

"The only Henniker on Earth."



Office of the Town Administrator

To: Board of Selectmen, employees, volunteers, and Town of Henniker
From: Diane Kendall, Town Administrator
Date: June 20, 2023
Ref: **Town Administrator's Report**

This report encompasses updates, activities, projects, and meetings June 3 to June 20.

Admin and Finance

Police Chief French brought to our attention, Personnel Policy Section 4 Military Leave was updated and approved by the Board of Selectmen on May 19, 2019, however the revision was not inserted in the Personnel Policy. This was most likely an inadvertent oversight that occurred during a time of transition. The policy was updated to grant eligible employees *"military leave benefits as required under USERRA. Eligible full-time employees who are members of the National Guard or a reserve component of the United States Armed Forces will be provided time off with pay for a maximum of 15 business days (25 Business Days is awarded for Public Safety Personnel) for annual military duty purposes per federal fiscal year (1 October – 30 September). Any hours unused may be carried over to the next fiscal year. Accumulation of Military Leave shall not accumulate to more than 21 days. Employee may be charged military leave only for the hours that the employee would otherwise have worked and received pay."*

Our staff at the Town Office is eager to answer your questions and assist you in any way possible. Please call us at 603-428-3221 and visit our website www.henniker.org for up-to-date information about town services and events.

Town Clerk/Tax Collector:

Deputy Town Clerk-Tax Collector Jean Scott joined us June 20 for her first day and started training.

Wastewater

Superintendent Rich Slager will provide the Commissioners with an update of plant operations on July 11.

ARPA Prioritization

A strategy to engage department heads and 2 members of the board to collaborate on the project priorities has not been successful.

Post Office Fence

Nothing new to report

Litter Clean Up

Merrimack County Corrections will have a crew to do roadside clean up on Old Concord Rd. Monday July 10th and Tuesday July 11th. Efforts have been coordinated with the Transfer Station.

Craney Hill Communications Tower

We are waiting for the completed Environmental and Historic Preservation review and National Environmental Policy Act Review forms and the State Historic Preservation Office "no adverse impacts" information to be completed and

forwarded to the Grants Administrator-Commissioner's Office. Once that is complete the project goes to Washington for review. In the meantime, the team is preparing an RFP for design/build of the tower.

Old Concord Rd Fire Pond

Permitting application has been submitted to DES

Budget Advisory Committee

Sherry Bradstreet, Deputy Finance Director, and I met with the Budget Advisory Committee to discuss the 2024 budget schedule, process changes and expectations of the committee and department.

Safety Committee Meeting

A Safety and Loss Prevention Committee meeting has been scheduled for June 29, 2023 at 10:00am at the Town Office. Per RSA 281-A:64 III *Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of **equal numbers of employer and employee representatives. Employee representatives shall be selected by the employees.** If workers are represented by a union, the union shall select the employee representatives. The joint loss management committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employers and employees on the subject of workplace safety. The committee shall perform all duties required in rules adopted pursuant to this section.*

Solid Waste and Recycling Advisory Committee

The committee will meet at 5:00pm on Tuesday June 27.

Events

I attended the first Concert of the series last Tuesday June 13th. The concert was moved indoors to the Community Center due to rain. The concert attendance excluding volunteers and band was about 120 people. Committee members and volunteers were posted at all doors and attendance numbers were monitored.

There are several educational opportunities coming up for staff, volunteers, and elected officials. Please visit the [NHMA website calendar](#) for more information.

State and NHMA:

- [2023 NHMA Legislative Bulletin 25 | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
- [state aid to municipalities.pdf \(nhmunicipal.org\)](#)
- [NHMA Important Dates Calendar](#)
- [OSI Planning and Zoning Training | Planning Division | NH Office of Strategic Initiatives](#)
- [Town by Town Public Tax Rates](#)
- [2023 Local Officials Workshop](#)
- [Academy for Good Governance](#)
- [Events and Training](#)

Warm regards,

Diane Kendall

Town Administrator