



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

**Tuesday, February 2, 2021
6:15 PM**

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/93341467412?pwd=ektjRERkVEdhcFhGMmlieW1yckFadz09>

Password: 835370

6:15 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ANNOUNCEMENTS

IV. CORRESPONDENCE

Item 1: Letter from White Birch

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: Abatement – Katherine and David Crete (Map/Lot 1-355-X2)

Item 3: Refund – Jeannine Aucoin (Map/Lot 1-318-PW19)

VII. PUBLIC HEARING

Item 4: Pursuant to RSA 32:5 the Henniker Board of Selectmen hereby announces to the citizens of Henniker the convening of a Public Hearing to take input on the proposed FY21 Town Operating Budget, bonds, and proposed warrant articles.

VIII. NEW BUSINESS

Item 5: White Birch 2020 Invoices

Item 6: Azalea Park Riverwalk Committee

Item 7: Appointment Executive Assistant/Office Manager

Item 8: Tap Grant

IX. OLD BUSINESS

X. OTHER BUSINESS/CORRESPONDENCE

Item 9: Town Administrator Report

Item 10: Selectmen Reports

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

XII. NON-PUBLIC – IF NECESSARY

Item 11: Non-public Session 91-A:3 II a, c, d e, or e Personnel/Reputation/Legal/Land

XIII. ADJOURNMENT

XIV. UPCOMING DATES

February 3, 2021 – Currier & Ives Scenic Byways Council Meeting

February 4, 2021 – Capital Improvement Program Committee Meeting

February 9, 2021 – Road Management Committee

February 15, 2021 – Presidents Day – Town Offices Closed

February 16, 2021 – Board of Selectmen 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 25, 2021

Next Routine Meeting: February 16, 2021

Items for the next agenda, with completed backup, must be in the Selectmen's Office no later than 12:00 noon February 11, 2021.

TOWN OF HENNIKER, NEW HAMPSHIRE

Tuesday, February 2, 2021

6:15PM

Zoom Meeting Link:

<https://zoom.us/j/93341467412?pwd=ektjRERkVEdhcFhGMmlieW1yckFadz09>

Telephone Dial: +1 646 558 8656

Meeting ID: 933 4146 7412

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/93341467412?pwd=ektjRERkVEdhcFhGMmlieW1yckFadz09>

Meeting ID: 933 4146 7412

Passcode: 835370

Telephone Dial: +1 646 558 8656 Meeting ID: 933 4146 7412

Members of the public can also email questions or other public testimony to 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 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



WHITE BIRCH CENTER

Henniker Select Board
18 Depot Hill Road
Henniker, NH 03242

January 22, 2021

Dear Members of the Select Board,

It has come to the attention of the White Birch Center Board of Directors that the Budget Advisory Committee has made a recommendation to the Henniker Select Board to cut the funding for White Birch Center from the \$65,000 requested by White Birch to \$50,000. We also understand this proposed cut is for 2021 only. Our Board unanimously opposes this proposal.

We feel it is important for the Select Board to consider the quality and quantity of programming White Birch has been able to provide seniors in Henniker even in the middle of this pandemic. While disease and death has severely impacted the senior population, isolation and loneliness have also taken their toll nationally and here in Henniker too.

That is why White Birch has never stopped our critical senior programs such as our health clinic, and Dial-A-Ride (taking seniors who cannot drive themselves to medical appointments and delivering prescriptions). We have remained in constant contact with seniors even if they are not able to participate in our programs to check on their health and wellbeing. We purchased a 20' x 30' tent so that when the weather is warmer, we can continue programs like Tai Chi, Toga, Bone Builders, Knit Wits, etc. in a safe environment.

Seniors are valuable people and should not be forgotten regardless of what is happening around us. During this pandemic, we know that seniors have been severely impacted in terms of illness and restricted movement.

Henniker should be proud of the commitment it has made to seniors in our community. White Birch is proud to serve the town in this capacity. Please do not, especially this year, cut the funding that serves our seniors.

It seems that every year there is a focus by some to reduce funding for seniors referencing one reason or another. As always, the Board of White Birch wants the Select Board, and the public to know that we take seriously the notion that the cost side of the equation is matched on the other side with a return on the investment.

We all want to thank every member of the Select Board for their service and consideration of our position that the funding for White Birch, and our seniors, should not be reduced.

On Behalf of the Board of Directors,

Stephen Burritt – President, White Birch Center Board of Directors

Board Members – Peggy Herbert – Vice President, Elin Leonard – Treasurer, Cathy Dias – Secretary, Bill Sullivan, Betsy Fowler, Val Dyer, John Capuco, Arnie Huftalen, George Mobley, Lucie Swain, Carrie Nolet, Lynn Piotrowicz



TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

**Tuesday, February 2, 2021
6:15 pm**

Consent Agenda

Item 1: Abatement – Katherine and David Crete (Map/Lot 1-355-X2)

Item 2: Refund – Jeannine Aucoin (Map/Lot 1-318-PW19)

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.

Telephone
603-428-3221

18 Depot Hill Road
Henniker, NH 03232
www.henniker.org

FAX
603-428-4366



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: 2/2/2021

TITLE: Public Budget Hearing

INITIATED BY: Joseph Devine, Town Administrator

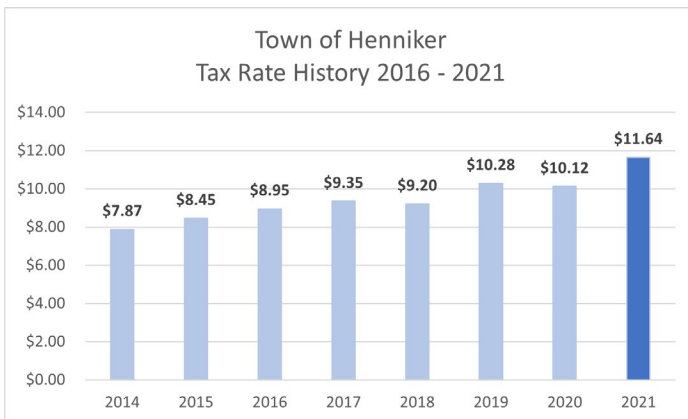
PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

Pursuant to New Hampshire RSA 32:5,I, the Henniker Select Board will be convening a Public Hearing. This is an opportunity for the citizens of Henniker to provide input on the proposed FY21 Town Operating Budget, bonds, notes, and proposed warrant articles.

The Select Board held a workshop on the proposed 2021 budget on January 26, 2021. Decisions made on the 2021 proposed budget during that meeting resulted in cuts of \$205,305. The proposed tax rate after that meeting is \$1.70 or a 17.12 % increase resulting in a new estimated rate of \$11.64 per \$1,000 of assessed value. On a \$300k house the increase is \$510 a year or \$42.50 a month.



Tax Burden on a \$300k:

Year	Rate	Increase (\$)	Total (\$)
2015	\$8.45	\$174	\$2,535
2016	\$8.95	\$150	\$2,685
2017	\$9.35	\$120	\$2,805
2018	\$9.20	-\$45	\$2,760
2019	\$10.28	\$324	\$3,048
2020	\$9.94	-\$102	\$2,982
2021	\$11.64	\$510	\$3,492

Legal Authority: N/A

Financial Details:

Operating Budget:	\$5,995,716
Warrant Article/Capital Reserves:	\$4,703,200
Wastewater Treatment Operating:	\$631,395

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Recommendation:

There is not motion required at this time except to open and close the public meeting.

TOWN WARRANT 2021

Town of Henniker
State of New Hampshire

The polls will be open for voting
at the Henniker Community School Gymnasium
51 Western Avenue
from 7:00 AM to 7:00 PM
Tuesday, March 9, 2021

To the inhabitants of the Town of Henniker
in the County of Merrimack in said State
qualified to vote in Town Affairs:

You are hereby notified to meet at the
Henniker Community School Gymnasium in Henniker
on Tuesday the ninth (9th) day of March next,
Beginning at seven o'clock in the morning
(7:00 a.m.) and ending at seven o'clock in the
evening (7:00 p.m.) to act upon the following:

1. Are you in favor of the adoption of Amendment No.1 amending Chapter 133, Zoning Regulations, as proposed by the Planning Board for the Town of Henniker as follows: Amend Article VIII, Section 133-31 Commercial Uses in the CR Commercial Recreation District, by amending CR Permitted Uses by adding the following as allowable uses: Commercial/Light Industry and Commercial/Services/Technical uses?

2. Are you in favor of the adoption of Amendment No.2 amending Chapter 133, Zoning Regulations, as proposed by the Planning Board for the Town of Henniker as follows: Amend Article XIII Administration, Section 133- Permit not required for certain construction by deleting this paragraph in its entirety and replacing this Section with the following: Adoption of Town of Henniker Town Ordinance, in accordance with RSA 674:51, Building Code to establish uniform rules and regulations for the construction of buildings within the corporate limits of the Town of Henniker. Adoption of RSA 674:51 Housing Standards Ordinance providing for health-based provisions to simplify and complement existing policies, ordinances, codes, and laws already in use by the Town of Henniker and the State of NH for the upkeep of existing homes. These standards shall not be applicable to owner-occupied single and two-family dwellings. Also the adoption of RSA 31:39-C, Citations?

TOWN WARRANT

Addendum

2021

Town of Henniker
State of New Hampshire

Town Meeting begins at 1:00 PM
at the Henniker Community School Cafetorium
51 Western Avenue
Saturday, March 13, 2021

To the inhabitants of the Town of Henniker
in the County of Merrimack in the said State
qualified to vote in Town Affairs:

You are hereby notified to meet at the
Henniker Community School Cafetorium in Henniker
on Saturday the Thirteenth (13th) day of March next,
at one o'clock (1:00 p.m.) in the afternoon
to act upon the following:

3) 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, and to authorize the issuance of not more than Three Million Two Hundred Thousand Dollars \$3,200,000 of bonds and notes in accordance with the provisions of the Municipal Finance Act (NH RSA 33:1 et. seq., as amended) and to authorize the Selectmen 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 wastewater users and Forty Percent (40%) by the entire Town.

2/3 Ballot Vote Required Selectmen/Sewer Commissioners recommend

4) To see if the Town will vote to raise and appropriate the sum of Five Million Seven Hundred Seventy Eight Thousand Sixty Two Dollars (\$5,778,062) for general municipal operations.

Selectmen recommend

	2021	2020	Difference
	Requested	Approved	
EXECUTIVE	37,913	25,973	11,940
HISTORIC DISTRICT	1,250	1,250	0
TOWN CLERK	96,023	90,457	5,566
ELECTION BUDGET	7,620	15,070	(7,450)
TAX MAP BUDGET	4,800	4,725	75
TOWN OFFICE BUDGET	619,416	571,706	47,710
TAX COLL BUDGET	95,086	92,217	2,869
LEGAL FEES BUD	20,000	20,000	0
PLAN BUDGET	48,679	48,679	0
ZBA BUDGET	5,521	5,521	0
CEMETERIES BUD	15,200	13,950	1,250
INSURANCE BUDGET	141,554	143,445	(1,891)
MUNICIPAL DUES BUDGET	4,157	4,157	0
POLICE BUDGET	1,416,714	1,380,904	35,810
FIRE/RESCUE BUD	822,705	773,789	48,916
CODE BUDGET	29,373	6,883	22,490
EMERGENCY MGT	1,292	1,292	0
HIGHWAY BUDGET	771,711	776,676	(4,965)
HIGHWAY/STREETS BUD	681,040	649,700	31,340
SOLID WASTE BUDGET	494,375	452,912	41,463
ANIMAL CONTROL BUD	9,408	9,408	0
HUMAN SERVICE BUDGET	80,000	80,000	0

ATHLETIC BUDGET	40,145	40,145	0
PATRIOTIC PURPOSES BUD	2,000	2,000	0
CONCERT'S BUDGET	7,195	7,195	0
CONSERVATION BUDGET	2,515	3,500	(985)
COMM- CAP	14,000	14,000	0
COMM- WHITE BIRCH	65,000	65,000	0
COMM- RED CROSS	1,000	0	1,000
COMM- HEN BEAUTIFICATION	14,915	0	14,915
DEBT SERVICE PRINCIPAL	185,979	270,190	(84,211)
DEBT SERVICE INTEREST	27,976	43,984	(16,008)
DEBT SERVICE TAN INTEREST	13,500	13,500	0
Totals	5,778,062	5,628,228	149,834

5) To see if the Town will vote to raise and appropriate the sum of Two Hundred Seventeen Thousand Six Hundred Fifty Four Dollars (\$217,654) for the Tucker Free Library with the amount to be funded by general taxation. **Selectmen Recommend**

6) To see if the Town will vote to raise and appropriate the sum of Six Hundred Thousand Dollars (\$600,000) To be added to the Roads Maintenance Expendable Trust Fund, established at the 2019 Town Meeting under the provisions of RSA 31:19-a for the purpose of Road Maintenance Projects **Selectmen Recommend**

7) To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added to the Revaluation Capital Reserve Fund established under the provisions of RSA 35:1 for the purpose of Property Revaluations. **Selectmen Recommend**

8) To see if the Town will vote to raise and appropriate the sum of Seventy Thousand Dollars (\$70,000) to be added to the Ambulance Capital Reserve Fund established in 1988 under the provisions of RSA 35:1 for the purchase of an ambulance for the Rescue Squad, of which the amount of \$9,200 will be transferred into the fund if received from the Town of Bradford. If the money is not received from Bradford only \$60,800 will be deposited into the fund. **Selectmen recommend**

9) To see if the Town will vote to raise and appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) to be added to the Highway Equipment Capital Reserve Fund established at the 2007 Town Meeting under the provisions of RSA 35:1 for the purpose of purchasing highway equipment. **Selectmen recommend**

- 10) To see if the Town will vote to raise and appropriate the sum of Two Hundred Thousand Dollars (\$200,000) for the purchase of a Ten-Wheeler and Tenco type multi-purpose body. One Hundred and Fifty Thousand Dollars (\$150,000) will come from Unreserved Fund Balance and Fifty Thousand Dollars (\$50,000) to come from taxation.

Selectmen Recommend

- 11) To see if the Town will vote to raise and appropriate the sum of Forty Two Thousand Dollars (\$42,000) to purchase extrication tools and to offset this appropriation with Forty Two Thousand Dollars (\$42,000) from Fire Equipment Capital Reserve Fund established at the 2016 Town Meeting under the provisions of RSA 35:1 for the purpose of the replacement of Henniker Fire Department trucks and equipment.

- 12) To see if the Town will vote to raise and appropriate One Hundred Thousand dollars (\$100,000) for road improvements with One Hundred Thousand (\$100,000) to offset this appropriation by an anticipated New Hampshire Highway Block Grant. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until December 31, 2026 No amount to come from general taxation.

Selectmen recommend

- 13) To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added to the Town Owned Building Expendable Trust Fund established at the 2019 Town Meeting under the provisions of RSA 31:19-a for the purpose of Town Owned Building Maintenance Projects.

Selectmen recommend

- 14) To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to the Bridge Repair Capital Reserve Fund established at the 2008 Town Meeting under the provisions of RSA 35:1 for the purpose of funding future repairs to the Town's bridges.

Selectmen recommend

- 15) To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to the Police Building Maintenance Fund established at the 1999 Town Meeting. This is an expendable trust fund established under the provisions of RSA 31:19-A for the purpose of repairing and maintaining the Police Department building.

Selectmen recommend

- 16) To see if the Town will vote to raise and appropriate the sum of One Hundred Twenty five Thousand Dollars (\$125,000) to be added to the Town Technology Expendable Trust Fund, established at the 2020 Town Meeting under the provisions of RSA 31:19-a for the purpose of Hardware/Software upgrades to Town systems.

Selectmen recommend

- 17) To see if the Town will vote to raise and appropriate the sum of Five Thousand dollars (\$5,000) to be added to the Police Department Equipment Expendable Trust Fund established at the 2020 Town Meeting under the provisions of RSA 31:19-a for the purpose of replacing Police equipment.

Selectmen recommend

- 18) To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) to be added to the Fire Equipment Capital Reserve Fund established at the 2016 Town Meeting under the provisions of RSA 35:1 for the purpose of the replacement of Henniker Fire Department trucks and equipment. **Selectmen recommend**

- 19) To see if the Town will vote to raise and appropriate the sum of Two Thousand Five Hundred Dollars (\$2,500) to be added to the Parks Equipment Expendable Trust Fund established in 2020 under the provisions of RSA 31:19-a for the purpose of replacing of equipment need to maintain the parks. **Selectmen recommend**

- 20) To see if the Town will vote to raise and appropriate the sum of Six Hundred Thirty-One Thousand Three Hundred Ninety Five Dollars (\$631,395) for the operating expenses for the Wastewater Treatment Plant with Seven Thousand Five Hundred Thirty Seven (\$7,537) to offset this appropriation by an anticipated water pollution grant and the remainder to be raised by sewer assessments. No amount to come from general taxation. **Sewer Commissioners/Selectmen recommend**

- 21) To see if the Town will vote to raise and appropriate the sum of Five Hundred Eighty Seven Thousand Eight Hundred Forty One Dollars (\$587,841) for the operating expenses of Cogswell Spring Water Works. This funding is provided by water assessments. **Water Commissioners/Selectmen recommend**

- 22) To see if the Town will vote to raise and appropriate the sum of Eight thousand seven hundred dollars (\$8,700) for the purpose of repairing and stabilizing the riverbank in Azalea Park. Further to see if the Town will vote to authorize the Selectmen to expend \$8,700 from the L.A. Cogswell Fund- Azalea Park for that purpose. (No Tax Impact).

To transact any other business that may legally come before this meeting. (This article is meant to allocate time that public acknowledgments may be voiced and is not mean to add additional articles

to the meeting. The final decision is the responsibility of the Town Moderator (per Henniker Town Counsel).

Given under our hands and seal the ____ day of February 2021

Kris Blomback, Chair

Tia Hooper, Vice Chair

Peter Flynn, Selectman

Scott Osgood, Selectman

Leon Parker, Selectman

**Town of Henniker
Requested Budget 2021
29-Jan-21**

	2021 Requested Budget	January Meeting Adj	1/26/21 Adjustments	2021 Requested Budget	2020 Estimated Revenues	2020 Met to be Raised	Cost on Tax Rate Valuation / 1000 \$471,798
Executive	22,913	15,000		37,913		37,913	0.08
Executive - Historic District	1,250			1,250		1,250	0.00
Town Clerk	94,219	1,804		96,023	950,000	(853,977)	-1.81
Election	7,620			7,620		7,620	0.02
Tax Maps	4,800			4,800		4,800	0.01
Town Office	595,468	23,948		619,416	2,000	617,416	1.31
Tax Collector	93,282	1,804		95,086	140,000	(44,914)	-0.10
Legal Fees	20,000			20,000		20,000	0.04
Planning	48,679			48,679	3,000	45,679	0.10
Zoning	5,521			5,521	1,800	3,721	0.01
Cemeteries	15,200			15,200	659	14,541	0.03
Insurance	141,554			141,554		141,554	0.30
Municipal Dues	4,157			4,157		4,157	0.01
Police	1,428,166	(11,452)		1,416,714	17,000	1,399,714	2.97
Fire/Rescue	820,636	2,069		822,705	400,000	422,705	0.90
Code Enforcement	54,373		(25,000)	29,373	10,000	19,373	0.04
Emergency Management	1,292			1,292		1,292	0.00
Highway	770,812	899		771,711		771,711	1.64
Highway/Streets	672,540	8,500		681,040		681,040	1.44
Solid Waste	502,089	6,941	(14,655)	494,375	20,000	474,375	1.01
Animal Control	9,408			9,408		9,408	0.02
Welfare	80,000			80,000		80,000	0.17
Athletic	40,145		0	40,145	2,500	37,645	0.08
Library	229,277	2,377	(14,000)	217,654		217,654	0.46
Patriotic Purposes	2,000			2,000		2,000	0.00
Community Concert's	7,195			7,195		7,195	0.02
Conservation	2,515			2,515		2,515	0.01
Community Programs-CAP	14,000			14,000		14,000	0.03
Community Programs-White Birch	65,000		0	65,000		65,000	0.14
Community Programs-Red Cross (new)	1,000			1,000		1,000	0.00
Community Programs-Henniker Beautification (new)	14,915		0	14,915		14,915	0.03
Community Programs-Fulfer Library (new)	350		(350)	0		0	0.00
Debt Service	227,455			227,455		227,455	0.48
Revenue: State of NH Rooms/Meals	0			0	100,000	(100,000)	-0.21
Revenue: Flood Control	0			0	90,000	(90,000)	-0.19
Revenue: HHHWD Other Gov't Participation	0			0	6,000	(6,000)	-0.01
Revenue: Payments In Lieu	0			0	4,271	(4,271)	-0.01
Revenue: Trust Funds	0			0	14,100	(14,100)	-0.03
Revenue: Water Pollution Control	0			0	7,500	(7,500)	-0.02
Revenue: Forest	0			0	104	(104)	-0.00
Revenue: Photocopy, Misc revenue	0			0	500	(500)	-0.00
Revenue: Unreserved Fund Balance	0			0		0	0.00
Subtotal Operational Budget	5,997,831	51,890	(54,005)	5,995,716	1,769,434	4,226,282	8.96
WARRANT ARTICLES/CAPITAL RESERVES							
Warrant Article - Road Improvement - Highway Block Grant		100,000		100,000	100,000	0	0.00
Warrant Article - WWTP		3,200,000		3,200,000	3,200,000	0	0.00
Purchase Highway Truck		200,000		200,000	150,000	50,000	0.11
Fire Extrication Tools		42,000		42,000	42,000	0	0.00
Azalea Park			8,700	8,700	8,700	0	0.00
Add to Parks ETF		2,500		2,500	0	2,500	0.01
Add to Town Technology ETF		125,000		125,000		125,000	0.26
Add to Police Equipment ETF		10,000	(5,000)	5,000		5,000	0.01
Add to Town Owned Building ETF		20,000		20,000		20,000	0.04
Add to Roads Maintenance ETF		750,000	(150,000)	600,000		600,000	1.27
Add to Revaluation Fund Capital Reserve		25,000	(5,000)	20,000		20,000	0.04
Add to Ambulance Fund Capital Reserve		70,000		70,000	9,200	60,800	0.13
Add to Fire Equipment Capital Reserve		50,000	50,000	100,000		100,000	0.21
Add to Bridge Repair Fund Capital Reserve		10,000		10,000		10,000	0.02
Add to Highway Equipment Fund		150,000		150,000		150,000	0.32
Add to Police Dept Building Fund		100,000	(50,000)	50,000		50,000	0.11
Subtotal Warrant Articles/Capital Reserves		4,854,500	(151,300)	4,703,200	3,509,900	1,193,300	2.53
Cogswell Spring Water Operating	587,841			587,841	587,841	0	0.00
Wastewater Treatment Operating	629,291	2,104		631,395	631,395	0	0.00
				0		0	0.00
Section Subtotal	1,217,132	2,104	0	1,219,236	1,219,236	0	0.00
2021 Town Wide Totals	7,214,963	4,908,494	(205,305)	11,918,152	6,498,570	5,419,582	11.49
Overlay, Veterans War Credits	73,000	0		73,000		73,000	0.15
2021 Tax Rate Totals	7,287,963	4,908,494	(205,305)	11,991,152	6,498,570	5,492,582	11.64
2020 Tax Rate Totals						4,122,723	9.94
						1,369,859	\$1.70
						% Increase	17.12%

Town of Henniker
 Requested Budget 2021 vs 2020
 01/29/2021

	2021 Requested	2020 Requested	2021 vs 2020 \$	2021 vs 2020 %
EXECUTIVE	37,913	25,973	11,940	46.0%
HISTORIC DISTRICT	1,250	1,250	0	0.0%
TOWN CLERK	96,023	90,457	5,566	6.2%
ELECTION BUDGET	7,620	15,070	(7,450)	-49.4%
TAX MAP BUDGET	4,800	4,725	75	1.6%
TOWN OFFICE BUDGET	619,416	571,706	47,710	8.3%
TAX COLL BUDGET	95,086	92,217	2,869	3.1%
LEGAL FEES BUDGET	20,000	20,000	0	0.0%
PLAN BUDGET	48,679	48,679	0	0.0%
ZBA BUDGET	5,521	5,521	0	0.0%
CEMETERIES BUDGET	15,200	13,950	1,250	9.0%
INSURANCE BUDGET	141,554	143,445	(1,891)	-1.3%
MUNICIPAL DUES BUDGET	4,157	4,157	0	0.0%
POLICE BUDGET	1,416,714	1,380,904	35,810	2.6%
FIRE/RESCUE BUDGET	822,705	773,789	48,916	6.3%
CODE BUDGET	29,373	6,883	22,490	326.7%
EMERGENCY MANAGEMENT BUDGET	1,292	1,292	0	0.0%
HIGHWAY BUDGET	771,711	776,676	(4,965)	-0.6%
HIGHWAY/STREETS BUD	681,040	649,700	31,340	4.8%
SOLID WASTE BUDGET	494,375	452,912	41,463	9.2%
ANIMAL CONTROL BUD	9,408	9,408	0	0.0%
HUMAN SERVICE BUDGET	80,000	80,000	0	0.0%
ATHLETIC BUDGET	40,145	40,145	0	0.0%
LIBRARY BUDGET	217,654	228,329	(10,675)	-4.7%
PATRIOTIC PURPOSES BUD	2,000	2,000	0	0.0%
CONCERT'S BUDGET	7,195	7,195	0	0.0%
CONSERVATION BUDGET	2,515	3,500	(985)	-28.1%
COMMUNITY BUDGET	94,915	79,000	15,915	20.1%
DEBT SERVICE BUDGET	227,455	327,674	(100,219)	-30.6%
DEPARTMENT OPERATIONS SUBTOTAL	5,995,716	5,856,557	139,159	2.4%
WARRANT ARTICLES BUDGET	350,700	784,695	(433,995)	-55.3%
CAPITAL RESERVES BUDGET	1,152,500	1,027,501	124,999	12.2%
TOTAL RAISED FROM PROPERTY TAXES	7,498,916	7,668,753	(169,837)	-2.2%
CSWW BUDGET	587,841	515,003	72,838	14.1%
CSWW Warrant Article	0	350,000	(350,000)	-100.0%
WWTP BUDGET	631,395	632,609	(1,214)	-0.2%
WWTP Warrant Article	3,200,000	0	3,200,000	100.0%
GOVERNMENT WIDE BUDGET	11,918,152	9,166,365	2,751,787	30.02%

Existing CRF or ETF Funds
Balances as of 1/29/2021

	MS-9 Balance 12/31/19	2020 Adds	2020 Withdraw	2020 Withdraw In Progress	Balance 12/31/20	2021 Proposed Add	2021 Proposed Use	2021 Ending Balance
Ambulance Fund CRF	206,027	70,000		(275,000)	1,027	70,000		71,027
Police Station Building CRF	55,210	50,000			105,210	50,000		155,210
Fire-Rescue Building ETF	47,479		(41,400)		6,079			6,079
Fire Truck Fund (not used)	421				421			421
Community Center ETF	3,790				3,790			3,790
Skate Park Fund (not used)	393				393			393
Revaluation Fund CRF	60,316			(54,300)	6,016	20,000		26,016
Land Purchase CRF	113				113			113
Highway Equipment CRF	4,297	25,000			29,297	150,000		179,297
Bridge Repair CRF	40,488	10,000			50,488	10,000		60,488
Fire Ladder Truck CRF	1				1			1
Old Home Day ETF	3,480				3,480			3,480
Fire Equipment CRF	335,425	50,000			385,425	100,000	(42,000)	443,425
Transfer Station CRF	20,067	25,000			45,067			45,067
Road Maintenance ETF	750,949	750,000	(147,010)	(1,020,916)	333,023	600,000	(1,067,787)	(134,764)
Town Owned Building ETF	1	5,000			5,001	20,000		25,001
Town Owned Vehicles ETF	1				1			1
Highway Building Maint ETF	1				1			1
Town Technology ETF	0	25,000			25,000	125,000		150,000
Parks Equipment ETF	0	15,000		(15,000)	0	2,500		2,500
Police Equipment ETF	0	2,500			2,500	5,000		7,500
Wastewater Maint CRF		1			1			1
Totals	1,528,458	1,027,500	(188,410)	(1,365,216)	1,002,332	1,152,500	(1,109,787)	1,045,045

Roads ETF Details 2020 Withdraw in Progress

Mike Vignale - engineering - old concord road fire pond	6,850.00
Mike Vignale - engineering - depot hill/circle street drainage	14,600.00
KA Stevens and Son - western ave town line to cote hill	893,186.05
Western Ave/Hall Ave work done in 2020	106,280.00
Total	914,636.05

Roads ETF 2021 Proposed Use

GMI - Bennett Street	145,067
GMI Elm	83,188
GMI Depot	169,035
GMI Old Hillsboro	609,197
GMI Circle	56,300
Total	1,062,787



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: 2/2/2021
TITLE: White Birch 2020 Invoices
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

The town has been under the impression that we had not received any invoices for services from White Birch for 2020. As this was brought up last meeting Executive Director Marc McMurphy has investigated why this may have occurred. The bookkeeper for White Birch is indicating he has sent 3 invoices to the Town. However, they are indicating that the funds have not been received as they are still in accounts receivable. In speaking with Finance Director Russ Roy, he has not received any of these invoices. Mr. McMurphy is looking for payment for these invoices since the books have not been closed. Russ states he does have the money if the pleasure of the Board is to pay these invoices.

Legal Authority: N/A

Financial Details: \$54,583.26

Town Administrator Comment:

If White Birch provided services to the Town of Henniker residents and are owed, I feel we should pay the invoices.

Suggested Action/Recommendation:

Suggested Motion:

Move to authorize the Town of Henniker Finance Department to pay the three invoices for the services of White Birch Community Center totaling \$54,583.26.

From: [Marc McMurphy](#)
To: josephdevine.henniker@tds.net
Cc: [Steve Burritt \(christeveb@comcast.net\)](mailto:Steve.Burritt@comcast.net); [Elin Leonard \(eleonard@banknh.com\)](mailto:Elin.Leonard@banknh.com)
Subject: White Birch
Date: Thursday, January 28, 2021 9:46:12 AM
Attachments: [WB invoices.pdf](#)

Hello Joe,

As you know, at the Select Board Meeting on Tuesday, January 26, 2021, Tia Hooper referenced, during her budget discussion, that White Birch had not requested of its money. Upon hearing that I indicated in the chat I was not sure what she was referring to. My financial reports, which I see and inspect monthly, had been stating that we have been receiving money from the town. I sent an email that night to our bookkeeper, NH Bookkeeping Services, asking for more information.

He replied to me with the invoices he generated, and he states, were sent to the town requesting the money. I have attached the PDF of the invoices NH Bookkeeping Services sent to me. When I look at the financials, they are showing the accrual of the funds based on the quarterly invoicing, however, they do not indicate that the funds have been received as they are still in the Accounts Receivable.

NH Bookkeeping let me know that of the last 3 invoices sent are attached, only the oldest one (July) was paid as we adjusted for this figure at year end with our audit. The Q3 and Q4 invoices have not been paid.

The problem is that Russ let me know that the attached invoices (Q3 and Q4) which I have included here, and which he has per yesterday, was the first time he has seen them. Now we have an issue. The bookkeeper is saying he sent them and Russ is saying he never got them. IN addition, even though the Town of Henniker Books are still open for 2020, Russ cannot take any steps to pay these invoices with out Select Board Approval.

Can you suggest next steps?

Marc McMurphy
Executive Director
White Birch Center
51 Hall Ave
Henniker, NH 03242
603-428-7860
marcm@whitebirchcc.org

White Birch Community Center
 PO Box 2035
 Henniker, NH 03242 US
 jeff@nhbookkeepingservices.com

Invoice

BILL TO
Town of Henniker c/o Mr Russ Roy 18 Depot Hill Road Henniker, NH 03242

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
HTG 20195	06/17/2020	\$22,083.30	07/01/2020	Due on receipt	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Grant Income	Jan 2020	1	208.33	208.33
Grant Income	Feb 2020	1	208.33	208.33
Grant Income	March 2020	1	5,416.66	5,416.66
Grant Income	April 2020	1	5,416.66	5,416.66
Grant Income	May 2020	1	5,416.66	5,416.66
Grant Income	June 2020	1	5,416.66	5,416.66

BALANCE DUE

\$22,083.30

White Birch Community Center
PO Box 2035
Henniker, NH 03242 US
jeff@nhbookkeepingservices.com

Invoice

BILL TO

Town of Henniker
c/o Mr Russ Roy
18 Depot Hill Road
Henniker, NH 03242

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
HTG 20198	09/01/2020	\$16,249.98	10/01/2020	Net 30	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Grant Income	July 2020	1	5,416.66	5,416.66
Grant Income	August 2020	1	5,416.66	5,416.66
Grant Income	September 2020	1	5,416.66	5,416.66

BALANCE DUE

\$16,249.98

White Birch Community Center
PO Box 2035
Henniker, NH 03242 US
jeff@nhbookkeepingservices.com

Invoice

BILL TO
Town of Henniker c/o Mr Russ Roy 18 Depot Hill Road Henniker, NH 03242

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
HTG 20199	12/01/2020	\$16,249.98	12/31/2020	Net 30	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Grant Income	October 2020	1	5,416.66	5,416.66
Grant Income	November 2020	1	5,416.66	5,416.66
Grant Income	December 2020	1	5,416.66	5,416.66

BALANCE DUE

\$16,249.98



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: 2/2/2021
TITLE: Azalea Park Riverwalk Committee
INITIATED BY: Susan Adams, Chair
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Susan Adams, Chair

AGENDA DESCRIPTION:

The Azalea Park Riverwalk Committee has asked to be placed on the agenda for tonight's Select Board Meeting. They are looking to discuss plans, estimated costs and available funds associated with the emergency repair of the path and riverbank at Azalea Park.

- Engineering services
- Construction Plan of and estimate from Town of Henniker
- Available Funds
- Approval of the BOS and permission to address the Trustees of the Trust

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

It has been confirmed with the Finance Director that the committee has approximately \$12,000 in funds available in all their accounts. This includes \$8400 in a trust that would require town meeting approval.



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: 2/2/2021
TITLE: Executive Assistant/Office Manager Position
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

In follow up to the Board's January 26th meeting and conditional offer of employment developed for the position of Executive Assistant/Office Manager. I am pleased to report the Board's offer has been accepted and we are able to move forward in formally filling the Executive Assistance/Office Manager position.

As a result, I would ask the Board to formally appoint Wendy Baker of Hillsborough to the full-time position of Executive Assistant/Office Manager for the Town of Henniker.

In accepting the position, Wendy will begin working on Monday February 8, 2021.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

I would request the board approve the motion as presented.

Suggested Action/Recommendation:

Suggested Motion:

Move to appoint Wendy Baker of Hillsborough as a full-time Executive Assistant/Officer Manager effective February 8, 2021 and to initially set the position as a Labor Grade 13, Step 5B on the Town of Henniker Wage Schedule.



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: 2/2/2021
TITLE: TAP Grant
INITIATED BY: Leo Aucoin, Highway Superintendent
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

The New Hampshire Department of Transportation (NHDOT) is starting a new competitive selection round for pedestrian and bicycling infrastructure projects under the federally funded Transportation Alternatives Program (TAP).

Eligible Activities:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other users of non-motorized forms.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for pedestrians, bicyclists, or other non-motorized transportation users.
- SRTS infrastructure activities eligible under §1404 of SAFETEA-LU (20% match required)

The Highway Superintendent would like the Town to apply for this next round funding. He would like to work on the sidewalks on Maple St. from Prospect St. to Post Office Place and then Rush Road from Prospect St. to Village Green.

The Town is required to contribute a 20% match.

Legal Authority: N/A

Financial Details: \$507,000 Total (Town Match \$101,400)

Town Administrator Comment:

I concur with the Highway Superintendent and feel we should be seeking these grant funds.

Suggested Action/Recommendation:

Suggested Recommendation:

Move to authorize the Town Administrator to send a letter of intent to the State of NH for this round of TAP funding and support going forward with this process.

MEMORANDUM

Project: TAP Application - HENNIKER, NH

Subject: Planning Level Cost Estimate

Date: January 29, 2021

Sidewalks along Maple Street (1,500') and Rush Road (1,400')					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COSTS
1	Mobilization	1	LS	\$10,000.00	\$10,000
2	Site Preparation	1	LS	\$12,000.00	\$12,000
3	Excavation	900	CY	\$15.00	\$13,500
4	Rock Excavation	50	CY	\$75.00	\$3,750
5	Crushed Gravel	600	CY	\$28.00	\$16,800
6	Cement Concrete Sidewalks (Curb Ramps)	60	SY	\$75.00	\$4,500
7	2" Bituminous Sidewalks	1,700	SY	\$20.00	\$34,000
8	Hot Bituminous Pavement Hand Work	200	TON	\$140.00	\$28,000
9	Granite Curb - Straight	1,400	LF	\$32.00	\$44,800
10	Granite Curb - Curved	60	LF	\$39.00	\$2,340
11	Concrete Class A	35	CY	\$375.00	\$13,125
12	12" HDPE - Drain Pipe	600	LF	\$55.00	\$33,000
13	18" HDPE - Drain Pipe	400	LF	\$65.00	\$26,000
14	Catch Basin	7	EA	\$3,000.00	\$21,000
15	Adjust Utility Gate or Curb Stop	5	EA	\$250.00	\$1,250
16	Traffic Signs and Mountings	140	SF	\$50.00	\$7,000
17	Retroreflective Paint Pave. Markings, 4" Line	3,000	LF	\$0.50	\$1,500
18	Retroreflective Paint Pave. Markings, 12" Line	300	LF	\$2.00	\$600
19	Loam and Seed	3,000	SY	\$5.00	\$15,000
20	Maintenance of Traffic	1	LS	\$14,000.00	\$14,000
21	Dust and Erosion Control	1	LS	\$10,000.00	\$10,000
	Miscellaneous (15%)				\$46,825

Total Estimated Construction Costs (2021 Prices) \$358,990

Cost Escalation assuming 2023 construction (3% per year) \$21,539

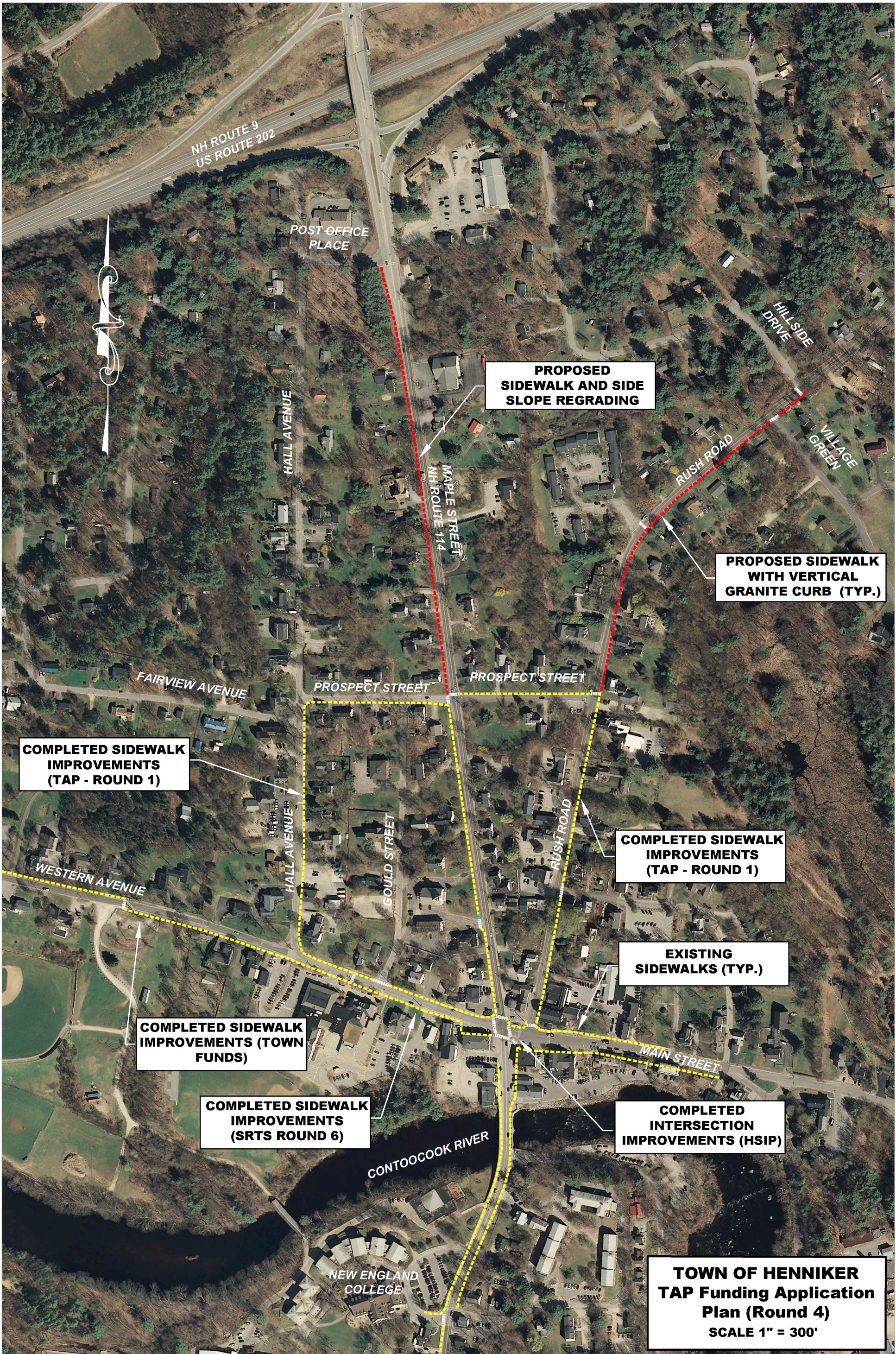
TOTAL ESTIMATED CONSTRUCTION COSTS \$380,529

Preliminary and Final Design Engineering (16%) \$60,885

Right of Way \$5,000

Construction Engineering (16%) \$60,885

TAP Grant Application amount \$507,000



NH ROUTE 9
US ROUTE 202

POST OFFICE
PLACE

HALL AVENUE

**PROPOSED
SIDEWALK AND SIDE
SLOPE REGRADING**

HILL SIDE
DRIVE

VILLAGE
GREEN

RUSH ROAD

**PROPOSED SIDEWALK
WITH VERTICAL
GRANITE CURB (TYP.)**

MAPLE STREET
NH ROUTE 114

FAIRVIEW AVENUE

PROSPECT STREET

PROSPECT STREET

**COMPLETED SIDEWALK
IMPROVEMENTS
(TAP - ROUND 1)**

**COMPLETED SIDEWALK
IMPROVEMENTS
(TAP - ROUND 1)**

WESTERN AVENUE

HALL AVENUE

GOULD STREET

RUSH ROAD

**EXISTING
SIDEWALKS (TYP.)**

**COMPLETED SIDEWALK
IMPROVEMENTS (TOWN
FUNDS)**

**COMPLETED SIDEWALK
IMPROVEMENTS
(SRTS ROUND 6)**

**COMPLETED
INTERSECTION
IMPROVEMENTS (HSIP)**

MAIN STREET

CONTOOCOOK RIVER

NEW ENGLAND
COLLEGE

**TOWN OF HENNIKER
TAP Funding Application
Plan (Round 4)
SCALE 1" = 300'**

“The only Henniker on Earth”



Office of the Town Administrator

Joseph R. Devine, Jr.

To: Board of Selectmen
From: Joseph Devine, Town Administrator *Joseph R. Devine, Jr.*
Date: February 2, 2021
Ref: **Town Administrator's Report**

I am pleased to report on the following items:

- **COVID-19 Update** – As of January 27, 2021 we have 15 active cases (0.31% of population), we have had 14 new cases in the past fourteen days, a total of 153 cumulative cases (3.16% of population) and 3,611 tests have been conducted on Henniker residents.
- **Craney Hill Communication Tower** –The Town has submitted a grant to NH Homeland Security in the amount of \$311,000 for the construction of a tower, building, generator and fence. We hope this this competitive grant will be accepted so we will be able to move our existing police and highway antennas off there current pole and onto a new pole. This will also allow us to have a fixed generator so it will not be necessary for us to transport the portable generator every time the repeater loses power. I will update the board when I have heard the outcome.
- **Town Report** – Just a reminder we are in the final week of submission for Town Report. If your committee, department, or organization haven't submitted their paperwork please do as soon as possible.
- **Highway Block Grant** – We have received our first distribution of the 2021 Highway Block Grant. The amount is for \$33,857.

*****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

- Shaker Road renaming – Working with Road Agent
- Goal Setting with Select Board
- Vacation time vs. PTO Time
- Health Insurance Comparison
- Merit Pay/Evaluations
- Old Concord Road – Jake Brake Issue
- Hall Ave. – No Thru Trucking

Federal 2021- NH Department of Safety- Grants Management Unit CFDA Grant #97.067
Grant Application Due January 28, 2021 at noon, Submit to HomelandGrants@dos.nh.gov

Lead Applicant Agency: HENNIKER POLICE DEPT.

Partnering Cities/Counties/Agencies : CAPITAL AREA MUTUAL AID FIRE COMPACT

*Please note schools may not apply in 2021

Organization: Town of Henniker DUNS #: 031618176 FEIN 02-6000383

Proposal Information: Is this a continuation of a Homeland Security Grant? Yes No

If you answered yes, please identify the previous project title and amount below.

Previous Project Title: _____ Amount: _____

Is this a construction project? Yes No

Describe (tower, fence, repeater, etc.) TOWER, GENERATOR, REPEATER

Current Project Title: HENNIKER REGIONAL COMMS. PROJECT Amount Requested: \$311,372.00

Please check the Investment Justification that best describes your project:

- Special Team and or Special Response Enhancement (WMD/CBRNE) (See Core Capabilities-Emerging threats)
- WMD/CBRNE prevention, protection, response, recovery (See Core Capabilities)
- Operational Communications
- Cyber Security

*Note: Daily use (portables or mobile radios) applications will not be entertained this year (see forward to this application)

Approvals:

NIMS Compliance (see Terms & Conditions)

<https://www.fema.gov/nims-training>

After Action Report (AAR) recommended this project

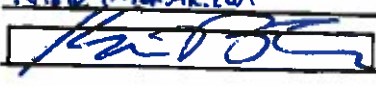
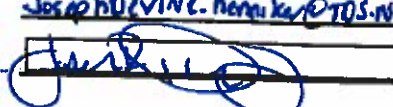
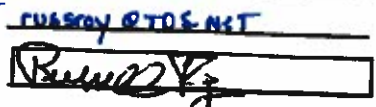
NH LAC Infrastructure Analysis recommended this project

LEOP priority(attach supporting pages from current LEOP)

Attach letter of certification from head of dept.

Date(s) of Event/Exercise: _____

(attach document re: certification of assessment)

	Authorizing Official per RSA (Per RSA 31:95b or RSA 37:6)	Project Director/Contact	Financial Officer
Name:	<u>Kris Blomquist</u>	<u>Joseph Devine</u>	<u>Russ Roy</u>
Title:	<u>CHAIRMAN OF SELECT BOARD</u>	<u>TOWN ADMINISTRATOR</u>	<u>FINANCE DIRECTOR</u>
Address:	<u>18 DEPT HILL RD</u>	<u>18 DEPT HILL RD</u>	<u>18 DEPT HILL RD</u>
City, Zip:	<u>Henniker, NH 03242</u>	<u>Henniker NH 03242</u>	<u>Henniker NH 03242</u>
Phone No:	<u>603-428-3221</u>	<u>603-428-3221</u>	<u>603-428-3221</u>
Fax No:	<u>603-428-4366</u>	<u>603-428-4366</u>	<u>603-428-4366</u>
Email:	<u>Kris@PTDFAK.com</u>	<u>Joseph.Devine.henniker@DOS.NET</u>	<u>russroy@DOS.NET</u>
Original Signatures			

2021 Competitive Application must be completed in full for consideration.

Note: This application has reference documents on the "left" of the PDF screen when it is opened.

SECTION I: STRATEGY

Describe your problem and solution by answering each question below using 2,000 characters or less:
A. Per DHS/FEMA, proposed projects must either: 1) support sustainment of existing core capabilities (see Core Capabilities document located at <https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities> or 2) address gaps as identified in the most recent State Preparedness Report (see State Preparedness Report) or in NH State Strategy (synopsis attached). Identify how your project will address either 1) or 2) described above and explain how.

- A. The Town of Henniker is a member of the Capital Area Mutual Aid Fire Compact which serves 23 communities in 4 counties. The Compact's operational area is 817 square miles with a resident population of 135,796. It also provides and receives mutual aid responses with communities beyond the member area.**
- Communications, which falls under the "response" mission area, is one of the core capabilities this project will address. This project creates enhanced, interoperable communications allowing first responders from all disciplines to communicate during all phases of all-hazard incidents, to include an act of terrorism or a public health emergency.**

It will greatly improve the regions ability to coordinate with first responders, incident commanders, emergency dispatch centers, emergency operations centers as well as State resources to include the NH State Emergency Operations Center and New Hampshire State Police.

During power outages, the CAMAFC loses the ability to transmit from the communications tower located on Gould Hill in Henniker because the site does not have a generator. First responders cannot use their portable radios and unless there is a clear line of sight to other communications towers, transmitting from the cruiser radios is not possible.

During these outages, first responders have to access the tower site with two portable generators and then maintain those generators throughout the outage. Depending on the weather, the maintenance and fueling of the generators requires first responders to walk up to the tower site carrying everything they will need. Not only does this take first responders off the road but at times can be hazardous. This project will close this communications gap and improve the overall level of response to any incident in the region.

Merrimack Count Sherriff's Office Communication's Center uses the microwave system to access their radio that is located on Craney Hill. They provide dispatch and emergency service to Henniker PD and the surrounding communities from the Craney Hill site. They get onto the system at Mount Kearsarge and off at Craney Hill to link to their equipment there. All of this vital equipment will be installed on the new tower and serviced by the generator.

This tower is also located on privately owned land. It has been determined by all that the best way forward is to install a new tower on Town owned property and to install a generator at this tower site.

- B. Describe how this project prevents a threatened or an actual act of terrorism including how it protects citizens, residents, visitors, and assets. Per DHS Guidance, all projects must assist in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism. List emergencies or incidents that brought this gap to light. Funds must have a nexus to terrorism consistent with 6 U.S.C § 609.

This project assists in the prevention of terrorism because it creates a better communications system that will provide clear, interoperable communications throughout the region. This capability will make it easier and more efficient to report suspicious activity to other local partners and to State and Federal officials. Better communications will allow for a better coordinated effort to identify, interdict and apprehend potential terrorists.

For example, the tower site lost power on December 5, 2020 because of a significant snow storm. As a result of this power loss, areas of the Town of Henniker and the CAMAC lost the ability to communicate. This power outage also causes an interruption in the chain of communications towers to include Gould Hill and Mt. Kearsarge. This type of interruption in communications could result in the inability to communicate information about a potential hazard or terrorist attack.

- C. Part I: Identify who benefits from this investment or project [fire or police department(s), one county, multiple counties, etc.] and describe how. Attach letters of support from collaborating agencies. Multi jurisdiction applications receive priority. Part II: How does this project Support the overcoming of existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments,

This communications project will benefit all first responders in the Capital Area Mutual Aid Fire Compact, to include public works. This Compact serves 23 communities in 4 counties. The Compact's operational area is 817 square miles with a resident population of 135,796. It also provides and receives mutual aid responses with communities beyond the member area.

It also will benefit the Merrimack County Sheriff's Office which serves the 27 communities in Merrimack County. The county covers 611,148 square miles with a resident population of 149,965. They dispatch calls for their own units throughout Merrimack County and dispatch for the police agencies in 14 towns plus the U.S. Army Corps of Engineers and probation/parole officers.

Part II:

This projects allows the region to overcome an interruption of emergency communications due to a first responder's location and the surrounding topography by providing a means for the reliable transmission of critical, lifesaving information. As previously discussed, reliable and accurate communications insures a more robust operating picture for decision makers and other responding personnel.

Describe how this project will assist ability to respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents. What is the nexus to terrorism?

Any delay in responding to any event including an act of terrorism will cause the potential for a greater loss of life and property. Having reliable and interoperable radio communications prevents delays in response by allowing those responding to better coordinate with each other. Reliable communications can assist in alerting other jurisdictions of the potential or ongoing threat and can assist State and Federal partners with investigations.

In the aftermath of an event, rapid and well-coordinated recovery activities are essential. Reliable and interoperable radio communications help to link all agencies/departments with the recovery effort and help to coordinate needed resources.

- D. Explain any previous grant experience you have had, how many years, types of projects, size of awards, etc.

The Town of Henniker is very experienced with grant writing and the follow through involved with the projects. Some previous examples of projects we have completed are: Ruger Firearms, MDT, Radar Guns, OHRV Enforcement, TAP Grant, Speed Enforcement, ARM Grant, EMPG, FEMA Public Assistance and CARES Act.

- E. Describe the long-term approach to sustaining and maintaining the capabilities created or enhanced by this project using local funds. . Note that inventory will be required to be updated to the Department of Safety every two years per DHS/FEMA.

This project will be sustained through annual maintenance funds budgeted through the Town of Henniker to repair, maintain and replace equipment at the end of its life cycle.

SECTION V: ATTACHMENTS

(Use as many pages as necessary for this section)

Section V.A. - Attachments - Required Be sure each item is submitted. Check off each one.

- Signed Cover Page
- Signed Grant Terms and Conditions (see attachment). The attached conditions are for the 2020 grant. If this project is awarded, updated 2021 Conditions will be included with your award letter depending on year that is awarded. The Department of Safety does not currently have these.
- Budget Sheet (See attachment
- AEL Information Sheet(s) as required
- Partnering agency letters of commitment
- Documented assessments to support request
- NIMS certification letter of compliance. See <https://www.fema.gov/nims-training>

Section V.B. - Attachments - Additional Supporting Documents

If the uniqueness of your project has not been captured from the questions above and you would like to provide any additional relevant information, please insert additional narrative or labeled graphic attachments.

Section V.C. - Attachments - Environmental Documents: To be supplied AFTER this project is approved by the Homeland Security Grant Committee and by the Department of Safety - Grants Management Unit. This also requires DHS/FEMA approval before beginning the project. This will THEN become an addendum to your official application.

FYI: Projects involving communication towers (including the placement of equipment on an existing building or tower), physical security enhancements, new construction, renovation, and modifications to buildings and structures that are 50 years old or older require an environmental review. For HSGP grants, Pam Urban-Morin is your NEPA/EHP contact: Pamela.Urban-Morin@dos.nh.gov

You are being supplied with the 2020 Grant Terms and Conditions. Please review and acknowledge these. These are the minimum requirements that must be met. IF awarded a 2021 Grant you will need to sign off on the 2021 version.

Article I - Summary Description of Award

The purpose of the FY 2020 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. These grant programs fund a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

Article II - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

Article III - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved.

Article IV - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article V - Assurances, Administrative Requirements, Cost Principles, Representation and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article VI - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the *DHS Civil Rights Evaluation Tool* within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission for the first award under which this term applies, recipients are only required to submit updates every two years, not every time a grant is awarded. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/sites/default/files/publications/dhs-civil-rights-evaluation-tool.pdf>

Article VII - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article VIII - Activities Conducted Abroad

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article IX - Age Discrimination Act of 1975

Recipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article X - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article XI - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article XII - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (codified as amended at 42 U.S.C. section 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XIII - Civil Rights Act of 1968

Recipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 *et seq.*), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units- i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)- be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XIV - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgment of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XV - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XVI - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of sec. 5152-5158 of the *Drug-Free Workplace Act of 1988* (41 U.S.C. sections 8101-8106).

Article XVII - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart F may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the *Education Amendments of 1972*, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

Article XIX - Energy Policy and Conservation Act

Recipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XX - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the *False Claims Act*, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXI - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXII - Federal Leadership on Reducing Text Messaging while Driving Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XXIII - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974*, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XXIV - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, codified as amended at 15 U.S.C. section 2225.

Article XXV - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with the *Title VI of the Civil Rights Act of 1964* (42 U.S.C. section 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXVI - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXVII - National Environmental Policy Act

Recipients must comply with the requirements of the *National Environmental Policy Act of 1969*, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXVIII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXIX - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXX - Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXXI - Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the *Bayh-Dole Act*, 35 U.S.C. section 200 *et seq.* Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXXII - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the *Solid Waste Disposal Act*, Pub. L. No. 89-272 (1965) (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXXIII - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXXIV - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXV - Reporting Subawards and Executive Compensation

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVI - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XXXVII - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XXXVIII - Trafficking Victims Protection Act of 2000

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000* (TVPA), codified as amended at 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.

Article XXXIX - Universal Identifier and System for Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XL - USA Patriot Act of 2001

Recipients must comply with requirements of Section 817 of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001* (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

Article XLI - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLII - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XLIII - Environmental Planning and Historic Preservation

DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires 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. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's EHP screening form and instructions, go to the DHS/FEMA website at:

<https://www.fema.gov/media-library/assets/documents/90195>. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

NH Department of Safety HSGP Special Grant Terms and Conditions 2020

NOTE: The grant terms and conditions must be submitted with the grant acceptance

1. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable 2 CFR 200 and the FFY 2020 U.S. Department of Homeland Security, Grant Program Guidance and Application Kit. The applicant assures that it will comply and all its sub-recipients and contractors will comply, with the applicable provisions of the U.S. Department of Homeland Security, FFY 2020 Homeland Security Grant Program Guidance and Application Kit, and all other applicable federal laws, orders, circulars or regulations.
2. **Freedom of Information Act (FOIA):** FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The applicant may also consult FEMA regarding concerns or questions about the release of information under State and local laws. The grantee should be familiar with the regulations governing Sensitive Security Information (49 CFR Part 1520), as it may provide additional protection to certain classes of homeland security information.
3. **Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by Congress.
4. **Bidding Requirements:** The subrecipient must comply with proper competitive bidding procedures 2 CFR 200.317-326. On any items, including those bids in the aggregate, whose total cost is less than \$5,000, the bids do not have to be submitted to the DOS for review and approval; but adequate documentation must be maintained in the subrecipient's files. On any items, including those bids in the aggregate, whose total cost is \$5,000 or more, bids must be submitted to DOS, if requested.
 - a. **Buy American Act:** In general, grantees are not required to comport with the restrictions of the Buy American Act (41 U.S.C. 10a) However, grants authorized under the Stafford Act, including FMPG program, must follow these standards. The Buy American Act requires that all materials purchased be produced in the United States, unless such materials are not available, or such purchases would not be in the public interest
5. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant.
6. **Closed-Captioning of Public Service Announcements:** Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
7. **Compliance Agreement:** The subrecipient agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by DOS. Failure to comply could result in a "Stop Payment" being placed on the grant.
8. **Conflict Of Interest:** Per 2 CFR 200 Recipients and subrecipients must disclose in writing to FEMA or its pass through entity, any potential conflict of interest in the Federal award's lifecycle. Personnel and other officials connected with this grant shall refer to the advice below but insure that a local policy is in place to comply generalized paraphrased policy sample herein and given below:

Advice: No official or employee of a state or unit of local government or of non-government grantees/subrecipients shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

Appearance: In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/subrecipients shall avoid any action which might result in, or create the appearance of the following:

 - Using his or her official position for private gain;
 - Giving preferential treatment to any person;
 - Losing complete independence or impartiality;
 - Making an official decision outside official channels; and/or
 - Adversely affecting the confidence of the public in the integrity of the government or the program.Recipients and subrecipients must disclose, in a timely manner and in writing to FEMA or the pass-through entity, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the Federal award.
9. **Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, not to exceed

- the maximum of \$650.00 per day. Permission for costs that exceed \$650 per day in total will need to be granted by DOS who must seek approval for DHS/FEMA for an increased rate.
10. **Continuation:** The applicant agrees that if the requested project is funded continuation is not guaranteed.
 11. **Contract Requirements:** The applicant agrees that no contract or agreement may be entered into by the subrecipient for execution of project activities or provision for services to a sub grant project (other than the purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved application. Any such arrangements will provide that the subrecipient will retain ultimate control and responsibility for the project and that the contractor will be bound by these conditions as well as the subrecipient.
 12. **Construction Projects:** HSGP Program is effectively considered a non-construction program. However, subrecipients using funds for ancillary construction projects/work must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 et seq.). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage determination, is available from the following website: <http://www.wdol.gov>.
 13. **Data Collection:** The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this agreement.
 14. **Deobligation of Grant Funds:** All grants must be deobligated at the end of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by DOS.
 15. **Disclosure of Federal Participation:** In compliance with Section 623 of Public Law 102-141, the subrecipient agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the project unless the subrecipient agrees to the following:
 - Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of federal funds that will be used to finance the acquisition and
 - Expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.
 16. **Equipment:** The subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security and the NH Department of Safety - Grants Management Unit." Additionally, when practicable, any equipment purchased with funding under this agreement shall bear on it the logos of the NH Department of Safety - Grants Management Unit and U.S. Department of Homeland Security.
 17. **Financial Responsibility:** The financial responsibility of subrecipients must be such that the subrecipient can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:
 - Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
 - Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
 - The accounting system should provide accurate and current financial reporting information; and,
 - The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.
 18. **Interest and Other Program Income:** The applicant agrees to be accountable for all interest or other income earned by the subrecipient with respect to sub grant funds or as a result of conduct of the project (sale of publications, registration fees, service charges, etc.) All program income generated by this grant during the project must be reported to DOS quarterly and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from DOS.
 19. **Interoperable Equipment:** Grantee is responsible for all license requirements resulting from a potential grant. Equipment must meet DHS/FEMA recommended P-25 compatible standards
 20. **Legal Action:** The subrecipient agrees that should the NH Department of Safety - Grants Management Unit determine that it needs to take legal action against the subrecipient for actions arising out of the grant, the subrecipient will waive jurisdiction and have the case heard in either state or federal court in Concord, New Hampshire.
 21. **Obligation of Grant Funds:** Grant funds may not be obligated prior to the effective date of the approved grant application and without advance written approval by DOS. No obligations are allowed after the end of the grant period and the final request for payment must be submitted no later than 30 calendar days before the end of the grant period.
 22. **Performance:** This grant may be terminated or fund payments discontinued by DOS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations

promulgated, including those grant conditions or other obligations established by DOS. In the event the subrecipient fails to perform the services described herein and has previously received financial assistance from DOS, the subrecipient shall reimburse DOS the full amount of the payments made. However, if the services described herein are partially performed, and the subrecipient has previously received financial assistance, the subrecipient shall proportionally reimburse DOS for payments made.

23. **Property Control:** Effective control and accountability must be maintained for all personal property. Subrecipients must adequately safeguard all such property and must assure that it is used solely for a authorized purposes. Subrecipients should exercise caution in the use, maintenance, protection and preservation of such property. Subrecipients agree to follow the terms of 2 CFR 200.317 – 200.326. In part this includes the following long term obligation management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:
- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
 - (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
 - (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
 - (4) Adequate maintenance procedures must be developed to keep the property in good condition.
 - (5) If the grantee or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
- Disposition. Must be reported to Grants Management and completed in accordance with 2 CFR 200. In cases where a grantee or subrecipient fails to take appropriate disposition actions, the awarding agency may direct the grantee or subrecipient to take excess and disposition actions.
- Federal equipment. In the event a grantee or subrecipient is provided federally-owned equipment:
- (1) Title will remain vested in the Federal Government.
 - (2) Grantees or subrecipients will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.
 - (3) When the equipment is no longer needed, the grantee or subrecipient will request disposition instructions from the Federal agency.
- Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:
- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.
 - (2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200.
 - (3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.
- Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:
- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.
 - (2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200
 - (3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.
24. **Records:** The applicant will give the grantor agency or the DHS or the Office of the Inspector General, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the grant.
25. **Recording and Documentation of Receipts and Expenditures:** Subrecipient's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
26. **Reports:** The subrecipient shall submit, at such times and in such form as may be prescribed, such reports as DOS may reasonably require, including financial reports, progress reports, final financial reports and evaluation reports.

27. **Final and fiscal close-out Report:** The report is in addition to the cumulative progress reports and is also due 30 days after the end of the grant period.
28. **Retention of Records:** Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved. Re: Property records see as previously noted in this section: Subrecipients agree to follow the terms of 2 CFR 200.317 – 200.326.
29. **Suspension or Termination of Funding:** DOS may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a subrecipient for any of the following reasons:
 - Failure to comply substantially with requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law;
 - Failure to adhere to the requirements, standard conditions or special conditions;
 - Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding;
 - Failure to submit reports;
 - Filing a false certification in this application or other report or document;
 - Other good cause shown.
30. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subrecipient's approved project plan and budget. Items must be in the subrecipient's approved grant budget in order to be eligible for reimbursement.
31. **Utilization of Minority Businesses:** Subrecipients are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
32. **Written Approval of Changes:** Any mutually agreed upon changes to this sub grant must be approved, in writing, by DOS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

Reporting Requirement: Typing of Equipment and Training:

Ongoing HSGP Guidance, FOA, and NOFAs require that all where applicable grantees report equipment purchases and the typed capability the equipment supports (where such typing guidance exists); the number of people trained in a given capability to support a reported number of defined resource typed teams (e.g., 63 responders were trained in structural collapse to support 23 Type 2 USAR Teams); and the total number of a defined type of resource and capabilities built utilizing the resources of this grant. Grantees will specify the number of resources, capability supported, whether it is a NIMS or State/local typed resource, the cost, and whether the resource sustains current capabilities or adds new capabilities. The resources should be reported only after equipment is delivered or after training has occurred and the corresponding grant funds have been expended. GMU will advise further on format for reporting upon grant award, if this is required of your award.

As a condition of the receipt of these funds:

Funding may be suspended or terminated for filing a false certification in this application or other reports or document as part of this program.

Tracking of Equipment:

Upkeep, maintenance, and training of and for equipment procured as part of the Homeland Security grant program is a local and/or grantee responsibility. The inventory of this equipment is a local responsibility and the recipient of such understands that inspections, auditing, and inventory accounting of this equipment may occur as a condition of this grant either from Federal, State or other appropriate level agency and agent.

Equipment valued over \$5,000:

To comply with OMB 2 CFR 200 equipment valued at this level must inventoried and tracked locally and be reported to the State Department of Safety (DOS) – Grants Management Unit for 2 years or until the item carries a depreciated value of less than \$5,000. The disposition of the equipment must be reported. DOS recommends consulting with local auditor's compliance and disposition rules governing equipment procured with Federal funds.

Certification by Official Authorized to Sign

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subrecipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds. **CERTIFICATION: I CERTIFY THAT I AM DULY AUTHORIZED UNDER THE STATUTES OF THE STATE OF NH TO APPLY FOR, AUTHORIZE, OR ACCEPT THE HOMELAND SECURITY GRANT FUNDS / EQUIPMENT HEREIN. ***THE AUTHORIZING OFFICIAL MUST BE STATUTORILY ALLOWED TO SIGN A CONTRACT FOR THE MUNICIPALITY (i.e. Mayor, City Manager, Town Manager, Chairperson BOS, etc.) PER RSA 31:95b or RSA 37:6**

Non-Supplanting Certification: This certification, which is a required component of the New Hampshire application, affirms that federal Homeland Security grant funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) funds that have been locally appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post award monitoring, and the audit. DHS/FEMA I.B. 379 allows as well as FP-205-402-125-1 which apply to maintenance and sustainment of grant or in some cases non-grant acquired capabilities with specific definitions. Applicants and/or grantees will be/may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons OTHER than the receipt or expected receipt of federal Homeland Security grant funds. Supplanting funds is loosely defined (for these purposes) as using federal grant money to “replace” or “take the place of” existing local funding for equipment or programs. The funds are intended to provide local entities with **increased or in 2019 sustained capabilities** or to build capacity to address CBRNE/WMD terrorist incidents.

National Incident Management System (NIMS) Implementation Prior to allocation of any Federal preparedness awards in FY 2020, recipients must ensure and maintain adoption and implementation of NIMS. FEMA describes the specific activities involved in NIMS implementation in the NIMS Implementation Objectives (<https://www.fema.gov/implementation-guidance-and-reporting>). Incident management activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies). Utilization of the standardized resource management concepts such as typing, credentialing and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is on DHS/FEMA's website.

CERTIFICATION BY PROGRAM MANAGER/CONTACT*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Program Manager/Contact as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Joseph Devine Title: TOWN ADMINISTRATOR

Agency: TOWN OF HAMMILL

Mailing Address: 18 DEPUT HILL RD

Phone Number: 603-428-3201

E-Mail Address: Joseph.Devine.Hammill@TOS.NH

Signature: 

CERTIFICATION BY FINANCIAL OFFICER*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Financial Officer as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Russ Ray Title: FINANCIAL OFFICER

Agency: TOWN OF HAMMILL

Mailing Address: 18 DEPUT HILL RD

Phone Number: 603-428-3201

E-Mail Address: RussRay@TOS.NH

Signature: 

CERTIFICATION BY AUTHORIZED OFFICIAL*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Authorized Official as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: KRES BLONDACK Title: CHAIRMAN

Agency: HENNIKER SELECT BOARD

Mailing Address: 16 PLANT HILL RD HENNIKER NH

Phone Number: 603-428-3221

E-Mail Address: Kris@PdsPrak.com

Signature: 

Authorized Official (Per NH RSA 31:95b or RSA 37:6)

*NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON

Name of Equipment or Planning Activity	Qty.	Total Cost	Core Capability Supported	AEL Number (refer to: https://www.fema.gov/authorized-equipment-list)	RK&B Standard Compliance from AEL (Attach copy and place check mark here when done)	Primary Authorized Discipline	Mission	Strategy Alignment
120' Comms Tower	1	\$ 121,105.00	Operational Communications	06CP-03-TOWR	X	LE,EMS,E MA,FS,PW HZ,HC	Response	Goal 1,2 and 3
Repeater	1	\$ 125,000.00	Operational Communications	06CP-01-REPT	X	LE,EMS,E MA,FS,PW HZ,HC	Response	Goal 1,2 and 3
Generator	1	\$ 65,267.00	Operational Communications	10GE-00-GENR	X	LE,EMS,E MA,FS,PW HZ,HC	Response	Goal 1,2 and 3
		\$ 311,372.00						
TOTAL								

KEY: LE - Law Enforcement, EMS - Emergency Medical Service, EMA - Emergency Management, FS - Fire Service, HZ - HazMat, PW - Public Works, HC - Health Care. *Strategy Alignment: Choose goal from the "Goals and Objectives" listed in the State Strategy Executive Summary

An official website of the United States government
[Here's how you know](#)



Preparedness Grants

06CP-03-TOWR - Systems, Antenna and Tower

Description:

Fixed and portable.

Grant Notes:

This section includes equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate CBRNE response operations. When utilizing FEMA program funds in the category of Interoperable Communications Equipment to build, upgrade, enhance, or replace communications systems, grantees and sub-grantees should develop a comprehensive interoperable communications plan before procurement decisions are made. Grant funds may be used to cover only those services provided during the grant project period. Grantees are reminded that supplanting of previously planned or budgeted activities is strictly prohibited. Grantees should coordinate with their assigned FEMA preparedness officer to determine the appropriate allowable cost category for these purchases.

FEMA Related Grant Programs:

- Environmental Planning and Historic Preservation (EHP)
- Amtrak - (IPR - Amtrak), Emergency Management Performance Grants (EMPG), Homeland Security Grant Program (HSGP)
- Intercity Bus Security Grant Program (IBSGP)
- Operation Stonegarden (OPSG)
- Port Security Grant Program (PSGP)
- State Homeland Security Program (SHSP)
- Tribal Homeland Security Grant Program (THSGP)
- Transit Security Grant Program (TSGP)
- Urban Areas Security Initiative Program (UASI)

Standardized Equipment List

For more information on operating considerations, mandatory and applicable standards, and training requirements, visit the **Interagency Board's [Standardized Equipment List site](#)**. You may also access 06CP-03-TOWR - Systems, Antenna and Tower directly [here](#). Note: some equipment items on the Authorized Equipment List maynot be listed on the Standardized Equipment List.

System Assessment and Validation for Emergency Responders

For market survey reports, visit the [System Assessment and Validation for Emergency Responders site](#). To search for an equipment item, use the same Authorized Equipment List item number. Note: some equipment items may not have market survey reports.

Last updated August 3, 2015

[Accessibility](#) [Accountability](#) [Careers](#) [Contact Us](#) [FOIA](#) [Glossary](#) [No FEAR Act](#) [Plug-Ins](#)

[Privacy](#) [Report Disaster Fraud](#) [Website Information](#) [DHS.gov](#) [USA.gov](#) [Inspector General](#)



FOLLOW FEMA

 An official website of the United States government
[Here's how you know](#)



FEMA

Preparedness Grants

06CP-01-REPT - Repeaters

Description:

An electronic device that receives a weak or low-level signal and retransmits that signal to extend usable range.

Grant Notes:

This section includes equipment and systems that provide connectivity and electrical interoperability between local and interagency organizations to coordinate CBRNE response operations. When utilizing FEMA program funds in the category of Interoperable Communications Equipment to build, upgrade, enhance, or replace communications systems, grantees and sub-grantees should develop a comprehensive interoperable communications plan before procurement decisions are made. Grant funds may be used to cover only those services provided during the grant project period. Grantees are reminded that supplanting of previously planned or budgeted activities is strictly prohibited. Grantees should coordinate with their assigned FEMA preparedness officer to determine the appropriate allowable cost category for these purchases.

FEMA Related Grant Programs:

- Environmental Planning and Historic Preservation (EHP)
- Amtrak - (IPR - Amtrak)
- Emergency Management Performance Grants (EMPG), Homeland Security Grant Program (HSGP)
- Intercity Bus Security Grant Program (IBSGP)
- Operation Stonegarden (OPSG)
- Port Security Grant Program (PSGP)
- State Homeland Security Program (SHSP)
- Tribal Homeland Security Grant Program (THSGP)
- Transit Security Grant Program (TSGP)
- Urban Areas Security Initiative Program (UASI)

Standardized Equipment List

For more information on operating considerations, mandatory and applicable standards, and training requirements, visit the **Interagency Board's [Standardized Equipment List site](#)**. You may also access 06CP-01-REPT - Repeaters directly [here](#). Note: some equipment items on the Authorized Equipment List may not be listed on the Standardized Equipment List.

System Assessment and Validation for Emergency Responders

For market survey reports, visit the [System Assessment and Validation for Emergency Responders site](#). To search for an equipment item, use the same Authorized Equipment List item number. Note: some equipment items may not have market survey reports.

Last updated August 3, 2015

[Accessibility](#) [Accountability](#) [Careers](#) [Contact Us](#) [FOIA](#) [Glossary](#) [No FEAR Act](#) [Plug-Ins](#)

[Privacy](#) [Report Disaster Fraud](#) [Website Information](#) [DHS.gov](#) [USA.gov](#) [Inspector General](#)



FEMA

FOLLOW FEMA



An official website of the United States government

[Here's how you know](#)



FEMA

Preparedness Grants

10GE-00-GENR – Generators

Description:

Generators, varying types and sizes, including gasoline, diesel, propane, natural gas, alternator, gas turbine powered devices, etc.

FEMA Related Grant Programs:

- Environmental Planning and Historic Preservation (EHP)
- Amtrak - (IPR - Amtrak)
- Emergency Management Performance Grants (EMPG), Homeland Security Grant Program (HSGP)
- Intercity Bus Security Grant Program (IBSGP)
- Operation Stonegarden (OPSG)
- Port Security Grant Program (PSGP)
- State Homeland Security Program (SHSP)
- Tribal Homeland Security Grant Program (THSGP)
- Transit Security Grant Program (TSGP)
- Urban Areas Security Initiative Program (UASI)

Standardized Equipment List

For more information on operating considerations, mandatory and applicable standards, and training requirements, visit the **Interagency Board's [Standardized Equipment List site](#)**. You may also access 10GE-00-GENR - Generators directly [here](#). Note: some equipment items on the Authorized Equipment List may not be listed on the Standardized Equipment List.

System Assessment and Validation for Emergency Responders

For market survey reports, visit the [System Assessment and Validation for Emergency Responders site](#). To search for an equipment item, use the same Authorized Equipment List item number. Note: some equipment items may not have market survey reports.

Last updated August 3, 2015

[Accessibility](#) [Accountability](#) [Careers](#) [Contact Us](#) [FOIA](#) [Glossary](#)

[No FEAR Act](#) [Plug-Ins](#) [Privacy](#) [Report Disaster Fraud](#)

[Website Information](#) [DHS.gov](#) [USA.gov](#) [Inspector General](#)



FEMA



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



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

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

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



TOWN OF HENNIKER, NEW HAMPSHIRE

18 DEPOT HILL RD • HENNIKER, NH • 03242 • (603) 428-3221 • FAX 428-4366

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

7 Site VHF 12.5 KHz Analog System

For Information Only



Inbound Mobile Coverage



NH_CapitalArea
 PRVM68-01
 WDC687

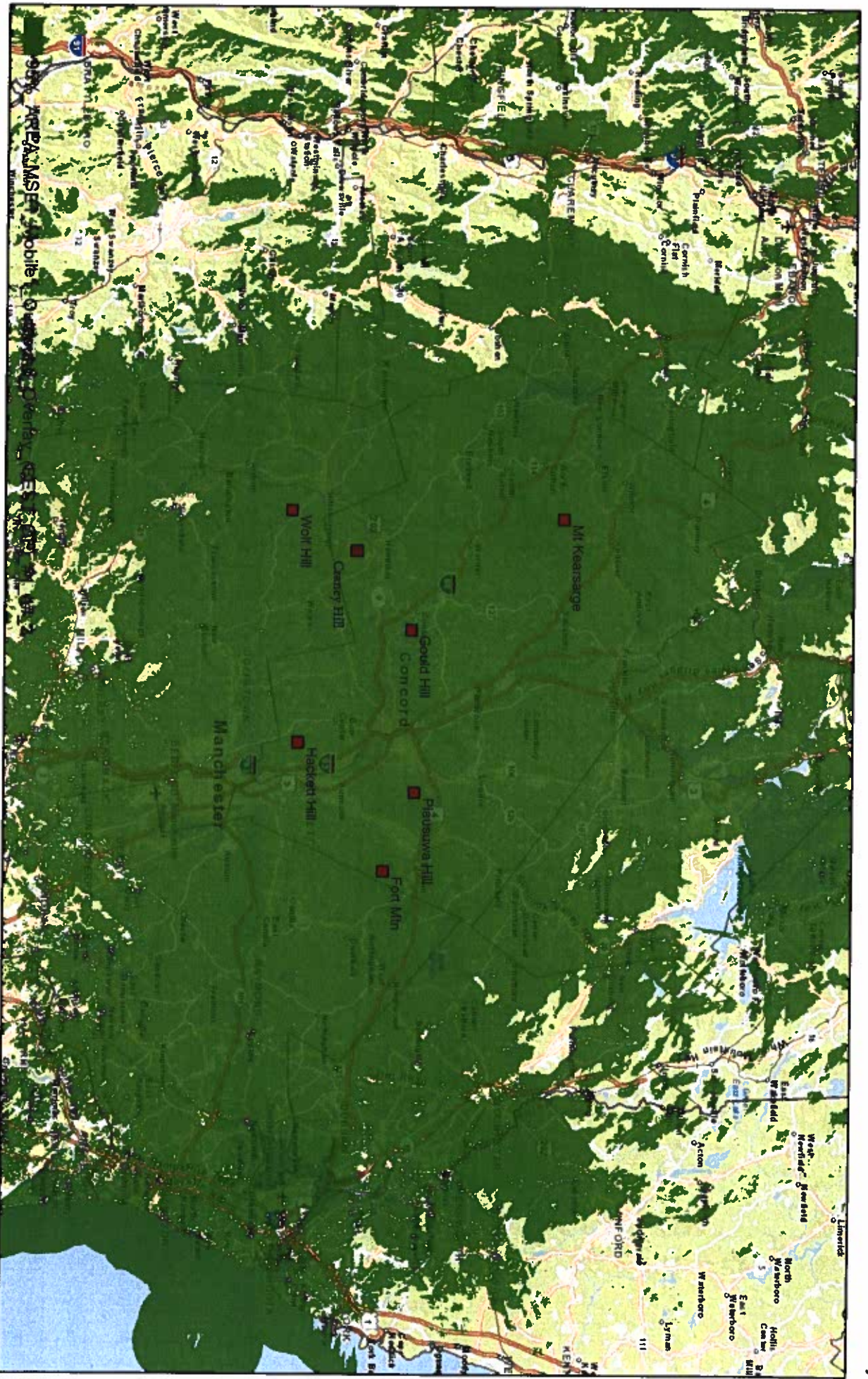


MOTOROLA

Capital Area

7 Site VHF 12.5 KHz Analog System

For Information Only



Outbound Mobile Coverage

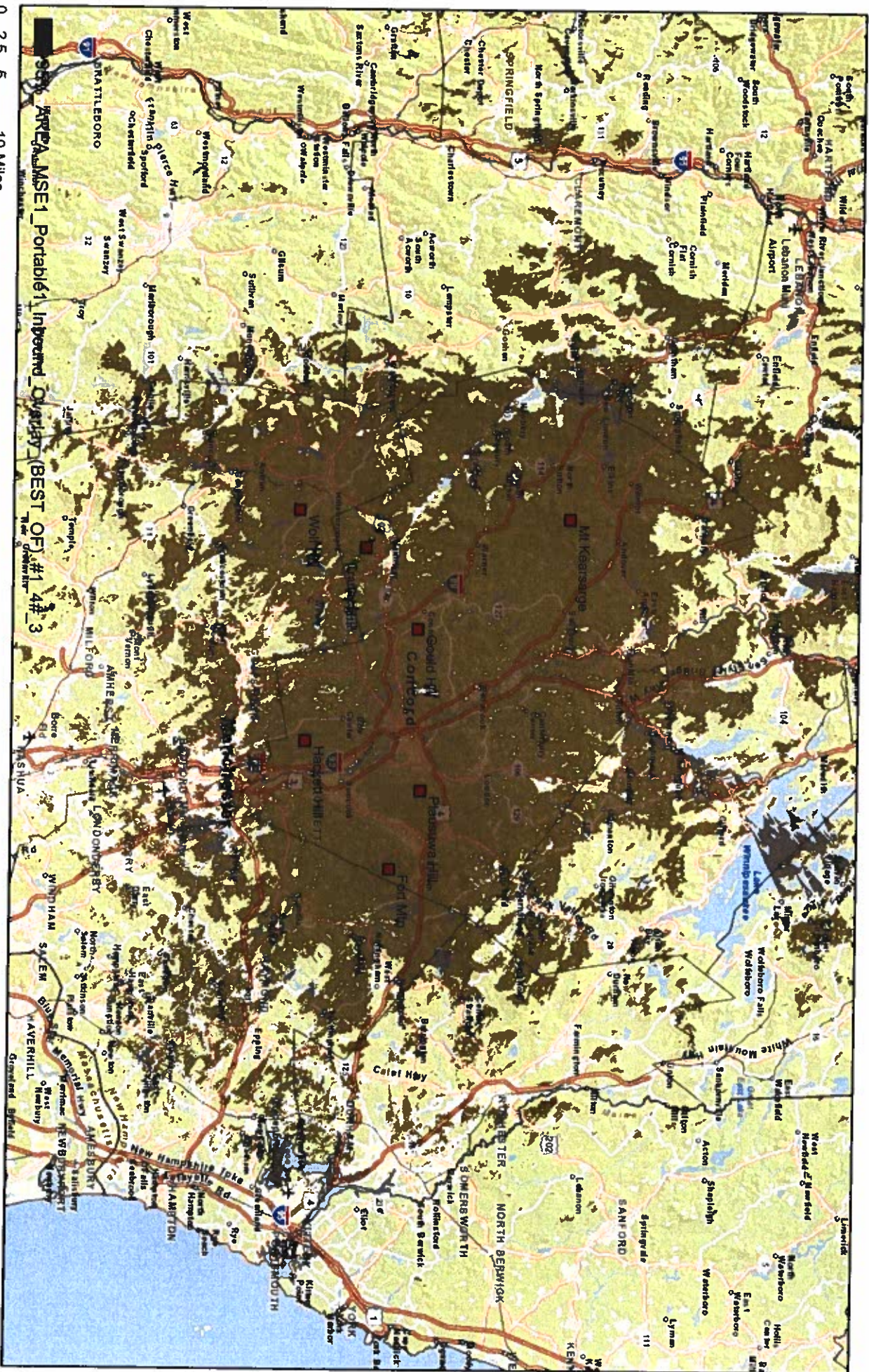
NH_CapitalArea
 PRVW68-01
 WDDQ687



Capital Area

7 Site VHF 12.5 KHz Analog System

For Information Only



Inbound Portable Coverage

Hydra 4.3.1342.0

Portion(s) of GIS Source Data Copyright © 2009 ESRI, AND, TANNA, ESRI Japan, UNEP-WCMC.

137056247.6.000.2.3

NH CapitalArea
PRW68-01
WDQ687

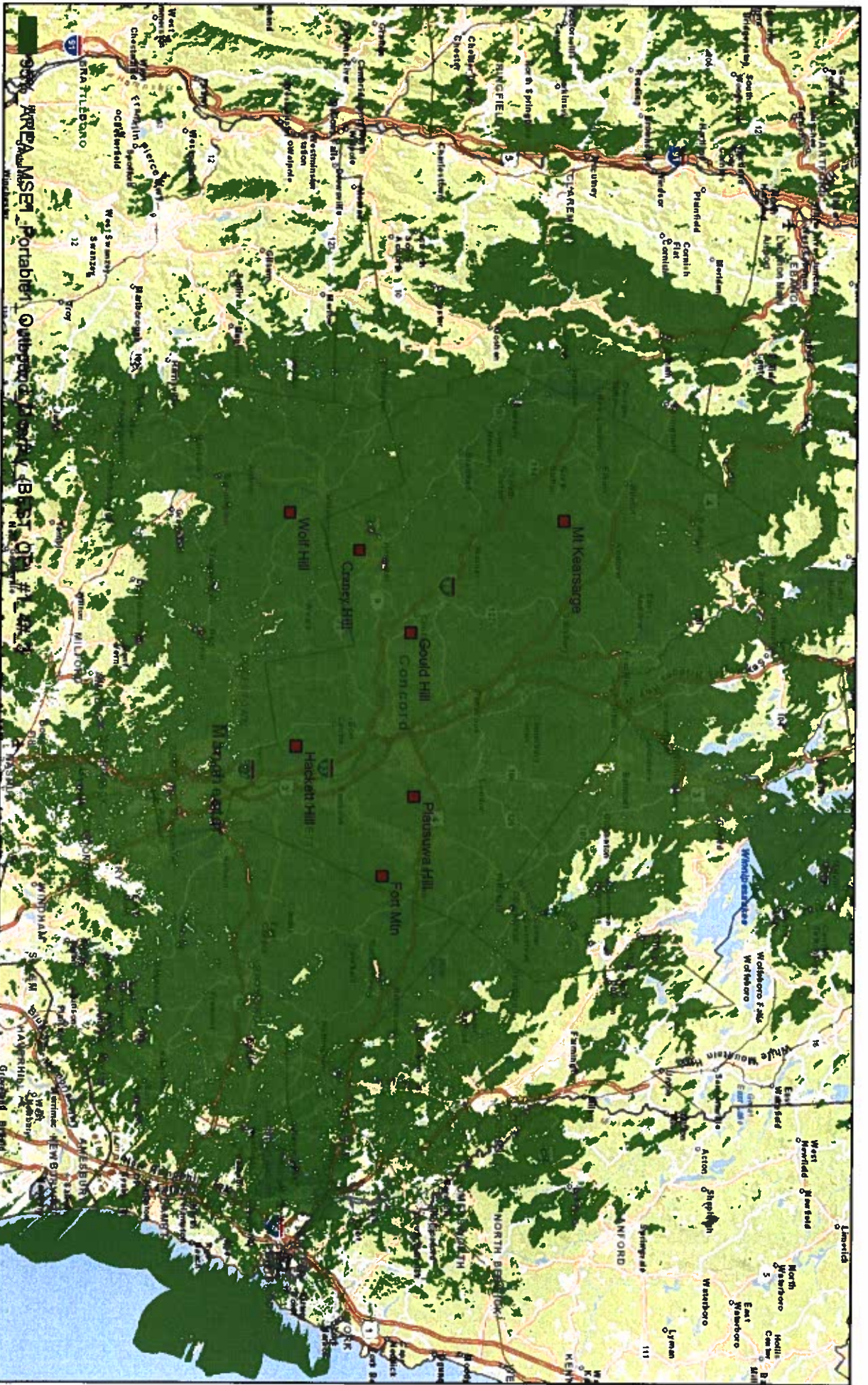


MOTOROLA

Capital Area

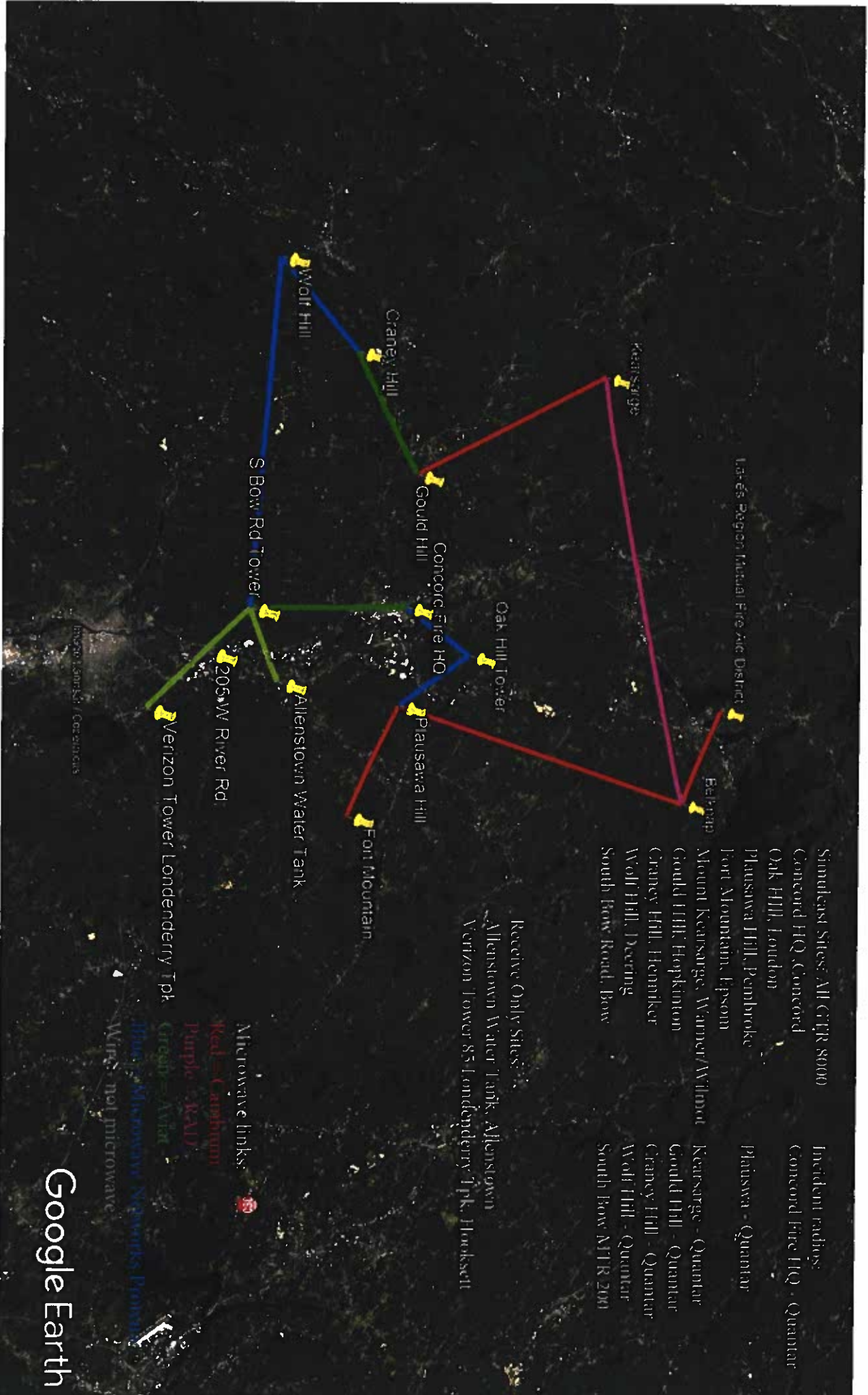
7 Site VHF 12.5 KHz Analog System

For Information Only



Outbound Portable Coverage

NH_CapitalArea
 PRW/68-01
 WDD687



- Simulcast Sites: All CTR 8000
 - Concord HQ, Concord
 - Oak Hill, Loudon
 - Pausawa Hill, Pembroke
 - Port Mountain, Epsom
 - Mount Kearsarge, Warner/Wildor
 - Gould Hill, Hopkinton
 - Craney Hill, Henniker
 - Wolf Hill, Deering
 - South Bow Road, Bow
- Receive Only Sites:
 - Allenstown Water Tank, Allenstown
 - Verizon Tower 85 Londonderry Tpk, Hooksett
- Incident radios:
 - Concord Fire HQ - Quarter
 - Pausawa - Quarter
 - Kearsarge - Quarter
 - Gould Hill - Quarter
 - Craney Hill - Quarter
 - Wolf Hill - Quarter
 - South Bow MTR 200

Microwave links: 

Red = C-archium

Purple = K-AD

Green = Avia

Blue = Microwave Networks Provider

Wire: nat microwave



Matthew French
Chief of Police

HENNIKER POLICE DEPARTMENT

**340 Western Avenue
Henniker, NH 03242**

*Lieutenant Michelle Dandeneau
Sergeant Matthew Mitchell
Patrol Officer Amy Bossi
Patrol Officer Jesse Colby
Patrol Officer Luis Berdecia
Patrol Officer Allysia Burton*

*Gail Abramowicz,
Administrative Assistant
Terri Grieder,
Office Assistant*

*Robert Verity,
Parking Enforcement
Shannon Camara,
Animal Control*

**New Hampshire
Department of Safety
Grants Management Unit**

January 28, 2021

The Town of Henniker certifies that first responders comply with NIMS principals to the best of their ability and that NIMS/ICS concepts have been incorporated into all trainings and exercises. The Town of Henniker encourages all first responders to complete NIMS/ICS training and tracks all trainings.

Respectfully,

Matthew French

**Chief of Police
Henniker NH.**

STATEMENT OF REMITTANCE

VOUCHER NUMBER	INVOICE NUMBER	DESCRIPTION	CONTACT INFORMATION	DATE	AMOUNT
633310	HIGHWAY BLK FY21 QTR3	Block Grant Aid JAN payment	(603) 271-3466	01/01/21	33,857.43
	Highway Block Grant Aid JAN payment-A \$29986.72	Highway Block Grant Aid JAN			
	pmtA SB367 \$3870.71				

If you have further payment questions, reference the contact information provided next to the line item in question.

TOTALS: \$33,857.43

INFORMATION MESSAGE

Questions On Your Payment?

Please use the contact information provided above in the fourth column from the left.

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH

01/28/21

2252999

DIRECT DEPOSIT ADVICE

PAY EXACTLY *VOID VOID VOID VOID VOID VOID VOID VOID*

\$ ****33,857.43

NON-NEGOTIABLE

PAY TO THE ORDER OF
TOWN OF HENNIKER
Treasurer
18 Depot Hill Rd
Henniker NH 03242
177404