

BOS AGENDA  
for Website Publication





TOWN OF HENNIKER, NEW HAMPSHIRE  
**SELECTMEN & SEWER COMMISSIONERS**

**AGENDA**

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

**Tuesday September 19, 2023**

**5:45 PM**

- I. CALL TO ORDER**
- II. 5:45 NON-PUBLIC SESSION**
  - 1) [Leo Aucoin, Highway Superintendent - Hiring](#)
  - 2) [Deb Aucoin, Town Clerk/Tax Collector – Taxpayer request for amended tax payment agreement](#)
- III. RETURN TO PUBLIC SESSION 6:15 PM**
- IV. PLEDGE OF ALLEGIANCE**
- V. ANNOUNCEMENTS**
- VI. CONSENT AGENDA**
  - 1) [Consent Agenda September 19, 2023](#)
- VII. PUBLIC COMMENT #1** – (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)
- VIII. APPOINTMENTS WITH THE BOARD**
  - 2) [Eric Fielding – Concert Committee Volunteer Application](#)
  - 3) [Tony Caplan - Merrimack District 8 Representative](#)
- IX. NEW BUSINESS**
  - 4) [Craney Hill Communications Tower RFP Bid Award & ARPA Fund Request](#)
  - 5) [Authorize Disposition of Transfer Station 1998 Ford 75E Backhoe and transfer of Highway Backhoe to Transfer Station](#)
- X. CONTINUED BUSINESS**
  - 6) [Amend Selectmen Policy III.7: Rental of Community Center, Grange Hall and Community Park –Strike Teen Center Language – Second Reading](#)
- XI. TABLED BUSINESS**
  - Policies
    - III.1, III.3, III.5, III.7, IV.5

- 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
- SOLAR Pilot negotiation

## **XII. PAST MEETING MINUTES**

- 7) [Acceptance of Board of Selectmen non-public session minutes September 5, 2023, 5:45 p.m. –Police Department matter](#)
- 8) Motion to unseal non-public session minutes September 5, 2023, 5:45 p.m. – Police Department matter.
- 9) [Acceptance of Board of Selectmen non-public session minutes September 5, 2023, 6:00 p.m. –Town Clerk/Tax Collector Taxpayer request for payment agreement.](#)
- 10) Motion to redact taxpayer name and unseal non-public session minutes Town Clerk/Tax Collector Taxpayer request for payment agreement.
- 11) [Acceptance of Board of Selectmen public meeting minutes September 5, 2023, 6:15 p.m.](#)
- 12) [Acceptance of Board of Selectmen non-public session minutes September 5, 2023, 8:10pm – Personnel Matter](#)

## **XIII. COMMUNICATIONS**

- 13) [Town Administrator Report](#)
- 14) [Department Reports](#)
- 15) [Correspondence - Letters and Notices](#)
- 16) Selectmen Reports

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

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

## **XVI. ADJOURNMENT**

## **XVII. UPCOMING DATES 2023**

September 20, 2023 – Zoning Board of Adjustment Meeting & Public Hearing @ 6:00 p.m.  
 September 26, 2023 – Road Management Committee @ 6:30 p.m.  
 October 3, 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

NONPUBLIC #1

# NONPUBLIC #2

# ANNOUNCEMENTS

# CONSENT AGENDA



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TOWN OF HENNIKER, NEW HAMPSHIRE  
BOARD OF SELECTMEN  
CONSENT AGENDA

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**Tuesday, September 19, 2023**

Consent Agenda

- Item 1:** Re-Appointment to Budget Advisory Committee – Heidi Aucoin
- Item 2:** Re-Appointment to Energy Committee – Michael C. French
- Item 3:** Appointment as Perambulator of Town Boundaries – Kristen MacLean
- Item 4:** Appointment as Perambulator of Town Boundaries – Albert J. Heinrich
- Item 5:** Appointment as Perambulator of Town Boundaries – Cara Heinrich
- Item 6:** Appointment as Perambulator of Town Boundaries – D. Scott Osgood
- Item 7:** Appointment as Perambulator of Town Boundaries – Stephen Neuhoff
- Item 8:** Appointment as Perambulator of Town Boundaries – Bill DaCosta
- Item 9:** Payroll Check Register – September 6, 2023
- Item 10:** Accounts Payable Supplemental Check Register – September 13, 2023
- Item 11:** Account Payable Manifest – September 20, 2023

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.





## TOWN OF HENNIKER APPOINTMENT

To **Heidi J. Aucoin**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Application of *Heidi J. Aucoin*, re-appointing her as a Volunteer Member of the Budget Advisory Committee. The term will expire on September 1, 2026.

BOARD OF SELECTMEN:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

SEP 11 2023

# APPLICATION FOR VOLUNTEER POSITION

SELECTMEN'S OFFICE

COMMITTEE / BOARD: Budget Advisory

NAME (as it should appear on Appointment Form): Heidi J Aucoin

FULL NAME:

PHONE:

PHYSICAL ADDRESS:

MAILING ADDRESS: P

EMAIL ADDRESS: au

Why are you seeking this appointment?:  
current member looking to renew

What experience would you bring to this position?:  
current member of the budget advisory and the CIP

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:

SIGNATURE:

DATE: 8.27.23



**TOWN OF HENNIKER APPOINTMENT**

To **Michael C. French**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Application of *Michael C. French*, re-appointing him as a Volunteer Member of the *Energy Committee*. The term will expire on September 1, 2026.

**BOARD OF SELECTMEN:**

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

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

Office of Selectmen



Incorporated  
November 10, 1768

Received by  
TOWN OF HENNIKER

SEP 12 2023

SELECTMEN'S OFFICE

APPLICATION FOR VOLUNTEER POSITION

Committee/Board: Energy Committee

Name (as it should appear on Appointment Form): Michael C. French

First Michael M.I. C Last French

Phone: [REDACTED] Email: [REDACTED]

Physical Address: 1 [REDACTED]

Mailing Address: same

Why are you seeking this appointment? I believe Henniker has an excellent opportunity to reduce the energy costs of town buildings and use sources of energy that are sustainable, reduce carbon emissions, and in other ways have a lower impact on the environment. I would like to contribute to the process of implementation.

What experience would you bring to this position? I have worked 8 years in the photovoltaic industry . Prior to that, I worked many years in residential construction, building energy-efficient homes and additions and reducing energy use. I have also been a member of the energy committee for 6 years.

Do you have any specific goals or objectives you would seek to implement if you are appointed to this position? 1. Reduce energy use through conservation measures such as lower energy lighting, high efficiency heating/cooling systems, increased insulation, reduced uncontrolled airflow through buildings, etc.

2. Installation of sustainable energy production systems where feasible.

3. Review measures other towns have taken including alternate funding sources such as grants.

4. Minimize property tax impact.

Signature: Michael C. French Date: September 12, 2023

Telephone  
603-428-3221

18 Depot Hill Road  
Henniker, NH 03242  
www.henniker.org

FAX  
603-428-4366



**TOWN OF HENNIKER APPOINTMENT**

To **Kristen MacLean**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Application of *Kristen MacLean*, appointing her as a perambulator for the 2023 Perambulation Update of Town Boundaries per RSA 51.

**BOARD OF SELECTMEN:**

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	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)

Received by  
TOWN OF HENNIKER

SEP 11 2023

SELECTMEN'S OFFICE

## APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / COMMISSION: Perambulation

This is my first time volunteering for this position

I am reapplying for this position

NAME (as it should appear): Kristen MacLean

FULL NAME: same

PHONE:

PHYSICAL:

MAILING ADDRESS: same

EMAIL ADDRESS:

Why are you seeking this appointment?

I was approached by Selectman

What experience would you bring to this position?

I participated in this activity 7 yrs ago.

Do you have any specific goals or objectives you would seek to implement if you were appointed to this position?

Find lost town line markers!

SIGNATURE: \_\_\_\_\_

Date: 9/11/2023



**TOWN OF HENNIKER APPOINTMENT**

To **Albert J. Heinrich**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Request of *Albert J. Heinrich*, appointing him as a perambulator for the 2023 Perambulation Update of Town Boundaries per RSA 51.

**BOARD OF SELECTMEN:**

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____



**TOWN OF HENNIKER APPOINTMENT**

To **Cara Heinrich**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Request of *Cara Heinrich*, appointing her as a perambulator for the 2023 Perambulation Update of Town Boundaries per RSA 51.

**BOARD OF SELECTMEN:**

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____





**TOWN OF HENNIKER APPOINTMENT**

To **D. Scott Osgood**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Request of *D. Scott Osgood*, appointing him as a perambulator for the 2023 Perambulation Update of Town Boundaries per RSA 51.

BOARD OF SELECTMEN:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____



**TOWN OF HENNIKER APPOINTMENT**

To **Stephen J. Neuhoff**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Request of *Stephen J. Neuhoff*, appointing him as a perambulator for the 2023 Perambulation Update of Town Boundaries per RSA 51.

BOARD OF SELECTMEN:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____



**TOWN OF HENNIKER APPOINTMENT**

To **Bill DaCosta**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Request of *Bill DaCosta*, appointing him as a perambulator for the 2023 Perambulation Update of Town Boundaries per RSA 51.

BOARD OF SELECTMEN:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

TOWN OF HENNIKER  
PAYROLL CHECK REGISTERS  
DATE: September 6, 2023

WAGES: \$56,093.68  
PAYROLL DEDUCTIONS: \$110,043.96  
TOTAL: \$166,137.64

BOARD OF SELECTMEN APPROVAL

Kris Blomback	Date
Scott Osgood	Date
Bill Marko	Date
Neal Martin	Date
Jeff Morse	Date

  
Town Administrator

9/13/23  
Date

  
Ti

9-12-23  
Date

DEPARTMENTAL HOURS AND GROSS SUMMARY REPORT FOR TOWN OF HENNIKER  
For 09/13/2023 to 09/13/2023

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: CSWW CSWW</b>					
<b>Department Totals For: CSWW</b>					
HOLIDAY	8.00	0.00	559.44	0.00	0.00
REGULAR	35.00	0.00	1,547.09	0.00	0.00
SICK	1.00	0.00	69.93	0.00	0.00
Totals:	44.00	0.00	2,176.46	0.00	0.00
<b>Department: FIRE/RESCUE FIRE/RESCUE</b>					
<b>Department Totals For: FIRE/RESCUE</b>					
OVERTIME	0.00	0.00	0.00	26.00	724.92
REGULAR	39.00	0.00	925.80	0.00	0.00
STIPEND	0.00	0.00	595.23	0.00	0.00
Totals:	39.00	0.00	1,521.03	26.00	724.92
<b>Department: HIGHWAY HIGHWAY</b>					
<b>Department Totals For: HIGHWAY</b>					
HOLIDAY	60.00	0.00	1,613.40	0.00	0.00
REGULAR	134.00	0.00	3,479.56	0.00	0.00
VACA BUY NONHRS	6.67	0.00	128.60	0.00	0.00
VACATION	26.00	0.00	975.04	0.00	0.00
Totals:	226.67	0.00	6,196.60	0.00	0.00
<b>Department: LIBRARY LIBRARY</b>					
<b>Department Totals For: LIBRARY</b>					
REGULAR	121.75	0.00	3,356.63	0.00	0.00
Totals:	121.75	0.00	3,356.63	0.00	0.00
<b>Department: POLICE POLICE</b>					
<b>Department Totals For: POLICE</b>					
EVENING	80.00	0.00	60.00	0.00	0.00
HOLIDAY	8.00	0.00	197.28	0.00	0.00
MIDNIGHT	73.00	0.00	73.00	0.00	0.00
OUTSIDE DETAIL	4.00	0.00	180.52	0.00	0.00
OVERTIME	0.00	0.00	0.00	26.00	1,294.72
REGULAR	401.00	0.00	11,721.98	0.00	0.00
VACATION	3.00	0.00	78.57	0.00	0.00
Totals:	569.00	0.00	12,311.35	26.00	1,294.72
<b>Department: RESCUE RESCUE</b>					
<b>Department Totals For: RESCUE</b>					
COMP OVER BASE	6.00	0.00	160.58	0.00	0.00
HALFTIME - FIRE	24.00	0.00	327.00	0.00	0.00
HOLIDAY	31.50	0.00	859.34	0.00	0.00
OVERTIME	0.00	0.00	0.00	33.00	1,248.28
REGULAR	226.00	0.00	5,935.54	0.00	0.00
Totals:	287.50	0.00	7,282.46	33.00	1,248.28
<b>Department: SELECTMAN SELECTMAN</b>					
<b>Department Totals For: SELECTMAN</b>					
HOLIDAY	40.00	0.00	1,264.51	0.00	0.00
REGULAR	88.00	0.00	1,981.75	0.00	0.00

DEPARTMENTAL HOURS AND GROSS SUMMARY REPORT FOR TOWN OF HENNIKER

For 09/13/2023 to 09/13/2023

Pay Code	Regular Hours	Suppl. Hours	Regular Gross	OT Hours	OT Gross
SALARY	44.75	0.00	2,083.82	0.00	0.00
SICK	10.00	0.00	432.67	0.00	0.00
USECOMP	0.50	0.00	10.03	0.00	0.00
VACATION	9.25	0.00	416.43	0.00	0.00
Totals:	192.50	0.00	6,189.21	0.00	0.00

Department: TC/TX TOWN CLERK / TAX COLLECTOR

Department Totals For: TC/TX

HOLIDAY	16.00	0.00	412.02	0.00	0.00
OVERTIME	0.00	0.00	0.00	0.25	7.19
REGULAR	32.00	0.00	613.76	0.00	0.00
SALARY	35.75	0.00	1,034.34	0.00	0.00
Totals:	83.75	0.00	2,060.12	0.25	7.19

Department: TRANSFER TRANSFER

Department Totals For: TRANSFER

HOLIDAY	20.00	0.00	410.70	0.00	0.00
REGULAR	87.50	0.00	1,756.43	0.00	0.00
VACATION	40.00	0.00	1,197.20	0.00	0.00
Totals:	147.50	0.00	3,364.33	0.00	0.00

Department: WELFARE WELFARE

Department Totals For: WELFARE

REGULAR	7.00	0.00	148.68	0.00	0.00
VACATION	3.00	0.00	63.72	0.00	0.00
Totals:	10.00	0.00	212.40	0.00	0.00

Department: WWTP WASTE WATER TREATMENT PLANT

Department Totals For: WWTP

HOLIDAY	24.00	0.00	685.44	0.00	0.00
OVERTIME	0.00	0.00	0.00	4.00	183.39
REGULAR	88.00	0.00	2,522.30	0.00	0.00
USECOMP	6.00	0.00	148.30	0.00	0.00
VACATION	2.00	0.00	71.16	0.00	0.00
Totals:	120.00	0.00	3,427.20	4.00	183.39

Grand Totals:

COMP OVER BASE	6.00	0.00	160.58	0.00	0.00
EVENING	80.00	0.00	60.00	0.00	0.00
HALFTIME - FIRE	24.00	0.00	327.00	0.00	0.00
HOLIDAY	207.50	0.00	6,002.13	0.00	0.00
MIDNIGHT	73.00	0.00	73.00	0.00	0.00
OUTSIDE DETAIL	4.00	0.00	180.52	0.00	0.00
OVERTIME	0.00	0.00	0.00	89.25	3,458.50
REGULAR	1,259.25	0.00	33,989.52	0.00	0.00
SALARY	98.50	0.00	3,603.73	0.00	0.00
SICK	11.00	0.00	502.60	0.00	0.00
STIPEND	0.00	0.00	595.23	0.00	0.00
USECOMP	6.50	0.00	158.33	0.00	0.00
VACA BUY NONHRS	6.67	0.00	128.60	0.00	0.00
VACATION	83.25	0.00	2,802.12	0.00	0.00
Totals:	1,859.67	0.00	48,583.36	89.25	3,458.50

# = 52,041.86

**TOWN OF HENNIKER  
ACCOUNTS PAYABLE CHECK REGISTER-SUPPLEMENTAL  
DATE: September 13, 2023**

**TOTAL: \$79,564.00**

**BOARD OF SELECTMEN APPROVAL**

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

 TOWN Administrator	<u>9/13/23</u> Date
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<hr/> Treasurer	Date
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**TOWN OF HENNIKER  
ACCOUNTS PAYABLE MANIFEST  
DATE: SEPTEMBER 20, 2023**

**TOTAL: \$985,428.02**

**BOARD OF SELECTMEN APPROVAL**

\_\_\_\_\_  
**Kris Blomback** **Date**

\_\_\_\_\_  
**Scott Osgood** **Date**

\_\_\_\_\_  
**Bill Marko** **Date**

\_\_\_\_\_  
**Neal Martin** **Date**

\_\_\_\_\_  
**Jeff Morse** **Date**

\_\_\_\_\_  
 **9/15/23**  
**Date**

\_\_\_\_\_  
**Treasurer** **Date**



# APPOINTMENTS WITH THE BOARD



August 16, 2023

Kris Blomback, Chair  
Henniker Selectboard  
18 Depot Hill  
Henniker, NH 03242

Dear Kris and SelectBoard Members,

Attached please find an application from Eric Fielding to serve a 3-year term as a Concert Committee member. Our committee voted on August 15, 2023 in favor of his joining us.

As a seasonal area resident, Eric has been a strong supporter of the concert series attending every concert and pitching in to help the committee on many occasions. He is in the area from early June through late October. We believe he will be an asset to the committee and can join our meetings through Zoom when he is not here. His skill sets in fundraising, concert promotion and his general enthusiasm for the concert series make him an ideal candidate.

Diane Kendall and I reviewed Select Board policies and it doesn't appear there is any issue with a non-resident serving as a volunteer on a town committee.

We thank you in advance for considering his application favorably.

Sincerely,

Ruth B. Zax, Chair  
Henniker Concert Committee



## TOWN OF HENNIKER APPOINTMENT

To **Eric Fielding**, of Henniker, NH, in the County of Merrimack:

### Town of Henniker Board of Selectmen:

*Motion:* To accept the Volunteer Application of *Eric Fielding* appointing him as a Volunteer Member of the Concert Committee. The term will expire on September 1, 2026.

### BOARD OF SELECTMEN:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____



**Town of Henniker**

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

**APPLICATION FOR VOLUNTEER POSITION**

COMMITTEE / BOARD: *Henniker Concert Committee*

NAME (as it should appear on Appointment Form): *Eric Fielding* PHONE:

FULL NAME: *Eric Bryce Fielding*

PHYSICAL ADDRESS: [REDACTED] *Weare 03281*

MAILING ADDRESS [REDACTED] *Weare 03281*

EMAIL ADDRESS: [REDACTED]

Why are you seeking this appointment?:

*I love the concerts and truly respect the great job you do putting this together. I do have a strong business background, love music and majored in communications.*

What experience would you bring to this position?:

*Again, the experience of having run a multi-million dollar company, organizing many events, conducting lectures and entertainment experiences, and a passion for popular music.*

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:

*Raise community awareness and participation, seek new acts and raise funds to attract top bands. Love the food trucks and the voting process you employ. I have time to give being retired.*

SIGNATURE: [REDACTED]

DATE: *8/15/23*



## TOWN OF HENNIKER, NEW HAMPSHIRE

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

### Request for Board of Selectman Agenda Item Consideration

Per Town of Henniker Selectmen's Policies 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. Depending upon the boards schedule, appearances will be scheduled within the next two regularly scheduled board meetings whenever possible.
- 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. Please see the policy for more information.

**SUBMIT FORM TO THE TOWN ADMINISTRATOR [diane.kendall@henniker.org](mailto:diane.kendall@henniker.org) or mail to address at top of form.**

Requested Meeting Date:	Sept 19, 2023
REQUESTOR CONTACT INFORMATION	
Name:	Rep. Tony Caplan
Address:	Henniker 810 Ray Rd.
Email:	[REDACTED]
Phone:	[REDACTED]
DESCRIPTION OF TOPIC OR REQUEST	
TITLE:	State Representative Merrimack District 8
PERSON PRESENTING TO THE SELECTBOARD AND CONTACT INFORMATION IF DIFFERENT:	
DESCRIPTION OF QUESTION OR PROBLEM:	update board and hear concerns.
PREVIOUS ACTIONS TAKEN BY REQUESTER OR OTHERS: (include attempts to resolve prior to coming to BoS)	
EXPECTED OUTCOME, ACTION OR DECISION: (be specific)	Hear concerns of BoS & provide legislative update

KNOWN FINANCIAL IMPACT:

/

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

/

FOR OFFICE USE ONLY

DATE RECEIVED: 9/6/23

DATE SCHEDULED: 9/19/23

TOWN ADMINISTRATOR COMMENT:

N/A

DEPARTMENT HEAD AND COMMITTEE COMMENTS:

N/A

LEGAL AUTHORITY:

FINANCIAL DETAILS:

/

SUGGESTED ACTION/MOTIONS/RECOMMENDATIONS:

/

POST MEETING NEXT STEPS AND FOLLOW-UP

RESOLUTION:

?

# NEW BUSINESS



# TOWN OF HENNIKER, NEW HAMPSHIRE

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

## STAFF REPORT

**DATE:** 9/19/2023  
**TITLE:** Craney Hill Communications Tower  
**INITIATED BY:** Craney Hill Communications Tower Project Team: Leo Aucoin, Jim Morse, Matt French, Keith Gilbert, Stef Costello, Diane Kendall  
**PREPARED BY:** Diane Kendall, Town Administrator  
**PRESENTED BY:** Diane Kendall, Leo Aucoin, Jim Morse

**AGENDA DESCRIPTION:** Request Board of Selectmen award bid for design build of communications tower on town owned property lot 654-A accessed from town road Lester Lane; allocate \$100,000 of remaining local ARPA funds for project overage.

**LEGAL AUTHORITY:** Purchase policy; [RSA 674:54](#); grant  
**FINANCIAL DETAILS:** Project Total: \$411,372

### BACKGROUND:

The proposed tower site is to be located within a forested area on the summit of Craney Hill. The tower will be located approximately 75-feet northeast of the existing fire tower. The access will follow the existing woods road, identified as Lester Lane on the project drawing. The utilities will lead from the existing TDS building overhead to the existing utility pole and then underground to the site. The proposed telecommunication tower will be located within the vicinity of the Craney Hill Fire Tower, but would not reduce the Fire Tower's eligibility for the National Register of Historic Places under Criteria A or C.

The Craney Hill Communications Tower project was initiated at the beginning of 2019. The staff report of January 27, 2020, explaining the need for the project and grant documents are attached. The town was awarded a Department of Homeland Security Grant on October 28, 2021, in the amount of **\$311, 372**, which was accepted by the Board of Selectmen on November 16, 2021. Decreased administrative capacity stalled the project progress. The project team resumed in the spring of 2022. The project required State and Federal approval of a historical and environmental review (report attached) No work or procurement for the project could begin until EHP/NEPA approval. The Selectboard authorized local ARPA funds for a consultant to submit Section 106 for the review. On September 11, 2023, the town received EHP/NEPA approval attached for the 2021 Homeland Security Grant. The grant funds will expire on August 31, 2024. The project must be completed by July 31, 2024, or the town may risk loss of grant funding.

### TOWN ADMINISTRATOR COMMENTS:

A request for proposals for the design build of a 120ft communications tower was issued on July 18, 2023, and revised on August 7<sup>th</sup> and 25<sup>th</sup>. The deadline for submission was revised to September 12<sup>th</sup>. Potential bidders had the opportunity to submit questions and tour the site. Questions and answers and other documents were added to the RFP documents. Several bidders inquired. 2 proposals were received.

Green Mountain Communications Pembroke, NH	\$684,000
Aerial Site Construction Gorham, NH	\$366,400

The Tower Project Team met on Wednesday September 13<sup>th</sup> to review the proposals. The team is satisfied that the proposal submitted by Aerial Site Construction meets the requirements of the RFP.



The grant award of \$311,372 falls short of the lowest proposal by \$55,028. Additional funds are needed for road work to Lester Lane, re-roofing the fire tower, surveying costs, legal review of contracts and a contingency. The following overages are rough estimates. The project team requests the Board of Selectmen allocate \$100,000 of local ARPA funds to supplement the project.

Tower Overages	
construction overage	55,028
re-roof Fire tower	10,000
Lester Road - construction a	20,000
survey	5,000
legal -contract review	1,000
contingency	9,000
	<b>100,028</b>

**Draft Project Timeline:**

- October 31, 2023: Complete Lester Lane Road construction for construction access
- October 31, 2023: Test borings and surveys
- Spring 2024: Tower construction begins.
- June 30, 2024: Town construction complete.

**Local Regulation:**

The Planning Board and Board of Selectmen and Town Planner shall consider if the project is a substantial change in use or substantial new use of the town owned property. This report and attached material shall serve as written notice to the board of Selectmen. The Planning Board will be notified by September 19, 2023.

The project PER [RSA 674:54](#), “..town... shall give written notification to the governing body and planning board, if such exists, of a municipality of any proposed governmental use of property within its jurisdiction, **which constitutes a substantial change in use or a substantial new use.** Written notification shall contain plans, specifications, explanations of proposed changes available at the time, a statement of the governmental nature of the use as set forth in paragraph I, and a proposed construction schedule. Such notification shall be provided at least 60 days prior to the beginning of construction. **Either the governing body or planning board** of the municipality **may** conduct a public hearing relative to the proposed governmental use. Any such hearing shall be held within 30 days after receipt of notice by the governing body or planning board. A representative of the governmental entity which provided notice shall be available to present the plans, specifications, and construction schedule, and to provide explanations. The governing body or planning board may issue nonbinding written comments relative to conformity or nonconformity of the proposal with normally applicable land use regulations to the sponsor of the governmental use within 30 days after the hearing.”

**PLANNING DEPARTMENT COMMENTS:** Town Planning Consultant, Mark Fougere, does not consider the communications tower a substantial change in use or a substantial new use of the property because the property has an existing tower. (email attached)

**OTHER DEPARTMENT HEAD COMMENTS:** Provided at meeting.

**SUGGESTED ACTIONS / MOTIONS:**

**Motion:** Motion to award the Craney Hill Communications Tower Bid to Aerial Site Construction Gorham, NH in the amount of \$366,400.

**Motion:** Motion to allocate \$100,000 of local ARPA funds to the Craney Hill Communication Tower Project.

If the Board considers the project a substantial change in use or a substantial new use, **Motion** to conduct a public hearing relative to the proposed governmental use on October 3, 2023.

If the Board **does NOT** consider the project a substantial change in use or a substantial new use, **Motion** to waive public hearing because the board has determined the project does not represent substantial change in use or a substantial new use of the town owned property,



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** January 27, 2020

**TITLE:** Craney Hill Radio Tower

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

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:** We continue moving forward with the project.

**BACKGROUND:** Currently the towns radio repeaters are on top of Craney Hill. When they lose power we currently have to bring portable generator to the top so we have power to the Highway and Police radios. We then must every 6-8 hours bring gas cans to the top to power the generator. This is time consuming and dangerous during storms.

**DISCUSSION:** We are looking to upgrade the access road to the top of the mountain to have better access to our emergency equipment. We are also looking to have a new building placed to house the repeaters with a stand by generator. These repeaters are a necessity and the town cannot have them not working during stormy weather when we need them the most. This is a group effort with Police, Fire, Rescue, Highway, Capital Area Mutual Aid and Henniker Emergency Management. We are exploring grants to help fund this project. We have also reached out to other communities who have done similar projects.

**FISCAL IMPACT:** Unknown at this time

**RECOMMENDATION:** We continue moving forward with exploring the feasibility of the project.



# **TOWN OF HENNIKER, NEW HAMPSHIRE**

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[www.henniker.org](http://www.henniker.org)

January 26, 2021

Homeland Security Grant Review Committee  
NH Department of Safety  
33 Hazen Drive  
Concord, NH 03305

Dear Grant Review Committee Members,

This letter is to inform you that the Henniker Select Board is in full support of this Homeland Security Grant application. The town has been committed to improving our communication between our fire, police, and highway personnel. This grant will give us the opportunity to improve and expand communication in our community which is critically important.

Awarding us this grant will enhance the capabilities of our communication. It is important to note that while this benefits the Henniker community, awarding this grant will have a far wider impact. Included on the installation of this tower will be equipment for the Capital Area Mutual Aid Fire Compact that services twenty-three communities and the Merrimack County Sheriff's Office. This will result in better dispatching and incident management throughout the Merrimack County and the compact area.

This project gives the Town of Henniker and supporting agencies improved ability to respond to all types of natural disasters, weather related emergencies, and terrorist events. This communication link assists us in providing services to critical community facilities including New England College, Henniker Community School, White Birch Community Center, as well as a variety of businesses and professional offices.

Awarding the Town of Henniker with this grant helps not just the Town but the needs of our surrounding community as well. Thank you for considering the Town of Henniker for this grant.

On Behalf of the Henniker Select Board

Sincerely,

Joseph R. Devine, Jr  
Town Administrator – Town of Henniker



CAPITAL AREA MUTUAL AID FIRE COMPACT



President: Chief Jonathan Wiggin

Chief Coordinator: Keith Gilbert

P.O. Box 3962  
Concord, NH 03302-3962

Email: [capareac1@comcast.net](mailto:capareac1@comcast.net)

Telephone 603-225-8988  
Fax: 603-228-0983

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1/26/2021

Homeland Security Grant Review Committee  
NH Department of Safety  
33 Hazen Drive  
Concord, NH 03305

Dear Grant Review Committee members,

I am writing to express my support for the Town of Henniker 2021 Homeland Security Grant application. I am writing on behalf of the twenty-three communities that comprise the Capital Area Mutual Aid Fire Compact.

Effective communications are a critical component of the emergency response in any community. The award of this grant will enhance the capabilities of our communications system that was established through grants to the Compact during earlier grant cycles. Funding of the proposed changes at Craney Hill will result in better dispatching and incident management throughout the Compact.

This project will improve our ability to respond to both terrorist, routine and disaster related events. Our communications system is a vital link in the mitigation of disaster and the recovery from significant incidents. Our whole community relies on us as their first responders and we rely on this communications system for timely notification of emergencies and to sustain our operations throughout the incident.

The award of this grant will better position us to meet the needs of our community. Thank you for considering the Capital Area Mutual Aid Fire Compact for this grant.

Sincerely,

Keith Gilbert  
Chief Coordinator

25 HALL STREET SUITE 1H, CONCORD, NH 03301

ALLENSTOWN · BOSCAWEN · BOW · BRADFORD · CANTERBURY · CHICHESTER · CONCORD · DEERING · DUNBARTON  
EPSOM · HENNIKER · HILLSBOROUGH · HOOKSETT · HOPKINTON · LOUDON · NORTHWOOD · PEMBROKE ·  
PITTSFIELD · SALISBURY · WARNER · WASHINGTON · WEBSTER · WINDSOR



# Office of the Sheriff

## Merrimack County

**David Croft, Sheriff**

333 Daniel Webster Highway

Boscawen, NH 03303

Phone: (603) 796-6600 Fax: (603) 796-6617



January 26, 2021

Julia A. Chase  
Senior Field Representative  
Homeland Security and Emergency Management  
110 Smokey Bear Blvd.  
Concord, NH 03301

Dear Ms. Chase;

My name is David Croft and I am the Sheriff for Merrimack County I am writing this letter to express my support for the backup generator project at our Craney Hill tower located in Henniker New Hampshire.

In support of this I would like to submit the following. My office currently dispatches for 16 communities within Merrimack County and we also maintain and oversee an emergency backup center located in Concord which is also designed to assist the City of Concord in the time of an emergency.

With the installation of an automatic generator at the Craney Hill site it would allow my office to continue to supply radio communications to my 16 communities immediately if there was ever a loss of power at this location. Currently it could be hours before we could get someone up to the location with a generator as there is no generator in place and we have relied on the Henniker Fire Department and Police to handle this task. As I am sure you are aware minutes in our line of work could mean the difference of live or death.

In closing thank for your consideration in this matter.

Sincerely,

David A. Croft  
Sheriff  
Merrimack County

# State of New Hampshire

ROBERT L. QUINN  
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.  
EDDIE EDWARDS  
ASSISTANT COMMISSIONER

## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305  
Tel: (603) 223-3889  
Speech/Hearing Impaired  
TDD Access Relay NH 1-800-735-2964

October 28, 2021

Joseph Devine, Town Administrator  
Town of Henniker  
18 Depot Hill Road  
Henniker, NH 03240

Re: 2021 Homeland Security Grant Program – Tower - \$311,372

Dear Mr. Devine:

Congratulations! Enclosed is the award package for the above referenced grant. Please review these documents and sign where appropriate. There are 12 attachments, which I have outlined below.

Please carefully review the grant Terms and Conditions. Many special grant conditions must be fulfilled before you can proceed. We also will update fiscal, program management, and agency contacts at that time. Please be sure the most current contacts are those who are listed and sign these grant award documents as they are authorized to do. If you have questions, please contact my office at any time. Please note we have included a summary of who can legally sign these grant documents which are equivalent to a contract.

**REMINDER: Do not undertake any activities related to your application at this time. Any work outside of the official grant performance period cannot be reimbursed. Work completed before the final execution of the grant documents is also prohibited.** Several of the special conditions must be fulfilled before any grant work can begin. Once you review the grant award documents, sign them, and return them to my office, you will be given an official "OK to proceed" in writing from my office via e-mail. At that time, you may begin. If applicable, you may start the process of EHP reviews (first project which must be completed and approved by DHS HQ- before any work can begin), then you could draft bids for work etc., but bids cannot be posted until you have an OK to Proceed.

Here is a list of the attachments. Signatures and/or initials are needed on #s: 1, 2, 3, 4, 5, at this time 6, 7, 8 and 11, 12 are for reference. #9 is for EHP/NEPA work.

1. Local Special Conditions
2. Terms and Conditions
3. FFATA Form
4. Lobbying Assurance 424b
5. Acceptance of Audit Requirements
6. Procurement Method \$0 to \$10,000
7. Procurement Method \$10,001 to \$250,000
8. Sole Source Procurement
9. EHP Screening Form
10. List of Items to be Purchased
11. Cyber Survey background sheet
12. Town Manager vs Town Administrator

We are looking forward to working together on this program with you! Please return these signed documents, required purchasing method form(s), and cyber security certificate within 30 days.

Best regards,



Pamela Urban-Morin  
Grants Administrator



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

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## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 2/15/2022  
**TITLE:** Tower Site  
**INITIATED BY:** Leo Aucoin, Superintendent  
**PREPARED BY:** Wendy Baker, Executive Assistant  
**PRESENTED BY:** Leo Aucoin, Superintendent

### AGENDA DESCRIPTION:

As the town starts the development process of the tower location for a new facility it important to have an accurate survey and plot plan and in doing so the surveyor has found this hick-up with a possible right of way that I believe should be address by the town attorney for clarification. I will be presenting maps to the board at the meeting for your viewing and for any further discussion. See Peter Mellen's email below.

Leo,  
I have been looking over the information I have on file here on the Craney Hill tower and the access road.

The town obtained two parcels from the State of NH on August 3, 1984 recorded at Bk. 1484, p. 1066. Tract 1 is a two-rod wide strip of land from Craney Hill Road to Tract 2. Tract 2 is the land where the tower was constructed. The State obtained the land from Edward H. & Kate Goodwin on March 28, 1957 in a deed recorded at Bk. 807, p. 191. Goodwin reserved the right to pass and reposs over Tract 1, as well as the right to pass and reposs over Tract 2 "over the old road as the same now runs."

In March of 1973 David B. & Oxanna Corbin subdivided the remaining land surrounding the state's two tracts, creating ten lots. This plan is recorded as Plan No. 3220. This plan shows a 50-foot wide right of way from Craney Hill Road to the property of the State of NH, with the state's two rod strip of land presumably located within this 50-foot wide right of way. Each of the lots in the subdivision would have the right to use this 50-foot wide right of way. However, the town's access to the tower land may be limited to the original two-rod strip obtained by the state in 1957.

If the work you are proposing to do on Tower Road is raising any objection from the owners of the Corbin lots, you might want to consult with an attorney before having me mark the boundaries of the 50-foot wide strip to determine whether the town is limited to the original two-rod strip or can use the wider 50-foot right of way.

Feel free to contact me with any questions on the above.

Regards,  
Peter D. Mellen, LLS



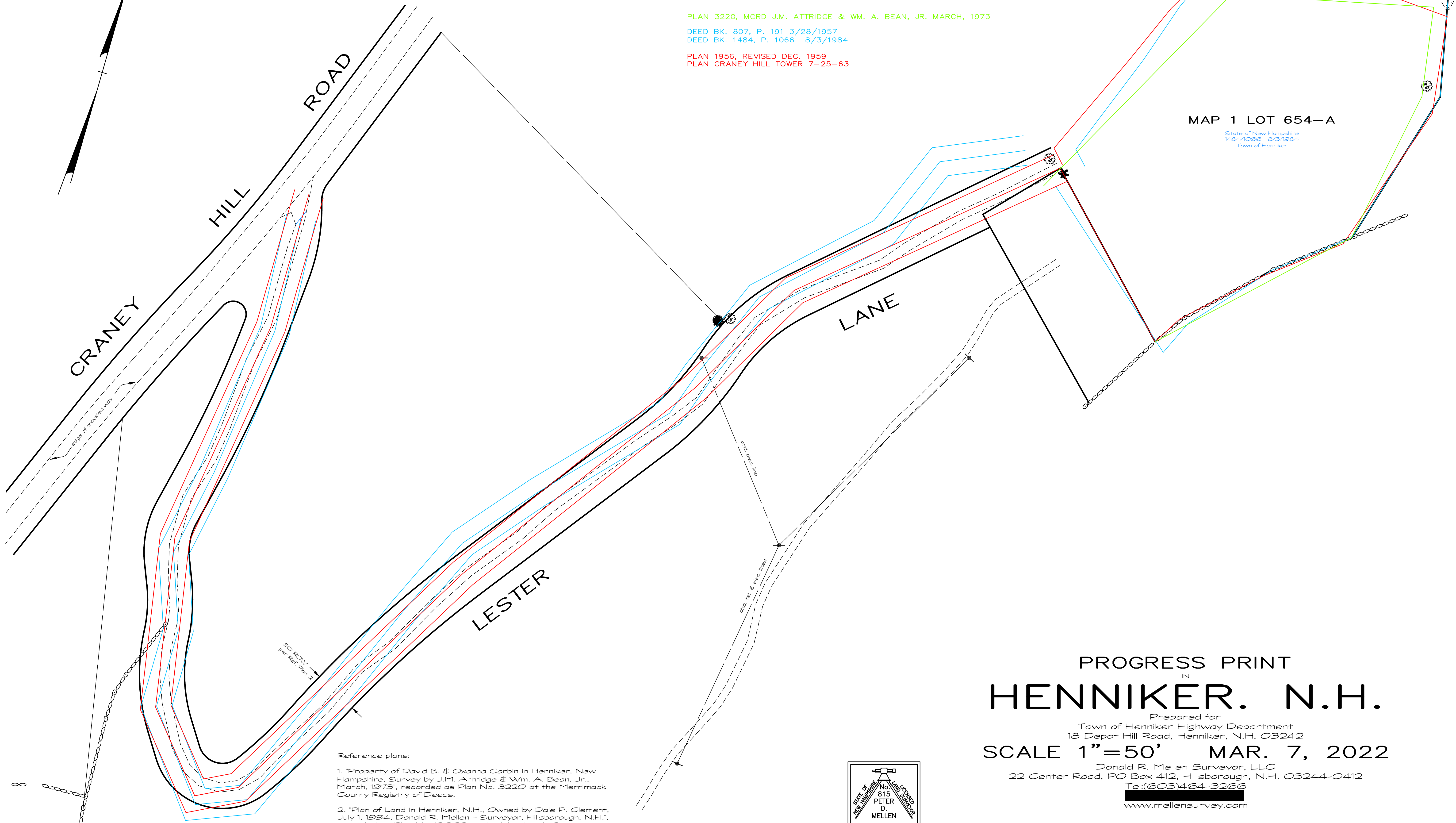
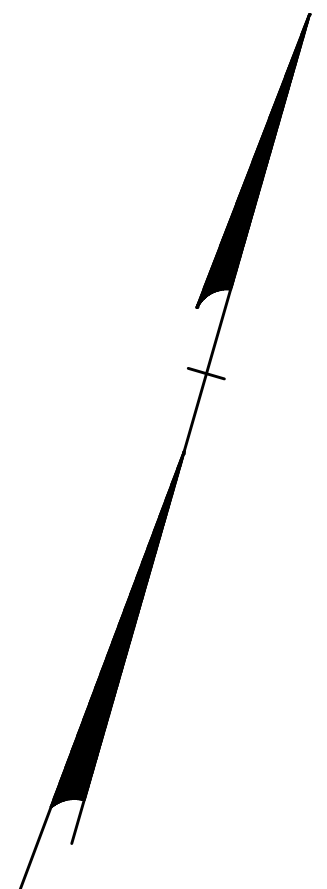
PLAN 3220, MCRD J.M. ATTRIDGE & WM. A. BEAN, JR. MARCH, 1973

DEED BK. 807, P. 191 3/28/1957  
DEED BK. 1484, P. 1066 8/3/1984

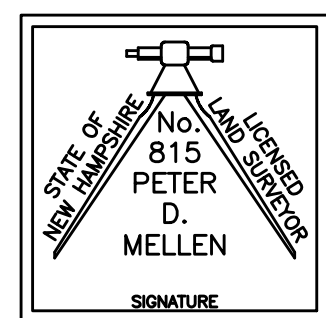
PLAN 1956, REVISED DEC. 1959  
PLAN CRANEY HILL TOWER 7-25-63

MAP 1 LOT 654-A

State of New Hampshire  
1484/1066 8/3/1984  
Town of Henniker



- Reference plans:
1. "Property of David B. & Oxanna Corbin in Henniker, New Hampshire, Survey by J.M. Attridge & Wm. A. Bean, Jr., March, 1973", recorded as Plan No. 3220 at the Merrimack County Registry of Deeds.
  2. "Plan of Land in Henniker, N.H., Owned by Dale P. Clement, July 1, 1994, Donald R. Mellen - Surveyor, Hillsborough, N.H.", recorded as Plan No. 13069 at the Merrimack County Registry of Deeds.



# PROGRESS PRINT HENNIKER, N.H.

Prepared for  
Town of Henniker Highway Department  
18 Depot Hill Road, Henniker, N.H. 03242  
**SCALE 1"=50' MAR. 7, 2022**  
Donald R. Mellen Surveyor, LLC  
22 Center Road, PO Box 412, Hillsborough, N.H. 03244-0412  
Tel: (603) 464-3266  
www.mellensurveyor.com



Please mail the completed form and required material to:

New Hampshire Division of Historical Resources  
State Historic Preservation Office  
Attention: Review & Compliance  
19 Pillsbury Street, Concord, NH 03301-3570

DHR Use Only	
R&C #	_____
Log In Date	___ / ___ / ___
Response Date	___ / ___ / ___
Sent Date	___ / ___ / ___

## Request for Project Review by the New Hampshire Division of Historical Resources

- This is a new submittal  
 This is additional information relating to DHR Review & Compliance (R&C) #:

### GENERAL PROJECT INFORMATION

Project Title Craney Hill Telecommunications Tower

Project Location Craney Hill

City/Town Henniker Tax Map 654 Lot # A

NH State Plane - Feet Geographic Coordinates: Easting 949188 Northing 237296  
(See RPR Instructions and R&C FAQs for guidance.)

Lead Federal Agency and Contact (if applicable) FCC  
(Agency providing funds, licenses, or permits)  
Permit Type and Permit or Job Reference #

State Agency and Contact (if applicable)

Permit Type and Permit or Job Reference #

### APPLICANT INFORMATION

Applicant Name Town of Henniker

Mailing Address 18 Depot Hill Road Phone Number 603-428-3221

City Henniker State NH Zip 03242 Email [REDACTED]

### CONTACT PERSON TO RECEIVE RESPONSE

Name/Company Audra Klumb, A&D Klumb Environmental, LLC

Mailing Address 34 Centennial Drive Phone Number 6037465065

City Webster State NH Zip 03303 Email [REDACTED]

*This form is updated periodically. Please download the current form at [www.nh.gov/nhdhr/review](http://www.nh.gov/nhdhr/review). Please refer to the Request for Project Review Instructions for direction on completing this form. Submit one copy of this project review form for each project for which review is requested. **Please include a self-addressed stamped envelope.** Project submissions will not be accepted via facsimile or e-mail. This form is required. Review request form must be complete for review to begin. Incomplete forms will be sent back to the applicant without comment. Please be aware that this form may only initiate consultation. For some projects, additional information will be needed to complete the Section 106 review. All items and supporting documentation submitted with a review request, including photographs and publications, will be retained by the DHR as part of its review records. Items to be kept confidential should be clearly identified. For questions regarding the DHR review process and the DHR's role in it, please visit our website at: [www.nh.gov/nhdhr/review](http://www.nh.gov/nhdhr/review) or contact the R&C Specialist at [REDACTED] or 603.271.3558.*

**PROJECTS CANNOT BE PROCESSED WITHOUT THIS INFORMATION**

Project Boundaries and Description

- Attach the Project Mapping **using EMMIT or relevant portion of a 7.5' USGS Map.** (See RPR Instructions and R&C FAQs for guidance.)
- Attach a detailed narrative description of the proposed project.
- Attach a site plan. The site plan should include the project boundaries and areas of proposed excavation.
- Attach photos of the project area (overview of project location and area adjacent to project location, and specific areas of proposed impacts and disturbances.) (*Informative photo captions are requested.*)
- A DHR records search must be conducted to identify properties within or adjacent to the project area. Provide records search results via EMMIT or in **Table 1.** (*Blank table forms are available on the DHR website.*) Please note, using EMMIT Guest View for an RPR records search does not provide the necessary information needed for DHR review.  
EMMIT or in-house records search conducted on 1/19/2023.

Architecture

Are there any buildings, structures (bridges, walls, culverts, etc.) objects, districts or landscapes within the project area?  Yes  No  
If no, skip to Archaeology section. If yes, submit all of the following information:

Approximate age(s): 84

- Photographs of **each** resource or streetscape located within the project area, with captions, along with a mapped photo key. (Digital photographs are accepted. All photographs must be clear, crisp and focused.)
- If the project involves rehabilitation, demolition, additions, or alterations to existing buildings or structures, provide additional photographs showing detailed project work locations. (i.e. Detail photo of windows if window replacement is proposed.)

Archaeology

Does the proposed undertaking involve ground-disturbing activity?  Yes  No  
If yes, submit all of the following information:

- Description of current and previous land use and disturbances.
- Available information concerning known or suspected archaeological resources within the project area (such as cellar holes, wells, foundations, dams, etc.)

**Please note that for many projects an architectural and/or archaeological survey or other additional information may be needed to complete the Section 106 process.**

**DHR Comment/Finding Recommendation** *This Space for Division of Historical Resources Use Only*

- Insufficient information to initiate review.**  Additional information is needed in order to complete review.
- No Potential to cause Effects  No Historic Properties Affected  No Adverse Effect  Adverse Effect

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If plans change or resources are discovered in the course of this project, you must contact the Division of Historical Resources as required by federal law and regulation.*

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



# A&D Klumb Environmental, LLC

April 17, 2023

NH Division of Historical Resources  
Attention: Review & Compliance  
19 Pillsbury Street  
Concord, NH 03301

RE: Section 106 Review, Proposed Tower Facility, Craney Hill, Henniker, NH  
FCC Form 620

Dear NH DHR Review & Compliance:

A&D Klumb Environmental, LLC has completed an architectural and archaeological survey of National Register listed and eligible historic resources in compliance with Section 106 for a proposed telecommunication facility to be located on the summit of Craney Hill in Henniker, Merrimack County, NH. The Town of Henniker proposes to construct a 120-foot tall lattice tower within a fenced compound on the summit of Craney Hill, accessed by the existing woods road from Craney Hill Road.

The purpose of this investigation is to identify any historic properties within the Area of Potential Effect (APE) of the installation and to determine any adverse impacts on those historic structures. This project is required by the New Hampshire Division of Historical Resources and the FCC for Section 106 review of the facility.

The objectives of the project were fulfilled through background research, reconnaissance at and within the vicinity of the project area to identify standing resources and cultural landscapes potentially possessing qualities of significance necessary for listing in the National Register, and assessment of potential effects found in Section 800 of the National Historic Preservation Act of 1966, as amended. The direct APE is defined as the proposed area of disturbance for the site's construction. The indirect (visual) APE is defined as the area within a ½ mile radius from the proposed project. The visual APE was surveyed on February 21, 2023. The direct APE was surveyed on April 10, 2023.

## **Project Description**

The proposed tower site is to be located within a forested area on the summit of Craney Hill. The tower will be located approximately 75-feet northeast of the existing fire tower. The access will follow the existing woods road, identified as Lester Lane on the project drawing. The utilities will lead from the existing TDS building overhead to the existing utility pole and then underground to the site.

## **Historic Properties**

The NH DHR file review for National Register listed and eligible properties and districts was completed online through EMMIT on January 19, 2023 and check on April 17, 2023. The file review found no National Register listed or eligible properties within the ½ mile APE.

ADKE reviewed the project for visual impacts to historic properties on February 21, 2023. Public roads within the ½ mile APE were walked or driven to identify properties and resources potentially eligible for the National Register and to determine the visibility of the proposed tower within the vicinity of these resources. The ½-mile APE includes Craney Hill Road and Tower Road. One property within the APE was found to be potentially eligible for the National Register of Historic Places, the Craney Hill Fire Tower. The project proposes no adverse effect on this potentially eligible historic resource.

A Phase IA Archaeological Sensitivity Assessment was completed in April 2023 by Monadnock Archaeology Consulting, LLC for the proposed tower site and utility line. The review found that “the project area is located adjacent to an existing watchtower on steeply sloping, rocky terrain. No archaeological sites or areas of archaeological sensitivity were identified, and no further study is recommended.”

A full discussion of these conclusions is included in Attachments 8 through 10. Photographs are included in Attachment 11.

ADKE would like to thank you in advance for your Section 106 review of this site with respect to archaeological and architectural historic resources. Please do not hesitate to contact me with any questions regarding this request.

Sincerely,



Audra L. Klumb  
Architectural Historian

ATTACHMENTS:

FCC 620 Form and Attachments



**List of Attachments to form 620**

Attachment 1	Resumes
Attachment 2	Additional Site Information
Attachment 3	Tribal Involvement
Attachment 4	Local Government
Attachment 5	Public Involvement
Attachment 6	Additional Consulting Parties
Attachment 7	Areas of Potential Effects
Attachment 8	Historic Properties Identified in the APE for Visual Effects
Attachment 9	Historic Properties Identified in the APE for Direct Effects
Attachment 10	Effects on Identified Properties
Attachment 11	Photographs
Attachment 12	Maps
Attachment 13	References



**Attachment 1**  
**Resumes**

Audra L. Klumb – Architectural Historian, A&D Klumb Environmental, LLC

Robert Goodby – Monadnock Archaeological Consulting, LLC



**Representative Experience**

Audra L. Klumb is the co-founder and President of A&D Klumb Environmental, LLC (2003). A&D Klumb Environmental, LLC (ADKE) is an environmental consulting company specializing in environmental reviews and permitting for wetlands, Section 106, NEPA, and Phase I Environmental Site Assessments. ADKE holds a National Women's Business Enterprise Certification with the Women's Business Enterprise National Council. Ms. Klumb's management within ADKE encompasses all aspects of the company from field work, to report writing, consultant management, and company finances. Ms. Klumb volunteers for state and local Boards and committees including the New Hampshire State Conservation Committee, the Merrimack County Conservation District Board of Supervisors and the Canterbury NH Conservation Commission.

**Education**

Masters of Arts, Historic Preservation, Plymouth State University, 2014  
Graduate Certificate in Historic Preservation, Plymouth State University, 2012  
Wetland Delineation Certification; US ACOE, University of New Hampshire, 2002  
Bachelor of Science, Animal Science; Bioscience and Technology, University of New Hampshire, 1996

**Professional Qualifications, Certifications, and Licenses**

Secretary of the Interior Qualified Architectural Historian (36 CFR Part 61)  
Certified Erosion Sediment and Storm Water Inspector, CESSWI #3504  
New Hampshire Certified Wetland Scientist #222  
New Hampshire Licensed Septic Designer #1684

**Technical Specialties**

Ms. Klumb has over 20 years of environmental consulting experience encompassing:

- Wetland Delineation, Mapping, and Permitting
- Wetland Mitigation Planning and Design
- Wetland Restoration
- Section 106 Historic Review/Reports
- National Environmental Policy Act Review/Reports
- Phase I Environmental Site Assessments
- Environmental Assessments
- Endangered Species Research
- Baseline Documentation Reports
- Balloon Tests/Visibility Surveys
- Telecommunication Tower and Antenna Simulations
- Telecommunication Site and Switch Audits

**Volunteer Positions**

Merrimack County Conservation District – Board of Supervisors: Supervisor 2015-present and  
Associate Supervisor 2013-2014  
New Hampshire State Conservation Committee: 2017-2022  
Canterbury, NH Conservation Commission 2022- Present

**Professional Affiliations**

New Hampshire Association of Natural Resource Scientists, Concord, NH  
Society of Soil Scientists of Northern New England, Durham, NH  
Granite State Onsite Wastewater Association, Concord, NH  
Maine Association of Wetland Scientists, Portland, ME  
New Hampshire Preservation Alliance, Concord, NH  
The Association of State Wetland Managers, Windham, ME  
Society of Wetland Scientists, McLean, VA  
The Planetary Society, Pasadena, CA



**Robert G. Goodby, Ph.D.**  
**Monadnock Archaeological Consulting, LLC**  
**144 Greenwood Road, Dublin, NH**  
**03444**  
**(603)563-8123**

### **EDUCATION**

Brown University, Ph.D. (Anthropology) 1994  
Brown University, M.A. (Anthropology) 1988  
University of New Hampshire, B.A. (Anthropology) 1986

### **FIELD RESEARCH**

Founder and Principal Investigator, Monadnock Archaeological Consulting, LLC. 2004-present. Director, Monadnock Archaeological Project, Franklin Pierce University, 2001-present.  
Project Archaeologist and Co-Principal Investigator, Victoria Bunker, Inc., 1994-2004.

### **CULTURAL RESOURCE MANAGEMENT STUDIES**

Supervised research and authored over 200 technical reports for all phases of Section 106 archaeological study in New England since 1988 (full list available on request). Certified to conduct Section 106 archaeological studies by the State Historic Preservation Offices of Maine, New Hampshire, and Vermont.

### **TEACHING EXPERIENCE**

Professor, Department of Anthropology, Franklin Pierce University, 20017-present  
Associate Professor, Department of Anthropology, Franklin Pierce University, 2005-2017  
Assistant Professor, Department of Anthropology, Franklin Pierce College, 2000-2005.

### **SELECTED PUBLICATIONS**

"The Tenant Swamp Site and Paleoindian Domestic Space in Keene, New Hampshire."  
*Archaeology of Eastern North America* 42:129-164. 2014 Senior Author.

"Jack's Reef Points in Northern New England: Exotic Lithics and Long-Distance Interaction in the Post-Hopewell Northeast." *Archaeology of Eastern North America* 41:59-67. 2013.

"11,000 Years on the Ashuelot" in *Where the Mountain Stands Alone*. H. Mansfield, ed. Hanover, NH: University of New England Press, 2006.

"Technological Patterning and Social Boundaries: Ceramic Variability in Southern New England, A.D. 1000-1675" in *Technical Choices and Social Boundaries in Material Culture Patterning*. Miriam Stark, ed. pp. 171-192. Washington, DC: Smithsonian Institution Press. 1998.

### **ASSOCIATION MEMBERSHIPS**

Eastern States Archaeological Federation  
Mount Kearsarge Indian Museum (Board member, 2012-2016)  
New Hampshire Commission on Native American Affairs (Member, 2011-2016)  
New Hampshire Archeological Society (Exec. Board, 1992-94; President, 1994-97)  
Northeastern Anthropological Association  
Society for American Archaeology

### **REFERENCES**

Available on request.

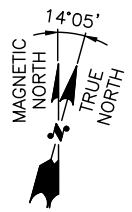
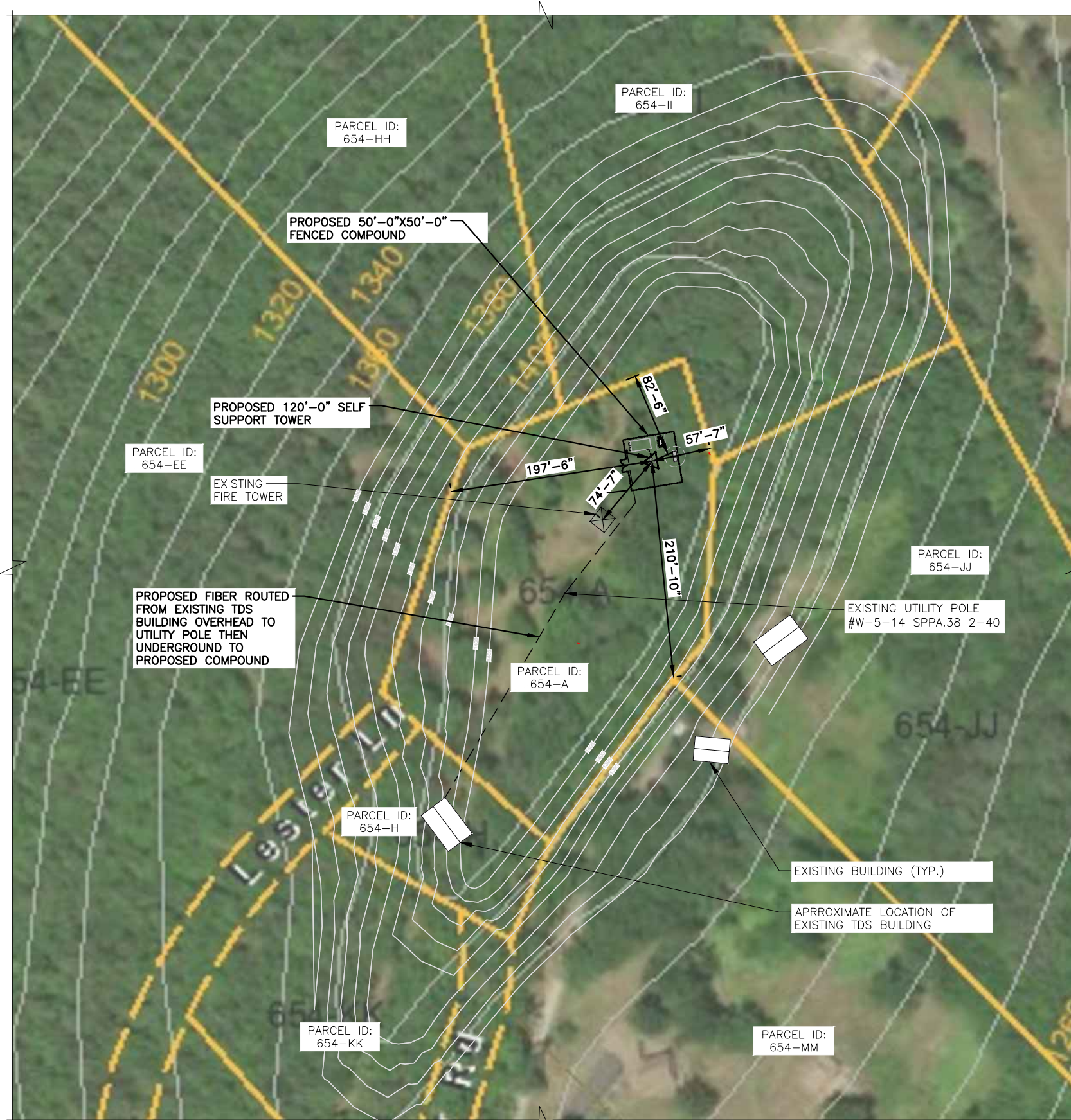
**Attachment 2**  
**Additional Site Information**

Site Plans



**APPROXIMATE LOCATION OF CENTER OF TOWER:**

LATITUDE: 43° 09' 3.03" N  
 LONGITUDE: 71° 47' 52.75" W



**SITE PLAN**

22x34 SCALE: 1"=60'  
 11x17 SCALE: 1"=120'



1  
 LE-1



HENNIKER, NH 03242  
 MERRIMACK COUNTY

**SITE NAME: CRANEY HILL**

CRANEY HILL  
 HENNIKER, NH 03242  
 MERRIMACK COUNTY

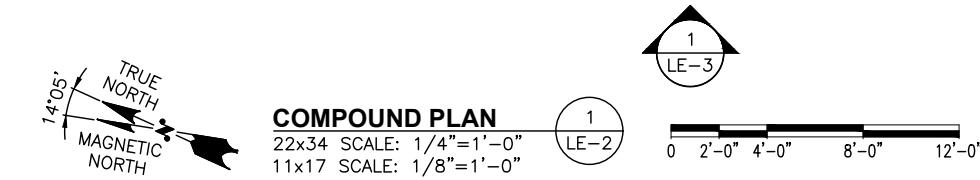
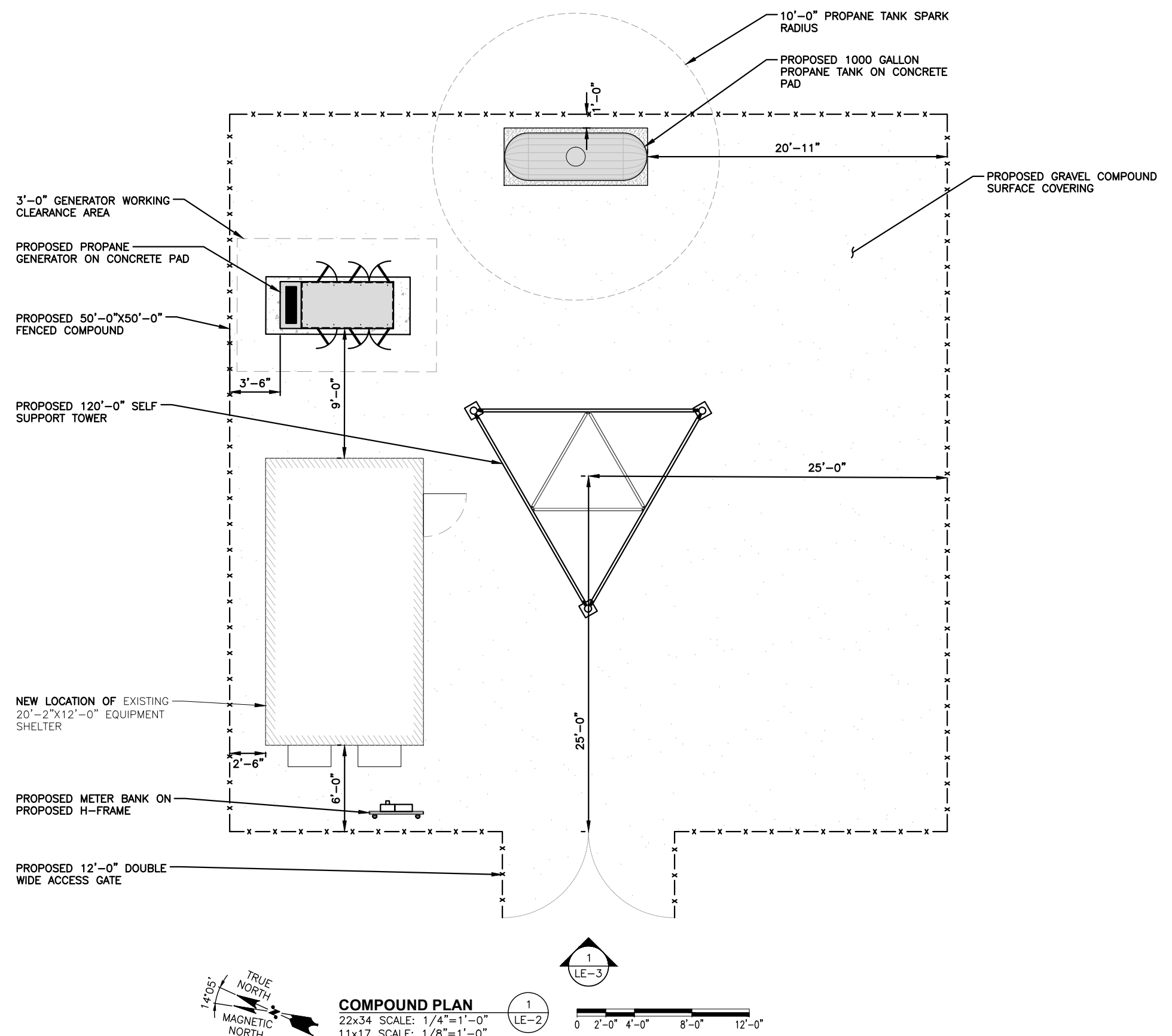
NO.	DATE	REVISIONS	BY	CHK	APP'D
B	04/18/23	ISSUED FOR REVIEW	JS	AT	DPH
A	02/16/23	ISSUED FOR REVIEW	JS	AT	DPH
SCALE: AS SHOWN		DESIGNED BY: AT	DRAWN BY: JS		

TOWN OF HENNIKER, NH

SITE PLAN

SITE NAME	DRAWING NUMBER	REV
CRANEY HILL	LE-1	B

**APPROXIMATE LOCATION OF CENTER OF TOWER:**  
 LATITUDE: 43° 09' 3.03" N  
 LONGITUDE: 71° 47' 52.75" W



**COMPOUND PLAN**  
 22x34 SCALE: 1/4"=1'-0"  
 11x17 SCALE: 1/8"=1'-0"



HENNIKER, NH 03242  
 MERRIMACK COUNTY

**SITE NAME: CRANEY HILL**

CRANEY HILL  
 HENNIKER, NH 03242  
 MERRIMACK COUNTY

NO.	DATE	REVISIONS	BY	CHK	APP'D
B	04/18/23	ISSUED FOR REVIEW	JS	AT	DPH
A	02/16/23	ISSUED FOR REVIEW	JS	AT	DPH
SCALE: AS SHOWN		DESIGNED BY: AT	DRAWN BY: JS		

TOWN OF HENNIKER, NH

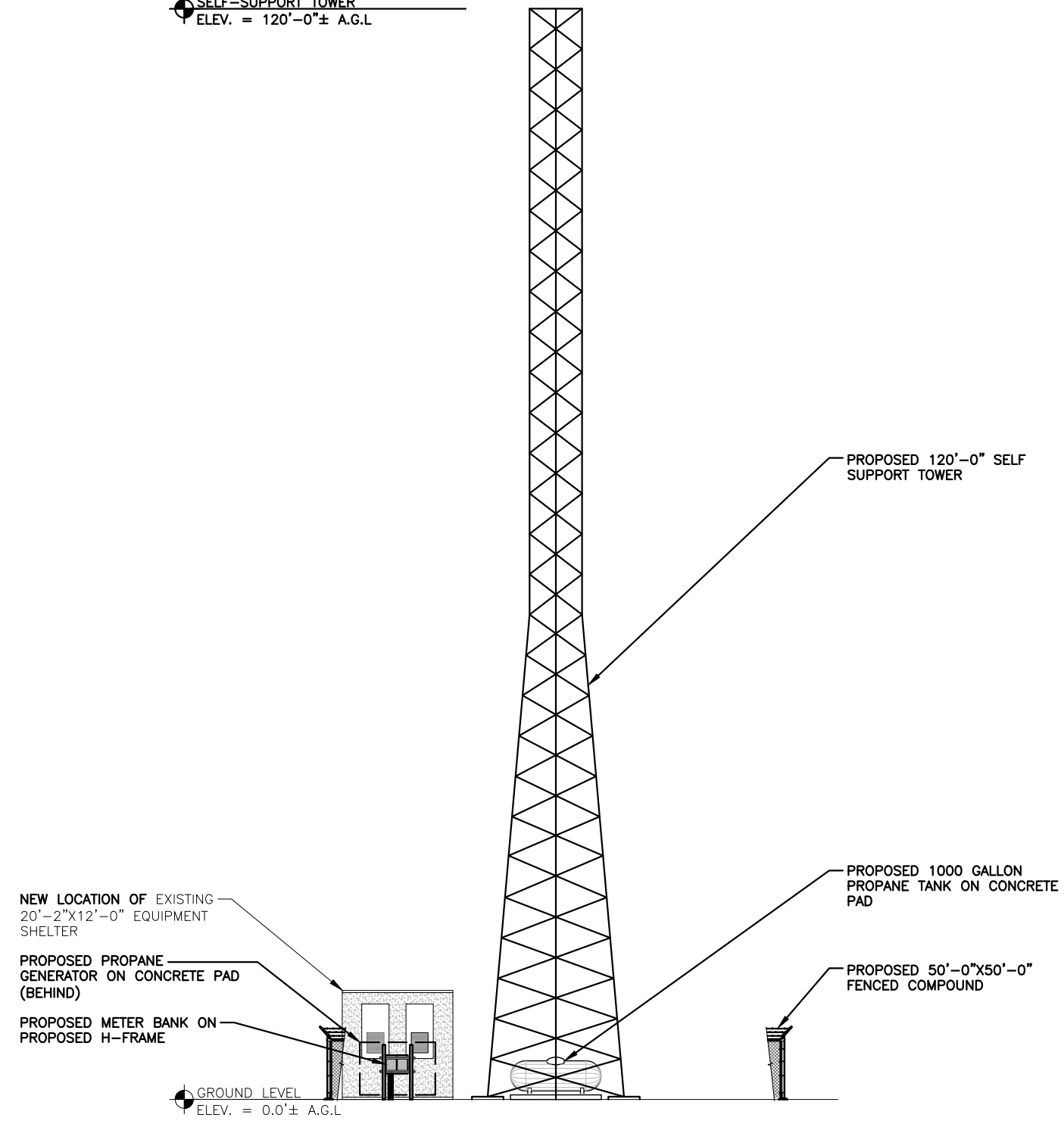
COMPOUND PLAN

SITE NAME	DRAWING NUMBER	REV
CRANEY HILL	LE-2	B

APPROXIMATE LOCATION OF CENTER OF TOWER:

LATITUDE: 43° 09' 3.03" N  
 LONGITUDE: 71° 47' 52.75" W

TOP OF PROPOSED  
 SELF-SUPPORT TOWER  
 ELEV. = 120'-0"± A.G.L



GROUND LEVEL  
 ELEV. = 0.0'± A.G.L

**ELEVATION**

22x34 SCALE: 1/8"=1'-0"  
 11x17 SCALE: 1/16"=1'-0"

1  
 LE-3



HENNIKER, NH 03242  
 MERRIMACK COUNTY

SITE NAME: CRANEY HILL

CRANEY HILL  
 HENNIKER, NH 03242  
 MERRIMACK COUNTY

NO.	DATE	REVISIONS	BY	CHK	APP'D
B	04/18/23	ISSUED FOR REVIEW	JS	AT	DPH
A	02/16/23	ISSUED FOR REVIEW	JS	AT	DPH
SCALE: AS SHOWN		DESIGNED BY: AT	DRAWN BY: JS		

TOWN OF HENNIKER, NH

ELEVATION

SITE NAME	DRAWING NUMBER	REV
CRANEY HILL	LE-3	B

**Attachment 3  
Tribal Involvement**

FCC (TCNS) Tribal Notification



**From:** [REDACTED]  
**To:** [adke](#)  
**Subject:** Proposed Tower Structure Info - Email ID #8459227  
**Date:** Friday, February 17, 2023 2:00:14 PM

---

Dear Audra Klumb,

Thank you for submitting a notification regarding your proposed construction via the Tower Construction Notification System. Note that the system has assigned a unique Notification ID number for this proposed construction. You will need to reference this Notification ID number when you update your project's Status with us.

Below are the details you provided for the construction you have proposed:

Notification Received: 02/17/2023

Notification ID: 262824  
Tower Owner Individual or Entity Name: Town of Henniker  
Consultant Name: Audra Klumb  
Street Address: 34 Centennial Drive  
City: Webster  
State: NEW HAMPSHIRE  
Zip Code: 03303  
Phone: 603-746-5065  
Email: [REDACTED]

Structure Type: LTOWER - Lattice Tower  
Latitude: 43 deg 09 min 3.0 sec N  
Longitude: 71 deg 47 min 52.7 sec W  
Location Description: Craney Hill  
City: Henniker  
State: NEW HAMPSHIRE  
County: MERRIMACK

Detailed Description of Project: A 120-foot tall lattice communication tower will be constructed at the listed coordinates.

Ground Elevation: 424.3 meters  
Support Structure: 36.6 meters above ground level  
Overall Structure: 36.6 meters above ground level  
Overall Height AMSL: 460.9 meters above mean sea level

**From:** [REDACTED]  
**To:** [adke](#)  
**Cc:** [REDACTED]  
**Subject:** NOTICE OF ORGANIZATION(S) WHICH WERE SENT PROPOSED TOWER CONSTRUCTION NOTIFICATION INFORMATION - Email ID #8461101  
**Date:** Friday, February 24, 2023 3:45:46 AM

---

Dear Applicant:

Thank you for using the Federal Communications Commission's (FCC) Tower Construction Notification System (TCNS). The purpose of this electronic mail message is to inform you that the following authorized persons were sent the notification that you provided through TCNS, which relates to your proposed antenna structure. The information was forwarded by the FCC to authorized TCNS users by electronic mail and/or regular mail (letter). We note that the review period for all parties begins upon receipt of the Submission Packet pursuant to Section VII.A of the NPA and notifications that do not provide this serve as information only.

Persons who have received the notification that you provided include leaders or their designees of federally-recognized American Indian Tribes, including Alaska Native Villages (collectively "Tribal Nations"), Native Hawaiian Organizations (NHOs), and State Historic Preservation Officers (SHPOs). For your convenience in identifying the referenced Tribal Nations and NHOs and in making further contacts, the City and State of the Seat of Government for each Tribal Nation and NHO, as well as the designated contact person, is included in the listing below. We note that Tribal Nations may have Section 106 cultural interests in ancestral homelands or other locations that are far removed from their current Seat of Government. Pursuant to the Commission's rules as set forth in the Nationwide Programmatic Agreement for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission (NPA), all Tribal Nations and NHOs listed below must be afforded a reasonable opportunity to respond to this notification, consistent with the procedures set forth below, unless the proposed construction falls within an exclusion designated by the Tribal Nation or NHO. (NPA, Section IV.F.4).

The notification that you provided was forwarded to the following Tribal Nations and NHOs. A Tribal Nation or NHO may not respond until a full Submission Packet is provided. If, upon receipt, the Tribal Nation or NHO does not respond within a reasonable time, you should make a reasonable effort at follow-up contact, unless the Tribal Nation or NHO has agreed to different procedures (NPA, Section IV.F.5). In the event a Tribal Nation or NHO does not respond to a follow-up inquiry, or if a substantive or procedural disagreement arises between you and a Tribal Nation or NHO, you must seek guidance from the Commission (NPA, Section IV.G). These procedures are further set forth in the FCC's Second Report and Order released on March 30, 2018 (FCC 18-30).

1. Chief of Staff Audrey Lee - Sac and Fox Nation - 920883 S. Hwy 99, Building A Stroud, OK - [REDACTED] - 918-968-3526 (ext: 1010) - electronic mail and regular mail

2. THPO Edith Leoso - Bad River Band of Lake Superior Tribe of Chippewa Indians - (PO Box: 39) Odanah, WI - [REDACTED] - 715-682-7123 - electronic mail

If the applicant/tower builder receives no response from the Bad River Band of Lake Superior Tribe of Chippewa Indians within 30 days after notification through TCNS, the Bad River Band of Lake Superior Tribe of Chippewa Indians has no interest in participating in pre-construction review for the proposed site. The Applicant/tower builder,



however, must immediately notify the Bad River Band of Lake Superior Tribe of Chippewa Indians in the event archaeological properties or human remains are discovered during construction, consistent with Section IX of the Nationwide Programmatic Agreement and applicable law.

3. THPO Marvin DeFoe - Red Cliff Band of Lake Superior Chippewa Indians of Wisconsin - 88455 Pike Road, HWY 13 Bayfield, WI - [REDACTED] [REDACTED] - 715-779-3761 - electronic mail

Exclusions: Boozhoo, we do not have the Red Cliff Portal site online anymore and apologize for the inconvenience.

If you have a project that has already been paid for or would like to voluntarily pay for, please email documents for project review to [REDACTED] This address is only to be used by Consultants who are voluntarily paying for projects.

If you have any questions, please contact Marvin Defoe, THPO Manager at (715) 779-3700 Ext. 4244 or Edwina Buffalo-Reyes, THPO Assistant at (715) 779-3700Ext. 4243.

4. THPO Sarah E Thompson - Lac du Flambeau Band of Lake Superior Chippewa Indians - Tribal Historic Preservation Office (PO Box: 67) Lac du Flambeau, WI - [REDACTED] - 715-588-2139 - electronic mail  
Exclusions: Effective Immediately:

Please send all submissions through email until further notice. Effective 3/23/2020

Please email all submissions to [REDACTED]

Thank you

5. THPO John Brown - Narragansett Indian Tribe - 4425 South County Trail Charleston, RI - [REDACTED] - 401-585-0142 - electronic mail

The notification that you provided was also forwarded to the following SHPOs in the State in which you propose to construct and neighboring States. The information was provided to these SHPOs as a courtesy for their information and planning. You need make no effort at this time to follow up with any SHPO that does not respond to this notification. Prior to construction, you must provide the SHPO of the State in which you propose to construct (or the Tribal Historic Preservation Officer, if the project will be located on certain Tribal lands), with a Submission Packet pursuant to Section VII.A of the NPA unless the project is excluded from SHPO review under Section III D or E of the NPA.

6. Deputy SHPO Kirk F Mohney - Maine Historic Preservation Commission - 55 Capitol Street Station 65 Augusta, ME - [REDACTED] - -- - electronic mail

7. SHPO Cara Metz - Massachusetts Historical Commission - 220 Morrissey Boulevard Boston, MA -  
[REDACTED] - 617-727-8470 - electronic mail

8. Deputy SHPO Nadine Miller - NH Division of Historical Resources - 19 Pillsbury Street Concord, NH -  
[REDACTED] [REDACTED] - 603-271-6628 - electronic mail

9. Preservation Planner Emily Paulus - NH Division of Historical Resources - 19 Pillsbury Street Concord, NH  
- [REDACTED] - 603-271-6628 - electronic mail

10. SHPO Laura V Trieschmann - Vermont Division for Historic Preservation - National Life Building Drawer  
20 Montpelier, VT - [REDACTED] - 802-828-3222 - electronic mail

TCNS automatically forwards all notifications to all Tribal Nations and SHPOs that have an expressed interest in the geographic area of a proposal. However, if a proposal for PTC wayside poles falls within a designated exclusion, you need not expect any response and need not pursue any additional process with that Tribal Nation or SHPO. In addition, a particular Tribal Nation or SHPO may also set forth policies or procedures within its details box that exclude from review certain facilities (for example, a statement that it does not review collocations with no ground disturbance; or that indicates that no response within 30 days indicates no interest in participating in pre-construction review).

Please be advised that the FCC cannot guarantee that the contact(s) listed above have opened and reviewed an electronic or regular mail notification. If you learn that any of the above contact information is no longer valid, please contact the FCC by emailing [REDACTED]. The following information relating to the proposed tower was forwarded to the person(s) listed above:

Notification Received: 02/17/2023  
Notification ID: 262824  
Excluded from SHPO Review: No  
Tower Owner Individual or Entity Name: Town of Henniker  
Consultant Name: Audra Klumb  
Street Address: 34 Centennial Drive  
City: Webster  
State: NEW HAMPSHIRE  
Zip Code: 03303  
Phone: 603-746-5065  
Email: [REDACTED]

Structure Type: LTOWER - Lattice Tower  
Latitude: 43 deg 9 min 3.0 sec N  
Longitude: 71 deg 47 min 52.7 sec W  
Location Description: Craney Hill  
City: Henniker  
State: NEW HAMPSHIRE  
County: MERRIMACK  
Detailed Description of Project: A 120-foot tall lattice communication tower will be constructed at the listed

coordinates.

Ground Elevation: 424.3 meters

Support Structure: 36.6 meters above ground level

Overall Structure: 36.6 meters above ground level

Overall Height AMSL: 460.9 meters above mean sea level

If you have any questions or comments regarding this notice, please contact the FCC using the electronic Help Request form located on the FCC's website at:

<https://www.fcc.gov/wireless/available-support-services>

You may also call the FCC Support Center at (877) 480-3201 (TTY 717-338-2824). Hours are from 8:00 a.m. to 6:00 p.m. Eastern Time, Monday through Friday (except Federal holidays). To provide quality service and ensure security, all telephone calls are recorded.

Thank you,  
Federal Communications Commission

**From:** [REDACTED]  
**To:** [adke](#)  
**Cc:** [REDACTED]  
**Subject:** Reply to Proposed Tower Structure (Notification ID: 262824) - Email ID #8462985  
**Date:** Wednesday, February 22, 2023 7:58:48 AM

---

Dear Audra Klumb,

Thank you for using the Federal Communications Commission's (FCC) Tower Construction Notification System (TCNS). The purpose of this email is to inform you that an authorized user of the TCNS has replied to a proposed tower construction notification that you had submitted through the TCNS.

The following message has been sent to you from THPO Sarah E Thompson of the Lac du Flambeau Band of Lake Superior Chippewa Indians in reference to Notification ID #262824:

Please forward the following information: a short summary of all proposed activity within the project area, Legal Description of the Area of Potential Effects, Topo maps identifying the proposed area, and copies of any studies that have already been conducted regarding cultural resources and archeology in their full format, including reports on archeological and cultural sites identified.

Should you have any questions, please feel free to contact me at 715-588-2139 or [REDACTED]

Please send requested information to:

Sarah E. Thompson, THPO  
Lac du Flambeau Band of Lake Superior Chippewa Indians THPO P.O. Box 67 (Postal)  
418 Little Pines (FedEx Mailing Address) Lac du Flambeau, WI 54538 Or [REDACTED]

For your convenience, the information you submitted for this notification is detailed below.

Notification Received: 02/17/2023  
Notification ID: 262824  
Tower Owner Individual or Entity Name: Town of Henniker  
Consultant Name: Audra Klumb  
Street Address: 34 Centennial Drive  
City: Webster  
State: NEW HAMPSHIRE  
Zip Code: 03303  
Phone: 603-746-5065  
Email: [REDACTED]

Structure Type: LTOWER - Lattice Tower  
Latitude: 43 deg 9 min 3.0 sec N  
Longitude: 71 deg 47 min 52.7 sec W  
Location Description: Craney Hill  
City: Henniker  
State: NEW HAMPSHIRE  
County: MERRIMACK

Detailed Description of Project: A 120-foot tall lattice communication tower will be constructed at the listed coordinates.

Ground Elevation: 424.3 meters

Support Structure: 36.6 meters above ground level

Overall Structure: 36.6 meters above ground level

Overall Height AMSL: 460.9 meters above mean sea level

**Attachment 4**  
**Local Government**

Town of Henniker

Henniker Historical Society



**From:** [adke](#)  
**To:** [REDACTED]  
**Subject:** Craney Hill Telecommunications Tower  
**Date:** Monday, February 20, 2023 1:42:00 PM  
**Attachments:** [Locus Map - Craney Hill Circle.pdf](#)

---

Good afternoon Diane,

My company is working for TEP Northeast on the proposed Craney Hill telecommunications tower. My role is to review the proposed tower for direct and indirect impacts on historical resources and submit this information to the State, FCC, and interested Tribes. We will have an archaeologist review the site for archaeological resources and I will evaluate the impacts on standing historical structures.

I was provided your name as the Town contact for the project.

I will be reviewing the ½-mile radius surrounding the proposed tower for historical resources. This radius is shown on the attached Locus Map. I am aware of the Craney Hill Fire Tower historic resource, which was constructed in 1912. Are there any other historic resources within the ½-mile Area of Potential Effects that the town is aware of that I should consider for visual impacts?

I will also reach out to the Henniker Historical Society.

Is there a Friends Group or other association related to the Fire Tower?

Thank you,  
Audra

Audra L. Klumb, CWS, CESSWI, Architectural Historian  
A&D Klumb Environmental, LLC  
34 Centennial Drive  
Webster, NH 03303  
603-746-5065



# A & D Klumb Environmental, LLC

February 20, 2023

Henniker Historical Society  
PO Box 674  
Henniker, NH 03242

RE: Proposed Telecommunications Tower, Craney Hill, Henniker, NH

Dear Henniker Historical Society,

A & D Klumb Environmental, LLC is conducting a Section 106 architectural review for the proposed Town-owned telecommunication tower to be located on the summit of Craney Hill. The Town proposes to construct a 120-foot tall lattice communication tower at the site, N43° 09' 3.03" W71° 47' 52.75".

The NH Division of Historical Resources and the FCC require that the municipality and any local Historical Commission/Society be notified of this project. ADKE has been retained to determine whether the proposed undertaking will adversely impact properties of historical significance (properties listed on or eligible for listing on the National Register of Historic Places). Our findings will be submitted in a report to the New Hampshire Division of Historical Resources upon the completion of the research.

Please contact me if this project will directly or visually affect historic properties within the vicinity of the project. Included please find a locus map showing the proposed tower location as well as a ½-mile radius circle review area.

Sincerely,

A handwritten signature in black ink that reads "Audra Klumb".

Audra Klumb  
President

Enclosure: Project Locus Map





**From:** [adke](#)  
**To:** [REDACTED]  
**Subject:** Craney Hill Telecommunications Tower  
**Date:** Monday, February 20, 2023 3:27:00 PM  
**Attachments:** [Locus Map - Craney Hill Circle.pdf](#)

---

Good afternoon Dale,

My company is working for TEP Northeast on the proposed Town-owned Craney Hill 120-ft tall telecommunications tower which will be located on Craney Hill near the fire tower. My role is to review the proposed tower for direct and indirect impacts on historical resources and submit this information to the State, FCC, and interested Tribes.

Henniker Town Administrator, Diane Kendall provided me your contact information as someone who represents or is associated with the Fire Tower on the property.

I will be reviewing the ½-mile radius surrounding the proposed tower for historical resources. This radius is shown on the attached Locus Map. I am aware of the Craney Hill Fire Tower historic resource, which was constructed in 1912. Do you have any other information on the Fire Tower that you would like to share? Are there any other historic resources within the ½-mile Area of Potential Effects that you are aware of that I should consider for visual impacts from the proposed tower?

Thank you,  
Audra

Audra L. Klumb, CWS, CESSWI, Architectural Historian  
A&D Klumb Environmental, LLC  
34 Centennial Drive  
Webster, NH 03303  
603-746-5065

**Attachment 5**  
**Public Involvement**

Public Notice

Published in the Granite Quill on April 7, 2023



## Classifieds

### COMMERCIAL FOR RENT

**HENNIKER -- PROFESSIONAL OFFICE OR BUSINESS SPACE:** Excellent location on Route 114 in downtown Henniker. Good visibility, off-street parking. 428-3262, days.

### PUBLIC NOTICE EMERALD LAKE VILLAGE DISTRICT USE OF FIREWORKS ON DISTRICT BEACHES PUBLIC HEARING

Emerald Lake Village District (ELVD) will hold a Public Hearing on Thursday, April 20, 2023, at 6:30 p.m. at the ELVD office, 147 West Main Street, Hillsborough, NH. The purpose of the hearing is to discuss final draft changes to the Beach Rules & Regulations, specifically, the use of fireworks on ELVD beaches & property.

### PUBLIC NOTICE EMERALD LAKE VILLAGE DISTRICT ANNUAL MEETING ANNOUNCEMENT

Emerald Lake Village District is scheduled to hold its annual meeting for election of officials and for warrant articles on April 22, 2023 at the Hillsboro Deering Elementary school located at 4 Hillcat Drive, Hillsboro, NH. Voting for officials will occur between 10:00 AM – 12:00 PM. Annual meeting shall then commence @ 12:30 PM. The Hillsboro Supervisors of the checklist will be in session this same date from 10:00 AM – 12:00 PM offering the final opportunity to register to vote during this year's meeting.

### HILLSBORO-DEERING ELEMENTARY SCHOOL

#### Kindergarten Registration • School Year 2023-2024

Children must reside in Hillsboro, Deering or Windsor and be 5 yrs. old on or before 9/30/2023.

Register Online at <https://www.hdsd.org/Page/6116>. After registering your child, please sign up for a Kindergarten Screening time at <https://www.hdsd.org/Page/6116> to be held at Hillsboro-Deering Elementary School on June 14th and 15th

Kindergarten Parent Information Night will be on May 31st at 5:30pm

### JOB OPENING TOWN OF HENNIKER DEPUTY TOWN CLERK TAX COLLECTOR

The Town of Henniker NH is seeking a Full Time Deputy Town Clerk Tax Collector for the Town Clerk Tax Collector's Office. The Deputy Town Clerk Tax Collector is responsible for assisting the Town Clerk and Tax Collector in the daily operations of the Town Clerk Tax Collector's Office. This position requires the applicant to be able to perform daily accounting operations accurately and deal daily with the public, assisting them in all facets of tax collecting and town clerk processes. Successful applicant must be a Henniker resident and have a high school diploma or equivalent, strong computer and organizational skills. Strict observance of confidentiality is a must when dealing with records of the municipality, the applicant must possess a valid NH Driver's License and successfully pass a background investigation. Salary range is \$17.86 - \$19.27 per hour depending on experience. **Full benefits package** includes membership in the NH Retirement System, health, dental, life and disability insurance, paid vacation, sick and holidays. The Town of Henniker is an Equal Opportunity Employer.

An application form is available at the Town Hall, 18 Depot Hill Rd. Henniker, NH or online at <https://www.henniker.org/site-home/pages/employment-opportunities>

Applications and resumes should be mailed to: Town Clerk/Tax Collector 18 Depot Hill Rd., Henniker, NH 03242 or emailed to: [REDACTED] or [REDACTED] or left in person at the Town/Clerk Tax Collector's Office, 18 Depot Hill Road, Henniker.

## HILLSBORO LIONS

### 70<sup>th</sup> Anniversary



We cordially invite you to share in our celebration

**DATE:** Saturday, April 15, 2023

**TIME:** 7:00-9:30 PM

**PLACE:** Hillsboro American Legion Post 59  
538 West Main St. Hillsboro

- Appetizers and Desserts will be served
- Cash bar will be available

**RSVP:** Mary Rogers at [REDACTED]  
or Kathy Audette at [REDACTED]

### REGISTRATION FOR KINDERGARTEN AND EARLY LEARNING PROGRAM

#### Washington School District Washington Elementary School School Year 2023-2024

Any Washington resident with a child who will be **five years old by September 30, 2023 will be eligible to enroll in the Kindergarten program.** Please register online at <https://hdsd.web2school.com/> Because all students are in the same classroom, screenings are conducted in the fall. You will receive information about summer kindergarten programming and meet and greet dates with the kindergarten teacher before the end of the current school year.

Any Washington resident with a child who will be **three or four years old by September 30, 2023 will be able to enroll in the Early Learning Program.** Early Learning Program screenings will be scheduled for June and placement will be announced within two weeks from the screening date. Please stop by the school office to pick up a registration packet. You can also access the packet at <https://www.hdsd.org/domain/2419>

A copy of your child's **immunization record, birth certificate, your child's most recent physical examination** as well as **proof of residency** will be needed at the time of registration.

If you have any questions, please contact the office at 495-3463 or email to: [REDACTED]

Equal Opportunity Employer/Equal Educational Opportunities

### PUBLIC NOTICE:

All interested persons are invited to comment on any potential effects that may be caused to historic properties from a proposed 120-foot tall monopole telecommunications tower to be located at 43° 9' 3.03"N and 71° 47' 52.75"W, on the summit of Craney Hill in Henniker, Merrimack County, NH, if any such properties are located at or near the site. Comments may be submitted, within 30 days of the notice publish date, by email to [REDACTED] or by U.S. Mail to A&D Klumb Environmental, LLC, 34 Centennial Drive, Webster, NH 03303, (603) 746-5065. Questions about this facility or this notice may be directed to the above contact information. This notice is provided in accordance with the regulations of the Federal Communications Commission, 47 C.F.R. Part 1, Appendices B and C.

### PUBLIC NOTICE HILLSBORO-DEERING SCHOOL DISTRICT 2023 NOMINATIONS FOR THE RICHARD W. WITHINGTON AWARD

The Richard W. Withington Award is granted to a member of the Hillsboro-Deering School District personnel; a teacher, administrator, secretary, custodian, aide, coach, activities director, or other full or part-time employee of the District.

The recipient should be recognized as an ambassador of the school into the Hillsborough community, a person who has strived for and achieved excellence, contributed significantly to the general welfare of the students in ways above and beyond the normal requirements of their job, offered students and adults a model of strong professional behavior and carried this model from the school into the community. Recognition and respect in the Hillsborough community as a representative of the Hillsboro-Deering School District is a key component.

#### Please submit nominations in writing to:

Dr. Jennifer L. Crawford  
Superintendent of Schools  
SAU #34  
78 School St.  
Hillsboro, NH 03244-4870

#### Deadline for nominations: Friday, May 1, 2023

The Withington Award is determined annually in an amount of at least \$1,000 by a Grant Committee consisting of a representative of the public, the Chairperson of the Hillsboro-Deering School Board, and the Superintendent of Schools.

The award recipient will be announced during the Hillsboro-Deering School District Campus-Wide Family Fun-Fest on May 10, 2023.

Equal Opportunity Employer/Equal Educational Opportunities

**Attachment 6  
Additional Consulting Parties**

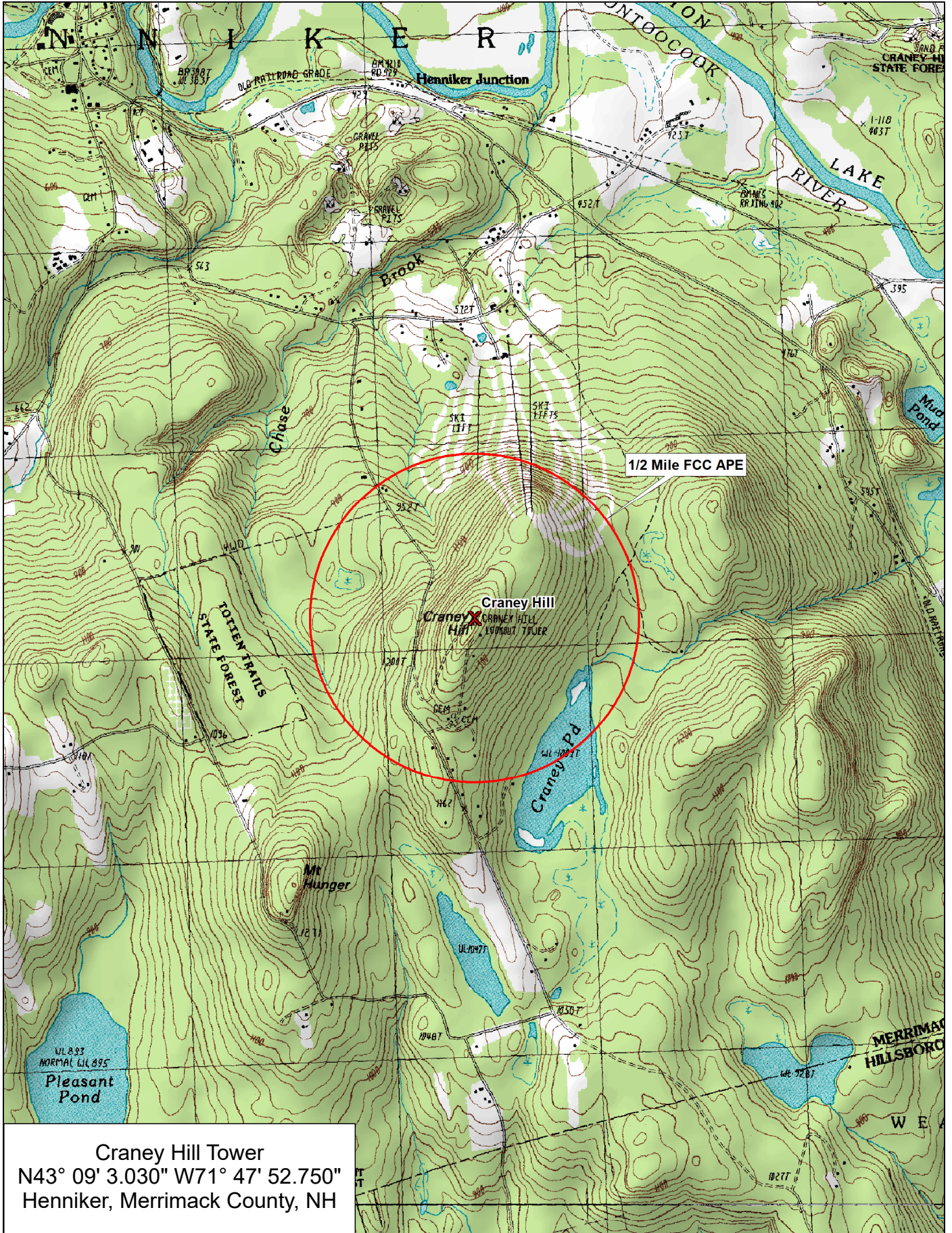
None



**Attachment 7**  
**Areas of Potential Effects**

Map of Area Showing Proposed Site and 0.5 Mile Radius Circle





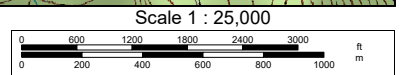
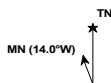
1/2 Mile FCC APE

Craney Hill Tower  
 N43° 09' 3.030" W71° 47' 52.750"  
 Henniker, Merrimack County, NH

Data use subject to license.

© DeLorme. XMap® 7.

www.delorme.com



1" = 2,083.3 ft

Data Zoom 13-0

Scale 1 : 25,000

**Attachment 8**  
**Historic Properties Identified in the APE for Visual Effect**



### Historic Properties Identified in the APE for Visual Effect

The tower will be located on the summit of Craney Hill, east of Craney Hill Road, south of Pat's Peak Ski Area, and northwest of Craney Pond. The ½-mile APE includes Craney Hill Road and Tower Road. The majority of the APE is forested with scattered residences. The file review for historic resources conducted on January 19, 2023 and doublechecked on April 17, 2023 online through NH DHR EMMIT database and the National Park Service National Register of Historic Places mapper found that there are no properties within the ½ mile Area of Potential Effects listed on or eligible for listing on the National Register of Historic Places.

On February 21, 2023 ADKE visited the site and walked and drove the public roads within the APE to determine if any properties may be eligible for the National Register of Historic Places. One property within the APE appears to be potentially eligible for the National Register of Historic Places, the Craney Hill Fire Tower.

The existing Craney Hill Fire Tower was constructed in 1939, engineered by International Derrick, Co. In 1973 a new tower cab was constructed above the original metal cab. The tower was part of the State of New Hampshire lookout network until its closure in 1981. The fire tower is owned by the Town of Henniker and stands approximately 51-feet high. The tower was placed on the National Historic Lookout Register in 1997.<sup>1</sup> The Craney Hill Fire Tower shares its steel support structure with inset staircase and wood cab design with many of the other fire towers throughout the state. Many of the fire towers under current use by the state have been formally evaluated and have been determined eligible for the National Register of Historic Places under Criteria A & C, for association with conservation, entertainment/recreation, politics/government, and architecture and engineering. The Craney Hill Fire Tower was constructed as a fire tower in 1939 and would most likely be eligible for the National Register under Criteria A & C as well.

No other properties within the ½-mile APE appeared to rise to the level of significance, when viewed from the public way, to be eligible for the National Register of Historic Places.

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<sup>1</sup> Craney Hill Fire Tower details from Fire Lookout web site:  
<http://www.firelookout.org/lookouts/nh/craney.htm>





**Attachment 9**  
**Historic Properties Identified in the APE for Direct Effect**



### **Historic Properties Identified in the APE for Direct Effect**

A Phase IA Archaeological Sensitivity Assessment was completed on April 15, 2023 by Monadnock Archaeology Consulting, LLC. The archaeology review was completed for the proposed tower site and utility line. The review found that “Project area is located adjacent to an existing watchtower on steeply sloping, rocky terrain. No archaeological sites or areas of archaeological sensitivity were identified, and no further study is recommended.” The report is considered confidential, not for public distribution and is available upon request.



**Attachment 10**  
**Effects on Identified Properties**



## Effects on Identified Properties

### Visual effects

The proposed lattice telecommunication tower is to be located within a wooded area approximately 75-feet northeast of the Craney Hill Fire Tower. The Craney Hill Fire Tower is presumed to be eligible for the National Register of Historic Places under Criteria A & C for its association with conservation, entertainment/recreation, politics/government, and architecture and engineering. The proposed telecommunication tower will be located within the vicinity of the Craney Hill Fire Tower, but would not reduce the Fire Tower's eligibility for the National Register of Historic Places under Criteria A or C.

The Oak Hill Fire Tower (LOU-0410) located in Loudon, NH was reviewed for comparison (see Photo 11 within Attachment11). The Oak Hill Fire Tower is owned by the State of New Hampshire. It was constructed in 1928 and had a new cab installed in 2019. The Oak Hill Fire Tower is located within 50-feet of a lattice telecommunication tower. The Oak Hill Fire Tower was evaluated and determined eligible for the National Register of Historic Places in 2022 under Criterion A and C for its association with conservation, entertainment/recreation, politics/government, and architecture and engineering. The proximity of the lattice tower near the Oak Hill Fire Tower does not detract from the NR eligibility criteria for that historic resource.

The Craney Hill Fire Tower appears to be eligible for the National Register under the same criterion as the Oak Hill Fire Tower and other NR eligible fire towers throughout the state because of the same or similar historic associations to conservation, entertainment/recreation, politics/government, and architecture and engineering. The telecommunication tower construction on Craney Hill would not take away from these NR eligibility criteria. Therefore, the construction of a lattice telecommunication tower in the vicinity of the Craney Hill Fire Tower would not pose an adverse effect on the eligibility of the fire tower for the National Register of Historic Places.

### Direct Effects

A Phase IA Archaeological Sensitivity Assessment was completed on April 15, 2023 by Monadnock Archaeology Consulting, LLC. The archaeology review was completed for the proposed tower site and utility line. The review found that "Project area is located adjacent to an existing watchtower on steeply sloping, rocky terrain. No archaeological sites or areas of archaeological sensitivity were identified, and no further study is recommended." The report is considered confidential, not for public distribution and is available upon request.



**Attachment 11**  
**Photographs**





Photo 1. View east of the access road entry at Craney Hill Road.



Photo 2. View northeast of the Craney Hill Fire Tower from the access road.





Photo 3. View south of the TDS building where the utilities will lead to the site.



Photo 4. View north from the utility building along the overhead utility line.





Photo 5. View east of the Craney Hill Fire Tower. The telecommunications tower will be located to the left of the fire tower, beyond the closer pine trees.







Photo 6. View southwest at the proposed tower site with the fire tower in the distance.



Photo 7. View north across the proposed tower site.





Photo 8. View south across the proposed tower site.



Photo 9. View east across the proposed tower site.





Photo 10. View southwest along a hiking trail toward the proposed tower site, beyond the large rock, with the fire tower in the distance.





Photo 11. View northeast of the Oak Hill Fire Tower in Loudon, NH (LOU-0410), with the lattice telecommunication tower located within 50-ft.

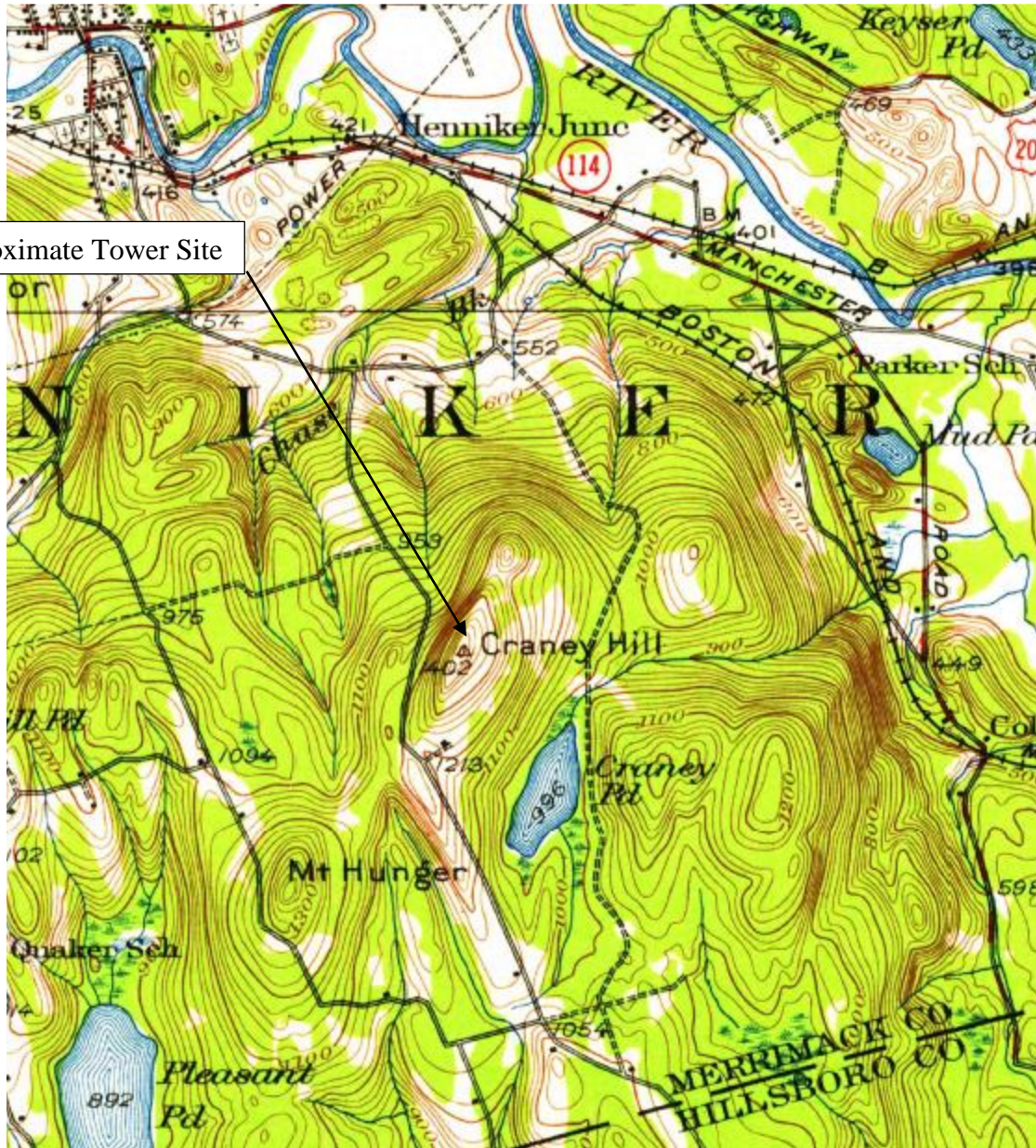


**Attachment 12**  
**Maps**

Historic Topographic Maps:

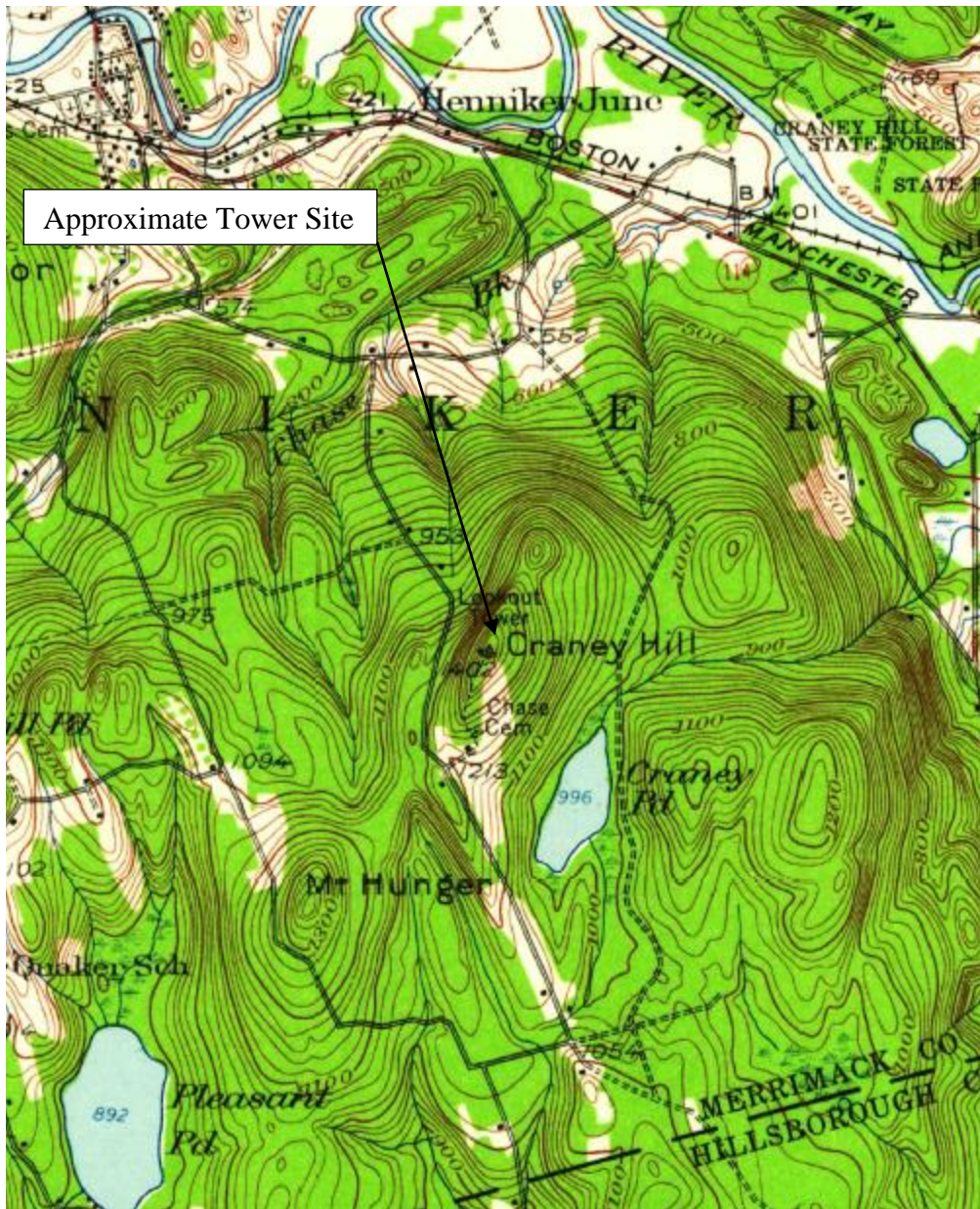
1926 Hillsboro NH USGS Topographic Map  
1957 Hillsboro NH USGS Topographic Map





1926 Hillsboro NH USGS Topographic Map





1957 Hillsboro NH USGS Topographic Map



**Attachment 13  
References**





**References:**

Forest Fire Lookout Association Web Site, New Hampshire Fire Towers, Craney Hill Tower. Accessed February 17, 2023 at:  
<http://www.firelookout.org/lookouts/nh/craney.htm>

National Register of Historic Places; Accessed March 30, 2023  
<https://www.nps.gov/maps/full.html?mapId=7ad17cc9-b808-4ff8-a2f9-a99909164466>

New Hampshire Division of Historical Resources, 19 Pillsbury Street, Concord, NH  
online File review January 19, 2023, March 29, 2023, and April 17, 2023  
<https://emmit.dncr.nh.gov/Login.aspx?showDisc=false>

State of new Hampshire Biennial Report of the Forestry and Recreation Commission for the  
Two Fiscal Years Ending in June 30, 1940 pg.10

TopoView for Historic USGS Topographic Maps accessed March 30, 2023  
<https://ngmdb.usgs.gov/topoview/viewer/>





**FEMA**

September 11, 2023

To: Patrick Gavin, Preparedness Officer, GPD  
From: Beth McWaters-Bjorkman, EHP Section Chief, GPD  
Subject: EHP Review Completion for Craney Hill, NH

Documentation for the following project was submitted to the Grant Programs Directorate (GPD) for Environmental and Historic Preservation (EHP) review.

**Project Description: Construction of a communications tower, shelter, generator, and fencing.**  
**Grant Recipient: NH Dept. of Safety- HSEM**  
**Project Location: 43 09 03.03 N, 71 47 52.75 W; Henniker, NH**  
**Grant Number(s): 2021-SS-00049**  
**Case Number: 2021-SS-00049.46596**  
**Grant Program: Homeland Security Grant Program**

The materials submitted were reviewed according to the National Environmental Policy Act (NEPA) of 1969, the National Historic Preservation Act (NHPA) and other EHP laws, regulations, and Executive Orders.

After review of the documentation provided, the environmental review is now completed in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01. Please inform the recipient that because of this determination their project has been approved for EHP compliance, subject to the conditions outlined below. In addition, where subrecipients are involved, I request you remind the recipient of their responsibility to ensure subrecipients comply with these conditions.

**Special Conditions:**

- 1. Stop work if archaeological deposits (for example Indian pottery, stone tools, shell, old house foundations, old bottles) are found/uncovered during construction. The project proponent and/or their contractor must immediately stop all work in the vicinity of the find, take reasonable measures to avoid or minimize harm to the finds, secure all archaeological finds (without removing them), and restrict access to the area of the find. The project proponent must immediately report the archaeological discovery to the State Emergency Management Agency and the FEMA Deputy Regional Environmental Officer Mary Shanks, 617-901-2204. FEMA will determine the next steps.**

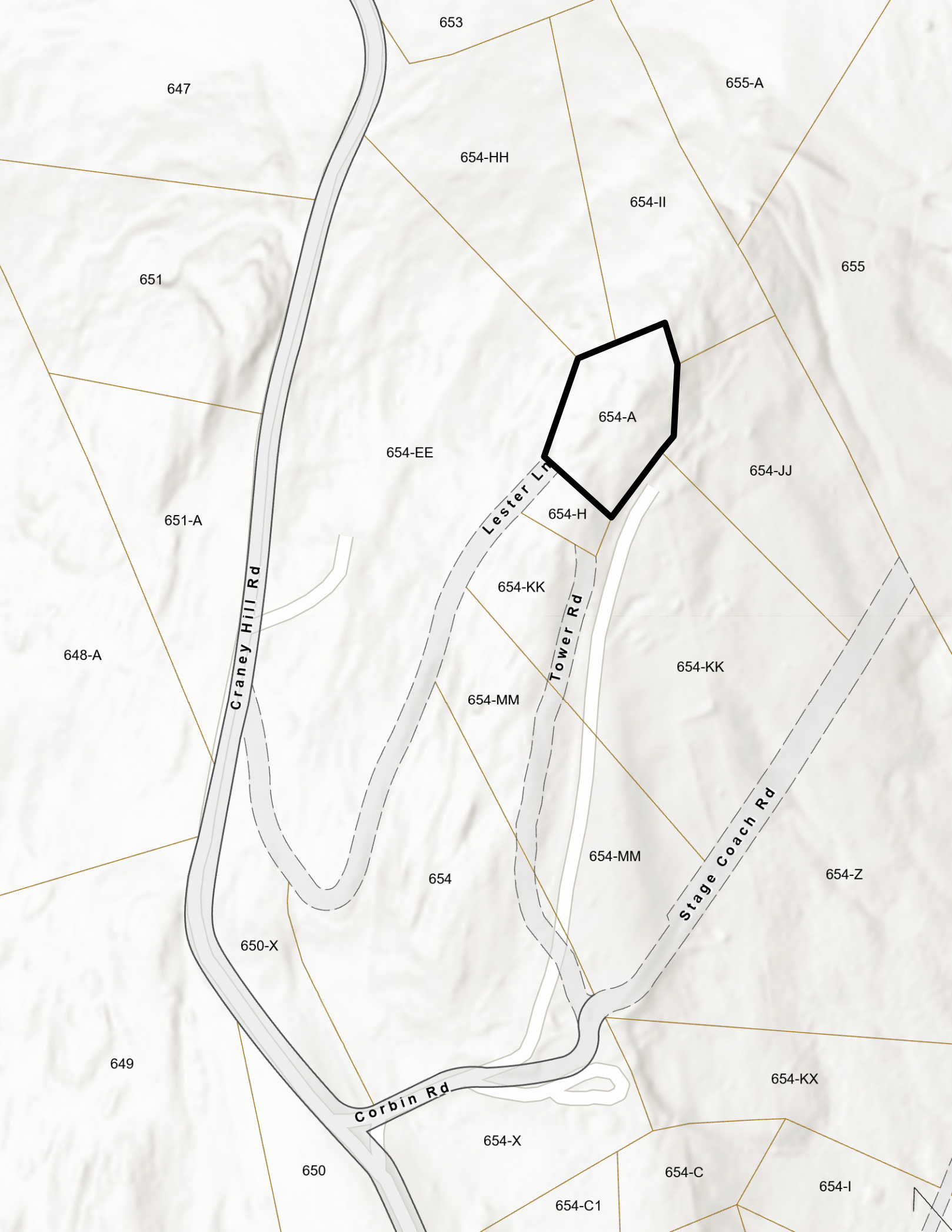
- 2. Stop work if human remains are discovered. The project proponent and their contractor must immediately stop all work in the vicinity of the discovery and take reasonable measures to avoid or minimize harm to the remains, protect all human remains discoveries, and restrict access to discovery sites. The project proponents and their contractor must follow all state laws associated with the discovery of human remains, including immediately notifying the proper authorities. Violation of state law will jeopardize FEMA funding for this project. The project proponent will inform the Office of the Chief Medical Examiner, the State Archaeologist, the State Emergency Management Agency, and the FEMA Deputy Regional Environmental Officer Mary Shanks, 617-901-2204. FEMA will consult with the SHPO and Tribes, if remains are of tribal origin. Work in the vicinity of the discovery(s) may not resume until consultation is completed and appropriate measures have been taken to ensure that the project is compliant with the National Historic Preservation Act and the Native American Graves Protection and Repatriation Act.**

**Standard Conditions:**

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

This is official documentation and must be retained as part of the project record. A copy of this letter will be added to the grant file that includes this project.

If you have further questions please contact [REDACTED]



653

647

655-A

654-HH

654-II

651

655

654-A

654-EE

654-JJ

Lester Ln

654-H

651-A

654-KK

Tower Rd

654-KK

648-A

654-MM

Craney Hill Rd

Stage Coach Rd

654

654-MM

654-Z

650-X

649

654-KX

Corbin Rd

654-X

650

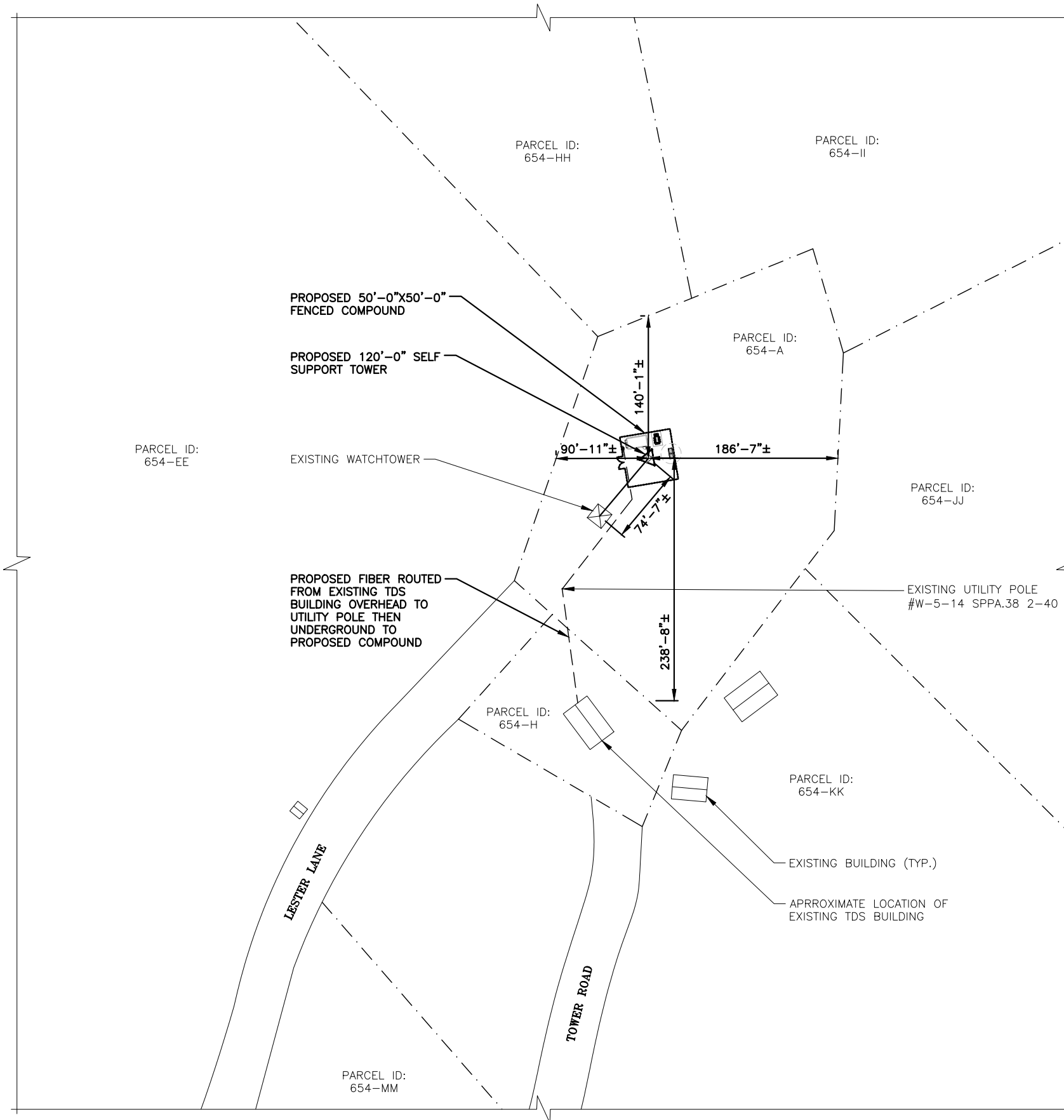
654-C

654-I

654-C1

**APPROXIMATE LOCATION OF CENTER OF TOWER:**

LATITUDE: 43° 09' 3.03" N  
 LONGITUDE: 71° 47' 52.75" W



**SITE PLAN**

22x34 SCALE: 1"=60'  
 11x17 SCALE: 1"=120'



1  
 LE-1



HENNIKER, NH 03242  
 MERRIMACK COUNTY

**SITE NAME: CRANEY HILL**

CRANEY HILL  
 HENNIKER, NH 03242  
 MERRIMACK COUNTY

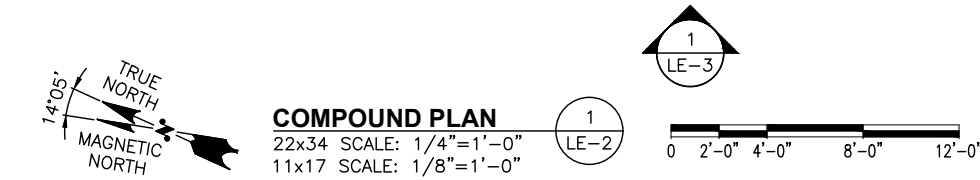
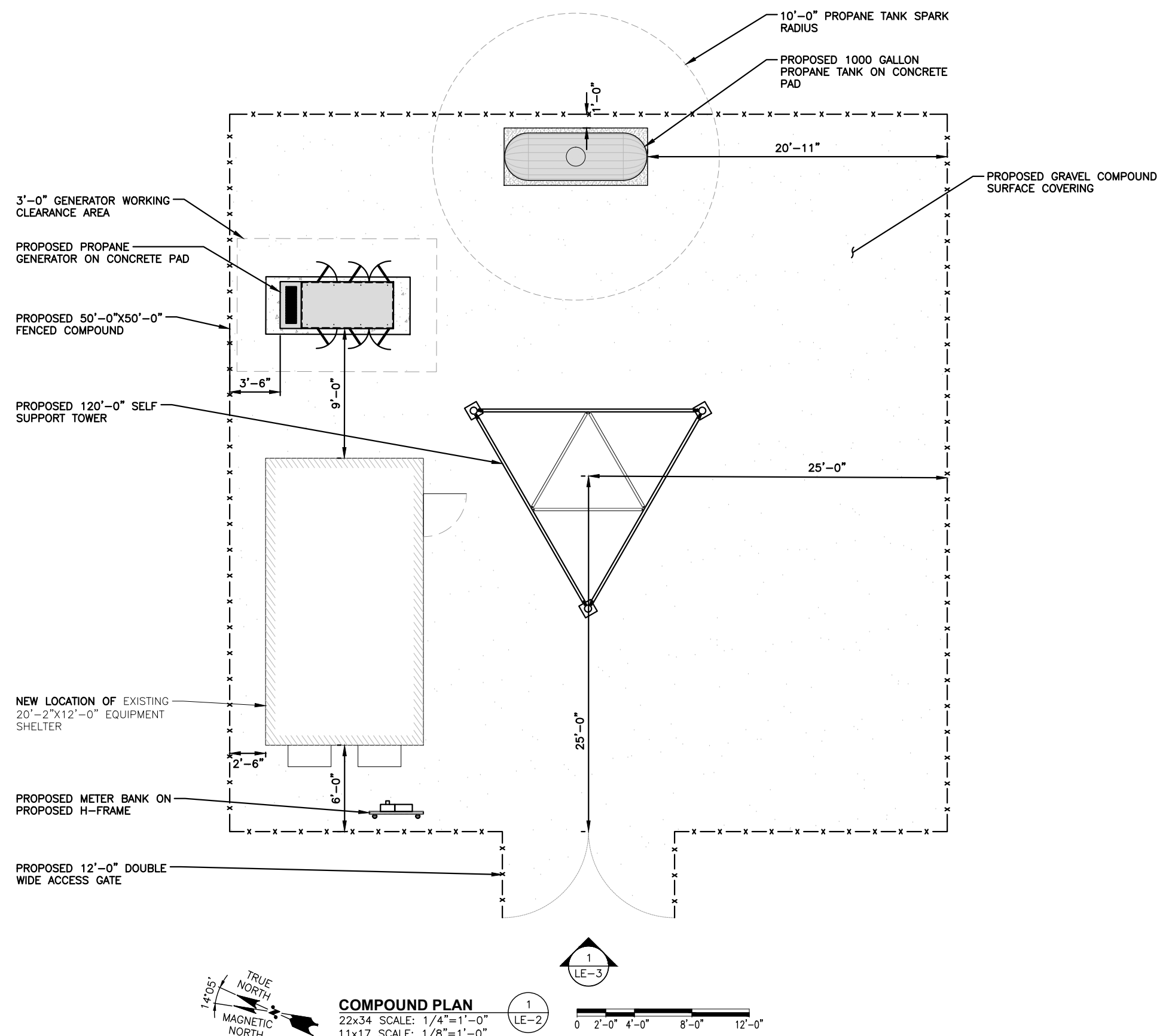
NO.	DATE	REVISIONS	BY	CHK	APP'D
A	02/16/23	ISSUED FOR REVIEW	JS	AT	DPH
SCALE: AS SHOWN		DESIGNED BY: AT	DRAWN BY: JS		

TOWN OF HENNIKER, NH

SITE PLAN

SITE NAME	DRAWING NUMBER	REV
CRANEY HILL	LE-1	A

**APPROXIMATE LOCATION OF CENTER OF TOWER:**  
 LATITUDE: 43° 09' 3.03" N  
 LONGITUDE: 71° 47' 52.75" W



**COMPOUND PLAN**  
 22x34 SCALE: 1/4"=1'-0"  
 11x17 SCALE: 1/8"=1'-0"



HENNIKER, NH 03242  
 MERRIMACK COUNTY

**SITE NAME: CRANEY HILL**

CRANEY HILL  
 HENNIKER, NH 03242  
 MERRIMACK COUNTY

NO.	DATE	ISSUED FOR REVIEW	BY	CHK	APP'D
A	02/16/23	ISSUED FOR REVIEW	JS	AT	DPH
SCALE: AS SHOWN		DESIGNED BY: AT	DRAWN BY: JS		

TOWN OF HENNIKER, NH

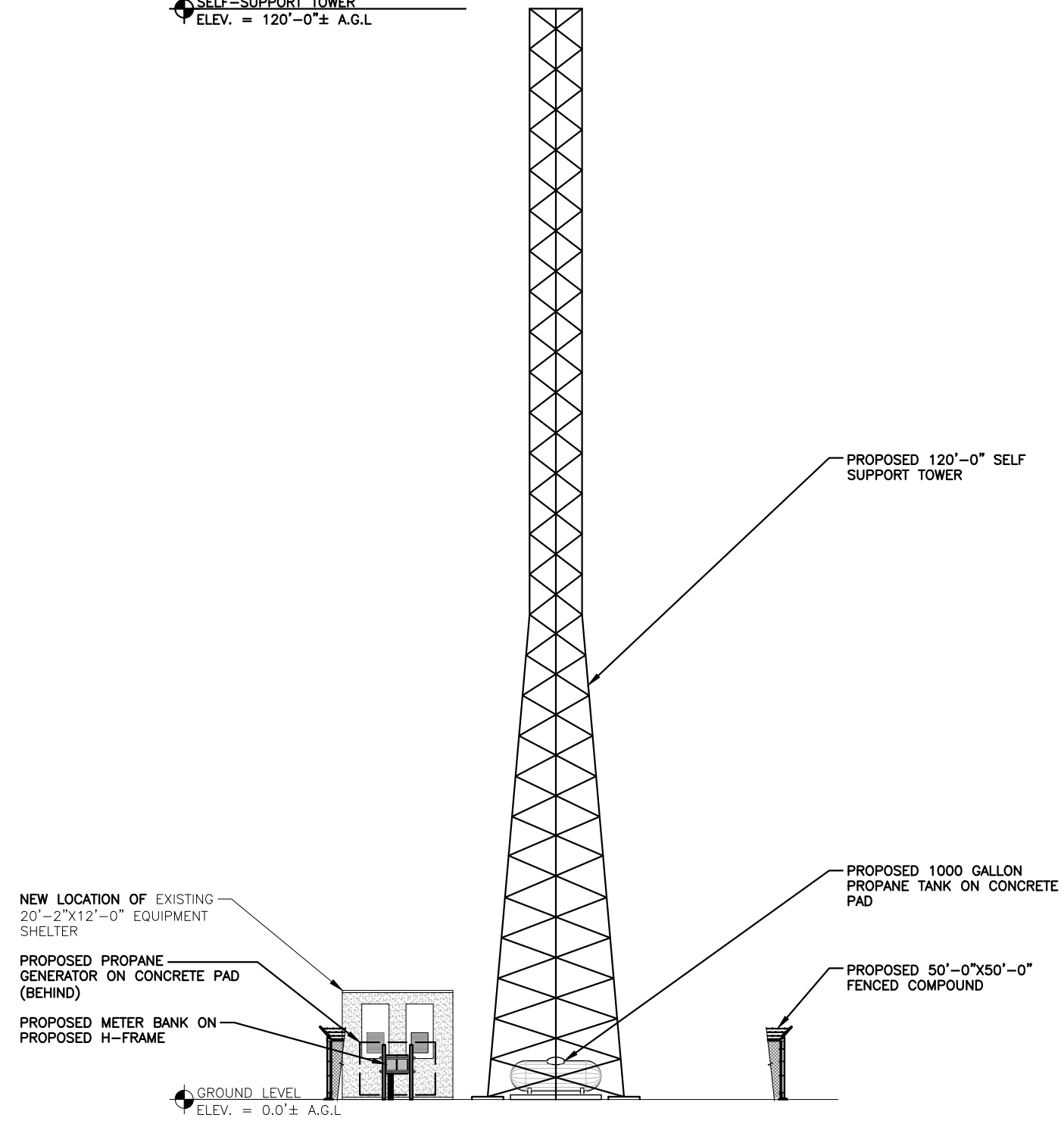
COMPOUND PLAN

SITE NAME	DRAWING NUMBER	REV
CRANEY HILL	LE-2	A

APPROXIMATE LOCATION OF CENTER OF TOWER:

LATITUDE: 43° 09' 3.03" N  
 LONGITUDE: 71° 47' 52.75" W

TOP OF PROPOSED  
 SELF-SUPPORT TOWER  
 ELEV. = 120'-0"± A.G.L



GROUND LEVEL  
 ELEV. = 0.0'± A.G.L

**ELEVATION**

22x34 SCALE: 1/8"=1'-0"  
 11x17 SCALE: 1/16"=1'-0"

1  
 LE-3



TEP  
 NORTHEAST  
 TEP OPGCO, LLC.  
 45 BEECHWOOD DRIVE, NORTH ANDOVER, MA 01845  
 TEL: (978) 557-5553

HENNIKER, NH 03242  
 MERRIMACK COUNTY

SITE NAME: CRANEY HILL

CRANEY HILL  
 HENNIKER, NH 03242  
 MERRIMACK COUNTY


NO.	DATE	ISSUED FOR REVIEW	BY	CHK	APP'D
A	02/16/23	ISSUED FOR REVIEW	JS	AT	DPH
SCALE: AS SHOWN		DESIGNED BY: AT	DRAWN BY: JS		

TOWN OF HENNIKER, NH

ELEVATION

SITE NAME	DRAWING NUMBER	REV
CRANEY HILL	LE-3	A



## REQUEST FOR PROPOSAL

### **Design & Construction of a Public Safety Communications Tower Henniker, New Hampshire REVISED August 7, 2023**

### Introduction

The Town of Henniker invites qualified firms to submit proposals for consideration to provide professional services for the Design and Construction of a public safety communications tower at on Craney Hill. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

### Event Calendar

RELEASE OF THIS RFP	Friday, July 21, 2023
REVISION OF THIS RFP	Monday, August 7, 2023
Pre-Proposal Meeting - cancelled	<del>Friday, August 11, 2023 @ 9:00am EST</del>
RFP Questions Due	Tuesday, August 15, 2023 @ 9:00am EST
RFP Questions Response	Tuesday, August 22, 2023
Proposal Due/Bid Deadline	Tuesday, August 29, 2023 @10am EST

**Five (5) copies of the Proposal must be submitted in a sealed envelope, plainly marked:  
RFP Design & Construction of Public Safety Communications Tower and delivered to:**

**ATTN: Diane Kendall  
Town Administrator  
Town of Henniker  
18 Depot Hill Rd.  
Henniker, NH 03824**

~~A **mandatory** pre-proposal meeting will be held on **Friday, August 11, 2023 at 9:00am** at the Henniker Town Hall, 18 Depot Hill Rd Henniker, NH 03242. **The attendee must be directly linked to this project.**~~

The mandatory pre-proposal meeting has been removed from the requirement of this RFP. Site and pre-proposal meetings will be scheduled with the Tower Team representative.



## General Requirements

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

***No late, email or facsimile proposals will be accepted.***

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Town of Henniker reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The Town reserves the right to waive defects and informalities of the proposals.

**The vendor selected may be required to execute an Agreement for Services. Vendors shall submit any exceptions to the bid specifications and / or Agreement terms.**

**Questions should be directed in writing to the Town Administrator, [REDACTED] no later than Friday, August 11 ~~15~~, 2023 at 9:00am EST.**

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Purchasing Agent prior to submission of the response.

## Project Requirements

**This project is funded by a State Homeland Security Program (SHSP) Grant and bidders shall meet Contract Provisions and comply with federal laws, including the [federal procurement standards](#).**

Contract Provisions 1 of 3- be sure all these are included in bids and contracts	Contract Provisions 2 of 3
<ul style="list-style-type: none"><li><b>FEDERALLY-MANDATED PROCUREMENT CONTRACT PROVISIONS</b></li><li>All contracts awarded by &lt;Organization&gt; to subcontractors and involving a grant-funded Purchase of goods or services, including small purchases, must include certain federally mandated Procurement contract provisions, including:</li><li><b>Provision Citation</b></li><li>Recipient Termination 2 CFR Part 200 Appendix II</li><li>Equal Employment Opportunity E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60,</li><li>"Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."</li></ul>	<ul style="list-style-type: none"><li><b>FEDERALLY-MANDATED PROCUREMENT CONTRACT PROVISIONS</b></li><li>All contracts awarded by &lt;Organization&gt; to subcontractors and involving a grant-funded Purchase of goods or services, including small purchases, must include certain federally mandated Procurement contract provisions, including:</li><li><b>Provision Citation</b></li><li>Clean Air Act 42 U.S.C. 7401</li><li>Federal Water Pollution Control Act 33 U.S.C. 1251</li><li>Energy Efficiency 2 CFR Part 200 Appendix II</li><li>Copeland "Anti-Kickback" Act 18 U.S.C. 874 and 40 U.S.C. 276C</li><li>Byrd Anti-Lobbying Amendment 31 U.S.C. 1352</li><li>Debarment and Suspension Executive Orders 12549 and 12689</li><li>Recycling 2 CFR Part 200 Appendix II</li><li><b>Davis-Bacon Act 40 U.S.C. 276a to a-7 see: <a href="#">SAM.gov   Wage Determinations</a>.</b> MUST PAY THESE WAGE RATES. CONTRACTOR MUST TRACK THIS</li><li>Contract Work Hours and Safety Standards Act 40 U.S.C. 327-333</li><li>Rights to Inventions Made Under a Contract or Agreement</li><li>37 CFR part 401 Contractor Breach Clause 2 CFR Part 200 Appendix II</li></ul>

### Contract Provisions 3 of 3

- All contracts awarded by <Organization> to subcontractors and involving a grant-funded Purchase of goods or services, including small purchases, must also contain the following contract clauses:
- Provisions that allow for administrative, contractual, or legal remedies where contractor violates or breaches contract terms as well as remedial actions
- Provisions addressing termination by <Organization>, including manner of termination and basis for settlement
- Provisions addressing termination of contract for default as well as circumstances beyond control of subawardee
- Provisions for bid guarantees, performance bonds and payment bonds
- Provisions allowing access to subawardee records by <Organization>, federal awarding agency, Comptroller General of the United States, and any other duly authorized representative

The selected communications tower construction firm shall be expected to perform all professional services consistent with the industry accepted roles. In general, they shall include, but shall not necessarily be limited to:

- Develop a thorough familiarity with the purpose of the communications and microwave system tower to be constructed.
- Obtain any needed clearances through the Town. Including but not limited to the Town's planning process for personal wireless facilities.
- Maintain continuous communications with the Town Administrator or designee and various sub-contractors including Radio equipment installers and vendors, as necessary.
- Provide tower design, permitting and construction services as outlined below.
- All work shall be completed following Motorola's R56 standards.

### TOWER CONSTRUCTION SCOPE OF WORK

The PROJECT SCOPE consists of work at a communication tower site on the summit of Craney Hill in Henniker, NH. The project consists of the procurement and construction of a new 120-foot self-support tower, fueled backup generator system, chain link fenced compound and other general site improvements including the relocation, fit up and connection of town owned 10' x 20' equipment shelter.

The tower shall be constructed to meet the minimum tower loading for equipment currently installed on a fire tower and telephone pole existing tower at the site.

The tower should be fully equipped, including cable management, stand-off mounts and ice bridge, to accommodate the appendages listed above at the elevation and offsets shown. These systems are to be installed by the successful bidder.

The tower equipment shall include all structural hardware required to construct and install the facility per the manufacturer's specifications. The selected firm will provide the Manufacturer's product specifications electronically and descriptive documentation with at minimum elevation drawings of the proposed communications tower as an attachment to the proposal.

Work at the tower site shall include but not be limited to clearing of site, surveying and engineering of site, stamped drawings for tower and foundation, tower foundation, tower, safety cable system, required pipe (sp) clamps, pipe ends, installation materials, welding supplies, required standoff assemblies, ground bars and required ground hardware, ground wire and ground rods, installation of RF and cabling components and 10' x 20 equipment shelter, concrete generator pad, utility coordination for new service and trench utility construction per Eversource requirements.

Each site will require specific measures which shall include the following or alternative of equivalent function.

- Perimeter Security Fencing 6' high fence and one drive through gate.

## Information Available

The Town of Henniker is planning to upgrade its public safety communications system.

The Town of Henniker population is estimated at approximately 5,671 residents and approximately 2,287 housing units. The Town is approximately 44 square miles and is within Merrimack County. The Town of Henniker public safety communications system serves as the primary means of communication for the Henniker Police Department, Henniker Fire and Rescue Department, Henniker Highway Department, and others. Additionally, the microwave system will be used as a data backhaul for other Town services. The public safety communications system will be required to function well into the future and handle the department's anticipated growth needs.

## Timeline

**The tasks shall be completed by June 30, 2024.**

## Submittal Requirements

As part of their response to this Request for Proposals vendors shall:

- Provide information on current workload and describe how the firm would accommodate this project.
- Outline the schedule to be implemented to meet the expected project requirements and construction.
- Describe the methods the firm will use to maintain the implemented schedule.

The items listed below shall be submitted with each submission in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a submitter to include all listed items may result in their submission being rejected.

### **Tab I – Cover Letter**

Provide a cover letter indicating your firm's understanding of the requirements relating to this submission. The letter must be brief and formal from the submitter that provides information regarding

the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with the Town of Henniker will sign the letter.

Please include all contact information.

#### **Tab 2 – Acceptance of Conditions**

Indicate any exceptions to the agreement sample, specifications, terms and conditions of this RFP, including the Scope of Services.

#### **Tab 3 – Company Background**

- Years in business under present name.
- Any business name changes and the reason for the change.
- Name and address of each office location.
- Ownership structure (Corporation / Partnership).
- Names and titles of officers in the company.
- Company trade organizations / associations / affiliations.

#### **Tab 4 – Qualifications**

- Describe firm qualifications, experience and project understanding.
- Provide resumes for key personnel that will be assigned to this project.
- Demonstrate the firm's qualifications and experience in public safety communications and microwave system tower construction projects.

#### **Tab 5 – Firm Resources**

- Describe the firm's personnel resources available. If a sole proprietor, indicate so.
- Describe key personnel to be assigned from within the firm and any key outside sub-consulting firms for this project.
- Demonstration of successful management systems for the planning, organizing and monitoring of similar construction projects.
- Include a Project Team and Organization Chart of all individuals who will be assigned to work on this project. Also, list any proposed sub-consultants and their intended scope of work.

#### **Tab 6 – References**

- Provide references (with contact name and telephone number) of similar projects for which your company has, in whole or in part, provided services.

#### **Tab 7 – List of Ongoing and Completed Projects**

- Provide a list of similar projects in which your company is currently involved, or has been involved.
- Please list project description and status.
- Total dollar volume of work completed during each of the past three (3) years.

#### **Tab 8 – Customer Support**

- Describe the firm's physical availability to the Town of Henniker in terms of communication, meetings and fieldwork.

**Tab 9 – Financial**

- Proposed itemized cost breakdown for services as defined within this RFP for the tower.
- Performance Bonds at 100% of contract and labor/ material bonds at 100% of the contract will be required of vendor awarded the contract.
- Is your firm currently involved in, or are you anticipating, any litigation, arbitration or mediation? If so, please explain.

**Tab 10 – Other**

- Other information, qualifications and/or exceptions that the Inspection Services firm may consider appropriate to the selection process.

Proposals should be formatted to 8.5"x11" pages and contents bound. Submissions shall be sealed and clearly marked "RFP "Construction of Public Safety Radio and Microwave System Tower." Proposals should include but not be limited to the following information.

1. Name, address and telephone number of your firm and email of primary contact.
2. Type of organization (i.e. individual, partnership, corporation, joint venture, etc.) and year established.
3. Principles of firm.
4. Diagram of proposed organizational structure.
5. Any other information you feel is appropriate to assist in architect selection.

**Costs**

Submit a cost proposal as outlined in Tab 9.

**Team**

The vendor shall perform services as an independent contractor, and shall have and maintain complete control over all of its employees, agents, and operations. Neither the vendor nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the Town of Henniker. The vendor selected by this Request for Proposal will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the Town of Henniker, any local or regional governmental agency, the State of New Hampshire, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

**Insurance**

The successful vendor will be required to submit a certificate of insurance showing minimum General Liability limits of \$1,000,000.00 per occurrence and \$2,000,000 aggregate, Professional Liability, automobile coverage and workers compensation participation. Thirty- day notice is required for cancellation of policy and Town of Henniker shall be listed as additional insured.

**Licenses and Permits**

All State of NH, local & federal codes, permits and licensing requirements must be met by anyone

performing work on Town property. Vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by Town. Copies of such permits and licenses will be forwarded to the Purchasing Agent for the file prior to work commencing.

## Selection

- Demonstrated experience in providing service required of public safety communications projects of similar size and scope to our anticipated project
- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Response of references.
- Have the available resources to complete the project.

The CHT Selection Group will review submissions. After reviewing submissions and prior to final ranking, the CHT Selection Group may, at its discretion, conduct interviews with a limited number of firm(s). The CHT Selection Group may, at its discretion, visit sites representing the work of a specific firm. If the Town desires to interview a firm, that firm will receive notification of the date and time of the interview. Vendors who are interviewed should anticipate interviews that focus on their approach to this project and the professionals who will be directly involved in the project.

After written submissions are received and initially evaluated, the Town may require one or more of the vendors to provide an oral presentation as a supplement to their statements. Any vendor required to interview should be prepared to discuss and substantiate any area of its submission. The Owner is under no obligation to grant interviews to any vendor receiving a copy of this RFP and/or submitting a written response to this RFP.

The CHT Selection Group's recommendation will be submitted to the Henniker Board of Selectmen for consideration. Henniker Board of Selectmen approval is required for the award of a bid and contract.

Unless otherwise stated, payment by check will be made within thirty (30) days of the completion of delivery of all items or service, in acceptable condition, to the Town and receipt of invoice, whichever is later. Vendors that accept payment by credit card shall be paid upon the completion of delivery of all items or service, in acceptable condition, to the Town and receipt of invoice.

Contact Information: Signature Required

<b>Official Entity Name</b>		<b>FOB Information:</b>	
<b>Address:</b>			
<b>Town, State, Zip</b>		<b>Availability:</b>	
<b>Email address:</b>		<b>State of Incorporation</b>	

<b>Warranty/guarantee:</b>		<b>Price holds for:</b>	
<b>Date:</b>		<b>SSN or EIN:</b>	
<b>Telephone #:</b>		<b>Fax #:</b>	
<b>Signature:</b>		<b>Title:</b>	

## **BID, RFP AND QUOTE TERMS AND CONDITIONS**

1. **BID ACCEPTANCE AND REJECTIONS:** The Town of Henniker reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the Town"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE HENNIKER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN HENNIKER. If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid that too shall be made part of the bid.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the Town of Henniker to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the Town Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Town of Henniker reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to Town Hall after a bid opening and asking to look through the file; by visiting our website at [www.Henniker.org](http://www.Henniker.org), or by sending a written request for the bid analysis along with a self-addressed stamped envelope.



Proposal for  
RFP 11-2023

TOWN OF HENNIKER NEW HAMPSHIRE

**Construction of Public Safety Radio and Microwave Systems Tower**

**PRESENTED BY: GREEN MOUNTAIN COMMUNICATIONS, INC.**

SR. PROJECT MANAGER: DAVID SYKES  
702 Riverwood Drive, Pembroke, NH 03275

[d.sykes@greenmtncomm.com](mailto:d.sykes@greenmtncomm.com)

COPY



**greenmountain**  
communications, inc.



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September 12, 2023

VIA HAND-DELIVERY

Town of Henniker, New Hampshire  
Attn: Diane Kendall, Town Administrator  
18 Depot Hill Rd.  
Henniker, NH 03824

Re: Design & Construction of a Public Safety Communications Tower RFP Response

Dear Mrs. Kendall,

Green Mountain Communications, Inc. (Green Mountain), is pleased to submit our response to the Design & Construction of a Public Safety Communications Tower RFP dated August 7, 2023. Please see the enclosed documents.

The response provided is made in full compliance with the RFP and all documents referenced therein.

If you have any questions or require additional information, please contact Dave Sykes, Senior Project Manager, at (603) 234-6403, or by email at [d.sykes@greenmtncomm.com](mailto:d.sykes@greenmtncomm.com).

Sincerely,

A handwritten signature in cursive script, appearing to read "Catherine Drouin", written over a horizontal line.

Signature

Catherine Drouin

Printed Name

Vice President

Title

## Acceptance of Conditions

Green Mountain accepts the conditions, with some exceptions. Our schedule is dependent on road completion and town approvals. We feel the project end date is not obtainable unless those issues are streamlined. Supply chain and issues beyond our control may push the completion date of this project.

We will require progress payments on this project. Terms to be determined.

Green Mountain assumes the following:

- We will not be providing antennas and cabling. We will only be providing tower attachments for cables and antennas.
- Downtime on existing equipment will be lengthy given the use of existing equipment.
- All communication relocation will be by others.
- Green Mountain will be using best practices for grounding the site. Extra costs will be incurred if a stamped ground design is required.
- Fire tower roof patching is to be performed. A new roof system for the fire tower is not included in the proposal.
- Spoils from sitework will stay on site.

## Company Bio



Green Mountain Communications (Green Mountain) is a trusted industry leader with 30 years of experience in installing, operating, and maintaining telecommunication networks. Today, the corporation has grown to include a staff of over sixty employees, specializing in public safety networks and wireless infrastructure projects throughout New England.

Our facility is 17,000-square feet in Pembroke, New Hampshire, with offices, warehouse, and field personnel dispatching. Our location includes an engineering lab, which enables us to stage, configure, and test materials before site deployment.

The company officers of Green Mountain are Victor Drouin, president and treasurer, and Catherine Drouin, vice president and secretary.

Our Capabilities Portfolio in Tab 10, Other, is included and it provides the services that we offer for the following types of projects.

- Backhaul
- Electrical
- Civil
- Engineering
- oDas & Small Cells
- Tower Services
- Tower/Antenna Construction

Our company trade memberships and associations include:

- National Association of Tower Erectors (NATE)
- National Safety Council (NSC)
- National Wireless Safety Alliance (NWSA)
- New England Intelligent Transportation Society (NEITS)
- Tower Family Foundation

## Qualifications

Green Mountain Communications, Inc. is a New Hampshire based general contractor, employing over 60 personnel, including wired and wireless infrastructure systems. We have been providing reliable service for federal, state, technology, and enterprise organizations in their telecommunications projects in the northeast since 1993. Many of these projects have included microwave wireless communication infrastructure systems requiring engineering, configuration, installation, testing, and maintenance of microwave and intelligent system networks. Our employees have a vast background and deep knowledge of Microwave (MW) and Intelligent Transportation Systems (ITS). Several key employees have been with the company for over 20+ years and have worked on a variety of these complex projects.

Some of those projects include the design and construction of the I-93, I-95, Spaulding Turnpike, and Route 101 ITS systems. These projects were all completed on time and on budget. We successfully completed work on the Sarah Mildred Long Bridge, which included the design, installation, and integration of 14-closed circuit television systems and MW backhaul to the Memorial Bridge. This work was all done in coordination with the New Hampshire Department of Transportation (NHDOT), and the Maine Department of Transportation (MDOT).

In 2021, Green Mountain was awarded a \$9M+ High-Level Bridge Part-Time Shoulder Use System (PTSU) Project for NHDOT, which is now nearing completion and included new tower installs. This is a design build ITS project for the implementation of a PTSU on the interstate 95 corridor bridge over the Piscataqua Rive between the states of New Hampshire and Maine.

Over our 30-year history, Green Mountain is recognized as the go-to partner trusted to deliver solid solutions that meet the goals of our customers. Green Mountain has experience installing public safety communications towers for several towns and municipalities. Our in-house services are extensive, enabling us to support a wide range of wired and wireless communication solutions such as this project.

Our range of services include the following:

- Backhaul
- Electrical
- Civil
- Engineering
- oDAS & Small Cells
- Tower Services
- Tower/Antenna Construction

We also provide radio frequency (RF) design, site development, FCC licensing, permitting,

**RFP 11-2023, Design & Construction of a Public Safety Communications Tower  
Henniker, New Hampshire**

leasing, zoning, integration, and maintenance.

Please see our Capabilities Portfolio in Tab 10 for information regarding our range of services.  
Please also see the resumes of our key personnel for project information.



**David Sykes**  
*Senior Project Manager*

---

**Years of Experience**

25

**Overview**

Dave joined Green Mountain in 1998 as a project manager and is a member of the Company’s leadership team. Today, he oversees the wireless carrier operations department and participates in municipal projects. His work also includes construction estimation, planning, and managing subcontractors on wireless construction projects all over New England. In his role, Dave enjoys building strong relationships with clients, stakeholders, and Green Mountain’s field crews. These relationships enable him to consistently exceed customers’ expectations, giving him a reputation for delivering quality projects, from start to finish.

**Training/Certification/Licenses**

OSHA 30  
Anritsu Certified Connector Trained  
MA Construction Supervisor License  
RI Contractors License  
RF Training

**Experience**

**Harvey Construction, Rockingham County New Site Build, Brentwood NH (2023)**

Rockingham County is building a new municipal complex building, and Green Mountain has been brought in to assist with the design and installation of a roof-mounted guy tower which will eventually receive all the antennas for the local departments as well as a microwave link to another facility.

**Town of Harpswell ME, Self-Support Communications Tower, Orrs & Bailey Island FD (2023)**

This project involved installation of a 100’ self-support lattice tower. In addition, it included foundation demolition, foundation design, site clearing, and excavation.

**DHS Customs & Border Protection, Mount Washington Antenna Demolition, Gorham NH (2022)**

We worked with DHS on the removal of its legacy equipment from the top of Mount Washington. Green Mountain coordinated with DHS and the mountains observatory team on accessing and removing the roof mounted equipment.

**Massachusetts Water Resources Authority (MWRA), Fells Reservation (2022)**

This project included two tower technicians to visually inspect the entire tower structures at the Chelsea Creek Headworks and the Middlesex Fells Reservation for damage: loose bolts, deteriorating galvanized coatings, loose antenna mounting hardware, loose or damaged cable restraints, and overall general conditions including all antennas and existing cabling. Any minor deficiencies (loose bolts, touch up galvanizing) were noted and corrected. The deliverable for this work included providing a written inspection report, photographs, and any obvious concerns.

**American Tower, New Road & Tower, Lowell VT (2022)**

This project included the civil work for a 2,000’ road and a 3,000’ power/telco for the erection of a 130-foot monopole, culvert and ditch installation, earthwork, road blading and grading. The monopole installation included the tower foundation, safety climb, electrical, ground ring, and fencing.





**American Towers, Guyed Tower Upgrade, St. Albans VT (2022)**

This project involved upgrading a 300-foot guyed tower in northwestern Vermont. The work began with digging up the existing guy anchors and adding more concrete to the existing underground blocks. The next step was to add large concrete blocks as ballasts to the guy anchors and reinforcing the tower foundation at the base of the tower. We then upgraded the tower steel cross sections on one section of the tower and retensioned all the guy wires.

**T-Mobile, New Site Build, Pittsfield NH (2021)**

This project involved mountaintop installation of T-Mobile on guy tower located in Pittsfield NH. Difficult access required the use of our off-road ATVs to perform the work. We provide new electric and telco service for the carrier, delivered and installed wire carrier cabinets, provided and installed new antenna arrays, and installed new fiber trunks from carrier equipment to tower mounted antennas.

**Viridi Wireless, Huntington New Site Build, Huntington VT (2021)**

This project included tree removal, foundation ledge removal, trenching, crane and tower stack, fencing, road installation, and electrical work.

**Verizon Wireless, UNH, New Site Build, Memorial Union Building, Durham NH (2021)**

This project had many moving parts and required extensive coordination with the college engineering group due to the fact the building we were working on had occupied classrooms as well as housing the main dining hall on campus. Extensive piping was required to get the required power and telephone conduits from the basement to the roof itself. Verizon's outdoor communication cabinets needed to be elevated onto a custom steel platform, which had to be coordinated with the college's roofing contractor. Custom antenna frames were placed on an upper roof and fiber trunks were installed from the antennas to the cabinets on the lower roof. Numerous crane picks were required for this job and all picks needed to fall in line with the block-out dates the college provided. It required traffic diversions as well as closing off parts of the building to foot traffic.

**American Towers, Access Road Upgrades, E. Waterboro ME (2021)**

The civil work included upgrading a 3500' access road for an existing telecommunications site. This included all new drainage, ditching, water bars and check dams.

**MAPC, Pow Wow Hill Microwave Feasibility (2021)**

Conducted a feasibility study for the construction of a microwave communications tower in Amesbury MA (Pow Wow Hill) to support regional safety groups. The report provided detailed cost projection for Pow Wow communications tower, tower loading to accommodate current and future needs, analysis of microwave paths, and alternative methods for network expansion and enhancements.

**Open Cape (2019 – 2021)**

The Open Cape public safety microwave project is a multi-path microwave project that was part of the 350-mile OpenCape Network, a fiber optic network that delivers high-speed access and the latest technologies to businesses and residents across Southeastern Massachusetts. Green Mountain designed a microwave wireless infrastructure for OpenCape that operates independently of the existing fiber optic network and serves as an emergency backup. The OpenCape network benefits the Southeastern Massachusetts communities by supporting public safety and public service activities, providing redundancy to the fiber optic network on the outer Cape, and serving as the primary service link to Martha's Vineyard.

**NH Electric Co-Op (2020-2022)**

This project included engineering and implementing a comprehensive licensed IP microwave network for 22 tower locations across New Hampshire. The system design covers 100% of all the NHEC meters in the State of New Hampshire. The technology and products selected allowed for native enterprise packet-switched network traffic and native circuit-switched (T-1s) traffic integration between NHEC's offices and existing utility infrastructure across the state. The licensed IP microwave backbone system consisted of dual, high-capacity rings with lower capacity spur links that would connect mountaintop tower sites with NHEC district offices, including new and existing infrastructure.

**T-Mobile, Maintenance, Various Locations (2010 – 2021)**

Mr. Sykes has completed over 1,500 carrier projects for T-Mobile from site design and pre-construction through installation and final acceptance. Mr. Sykes and his team continue to do maintenance and provide emergency services for sites throughout New England.



**Carl Plummer**  
*Assistant Project Manager*

---

**Years of Experience**

23

**Training/Certification/Licenses**

- OSHA 30
- Aviat Networks
- Bridgewave
- Dragonwave
- Anritsu
- Alcatel Lucent/9500 MPR Level 3
- Antenna Installer
- PIM
- CommTrain Tower Rescue
- RFS
- CommScope
- Andrews
- PPC Connector
- First Aid/CPR
- Substation Training
- Lift Training

**Overview**

Mr. Plummer joined Green Mountain in 2000 in our logistics department and rapidly held several tier field roles with us. Since he has worked on some very challenging network projects, he is very knowledgeable in all aspects of varying telecommunication projects. Mr. Plummer is well respected for his excellent work ethic with our clients, and he delivers them a successful project. He leads several projects, including Tier 1 support, and is an engineering resource for troubleshooting and maintenance while keeping projects on schedule.

**Experience\***

**T-Mobile & Verizon – Maintenance (2018 to Present)**

Manages dedicated crews that perform various maintenance, including site outages, generator deployments, storm recovery, plowing, refueling, and other non-service impacting site repairs daily, resulting in tracking priority levels to the schedule. To date this represents over 3,000 maintenance tickets, using multiple crews, as necessary. Mr. Plummer’s success on this results in Green Mountain being highly requested in the telecommunication industry.

**New Hampshire Department of Transportation, High-Level Bridge Part-Time Shoulder Use (PTSU) System (2021 - Present)**

This is a design build ITS project for the implementation of a PTSU on the I-95 corridor bridge over the Piscataqua River between the states of New Hampshire and Maine. This project was jointly initiated with the Maine Department of Transportation and the Maine Turnpike Authority. The main objective of this project is to improve corridor safety and enhance mobility for all travelers. A team of technicians installed a range of equipment including a new Antenna Support Structure, Electronic Overhead Lane Use Signs, Dynamic Message Signs, Motor Vehicle Detection Systems, CCTV’s and associated ITS field equipment along the New Hampshire and Maine I-95 corridor.

**T-Mobile, New Site Build, Pittsfield NH (2021)**

Mr. Plummer assisted in this project, which involved the mountaintop installation of T-Mobile on guy tower located in Pittsfield NH. Difficult access required the use of our off-road ATVs to perform the work. We provide new electric and telco service for the carrier, delivered and installed wire carrier cabinets, provided and installed new antenna arrays, and installed new fiber trunks from carrier equipment to tower mounted antennas.



**Verizon Wireless, UNH, New Site Build, Memorial Union Building, Durham NH (2021)**

This project had many moving parts and required extensive coordination with the college engineering group due to the fact the building we were working on had occupied classrooms as well as housing the main dining hall on campus. Extensive piping was required to get the required power and telephone conduits from the basement to the roof itself. Verizon's outdoor communication cabinets needed to be elevated onto a custom steel platform, which had to be coordinated with the college's roofing contractor. Custom antenna frames were placed on an upper roof and fiber trunks were installed from the antennas to the cabinets on the lower roof. Numerous crane picks were required for this job and all picks needed to fall in line with the block-out dates the college provided. It required traffic diversions as well as closing off parts of the building to foot traffic.

**NH Electric Co-Op (2020-2022)**

This project, which Mr. Plummer assisted with managing the engineering, and implementing of a comprehensive licensed IP microwave network for 22 tower locations across New Hampshire. The system design covers 100% of all the NHEC meters in the State of New Hampshire. The technology and products selected allowed for native enterprise packet-switched network traffic and native circuit-switched (T-1s) traffic integration between NHEC's offices and existing utility infrastructure across the state. The licensed IP microwave backbone system consisted of dual, high-capacity rings with lower capacity spur links that would connect mountaintop tower sites with NHEC district offices, including new and existing infrastructure.

**T-Mobile – Maintenance Contract, Multiple States (2021-2022)**

This maintenance contract involved tower repair and maintenance at multiple sites for T-Mobile.

**Town of Norton MA, Norton Media Center (2021)**

Engineering support for the Norton Water Tank microwave antennas. Reviewed existing radio configurations, customized radio configurations, reviewed radio performance parameters, recommended optimizations, and provided screen shots and real time technical training. Installed antennas, installed access point, and cabling to antennas, installed CAT6 cable, and ground mounted equipment to handrail of water tank.

**State of MA 911, Middleton RECC Lighting (2021)**

Green Mountain mobilized to the site to inspect a tower which was struck by lightning. Electrical work involved resetting alarms, and testing to ensure all lights and automatic settings were working properly. Also installed PCB markerboard at sidelights on tower and in radio equipment room.

**State of Vermont Department of Public Safety, Tower Maintenance (2021-Present)**

Green Mountain has a 3-year contract for tower maintenance and inspection services for multiple locations around the state. Mr. Plummer assists with managing the installation, repair, and maintenance of communication towers, antennas, microwave dishes, wave guides and coaxial cables.

**Town of New Shoreham, RI - Block Island to Charlestown MW (2020 – 2021)**

Managed pre-survey site location (tower, radio equipment, structural, power and battery backup) installation of a 1 Gbps microwave link between Block Island, RI, and the mainland. The project included the design, FCC licensing, fiber hut connection and installation. Mr. Plummer delivered this project with a very, very tight timeline.

**Severino Trucking - NHDOT – Newington – Dover 11238Q – ITS (2016 – 2021)**

Assisted with managing the installation of digital messaging signs (DMS), real time traffic management (RTTM), wireless communication equipment, CCTV system relocation, road weather information system (RWIS) equipment, microwave vehicle detection system (MVDS), 12 & 17 strand single mode fiber optic cables, ground mounted ITS equipment cabinets, fiber ethernet switch, meter and disconnect pedestals, and UPS. The work included nighttime and rolling roadblock and traffic stoppage.

**Metropolitan Area Planning Council (MAPC), MA – NERAC11 Public Safety MW System (2014 – 2015)**

Participated in the installation and ongoing maintenance services for a Public Safety MW system to expand the current NERAC microwave network for the NERAC region including the Boston Area Police Emergency Radio Network (BAPEREN) run by the Greater Boston Police Council [GBPC], CMED Northeast Region (Region-3), four Fire Control Districts, and the Essex County Regional Emergency Communications Center [RECC]. The system included six Aviat MW links for the major network, including BAPEREN UHF simulcast and voting system, CMED UHF MED radio system, and the Fire Control UHF/VHF systems, and several municipal land-mobile radio communication systems in all frequency bands.

**NHSafeNet Statewide Public Safety Broadband Network (2011 – 2013)**

Superintendent for the implementation on the statewide point-to-point microwave analog and time-division multiplexing (TDM) network that existed on 20 mountaintop sites throughout the State for multiple stakeholders, New Hampshire Departments of Safety (NHDS), (NHDOT), Resources and Economic Development (DRED), New Hampshire Public Television (NHPTV), and the New Hampshire National Guard. This included the installation of 37 microwave dishes at the various locations along with new radios and cabling, all part of a complex microwave system that would need a very critical cutover to keep the public safety network up and running while the new system was simultaneously installed. Our employees worked tirelessly hiking mountaintop sites, performing helicopter picks, delivering equipment with ATVs, and installing the equipment in, some cases, less than ideal weather (Mt Washington). Maintaining a team with a can-do attitude with excellent scheduling was also key to this success.

**Russell Dorson**  
*Superintendent*

---

### Years of Experience

19

### Training/Certification/Licenses

OSHA 10-Hour & 30-Hour  
Competent Rigger Certified  
Competent Climber/Rescuer Certified  
Confined Space Training  
NWSA TTT-2 & Specialty Certified  
PIM Testing Certification  
RF/EME Safety Certification  
CPR/First Aid Certification  
Anritsu Certified

### Overview

Mr. Dorson joined our team in 2006 as a Tower Technician. He has held numerous positions including Tower Technician II, Leadman, and Foreman. In 2014, he was promoted to Superintendent responsible for overseeing and directing multiple field supervisors, crews and interacts with subcontractors. Mr. Dorson assists in the training and development of field crews, and he ensures the quality of work and safety standards are upheld. He provides project progress to the Project Manager(s) and customers. Mr. Dorson has been instrumental in supporting hundreds of projects for our customers.

### Experience\*

#### **New Hampshire Department of Transportation, High-Level Bridge Part-Time Shoulder Use (PTSU) System (2021 - Present)**

This is a design build ITS project for the implementation of a PTSU on the I-95 corridor bridge over the Piscataqua River between the states of New Hampshire and Maine. This project was jointly initiated with the Maine Department of Transportation and the Maine Turnpike Authority. The main objective of this project is to improve corridor safety and enhance mobility for all travelers. Under the leadership of Mr. Dorson, a team of technicians installed a range of equipment including a new Antenna Support Structure, Electronic Overhead Lane Use Signs, Dynamic Message Signs, Motor Vehicle Detection Systems, CCTV's and associated ITS field equipment along the New Hampshire and Maine I-95 corridor.

#### **T-Mobile, Wellesley Headend, Wellesley MA (2021-2022)**

This project involved the installation of 25 small cells in Wellesley MA. Mr. Dorson coordinated with the town's utility department for scheduling and for work above the power lines. The project involved installing an antenna and radios to existing utility poles.

#### **Verizon Wireless, UNH, New Site Build, Memorial Union Building, Durham NH (2021)**

This project had many moving parts and required extensive coordination with the college engineering group due to the fact the building we were working on had occupied classrooms as well as housing the main dining hall on campus. Extensive piping was required to get the required power and telephone conduits from the basement to the roof itself. Verizon's outdoor communication cabinets needed to be elevated onto a custom steel platform, which had to be coordinated with the college's roofing contractor. Custom antenna frames were placed on an upper roof and fiber trunks were installed from the antennas to the cabinets on the lower roof. Numerous crane picks were required for this job and all picks needed to fall in line with the block-out dates the college provided. It required traffic diversions as well as closing off parts of the building to foot traffic.

**Ericsson – Government Center – July 2020**

For this site, Mr. Dorson led his team of tower technicians and subcontractors to complete an LTE technology upgrade, consisting of installing steel substructures, replacing 3 antennas, installing 12 new remote radios, and adding fiberglass stealthing to conceal the site within an NSTAR substation.

**Verizon – Plymouth State College, NH – October 2020**

Mr. Dorson led his RF field crew and electricians to relocate structural components to accommodate three new antennas, three new remote radios, and the associated hybrid fiber optic cabling on a rooftop raised steel platform.

**Empire Telecom – Mt Ascutney, VT - June 2018**

This tower modification on top of Mount Ascutney involved multiple helicopter picks, material staging and delivery. Mr. Dorson and his crew completed shelter construction, electrical and HVAC work, tower mapping, tower extension, modifications, as well as antenna/RF tasks.

**AT&T - Salem NH Water Tank – November 2017**

On behalf of AT&T, Mr. Dorson and his crew removed existing antennas and associated cables and installed new telecommunications equipment on a town-owned water tank. The project team removed two stainless-steel bands, modified the bands for new equipment, applied Tnemec paint to the band and hardware, and then reinstalled the band on the water tank in multiple sections. Two 135' boom lifts were required to complete this project.



**Zakari Sweeney**  
*Master Electrician*

---

### Years of Experience

24

### Education

NH Community Technical College  
Electrical Apprenticeship Program

### Training/Certification/Licenses

OSHA 30  
PIM Certified  
PC TEL Certified  
Siecor Certified  
Crane Signal  
NH Master Electrician State License  
(14197M)  
MA Master Electrician State License  
(100087MR)  
MA Journeyman Electrician State  
License (2271 JR)  
Maine Master Electrical State License  
(MS60021439)  
Vermont Master Electrical State  
License (EM-06843)  
American Heart Association CPR/AED  
First Aid

Dynamic Message Signs, Motor Vehicle Detection Systems, CCTV's and associated ITS field equipment along the New Hampshire and Maine I-95 corridor. Mr Sweeney Set up multiple accounts for electrical services and worked closely with Eversource and Central Maine Power. He installed specialized fiber glass conduit runs for High Level Bridge application, installed multiple underground services along with associated underground conduit work. Installed cameras, access points, subscriber modules, wiring, and grounding. He also pulled fiber and circuit at multiple locations.

### Massachusetts Water Resources Authority (MWRA), Fells Reservation (2022)

This project required two tower technicians to visually inspect the entire tower structures at the Chelsea Creek Headworks and the Middlesex Fells Reservation for damage: loose bolts, deteriorating galvanized coatings, loose antenna mounting hardware, loose or damaged cable restraints, and overall general conditions including all antennas and existing cabling. Any minor deficiencies (loose bolts, touch up galvanizing) were noted and corrected. The deliverable for this work included providing a written inspection report, photographs, and any obvious concerns. On this project, Mr. Sweeney secured permits and participated in the installation and wiring for the equipment racks.

### Overview

Mr. Sweeney has been with Green Mountain since 2013. He has 8+ years as an Electrical and Distributed Antenna Systems (DAS) Superintendent, and 22+ years as an Electrician. He is a Master Electrician in four states (NH, MA, VT, and ME).

Mr. Sweeney is proficient in designing carrier electrical installations, maintenance and troubleshooting both indoor and outdoor telecommunications and DAS systems. Experience ranging from small antenna and small single or multi-carrier systems to large enterprise applications.

### Experience

#### **New Hampshire Department of Transportation, High-Level Bridge Part-Time Shoulder Use (PTSU) System (2021 - Present)**

This is a design build ITS project for the implementation of a PTSU on the I-95 corridor bridge over the Piscataqua River between the states of New Hampshire and Maine. This project was jointly initiated with the Maine Department of Transportation and the Maine Turnpike Authority. The main objective of this project is to improve corridor safety and enhance mobility for all travelers. A team of technicians installed a range of equipment including a new Antenna Support Structure, Electronic Overhead Lane Use Signs,



**Auburn-Lewiston Airport, ME, Primary Power Build (2021)**

This project involved over 5000' of 4" electrical installation.

**Construction and Telecommunication Services, Inc., Rochester, NH, Eco-site Build (2020)**

This project consisted of a primary electrical run powering a tower site.

**T-Mobile, Boston Outdoor Wi-Fi system (2018 – present)**

Complete install of outdoor Wi-Fi on multiple major streets throughout the city.

**T-Mobile, Boston Metro Outdoor DAS (2015 – 2020)**

Job consisted of overseeing construction and install pole sites in multiple cities. Tracking node installs and making final connections. Coordinating police details and multiple crews. Trouble shooting and repairing of existing nodes.

**Huggins Hospital, Wolfeboro, NH (Feb 2016- June 2016)**

Mr. Sweeney was involved in a multi-carrier DAS that feeds crucial areas in the hospital. Tasks included installation of coax, bi-directional amplifiers, (BDA's), splitters, diplexers, and Yagi antennas. Oversaw the crew and worked closely with the maintenance and IT departments.

**Goodman Networks, Duke University, NC (June 2015- Sept 2015)**

Project included seven buildings, including a secure building. Mr. Sweeney worked closely with both the contractor and the University's many contacts to secure clearances and access. He directed and scheduled multiple temporary workers, tracked, and distributed materials, continuous wave (CW) tested buildings, pre-and post-job, as-built prints, and quality control (QC).

**T-Mobile, Apple Stores, DAS (2015)**

This project consisted of DAS installations at multiple stores, including coax, donor antenna installation and programming equipment.

**Boston University Medical Center, MA (Dec 2014- June 2015)**

Job included working closely with multiple job superintendents, site walks, planning of cable and pipe runs, weekly progress reports and construction of multiple rooftop antenna sites.

**United States Patent and Trade Office (USPTO) in Alexandria, VA (Jan 2014- Sept 2014)**

Project included 10 buildings with 10 floors per building and 24 antennas per floor. This job required Mr. Sweeney to manage multiple subcontractors and temporary workers and lasted seven months of night work. Tasks included the scheduling of workers, tracking and distribution of materials, splice and testing fiber, testing coax, coordinating with USPTO personnel, as-built prints, and overall QC.

## Firm Resources

Green Mountain is well prepared and able to accommodate new projects as they arise. With 30 years of industry knowledge and know-how we have the tools and industry relationships required to take on numerous tower builds in New England. Given the proximity of the project, we can easily adjust our workflow to accommodate this tower build.

The schedule we implement for this project will be determined by the completion of the road upgrade being performed by the Town and approval by the planning and zoning boards. See Proposed Schedule attached showing projected dates and assumptions.

From scheduling to dispatching crews, Green Mountain's purchasing, logistics, and project management will maintain the implemented schedule. We will be tracking the progress regularly based on the work hours and tasks completed as outlined in the project schedule. Our proximity to the tower site allows us to allocate resources quickly. We plan on constant progress tracking with the customer and can rework the schedule to alleviate any downtime that may arise.

## Scope of Services by Contractor and Subcontractor

### Green Mountain Communications

- Project Management
- Grounding
- Shelter Rehab
- All Electrical Functions
- Generator Installation
- Tower Purchase / Delivery / Installation
- Lift / Crane Services
- All RF / Antenna Installations
- Closeout Documentation

### TEP Northeast

- All Engineering Services
- Site Plans and Survey
- Soils Report
- Concrete Testing

**RFP 11-2023, Design & Construction of a Public Safety Communications  
Tower Henniker, New Hampshire**

**Lupo Construction**

- Erosion Control / Grubbing and Clearing.
- Blasting
- Trenching
- Excavation / Foundations

**Heritage Home Services**

- HVAC

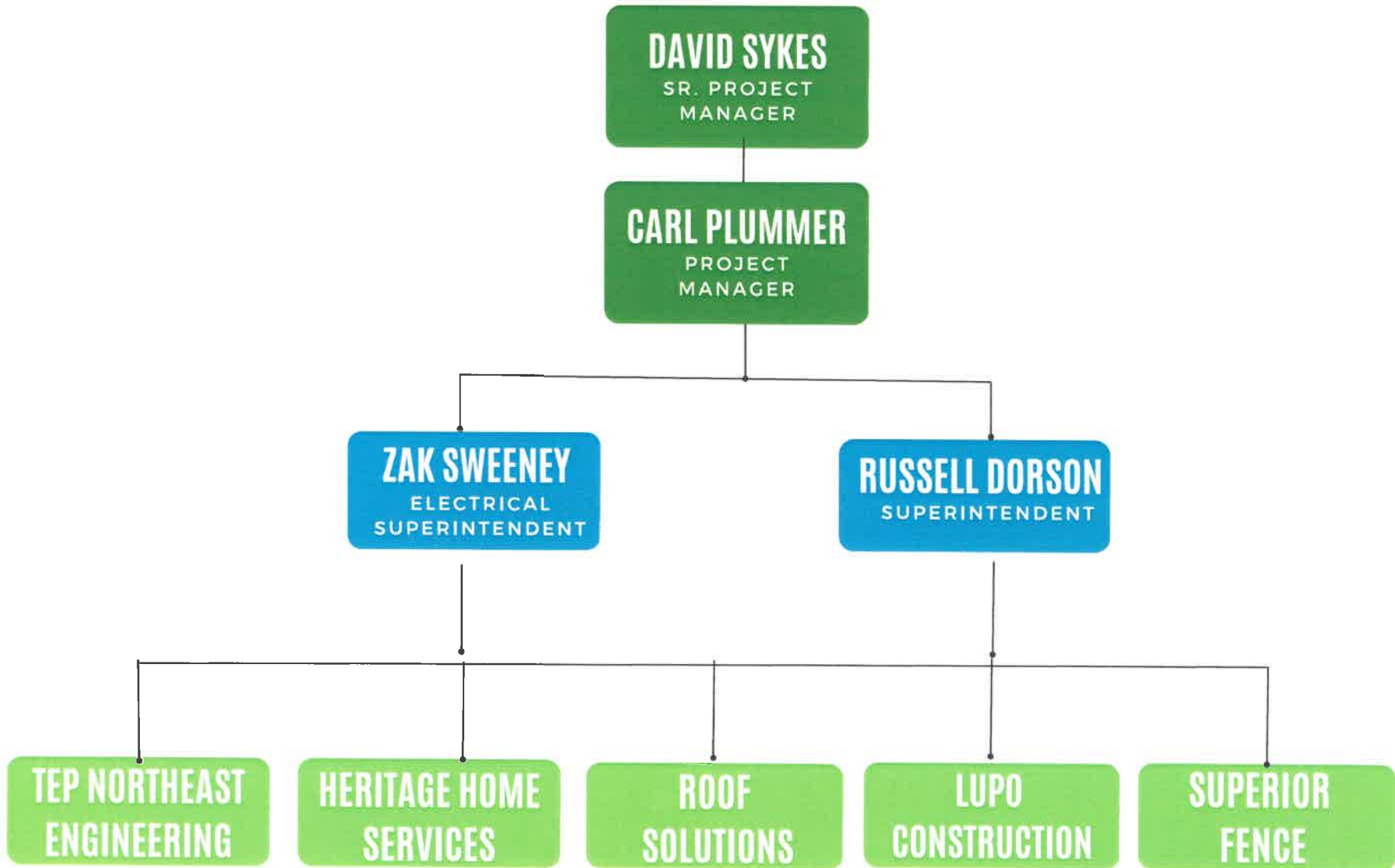
**Roof Solutions**

- Shelter Roofing

**Superior Fence**

- Fencing

## PROJECT TEAM ORGANIZATION CHART



## Firm Resources: Proposed Schedule

# Henniker Communications Tower



## References

### Design & Construction of a Public Safety Communications Tower, Henniker NH Green Mountain Communications, Inc.

#### REFERENCES:

- 1) Project Name: Huntington VT  
Owner: Town of Huntington VT  
Street: Taft Road  
City, State, Zip: Huntington, VT 05462  
Contact Person: George Chianis  
Telephone: 202-595-4034  
E-Mail: [george@viridiwireless.com](mailto:george@viridiwireless.com)
- 2) Project Name: Lowell VT  
Owner: Town of Lowell VT  
Street: 830 Bousquet Road  
City, State, Zip: Lowell, VT 05847  
Contact Person: Ian Culbert  
Telephone: 781-926-7805  
E-Mail: [ian.culbert@americantower.com](mailto:ian.culbert@americantower.com)
- 3) Project Name: Bedford Tower  
Owner: Town of Bedford MA  
Street: 314 Great Road  
City, State, Zip: Bedford, MA 01730  
Contact Person: David Manugian  
Telephone: 781-275-7605  
E-Mail: [dmangian@bedfordma.gov](mailto:dmangian@bedfordma.gov)
- 4) Project Name: LA911 & Auburn/Lewiston Airport  
Customer Name: City of Lewiston  
Street: 27 Pine Street  
City, State, Zip: Lewiston, ME 04240  
Contact Person: Drew McKinley  
Telephone: 207-786-5380 ext. 3  
E-Mail: [dmckinley@auburnmaine.gov](mailto:dmckinley@auburnmaine.gov)

RFP 11-2023, Design & Construction of a Public Safety Communications Tower  
 Henniker, New Hampshire

<b>Green Mountain Similar Completed Projects</b>			
<b>Class of Work</b>	<b>Date of Completion</b>	<b>Location</b>	<b>Firm Name</b>
Tower Construction	6/1/23	Goffstown, NH	Town of Goffstown
Tower Construction	4/27/22	Malden, MA	T-Mobile
Tower Construction	8/31/21	Lincoln, MA	Eversource
Tower Construction	5/31/21	New Shoreham, RI	Town of New Shoreham
Tower Construction	4/30/21	Maynard, MA	Structure Consulting
Tower Construction	6/30/21	Fall River, MA	Cyber Communications
Tower Construction	3/19/21	Peabody, MA	T-Mobile
Tower Construction	9/30/20	Seekonk, MA	Town of Seekonk

<b>Green Mountain Similar Ongoing Projects</b>			
<b>Class of Work</b>	<b>Expected Date of Completion</b>	<b>Location</b>	<b>Firm Name</b>
Tower Construction	10/2/23	Goffstown, NH	Town of Goffstown
Tower Construction	10/2/23	Watertown, MA	Town of Watertown
Tower Construction	9/7/23	Gloucester, MA	Verizon
Tower Construction	9/7/23	Wilmington, MA	Verizon
Tower Construction	9/29/23	Stockbridge, VT	GMRH

<b>Total Dollar Volume of Work Completed During Each of the Past Three Years</b>	
2022	\$21,992,807.00
2021	\$24,333,810.00
2020	\$24,851,334.00
Total for 2020-2022	\$71,177,951.00



### Customer Support

Green Mountain is located within 30 minutes of the proposed tower site. We take a proactive approach to keep customers informed and we can attend any meeting that may arise at the last minute. Our experienced team strives for a well-coordinated project which delivers reliable, professional, top-quality work delivered on time and on budget.

*“Tower Construction - Get it done right the first time with New England’s leader in telecommunications tower construction.”*



## Financials

The proposed itemized cost breakdown for services defined within the RFP is as follows:

<i>Item</i>	<i>Description of work</i>	<i>Labor</i>	<i>Material / Sub</i>	<i>Extended Cost</i>
1	Mobilization	\$7,700.00		\$7,700.00
2	Project Management	\$45,500.00		\$45,500.00
3	Site Work		\$168,900.00	\$168,900.00
4	Foundations		\$73,000.00	\$73,000.00
5	Blasting		\$43,000.00	\$43,000.00
5	Compound / Tower Grounding	\$5,900.00	\$9,800.00	\$15,700.00
7	Shelter Delivery		\$5,500.00	\$5,500.00
8	Shelter Interior Rehad	\$3,200.00	\$1,200.00	\$4,400.00
9	Shelter HVAC		\$12,500.00	\$12,500.00
10	Shelter Roofing		\$12,800.00	\$12,800.00
11	Electrical Shelter	\$12,800.00	\$7,000.00	\$19,800.00
12	Electrical Compound (Service / Fiber)	\$32,800.00	\$13,900.00	\$46,700.00
13	Generator Install (Propane tank/Fill by others)	\$9,500.00	\$32,000.00	\$41,500.00
14	Lift/Crane/Boom trucks required		\$9,800.00	\$9,800.00
15	Tower Install	\$16,200.00	\$51,600.00	\$67,800.00
16	Tower delivery to site	\$3,500.00		\$3,500.00
17	RF Cabling / antenna installation (RF material by others) GMC to supply mounting and cable management	\$24,800.00	\$11,600.00	\$36,400.00
18	Cable Bridge	\$2,900.00	\$3,900.00	\$6,800.00
19	Fence		\$24,600.00	\$24,600.00
20	Closeout documentation	\$3,000.00		\$3,000.00
21	Soils and concrete testing		\$12,900.00	\$12,900.00
22	Engineering		\$19,200.00	\$19,200.00
23	Bonding	\$3,000.00		\$3,000.00

*Project Total:* **\$684,000.00**

**Please note Green Mountain does not believe the timeframe for site completion is obtainable given the current shortage of electrical metering and lead times we have been provided by our suppliers.**

## Other

At Green Mountain Communications, we understand the importance of communication infrastructure in keeping our communities safe and connected. We take pride in offering expert design-build services and the best in cell tower construction to ensure that our clients have access to high-quality, secure, and reliable communications systems.

Our Capabilities Portfolio showcases the range of services we offer. We specialize in providing customized solutions to meet the unique needs of our clients. Our team of experts has extensive experience in designing, building, and maintaining communication systems for a variety of industries, including public safety, healthcare, education, and more.

In addition to our design-build and cell tower construction services, we also offer a range of other capabilities, including site surveys, equipment installation, and ongoing maintenance and support. Our goal is to provide our clients with a comprehensive suite of services that meet their every need.

At Green Mountain Communications, we are committed to excellence in everything we do. We believe that communication is the lifeblood of our communities, and we are proud to play a role in keeping our clients connected and safe.

# Capabilities Portfolio

## INTERNAL CAPABILITIES:

### Backhaul

FAA/FCC Filing/Licensing  
Fiber Extensions & Testing  
MW Path, Design, Furnish & Install  
Path Alignment  
Point-to-Multi Point (PtMP)  
Point-to-Point (PTP)  
Reliability Studies  
System Install & Integrate

### Electrical

Backup Power System Install  
Bucket Truck  
CAT5 & 6 Data Cabling & Testing  
DC Plant Install  
Electric Service Install  
Emergency Services  
Equipment Installation & Interconnection  
Generator Install  
Service & Maintenance  
Telco Service Install

### Civil

Access Road  
Core Drilling & Concrete Cutting  
Fencing & Bollards  
Foundations  
Ground Resistance Testing  
Ground Ring & XIT Installation  
Landscaping  
Raw Land Site Development  
Shelter & BTS Offload  
Shelter Footings & Slabs  
Site Maintenance  
Site Preparation  
Tenant Improvement  
Build-outs

### Engineering

Microwave Path Profiles  
Network Engineering  
RF Engineering  
RF Engineering Coordination  
System Integration

### oDas & Small Cells

BDA's & DAS Install & Maintenance  
Testing & Commissioning  
Node Install & Upgrades  
Pole Replacement & Setting  
Small Cells  
Trenching & Paving

### Tower Services

Antenna Install & Line Testing  
Inspections  
Maintenance  
Modifications  
Stealth Poles  
Structural Modifications  
Surveys  
Tower Mapping  
Tower Structural

### Tower/Antenna Construction

Antenna Install & Line Testing  
Antenna Maintenance  
Co-Location  
Flagpole Install  
Guyed Towers  
Hybrid Fiber Install & Test  
Mobile Tower (COW) Monopole  
Mount & Platform Install  
RRU Install  
Remote Sites  
Self-Supporting Towers  
Smokestacks  
Stealth Fiberglass Install  
Steeple Installation & Replacement  
Tower & Antenna Painting  
Utility Power Mounts  
Water Tank Install

## EXTERNAL CAPABILITIES:

Civil Engineering  
Environmental Assessment  
- NEPA  
HVAC Install

Remote Site Access:  
Helicopter, Sno-Cat  
RF Compliance Studies  
Roof Replacement

Soil Borings  
State Historic Preservation  
Office - SHPO  
Steel Fabrication

Structural Analysis  
Surveying



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Town of Henniker  
18 Depot Hill Road  
Henniker, NH 03824

To whom it may concern,

I am writing on behalf of Aerial Site Communications to express our keen interest in responding to the Request for Proposal (RFP) for the Design and Construction of a Public Safety Communications Tower in Henniker, New Hampshire, as advertised by the Town of Henniker. We have carefully reviewed the provided RFP document and have a comprehensive understanding of the requirements and objectives outlined within it. Aerial Site Communications is a reputable and experienced firm in the field of telecommunications infrastructure development, and we are confident in our ability to meet the specific needs of this project. The Town of Henniker's commitment to enhancing public safety communications aligns perfectly with our core values and expertise.

As specified in the RFP, we acknowledge the following key project requirements:

1. Comprehensive familiarity with the purpose of the communications and microwave system tower to be constructed.
2. Continuous communication and collaboration with the Town Administrator, subcontractors, and equipment vendors.
3. Provision of tower design, permitting, and construction services, adhering to Motorola's R56 standards or any other mutually agreed-upon standards.
4. Fulfillment of the tower construction scope of work, including the procurement and construction of a new 120-foot self-support tower, backup generator system, compound fencing, equipment shelter relocation, and associated site improvements.

Our team is dedicated to delivering a solution that not only meets but exceeds your expectations. We understand the critical role that this public safety communications system plays in serving the Henniker community, and we are committed to ensuring its reliability, durability, and long-term functionality. Furthermore, we are fully prepared to engage in a transparent and collaborative partnership with the Town of Henniker, ensuring that all project milestones are met within the specified timeframe, with a completion goal of June 30, 2024.

We appreciate the opportunity to participate in this important project and contribute to the enhancement of public safety communications in Henniker. Please find enclosed our formal response to the RFP. If you have any questions or require additional information, please do not hesitate to contact us. We look forward to the possibility of collaborating with the Town of Henniker on this endeavor.

Sincerely,

Mark Leclerc  
President  
Aerial Site Communications  
(603) 568-9333  
[mark@aerialsitecommunications.com](mailto:mark@aerialsitecommunications.com)



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## 2 - Acceptance of Conditions

Aerial Site Communications Inc. formally acknowledges receipt of the Request for Proposal (RFP) for the Design and Construction of a Public Safety Communications Tower in Henniker, New Hampshire, issued by the Town of Henniker. We appreciate the opportunity to participate in this competitive process and are fully committed to complying with the terms and conditions outlined therein.

After a thorough review of the RFP document, including the Scope of Services and associated specifications, we confirm our understanding of the majority of the requirements.

Aerial Site Communications is dedicated to a collaborative partnership with the Town of Henniker and is committed to providing the highest quality service. We believe that open communication and flexibility will be essential to achieving the project's objectives.

We look forward to the opportunity to work closely with the Town of Henniker on this important endeavor. Should you have any questions please do not hesitate to contact us.



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### **3 – Company Background**

Aerial Site Communications Inc, a corporation established in June 2004, has been a steadfast presence in the field of telecommunications infrastructure. Under the leadership of its officers, Mark Leclerc (President, Secretary, and Treasurer) and Lynn Leclerc (Vice President), the company has maintained its original name and headquarters at 21 Hitchcock Drive, Gorham, NH 03581. As a committed member of the National Association of Tower Erectors (NATE) since its inception, Aerial Site Communications Inc has been a dedicated contributor to the industry's growth and development.



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#### 4 - Qualifications

Aerial Site Communications possesses the qualifications and experience vital for the successful execution of the Public Safety Communications Tower project. Some of our experience includes:

1. **Government Agencies:** Proven track record working with State of NH Police, Mutual Aid, and Fire Departments.
2. **Tower Expertise:** Extensive experience in self-supporters, guy towers, monopoles, and rooftop installations.
3. **Site Development:** Proficiency in raw land sites, road construction, antenna installation, coax deployment, and microwave dishes.
4. **Specialized Projects:** Successfully delivered Doppler radar, Loran, and FAA radar towers.
5. **Microwave Systems:** Experience in Ossipee Mount Electronics, Eversource, and Wireless Partners microwave system tower construction.
6. **Cellular Services:** Proven expertise in LTE and CDMA cell phone service for major carriers including Verizon, AT&T FirstNet, and US Cellular.
7. **FM Towers:** Demonstrated capability in FM tower construction.

Aerial Site Communications is well-equipped and experienced to meet the demands of the Henniker project, ensuring the highest standards in public safety communications and tower construction.





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## **5 – Firm Resources**

Aerial Site Communications Inc operates with a simple organizational structure:

- Mark Leclerc: President and site foreman with 30+ years of experience
- Lynn Leclerc: Vice President and office manager

An organization chart can be provided if necessary. However, please note that Aerial Site Communications does not typically maintain one due to our small size and simplified organizational structure.

### **Subcontractors:**

- **Just Electric, LLC:** Handling electrical work.

### **Project Coordination:**

Mark Leclerc will manage all communications and coordination for the project among all firms involved.



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## 6 - References

Included below are five references that can attest to the quality of work, experience, knowledge, and professionalism that Aerial Site Communications provides.

### Wireless Partners LLC

- Patrick Robinson
- Vice President of Project Management
- M: (603) 486-9999

### US Cellular

- John Boyll
- Operations Manager
- M: (603) 533-7350

### Eversource Energy

- Michael Notini
- Senior RF Systems Engineer
- M: (603) 817-7470

### Ossipee Mountain Electronics

- Aaron Tilton
- Service Manager
- M: (603) 677-6278

### Coordinated Civil Management

- Tom Blakeney
- President and Owner
- M: (603) 986-4945



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## 7 – List of Ongoing and Completed Projects (Comparable)

Listed below are examples of completed projects as well as our volume of work over the past 3 years. Please note that the following projects represent a selection of comparable jobs, but they are not an exhaustive list of our recent work in the field. These projects closely align with the scope and nature of the current Public Safety Communications Tower project:

### Conway Police and Sheriff Department (2020):

- **Description:** Completed construction of three 120' self-supporting towers, including road construction, building foundation, tower foundation, tower construction, antenna installation, lines, microwave dish installation, grounding, and fence installation.
- **Status:** Completed in 2020.

### Concord Mutual Aid (2020):

- **Description:** Successfully installed microwave dishes on one fire tower, one guy tower, and two self-supporting towers in 2020. The project involved the installation of antennas, lines, and microwave dishes connecting all four sites.
- **Status:** Completed in 2020.

### OME (2020):

- **Description:** Completed construction of one 120' self-supporting tower in 2020, which included tower foundation, tower construction, antenna installation, lines, and grounding.
- **Status:** Completed in 2020.

### Total Dollar Volume of Work:

- **2022** ~ \$1,100,000.00
- **2021** ~ \$700,000.00
  - *Low sales volume due to COVID-19*
- **2020** ~ \$1,400,000.00

### Project Accommodation:

To ensure efficient project management, Aerial Site Communications will evaluate project workloads and commit to only taking on projects that can be completed on schedule. If we are contracted for the Public Safety Communications Tower project, it will be our sole focus until its successful completion. We will establish a comprehensive project plan as soon as work begins to guarantee adherence to the project timeline.



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## 8 – Customer Support

At Aerial Site Communications Inc, we prioritize accessibility and communication with our clients. We offer multiple avenues for engagement and support to ensure a seamless working relationship with the Town of Henniker:

### **Remote Availability:**

We are readily available for remote communication through phone and email, ensuring prompt responses to inquiries, updates, and any project-related discussions.

### **On-Site Presence:**

We are committed to being on-site for all necessary fieldwork and project activities. Our physical presence ensures effective coordination and supervision of construction and installation tasks, aligning with project requirements.

Our approach to customer support emphasizes open lines of communication, both remotely and on-site, to meet the needs and expectations of the Town of Henniker throughout the project's duration.

### **Point of Contact:**

The primary point of contact for this project will be Mark Leclerc, who can be reached at:

- E: [mark@aerialsitecommunications.com](mailto:mark@aerialsitecommunications.com)
- M: (603) 568-9333
- O: (603) 466-2730

9 - Financial



**Customer:** Town of Henniker, NH

**Site:** Craney Hill

**Date:** 9/9/2023

**Notes:**

Aerial Site Communications in not involved in, or anticipating, any litigation, arbitration or mediation.

<b>Civil</b>	
Activity	Total
Site clearing, blasting, tower foundation, building foundation, boring	\$ 99,000.00
Site backfill	\$ 10,000.00
Install 50 x 50 8' high chain link fence, 3/4 stone, and fabric	\$ 13,700.00
	\$ -
	\$ -
	\$ -
<b>Subtotal</b>	<b>\$ 122,700.00</b>

<b>RF &amp; Tower</b>	
Activity	Total
Supply 120' Sabre S3TL tower, mounts, ladder, safety climb, foundation design	\$ 59,500.00
Install tower, mounts, ladder, ice bridge, relocate antennas and dishes as needed	\$ 39,600.00
	\$ -
	\$ -
	\$ -
	\$ -
<b>Subtotal</b>	<b>\$ 99,100.00</b>

<b>Electrical &amp; Grounding</b>	
Activity	Total
Extend power and fiber to shelter with 200 amp meter bank with generator	\$ 88,700.00
Install ground ring, survey	\$ 16,600.00
Relocate shelter, install mini split, install power to building, upgrade power in building, reroof building	\$ 28,300.00
	\$ -
	\$ -
<b>Subtotal</b>	<b>\$ 133,600.00</b>

<b>Other</b>	
Activity	Total
Bond	\$ 11,000.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
<b>Subtotal</b>	<b>\$ 11,000.00</b>

**Job Total \$ 366,400.00**



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## 9 – Financial (continued)

Complementing the preceding financial breakdown is the following work schedule:

1. Job is awarded.
2. Schedule test boring and surveys.
3. Review results of boring and surveys.
4. Develop site plan based on results of above tests.
5. Foundation design.
6. Order tower.
7. Start site construction (approximately 6-weeks prior to receiving tower and weather permitting).
8. Schedule blasting or hammering as needed.
9. Install tower and building foundation.
10. Install ground ring.
11. Backfill foundation.
12. Set telephone poles.
13. Install power to site.
14. Install building on foundation (approximately 3-weeks prior to receiving tower and weather permitting).
15. Install fiber and power to building.
16. Complete upgrades to existing building and install new roof.
17. Receive tower and transport to site for installation.
18. Erect tower.
19. Install mounts, wave guide ladder, ice bridge, and grounding.
20. Relocate existing antennas to new tower (approximately 2-weeks after tower installation and weather permitting).
21. Install fence and stone (approximately 3-weeks after tower installation and weather permitting).
22. Site cleanup and job completion.



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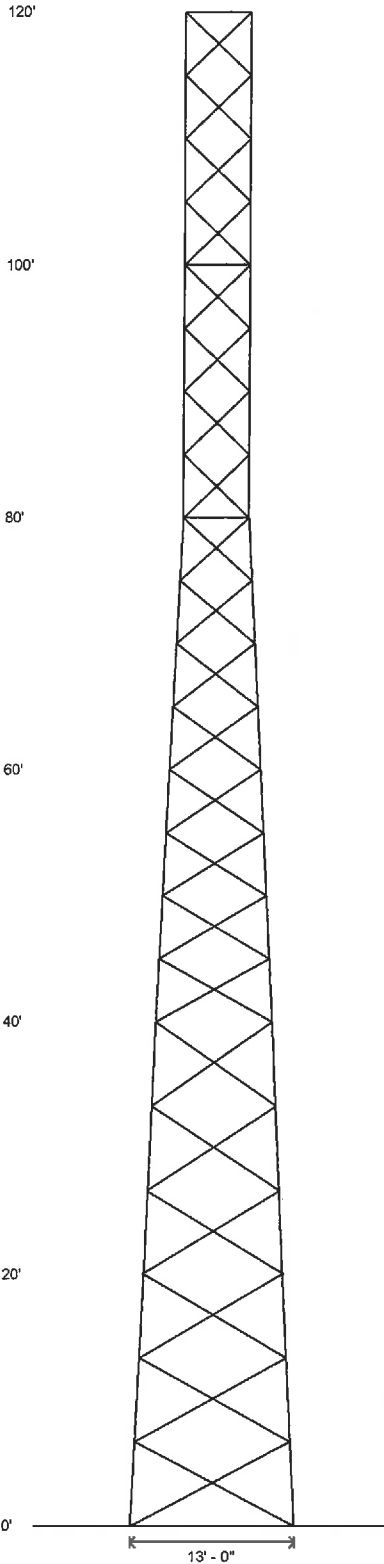
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## 10 - Other

The following pages outline the tower design and loading information, which was specified to accommodate an extra 20% of loading capacity.

SIZES ARE PRELIMINARY AND MAY CHANGE UPON FINAL DESIGN

Legs	4.500 OD X .237	4.000 OD X .318	3.500 OD X .216	2.875 OD X .276	2.375 OD X .218	2.375 OD X .154
Diagonals	L 2 1/2 X 2 1/2 X 3/16	L 2 X 2 X 3/16	NONE	L 2 X 2 X 1/8	A	A
Horizontals					NONE	A
Brace Bolts			(1) 5/8"			
Top Face Width	11"	9"	7"	5'		
Panel Count/Height	6 @ 6.6667'			16 @ 5'		
Section Weight	1718	1611	1106	1023	805	721



### Design Criteria - ANSI/TIA-222-H

Wind Speed (No Ice)	120 mph
Wind Speed (Ice)	50 mph
Design Ice Thickness	1.50 in
Risk Category	III
Exposure Category	B
Topographic Factor Procedure	Method 2 (Rigorous)
Topographic Feature	Hill
Crest Height	334 ft
Length of Topographic Feature	1730 ft
Horizontal Distance from Structure to Crest	0 ft
Ground Elevation	1404 ft
Seismic Importance Factor, I <sub>e</sub>	1.25
0.2-sec Spectral Response, S <sub>s</sub>	0.397 g
1-sec Spectral Response, S <sub>1</sub>	0.083 g
Site Class	D (DEFAULT)
Seismic Design Category	C
Basic Seismic Force-Resisting System	Telecommunication Tower (Truss: Steel)

### Base Reactions - Wind/Ice

Total Foundation		Individual Footing	
Shear (kips)	18.9	Shear (kips)	11.36
Axial (kips)	43.31	Compression (kips)	116
Moment (ft-kips)	1262	Uplift (kips)	103

### Base Reactions - Seismic

Total Foundation		Individual Footing	
Shear (kips)	1.5	Shear (kips)	1.22
Axial (kips)	15.47	Compression (kips)	17
Moment (ft-kips)	135	Uplift (kips)	9

### Material List

Display	Value
A	L 2 X 2 X 1/8

### Notes

- 1) All legs are A500 (50 ksi Min. Yield).
- 2) All braces are A572 Grade 50.
- 3) All brace bolts are A325-X.
- 4) The tower model is S3TL Series HD1.
- 5) Transmission lines are to be attached to standard 12 hole waveguide ladders.
- 6) Azimuths are relative (not based on true north).
- 7) Foundation loads shown are maximums.
- 8) (4) 1" dia. x 51"-long F1554 grade 105 anchor bolts per leg.
- 9) All unequal angles are oriented with the short leg vertical.
- 10) Weights shown are estimates. Final weights may vary.
- 11) This tower design and, if applicable, the foundation design(s) shown on the following page(s) also meet or exceed the requirements of the 2018 International Building Code.
- 12) No grout is required under the base plates.



Sabre Industries  
7101 Southbridge Drive  
P.O. Box 658  
Sioux City, IA 51102-0658  
Phone (712) 258-8930  
Fax (712) 279-0814

Information contained herein is the sole property of Sabre Communications Corporation, constitutes a trade secret as defined by Iowa Code Ch. 550 and shall not be reproduced, copied or used in whole or part for any purpose whatsoever without the prior written consent of Sabre Communications Corporation.

Quote: 24-1658-JDS  
Customer: AERIAL SITE COMMUNICATIONS INC  
Site Name: Henniker, NH  
Description: 120' S3TL  
Date: 8/30/2023 By: RM Page: 1



**Designed Appurtenance Loading**

Elev	Description	Tx-Line
128	(3) 20' x 3.5" whip	(3) 7/8"
125	(1) Extendible Lightning Rod	
118	(3) 3ft Sidearms	
110	(3) Leg Dish Mount	
110	(3) 4' H.P. Dish	(3) 7/8"

Elev	Description	Tx-Line
96	(3) 12' x 3in Whip	(3) 7/8"
90	(3) 3ft Sidearms	
76	(3) 12' x 3in Whip	(3) 7/8"
70	(3) 3ft Sidearms	



Sabre Industries  
 7101 Southbridge Drive  
 P.O. Box 659  
 Sioux City, IA 51102-0659  
 Phone (712) 258-6660  
 Fax (712) 219-0614

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Quote: 24-1658-JDS  
 Customer: AERIAL SITE COMMUNICATIONS INC  
 Site Name: Henniker, NH  
 Description: 120' S3TL  
 Date: 8/30/2023 By: RM Page: 2

## Diane Kendall

---

**From:** Mark Fougere <[REDACTED]>  
**Sent:** Friday, September 15, 2023 6:46 PM  
**To:** Diane Kendall  
**Subject:** RE: Communications Tower on Craney Hill RSA 674:54

Diane

Given that there is already a tower on the property, I would not consider the proposal a “substantial change”.

Mark

---

**From:** Diane Kendall [mailto:[REDACTED]]  
**Sent:** Friday, September 15, 2023 5:39 PM  
**To:** Mark Fougere <[REDACTED]> [REDACTED]  
**Subject:** Communications Tower on Craney Hill RSA 674:54

Hi Mark,

Would you consider the tower project on Craney Hill a substantial change in use or a substantial new use? There is currently a tower on the site used for communications equipment, there is also a TDS building on the site. We are proposing an additional tower.

[Section 674:54 Governmental Land Uses. \(state.nh.us\)](#)

“Town shall give written notification to the governing body and planning board, if such exists, of a municipality of any proposed governmental use of property within its jurisdiction, which constitutes a substantial change in use or a substantial new use. Written notification shall contain plans, specifications, explanations of proposed changes available at the time, a statement of the governmental nature of the use as set forth in paragraph I, and a proposed construction schedule. Such notification shall be provided at least 60 days prior to the beginning of construction. Either the governing body or planning board of the municipality may conduct a public hearing relative to the proposed governmental use. Any such hearing shall be held within 30 days after receipt of notice by the governing body or planning board. A representative of the governmental entity which provided notice shall be available to present the plans, specifications, and construction schedule, and to provide explanations. The governing body or planning board may issue nonbinding written comments relative to conformity or nonconformity of the proposal with normally applicable land use regulations to the sponsor of the governmental use within 30 days after the hearing.”

We are under pressure to get this project going as soon as possible.

Thanks,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 (105)  
[REDACTED]



## TOWN OF HENNIKER, NEW HAMPSHIRE

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

---

# STAFF REPORT

---

**DATE:** 9/19/2023

**TITLE:** Authorize Disposition of Transfer Station 1998 Ford 75E Backhoe and transfer of Highway Backhoe to Transfer Station

**INITIATED BY:** Marc Boisvert, Transfer Station Superintendent and Leo Aucoin, Highway Superintendent

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

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

**AGENDA DESCRIPTION:** Request authorization dispose of Transfer Station 1998 Ford 75E Backhoe to the State White Farm auction or other competitive bid process.

**LEGAL AUTHORITY:** Selectboard Policy II.2 Disposal of Surplus Materials

**FINANCIAL DETAILS:** Estimated value \$1,000 to \$2,000 to Revenue Account Sale of Town Property

**BACKGROUND:** 1998 Ford 75E Backhoe is at the end of its useful life. The 2023 Town Meeting warrant article 11 authorized the purchase of a new rubber tire backhoe for the Highway Department to replace the 2002 Caterpillar 420D Backhoe Loader. The intent of the CIP is to transfer the Highway backhoe to the Transfer Station.

**TOWN ADMINISTRATOR COMMENT:** Supports request

**TRANSFER STATION SUPERINTENDENT COMMENT:** supports request and will transport equipment to the White Farm.

**SUGGESTED ACTIONS / MOTIONS:**

**Motion to authorize the disposition of the Transfer Station 1998 Ford 75E Backhoe and transfer of Highway 2002 CAT Backhoe to Transfer Station**

---

Kris Blomback, Chairman

---

Neal Martin

---

Bill Marko

---

Jeff Morse

---

D. Scott Osgood

# CONTINUED BUSINESS



## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 9/19/2023  
**TITLE:** Amend Selectmen Policy III.7 to Strike Teen Center Language - 2<sup>nd</sup> Reading  
**INITIATED BY:** Diane Kendall, Town Administrator  
**PREPARED BY:** Diane Kendall, Town Administrator  
**PRESENTED BY:** Diane Kendall, Town Administrator

### AGENDA DESCRIPTION:

2<sup>nd</sup> Reading of Policy Change: "The proposed policy shall be presented as a discussion item at the second meeting. There will be an opportunity offered to concerned groups or individuals to react to the policy proposal. Amendments may be proposed and acted upon at this time."

The Selectmen will consider Change to Selectmen Policy III.7 Rental of Community Center, Grange Hall and Community Park to strike from policy paragraph "SPECIAL NOTICE ABOUT THE TEEN CENTER: The Henniker Teen Center cannot be rented or used unless special permission is received by the Henniker Board of Selectmen, with input from the Community Center Activities Committee".

**Legal Authority:** Selectmen's Policies II.4 Town Committees and Boards and III.7 Rental of Community Ctr, Grange Hall & Community Park.

**Financial Details:** N/A

### Town Administrator Comment:

#### This is proposed as a discussion item per I.1 Policy Adoption

- The Community Center lower level known as the Teen Center was under the direction of the Community Center Activities Committee. (BoS 9/19/2006). On 9/20/2022 the Selectboard voted to dissolve the Community Center Activity Committee and replaced it with a Teen Center Activities Committee.
- Minutes of 9/20/2022 "*Selectman Flynn motioned for the board to authorize the formation of a Teen Center Activities Committee effective October 10th, come back to the board with charge, rules and regulation within 60 days. Selectwoman Hooper asked to add to the motion provision the committee be constituted for grades 7 and up to be held at 57 Main St. lower level and operate through volunteers and donation as coordinated by the committee. Selectwoman Hooper seconded the motion. The motion approved unanimously.*"
- It has been more than 60 days since the establishment of the TCAC. The committee is inactive and has no members.
- I met with Peter Flynn on Friday September 15th. He has no objection to the to the policy change, however, has concerns about the pool table and other games that were donated for use by the Teen Center.

The town has a need for another space for public meetings, civic groups, and adult and youth recreation. We receive community requests for adult learning, art classes, fitness, children's birthday parties and other social occasions. The lower level has not been used for teen center activities since prior to COVID.

The space including the activity room, office, restrooms, and kitchen are well suited for civic and youth group activities, art classes, fitness classes, learning opportunities, small social gatherings, etc. It could also serve as another meeting and storage location for Henniker Youth Athletics Committee.

This is a request for the expansion of use. Repurposing as a general use room might not restrict future Teen/Youth use.

This will require a policy change to III.7; Rental of Community Ctr, Grange Hall & Community Park as follows:

~~SPECIAL NOTICE ABOUT THE TEEN CENTER: The Henniker Teen Center cannot be rented or used unless special permission is received by the Henniker Board of Selectmen, with input from the Community Center Activities Committee.~~

Consideration of this item as a first reading to a policy change will give ample opportunity for the public to weigh in about a Teen Center and volunteers to come forward to serve on the Teen Center Activities Committee.

**Suggested Action/Recommendation:**

***Suggested Motion:***

***Hear comments from the public.***

***Motion to consider striking the Special Notice About the Teen Center from Policy III.7 as the First Reading according to Policy I.1 and to move the item to a Third Reading.***

*Third Reading: The proposed policy shall be presented for formal consideration at the third meeting and for action at the pleasure of the Board of Selectmen.*

# 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 September 5, 2023 5:45 PM  
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**

Chairman Kris Blomback called the meeting to order at 5:45 PM

**NON-PUBLIC SESSIONS**

**Item #1 - Chief French – Police Department Matter**

**Motion to enter Nonpublic Session made by Chairman Blomback, seconded by Selectman Martin.**

**Specific Statutory Reason cited as foundation for the nonpublic session:** RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Roll call vote to enter nonpublic session: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.** Public meeting recording stopped. Entered nonpublic session at **5:45 PM.**

**Motion to leave Nonpublic Session made by Selectman Marko, seconded by Selectman Osgood. The motion passed unanimously.**

The public session reconvened at **6:01 PM.**

**Selectman Marko motioned to seal the minutes, seconded by Selectman Morse,** because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Roll call vote to seal the minutes: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.**  
**The motion passed unanimously.**

**Item #2 - Deb Aucoin, Town Clerk/Tax Collector - Taxpayer request for payment agreement**

**Motion to enter Nonpublic Session made by Selectman Martin, seconded by Selectman Morse.**

**Specific Statutory Reason cited as foundation for the nonpublic session:** RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Roll call vote to enter nonpublic session: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.** Public meeting recording stopped. Entered nonpublic session at **6:02 PM.**

**Motion to leave Nonpublic Session made by Selectman Martin, seconded by Selectman Morse. The motion passed unanimously.**

The public session reconvened at **6:15PM.**

**Selectman Marko motioned to seal the minutes, seconded by Selectman Morse,** because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Roll call vote to seal the minutes: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.**  
**The motion passed unanimously.**



## DRAFT

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

### RETURN TO PUBLIC SESSION / PLEDGE OF ALLEGIANCE

The Selectboard returned to public session at 6:18 PM and Chairman Kris Blomback recited the pledge of allegiance.

### CONSENT AGENDA

#### **Item #3 - Consent Agenda Approval**

Selectman Marko asked to pull Item 2: Re-Appointment to Economic Development Committee – Paula Amato, EVP & CFO. He noted that the application was incomplete and that the volunteer has poor attendance. **Selectman Marko motioned to approve the Consent Agenda September 5, 2023 with Item 2 pulled, seconded by Selectman Morse. The motion passed, unanimously.**

### PUBLIC COMMENT #1

There was no public comment at this time.

### APPOINTMENTS WITH THE BOARD

#### **Item #4 - Susan Fetzer – Community Building (Brick Church) Historic Designation**

Susan Fetzer, Member of the Henniker Historical Society Board, shared that the NH division of Historical Resources has determined that the Community Center is eligible to be designated on the NH State Register of Historic Places. This designation would be helpful in applying for restoration and preservation grants. **Selectman Marko moved to authorize the listing of the Community Center on the NH State Register and authorize the Town Administrator as the legally appointed representative of the property for the state register purposes, seconded by Selectman Osgood. Motion carried unanimously.**

#### **Item #5 - Warren Mattiello - Historic District Commission**

TA Kendall shared background. Henniker's Historic District was first established at the 1975 Town Meeting. Unlike other towns where an area of town is dedicated to a Historic District, Henniker chose the Town Hall and the area around it and added Town owned buildings to the district over time. Buildings in the Historic District would be subject to zoning regulations; however, Town owned buildings are exempt from zoning regulations.

Warren Mattiello, Chairman of the Historic District Commission, gave further information. The only building that the HDC has purview over is Academy Hall. Mr. Mattiello further shared that digging through the history books there is no evidence that the legislative body ever established a Historic District Commission. Mr. Mattiello questioned the validity of the commission. Discussion ensued. **Selectman Marko moved to create a Historic Land and Building Advisory Committee. Membership between 5 and 7 people with staggered terms. Seconded by Chairman Blomback. Selectman Martin amended the motion to include a member of the Historical Society on this committee. Selectman Marko accepted the amendment.** Selectman Marko recommended that when the Committee is formed that they establish a mission statement. **Motion carried unanimously.**

#### **Item #6 - Bob Garrison – Perambulation of Town Boundaries**

Bob Garrison gave background on Perambulation and history of the Perambulation of Henniker. Selectman Marko shared that some potential volunteers have stepped up. Albert Heinrich, of Snowshoe Road, shared that he and his wife plan on submitting volunteer applications for this role. **Selectman Martin moved to appoint Selectman Osgood as perambulator of the town boundaries and to prepare the Return in accordance with RSA 51, seconded by Selectman Marko. Motion carried unanimously.**

### NEW BUSINESS

#### **Item #7 - Rescind Chapter 15 of Henniker Town Ordinance - Assemblies, Large**

On August 15, 2023, the Board of Selectmen voted to adopt Chapter 16 – Special Events to replace Chapter 15 Assemblies, Large. **Selectman Marko moved to rescind Chapter 15 of the Henniker Town Ordinance, seconded by Selectman Morse. Motion carried unanimously.**

#### **Item #8 - Fuel Bid Award 2023-2024 Heating Season**

The Selectmen review the 2023-2024 Fuel Bids. **Selectman Marko moved to award the heating oil/propane**

## DRAFT

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**pay as you go agreement for the 2023-2024 season to the apparent low bidder Ayer & Goss for a total estimated fuel cost of \$33,519.10, seconded by Selectman Osgood. Motion carried unanimously.**

**Item #9 - Amend Selectmen Policy III.7: Rental of Community Center, Grange Hall and Community Park – Strike Teen Center Language**  
TA Kendall shared that the Teen Center is currently going unused and would be an excellent place for local groups to meet. There is specific language in the policy that the Teen Center cannot be rented without Selectboard approval. TA Kendall is asking to change the policy and strike that language from the policy. Discussion ensued. **Selectman Osgood motioned to consider striking the Special Notice About the Teen Center from Policy III.7 as the First Reading according to Policy I.1 and to move the item to a Second Reading, seconded by Selectman Morse. Motion carried unanimously.**

**Item #10 - Application for Property Tax Exemption for Commercial & Industrial Properties Pursuant to RSA 72:81 – Solutions Holdings, LLC**  
This item was initially planned to be on the Consent Agenda, but Selectman Marko wanted transparency for the public when it comes to this significant tax waiver. At Town Meeting 2020 the legislative body voted to adopt RSA 72:81. The Selectboard reviewed the application to see if it meets the public benefit requirement. **Selectman Marko moved to approve the application for property tax exemptions for commercial and industrial properties pursuant to RSA 72:81 with the application attached for Clayton Christie, President Solution Holdings LLC, of Maple Expert Solutions. Selectman Morse seconded. Motion carried unanimously.**

### CONTINUED BUSINESS

#### **Item #11 - ARPA Fund Prioritization**

TA Kendall shared that the Communications Tower may cost more than the grant for the Tower- the initial quote was from 2019. The Selectboard postponed ARPA prioritization until that cost was determined.

### PAST MEETING MINUTES

**Item #12 - Acceptance of Board of Selectmen non-public session meeting minutes August 15, 2023, 5:30 p.m. – Wastewater Personnel**  
**Selectman Marko moved to approve these minutes, seconded by Selectman Osgood. Motion carried unanimously.**

#### **Item #13 - Acceptance of Board of Selectmen public meeting minutes August 15, 2023, 6:15 p.m.**

**Selectman Marko moved to approve these minutes, Selectman Martin. Motion carried 4-1**

**(Selectman Osgood opposed)**

### COMMUNICATIONS

#### **Item #14 - Town Administrator: brief summary**

TA Kendall summarized her report.

A memo about budget season is going out.

The Budget Advisory Committee has asked to meet with the Selectboard for a strategy meeting. Lori Marko, Chairwoman of the Budget Advisory Committee, worked with the Selectboard to schedule that meeting for October 23<sup>rd</sup> at 4:30 PM in the Town Hall Meeting room.

Wastewater and Underwood do not recommend changing the light fixtures as discussed in the last meeting. There are other changes and updates at the plant that have higher priority.

DES approved the Wastewater dewatering equipment. Underwood engineers will issue and RFP.

Former VP Mike Pence will be in Town tomorrow. The event is publicized by Pandora and Sirius XM who are paying for the police detail.

#### **Item #15 - Correspondence**

No correspondence at this time.

## DRAFT

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

### **Item #16 - Selectmen Reports:**

Chairman Blomback reported on the OHRV Committee. They posted new signage and studied the details of a camera study. The trails have reopened after the flooding. He also reported on the Concert Committee. The final show of the season had about 600 in attendance.

Vice-Chairman Marko reported on the Energy committee.

Selectman Martin reported that he had discussion with emergency services after the flooding and there will be follow up discussion about emergency equipment.

Selectman Morse had nothing to report.

Selectman Osgood reported that he had two meetings tomorrow.

### **PUBLIC COMMENT #2**

There was no public comment at this time.

### **NON-PUBLIC**

#### **Item #17 - Employment matter RSA 91-A:3, II(a)**

**Motion to enter Nonpublic Session made by Selectman Martin, seconded by Selectman Morse.**

**Specific Statutory Reason cited as foundation for the nonpublic session:** RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Roll call vote to enter nonpublic session: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.** Public meeting recording stopped. Entered nonpublic session at **8:09 PM**.

**Motion to leave Nonpublic Session made by Selectman Marko, seconded by Selectman Osgood. The motion passed unanimously.**

The public session reconvened at **8:19 PM**.

**Selectman Marko motioned to seal the minutes, seconded by Selectman Osgood,** because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Roll call vote to seal the minutes: **Kris Blomback, yes; Bill Marko, yes; Neal Martin, yes; Jeff Morse, yes; Scott Osgood, yes.** **The motion passed unanimously.**

**Selectman Marko motioned to adjourn at 8:19 PM, seconded by Selectman Osgood. Motion carried unanimously.**

Respectfully submitted,

Hank Bernstein  
Minute Taker

Minutes Approved:



Meeting: BOARD OF SELECTMEN

Date: September 5, 2023

\*PLEASE PRINT\*

Name

Address

L. Michelle Dandaneau

HPD

Susan Adams

Ramsdell Rd.

Walter Martello

et

~~Mark~~

Henniker

Spitzer

HHS -



## "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: September 19, 2023  
Ref: **Town Administrator's Report**

---

### **Wastewater:**

The town applied for 2023 NHDES Clean Water State Revolving Funds for supplemental funding for the current wastewater facility upgrade. The final version of the [2023 CWSRF Priority List](#) and the [2023 CWSRF Intended Use Plan](#) have been posted and Henniker is ranked #7 on the list with allocated funding. The town is eligible for \$1,500,000 in SRF loan with \$425,000 estimated principal forgiveness. DES Wastewater Engineering will be reaching out to Municipalities with proposed WW & SW Infrastructure projects allocated funding on the 2023 CWSRF PPL to obtain project status updates sometime in December. Underwood Engineers will assist the town with a 2024 Warrant Article for the funding.

On September 12, 2023 the Underwood Engineers on behalf of the town released an RFP to pre-purchase new screw press dewatering system for their wastewater treatment facility. The current dewatering system (belt press) has been in disrepair for several weeks. Thanks to the talent and ingenuity of our Wastewater team, they were able to get the belt press up and running.

**Transfer Station:** The used oil furnace at the transfer station was recently serviced. It is estimated to be 25-30 years old. It is in urgent need of repair and estimates are \$7,000 to refurbish or \$11,300 to replace. We will review current funding opportunities and budget availability in favor of replacement.

**Broadband Committee:** The committee issued an RFP to improve broadband coverage throughout the entire community/town. Proposals were due August 11<sup>th</sup>. The committee met on September 6<sup>th</sup> to review the proposals. No proposals were received however [Comcast sent a letter in response to the RFP](#) indicating plans to expand broadband access to 246 Henniker addresses. Comcast representative is invited to come to the next meeting on October 4<sup>th</sup> to discuss the plans.

TDS did not respond to the RFP as they are planning on accessing other federal funding (not NH Matching Funds or BEAD) directly specifically to participants in the [A-CAM and A-CAM Program](#). TDS currently services fiber to the premise to 75% of the locations in town. The funding would increase fiber to the remaining 25% in Henniker not served by fiber somewhat but not everyone. Any location served by Comcast would not be eligible as a location that does meet 100Mbps/20Mbps so it is likely to increase fiber deployment to 90% coverage. The timeframe would be over the next couple of years.

**Henniker Main St. Data Collection:** [The Board of Selectmen requested input from Economic Development Committee \(EDC\) regarding a request to install another cross walk on Main St.](#) The EDC recruited the assistance of the Central NH Region Planning Group to assess the overall parking and vehicle and pedestrian movement on Main St. CNHRPC made a presentation to the EDC on Wednesday September 6<sup>th</sup>. The report is included in the correspondence section of this agenda package. Next steps are to obtain more detailed crash data on Main St. and potentially hold a public forum for citizens and business owners.

**Craney Hill Public Safety Communication Tower:** see staff report included in this package

**Bradford Ambulance Agreement:** Bradford sent the agreement to the town's legal counsel for review. We are waiting for a response.

**ARPA Funds:**

A reminder to the Board of Selectmen to prioritize ARPA fund requests in advance of the 2023 budget preparation. SLFRF funding is not required to be obligated until December 31, 2024 and jurisdictions **have until December 31, 2026 to fully expend their funds**. Spending should be used for costs incurred after March 3, 2021.

**State and NHMA:**

- For current workshops, training and state legislative updates: [NHMA NewsLink September 6, 2023f](#)
- [2022 Property Tax Rates](#)
- [Timeline for Traditional Town Meeting Tuesday March 12, 2024](#)

Warm regards,

*Diane Kendall*

Town Administrator

# **August 2023 Department Reports**

**Assessing Department**

**Building Department**

**Finance Department**

**Fire Department**

**Highway Department**

**Human Services**

**Police Department – July 2023**

**Police Department – August 2023**

**Town Clerk/Tax Collector**

**Transfer Station**

**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  
[REDACTED]

---

TO: Diane Kendall, Town Administrator  
DATE: September 5, 2023  
RE: Monthly Report

## Assessing Report for August 2023

- Monthly maintenance of new deeds, address changes, and GIS updates.
- Permit tracking in Avitar as needed.
- One sewer abatement granted.
- Cyclical data verification field work completed.
- Data entry of cyclical data verification completed.
- One Land Use Change Tax Warrant & Bill issued.
- One 2022 abatement approved, and refund issued.
- Warrant and timber tax bills created and approved for six properties.
- One Intent to Cut received and approved.
- One Intent to Cut received and prepared for September BOS meeting.
- Began review of all current use properties with stewardships.
- MS-1 extension requested and granted.
- MS-1 information compiled. Waiting for utility data from Sansoucy's office.
- Ongoing filing of deed backlog.





Monthly Building Department Report  
August 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	6	\$3,915.00
Building Permits - Commercial	1	\$2,036.00
Electrical Permits	10	\$700.00
Plumbing Permits	6	\$450.00
Mechanical Permits	8	\$550.00
Demolition Permits	0	\$0.00
Driveway Permits	2	\$150.00
Trench Permits	0	\$0.00
Sign Permits	0	\$0.00
Assembly Permits	1	\$0.00
Raffle Permits	0	\$0.00
Tent Permits	1	\$75.00
Hawk & Peddler	0	\$0.00
Certificates of Occupancy	0	\$0.00
Inspections Performed	43	\$0.00
<b>Total # of Permits</b>	<b>35</b>	<b>\$7,876.00</b>

Town building rental/use:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)	0	\$0.00
Grange	4	N/C for AA
<i>(Does not include Caseworker &amp; CAP)</i>	5	\$225.00
	2	N/C for Girl Scouts
Food Pantry open 2x week		Food Pantry- permanent
Bandstand/Community Park	5	\$125.00

Respectfully submitted,  
Hank Bernstein

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

Date In	Owner	Address	Map/Lot	Type	Description	Contractor	Estiamted cost	Fees	Issue Date
6/6/2023	Laliberte, Paul & Lianna	1493 Western Ave	7-569	Building	two bedroom home, in law home, garage, couple sheds/barns	by owner	\$425,000.00	\$1,450.00	8/23/2023
6/30/2023	Viti, Raelyn (Henniker Brewing)	Foot Race (129 Centervale)	9-549-F1A	Assembly	Veterans Race	Viti, Raelyn			8/1/2023
7/12/2023	NEC	58 Depot Hill Rd	5D-425	Commercial Building	Renovations at science center	Harriman	\$3,500,000.00	\$2,036.00	8/29/2023
7/17/2023	O'Brien, Kristina	44 Pike Street	8-437	Building	Rebuild Roof	DG Framing + Remodeling	\$20,000.00	\$283.50	8/10/2023
7/18/2023	Gilbert, Jerry	13 Colby Hill Rd EXT	5C-140	Building	New Construction	Owner	\$300,000.00	\$1,600.50	8/21/2023
7/31/2023	Kerbyson, Rodney & Liane	1204 Old Hillsboro	7-322	Driveway	Paving Gravel Driveway	Young's Excavating & Paving		\$75.00	8/7/2023
7/31/2023	Velda Charpentier 2006 Trust	206 Bennett	8-540-X2F	Mechanical	3 zone system hot pump; generator; lp boiler	Granite State Mechanical		\$50.00	8/2/2023
8/2/2023	Pat's Peak	686 Flanders Rd	8-588-A	Tent	Oktoberfest	Lakes Region Rent and Event		\$75.00	8/4/2023
8/2/2023	Pat's Peak	686 Flanders Rd (ATC)	8-588-A	Plumbing	adding 1 bath; water dispensers; mop sink	Naults Plumbing and Heating		\$100.00	8/4/2023
8/2/2023	Pat's Peak	686 Flanders Rd (ATC)	8-588-A	Mechanical	air handlers and duct work	Naults Plumbing and Heating		\$100.00	8/4/2023
8/3/2023	LoFaro, Jerry & Kathleen	722 Gulf Road	8-574	Electrical	wire new addition	Simpson Electric LLC		\$50.00	8/3/2023
8/7/2023	New England College (Carriage House)	35 Main Street	5D-222-Z3	Plumbing	1st fl. bathroom & 2nd fl. bathroom fixtures	Denommee Plumbing & Heating		\$100.00	8/9/2023
8/7/2023	New England College (Carriage House)	35 Main Street	5D-222-Z3	Mechanical	Minisplit installation for 6 rooms	Denommee Plumbing & Heating		\$100.00	8/9/2023
8/8/2023	Lauter, Robert & Sarah	245 Juniper Ridge	5D-154-E	Mechanical	Replace oil boiler and AC	Heritage Home Service		\$50.00	8/9/2023
8/8/2023	Lauter, Robert & Sarah	245 Juniper Ridge	5D-154-E	Electrical	AC and furnace wiring	Heritage Home Service		\$50.00	8/9/2023
8/8/2023	LoFaro, Jerry & Kathleen	722 Gulf Road	8-574	Plumbing	New bathroom in addition/Minisplit installation	Jay's Plumbing & Heating		\$50.00	8/10/2023
8/14/2023	O'Brien, Kristina	44 Pike Street	8-437	Mechanical	Gas Stove, Fire Place, accosiated duct work	Scott Osborne		\$50.00	8/14/2023
8/14/2023	O'Brien, Kristina	44 Pike Street	8-437	Plumbing	New Construction	Ben Paro		\$50.00	8/14/2023
8/14/2023	Solutions Holdings LLC	82 Centervale Road	9-548	Electrical	Service: 480v 600 Amp	Tim Latham		\$100.00	8/14/2023
8/14/2023	Solutions Holdings LLC	82 Centervale Road	9-548	Plumbing	ADA Bathroom, sinks	Sean McClure		\$100.00	8/14/2023
8/14/2023	Karol E Derman Living Trust	935 Hemlock Corner Loop	3-52	Electrical	New 18kW Generator	Irish Electric Corp		\$50.00	8/14/2023
8/17/2023	KPM Realty LLC	110 Bradford Rd	5B-264	Electrical	48kW lp standby generator and transfer switch	Yestramaski Electrical Services Inc		\$100.00	8/18/2023
8/21/2023	Gifford, Donna and Timothy	311 Tanglewood	5B-110-A9	Building	Expand Deck to pool	by owner	\$2,000.00	\$83.50	8/22/2023
8/22/2023	Marko, William	38 Evergreen Circle	6-110-B24	Electrical	Upgrade to 200 Amp	Marc Aucoin Electrical Service		\$50.00	8/22/2023
8/22/2023	Abigail's Bakery LLC	17 Bridge Street	5D-471-A	Mechanical	Oil furnace & A/C installation	Comfort Matters		\$100.00	8/23/2023
8/23/2023	NEC	95 Main Street (Cogswell House)	5D-249	Mechanical	Heat Pump, AC and Air Handling Unit	KPMB Enterprises LLC		\$50.00	8/30/2023
8/23/2023	Gagnon, Eric	553 Highland Drive	554-12	Building	Roof and two landings to deck (deck to 3 season porch)	Quantum Contracting		\$160.00	8/24/2023
8/24/2023	Planz, William	1547 Bradford Road	1-764	Electrical	New service (2nd service to house)	Self		\$50.00	8/25/2023
8/25/2023	Grieder Family Revocable Trust of 2018	301 Longview Drive	12-612-B15	Mechanical	replacement of an oil furnace and AC	Heritage Home Service		\$50.00	8/25/2023
8/25/2023	Conklin, Peter & Dowling, Beth	213 Ruffed Road	12-751	Building	Farmers Porch, Garage Addition including mudroom and home office	by owner	\$30,000.00	\$337.50	8/28/2023
8/28/2023	NEC	95 Main Street (Cogswell House)	5D-249	Electrical	Heat Pump, AC and Air Handling Unit	Grace Electric		\$50.00	8/28/2023
8/28/2023	NEC	15 Main Street (Admin Building)	5D-222-Z1	Electrical	Heat Pump	Grace Electric		\$100.00	8/28/2023
8/28/2023	NEC	98 Bridge Street (Simon Center)	5D-249	Electrical	Heat Pump	Grace Electric		\$100.00	8/28/2023
8/30/2023	Downes, Martha	285 Craney Hill Road	8-586-A	Driveway	Temporary Logging Driveway	Sterling Timber Service		\$75.00	8/30/2023
8/30/2023	Christenson Holdings LLC	387 Liberty Hill Rd	5A-134-D	Plumbing	Basement Bathroom upgrades	Christenson Plumbing & Heating		\$50.00	8/30/2023

EXPENDITURE BUDGET VS ACTUAL REPORT FOR TOWN OF HENNIKER

Balance As of 08/31/2023

GL Number	Description	2023 Original Budget	2023 Amended Budget	YTD ACTIVITY	Encumbrance 08/31/2023	Available Balance 08/31/2023	% Bdgt Remain
<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4130 EXECUTIVE</b>							
01-4130-4110-000	WAGES	5,000.00	5,000.00	4,166.40	0.00	833.60	16.67
01-4130-4111-000	WAGES BOS CLERK	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00
01-4130-4130-000	SALARIES BOS	7,500.00	7,500.00	750.00	0.00	6,750.00	90.00
01-4130-4131-000	SALARIES TREASURER	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
01-4130-4132-000	SALARIES DEP TREAS.	100.00	100.00	0.00	0.00	100.00	100.00
01-4130-4133-000	TRUSTEES WAGES	900.00	900.00	0.00	0.00	900.00	100.00
01-4130-4220-000	FICA/MEDICARE	1,186.00	1,186.00	376.23	0.00	809.77	68.28
01-4130-4330-000	TUITUIN REIMBURSE	7,500.00	7,500.00	155.00	0.00	7,345.00	97.93
01-4130-4350-000	DRUG/ALCOHOL TESTING	3,000.00	3,000.00	1,122.00	0.00	1,878.00	62.60
01-4130-4610-000	SELECTMEN EXPENSE	1,500.00	1,500.00	1,922.00	0.00	(422.00)	(28.13)
01-4130-4613-000	HEALTH OFFICER EXP	500.00	500.00	0.00	0.00	500.00	100.00
01-4130-4614-000	LOSS PREVENTION	300.00	300.00	0.00	0.00	300.00	100.00
01-4130-4615-000	HISTORIC DISTRICT	1,250.00	1,250.00	30.00	0.00	1,220.00	97.60
01-4130-4616-000	CRANEY TOWER SITE	250.00	250.00	273.73	0.00	(23.73)	(9.49)
Total Dept 4130 - EXECUTIVE		31,686.00	31,686.00	8,795.36	0.00	22,890.64	72.24
<b>Department: 4140 TOWN CLERK</b>							
01-4140-4111-000	WAGES DEPUTY	23,230.00	23,230.00	16,009.80	0.00	7,220.20	31.08
01-4140-4130-000	WAGES	34,633.00	34,633.00	24,752.36	0.00	9,880.64	28.53
01-4140-4140-000	OVERTIME	1,000.00	1,000.00	589.89	0.00	410.11	41.01
01-4140-4211-000	BENEFIT INSURANCE	14,080.00	14,080.00	9,352.69	0.00	4,727.31	33.57
01-4140-4220-000	FICA/MEDICARE	4,388.00	4,388.00	3,082.91	0.00	1,305.09	29.74
01-4140-4230-000	RETIREMENT	8,214.00	8,214.00	4,459.78	0.00	3,754.22	45.71
01-4140-4240-000	TRAINING/SEMINARS	900.00	900.00	792.24	0.00	107.76	11.97
01-4140-4560-000	DUES/MEMBERSHIPS	40.00	40.00	60.00	0.00	(20.00)	(50.00)
01-4140-4570-000	ADVERTISING	200.00	200.00	262.50	0.00	(62.50)	(31.25)
01-4140-4620-000	OFFICE SUPPLIES	1,400.00	1,400.00	595.55	0.00	804.45	57.46
01-4140-4625-000	POSTAGE	2,400.00	2,400.00	16.72	0.00	2,383.28	99.30
01-4140-4637-000	MILEAGE	550.00	550.00	76.82	0.00	473.18	86.03
01-4140-4805-000	EQUIP MAINT/REPAIR	2,300.00	2,300.00	2,584.42	0.00	(284.42)	(12.37)
01-4140-4814-000	PHOTOCOPY EXPENSE	490.00	490.00	0.00	0.00	490.00	100.00
01-4140-4832-000	ANIMAL LICENSES	450.00	450.00	336.78	0.00	113.22	25.16
Total Dept 4140 - TOWN CLERK		94,275.00	94,275.00	62,972.46	0.00	31,302.54	33.20
<b>Department: 4141 ELECTIONS</b>							
01-4141-4120-000	WAGES	4,000.00	4,000.00	291.50	0.00	3,708.50	92.71
01-4141-4220-000	FICA/MEDICARE	0.00	0.00	14.54	0.00	(14.54)	0.00
01-4141-4570-000	ADVERTISING	200.00	200.00	30.00	0.00	170.00	85.00
01-4141-4620-000	OFFICE SUPPLIES	100.00	100.00	144.99	0.00	(44.99)	(44.99)
01-4141-4625-000	POSTGE	20.00	20.00	11.15	0.00	8.85	44.25
01-4141-4690-000	ELECTION EXPENSE	500.00	500.00	0.00	0.00	500.00	100.00
01-4141-4740-000	EQUIPMENT PURCHASE	100.00	100.00	0.00	0.00	100.00	100.00
01-4141-4802-000	BALLOTS	1,600.00	1,600.00	1,884.64	0.00	(284.64)	(17.79)
01-4141-4803-000	VOTING BOOTH MAINT.	100.00	100.00	0.00	0.00	100.00	100.00
Total Dept 4141 - ELECTIONS		6,620.00	6,620.00	2,376.82	0.00	4,243.18	64.10
<b>Department: 4142 TAX MAP</b>							
01-4142-4312-000	CARTOGRAPHER	2,400.00	2,400.00	2,400.00	0.00	0.00	0.00
01-4142-4400-000	DIGITAL MAPPING	2,300.00	2,300.00	3,225.00	0.00	(925.00)	(40.22)
01-4142-4550-000	PRINTING	250.00	250.00	0.00	0.00	250.00	100.00

EXPENDITURE BUDGET VS ACTUAL REPORT FOR TOWN OF HENNIKER

Balance As of 08/31/2023

GL Number	Description	2023 Original Budget	2023 Amended Budget	YTD ACTIVITY	Encumbrance 08/31/2023	Available Balance 08/31/2023	% Bdgt Remain
<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4142 TAX MAP</b>							
Total Dept 4142 - TAX MAP		4,950.00	4,950.00	5,625.00	0.00	(675.00)	(13.64)
<b>Department: 4150 TOWN OFFICE</b>							
01-4150-4110-000	WAGES FT	361,088.00	361,088.00	239,948.05	0.00	121,139.95	33.55
01-4150-4112-000	WAGES PT	27,476.00	27,476.00	18,627.72	0.00	8,848.28	32.20
01-4150-4211-000	BENEFIT INSURANCES	84,410.00	84,410.00	51,155.44	0.00	33,254.56	39.40
01-4150-4220-000	FICA/MEDICARE	29,276.00	29,276.00	19,359.23	0.00	9,916.77	33.87
01-4150-4230-000	RETIREMENT	50,442.00	50,442.00	30,646.17	0.00	19,795.83	39.24
01-4150-4240-000	TRAINING/SEMINARS	1,225.00	1,225.00	562.27	0.00	662.73	54.10
01-4150-4301-000	CONSULT/AUDITORS	16,000.00	16,000.00	8,300.00	0.00	7,700.00	48.13
01-4150-4312-000	CONSULT/ASSESSOR	40,000.00	40,000.00	26,200.00	0.00	13,800.00	34.50
01-4150-4341-000	TELEPHONE CHGS	6,500.00	6,500.00	4,591.63	0.00	1,908.37	29.36
01-4150-4409-000	CUSTODIAL SERVICE	16,860.00	16,860.00	9,433.39	0.00	7,426.61	44.05
01-4150-4410-000	ELECTRICITY	4,000.00	4,000.00	2,057.61	0.00	1,942.39	48.56
01-4150-4411-000	HEAT	9,597.00	9,597.00	3,278.47	0.00	6,318.53	65.84
01-4150-4412-000	WATER/SEWER	1,136.00	1,136.00	895.20	0.00	240.80	21.20
01-4150-4414-000	ALARM MONITOR	1,775.00	1,775.00	694.00	0.00	1,081.00	60.90
01-4150-4429-000	MEDICAL SUPPLIES	200.00	200.00	0.00	0.00	200.00	100.00
01-4150-4430-000	BLD REPAIR/MAINT	2,900.00	2,900.00	4,229.16	0.00	(1,329.16)	(45.83)
01-4150-4434-000	CUSTODIAL SUPPLIES	1,600.00	1,600.00	76.98	0.00	1,523.02	95.19
01-4150-4450-000	GRANGE ELECTRIC	1,750.00	1,750.00	937.30	0.00	812.70	46.44
01-4150-4451-000	COMMUNITY CTR ELEC	5,371.00	5,371.00	3,257.49	0.00	2,113.51	39.35
01-4150-4452-000	GRANGE WATER/SEWER	808.00	808.00	567.60	0.00	240.40	29.75
01-4150-4453-000	COMM CTR WTR/SEWER	1,000.00	1,000.00	567.60	0.00	432.40	43.24
01-4150-4454-000	GRANGE ALARM	10,078.00	10,078.00	250.00	0.00	9,828.00	97.52
01-4150-4455-000	COMM CTR ALARM	575.00	575.00	250.00	0.00	325.00	56.52
01-4150-4456-000	GRANGE HEAT	2,888.00	2,888.00	1,851.05	0.00	1,036.95	35.91
01-4150-4457-000	COMM CTR HEAT	425.00	425.00	898.94	0.00	(473.94)	(111.52)
01-4150-4458-000	GRANGE MAINTENANCE	854.00	854.00	281.00	0.00	573.00	67.10
01-4150-4459-000	COMM CTR MAINTENCE	1,500.00	1,500.00	938.60	0.00	561.40	37.43
01-4150-4460-000	GRANGE TELEPHONE	1,320.00	1,320.00	724.55	0.00	595.45	45.11
01-4150-4461-000	COMM CTR TELEPHONE	1,635.00	1,635.00	945.89	0.00	689.11	42.15
01-4150-4550-000	PRINTING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
01-4150-4552-000	TOWN REPORT	2,680.00	2,680.00	2,873.00	0.00	(193.00)	(7.20)
01-4150-4560-000	DUES/MEMBERSHIP	1,200.00	1,200.00	190.00	0.00	1,010.00	84.17
01-4150-4570-000	ADVERTISING	1,800.00	1,800.00	967.50	0.00	832.50	46.25
01-4150-4620-000	OFFICE SUPPLIES	5,500.00	5,500.00	2,497.86	0.00	3,002.14	54.58
01-4150-4625-000	POSTAGE	7,200.00	7,200.00	5,188.33	0.00	2,011.67	27.94
01-4150-4637-000	MILEAGE	2,000.00	2,000.00	434.70	0.00	1,565.30	78.27
01-4150-4670-000	BOOKS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
01-4150-4740-000	EQUIPMENT PURCHASE	1,000.00	1,000.00	3,855.96	0.00	(2,855.96)	(285.60)
01-4150-4810-000	CMPTR LICENSE MAINT	71,672.00	71,672.00	39,913.11	0.00	31,758.89	44.31
01-4150-4815-000	COPIER LEASE	1,545.00	1,545.00	191.06	0.00	1,353.94	87.63
01-4150-4820-000	COPIER MAINTENANCE	0.00	0.00	1,422.14	0.00	(1,422.14)	0.00
01-4150-4825-000	COUNTY REGISTRY	700.00	700.00	80.13	0.00	619.87	88.55
01-4150-4827-000	LEIN RESEARCH	4,300.00	4,300.00	3,910.10	0.00	389.90	9.07
01-4150-4835-000	WEB SITE EXPENSES	4,887.00	4,887.00	2,195.94	0.00	2,691.06	55.07
Total Dept 4150 - TOWN OFFICE		790,173.00	790,173.00	495,245.17	0.00	294,927.83	37.32
<b>Department: 4151 TAX COLLECTOR</b>							

EXPENDITURE BUDGET VS ACTUAL REPORT FOR TOWN OF HENNIKER

Balance As of 08/31/2023

GL Number	Description	2023 Original Budget	2023 Amended Budget	YTD ACTIVITY	Encumbrance 08/31/2023	Available Balance 08/31/2023	% Bdgt Remain
<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4151 TAX COLLECTOR</b>							
01-4151-4111-000	WAGES DEPUTY	23,230.00	23,230.00	16,010.17	0.00	7,219.83	31.08
01-4151-4130-000	WAGES	34,633.00	34,633.00	24,752.28	0.00	9,880.72	28.53
01-4151-4140-000	OVERTIME	1,000.00	1,000.00	589.31	0.00	410.69	41.07
01-4151-4211-000	BENEFIT INS	14,080.00	14,080.00	8,396.72	0.00	5,683.28	40.36
01-4151-4220-000	FICA/MEDICARE	4,388.00	4,388.00	3,082.79	0.00	1,305.21	29.74
01-4151-4230-000	RETIREMENT	8,214.00	8,214.00	3,019.18	0.00	5,194.82	63.24
01-4151-4240-000	TRAINING/SEMINAR	900.00	900.00	908.00	0.00	(8.00)	(0.89)
01-4151-4560-000	DUES/MEMBERSHIP	40.00	40.00	60.00	0.00	(20.00)	(50.00)
01-4151-4570-000	ADVERTISING	200.00	200.00	0.00	0.00	200.00	100.00
01-4151-4620-000	OFFICE SUPPLIES	1,300.00	1,300.00	403.44	0.00	896.56	68.97
01-4151-4625-000	POSTAGE	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00
01-4151-4637-000	MILEAGE	350.00	350.00	53.38	0.00	296.62	84.75
01-4151-4814-000	PHOTOCOPY EXP	490.00	490.00	0.00	0.00	490.00	100.00
01-4151-4825-000	COUNTY REGISTRY	700.00	700.00	488.12	0.00	211.88	30.27
Total Dept 4151 - TAX COLLECTOR		94,525.00	94,525.00	57,763.39	0.00	36,761.61	38.89
<b>Department: 4153 LEGAL</b>							
01-4153-4320-000	LEGAL FEES	20,000.00	20,000.00	12,979.38	0.00	7,020.62	35.10
Total Dept 4153 - LEGAL		20,000.00	20,000.00	12,979.38	0.00	7,020.62	35.10
<b>Department: 4191 PLANNING</b>							
01-4191-4110-000	WAGES	1,500.00	1,500.00	122.76	0.00	1,377.24	91.82
01-4191-4220-000	FICA/MEDICARE	115.00	115.00	9.39	0.00	105.61	91.83
01-4191-4240-000	TRAINING/SEMIARS	250.00	250.00	0.00	0.00	250.00	100.00
01-4191-4390-000	CONSULTING FEES	21,450.00	21,450.00	8,194.37	0.00	13,255.63	61.80
01-4191-4560-000	DUES/MEMBERSHIPS	5,964.00	5,964.00	5,670.00	0.00	294.00	4.93
01-4191-4570-000	ADVERTISING	1,000.00	1,000.00	175.37	0.00	824.63	82.46
01-4191-4620-000	OFFICE SUPPLIES	300.00	300.00	0.00	0.00	300.00	100.00
01-4191-4625-000	POSTAGE	100.00	100.00	0.00	0.00	100.00	100.00
01-4191-4901-000	ESCROW ACCT EXPENSES	0.00	0.00	785.00	0.00	(785.00)	0.00
Total Dept 4191 - PLANNING		30,679.00	30,679.00	14,956.89	0.00	15,722.11	51.25
<b>Department: 4192 ZONING</b>							
01-4192-4110-000	WAGES	600.00	600.00	0.00	0.00	600.00	100.00
01-4192-4220-000	FICA/MEDICARE	46.00	46.00	0.00	0.00	46.00	100.00
01-4192-4390-000	CONSULTANT	3,000.00	3,000.00	1,880.63	0.00	1,119.37	37.31
01-4192-4391-000	LEGAL	800.00	800.00	0.00	0.00	800.00	100.00
01-4192-4570-000	ADVERTISING	300.00	300.00	0.00	0.00	300.00	100.00
01-4192-4620-000	OFFICE SUPPLIES	225.00	225.00	0.00	0.00	225.00	100.00
01-4192-4625-000	POSTAGE	300.00	300.00	0.00	0.00	300.00	100.00
Total Dept 4192 - ZONING		5,271.00	5,271.00	1,880.63	0.00	3,390.37	64.32
<b>Department: 4195 CEMETERIES</b>							
01-4195-4650-000	GROUND MAINT	11,780.00	11,780.00	11,780.00	0.00	0.00	0.00
01-4195-4655-000	STONE REPAIR	2,750.00	2,750.00	0.00	0.00	2,750.00	100.00
01-4195-4657-000	TREE REMOVAL	6,800.00	6,800.00	7,500.00	0.00	(700.00)	(10.29)
Total Dept 4195 - CEMETERIES		21,330.00	21,330.00	19,280.00	0.00	2,050.00	9.61
<b>Department: 4196 INSURANCE</b>							
01-4196-4520-000	WORKERS COMPENSATION	49,724.00	49,724.00	49,359.00	0.00	365.00	0.73
01-4196-4522-000	GENERAL LIABILITY	103,918.00	103,918.00	103,918.00	0.00	0.00	0.00

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<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4196 INSURANCE</b>							
01-4196-4523-000	UNEMPLOYMENT INS	973.00	973.00	973.00	0.00	0.00	0.00
01-4196-4524-000	DEDUCTIBLE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00
Total Dept 4196 - INSURANCE		156,615.00	156,615.00	154,250.00	0.00	2,365.00	1.51
<b>Department: 4197 MUNICIPAL DUES</b>							
01-4197-4560-000	MEMBERSHIPS	4,157.00	4,157.00	4,052.00	0.00	105.00	2.53
Total Dept 4197 - MUNICIPAL DUES		4,157.00	4,157.00	4,052.00	0.00	105.00	2.53
<b>Department: 4210 POLICE</b>							
01-4210-4109-000	WAGES CLERICAL	72,812.00	72,812.00	42,467.35	0.00	30,344.65	41.68
01-4210-4110-000	WAGES FT	658,684.00	658,684.00	425,433.29	0.00	233,250.71	35.41
01-4210-4111-000	WAGES SPECIAL OFFICERS	40,000.00	40,000.00	562.60	0.00	39,437.40	98.59
01-4210-4112-000	DETAIL WAGES (REVENUE)	1.00	1.00	5,308.18	0.00	(5,307.18)	(530,718.00)
01-4210-4120-000	PARKING ENFORCEMENT	9,709.00	9,709.00	0.00	0.00	9,709.00	100.00
01-4210-4121-000	CROSSING GUARDS	7,920.00	7,920.00	4,532.00	0.00	3,388.00	42.78
01-4210-4140-000	WAGES OT	25,000.00	25,000.00	34,606.95	0.00	(9,606.95)	(38.43)
01-4210-4211-000	BENEFIT INSURANCE	196,689.00	196,689.00	103,676.14	0.00	93,012.86	47.29
01-4210-4220-000	FICA/MEDICARE	19,499.00	19,499.00	10,073.65	0.00	9,425.35	48.34
01-4210-4230-000	RETIREMENT	229,826.00	229,826.00	133,995.58	0.00	95,830.42	41.70
01-4210-4240-000	TRAINING/LICENSE	5,000.00	5,000.00	3,111.04	0.00	1,888.96	37.78
01-4210-4241-000	TRAINING/AMMUNITION	4,000.00	4,000.00	3,429.07	634.57	(63.64)	14.27
01-4210-4291-000	UNIFORMS	8,000.00	8,000.00	9,480.57	0.00	(1,480.57)	(18.51)
01-4210-4320-000	PROSECUTING ATTN	12,023.00	12,023.00	11,501.00	0.00	522.00	4.34
01-4210-4341-000	TELEPHONE	10,500.00	10,500.00	6,086.60	0.00	4,413.40	42.03
01-4210-4342-000	DISPATCH TELEPHONE	700.00	700.00	764.51	0.00	(64.51)	(9.22)
01-4210-4391-000	TOWING	500.00	500.00	350.00	0.00	150.00	30.00
01-4210-4392-000	ASSESSMENT CENTER	0.00	0.00	1,950.00	0.00	(1,950.00)	0.00
01-4210-4394-000	MERR COUNTY DISPATCH	43,849.00	43,849.00	23,318.78	0.00	20,530.22	46.82
01-4210-4410-000	ELECTRICITY	6,526.00	6,526.00	2,983.54	0.00	3,542.46	54.28
01-4210-4411-000	HEAT	4,300.00	4,300.00	3,021.29	0.00	1,278.71	29.74
01-4210-4412-000	WATER/SEWER	900.00	900.00	569.73	0.00	330.27	36.70
01-4210-4430-000	BLDING REPAIR/MAINT.	4,000.00	4,000.00	4,477.29	0.00	(477.29)	(11.93)
01-4210-4431-000	CUSTODIAN	8,640.00	8,640.00	5,018.62	0.00	3,621.38	41.91
01-4210-4550-000	PRINTING	500.00	500.00	337.49	0.00	162.51	32.50
01-4210-4560-000	DUES/MEMBERSHIPS	3,500.00	3,500.00	3,200.00	0.00	300.00	8.57
01-4210-4620-000	OFFICE SUPPLIES	4,000.00	4,000.00	2,728.56	0.00	1,271.44	31.79
01-4210-4625-000	POSTAGE	600.00	600.00	331.00	0.00	269.00	44.83
01-4210-4635-000	VEHICLE FUEL	14,500.00	14,500.00	8,211.76	0.00	6,288.24	43.37
01-4210-4637-000	BLOOD TEST MILEAGE	1,250.00	1,250.00	600.00	0.00	650.00	52.00
01-4210-4660-000	VEHICLE REPAIR/MAINT	7,500.00	7,500.00	3,292.69	0.00	4,207.31	56.10
01-4210-4661-000	VEHICLE TIRES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
01-4210-4662-000	VEHICLE PARTS/ACCESS	2,500.00	2,500.00	130.94	0.00	2,369.06	94.76
01-4210-4670-000	BOOKS/PERIODICALS	350.00	350.00	0.00	0.00	350.00	100.00
01-4210-4740-000	EQUIPMENT PURCHASE	0.00	127,588.00	0.00	127,588.00	0.00	100.00
01-4210-4805-000	EQUIPMENT MAINTENANCE	26,600.00	26,600.00	12,873.58	0.00	13,726.42	51.60
01-4210-4814-000	PHOTOCOPY EXPENSE	1,000.00	1,000.00	485.00	0.00	515.00	51.50
01-4210-4840-000	COMMUNICATON REPAIR	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
Total Dept 4210 - POLICE		1,435,378.00	1,562,966.00	868,908.80	128,222.57	565,834.63	44.41
<b>Department: 4214 FIRE &amp; RESCUE</b>							

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<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4214 FIRE &amp; RESCUE</b>							
01-4214-4110-000	FULL TIME WAGES	130,827.00	130,827.00	89,613.53	0.00	41,213.47	31.50
01-4214-4111-000	PART TIME WAGES	380,227.00	380,227.00	207,639.06	0.00	172,587.94	45.39
01-4214-4140-000	OVER TIME WAGES	15,000.00	15,000.00	14,818.60	0.00	181.40	1.21
01-4214-4211-000	BENEFIT INSURANCE	31,569.00	31,569.00	19,645.11	0.00	11,923.89	37.77
01-4214-4220-000	FICA/MEDICARE	31,147.00	31,147.00	18,041.74	0.00	13,105.26	42.08
01-4214-4230-000	RETIREMENT	46,183.00	46,183.00	25,587.03	0.00	20,595.97	44.60
01-4214-4341-000	TELEPHONE	10,353.00	10,353.00	6,119.11	0.00	4,233.89	40.90
01-4214-4350-000	MEDICAL/HEP B	500.00	500.00	0.00	0.00	500.00	100.00
01-4214-4394-000	DISPATCH FEES	47,259.00	47,259.00	47,259.00	0.00	0.00	0.00
01-4214-4410-000	ELECTRICITY	10,500.00	10,500.00	5,032.49	0.00	5,467.51	52.07
01-4214-4411-000	HEAT	6,000.00	6,000.00	3,408.19	0.00	2,591.81	43.20
01-4214-4412-000	WATER	1,600.00	1,600.00	2,200.97	0.00	(600.97)	(37.56)
01-4214-4430-000	BLDING MAINTENANCE	12,500.00	12,500.00	8,631.46	0.00	3,868.54	30.95
01-4214-4610-000	OFFICE SUPPLIES	6,000.00	6,000.00	3,914.35	0.00	2,085.65	34.76
01-4214-4690-000	SUPPLIES OTHER	2,800.00	2,800.00	759.40	0.00	2,040.60	72.88
Total Dept 4214 - FIRE & RESCUE		732,465.00	732,465.00	452,670.04	0.00	279,794.96	38.20
<b>Department: 4215 RESCUE</b>							
01-4215-4111-000	WAGES	26,500.00	26,500.00	17,291.65	0.00	9,208.35	34.75
01-4215-4220-000	FICA/MEDICARE	2,019.00	2,019.00	1,322.70	0.00	696.30	34.49
01-4215-4240-000	TRAINING/LICENSE	8,750.00	8,750.00	500.49	0.00	8,249.51	94.28
01-4215-4635-000	VEHICLE FUEL	12,000.00	12,000.00	5,147.72	0.00	6,852.28	57.10
01-4215-4660-000	VEHICLE REPAIR/MAINT	14,000.00	14,000.00	5,630.94	0.00	8,369.06	59.78
01-4215-4680-000	MEDICAL SUPPLIES	12,000.00	12,000.00	4,233.16	0.00	7,766.84	64.72
01-4215-4740-000	EQUIPMENT PURCHASE	18,400.00	18,400.00	6,989.91	0.00	11,410.09	62.01
01-4215-4750-000	COMMUNICATION EQUIP	8,490.00	9,893.69	449.28	1,403.69	8,040.72	95.46
01-4215-4887-000	INTERCEPTOR FEES	2,000.00	2,000.00	1,600.00	0.00	400.00	20.00
01-4215-4888-000	CRSH BILLING FEES	20,000.00	20,000.00	11,766.35	0.00	8,233.65	41.17
Total Dept 4215 - RESCUE		124,159.00	125,562.69	54,932.20	1,403.69	69,226.80	56.25
<b>Department: 4220 FIRE</b>							
01-4220-4111-000	WAGES	68,727.00	68,727.00	39,550.17	0.00	29,176.83	42.45
01-4220-4220-000	FICA/MEDICARE	5,258.00	5,258.00	3,028.63	0.00	2,229.37	42.40
01-4220-4240-000	TRAINING/SEMINARS	6,502.00	6,502.00	2,004.99	0.00	4,497.01	69.16
01-4220-4635-000	VEHICLE FUEL	6,500.00	6,500.00	2,031.89	0.00	4,468.11	68.74
01-4220-4660-000	VEHICLE REPAIR/MAINT.	20,000.00	20,000.00	3,938.50	0.00	16,061.50	80.31
01-4220-4690-000	SUPPLIES OTHER	2,125.00	2,125.00	293.53	0.00	1,831.47	86.19
01-4220-4740-000	EQUIPMENT PURCHASES	27,985.00	27,985.00	29,399.49	0.00	(1,414.49)	(5.05)
01-4220-4750-000	COMMUNICATION EQUIPMENT	11,030.00	11,030.00	681.44	0.00	10,348.56	93.82
01-4220-4805-000	EQUIPMENT REPAIR/MAINT.	14,270.00	14,270.00	10,036.24	0.00	4,233.76	29.67
01-4220-4900-000	CSWW HYDRANT RENTAL	3,950.00	3,950.00	0.00	0.00	3,950.00	100.00
Total Dept 4220 - FIRE		166,347.00	166,347.00	90,964.88	0.00	75,382.12	45.32
<b>Department: 4240 CODE</b>							
01-4240-4110-000	WAGES	23,775.00	23,775.00	16,189.54	0.00	7,585.46	31.91
01-4240-4220-000	FICA/MEDICARE	1,818.00	1,818.00	1,238.50	0.00	579.50	31.88
01-4240-4341-000	TELEPHONE	600.00	600.00	368.89	0.00	231.11	38.52
01-4240-4411-000	CONSULTING FEES/FORESTER	600.00	600.00	0.00	0.00	600.00	100.00
01-4240-4560-000	DUES/MEMBERSHIPS	200.00	200.00	0.00	0.00	200.00	100.00
01-4240-4635-000	VEHICLE FUEL/MILEAGE	2,400.00	2,400.00	1,150.00	0.00	1,250.00	52.08

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<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4240 CODE</b>							
01-4240-4670-000	BOOKS/PERIODICAL	600.00	600.00	0.00	0.00	600.00	100.00
Total Dept 4240 - CODE		29,993.00	29,993.00	18,946.93	0.00	11,046.07	36.83
<b>Department: 4290 EMERGENCY MANAGEMENT</b>							
01-4290-4110-000	WAGES	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00
01-4290-4220-000	FICA	92.00	92.00	0.00	0.00	92.00	100.00
Total Dept 4290 - EMERGENCY MANAGEMENT		1,292.00	1,292.00	0.00	0.00	1,292.00	100.00
<b>Department: 4311 HIGHWAY</b>							
01-4311-4110-000	WAGES FT	338,065.00	338,065.00	196,499.94	0.00	141,565.06	41.88
01-4311-4120-000	WAGES PT	25,000.00	25,000.00	27,257.50	0.00	(2,257.50)	(9.03)
01-4311-4140-000	WAGES OT	56,160.00	56,160.00	43,583.32	0.00	12,576.68	22.39
01-4311-4211-000	BENEFIT INSURANCES	116,278.00	116,278.00	62,333.68	0.00	53,944.32	46.39
01-4311-4220-000	FICA/MEDICARE	31,083.00	31,083.00	19,849.30	0.00	11,233.70	36.14
01-4311-4230-000	RETIREMENT	55,014.00	55,014.00	28,828.84	0.00	26,185.16	47.60
01-4311-4235-000	ADVERTISING	250.00	250.00	50.00	0.00	200.00	80.00
01-4311-4240-000	TRAINING/LICENSE	250.00	250.00	326.00	0.00	(76.00)	(30.40)
01-4311-4291-000	UNIFORMS	7,000.00	7,000.00	2,888.23	0.00	4,111.77	58.74
01-4311-4341-000	TELEPHONE	4,000.00	4,000.00	2,118.33	0.00	1,881.67	47.04
01-4311-4410-000	ELECTRICITY	4,200.00	4,200.00	2,789.74	0.00	1,410.26	33.58
01-4311-4411-000	HEAT	8,500.00	8,500.00	5,089.39	0.00	3,410.61	40.12
01-4311-4412-000	WATER/SEWER	3,000.00	3,000.00	2,158.11	0.00	841.89	28.06
01-4311-4414-000	ALARM	1,500.00	1,500.00	1,148.00	0.00	352.00	23.47
01-4311-4430-000	BUILDING MAINTENANCE	8,000.00	8,000.00	4,902.00	0.00	3,098.00	38.73
01-4311-4560-000	DUES/MEMBERSHIP	50.00	50.00	0.00	0.00	50.00	100.00
01-4311-4620-000	OFFICE SUPPLIES	1,200.00	1,200.00	530.53	0.00	669.47	55.79
01-4311-4635-000	FUEL GASOLINE	5,000.00	5,000.00	1,737.41	0.00	3,262.59	65.25
01-4311-4636-000	FUEL DIESEL	90,000.00	90,000.00	39,527.43	0.00	50,472.57	56.08
01-4311-4637-000	MILEAGE	4,200.00	4,200.00	2,459.91	0.00	1,740.09	41.43
01-4311-4660-000	VEHICLE REPAIR/MAINT	20,000.00	20,000.00	2,432.97	0.00	17,567.03	87.84
01-4311-4661-000	VEHICLE TIRES	10,000.00	10,000.00	8,747.12	0.00	1,252.88	12.53
01-4311-4662-000	VEHICLE PARTS/ACCESS	26,000.00	26,000.00	27,001.12	0.00	(1,001.12)	(3.85)
01-4311-4689-000	SUPPLIES OTHER	1,000.00	1,000.00	866.41	0.00	133.59	13.36
01-4311-4740-000	EQUIPMENT	4,000.00	4,000.00	3,067.36	0.00	932.64	23.32
01-4311-4805-000	EQUIP MAINT/REPAIR	40,000.00	40,000.00	24,370.62	0.00	15,629.38	39.07
01-4311-4840-000	COMM EQUIP MAINT.	2,000.00	2,000.00	370.00	0.00	1,630.00	81.50
Total Dept 4311 - HIGHWAY		861,750.00	861,750.00	510,933.26	0.00	350,816.74	40.71
<b>Department: 4312 HIGHWAY &amp; STREETS</b>							
01-4312-4711-000	GRAVEL	25,000.00	25,000.00	24,300.00	0.00	700.00	2.80
01-4312-4712-000	SAND	7,000.00	7,000.00	5,875.00	0.00	1,125.00	16.07
01-4312-4713-000	SALT	158,000.00	158,000.00	122,032.64	0.00	35,967.36	22.76
01-4312-4806-000	BRIDGE REPAIR	3,000.00	3,000.00	2,455.50	0.00	544.50	18.15
01-4312-4884-000	ROADSIDE MAINT.	27,500.00	27,500.00	654.00	0.00	26,846.00	97.62
01-4312-4885-000	ROAD REPAIRS	80,000.00	80,000.00	37,193.65	0.00	42,806.35	53.51
01-4312-4886-000	SIGNS/GUARDRAIL	13,500.00	13,500.00	702.50	0.00	12,797.50	94.80
01-4312-4887-000	STRIPE/SWEEP	7,000.00	7,000.00	4,100.00	0.00	2,900.00	41.43
01-4312-4888-000	CULVERTS/DRAINS	24,000.00	24,000.00	0.00	0.00	24,000.00	100.00
01-4312-4889-000	TREES	15,000.00	15,000.00	5,000.00	0.00	10,000.00	66.67
01-4312-4904-000	CHIP SEAL/CRACK SEAL	80,000.00	80,000.00	21,000.00	0.00	59,000.00	73.75



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<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4312 HIGHWAY &amp; STREETS</b>							
01-4312-4905-000	ENGINEER&DESIGN	7,500.00	7,500.00	3,700.00	0.00	3,800.00	50.67
01-4312-4906-000	ROAD CONSTRUCT	250,000.00	250,000.00	261,390.00	0.00	(11,390.00)	(4.56)
Total Dept 4312 - HIGHWAY & STREETS		697,500.00	697,500.00	488,403.29	0.00	209,096.71	29.98
<b>Department: 4316 STREET LIGHTS</b>							
01-4316-4410-000	ELECTRICITY	13,500.00	13,500.00	5,995.98	0.00	7,504.02	55.59
Total Dept 4316 - STREET LIGHTS		13,500.00	13,500.00	5,995.98	0.00	7,504.02	55.59
<b>Department: 4324 SOLID WASTE</b>							
01-4324-4110-000	WAGES FT	146,882.00	146,882.00	100,825.40	0.00	46,056.60	31.36
01-4324-4111-000	WAGES PT	24,450.00	24,450.00	18,958.93	0.00	5,491.07	22.46
01-4324-4140-000	OT	10,000.00	10,000.00	5,304.83	0.00	4,695.17	46.95
01-4324-4211-000	BENEFIT INSURANCES	14,811.00	14,811.00	7,080.45	0.00	7,730.55	52.19
01-4324-4220-000	FICA/MEDICARE	13,796.00	13,796.00	9,514.43	0.00	4,281.57	31.03
01-4324-4230-000	RETIREMENT	14,066.00	14,066.00	7,860.38	0.00	6,205.62	44.12
01-4324-4240-000	TRAINING/LICENSE	900.00	900.00	425.00	0.00	475.00	52.78
01-4324-4291-000	UNIFORMS	3,000.00	3,000.00	1,585.20	0.00	1,414.80	47.16
01-4324-4341-000	TELEPHONE	2,440.00	2,440.00	819.41	0.00	1,620.59	66.42
01-4324-4355-000	HOUSE HAZ WASTE	20,000.00	20,000.00	0.00	20,000.00	0.00	100.00
01-4324-4410-000	ELECTRICITY	9,500.00	9,500.00	4,728.34	0.00	4,771.66	50.23
01-4324-4414-000	ALARM	1,200.00	1,200.00	742.00	0.00	458.00	38.17
01-4324-4430-000	BLD REPAIR	41,805.00	41,805.00	13,452.24	23,516.00	4,836.76	67.82
01-4324-4434-000	RECYCLING BLDING	5,000.00	5,000.00	1,940.57	0.00	3,059.43	61.19
01-4324-4560-000	DUES/MEMBERSHIPS	350.00	350.00	402.88	0.00	(52.88)	(15.11)
01-4324-4620-000	OFFICE SUPPLIES	350.00	350.00	357.47	0.00	(7.47)	(2.13)
01-4324-4635-000	VEHICLE FUEL	7,000.00	7,000.00	3,471.73	0.00	3,528.27	50.40
01-4324-4637-000	MILEAGE	650.00	650.00	762.69	0.00	(112.69)	(17.34)
01-4324-4660-000	VEHICLE REPAIR	9,000.00	9,000.00	666.31	0.00	8,333.69	92.60
01-4324-4689-000	SUPPLIES OTHER	300.00	300.00	739.90	0.00	(439.90)	(146.63)
01-4324-4805-000	EQUIP MAINT/REPAIR	21,000.00	21,000.00	7,719.72	0.00	13,280.28	63.24
01-4324-4855-000	SAFETY SUPPLIES	1,500.00	1,500.00	1,008.51	0.00	491.49	32.77
01-4324-4901-000	FREON, GLASS, CMPTR	7,500.00	7,500.00	1,611.00	0.00	5,889.00	78.52
01-4324-4902-000	TRANSPORTATION	22,000.00	22,000.00	10,695.00	0.00	11,305.00	51.39
01-4324-4903-000	TIPPING FEE	140,000.00	140,000.00	65,263.00	0.00	74,737.00	53.38
01-4324-4904-000	LANDSCAPING	8,500.00	8,500.00	2,152.22	0.00	6,347.78	74.68
01-4324-4905-000	MONITORING WELLS	15,000.00	15,000.00	8,200.00	0.00	6,800.00	45.33
01-4324-4906-000	DEMOLITION DISPOSE	43,000.00	43,000.00	15,551.80	0.00	27,448.20	63.83
Total Dept 4324 - SOLID WASTE		584,000.00	584,000.00	291,839.41	43,516.00	248,644.59	50.03
<b>Department: 4414 ANIMAL CONTROL</b>							
01-4414-4111-000	WAGES	5,860.00	5,860.00	360.00	0.00	5,500.00	93.86
01-4414-4220-000	FICA/MEDICARE	448.00	448.00	27.54	0.00	420.46	93.85
01-4414-4240-000	TRAINING	350.00	350.00	0.00	0.00	350.00	100.00
01-4414-4291-000	UNIFORMS	150.00	150.00	0.00	0.00	150.00	100.00
01-4414-4343-000	ANIMAL RESCUE	700.00	700.00	0.00	0.00	700.00	100.00
01-4414-4637-000	MILEAGE	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00
01-4414-4740-000	EQUIPMENT	100.00	100.00	0.00	0.00	100.00	100.00
01-4414-4840-000	RADIO PAGER	600.00	600.00	0.00	0.00	600.00	100.00
Total Dept 4414 - ANIMAL CONTROL		9,408.00	9,408.00	387.54	0.00	9,020.46	95.88

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<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4442 WELFARE</b>							
01-4442-4111-000	DIRECTOR WAGES	11,094.00	11,094.00	8,257.05	0.00	2,836.95	25.57
01-4442-4220-000	DIRECTOR FICA/MEDICARE	848.00	848.00	631.67	0.00	216.33	25.51
01-4442-4620-000	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00
01-4442-4689-000	DIRECTOR EXPENSES	150.00	150.00	179.99	0.00	(29.99)	(19.99)
01-4442-4907-000	GENERAL ASSISTANCE	2,500.00	2,500.00	1,270.39	0.00	1,229.61	49.18
01-4442-4910-000	ASSIST ELECTRICITY	3,000.00	3,000.00	1,040.86	0.00	1,959.14	65.30
01-4442-4911-000	ASSIST HEAT	10,000.00	10,000.00	3,109.17	0.00	6,890.83	68.91
01-4442-4912-000	ASSIST FOOD	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
01-4442-4913-000	ASSIST RENT	46,408.00	46,408.00	39,778.74	0.00	6,629.26	14.28
01-4442-4914-000	MEDICAL	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00
Total Dept 4442 - WELFARE		80,000.00	80,000.00	54,267.87	0.00	25,732.13	32.17
<b>Department: 4520 ATHLETIC</b>							
01-4520-4240-000	MINUTE TAKER/WEBSITE	1,225.00	1,225.00	296.01	0.00	928.99	75.84
01-4520-4521-000	SWIMMING	2,450.00	2,450.00	0.00	0.00	2,450.00	100.00
01-4520-4605-000	SOFTBALL	4,050.00	4,050.00	3,245.74	0.00	804.26	19.86
01-4520-4740-000	MEDICAL	620.00	620.00	0.00	0.00	620.00	100.00
01-4520-4741-000	BASEBALL EXP	9,750.00	9,750.00	5,221.30	0.00	4,528.70	46.45
01-4520-4742-000	SOCCER	10,050.00	10,050.00	6,283.69	0.00	3,766.31	37.48
01-4520-4743-000	BASKETBALL	4,500.00	4,500.00	3,175.00	0.00	1,325.00	29.44
Total Dept 4520 - ATHLETIC		32,645.00	32,645.00	18,221.74	0.00	14,423.26	44.18
<b>Department: 4550 LIBRARY</b>							
01-4550-4110-000	WAGES	0.00	0.00	122,318.98	0.00	(122,318.98)	0.00
01-4550-4211-000	BENEFIT INSURANCE	0.00	0.00	13,233.13	0.00	(13,233.13)	0.00
01-4550-4220-000	FICA/MEDICARE	0.00	0.00	9,255.81	0.00	(9,255.81)	0.00
01-4550-4230-000	RETIREMENT	0.00	0.00	6,890.69	0.00	(6,890.69)	0.00
01-4550-4413-000	HEAT FUEL	0.00	0.00	4,218.01	0.00	(4,218.01)	0.00
01-4550-4523-000	WORKERS/UNEMP INS	0.00	0.00	308.00	0.00	(308.00)	0.00
01-4550-4956-000	APPROPRIATION	242,210.00	242,210.00	10,000.00	0.00	232,210.00	95.87
Total Dept 4550 - LIBRARY		242,210.00	242,210.00	166,224.62	0.00	75,985.38	31.37
<b>Department: 4583 PATRIOTIC PURPOSES</b>							
01-4583-4610-000	PATRIOTIC PURPOSES	3,173.00	3,173.00	3,412.18	0.00	(239.18)	(7.54)
Total Dept 4583 - PATRIOTIC PURPOSES		3,173.00	3,173.00	3,412.18	0.00	(239.18)	(7.54)
<b>Department: 4589 BAND</b>							
01-4589-4111-000	CONCERT SERIES	5,500.00	5,500.00	10,075.00	0.00	(4,575.00)	(83.18)
01-4589-4115-000	CONCERT ADVERTISING	875.00	875.00	1,968.14	0.00	(1,093.14)	(124.93)
01-4589-4120-000	CONCERT MUSIC LICENSE'S	725.00	725.00	858.67	0.00	(133.67)	(18.44)
01-4589-4689-000	CONCERT SUPPLIES OTHER	95.00	95.00	8.85	0.00	86.15	90.68
Total Dept 4589 - BAND		7,195.00	7,195.00	12,910.66	0.00	(5,715.66)	(79.44)
<b>Department: 4611 CONSERVATION</b>							
01-4611-4112-000	MINUTE TAKER	465.00	465.00	199.37	0.00	265.63	57.12
01-4611-4220-000	FICA/MEDICARE	0.00	0.00	15.26	0.00	(15.26)	0.00
01-4611-4240-000	TRAINING	420.00	420.00	0.00	0.00	420.00	100.00
01-4611-4560-000	DUES/MEMBERSHIP	345.00	345.00	0.00	0.00	345.00	100.00
01-4611-4620-000	OFFICE SUPPLIES	25.00	25.00	0.00	0.00	25.00	100.00
01-4611-4951-000	PUBLIC AWARENESS	235.00	235.00	0.00	0.00	235.00	100.00
01-4611-4952-000	LAKE MONITOR	1,400.00	1,400.00	340.00	0.00	1,060.00	75.71

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<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4611 CONSERVATION</b>							
Total Dept 4611 - CONSERVATION		2,890.00	2,890.00	554.63	0.00	2,335.37	80.81
<b>Department: 4652 COMMUNITY CAP PROGRAM</b>							
01-4652-4610-000 COMMUNITY CAP PROGRAM		14,000.00	14,000.00	14,000.00	0.00	0.00	0.00
Total Dept 4652 - COMMUNITY CAP PROGRAM		14,000.00	14,000.00	14,000.00	0.00	0.00	0.00
<b>Department: 4659 WHITE BIRCH CENTER</b>							
01-4659-4612-000 WHITE BIRCH CENTER		65,000.00	65,000.00	32,499.96	0.00	32,500.04	50.00
Total Dept 4659 - WHITE BIRCH CENTER		65,000.00	65,000.00	32,499.96	0.00	32,500.04	50.00
<b>Department: 4711 DEBT SERICE PRINCIPAL</b>							
01-4711-4940-000 PRINCIPAL		130,163.00	130,163.00	12,000.00	0.00	118,163.00	90.78
Total Dept 4711 - DEBT SERICE PRINCIPAL		130,163.00	130,163.00	12,000.00	0.00	118,163.00	90.78
<b>Department: 4721 DEBT SERVICE INTEREST</b>							
01-4721-4940-000 INTEREST		19,039.00	19,039.00	11,817.71	0.00	7,221.29	37.93
Total Dept 4721 - DEBT SERVICE INTEREST		19,039.00	19,039.00	11,817.71	0.00	7,221.29	37.93
<b>Department: 4723 DEBT SERVICE TAN</b>							
01-4723-4940-000 TAN INTEREST		13,500.00	13,500.00	5,560.60	0.00	7,939.40	58.81
Total Dept 4723 - DEBT SERVICE TAN		13,500.00	13,500.00	5,560.60	0.00	7,939.40	58.81
<b>Department: 4900 WARRANT ARTICLES</b>							
01-4900-4005-000 ROAD IMPROVEMENTS		130,000.00	130,000.00	78,856.55	0.00	51,143.45	39.34
Total Dept 4900 - WARRANT ARTICLES		130,000.00	130,000.00	78,856.55	0.00	51,143.45	39.34
<b>Department: 4902 WARRANT ARTICLES</b>							
01-4902-4015-000 2022 WWTP UPGRADE		0.00	3,094,678.75	31,321.10	3,064,876.25	(1,518.60)	98.99
01-4902-4023-011 2023 HIGHWAY BACKHOE		205,000.00	205,000.00	0.00	0.00	205,000.00	100.00
01-4902-4023-013 2023 HIGHWAY EQUIP TRAILER		20,000.00	20,000.00	18,760.69	0.00	1,239.31	6.20
01-4902-4023-014 2023 AMBULANCE CAB/CHASSIS		64,000.00	64,000.00	0.00	0.00	64,000.00	100.00
01-4902-4023-015 2023 TRANSFER TRASH TRUCK		50,000.00	50,000.00	36,235.55	0.00	13,764.45	27.53
Total Dept 4902 - WARRANT ARTICLES		339,000.00	3,433,678.75	86,317.34	3,064,876.25	282,485.16	97.49
<b>Department: 4903 WARRANT ARTICLES</b>							
01-4903-4020-000 LIBRARY MASONRY - MOOSE PLATE		20,000.00	20,000.00	0.00	0.00	20,000.00	100.00
01-4903-4037-000 POLICE EQUIPMENT ETF		0.00	0.00	6,936.00	0.00	(6,936.00)	0.00
01-4903-4038-000 ETF TECHNOLOGY		0.00	0.00	2,000.00	0.00	(2,000.00)	0.00
01-4903-4039-000 FIRE-RESCUE BUILDING ETF		0.00	0.00	13,545.00	0.02	(13,545.02)	0.00
01-4903-4041-000 ARPA MONEY SPENT		0.00	16,803.00	21,803.00	0.00	(5,000.00)	(29.76)
01-4903-4042-000 STATE BRIDGE REPAIR		0.00	0.00	149,288.17	0.00	(149,288.17)	0.00
Total Dept 4903 - WARRANT ARTICLES		20,000.00	36,803.00	193,572.17	0.02	(156,769.19)	(425.97)
<b>Department: 4915 CAPITAL RESERVE</b>							
01-4915-4003-000 ETF - TOWN OWNED BUILDING		10,000.00	10,000.00	0.00	0.00	10,000.00	100.00
01-4915-4890-000 CRF - AMBULANCE		80,000.00	80,000.00	0.00	0.00	80,000.00	100.00
01-4915-4891-000 CRF - WWTP		75,000.00	75,000.00	0.00	0.00	75,000.00	100.00
01-4915-4892-000 ETF - POLICE BUILDING		75,000.00	75,000.00	0.00	0.00	75,000.00	100.00
01-4915-4893-000 ETF - FIRE/RESCUE BUILDING		25,000.00	25,000.00	0.00	0.00	25,000.00	100.00
01-4915-4894-000 CRF - TRANSFER STATION		30,000.00	30,000.00	0.00	0.00	30,000.00	100.00
01-4915-4895-000 CRF - FIRE EQUIPMENT		100,000.00	100,000.00	0.00	0.00	100,000.00	100.00
01-4915-4896-000 CRF - REVALUATION		15,000.00	15,000.00	0.00	0.00	15,000.00	100.00

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<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4915 CAPITAL RESERVE</b>							
01-4915-4897-000	CRF - HIGHWAY EQUIP	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00
01-4915-4899-000	ETF - LIBRARY ACCESS & SAFETY	53,000.00	53,000.00	0.00	0.00	53,000.00	100.00
01-4915-4901-000	ETF - ROAD MAINTENANCE	700,000.00	700,000.00	0.00	0.00	700,000.00	100.00
01-4915-4902-000	ETF - TOWN TECHNOLOGY	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
01-4915-4903-000	ETF - PARKS	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
01-4915-4904-000	ETF - POLICE EQUIPMENT	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00
01-4915-4990-000	CRF - BRIDGE REPAIR	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00
Total Dept 4915 - CAPITAL RESERVE		1,403,000.00	1,403,000.00	0.00	0.00	1,403,000.00	100.00
Fund 01 - GENERAL FUND:							
TOTAL EXPENDITURES		8,417,888.00	11,658,361.44	4,314,375.46	3,238,018.53	4,105,967.45	

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<b>Fund: 01 GENERAL FUND</b>							
<b>Department: 4900 WARRANT ARTICLES</b>							
01-4900-4005-000	ROAD IMPROVEMENTS	130,000.00	130,000.00	78,856.55	0.00	51,143.45	39.34
Total Dept 4900 - WARRANT ARTICLES		130,000.00	130,000.00	78,856.55	0.00	51,143.45	39.34
<b>Department: 4902 WARRANT ARTICLES</b>							
01-4902-4015-000	2022 WWTP UPGRADE	0.00	3,094,678.75	31,321.10	3,064,876.25	(1,518.60)	98.99
01-4902-4023-011	2023 HIGHWAY BACKHOE	205,000.00	205,000.00	0.00	0.00	205,000.00	100.00
01-4902-4023-013	2023 HIGHWAY EQUIP TRAILER	20,000.00	20,000.00	18,760.69	0.00	1,239.31	6.20
01-4902-4023-014	2023 AMBULANCE CAB/CHASSIS	64,000.00	64,000.00	0.00	0.00	64,000.00	100.00
01-4902-4023-015	2023 TRANSFER TRASH TRUCK	50,000.00	50,000.00	36,235.55	0.00	13,764.45	27.53
Total Dept 4902 - WARRANT ARTICLES		339,000.00	3,433,678.75	86,317.34	3,064,876.25	282,485.16	97.49
<b>Department: 4903 WARRANT ARTICLES</b>							
01-4903-4020-000	LIBRARY MASONRY - MOOSE PLATE	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00
01-4903-4037-000	POLICE EQUIPMENT ETF	0.00	0.00	6,936.00	0.00	(6,936.00)	0.00
01-4903-4038-000	ETF TECHNOLOGY	0.00	0.00	2,000.00	0.00	(2,000.00)	0.00
01-4903-4039-000	FIRE-RESCUE BUILDING ETF	0.00	0.00	13,545.00	0.02	(13,545.02)	0.00
01-4903-4041-000	ARPA MONEY SPENT	0.00	16,803.00	21,803.00	0.00	(5,000.00)	(29.76)
01-4903-4042-000	STATE BRIDGE REPAIR	0.00	0.00	149,288.17	0.00	(149,288.17)	0.00
Total Dept 4903 - WARRANT ARTICLES		20,000.00	36,803.00	193,572.17	0.02	(156,769.19)	(425.97)
<b>Department: 4915 CAPITAL RESERVE</b>							
01-4915-4003-000	ETF - TOWN OWNED BUILDING	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00
01-4915-4890-000	CRF - AMBULANCE	80,000.00	80,000.00	0.00	0.00	80,000.00	100.00
01-4915-4891-000	CRF - WWTP	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00
01-4915-4892-000	ETF - POLICE BUILDING	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00
01-4915-4893-000	ETF - FIRE/RESCUE BUILDING	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00
01-4915-4894-000	CRF - TRANSFER STATION	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00
01-4915-4895-000	CRF - FIRE EQUIPMENT	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00
01-4915-4896-000	CRF - REVALUATION	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00
01-4915-4897-000	CRF - HIGHWAY EQUIP	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00
01-4915-4899-000	ETF - LIBRARY ACCESS & SAFETY	53,000.00	53,000.00	0.00	0.00	53,000.00	100.00
01-4915-4901-000	ETF - ROAD MAINTENANCE	700,000.00	700,000.00	0.00	0.00	700,000.00	100.00
01-4915-4902-000	ETF - TOWN TECHNOLOGY	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
01-4915-4903-000	ETF - PARKS	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
01-4915-4904-000	ETF - POLICE EQUIPMENT	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00
01-4915-4990-000	CRF - BRIDGE REPAIR	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00
Total Dept 4915 - CAPITAL RESERVE		1,403,000.00	1,403,000.00	0.00	0.00	1,403,000.00	100.00
<b>Fund 01 - GENERAL FUND:</b>							
TOTAL EXPENDITURES		1,892,000.00	5,003,481.75	358,746.06	3,064,876.27	1,579,859.42	

EXPENDITURE BUDGET VS ACTUAL REPORT FOR TOWN OF HENNIKER

Balance As of 08/31/2023

GL Number	Description	2023 Original Budget	2023 Amended Budget	YTD ACTIVITY	Encumbrance 08/31/2023	Available Balance 08/31/2023	% Bdgt Remain
<b>Fund: 01 GENERAL FUND</b>							
Total Dept 4130	- EXECUTIVE	31,686.00	31,686.00	8,795.36	0.00	22,890.64	72.24
Total Dept 4140	- TOWN CLERK	94,275.00	94,275.00	62,972.46	0.00	31,302.54	33.20
Total Dept 4141	- ELECTIONS	6,620.00	6,620.00	2,376.82	0.00	4,243.18	64.10
Total Dept 4142	- TAX MAP	4,950.00	4,950.00	5,625.00	0.00	(675.00)	(13.64)
Total Dept 4150	- TOWN OFFICE	790,173.00	790,173.00	495,245.17	0.00	294,927.83	37.32
Total Dept 4151	- TAX COLLECTOR	94,525.00	94,525.00	57,763.39	0.00	36,761.61	38.89
Total Dept 4153	- LEGAL	20,000.00	20,000.00	12,979.38	0.00	7,020.62	35.10
Total Dept 4191	- PLANNING	30,679.00	30,679.00	14,956.89	0.00	15,722.11	51.25
Total Dept 4192	- ZONING	5,271.00	5,271.00	1,880.63	0.00	3,390.37	64.32
Total Dept 4195	- CEMETERIES	21,330.00	21,330.00	19,280.00	0.00	2,050.00	9.61
Total Dept 4196	- INSURANCE	156,615.00	156,615.00	154,250.00	0.00	2,365.00	1.51
Total Dept 4197	- MUNICIPAL DUES	4,157.00	4,157.00	4,052.00	0.00	105.00	2.53
Total Dept 4210	- POLICE	1,435,378.00	1,562,966.00	868,908.80	128,222.57	565,834.63	44.41
Total Dept 4214	- FIRE & RESCUE	732,465.00	732,465.00	452,670.04	0.00	279,794.96	38.20
Total Dept 4215	- RESCUE	124,159.00	125,562.69	54,932.20	1,403.69	69,226.80	56.25
Total Dept 4220	- FIRE	166,347.00	166,347.00	90,964.88	0.00	75,382.12	45.32
Total Dept 4240	- CODE	29,993.00	29,993.00	18,946.93	0.00	11,046.07	36.83
Total Dept 4290	- EMERGENCY MANAGEMENT	1,292.00	1,292.00	0.00	0.00	1,292.00	100.00
Total Dept 4311	- HIGHWAY	861,750.00	861,750.00	510,933.26	0.00	350,816.74	40.71
Total Dept 4312	- HIGHWAY & STREETS	697,500.00	697,500.00	488,403.29	0.00	209,096.71	29.98
Total Dept 4316	- STREET LIGHTS	13,500.00	13,500.00	5,995.98	0.00	7,504.02	55.59
Total Dept 4414	- ANIMAL CONTROL	9,408.00	9,408.00	387.54	0.00	9,020.46	95.88
Total Dept 4442	- WELFARE	80,000.00	80,000.00	54,267.87	0.00	25,732.13	32.17
Total Dept 4520	- ATHLETIC	32,645.00	32,645.00	18,221.74	0.00	14,423.26	44.18
Total Dept 4550	- LIBRARY	242,210.00	242,210.00	166,224.62	0.00	75,985.38	31.37
Total Dept 4583	- PATRIOTIC PURPOSES	3,173.00	3,173.00	3,412.18	0.00	(239.18)	(7.54)
Total Dept 4589	- BAND	7,195.00	7,195.00	12,910.66	0.00	(5,715.66)	(79.44)
Total Dept 4611	- CONSERVATION	2,890.00	2,890.00	554.63	0.00	2,335.37	80.81
Total Dept 4652	- COMMUNITY CAP PROGRAM	14,000.00	14,000.00	14,000.00	0.00	0.00	0.00
Total Dept 4659	- WHITE BIRCH CENTER	65,000.00	65,000.00	32,499.96	0.00	32,500.04	50.00
Total Dept 4711	- DEBT SERICE PRINCIPAL	130,163.00	130,163.00	12,000.00	0.00	118,163.00	90.78
Total Dept 4721	- DEBT SERVICE INTEREST	19,039.00	19,039.00	11,817.71	0.00	7,221.29	37.93
Total Dept 4723	- DEBT SERVICE TAN	13,500.00	13,500.00	5,560.60	0.00	7,939.40	58.81
<b>Fund 01 - GENERAL FUND:</b>							
<b>TOTAL EXPENDITURES</b>		<b>5,941,888.00</b>	<b>6,070,879.69</b>	<b>3,663,789.99</b>	<b>129,626.26</b>	<b>2,277,463.44</b>	

EXPENDITURE BUDGET VS ACTUAL REPORT FOR TOWN OF HENNIKER

Balance As of 08/31/2023

GL Number	Description	2023 Original Budget	2023 Amended Budget	YTD ACTIVITY	Encumbrance 08/31/2023	Availible Balance 08/31/2023	% Bdgt Remain
<b>Fund: 03 WASTEWATER TREATMENT PLANT</b>							
03-4326-4110-000	WAGES FT	218,360.00	218,360.00	106,323.68	0.00	112,036.32	51.31
03-4326-4130-000	COMM/TREAS/ACCTNG	2,435.00	2,435.00	0.00	0.00	2,435.00	100.00
03-4326-4140-000	WAGES OT	7,249.00	7,249.00	6,312.15	0.00	936.85	12.92
03-4326-4210-000	BENEFIT INSURANCES	60,073.00	60,073.00	33,995.82	0.00	26,077.18	43.41
03-4326-4220-000	FICA/MEDICARE	16,920.00	16,920.00	7,785.51	0.00	9,134.49	53.99
03-4326-4230-000	RETIREMENT	31,484.00	31,484.00	12,317.19	0.00	19,166.81	60.88
03-4326-4240-000	TRAINING/LICENSE	1,200.00	1,200.00	165.00	0.00	1,035.00	86.25
03-4326-4291-000	UNIFORMS	1,071.00	1,071.00	156.97	0.00	914.03	85.34
03-4326-4301-000	ACCOUNTING	990.00	990.00	0.00	0.00	990.00	100.00
03-4326-4341-000	TELEPHONE	4,536.00	4,536.00	1,724.29	0.00	2,811.71	61.99
03-4326-4408-000	ELECTRICITY PUMP STATION	3,640.00	3,640.00	2,707.61	0.00	932.39	25.62
03-4326-4409-000	ELECTRICITY	51,674.00	51,674.00	32,350.05	0.00	19,323.95	37.40
03-4326-4410-000	ELEC MAPLE STREET	1,357.00	1,357.00	1,111.32	0.00	245.68	18.10
03-4326-4411-000	HEAT BELT PRESS BLDING	6,910.00	6,910.00	3,875.09	0.00	3,034.91	43.92
03-4326-4412-000	WATER	24,170.00	24,170.00	27,363.47	0.00	(3,193.47)	(13.21)
03-4326-4413-000	HEAT PLANT	10,056.00	10,056.00	5,402.75	0.00	4,653.25	46.27
03-4326-4414-000	ALARM SERVICE	812.00	812.00	621.40	0.00	190.60	23.47
03-4326-4415-000	PROPANE	1,699.00	1,699.00	1,134.93	0.00	564.07	33.20
03-4326-4430-000	BUILDING REPAIR/MAINT	2,040.00	2,040.00	410.00	0.00	1,630.00	79.90
03-4326-4520-000	WORKERS COMP INSURANCE	2,869.00	2,869.00	2,869.00	0.00	0.00	0.00
03-4326-4521-000	GENERAL LIAB INS.	11,610.00	11,610.00	11,710.00	0.00	(100.00)	(0.86)
03-4326-4550-000	PRINTING	200.00	200.00	343.62	0.00	(143.62)	(71.81)
03-4326-4560-000	DUES/MEMBERSHIPS	215.00	215.00	0.00	0.00	215.00	100.00
03-4326-4620-000	OFFICE SUPPLIES	885.00	885.00	301.96	0.00	583.04	65.88
03-4326-4625-000	POSTAGE	585.00	585.00	0.00	0.00	585.00	100.00
03-4326-4635-000	VEHICLE FUEL	1,300.00	1,300.00	663.02	0.00	636.98	49.00
03-4326-4650-000	LAWN TRACTOR REPAIR	600.00	600.00	0.00	0.00	600.00	100.00
03-4326-4660-000	VEHICLE REPAIR	200.00	200.00	133.03	0.00	66.97	33.49
03-4326-4662-000	VEHICLE PARTS/ACCESSORIES	200.00	200.00	0.00	0.00	200.00	100.00
03-4326-4689-000	SUPPLIES OTHER	2,780.00	2,780.00	629.21	0.00	2,150.79	77.37
03-4326-4741-000	TOOL PURCHASES	400.00	400.00	137.37	0.00	262.63	65.66
03-4326-4805-000	EQUIPMENT REPAIR/MAINT.	34,390.00	34,390.00	36,445.93	0.00	(2,055.93)	(5.98)
03-4326-4810-000	COMPUTER REPAIR/MAINT.	300.00	300.00	0.00	0.00	300.00	100.00
03-4326-4855-000	SAFETY SUPPLIES	2,046.00	2,046.00	900.76	0.00	1,145.24	55.97
03-4326-4860-000	LAB REPAIR/MAINTENANCE	4,055.00	4,055.00	1,903.00	0.00	2,152.00	53.07
03-4326-4862-000	IN HOUSE LAB	6,764.00	6,764.00	6,226.97	0.00	537.03	7.94
03-4326-4864-000	OUTSIDE LAB	5,328.00	5,328.00	3,841.61	0.00	1,486.39	27.90
03-4326-4869-000	SLUDGE PROCESSING	11,167.00	11,167.00	3,204.00	0.00	7,963.00	71.31
03-4326-4870-000	SLUDGE DISPOSAL EXPENSE	40,060.00	40,060.00	22,096.35	0.00	17,963.65	44.84
03-4326-4871-000	GRIT DISPOSAL	2,700.00	2,700.00	0.00	0.00	2,700.00	100.00
03-4326-4875-000	COLLECTION SYSTEM	28,864.00	28,864.00	3,356.00	0.00	25,508.00	88.37
03-4326-4940-000	DEBT SERVICE	38,240.00	38,240.00	37,803.53	0.00	436.47	1.14
03-4326-4988-000	PH ADJUSTMENT	30,624.00	30,624.00	36,888.00	0.00	(6,264.00)	(20.45)
03-4326-4990-000	CAPITAL RESERVE	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00
<b>Fund 03 - WASTEWATER TREATMENT PLANT:</b>							
<b>TOTAL EXPENDITURES</b>		<b>723,058.00</b>	<b>723,058.00</b>	<b>413,210.59</b>	<b>0.00</b>	<b>309,847.41</b>	

DEPARTMENTAL HOURS AND GROSS SUMMARY REPORT FOR TOWN OF HENNIKER

For 08/01/2023 to 08/31/2023

Pay Code	Regular Hours	Suppl. Hours	Regular Gross	OT Hours	OT Gross
<b>Department: CODE CODE</b>					
<b>Department Totals For: CODE</b>					
GASOLINE	0.00	0.00	200.00	0.00	0.00
SALARY	90.00	0.00	2,427.85	0.00	0.00
Totals:	90.00	0.00	2,627.85	0.00	0.00
<b>Department: CSWW CSWW</b>					
<b>Department Totals For: CSWW</b>					
REGULAR	210.00	0.00	10,436.30	0.00	0.00
Totals:	210.00	0.00	10,436.30	0.00	0.00
<b>Department: FIRE FIRE</b>					
<b>Department Totals For: FIRE</b>					
FIRE MEETING	5.00	0.00	1.25	0.00	0.00
REGULAR	92.00	0.00	1,346.00	0.00	0.00
STIPEND	0.00	0.00	2,083.33	0.00	0.00
Totals:	97.00	0.00	3,430.58	0.00	0.00
<b>Department: FIRE/RESCUE FIRE/RESCUE</b>					
<b>Department Totals For: FIRE/RESCUE</b>					
FIRE MEETING	5.00	0.00	1.25	0.00	0.00
REGULAR	387.50	0.00	8,112.95	0.00	0.00
STIPEND	0.00	0.00	3,267.81	0.00	0.00
Totals:	392.50	0.00	11,382.01	0.00	0.00
<b>Department: HIGHWAY HIGHWAY</b>					
<b>Department Totals For: HIGHWAY</b>					
CELL PHONE	0.00	0.00	75.00	0.00	0.00
MILEAGE	0.00	0.00	340.00	0.00	0.00
OVERTIME	0.00	0.00	0.00	14.00	746.95
REGULAR	1,223.00	0.00	33,259.68	0.00	0.00
SICK	3.00	0.00	89.52	0.00	0.00
SICK BUYOUT	8.00	0.00	238.72	0.00	0.00
USECOMP	13.50	0.00	260.28	0.00	0.00
VACATION	48.00	0.00	1,987.12	0.00	0.00
Totals:	1,295.50	0.00	36,250.32	14.00	746.95
<b>Department: LIBRARY LIBRARY</b>					
<b>Department Totals For: LIBRARY</b>					
REGULAR	638.75	0.00	16,917.56	0.00	0.00
Totals:	638.75	0.00	16,917.56	0.00	0.00
<b>Department: POLICE POLICE</b>					
<b>Department Totals For: POLICE</b>					
EVENING	332.50	0.00	249.38	0.00	0.00
MIDNIGHT	390.00	0.00	390.00	0.00	0.00
OUTSIDE DETAIL	37.00	0.00	1,669.81	0.00	0.00
OVERTIME	0.00	0.00	0.00	83.00	4,157.61
REGULAR	1,793.50	0.00	52,428.37	0.00	0.00
SICK	39.50	0.00	974.07	0.00	0.00
SICK BUYOUT	16.00	0.00	667.20	0.00	0.00
SICKBUY NONHRS	77.42	0.00	2,722.86	0.00	0.00
USECOMP	5.00	0.00	154.85	0.00	0.00
VACA BUY NONHRS	144.50	0.00	5,082.07	0.00	0.00
VACATION	140.00	0.00	6,051.20	0.00	0.00
Totals:	2,975.42	0.00	70,389.81	83.00	4,157.61



DEPARTMENTAL HOURS AND GROSS SUMMARY REPORT FOR TOWN OF HENNIKER

For 08/01/2023 to 08/31/2023

Pay Code	Regular Hours	Suppl. Hours	Regular Gross	OT Hours	OT Gross
<b>Department: RESCUE RESCUE</b>					
<b>Department Totals For: RESCUE</b>					
COMP OVER BASE	16.83	0.00	451.82	0.00	0.00
OVERTIME	0.00	0.00	0.00	56.50	2,035.41
REGULAR	1,282.67	0.00	32,644.27	0.00	0.00
RETRO	0.00	0.00	63.88	0.00	0.00
SICK	10.00	0.00	243.30	0.00	0.00
USECOMP	24.00	0.00	654.00	0.00	0.00
VACATION	42.33	0.00	1,177.17	0.00	0.00
Totals:	1,375.83	0.00	35,234.44	56.50	2,035.41
<b>Department: SELECTMAN SELECTMAN</b>					
<b>Department Totals For: SELECTMAN</b>					
CELL PHONE	0.00	0.00	75.00	0.00	0.00
REGULAR	465.51	0.00	10,658.68	0.00	0.00
SALARY	347.50	0.00	15,562.19	0.00	0.00
SICK	36.75	0.00	818.97	0.00	0.00
USECOMP	5.75	0.00	164.34	0.00	0.00
VACATION	61.75	0.00	2,583.40	0.00	0.00
Totals:	917.26	0.00	29,862.58	0.00	0.00
<b>Department: TC/TX TOWN CLERK / TAX COLLECTOR</b>					
<b>Department Totals For: TC/TX</b>					
OVERTIME	0.00	0.00	0.00	10.25	294.90
REGULAR	200.00	0.00	3,836.00	0.00	0.00
SALARY	236.00	0.00	6,464.60	0.00	0.00
Totals:	436.00	0.00	10,300.60	10.25	294.90
<b>Department: TRANSFER TRANSFER</b>					
<b>Department Totals For: TRANSFER</b>					
OVERTIME	0.00	0.00	0.00	9.50	360.38
REGULAR	680.00	0.00	15,695.86	0.00	0.00
SICK	12.00	0.00	189.36	0.00	0.00
USECOMP	31.00	0.00	588.39	0.00	0.00
VACATION	15.00	0.00	355.95	0.00	0.00
Totals:	738.00	0.00	16,829.56	9.50	360.38
<b>Department: WELFARE WELFARE</b>					
<b>Department Totals For: WELFARE</b>					
REGULAR	47.00	0.00	998.28	0.00	0.00
SICK	3.00	0.00	63.72	0.00	0.00
VACATION	6.00	0.00	127.44	0.00	0.00
Totals:	56.00	0.00	1,189.44	0.00	0.00
<b>Department: WWTP WASTE WATER TREATMENT PLANT</b>					
<b>Department Totals For: WWTP</b>					
HOLIDAY	8.00	0.00	204.40	0.00	0.00
OVERTIME	0.00	0.00	0.00	8.00	426.96
REGULAR	520.00	0.00	14,600.69	0.00	0.00
RETRO	0.00	0.00	25.60	0.00	0.00
SICK	32.00	0.00	1,019.12	0.00	0.00
USECOMP	32.00	0.00	804.76	0.00	0.00
VACATION	8.00	0.00	284.64	0.00	0.00
Totals:	600.00	0.00	16,939.21	8.00	426.96
<b>Grand Totals:</b>					
CELL PHONE	0.00	0.00	150.00	0.00	0.00
COMP OVER BASE	16.83	0.00	451.82	0.00	0.00
EVENING	332.50	0.00	249.38	0.00	0.00

## DEPARTMENTAL HOURS AND GROSS SUMMARY REPORT FOR TOWN OF HENNIKER

For 08/01/2023 to 08/31/2023

Pay Code	Regular Hours	Suppl. Hours	Regular Gross	OT Hours	OT Gross
FIRE MEETING	10.00	0.00	2.50	0.00	0.00
GASOLINE	0.00	0.00	200.00	0.00	0.00
HOLIDAY	8.00	0.00	204.40	0.00	0.00
MIDNIGHT	390.00	0.00	390.00	0.00	0.00
MILEAGE	0.00	0.00	340.00	0.00	0.00
OUTSIDE DETAIL	37.00	0.00	1,669.81	0.00	0.00
OVERTIME	0.00	0.00	0.00	181.25	8,022.21
REGULAR	7,539.93	0.00	200,934.64	0.00	0.00
RETRO	0.00	0.00	89.48	0.00	0.00
SALARY	673.50	0.00	24,454.64	0.00	0.00
SICK	136.25	0.00	3,398.06	0.00	0.00
SICK BUYOUT	24.00	0.00	905.92	0.00	0.00
SICKBUY NONHRS	77.42	0.00	2,722.86	0.00	0.00
STIPEND	0.00	0.00	5,351.14	0.00	0.00
USECOMP	111.25	0.00	2,626.62	0.00	0.00
VACA BUY NONHRS	144.50	0.00	5,082.07	0.00	0.00
VACATION	321.08	0.00	12,566.92	0.00	0.00
Totals:	9,822.26	0.00	261,790.26	181.25	8,022.21



The month of August 2023 consisted of 20 calls for Henniker Fire Department. The calls ranged from the following :

- 4 Fire Alarm Activations
- 1 EMS Assists
- 6 Motor Vehicle Accidents
- 1 Appliance Fire
- 1 Hazmat
- 1 Car Fire
- 1 Wires down
- 1 Outside Fire
- 1 Bicycle accident
- 1 Smoke investigation
- 1 Good Intent
- 1 Service Call

This month's training consisted of Therma imaging training.



Thank you,  
Chief Morse

9/8/2023

To Town Administrator Diane Kendall and Henniker Board of Selectmen,

Highway was mainly on road maintenance for the first part of the month of August. We added gravel to several roads including Bear Hill, Baker, Mathews, and Line Hill. Moved around town fixing miscellaneous shoulder damage on roads like Pine Hill West and Hopkinton Road. Highway completed small wall repair project on Dodge Hill Road. The crew repaired the damaged storm drain in the library parking lot. We flushed and cleared several culverts around town, three on Craney, Mt. Hunger, and Robertson Road. We also extended the inlet of the pipe on the intersection of Hemlock Corner Loop and Dodge Hill Road. At the tail end of the month, we started work on Old Hillsboro Road project.

Leo Aucoin  
Superintendent  
Henniker Highway

Henniker Human Service Department – Monthly Report  
August 2023

Total encounters 19 (number of meetings with a clients)

- Categories of requests for assistance
  - 9 Housing issues
  - 8 Rent request -
  - 2 Utilities Eversource = plan
  - 2 NH department of Health and Human Services
    - Sign-up all DHHS services / redetermination.
  - 0 SSA assistance with client
  - 5 Assistance with outside agency applications
  - 4 Budgeting sessions
  - 1 Homelessness cases
  - 1 Domestic violence new very involved ongoing
  - 2 household Information and referral
  - 7 Vouchers approved. 7 rents

Multiple individuals and families still experience difficulty stemming from chronic illness / disability or financial job or transportation related concerns. Trying to take vacation.

Submitted Carol Conforti-Adams

# HENNIKER POLICE DEPARTMENT

## Memo

**To: Diane Kendall**

**From: Chief Matthew French**

**Date: August 31, 2023**

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July 2023 summary.

There were 12 arrests which include, DUI x2, reckless operation, driving with suspended license, driving with suspended registrations, breach of bail, unlawful possession of alcohol x 2, operation without valid license, endangering the welfare of a child.

We had 727 Calls for Service (607 in 2022, 905 in 2021) which include:

13 MV Crashes	3 Welfare Check
33 Motor vehicle complaints	2 Psychological Problem
214 MV stops	4 Suicidal persons
23 Directed Patrols	23 Assist Other agencies
15 Disabled MV/Assist Motorist	24 Assist Rescue/Fire
13 Road Hazard	30 Suspicious person/vehicles
4 Noise Complaint	13 Animal Complaints
2 Disturbance	18 Alarm Calls/911 Hangup
5 Domestic Disturbance	166 Building/Business checks
16 Follow ups	8 Juvenile matter
23 Return/Police information call	4 Walk and Talk
7 Assist Citizen	2 Found Property
5 VIN Checks	6 Civil Matter
4 Subpoena/Paperwork Service	3 Civil Standby
2 Deaths	4 OHRV Complaints
2 Missing Persons	1 OHRV stop
1 Burglary	

# HENNIKER POLICE DEPARTMENT

## Memo

**To: Diane Kendall**

**From:** Chief Matthew French

**Date: September 11, 2023**

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August 2023 summary.

Just another Sunday- Unfortunately, we had our third fatal MV crash this year. This occurred on Maple Street at Prospect Street. A motorcycle traveling south on Maple Street struck the side of a vehicle that was crossing Maple Street from Prospect Street. The impact of the motorcycle spun the car approximately 180 degrees, sadly the driver of the motorcycle was killed on impact. Speed appears to be a factor in the crash. On the same night the officers responded to an out-of-control person creating a disturbance who also had a warrant, she was eventually taken into custody after refusing to comply. The same night, the officers responded to a residence to inform the family their son was killed in a car crash out of state.

There were 23 arrests which include, DUI, simple assault, driving with a suspended license, violation of a protective order, criminal trespassing, theft, receiving stolen property, unlawful possession of alcohol x4, open container x2.

We had 657 Calls for Service (652 in 2022, 942 in 2021) which include:

6 MV Crashes	2 Welfare Check
3 Hit and Run	7 Psychological Problem
33 Motor vehicle complaints	3 Suicidal persons
196 MV stops	12 Assist Other agencies
22 Directed Patrols	23 Assist Rescue/Fire
6 Disabled MV/Assist Motorist	26 Suspicious person/vehicles
3 Road Hazard	8 Animal Complaints
4 Noise Complaint	13 Alarm Calls/911 Hangup
1 Domestic Disturbance	134 Building/Business checks
3 Serve Restraining order	2 Juvenile matter
16 Follow ups	3 Walk and Talk
13 Return/Police information call	4 Found Property
9 Assist Citizen	6 Civil Matter
2 VIN Checks	1 Civil Standby
14 Subpoena/Paperwork Service	8 OHRV Complaints
1 Deaths	3 OHRV stop
2 Missing Persons	

**MEMORANDUM**

To: Diane Kendall, Town Administrator  
From: Jean Scott – Deputy Town Clerk/Tax Collector  
Date: September 5, 2023  
Subject: Town Clerk/Tax Collector Report as of 08/31/2023

**PROPERTY TAXES**

Total Committed 2023	\$7,847,172.00
Uncollected	\$344,071.43

**TAX LIENS**

	<u>2022 LIENS</u>	<u>2021 LIENS</u>	<u>2020/PRIOR LIENS</u>
Liened Amount	\$177,560.95	\$208,703.03	
Uncollected	\$131,947.43	\$77,382.57	\$185,148.86

**WATER & SEWER -**

**2023**

Water Billed	\$550,718.95
Sewer Billed	\$291,251.98
Uncollected	\$113,660.06

**TOWN CLERK REVENUE**

	<u>2023</u>	<u>2022</u>
MV	\$754,770.80	\$133,873.82
non-MV	\$6,172.58	\$ 1,372.16



## Marc Boisvert

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

### Monthly Report – August 2023

8/1. Cleaned around yard from the weekend. Matt and Starr weeded area by stop sign in front of Gin-Gin on Main St. Matt weed whacked around Town Hall and set up chairs for Selectboard meeting at Community Center. Opened at Noon.

8/2. Did dump run. Moved desk from finance office to PD and took another desk from them for disposal. Zach weed whacked around Community Center while Matt mulched by stop sign on Main St. near Gin-Gin. Took a load of scrap aluminum to Schnitzer's. Unloaded new steel siding and doors for buildings and stored it.

8/3. Zach and Starr did dump run while Matt got mowers ready to mow. Matt mowed soccer fields and Zach mowed around town. Zach's mower had mechanical difficulties to work around. Picked up twelve bags of trash on Old Concord Rd. that D.O.C. volunteers left.

8/5. Opened for business. Zach on Vacation for 2 weeks. Matt worked in his place. A volunteer came in and worked ten hrs. to fulfill community service hrs.

8/6. Opened for business. Mark came in for part of day and the volunteer came in at 3:00 to finish community service hrs.

8/8. Called to have Freon items picked up. Checked fire extinguishers and checked teen center freezer, not working so unplugged it. Matt cleaned air filters in Town Hall while Starr cleaned around yard. Opened at noon for business.

8/9. Zach on Vacation. Matt did dump/recycling run. Then he crushed aluminum cans, weed whacked around transfer station and cleaned out old yard truck and removed town stickers.

8/10. Did dump run in the morning. Went to Safety Committee meeting and then posted flyers around town about being closed Labor Day weekend. Matt and Starr cleaned around yard and opened at noon for business.

8/12. Opened for business. Had Colin work, Zach is out for vacation.

8/13. Opened for business.

8/15. Moved chairs from Community Center to Town Hall for Selectman's meeting. Went to check the Grange and Community Center. Opened for business.

8/16. Matt fertilized soccer fields. Set up chairs at Community Center for Zoning Board meeting.

8/17. Starr and Matt brought chairs back to Community Center from Town Hall. Matt took measurements and built floating shelf for town server in finance office to prepare for carpet replacement. Marc mowed all town properties and mowed the landfill. Starr worked around shop. Opened at noon.

8/19. Zach did dump run. We also called Hopkinton transfer station and gave them the hazardous waste day date and time, opened for business.

8/20. Opened for business as usual.

8/22. Picked up some old snow fence and an old bench from soccer fields per Athletic Committee request. Cleaned around shop. Called for new waste oil furnace to replace the old one in recycling building. Last inspection found a rotted burner box. Opened at noon.

8/23. Did trash and recycling run. Matt and Zach moved furniture out of finance office and installed floating shelf for town server so carpet could be replaced. Zach cleaned back entrance to Town Hall while Matt crushed aluminum cans at shop. Then they cleaned and pressure washed trash trailer.

8/24. Matt mowed around town and the soccer fields. Zach and Starr cleaned gutters at back entrance to Town Hall and did the dump/recycling run. Emailed Household Hazardous Waste flyer to Hopkinton transfer station. Opened at noon.

8/26. Opened for business as usual.

8/27. Zach and Starr did dump run and picked up mattresses that were left at boat ramp on River Road. Opened for business as usual.

8/29. Called Triple L to pick up a load of brush. Grumpy started to tear down the metal off the hopper building, and found it was all rotten. We delivered flyers for Hazardous Waste Day. He and Matt finished at noon time so not to interfere with hours of operation.

8/30. Did recycle run, then worked on Trak Vac getting it ready for leaf season, also took the strapping down from hopper room.

8/31. Henniker Septic cleaned the holding tank from hopper area. The trash run has been mowed. We opened for business, cleaned around yard, and removed unwanted items from swap shop.

## Monthly Report – August 2023

Daily Lab training with Eric Edwards done for the month.

Pumped sludge holding tank to a drying bed three times this month.

On 8/10/2023 we gave a plant tour to operators from the Peterborough Wastewater treatment plant.

On 8/21/2023, the employees from Henniker Wastewater took a tour of the Peterborough Wastewater plant.

**Richard Slager**

Wastewater Superintendent

Henniker Wastewater Treatment Plant

199 Ramsdell Road

Henniker, NH 03242

# CORRESPONDENCE

## Henniker Main Street Data Collection

CNHRPC collected a range of transportation data on and around Main Street in Henniker in the spring of 2023 with both the Elementary School and New England College in session, and again in the summer of 2023 through various downtown events. Traffic volumes, speed data, pedestrian counts, pedestrian crossing locations, and parking utilization data were collected in person over the course of several dates and times.

This data collection effort is an early step in a planning study that intends to seek public input on current conditions and needs of the Main Street area, and evaluate options for making improvements that may better fit the present and future needs of the community.

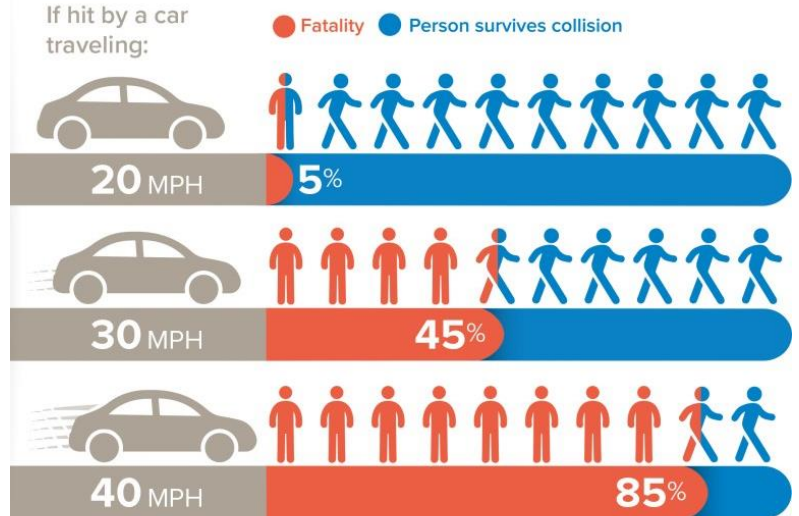
### Traffic Speed Count Data and Discussion

CNHRPC Staff deployed a traffic counting device along Main Street in the core of Main Street between Rush Rd and Crescent Street. The counter collected traffic volumes, direction, and also speeds.

Pedestrian safety was a primary driver in determining the need for this study, and even small changes in speeds can have a large impact on pedestrian safety. As speeds increase, the likelihood and consequences of a collision increase.

This traffic count revealed an average speed of 23mph, with about 5% of traffic traveling 31mph or faster. In general, speeds were higher in the early morning, and slower in the evenings. There was little difference between weekends and weekdays.

Speeds of 25mph or less are appropriate for a street, given the village context and presence of pedestrians and other people-centric activities.



National Traffic Safety Board (2017) Reducing Speeding-Related Crashes Involving Passenger Vehicles. Available from: <https://www.nts.gov/safety/safety-studies/Documents/SS1701.pdf>



### Pedestrian and Bicycle Counting

CNHRPC staff counted pedestrian traffic at multiple locations over several time periods. The dates chosen included three days in the spring with New England College and Henniker Elementary School in session, and three days in June that aligned with events being held on Main Street. The pedestrian and bicycle counts discussed in this report were conducted on these dates and times, listed in the table below:

Date	Time Period	Notes
Tuesday 4/18	2:15-5:15	School in Session
Saturday 4/22	10:00-12:00	Weekend
Wednesday 4/26	2:00-5:00	School in Session
Tuesday 6/20	5:30-7:30	Summer Concert Series
Wednesday 6/21	4:00-6:00	Summer Weekday
Thursday 6/22	4:00-6:00	Summer Farmers Market

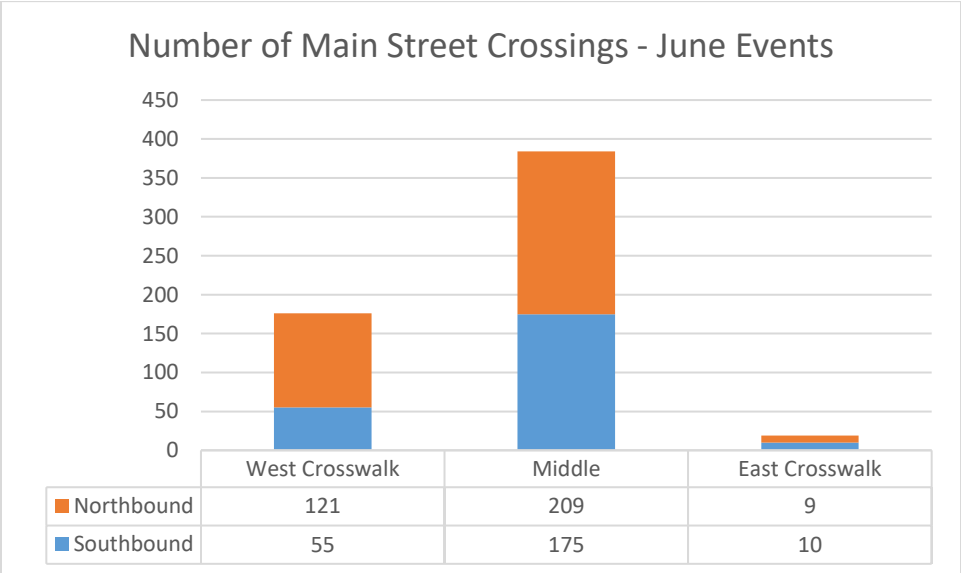
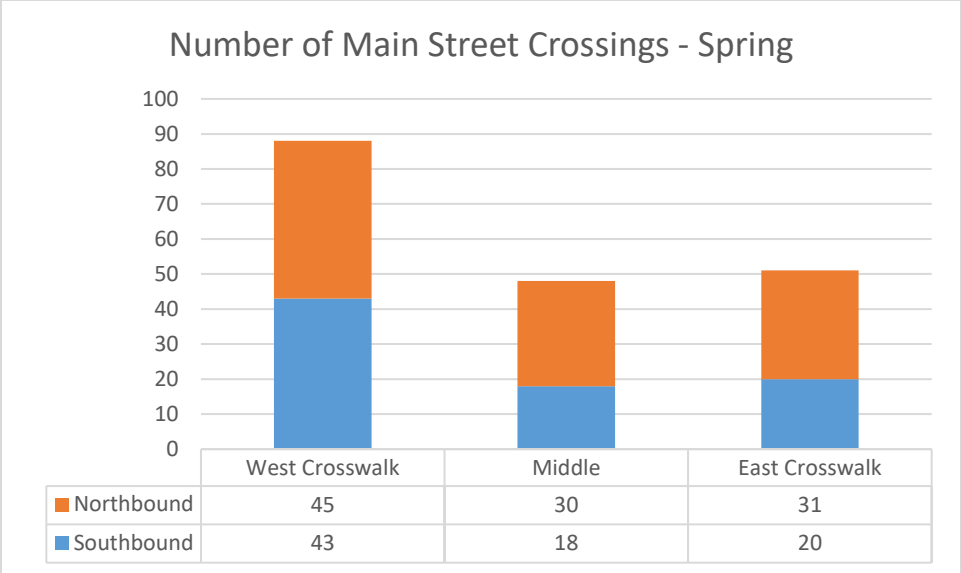
### Main Street Crossings Data and Discussion

One of the primary points of interest that lead to this study was the tendency for pedestrians to cross Main Street mid-block without a crosswalk. CNHRPC staff conducted a pedestrian count at three locations along Main Street. Pedestrians crossing were counted at the “west” crosswalk, a “Middle” crossing outside of a crosswalk, and the “east” crosswalk. The locations are marked in the map below.



Some of the findings include:

- Crossings of Main Street between crosswalks is prevalent, and on par with the rates of crossing at the nearby (East and West) crosswalks,
- The Middle crossing is used far more often during the Summer, particularly during events, when it can be the most used crossing location,
- Many of the Middle crossings were comprised of groups of 3 or more people,
- Both existing crosswalks appear to be well used,
- Both existing crosswalks have parking spaces in close proximity that limit a pedestrian’s visibility to vehicles as they enter the travel way,
- The East crosswalk sees higher rates and volumes of use in spring versus summer.



**Main St Pedestrian Traffic**

Pedestrian traffic along Main Street was counted in two locations. One location was at the intersection of Bridge/Western/Maple Streets, and the other on either side of Main Street in the vicinity of the Preston House. The map below shows the two locations.



Some of the findings include:

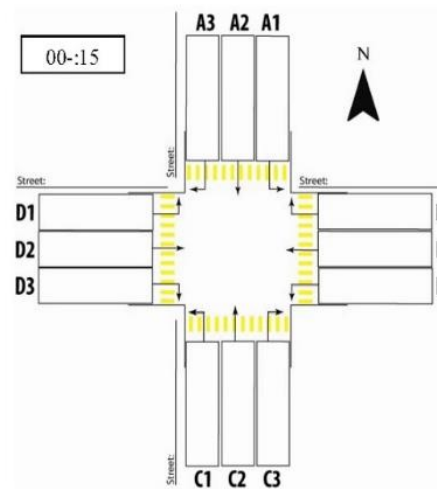
- Main Street had this highest volume of pedestrian traffic counted in the downtown area
- In the Spring, Main St at the Bridge St intersection had 50% more pedestrian traffic than at the Preston House,
- On June 20 during a Summer Concert Series event, over 286 people walked Main St in front of the Preston House (either side) in one hour. This was the highest value recorded during the study,
- Evidence indicates few people walked to Main Street events from distant parking areas (based on pedestrian counts and parking occupancy),
- The south side of Main Street saw more traffic at nearly all times, but the north side had more traffic during events at the park such as the Summer Concert Series on June 20.

### Pedestrian and Bicycle Traffic at Main St/Bridge St/Western Ave/Maple St Intersection

Pedestrian and bicycle traffic was also counted at the Main /Bridge/Western/Maple intersection. This location was counted using a turn count sheet, which not only counts the traffic volumes, but records turn movements. This sheds light on where traffic is going to and from.

Some of the findings from this count include:

- Main Street is a key driver for all pedestrian traffic at the intersection, accounting for nearly 75% of all traffic most days, and over 90% during the June 20 music event,
- This intersection saw 30% more traffic in the spring versus summer, even when including busy summer events,
- Rates of traffic to/from Bridge Street were similar in spring vs summer, although in summer a higher proportion of Bridge Street traffic headed to/from Main Street versus Western Ave and Maple Street,





- There is a significant bump in pedestrian traffic after Henniker Elementary School dismissal, with nearly half of all traffic in the hour after school dismissal comprised of kids,
- About a quarter of bicycles on this intersection rode at least partially on the sidewalk, indicating many do not feel comfortable riding in the street,
- There was higher bicycle traffic in the spring vs in the summer,
- The highest bicycle movement was between Main Street and Western Ave in either direction.

### **Parking Occupancy Data and Discussion**

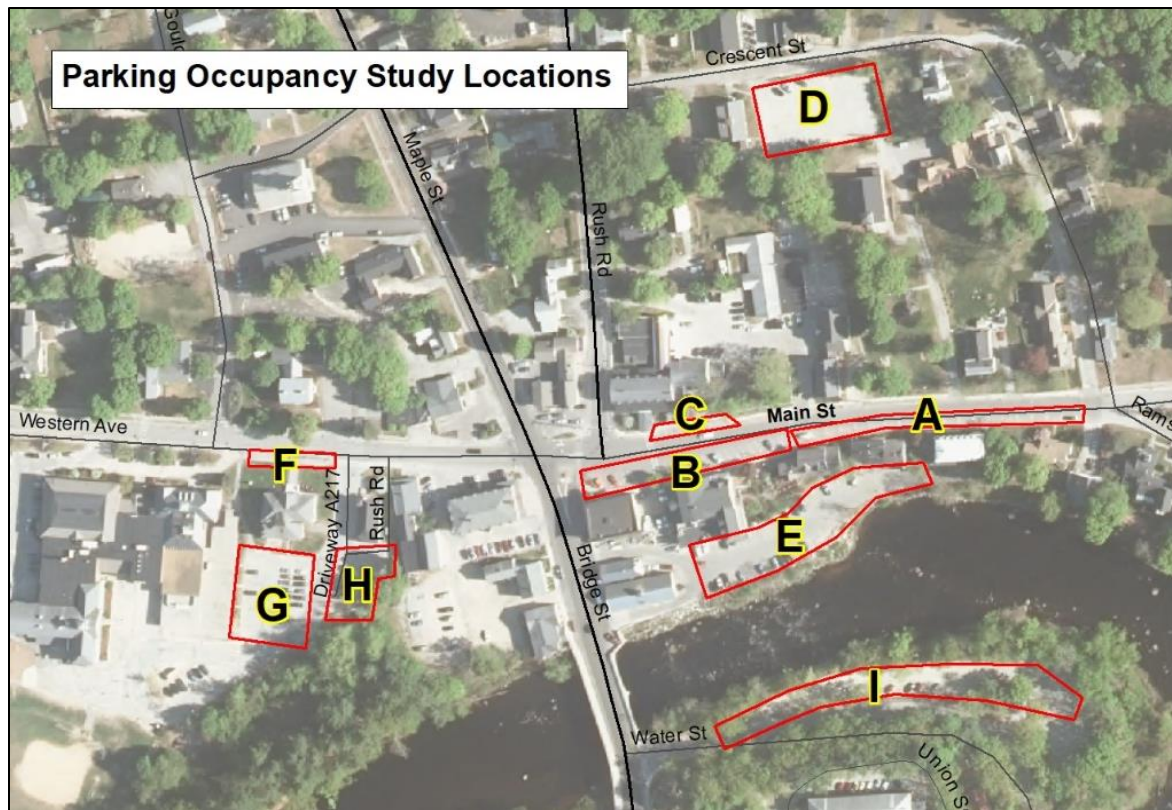
Any study of Main Street should include an analysis of parking. Many people arrive to Main Street by car, space for parking must be weighed against other uses, and parking accessibility and availability are often an important issue to many.

Occupancy counts were taken at thirteen different times, including on all of the dates that had a pedestrian count. A table of dates and time for these counts is shown below.

Dates/Times

<b>Date</b>	<b>Time</b>	<b>Notes</b>
Tuesday 4/18	1:30pm	Weekday Daytime School in Session
Tuesday 4/18	5:15pm	Weekday Evening School in Session
Saturday 4/22	9:30am	Weekend Morning
Saturday 4/22	12:15pm	Weekend Mid-Day
Wednesday 4/26	1:45pm	Weekday Daytime School in Session
Wednesday 4/26	5:00pm	Weekday Evening School in Session
Friday 4/28	10:15am	Weekday Daytime School in Session
Tuesday 5/2	10:30am	Weekday Daytime School in Session
Tuesday 6/20	6:30pm	Summer Concert Series
Wednesday 6/21	3:30pm	Summer Evening
Wednesday 6/21	6:15pm	Summer Evening
Thursday 6/22	4:00pm	Farmer's Market
Thursday 6/22	6:15pm	Farmer's Market

Nine locations were inventoried, including on street parking along Main Street and Western Ave, and off street parking lots at the Community Center, Library, Grange, the Riverside lot, and NEC parking off Water Street. A map of the locations is below, lettered A to I to correspond with charts later in this report.

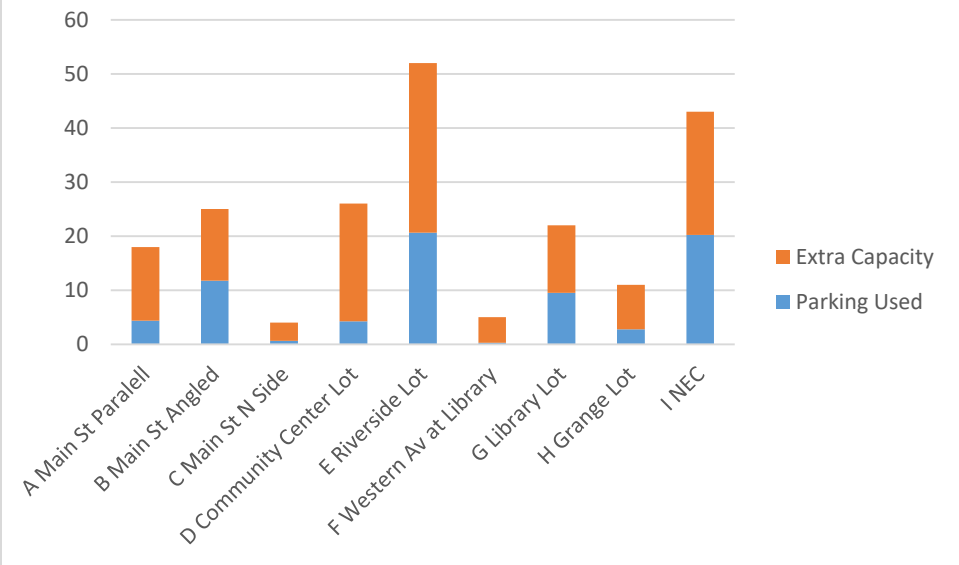


Some primary findings of the study include:

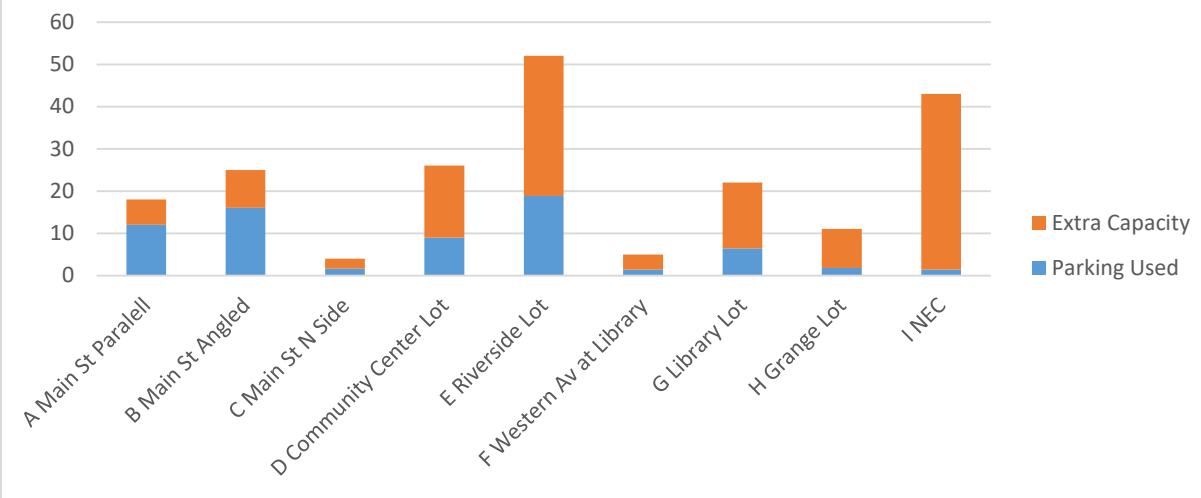
- Excess parking is available at each lot at nearly all times, indicating an adequate supply of parking under normal conditions,
- Parking was fully utilized during the music even on June 20 at 6:15pm on Main Street and the Community Center Lots, while simultaneously excess capacity was available at all other lots in the study,
- Parking occupancy at the June 20 peak demand period indicates adequate parking supply for those who are willing to walk a short distance, but a temporary lack of convenient parking for short visits to Main Street,
- The June 20 peak demand period for parking coincides with the highest volume of pedestrian traffic recorded during this study,
- The Library lot neared capacity on two occasions on weekdays in the spring when the Elementary School was in session, however the Grange lot had excess capacity at that time.

The charts below track the occupancy and capacity of each lot for both the spring dates and the June dates.

### Average Spring Parking Occupancy



### Average Summer Parking Occupancy



August 24, 2023

Ms. Diane Kendall  
Town Administrator  
Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

**RE: Comcast Response to Town of Henniker Request for Proposal Broadband Improvement Implementation**

Dear Ms. Kendall:

Comcast Cable Communications, LLC (“Comcast”<sup>1</sup>) has reviewed the Request for Proposals for Improvement of Broadband Services (the “RFP”) issued by the Town of Henniker (the “Town”) with respect to deploying broadband infrastructure to unserved locations identified in the RFP. Comcast is pleased to inform the Town that its ongoing network investments within the Town will include broadband serviceable locations as provided through the RFP. After further analysis and review of the locations, Comcast was able to identify 106 unserved locations that will be included in its current broadband deployment project. Comcast plans to submit pole permit applications within the next two weeks. The locations will be serviceable within 6-12 months, pending there are no make-ready delays, thus, achieving near universal broadband coverage in the Town.

Comcast is committed to investing in the communities in which we live and serve. Comcast has served Town residents and businesses for over 20 years, providing them with state-of-the-art broadband service. As previously discussed with Town officials, our current broadband deployment project is extending infrastructure to 246 locations within the Town. This project will continue without seeking a contribution from the Town or its residents and includes broadband serviceable locations identified in the RFP. The locations in the RFP have become more economical to build because our current broadband deployment project will extend our infrastructure closer to other unserved locations within the Town. Additionally, the availability of our construction contractors allows us to complete the unserved locations in a timely manner.

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<sup>1</sup> **Note:** Comcast Cable Communications, LLC is a wholly owned indirect subsidiary of Comcast Corporation. Comcast Corporation is a publicly traded company that through its cable division subsidiaries, including, but not limited to Comcast Cable Communications, LLC, provides cable television, voice and internet services. For the purposes of this response, the term “Comcast” throughout this response may refer to Comcast Corporation, Comcast Cable Communications, LLC, or the Comcast Corporation cable division operating Comcast subsidiaries or affiliates holding cable television franchises in the relevant jurisdictions. In the event of a grant award, for the avoidance of any doubt, the contracting entity for Comcast will be Comcast Cable Communications, LLC and all grant obligations binding upon Comcast Cable Communications, LLC must be agreed to in a separate writing between the parties.

For a brief overview of Comcast network performance and ongoing investments that directly impact the Town of Henniker and its residents, please find below the highlights of our network capacity, resiliency, and scalability; services provided; and broadband adoption efforts.

### **Comcast's Network Performance and Ongoing Investments**

Over the past three years, Comcast has invested nearly \$278 million in private, at-risk capital in New Hampshire, building, maintaining, and operating one of the most extensive fiber-based networks in the country. This investment enables Comcast to stay ahead of consumer demand, which was especially important in 2020 when Internet traffic spiked more than 30% as people transitioned to working and learning from home, and our network continued to deliver fast speeds, even under the heaviest usage.

In addition to an all-fiber backbone that connects communities coast-to-coast, Comcast has consistently added and expanded fiber throughout the portion of its network that serves customers directly (called the "access" network). Comcast has extended its fiber network closer to customers' homes, including numerous fiber-to-the-home ("FTTH") and fiber-to-the-premise ("FTTP") deployments delivering Comcast's full range of services to both commercial and residential customers. Comcast's fiber network is continuously monitored and protected by proprietary, internally developed artificial intelligence ("AI") and machine learning technologies that can automatically detect issues like fiber tears, and dramatically reduce the estimated time to repair. In a world where fiber cuts and tears are a daily experience across the country, smart AI that detects and mitigates such incidents can mean the difference between customers being offline for a few minutes or several hours.

Comcast's significant ongoing network and technology investments enable us to continually deliver innovative products and services that keep residents and businesses on the cutting edge. In fact, we are currently rolling out the nation's largest and fastest multi-gig network deployment, reaching more than 50 million homes and business before end of 2025. The Xfinity 10G Network is next-generation broadband for our residential customers and provides a combination of reliability, security, power, resilience and innovation, and will provide even faster multi-gig symmetrical speeds.

For additional information on Comcast's Network Performance, please see Comcast's Network Performance Report at [https://update.comcast.com/wp-content/uploads/sites/33/dlm\\_uploads/2022/02/0222\\_2021NetworkReport\\_V19.pdf](https://update.comcast.com/wp-content/uploads/sites/33/dlm_uploads/2022/02/0222_2021NetworkReport_V19.pdf)

### **Xfinity 10G Network - Background**

Recently, Comcast announced its launch of even faster, 10G-enabled multi-gig symmetrical speeds that begin this year. In addition to the immediate performance boost, this work also accelerates the transition to DOCSIS 4.0 and 10G. 10G is a technology platform that Comcast is using to digitize and virtualize much of the physical device technology and to move many of those activities into the cloud, allowing Comcast to innovate at the speed of software and to

deliver multigigabit upload and download speeds to tens millions of Americans over the connections they already have in their homes.

Comcast has been deploying similar technologies for years as part of this evolution – in the industry it is known as Distributed Access Architecture (DAA) and “virtualized” Cable Modem Termination Systems (vCMTS). By leveraging full duplex and extended spectrum capabilities, Comcast will be able to deliver those multi-gigabit speeds over its existing hybrid fiber coaxial network. In preparation for faster network speeds, earlier this year, Comcast launched its latest Wi-Fi 6E Gateway, one of the first in the world to support multi-gigabit symmetrical Wi-Fi.

Because Comcast is evolving its entire network architecture, equipment, and customer devices, we are uniquely positioned to deliver these advancements in speed, reliability, and performance to everyone we serve, not just a select few. And because much of this work is powered by software, these changes can be made with far less disruption to customers than other technologies. For more information on Comcast’s multi-gig network deployment, see <https://corporate.comcast.com/press/releases/comcast-expand-evolve-wifi-largest-multi-gigabit-network>.

### **Xfinity 10G Network - Customer Impact**

Comcast’s next-generation network and Internet experience are powering homes today and into the future:

- **Ultimate Capacity:** Xfinity customers connect nearly 1 billion devices across the Company’s network annually. The Xfinity 10G Network with the next-generation Xfinity gateways deliver the most advanced WiFi technology carrying three times more bandwidth to power streaming, gaming, videoconferencing, and more, simultaneously.
- **Fastest Internet:** Approximately one third of Xfinity Internet customers subscribe to gigabit speed products, and Ookla rated Xfinity the fastest Internet provider at the end of 2022\*. Symmetrical gig speeds to the first homes are planned for later this year.
- **Unprecedented Coverage:** The latest Xfinity Gateway provides a more reliable connection throughout the home. Customers can get wall-to-wall WiFi coverage with a powerful xFi Pod that extends coverage to hard-to-reach areas, with plans for an offering of increased support for in-home WiFi through a “boost guarantee” later this year.
- **Most Reliable Connection:** Comcast is scaling the nation’s largest and most reliable network – the Xfinity 10G Network – that passes 61 million homes and business and counting. The Company plans to launch a new device that is “storm-ready” with cellular and battery backup to help keep customers connected even when the power goes out.
- **Ultra-Low Latency:** The Xfinity 10G Network and the latest xFi Gateway are a powerful combination that deliver ultra-low latency for those moments when response times matter most like video games, a fast-growing category with Xfinity households averaging more than one gaming console per home.

For more information, visit <https://www.xfinity.com/10G>.

### **Xfinity Services**

Comcast offers customers multiple choices of residential and commercial broadband services, depending on the customers' specific needs. Attachment A to this letter outlines the service tiers, speeds and pricing currently available in the Town, and is provided for informational purposes only. We have also introduced xFi, the ultimate in-home WiFi experience powered by our xFi Gateway. xFi features in the Xfinity app enable customers with an xFi Gateway to monitor, control and pause their network and devices, giving them total control over all their devices, all in one place. In addition to our Xfinity Internet service, Comcast also offers a full suite of products and services, including voice, video, mobile and home security services. For more information on these services, please visit [www.Comcast.com](http://www.Comcast.com).

### **Broadband Adoption Efforts – Comcast Internet Essentials and ACP**

Comcast has long been committed to addressing the broadband adoption issue through [Comcast Internet Essentials](#), the most comprehensive and successful low-income broadband adoption program in the nation. Since its introduction in 2011, Internet Essentials has connected 64,000 low-income New Hampshire residents in 16,000 homes. The program provides qualifying households with broadband service at speeds of up to 50 Mbps/10 Mbps for \$9.95 a month or speeds of up to 100Mbps/20Mbps for \$29.95/month as well as free digital skills training in person and online. Customers have the option to purchase a low-cost Internet-ready computer.

Comcast is also proud to be a participating provider in the federal government's Affordable Connectivity Program ("ACP"). Under ACP, qualifying households may receive a credit of up to \$30/month (\$75/month in Tribal lands) toward any Xfinity Internet service tier, including Internet Essentials and Internet Essentials Plus, and/or Xfinity Mobile service. If customers have both Xfinity Internet and Xfinity Mobile, the ACP credit will first be applied toward Internet and any remaining credit will be automatically applied to their Xfinity Mobile data usage and/or services fees.

As of August 21, 2023, ACP has helped to connect more than 20 million households to broadband access. At a May 2022 White House event, Comcast was recognized for stepping up with innovative offerings like Internet Essentials Plus to help eligible households take full advantage of the ACP credit.

Internet Essentials and Internet Essentials Plus are each fully covered by the ACP credit. In addition, an Internet Essentials customer (paying \$9.95/month) who is enrolled in ACP can have the remaining ACP credit applied to their Xfinity Mobile service. For example, an Internet Essentials participant (paying \$9.95/month) who adds one line of Unlimited on Xfinity Mobile (\$45/month) will only pay \$24.95/month after applying the remainder of the ACP credit. For more information, see <https://corporate.comcast.com/press/releases/comcast-affordable-connectivity-program-internet-essentials-service-xfinity-mobile>.

Comcast's outreach efforts to increase ACP awareness and participation include leveraging numerous marketing channels (such as radio, TV, print, social media, in-person events and online ads) to reach eligible households. Furthermore, the Company works closely with government officials and our community partners to bring awareness to the community. These partners include the Falmouth Public Schools, the Falmouth Housing Authority, and the Falmouth Senior Center.

I hope this information is useful in providing an overview of the power, speed and resiliency of Comcast's network, as well as our broadband adoption efforts. As you can see, Comcast is well positioned to meet the needs of residents and businesses in the Town now and into the future.

Please contact me at [REDACTED] or 617-279-6956 if you would like to set up a meeting or if you have any questions related to the contents of this letter or our current network investments in the Town.

Sincerely,

A handwritten signature in cursive script that reads "Bryan Christiansen". The signature is written in black ink and has a long, sweeping horizontal line extending to the right.

Bryan Christiansen  
Director, Government & Regulatory Affairs  
Comcast Greater Boston Region

C.c Monica Thibault, Comcast Manager of Government & Regulatory Affairs





**SANSOUCY  
ASSOCIATES**

Complex Utility and Property Valuation,  
and Regulatory Consulting

September 13, 2023

*Via Email*

*Helga Winn [Helga.winn@henniker.org]*

Henniker Selectboard  
Town of Henniker  
18 Depot Hill Road  
Henniker, NH 03242

**RE: Town of Henniker 2023 Assessment Updates**

Dear Selectboard,

Enclosed with this letter please find our Appraisal Report. The report includes a summary of our appraisal results and sets forth our recommended assessment updates, by tax parcel, for the properties that are listed in the attached Summary of Assessments Table. The assessments are valued as of April 1, 2023. This Table is intended to comply with the recently passed NH House Bill 700 (NH RSA-72:8-d) methodology for the valuation of utility distribution property; including property owned by regulated water, gas, and electric companies. The appropriate and necessary USPAP jurisdictional exceptions are taken in that regard. This report also includes the non-RSA-72:8-d properties in your community. These include FERC regulated gas and electric transmission systems, land, buildings, easements, and other land rights associated with both the NH RSA-72:8-d properties, that are not governed by the law, and the natural gas and electric transmission facilities (also not governed by NH RSA-72:8-d. It also includes the generation, wireless communication, and other property types that we may value in your community that are not governed by NH RSA-72:8-d. This report is intended to comply with the purpose and reporting requirements set forth by the 2020/2021 (extended to December 31, 2023) Edition of the *Uniform Standards of Professional Appraisal Practice* (USPAP) for an appraisal report for those properties not regulated by section RSA-72:8-d of the NH statutes for annual assessment. In the case of RSA-72:8-d properties, this report implements, as prescribed in the law, the fourth phase of impacts, up or down, related to the new valuation methodology. These impacts are built into the values recommended in our enclosed tables. This report presents a summary discussion of data, reasoning, and analyses that were considered and utilized in the appraisal process to develop the conclusions of value. Additional documentation and information have been retained in our work files.

148 Main Street | Lancaster, NH 03584 | T 603.788.4000  
101 Gulliver Street | Fountain Inn, SC 29644 | T 864.408.7988

Email: [gsansoucy@sansoucy.com](mailto:gsansoucy@sansoucy.com)  
Remittance Address: 86 Reed Road | Lancaster, NH 03584

[sansoucy.com](http://sansoucy.com)

This appraisal was prepared to express the “as is” retrospective opinion of market value for the subjects of this report, including the RSA-72:8-d properties. Market values are equalized to reflect the general level of assessment in the community.

This report is intended to update our previous revaluation appraisal, which was completed on December 9, 2020, and the wireless communication appraisal on December 9, 2020. The revaluation appraisal report contains property descriptions, discussions of economic characteristics, market analyses, highest and best use analyses, methods of value discussions, depreciation estimates, and land values. It also included a discussion of external obsolescence, if any was identified. This report relies on components of the prior revaluation report, where applicable, and updates the values of the subject properties based on information that was either provided by the property owner, through our investigation and research, or in accordance with NH RSA 72:8-d. If new information has been made available that indicates a change in our estimate of external obsolescence is necessary, we make that change in this report and it is reflected in our final reconciled value shown herein.

The updated values listed below have been developed to account for the physical changes through additions and deletions made to the property in the past year. Where it is appropriate, we have considered the effects of external obsolescence, if any is identified. The recommended assessed improvement values are also modified by the current equalization rate as determined by the New Hampshire Department of Revenue. An independent analysis of new land values has not been conducted. The listed land and land rights values are the historic values determined in conjunction with the most recent revaluation and are consistent with the community’s current valuation practices. The New Hampshire Department of Revenue Administration has determined that property owned by telephone, cable, and fiber optic (including long-haul fiber optic) companies are not public utilities under New Hampshire RSA 83-F. Therefore, the assessment of properties owned by these companies and their use of the public rights-of-way are to be reflected on commercial or industrial tax cards and billed at the full tax rate of the community and not at the utility tax rate, which is less the state school portion. These properties should not be included in the utility category on the MS-1; but instead, should be included in either the commercial or industrial category depending on the town’s current CAMA system. Please refer to the attached instruction concerning the application of the tax rate for utilities that are subject to the provisions of RSA 83-F.

The NH Board of Tax and Land Appeals has mandated the equalization of all updated market values for all property improvements utilizing the median equalization rate. Therefore, the recommended assessed value for each subject property is the result of equalizing the RSA 72:8-d value and the fair market value of the improvements and adding it to the historic assessment of land and land rights. The estimates of value that are the subject of this update report are limited to fee interest of the improvements associated with the properties appraised.

The intended use of this report is to estimate the RSA 72:8-d values or the market value of the real property owned by various owners (as listed in the attached Summary of Assessments table), in the Town for local *ad valorem* tax assessment.

We provide summaries of our assignment elements and results as part of this report, and these summaries include identification of our client, the intended user of this report, identification of the property, its owner and location, the type of property, our concluded value by appraisal method, listing information, and any jurisdictional exceptions, extraordinary assumptions, and/or hypothetical conditions. The assignment summaries also provide our final concluded value for each property, for both land and improvements. At the end of our report, we also provide a list of our assumptions and limiting conditions. Lastly, we provide our Appraiser's Certificate.

The definition of market value used for properties that are not governed by NH RSA 72:8-d is derived from NH RSA 75:1 and NH DRA REV 601.32.

NH RSA 75:1 defines market value accordingly:

*"Market value means the property's full and true value as the same would be appraised in payment of a just debt due from a solvent debtor."*

NH DRA REV 601.32 defines market value as follows:

- (a) Is the most probable price, not the highest, lowest, or average price;*
- (b) Is expressed in terms of money;*
- (c) Implies a reasonable time for exposure to the market;*
- (d) Implies that both buyer and seller are informed of the uses to which the property may be put;*
- (e) Assumes an arm's length transaction in the open market;*
- (f) Assumes a willing buyer and a willing seller, with no advantage being taken by either buyer or seller; and*
- (g) Recognizes both the present use and the potential use of the property. The term includes "full and true value."*

Our conclusions of market value provided herein conforms to both the NH DRA REV 601.32 and NH RSA 75:1 definitions.

The three, recognized, traditional approaches used to value real property, namely the cost approach, the sales comparison approach, and the income capitalization approach, where applicable, were considered in the determination of property values, which are not governed by RSA 72:8-d. The applicability of each approach is dependent in part on the information available to us from the utility. After the available documentation has been considered, we have, where appropriate, relied upon the cost approach and considered the sales and income approaches to determine the subject properties' market values less any statutorily allowed pollution exemptions. For some properties, including hydroelectric properties, we generally rely upon the income and sales approaches.

Pursuant to USPAP's record keeping requirement, we have retained our work papers, calculations, research, cost trends, costing work sheets, comparable sales data, income approach worksheets, etc. in our files at 148 Main Street, Lancaster, New Hampshire.

*Assessment Update Appraisal  
Henniker, NH  
September 13, 2023*

We hereby certify that we have taken into consideration the factors which we have determined to be pertinent to the final value estimate, and that we have not knowingly or intentionally omitted any important data. Should you have any questions regarding these values, please do not hesitate to contact me.

Should you have any questions regarding these values, please do not hesitate to contact me.

Sincerely,

SANSOUCY ASSOCIATES



George E. Sansoucy, P.E.  
NHCG – 774  
NH DRA Certified Property Assessor Supervisor

SA/rlc  
Enclosures

## Instructions for the Application of Utility and Non-Utility Property Tax Rates

### Utilities Subject to RSA 83-F Utility Property Tax

The concluded values developed in this report for the various subject properties are considered to be the fair market value of the taxable portions of those properties. Some of the subject properties are considered, under RSA 83-F, to be “Utility” properties. RSA 83-F requires utilities to pay a state-wide utility tax under RSA 76:3, which is based on the New Hampshire DRA’s state-wide valuation of the utility. Utilities that are subject to the RSA 83-F provisions are not subject to the state education tax at the local level (RSA 83-F:9).

Utilities that are subject to the RSA 83-F tax are listed annually in the NH DRA’s Municipal and Property Division Utility Town Allocation Summary Report.<sup>1</sup>

The excerpt provided below, for your municipality, is derived from the 2022 DRA Allocation Report.

Henniker
EVERSOURCE ENERGY

The taxpayers listed above are the taxpayers in your community that are subject to the RSA 83-F utility tax and are therefore not subject to the state education tax at the community level. These utilities must be listed in your MS-1 filing in the “utilities” sections of the MS-1 form.

### Telecommunication Assets

Telecommunication assets in New Hampshire are not considered to be utilities and do not fall under RSA 83-F. Therefore, telecommunication assets are required to be indicated in your MS-1 filing as commercial/industrial properties and are subject to all the components of the municipal property tax rate including the state education tax at the local level.

Please contact our office with any questions or concerns on this topic.

<sup>1</sup> <https://www.revenue.nh.gov/mun-prop/property/documents/2022-certified-values-by-town.pdf>

# NONPUBLIC #2