



TOWN OF HENNIKER, NEW HAMPSHIRE

**SELECT BOARD MEETING**  
**Tuesday, January 19, 2021 @ 6:15pm**

*This meeting is being conducted virtually without a physical location in accordance with Governor Sununu's Emergency Order #12.*

*Interested members of the public can watch the meeting live and participate on the zoom platform at:*

<https://zoom.us/j/95016798092?pwd=ekFNaG43U3RQdnl5WVhPK1lINmFFQT09>

*Meeting ID: 950 1679 8092*

*Password: 170867*

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC HEARING**

Pursuant to RSA 33:8-a the Henniker Board of Selectmen/Sewer Commissioners public hearing to receive comment on the proposed issuance of a bond or note on the proposed Wastewater Treatment Plant upgrades detailed in the asset management plan completed in 2019.

[2019 Wastewater Asset Management Program](#)

**IV. CORRESPONDENCE**

**Item 1:** Letter from Jeannine Aucoin

**V. PUBLIC COMMENT #1** – (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)

**VI. CONSENT AGENDA**

**Item 2:** Consent Agenda

a) Intent to Cut Map/Lot 1-093

b) Mike Martin purchase backup firearm

**VII. NEW BUSINESS**

**Item 3:** Town Meeting 2021

**Item 4:** New England College Spring Semester Update

**Item 5:** 2019 Audit Update

Audit Report Link: [2019 Independent Audit Report](#)

**Item 6:** Budget Advisory Committee Recommendations

**Item 7:** Capital Improvement Recommendations

CIP Report link: [2021 CIP Report](#)

**Item 8:** CAI Technologies Contract

## VIII. OLD BUSINESS

## IX. OTHER BUSINESS/CORRESPONDENCE

**Item 9:** Acceptance of Board of Selectmen Non-public Meeting Minutes December 1, 2020

**Item 10:** Acceptance of Board of Selectmen Non-public Meeting Minutes December 15, 2020 (6:15pm)

**Item 11:** Acceptance of Board of Selectmen Non-public Meeting Minutes January 5, 2021

**Item 12:** Acceptance of Board of Selectmen Meeting Minutes January 5, 2021

**Item 13:** Department Reports

**Item 14:** Town Administrator Report

**Item 15:** Selectmen Reports

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

## XI. NON-PUBLIC

**Item 16:** Non-public RSA 91-A:3, 11 (a)

## XII. ADJOURNMENT

## XIII. UPCOMING DATES

January 20, 2021 – Zoning Board of Adjustment Meeting

January 26, 2021 – Select Board Meeting

February 2, 2021 – Public Hearing on 2021 Budget/Select Board Meeting

### 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 to 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 a single opportunity for comment, limited to three (3) minutes. Public forum shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Board may not have discussed or taken a position on a matter. Public Comment is not a two-way dialogue between speaker(s), Selectmen, and/or the Town Administrator. The Chair will preserve strict order and decorum at all Board of Selectmen meetings. Outbursts from the public are not permitted.

Notice posted on: January 14, 2021

Next Routine Meeting: January 26, 2021

Items for the next agenda, with completed backup, must be in the Selectmen's Office no later than 12:00 noon January 21, 2021

## TOWN OF HENNIKER, NEW HAMPSHIRE

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Tuesday, January 19, 2021

6:15PM

Zoom Meeting Link:

[https://zoom.us/j/95016798092?](https://zoom.us/j/95016798092?pwd=ekFNaG43U3RQdnI5WVhPK11INmFFQT09)

[pwd=ekFNaG43U3RQdnI5WVhPK11INmFFQT09](https://zoom.us/j/95016798092?pwd=ekFNaG43U3RQdnI5WVhPK11INmFFQT09)

Telephone Dial: +1 646 558 8656

Meeting ID: 950 1679 8092

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

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

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

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

Website Address:

<https://zoom.us/j/94749023363?pwd=bWJieUNkaXFBWjlTRU5IRkRjUXp0dz09>

Meeting ID: 947 4902 3363

Passcode: 551178

Telephone Dial: +1 646 558 8656 Meeting ID: 947 4902 3363

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

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



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

**CHRISTOPHER T. SUNUNU**  
Governor

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

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

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

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

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."
2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.
3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III(b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.
4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:
  - a) Provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means;
  - b) Provides public notice of the necessary information for accessing the meeting;
  - c) Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
  - d) Adjourns the meeting if the public is unable to access the meeting.

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

  
GOVERNOR OF NEW HAMPSHIRE



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 1/12/2021

**TITLE:** Wastewater Public Hearing on bond

**INITIATED BY:** Ken Levesque, Wastewater Superintendent

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

**PRESENTED BY:** Ken Levesque, Wastewater Superintendent

### AGENDA DESCRIPTION:

The Town of Henniker will be faced with a large-scale cost to replace crucial portions of the wastewater treatment plant over the next three years for a total cost of \$3.2 Million.

The total cost of the \$3.2 million dollar expenditure will be funded through local bank loans, with the expense to be split at 60% / 40% between users and non-users. The estimated interest rate on a \$3.2 Million dollar bond is 2%, which would be a total cost of \$195,000 per year split by users and non-users as mentioned above.

We must continue to move our treatment plant forward. Currently, we are anticipating a large-scale wastewater treatment facility replacement scheduled for 2040. The estimate cost for this work will be around \$40 million dollars.

### Recommended Warrant Article:

To see if the Town will vote to raise and appropriate the sum of Three Million Two Hundred Thousand dollars (\$3,200,000) for the purpose of performing Wastewater Upgrades, that will qualify the Town for federal and state funds, such sum to be raised by the issuance of serial bonds and notes not to exceed Three Million Two Hundred Thousand Dollars \$3,200,000 under and in compliance with the provisions of the Municipal Finance Act (NH RSA 33:1 et. seq., as amended) and to authorize the Selectman to issue and negotiate such bonds or notes to determine the rate of interest thereon, and to take such actions as may be necessary to effect the issuance, negotiation, sale and delivery of such bonds or notes as shall be in the best interest of the Town, additionally to authorize the Selectmen to apply for and accept grants or other funds that may reduce the amount to be repaid and participate in the State Revolving Fund (SRF) RSA 486.14 established for this purpose, and to allow the Selectmen to expend such monies as become available from the federal and state governments and pass any vote relating thereto. It should be known that Sixty Percent (60%) of the cost of this project would be funded by the

**Legal Authority:** N/A

**Financial Details:** \$3.2 Million

**Town Administrator Comment:**

I agree with the recommendation of the asset management plan and CIP Committee. We need to move this warrant article forward as written.

# HENNIKER, NH

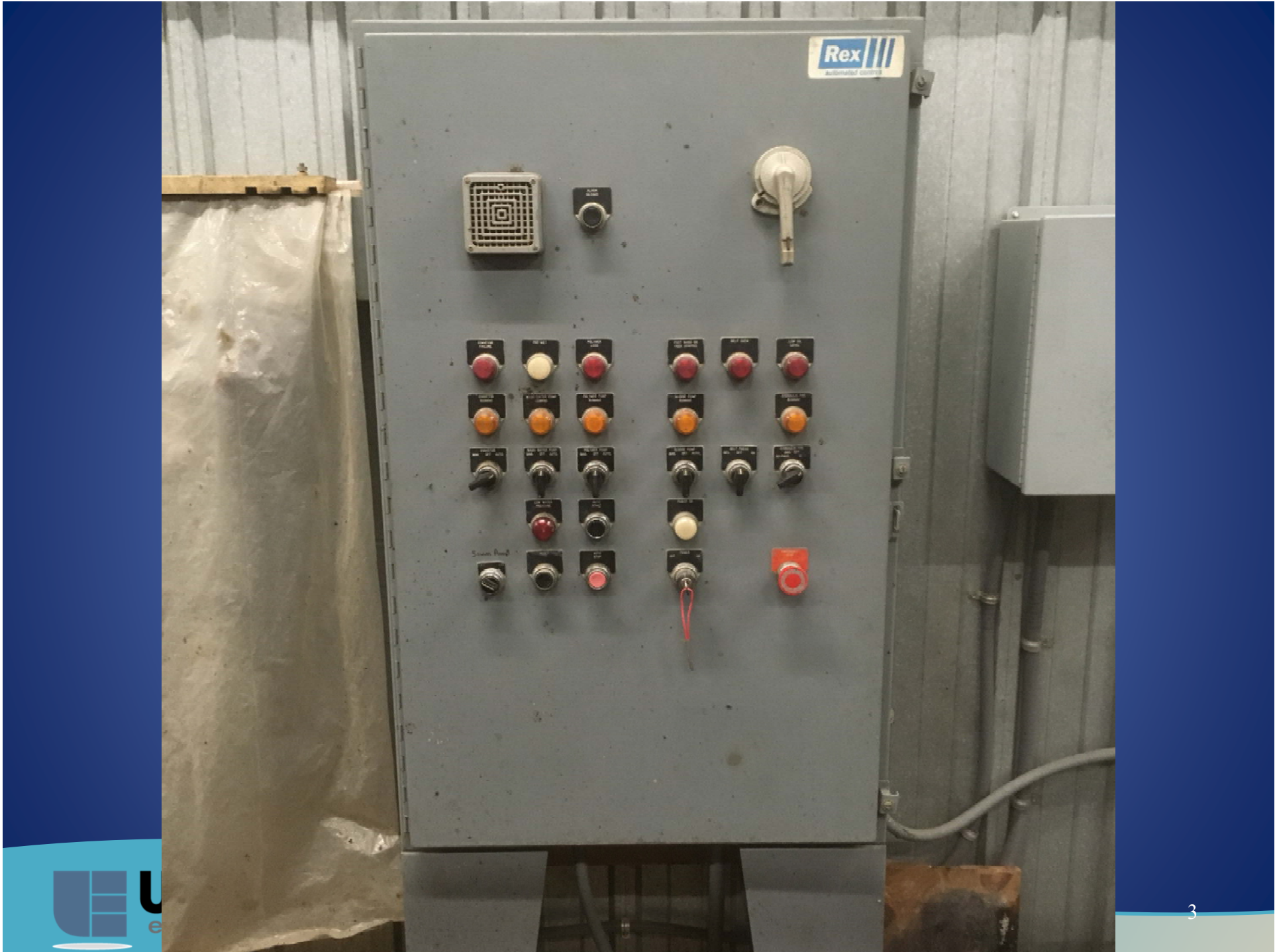
## Wastewater Upgrades Warrant Article Discussion

December 1, 2020

# Background

- Wastewater facilities constructed 1975
- 45 years old
- Most have exceeded their useful life
- Past upgrades have totaled >\$1M
- System has >\$30M in replacement assets
- Deferment no longer an option















# Background

- Asset Management Report 2017/2018
- What is Asset Management?
  - A tool to assess age/condition/criticality and prioritize/schedule expenditures over time
- AM Report identified \$3.6M of critical upgrades (2019-2028)

# What Will The Critical Upgrades Cost?

- Wastewater budget covers some of these upgrades via CIP programming
- Proposed Warrant Article is for \$3.2M
- Major Components
  - Replacement Dewatering Equipment
  - Replacement Screening and Grit Removal Equipment
  - Main Pump Station pipe/valve/gate replacement
  - Replacement Clarifier Tank Equipment



<b>Priority</b>	<b>Project</b>	<b>Budgetary</b>	<b>Cumulative</b>
<b>Ranking</b>	<b>Name</b>	<b>Cost</b>	<b>Cost</b>
1	WWTF Dewatering Equipment Upgrade	\$1,000,000.00	\$1,000,000.00
2	WWTF Headworks Screening and Grit Upgrade	\$750,000.00	\$1,750,000.00
3	Ramsdell Rd PS Valve/Gate Replacement	\$250,000.00	\$2,000,000.00
4	WWTF Clarifier Equipment Upgrade	\$300,000.00	\$2,300,000.00
5	Rte 9/202 Bridge Sewer Crossing Heat Trace/Insulation	\$100,000.00	\$2,400,000.00
6	Investigate River Siphon Blockage	\$30,000.00	\$2,430,000.00
7	WWTF Site Lighting Replacement	\$15,000.00	\$2,445,000.00
8	Ramsdell Rd PS Wetwell HV Upgrade	\$35,000.00	\$2,480,000.00
9	West Henniker PS Wetwell and Drywell HV Upgrade	\$20,000.00	\$2,500,000.00
10	Effluent Polishing Tank	\$100,000.00	\$2,600,000.00
11	Catwalk Between Aeration Tanks	\$70,000.00	\$2,670,000.00
12	Sludge Holding Tank Blowers and Motors	\$80,000.00	\$2,750,000.00
13	Aeration Tank Blower VFDs	\$90,000.00	\$2,840,000.00
14	RAS Pump VFDs	\$40,000.00	\$2,880,000.00
15	Effluent Flow Metering System	\$20,000.00	\$2,900,000.00
16	Aeration Tank Submersible Mixers	\$30,000.00	\$2,930,000.00
17	Pad Mounted Transformer	\$50,000.00	\$2,980,000.00
18	Belt Press Building Heat and Ventilation	\$50,000.00	\$3,030,000.00
19	Contingency (5%)	\$170,000.00	\$3,200,000.00

# How Will Upgrades Be Paid For?

- Municipal Bond Bank or Local Bank Loan
- \$3.2M loan for 20 years at 2% = \$195,000/yr

# Funding the \$3.2M Loan

- Sewer Users versus Tax Base
  - Sewer Users = 60%
  - Tax Base = 40%
- This is the historical split that has been used

# Why Any On Tax Base

- User rate is >> statewide average
- Users pay all O&M
- Non-user septic is treated at WWTF
- Capital projects often paid by tax base
- Public sewer benefits
  - Public facilities
  - Institutional
  - Commercial/Industrial
  - Larger tax base

# Schedule

- Deliberative Session February 2021
- Town Meeting Vote March 2021
- Execute Preliminary Engineering Contract April 2021
- Execute Final Design Engineering Contract Sept 2021
- Execute Construction Engineering Contract February 2022
- Award Construction Contract May 2022
- Finish Construction May 2023

# Questions??



**Debt Scenarios**

Estimated Debt Principal           \$3,200,000  
 Estimated Interest Rate            3.00%  
 Estimated Term                       25 years

		Principal	Interest	Total P&I		20,000,000 100% WWTP Overage Needed	Current Overage	Overage Needed
					3,200,000			
Year	1	128,000	96,000	224,000	3,072,000	0.011	0.02	0.031
Year	2	128,000	92,160	220,160	2,944,000	0.011	0.02	0.031
Year	3	128,000	88,320	216,320	2,816,000	0.011	0.02	0.031
Year	4	128,000	84,480	212,480	2,688,000	0.011	0.02	0.031
Year	5	128,000	80,640	208,640	2,560,000	0.010	0.02	0.030
Year	6	128,000	76,800	204,800	2,432,000	0.010	0.02	0.030
Year	7	128,000	72,960	200,960	2,304,000	0.010	0.02	0.030
Year	8	128,000	69,120	197,120	2,176,000	0.010	0.02	0.030
Year	9	128,000	65,280	193,280	2,048,000	0.010	0.02	0.030
Year	10	128,000	61,440	189,440	1,920,000	0.009	0.02	0.029
Year	11	128,000	57,600	185,600	1,792,000	0.009	0.02	0.029
Year	12	128,000	53,760	181,760	1,664,000	0.009	0.02	0.029
Year	13	128,000	49,920	177,920	1,536,000	0.009	0.02	0.029
Year	14	128,000	46,080	174,080	1,408,000	0.009	0.02	0.029
Year	15	128,000	42,240	170,240	1,280,000	0.009	0.02	0.029
Year	16	128,000	38,400	166,400	1,152,000	0.008	0.02	0.028
Year	17	128,000	34,560	162,560	1,024,000	0.008	0.02	0.028
Year	18	128,000	30,720	158,720	896,000	0.008	0.02	0.028
Year	19	128,000	26,880	154,880	768,000	0.008	0.02	0.028
Year	20	128,000	23,040	151,040	640,000	0.008	0.02	0.028
Year	21	128,000	19,200	147,200	512,000	0.007	0.02	0.027
Year	22	128,000	15,360	143,360	384,000	0.007	0.02	0.027
Year	23	128,000	11,520	139,520	256,000	0.007	0.02	0.027
Year	24	128,000	7,680	135,680	128,000	0.007	0.02	0.027
Year	25	128,000	3,840	131,840	0	0.007	0.02	0.027
Year	26							
Year	27							
Year	28							
Year	29							
Year	30							
		3,200,000	1,248,000	4,448,000				



		Total P&I	WWTP 60%	TOH 40%	20000000 WWTP Increase Overage Rate	WWTP Current Overage Rate	WWTP Total Overage Rate	471798 TOH Tax Rate
Year	1	224,000	134,400	89,600	0.007	0.02	0.027	0.19
Year	2	220,160	132,096	88,064	0.007	0.02	0.027	0.19
Year	3	216,320	129,792	86,528	0.006	0.02	0.026	0.18
Year	4	212,480	127,488	84,992	0.006	0.02	0.026	0.18
Year	5	208,640	125,184	83,456	0.006	0.02	0.026	0.18
Year	6	204,800	122,880	81,920	0.006	0.02	0.026	0.17
Year	7	200,960	120,576	80,384	0.006	0.02	0.026	0.17
Year	8	197,120	118,272	78,848	0.006	0.02	0.026	0.17
Year	9	193,280	115,968	77,312	0.006	0.02	0.026	0.16
Year	10	189,440	113,664	75,776	0.006	0.02	0.026	0.16
Year	11	185,600	111,360	74,240	0.006	0.02	0.026	0.16
Year	12	181,760	109,056	72,704	0.005	0.02	0.025	0.15
Year	13	177,920	106,752	71,168	0.005	0.02	0.025	0.15
Year	14	174,080	104,448	69,632	0.005	0.02	0.025	0.15
Year	15	170,240	102,144	68,096	0.005	0.02	0.025	0.14
Year	16	166,400	99,840	66,560	0.005	0.02	0.025	0.14
Year	17	162,560	97,536	65,024	0.005	0.02	0.025	0.14
Year	18	158,720	95,232	63,488	0.005	0.02	0.025	0.13
Year	19	154,880	92,928	61,952	0.005	0.02	0.025	0.13
Year	20	151,040	90,624	60,416	0.005	0.02	0.025	0.13
Year	21	147,200	88,320	58,880	0.004	0.02	0.024	0.12
Year	22	143,360	86,016	57,344	0.004	0.02	0.024	0.12
Year	23	139,520	83,712	55,808	0.004	0.02	0.024	0.12
Year	24	135,680	81,408	54,272	0.004	0.02	0.024	0.12
Year	25	131,840	79,104	52,736	0.004	0.02	0.024	0.11
Year	26							
Year	27							
Year	28							
Year	29							
Year	30							
		4,448,000	2,668,800	1,779,200				

		Total P&I	WWTP 70%	TOH 30%	20000000 WWTP Increase Overage Rate	WWTP Current Overage Rate	WWTP Total Overage Rate	471798 TOH Tax Rate
Year	1	224,000	156,800	67,200	0.008	0.02	0.028	0.14
Year	2	220,160	154,112	66,048	0.008	0.02	0.028	0.14
Year	3	216,320	151,424	64,896	0.008	0.02	0.028	0.14
Year	4	212,480	148,736	63,744	0.007	0.02	0.027	0.14
Year	5	208,640	146,048	62,592	0.007	0.02	0.027	0.13
Year	6	204,800	143,360	61,440	0.007	0.02	0.027	0.13
Year	7	200,960	140,672	60,288	0.007	0.02	0.027	0.13
Year	8	197,120	137,984	59,136	0.007	0.02	0.027	0.13
Year	9	193,280	135,296	57,984	0.007	0.02	0.027	0.12
Year	10	189,440	132,608	56,832	0.007	0.02	0.027	0.12
Year	11	185,600	129,920	55,680	0.006	0.02	0.026	0.12
Year	12	181,760	127,232	54,528	0.006	0.02	0.026	0.12
Year	13	177,920	124,544	53,376	0.006	0.02	0.026	0.11
Year	14	174,080	121,856	52,224	0.006	0.02	0.026	0.11
Year	15	170,240	119,168	51,072	0.006	0.02	0.026	0.11
Year	16	166,400	116,480	49,920	0.006	0.02	0.026	0.11
Year	17	162,560	113,792	48,768	0.006	0.02	0.026	0.10
Year	18	158,720	111,104	47,616	0.006	0.02	0.026	0.10
Year	19	154,880	108,416	46,464	0.005	0.02	0.025	0.10
Year	20	151,040	105,728	45,312	0.005	0.02	0.025	0.10
Year	21	147,200	103,040	44,160	0.005	0.02	0.025	0.09
Year	22	143,360	100,352	43,008	0.005	0.02	0.025	0.09
Year	23	139,520	97,664	41,856	0.005	0.02	0.025	0.09
Year	24	135,680	94,976	40,704	0.005	0.02	0.025	0.09
Year	25	131,840	92,288	39,552	0.005	0.02	0.025	0.08
Year	26							
Year	27							
Year	28							
Year	29							

		Total P&I	WWTP 80%	TOH 20%	20000000 WWTP Increase Overage Rate	WWTP Current Overage Rate	WWTP Total Overage Rate	471798 TOH Tax Rate
Year	1	224,000	179,200	44,800	0.009	0.02	0.029	0.09
Year	2	220,160	176,128	44,032	0.009	0.02	0.029	0.09
Year	3	216,320	173,056	43,264	0.009	0.02	0.029	0.09
Year	4	212,480	169,984	42,496	0.008	0.02	0.028	0.09
Year	5	208,640	166,912	41,728	0.008	0.02	0.028	0.09
Year	6	204,800	163,840	40,960	0.008	0.02	0.028	0.09
Year	7	200,960	160,768	40,192	0.008	0.02	0.028	0.09
Year	8	197,120	157,696	39,424	0.008	0.02	0.028	0.08
Year	9	193,280	154,624	38,656	0.008	0.02	0.028	0.08
Year	10	189,440	151,552	37,888	0.008	0.02	0.028	0.08
Year	11	185,600	148,480	37,120	0.007	0.02	0.027	0.08
Year	12	181,760	145,408	36,352	0.007	0.02	0.027	0.08
Year	13	177,920	142,336	35,584	0.007	0.02	0.027	0.08
Year	14	174,080	139,264	34,816	0.007	0.02	0.027	0.07
Year	15	170,240	136,192	34,048	0.007	0.02	0.027	0.07
Year	16	166,400	133,120	33,280	0.007	0.02	0.027	0.07
Year	17	162,560	130,048	32,512	0.007	0.02	0.027	0.07
Year	18	158,720	126,976	31,744	0.006	0.02	0.026	0.07
Year	19	154,880	123,904	30,976	0.006	0.02	0.026	0.07
Year	20	151,040	120,832	30,208	0.006	0.02	0.026	0.06
Year	21	147,200	117,760	29,440	0.006	0.02	0.026	0.06
Year	22	143,360	114,688	28,672	0.006	0.02	0.026	0.06
Year	23	139,520	111,616	27,904	0.006	0.02	0.026	0.06
Year	24	135,680	108,544	27,136	0.005	0.02	0.025	0.06
Year	25	131,840	105,472	26,368	0.005	0.02	0.025	0.06
Year	26							
Year	27							
Year	28							
Year	29							
Year	30							

		Total P&I	WWTP 90%	TOH 10%	20000000 WWTP Increase Overage Rate	WWTP Current Overage Rate	WWTP Total Overage Rate	471798 TOH Tax Rate
Year	1	224,000	201,600	22,400	0.010	0.02	0.028	0.05
Year	2	220,160	198,144	22,016	0.010	0.02	0.028	0.05
Year	3	216,320	194,688	21,632	0.010	0.02	0.028	0.05
Year	4	212,480	191,232	21,248	0.010	0.02	0.027	0.05
Year	5	208,640	187,776	20,864	0.009	0.02	0.027	0.04
Year	6	204,800	184,320	20,480	0.009	0.02	0.027	0.04
Year	7	200,960	180,864	20,096	0.009	0.02	0.027	0.04
Year	8	197,120	177,408	19,712	0.009	0.02	0.027	0.04
Year	9	193,280	173,952	19,328	0.009	0.02	0.027	0.04
Year	10	189,440	170,496	18,944	0.009	0.02	0.027	0.04
Year	11	185,600	167,040	18,560	0.008	0.02	0.026	0.04
Year	12	181,760	163,584	18,176	0.008	0.02	0.026	0.04
Year	13	177,920	160,128	17,792	0.008	0.02	0.026	0.04
Year	14	174,080	156,672	17,408	0.008	0.02	0.026	0.04
Year	15	170,240	153,216	17,024	0.008	0.02	0.026	0.04
Year	16	166,400	149,760	16,640	0.007	0.02	0.026	0.04
Year	17	162,560	146,304	16,256	0.007	0.02	0.026	0.03
Year	18	158,720	142,848	15,872	0.007	0.02	0.026	0.03
Year	19	154,880	139,392	15,488	0.007	0.02	0.025	0.03
Year	20	151,040	135,936	15,104	0.007	0.02	0.025	0.03
Year	21	147,200	132,480	14,720	0.007	0.02	0.025	0.03
Year	22	143,360	129,024	14,336	0.006	0.02	0.025	0.03
Year	23	139,520	125,568	13,952	0.006	0.02	0.025	0.03
Year	24	135,680	122,112	13,568	0.006	0.02	0.025	0.03
Year	25	131,840	118,656	13,184	0.006	0.02	0.025	0.03
Year	26							
Year	27							
Year	28							
Year	29							
Year	30							

287 Old Hillsboro Rd.  
Henniker, NH 03242  
Jan. 11, 2021

Henniker Selectmen  
Town of Henniker  
18 Depot St.  
Henniker, NH 03242

Selectmen,

When the usual time came to receive our tax bills, I was informed they would be late 2<sup>nd</sup> the re-evaluation. I waited and waited for my bill. I finally asked a family member last week if she had received her bill. "Yes, in early Dec.". WOW, that meant that since I hadn't received mine, my payment would be overdue and I would have to pay an interest charge.

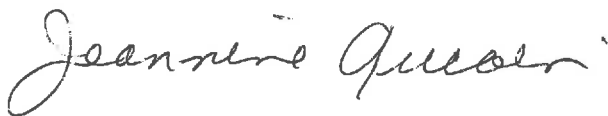
I went to the post office and was told they couldn't understand it since they get posted in town and don't go to Manchester.

This morning I went to the Town Offices and paid my bill and sure enough was charge \$11.91 interest for late payment. I was told they couldn't remove it but I should write to you.

If you research my payment record, you will find I have always paid my bill in ample time. Most times the week after I receive it. I kindly request repayment of the interest since, either I was mistakenly omitted when the bills were sent out, somehow it got lost in the transit from the office to the post office or the post office to my home.

Regardless of the reason, I expect you will agree with me, since I never received the bill, it is unfair to be charged the \$11.91 interest. As soon as I found out the bills had been sent out, I came in and paid the bill.

Yours,



Jeannine Aucoin



---

TOWN OF HENNIKER, NEW HAMPSHIRE  
BOARD OF SELECTMEN  
CONSENT AGENDA

---

**Tuesday, January 19, 2021  
6:15 pm**

Consent Agenda

- a) Intent to Cut Map/Lot 1-093
- b) Mike Martin purchase backup firearm

Board of Selectmen Approval:

_____	_____
_____	_____
_____	

\*Please note that the Consent Agenda is subject to change until 4:30 pm the day of a scheduled Selectmen's Meeting.



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 1/12/2021  
**TITLE:** 2021 Town Meeting  
**INITIATED BY:** Cordell Johnston, Henniker Moderator  
**PREPARED BY:** Joseph Devine, Town Administrator  
**PRESENTED BY:** Cordell Johnston, Henniker Moderator

**AGENDA DESCRIPTION:**

Henniker Town Moderator Cordell Johnston will provide an update on the 2021 Town Meeting.

**Legal Authority:** N/A

**Financial Details:** N/A

**Town Administrator Comment:**

N/A

**Suggested Action/Recommendation:**

*Suggested Motion:*

*No Motion is necessary. This update is for informational purposes only.*



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## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 1/12/2021

**TITLE:** Update from New England College

**INITIATED BY:** Joseph Devine, Town Administrator

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

**PRESENTED BY:** Joseph Devine, Town Administrator

**AGENDA DESCRIPTION:**

New England College is getting ready to welcome students back for the Spring Semester beginning the last week of January. I have invited Dr. Michele Perkins President of NEC and Dr. Wayne Lesperance Vice President of Academic Affairs. They will provide an update from NEC regarding the plans in place for the spring 2021.

**Legal Authority:** N/A

**Financial Details:** N/A

**Town Administrator Comment:**

N/A

**Suggested Action/Recommendation:**

*Suggested Motion:*

*No motion is necessary this is for informational purposes only.*





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## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 1/12/2021

**TITLE:** Update from Auditor James Roberge

**INITIATED BY:** Joseph Devine, Town Administrator

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

**PRESENTED BY:** Joseph Devine, Town Administrator

### AGENDA DESCRIPTION:

The Roberge and Company have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Henniker for the year ended December 31, 2019. They have been asked to appear to give a presentation to the Board about any findings.

**Legal Authority:** N/A

**Financial Details:** N/A

### Town Administrator Comment:

N/A

### Suggested Action/Recommendation:

*Suggested Motion:*

*No motion is necessary this is for informational purposes only.*



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## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 1/12/2021

**TITLE:** Budget Advisory Committee Recommendation

**INITIATED BY:** Budget Advisory Committee

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

**PRESENTED BY:** Budget Advisory Committee

**AGENDA DESCRIPTION:**

The Budget Advisory Committee will be presenting any recommendations or changes to the 2021 budget.

**Legal Authority:** N/A

**Financial Details:** N/A

**Town Administrator Comment:**

N/A

**Suggested Action/Recommendation:**

*Suggested Motion:*

*No Motion is necessary. This update is for informational purposes only.*



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## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 1/12/2021

**TITLE:** Capital Improvement Presentation

**INITIATED BY:** Tia Hooper, Vice Chair Henniker Select Board

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

**PRESENTED BY:** Tia Hooper, Vice Chair Henniker Select Board

**AGENDA DESCRIPTION:**  
Selectwoman Hooper will be presenting the 2021 Capital Improvement Recommendations

**Legal Authority:** N/A

**Financial Details:** N/A

**Town Administrator Comment:**  
N/A

**Suggested Action/Recommendation:**  
*Suggested Motion:*  
*No Motion is necessary. This update is for informational purposes only.*



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## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 1/12/2021  
**TITLE:** CAI Technologies  
**INITIATED BY:** Joseph Devine, Town Administrator  
**PREPARED BY:** Joseph Devine, Town Administrator  
**PRESENTED BY:** Joseph Devine, Town Administrator

### AGENDA DESCRIPTION:

Currently, the town uses CAI Technologies to publish its GIS data on the Internet. We are looking to extend the annual maintenance agreement for the Town of Henniker. The time period will be from April 1, 2021 through March 31, 2022. In return they will continue to publish our GIS data, offer client support for AxisGIS and responds to any alerts concerning poor performance on the site. The agreement is for the same cost as last year.

**Legal Authority:** N/A  
**Financial Details:** \$2,400

### Town Administrator Comment:

I feel it would be in the best interest to continue this agreement with CAI Technologies for GIS publishing.

### Suggested Action/Recommendation:

#### *Suggested Motion:*

*We authorize the Town Administrator to sign the contract with CAI Technologies for publishing the Town of Henniker GIS data.*

**GIS INTERNET SERVICES ANNUAL MAINTENANCE AGREEMENT  
FOR THE TOWN OF HENNIKER, NH**  
For the time period 4/1/2021 through 3/31/2022

January 4, 2021

CAI Technologies, a New Hampshire corporation with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Henniker, NH, hereinafter called the CLIENT, to provide GIS Internet services according to the specifications, terms, and conditions below written:

Witnesseth that:

Whereas, CAI represents that they are authorized, qualified, and experienced to provide professionally recognized mapping and GIS services; and

Whereas, the CLIENT desires to publish its GIS data on the Internet,

Now, therefore, CAI proposes the following:

**I. SUMMARY**

**A. Publish the CLIENT's GIS to the Internet**

- 1. CAI, utilizing its AxisGIS application, shall publish the CLIENT's GIS data to the Internet.

**B. CLIENT Support**

- 1. CAI shall provide telephone, fax, and email support services concerning AxisGIS. These services can be used to answer usage and technical questions.
- 2. CAI, shall respond to any alerts concerning poor performance or lack of performance of the site, and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

**II. CLIENT RESPONSIBILITIES**

The CLIENT shall designate a project liaison who will be CAI's main contact during the course of the service, and who will be responsible for all CLIENT related obligations in this contract.

**III. COMPENSATION AND PAYMENT**

The CLIENT shall pay a total amount of \$2400 under this agreement which shall be due upon contracting. This Annual Maintenance Agreement will automatically renew at the above shown fee. Said renewal can be canceled at any time with 30 days notification.

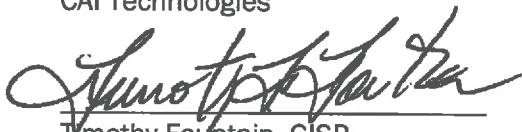
This contract shall be construed under the laws of the State of New Hampshire

In Witness whereof, the parties hereto have executed this agreement, as of the date first above written, by their duly authorized officers.

Town of Henniker, NH

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

CAI Technologies

  
\_\_\_\_\_  
Timothy Fountain, GISP  
Vice President



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, January 5, 2021  
Zoom**

- Members Present:** Chairman, Kris Blomback; Vice Chair Tia Hooper; Selectman Peter Flynn; Selectman Scott Osgood; Selectman Leon Parker
- Town Administrator:** Joseph R. Devine Jr.
- Recording Secretary:** Kelly McCutcheon
- Virtual Zoom Guests:** Bill Marko, Joyce Bosse, Cordell Jonhston, Marty Davis, Joan O'Connor, Greg Aucoin, Dan Teaze, Steph Teaze, Vance Walker, AI\_M, Owner, iphone, 6034283842,

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 to 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 a single opportunity for comment, limited to three (3) minutes. Public forum shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Board may not have discussed or taken a position on a matter. Public Comment is not a two-way dialogue between speaker(s), Selectmen, and/or the Town Administrator. The Chair will preserve strict order and decorum at all Board of Selectmen meetings. Outbursts from the public are not permitted.

*Public Hearing to discuss the merits of a renewal for a Discretionary Preservation Easement for William and Victoria Goss, 674 Liberty Hill Road (Lot 1-92-X).*

There was a 2010 preservation easement for the barn and the Goss' meet the requirements and have gone through the proper procedures. The house was built in 1776 and the land had been cleared between 1768 – 1776.

**Selectman Flynn moved to approval the renewal for the easement based on barn deed 674. Vice Chair Hooper seconded. Motion carried 5-0.**

Item 1: Consent Agenda:

**Vice Chair Hooper moved to approve the Consent Agenda as presented. Selectman Flynn seconded. Motion carried 5-0.**

Public comment#1

No public comment.

Item 2: 2021 Town Meeting

Joseph Devine informed the Board that the State has issued guidance on Town Meetings this coming March, and options include remote as well as drive-in style voting. Town Moderator Cordell Johnston stated the Board does not need to make a decision tonight, although there should be plans in place. 2020 Town Meeting had been cancelled last minute with the issued State of Emergency orders due to COVID-19 and was held in July.

Cordell explained one of the options under House Bill 1129 allows for the Board to meet virtually with the public to go over the warrant articles, after that meeting the public would send in their comments and amendments. A second meeting would take place where the amended warrants become the final warrants with no ability to amend. Drive up ballot votes would then be cast by the voters. If the voters vote “no” and do not approve of this format and proceedings than all votes and warrants die. The Board would have the option to hold another meeting to adopt the previous year’s operating budget minus all warrant articles.

Vice Chair Hooper stated that option is a bad idea and the whole part that makes Town Meeting interesting is the dialogue with the public. Selectman Flynn stated it is going to be very costly to mail the required materials to voters under that format. Selectman Parker stated his concern over the complexity of drive-up voting when there are separate voting boxes for bonds and the confusion of paper votes being misfiled.

Cordell Johnston stated that Town Meeting is made up for two sessions, the business session and the election session. Typically, the Board stays in office until the budget is closed which could become complicated if Town Meeting is postponed. Vice Chair Hooper suggested postponing the election session to correspond with Town Meeting.

The business session of Town Meeting traditionally has been the Saturday after the election. Selectman Parker stated he does not see the reason to postpone when an acceptable process has been established law. Cordell stated his concern regarding the technological aspects of virtually holding Town Meeting after the numerous complications in 2020.

Cordell Johnston stated a decision does not need to be made until the middle of February. Vice Chair Hooper stated she does not like the idea of committing to a March date then rescheduling. Chair Blomback suggested postponing until April or May and locations were discussed. Cordell Johnston stated he is happy to attend another meeting to discuss more in depth with the Board.

### Item 3: Route 114 Crosswalks

Highway Supervisor Leo Aucoin stated the town did not lose any roads in the recent washouts. The State will be working on route 114 from post office place all the way to the town line of Weare. The State has informed Leo Aucoin that they will pave over the crosswalk connecting Edmunds to the post Office, and that it is not to be replaced unless a lighted crosswalk is installed. To install a rapid flash crosswalk at that location would cost the town around \$85,000. The crosswalk by the Fire & Rescue Station will be repositioned and the remainder of crosswalks are fine until College Convenience. To bring the crosswalk at College Convenience to code would require removing the parking spots, and instead the crosswalk will be moved toward the bridge for better pedestrian visibility.

Chair Blomback asked why the Edmunds & Post Office crosswalk needs flashing lights. Due to the 202 on/off ramps and general speed on 114 with crosswalk usage, rapid flashing lights will alert motorists effectively when pedestrians are crossing 114 ensuring better safety.

**Selectman Parker moved to authorize the Town Administrator have the Highway Supervisor move forward with negotiation for a rapid flash beacon crosswalk to be installed with the repaving on route 114. Vice Chair Hooper seconded. Motion carried 5-0.**

### Item 4: Ambulance Bid

Rescue Chief Greg Aucoin stated only one bid came back which is not ideal but recommend accepting the bid since it is not guaranteed a better option would be obtained if sent back out to bid.

**Vice Chair Hooper moved to accept the bid from Roger Koski of South Lyon, MI for \$2,123. Selectman Parker seconded. Motion carried 5-0.**

The new ambulance is scheduled to be back in the middle or end of February and the department still has access to a loaner ambulance for the time being.

### Item 5: Lieutenant Michael Martin – Firearm

Police Chief French stated Lieutenant Michael Martin has retired effective December 26, 2020. There has been a tradition with gifting the retiring officer their duty weapon. The Henniker Police Association has voted to purchase a new Ruger American 9mm firearm to replace Lt. Martin's duty weapon which they are looking to gift.

**Selectman Flynn moved to approve gifting Lieutenant Michael Martin his duty weapon and the Henniker Police Association's purchase of a new Ruger American 9mm firearm to replace Lt. Martin's duty weapon. Selectman Parker seconded. Motion carried 5-0.**

### Item 6: Driveway Access for Wastewater

Superintendent Ken Levesque from the Wastewater Department has reached out about the possibility of building a driveway/access road. We have sewer manholes and siphon chambers located in the woods on the side of the Contoocook River by Water Street. We need to have



access to these areas to clear obstructions, troubleshoot problems and make permanent repairs. These problems require us to have full vehicle access to the manholes. The property is owned and controlled by the U.S. Army Corp of Engineers and possibly residents on Cressey St. The length of the access road will be approximately 1,300 feet. The Highway Department has already stated they can assist with the construction.

**Vice Chair Hooper moved to allow the Henniker Wastewater Superintendent and Town Administrator permission to reach out to all affected properties and seek approval for easements for the construction. Then work with the Highway Department to determine the cost of construction. Selectman Parker seconded. Motion carried 5-0.**

Item 7: Second Reading Holiday Hours

Joseph Devine recommend the option change of "Police officers and Transfer Station Employees are required to work their regular number of hours regardless of any holidays which may occur during the work week. They are compensated for holidays at the rate of straight time. They receive their accumulated holiday pay in a lump sum every six (6) months - July and December." The reason for this change will serve as a solution for the holiday hours the transfer station had been accruing.

**Selectman Flynn moved this change to the personnel policy Addendum A section 4 to a second reading. Selectman Osgood seconded. Motion carried 5-0.**

Item 8: Acceptance of Board of Selectmen 4:45pm Non-public Minutes December 15, 2020

**Chair Blomback moved to approve as presented. Vice Chair Hooper seconded. Motion carried 5-0.**

Item 9: Acceptance of Board of Selectmen Meeting Minutes December 15, 2020

**Selectman Parker moved to approve as amended. Vice Chair Hooper seconded. Motion carried 5-0.**

Item 10: Town Administrator Report

- COVID-19 Update – As of December 30, 2020 we have 8 active cases (0.16% of population), we have had 15 new cases in the past fourteen days, a total of 123 cumulative cases (2.5% of population) and 2,916 people have been tested (59% of population). The positivity rate for Henniker has dropped below measurable number, so the data is currently being suppressed.

- River Front Parking Lot – The Town has been receiving complaints about the River Front parking lot and the misuse of stickers. I have spoken with Chief French and Highway Superintendent Aucoin about this issue. The concern is properties are receiving more than the allotted number of stickers allowed. The other concern being raised is only apartments should be receiving these stickers and not businesses unless they have extra allocated spots. The priority should be given to the tenants. The reason being is per our zoning ordinance downtown apartment buildings are required to have so many parking spaces. By giving the stickers to downtown business there may not be enough for the apartments. Each unit required 2 parking

spaces. Also, each property owner is supposed to send a letter to the Police Department approving the sticker for the tenant. The other concern is some property owners are utilizing parking spaces for dumpsters and they should not receive a sticker for that spot. This practice also makes clearing the lot harder on the Highway Superintendent. We have decided to purchase new stickers with a new color so officers will know who has valid stickers. The Chief will be sending letters to all property owners notifying them of this change and notifying them we need the updated list of who is approved.

- Building Code Ordinance Update – The Planning Board met on December 23, 2020 on the three ordinances moved forward by the Select Board. The Planning Board has endorsed the Building Code, Housing, and Citation Ordinance. They will be holding a public hearing on January 13, 2021 over Zoom.

- Town Meeting 2021 Calendar– As we get ready to review and have public hearings on the 2021 budget, I wanted to take the opportunity to remind you of the dates these will be taking place.

- January 13, 2021 – Public Hearing on proposed adoption or amendment of zoning ordinance or building code
- January 19, 2021 – Public Hearing on Wastewater Bond  
January 19, 2021 – Review operating budget and warrant articles
- January 20, 2021 – Frist day for candidate for Select board file declaration of candidacy
- January 29, 2021 – Last day for filing declarations of candidacy with town clerk
- February 2, 2021 – Public Hearing on proposed budget and warrant articles
- February 16, 2021 – Select Board decides who is speaking on the warrant articles
- February 19, 2021 – Warrant posted at polling location and Town Hall
- March 9, 2021 – Town Meeting deliberative session
- March 13, 2021 Town Meeting business session

- Audit Update – Roberge and Company has completed the 2019 financial audit for the Town of Henniker. Jim Roberge will be attending the January 19, 2021 Select Board Meeting. At this meeting he will be reviewing the financial statement and explain how they are organized and point out items of note. I have attached copies of the audit for review and questions.

- Tax Bills – Tax bills were due on December 28, 2020. We billed \$7,575,856 this tax cycle and have \$123,020 still outstanding (92.6% collected). We also still have \$187,186 outstanding from the first tax bill cycle.

- Azalea Park Update – The Town has received the repayment for the Azalea Park ARM Grant in the amount of \$24,000.

Public comment#2  
No public comment.

Item 12: Non-public Session 91-A:3



Monthly Building Department Report  
December 2020

---

TO: Joseph Devine, Town Administrator

FROM: Deb Aucoin and Jean Eaton, Land Use Coordinators

The following is a record of permits issued for the month of December 2020:

Zoning: replacement windows (1), residential alterations (1) new 26x36 garage (1) install 30,000-gallon propane storage tank (1) Driveway: new construction / relocate existing (1) new 80x200 steel building (1) Hawker /Peddler Traveling Taco truck at Pat's Peak (1)

Permits /COs/Inspections	Quantity	Revenue
Zoning Permits	5	\$1100
Demolition Permits		
Driveway	1	\$75
Assembly Permits		
Raffle Permits		
Sign Permits		
Tent Permits		
Hawk & Peddler	1	\$75
	7	\$1250

Town building rental/use:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)		
Grange (Does not include Caseworker & CAP)	9 Food Pantry open 2x week	N/C for Girl Scouts, AA Food Pantry- permanent
Bandstand		

Respectfully submitted,

*Deb Aucoin*

*Jean Eaton*

Henniker Fire Department

216 Maple Street

Henniker NH 03242

December 2020,

In December, The Henniker Fire Department responded to a total of 21 calls. The calls ranged from 3 building fires, 2 alarm activations, 2 CO or gas calls, 2 medical assists, 4 hazard conditions, 1 motor vehicle fire, 1 gas in the building call, and 4 motor vehicle accidents. Christmas day was a busy day trying to help out the Highway Department. Due to heavy rains, we assisted the HHD locate water issues and divert water off roads, before they became a problem.

Starting last week some of our first responders started receiving the Covid vaccine.



Sincerely,

Chief Morse



# TOWN OF HENNIKER, NEW HAMPSHIRE

## MEMORANDUM

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

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

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

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

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

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

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

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

Helga Winn, Assessing Technician  
18 Depot Hill Road  
Henniker, NH 03242  
Phone 603-428-3221 x 2 ≈≈ Fax 603-428-4366  
[Assessing@Henniker.org](mailto:Assessing@Henniker.org)

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**TO:** Joe Devine, Town Administrator  
**DATE:** January 5, 2021  
**RE:** Monthly Report

### Assessing Report for December 2020

- Monthly maintenance of new deeds, address changes and online tax maps.
- Annual update made to tax maps (LLA, Mergers, Subdivisions, etc.)
- Three abatements received as of 12/31/2020.
- Three applications for veteran's credit received as of 12/31/2020.
- One application for prorated abatement for damaged buildings received and reviewed.
- Renewal contract for Discretionary Preservation Easement sent to property owner (Goss) for signatures and public hearing scheduled for Jan. 5, 2021.
- Annual sales ratio study completed and uploaded to DRA Web Portal.
- Began working on list of exempt properties for annual town report.
- 1.5 weeks vacation coverage in TC/TX office.

Henniker Highway Department  
December 2020

To Town Administrator Joe Devine and Henniker Board of Selectmen,

The Highway Department is now fully into winter operations. Throughout the month highway dealt with two major snow events, first was 8 inches more so in the Quaker Hill, Craney Hill, and Mt. Hunger area with lesser amounts downtown, second event being 23 plus or minus inches. Along with the large snow events a large melt off and rain event was next. This storm gave use new priorities on opening as many culverts and water turn out as we could on the hilly terrain as well as removing snow from many ditches to allow for more water flow. With the actions taken by my crew the highway department and also action taken during the storm minimized the amount of road damage throughout the storm. Prior to the larger storms the Highway crew removed 15 full size trees from Butter road and Mt. Hunger Road with abutting landowner's permission and had the stumps ground below grade. Other smaller projects done in December was installing a split rail fence on Western Ave on the outlet side of the new box culvert, removal and disposal of fallen trees from earlier snow event, patching potholes, and stock piling screened sand in the shop yard for future use.

Leo Aucoin  
Superintendent  
Henniker Highway

## Number of households

- New applications 7
- Ongoing encounters during month 26
- Chronic assistance 3
- Homeless calls / assistance 4

Information and referral 18 calls/emails received and returned

## Type of assistance

- Processing 7 households - new applications
- Rent - working with 3 household on COVID-19 \$ for back rent
- Vouchers submitted 5 Heat; 2 Electric; and 10 rent vouchers
- Client support for documents and ongoing resource support for other funding

## Administration work

- Facilitating client's documents and application for town and other agencies
- Vouchers approval and submission
- Communication internal / external (letters/emails/phone calls)
- Donation money from residents to help needy households – organizing this process

## Month accomplishments

- 3 more households received COVID-19 \$ for back rent = >\$5,000
- Fuel/electric assistance many households have not received their CAP letters for this winter season. I have facilitated getting clients applications and documents scanned to CAP. Wrote agreement with A&G to provide emergency fuel pending CAP approval.

## Concerns

- Increase in new clients applying for assistance, have tried to connect these household to additional financial resources. These households have multiple financial concerns and needed assistance with all basic shelter items (rent, fuel and electrical) 17 vouchers submitted in December.
- 1 household affected by COVID-19 this month
- Waiting for office computer then to be re-trained and to start GAP
- This month has been busy with increase number of clients, calls and emails.
- The Human Service YTD budget will be under budget slightly due to my medical leave. These last 2 quarters due to the economic downturn with covid has shown a sharp increase in households requesting financial assistance. And these household have waited longer and are in more debt than I seen in pervious years. Having the towns' human service department helping residents for back rent has enhance client's success in receiving Care Act funding, exceeding \$13,000 this year.



# HENNIKER POLICE DEPARTMENT

## Memo

**To:** Joseph Devine, Town Administrator

**From:** Chief Matthew French

**Date:** January 11, 2020

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December 2020 summary

There were 13 arrests which include, driving with a suspended license, DUI, Simple Assault, drug violations, town ordinance and alcohol offenses.

We had 895 Calls for Service (712 in 2019) which include:

- 1 Burglary
- 1 Sexual Assault
- 3 Domestic Disturbances
- 6 Disturbances
- 4 Neighbor Disputes
- 9 MV Crashes
- 13 Vehicle off the road
- 16 Motor vehicle complaints
- 119 MV stops
- 50 Directed Patrols
- 7 Assist Other agencies
- 21 Suspicious person/vehicles
- 2 Unwanted persons
- 4 Welfare checks
- 1 Psychological Problem
- 1 Suicidal person
- 11 Animal Complaints
- 14 Alarm Calls
- 17 Assist Citizen
- 6 Civil matter
- 1 Civil standby
- 17 Follow ups
- 14 Walk and Talks
- 2 Non-Criminal Fingerprints
- 350 Building checks
- 87 Vacant/Vacation House Checks

## Henniker EMS Incident Report for December 2020

Total number of EMS incidents for December is 64 with an average response time of 1 minute 33 seconds

Henniker	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS	3	2	7	2			7	21
ALS Intercept				1				1
BLS			3				7	10
Cancelled/DOA								0
Refusal	1	1					10	12
Standby								0
<b>Total</b>	<b>4</b>	<b>3</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>44</b>
Average time to Respond	0:02:17	0:01:15	0:01:19	0:01:21			0:01:42	0:01:36

Bradford	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS	2			2				4
ALS Intercept								0
BLS			1				1	2
Cancelled/DOA							2	2
Refusal	1			1			1	3
Standby								0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>11</b>
Average time to Respond	0:00:46		0:00:39	0:00:52			0:01:44	0:01:08

Hillsboro	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								0
ALS Intercept				1			1	2
BLS								0
Cancelled	1							1
Refusal	1							1
Standby								0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>
Average time to Respond	0:01:06			0:02:42			0:00:00	0:01:13

Hopkinton	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								0
ALS Intercept								0
BLS								0
Cancelled								0
Refusal			1					1
Standby								0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Average time to Respond			0:02:49					0:02:49

Antrim	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								0
ALS Intercept								0
BLS								0
Cancelled								0
Refusal							1	1
Standby								0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Average time to Respond							0:02:03	0:02:03

Deering	Alpha	Bravo	Charlie	Delta	Echo	Omega	Unknown	Total
ALS								0
ALS Intercept				1				1
BLS								0
Cancelled								0
Refusal								0
Standby								0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Average time to Respond				0:03:06				0:03:06

Mutual Aid recived in month of December

INC # 20-0962 Hillsboro came into Henniker for mutual aid

INC # 20-0993 Hopkinton came into Henniker for mutal aid

**INC# 20-0988 Hillsboro came into Henniker for mutual aid but called Henniker for an ALS intercept counted as ALS intercept.**

Incident numbers with multiple reports

None

## Providers That Teched Calls

Amount of calls providers Teched in month of December

Amos	14
Andrews	0
Atkins	1
Aucoin	4
Chase	0
Cooper	5
Costello M.	0
Crisp	2
Dean	4
Donahue	0
French, Tom	4
French, Woody	0
Gagne	7
Henley	0
Hornblower	1
Lamontagne	3
Lorenze	2
Mason	2
Meade	7
Moir	0
Walsh	5
Weilbrenner	1
<b>Total</b>	<b>62</b>

**MEMORANDUM**

To: Joseph Devine, Town Administrator  
 From: Kimberly I. Johnson – Town Clerk/Tax Collector  
 Date: January 9, 2021  
 Subject: Town Clerk/Tax Collector Report as of 12/31/2020

**PROPERTY TAXES**

Total Committed 2020	\$14,709,614.00
Uncollected	\$777,036.46

**TAX LIENS**

	<u>2019 LIENS</u>	<u>2018 LIENS</u>	<u>2017/PRIOR LIENS</u>
Liened Amount	\$252,332.58	\$356,261.59	
Uncollected	\$151,132.05	\$100,265.37	\$140,265.78

**WATER & SEWER -****2020**

Water Billed	\$706,261.33
Sewer Billed	\$626,919.64
Uncollected	\$86,715.05

**TOWN CLERK REVENUE**

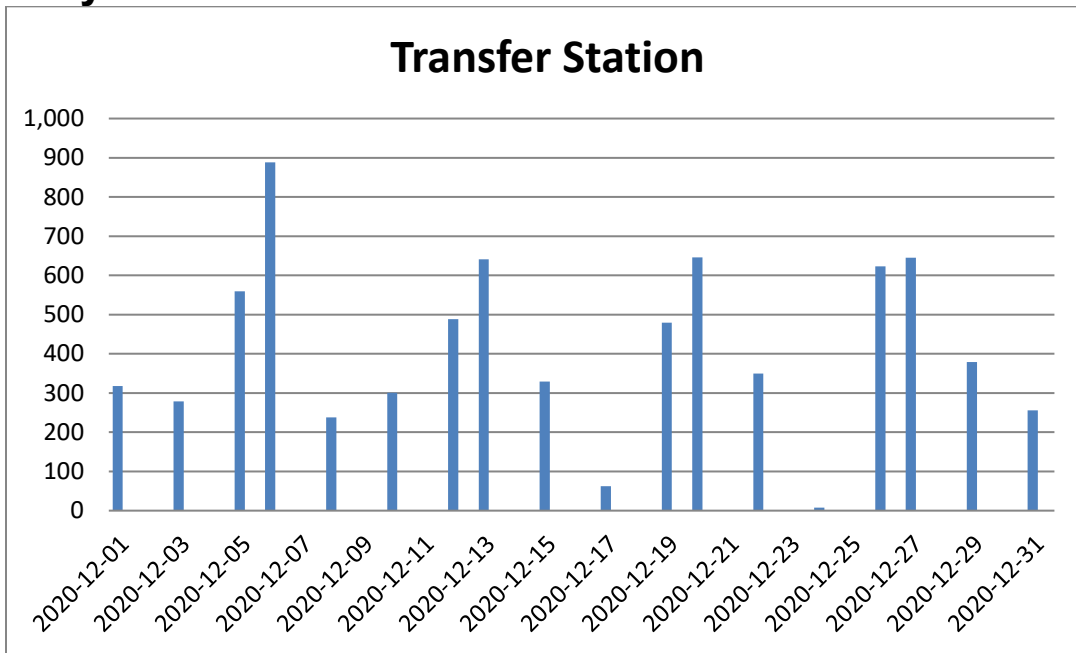
	<u>2020</u>	<u>2019</u>
MV	\$971,516.42	\$969,992.25
non-MV	\$10,971.50	\$11,843.57

## Transfer Station, Parks, Properties

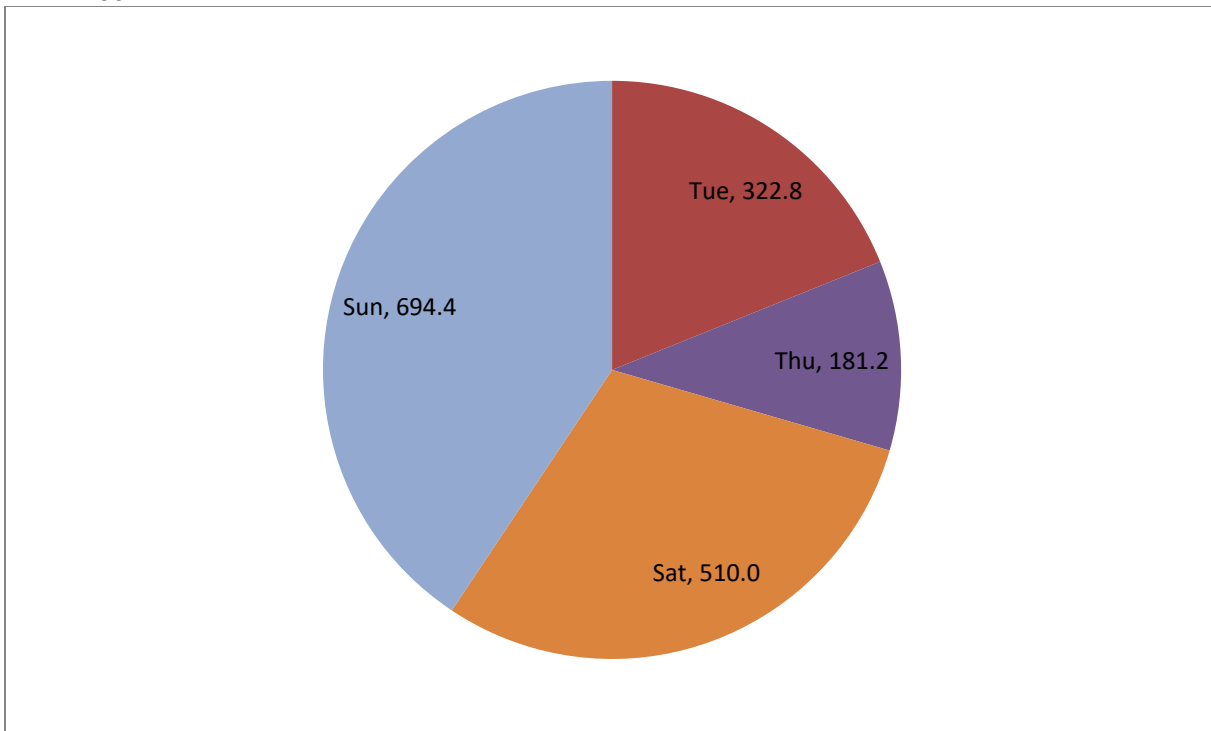
December 1<sup>st</sup> -31<sup>st</sup>

12,898 Visited the transfer station in December

### Daily Traffic



### Transfer Station Daily Residence Averages



For the month of December we had 12,898 residence visit our recycling facility.

We were down two part time staff members for a majority of the moth:

Deb was working in the properties department diligently working on the community center stage.

Marc was out on medical leave but is currently back with light duties.

Zach Dodge filled in picking up hours to help the department stay afloat because December is one of our departments busiest months for recycling.

The Department typically will bale 1 cardboard (1,100 Lbs average) and 1 mixed paper (1,300 Lbs) a week.

Just **Tue & Thurs** 12/26 and 12/27 we did 4 bales of card board 4,992 Lbs , 2 bales of mixed paper =2,712 Lbs, with #1 PETE and #2HDPE

Because Casella runs 30 days behind on our MSW bills, this is how the month of November finished off for trash tonnage

21.62	11/4/2020
19.86	11/9/2020
22.41	11/10/2020
20.66	11/16/2020
17.79	11/20/2020
20.01	11/23/2023

#### Construction

##### Naughton & Son

Date	Cans	30yd
11/6/2020		
11/11/2020	7.15	\$572.00
11/12/2020	7.94	\$635.20
11/20/2020	9.13	\$730.40

## Wastewater Department Report December, 2020

- 12/01/20 – Chazz started the Belt Press.  
Ted Berry Co. here to start cured in place pipe repairs (CIPP).  
Selectboard meeting tonight, Dave Mercier from Underwood Engineers to present upgrade warrant article.
- 12/02/20 – Chazz started the belt press.  
Backflow preventer in Blower Bldg. blowing off, turned off, disassembled, cleaned and reassembled, still leaking, called N.E. Backflow, someone will be here tomorrow am.
- 12/03/20 – N.E. Backflow here to work on Blower Bldg. backflow preventer.  
Ted Berry Co. working on CIPP repairs.
- 12/04/20 – Put plow on truck and bucket on the skid steer for weekend snow.  
Cleaning day.
- 12/07/20 – Ted Berry Co. here for the rest of the week to finish the CIPP repairs.  
Raynor Door Co. here to quote on new garage door opener for the press room.
- 12/08/20 – Chazz started the belt press.  
Working with Ted Berry Co. identifying repair locations.
- 12/09/20 – Sent department report to Joe.  
Completed and submitted Monthly Discharge Monitoring report to EPA and NHDES.
- 12/10/20 – Made arrangements to have Bobcat parts delivered.  
Working with Ted Berry Co. on grease cut at Ramsdell Road P.S.
- 12/11/20 – Still working with Ted Berry Co. on Grease cut at Ramsdell Rd.  
Ted Berry completed CIPP project.  
The 3 of us cleaned Ramsdell Rd. P.S. and removed 4 barrels of grease and rags.  
Cleaning day.
- 12/14/20 – Rich & Chazz cleaning U.V. racks and replacing 3 lamps.  
All of us (for training purposes) changing a ballast for the top 2 lamps on blue rack #3.
- 12/15/20 – Helping Chazz with belt press startup, the press is having a bad day.  
Ken & Chazz marked a Dig Safe at 202/9 bridge.  
Updated Wastewater Emergency contact sheet.  
Hilltop Heating here for annual cleaning of our 5 furnaces and boiler.
- 12/16/20 – Tough start-up of belt press again.  
Spoke with Leo on contacts at ACOE.
- 12/17/20 – SNOW, Lots of it!!  
Everyone on snow removal.
- 12/18/20 – Rich called out today, Chazz and Ken on snow removal.  
Ken & Chazz cleaned return pump #2 of leafs and rags.
- 12/21/20 – Still on snow removal.  
Ken & Rich marked a Dig Safe on Crescent St.
- 12/22/20 – Pump #3 at Ramsdell Rd. P.S. leaking at the water seal, needs to be rebuilt.  
No Heat at Ramsdell Rd. wet well, called R.A. Desmarais they will be here asap.  
R.A. Desmarais here to work on Air makeup unit at Ramsdell, found nothing major but unit is running again, Changed a belt on the unit.
- 12/23/20 Thru 1/3/2021 – Ken on Vacation
- 1 Rolloff container of sludge was sent to Merrimack, NH Composting facility for processing in December.

State of New Hampshire  
 Water Supply & Pollution Control Comm.  
 PO Box 95  
 Concord, New Hampshire 03301

Facility Henniker Wastewater Treatment

Chief Operator Richard Slager

Month December Year ###

Date and Day of Week	Rain or Snow (in.)	Wastewater Flow In ( MGD ) (1)				Chlorine Residual (mg/L)		Lbs. of Cl.	Settleable Solids (ml/L)		pH		mg/L	b. NTU	Total Suspended Solids (mg/L)		Coli-form (#/100 ml)
		INF.	EFF.(2)		EFF.	A.M.	P.M.		INF.	EFF.	INF.	EFF.			INF.	EFF.	
		TOTAL	MIN.	MAX.	TOTAL												
1 T		0.100	0.030	0.190	0.104						7.5	7.2	1.3	128.0	3.0	1.0	
2 W		0.094	0.040	0.240	0.116						7.5	7.1	1.0	152.0	4.0	1.0	
3 TH		0.100	0.040	0.250	0.133						7.6	7.0	1.1				
4 F		0.102	0.040	0.180	0.106						7.5	7.0	1.0				
5 S	1.75 R	0.100	0.040	0.160	0.099							6.9					
6 S		0.118	0.050	0.240	0.140							6.9					
7 M		0.098	0.050	0.200	0.110						7.5	7.0	1.0			1.0	
8 T		0.107	0.050	0.180	0.115						7.4	7.0	1.0			1.0	
9 W		0.123	0.070	0.320	0.162						7.5	6.9	1.0		2.0	1.0	
10 TH		0.123	0.090	0.230	0.136						7.5	6.9	1.1		3.0		
11 F		0.114	0.050	0.190	0.124						7.6	6.9	1.0				
12 S		0.119	0.060	0.180	0.125							6.9					
13 S		0.116	0.070	0.190	0.131							6.8					
14 M		0.108	0.060	0.190	0.122						7.7	7.0	1.0			1.0	
15 T		0.112	0.060	0.190	0.122						7.5	6.9	1.0		2.0	1.0	
16 W	22" S	0.092	0.030	0.280	0.131						7.6	6.9	1.0		3.0	1.0	
17 TH		0.088	0.040	0.260	0.124						7.7	6.9	1.1				
18 F		0.084	0.040	0.150	0.092							6.7	1.0				
19 S		0.091	0.020	0.140	0.081							6.8					
20 S		0.087	0.030	0.160	0.091							6.9					
21 M		0.087	0.030	0.180	0.095						7.7	7.1	1.1		2.0	1.0	
22 T		0.090	0.040	0.170	0.094						7.6	7.1	1.0		2.0	1.0	
23 W		0.088	0.040	0.160	0.099						7.7	7.1	1.0			1.0	
24 TH	1.5" R	0.095	0.030	0.150	0.096							7.0	1.0				
25 F	.40" R	0.097	0.040	0.210	0.110							7.1					
26 S		0.114	0.080	0.230	0.157							7.1					
27 S		0.123	0.090	0.220	0.136							7.0					
28 M		0.125	0.070	0.230	0.136						7.4	7.0	1.4			2.0	
29 T		0.121	0.060	0.320	0.157						7.3	6.9	1.2		2.0	1.0	
30 W		0.119	0.060	0.310	0.156						7.4	6.9	1.0		3.0	1.0	
31 TH		0.115	0.070	0.270	0.132						7.5	6.9	1.0				
			Max	0.320	0.162						min	6.7					
Totals		3.250	---	---	3.732	---	---	---	---	---	max	7.1	---	---	---	---	
Averages		0.105	---	---	0.120						---	---	###	1.1	140.0	2.6	

- (1) Show Units (MGD or GPD) % Removal: 98%  
 (2) Record only Min. and Max. of Either Inf. or Eff. and indicate which. Inf. is preferred.  
 (3) Before Chlorination

Date and Day of Week	B.O.D. (mg/L)		Septage gal	BOD (lbs/day)		TSS (lbs/day)	
	INF.	EFF(3)		INF.	EFF(3)	INF.	EFF(3)
	INF.	EFF(3)	Total	INF.	EFF(3)	INF.	EFF(3)
1 T	125.0	2.7		104.3	2.3	106.8	2.6
2 W	138.0	3.1		108.2	3.0	119.2	3.9
3 TH							
4 F							
5 S							
6 S							
7 M							
8 T							
9 W		2.7			3.6		2.7
10 TH		2.6	1.1		2.9		3.4
11 F							
12 S							
13 S							
14 M							
15 T		2.6			2.6		2.0
16 W		2.6			2.8		3.3
17 TH							
18 F							
19 S							
20 S							
21 M		2.7			2.1		1.6
22 T		3.0			2.4		1.6
23 W							
24 TH							
25 F							
26 S							
27 S							
28 M							
29 T		2.9			3.8		2.6
30 W		3.6			4.7		3.9
31 TH							
Totals	---	---	---	212.4	30.4	225.9	27.6
Avg.	131.5	2.9		106.2	3.0	113.0	2.8

% Removal: 98% Signature: \_\_\_\_\_

Additional Information:  
 Record special analyses, septage received at plant, or other operational data in the extra columns or below.  
 Report personnel changes, chlorine or power outages, equipment breakdowns, etc. below.  
 Henniker WWTP staff performed an E-coli split w/NHDES lab on 12/2/2020 Results were 9.8 #100/mpn and were mean for December 2020

NOTE: Send by 10th of following month to NH Water Supply & Pollution Control Commission



Office of the Town Administrator  
*Joseph R. Devine, Jr.*

To: Board of Selectmen  
 From: Joseph Devine, Town Administrator  
 Date: January 13, 2021  
 Ref: **Town Administrator's Report**

I am pleased to report on the following items:

- **COVID-19 Update** – As of January 13, 2021 we have 13 active cases (0.26% of population), we have had 16 new cases in the past fourteen days, a total of 138 cumulative cases (2.77% of population) and 3,243 people have been tested (65% of population). The positivity rate for Henniker is 7.3%.
- **Filing Period for Town Elections** – The registration period for open elected positions is January 20, 2021 through 5:00pm January 29, 2021.

Open Town Elected Positions:

- Two Select Board positions (3-year terms)
  - Two Planning Board members (3-year terms)
  - One Water Commissioner (1-year term)
  - One Trustee of the Trust Funds (3-year term)
  - Two Tucker Free Library Trustee (3-year terms)
  - One Supervisor of the Checklist (6-year term)
  - One Town Treasurer (1-year term)
  - One Cemetery Trustee (3-year term)
- .
- **Craney Hill Emergency Communication Tower** – We have been having discussions with our Homeland Security representative Julia Chase. In the beginning we thought we would only be able to access grant money for the generator piece of the project. Meaning the rest of the project would be funded by the Town. On January 13<sup>th</sup> we received news that Homeland Security is willing to consider a tower project. We are meeting on January 21<sup>st</sup> with Julia Chase from Homeland Security along with Stef Costello, Chief Morse, Chief French, Superintendent Aucoin and myself to start discussing the application and how to move forward.



- **Azalea Park** – I had the opportunity to have a meeting with Selectman Osgood and Susan Adams from the Azalea Park committee. There are some concerns about the path along the river and erosion that is occurring due to human use. The concern I have from the Town is there may be some liability if we do not address it. The erosion is happening along the walking path, I would hate for someone to fall and possibly end up in the river. I am working with the Highway Superintendent to see about possibly placing a fence or jersey barriers along the section of erosion. This leads me to a follow up discussion point. We are being asked to conduct maintenance work in the park. How involved would the board like us to be? I have long heard that no tax dollars are to be spent on the park. If we start providing work with town employees, this would be a taxpayer expense. I am looking to the board to clarify how they would like me to proceed.

**\*\*\*The Sections below will not be reported on orally to the Board at the meeting but will use this as a chance to update on any pertinent information. Unless the Board has questions or comments and would like to address the information\*\*\***

### **Ongoing Projects**

- Goal Setting with Select Board
- Old Concord Road – Jake Brake Issue
- Hall Ave. – No Thru Trucking
- Vacation time vs. PTO time
- Health Insurance Comparison

### **Upcoming Dates**

January 19, 2021 @ 6:15pm – Select Board Meeting

January 20, 2021 @ 7:00pm – Zoning Board of Adjustments Meeting

January 26, 2021 @ 6:15pm – Select Board Meeting

February 2, 2021 @ 6:15pm – Public Hearing on 2021 Budget/Select Board Meeting