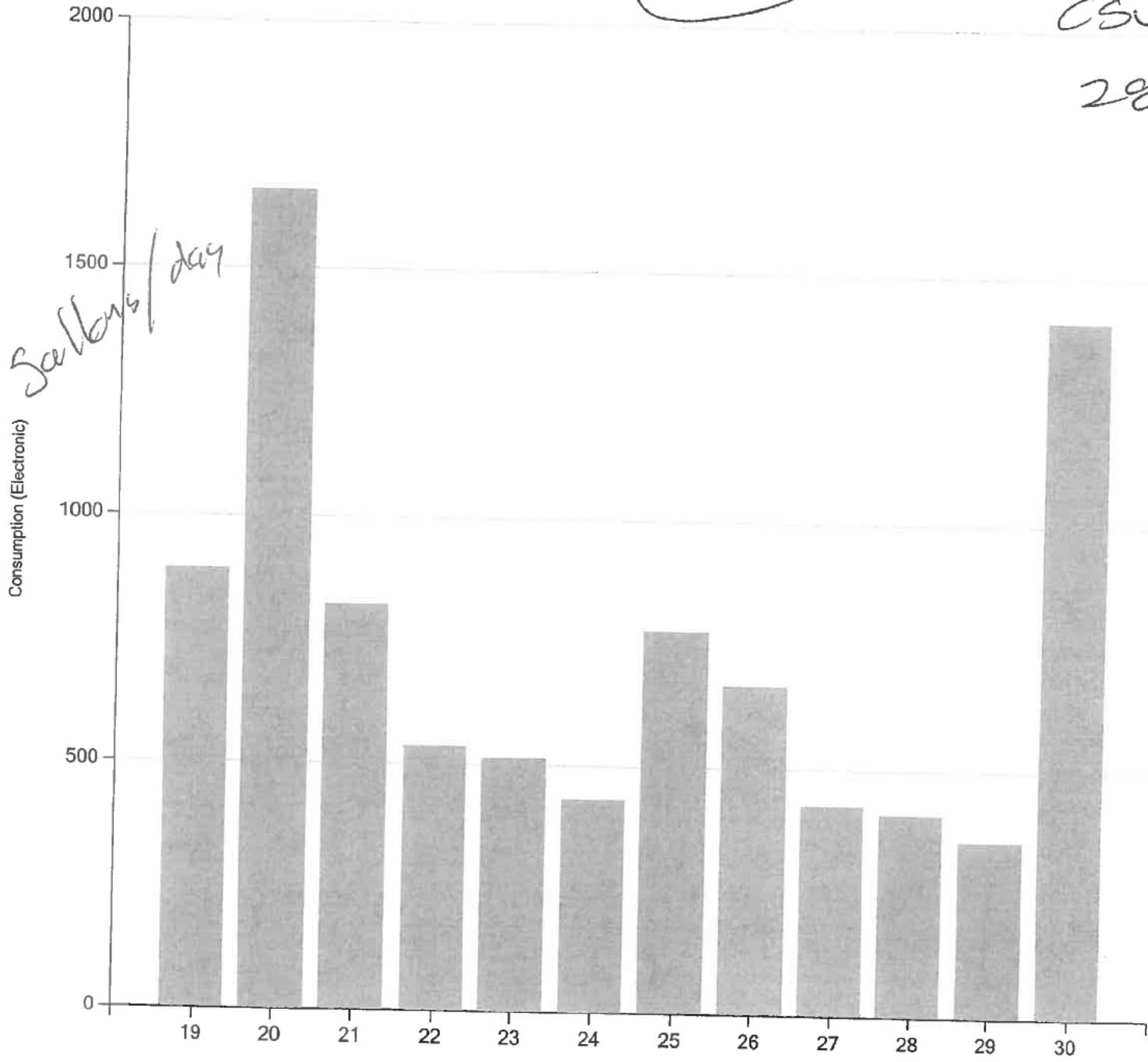




Endpoint 86064804 Daily usage for September 2022



CSW 1/27/23  
2% The Only  
water  
Readings



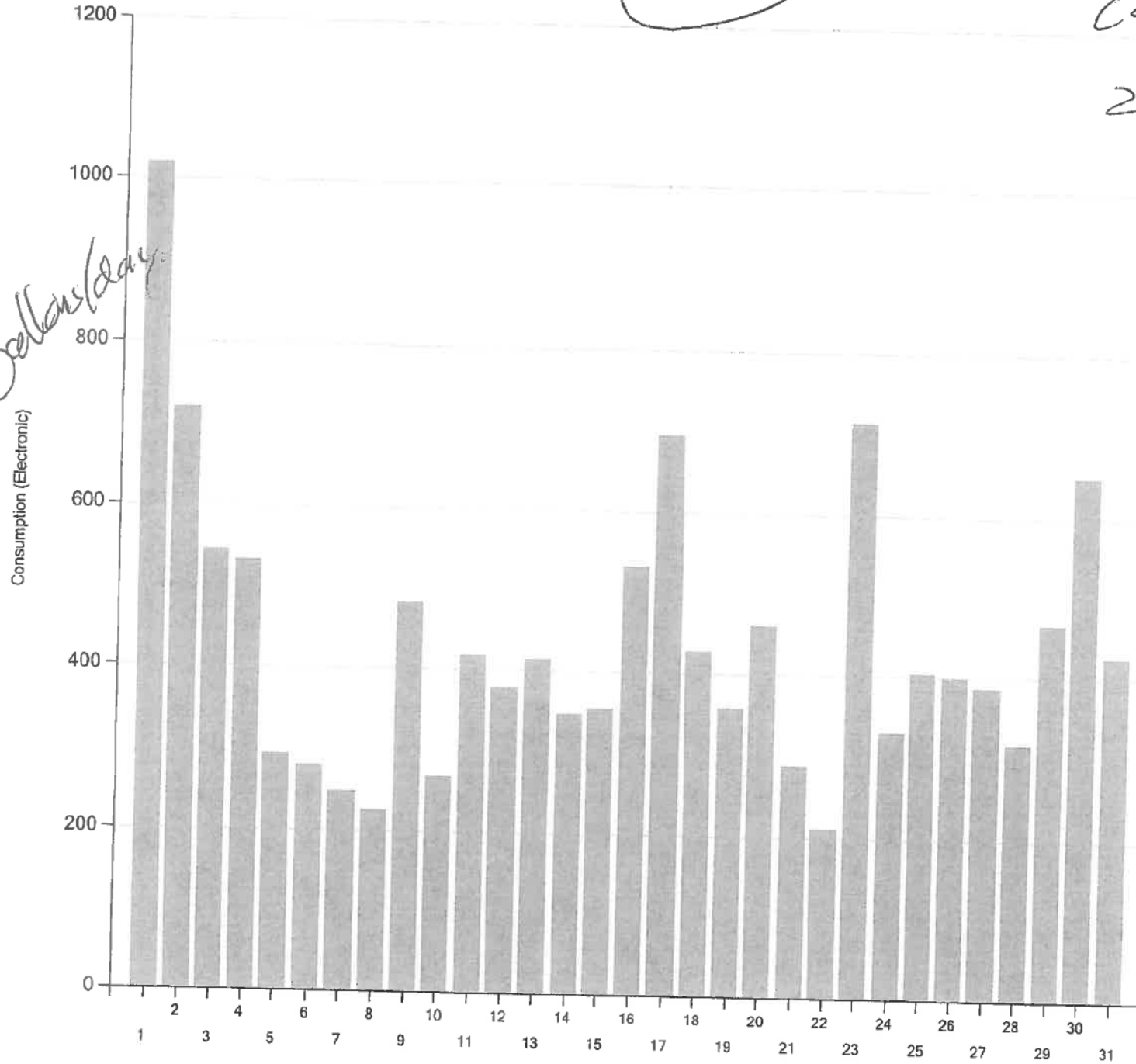
Endpoint 86064804 Daily usage for October 2022

3

CSWU 1/2/22

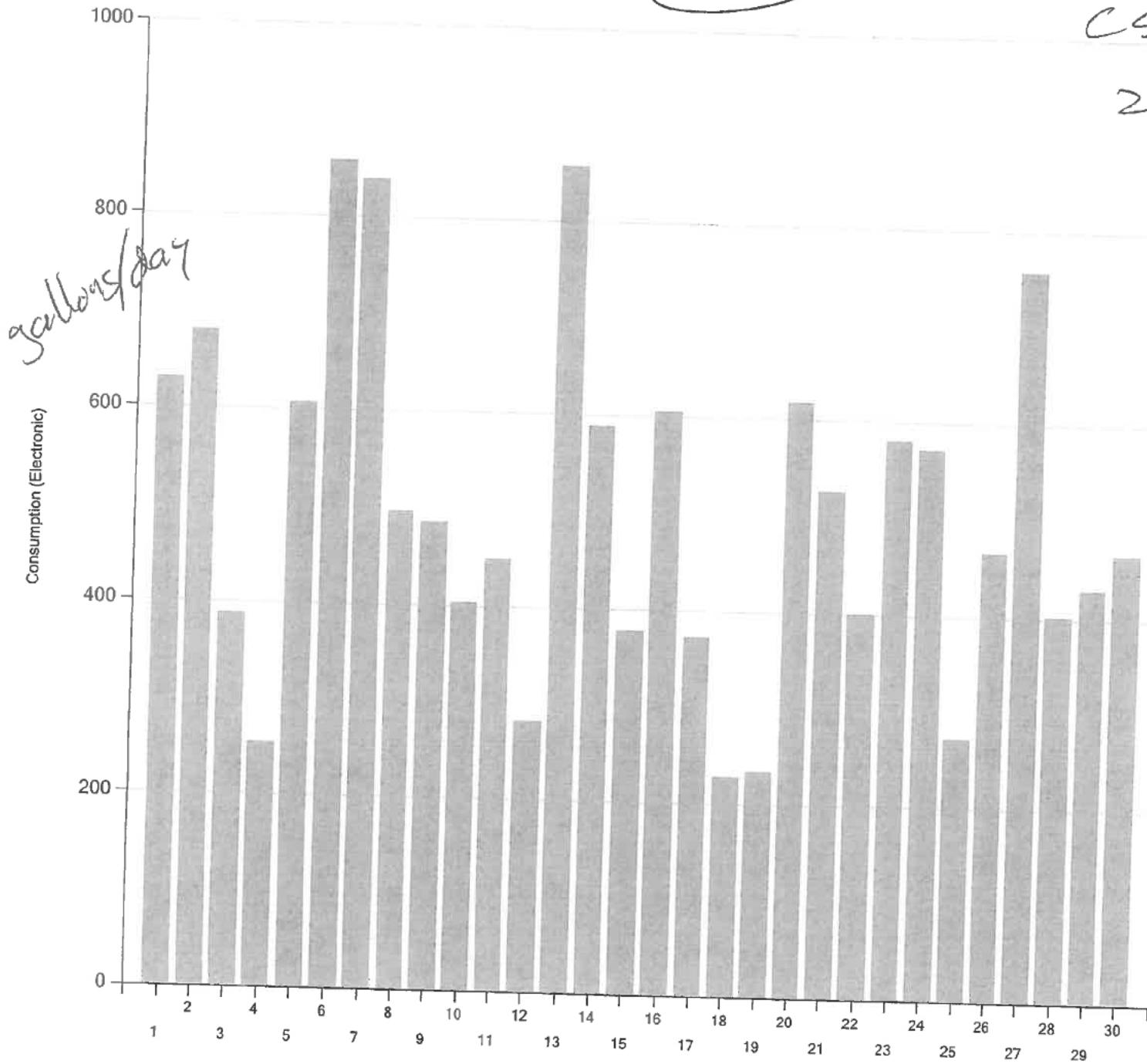
29 The oak  
water  
ready

Saturday



Endpoint 86064804 Daily usage for November 2022

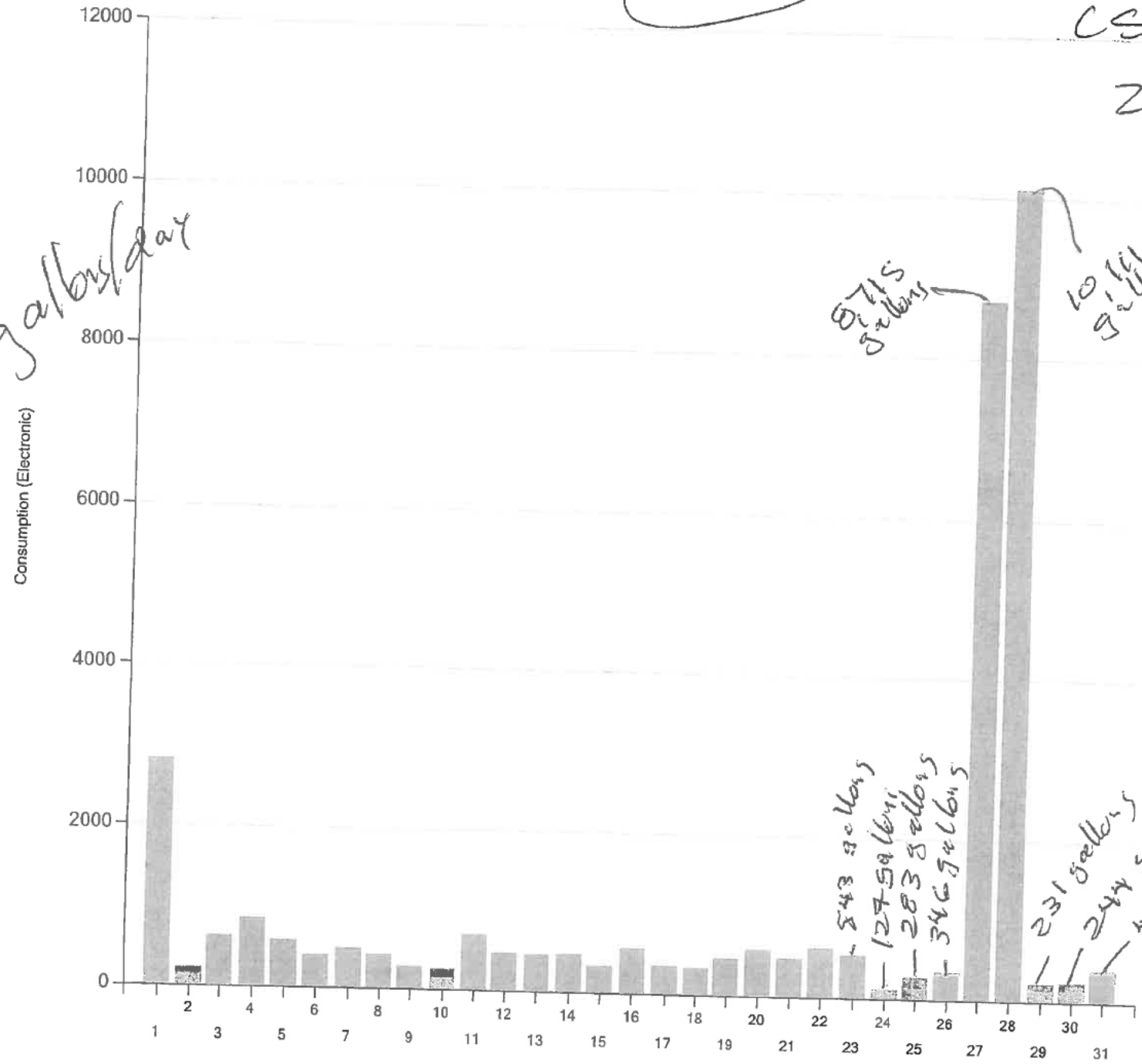
CSWW 1/24/23  
28/the Oaks  
water-reading





CSWW 1/24/23  
20 The Oaks  
Water Ready

gallons/day



8715 gallons

10,111 gallons

543 gallons  
12759 gallons  
283 gallons  
346 gallons

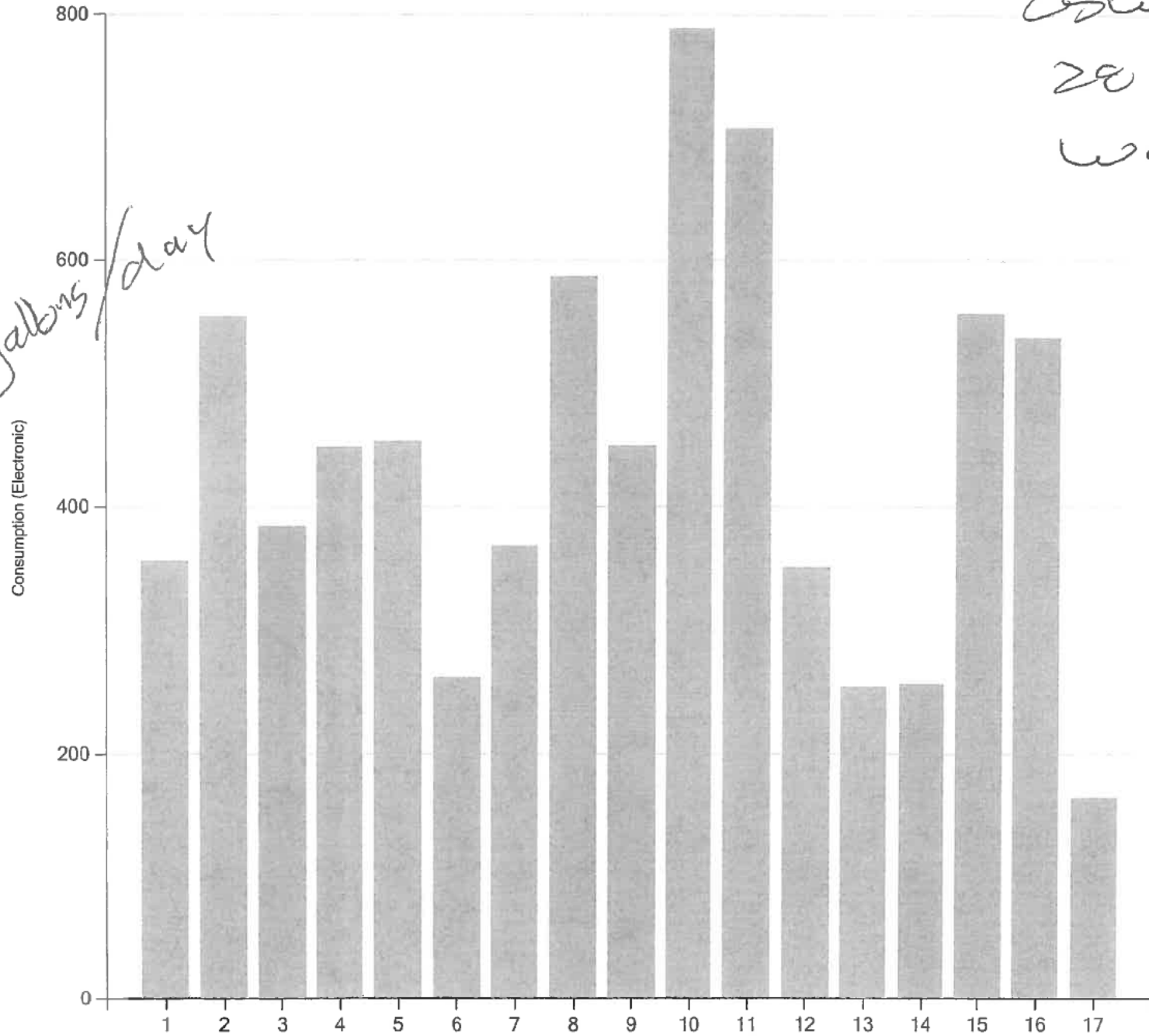
231 gallons  
244 gallons  
107 gallons

Endpoint 86064804 Daily usage for January 2023



CSW 1/24/23  
28 The Oaks  
Water Reading

gallons/day



Town of Henniker  
18 Depot Hill Rd  
Henniker, NH 03242  
Temp - Return Service Requested

DENNIS STEPHEN N  
DENNIS JENNIFER L  
397 BACON ROAD  
HENNIKER, NH 03242

HENNIKER  
2023 SEWER BILL 21 OF 22

Invoice: 2023S21000101  
Account: 06-030002S  
Print Date: Apr 27, 2023  
Billing Period: Oct 01 - Mar 31  
Payment Due Date: May 30, 2023  
Amount Due: \$ 2,158.64

8% APR Charged After 05/30/2023

Please make checks payable to Henniker Waste Water Treatment or HWWT.  
\* Closed Wednesday for lunch 12:30-1:30pm \*

Account Details		Billing Details		
<b>Billed To:</b> DENNIS STEPHEN N		Sewer -- 1 Flat Unit(s) @ \$ 240.00/unit	\$ 240.00	
<b>Location:</b> 28 THE OAKS		Sewer -- 17,000gallon @ \$ 0.0000/1	\$ 0.00	
<b>Map:</b> 00005C	<b>Lot:</b> 000146	<b>Sub:</b> 000000	Sewer -- 95,932gallon @ \$ 0.0200/1	\$ 1,918.64
<b>Account:</b> 06-030002S				

Billing Summary

<b>Billing Period:</b> Oct 01, 2022 to Mar 31, 2023			
<b>Payment Due Date:</b> May 30, 2023			
<b>Meter Readings:</b>	<b>Current Reading:</b> 1,425,499.00	<b>Sewer Bill:</b>	\$ 2,158.64
	<b>Previous Reading:</b> 1,312,567.00		
	<b>Usage:</b> 112,932.00		

Amount Due By 05/30/2023: **\$ 2,158.64**

2023 SEWER BILL 21 OF 22

Town of Henniker  
Monday, Wednesday & Friday 8:00am to 4:00pm  
Tuesday 10:00am to 6:00pm Thursday Closed  
(603) 428-3240  
Tax Collector: Deborah C. Aucoin

**Mailed To:**  
DENNIS STEPHEN N  
DENNIS JENNIFER L  
397 BACON ROAD  
HENNIKER, NH 03242

**Billed To:** DENNIS STEPHEN N  
**Location:** 28 THE OAKS  
**Map:** 00005C **Lot:** 000146 **Sub:** 000000  
**Account:** 06-030002S  
**Invoice:** 2023S21000101

Amount Due By 05/30/2023: **\$ 2,158.64**

8% APR Charged After 05/30/2023

**Remit To:**  
Town of Henniker  
18 Depot Hill Rd  
Henniker, NH 03242  
Temp - Return Service Requested

RETURN THIS PORTION WITH PAYMENT

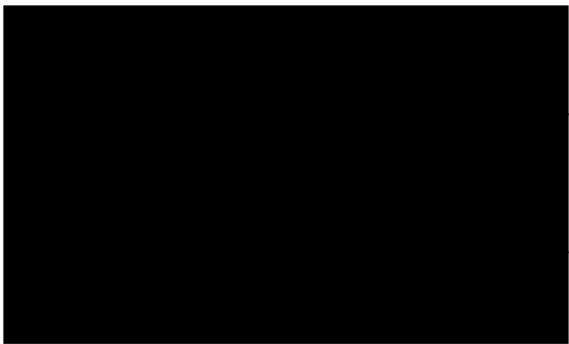
REMITTED AMOUNT: \_\_\_\_\_

**TOWN OF HENNIKER  
ACCOUNTS PAYABLE CHECK REGISTER  
DATE: MAY 10, 2023**

**TOTAL: \$49,815.64**

**BOARD OF SELECTMEN APPROVAL**

<b>Kris Blomback</b>	<b>Date</b>
<b>Scott Osgood</b>	<b>Date</b>
<b>Bill Marko</b>	<b>Date</b>
<b>Neal Martin</b>	<b>Date</b>
<b>Jeff Morse</b>	<b>Date</b>



5/10/23  
**Date**

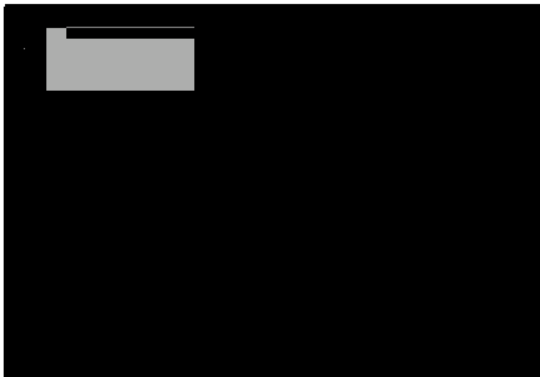
5-10-23  
**Date**

**TOWN OF HENNIKER  
PAYROLL CHECK REGISTER  
DATE: MAY 10, 2023**

**TOTAL: \$54,887.96**

**BOARD OF SELECTMEN APPROVAL**

<b>Kris Blomback</b>	<b>Date</b>
<b>Scott Osgood</b>	<b>Date</b>
<b>Bill Marko</b>	<b>Date</b>
<b>Neal Martin</b>	<b>Date</b>
<b>Jeff Morse</b>	<b>Date</b>



*5/10/23*

**Date**

*5-10-23*

**Date**



DEPARTMENTAL HOURS AND GROSS SUMMARY REPORT FOR TOWN OF HENNIKER  
For 05/10/2023 to 05/10/2023

Pay Code	Regular Hours	Suppl. Hours	Regular Gross	OT Hours	OT Gross
<b>Department: CODE CODE</b>					
<b>Department Totals For: CODE</b>					
SALARY	18.00	0.00	485.57	0.00	0.00
Totals:	18.00	0.00	485.57	0.00	0.00
<b>Department: CROSSING CROSSING GUARD</b>					
<b>Department Totals For: CROSSING</b>					
REGULAR	20.00	0.00	220.00	0.00	0.00
Totals:	20.00	0.00	220.00	0.00	0.00
<b>Department: CSWw CSWw</b>					
<b>Department Totals For: CSWw</b>					
REGULAR	44.00	0.00	2,006.42	0.00	0.00
Totals:	44.00	0.00	2,006.42	0.00	0.00
<b>Department: FIRE/RESCUE FIRE/RESCUE</b>					
<b>Department Totals For: FIRE/RESCUE</b>					
REGULAR	96.00	0.00	2,204.94	0.00	0.00
STIPEND	0.00	0.00	595.23	0.00	0.00
Totals:	96.00	0.00	2,800.17	0.00	0.00
<b>Department: HIGHWAY HIGHWAY</b>					
<b>Department Totals For: HIGHWAY</b>					
FT LONGEVITY	0.00	0.00	250.00	0.00	0.00
REGULAR	140.00	0.00	4,352.40	0.00	0.00
SICK	10.00	0.00	264.00	0.00	0.00
TRANSFER OT	0.00	0.00	0.00	3.00	134.28
VACATION	10.00	0.00	264.00	0.00	0.00
Totals:	160.00	0.00	5,130.40	3.00	134.28
<b>Department: LIBRARY LIBRARY</b>					
<b>Department Totals For: LIBRARY</b>					
FT LONGEVITY	0.00	0.00	1,000.00	0.00	0.00
REGULAR	125.00	0.00	3,447.37	0.00	0.00
VACATION BUYOUT	54.00	0.00	1,430.46	0.00	0.00
Totals:	179.00	0.00	5,877.83	0.00	0.00
<b>Department: POLICE POLICE</b>					
<b>Department Totals For: POLICE</b>					
EVENING	64.00	0.00	48.00	0.00	0.00
FT LONGEVITY	0.00	0.00	500.00	0.00	0.00
FTO	70.00	0.00	70.00	0.00	0.00
MIDNIGHT	152.00	0.00	152.00	0.00	0.00
OUTSIDE DETAIL	10.00	0.00	446.10	0.00	0.00
OVERTIME	0.00	0.00	0.00	8.00	391.54
REGULAR	441.00	0.00	13,394.48	0.00	0.00
SICK	12.00	0.00	287.28	0.00	0.00
VACATION	(6.00)	0.00	(165.66)	0.00	0.00
Totals:	743.00	0.00	14,732.20	8.00	391.54
<b>Department: RESCUE RESCUE</b>					
<b>Department Totals For: RESCUE</b>					
COMP OVER BASE	7.00	0.00	167.40	0.00	0.00
OVERTIME	0.00	0.00	0.00	3.00	101.61
REGULAR	252.00	0.00	6,361.38	0.00	0.00
Totals:	259.00	0.00	6,528.78	3.00	101.61

DEPARTMENTAL HOURS AND GROSS SUMMARY REPORT FOR TOWN OF HENNIKER

For 05/10/2023 to 05/10/2023

Pay Code	Regular Hours	Suppl. Hours	Regular Gross	OT Hours	OT Gross
<b>Department: SELECTMAN SELECTMAN</b>					
<b>Department Totals For: SELECTMAN</b>					
REGULAR	111.50	0.00	3,194.47	0.00	0.00
SALARY	68.50	0.00	3,540.07	0.00	0.00
SICK	11.50	0.00	576.08	0.00	0.00
Totals:	191.50	0.00	7,310.62	0.00	0.00
<b>Department: TC/TX TOWN CLERK / TAX COLLECTOR</b>					
<b>Department Totals For: TC/TX</b>					
REGULAR	25.00	0.00	784.50	0.00	0.00
SALARY	45.00	0.00	1,292.92	0.00	0.00
Totals:	70.00	0.00	2,077.42	0.00	0.00
<b>Department: TRANSFER TRANSFER</b>					
<b>Department Totals For: TRANSFER</b>					
REGULAR	140.50	0.00	3,190.65	0.00	0.00
VACATION	3.50	0.00	117.78	0.00	0.00
Totals:	144.00	0.00	3,308.43	0.00	0.00
<b>Department: WELFARE WELFARE</b>					
<b>Department Totals For: WELFARE</b>					
REGULAR	8.50	0.00	180.54	0.00	0.00
USECOMP	1.50	0.00	31.86	0.00	0.00
Totals:	10.00	0.00	212.40	0.00	0.00
<b>Department: WWTP WASTE WATER TREATMENT PLANT</b>					
<b>Department Totals For: WWTP</b>					
OVERTIME	0.00	0.00	0.00	6.00	249.09
REGULAR	118.50	0.00	3,267.83	0.00	0.00
VACATION	1.50	0.00	53.37	0.00	0.00
Totals:	120.00	0.00	3,321.20	6.00	249.09
<b>Grand Totals:</b>					
COMP OVER BASE	7.00	0.00	167.40	0.00	0.00
EVENING	64.00	0.00	48.00	0.00	0.00
FT LONGEVITY	0.00	0.00	1,750.00	0.00	0.00
FTO	70.00	0.00	70.00	0.00	0.00
MIDNIGHT	152.00	0.00	152.00	0.00	0.00
OUTSIDE DETAIL	10.00	0.00	446.10	0.00	0.00
OVERTIME	0.00	0.00	0.00	17.00	742.24
REGULAR	1,522.00	0.00	42,604.98	0.00	0.00
SALARY	131.50	0.00	5,318.56	0.00	0.00
SICK	33.50	0.00	1,127.36	0.00	0.00
STIPEND	0.00	0.00	595.23	0.00	0.00
TRANSFER OT	0.00	0.00	0.00	3.00	134.28
USECOMP	1.50	0.00	31.86	0.00	0.00
VACATION	9.00	0.00	269.49	0.00	0.00
VACATION BUYOUT	54.00	0.00	1,430.46	0.00	0.00
Totals:	2,054.50	0.00	54,011.44	20.00	876.52

= 54,887.96



# TOWN OF HENNIKER, NEW HAMPSHIRE

May 9, 2023

## REFUND

To the Collector of Taxes.

Sir/Madame:

By vote of the Board of Selectmen

**Lester Durgin Jr/ Patricia Keane**

Residence: **41 Wood Hill Village Ext**

We are refunding the amount of: **\$1.81**

Cause of refund: **Credit of \$1.81 on account from 2019. Receives an Elderly exemption since 2020 resulting in a zero tax bill.**

Per Order:

---

---

---

---

---

---

---

---

**Board of Selectmen**

**Selectmen's Office**  
*Administration, Finance,  
Assessing, Planning,  
Zoning & Building Permits*  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3221  
Fx (603) 428-4366

**Town Clerk / Tax Collector**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-3240  
Fx (603) 428-4366

**Transfer / Recycling Center**  
**Parks and Properties**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 1393 Weare Rd.  
Ph (603) 428-7604

**Cogswell Spring Water Works**  
146 Davison Rd.  
Henniker NH 03242  
Ph (603) 428-3237  
Fx (603) 428-3362

**Wastewater Treatment Plant**  
18 Depot Hill Rd.  
Henniker NH 03242  
Ph (603) 428-7215  
Fx (603) 428-8312  
*Physical:* 199 Ramsdell Rd.

**Highway**  
18 Depot Hill Rd.  
Henniker NH 03242  
*Physical:* 209 Ramsdell Rd.  
Ph (603) 428-7200  
Fx (603) 428-7200

**Police**  
340 Western Ave.  
Henniker NH 03242  
Ph (603) 428-3213  
(Dial 911 for an Emergency)  
Fx (603) 428-7509

**Fire & Rescue**  
216 Maple St.  
Henniker NH 03242  
Ph (603) 428-7552  
(Dial 911 for an Emergency)  
Fx (603) 428-7628

**TOWN OF HENNIKER**  
**Office of the Tax Collector**  
 18 Depot Hill Road  
 Henniker NH 03242

Hours  
 Mon8-4/Tues 10-6,W,F 8-4

ph. (603) 428-3240

TAX YEAR	ACCOUNT	BILLING DATE	INTEREST RATE	DUE DATE
2020	09-04003	11/20/2020	0.08	12/28/2020
MAP / PARCEL	LOCATION OF PROPERTY			AREA
1-305-E31	41 WOOD HILL VILLAGE EXT			0.000
OWNER OF RECORD		TAX CALCULATION		
DURGIN JR LESTER		NET TAXABLE VALUE		\$0.00
KEANE PATRICIA		TAX RATE		\$31.24
41 WOOD HILL VILLAGE EXT		TOTAL TAX		\$0.00
HENNIKER NH 03242		FIRST BILLING		\$0.00
2020 TAX RATE PER \$1000	ASSESSED VALUATION		SECOND BILLING	
Municipal Rate \$9.94	Land \$0	PREPAID		\$1.81
County \$2.56	Building \$29,200			
Local School \$16.75	Exemption (\$29,200)			
State School \$1.99	Taxable Value \$0			
TOTAL: \$31.24				
Interest at 8.00% per annum after Monday, December 28, 2020.				
<b>PAY THIS AMOUNT</b>				<b>\$0.00</b>

**INFORMATION TO TAXPAYERS**

PAYMENT OF THIS BILL DOES NOT PREVENT THE COLLECTION OF PREVIOUS UNPAID TAXES NOR DOES AN ERROR IN THE NAME OF THE PERSON TAXED PREVENT COLLECTION.

IF THIS BILL IS PAID BY CHECK OR MONEY ORDER IT IS NOT CONSIDERED PAID UNTIL CHECK OR MONEY ORDER IS CLEARED.

IF YOU ARE ELDERLY, DISABLED, BLIND, A VETERAN, OR VETERAN'S SPOUSE, OR ARE UNABLE TO PAY TAXES DUE TO POVERTY OR OTHER GOOD CAUSE YOU MAY BE ELIGIBLE FOR A TAX EXEMPTION CREDIT, ABATEMENT OR DEFERRAL. FOR DETAILS AND APPLICATION INFORMATION CONTACT THE SELECTMEN'S OFFICE.

THE TAXPAYER MAY BY MARCH 1 FOLLOWING THE DATE OF NOTICE OF TAX AND NOT AFTERWARDS, APPLY IN WRITING TO THE SELECTMEN OR ASSESSOR(S) FOR AN ABATEMENT AS PROVIDED UNDER RSA 76:16.

---

PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT. RETAIN UPPER PORTION FOR YOUR RECORDS.

**TOWN OF HENNIKER**  
**18 Depot Hill Road, Henniker NH 03242**

MAP / PARCEL	LOCATION OF PROPERTY	TAX YEAR	ACCOUNT	DUE DATE
1-305-E31	41 WOOD HILL VILLAGE EXT	2020	09-04003	12/28/2020

DURGIN JR LESTER  
 KEANE PATRICIA  
 41 WOOD HILL VILLAGE EXT  
 HENNIKER NH 03242

<b>PAY THIS AMOUNT</b>
<b>\$0.00</b>

# History

## Real Estate Billing

09-04003  
 41 WOOD HILL VILLAGE EXT  
 1-305-E31  
 DURGIN JR LESTER  
 5/9/2022

### TOTALS

Desc.	Tax	Interest	Per Diem	Fees
Real Estate	\$0.00	\$0.00	\$0.00	\$0.00

**TOTAL OWED**

**\$0.00**

Date	Type	Batch	Cashier	Total	Receivable	Interest	Fees	Comments
7/22/2019	Payment	07222019dca	debbie	\$418.00	\$418.00	\$0.00	\$0.00	CK DURGIN
5/11/2020	Payment	05/11/2020 KIM	kim	\$494.57	\$459.81	\$15.26	\$19.50	\$1.81 TOWARDS NEXT BILL
6/1/2020	Transfer Out	TO FY 2020	russ	(\$1.81)	(\$1.81)	\$0.00	\$0.00	

<b>FORM</b>
<b>A-5W</b>

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**WARRANT FOR LAND USE CHANGE TAX**

**STEP 1 - TAX COLLECTOR'S WARRANT FOR LAND USE CHANGE TAX IN THE MUNICIPALITY OF:**

NAME OF MUNICIPALITY TOWN OF HENNIKER		
STREET ADDRESS 18 DEPOT HILL ROAD		
MAILING ADDRESS 18 DEPOT HILL ROAD		
MUNICIPALITY HENNIKER	STATE NH	ZIP CODE <b>03242</b>

**STEP 2 - COLLECTION OF LAND USE CHANGE TAX**

(a) State of New Hampshire, County of: MERRIMACK	
(b) To: DEBORAH C. AUCOIN	Municipal Collector of taxes
(c) for the municipality of: TOWN OF HENNIKER	in said County.
(d) In the name of said State you are directed to collect the <b>LAND USE CHANGE TAX</b> in the list herewith committed to you, amounting in all of the sum of:	\$ <span style="border: 1px solid black; padding: 5px;">3,950.00</span>
Interest at 18% will be assessed after 30 days.	
(e) Given under our hands at HENNIKER, NH	
(f) This day of MAY 16, 2023	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY AUCOIN JEAN PAUL & AUCOIN DORIS	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS 45 QUAKER STREET, HENNIKER, NH 03242	
(h) MUNICIPAL TAX MAP 8	LOT NUMBER 574-X

**STEP 3 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS**

TYPE OR PRINT NAME (in black or dark blue ink) KRIS BLOMBACK	SIGNATURE (in black or dark blue ink)	DATE 05/16/2023
TYPE OR PRINT NAME (in black or dark blue ink) WILLIAM MARKO	SIGNATURE (in black or dark blue ink)	DATE 05/16/2023
TYPE OR PRINT NAME (in black or dark blue ink) D. SCOTT OSGOOD	SIGNATURE (in black or dark blue ink)	DATE 05/16/2023
TYPE OR PRINT NAME (in black or dark blue ink) JEFF MORSE	SIGNATURE (in black or dark blue ink)	DATE 05/16/2023
TYPE OR PRINT NAME (in black or dark blue ink) NEAL MARTIN	SIGNATURE (in black or dark blue ink)	DATE 05/16/2023

FORM
A-5W

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
WARRANT FOR LAND USE CHANGE TAX

INSTRUCTIONS

**WHEN TO FILE**

The Municipal Assessing Officials, upon their approval of a Form A-5, Municipality Land Use Change Tax Bill, shall concurrently approve and sign the Form A-5W, Warrant For Land Use Change Tax.

**WHO MUST FILE**

The Municipal Assessing Officials shall complete Form A-5W, Warrant For Land Use Change Tax, as approved by the board, to serve as the warrant with which the Municipal Tax Collector shall collect the Land Use Change Tax from the landowner or the right-of-way responsible party.

**WHERE TO FILE**

The completed and signed original Form A-5W shall accompany the original Form A-5 and two copies to be delivered to the Municipal Tax Collector. The Municipal Assessing Officials shall retain a copy of both the Form A-5 and the Form A-5W for their records.

**TAX COLLECTOR PROCEDURES**

Upon receipt of the Form A-5W, Warrant For Land Use Change Tax, and Form A-5, Municipality Land Use Change Tax Bill, the Municipal Tax Collector shall mail a duplicate copy of the Form A-5 to the owner responsible for the tax as the notice thereof. Such bill shall be mailed, at the latest, within 18 months of the date upon which the Municipal Assessing Officials receive written notice of the change of use from the landowner or his agent, or within 18 months of the date the Municipal Assessing Officials actually discover that the Land Use Change Tax is due and payable. Upon receipt of payment from the property owner, the Municipal Tax Collector shall forward the original Form A-5 to the county registry of deeds for the purpose of releasing the recorded contingent lien as indicated by the A-5 on all, or only a portion of the property. The recording fee shall be payable by the property owner. Upon receipt of payment from the right-of-way responsible party, the Form A-5 does not get recorded at the registry of deeds. In either case, a copy of the paid Form A-5 bill shall be given to the Municipal Assessing Officials for their records.

**WHEN TAX IS DUE**

Payment of Land Use Change Tax and the recording fee shall be due not later than 30 days after mailing of the tax bill. Interest at the rate of 18 percent per annum shall be due on any taxes not paid within the 30-day period.

**COLLECTION OF UNPAID TAX**

Land Use Change Tax assessments create a lien against the property owner or the right-of-way responsible party. The tax lien shall continue for a period of 24 months. Unpaid tax is subject to collection proceedings pursuant to RSA 80.

**ADA**

Individuals who need auxiliary aids for effective communication in programs and services of the department are invited to make their needs and preferences known to the New Hampshire Department of Revenue Administration.

**NEED HELP?**

Contact the Municipal and Property Division at (603) 230-5950.

**LINE-BY-LINE FORM INSTRUCTIONS**

**STEP 1**

The Municipal Assessing Officials shall provide the name of the municipality and mailing address in which the taxable property is located.

**STEP 2**

- (a) Name of the county in which the property is located.
- (b) Name of the Municipal Tax Collector.
- (c) Name of the municipality in which the property is located.
- (d) The amount of Land Use Change Tax due and payable.
- (e) The name of the municipality.
- (f) The month, day, and year of the warrant.
- (g) The property owner or right-of-way responsible party and address to whom the tax is being assessed.
- (h) The tax map and lot number of the property on which the Land Use Change Tax is being assessed.

**STEP 3**

Signature of a majority of the Municipal Assessing Officials and date of signature indicates approval.

<b>FORM</b>
<b>A-5</b>

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPALITY LAND USE CHANGE TAX BILL**

**STEP 1- LAND USE CHANGE TAX TO BE BILLED TO:**

**PROPERTY OWNER(S) OR**     **RIGHT OF WAY RESPONSIBLE PARTY LISTED BELOW:**

<b>PLEASE TYPE OR PRINT</b>	LAST NAME/CORPORATION/TRUST NAME <b>AUCOIN</b>	FIRST NAME/CORPORATION/TRUST NAME <b>JEAN</b>	INITIAL <b>P</b>
	LAST NAME/CORPORATION/TRUST NAME <b>AUCOIN</b>	FIRST NAME/CORPORATION/TRUST NAME <b>DORIS</b>	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS <b>45 QUAKER STREET</b>		
MUNICIPALITY <b>HENNIKER</b>		STATE <b>NH</b>	ZIP CODE <b>03242</b>

**STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND**

<b>PLEASE TYPE OR PRINT</b>	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED		
	(b) ACCESSIBLE STREET LOCATION <b>45 QUAKER STREET</b>	MUNICIPALITY <b>HENNIKER</b>	COUNTY <b>MERRIMACK</b>
	(c) TOTAL ACRES OF PARCEL <b>11.33</b>	PARCEL TAX MAP AND LOT # <b>8/574-X</b>	DEED BOOK AND PAGE # <b>3821 1507</b>
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX		

NOTE: A separate land use change tax (LUCT) must be submitted for each separate parcel of land.

**STEP 3 - DOCUMENTATION AND FEE FOR PROPERTY TO BE ENROLLED IN CURRENT USE (CU)**

(a) Owners Name When Land Was First Recorded in Current Use: <b>AUCOIN JEAN PAUL 1983</b>	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	<b>36.5</b>
(c) Total Number of Acres Previously Released Since The Original Recording	<b>28.77</b>
(d) Number of Acres Subject to the LUCT Per This Assessment	<b>7.73</b>
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	<b>0</b>



<b>FORM</b>
<b>A-5</b>

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**MUNICIPALITY LAND USE CHANGE TAX BILL**  
 (continued)

**STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX**

(a) Narrative Description of the Disqualification: <b>26.77AC ANNEXED TO 8/574-X1 LEAVING LESS THAN 10 AC IN CU. NO LONGER QUALIFIES FOR CU</b>	
(b) Actual Date of Change in Use (MM/DD/YYYY)	<b>03/27/2023</b>
(c) Full and True Market Value at Time of Change in Use	\$ <b>39,300</b>
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ <b>3,930</b>

+ \$20.00 Fee

**STEP 5 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS**

= \$3,950.00

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
<b>KRIS BLOMBACK</b>		<b>5/16/2023</b>
<b>WILLIAM MARKO</b>		<b>05/16/2023</b>
<b>D. SCOTT OSGOOD</b>		<b>05/16/2023</b>
<b>JEFF MORSE</b>		<b>05/16/2023</b>
<b>NEAL MARTIN</b>		<b>05/16/2023</b>

**STEP 6 - BILL LAND USE CHANGE TAX TO:**

(COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME <b>AUCOIN</b>		FIRST NAME/CORPORATION/TRUST NAME <b>PAUL &amp; DORIS</b>	INITIAL
MAILING ADDRESS <b>45 QUAKER STREET</b>			
MUNICIPALITY <b>HENNIKER</b>	STATE <b>NH</b>	ZIP CODE <b>03242</b>	
(b) Actual Date of Change in Use (MM/DD/YYYY)		<b>03/27/2023</b>	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)		<b>05/16/2023</b>	
(d) Full and True Market Value at Time of Change in Use		\$	<b>39,300</b>
(e) Land Use Change Tax Due		\$	<b>3,930</b>

+ \$20.00

<b>FORM</b>
<b>A-5</b>

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPALITY LAND USE CHANGE TAX BILL**

(continued)

**STEP 7 - CHECKS PAYABLE AND MAILED TO: (COMPLETED BY MUNICIPAL TAX COLLECTOR)**

(a) MAKE CHECKS PAYABLE TO: <b>TOWN OF HENNIKER</b>		
(b) MAIL TO: <b>DEBORAH C. AUCOIN - TAX COLLECTOR</b>		
MAILING ADDRESS: <b>18 DEPOT HILL ROAD</b>		
MUNICIPALITY <b>HENNIKER</b>	STATE <b>NH</b>	ZIP CODE <b>03242</b>
(c) MUNICIPAL TAX COLLECTOR PHYSICAL OFFICE LOCATION: <b>18 DEPOT HILL ROAD</b>		
(d) MUNICIPAL TAX COLLECTOR OFFICE HOURS: <b>M, W, F 8-4, TUE 10-6, THUR CLOSED</b>		
(e) LAND USE CHANGE EXEMPT FROM RECORDING RSA 79-A:7, I (c): <input type="checkbox"/> Yes <input type="checkbox"/> No		
(f) RECORDING FEE: INCLUDE A SEPARATE CHECK IN THE AMOUNT OF \$ _____		
PAYABLE TO:		
(g) PAYMENT OF THE LAND USE CHANGE TAX IS DUE NO LATER THAN 30 DAYS AFTER MAILING OF THIS BILL. INTEREST, AT THE RATE OF 18% PER ANNUM, SHALL BE DUE IF THE TAX IS NOT PAID ON OR BEFORE: <b>JUNE 20, 2023</b>		

**STEP 8 - ACKNOWLEDGEMENT OF PAYMENT (COMPLETED BY MUNICIPAL TAX COLLECTOR)**

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE OF MUNICIPAL TAX COLLECTOR (in black or dark blue ink)	DATE OF PAYMENT

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**MUNICIPALITY LAND USE CHANGE TAX BILL**  
INSTRUCTIONS  
**GENERAL INSTRUCTIONS**

**WHO MUST FILE**

The Municipal Assessing Officials shall complete the Form A-5, Municipality Land Use Change Tax Bill, to assess the Land Use Change Tax on land that has been classified as open space land and assessed at current use values on or after April 1, 1974 that has undergone a change and as such, no longer qualifies for current use assessment.

**WHEN TO FILE**

Municipal Assessing Officials shall assess the Land Use Change Tax within 18 months of the date upon which they receive written notice of the change of use from the landowner or his or her agent, or within 18 months of the date the Municipal Assessing Officials actually discover the Land Use Change Tax is due and payable.

**WHERE TO FILE**

Upon approval and signature of the Form A-5 by the majority of the Municipal Assessing Officials, the original and two copies of the Form A-5 along with the Form A-5W, Land Use Change Tax Warrant, shall be submitted to the Municipal Tax Collector for collection of the Land Use Change Tax. A copy of the Form A-5 and Form A-5W shall be retained by the Municipal Assessing Officials.

**BILLING AND COLLECTION OF THE TAX**

Upon receipt of the Land Use Change Tax Warrant, the Municipal Tax Collector shall mail one copy of the Form A-5 and this instruction page to the property owner of right-of-way responsible party. Payment of the Land Use Change Tax shall be due no later than 30 days after the mailing of the Form A-5 bill. If billed to the property owner, they must pay a recording fee. Interest of 18% will accrue on any unpaid tax after 30 days. Upon receipt of payment by the property owner, the Form A-5 is recorded at the country registry of deeds. Upon receipt of payment by the right-of-way responsible party, the Form A-5 is not recorded at the registry of deeds. Copies of the paid Form A-5 bills shall be given to the Municipal Assessing Officials for their records.

**APPEAL OF LAND USE CHANGE TAX**

Any person aggrieved by the assessment of a Land Use Change Tax may, within 2 months of the notice of tax date and not afterwards, apply in writing to the Municipal Assessing Officials for an abatement of the Land Use Change Tax pursuant to RSA 79-A:10. If the Municipal Assessing Officials neglect or refuse to abate the Land Use Change Tax, any person aggrieved may appeal within 8 months of the notice of tax date and not afterwards, to either the Board of Tax and Land Appeals or Superior Court in accordance with RSA 79-A:10 or RSA 79-A:11.

**ADA**

Individuals who need auxiliary aids for effective communication in programs and services of the department are invited to make their needs and preferences known to the NH Department of Revenue Administration.

**NEED HELP?**

Contact your Municipality or Municipal and Property Division at (603) 230-5950.

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**MUNICIPALITY LAND USE CHANGE TAX BILL**  
INSTRUCTIONS

**LINE-BY-LINE INSTRUCTIONS**

**The Municipal Assessing Officials shall complete Steps 1 through 6. Steps 7 and 8 shall be completed by the Municipal Tax Collector.**

**STEP 1**

Indicate whether the property owner or the right-of-way responsible party will be assessed the tax. Provide the names and address of the party to whom the tax is being assessed.

**STEP 2**

- (a) If assessed to the right-of-way responsible party, list the name of the parcel landowner on which the change occurred.
- (b) Provide the parcel street location, municipality, and country on which the change in use occurred.
- (c) Provide the total acres of the parcel, tax map and lot number, and most recent deed reference for the parcel.
- (d) Indicate whether a portion of the parcel or the entire parcel is being released, or that it is a right-of-way change.

**STEP 3**

- (a) Provide the name of the property owner(s) that originally enrolled the land into current use including the registry of deeds book and page recording the reference.
- (b) Enter the total acres originally enrolled in current use.
- (c) Enter the total acres previously released since the original enrollment into current use.
- (d) Enter the number of acres subject to the Land Use Change Tax for this assessment.
- (e) Enter the number of acres remaining in current use, Step 3(b) minus Step 3(c) minus Step 3 (d).

**STEP 4**

- (a) Provide the description of the land disqualification.
- (b) Provide the actual date of the event that disqualified the land in the following format: MM/DD/YYYY.
- (c) Provide the full and true market value of the land at the time of change in use.
- (d) Calculate the Land Use Change Tax by multiplying the full and true market value of the land by 10% (.10).

**STEP 5**

Signature of a majority of the Municipal Assessing Officials and date of signature indicates approval.

**STEP 6**

- (a) Provide the name and address of the party to whom the tax is to be billed.
- (b) Provide the actual date of the event that disqualified the land in Step 4(b) in the following format: MM/DD/YYYY.
- (c) Enter the date of the Land Use Change Tax Notice.
- (d) Enter the full and true market value at the time of change in use as indicated in Step 4(c).
- (e) Enter the Land Use Change Tax owed as calculated on page 2, Step 4(d).

**STEP 7**

- (a) Enter the name of the municipality to which the checks are to be made payable. This should be the municipality in which the parcel of land is located.
- (b) Enter the name of the Municipal Tax Collector and the applicable mailing address to which payments should be remitted.
- (c) Enter the Municipal Tax Collector's physical office location.
- (d) Enter the Municipal Tax Collector's hours of operation.
- (e) If the Land Use Change Tax is being billed to the right-of-way responsible party, it is exempt from recording and the box should be checked "Yes". If the Land Use Change Tax is being billed to the property owner, it is not exempt and the box should be checked "No".
- (f) Enter the applicable county registry of deeds recording and filing fee for the recording of the lien release. Indicate to whom the recording fee check should be made payable.
- (g) Enter the final date that the taxpayer has to pay the bill to avoid late payment penalties.

**STEP 8**

The Municipal Tax Collector shall sign and date the form when the tax is paid, and if applicable, the Municipal Tax Collector shall remit the original signed Form A-5 with the recording fee to the appropriate County Registry of Deeds. Copies of the paid, and if applicable the recorded, Form A-5 shall be provided to the Municipal Assessing Officials for their record.

May 2, 2023

**Town of Henniker  
Helga Winn  
Board of Selectmen  
18 Depot Hill Road  
Henniker, NH 03242**

**Re: LUCT Recommendations:**

**Map 8 Lot 574 Sub X (45 Quaker St, Aucoin, Jean Paul & Doris)**

Dear Helga & Board Members:

The following sales were reviewed and relied upon in my determination of fair market value for the parcel noted below:

<b>Map &amp; Lot</b>	<b>Sale Date</b>	<b>Sale Price</b>	<b>Acreage</b>
5B-102-X2	12/20/21	\$93,000	2.090 (Diamond Drive, Wooded)
5C-359-J	06/03/22	\$79,000	4.690 (Deer Run Rd, Wet/CTD)
8-581-X2	06/13/22	\$130,000	2.690 (Depot Hill Rd, Cleared)
8-583-B	12/22/22	\$90,000	1.080 (Flanders Road)

**Map 8 Lot 574 Sub X**

The above-referenced parcel now consists of 11.33 acres, of which 7.73 acres are in current use. Pursuant to lot line adjustment Plan #202200023599 and the subsequent deed with book 3821, page 1507 recorded March 27, 2023, 26.77 acres were annexed to an abutting parcel Map 8, Lot 574 Sub X1 with different ownership, leaving the above-mentioned parcel with only 11.33 acres (7.73 in current use). As such, they no longer meet the 10 acres (or more) of contiguous identical ownership in current use to qualify and are now subject to the Land Use Change Tax (LUCT). As 3.6 acres were already out of current use for the home site, driveway, etc., which carries most of the weight/value, this 7.73 acres is merely excess acreage with the potential to subdivide due to its acreage and frontage. As such, our excess acreage rate of \$2,500 per acre, plus the adjustment to account for the subdivision potential was used. Therefore, it is my opinion this 7.73 of excess acres has a market value of \$39,300, revealing a \$3,930 LUCT (\$39,300 x 10%). The date of change should be noted as March 27, 2023, the date the deed for the lot line adjustment was recorded at the registry.

Once this recommendation is received, a land use change tax form (A-5) and the tax warrant need to be completed, signed by the Board, and provided to the Tax Collector for processing.

Sincerely,

Signed & Mailed 5/5/2023

---

**Evan Roberge  
Assessor Supervisor**

ER/sjc

## APPOINTMENTS WITH BOARD



TOWN OF HENNIKER, NEW HAMPSHIRE

Town Hall
18 Depot Hill Road
Henniker, NH 03242
Tel: (603) 428-3221

Received by
TOWN OF HENNIKER
MAY 10 2023

SELECTMEN'S OFFICE

Request for Board of Selectman Agenda Item Consideration

Per Town of Henniker Selectmen's Polices Section II.1 Meeting, Board & Committee Policies, Board of Selectmen Meeting Procedures and Section II.3 Citizen Participation at Meetings.

- Persons may request an addition to the Board of Selectman Agenda until noon on the Thursday preceding the scheduled Selectman meeting.
Purpose of this policy is for the notification in advance of the Board of Selectmen and the public to review supporting materials prior to the meeting.
This form will provide the board with basic information of the topic or request.
Persons who have been pre-scheduled to appear before the Board will normally speak during the New Business section of the agenda.

SUBMIT FORM TO THE TOWN ADMINISTRATOR diane.kendall@henniker.org or mail to address at top of form.

Form with fields: Requested Meeting Date (MAY 16th, 2023), REQUESTOR CONTACT INFORMATION (Name: LINDA CLARK, Address: 15 Depot Hill, Email: [redacted], Phone: [redacted]), DESCRIPTION OF TOPIC OR REQUEST (TITLE: Posted signs for Littering, NO OVERNIGHT PARKING; PERSON PRESENTING...: Linda Clark; DESCRIPTION OF QUESTION OR PROBLEM: CONCERNED OF HEAVY TRAVELLED AREAS THROWING TRASH OUT DAILEY), PREVIOUS ACTIONS TAKEN BY REQUESTER OR OTHERS, EXPECTED OUTCOME, ACTION OR DECISION.

KNOWN FINANCIAL IMPACT:

OTHER SUPPORTING INFORMATION: (attach supporting documentation or add additional comments here)

FOR OFFICE USE ONLY

DATE RECEIVED: 5/10/23

DATE SCHEDULED: 5/16/23

TOWN ADMINISTRATOR COMMENT:

NONE

DEPARTMENT HEAD AND COMMITTEE COMMENTS: PD

LEGAL AUTHORITY:

FINANCIAL DETAILS:

SUGGESTED ACTION/MOTIONS/RECOMMENDATIONS:

NONE - LISTED TO CONCERN

POST MEETING NEXT STEPS AND FOLLOW-UP

RESOLUTION:



# CONTINUED BUSINESS



**TOWN OF HENNIKER  
ORDINANCE CHAPTER 16**

**Permit and Notification  
Requirements for  
SPECIAL EVENTS**

**Adopted by the Town of Henniker  
DATE, 2023**

## Table of Contents

Findings and Declarations: .....	2
Principles: .....	2
Definitions: .....	2
Exemptions and Applicability: .....	4
Special Event Standard Conditions:.....	5
Violations and Penalties: .....	7
Inspections Required.....	7
Police Requirements – NH RSA, Chapter 105, Police Officers and Watchmen: Section 105:9 .....	8
Fire and Safety Protection.....	9
Electrical Requirements:.....	10
Application Procedures:.....	10
Fees and Deposits: .....	12
Frequently Asked Questions:.....	13
Other Applicable Henniker Ordinances and Polices:.....	13
Applications and Forms:.....	14
Assembly Occupancy Self-Inspection Checklist.....	4
Portable Sanitation Association International.....	6
EXTENDED BREAKDOWN.....	6

This package is intended to serve as a general reference document; to provide guidelines and identify code requirements concerning various events and occasions. It is designed to address the most frequently occurring and applicable codes and standards and is not all inclusive of every possible requirement. For additional information please contact the Henniker Town Hall.

## Findings and Declarations:

The Town of Henniker finds and declares that it is necessary for the protection of public health, safety and welfare of the general public and the inhabitants of the town that rules and regulation be established for the purpose of regulating indoor and outdoor special events that include tents and large assemblies of the public to ensure the public health and safety, proper sanitary, fire, police, health and safety measures be provided to regulate such gatherings in accordance with the State of NH Fire Code, Building Code and National Electrical Code and Health Codes.

The Special Event **Permitting and Notification** process will enable local officials to anticipate and plan for municipal services that may be impacted when special events are held on Town Property or Non-Residential property.

- Public safety officials like police, fire and EMS chiefs can plan for adequate coverage when they know that an influx of people to the town can be expected.
- Plans for parking, traffic control, crowd control and emergency medical services can be addressed.
- Local businesses can better plan staffing and ordering of food and inventory when they are aware that a special event permit has been issued.
- Perhaps most importantly for local officials during the event, a permitting process gives local officials a “point person” to whom they can go if a problem arises during the event that needs attention.

The policies represent the town’s overarching requirements for the management of special events. In addition to these principles and policies, each public safety agency reviewing special events may have more specific requirements applicants must meet. Together, the policies and the department requirements help ensure events are managed in a way that keeps them in conformance with the principles.

## Principles:

Special events held on the **Town of Henniker Public property** will make a positive community contribution. Events will:

- Take precautions to protect the health and safety of participants, residents, businesses, and visitors.
- Not adversely affect the long-term viability of permanent businesses.
- Avoid disruptions to other community events and activities held at the same time.
- Build upon and support existing Henniker community assets when possible.
- Seek to minimize adverse impacts on the community, neighborhoods, and essential public services.
- Create a positive experience for visitors and residents.

Special events held on the **Non-residential Private Property** will be coordinated with Administrative and Public Health and Safety officials to help guide event planners of successful safe events in accordance with current NFPA standards, Building and Health Codes.

## Definitions:

**AHJ** – The authority having jurisdiction (AHJ) is that person or office charged with enforcing the Life Safety Code. In most situations, it is the fire chief or designee, unless the matter is a health or police matter in which case it is the respective department official.

**Canopy** – A temporary structure, enclosure, or shelter constructed of pliable materials which is open without sidewalls or drops on 75% or more of the perimeter.

**Certificate of Flame Resistance** – A certificate or affidavit that states the material has been treated in accordance with NFPA 701.

**Cube Tap** – A grounded U/L listed adapter that converts one female connector into multiple female connectors.

**Flame Retardant** – An approved chemical compound or mixture which, when applied in an approved manner to any fabric or material, will render such fabric or material incapable of supporting combustion.

**Floor Plan** – A plan drawn to scale showing the proposed event layout and seating with locations of all aisles, exits, and fire protection equipment.

**Food Service Establishment-** As defined by RSA 143-A:3, IV means any fixed or mobile, attended or unattended restaurant; coffee shop; cafeteria; short order café; luncheonette; grill; tearoom; sandwich shop; soda fountain; tavern; bar; cocktail lounge; night club; roadside stand; industrial feeding establishment; food vending operation; private or public organization or institution, whether profit or non-profit, which routinely serves food; catering kitchen; commissary, or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other eating or drinking establishment or operation in which potentially hazardous food is served or provided for the public with or without charge.

**Non-Residential Property:** Property primarily used for commercial, industrial, educational, or non-profit purposes and multi dwelling unit properties in excess of 2 family homes.

**Open Flames** – Torches, candles, and other devices using flames.

**Open Flame Cooking Device** – Sterno fuels, grills, stove tops, etc.

**Permitee** – Person or Organization named on Special Event Application

**Power distribution strip** – A grounded electricity distribution device containing overload protection that turns one AC wall outlet into several.

**Public Property:** Property owned by the Town of Henniker

**Residential Private Property:** Properties primarily of residential use including 1 and 2 family homes and non-commercial, industrial, educational, or non-profit purposes.

**Site Plan** – A plan illustrating the proposed parking, “no parking” areas, and traffic flow patterns.

**Special Events** – An event or series of events held for a limited period of time for a particular activity with an expected gathering of people whether indoors or outdoors that is defined in Applicability and Exemptions.

**Splitter or “Y” Tap** – A grounded U/L listed adapter in the form of a letter "Y", having two female cord connectors on one end and a male plug at the other end.

**Sponsor(s):** The organization or individuals requesting permission to hold the event.

**Tent** – A temporary structure, enclosure, or shelter, either with or without sidewalls, constructed of fabric or pliable material.

**Triple or “W” Tap** – A grounded U/L listed adapter in the form of a letter "W", having three female cord connectors on one end and a male plug at the other end.

## Exemptions and Applicability:

While an event might be exempt from requirements of a Special Event Permit, sponsors and all private property owners hosting events with a high-risk or impact potential are strongly encouraged to meet with Public Safety Officials and complete a Special Event Notification form. Examples of events with high risk or impact potential include events expected to draw a crowd of 250 or more people; high likelihood of injury; excessive traffic.

### Exemptions:

Special Event Permit is **NOT** Required:

- A. Private gatherings on residential private property, not open to the public, no charge for admission.
- B. Events on all properties expected to draw less than 250 people and no tents or tents two hundred (200) square feet or under or canopies four hundred (400) square feet or under.
- C. Events on all properties with any size tent and expected to draw less than fifty (50) people.
- D. Funeral processions and/or memorial services and impromptu assemblies.
- E. Private events on residential or non-residential private property for which the general public is not invited. [NOTE: Any event that requires the purchase of tickets, suggested monetary donations or an entrance/registration fee **shall not be deemed as private.**] These events may be subject to Tent Permit application and inspection.
- F. These regulations do not apply to organized sporting events (such as youth soccer and baseball) that take place at the Town's athletic fields and are scheduled in advance through the Athletic Committee or any non-temporary, seasonal outdoor activities that take place on a daily or regular basis.
- G. For events and gatherings on a non-profit organization property or non-residential private property that is a part of the normal function or course of business at the location. These events may be subject to Tent Permit application and inspection.

### Applicability:

#### Town Owned Property – Special Event Permit:

- A. These regulations apply to special events on Town owned property or streets expected to **draw a crowd or large assembly of two-hundred and fifty 250 or more people.** Such events include but are not limited to concerts, festivals, parades, entertainment, or events that charge admission, and/or include alcohol. This includes events described in this section that are sponsored, organized, and funded by the Town of Henniker and its Committees. The purpose is to conduct the event with approval of all Town of Henniker Public Safety and Board of Selectmen approval.
- B. A Special Event and Tent Permit shall be obtained from the Town of Henniker for all events to place in **tents and temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet in accordance with NH State Fire Code, NFPA 1 Current Edition used for the purpose of hosting gatherings of fifty (50) people or more.** *This excludes tents used exclusively for the purpose of camping.*
- C. Events expecting more than fifty (50) people within a building, tent, or structure that does not already have a Fire Department issued Assembly permit in place for purposes including but not limited to luncheons, dinners, sporting events, carnivals, fairs, political rallies, performances, and private functions.
- D. Any events held in an area, space or structure used outside of its normal function or existing permitted

use (for example, a tennis court or courts for a stage, seating area, outdoor market, trade show, or exhibition) shall be considered a special event and shall meet the requirements of NH Saf-C 6000. (The Final Determination is made by the local AHJ or Designee.)

### **Private Property – Notification of Special Event:**

- A. Events of more than fifty (50) people within a non-residential building, tent, or structure that does not already have a Fire Department issued Assembly permit in place for the purposes including but not limited to luncheons, dinners, sporting events, carnivals, fairs, political rallies, performances, and private functions. These events may be subject to Tent Permit application and inspection.
- B. Any events held in an area, space or structure used outside of its normal function or existing permitted use (for example, a tennis court or courts for a stage, seating area, trade show, or exhibition) shall be considered a special event and shall meet the requirements of NH Saf-C 6000. (The Final Determination is made by the local AHJ or Designee.)
- C. A Tent Permit shall be obtained from the Town of Henniker for all **tents and temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet in accordance with NH State Fire Code, NFPA 1 Current Edition used for the purpose of hosting gatherings of fifty (50) people or more.** *This excludes tents used exclusively for the purpose of camping.*
- D. Private events on residential or non-residential private property for which the general public is not invited. [NOTE: Any event that requires the purchase of tickets, suggested monetary donations or an entrance/registration fee **shall not be deemed as private.**] These events may be subject to Tent Permit application and inspection.

### **Special Event Standard Conditions:**

- A. A Special Event Permit shall be obtained from the Town of Henniker in accordance with NH State Fire Code, NFPA 1 Current Edition (a) prior to any special event. A permit shall be submitted at least thirty (60) days prior to the special event. All special events shall meet the requirements of the current adopted editions of the NH State Fire Code, Building Code, and National Electrical Code.
- B. All indoor and outdoor venues shall not exceed their posted occupancy limit in accordance with their Place of Assembly Permit unless a Life Safety Evaluation has been performed by an independent third-party fire protection engineer.
- C. All Events shall comply with current Zoning Ordinance and Building Codes. Approval or requirement by a public safety official for a tent, police coverage, or other public safety measure does not imply allowed use or grant relief to current zoning ordinance.
- D. Site, floor, and electrical plans (if applicable) for any special event shall be submitted to the Henniker Town Hall, a minimum of sixty (60) days prior to the scheduled event. Final plans (If applicable) shall be submitted 7 days prior to the event. (In the event of extenuating circumstances, the Fire Chief or Designee may waive the 60- and 7-day submittal requirements. The final determination shall be made by the Fire Chief or Designee.
- E. In accordance with NH State Fire Code NFPA 1 Current Edition a minimum of one **(1) trained crowd manager for every two-hundred fifty and (250) persons** in attendance at the special event. Crowd managers must submit proof of training with the event application. Should the applicant be unable to provide trained crowd managers, a Henniker Public Safety official will provide them at an additional charge for Special Detail.
- F. In accordance with NH State Fire Code NFPA 1 Current Edition. Standby fire personnel shall be

provided if required by the Fire Chief or Designee.

- G. An event organizer known to the Town shall be included on the Permit Application or Notification of Special Event and shall be available on-site at all times during the activities. That person shall have the authority to require participants to alter or modify the events under orders from a Town of Henniker Public Safety Official or their designee.
- H. All event signs shall comply with the applicable provisions or the Henniker Zoning Ordinance at all times.
- I. For events on Town Property, it is the responsibility of the permittee to maintain the site in an orderly and clean manner during the event. It is the further responsibility of the permittee to clean up the entire area immediately following the event. All debris, trash, signs, and road markings shall be completely removed from Town-owned property within twenty-four (24) hours of the completion of the event. Any materials that are not cleaned up in a timely manner shall be subject to disposal by the Town at the expense of the permittee.
- J. For events on Town Property, Permittee is responsible and liable for any damages that occur to Town buildings or the grounds from the permitted activity. Any damage noticed prior to use should be reported to the Henniker Town Hall.
- K. For events on Town Property, applicants shall provide the Town with a list of any hazardous materials that are planned to be used, including copies of material safety data sheets. The use of all such hazardous materials, if approved, shall be subject to strict compliance with all applicable regulations and any special conditions imposed by the Town.
- L. For events on Town Property, the sale of food or other items during an outdoor special event shall be subject to the Town's Ordinance Regulating Outdoor Vendors and Transient Sales. All applicants who will be utilizing cooking apparatus (other than warming devices or microwave ovens) must obtain approval from the Henniker Fire-Rescue Department to ensure that such devices comply with applicable fire prevention and life safety codes. Also, any open burning (other than charcoal or a gas grill) must obtain a Fire Permit from the Henniker Fire-Rescue Department as otherwise required by law.
- M. The sale or raffle tickets during special events will require a permit (available at Henniker Town Hall) in accordance with the provisions of RSA 287-A.
- N. Although the Board of Selectmen may regulate the possession and consumption of alcoholic beverages on Town-owned property on a case-by-case basis as they deem to be in the best interests of the Town; nothing in these regulations is intended to supersede or void the enforcement of state laws pertaining to the sale, possession, and consumption of alcoholic beverages.
- O. Approval of a special event consisting of showmen (per RSA 286:1), theatricals or parades (per RSA 286:2) shall constitute a special license as otherwise required by law. However, it shall be expressly understood that an applicant who receives approval for an outdoor special event under these regulations is not being issued a perpetual permit, license, contract, or any form of vested property rights as part of this process.
- P. The Town of Henniker does not prohibit or regulate the charging of admission fees, or the prices paid by participants or patrons for any outdoor special events.
- Q. For events on Town Property, the Board of Selectmen may, using its sole discretion, issue approval for up to three (3) consecutive years for outdoor special events for recurring activities; provided, however, the Selectmen reserve the right to amend the approval conditions from year-to-year as may be in the best interests of the Town.



- R. The construction or erection of any new structures or electrical fixtures, including temporary items such as tents, bleachers, stages, etc., shall require a permit issued by the Building Inspector. The use of a tent as a place of assembly must also be approved by the Henniker Fire-Rescue Department.
- S. For events on Town Property, it shall be the policy of the Town to facilitate the rights and freedoms of all people to exercise their constitutional rights for freedom of speech, religion, and the press, to bear arms, assemble peaceably and petition the government for a redress of grievances. However, the Board of Selectmen will not issue approval for an outdoor special event on Town property in which the participants or attendees are allowed to engage in sexually explicit conduct or disseminate obscene material as otherwise prohibited under RSA Chapter 650, or any activity that is contrary to the Henniker Zoning Ordinance or Selectmen's Policies.
- T. For events on Town Property, portable bathroom facilities shall be required in accordance with the Portable Sanitation Associations International Special Event Chart (PSAI-Extended Chart) when fixed facilities may exceed their rated capacity.
- U. The permittee/promoter shall provide drinking water from a source approved by the Health Officer the Health Officer
- V. Events on Town Property shall have on the premises, or contiguous thereto, automobile space equal to 1/4 of the number of persons which the permit allows to attend the event. At the discretion of the Board of Selectmen or their designee, fewer parking spaces may be required.
- W. Events on Town Property, hours of operation. The permittee shall operate the event only on day(s) and during the hours specified in the permit.
- X. Controlled admission. The permittee/promoter shall not sell, give or distribute a greater number of tickets than the number which the permit allows to attend.
- Y. No advertising before permit granted. A person shall not advertise or announce by any means or medium the holding of such an event prior to the granting of a permit or approval.
- Z. Illumination of area. Every permittee planning an event after dark, or planning to allow persons who attend the event to remain on the premises after dark, shall provide electrical illumination to ensure that those areas to be used may be lighted
- AA. For venues hosting **seasonal special events**, only one (1) permit application or (1) special event notification shall be required.
- BB. No permit granted under this chapter shall be transferable to another location, another person, entity, property, or another set of dates.

## **Violations and Penalties:**

Whenever in this chapter any act is prohibited or is made or declared to be unlawful or an offense or the doing of any act is required or the failure to do any act is declared to be prohibited, unlawful or an offense where no specific penalty is provided therefore, the violation of any such provision of this chapter shall be punishable by a fine not to exceed \$1,000. (RSA 641:2). This provision shall be enforceable by the Board of Selectmen.

## **Inspections Required**

- A. All tents, booths, food service areas, temporary structures such as bleachers and stages, electrical installations, etc. shall be ready for inspections by both Buildings' Health & Fire inspectors a

minimum of 2 hours prior to the start of the event.

- B. Fire protection system inspections shall be completed in accordance with the State Fire Code.
- C. Electrical Inspections:
  - 1. An electrical permit shall be obtained by a New Hampshire licensed electrical corporation or Master electrician licensed in the State of New Hampshire from the Town Office Building Permit Office a minimum of thirty (30) days prior to the scheduled event. The master electrician of record shall be present for event pre-inspections.
- D. Health Inspections.
  - 1. For events on Town Property, any booth, trailer, tent, or canopy serving food shall have an inspection performed by the Henniker Health Officer prior to opening for a special event.
  - 2. All food service concessions shall comply with the State of NH HeP- 2300, Food Service Protection Rules.
- E. Tent Inspection
- F. Any other inspection as deemed required by the Board of Selectmen, Building Inspector or Public Safety Official.

## **Police Requirements – NH RSA, Chapter 105, Police Officers and Watchmen: Section 105:9**

- 1. Any person desiring to conduct a public dance, circus or carnival shall submit an application for police attendance at that function. Any person who conducts a public dance, circus, or carnival without first making application for police attendance at that function is guilty of a violation.
- 2. The Chief of Police in any city or town, subject to the written approval of the Mayor and Board of Alderman, Board of Selectmen, or Licensing Board shall examine applications for police attendance at public dances, circuses and carnivals and determine if such attendance is necessary. If the Chief of Police decides police attendance is necessary, he shall detail one or more police officers to attend whose services shall be paid for by the applicant.
- 3. The Chief of Police shall have the authority to assign police details to attend any public meetings or functions which he determines may potentially:
  - a. Involve traffic-related problems; or
  - b. Lead to public disturbance or public nuisance; or
  - c. Endanger public health, safety or welfare.
- 3-a The applicant or sponsor of any public meeting or function may be charged for the services of any police officers that may be detailed or assigned to that meeting or function, unless charges authorized by this section for the services of a police officer are waived by the Chief of Police when in his judgment such authorization does not conflict with an existing local ordinance or policy.
- 4. The Chief of Police, the Police Department, and any city, town, or political subdivision shall not be held liable for any decision not to detail police officers to attend any public meeting or function.

# Fire and Safety Protection

- A. Any booth, trailer, tent, or canopy using an open flame cooking device shall have a minimum of one (1) approved fire extinguisher with a 2A: 10B: C rating and a minimum of five (5) pounds of extinguishing agent. In addition, any booth, trailer, tent, or canopy using deep fat fryer/fryolator type cooking device shall also have a minimum of one (1) approved 6L (min) Class K fire extinguisher.
- B. All fire extinguishers shall be inspected annually and shall have an inspection tag indicating the same attached to the extinguisher.
- C. All individuals utilizing any type of cooking equipment shall be trained in the proper use of a fire extinguisher.
- D. All commercial cooking equipment located inside a trailer or fully enclosed booth constructed of permanent materials shall be provided with an approved automatic fire extinguishing system that is UL
  - i. 300 compliant. (Non-compliant units may be allowed to continue operation after inspection and approval by the AHJ)
- E. All pipes and drapes shall have a certificate of flame resistance or affidavit provided for review and approval. All pipes and drapes shall be secured to prevent tipping.
- F. Aisle Width - The following minimum aisle widths shall be maintained in accordance with the NH State Fire Code, NFPA 1 and 101.
  - a. The width of aisles serving seating at tables shall be **no less than 44” in areas serving 50 persons** or more and **36” in areas serving 50 persons or less**.
  - b. Aisle widths may be required to be increased based upon the type of event and occupant load.
  - c. Where non-fixed seating is located between the table and the aisle, there shall be a minimum of 19” of clear space from back of chair to back of chair.
  - d. With standard seating, the spacing from the back of the chair to the front of the most forward-facing projection of the chair immediately behind shall be no less than 12” and increased 0.3” for every seat over 14.
- G. The Henniker Fire Department requires that the facility hosting the event provides an approved means to determine the occupant load at the event.
- H. Indoor special event festival seating is **limited to the seated occupancy limit** unless a life safety evaluation has been performed by an independent third-party fire protection engineer and approved by the Henniker Fire Department.
  - a. Non-fixed seating (folding) chairs requirements
  - b. All non-fixed seating (folding) chairs shall be firmly secured together in groups of no less than three (3) and no more than seven (7). The chairs shall be secured at both the top and the bottom by either industrial tie wraps or other approved means.
- I. There shall be no more than 100 chairs in a row and there shall be a minimum aisle width of 22” from the back of the chair to the front of the most forward-facing projection of the chair immediately behind.

- J. The use of theatrical haze, fog, or smoke machines is not permitted unless approved in advance by the Henniker Fire Department.
- K. The use of pyrotechnics is not permitted unless permits and approvals have been obtained from the NH State Fire Marshall's Office in accordance with the NH State Fire Code.

## **Electrical Requirements:**

- A. All electrical installations shall meet the requirements of the most current adopted editions of the National Electrical Code (NFPA 70) and the NH State Fire Code, (NFPA 1)
- B. An electrical permit shall be obtained by a New Hampshire licensed electrical corporation or Master electrician licensed in the State of New Hampshire from the Town Office Building Permit Office a minimum of thirty (30) days prior to the scheduled event. The master electrician of record shall be present for event pre-inspections.
- C. Temporary event specific electrical installations shall comply with the requirements of the National Electrical Code, Articles 518, 520, 525, and 590.
- D. When applicable, the electrician of record or the event coordinator shall supply a floor plan with a wiring schematic that shall include portable power distribution panel location(s), flexible cord locations and lengths, and locations of multi-appliance distribution centers.
- E. GFCI (Ground Fault Circuit Interrupter) protection shall be provided when applicable in accordance with the National Electrical Code.
- F. All extension cords shall be appropriately sized for the intended use. Extension cords shall be a minimum 14-gauge and grounded. The use of light weight extension cords less than 14-gauge or "zip cords" is strictly prohibited.
- G. All extension cords that are run within a means of egress or public way shall be secured and protected using an approved means, such as treadle, "yellow jackets", or trenches.
- H. Extension cords shall serve only one appliance or fixture, unless appropriately sized and in conjunction with an approved multi-appliance distribution center with overload protection. The current capacity of the supply cord shall be not less than the rated capacity of the appliance(s) or fixture(s).
- I. Only UL-listed overload protected power distribution strips may be used for additional outlets.
- J. Power distribution strips connected in series "daisy-chained" are prohibited.
- K. Cube Taps, "Y" Taps & "W" Taps are permitted, when approved by the event electrician, to supply electricity to a maximum of 3 electronic appliances and when connected directly or by a single extension cord to an approved power distribution strip. The combined amperage usage shall not exceed the rating of the tap adapter, extension cord or power distribution strip.
- L. Portable generators shall be located five (5) feet or greater from booths, trailers, tents, and canopies in accordance with the NH State Fire Code, NFPA 1.

## **Application Procedures:**

### **For Special Events to be held on Town Property:**

- A. Sponsors of special events must submit a completed application form (as attached hereto and

incorporated herein) at least sixty (60) days prior to the start of the activity. No application will be accepted or approved for an outdoor special event that is submitted fewer than seven (7) days prior to the start of the activity.

- B. All applications shall be subject to review and recommendation by the Town Administrator, Police Chief, Fire Chief, Highway Superintendent, Parks and Properties Superintendent, Building Inspector, Health Officer within thirty (30) days of receipt of a completed application as determined by the Town Administrator, prior to being presented to the Board of Selectmen. Each Town Official is authorized to contact the applicant with requests for additional information as may be needed prior to submitting their recommendation.
- C. The Board of Selectmen reserves the right to deny permission for an outdoor special event they deem as not being in the best interests of the Town, in which case such denial shall be presented in writing with an explanation or the reason(s). A denial may be issued under any or the following circumstances, although this list is not intended to be exclusive of any other valid cause for denial:
  - 1. Past history of general lawlessness by participants and/or organizers. especially in the event of riots, public disturbances, or illegal activity.
  - 2. Undue liability as demonstrated by previous patterns of personal injuries, property damage or litigation against the Town, or in the absence of such previous patterns. a general sense of unacceptable risk.
  - 3. Previous failure to comply with the conditions imposed by the Town:
  - 4. Outstanding balance for previous public safety personnel special detail invoices.
  - 5. The absence of signed waivers or "release of claims" that are acceptable to the Town.
  - 6. A shortage of necessary public safety details, especially in the event of some other event taking place within the same time frame.
- D. All applicants shall be required to submit a certificate of insurance with each application that identifies the Town of Henniker as the certificate holder and additional insured for the outdoor special event. The minimum amount of coverage shall be one million dollars (\$1,000,000.00) per claim for general and automobile liability, provided, however, the Board of Selectmen may require up to five million dollars (\$5,000,000.00) of insurance coverage, depending on their assessment of the inherent risks involved. [NOTE: The Board of Selectmen may, using their sole discretion, approve a reduction or waiver of insurance coverage limits upon request, provided that the applicant provides evidence that they are certified by the IRS as a 501 (c)3 organization and the residents of Henniker are beneficiaries of the charitable organization's acclivities.
- E. Special Events shall be subject to additional town polices for rental town owned parks and properties.
- F. The Board of Selectmen reserves the right to impose whatever conditions they deem essential for events on Town Property to ensure public safety and/or the protection of Town property, including, but not limited to imposing restrictions on the levels of noise, hours of operation, consumption of alcohol, requiring specific public safety measures, crowd controls, lighting. fencing, shelter, route, and traffic delineation, sanitary facilities, parking, and evacuation plans, and requiring a performance bond or surety deposit. etc. The Selectmen shall consider staff recommendations at the time conditions are determined; however, nothing herein is intended to obligate the Board to impose such recommendations or approve/deny a permit as recommended, nor prevent them from imposing conditions that are more or less stringent than the recommendations.

G. The Board of Selectmen reserves the right to require a public hearing as part of the process to consider approval of an outdoor special event to be held on Town Property.

**For Special Events to be held on Non-Residential Private Property:**

- A. Property owners and sponsors of special events on private property shall submit a completed Notification of Special Event form (as attached hereto and incorporated herein) at least sixty (60) days prior to the start of the activity.
- B. All Notification of Special Event Forms shall be subject to review and recommendation by the Town Administrator, Police Chief, Fire Chief, EMS Chief, Highway Superintendent, Building Inspector, Health Officer, or their designee within thirty (30) days of receipt of a completed Notification Form. Each Town Official is authorized to contact the applicant with requests for additional information as may be needed prior to submitting their recommendation.
- C. Property owners and sponsors shall adhere to all permitting requirements and zoning regulations.

**Fees and Deposits:**

**Special Event Permit Application Fees only apply to events to be held on Town Property.** Permit fees are designed to give an incentive for early submission. This allows Town officials to thoroughly review the application and give the applicant plenty of time to rectify any problems or issues that may arise. It is in the sponsor’s financial and practical interest to apply as early as possible.

**Non-Profit Event:** Those events sponsored by a legally established non-profit organization or sponsored by individuals for community benefit without any participation by any for-profit vendors.

**Community Board or Committee Sponsored Event - No Fee**

<b>Non-Profit Event:</b>	>90 Days	60-89 Days	0-59 Days	<30 Days
	\$0	\$50	\$100	\$300
<b>For Profit Events:</b>				
<b>Expected Attendance</b>				
50-500	\$ 100	\$ 175	\$ 300	\$750
501-1000	\$ 150	\$ 275	\$ 500	\$1,350

**Other Fees (if required):**

**Inspection Fees:** Inspections or site visits to notice Sponsor of a violation. A fee of \$35 per inspection shall be charged (not to exceed a cumulative amount of \$175)

**Police Fees:** If special duty police officers are deemed required a fee of Police Department Special Duty per hour, per officer, plus a vehicle fee as adopted by the Police Department.

**Facility Use Fees and Deposits:** Rental of Community Park, Community Building, Grange, or Ball parks subject to Selectmen’s Policies III.7 and III.8.

**Trash Removal Fees:** A fee of \$275 PER DAY will be charged to remove trash after a special event. The trash removal fee can be avoided if the applicant removes the trash themselves.

**Field Set Up Fees:** Events at Town facilities or fields that require Parks and Properties staff to be present or to assist in the set-up of a Town Park or Property will be charged \$150 per hour.

**Sanitation Fees:** Any special event held at a Town Park must have portable toilets. The charge for a standard unit is \$130.00 and \$165.00 for a handicap unit. **NO WEEKEND CLEANINGS.** The Parks and Properties Department will determine the number of units needed based on expected attendance of an event listed on special event permit.

**Fee Waivers:** Fees do not apply to events sponsored by the Town of Henniker or official public bodies appointed by the Board of Selectmen. As a general policy, fees are not waived. Any request for a waiver must be made to the Henniker Board of Selectmen.

## Frequently Asked Questions:

**Q. I'm hosting a private wedding on my property with 300 people in attendance and a 400sqft tent. Do I need a special event permit? Do I need a tent permit?**

A. No, events on private residential property and not open to the general public do not require Special Event, Tent or Assembly Occupancy.

*As of January 1, 2019, new legislation became effective which states that a building permit and flame-resistant permit shall not be required for a tent of any size erected as an accessory structure on property that is an owner-occupied, one or 2-family dwelling. See RSA 155-A:2, V-a and, 155:20, III) below for more details.*

**Q. I'm hosting a concert on my 4-acre field, will sell tickets, allow alcohol, and expect 300 people in attendance and a 400sqft tent. Do I need a special event permit?**

A. Your property may or may not be zoned for this use. Please consult with the Town Planning and Code Enforcement Department and for more information before proceeding.

*As of January 1, 2019, new legislation became effective which states that a building permit and flame-resistant permit shall not be required for a tent of any size erected as an accessory structure on property that is an owner-occupied, one or 2-family dwelling. See RSA 155-A:2, V-a and, 155:20, III) below for more details.*

**Q. Our institution is hosting a special weekend event open to the general public on our property with tents, alcohol, and a fireworks celebration. We expect more than 250 people to gather in one place. What do we need for approval and permits?**

A. Because your event is outside of your normal business operations and is open to the general public you will be required to complete a Special Event Notification Form and Fireworks Application. You might also need a Tent Permit with Assembly Occupancy, Police Detail, EMT/Standby, and other permits. Consult with Public Safety Officials.

**Q. Our Commercial Recreation Ski and Event Hosting business is hosting a yearly snow mobile race expected to draw at least 1,000 people. What do we need for permits?**

A. Because your event is outside of your normal use and operations and may be considered high impact to the community and community services, we will require you to submit a Special Event Notification Form.

## Other Applicable Henniker Ordinances and Polices:

## **Ordinance**

- Chapter 7 Alcoholic Beverages
- Chapter 71 Noise
- Chapter 50 Fireworks
- Chapter 56 Hawkers and Peddlers
- Chapter 120 Vehicles and Traffic
- Chapter 133 Zoning

## **Selectmen's Polices**

III.7 Rental of Community Ctr. Grange Hall and Bandstand/Community Park

III.8 Rental of Town Athletic Fields

IV.5 EMT/Ambulance Standbys Policy

IV.6 Towing Policy

## **Applications and Forms:**

The attached application and forms for Special Events shall be filled out in its entirety and submitted to the Henniker Town Hall for review and approval a minimum of Sixty (60) days prior to the special event.

- Application for Special Event Permit
- Notification of Special Event

Other permits, waiver and approvals may be required:

- Assembly Occupancy
- Tent Permit (*Flame Resistant Permit*)
- Electrical
- Building Permit
- Updated Place of Assembly from Fire Department for indoor use
- Raffle
- Hawkers/Peddlers
- Town property rental application
- Fireworks
- Open Containers





Town of Henniker  
 18 Depot Hill Road  
 Henniker, NH 03242  
 Phone (603) 428-3221 / Fax (603) 428-4366  
[www.henniker.org](http://www.henniker.org)

Assigned Permit #: \_\_\_\_\_

## APPLICATION FOR SPECIAL EVENT PERMIT

### On Town of Henniker Property

ACTIVITY & TITLE OF EVENT: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_ EVENT DATE & HOURS: \_\_\_\_\_

Will this event be held at: Check all that apply

<input type="checkbox"/> Community Park and Bandstand	<input type="checkbox"/> Baseball Field
<input type="checkbox"/> Community Parking Lot	<input type="checkbox"/> Soccer Fields
<input type="checkbox"/> Community Building	<input type="checkbox"/> Woodman Park
<input type="checkbox"/> Grange	<input type="checkbox"/> Town Hall Common
<input type="checkbox"/>	<input type="checkbox"/>

#### EVENT SPONSOR

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SECONDARY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

#### SPECIAL EVENT CONTACT INFORMATION

SPONSOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ORGANIZERS/CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ON SITE ORGANIZER \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

#### EVENT INFO

DESCRIPTION OF EVENT: \_\_\_\_\_

<input type="checkbox"/> <b>Drawing / Map:</b> If this is a walk, race or any event that will take place in multiple areas, please include a DRAWING that shows: <i>parking, start/end locations, and the exact route, including areas to be kept open for emergency vehicles.</i>	
<input type="checkbox"/> <b>Site Plan and Floor Plan</b>	
MINIMUM ESTIMATED ATTENDANCE:	MAXIMUM ESTIMATE ATTENDANCE:
Should attendance exceed the maximum listed above, what plan will be followed?	
SET UP TIME:	CLEAN UP TIME:
Describe provisions for cleanup of premises and removal of rubbish:	

DESCRIPTION OF PROVISIONS		
WATER SUPPLY FROM:		
FOOD WILL BE SERVED FROM AND/OR BY:		
BEVERAGES WILL BE SERVED FROM AND/OR BY: _____		
TYPE OF ALCOHOLIC BEVERAGES TO BE SERVED: _____		
NO. OF SANITATION UNITS (toilets):	MALE:	FEMALE:
ILLUMINATION AFTER DARK WILL BE PROVIDED BY:		
MEDICAL AND FIRST AID AVAILABLE FROM OR BY:		
TRAFFIC CONTROL PROVIDED BY:		NO. OF OFFICERS:
PARKING FOR _____ NUMBER OF CARS IS PLANNED.		
<input type="checkbox"/> Attach plan of exact parking location and exact route to be kept open for emergency vehicles.		
<input type="checkbox"/> Not applicable. Explain: _____		

IS THIS EVENT...	☑YES	☑NO	IF YES:
• ... in need of a venue?			<i>Please submit a <b><u>RENTAL APPLICATION</u></b></i>
• ... using a tent (or tents) 400+ sq ft?			<i>Please submit a <b><u>TENT INSTALL APPLICATION</u></b></i>
• ... planning to have venders, hawkers, or peddlers*?			<i>Please have each vender/hawker/peddler submit an <b><u>APPLICATION FOR A HAWKER, PEDDLER OR ITINERANT VENDOR LICENSE</u></b></i>
• ... conducting a raffle?			<i>Please submit a <b><u>RAFFLE PERMIT APPLICATION</u></b></i>

*\*EXCLUDING: Any person selling the product of his own labor or the labor of his family or the product of his own farm or the one he tills. Farmers markets if permission of location is authorized by the owner of the land or building.*

**APPLICANT/SPONSOR/PERMITTEE:**

I, \_\_\_\_\_, do hereby accept all responsibility for the above described event. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I do also agree to provide whatever surety is deemed necessary by the Board of Selectmen. Under the penalty of perjury, I do hereby certify that the above is true.

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

Printed name: \_\_\_\_\_

**PROPERTY OWNER OTHER THAN TOWN OF HENNIKER:** The following **MUST BE** completed by the owner of the property involved.

I, \_\_\_\_\_, have thoroughly discussed the above event with the Promoter and am in agreement with him/her in all areas. I do hereby give my consent to the use of my property for this event. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. Under the penalty of perjury, I do hereby certify that the above application is true.

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

Printed name: \_\_\_\_\_

**DO NOT WRITE BELOW THIS SPACE – INTERNAL-USE ONLY**

DEPARTMENTAL APPROVALS: Please attach any comments or special requirements to the application.

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Highway Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Water Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Wastewater Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Rescue Squad Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**HENNIKER BOARD OF SELECTMEN**

SELECTBOARD CHAIR: \_\_\_\_\_ Date: \_\_\_\_\_

SELECTMAN: \_\_\_\_\_ Date: \_\_\_\_\_

SELECTMAN: \_\_\_\_\_ Date: \_\_\_\_\_

SELECTMAN: \_\_\_\_\_ Date: \_\_\_\_\_

SELECTMAN: \_\_\_\_\_ Date: \_\_\_\_\_

Denied Reason: \_\_\_\_\_

Approved Having reviewed the above-described event we do hereby grant permission for this event to take place at the time and hours indicated. Deposit in the amount of \$ \_\_\_\_\_ is required.

PERMITEE: I do hereby agree to these additional requirements and/or comments:

PERMITEE Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Town of Henniker  
18 Depot Hill Road  
Henniker, NH 03242  
Phone (603) 428-3221 / Fax (603) 428-4366  
[www.henniker.org](http://www.henniker.org)

## NOTIFICATION OF SPECIAL EVENT

This form is for informational purposes only for events that are on Private Property:

ACTIVITY & TITLE OF EVENT: \_\_\_\_\_

EVENT DATE & HOURS: \_\_\_\_\_

Will this event be held on:

Non-residential private property

EVENT LOCATION: \_\_\_\_\_ MAP/LOT: \_\_\_\_\_

### PROPERTY OWNER NON-RESIDENTIAL OR NON-PROFIT ORGANIZATION

OWNER NAME:

ADDRESS:

PHONE:

EMAIL ADDRESS:

SECONDARY CONTACT:

PHONE:

ADDRESS:

EMAIL ADDRESS:

### SPECIAL EVENT CONTACT INFORMATION

SPONSOR:

PHONE:

ORGANIZERS/CONTACT NAME:

PHONE:

ADDRESS:

EMAIL ADDRESS:

ON SITE ORGANIZER

PHONE:

ADDRESS:

EMAIL ADDRESS:

### EVENT INFO

DESCRIPTION OF EVENT:

<input type="checkbox"/> <b>Drawing / Map:</b> If this is a walk, race or any event that will take place in multiple areas, please include a <b>DRAWING</b> that shows: <i>parking, start/end locations, and the exact route, including areas to be kept open for emergency vehicles.</i>	
<input type="checkbox"/> <b>Site Plan and Floor Plan</b>	
MINIMUM ESTIMATED ATTENDANCE:	MAXIMUM ESTIMATE ATTENDANCE:
Should attendance exceed the maximum listed above, what plan will be followed?	
SET UP TIME:	CLEAN UP TIME:
Describe provisions for cleanup of premises and removal of rubbish:	

DESCRIPTION OF PROVISIONS		
WATER SUPPLY FROM:		
FOOD WILL BE SERVED FROM AND/OR BY:		
BEVERAGES WILL BE SERVED FROM AND/OR BY: _____		
TYPE OF ALCOHOLIC BEVERAGES TO BE SERVED: _____		
NO. OF SANITATION UNITS (toilets):	MALE:	FEMALE:
ILLUMINATION AFTER DARK WILL BE PROVIDED BY:		
MEDICAL AND FIRST AID AVAILABLE FROM OR BY:		
TRAFFIC CONTROL PROVIDED BY:		NO. OF OFFICERS:
PARKING FOR _____ NUMBER OF CARS IS PLANNED.		
<input type="checkbox"/> Attach plan of exact parking location and exact route to be kept open for emergency vehicles.		
<input type="checkbox"/> Not applicable. Explain: _____		

IS THIS EVENT...	☑YES	☑NO	IF YES:
• ... in need of a venue?			<b><i>Please submit a <u>RENTAL APPLICATION</u></i></b>
• ... using a tent (200 sq ft for temp membrane structure and canopies 400 sq ft)			<b><i>Please submit a <u>TENT INSTALL APPLICATION</u></i></b>
• ... planning to have vendors, hawkers, or peddlers*?			<b><i>Please have each vender/hawker/peddler submit an <u>APPLICATION FOR A HAWKER, PEDDLER OR ITINERANT VENDOR LICENSE</u></i></b>
• ... conducting a raffle?			<b><i>Please submit a <u>RAFFLE PERMIT APPLICATION</u></i></b>

*\*EXCLUDING: Any person selling the product of his own labor or the labor of his family or the product of his own farm or the one he tills. Farmers markets if permission of location is authorized by the owner of the land or building.*

**DO NOT WRITE BELOW THIS SPACE – INTERNAL-USE ONLY**

**DEPARTMENT ACKNOWLEDGMENT** Please attach any comments or special requirements to the application.

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Health Officer \_\_\_\_\_ Date: \_\_\_\_\_

Highway Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

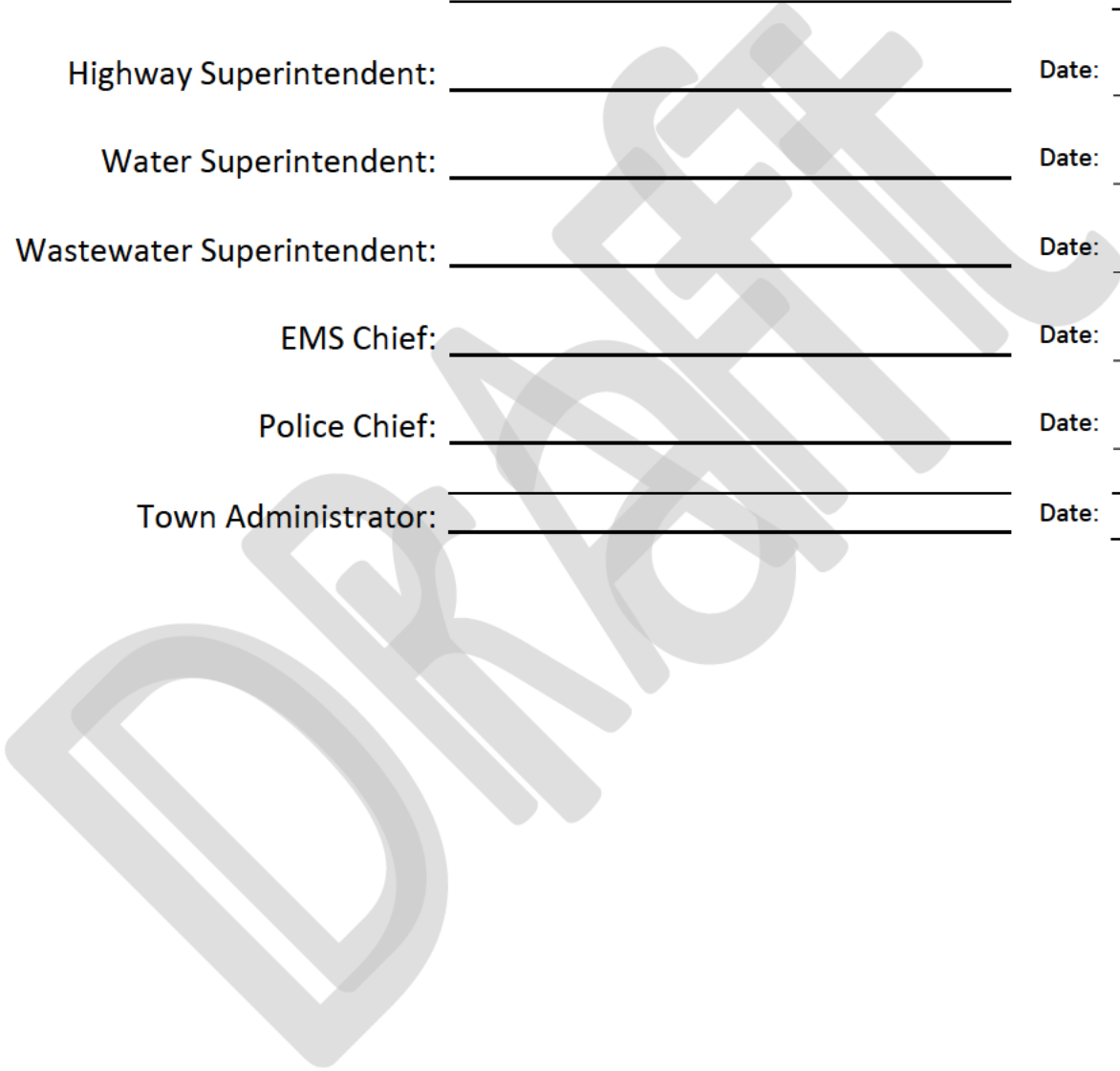
Water Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Wastewater Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

EMS Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_





STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY

Robert L. Quinn, Commissioner

Division of Fire Safety
Office of the State Fire Marshal
Paul J. Parisi, State Fire Marshal



Office: 110 Smokey Bear Blvd., Concord, NH
Mailing Address: 33 Hazen Drive, Concord, NH 03305
PHONE 603-223-4289, FAX 603-223-4294 or 603-223-4295
TDD Access: Relay NH 1-800-735-2964 ARSON HOTLINE 1-800-400-3526

Assembly Occupancy
Self-Inspection Checklist

(This form shall meet the intent of Saf-C 6008.04(e))

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Person conducting inspection: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Occupant Load: \_\_\_\_\_ Is the occupant load posted? YES [ ] NO [ ]

Number of exits visible and available to patrons: \_\_\_\_\_

Exits are free of storage? YES [ ] NO [ ]

Are all doors clear, and not blocked? YES [ ] NO [ ]

Can all doors be opened easily from inside? YES [ ] NO [ ]

Are the aisles wide enough? YES [ ] NO [ ]

Are the aisles clear, and not blocked? YES [ ] NO [ ]

Are exit signs lit and visible? YES [ ] NO [ ]

Do all the emergency lights work? YES [ ] NO [ ]

Are all fire extinguishers visible and ready for use? YES [ ] NO [ ]

Are the fire alarm and fire sprinkler systems in service? YES [ ] NO [ ]





**Town of Henniker**

18 Depot Hill Road  
Henniker, NH 03242  
Phone (603) 428-3221 / Fax (603) 428-4366  
www.henniker.org

Assigned Permit #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

**ELECTRICAL PERMIT APPLICATION**

**STREET ADDRESS OF PROJECT:** \_\_\_\_\_ | **MAP:** \_\_\_\_\_ | **LOT:** \_\_\_\_\_

**PROJECT TYPE (check one)**

RESIDENTIAL	<input type="checkbox"/>	ISSUED WITH NEW CONSTRUCTION or ANY ELECTRICAL PROJECT- \$50.00
COMMERCIAL	<input type="checkbox"/>	ISSUED WITH NEW CONSTRUCTION or ANY ELECTRICAL PROJECT- \$100.00

**PROPERTY OWNER(S)**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

**ELECTRICAL CONTRACTOR**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 LICENSE #: \_\_\_\_\_ LICENSE EXPIRATION DATE: \_\_\_\_\_

\*Photo copy of license required

**PROPOSED ACTIVITY (please provide basic project notes)**

<input type="checkbox"/>	NEW SERVICE:
<input type="checkbox"/>	ADDITION TO SERVICE:
<input type="checkbox"/>	ELECTRICAL UPGRADE:
<input type="checkbox"/>	OTHER:

**APPLICANT'S CERTIFICATION**

I hereby certify that I am the owner of record of the named property or that I have been authorized by the owner to make this application as their authorized agent and agree to conform to all applicable local, state & federal laws & codes for this project. I certify that the Building Inspector/ Code Enforcement officer or the Town's authorized representative shall have the authority to enter areas covered by such permit at a reasonable hour to enforce the provisions of the code(s) applicable to such permit. I certify that the information given is true and correct to the best of my knowledge. No changes from the above information will be made without approval of the Building Inspector/Code Enforcement Officer.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ELECTRICAL PERMIT APPROVAL:**

\_\_\_\_\_  
DATE: \_\_\_\_\_

# Portable Sanitation Association International SPECIAL EVENT CHART EXTENDED BREAKDOWN



Number of Units required when no pumping service is provided based on 50/50 Mix of Men & Women  
One unit provides approximately 200 uses with 4 hours between use

Average Crowd Size	Average Hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Source: Independent Study by: Center of Business and Industrial Studies / University of Missouri-St. Louis

For more information contact the Portable Sanitation Association International at:  
info@psai.org • 952.854.8300 • 800.822.3020 • www.psal.org



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** 5/16/2023

**TITLE:** Post Office Fence Removal

**INITIATED BY:** Resident - Lori Marko

**PREPARED BY:** Diane Kendall – Town Administrator

**PRESENTED BY:** Diane Kendall – Town Administrator

**AGENDA DESCRIPTION:** On January 3, 2023, resident Lori Marko asked the Board if they could compel the State DOT to replace the worn fence in front of the Post Office. NH DOT is unwilling to remove or replace the fence; however, they have provided written authorization via email to allow volunteers to remove and dispose of the fence.

**Legal Authority:** Board of Selectmen

**Financial Details:** N/A

**Town Administrator Comment:** Municipalities cannot spend public funds for private purposes. That idea was the basis behind the lawsuit in [Clapp v. Jaffrey](#), 97 N.H. 456 (1952). The board might consider seeking a volunteer sponsor to remove the fence.

**Suggested Action/Recommendation:**

**Suggested Action:** *Solicit volunteers from the Rotary, Lions Club and Chamber of Commerce for the disposal of the fence.*

## Diane Kendall

---

**From:** Desfosses, Brian [REDACTED]  
**Sent:** Friday, May 5, 2023 2:09 PM  
**To:** Diane Kendall  
**Cc:** Radwanski, Richard; Vincent, Jonathan; Smith, Brandon  
**Subject:** RE: Henniker Post Office DOT Fence

Hi, Diane –

I thought I had already.

You have our permission to remove the fence using volunteer labor.

Thanks

Brian

Brian A. Desfosses, P.E.  
Assistant District Engineer  
NHDOT – District 5  
Bedford, NH  
ph. 603-666-3336

---

**From:** Diane Kendall [REDACTED]  
**Sent:** Friday, May 05, 2023 2:03 PM  
**To:** Desfosses, Brian [REDACTED]  
**Subject:** Henniker Post Office DOT Fence

**EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.**

---

Hi Brian,

I am following up about that fence at the Henniker Post Office. You said the town could take it down. Can we have an email confirmation about that?

Thanks,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

### STATEMENT OF CONFIDENTIALITY

This e-mail and any attachments are intended only for use by the addressee and may contain legally privileged or confidential information. If you are not the intended recipient of this e-mail, any dissemination or copying of this e-mail or any attachments is prohibited. If you have received this e-mail in error, please notify me immediately, and permanently delete the original and any copy of the e-mail.

# NEW BUSINESS



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 5/2/2023

**TITLE:** Town Hall Closure - Employee Appreciation BBQ – May 25, 2023

**INITIATED BY:** Diane Kendall – Town Administrator

**PREPARED BY:** Helga Winn - Executive Assistant

**PRESENTED BY:** Diane Kendall – Town Administrator

**AGENDA DESCRIPTION:** The Town Administrator and staff respectfully seek authorization from the Board of Selectmen to close Town Hall on May 25, 2023, from 1 p.m. until 4 p.m. so that employees may attend the Selectboard’s Employee Appreciation BBQ. The closure will be posted on the town’s website, online calendar, at Town Hall, and Facebook.  
Thank you!

**Legal Authority:** Board of Selectmen

**Financial Details:** N/A

**Town Administrator Comment:** N/A

### **Suggested Action/Recommendation:**

*Suggested Motion: Motion to give permission to the Town Administrator to close Town Hall on May 25, 2023 from 1 p.m. until 4 p.m. so that employees may attend the Selectboard’s Employee Appreciation BBQ at Pats Peak.*



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 5/2/2023

**TITLE:** Change Selectmen's Meeting July 18th

**INITIATED BY:** Diane Kendall – Town Administrator

**PREPARED BY:** Diane Kendall – Town Administrator

**PRESENTED BY:** Diane Kendall – Town Administrator

**AGENDA DESCRIPTION:** The Concert Committee will host the Brews and Blues Festival on July 18<sup>th</sup>. Since this is high profile event, the Town Administrator would like to be available at the Concert. Will the Board of Selectmen consider moving the meeting to the 11<sup>th</sup> or the 25<sup>th</sup>?

**Legal Authority:** N/A

**Financial Details:** N/A

**Town Administrator Comment:** The Town Administrator will be required to be at the Brews and Blues Festival as the person authorized by the Board of Selectmen to acquire the appropriate licensing from NH Liquor Commission.

**Suggested Action/Recommendation:**

*Motion to change the scheduled July 18<sup>th</sup> Board of Selectmen meeting to \_\_\_\_\_*



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 5/16/2023

**TITLE:** Close Transfer Station Labor Day Weekend

**INITIATED BY:** Marc Boisvert, Transfer Station Superintendent

**PREPARED BY:** Diane Kendall – Town Administrator

**PRESENTED BY:** Diane Kendall – Town Administrator

**AGENDA DESCRIPTION:** Mr. Boisvert respectfully requests the authorization from the Board of Selectmen to close the Transfer Station Saturday September 2<sup>nd</sup> and Sunday September 3<sup>rd</sup> of Labor Day Weekend. The official Labor Day holiday is Monday September 4<sup>th</sup>, the Transfer Station is closed on Mondays.

The regular Transfer Station hours are **Tuesday & Thursday 12:00 p.m. to 5:00 p.m. and Saturday and Sunday 9:00 a.m. to 5:00 p.m.** The small staff has limited opportunity to swap shifts and holiday and most work at least one day of every weekend, eliminating the possibility of a 4-day weekend that other department staff members enjoy. This simple request will give the entire staff the opportunity for a 4-day weekend to spend as they choose.

Last year the board allowed the request but added hours on the bookend dates before and after the holiday. This strategy was ineffective as the Transfer Station did not have patrons seeking service during the extended hours.

Eligible employees will utilize accrued paid-time off or comp time as described in the personnel policy.

An early decision on this matter will allow ample time to alert the public of the closure.

**Legal Authority:** Board of Selectmen

**Financial Details:** N/A

**Town Administrator Comment:** Supports the request of the Superintendent

**Suggested Action/Recommendation:**

**Suggested Motion:** Motion to authorize the closure of the Transfer Station Saturday September 2<sup>nd</sup> and Sunday September 4<sup>th</sup> of Labor Day weekend.



# PAST MEETING MINUTES

**DRAFT**

Disclaimer – The following are Draft Minutes, which could include errors and are subject to change upon approval of the Select Board.



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, May 2<sup>nd</sup>, 2023, 6:15PM  
Henniker Community Center**

**Members Present:** Chairman Kris Blomback, Vice-Chairman Bill Marko, Selectman Neal Martin, Selectman Jeff Morse, Selectman Scott Osgood

**Member's Excused:**

**Town Administrator:** Diane Kendall

**Recording Secretary:** Hank Bernstein

**Guests:** See attached Sign-In Sheet

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chairman Kris Blomback opened the meeting with recitation of the Pledge of Allegiance and called the meeting to order at 6:15pm.

**ANNOUNCEMENTS**

**Item #1) Thank You NEC Wrestling Team**

The Board of Selectmen acknowledged the NEC Wrestling Team, thanking them for their hard work cleaning up Azalea Park.

**Item #2) Police Department New Hire**

Chief French shared that last month he had requested to hire an administrative assistant to take on Gail Abramowicz's role after she retires. Chief French clarified that the candidate, Laura French, has no relation to himself or to the other Frenches in town. He shared that she checked all the boxes that he was looking for in a candidate. **Selectman Marko moved to unseal the Board of Selectmen non-public session meeting minutes 6:00p.m. April 18, 2023, Police Department Hiring, Selectman Osgood seconded. The motion carried unanimously.**

**CONSENT AGENDA**

**Item #3) Selectman Marko motioned to approve the Consent Agenda May 2, 2023, seconded by Selectman Morse. The motion passed, unanimously.**

**PUBLIC COMMENT #1**

Ruth Zax, of Hall Ave, expressed concern about the condition of Community Park. She noticed gouges in the lawn and a large trench of water that has formed a dangerous ditch. Selectman Marko shared that the Highway Department is working in conjunction with N.E.C. to have that taken care of.

Monica Rico, of Henniker Handmade and Homegrown, had multiple questions. She first asked when the appropriate time for public input on the upcoming discussion for Special Event Permits. Chairman Blomback noted that public input would be taken during the second reading of the policy. Ms. Rico noted that it looked like another business owner, Kevin Daniels, had already given input, and asked why she was not

## DRAFT

Disclaimer – The following are Draft Minutes, which could include errors and are subject to change upon approval of the Select Board.

given the same opportunity. TA Kendall shared that the included correspondence was not input on the policy itself but seemed relevant to the discussion. Ms. Rico also asked if the Board has a record of the deed to Community Park. Chairman Blomback shared that the deed could be included in the presentation. She then asked if the Community Center Activities Committee was still active. TA Kendall noted that committee was rescinded. Ms. Rico asked if there is potential to reinstate that committee. Chairman Blomback shared that the Board of Selectman can reinstate committees.

Jennifer Lopez, of SuperScoops, noted the comment from Mr. Daniels and shared that she felt very contrary. She asked if she could submit a letter. Chairman Blomback confirmed that she may submit letters.

Milli Knudsen, of Stonehenge Drive, asked if there are designated parking places on Main Street for certain businesses. Chairman Blomback shared that parking on Main Street is for general use.

### **APPOINTMENTS WITH THE BOARD:**

There were no appointments with the Board

### **CONTINUED BUSINESS:**

#### **Item #4) II.7 Budget Advisory Committee Operation Policy – tabled 3/21/23**

TA Kendal gave the background for this item and the Selectboard briefly discussed it. **Selectman Osgood moved to amend Policy II.7 Budget Advisory Committee Operation Policy as presented. Selectman Marko seconded the motion** and noted that the motion should include **striking the words of their only functional time**. Selectman Osgood agreed. **Motion carried unanimously.**

#### **Item #5) ARPA Fund Prioritization**

TA Kendall noted that this item had been tabled in the past and did not want to see the project get postponed too far. She addressed a plan of action, beginning with forming an advisory panel to prioritize ARPA projects and present their findings to the Selectboard for funding allocation. Discussion ensued. Selectmen Osgood and Martin both expressed interest in serving on this advisory panel. **Selectman Osgood moved to authorize the Town Administrator to form an advisory panel with the department heads and two members of the Board of Selectmen to make recommendations to the Board for allocation of remaining funds. Selectman Marko seconded. Motion carried unanimously.**

Chairman Blomback announced that if members of the public have ARPA requests to please submit them so they may be prioritized.

### **NEW BUSINESS**

#### **Item #6) Rescind Chapter 15 Assemblies, Large and replace Chapter 16 Special Event Permits and Notification Requirements – 1<sup>st</sup> reading**

TA Kendal gave background, the Fire Department noticed that Chapter 15 is not in compliance with state law which brought up further changes to the ordinance. Fire Chief Jim Morse provided further information. Discussion ensued. The purpose of rescinding and replacing is to become in line with NFPA, with the new Special Event Permit to provide pertinent information to public safety officials. Chief Morse noted that the current draft had been sent to the Fire Marshal and had received their input. TA Kendal shared that these updates are intended to help applicants, the public, and safety officials understand what to expect.

Selectman Marko expressed that this first reading felt premature and that another draft could be presented before moving forward. Chief Morse requested that the current ordinance be edited to put it in line

## DRAFT

Disclaimer – The following are Draft Minutes, which could include errors and are subject to change upon approval of the Select Board.

with state law. **Chairman Blomback moved to change the wording of Chapter 15 from 300 to 50, seconded by Selectman Osgood.** Selectman Martin noted that the wording should include “to be in compliance with current NFPA per state of NH.”. **Chairman Blomback moved to change the wording of Chapter 15 from 300 to 50 to be in compliance with current NFPA per State of New Hampshire, Selectman Osgood seconded. Motion carried unanimously.**

**Selectman Marko moved to continue the discussion of this policy and entertain edits by the appropriate parties to be reread at the next meeting, Chairman Blomback seconded. Motion carried unanimously.**

### Past Meeting Minutes

**Item #7) Acceptance of Board of Selectmen non-public session 1 meeting minutes 6:00p.m. April 18, 2023, Police Department Hiring**

**Selectman Marko moved to approve these minutes, seconded by Selectman Osgood, motion carried unanimously.**

**Item #8) Acceptance of Board of Selectmen meeting minutes April 18, 2023**

**Selectman Marko moved to approve these minutes, seconded by Selectman Morse, motion carried unanimously.**

### Communications

**Item #9) Town Administrator Report**

TA Kendall shared that most of her work has been on Chapter 16 and did not prepare a report for this meeting.

**Item #10) Correspondence - Letters and Notices**

Discussion on correspondence was postponed.

**Item #11) Selectmen Reports**

Selectman Osgood had nothing to report.

Chairman Blomback had nothing to report.

Selectman Marko had nothing to report.

Selectman Morse had nothing to report.

Selectman Martin had nothing to report.

### PUBLIC COMMENT #2:

Kelly McCutcheon, of Broken Boat Farm, had follow-up questions about Special Events pertaining to raffle permits.

Peter Flynn wanted to say hello and welcome the new Selectboard members.

Joan O'Connor, of Echo Lane, also had comments about Special Events. TA Kendall noted that there will be a flow chart to help potential applicants understand which permits apply to their event.

**Selectman Marko moved to adjourn at 7:35PM, Selectman Morse seconded. The motion carried unanimously.**

**DRAFT**

Disclaimer – The following are Draft Minutes, which could include errors and are subject to change upon approval of the Select Board.

Respectfully submitted,

Hank Bernstein  
Minute Taker

Minutes Approved:



Meeting: BOARD OF SELECTMEN

Date: May 2, 2023

\*PLEASE PRINT\*

Name

Address

Joan O'Connor	7 Cedar Lane
Paul Knudsen	51 Stonehenge Dr.
Milli	"
Jennifer Lopez	488 Foster Hill Rd
Kym Felton	449, Dustin Tavern Rd, Wedge
KAROL DERMAN	Hemlock Dr. Henniker
Marc M. Minkin	27 Rush Rd Henniker
Thelma - Broken Boat Farm LLC	Foster Hill Rd, Henniker
Ray Guignon	60 Juniper Rd
Danny Heald Anson	2107 WARE RD
Marie Pelletier	111 Freeman Colby Rd
Yvonne	111 Freeman Colby Road
Sophia Lee Teague	179 Shore Dr
Danny Teague	179 Shore Dr
Linda Cobner	98 Fairview Ave
Jim Morse	204 Maple St
PETER FLYNN	65 MAIN ST
MONICA RICO	<del>HENNIKER</del>
M. Fruch	HPD
Alison Mroch	Henniker town 67B



Meeting: BOARD OF SELECTMEN

Date: May 2, 2023

**\*PLEASE PRINT\***

Name

Address

Taylor Carroll

126 Village Green

Keri Bresaw

Village Green

Burke Zay

247 Hall Ave

# TOWN ADMINISTRATOR REPORT



# CORRESPONDENCE

# DEPARTMENT REPORTS

# **April 2023 Department Reports**

**Assessing Department**

**Building Department**

**Fire Department**

**Highway Department**

**Human Services**

**Police Department – March**

**Police Department - April**

**Town Clerk/Tax Collector's Office**

**Transfer Station/Parks & Properties**

**Wastewater Treatment Plant**

# **MEMORANDUM**

Helga Winn, Assessing Technician  
18 Depot Hill Road  
Henniker, NH 03242  
Phone 603-428-3221 x 101 ≈≈ Fax 603-428-4366  
[helga.winn@henniker.org](mailto:helga.winn@henniker.org)

---

TO: Diane Kendall, Town Administrator  
DATE: May 4, 2023  
RE: Monthly Report

## Assessing Report for April 2023

- Monthly maintenance of new deeds, address changes, and GIS updates.
- Permit tracking in Avitar as needed.
- Field work started by Avitar (Permits, New Construction, etc.)
- Three campgrounds inventoried by Avitar
- Ongoing compilation and review of abatement, new exemption/credit applications and renewals.
- Ongoing notifications sent to taxpayers with approved/denied exemptions/credits/abatements.
- Seven Intents to Excavate approved.
- Six Reports of Excavated Materials received.
- Sewer warrant created and approved.
- Notice of Intent to Cut received.



Monthly Building Department Report  
April 2023

TO: Diane Kendall, Town Administrator

FROM: Hank Bernstein, Land Use Assistant

The following is a record of permits, certificates of occupancy, inspections and revenue collected for the month listed above.

Permits /COs/Inspections	Quantity	Revenue
Building Permits - Residential	3	\$402.00
Building Permits - Commercial	0	\$0.00
Electrical Permits	5	\$250.00
Plumbing Permits	1	\$50.00
Mechanical Permits	4	\$200.00
Demolition Permits	0	\$0.00
Driveway Permits	0	\$0.00
Trench Permits	0	\$0.00
Sign Permits	0	\$0.00
Assembly Permits	2	\$0.00
Raffle Permits	0	\$0.00
Tent Permits	0	\$0.00
Hawk & Peddler	0	\$0.00
Certificates of Occupancy	0	\$0.00
Inspections Performed	27	
<b>Total</b>		<b>\$902.00</b>

Town building rental/use:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)	3	\$250.00
Grange (Does not include Caseworker & CAP)	4	N/C for AA
	Food Pantry open 2x week	Food Pantry- permanent
	1	\$25.00
Bandstand/Community Park	0	

Respectfully submitted,  
*Hank Bernstein*

**Town of Henniker, NH**  
Permits Issued April 2023

Date In	Owner	Address	Map/Lot	Type	Description	Contractor		Fees	Issued
4/4/2023	Scott, Gordon	136 Mathews Rd	10-708	Building	Rebuilding House on Existing foundation, adding 10x12 addition	Doug Farrell	\$250,000.00	\$10.00	4/5/2023
4/6/2023	Henniker Summer Concert Series	57 Main Street	5D-242-A	Assembly	Summer Concert Series	Ruth Zax			4/18/2023
4/6/2023	Henniker Summer Concert Series	57 Main Street	5D-242-A	Assembly	Blues, Brews, and BBQ's	Ruth Zax			4/18/2023
4/6/2023	Gorgol, Joseph	127 Shore Drive	3-110-C12	Building	Solar Array	NuWatt Energy		\$294.00	4/19/2023
4/6/2023	Lawrence, Megan	402 Mt. Hunger Rd	11-723-D	Electrical	Wire detached garage w/lights & outlets, add sub panel	Dana Pellerin		\$50.00	4/6/2023
4/6/2023	Gorgol, Joseph	127 Shore Drive	3-110-C12	Electrical	Solar Array	NuWatt Energy		\$50.00	4/19/2023
4/6/2023	Marian Towle Revocable Trust	89 Goss Drive	2-148-B	Mechanical	Minisplit Installation	Scott Heath		\$50.00	4/7/2023
4/6/2023	Marian Towle Revocable Trust	89 Goss Drive	2-148-B	Plumbing	Plumbing	Kevin Savette		\$50.00	4/7/2023
4/10/2023	Boedy, Susan & Stella, Michael	98 Patterson Hill Rd	7-386-G	Electrical	Wire Garage/mudroom/ relocated 2 EV chargers	Matt Murphy		\$50.00	4/10/2023
4/10/2023	Caplice, Christopher	587 Craney Hill Rd	11-654-EE	Mechanical	Pool Heater/ UG gas line from tank to heater	John Sinard		\$50.00	4/10/2023
4/14/2023	Gresham, Daniel	664 Freeman Colby Rd	4-123	Electrical	Install and wire 18kW Generac Standby generator and 200amp ats	Jack Fearon		\$50.00	4/18/2023
4/14/2023	Caplice, Christopher	587 Craney Hill Rd	11-654-EE	Electrical	Wiring for pool	Arthur Pesaturo		\$50.00	4/14/2023
4/14/2023	Gresham, Daniel	664 Freeman Colby Rd	4-123	Mechanical	Trench & Install gas piping from existing regulator to generator	Dyaln Audet		\$50.00	4/18/2023
4/24/2023	Scala, Gerald	84 Village Green	5D-232-P	Building	1 story 4 season sunroom	by owner	\$40,000.00	\$98.00	4/25/2023
4/27/2023	Bodine, Wilhelmina	9 Crescent St	5D-225	Mechanical	Install 25 BTU decorative fireplace	Abundant Life		\$50.00	4/28/2023



The month of April 2023 consisted of 25 calls for Henniker Fire Department. The calls ranged from the following :

- 8 Fire Alarm Activations
- 5 EMS Assists
- 3 Motor Vehicle Accidents
- 1 Outside Fire
- 4 Building Fires
- 1 Appliance Fire
- 1 Co calls
- 2 Gas in building

This month's training consisted of Forestry pump training.





Thank you,  
Chief Morse



5/8/2023

To Town Administrator Diane Kendall and Henniker Board of Selectmen,

Henniker Highway started April with spring cleanup. Chipping brush and grading roads was an everyday event for the first week. Week two, we screened winter sand for the upcoming year, and continued grading roads. Week three we stayed on grading roads and shouldered a portion of Hemlock Corner Loop. We removed ten dead trees along that same stretch of road. The last of the month we received six inches of rain, minor road repair took place, and we serviced equipment.

Leo Aucoin  
Superintendent  
Henniker Highway

Henniker Human Service Department – Monthly Report  
April 2023

Total encounters 21

- Categories of requests for assistance
  - 1 Housing issues
  - 3 Rent request
  - 3 Utilities and fuel still following up on CAP assistance
  - 2 NH Department of Health and Human Services
    - Sign up / redetermination.
  - 1 SSA assistance with client
  - 4 Assistance with outside agency applications
  - 0 Budgeting sessions
  - 0 Homelessness
  - 0 Domestic violence
  - 6 Household Information and referral
  - 4 Vouchers approved.

Submitted Carol Conforti-Adams

# HENNIKER POLICE DEPARTMENT

## Memo

**To: Diane Kendall**

**From: Chief Matthew French**

**Date: May 9, 2023**

---

April 2023 summary.

Just another Tuesday- On Tuesday April 25 at approximately 12 noon police fire and rescue responded to a head on MV crash on Rt 114 between Hope Road and the All-in-One Market. Local residents Dan DaCosta and Phillis Anderson were traveling south, Matthew Malloy from Manchester was traveling north. Malloy crossed into the south bound lane of the roadway and crashed head on into DaCosta/Anderson. DaCosta and Anderson were transported to CH with serious life-threatening injuries. Malloy was transported with injuries where he would later be arrested and charged with Felony Aggravated DUI. It is a blessing to work in a town where you know so many people until tragedy strikes and then it is a curse.

There were 11 arrests which include, operating with a suspended license x 5, disobeying an officer, simple assault x 2, Felony DUI, Disorderly Conduct, subject wanted on a warrant.

We had 707 Calls for Service (716 in 2022, 707 in 2021) which include:

5 MV Crashes	14 Assist Other agencies
2 Hit and Run	16 Assist Rescue/Fire
2 Vehicle off the road	26 Suspicious person/vehicles
21 Motor vehicle complaints	10 Welfare Check
223 MV stops	3 Psychological Problem
12 Directed Patrols	1 Suicidal Person
24 Parking tickets	1 Missing Person
9 Disabled MV/Assist Motorist	9 Animal Complaints
1 Road Hazard	17 Alarm Calls/911 Hangup
3 Neighbor Dispute/Disturbance	194 Building/Business checks
2 Criminal Trespassing	25 Vacant House checks
1 Assault	4 Mv Lockout
13 Follow ups	1 Juvenile matter
7 Return/Police information call	5 Walk and Talk
6 Assist Citizen	
4 VIN Checks	
5 Subpoena/Paperwork Service	

# HENNIKER POLICE DEPARTMENT

## Memo

**To: Diane Kendall**

**From: Chief Matthew French**

**Date: May 4, 2023**

---

March 2023 summary.

There were 11 arrests which include, operating with a suspended license, transporting alcohol by a minor, possession of narcotic drug with intent to distribute, DV related assault, 2<sup>nd</sup> degree assault/strangulation, theft, receiving stolen property, burglary, receiving stolen property.

We had 722 Calls for Service (702 in 2022, 747 in 2021) which include

13 MV Crashes	14 Assist Citizen
19 Vehicle off the road	9 Assist Other agencies
21 Motor vehicle complaints	27 Assist Rescue/Fire
152 MV stops	26 Suspicious person/vehicles
8 Directed Patrols	10 Welfare Check
11 Disabled MV/Assist Motorist	1 Psychological Problem
10 Road Hazard	1 Suicidal Person
6 Wires down	1 Death Natural Causes
2 Domestic Disturbance	9 Animal Complaints
4 Neighbor Dispute/Disturbance	21 Alarm Calls/911 Hangup
1 Burglary	180 Building/Business checks
1 Assaults	68 Vacant House checks
4 Criminal Threatening	4 Mv Lockout
2 Thefts	8 Parking tickets
11 Follow ups	5 Juvenile matter
10 Return phone call	1 Walk and Talk

**MEMORANDUM**

To: Diane Kendall, Town Administrator  
From: Deborah C. Aucoin – Town Clerk/Tax Collector  
Date: May 2, 2023  
Subject: Town Clerk/Tax Collector Report as of 04/30/2023

**PROPERTY TAXES**

Total Committed 2022	\$15,460,954.00
Uncollected	\$ 165,672.21

**TAX LIENS**

	<u>2021 LIENS</u>	<u>2020 LIENS</u>	<u>2019/PRIOR LIENS</u>
Liened Amount	\$208,703.03	\$190,769.84	
Uncollected	\$83,030.03	\$65,112.59	\$146,231.30

**WATER & SEWER -**

	<u>2022</u>	<u>2023</u>
Water Billed	\$521,946.26	\$288,706.05
Sewer Billed	\$604,693.36	\$291,251.98
Uncollected	\$ 25,077.84	\$314,479.00

**TOWN CLERK REVENUE**

	<u>2023</u>	<u>2022</u>
MV	\$367,325.84	\$133,873.82
non-MV	\$2,714.56	\$ 1,372.16

## Marc Boisvert

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

### Monthly Report – April 2023

4/1. Opened for business. Marc out sick. Starr worked 9AM-12PM and Troy came in and worked 12-5PM.

4/2. Opened for business. Normal operations.

4/4. Matt and Starr raked and cleaned up grass strip along Park St. Cleaned up yard to open for business. Opened at noon.

4/5. Matt and Zach cleaned plow damage at community center and triangle park at Ramsdell Rd. Also cleaned leaves from walkway at community center. Did regular cleanup at transfer station. Zach pressure washed west wall of recycling building to prep it for painting. Matt went to Airgas for welding supplies.

4/6. Did the dump run, cleaned around shop.

4/8. Went around town picking trash and any big sticks, opened for business.

4/9. Opened for business.

4/11. Marc met with Eversource for the energy audit. Matt and Star cleaned around soft ball field, picked up brush and cleaned leaves.

4/12. Matt and Zach picked up trash and cardboard around town. Matt dragged softball field on Old Concord Rd. while Zach stayed and crushed cans and started picking up blow around garbage at the transfer station. In the afternoon Zach and Matt dragged field and installed water bubbler at the little league field at town hall and repaired the fence at Azalea Park.

4/13. Matt went to NRRA to pick up new signs for the transfer station, Marc went to M.B. tractor to pick parts up for the Kubota, also delivered.

4/15. Opened for business. Marc went home sick. Starr came in to fill in for the rest of the day.

4/16. Matt went to Town Hall at 10:00 AM to meet high school students interested in community service. He picked up sticks and raked out plow damage while waiting and no students showed up. Went back to transfer station at noon.

4/18. Matt went out with the lawn dethatcher and did all around town hall. He also piled all the sticks for pick up. We cleaned the transfer station after a very busy weekend. Marc repaired glass crusher, opened for business at noon.

4/19. Did trash/recycling run. Starr came in for a bit and painted the concrete wall on recycle building. Matt and Zach picked up piles of leaves and sticks around town hall. Spent rest of day cleaning up around transfer station.

4/20. Zach and Star picked up leaves and sticks around the little league field, Matt aerated all around town hall, community park, historical society, library, and grange. He also picked up bark mulch for azalea park paid for by Susan Adams. Also replaced the flags at town hall, opened for business at noon. Went to Edmonds, has paint in stock for gazebo. Painter will start painting 5/30.

4/21. Starr came into work. Helped Grumpy remove the rest of the sheetrock from hopper room, removed seven dead rats. We are going to continue using J.P. Pest service to keep them under control.

4/22. We did the dump run this morning. Marc moved the chairs at the community center. We got the transfer station ready to open.

4/23. Opened for business as usual.

4/25. Matt went out to put pet safe fertilizer around town hall and also the park and little league field. Starr pressure washed the bleachers and washed the dugouts. Marc worked on the yard truck with Justin, needs new brake valve. Marc picked up blue trash bags at NRRRA. Opened for business as usual.

4/26. Trash/recycling run. Cleaned around yard. Loaded cardboard and paper bales to ship out for sale.

4/27. Started crushing glass. Matt mowed soccer fields and areas in town that needed mowing. Starr and Zach did dump run and cleaned around transfer station. Justin came back to work on yard truck. Still have no air pressure. We got one person from Deering out of swap shop and three persons from Weare out of swap shop also.

4/29. Zach did dump run, opened for business.

4/30. Zach and Starr did trash run. Opened for business. Matt serviced lawnmowers. Yard truck still broken, had Triple L come in around 1:00 to swap out trailers. Caught three people from out of town, Weare and Bradford, trying to dump.

## Wastewater Treatment Plant

### April 2023 Report

- During the month of April, a tour of the treatment plant was conducted for the selectmen, the town admin, DES, and an engineer from underwood that was led by Chazz.
- Chazz and Richard started and finished grounds maintenance for fallen tree branches and dirt piles from winter.
- A new employee was hired, Eric Edwards.
- Chazz and Richard did numerous dig safes throughout the town.
- The belt press had a bearing go bad and was replaced.
- All daily labs and tests were completed on time and turned into the state.
- Chazz and Richard changed 6 UV bulbs in the effluent area.
- AAA was called to west Henniker pump station for a pump not working. During that time AAA was able to get the pump to work but a week later the pump had stopped again, and AAA was called once more. AAA determined that the electrical panel was at fault from the relay but one of the pumps was making noise and they decided to remove it to bring it back to their shop to clean it. The following day West Henniker Pump station almost flooded as the only pump left online was not turning on. Chazz was able to quickly figure out a solution and was able to stop the sewage from rising to the electrical panel on the dry side of the pump station. Richard then called AAA to have them immediately come and called Henniker septic as a back up plan. Chazz was able to stop a flood and restart the pump to avoid any major damage and saved the town a heavy cost by his quick thinking. THANK YOU, CHAZZ! Chazz stayed late that day to ensure that the pump was working, and that AAA was able to correct the problem till the other pump was ready to be back online.
- Richard and Chazz came up with a plan to help train the new town employee Eric.

Richard Slager

Wastewater Superintendent

Henniker Wastewater Treatment Plant



# NONPUBLIC #2